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CENSUS OF INDIA 1961

VOLUME VII

KERALA



PART VIII B
ADMINISTRATION REPORT
TABULATION

K. V. JOSEPH
Deputy Superintendent of Census Operations, Kerala

1968

PRINTED AT CITY PRESS, TRIVANDRUM-1

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VOLUME VII

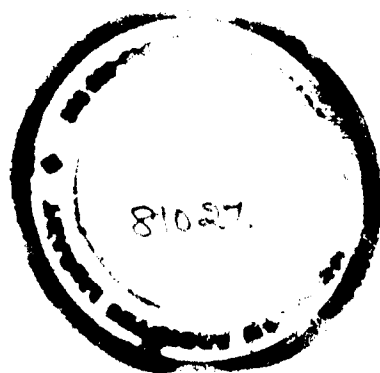
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FOREWORD

Sorting of the census schedules, the tabulation of the data and the publication of census reports form the second major phase of census operations, as important and as complicated as the first phase viz., census enumeration. This phase also involves careful attention to details, the recruitment and training of a mass of tabulation staff, the co-ordination of different stages of work and a host of administrative problems to be tackled. Though Shri K. V. Joseph has remarked that the Administration Reports on census enumeration as well as tabulation might have lost much of their importance as the census organisation has now come to be established on a continuing and permanent basis after 1961 Census, yet an Administration Report of this kind appears to be invaluable. Officers in charge of the operations at one census do not generally continue to be in charge of the next census and eventhough individual files in a census office may throw light on individual problems dealt with, an administration report which would record in one place all the experiences at a census in a cogent and comprehensive manner would be a great help for a successor in office in organising the operations. This would also enable the Census Superintendents of other States to compare notes and draw lessons in order to avoid any pitfalls and improve upon the past procedures. In the present Administration Report on Tabulation, printing and ancillary projects, Shri Joseph has succeeded in presenting a detailed picture of the experiences of Kerala Census Organisation, and the report not only helps the successive Census Officers as a guide but it makes other readers appreciate what great effort had gone into the preparation of the final products of the census viz., the voluminous census publications. Procedures of data processing and tabulation may vastly change in future with the advent of modern techniques such as the electronic data processing. The manual sorting and tabulation, the characteristic procedure adopted at the last ten decennial censuses in India had served as well. But it has to yield place to new and better procedures. The series of Administration Reports will serve as historical documents to recount the experiences and development of procedures in our rich census history.

New Delhi,
8th September, 1968

A. CHANDRA SEKHAR
Registrar General, India

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CHAPTER I

INTRODUCTORY

The Administration Report relating to the 1961 Census, be it on enumeration or tabulation, has lost much of the importance that its predecessors enjoyed. Till the census of 1961, the Census Organisation was "like the mythical phoenix which arises with renewed vigour from its ashes". The census offices in the States used to be set-up a year or two before the reference date and closed down after the printing of the reports. Most of the files, except essential ones relating to the accounts, appointments, service matters etc., used to be destroyed and the remaining records entrusted to some department of the State for safe custody till they were claimed by the Superintendent of Census Operations for use in the next census. Thus the Superintendent of Census Operations used to come in position in each census with little material to be guided by, in the matter of getting over the initial difficulties of organising an office. It was with a view to avoiding these initial difficulties, as far as possible, that the tradition was set-up of keeping on record, in the form of an administration report, what initial difficulties, problems and impediments were encountered, how they were tided over, what troubles were apprehended, what precautions were taken to avoid them, what methods and procedures were adopted for the conduct of the various phases of the Census Operations, whether they were effective or defective, what suggestions were offered, in the light of the experience gained, for the success of future censuses and so on.

2. With the 1961 Census, the Census Department has been made a permanent department under the Ministry of Home Affairs. In every State the census office will continue with a nucleus staff during the intercensal period. Almost all the details of operations during its various phases would have been recorded in one file or another of the census office and almost all the files, except trivial and routine ones, will be retained for future reference. As there is a permanent office in which the intercensal staff is working, the Superintendent of Census Operations would not have to face the difficulties incidental to organising an office. Therefore,

much of the assistance and help that was sought to be obtained from the Administration Report has become unnecessary with the change-over of the status of the Census Organisation.

3. Nevertheless, there will be items of information which would have either been considered too unimportant to be recorded, or for the securing of which, long and laborious search of the Census archives would be necessary. This is the case especially in the matter of tabulation. Hence in the following paragraphs are dealt with the tabulation and post-tabulation part of the Census Operations, 1961.

Pre-test Tabulation

4. Two pre-tests of the census schedules were conducted, the first by the Department of Statistics of the State Government at the instance of the Registrar General and the other by the Superintendents of Census Operations themselves. The pre-test was intended, among others, to help the Census Organisation in finalising the tables and assessing the quantum of tabulation work involved as correctly as possible. The schedules of the first pre-test were tabulated in the Registrar General's Office. A few items of the data collected from the second pre-test operations were sorted and tabulated in the census office as per the instructions of the Registrar General. 16 sorters on Rs. 3 per day were engaged for the period from March 16, 1960 to April 9, 1960 for the purpose. They were recruited through the Employment Exchanges. The experience gained in the tabulation was useful in organising the tabulation offices.

Conference of Superintendents of Census Operations

5. The second conference of the Superintendents of Census Operations held in New Delhi from August 5, 1960 to August 12, 1960 may rightly be called the Tabulation Conference. In this conference the census tables were finalised, based on the experience gained during the two pre-tests, and the organisation of Regional Tabulation Offices was finally determined. The proceedings of this conference is given as Appendix I.

CHAPTER II

HOUSING TABULATION

Introduction

6. In Kerala, unlike in most other States, house numbering and preparation of houselists were done in March-April 1960. These operations were scheduled to take place between March 1, 1960 and April 30, 1960. The operations commenced according to schedule. But as the south-west monsoon set in unusually early that year, all the charges could not complete the operations according to schedule. All except 16 charges completed the work on April 30, 1960. The time limit was extended till May 15, 1960 in respect of 15 charges and till June 1, 1960 in respect of the remaining one charge. The houselisting operations were thus completed by June 1, 1960, while in many other States these operations were put through during October-November, 1960, and it was possible to commence housing tabulation in Kerala ahead of the all-India schedule. The tabulation of the houselists relating to the Laccadive, Minicoy and Amindivi Islands was also undertaken by the Kerala Census Office.

The Houselist

7. The houselist for the 1961 Census was more elaborate and exhaustive than those of the previous censuses. Besides giving the number of buildings, census houses and households, it contained detailed information about factories, workshops and other establishments. In respect of census households, it contained information about the tenure status, number of rooms, materials of walls and roofs and the number of males and females residing in them. This elaborate houselist made it possible to collect a good deal of useful data pertaining to the State down to taluk level and for towns with population of more than 50,000. A copy of the houselist has been given as Appendix III to Part VIII A Administration Report, Enumeration.

Tables

8. In the Second Conference of Superintendents of Census Operations, the final formats of the housing tables were decided. Accordingly 5 main tables and 11 subsidiary tables were prepared from the houselists. Part IV B Housing and Establishment Tables of the census series

contains these tables (E Series). The Housing Tables are given down to taluk level except Table E-III, which is given only up to district level as a measure of economy in printing. The number of industrial establishments according to Table E-III has, however, been given down to the village or town level in the District Census Handbooks. A list of the main tables and subsidiary tables of the E Series is given in Appendix XVI. Two out of the five main tables, viz., E-I and E-III were prepared on full count and the remaining 3 based on a 20% sample households. The Superintendent of Census Operations proposed to include a special table for the slum areas of Mattancherry Municipal town. The conference approved the special table and decided that "the special table as drafted by the Superintendent of Census Operations, Kerala with modifications made by the Registrar General should be prepared for the slum areas of Calcutta, Bombay, Ahmadabad and Bangalore and for at least one congested city in each State". Besides the above, 81 inset tables were also prepared for inclusion in Part IV A Report on Housing and Establishments.

Organisation of Housing Tabulation

9. During the period between the completion of house numbering operations and the commencement of housing tabulation, the houselists were scrutinized and made up-to-date. The actual tabulation work was started on November 1, 1960 in pursuance of the decision taken at the Second Conference of Superintendents of Census Operations. Though the Regional Deputy Superintendent of Census Operations (Tabulation), Trivandrum was supervising housing tabulation, it was under the direct control of the Superintendent of Census Operations till February 22, 1961, when it was transferred to the control of the Deputy Superintendent.

Location of Tabulation Office

10. In the beginning, the housing tabulation unit was attached to the census office at 'Sthanuvilas', a private building behind the State Secretariat. Though the Census Office was shifted to another building 'Casket' in

February 1961, the housing tabulation continued in 'Sthanuvilas' till May 22, 1961, when the entire records relating to housing tabulation were transferred to one of the twin buildings 'Casket'.

Staff Pattern

11. As has been pointed out in paragraph 115 of the Administration Report on Enumeration, quite a few errors in houselisting were detected during the inspection tours of the Superintendent of Census Operations, most of which were rectified during the preparation of the houselists. Still all the houselists were thoroughly scrutinised before they were tabulated. A special staff was engaged for this purpose and the scrutiny was done efficiently.

12. The preliminary work connected with the housing tabulation was done by two Statistical Assistants who were taken on deputation from the Bureau of Economics and Statistics. Both of them were given a short course of training in the office of the Registrar General, New Delhi. Two supervisors and 12 compiler-checkers were appointed on November 1, 1960 and they were given initial training before the actual tabulation work was taken up. On December 5, 1960, 30 tabulators were appointed. The strength of the tabulation staff was further increased by appointing the next batch of 23 tabulators on February 1, 1961. Two days later 4 supervisors were recruited. On February 18, 1961, 7 more tabulators were appointed. Thus the full complement of staff engaged in housing tabulation consisted of 2 Statistical Assistants, 6 supervisors, 12 compiler-checkers and 60 tabulators. Consequent on the shifting of the census office from 'Sthanuvilas' to 'Casket' the work of the houselist tabulation was placed under the administrative control of the Deputy Superintendent of Census Operations (Tabulation), Trivandrum. For convenience and for proper supervision of work, the supervisors, compiler-checkers and tabulators were grouped into two batches, one batch under each Statistical Assistant.

13. From March 8, 1961 onwards, the housing tabulation staff began to be reduced relieving 2 compiler-checkers on that day, one tabulator on March 23, 1961 and another tabulator two days later. As the major portion of the tabulation work was completed by April 1961, further retrenchment was effected by transferring 5 supervisors, 10 compiler-check-

ers and 49 tabulators on April 3, 1961, to the Regional Tabulation Offices. The two Statistical Assistants were promoted as Tabulation Officers on April 5, 1961 and were posted in each of the Regional Tabulation Offices at Ernakulam and Trivandrum. The final housing tables were prepared under the supervision of the Tabulation Officer attached to the Regional Tabulation Office, Trivandrum by the remaining staff, (1 supervisor and 9 tabulators) who continued till April 26, 1961, when they also were relieved of their duties.

14. After the preparation of the housing tables the Registrar General changed the format of some tables especially Table E-III. This involved further compilation work. This work was attended to by 4 supervisors, 6 compiler-checkers and 21 sorters of the Rural Tabulation Office for a period of two months and was completed on January 18, 1962. All the tables prepared by the Tabulation Officer were subjected to further scrutiny and check in the census office before they were despatched for clearance to the Central Tabulation Officer, New Delhi. The subsidiary tables were prepared in the Central Tabulation Unit of the office. The supervisors, compiler-checkers and tabulators were appointed on consolidated pay of Rs. 160, Rs. 140 and Rs. 120 respectively. Details of staff engaged in housing tabulation is given in Appendix II. The form of the order of appointment prescribed for these posts along with their conditions of service is given in Appendix VII.

Furniture

15. The Second Conference of Superintendents of Census Operations decided that sorters should squat on the floor and work. The Superintendent of Census Operations was strongly against adopting this method in Kerala, though some of the Superintendents of Census Operations were agreeable to this. The conference had, however, provided that, where the Superintendent found it impossible to convince his staff, he may provide them with armless chairs and tables. Accordingly, tables without drawers and armless chairs were provided for sorters (Tabulators) and compiler-checkers and tables with drawers and arm chairs for the staff of and above the rank of supervisors. This was approved by the Registrar General. Two tin boxes provided with locking arrangements were given to each sorter (tabulator) and one box to each compiler-checker for keeping the houselists. The items of furniture were purchased locally

HOUSING TABULATION

after obtaining quotations and accepting the lowest for each item. The total cost involved on furniture and other similar items for housing tabulation was Rs. 3,230.04. A list of furniture supplied to the Housing Tabulation Office is given in Appendix III.

Stationery

16. Procurement of articles of stationery from the Controller of Stationery, Calcutta has been a matter of serious concern all along. Articles of stationery either arrived late or were short of actual requirement. As the volume of work and the requirement of stationery could not be assessed in advance, the indents could not be sent to the Controller of Stationery, Calcutta, sufficiently early, but only just when the tabulation office was started. Of the items indented, the Controller of Stationery, Calcutta supplied only 2 items viz., 2 stapling machines and 2 bottles of blue-black ink. The other items were purchased from the State Controller of Stationery, who never failed to supply, to the extent available with him, the articles requisitioned. A few items were purchased locally as they were not available with the State Controller of Stationery. A list showing the stationery articles, supplied to the Housing Tabulation Office, is given in Appendix IV.

Printing of Forms

17. Printing of various forms and compilation sheets for the houselist tabulation was one of the important items of work. The Superintendent of Government Presses, Kerala, expressed his inability to execute the work in view of the heavy volume of work of the State Government. Therefore, the printing work had to be entrusted to private presses after obtaining quotations and accepting the lowest quoted rate for each item. They did the work very promptly and accurately. A statement showing the items of forms with their printing cost is given as Appendix V.

18. As the housing tabulation was functioning as a unit of the census office, where amenities like telephone, fire fighting equipments, cycle etc. were provided, separate provision of these amenities for the housing tabulation unit was not considered necessary. When, however, the office was shifted to another building, these amenities were provided and were continued to be made use of by the Regional Tabulation Office also.

Sampling

19. The first stage of tabulation was the arrangement of records. Houselists were arranged in the order of karas/muris/desoms as in the location code in the case of rural areas of taluks and urban areas other than towns with a population of 50,000 and over, separately. In the case of towns with a population of 50,000 and over, the houselists were arranged in the order of wards as in the location code. Then samples were marked separately for the rural areas of a taluk, every town with a population of 50,000 and over and for the entire urban areas other than towns with a population of 50,000 and over for a district. The first sample household was chosen at random from among the first five households in the first houselist. Then every fifth household from the first random household was continuously marked. The marking was done by putting a bold red tick mark at the right hand side of column 11 of the houselist. The households left over in a houselist after marking the last sample were carried over to the next houselist. If, for example, in a particular houselist, two households were left after marking the last sample household, then these households were carried over to the next houselist and third household in that houselist was marked as sample household.

Coding and Tabulation

20. The next operation was coding. Different codes were adopted for different tables. These codes were marked in the appropriate columns of the houselist, using a particular colour pencil for a particular column. The system of 'tally marking' on frequency tables was adopted for tabulation. The frequency tables had two columns, the first column intended for indicating the characteristics to be tabulated and the second column for noting the frequency. For each entry a tally mark was given in the appropriate row of column 2. The first four tally marks were vertical strokes while the fifth one was a horizontal stroke put across the four vertical tally marks providing groups of five tally marks, which facilitated counting. These tally marks were counted and noted in the frequency table itself at the end of tally marks for each category. Abstracts were prepared from the frequency tables and final tables from these abstracts.

HOUSING TABULATION

Table E-I Census houses and the uses to which they are put
Coding

21. This table is based on full count. Information on census houses and the uses to which they are put is given in column 4 of the houselist. To facilitate easy compilation the codes were written at the right-hand side of this column. The following codes were used for

Preparing Table E-I.

Dwellings	A
Shop-cum-dwellings	B
Workshop-cum-dwellings	C
Hotels, hostels, sarais, dharmasalas, tourist homes and inspection houses	D
Shops excluding eating houses	E
Business houses and offices	F
Factories registered under Factories Act	G
Workshops and worksheds not registered under Factories Act	H
Schools and other educational institutions including training classes, coaching and shop classes	J
Restaurants, sweetmeat shops and eating places	K
Places of entertainment and community gathering (Panchayat Ghar)	L
Public health and medical institutions, hospitals, health centres, doctors' clinics, dispensaries etc.	M
Others	N
Census houses vacant at the time of houselisting	O

Limitations

22. The instructions for filling up column 4 of the houselist were as follows:-

"Col. 4: Purpose for which census house used, e.g. dwelling, shop, shop-cum-dwelling, business, factory, workshop, school or other institution, jail, hostel, hotel etc.

"The actual use to which a census house is put should be written here.

"In the case of factory or workshop 'Factory' should be written for a large factory if registered under the Indian Factories Act and 'workshop' for a small unregistered workshop. A workshop is a place where some kind of production, repair

or servicing goes on or where goods or articles are made and sold. Similarly, a shop is a place where articles are sold for cash or for credit. Business houses are those where transactions in money or other articles are taking place, e.g. bank etc. But rooms or apartments, where professional consultations are held such as by doctors, hakims, pleaders, etc. should be described as 'professional consultation rooms' and not workshops. In the case, however, of a dispensary where, in addition to consultation by a doctor, medicines are prepared and sold, the house should be described as a dispensary. Write also if used for place of worship or congregation or if unoccupied, 'vacant'. If the census house is a shop, business house, bank etc., but is not a factory or workshop as defined above, the name of the proprietor, manager or director should be entered in Column 18".

Places of worship or congregation as well as vacant census houses were accordingly shown as vacant. It is not always the case that places of entertainment and community gathering were occupied at the time of the enumerators' visit. It may also happen that the enumerator visited a school on a holiday. In such cases educational institutions, places of entertainment or community gathering might also have been shown as vacant. At the tabulation stage all census houses shown as vacant, were coded as such using code O. Due to the limitation in the concepts of classification also there was some difficulty in coding. Godowns, carsheds, tombs, railway watchsheds, rice depots, laundry and dry cleaners, examination hall, fire station, central station etc. are some of the census houses included in the category of others i. e. code N. Under the Industrial Classification a studio is not recognised as a place where processing is done and photographic and motion picture studios were classified under recreation services and personal services and thereby fell outside the scope of the category of production or manufacture. Therefore it was included in the category others using code N. Senate hall was taken as a place of community gathering i. e. code L.

Tabulation

23. All the entries in column 4 were counted by putting tally marks in the frequency table.

HOUSING TABULATION

Frequency Table
Census houses used asA
B
C
D
E
F
G
H
J
K
L
M
N
O

Frequency

The first column of the printed frequency table indicated the code number allotted for the different uses to which the census houses were put, while the second column was intended for noting the frequency. The frequency table was prepared following the procedure indicated in paragraph 20. The abstract in the following form was prepared from the frequency table.

Abstract I (Table I)

CENSUS HOUSES AND THE USES TO WHICH THEY ARE PUT

District: (Name and Code No.)

Rural area of taluk (Name and code No.)

Urban area of taluk other than towns of 50,000 and above population (Name and Code No.)

Occupied census houses used as

Census houses vacant at the time of houselisting	Dwellings	Shop-cum-dwellings	Workshop-cum-dwellings	Hotels, sarais, dharmasalas, tourists homes and inspection houses	Shops excluding eating houses	Business houses and offices	Factories registered under Factories Act	Workshops and workshops not registered under Factories Act	Schools and other educational institutions including training classes, coaching and shop classes	Restaurants, sweetmeat shop and eating places	Places of entertainment and community gathering (Panchayat Ghar)	Public health and medical institutions, hospitals, health centres, doctors' clinics, dispensaries etc.	Others
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Table E-I was prepared from Abstract I. The census houses have been classified broadly into two groups viz., vacant and occupied. The occupied census houses have been further classified into 13 categories. This table gives separately the distribution of census houses, accord-

ing to the uses to which they are put, for total, rural and urban areas of the State, districts and taluks and for cities and towns with a population of 50,000 and over and for wards of cities and towns with a population of 100,000 and over.

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Table E-III Census houses used as factories and workshops classified by industry, power and no power used and size of employment.

Coding

24. Table E-III is also based on full count. The original format of table E-III was subsequently revised as the original form was considered to be too unwieldy. The preparation of this table according to the finally accepted form involved a three-fold classification of the establishments, the first classification being the nature of industry, the second the kind of fuel or power used and the third the size of employment. Each entry in column 6 in the houselist i.e. the name of products or repair or servicing undertaken, was coded. The three digit industrial code (minor group number) of Indian Standard Industrial Classification was used for this tabulation. This number was written in the right hand side of column 6 leaving space to write the other codes mentioned below. Then the code number for each entry in column 7 was written after the minor group number in column 6. For this purpose the following codes were used for different sizes of employment.

1 person	A
2-5 persons	B
6-9 persons	C
10-19 persons	D
20-49 persons	E
50-99 persons	F
100 persons and above	G

If machinery was used, code numbers were written in column 8 (viz. kind of fuel or power). The following abbreviations were used for kind of fuel or power used.

Electricity	I
Liquid fuel	II
Coal, wood and bagasse	III
Other power	IV
No power	V

Limitation

25. This table is restricted to Divisions 2 & 3 of I. S. I. C. and establishments relating to all minor groups except 047 under major group 04 of Division 0 of the Industrial Classification.

Tabulation

25. The following frequency table was used for counting the data for each minor group of industry.

Frequency Table

Minor group No.	Product/Repair/Service
Kind of fuel and size of employment	Frequency (No. of factories and workshops and No. of persons employed)
1	2
IA	
IB	
IC	
ID	
IE	
IF	
IG	
IIA	
IIB	
IIC	
IID	
IIE	
IIF	
IIG	
IIIA	
IIIB	
IIIC	
IIID	
IIIE	
IIIF	
IIIG	
IVA	
IVB	
IVC	
IVD	
IVE	
IVF	
IVG	
VA	
VB	
VC	
VD	
VE	
VF	
VG	

For each minor group in the houselist a tally mark was put in the appropriate line of the frequency table considering the fuel or power used and the size of employment. Separate frequency tables were prepared for each minor group. The total number of industrial establishments under each minor group classified by type of fuel and size of employment was arrived at by counting the tally marks in the frequency tables. The totals were compiled in Abstract III.

HOUSING TABULATION

Abstract III (Table III)

CENSUS HOUSES USED AS FACTORIES AND WORKSHOPS CLASSIFIED BY INDUSTRY,
POWER USED AND SIZE OF EMPLOYMENT

District (Name and Code No.):

Rural area of taluk (Name and Code No.):

Town (50,000 and above population) (Name and Code No.):

Urban area of taluk other than towns of 50,000 and above population (Name and Code No.):

... population (Name and Code No.):

Name of industry (Minor group)	Total No. of workshops and factories	Electricity							
		Total	1 person	2-5 persons	6-9 persons	10-19 persons	20-49 persons	50-99 persons	100 persons and above
1	2	3	4	5	6	7	8	9	10

.

Liquid fuel							
Total	1 person	2-5 persons	6-9 persons	10-19 persons	20-49 persons	50-99 persons	100 persons and above
11	12	13	14	15	16	17	18

Coal, wood and bagasse							
Total	1 person	2-5 persons	6-9 persons	10-19 persons	20-49 persons	50-99 persons	100 persons and above
19	20	21	22	23	24	25	26

Other power							
Total	1 person	2-5 persons	6-9 persons	10-19 persons	20-49 persons	50-99 persons	100 persons and above
27	28	29	30	31	32	33	34

No power							
Total	1 person	2-5 persons	6-9 persons	10-19 persons	20-49 persons	50-99 persons	100 persons and above
35	36	37	38	39	40	41	42

HOUSING TABULATION

27. Table E-III gives the distribution of census houses used as factories, workshops and workshops classified by industry, type of power used and size of employment. It was prepared from Abstract III for the rural and urban areas of the State, districts and taluks and for cities and towns with a population of 50,000 and over and for wards of cities and towns with a population of 100,000 and over. A similar table giving the number of industries upto block level for cities and towns with a population of 100,000 and over upto village level for all the taluks of the State was prepared. But data upto district level only have been given in the Housing and Establishment tables as a measure of economy, the number of industrial establishments according to table E-III down to village or town level being included in the Village Directory of the District Census Handbooks. These establishments pertain to manufacturing, repairing or processing of both small scale and large scale industries. Details of the products manufactured, processed or repaired have been classified under the three digit code of Indian Standard Industrial Classification. Even though the revised table E-III was more compact there were some initial difficulties in consolidating the figures.

Table E-II— Tenure status of sample census households living in census houses used wholly or partly as dwelling.

Coding

28. This table is based on a 20 per cent sample of households. The following codes were used for the types of households (column 4) and their tenure status (column 14).

Description	Code
<i>Type of household</i>	
Dwelling	D
Shop-cum-dwelling	S
Workshop-cum-dwelling	W
Others	O
<i>Tenure status</i>	
Owned	O
Rented	R

Thus there were the following 8 codes viz.,

Description	Code
Dwellings owned	DO
Shop-cum-dwellings owned	SO
Workshop-cum-dwellings owned	WO
Others owned	OO
Dwellings rented	DR
Shop-cum-dwellings rented	SR
Workshop-cum-dwellings rented	WR
Others rented	OR

Tabulation

29. The following frequency table was made use of—

Frequency table	
Type of household and tenure status	Frequency
1	2
DO	
SO	
WO	
OO	
DR	
SR	
WR	
OR	

The eight codes are given in the first column of the frequency table, the frequency being noted in the second column. Starting from the first sample household, tally marks were recorded in the frequency columns against the appropriate codes. The total number of households under each code was determined by counting the tally marks. The Abstract II in the following form was prepared from the above frequency table.

HOUSING TABULATION

Abstract II (Table II)

CENSUS HOUSEHOLDS CLASSIFIED BY TENURE STATUS

District (Name and Code No.):

Rural area of taluk (Name and Code No.):

Urban area of taluk other than towns of 50,000 and above population (Name and Code No.):

Tenure status

Dwellings		Shop-cum-dwellings		Workshop-cum-dwellings		Dwellings with other uses	
Owned	Rented	Owned	Rented	Owned	Rented	Owned	Rented
1	2	3	4	5	6	7	8

The figures compiled in Abstract II formed the basis for preparing Table E-II

30. Table E-II is confined to households living in census houses used exclusively as dwellings and dwellings in combination viz., shop-cum-dwellings, workshop-cum-dwellings and dwellings with other uses. The above types of dwellings have been further classified according to the tenure status viz., whether they are owned or rented. This table has been prepared for the total, rural and urban areas of the State, districts and taluks and for cities and towns with a population of 50,000 and over. For cities and towns with a population of 100,000 and over it was prepared upto ward level.

Table E-IV-Distribution of sample households living in census houses used wholly or partly as dwelling by predominant material of wall and predominant material of roof.

Coding

31. Table E-IV was prepared based on a 20 per cent sample. The same samples, as were used for Table E-II, was made use of for this table also. Entries in columns 9 and 10 relating to the sampled households formed the basis for Table E-IV. The following codes were used for the material of wall and material of roof.

Column 9 of houselist

Description	Code
Grass, leaves, reeds or bamboo	1
Timber	2
Mud	3

Unburnt bricks	4
Burnt bricks	5
C. I. Sheets or other metal sheets	6
Stone	7
Cement concrete	8
All other material	9

Column 10 of houselist

Description	Code
Grass, leaves, reeds, thatch, wood or bamboo	A
Tiles, slate, shingle	B
Corrugated iron, zinc or other metal sheets	C
Asbestos cement sheets	D
Brick and lime	E
Concrete and stone	F
All other material	G

The codes for the material of the wall were marked in column 9 of the houselist and those for the material of roof in column 10.

Tabulation

32. Two frequency tables were used, one for the material of wall and the other for material of roof. The frequency table for material of wall was in the following form, wherein the different codes for the different materials used for the construction of wall were indicated.

HOUSING TABULATION

Frequency Table

Material of wall	Frequency	Material of roof	Frequency
1	2	1	2
1		A	
2		B	
3		C	
4		D	
5		E	
6		F	
7		G	
8			
9			

A similar frequency table was used for material of roof, in column 1 of which the codes for material of roof were shown.

The frequencies under the various codes in each frequency table were tally-marked and finally counted. The totals under each code were then transferred to Abstract IV.

Abstract IV (Table IV)

DISTRIBUTION OF CENSUS HOUSES USED WHOLLY OR PARTLY AS DWELLINGS BY WALL AND ROOF MATERIAL

District (Name and Code No.):

Rural area of taluk (Name and Code No.):

Town (50,000 and above population) (Name and Code No.):

Urban area of taluk other than towns of 50,000 and above population (Name and Code No.):

Material of wall									Material of roof						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Grass, leaves, reeds or bamboo	Timber	Mud	Unburnt bricks	Burnt bricks	C. I. Sheets or other metal sheets	Stone	Cement concrete	All other material	Grass, leaves, reeds, thatch, wood or bamboo	Tiles, slates, shingle	Corrugated iron, zinc or other metal sheets	Asbestos cement sheets	Brick and lime	Concrete and stone	All other material

The totals of the codes from the frequency table for material of wall were entered in the appropriate columns 1-9 of the Abstract. Similarly the totals from the frequency table for material of the roof were entered in columns 10-16 of the Abstract.

33. As in the case of Table E-II, the households living in Census houses used as dwellings, shop-cum-dwellings, workshop-cum-dwellings and dwellings with other uses were considered for Table E-IV. The table gives the different types of wall and roof material used for dwellings

HOUSING TABULATION

for the total, rural and urban areas of State, districts and taluks and for cities and towns with a population of 50,000 and over and for wards of cities and towns with a population of 100,000 and over. The wall material has been classified into 9 categories and roof material into 7 categories.

34. The table, no doubt, gives an idea of the position of households in the State with reference to the material used for the walls and for the roofs separately. But, as no cross classification was envisaged, an overall picture of the housing conditions, reckoning the materials used for wall and roof together, is not available. This combined information would have been more useful than merely knowing the frequency of households by types of wall material and roof material, independant of each other, in as much as the correlated picture will facilitate a more accurate assessment of the factors that influence housing conditions. Such a cross tabulation was attempted in the village survey monographs. Even though the number of units in the village survey monographs was very small when compared to the houselist, the result was encouraging.

Table E-V Sample households classified by number of members and number of rooms occupied

Tabulation

35. Like tables E-II and E-IV, Table E-V also is based on 20 per cent sample, the same sample being used for all the three tables. Information recorded in columns 13, 15 and 16 of the houselist formed the basic data for this table. No coding was necessary for compiling this table, as all the sample households were listed in the serial order in the appropriate totalling sheet according to the category to which the households belonged. As far as Table E-V was concerned totalling sheet was the counterpart of the frequency table used for other tables. Before preparing the Abstract V, separate totalling sheets in the following form were prepared for households with no regular room, households with one room, households with two rooms, households with three rooms and households with four rooms.

Totalling Sheet			
Household with * rooms			
Sl. No. of household	Number of members		
	M	F	
1	2	3	

* Here enter 'No regular', 'One', 'Two', 'Three' or 'Four' as the case may be

In the case of households with 5 rooms and above the totalling sheet in the following form was used.

Totalling Sheet			
Households with 5 rooms and above			
Sl. No. of households	No. of rooms	No. of members	
		M	F
1	2	3	4

This latter totalling sheet differed from the former in that it contained an additional column for noting the number of rooms. First of all, households with no regular room, recorded as 'O' in column 13 of the houselist were entered in the serial order, in column 1 of the totalling sheet intended for that category of households, columns 2 and 3 being filled up with the entries in columns 15 and 16 of the houselist respectively. The number of lines in the totalling sheet was the number of households with no regular room. Similarly totalling sheets were prepared separately for households with one room, two rooms, three rooms and four rooms. In the case of households with 5 rooms and above, the totalling sheet was filled up by entering the serial number of the household in column 1, number of rooms (column 13 of the houselist) in column 2 and the number of persons (columns 15 and 16 of the houselist) in columns 3 and 4. The figures in the various columns in the totalling sheet were then added to get the total number of households, total number of rooms and total number of persons. The Abstract V was prepared by compiling the totals in the various columns in the totalling sheets for households with no regular room, one room, two rooms, three rooms, four rooms and households with five rooms and over.

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Abstract V (Table V)

HOUSEHOLDS CLASSIFIED BY NUMBER OF MEMBERS AND NUMBER OF ROOMS OCCUPIED

ict (Name and Code No.):

l area of taluk (Name and Code No.):

n (50,000 and above population) (Name and Code No.):

in area of taluk other than towns of 50,000 and above population (Name and Code No.):

in area of taluk other than towns of 50,000 and 100,000

Households with no regular room		
No. of households	No. of members	
	M	F
1	2	3

Households with one room		
No. of households	No. of members	
	M	F
4	5	6

Households with two rooms		
No. of households	No. of members	
	M	F
7	8	9

Households with 3 rooms		
No. of households	No. of members	
	M	F
10	11	12

Households with 4 rooms		
No. of households	No. of members	
	M	F
13	14	15

Households with 5 rooms and more			
No. of households	No. of rooms	No. of members	
		M	F
16	17	18	19

36. Table E-V gives the distribution of households with no regular room, households with one room, two rooms, three rooms, four rooms and households with five rooms and above and the number of members in each of the above category by sex for the total, rural and urban areas of the State, districts and taluks and for cities and towns with a population of 50,000 or more and down to ward level for cities and towns with a population of 100,000 and over.

Special table for slum areas

37. According to the decision taken at the Second Conference of Superintendents of Census Operations held at New Delhi, a special tabulation was conducted for the Municipal town of Mattancherry, which is a highly congested area,

with a view to finding out the actual distribution of rooms according to the number of persons in the households. This tabulation was based on full count. The procedure of tabulation was the same as adopted for table E-V.

Subsidiary tables

38. Subsidiary tables relating to E Series as well as those relating to other census tables were all prepared in the Central Tabulation Unit of this office. The Registrar General had issued detailed instructions for the preparation of these subsidiary tables. The use of calculating machines of the Department of Statistics, University of Kerala greatly helped to expedite the preparation of subsidiary tables.

CHAPTER III

GENERAL TABULATION

CHANGES INTRODUCED IN THE 1961 CENSUS

Individual slip

39. The individual slip of 1961 was different from that of 1951 in some respects. The individual slips of 1951 and 1961 are given below.

1951 Census

(Travancore-Cochin State)

1. Name and relation to head of household
2. (a) Nationality
(b) Religion
(c) Special groups
3. Civil condition
4. Age
5. Birth place
6. Displaced person
7. Mother tongue
8. Bilingualism
9. Economic status
(i) Dependency
(ii) Employment status
10. Principal means of livelihood
11. Secondary means of livelihood
12. Literacy and education
13. Duration of marriage and size of family
(a) Completed years of married life
(b) Age of mother at first maternity
(c) Number of children born
(d) Number now alive
14. Sex

(a) Content

40. (i) Question 13 of 1951 was optional. Each State had the freedom to include questions on whatever subject matter chosen for enquiry. Thus, while Travancore-Cochin State included questions on fertility, Madras took up infirmity (incidence of leprosy) and Mysore unemployment.

(ii) In the questionnaire adopted for the erstwhile Malabar district and Kasaragod taluk for 1951 the following questions were substituted or added in place of the questions adopted for Travancore-Cochin State:

1961 Census

1. (a) Name
(b) Relationship to head
2. Age last birthday
3. Marital status
4. (a) Birth place
(b) Born R/U
(c) Duration of residence if born elsewhere
5. (a) Nationality
(b) Religion
(c) Scheduled Castes/Scheduled Tribes
6. Literacy and Education
7. (a) Mother tongue
(b) Any other language (s)
8. Working as cultivator
9. Working as agricultural labourer
10. Working at household industry
(a) Nature of work
(b) Nature of household industry
(c) If employee
11. Doing work other than 8, 9 or 10
(a) Nature of work
(b) Nature of industry, profession, trade or service
(c) Class of worker
(d) Name of establishment
12. Activity if not working
13. Sex

- 2 (c) Classification of community
- 5 (a) Birth place
(b) Name of father, Karanavan or husband

(b) Concept of economic questions

41. (i) In the 1951 Census, economic questions related to means of livelihood, prior to 1951, the classification was based on religion and community. In the 1961 Census it was felt that the strict application of the criterion of income or economic independence suppressed those who worked in family economic activities but did not actually earn an income like men other than the head of the household and women of the family or children working at cultivation or cottage industry of the household. In the

1961 Census, therefore, stress was laid on work, so that all people who work including family workers who are not in receipt of any income or working children who cannot earn enough for their maintenance are also reckoned as workers. Work includes not only actual work but effective supervision and direction of work.

(ii) In the 1951 Census population was divided into eight livelihood classes, while in this census the population is divided into workers consisting of nine industrial categories and non-workers, the categories of workers being

- I Working as cultivator
 - II Working as agricultural labourer
 - III Working in mining, quarrying, live-stock, forestry, fishing, hunting and plantations, orchards and allied activities
 - IV Working at household industry
 - V Working in manufacturing other than household industry
 - VI Working in construction
 - VII Working in trade and commerce
 - VIII Working in transport, storage, and communication and
 - IX Working in other services.
- The non-workers consisted of the following eight categories—

- i Full-time students
- ii Household duties
- iii Dependents, infants and disabled
- iv Retired, rentier or independent means
- v Beggars, vagrants etc.
- vi Inmates of penal, mental and charitable institutions
- vii Persons seeking employment for the first time
- viii Persons employed before but now out of employment and seeking work

(c) Marital status

42. (i) The classification of 'unmarried' in 1951 has been renamed as 'never married'.

(ii) Instead of the category of 'divorced' in 1951, 'separated or divorced' has been introduced in 1961 Census. According to the tabulation procedure adopted for 1951 in Travancore-Cochin area separate figures for 'widowed' and 'divorced' were not available. But in this census separate figures are available for 'widowed' and 'separated or divorced'.

(d) Birth place

43. Additional questions to ascertain rural-urban migration and duration of residence were included in this census.

(e) Literacy and education

44. To meet the requirements of the changed pattern of tabulation, the questions on literacy and education were more comprehensive than those of 1951. In addition to the questions in the individual slip, cards for technically qualified persons were also canvassed.

(f) Questions omitted

45. The question on displaced persons of 1951 was dropped in this census.

Tables

46. From the census data collected in 1961, 49 tables were prepared as against 22 tables in the 1951 Census. A list of tables adopted for the 1961 Census is given as Appendix XVI.

Primary Census Abstract

47. In the Census of 1941 and earlier censuses, religion was adopted as the basis on which primary sorting and tabulation were done. In 1951 Census a significant change was made by substituting economic classification for classification based on religion. For this purpose the population was divided into 8 livelihood classes including the self-supporting persons and their dependants. In the 1961 Census the concept of dependency has been abandoned for economic classification of the population. Instead, industrial classification has been adopted for the primary economic classification of the population.

General population tables: A series

48. There are 4 tables in the A series and they follow the 1951 model. But tables A II and A IV give the variation for 60 years while the corresponding 1951 tables give variation only for 50 years. The percentage variation is also given from decade to decade. Table A III relates only to villages while the corresponding table of former censuses related to both villages and towns. Table A V of the 1951 Census has been included in the economic tables of 1961.

Economic tables: B series

49. There are 17 economic tables, 9 relating to general population and 8 household economic tables while in the 1951 Census there were only 7 economic tables all of which related to general population.

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Cultural tables : C series

50. All the tables are based on the corresponding tables of 1951. The age tables for the 1951 Census were prepared on the basis of 10% sample of the slips taken out at the initial stage of sorting, while this time age tables are prepared on the basis of full count. In the case of the mother-tongue the languages and dialects were published in the 1951 tables as they were returned, with the result that many odd names with insignificant numbers had to be included. This time a scheme of languages has been prepared including dialects based on the Grierson's Classification. The languages are presented in the alphabetical order in the tables.

Migration tables : D series

51. Tables I and II correspond to similar tables of 1951. Table IV is a special one for cities with a population of 100,000 and over. Tables III and V relate to the new question on migration in the individual slip.

Housing tables : E series

52. As information on housing was collected for the first time on a uniform all-India schedule in the 1961 Census, the E series tables are entirely new, having been drafted in consultation with the National Buildings Organisation.

Special tables for Scheduled Castes and Scheduled Tribes : SCT series

53. At the 1951 Census there were no special tables for Scheduled Castes and Scheduled Tribes except one giving the total number of persons belonging to Scheduled Castes and Scheduled Tribes and their distribution among the 8 livelihood classes. This time special tables have been devised to give the population figures for each Scheduled Caste and Scheduled Tribe and their cross-classification by religion, age, marital status, education and by industrial categories adopted in the Primary Census Abstract.

Special table for Scheduled Castes only

54. There is a special table for Scheduled Castes who are not at work classified by sex, type of activity and educational standard.

Special Tables for Scheduled Tribes only

55. In the case of Scheduled Tribes two special tables are prepared to show the distribution of each tribe by mother tongue and

bilingualism and persons not at work classified by sex and type of activity.

Tabulation plan

56. As a result of the increase in the number and content of the tables in 1961, the tabulation plan was more comprehensive than that of 1951, the workload of tabulation coming to nearly 3 times that of the previous census. The tabulation was conducted in three Regional Tabulation offices one each at Trivandrum, Ernakulam and Calicut. The entire tabulation of urban slips was done in the Regional Tabulation office, Trivandrum. All the tables except the household economic tables were based on full count. The household economic tables were prepared on the basis of 20 per cent sample of household schedules by the Mechanical Tabulation Section of the office of the Registrar General. The tables prepared in the Regional Tabulation offices were based on the individual slips and excluded the figures of army personnel. The figures of army personnel were added to the tables prepared by the Regional Tabulation offices by the Central Tabulation Unit at the time of finalising of tables. The unit of tabulation in 1961 Census was the taluk for rural areas and the town for urban areas unlike rural and urban tracts adopted for 1951. In the Primary Census Abstract the figures for rural areas have been tabulated and presented by kara/muri/desom and figures for urban areas by enumeration blocks. In the village statistics of 1951 the figures for the taluks of Cochin-Kanayannur, Cranganore, Mukundapuram, Trichur, Talappilly and Chittur were presented down to the revenue village level only.

Training to Statistical Assistants

57. At the time of the second pre-test, there were two Statistical Assistants in the office both taken on deputation from the Bureau of Economics and Statistics. Shortly after joining duty, they were trained in the office of the Registrar General, New Delhi in sorting and tabulation. A few items of the data collected in the pre-test operations were sorted and tabulated in the office, under their supervision. These Statistical Assistants were promoted as Tabulation Officers in the Regional Tabulation offices. The other Statistical Assistant, who was similarly posted as Tabulation Officer in the tabulation office had not, however, received the above mentioned training. He was given training by the Deputy

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Superintendent of Census Operations (Tabulation) Trivandrum at the time of organising the tabulation offices. The Statistical Assistants who were posted as such in the Regional Tabulation offices were not given any previous training in the census office. They were trained by the concerned Deputy Superintendents of Census Operations.

Organisation of regional tabulation offices

58. The Registrar General had indicated that the number of tabulation offices may be fixed on the basis of a norm of 6 million slips for one office. Accordingly there was scope for three tabulation offices in Kerala. It was a great

advantage that the Deputy Superintendents in charge of tabulation offices came into position well ahead of the enumeration. They could get themselves acquainted with the nature of the data collected during enumeration, as they were engaged in the training of enumeration personnel and at the same time secure accommodation for locating tabulation offices

Location of tabulation offices

59. Tabulation offices were located in Calicut, Ernakulam and Trivandrum. The details of slips dealt with in these tabulation offices are given below.

DETAILS OF REGIONAL TABULATION OFFICES

Tabulation office 1	Name of the Deputy Supdt. of Census Operations in charge 2	Details of slips dealt with 3	Population 4
1 Calicut	Shri K. K. Krishnan	i. Rural slips of 4 districts viz., Cannanore, Kozhikode, Palghat and Trichur ii. Slips of Laccadive, Minicoy and Amindivi Islands	6,723,785 24,108
2 Ernakulam	Shri M. Joseph	i. Rural slips of 4 districts viz., Ernakulam, Kottayam, Alleppey and Quilon	6,329,827
3 Trivandrum	Shri K. Parameswaran Pillai	i. Rural slips of Trivandrum district ii. Urban slips of all the towns of the State	1,295,962 2,554,141

60. There was not much difficulty in securing accommodation for the tabulation office in Trivandrum. When Sthanuvilas was taken on rent for the main office, the Superintendent of Census Operations had in view the possibility of establishing the Regional Tabulation office or at least a portion of it in that building. The landlord of that building had also promised that he would provide the required additional accommodation. The housing tabulation was conducted in that building itself. Subsequently however, finding that provision of additional accommodation in Sthanuvilas was not feasible the twin buildings 'Casket' were taken on rent, into one of which the main office moved, the other being set apart for housing the rural tabulation wing of the Trivandrum tabulation office. The office in Sthanuvilas, where the urban tabulation unit and the administrative wing of the Regional Tabulation office, Trivandrum were

housed, was under the direct supervision of the Deputy Superintendent of Census Operations, while the Tabulation Officer was in immediate charge of the rural tabulation unit housed in one of the buildings of 'Casket'.

61. The position in Ernakulam was different. The greatest problem the Deputy Superintendent of Census Operations, (Tabulation) Ernakulam had to face in the organisation of tabulation office was finding out accommodation for the staff numbering nearly 300 and for the records. According to the austerity standards a floor area of nearly 13,000 sq. ft. was required. A single building of that floor area was out of question in a city like Ernakulam. Therefore, 3 buildings were taken on rent, two in March 1961 and the third in June 1961. Even then the total floor area came only to less than 8,000 sq. ft. For want of space the

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full complement of tabulation staff could not be appointed. The three buildings were 4 to 6 furlongs away from one another which naturally caused some administrative inconvenience. Supervision of the work also was difficult. The tabulation work in office No. 1 was under the direct supervision of the Deputy Superintendent of Census Operations himself while the Statistical Assistant and Tabulation Officer were in charge of office No. 2 and office No. 3 respectively.

62. In Calicut also considerable difficulty was experienced in securing suitable office

accommodation. A building, big enough to accommodate the entire staff of the Regional Tabulation office was found out and negotiated. But the negotiations had to be abandoned, as a revenue attachment was in force on that property. Therefore 3 other buildings, one mile to 1½ miles away from one another, were taken on rent.

63. The details of buildings taken for tabulation offices are given below :

FLOOR AREA AND RENT OF EACH TABULATION OFFICE

Tabulation office	Buildings taken	Floor area in sq. ft.	Rent per mensem Rs.
1	2	3	4
Calicut	i. Kavalappara Kottaram	4,500	400 †
	ii. House No. 23/1190, Panniankara	2,000	200
	iii. No. 23/3508, Meechanda (First floor)	1,500	110
Ernakulam	i. Lake view-3, Foreshore Road, No. XVII/16856	1,850	300
	ii. Kopraramban building, No. XVII/9947, Broadway	3,425	300
	iii. House No. XX/12268, Canon Shed Road,	2,341	400
Trivandrum	i. Sthanuvilas near Central Secretariat	3,200	600
	ii. T. C. 1846 B. Casket, Pattom High Level Road	2,364	300
	Total	21,180	27,254.28 *

Note: † The rent of Kavalappara Kottaram was raised to Rs 415 with effect from 1-4-1961.

* Total rent paid for the entire duration of all tabulation offices

64. Establishment of tabulation offices in different places has, no doubt, some advantages like the possibility of getting the required number of staff and the comparative ease in securing accommodation. There are disadvantages also. In the first place effective overall supervision by the Superintendent of Census Operations is impossible. Uniformity and co-ordination in the various phases of tabulation cannot also be expected. Work in the tabulation offices was, of course, done according to the sorting and compilation instructions issued by the Registrar General and by the Superintendent of Census Operations from time to time to suit local requirements. Nevertheless, uniformity is bound to be affected as different questions and answers are likely to be understood or interpreted differently, more so, when facilities for frequent consultations are not adequate. At the level of the Regional Tabulation offices themselves, the fact that the office was located in two or three buildings in different parts of the town made

effective supervision almost impossible. In Calicut and Ernakulam where the tabulation offices were located in three buildings, the Deputy Superintendent of Census Operations was in charge of one office, the Tabulation Officer of another and the Statistical Assistant of the third. Thus the Tabulation Officer and Statistical Assistant could not help the Deputy Superintendent in training the sorting staff or in supervising the tabulation. Considering all these aspects, it would be ideal to locate tabulation offices in one place, preferably where the census office is located.

Staff set-up

65. In the second conference of Superintendents of Census Operations held at New Delhi from August 5, 1960 to August 12, 1960 the Registrar General had suggested the following staff pattern for each tabulation office which will be responsible for the tabulation of about 5 million slips.

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PAY SCALES OF STAFF

Post 1	No. of posts 2	Scale of pay 3	Post 1	No. of posts 2	Scale of pay 3
Deputy Superintendent of Census Operations	1	In addition to his grade pay, a special pay of Rs. 150 or 33 1/3 per cent of his grade pay whichever is less	Office staff		
Tabulation staff			Head Clerk-cum-Accountant	1	Rs. 80-220 (Revised scale Rs. 130-300)
Tabulation Officer	1	Rs. 250-400 (Revised scale Rs. 350-475)	Cashier	1	Rs. 60-130 (Revised scale Rs. 110-180)
Statistical Assistant	1	Rs. 160-330 (Revised scale Rs. 210-425)	Typist	1	Rs. 60-130 (Revised scale Rs. 110-180)
Tabulation Assistants	4	Rs. 120-220 (Revised scale Rs. 168-300)	Daftly	1	Rs. 35-50 (Revised scale Rs. 75-95)
Supervisors	20	Consolidated pay of Rs. 160	Peons	10	Rs. 30-35 (Revised scale Rs. 70-85)
Compiler-Checkers	40	Consolidated pay of Rs. 140			
Sorters	200	Consolidated pay of Rs. 120			

66. The following statement gives the details of staff employed in the tabulation offices

STAFF STRENGTH AND MODE OF RECRUITMENT

60. THE

STAFF STRENGTH AND MODE

Mode of recruitment with number of posts

Name of post 1	Total 2	By deputation				Through Employment Exchange			
		Total 3	RTO Calicut 4	RTO Ernakulam 5	RTO Trivandrum 6	Total 7	RTO Calicut 8	RTO Ernakulam 9	RTO Trivandrum 10
<i>Tabulation staff</i>									
1. Tabulation Officer	3	3	1	1	1	...	...	...	...
2. Statistical Assistant	3	3	1	1	1	...	...	...	...
3. Tabulation Assistant	12	...	...	...	...	12	4	4	4
4. Supervisors	58	...	...	...	...	58	23	22	13
5. Compiler-Checkers	117	...	...	...	...	117	47	44	26
6. Sorters	589	...	...	...	...	589	235	222	132
<i>Office staff</i>									
1. Head Clerk-cum-Accountant	3	3	1	1	1	...	...	...	...
2. Upper Division Clerk	3	3	1	1	1	...	...	...	...
3. Cashier	3	2	...	1	1 (a)	2	1	1	(a)
4. Record Keeper	3	1	...	...	...	2	1	...	1
5. Typist	3	1	...	1	1 (b)	2	1	1	...
6. Daftly	33	...	...	...	...	33	11	11	11
7. Peons	1	...	...	...	...	1	...	...	1
8. Watcher		...	...	...	...	...	...	...	...

filled up by promoting a sorter.

Note: (a) Till 13-10-1961. Then the vacancy was filled up by promoting a sorter.
(b) Initially taken as peon and subsequently promoted as daftly.

67. The staff recruited through the Employment Exchanges were appointed on a purely temporary basis. The tabulation assistants were interviewed by the Superintendent of Census Operations at Trivandrum and they were allotted to the three Regional Tabulation offices. The Supervisors were selected after interview by a board consisting of the Superintendent of Census Operations, Deputy Superintendent of Census Operations, Deputy Superintendent of Census Operations (Headquarters)

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and the concerned Deputy Superintendent of Census Operations (Tabulation). The selection of the compiler-checkers and sorters was similarly made by the same board at the place where the tabulation office was located. The compiler checkers and sorters were given a test in Arithmetic and the selection was made on the basis of the marks obtained in the test. Candidates belonging to Scheduled Castes or Scheduled Tribes, who got a mere pass in the test were selected as there was not sufficient number of candidates from the Scheduled Castes or Scheduled Tribes to satisfy the requirement of reservation of vacancies to Scheduled Caste and Scheduled Tribe. As a result of the test, there were a few post-graduates as compiler-checkers and sorters. About 50 per cent of the sorters were graduates. Excepting the Scheduled Caste, Scheduled Tribe and Ex-Servicemen candidates almost all other sorters were having 1st Class in S.S.L.C. There were quite a number of ladies also on the Tabulation staff. In the Ernakulam tabulation office itself there were 6 ladies among supervisors, 14 among compiler-checkers and 68 among sorters.

Training

68. The staff thus recruited were given a short spell of intensive training before they were actually appointed to the posts for which they were selected. Thereafter, they were asked to sort some sample individual slips in red ink pads. A written test was conducted at the close of the training to assess how far they have grasped the nature of work to be undertaken by them and their fitness for the work as a result of the test, were not entertained, as this was one of the conditions of selection. Training included the following:

- Background of the 1961 Census,
 - Actual enumeration and the forms used for enumeration such as household schedule, individual slip etc.,
 - Principles of coding with special emphasis on industry and occupation,
 - Method of sorting,
 - Preparation of sorter's tickets and compiler's posting statements and
 - Other miscellaneous items connected with tabulation.
- In addition to the instructions given in the training classes, each sorter was

given a booklet containing relevant portion from "1961 Census-Sorting and Compilation Instructions" for ready reference. Additional instructions detailing the duties of the various categories of the tabulation staff were also issued. A copy of the instructions is given as Appendix VI. The Deputy Superintendent, the Tabulation Officer and the Statistical Assistant were always at the disposal of the tabulation staff whenever a doubt or difficulty arose.

69. The system of training supervisors, compiler-checkers and sorters simultaneously created a difficulty. During practical training it was found that the supervision and check of supervisors and compiler-checkers over sorters did not come up to the expected level. It would be advantageous if supervisors and compiler-checkers are appointed a little earlier than the sorters so that they can familiarise with the work by the time the sorters are in position. The following time schedule for appointment and training of tabulation staff, based on the presumption that the census records would reach the tabulation office on 20th March, 1961 may be considered.

20th January — Tabulation Officers and Statistical Assistants may be appointed and Deputy Superintendents of Census Operations may start training them.

20th February — The supervisors may be appointed and trained by the Statistical Assistants, Tabulation Officers and Deputy Superintendents of Census Operations.

5th March — Compiler-checkers and first batch of sorters may be appointed and trained especially in coding. They may provide the teams for pilot tabulation.

20th March — The remaining sorters may be appointed.

Equipment for tabulation offices

70. As pointed out supra, tabulation by squatting on the floor was not adopted in Kerala. Sorters were provided with pigeon-hole shelves, tables without drawers, armless chairs and tin boxes and compiler-checkers and supervisors with tables with drawers and armchairs. Each pigeon-hole shelf had 20 holes—4 vertical and 5 horizontal, and was made of cheap wood. Tables without drawers and armless chairs were made of jackwood. The chairs had wooden seats and back. Tables with drawers and armchairs

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were made of teakwood. All these items of furniture were procured after inviting competitive quotations and entrusting the work according to lowest quoted rates. For the tabulation offices at Trivandrum and Ernakulam local contractors were available. As local contractors were not available in Calicut the items of furniture required for the tabulation office, Calicut were entrusted with a contractor in Trivandrum who transported pre-fabricated items to Calicut and assembled them into finished items of furniture in the tabulation office itself. Similarly tin boxes required for all the three tabulation offices were got in Ernakulam and Calicut according to the requirements. Appendix III gives a list of items of furniture with details regarding their cost, disposal etc.

Stationery

71. Stationery articles required for the tabulation offices were obtained by placing indents on the Controller of Stationery, Calcutta. An initial supply of items of stationery was made from this office stationery store. But the items of stationery required for the actual tabulation work arrived in time and were distributed to the regional tabulation offices in time. A list of stationery articles supplied to the tabulation offices is given in Appendix IV.

Forms and instructions

72. The sorter's tickets, compiler's posting statements and other forms required for the regional Tabulation offices were got printed locally and supplied to the Regional Tabulation offices. Copies of '1961 Census—sorting and compilation instructions' were supplied by the Registrar General. Additional instructions to suit local conditions were issued in circular letter No. I, tabulation dated April 5, 1961 (Appendix X). Forms required for the administrative branches were obtained from the Government of India Form store. Details about the forms, sorter's tickets, instructions etc. supplied to the tabulation offices are given in Appendices V and XII.

Miscellaneous

73. In each Regional Tabulation office fire-fighting equipments were installed. The Regional Deputy Superintendents of Census Operations had telephones installed in their offices.

Wall clocks, comptometers, typewriters, cycle and cash chests were similarly supplied to a tabulation offices. Comptometers were taken on hire from M/s. P. N. Ganesan & Company Private Ltd., Madras on a rent of Rs. 100 per machine per mensem. Operators were also provided by the firm on a pay of Rs. 150 per mensem each and II Class to and fro travel fare. Arrangements for police watch were made for all the buildings in which tabulation offices were accommodated. Identity cards were issued to all the members of the staff. Sponge with cup was given to every member of the tabulation staff to wet the fingers, and rubber bands to tie slips by categories.

Seating arrangement of sorting teams

74. One team normally consisted of 1 supervisor, 2 compiler-checkers and 10 sorters. Each compiler-checker had 5 sorters under him. As far as possible they were seated together. The tables and pigeon-hole shelves of sorters were arranged closely leaving little space between. The compiler-checker was seated in the same row as the sorters either at one end or in the middle. The supervisor was seated in such a manner that he could see the teams under him at work from his seat. By this arrangement the compiler-checkers and supervisors could exercise effective check and supervision on the work of their sorters.

Receipt and verification of census records

75. The filled-up enumeration schedule such as the individual slips, household schedule and other forms reached the Regional Tabulation offices during the second half of March 1961. Detailed instructions were issued to Charge Officers and District Census Officers in circular letter No. XLVII dated 2-3-1961. The work of taking delivery of the census records, making arrangements for their transport and delivering them in the Regional Tabulation offices was entrusted to the District Census Officers. Detailed instructions in this regard also were issued in circular letter No. XLVIII dated 9-3-1961 addressed to District Census Officers according to which transport of census record was to be started on 12-3-1961 and complete by 20-3-1961. Circulars No. XLVII dated 2-3-1961 and No. XLVIII dated 9-3-1961 are given as Appendices VIII and IX respectively. All the census records were received at the concerned tabulation offices intact and according

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to schedule. A few Charge Officers had bundled the census records separately by census blocks, while a few others by census circles.

Scrutiny of individual slips

76. As soon as the census records reached the concerned Regional Tabulation offices, they were verified and checked by the trained tabulation staff. The first step was the verification of bundles with reference to the final census registers. The records were then arranged according to the location code and according to the serial number of bundles. This was followed by the scrutiny of individual slips for internal inconsistencies, for correctness of the answers to the different questions and for omissions. Strict instructions had been issued, that the mistakes and omissions were to be brought to the notice of the supervisor by the sorters or compiler-checkers and that the supervisor alone was authorised to rectify the mistakes or fill up the omissions in the slips.

Coding for occupation and industry

77. The first stage in sorting and compilation was coding for questions 10 and 11 of the individual slip. According to the original instructions pre-coding was to be done for urban slips. Later on, coding for questions 10 and 11 was resorted to in respect of all slips both rural and urban, with a view to ensuring accuracy and saving time in the sorting for industries and occupations. Coding in the case of question 10 'household industry', was to be done in all cases where there is an entry for these questions. In the case of question 11, on the other hand, coding was necessary only if it is the principal work, i.e. where questions 8, 9 and 10 were blank or where a bold ring was marked round question 11. Answers to questions 10 (a) and 11 (a) viz., 'nature of work' were to be coded with reference to the National Classification of Occupations and questions 10 (b) and 11 (b), 'nature of industry' etc. with reference to the National Standard Industrial Classification. The original instruction was that 4 sorters should form a group to code the 4 questions in 10 (a), 10 (b), 11 (a) and 11 (b). Later on this was revised, and one sorter was put for coding 10 (a) and 11 (a) (occupation) and another sorter for coding 10 (b) and 11 (b) (industry). Industrial coding of question 10 and question 11 was done in red pencil, followed by occupational coding in green pencil so as to avoid confusion and mistakes.

Lists of frequently-occurring industries and occupations were supplied to each sorter in addition to sufficient number of copies each of the Standard Industrial Classification and the National Classification of Occupations.

Pilot tabulation and fixation of norms

78. Pilot teams were appointed in all the Regional Tabulation offices to do sample sorting with a view to studying the various problems and to fix the norms. The taluks of Tirur, Cochin, and Chirayinkil were taken for pilot tabulation at the Regional Tabulation offices, Calicut, Ernakulam and Trivandrum respectively. The sorting of slips was done by hand. As many slips as could be conveniently held were taken in the left hand. Holes in the pigeon-hole shelf were marked according to the required classification. Each slip was then slid by the thumb of the left hand and inserted in the appropriate hole by the right hand. Slips in each pigeon-hole was counted and bundled separately in sets of 100 slips.

79. The general instruction given by the Registrar General was that the norms should be fixed as $1\frac{1}{2}$ times the out turn of the pilot teams for each ticket. But later, it was pointed out by the Deputy Superintendents of Census Operations, that the pilot teams consisted of the best sorters and the later batches, who were newcomers, could not be expected to do the norm at 50 per cent above the average achievement. The Registrar General had also indicated that some slight relaxation of the norms fixed in the conference might be allowed. Therefore, the Superintendent of Census Operations issued the following directive.

1. For the first 3 tickets the lowest achievement in all the three tabulation offices was taken as the norm.
 2. From tickets 5 onwards the norm was fixed as $1\frac{1}{2}$ times the out turn of the pilot teams.
- The norms fixed for all the sorter's tickets are given below:

NORMS FIXED FOR THE VARIOUS SORTER'S TICKETS		
S.T. No.	Rural	Urban
1	2	3
1	1000	875
2	1000	875
3	1000	875
4	...	875

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S.T. No	Rural	Urban
1	2	3
5 (a)	...	3,387
5 (b)	5,001	...
6	...	4,585
7	7,800	9,390
8	7,905	8,124
9	4,875	4,014
10	5,000	3,916
11	7,905	9,151
12	13,001	8,763
13	5,625	14,532
14	4,875	5,194
15	11,700	11,977
16	...	3,070
16 (b)	58,500	...
17	16,715	9,846
18	16,250	10,882
19	10,086	6,313
19 (a)	...	1,653
20	...	7,848
21	12,717	23,568
22	8,864	12,996
23	4,958	5,991
24	6,158	6,088
25	...	6,694
25 (b)	6,882	...
26	19,500	8,578
27	5,909	6,210
28	10,263	2,772
29	11,700	2,673

These norms were determined on the basis of a $7\frac{1}{2}$ hour day for sorters tickets 1, 2 and 3 for rural areas and $6\frac{1}{2}$ hour day for all other sorters tickets including sorters tickets 1, 2 and 3 urban.

First stage of sorting

80. After checking the individual slips, the work of sorting for sorter's tickets 1, 2 and 3 was taken up. The rural slips of one taluk was allotted to one team consisting of one supervisor, two compiler-checkers and 10 sorters. If the population of the taluk was comparatively small, then two taluks were allotted to one team. Urban slips also were similarly allotted to sorting teams by units.

Sorter's ticket 1

81. This ticket gives the sex-wise population of Scheduled Castes, Scheduled Tribes and others for each kara, muri or desom as the case may be for rural areas and for each enumerator's block for urban areas. It also gives the number of institutional population and houseless

persons. While, during the preparation of this ticket, the sorters could mix the slips of 'Scheduled Castes', 'Scheduled Tribes' and 'Others', they were strictly warned against mixing slips for males and females.

Sorter's ticket 2

82. This ticket gives figures of 'illiterate' and 'literate and educated persons' by kara, muri or desom for rural areas and by enumerator's block for urban areas. Children under age of 5 were to be treated as 'illiterate'.

Sorter's ticket 3

83. The sorting for this ticket was done with reference to the principal work. Where an answer was recorded only to one of the questions 8, 9, 10 and 11 that work was the principal work. In cases, where answers were recorded for more than one of the above questions, the answer to the question, round the number of which a bold ring was put, indicated the principal work. This sorter's ticket provided data regarding population classified (1) by the nine industrial category of workers and non-workers, (2) by 'illiterate' and 'literate and educated persons' and (3) by sex. This ticket was prepared by kara, muri or desom for rural areas and by enumerator's block for urban areas.

Sorters ticket 4

84. This ticket related to urban areas only, and provided data for the further classification of the data collected in sorter's ticket 3 by broad age-groups viz., 0-14, 15-34, 35-59, 60 + and 'age not stated'.

Compilation of Primary Census Abstract

85. Sorters' tickets 1 to 3, area statements and household schedule abstracts provided the data for the preparation of the Primary Census Abstract. The Primary Census Abstracts were written according to the location code adopted for the 1961 Census. The population figures compiled from sorter's tickets 1, 2 and 3 excluded the population of army personnel. The area figures in the Primary Census Abstract were finalised in consultation with the Director of Survey, the District Collectors, Tahsildars and Municipal Commissioners. The area figures were furnished by revenue village for rural areas and by ward for urban areas. The number of houses and households was taken from the household

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schedule abstracts. The Primary Census Abstracts were prepared in the regional tabulation offices, including all these details except population figures of army personnel and were then sent to the central tabulation unit attached to the head office for further action.

Box making

86. When the first stage of sorting was over there were 40 bundles of slips viz., 10 bundles of 9 industrial categories of workers and non-workers each classified by 'illiterate' and 'literate and educated' and by sex. After the completion of sorter's ticket 3 for rural areas and sorter's ticket 4 for urban areas the slips were combined industry-wise and sex-wise. The slips of a particular sex and a particular industrial category of worker or non-worker were put in a separate box. Thus there were twenty tin boxes viz., 10 boxes for the nine industrial categories and non-workers for males and 10 boxes for the nine industrial categories and non-workers for females. But the slips of one box consisted of two groups viz., 'illiterate'

and 'literate and educated' in the case of rural areas and 10 groups by literacy and age in the case of urban areas. These groups were separated by rubber bands to facilitate their handling. The unit of sorting from sorter's ticket 5 (a) onwards was taluk for rural areas instead of kara, muris, or desoms and city and non-city urban for urban areas instead of enumerator's blocks. Towns with a population of one lakh and over were considered as cities for the purpose of this classification. The other towns were grouped as non-city urban consisting of the remaining towns of the district. In the case of three districts the non-city urban was divided into two units each in view of the large urban population of these districts.

87. There were thus 71 units for tabulation for sorter's ticket 5 (a) onwards viz., 55 rural units, 4 city urban units and 12 non-city urban units. The 55 rural units related to 5 taluks of the State. The urban units were the following.

URBAN SORTING UNITS				
District 1	Unit No. assigned 2	City/non-city urban 3	Name of city included 4	Name of towns included 5
Trivandrum	I	Trivandrum city	Trivandrum (Corporation)	...
	II	Trivandrum non-city urban	...	1 Varkala 2 Attingal (Municipal) 3 Kadinamkulam 4 Menamkulam 5 Attipra 6 Katakampally 7 Muttathura 8 Nemom (Trivandrum taluk) 9 „ (Neyyattinkara taluk) 10 Balaramapuram (Trivandrum taluk) 11 „ (Neyyattinkara taluk) 12 Vizhinjam 13 Poovar 14 Neyyattinkara (Municipal)
Quilon	III	Quilon non-city urban	...	1 Kundara 2 Kilikollur 3 Quilon (Municipal)
Alleppey	IV V	Alleppey city Alleppey non-city urban	Alleppey (Municipal) ...	1 Shertalai (Municipal) 2 Thiruvalla („) 3 Chengannur 4 Haripad 5 Kayamkulam (Municipal) 6 Mavelikara („) 7 Pandalam

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URBAN SORTING UNITS — Contd.

District 1	Unit No. assigned 2	City/non-city urban 3	Name of city included 4	Name of towns included 5
Kottayam	VI	Kottayam non-city urban	...	1 Palai (Municipal) 2 Vaikom („) 3 Ettumanur („) 4 Kottayam (Municipal) 5 Changanacherry („) 6 Kanjirappally 7 Mundakayam
Ernakulam	VII VIII	Ernakulam city Ernakulam non-city urban	Ernakulam (Municipal) ...	1 Edappally 2 Thrissur 3 Fort Cochin (Municipal) 4 Mattancherry („) 1 Parur („) 2 Alwaye („) 3 Perumbavoor („) 4 Njarakkal 5 Muvattupuzha (Municipal) 6 Piravam * Willingdon Island
	IX	„	...	1 Pazhanhi 2 Kunnankulam (Municipal) 3 Wadakkancherry 4 Trichur (Municipal) 5 Chowghat 6 Irinjalakuda (Municipal)
Trichur	X	Trichur non-city urban	...	1 Ponnani 2 Pattambi 3 Shoranur 4 Ottapalam 5 Palghat (Municipal) 6 Chittur-Thathamangalam (Municipal) 7 Nemmara
Palghat	XI	Palghat non-city urban	...	1 Kadalundi 2 Feroke 3 Parappanangadi 4 Tanur 5 Trikandiyur 6 Manjeri
Kozhikode	XII XIII	Calicut city Kozhikode non-city urban	Calicut (Municipal) ...	1 Badagara (Municipal) 2 Pantalayini 3 Elathur 4 Edakkad 5 Puthiyangadi 6 Parayancheri 7 Nellikode 8 Kommeri 9 Beypore 10 Olavanna
	XIV	„	...	

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URBAN SORTING UNITS — Contd.				
District 1	Unit No. assigned 2	City/Non-city urban 3	Name of city included 4	Name of towns included 5
Cannanore	XV	Cannanore non-city urban	...	1 Taliparamba 2 Trichambaram 3 Pappinisseri 4 Azhikode 5 Baliapatam 6 Chirakkal 7 Puzhathi (Chirakkal) 8 Chala 9 Puzhathi 10 Cannanore (Municipal) 11 Cannanore Cantonment 12 Chovva 13 Tellicherry (Municipal)
"	XVI	"	...	1 Manjeshwar 2 Kumbala 3 Kasaragod 4 Kanhangad 5 Nileshwar

* The slips relating to the Willingdon Island were sorted at the Rural Tabulation Office, Ernakulam as it was not declared as urban before the census enumeration. Subsequently at the time of tabulation, Willingdon Island was declared as a census town. Therefore Willingdon Island was not included in Unit IX at the time of sorting of slips in the Urban Tabulation Office.

The preparation of boxes was done exclusively by the supervisors with the help of compiler-checkers as it was not considered desirable to engage the sorters in this work, lest it should create mistakes and confusion.

Subsequent sorting

88. The second and final phase of work related to the sorting for sorter's tickets 5 to 29. During this phase, one sorter handled 20,000 to 30,000 slips on an average.

Sorter's ticket 5 (a)

89. This ticket was prepared for urban slips. The information available in the sorter's ticket relates to each category of worker or non-worker classified by age-group and by educational level. The following age-groups and educational levels were adopted:

Age-group 1	Educational level 2
0-4	I Illiterate
5-9	II Literate and educated persons
10-14	1 Literate (without educational standard)
15-19	2 Primary or junior basic
20-24	3 Matriculation and higher secondary
25-29	4 Technical diploma not equal to degree
30-34	5 Non-technical diploma not equal to degree
35-44	6 University degree or post-graduate degree other than technical degree
45-59	7 Technical degree or diploma equal to degree or post-graduate degree
60+	i Engineering
Age not stated	ii Medicine
	iii Agriculture
	iv Veterinary and dairying
	v Technology
	vi Teaching
	vii Others

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The above classification resulted in a high percentage under the category 'others'. In connection with the enumeration of technical personnel, degrees in science subjects like Physics, Mathematics, Chemistry, Geology, Geo-physics, Geography etc., have been recognised as technical degrees. These do not come under the specific items covered by 'technical degree or diploma equal to degree or post-graduate degree'. Hence wherever the subject of graduation has been given these have been included under 'others' in the urban areas. This accounts for the high percentage of 'others' coming under the subgroup 'technical degree or diploma equal to degree or post-graduate degree'.

Sorter's ticket 5 (b)

90. This ticket was prepared for rural areas only. The age-groups, category of workers, non-workers, etc., adopted for this ticket were the same as that of sorter's ticket 5 (a) except in

respect of the classification of 'literate and educated persons', for which the following categories were adopted.

- 1 Literate (without educational level)
- 2 Primary or junior basic
- 3 Matriculation and above

Circular letter no. II, Tabulation dated June 30, 1961 given as Appendix XXXIV contains detailed instructions for classifying educational qualification under these categories.

Sorter's ticket 6

91. This ticket was prepared for urban areas only. The entire sorting was based on questions 10 and 11 of the individual slip. It provided data on age-group, educational standards and occupational divisions and by category of workers (III to IX only).

Occupation 1	Category of worker 2	Age-groups and educational level 3
O Professionally technical and related workers	III Mining, quarrying, live-stock, forestry, fishing, hunting and plantation, orchards and allied activities	For age-group 5-9 1 Literate (without educational level) 2 Primary or junior basic
1 Administrative, executive and managerial workers	IV Household industry	For age-group 10-14 1 Literate (without educational level) 2 Primary or junior basic 3 Matriculation or higher secondary
2 Clerical and related workers	V Manufacturing other than household industry	4 Technical diploma not equal to degree
3 Sales workers	VI Construction	5 Non-technical diploma not equal to degree
4 Farmers, fishermen, hunters, loggers and related workers	VII Trade and commerce	
5 Miners, quarrymen and related workers	VIII Transport, storage and communications	
6 Workers in transport and communications	IX Other services	
7-8 Craftsmen, production workers and labourers not elsewhere classified		For age-group 15-19, 20-24, 25-29, 30-34, 35-44, 45-59, 60+ and Age not stated 1 Literate (without educational level) 2 Primary or junior basic 3 Matriculation or higher secondary 4 Technical diploma not equal to degree 5 Non-technical diploma not equal to degree 6 University degree or post-graduate degree other than technical degree 7 Technical degree or diploma equal to degree or post-graduate degree i Engineering ii Medicine iii Agriculture iv Veterinary and dairying v Technology vi Teaching vii Others
9 Service, sport and recreation workers		
10 Workers not classifiable by occupation		

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Sorter's ticket 7

92. This ticket relates to both rural and urban areas. Before the sorting of this ticket, the slips were combined for each occupational division and educational level keeping the age-groups as the unit. Thus there were 22 bundles for a unit, viz., 11 bundles for age-groups 0-4, 5-9, 10-14, 15-19, 20-24, 25-29, 30-34, 35-44, 45-59, 60 + and 'age not stated' for each sex. For the preparation of the ticket the slips were sorted for each industrial category of workers and non-workers by quinquennial age-groups (from 0-4 to 70+ and age not stated) and by marital status. (Never married, married, widowed, divorced or separated and unspecified status).

Sorter's ticket 8

93. This ticket, prepared for both rural and urban areas, provided data by single year age returns and by category of workers and non-workers. If there were slips where age over 100 was recorded, the age and number of slips were also written in this ticket, even though there was no provision in the sorter's ticket for this.

Sorter's ticket 9

94. This ticket was prepared for both rural and urban areas. Only the slips pertaining to industrial categories III and V to IX were sorted for each major and minor groups of industries according to the Indian Standard Industrial Classification and by employment status. The employment status consisted of employer, employee, single worker and family worker.

Sorter's ticket 10

95. This ticket, which related to both rural and urban areas, was prepared only for industrial category IV i. e. household industry.

Sorter's ticket 11

96. This ticket, prepared for both rural and urban areas, was confined to the cross-classification of principal work and secondary work. For persons working principally as cultivators (i. e. slips with a ring round question 8) the sorting was done for secondary work either as agricultural labour or at household industry. Similarly for persons working principally as agricultural labour (i. e. slips with a ring round

question 9) the sorting was done for secondary work either as cultivator or at household industry. The secondary work such as cultivation, agricultural labour or household industry was indicated by a tick mark in the left hand side of question 8, 9 or 10 respectively. After the preparation of this ticket the slips of principal work and secondary work were combined.

Sorter's ticket 12

97. This ticket was prepared for both rural and urban areas and related to persons whose principal work was household industry (i. e. slips with a ring round question 10). Sorting was done for secondary work reckoning either cultivation or agricultural labour as the case may be, as secondary work indicated in the slips by a tick mark on the left hand side of question 8 or 9.

Sorter's ticket 13

98. This ticket was prepared for both rural and urban areas and for the non-household industries i. e. for industrial categories III and V to IX).

Sorter's ticket 14

99. This ticket also was prepared for both rural and urban areas. The sorting was confined to the slips coming under industrial categories III to IX classified by occupational divisions, groups and families under 'household industry' and 'other than household industry'.

Sorter's ticket 15

100. This ticket, prepared for both rural and urban areas, gave the following eight-fold classification of non-workers based on the type of activity by broad age-groups (viz., 0-14, 15-34, 35-59, 60+ and age not stated).

- 1 Full-time student or child attending school who does no other work such as make articles at home for sale nor even help part-time in his own family cultivation, industry, trade or business
- 2 Persons engaged in household duties (like house-wife or other adult female) who does no other work such as make articles at home for sale or wages nor help regularly even part-time in family cultivation, industry, trade or business

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3 Dependant, including an infant or child not attending school, a person permanently disabled from work because of illness or old age

4 Retired person who is not employed again, persons living on agricultural or non-agricultural royalty, rent or dividend or any other person of independent means for securing which he does not have to work and who does no other work

5 Beggar, vagrant or independent woman without indication of source of income and others of unspecified source of existence

6 Convict in Jail (an under-trial prisoner will be shown as a worker if he used to work before he was apprehended) or an inmate of a penal, mental or charitable institution

7 Persons who were not employed before, but seeking employment for the first time.

8 Persons employed before but now out of employment and seeking employment

Sorter's ticket 16 (a)

101. This ticket was prepared for urban areas only. The last two types of activity obtained after sorting the urban slips for sorter's ticket 15 were resorted to obtain the data for this ticket. The educational levels adopted for this ticket were the same as those adopted for sorter's ticket 5 (a). The age-groups were 15-19, 20-24, 25-29, 30-34, 35 and above and 'age not stated' in the case of persons seeking employment for the first time and 15-19, 20-24, 25-34, 35-44, 45-59, 60+ and 'age not stated' in the case of persons employed before but now out of employment and seeking employment.

Sorter's ticket 16 (b)

102. This ticket was meant for rural areas only. It was similar to sorter's ticket 16 (a) with the following changes viz., (1) instead of detailed educational levels the information on education was restricted to 'illiterate', 'literate (without educational level)', 'primary or junior basic,' and 'matriculation and above'. and (2) the age-group adopted was '15 and above'.

Sorter's ticket 17

103. This ticket was prepared for both rural and urban areas. The slips were first sorted with reference to mother-tongue. Each bundle of mother-tongue were then sorted with reference to subsidiary language (s). In cases where there were more than one subsidiary language the first one written against question 7 (b) alone was considered. The data was tabulated by the industrial categories of workers and non-workers.

Sorter's ticket 18

104. This ticket, prepared for both rural and urban areas provided data on migration. The slips were sorted into the following categories with reference to place of birth.

- 1 PL Persons born in the place of enumeration
- 2 D Persons born within the district of enumeration
- 3 Born in other districts of the State
- 4 Born in other States of India beyond the State of enumeration
- 5 Born in other countries beyond India and
- 6 Unclassifiable

The slips were also further sorted by nature of birthplace viz., rural, urban or unclassifiable.

Sorter's ticket 19

105. This ticket was prepared for both rural and urban areas. Sorting for this ticket was by industrial category of workers and non-workers and by duration of residence. The durations of residence were less than 1 year, 1-2 years, 3-5 years, 6-10 years, 11-15 years, 16 + and 'period not stated'. The classification adopted for sorter's ticket 18 in respect of nature of birthplace was also retained in this ticket.

Sorter's ticket 19 (a)

106. This ticket was prepared both for rural and urban areas. It related to migrants from other States and countries outside India whose duration of residence was less than 5 years. The age-groups selected for this were 0-2, 3-12, 13-22, 23-32, 33-42, 43-52, 53 + and (age not stated). The classification of birthplace as rural, urban and 'unclassifiable', adopted for sorter's ticket 18, was retained.

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Sorter's ticket 20

107. This ticket related to cities with a population of one lakh and over. It furnished data on migrants to cities classified by educational levels, age-groups and occupational classification. The classification of educational levels was the same as that adopted for sorter's ticket 6. The age-groups adopted for sorting were 0-14, 15-34, 35-59, 60+ and 'age not stated'. The slips excluding cultivators and agricultural labourers were taken for this ticket. The units of sorting for occupational classifications were divisions and their major groups.

Sorter's ticket 21

108. This ticket prepared for both rural and urban areas, related to Nationality. The industrial classification was retained.

Sorter's ticket 22

109. This ticket was prepared for both rural and urban areas. The slips were first sorted by religion and then Scheduled Castes and Scheduled Tribes. The category of worker/non-worker was retained for this ticket also.

Sorter's ticket 23

110. This ticket was prepared for rural and urban areas. It provided data on religions of Scheduled Castes and Scheduled Tribes. The tabulation of Scheduled Castes and Scheduled Tribes was based on the 'Scheduled Castes and Scheduled Tribes Lists (Modification) Order 1956' issued by the President of the Indian Union. The category of worker/non-worker was retained for this ticket.

Sorter's ticket 24

111. This ticket was prepared for both rural and urban areas. The slips of SC and ST were sorted by age-group and by marital status. The age-groups adopted for sorting this ticket were 0-14, 15-44, 45+ and 'age not stated'. The classification of marital status was the same as that adopted for sorter's ticket 7. The category of worker/non-worker was retained in this ticket.

Sorter's ticket 25 (a)

112. This ticket was prepared for the urban areas only. It gave data of SC and ST by educational levels and by category of workers and

non-workers. The educational levels adopted were as follows :

- 1 Illiterate
- 2 Literate (without educational level)
- 3 Primary or junior basic
- 4 Matriculation and higher secondary
- 5 Technical diploma not equal to degree
- 6 Non-technical diploma not equal to degree
- 7 University degree or post-graduate degree other than technical degree
- 8 Technical degree or diploma equal to degree or post-graduate degree.

Sorter's ticket 25 (b)

113. This ticket was prepared for rural areas only. The sorting was done according to SC/ST by educational standards. The classification of worker and non-worker was retained. The educational levels adopted were illiterate, literate (without educational level), primary or junior basic, matriculation or higher secondary and above matriculation.

Sorter's ticket 26

114. This ticket, prepared for both rural and urban areas, related to Scheduled Castes working 'at household industry', 'manufacturing other than household industry' and 'in other services'. The slips were subsequently sorted for 'tanning and currying of hides and skins' and for 'scavenging'.

Sorter's ticket 27

115. This ticket was prepared for both rural and urban areas. It provided data on unemployment and full-time students among Scheduled Castes classified by educational levels.

Sorter's ticket 28

116. This ticket was prepared for both rural and urban areas. It gave the mother-tongue and subsidiary languages of Scheduled Tribes classified by industrial categories of workers and non-workers.

Sorter's ticket 29

117. This ticket was prepared for both rural and urban areas. The slips of non-workers of Scheduled Tribes were sorted according to their types of activity such as 'full-time students or children attending school', 'persons seeking

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employment for the first time', 'persons employed before but now out of employment and seeking employment' and 'others'.

Compilation

118. As soon as one sorter's ticket was completed, it was carefully verified by the sorters, compiler-checkers and supervisors and then posted in the appropriate compiler's posting statement by the compiler checkers of the team, one compiling the figures of one sex. After compilation the statements were again checked by the supervisors. Then the compiler's posting statements were handed over to

the tabulation assistants. The compilation work of all the tickets except tickets 22 to 29 was slightly delayed due to non-receipt of the decision of the Registrar General on certain doubtful cases of Scheduled Castes and Scheduled Tribes. Instructions for the preparation of compiler's posting statements are given in 'the 1961 Census — sorting and compilation instructions'. The following statement gives details about the tables finally prepared, the compiler's posting statement used for each table, the sorter's tickets which provided data for them and the questions in the individual slip based on which the tickets were prepared.

RELATIONSHIP OF TABLES WITH POSTING STATEMENTS AND SORTER'S TICKETS

Table number 1	Compiler's posting statement number 2	Sorter's ticket number 3	Question number in the individual slip 4
Primary Census Abstract	Primary Census Abstract *		
A—I	P. C. A.	1	5 (c), 13
A—II	P. C. A. and population figures of earlier censuses	2	2, 6
A—III	P. C. A.	3	8 to 11
A—IV	P. C. A. and old census tables		
B—I	Urban 1 (i—x) Rural 4 (i—x)	4 5 (b)	2 2, 6
B—II	1 (i—x)	4	2
B—III Part A	Urban 2 (i—x)	5 (a)	2, 6
Part B	Rural 5 (i—x)	5 (b)	2, 6
B—IV Part A	16	10	10
Part B	10 to 15	9	11 (b), 11 (c)
† Part C	...	...	...
B—V	25 (i—vii)	14	10 (a), 11 (a)
B—VI	Urban 7 (i—x)	6	10, 11
B—VIII Part A	17	11	10 (b), 10 (c)
Part B	18	12	8, 9, 10
B—VIII Part A	19 to 24	13	10 (b), 11 (b)
Part B	Urban 27, 28 Rural 29	16 (a) 16 (b)	2, 6, 12 2, 6, 12
B—IX	26	15	2, 12
C—II	8	7	2, 3
C—III Part A	3	5 (a)	2, 6
Part B	6	5 (b)	2, 6
	3	5 (a)	2, 6
	6	5 (b)	2, 6
C—IV	9	8	2

† B—IV Part C gives the total of Part A and Part B

* In addition to PCA, area statements and household schedule abstracts were also used for filling up appropriate columns.

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RELATIONSHIP OF TABLES WITH POSTING STATEMENTS AND SORTER'S TICKETS — *Concl'd.*

Table number	Compiler's posting statement number	Sorter's ticket number	Question No. in the individual slip
1	2	3	4
C—V	30	17	7 (a), 7 (b)
C—VI	30	17	7 (a), 7 (b)
C—VII	36	22	5 (b), 5 (c)
C—VIII Part A	37 (i—x)	22	5 (b), 5 (c)
	41 (A)	25 (a)	5 (b), 6
Part B	42 (A)	25 (b)	5 (b), 6
	37 (i—x)	22	5 (b), 5 (c)
	41 (B)	25 (a)	5 (b), 6
D—I	42 (B)	25 (b)	6
D—II	35	21	5 (a)
D—III	31	18	4 (a), 4 (b)
D—III A *	32	19	4 (c)
D—IV	32 (a)	19 (a)	4 (c)
D—V	33, 34 (i—iii)	20	2, 6, 10 (a), 11 (a)
	31	18	4 (a), 4 (b)
D—VI	32	19	4 (c)
SCT—I Part A	31	18	4 (a), 4 (b)
	38 (A) (i—x)	23	5 (b), 5 (c)
	43	26	5 (c), 10 (a), 11 (a)
Part B	38 (B) (i—x)	23	5 (b), 5 (c)
SCT—II Part A	40 (A)	24	5 (b), 2, 3
Part B	40 (B)	24	5 (b), 2, 3
SCT—III Part A (i)	41 (A)	25 (a)	5 (b), 6
Part A (ii)	41 (B)	25 (a)	5 (b), 6
Part B (i)	42 (A)	25 (b)	5 (b), 6
Part B (ii)	42 (B)	25 (b)	5 (b), 6
SCT—IV Part A *	39 (A)	23	5 (b), 5 (c)
Part B	39 (B)	27	5 (b), 5 (c)
SC—I	44	28	5 (b), 12
ST—I	45	28	5 (b), 7 (a), 7 (b)
ST—II	46	29	5 (b), 12

* Omitted from publication

Tabulation

119. The tables were prepared at the Regional Tabulation Offices by the supervisors and tabulation assistants under the supervision of the Statistical Assistants and Tabulation Officers. As soon as the work sheet for a table was completed the figures were checked up in the comptometers. The table was finally approved by the Deputy Superintendent of Census Operations only after satisfying that every column was correct and that the total figures agreed with the totals for the district as obtained from the P.C.A. and other tables. The entire

tables were then forwarded to Central Tabulation Unit for subsequent items of work.

Bonus scheme

120. In the second conference of Superintendents of Census Operations, the Registrar General suggested the following procedure for giving bonus to sorters and compiler-checkers.

For a sorter

If the performance is 20 per cent to 30 per cent above the norm he should get a bonus of Rs. 5 and if the performance is above 30 per cent Rs. 10

For a compiler-checker

If the performance of his team is 20 to 30 per cent above the norm he will get a bonus of Rs. 10 and if it is above 30 per cent above the norm Rs. 15.

At the regional conference of Superintendents held at Trivandrum in May 1961 the Registrar General had stated that the fixing of the norm at $1\frac{1}{2}$ times of the achievement of the pilot team was not obligatory, if the achievement represents the maximum that could be achieved during the given time. The norms for the first three tickets for the rural areas were fixed on the basis of the highest actual achievement which was considered to be the maximum that could be achieved. In the case of the first four tickets for the urban areas, the norm fixed by the Madras Census Office was adopted instead of the actual achievement here. In the case of all other tickets the norm was fixed at 50 per cent above the actual achievement. 45 sorters were awarded bonus at Rs. 10 each and 23

sorters at Rs. 5 each in the Regional Tabulation Office, Calicut and 27 sorters were given bonus at Rs. 10 each and 14 sorters at Rs. 5 each in the Regional Tabulation Office, Ernakulam. No member of the Regional Tabulation Office, Trivandrum became eligible for any bonus. Bonus was not also given to any compiler-checker or supervisor. Thus 109 sorters got a total bonus of Rs. 905.

121. The scheme of granting bonus seems to require reconsideration. According to the decisions taken in the tabulation conference, a sorter would get a bonus of Rs. 5 if his performance is 20 to 30 per cent above the norm and Rs. 10 if his performance is above 30 per cent. The following statement shows the norms fixed in Kerala for the various sorters tickets compared with the highest and lowest norms of other states. Only the figures available in this office have been taken. It is therefore possible that there may be higher or lower norms in respect of some tickets in one State or another.

NORMS FIXED FOR SORTING

Sorter's ticket	Highest	Lowest	Kerala	
			Rural	Urban
1	2	3	4	5
1	Manipur	5000	1,000	875
2	"	"	1,000	875
3	"	4000	"	875
4	"	"	1,200	875
5 (a)	Bihar	3500	1,500	3387
	Punjab	"	"	"
5 (b)	Madhya-pradesh	4500	2,000	5,001
	Orissa	"	"	"
	Punjab	"	"	"
6	Maharashtra	3200	1,000	4,585
7	Madhya-Pradesh	7000	3,000	7,800
8	Jammu & Kashmir	6000	"	"
	Madhya-Pradesh	"	"	"
	Orissa	"	"	"
9	Maharashtra	3000	400	4,875
10	"	"	600	5,000
	"	"	"	3,916

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NORMS FIXED FOR SORTING — Concl'd.

Sorter's ticket	Highest	Lowest	Rural	Kerala
1				
11	Jammu & Kashmir			
12	Madhya-Pradesh			
13	Bihar			
14	Punjab	Rajasthan	4,000	7,905
15	Manipur	Gujarat	4,000	
16 (a)		Rajasthan	400	5,625
16 (b)		Manipur	1,200	4,875
17		West Bengal & Sikkim	3,250	11,700
18		"	1,500	
19		"	3,250	58,500
19 (a)		Mysore	2,500	16,715
20		Mysore	2,500	16,250
21		Rajasthan	2,500	10,086
22		Mysore	1,000	1,600
23		Manipur	600	7,800
24		Mysore	5,000	12,717
25 (a)		Mysore	2,500	8,864
25 (b)		Mysore	3,000	6,000
26		Rajasthan	1,500	6,158
27		Mysore	2,000	8,882
28		Mysore	3,000	19,500
29		Uttar Pradesh	"	5,909
		"	"	10,263
		"	"	11,700

According to the yardstick fixed for eligibility for bonus, a sorter in West Bengal and Sikkim will be eligible for a bonus of Rs. 10 for a turnover of more than 4,225 slips for sorter's ticket 15, while his counterpart in Punjab and Kerala have to do more than 9100 and 15,060 slips respectively to become eligible for the bonus. In other words after doing a little over 4,225 slips for sorter's ticket 15, the sorter of

West Bengal and Sikkim secures a bonus sorter of Punjab would still have to do more than that number of slips to become eligible for the bonus, and the sorter of Kerala would have gone even half way to reach his. The position in the case of sorter's ticket 15 is even more glaring, where the sorter of Bengal need do only less than 1/10th and the sorter of Bihar, less than 1/4th of the no

Kerala to become eligible for bonus. This apparent anomaly can be avoided if the Registrar General's Office fixes the norms on an all-India basis either after a central pilot tabulation or alternatively after obtaining the results of pilot tabulation in the States.

A few persons working in the Regional Tabulation Offices were transferred to the Central Tabulation Office also.

Transfer of records

124. By the middle of February 1962 instructions were issued to the Deputy Superintendents of Census Operations, Tabulation to transfer all the census records to the Central Tabulation Unit of this office before February 28, 1962. The census records included all the used individual slips and household schedules, code books, instructions for tabulation, tabulation forms like sorter's tickets, compiler's posting statements, block abstracts, circle summaries, charge summaries, block and circle registers received from the charge offices, working sheets of tables etc. The Deputy Superintendents of Census Operations were requested that the records should be neatly and separately packed and bundled intact. A label indicating the contents in the bundles should be affixed on them so as to spot them out easily. A list giving the total number of bundles and details of the contents in each bundle had to accompany the records. The Deputy Superintendent of Census Operations transported the records in closed lorries of the State Transport Department commissioned by this office. A clerk of the concerned Regional Tabulation Office accompanied the records in the vehicle.

125. Though the work of tabulation was over in all respects by February 28, 1962, it took a few days more to close down the tabulation offices. During this interval, the office staff was continuing in one of the buildings taken on hire for tabulation offices with a view to completing details of closure of the office, disposal of furniture, handing over of the building etc. Therefore the office records including account registers, stock registers, establishment and other bills, acquittance rolls, etc. could not be transferred to the census office along with the census records. The latter set of records was transferred only when the tabulation offices were actually discontinued.

Preservation of census schedules

126. The Registrar General had issued the following instructions for the preservation of 1961 Census filled-in slips. 'The 1961 Census filled-in slips will have to be retained for some time. These may be kept either centrally in the

Conferences

122. The Superintendent of Census Operations convened six conferences of the Deputy Superintendents of Census Operations in Trivandrum. The first conference was held in the last week of March 1961, in which the general programme of sorting, the appointment and training of staff, accommodation and the work of the pilot teams were discussed. The second conference took place in May 1961 soon after the zonal conference of Superintendents of Census Operations, Trivandrum. This conference was intended to fix the norms for sorter's Tickets 1 to 4. In the third conference, held in July 1961, the progress of the first stage of work in the tabulation offices was assessed. It was decided that all Primary Census Abstracts should be completed and copies taken before August 1, 1961. In that conference, norms for sorter's ticket 5 (b) onwards were fixed. Two more conferences were held in September and October 1961 to assess the progress of the second stage of work and to formulate the procedure to be adopted for sampling and coding of household schedules. The last conference was held in the first week of January 1961, in which the fertility survey and the winding up of the tabulation offices were discussed.

Winding up of Regional Tabulation Offices

Disbandment of staff

123. The staff of the Regional Tabulation Offices were not disbanded all at once. The disbandment was effected in stages, commencing with the relief of the first batch of tabulation staff on November 30, 1961 in the Tabulation Offices at Calicut and Ernakulam and on January 1, 1962 in the tabulation office at Trivandrum. By the end of December 1961, the disbandment of staff in Calicut and Ernakulam had progressed to such an extent, that it was not possible to draw the full complement of Investigators for fertility survey from the remaining staff of the tabulation offices and a few of them had to be recruited through the Employment Exchange.

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headquarters or at places away from the headquarters where suitable accommodation is available. It is better that these are stored as near the office of the District Collector as possible. In any case, a watch and ward staff will have to be appointed to keep watch on the schedules and it should also be made the responsibility of the Collector concerned to periodically inspect the premises'. The Deputy Superintendents of Census Operations who were consulted about this procedure, reported that proper accommodation could not be found out for storing the records in the district headquarters. Therefore, it was decided to store these records centrally in the headquarters at Trivandrum. The owner of the twin buildings Casket was prevailed upon to construct two additional rooms, one in each building. Some space was rendered surplus consequent on the disbandment of tabulation staff, which was also used to store census records.

Disposal of unnecessary records

127. The following records were treated as waste paper:

- 1 Unused individual slips and household schedules
- 2 Household schedules and individual slips used for training sample census (Red forms and forms super-imposed T.S.C.), both used and unused
- 3 Cancelled slips and covers of used individual slips
- 4 All surplus forms
- 5 Working sheets
- 6 Copies of instructions
- 7 Waste paper arising out of sweepings

The Deputy Superintendents of Census Operations were required to send a report regarding the approximate quantity of these records and to follow the instructions given below in disposing the above records as waste paper.

(1) The stocks of waste paper should be disposed of in public auction. Wide publicity should be given about the auction sale. Copies of the auction notice should be given to the interested parties including the Punalur Paper Mills, Punalur.

(2) Waste paper arising out of sweepings which is usually torn into bits, needs no further shredding.

(3) Waste paper other than sweepings should be torn into 4-6 pieces under the supervision of a gazetted officer and mixed up before auction.

According to the above instructions the waste paper of each tabulation office was auctioned by the concerned Deputy Superintendents of Census Operations.

Disposal of surplus stores

128. In the conference of Deputy Superintendents of Census Operations held in 4th November 1961, it was decided to dispose of all the articles of furniture in public auction in the concerned tabulation offices as and when the staff was relieved. According to rules, the concurrence of the Director General of Supplies and Disposals should be taken for the disposal of stores of and above the value of Rs. 5000. As this office was not aware of these orders, some items of furniture had already been sold without the concurrence of the D.G.S.D. Therefore, the Registrar General was requested to approve the action in consultation with the D.G.S.D. The Registrar General in turn moved the Ministry of Home Affairs and caused the power to dispose of the furniture and other equipments rendered surplus consequent on the winding up of the Regional Tabulation Offices to be delegated to all Superintendents of Census Operations. Most of the surplus articles were sold in public auction. Auction notices were published in advance in some of the leading Malayalam Dailies through the Advertising Consultant, Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, New Delhi. A few items were furniture, clocks and fire extinguishers were transferred to the Post Master General, Kerala Circle and one name board was sold to the Labour Department, Kerala. In these cases the book value of the articles less 10 per cent by way of depreciation charges was realised. The iron safes were transferred to the headquarters office.

Surrender of accommodation

129. In the conference of Deputy Superintendents of Census Operations, Tabulation held in November 4, 1961, it was decided to

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surrender the buildings in which Regional Tabulation Offices were housed, as and when they became surplus. It was also decided to terminate the Police watch in the buildings as and when the records and furniture were removed. Out of the three buildings taken on rent at Calicut, two buildings were surrendered on December 5, 1961, and the third one on February 28, 1962. Similarly in Ernakulam

two buildings were surrendered on December 15, 1961, the third building on March 25, 1962. In Trivandrum the building Sthanuvilas, where the Urban Tabulation Unit of the Regional Tabulation Office was housed, was surrendered on March 15, 1962. The other building namely 1346 B 'Casket' in which the Rural Tabulation wing was housed, was converted as Central Tabulation Office with effect from March 1, 1962.

CHAPTER IV

MECHANICAL TABULATION

Arrangements for mechanical tabulation

130. The tabulation of household schedules was done at the Mechanical Tabulation Unit attached to Registrar General's Office. Sampling of the household schedules and scrutiny and coding of the sample schedules were, however, done in the Regional Tabulation offices. While despatching the sample schedules, they were carefully arranged in the ascending order of the location code of each unit. The schedules for each taluk were arranged according to the ascending order of location codes of villages in that taluk and they were tied together into a single bundle. Similarly in the case of schedules relating to urban areas, the schedules were arranged in the first instance in the order of block numbers in each town and thereafter all the schedules in respect of the urban areas in each district were arranged in ascending order of location codes and according to the sequence of towns in that district and were tied together and bundled separately. The bundles were forwarded to Registrar General by Railway parcel.

Sampling

131. The tabulation was confined to 20 per cent sample of household schedules. The districts and taluks were respectively the urban and rural units for sampling. The household schedule pads of every unit were arranged in the ascending order of location code. The first sample household was chosen randomly from among the first five households in the first household schedule pad of each unit and stamped 'S'. From the first random household every fifth household was similarly stamped. Households, if any, left-over in a household schedule pad were carried over to the next household schedule pad of that unit and the fifth household including the left-overs was marked as sample. This process was continued till the last pad of the unit was sampled in one continuous serial. In marking the sample, institutional households were left out and only family households were taken.

Scrutiny

132. The correctness of marking the samples was checked by the compiler-checkers and by the supervisors before they were extracted from the pads. The samples of each kara were packed and passed onto another team for correction. The correction and scrutiny covered the following items of work.

- 1 Checking up of the Location Code given at the top of the household schedule
- 2 Verification of the entry in the 2nd parallelogram in the right hand corner against SC/ST with reference to the list of SC/ST given in the instructions to enumerators
- 3 Checking whether the changes consequent on the enactment of the Jenmikaram Payment Abolition Act have been effected.

The Jenmikaram Payment Abolition Bill under the consideration of the State Assembly during the close of 1960 held out prospects of being enacted into law before the reference date. When the bill is enacted into law, the status of *kanapattom* land in the Trivandrum area will change. Apprehending the possibility of the bill becoming law before the reference date, the Superintendent of Census Operations gave a note of warning to the enumeration personnel in the following instructions:

(a) "Till the date on which the Bill is enacted as law, in respect of *Jenmikaram* land outstanding with a *kudiyan* who is cultivating the same, it should be recorded under question A-1(ii) (i. e. under land held from private individuals or institutions) of the household schedule, *Jenmikaram* land and the area of such land should be shown in the adjacent column, 'Extent in acres'.

(b) Wherever a *Jenmi* has got *Jenmikaram* land which is outstanding with a *kudiyan* an entry should be made within brackets under the column 'local name of the right on land' of the household schedule *Jenmikaram* land along with the extent of such land and the total extent of land given out for cultivation including the land shown within brackets should be entered

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under the column 'area in acres' against this item".

To make sure that these changes have been carried out at the enumerator's level, the Superintendent of Census Operations issued the following instructions to the Regional Tabulation offices:

"The Jenmikaram Abolition Act was enacted into law on 3rd February, 1961. The purpose of instruction (a) is that if the Bill is enacted into law before the termination of the enumeration period the *Jenmikaram* land shown against A-1 (ii) should be scored off from that column and added to A-1 (i) the extent of land shown under question (i. e. land owned or held under Government) as the law gives complete proprietary right to the tenant over such land. Therefore, if any entry is found against question A-1 (ii) of the household schedules of the Travancore Area relating to *Jenmikaram* land as stated above that item should be scored off and the extent of such land should be added to the extent of land given under question A-1 (i) of the household schedule and the figures corrected accordingly. This would mean that the area of land owned or held under Government will be increased by the extent of the *Jenmikaram* land shown under A-1 (ii) of the household schedule. This correction should be made in such of the household schedules of the Travancore area which are taken out as samples in which the above-mentioned entry appears.

Similarly the purpose of the instructions given as (b) above under question A-2 of the household schedule is that if the Jenmikaram Payment Abolition Bill is enacted as law during the enumeration period, and *Jenmikaram* land shown within brackets under question A-2 of the household schedule (i. e. land given out to others for cultivation) the extent of such land should be deducted from total area of land given out for cultivation shown in the adjacent column 'extent in acres' and the entry within bracket below the heading 'Local name of Right on land' relating to *Jenmikaram* land

made in accordance with the instructions (b) above should be scored off. In respect of the sample household schedules of the Travancore area which are taken out, if any entry is found under the column of local name of right on land relating to Question A-2 as mentioned above, you should get the entry scored off and the total area of land given out for cultivation should be corrected deducting the area of *Jenmikaram* land shown within brackets."

- 4 Checking up the figures given in Part A I (iii) i. e. total of A I (i) and A II (ii)
- 5 Checking up the area figures (whether in acres or not)
- 6 Verifying the correctness of description of Household Industry
- 7 Filling up omissions if any of the entries for 'Relationship to head' and 'marital status' of Part II Census Population Record, according to the instructions given at page 5 of the '1961 Census-Sorting and Compilation Instructions'.
- 8 Checking the accuracy of the figures given against total persons

These corrections were subjected to a check by the compiler-checkers and a super-check by the supervisors.

Coding

133. The coding teams were given training for 2 days. The instructions for coders issued by the Registrar General, India were explained to them in detail. They were asked to code a few sample household schedules. The correctness of their coding was verified, errors pointed out to them and suitable instructions given wherever necessary. The instructions for coders issued by the Registrar General is given as Appendix XV. A specimen copy of the coded household schedules was supplied to every Tabulation Office

134. To facilitate coding, rubber stamps of the following description and of figures 0, 1, 2, 3, 4, 5, 6, 7, 8, 9 and X were supplied.

32/68 Hea d			37/78 Males				41/77 Females			44/80
Sex	Occn	Sp	Ms	OMR	UNMR	NR	MR	UNMR	NR	T

The above table was stamped in the space at the bottom of the Part II - Census Population Record. Use of rubber stamps of numerals for coding was found to be cumbersome, as it took more time and as the stamping of figures often gave wrong impressions. Therefore it was suggested that coding may be done with ink instead of with rubber stamps of numerals, which was agreed to by the Registrar General. Accordingly red ink was used for coding household schedules.

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Tabulation

135. Tables BX, BXI, BXII, BXIII, BXIV, BXV, BXVI, BXVII, CI and SCT V based on the 20 per cent sample of households were prepared by the Mechanical Tabulation Unit of the office of the Registrar General. After tabulation, the schedules were returned to the Central Tabulation Unit of this office. The subsidiary tables based on the household schedules were prepared in the Central Tabulation Unit.

Accommodation

136. The Central Tabulation Unit is attached to the office of the Superintendent of Census Operations and under the direct supervision and control of the Superintendent of census operations. It is located in the T. C. 1846 B, one of the twin buildings in which the Rural Tabulation wing of the Trivandrum Regional Tabulation office was housed. When the Regional Tabulation office was closed, this building was used to house the Central Tabulation office and to store the printing paper, binding materials and printed books.

Staff set-up

137. The staff of the Central Tabulation office were appointed in stages, taking about a year to have the full complement of staff. The first batch of compilers were appointed on July 15, 1961, and a typist on August 8, 1961. Two more compilers were recruited on October 20, 1961. On November 2, 1961, Shri. B. T. Pillai, Research Officer, Bureau of Economics and Statistics, Kerala was appointed as the Central Tabulation Officer, on deputation. One of the upper division compilers attached to the Handbook Section was promoted as a Statistical Assistant on November 15, 1961. Two posts of supervisors were created, one on November 24, 1961 and the other on January 15, 1962. The experienced Statistical Assistants of the Regional Tabulation offices were appointed on January 11, 1962 for the preparation of subsidiary tables. Thus on February 28, 1962 there were one typist, 12 compilers, 2 supervisors, 3 Statistical Assistants and one Tabulation Officer apart from one Statistical Assistant and two upper division compilers attached to the Handbook section.

138. When the Regional Tabulation offices were finally discontinued on February 28, 1962, 1 Statistical Assistant, 1 supervisor, 11 compilers and 1 peon were selected from the panels sent by the Regional Deputy Superintendents of Census Operations. They were appointed in the Central Tabulation office on March 1, 1962 consequent on the increase of work in the

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Central Tabulation Unit in respect of housing tables, P.C.A., Village Directory, inset tables, collection of additional information for tables and maps etc. One post of Statistical Assistant was downgraded as Tabulation Assistant with effect from May 1, 1962. On the same date two compilers were appointed for the work connected with Fairs and Festivals and 28 sorters and 1 peon for resorting slips in connection with the discrepancy of figures of Scheduled Castes and Scheduled Tribes. For the same work a new post of supervisor was created temporarily on June 11, 1962 keeping one of the existing posts of compilers in abeyance. Shri. K. V. Joseph, Head Assistant, was promoted as Deputy Superintendent of Census Operations (Tabulation) on March 1, 1962. He continued in that capacity till September 22, 1962 when he was posted as Deputy Superintendent of Census Operations (Headquarters) in the retirement vacancy of Shri. C. M. Jacob, and Shri. B. T. Pillai, Central Tabulation Officer, was promoted as Deputy Superintendent of Census Operations (Tabulation) keeping the post of Central Tabulation Officer vacant from that date. Two posts of tabulation assistants were created on June 11, 1962 for the work of subsidiary tables of L. M. & A. Islands. Thus on February 28, 1963 there were 2 peons, 28 sorters, 25 compilers, 3 supervisors, 3 tabulation assistants, 3 Statistical Assistants, and one Deputy Superintendent.

Furniture and equipments

139. Some items of furniture for the Central Tabulation Unit were obtained along with the furniture of the census office. This was necessitated as a few compilers were appointed before the closing of the Regional Tabulation offices. The remaining items of furniture were taken from the Regional Tabulation office, Trivandrum when it was discontinued. The comptometers of all the three tabulation offices were transferred to the Central Tabulation Unit where they were used till August 26, 1965. But the operators were sent back as soon as their work in the Regional offices were completed.

Finalisation of tables

(i) **Primary Census Abstract**

(ii) General population tables

2

143. There are some special features in the A-series tables of Kerala. The first table (Table A-I) has been prepared for different natural divisions in each district and taluk. Similarly a Special Table A-III showing distribution of karas/muris/desoms classified by population has been prepared for Kerala in addition to Table A-III showing the distribution of villages according to population size. The Superintendent of Census Operations approached the Registrar General for permission to give an additional Appendix to Table A-IV (viz., Appendix II) showing the jurisdiction of all the towns with their areas. Not only did the Registrar General agree to the suggestion, but he also directed all the Superintendents of Census Operations to incorporate such a valuable Appendix in their General Population tables.

(iii) **Other tables**

For the rectification of these errors even individual slips had to be verified in certain cases. The consolidation of the tables, which revealed no discrepancy, was not also easy, as their pro-formae were subsequently revised.

146. The language tables were finalised in consultation with the Linguist of the Registrar

147. The migration tables also created problems in the course of their finalisation. In some cases the disagreement between the figures of non-Indian Nationals and persons born outside India was so glaring that their reliability had to be doubted. On closer examination it was found that many of these cases were due to errors in posting. In the case of Table D-IV, showing the migrants to cities by occupation and educational levels, there were some occupations appearing against improbable educational levels e. g. :

- 1 Biologists, Veterinarians, Agronomists and related Scientists having degree in Engineering
- 2 Draughtsmen and Science and Engineering technicians n. e. c. having degree in medicine.

On a closer scrutiny it was found that these were instances of wrong occupational coding.

Re-sorting of slips

148. Another major item of work taken up by the Central Tabulation Office was the re-sorting of slips relating to Scheduled Castes and Scheduled Tribes and the preparation of the tables relating to Scheduled Castes and Scheduled Tribes. Though these tables had already been prepared in the Regional Tabulation Offices, re-sorting became necessary as some errors in the figures supplied by the Regional Tabulation Offices were detected during scrutiny. This work seemed to be very simple at the start, as the rectification of some of the obvious errors in the tables supplied from Regional Offices alone was then contemplated. But, when the work was actually taken in hand, the magnitude of work involved exceeded all anticipated proportions. The re-sorting, which was expected to be completed in about a month's time, took more than a year and a half. This work had caused some dislocation in the other normal work of the Central Tabulation Office. As usual,

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the sorter's tickets and compiler's posting statements were prepared in this case also before the preparation of final tables.

Subsidiary tables

149. The work of preparation of subsidiary tables, which was done entirely in the Central Tabulation Office, involved laborious computation and recasting of data relating to previous censuses according to the present territorial set-up.

Inset tables

150. The Draft Reporting Programme of 1961 Census contained quite a large number of tables, the preparation of which involved heavy computation work. Besides the computation work, the basic data for some of the tables had to be recast from the Census Reports of previous census years. Recasting was not easy because of the non-availability of data in respect of smaller units and because of the jurisdictional changes of districts and taluks from census to census. The data in respect of previous census years had to be recast taking into consideration all these changes and applying appropriate proportions wherever the data relating to portions transferred were not available. The progress of preparation of inset tables was retarded due to the apparent ambiguity in the form of some tables. Some of the tables were revised later, on receipt of clarification from the Registrar General. Some tables were abandoned. Some new tables were introduced. The General Report contains 375 inset tables in all.

Report on Vital Statistics

151. The writing of the report on vital statistics of the decade relating to the State and the report on the fertility survey was also done by the Central Tabulation Office. It was very difficult to get the necessary data on registration of births and deaths in respect of the years prior to the reorganisation of States. Efforts were made to gather and present as much information as was available.

Processing of data for maps

152. The publication of an Atlas Volume containing a large number of maps and charts illustrating the physical, social, cultural and economic aspects of the State is a unique

feature of the 1961 Census. Various types of data had to be processed for this purpose in the form of proportions, percentages, ratios etc. All the required data were furnished to the Mapping Section with great care and accuracy.

Exchange of data

153. In the course of writing the General Report it would be necessary to get information regarding other States to make comparative studies. Therefore, it was decided during the third conference of Census Superintendents that the Superintendents of Census Operations should obtain the data, they required, by direct correspondence with one another. The Superintendents of Census Operations were accordingly addressed and the data were collected from them direct. A system of collecting these items of information centrally and circulating them to all may be tried with advantage.

Collection of data from other departments

154. In the course of writing the General Report it was necessary to gather information on various topics from different agencies apart from the data already collected for the District Census Handbooks. In several cases the members of the staff were deputed to collect these information in time. The preparation of these inset tables and the drafting of the report were held up on many occasions due to the delay in getting these data in time.

Household schedules

155. The Regional Tabulation Offices had marked sample household schedules on a 20 per cent sample basis. The sample schedules were detached from the household schedule pads and forwarded to the Registrar General by the respective tabulation offices under intimation to the head office. When the Regional Tabulation Offices were closed, the remaining schedules were sent to the Central Tabulation Office along with other census records. The sampled household schedules were put to tabulation by the Mechanical Tabulation Unit of the Registrar General's Office. When the tabulation was over, the schedules were returned to the office of the Superintendent of Census Operations. On receipt, these schedules were replaced in the appropriate places in the

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Household Schedule pads and the pads were stitched afresh and preserved. This work was undertaken by the Central Tabulation Office.

General

156. The different items of work as indicated above undertaken in the Central Tabulation Office involved a lot of calculations and nothing could have been done, without calculating machines. The success of the work done in this section can be attributed to the care taken from the very beginning to do all the possible checks and cross-checks in each of the tables. No table was considered as final unless the manuscript and one of the typed copies

were machine-checked completely. Strict instructions were given to all connected with the preparation of tables to be very careful at the different stages of preparation of tables such as copying, comparing and checking. As far as possible, the supervisory staff also had checked the tables completely. In all cases sample checks were done at different levels. In the case of inset tables and subsidiary tables, all the computations were repeated. It is because of all these precautions that the tables sent from this office were certified as free from arithmetical errors by the Central Tabulation Office, New Delhi. The machine-checking of tables were done at the proof stage also to guard against any possible errors in printing.

CHAPTER VI

DISTRICT CENSUS HANDBOOKS

General

157. District Census Handbooks were published for the first time in 1951 in the history of Indian Census. The Handbooks of the Travancore-Cochin and Madras States in the 1951 Census contained, besides a short account of the district and the people, important census tables for the district and a village directory consisting of area, houses, population, number of literates, the distribution of population by livelihood classes, number of institutions and general amenities etc. in respect of every village. The presentation of the tables in the District Census Handbooks of Malabar and South Kanara districts was slightly different from that of the District Census Handbooks of Travancore-Cochin State. Immediately after its publication, the District Census Handbooks became an invaluable reference book not only to Central and State Governments but also to the district Administrators, Scholars, departments of Government, Legislators, Political groups and even to persons engaged in private trade or business.

158. Shri Asok Mitra, Registrar General, in his D. O. letter No. 3/9/59-RG dated 12th March 1959, gave the following general directions regarding the preparation of the District Census Handbooks.

"One of the most important publications of the 1951 Census was the District Census Handbook. This should be continued at the next census. We should endeavour to enrich the publication by adding general information of value in regard to each village, like existence of primary or secondary schools, nearness to railway station, drinking water facilities etc. etc. You can think over the useful information that could be given in the District Census Handbook in regard to each village. We can have a final list prepared, which you can start compiling with the help of the various governmental authorities."

159. The information to be collected for District Census Handbooks was discussed in the First Conference of Superintendents of Census Operations held between 24th September and

1st October 1959. The extract of the proceedings of this conference relating to the District Census Handbooks is given below:

"All Superintendents of Census Operations were agreed that it would be possible to collect the information recorded in the broad sheets communicated by the Registrar General. They, however, pointed out that it would be necessary to appoint a small unit of staff at the office of the Superintendents of Census Operations who would engage themselves solely with this work. The Registrar General agreed to this proposal and stated that each Superintendent might take a Statistical Assistant or an Investigator with a small team of one or two compilation clerks. The Registrar General was of the opinion that the District Census Handbooks were quite deficient in good maps and charts. The District Census Handbooks should contain at least one very good map for the district on the scale 16 miles to 1 inch to be attached to the Handbook itself or preserved in a pocket in the top or bottom cover. It should also be possible to print line drawing of Tehsil or Taluk maps in the Handbooks. The question of preparing the District Census Handbooks in regional languages was raised. The Registrar General stated that as the Handbooks were used mostly by Government Departments, Administrators, Research Scholars and others, it might not be desirable to print the Handbooks in the regional languages. Besides, the cost of printing the Handbooks in the regional language would be prohibitive....."

Contents

160. The contents of the District Census Handbooks were also discussed in detail at the Second Conference of the Superintendents of Census Operations held in August 1960. As decided in the conference the Registrar General sent a letter to the State Government on October 11, 1960 outlining the mode of printing, size of publication and the contents of the Handbook. He also requested the State Government to offer their views for enriching

the District Census Handbooks by any additional information that they may like to give. The State Government, in consultation with the Superintendent of Census Operations approved the contents of the handbook and issued an order to the Superintendent of Government Presses on 29th March 1961, to print 1,000 copies of the District Census Handbooks for each District in demy quarto size.

161. According to the final lay-out, the District Census Handbook of Kerala is in 3 parts, viz., Part—A General, Part B—Census data and Part C—Village Directory. 'Part A—General' gives a general description of the district, the progress made during the last decade, a review of the population in the various demographic aspects, literacy, employment and unemployment, household economic data etc. of the district based on census data and Gazetteer. In addition to the above, a large number of tables giving general information about the district as well as inset tables are given in this part, the former as appendices and the latter as statements in appropriate places in the body proper. In 'Part B—Census data' are given Census tables of 1961, such as the general population tables, economic tables including household economic tables, social and cultural tables, and special tables for Scheduled Castes and Scheduled Tribes, all relating to the district. 'Part C—Village Directory' consists of the primary census abstract, amenities, a table of industrial establishments and an index of the villages and its lower units. The maps of the district and its taluks are also given in each handbook.

Staff set-up

162. As early as 19th September 1960, the District Census Handbook section was organised with one Statistical Assistant and two Upper Division Compilers, all taken on deputation from the Bureau of Economics and Statistics. Though there had been changes in the personnel from time to time, the number of posts in the section did not change till the manuscripts went to the press, when the services of a team of two compilers were made available to the section for one month for copying tables and one compiler for machine-checking the tables at the proof stage. The maps of districts and taluks required for the handbooks were prepared by one of the draftsmen.

Collection of official statistics

163. There was generous response and hearty co-operation from the heads of the departments of Central and State Governments in the collection of data. The Census Organisation is grateful for the goodwill extended by them. There was, however, some initial lack of co-operation from the Registrar of Companies, Ernakulam in regard to the collection of certain information on Joint-stock Companies. The information furnished by the Heads of Departments according to our requirements and the information contained in their annual administration reports, no doubt, provided ample basic material to work with. But they created bottlenecks. One important handicap about the data furnished by the departments was that there were inconsistencies and improbabilities in them. Often, the figures given by the Departments did not tally with those contained in their Administration Reports. This was mostly due to the fact that the data given by the Heads of Departments seldom agreed with those given in their Administration Reports on points of concepts and period. Moreover the contents and method of presentation of the Administration Reports were being changed from year to year. Due importance is not seen given to including in the Administration Reports, detailed physical achievements and Statistical data of the Department.

Village Directory

164. In pursuance of conclusion No. 7 of the Regional Conference at Srinagar, the Registrar General forwarded printed specimen copies of Village Directory to all Superintendents of Census Operations. In a subsequent letter the Registrar General stated that abbreviations relating to general information should be written immediately after the name of the village. So far as Kerala was concerned, this was not possible, as the items of general information collected were as many as 48. This matter was discussed with the Registrar General when he visited Trivandrum in February 1963 and it was decided that the items of general information be presented separately under the heading 'Amenities' as run-on matter under suitable headings. Considerable economy in printing and paper could be gained by this method of presentation, though to some extent, it involved sacrifice of clarity and facility for easy reference.

Presentation of census tables

165. In November 1961, while circulating tentative proposals regarding the tables that should be reproduced in the District Census Handbooks, the Registrar General indicated that it would be impossible to print all the tables in a volume of manageable size. The list of census tables to be included in the District Census Handbooks was finalised in the Third Conference of Superintendents of Census Operations held in February 1962. All the tables according to the list are included in Part B. As the State tables may not be available at the district and taluk offices, the Registrar General agreed to the inclusion of three State tables in the District Census Handbooks. For the proper appreciation of census tables, detailed fly-leaf has been given to each table.

Printing

166. According to the scheme of the District Census Handbooks, the responsibility of the Census Organisation was limited to supplying the manuscript of the Handbooks, the State Government meeting the entire cost of printing and stationery. At our request the State Controller of Stationery, Trivandrum stocked the following printing and binding materials for the District Census Handbooks.

Item	Quantity
I Paper	
1 Printing paper (Double demy) For 9,000 copies @ 1,000 copies for a district (including spoilage @ 1%)	1,000 reams
2 Imitation art paper (Double demy) For 1,000 copies each of 55 maps	37 "
II Binding materials	
1 Black rexine (L. 6 Pinseel-black 14/2 76) for deluxe and ordinary editions	880 yards
2 White cartridge paper — Double royal 69 cm. x 102 cm. 32.7 kg.	4,750 sheets
3 Straw board of the standard size 63.5 cm. x 76 cm. in the substance of 91 deca grams	4,600 "
4 Marine cross keys cover paper-Lizard Finish	2,250 "

The following printing materials were purchased by the Director of Survey and Land Records, Trivandrum for printing the district maps:

1 White offset printing paper	10 "
2 Arabic gum	5
3 Offset litho printing ink	5
(a) Dense black	3
(b) Vermilion red	5
(c) Perussion blue	5
(d) Primrose yellow	5
(e) Majanta	4
(f) Vivid green	2
4 Drier paste	2
5 Tinting medium	2

The printing of District Census Handbooks undertaken by the Superintendent of Government Presses, Trivandrum, on behalf of the State Government. Due to the heavy District Government printing work, all the District Census Handbooks could not be printed in Government Presses. The proof reading work done in the Census Office. Copies of Survey Land Records, Kerala as they were coloured in Line drawings of taluk maps were taken at the Census Office and blocks of Government Presses and supplied to the various printing the District Census Handbooks. At the instance of the Superintendent of Census Operations, the Registrar General took special interest in securing foreign exchange clearance for the purchase of a mono-type machine in Government Press, Trivandrum.

Free distribution of handbooks

167. Based on the pattern of free distribution of District Census Handbooks of 1951 adopted by the then Travancore-Cochin Government, proposals were submitted to the Government of Kerala for the free distribution of the District Census Handbooks of 1961. These proposals were an improvement on the pattern of 1951 that this time, distribution to the sub-district level was recommended. Government sanction to those proposals with certain modifications in G.O (RT) No. 1062/PD dated May 1965. The lists approved by Government for the free distribution of copies of handbooks given in Appendix XVII.

Some suggestions

168. Among all the census publications, District Census Handbooks are, by and large, the most useful from the point of view

departments of the Government and the public, in as much as they contain, in a compact volume, almost all items of information relating to the district providing basic material to the departments of Government for their developmental activities as well as to the public in the various phases of public life. The District Census Handbook series of the 1961 Census has, no doubt, effected considerable improvement from that of 1951. Nevertheless, one feels from experience that the present form of the District Census Handbook can still be improved upon. The following suggestions may be considered.

1. As has been pointed out already, a serious handicap in utilising the information furnished by the heads of the departments and those available in their Administration Reports is that these items of information do not tally with each other. The data presented in the Administration Reports themselves do not conform to the requirements of the District Census Handbook in form, period etc. This could be avoided if the data are presented in the various Administration Reports in a form approved by the Census Organisation, whereby those data can be used for purposes of District Census Handbook without alteration or modification. If this would involve total modification in the format of the Administration reports, at least a few tables intended for the purpose of the Census Organisation may be added to each departmental Administration Report.

2. Census tables are presented in the District Census Handbooks for the concerned district and for the lower units of the district. It would be advantageous to begin each table of Part B and P.C.A. of Part C with the totals of State and Districts. Alternatively State Tables may be given as Part D.

3. The presentation of amenities in Part C also calls for change. Though considerable savings could be made in the cost of printing by giving amenities as in the District Census Handbook of 1961, that part does not fully serve the purpose for which it is intended, in as much as it is very difficult to know the amenities available in a particular locality. A method of presenting the amenities in tabular form having regard, at the same time, to economy in printing and stationery may be devised.

4. The printing of the District Census Handbooks took considerable time as the State Government Presses themselves could not take up the entire printing work of the District Census Handbooks and as the private presses, to which some District Census Handbooks were entrusted, did not complete the work according to the time schedule. If a special section is organised in the State Government Central Press, Trivandrum solely for the printing of all the District Census Handbooks and their distribution, it would help very much in reducing the delay in the release of District Census Handbooks.

CHAPTER VII

FERTILITY SURVEY

Plan of operation

169. In his letter No. 16/70/61-VS dated 11-10-1961, the Registrar General suggested that a fertility survey be conducted to gather information on the fertility pattern of women. It was a sample survey, and the sample blocks were those selected for the post-enumeration check, which included inaccessible and special areas also. The field survey was to be done by the personnel of the Regional Tabulation Offices. The Superintendent of Census Operations discussed the scheme in all detail with the Deputy Superintendents of Census Operations (Tabulation). A pilot survey was conducted in a few selected rural and urban blocks. In the light of the experience gained in the pilot survey, all details of the plan of operation, such as the suitability of the questionnaire, the appointment of personnel, the period of survey, arrangements for supervision etc. were finalised. Altogether 230 blocks were surveyed. The Deputy Superintendent of Census Operations (Tabulation), Trivandrum conducted the survey in 77 blocks of the districts of Trivandrum, Quilon and Alleppey. The survey in 69 blocks of the districts of Kottayam, Ernakulam and Trichur was conducted by the Deputy Superintendent of Census Operations (Tabulation), Ernakulam and that in 84 blocks of the remaining 3 districts by the Deputy Superintendent of Census Operations (Tabulation), Kozhikode. The details of the sample blocks are given below.

NUMBER OF BLOCKS			
Under	Total	Rural	Urban
Dy. S.C.O., Trivandrum	77	56	21
" Ernakulam	69	52	17
" Kozhikode	84	66	18
Total	230	174	56

Field investigation

170. Altogether, 245 persons, consisting of 222 investigators and 23 supervisors were employed by the Deputy Superintendents of Census Operations for the field survey as shown below.

ENUMERATION STAFF		
Under	Investigators	Supervisors
Dy. S.C.O., Trivandrum	69	6
" Ernakulam	69	7
" Kozhikode	84	10
Total	222	23

The idea was to draw the field staff from the personnel of the Regional Tabulation Offices. But, by the time the survey was ready to be put through, most of the personnel in the tabulation offices had been retrenched. This necessitated the recruitment of personnel through the Employment Exchanges to some extent.

171. Two schedules, prescribed by the Registrar General for this survey, viz., 1 household schedule and the fertility slip were canvassed. These schedules were pretested before actual survey, in a few selected urban and rural blocks. The investigators were given 2-3 day's training, which included actual filling up of the schedules. The errors committed by them in filling these schedules were pointed out in the training classes. The field operations started in January 1962. One investigator was expected to complete the field investigation in 12 days. In addition to this, one day was allowed for to and fro journey in the case of persons appointed beyond 30 miles from the headquarters and two days in the case of persons appointed in the high ranges. This time schedule was more or less kept up. The supervisors inspected not less than 10 per cent of the households in each block. The Deputy Superintendents of Census Operations also conducted intensive inspections. No instance was reported of non cooperation on the part of the public.

Tabulation

172. As soon as the investigators returned to the tabulation offices they commenced tabulation of the data collected by them in the field. The schedules were first scrutinised for errors which were rectified as far as possible, and then coded on the basis of instructions issued by the Registrar General in this behalf. Before the commencement of the actual sorting and tabulation of the slips, 10% sample of the slips were marked out systematically with a random start separately for rural and urban areas, by marking the letter 'S' on the top right hand corner of the slip. These sample slips were intended for detailed mechanical tabulation at the Registrar General's Office to be taken up after the mechanical tabulations were over.

FERTILITY SURVEY

173. After marking the samples, the slips were divided into 4 groups according to the marital status of the females, viz.,

Group A—females married only once and still in married state

Group B—females married once but now widowed or divorced

Group C—females married more than once and still in married state

Group D—females married more than once but now widowed or divorced.

Different tables were adopted for each of these groups of slips. Immediately after sorting out the slips into the 4 groups, the number of females in each group was communicated to the Registrar General's Office. According to the instructions received from the Registrar General's Office, 4 tables were prepared from those slips of Group A and 2 tables each from those of Groups B, C and D. The tabulation was done separately for rural and urban areas of each district. In respect of the household schedules two summaries were prepared for each block, adopting the tally mark method.

174. When the Regional Tabulation Offices were wound up, the tables and schedules were transferred to the Central Tabulation Unit of the Census Office, where the tables were scrutinised. State-wise tables were then prepared, consolidating the district tables supplied from the Regional Offices. At the time of scrutiny at the Central Tabulation Unit, some discrepancies were noticed in the tables, to rectify which it became necessary to resort to the slips in some cases in the Central Tabulation Unit. After scrutiny and consolidation the final tables at the State level were forwarded to the Registrar General's Office. Based on those tables a number of statements showing the various measures of fertility were prepared at the Vital Statistics Unit of the Registrar General's Office. A report on fertility survey analysing the various aspects of fertility with the help of these statements is being included in Part I B—'Report on Vital Statistics of the Decade and on Fertility Survey' relating to Kerala. From 10% sample slips already marked out, those relating to Groups A and B i.e. females married only once, irrespective of whether they are still in married state or not, were sent to the Registrar General's Office for some additional tabulation.

CHAPTER VIII

VILLAGE SURVEY

The scheme

175. Sociological enquiries used to be conducted along with the Census in the past. Thus, economic surveys were conducted along with the Census in Cochin in 1921 and in Travancore in 1941. This old Indian Census tradition was sought to be continued on a modified pattern in the 1961 Census also. The first indication of the Village Survey Monographs Project was contained in D.O. letter No. 14/1/59-RG dated 1-8-1959 from the Registrar General in the following lines:

"We should be able to study about 500 villages in all parts of India containing basic information about the lay-out of the villages and the various facilities and amenities available to the villagers such as educational, medical, communication, postal etc. and their social and cultural habits. For each State there should be a minimum of 35 villages chosen with great care to represent adequately geographical, occupational and even ethnic diversity. While the selection of geographical regions may not be so difficult, it should be necessary to devote the greatest care to the selection of the villages themselves. I am not sure whether we should enter into the economic field and collect data on the extent of cultivated land, irrigated land, income etc. But, if this information can be easily collected with some reliability, there should be no objection to include them also. A monograph showing the results of the survey should be prepared for each village separately. The monographs could be ready by about the same time as your Report for the 1961 Census. When you come for the conference I shall be glad if you could suggest a list of geographical and ethnic regions where you would be able to conduct the survey, the programme for the survey and also a draft questionnaire. We can then draw up a final questionnaire and programme whereupon you can proceed to select the villages themselves on your return.

"You should as far as possible try to take typical villages. In the case of States where there are concentrations of Scheduled Tribes, tribal villages may have to be selected each representative of a particular tribe. Similarly villages

which are important from the point of view of cottage industries and handicrafts are worth studying. In drawing up your lists I hope you will take these considerations in view".

176. Accordingly, 35 villages were selected in Kerala having regard to some special aspect or other relating to them, such as distribution of certain important cottage industries, settlement of Scheduled Castes and Scheduled Tribes, method of cultivation of important food and other crops and concentration of certain communities. In selecting these centres, the District Collectors and the Director of Harijan Welfare were consulted. A list containing the names of centres selected in each district and the special aspects studied in these centres is given as Appendix XVIII. In the case of 9 centres, as Appendix XVIII. In the case of 9 centres, emphasis on the concentration of one or more Scheduled Tribes has been given. A few villages originally selected for the survey had to be given up at a later stage, because, on local verification it was found that these villages did not truly represent the special aspects, based on which they were selected. Other suitable areas were substituted.

Method of survey

177. As far as Kerala is concerned, these surveys, which were originally called socio-economic survey, and subsequently changed as village survey, in view of the fact that several facets, of village life were being investigated, can hardly be called village surveys in the strict sense of the term. Unlike in other parts of India, the villages in Kerala are revenue villages with very high population and density. Therefore the village in Kerala was too unwieldy a unit. Realising this, the Registrar General allowed to carve out parts of villages which were both representative and manageable. Accordingly, the investigation was confined to a selected part of each selected village comprising about 125 households or 700 persons. The Registrar General circulated a tentative questionnaire and a draft write-up on Bawana, the biggest village in the Union Territory of Delhi. The investigators collected general items of information relating to each area as a whole from available sources and the information

relating to each household of the selected areas by canvassing the schedule in respect of each household. Items of general information relating to the village such as educational institutions, co-operative societies, vital statistics, developmental activities, sanitary facilities, hospital facilities etc. were collected through the various Government Departments also. The field investigation in each centre in respect of 17 centres was completed in 2 stages, while that in each of the remaining centres was done at a stretch. The household schedules and the tables given in each monograph were designed by the Superintendent of Census Operations and finalised by the Registrar General with suitable modifications. In the beginning the Superintendents of Census Operations of the States were consulted at various stages. Suggestions and views in regard to the method of conducting village surveys were exchanged. These consultations, suggestions and views helped in bringing about an inter-state uniformity in the village survey monographs.

Staff

178. Investigation, tabulation and preparation of the monographs in respect of the 9 tribal centres were done by the investigators of the Department of Statistics, University of Kerala under the supervision of Dr. (Miss) A. George, Professor of Statistics, University of Kerala on a honorary basis. The remaining 26 centres were taken up by the Census Department. Initially two Statistical Inspectors of the Bureau of Economics and Statistics were taken on deputation and appointed as investigators, based on the norm of 12 centres per investigator, as suggested by the Registrar General. Both of them started field work simultaneously on October 12, 1960 in two centres. In December 1961, the Registrar General called a conference of officers of the State Census Offices who were to be put in charge of special studies. Shri. M. Joseph, Deputy Superintendent of Census Operations, Tabulation, Ernakulam who was to be placed in charge of the special studies attended the conference. By that time, the first round of field investigation had been completed in respect of 17 centres. At the conference, the scope and magnitude of the survey were enlarged and an additional enquiry on consanguineous marriages was included. This necessitated a second visit in the 17 centres already covered and more time in the case of the remaining

villages. One more investigator was therefore appointed on deputation from the Bureau of Economics and Statistics. The entire collection, compilation, analysis of data and preparation of notes were done by these three investigators. The reports in respect of five centres were prepared by the Superintendent of Census Operations based on the notes of the investigators, while the final drafts of the remaining 21 centres were written by Shri. M. Joseph. On completion of the work, two investigators were reverted to their parent department, one on February 29, 1964 and the other on February 28, 1966. Shri. M. Joseph went back to his parent department on March 15, 1965.

Time schedule

179. One investigator covered 10 centres, another 9 centres and the third 7 centres. In the beginning, only one week's time was allowed for the field enquiry in each centre. But from the experience in the first few centres, one week's time proved to be far too insufficient for an enquiry of this nature. Therefore, the time limit for field investigation was enhanced to 10-15 working days for each centre apart from the 10 days allowed for the revisit of the 17 centres mentioned above. The decisions taken at the study camp of December 1961 also warranted this. The Deputy Superintendent of Census Operations in-charge of the surveys and the Superintendent of Census Operations visited these centres on different occasions before finalising the reports. The field work was arranged in such a way that one of the investigators attended office and processed the material, while the others conducted investigations in the field. By this arrangement it was possible to finish off the writing of the report as soon as the field work in all the centres was over. By the end of February 1965, almost all the reports were finalised.

Contents of the monographs

180. At the regional conference held at Trivandrum in May-June 1961, the first report was presented, the monograph on Parassala village of Trivandrum district. The Registrar General studied the report and suggested some modifications. The modified draft was sent to the Registrar General in December 1961. But this had to be revised again in view of the fact that the final form of the village survey monographs was decided only in the study camp

VILLAGE SURVEY

held in New Delhi in December 1961. During the second revision additional items of information collected during the second visit by the investigators were also incorporated in the report. It was in the study camp held in New Delhi in December 1961 that a final shape was given to the frame and chapter divisions to be followed for village survey monographs. Though this aimed at a uniform pattern, it allowed, at the same time, enough scope for flexibility in the light of actual conditions obtaining in the different villages. The chapter division thus adopted for this State contains five chapters for each monograph. The first chapter deals with the general features of the village like situation, legend of origin, soil, rainfall, climate, the flora and the fauna, communication, important public places, places of public worship, public markets, health, sanitation and drainage and residential pattern. The people and their material equipments form the subject matter of the second chapter, in which an account of the population, the ethnic composition, a brief description of a predominant community along with the dress and ornaments and customs and manners, house-types, food and drink etc. are given. The description of the life cycle like birth, marriage, funeral, puberty and other customs are given in a very exhaustive manner for selected communities for each monograph. The third chapter is devoted to economy, economic resources, employment position, traditional occupation, family budgets, indebtedness etc. The family budget study is a very important section of this chapter and in all the monographs detailed data relating to the monthly income, expenditure and indebtedness of an average household of the various income groups have been given separately for each occupational class. The fourth chapter deals with the social and cultural life, sex distribution of the population, age and marital status, births and deaths, literacy and education, family structure, medical care,

leisure and recreation, demographic decentralisation, co-operation, dowry, attitude to family planning and fairs and festivals. The last chapter is of a general character containing a review of the progress so far achieved and a few suggestions for the future.

181. Unlike in other States, where each village survey monograph was published as a separate volume, the 35 village survey monographs of Kerala were combined into 8 volumes, viz., four monographs each of Trivandrum, Quilon and Alleppey districts in three volumes, four monographs of Kottayam and Ernakulam districts, five monographs of Trichur and Palghat districts and five monographs of Cannanore and Kozhikode districts in three volumes and the nine tribal areas in two volumes.

Conclusion

182. No scientific method was adopted in the selection of localities for village survey. The investigator was given the freedom to select any area in the village with definite geographical boundaries in which the special aspect considered for the village was fairly well represented. Though this selection ensured a true representation in respect of the special aspect, it did not and obviously could not, ensure any reliable representation as far as other aspects of the village were concerned, with the result that the inferences drawn on the basis of the household enquiry could not be applied with any claim for correctness, even to the village, not to speak of the larger units like taluk or district. In the selection of areas for village survey some sampling method may be adopted with advantage. With at least 500 questions to be asked in each household, with every public institution etc. of the village to be visited, and with every office at least at the village level to be contacted, the investigator could hardly complete the investigation within the time limit.

CHAPTER IX

RURAL CRAFT SURVEY

183. Part VII A of the Census series contains monographs on selected crafts of Kerala. Descriptive accounts on the following 17 selected crafts of Kerala are included in this part.

- 1 Bell-metal industry
- 2 Costumes and accessories in Kathakali
- 3 Coir industry
- 4 Ivory carving
- 5 Kora grass mats
- 6 Art in Kerala wood carving
- 7 Coconut shell wares
- 8 Embroidered liturgical vestments
- 9 Granite work
- 10 Kaftgari work
- 11 Lacquer work
- 12 Lapidary work
- 13 Marquetry work in wood
- 14 Rattan work
- 15 Reed mats
- 16 Screw-pine mats and
- 17 Straw pictures

Of these, the first 6 crafts have been dealt with in great detail and the rest in form of short notes.

184. The rapid expansion of the activities of the All India Boards established during the 1st Five Year Plan, necessitated a separate investigation about household industries for a proper assessment of the nation's man-power resources and its specific contribution to the national income. A special series of questions on household industry were, therefore, included in the 1961 Census. It was felt that an enumeration of the total number of establishments and their industrial classification would be incomplete without a proper description of the finished product and the method of production and a proper assessment of the limits of rigidity within which traditional skill operated. Accordingly, in the circular dated February 18, 1960, the Registrar General suggested that an enquiry of the kind might be conducted through the agency of the Development Department, the State Director of Industries, the Director of Tribal Welfare, the Registrar of Co-operative Societies and other organisations concerned with the

promotion of household industry. A draft questionnaire containing 30 questions in three parts was recommended for being canvassed. It was suggested that information on this questionnaire village by village and area by area might either be obtained through departmental channels of the State Government or through the newly set up Census Organisation or through the hierarchy of the newly created panchayats. Stress was laid on the need of illustrations of designs, shapes and forms not only by photographs but with the help of line drawings or sketches together with a full description of the materials used.

185. The procedure followed in the study of the crafts, as far as Kerala is concerned, slightly differed from the pattern mentioned above. 17 crafts were selected from a list furnished by the Director of Industries and Commerce, Kerala, having regard to their contribution to artistic excellence. Instead of canvassing a questionnaire, field investigations were made on each of the craft by the research staff visiting typical centres of concentration of the craft. The data regarding the number of establishments and workers engaged in the respective crafts were collected from the houselists and household schedules of the 1961 Census. As the main purpose of the study is to focus attention on small scale industries, only establishments engaging less than 5 workers have been included in the tables. Therefore, centres, where large scale establishments alone are located, do not find a place in the monographs or tables. In the case of some crafts covered by the report, separate tables have not been given, the number of establishments in them being too small to merit such tables. The particulars of establishments in respect of them have, however, been given in the running matter of the monographs themselves. Two Research Assistants were appointed for this work. Among others, the Registrar General and the late Mrs. Ruth Reves, Honorary Advisor, Handicrafts, Office of the Registrar General donated special photographs for inclusion in the volume. All the monographs and short notes have been presented in one book rather than separately.

CHAPTER X

SURVEY OF FAIRS AND FESTIVALS

186. In connection with the survey of rural and tribal crafts it was considered that the fairs and festivals conducted mostly in places of worship of the State played a significant role inasmuch as the products of these crafts were overwhelmingly marketed during these fairs and festivals. In February 1960, the Registrar General suggested that a full list of fairs and festivals in all parts of the State and descriptive accounts of the more important ones be published as a part of the census publications. The original idea was to include both the items viz., descriptive accounts of more important places of worship or fairs and festivals and the list of fairs and festivals as two sub-parts in one book. But due to the enormity of the descriptive accounts received from various authors as well as the number of places of worship and the festivals celebrated in them, it was not possible to restrict the publication to one volume. Descriptive accounts in respect of 259 festivals including those relating to 15 statewide festivals were received. The list contains information about 4,409 festivals conducted in 4,174 places of worship. Part VII B (i) contains the descriptive accounts and part VII B (ii) the statements of fairs and festivals.

187. Though the prospects of producing the volume appeared to be bright and easy in the beginning it proved to be beset with difficulties. To begin with, an attempt was made, as indicated by the Registrar General, to collect the information through official sources, like the Police Department, the department of Health Services, and the Charge Officers consisting of Tahsildars, Corporation and Municipal Commissioners and Divisional Forest Officers. Several replies were, of course, received. But it was found that some important fairs and festivals were omitted and that those reported lacked details. There was also the danger of duplication. Therefore the heads of religious institutions, including the Christian Ecclesiastical Dignitaries, the Hindu Religious and Charitable Endowment Board, the Devaswom Board, the S.N.D.P. Yogam, the WAKF Board, the Ayyappa Seva Sangham and the Muslim Madrasas were requested to supply information about fairs and festivals conducted in places of

public worship under their respective administrative jurisdiction. This reference had a fairly good response. Meanwhile, in the Regional Conference of the Superintendents of Census Operations held in Trivandrum in May 1961 it was decided that an exhaustive list of fairs and festivals should be compiled containing information about (1) location of the village, (2) month and date and where fairs are held, (3) the religious occasion of the fair, (4) the average duration of the festival in number of days, (5) distance from the nearest railway station, (6) average number of persons attending the fair and (7) important commodities marketed in the fair.

188. In the light of these decisions most of the reports received, irrespective of whether they were from Governmental agencies or heads of religious institutions, proved incomplete and insufficient for the requirements specified in the conference. It was considered that the village panchayats with its jurisdiction throughout the State would be the best source for obtaining correct, complete and exhaustive information in the matter. All the Panchayats were, therefore, requested to furnish the information about the fairs and festivals conducted in places of public worship under their jurisdiction, on the basis of a revised proforma. It must be said that this attempt was well rewarded. Information was received about several hundreds of places of worship and fairs and festivals conducted in them. It was possible that the village panchayats, knowing as they do the places of worship in the village, may not have full or correct information about those places of worship or about the fairs or festivals conducted in them. Therefore, in the proforma sent to the village panchayats, information was also sought about persons who may have to be referred to for authentic details about the places of worship or the festivals. Lacunae in the lists given by the panchayats were filled up by reference to persons whose addresses were thus obtained. Among the places of public worship, about which information was received in response to the appeal mentioned above, there are, of course, some which are so important as to require more detailed information

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than mere statistical record. About such places or such festivals write-ups were collected from the important persons of the localities whose addresses were furnished by the panchayats. Most of the write-ups were in Malayalam. They were translated into English for inclusion in the report. About a few churches and temples write-ups have been compiled from accounts given in periodicals like Malayala Manorama weekly and Mathrubhoomi weekly.

189. One of the lower division clerks of the office started collection of information in the initial stage. Later on, two sorters worked from January 1962 to June 1962 to tabulate the information. In October 1962 a lower division compiler was detailed to translate the Malayalam write-ups. In April 1963, the Junior Research Assistant took over the work of

translation and finalisation of the table. The Junior Research Assistant was assisted by a lower division clerk occasionally.

190. It cannot, however, be claimed that Part VII B (ii) gives an exhaustive list of fairs and festivals. However sincere and enthusiastic the official sources, the panchayat presidents or the ecclesiastical dignitaries may be in the matter, it is obviously not possible for any of them to collect an exhaustive list of places of worship or fairs and festivals in their jurisdiction. Information about 4,174 places of worship has been included in Part VII B (ii). This is less than the number of places of worship as per the houselist. It would be possible to collect information about the fairs and festivals in all the places of worship in Kerala, if provision for this information is included in the houselist.

CHAPTER XI

ETHNOGRAPHIC NOTES

191. In March 1960, the Registrar General intimated the proposal to prepare an all-India brochure containing monographs on each of the Scheduled Castes and Scheduled Tribes to be published along with the special tables relating to them. "The programme of preparation of ethnographic notes was adopted to serve a practical need of great national importance. The Constitution of India has recognised certain communities as Scheduled Castes or Scheduled Tribes and has made certain special provisions for the benefit of these castes or tribes, so that they may be brought at par with the other sectors of the Nation. Therefore, in the ethnographic notes it is mainly proposed to make an objective assessment of the state of development of the different Scheduled Castes and Scheduled Tribes in the scale of modern technology and social equality". Each monograph was to be as brief as possible, not ordinarily exceeding 5 to 6 pages of demy quarto size. In the case of less important castes and tribes the number of pages may be still less. Initially, it was not considered necessary to have state-wise brochures, as most of the castes and tribes were treated as Scheduled Castes and Scheduled Tribes in more than one State. Subsequently, however the State Superintendents of Census Operations were allowed to publish their own monographs on Scheduled Castes and Tribes.

192. In November 1960 the Superintendent of Census Operations discussed the project with the Deputy Superintendents of Census Operation (Tabulation) and directed them to collect information about the castes and tribes in the areas allotted to them for enumeration training. On January 12, 1962 two post-graduates in Anthropology were appointed as Investigators to undertake field studies. As desired by the Registrar General, one of the Deputy Superintendents of Census Operations, who attended the study camp held in Delhi in December 1961, was put in complete charge of the preparation of ethnographic notes

193. A list of Scheduled Castes and Scheduled Tribes selected for preparation of ethnographic notes in Kerala is given as

Appendix XIX. All Tribes, whose mother-tongue was Malayalam, were selected for the survey. From among those tribes, whose mother-tongue was not Malayalam, the tribes with a population exceeding 100 were also chosen, as the tribes with a smaller population would have only a sparse distribution in the border districts, while the main pockets would be in the neighbouring districts of Mysore or Madras. If 2 or 3 communities among the tribes have similar names with slight difference in pronunciation, and if, on a preliminary investigation, they were found to be one and the same community, e.g. Paliyan, Palliyan, Palliyar, the one which had the largest population was selected for detailed study. In the case of communities which were both Scheduled Castes and Scheduled Tribes, the study was confined to one of them to avoid repetition. The same criteria were adopted for the selection of communities from Scheduled Castes also, with one difference viz., that in the case of castes, whose mother-tongue was not Malayalam, those with a population over 350 were chosen, the reason being the difficulty to trace out a representative sample for study, as Scheduled Castes are not as segregated as the tribes.

194. Initially the Investigators surveyed one tribe each at a time. As this method was found to be time-consuming and expensive, they were directed to survey 2 or 3 communities each at a time. This arrangement minimised both expenditure and time. Reference to published literature on the communities chosen for survey helped the Investigators to form a background. The area for survey was selected from the taluk which had the maximum concentration of the particular tribe or caste with the help of the taluk officers of the Harijan Welfare Department. Seven days were allotted for field work followed by one week to process the data and prepare drafts. Photographs relating to a few Tribes were also taken with the help of the Photographic Unit of the State Public Relations Department. The field investigation in respect of all the tribes and all the castes has been

ETHNOGRAPHIC NOTES

completed. On May 3, 1965 the Registrar General constituted an Editorial Board for editing ethnographic notes of each State. The Editorial Board for Kerala consists of the Officer on Special Duty and the Research Officer of the Handicrafts and Social Studies Unit of the office of the Registrar General and the Deputy Superintendent of Census Operations.

195. On August 2, 1965 the Registrar General desired to have short notes on 9 communities after a quick investigation, to examine

the question of fresh inclusion of these communities in the President's list. The investigation was conducted by one of the Investigators and notes forwarded to the Registrar General. A Regional Ethnographic Study Camp was held in Hyderabad in June 1966. As decided in the study camp a regional field training camp for the States of Madras, Andhra, Mysore and Kerala was held in the Wynad Hills of Kerala in December 1966, to give orientation training to Investigators in field methodology.

CHAPTER XII

PREPARATION OF MAPS

Atlas volume

196. The Census of 1961 required an unprecedentedly large number of maps. The Census Atlas, one of the Census Publications of 1961 and the first of its kind in the Census History of India, required as many as 155 maps of Kerala. Over and above this, the various parts of the census series such as the General Report, Selected Crafts of Kerala, Village Survey Monographs and District Census Handbooks also required quite a number of maps of various descriptions, including maps of Kerala State, its districts, taluks, villages, towns and town groups.

197. In November 1961 the Registrar General issued detailed instructions for preparing the Atlas Volume for each State. Data for some maps were available in one or another of the census publications. Data for other maps were collected from other departments or agencies of the State or Central Government. Some maps of the former category were prepared and got approved by the Registrar General. A few of them were even blocked. In November 1962, Dr. (Miss) P. Sen Gupta, was appointed as Map Officer in the office of the Registrar General and was placed in complete charge of this important publication. The Map Officer revised the scheme of the Atlas Volume and the method of preparation of the maps of the Atlas Volume, with the result, that the maps prepared already including those blocked, had to be abandoned. The Map Officer arranged for a training seminar for imparting training to the draftsmen engaged in the State Census Offices. Accordingly all the 4 draftsmen of my office and the U. D. clerk in charge of the work were deputed to the office of the Registrar General, Delhi for training. As directed by the Map Officer a base map of Kerala was prepared and was got certified by the Director of Map Publications, Dehra Dun. The Map Officer then proceeded to issue detailed revised directions about the preparation of the various maps intended for the Atlas Volume. All the maps of the Atlas Volume were prepared according to those directions and got approved by the Map Officer. Some of these maps were included in other parts of the census publications also.

198. The maps of the Atlas Volume are divided into six broad sections viz.,

1 Orientation	3 maps
2 Physical conditions	8 "
3 Demographic structure and trends	33 "
4 Economic aspects	75 "
5 Socio-cultural aspects	34 "
6 Demographic regions	2 "

In the preparation of all maps except 3, either districts or taluks have been taken as the basis, the data being presented by districts in 125 maps and by taluks in 26 maps. As the atlas was intended to be inexpensive and as a measure of economy, the number of coloured maps has been reduced to the barest minimum. There are only 12 coloured maps in the Atlas Volume.

Maps for other reports

199. The General Report contains 51 maps of various descriptions, of which 5 are coloured maps. These include maps of the State, cities, town groups, towns and villages. While 18 maps were those prepared for the Atlas Volume, 33 maps were prepared exclusively for the General Report. The Housing Report contains 17 maps, of which 14 maps were prepared exclusively for that report. 78 maps were prepared for inclusion in the Village Survey Monographs including 2 State maps, 6 district maps, 35 notional maps of surveyed villages and 35 notional maps of surveyed areas. 9 district maps and 55 taluk maps were prepared for the District Census Handbooks, five maps for the Selected Crafts of Kerala, 9 maps for the Fairs and Festivals. Apart from these maps, which were intended for one part or another of the Census Reports, 5 maps viz., those of Kerala State, Trivandrum district, Mukundapuram taluk, Edava village and Calicut city were drawn on a magnified scale for the census exhibition, as desired by the Registrar General.

Mapping unit

200. There was no organised cartograph unit in the office. Two draftsmen were appointed on deputation from State Service one on May 25, 1961 and the other on June 1, 1961.

PREPARATION OF MAPS

Later it was found that these two persons could not cope with the work of preparation of maps. There was great difficulty in getting hands either by deputation or by direct recruitment as the State Government could not afford to spare the services of any more of their draftsmen and as there was great dearth of qualified hands in the Employment Exchanges. However, one draftsman was recruited on May 3, 1962. Even then the requirement could not be met. As there was no other alternative, a retired draftsman was appointed on July 23, 1962. When he resigned, another retired draftsman was appointed on August 3, 1964. In addition to the four draftsmen, one clerk of the office attended to the work of collecting the data and drafting the explanatory notes. The data were processed in the Central Tabulation Unit. The mapping unit continued till early 1966, when

one of the draftsmen was transferred to the Registrar General's office, one reverted to the parent department and the services of the re-employed pensioner was terminated.

201. In all, 363 maps were prepared. The Registrar General's office, supplied tracing paper and drawing materials to the extent they could spare. The additional requirements were met by purchasing from the State Controller of Stationery the materials available with him and the rest from the open market after calling for quotations. At the instance of the Registrar General, seven coloured maps were printed by offset litho process in the Government of India Press. All the other maps, both multicolour and single colour, were blocked and printed in Kerala.

CHAPTER XIII

CENSUS OF THE UNION TERRITORY OF LACCADIVE, MINICOY AND AMINDIVI ISLANDS

Merger

202. On 16-6-1962, Shri M. K. Devassy took over as Superintendent of Census Operations, L.M. & A. Islands, in addition to being the Superintendent of Census Operations, Kerala. Early in 1962, Shri. C. K. Balakrishnan Nair, Superintendent of Census Operations L.M. & A. Islands desired to revert to the Madras State service. The tabulation of the L.M. & A. Islands had already been entrusted to the Kerala Census Office. The Registrar General, therefore, decided that a successor need not be appointed to Shri. Balakrishnan Nair and that the S. C. O., Kerala may take over as the S.C.O., L.M. & A. Islands. On June 16, 1962, Shri. Balakrishnan Nair came to Trivandrum and handed over charge to S.C.O., Kerala. The office, however, continued to function in Kozhikode till July 7, 1962, on which date all records, furniture and equipments were transported to Trivandrum, and the Census Office L. M. & A. Islands started functioning in Trivandrum, from July 9, 1962 onwards as a separate office under the S. C. O., Kerala, with separate account registers and permanent advance. The staff then consisted of one Census Assistant, one Accountant, one U. D. clerk, one Statistical Assistant, 2 Investigators and 2 peons. The Accountant reverted to his parent department on July 31, 1962. From August 1, 1962 the Accountant of the Kerala office attended to the work relating to L.M. & A. Islands also. The remaining staff except the Census Assistant who were deputationists either from State service or the Administration of the Union Territory also reverted to their parent departments one after another. On March 1, 1966 the L.M. & A. Unit was merged with the Kerala office and the system of keeping separate accounts for L.M. & A. Islands unit was also dispensed with. Both the offices functioned as one unit from that date.

Tabulation

203. The housenumbering and preparation of houselist as well as enumeration in the L. M. & A. Islands were conducted by the S. C. O. of the Union Territory independently. However, as desired by him, copies of instructions in Malayalam issued for these operations in Kerala

were supplied to him. But as the entire tabulation of the schedules relating to the Islands was entrusted to the Kerala Census Organisation, no tabulation unit was organised for the Islands. The tabulation of the houselists of the Islands was done in the housing tabulation office, Trivandrum and the tabulation of enumeration schedules in the Regional Tabulation Office, Kozhikode. Further work relating to the above such as preparation of tables and their scrutiny was done in the Central Tabulation Unit.

Special studies

204. Socio-economic survey is being conducted in all the inhabited islands. Except in Bitra, where the survey is conducted on the basis of full count, the survey in the remaining islands is based on a 20% sample. Two Investigators were engaged in this work till January 31, 1966. After that date only one Investigator attends to this work. No rural craft survey as such has been attempted in respect of the islands. But a special study on crafts is conducted along with the socio-economic survey, whenever the Investigator comes across any craft worth studying during his investigation for the socio-economic survey. A separate survey of fairs and festivals is not being conducted in the Union Territory. But the religious festivals of the inhabitants are studied and discussed in the socio-economic report of the islands. Special schedules are provided for this.

205. The special studies mentioned above viz., socio-economic survey, rural craft survey and survey of fairs and festivals are being conducted under the direct responsibility of the Officer on Special Duty, Handicrafts and Social Studies Unit, attached to the office of the Registrar General. The Officer on Special Duty is making other special studies about the inhabitants of the Union Territory including an ethnographic study. No special study other than those mentioned above was conducted in respect of the Union Territory of L.M. & A. Islands. No District Census Handbook was prepared as there are no districts in the Union Territory.

CENSUS OF LACCADIVE, MINICOY AND AMINDIVI ISLANDS

Preparation of maps

206. No maps relating to the Union Territory have been prepared under the auspices of the Census Organisation. A notional map showing the lay out of the islands has, however, been prepared for incorporation in the census reports of the Union Territory, based on the map published by the Administration of the Union Territory.

Report series

207. The Census Report of the L.M. & A. Islands is proposed to be in three parts, first the General Report, the second Tables and the third the Administration Report on Enumeration. 500 copies each of the General Report and the Tables are printed. 50 copies of the Administration Report (Enumeration) relating to the census of the Union Territory were roneoed.

Paper and printing

208. The table volume was printed in the Nayan Press, Ahmadabad under the supervision of the S. C. O., Gujarat, who supplied paper for the printing. Printing of the General Report is being done by M/ S. Indore Printery, Indore under the supervision of the Central Tabulation Officer, New Delhi, for which paper is being supplied by the C. T. O. The printing charges are being paid by debit to Kerala Census Budget.

209. Originally the Registrar General had allotted some printing paper for the reports of the islands and it was indicated that the paper would be stored in the Government of India Press, Nasik. Subsequently, the Registrar General undertook to store the paper in his office as

the storing capacity of the Nasik press was insufficient. A consignment of 2484 straw boards earmarked for the Census Publications of the L. M. & A. Islands, was sent to this office. As no printing paper was supplied for printing the census publications of the Union Territory, the straw boards could not be utilised for that purpose and was therefore utilised for the Kerala census publications. 64 reams of double royal printing paper, rendered surplus from the quota of printing paper allotted to the L. M. & A. Islands Census Office for enumeration, were also utilised for Kerala Census publications.

Library

210. The Census Office of L.M. & A. Islands had to start without a library. No census reports of the previous decades relating exclusively to the islands were available as the islands formed part of the composite Madras State at the time of the 1951 Census. Previous Census Reports of Madras and Coorg which contained data about the islands available in the Registrar General's Office were, however, supplied to the library. A few priced publications were also purchased, a list of which has already been included in Part VIII A — Administration Report on enumeration of L. M. & A. Islands. The library has now 427 books consisting of Census Reports of India and States and a few books of a miscellaneous nature for office reference. Though the census office for the islands does not function as a separate unit after March 1, 1966, the library is maintained separately so as to obviate any probable difficulty in separating the records on any future date, in case the Census Office, L. M. & A. Islands is made to function as a separate entity.

CHAPTER XIV

MISCELLANEOUS

Survey of consanguineous marriages

211. A survey of consanguineous marriages was conducted in all the villages which were taken up for village survey. The same investigators who were in charge of the village surveys conducted the survey of consanguineous marriages also along with the village survey. A special questionnaire prepared by the Registrar General was used for this survey and all the filled up schedules were duly sent to the office of the Registrar General. The number and types of consanguineous marriages of each surveyed locality have been given in the concerned village survey monographs.

Photography

212. The monographs of the 1961 Census series, such as those on village surveys, selected crafts and fairs and festivals of Kerala, have all been enriched by innumerable photographs given in them. The census organisation of Kerala has no photographic unit of its own. Early in 1961, the Registrar General, India discussed with the then Chief Secretary Shri A. G. Menon, the question of lending the services of the photographic unit of the Public Relations Department for meeting the photographic requirements of the census organisation. It was agreed that the photographs required by the Census Department would be taken by the Public Relations Department free of cost, adequate transport facilities being provided by the former. In December 1962, the Director of Public Relations informed that, his department would be unable to cater to the needs of the Census Department, unless photographic materials were obtained through the State Trading Corporation and supplied to them. There was also a suggestion from the State Government that the cost of supplying photographs to the Census Department should be recovered from the Government of India. The question was taken up with the Government of Kerala who, in view of their original commitment to supply the photographs free of cost, agreed to continue the existing arrangements. However, the Registrar General donated a few colour films with the help of the State Trading Corporation. These and a few black and white films obtained by the Census Office, were supplied to the Public Relations

Department. A few photographs were received from the public in the form of enlarged contact prints or negatives. All of them have been duly acknowledged in the respective publications. A few colour and black and white photographs were secured by arrangement with private photographers.

Blocks

213. The new projects, embarked upon during the 1961 Census, such as Village Survey Monographs, Monographs on Selected Crafts and Fairs and Festivals and the Atlas Volume required more photographs and illustrations than the usual census reports not to speak of the general report, which also contained several maps and charts. Thus, unlike previous censuses, a large number of blocks were required this time. Blocks can be made in copper or zinc. Copper blocks are costly, but can be preserved for a longer time and more can be printed. Zinc blocks are cheaper and less durable. Zinc blocks were preferred. Blocks were accordingly made in zinc except a few copper blocks of colour transparencies.

Arrangements for the preparation of blocks were started early in 1961 itself. Block making was entrusted to a few process studios at local quoted rates. M/s. Malayala Rajyam Photo Studio, Quilon made line and half-tone blocks for about 1½ years. They were succeeded by M/s. Printers' Blocks, Trivandrum who are standing contractors for line and half-tone and colour blocks and half-tone tricolour blocks. Blocks of a few colour transparencies were prepared in copper by M/s. Klein and Pez Madras. The Atlas Volume and a few census volumes required multicolour and Photo-litho process is the ideal method for printing these maps. As there are no photo-litho presses in Kerala, the Registrar General procured copies of five maps by arrangement with the photolitho wing of the Government of India Press. But this arrangement could not be continued due to the heavy pressure of work on the Government of India Press. The alternative, therefore, was to get line and colour blocks of these maps. So fresh quotations were invited and M/s. Deepika, Kottayam were accepted as the standing contractor for

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item of block making. A statement showing the number of different varieties of blocks used for each part of the census publication and the cost paid is given as Appendix XX.

214. All the bills were got scrutinised by the Superintendent of Government Presses, Trivandrum and the amounts certified by him alone were paid. The Superintendent, Government Presses extended his fullest co-operation in this matter. The blocks received from the firms were immediately greased and preserved. Even then, some blocks, which were taken for printing after a few months were found slightly corroded. But the damage was not so grave as to affect the quality of the blocks. It is advisable to make the blocks as and when required instead of making them very much in advance.

Conferences

215. Kerala had the unique privilege of being the host for two Census Conferences, the first the regional conference of S. C. Os held in May 1961 and the second the valedictory conference of Superintendent of Census Operations, held in February 1965.

Regional conference

216. With a view to review the progress in tabulation work, to resolve difficulties, if any, and to review the progress of work so far done in the socio-economic survey and the rural craft survey, the Registrar General arranged 3 regional conferences, one each in Trivandrum, Srinagar and Darjeeling. The regional conference, Trivandrum was intended for the census offices of Mysore, Kerala, Madras, Andhra Pradesh, Pondicherry and L. M. & A. Islands. The conference started on May 23, 1961 and ended on May 25, 1961. The sessions of the conference were held in the conference hall of the Legislators' Hostel, Trivandrum, where the delegates were accommodated. The names of Superintendent of Census Operations and other officers and staff of the participating States who were present at the conference are given in Appendix XXI. Discussions were held and decisions taken on the preparation of housing tables, village surveys, survey of handicrafts and survey of fairs and festivals.

Valedictory conference

217. The valedictory conference of Superintendents of Census Operations was held at

Trivandrum and Cape Comorin in the first week of February 1965. The conference was inaugurated by Shri N. M. Patnaik, I. A. S., Chief Secretary to the Government of Kerala at 10 a. m. on February 4, 1965 in the Kanakakunnu Palace, Trivandrum, where the sessions were held. Several officers of the Kerala State Government as well as representatives of newspapers attended the inaugural session. Immediately after the inauguration, the Registrar General formally released the first bunch of census publications of Kerala and a few all-India census publications. The conference continued in Trivandrum on the next day also. On February 6, the conference was resumed at Cape Comorin and concluded on February 7. A list of persons who attended the conference is given as Appendix XXII.

Census medals

218. As mentioned in paragraph 169 of Part VIII A. Administration Report—Enumeration, 206 silver medals and 412 bronze medals were allotted to Kerala to be distributed among the various categories of persons who have served in the census operations. While earmarking the census medals for the various categories of Census workers, the case of a few persons like the photographers of the State Department of Public Relations and the Investigators of the Department of Statistics of the University of Kerala, was not contemplated. As the entire quota of medals were already allotted to different categories of census personnel, there was no reserve either, to draw from. The Registrar General was therefore approached with the request to spare a few medals, who gracefully allotted 12 more medals (8 silver and 4 bronze) to Kerala.

219. Sanction for the distribution of census medals and certificates to the enumerators for housenumbering and enumeration and supervisors for housenumbering and enumeration was accorded by Government in their letter No. 910/PMB 4/63 1/PD Public (Political and Military B) department dated 22-1-1963. Similarly, Government accorded sanction in respect of Charge Officers, District Census Officers and Dy. Superintendents of Census Operations and personnel of the Tabulation Offices in letter No. 9645/P & M (B) 4/64-1/PD, Political and Military Department dated 6-2-1964. In letter No. 90167/PMB 4/66/PD, Public (Political and Military B) Department

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dated 21-11-1966, Government also sanctioned the distribution of the census medals and certificates to the personnel of the head office, sub offices and persons like the photographers of State Department of Public Relations and Investigators of the University Department of Statistics. A list containing the names of persons to whom census medals and certificates were awarded is given as Appendix XXIII.

Census library

220. The Census office of the Travancore-Cochin State of 1951 had left about 100 books consisting of Census reports of 1951 of Travancore-Cochin State and other States in India and instructions and code books for the 1951 Census of T. C. State. These were transferred to the census office library early in 1959. A complete set of census reports is essential for a census office. As quite a few projects, not strictly demographic in nature, were embarked upon, the 1961 Census required several other books of reference as well.

221. Initially a good number of census reports of the earlier decades were borrowed from the departments of Government of Kerala and the District Collectors. They were returned as soon as the census library could be replenished through other sources. In December 1959, the Registrar General, India offered to supply out of the books available in his office, old census reports of 1881 onwards. The offer was availed of to the maximum extent possible. The Superintendent of Census Operations, Madras was also kind enough to supply a few census reports of Madras State and Coorg for the library. The library has now 2,335 books comprising the census reports of India and States upto and including the 1961 Census, administration reports of various departments of Kerala and publications with particular reference to demography, statistics etc. Of these, 144 books are priced publications for which a total cost of Rs. 1,648 65 has been incurred. A list of books purchased for the census library is given as Appendix XXIV.

Cases

(i) Printing of Kannada forms and instructions

222. In paragraph 42 of Part VIII A Administration Report-Enumeration, mention was made of a suit filed by a private press. The forms and instructions in Kannada required for the 1961 Census enumeration were got

printed by the District Census Officer (Assistant Collector), Cannanore in the Srinivas Printing Works, Kasaragod. In most of the cases quotations used to be invited in writing. In the letters inviting quotations specific mention used to be made, that if considered necessary, the bill will be got scrutinised by the printing authorities of the Government and that the certified amount only will be paid. In the case of two items, however, there was no time to secure quotations in writing. Therefore the R. D. O. entrusted these items also to the above press on the definite understanding that the bills would be scrutinised by the printing authorities of the Government and the certified amount only would be paid. On completion of the printing, the press preferred 8 bills for a total sum of Rs. 1,386 towards printing charges. But the Superintendent of Government Presses, Trivandrum who scrutinised the bills, certified for the payment of Rs. 855.83, which amount alone was paid to the press. The press filed a suit in the Munsiff's Court, Kasaragod against the Government of Kerala represented by the Collector of Cannanore, the D. C. O. Cannanore and the R. D. O., Kasaragod for the balance amount due to him as per the bills over and above the amount certified for payment by the Superintendent of Government Presses, Trivandrum. Though the Government of India was not a party in the suit, the responsibility to defend the suit rested with the Census department as the work was got executed by the Collector on behalf of this department. The Ministry of Law advised that if the schedule of rates could be certified as the market rates, in which lay the proof that the plaintiff had been reasonably compensated for the work done by him, then he had no case. If, however, it could not be certified that the schedule of rates were market rates, then the plaintiff had to be paid market rates and it would be better to settle the case out of court. The Superintendent of Government Presses, Trivandrum who was the printing authority of the State Government and who scrutinised the bills in question originally, was requested (1) to verify and certify whether the Government of India schedule of rates, with reference to which the plaintiff's bills were scrutinised, were market rates and (2) if the schedule of rates were not market rates to re-scrutinise the bills as per the market rates and to intimate the additional amount the plaintiff would be entitled to according to the market rates. He scrutinised

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the bills and intimated that according to the rates of Government Central Press, Trivandrum the plaintiff was entitled to get Rs. 140.75 more than what he had already been paid. The proposal for a compromise was put to the plaintiff, who agreed to the terms and the case was settled out of court.

(ii) Retrenchment of census employees

223. The Government of India decided that a skeleton staff should continue in each census office to attend to the work during the inter-censal period i.e. the period between the completion of work connected with the 1961 Census and the commencement of work connected with the 1971 Census. Accordingly the pattern of nucleus staff was decided in the valedictory conference of Superintendents of Census Operations held in February 1965. The nucleus staff set up was to be brought into operation on March 1, 1966. This necessitated retrenchment of 23 persons of the staff consisting of 8 deputationists and 15 direct recruits, one of the latter group being a re-employed pensioner. Accordingly one month's notices of relief were served on the 15 direct recruits on January 28, 1966 as per provisions in the Central Civil Service (Temporary Service) Rules, 1965. The persons, to whom such notices were issued, included 2 Typists, one Draftsman (re-employed pensioner), 8 Compilers and 4 Peons (Class IV). Subsequently in the first week of February 1966 the Government of India sanctioned 3 posts of Assistant Compilers for the work connected with the implementation of Plan Schemes relating to the Sample Registration for selected areas. Another vacancy of Assistant Compiler also arose shortly. Four of the seniormost Compilers, who were served with termination notices, were posted in these vacancies. In the meantime printed copies of census reports began to flow in from various presses. Though the presses had carried out the corrections in the printed copies as directed by me, closer scrutiny of each printed copy was still necessary to ensure perfection. This was an urgent item of work. Therefore as requested by the Superintendent of Census Operations, the Registrar General sanctioned the retention of the remaining 11 persons also for a further period of one month. Accordingly, all the notices of relief were cancelled on February 28, 1966 and fresh notices of relief were issued to the latter group of 11 persons notifying that

their services will be terminated on March 31, 1966.

224. As soon as the original notice dated January 28, 1966 was received, one Typist and one Assistant Compiler, who was subsequently posted in one of the vacancies mentioned above, filed writ petitions in the Honourable High Court of Kerala against their retrenchment bearing O. P. Nos. 633/66 dated February 16, 1966 and 663/66 dated February 23, 1966 respectively. In the first O. P. the Government of India and the Superintendent of Census Operations, Kerala were the respondents, while in the other one the Superintendent of Census Operations, Kerala alone was the respondent. Seven of the employees who were issued fresh notices on February 28, 1966 also filed a writ petition bearing O. P. No. 779/66 dated March 2, 1966. In this the Superintendent of Census Operations, Kerala alone was the respondent. In CMP No. 18/6/66 of O. P. No. 779/66, the petitioners prayed that the operation of the notices of relief be stayed till the disposal of the original writ petition. On March 7, 1966 the Honourable High Court ordered that the notices of relief issued to the petitioners be stayed until further orders. Subsequently on April 6, 1966 the Honourable High Court, after hearing the arguments of the petitioners' counsel as well as the defence counsel, ordered that the stay be vacated. The services of all the persons, to whom fresh notices were issued, except the 7 petitioners in O. P. No. 779/66, were terminated on the afternoon of March 31, 1966. Though the stay order was vacated on April 6, 1966, the order of termination of the services of the above 7 persons with effect from 31-3-1966 A. N. was issued only on 11-4-1966 as the intervening days were holidays. With the sanction of the Ministry of Home Affairs, the Advocate General of Kerala and one of his Junior Advocates were engaged for defending all the three writ petitions on a fee of Rs. 1,000 for the Advocate General and one third of the said amount for his junior per writ petition.

225. O. P. No. 663 of 1966 was taken up on March 15, 1967 and was dismissed without costs. The other petitions came up for hearing on 2-3-1967. O. P. No. 779 of 1966 was dismissed as not pressed but without any order as to costs. O. P. No. 633/66 was also dismissed without costs and without prejudice to the petitioner's contentions in the writ petition.

CHAPTER XV

PAPER AND PRINTING

Paper and binding materials for census publications

226. The supply of almost the entire quantity of paper and binding materials required for the 1961 Census publications, was arranged centrally by the Registrar General, India with the Chief Controller of Stationery and Printing, New Delhi. In March 1962 the Registrar General called for an estimate of the requirements of paper and binding materials from all the Superintendents of Census Operations. It was stated that binding materials, such as black art canvas, white cartridge paper, strawboards and cover paper would also be supplied centrally and that the materials like silver leaves, head bands etc. would have to be obtained locally. Accordingly, estimates were sent to the Registrar General in March 1962 itself reckoning the number of copies of Part II A as 2,000 and that for other parts as 1,500. A consolidated indent was placed on the Chief Controller of Printing and Stationery by the Registrar General, India and it was stated that the supply of white printing paper would be required in three yearly instalments, one each in 1962-63, 1963-64 and 1964-65 and the supply of other kinds of paper and binding materials in full during 1962-63 itself.

227. In September 1962, the Registrar General informed this office telegraphically that the number of copies of the village survey monographs has been fixed as 750 against 1,500 copies originally proposed. The Registrar General was addressed to know whether the number of copies of other parts has also been correspondingly reduced, so that the estimates of paper and binding materials could be suitably revised. In reply, the Registrar General informed all Superintendents of Census Operations (letter No. 13/0/62-RG dated September 22, 1962,) that the number of copies to be printed has been reduced and that it was not necessary to make any modifications in the indents for paper, binding materials etc. as any surplus stock could be used either for the State Census publications or for all-India series later. However, consequent on the reduction in the number of copies to be printed, the Registrar General sent a revised indent for paper and binding

materials in October 1962. The revised indent for the Kerala office contained the following:

42 lb.	D/D White printing paper	1890 reams
70 lb.	D/D Sunlit paper	520 "
64 lb.	D/D White cartridge paper	40 "
50 lb.	D/D Mottled grey	20 "
	cover paper	4000 yards
	Block art canvas	2200 sheets
	Strawboards	5 books
	Silver leaves in books of 25 each	

228. The concurrence of the Registrar General was obtained for getting long cloth, silver leaf, head-band and tail-band from the State Controller of Stationery, if the Controller of Stationery, Calcutta could not arrange the supply of these materials. In November 1962 the Controller of Stationery, Calcutta intimated (letter No. S. O. 252/5/189/62 SPA dated November 13, 1962) his inability to supply the binding materials such as long cloth and silver leaf. Accordingly, the immediate requirements of silver leaves, long cloth and head-band were obtained from the State Controller of Stationery. A statement showing the quantities of paper and binding materials received from various sources is given as Appendix XXV.

229. Experience has shown that for small quantities of printing and binding materials, resort to local purchase through the State Controller of Stationery and Printing was effective, as there was considerable delay in obtaining the supplies through the Controller of Stationery, Calcutta on account of restriction in railway booking. The bulk supplies of printing paper and strawboards arranged centrally, however, worked well.

Printing of census publications

230. The arrangements for printing and the printing programme was discussed in detail in the conferences of Superintendents of Census Operations during February 1962, which was attended among others, by the Chief Controller of Printing and Stationery also. It was decided that the State Government Presses should be approached first to take up as much census printing as possible. The execution of the work through private presses should be resorted

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to only as the last course. Even in that case, the approach should be made through the Superintendent of Government Presses. The Chief Controller of Printing and Stationery stated in the conference that he had no objection for payment of 75 per cent amount of the printing bills on completion of the work.

231. The Superintendent of Government Presses, Trivandrum expressed his inability to take up Census printing except the District Census Handbooks, which were State Government Publications. But he assured fullest co-operation in fixing some good private presses. The Registrar General had, for the sake of uniformity, prescribed firm specifications about the size of the book, quality of type points to be used for various items and the method of presentation. In view of the magnitude and special nature of the work, the Superintendent of Census Operations thought it safer to have a discussion with the private presses before calling for quotations. If local presses were fixed up the question of correcting the proofs and supplying paper and other materials would be easier. So, during April 1962 the leading presses in Trivandrum were invited for discussion. Though 7 presses were invited, only five of them turned up. Only two among them offered to take up the work and that too on condition that they would be paid at the Central Government rates. In view of the initial expenditure they had to incur for purchasing new types they also requested to exempt them from depositing security. The position was reported to Registrar General and the approval of the Chief Controller of Printing and Stationery obtained through him to conclude contracts with them to execute the census printing work at Central Government schedule of rates on a token security of Rs. 100 and after executing an agreement. The Central Government schedule of rates supplied by the Chief Controller of Printing and Stationery did not contain composing, printing and binding rates for demy quarto, the size prescribed by the Registrar General for the census publications. Therefore, the Registrar General gave the ruling that the composing and printing rates given in the schedule for demy octavo should be multiplied by two to get the corresponding charges for demy quarto size and that Schedule V would apply for binding. The first two of the reports, which were ready for printing, were entrusted to those two presses during July and August 1962. As more presses were required and as

there were no more presses in Trivandrum willing to take up the work, the presses in Quilon and Kottayam districts were invited for a discussion at Trivandrum. But none responded. The presses in Ernakulam district also were tried without success. It was thus clear beyond doubt that the private presses were disinterested or disinclined to take up census printing work. The only way open was to approach a few presses and persuade them. Two more presses, one in Ernakulam and one in Kottayam were enlisted on the same terms and conditions as in the case of the other presses. In the meantime, information was received about the Aftercare Home Printing Unit in Trivandrum. The Superintendent of Census Operations held a discussion with the Superintendent of the above printing unit in the presence of the Superintendent of Government presses, Trivandrum and added that printing unit also to the list of printing contractors. This printing unit, being a quasi-Government institution, was exempted by the State Government from furnishing security and executing agreement. With the approval of these concessions were applied in the case of Census Printing also. However, the terms and conditions of the contract were got signed in letter form by its Superintendent. Subsequently, three more presses were accepted as contractors for printing census reports after taking the approval of the Chief Controller of Printing and Stationery in respect of each press. As prescribed by the C. C. P. & S a certificate was obtained from the Superintendent of Government Presses to the effect that he was unable to undertake the work in respect of each report entrusted to private presses. Details of the number of copies of the 1961 Census publications and of the presses where they were printed are given in Appendix XXVI.

Proof reading

232. As early as September 1961, even before the draft reports and tables began to go to the press, the Registrar General had appraised the Superintendent of Census Operations of the need of bestowing particular care in printing in the following words

"My colleagues will have realised that what they will leave in their Census Reports will doubtless be some of the most enduring work that they will produce in their lives.

It is, therefore, very important that they should print and publish their work as handsomely and carefully as possible, so that they will bear testimony to the meticulous care they have already devoted to the organisation and execution of the census. If the end-products of all their labour and care are slovenly printed without thought for minimum visual effect and with any number of printing mistakes and errata that are a source of pain and vexation to the reader, then these shortcomings will detract from the excellence of their performance. My colleagues will, therefore, do well to look up the volumes of 1881, 1891, 1901 and 1911 censuses to satisfy themselves about the high standards of printing in the past. With a little application, a minimum knowledge about layout, arrangement, type and printing can be acquired. A small but very careful team of proof readers should be built up as early as practicable. It is also important so to arrange the printing programme that each Census Superintendent will have seen the major portion of his opus through in printing and publication before he is inexorably taken away to other assignments."

233. The draft reports, when they were ready, were scrutinised by the Scrutiny Assistant before they were sent to the presses. There was no proof reading section in the office when the first report was sent to the press. An attempt was made to get graduate proof readers through the employment exchanges, which failed as there were no qualified candidates on their rolls. The next attempt was to take Proof Readers from the Government Press on deputation, which also was delayed due to administrative difficulties. By this time, the presses began to send the proofs and some arrangement had to be made. So the services of two Lower Division Clerks were utilised for reading the proofs. A brief test in English was held and, two persons, who got the highest marks selected. They were given 10 days, training in the reading section of the Government Central Press, Trivandrum. Even then, the proofs read by them were invariably checked by the Scrutiny Assistant also. When more volumes were sent to the presses the inflow of proof began to increase with the result, that it was impossible for them to return the proofs to all the presses without delay. On May 16, 1964, two Proof Readers and one Copy Holder were taken on

deputation from the Government Central Press, Trivandrum. By allotting one L.D. Clerk, they were grouped into two teams. Including the one team already attending to this work, there were altogether three proof-reading teams for some time. But later, the two L. D. Clerks, who were originally doing proof reading work, resigned their posts. The proofs read by the proof readers were invariably read by the Deputy Superintendent of Census Operations and then by the Superintendent of Census Operations before strike order was given. All the proofs of the tables were machine-checked in the tabulation wing. In the early stages more than one proof were called for before giving strike order. Most of the presses, being small establishments, could send only four pages proof at a time. So the progress of printing was affected by this system, as the types had to be kept standing for long periods. With a view to accelerate the printing, single-proof system was introduced on the specific condition that the presses should do their proof reading and make all corrections before sending the proofs and that they should carefully carry out, at their responsibility, all the corrections pointed out by the office before striking final copies and rectify such mistakes, if any, found on the final printed copies at their cost. The presses were assured that the proofs would be returned on the same day or at least on the next day as far as possible. This system helped to accelerate the progress of printing considerably. Revised proofs were called for only when the corrections were too many to be left to the responsibility of the presses or when the corrections involved author's corrections in the manuscript. When the entire printing of a report was over, it was compared with the original and the mistakes detected were listed out and the concerned press was requested to correct them using printing ink and printing types. When printed copies were received from the presses, a cent per cent check was done by a special wing organised in the office for the purpose. This check was intended to verify (1) whether the pages have been gathered in order, (2) whether the block pages have been inserted in appropriate places, (3) whether any block page is missing and (4) whether all the mistakes have been corrected in the printed copies. The defective copies were returned to the press and the defects got rectified. Again the Head Assistant conducted a two per cent check, and the Deputy Superintendent of Census Operations one per cent check.

Scrutiny of printing bills

234. Even during the conference of the Superintendents of Census Operations in 1962, which was attended by the Chief Controller of Printing and Stationery also, the Superintendents of Census Operations had raised complaints about the delay in getting the printing bills certified by the C. C. P. & S. The latter promised to expedite scrutiny and certification of the bills pending with him and to deal with census matters on top priority basis. The Chief Controller even indicated that a separate unit would be set up in his office for scrutinising the census bills. Apprehending that these promises would no sooner be broken than given the Registrar General was requested to accord sanction to settle the Printer's Bills on the strength of the scrutiny and certification by the Superintendent of Government Presses, Trivandrum, as was done in the case of bills of private presses for printing enumeration forms. The Registrar General issued a general circular to all Superintendents of Census Operations in March 1963 specifying that the final payment should be made only after the bills were scrutinised by the Chief Controller of Printing and Stationery and that even for making advance payment of 75 per cent of the printing bills on completion of the work in anticipation of scrutiny and certification of the bills by the C.C.P. & S., the prior approval of the Administrative Ministry should be obtained in each individual case. The Registrar General was requested to exempt Kerala from the final scrutiny of the bills by the C.C.P. & S. in view of the sanction already accorded to that effect and to address the Ministry to relax the condition of obtaining prior sanction of the Administrative Ministry for the advance payment, on the ground that it would involve undue delay and would defeat the very purpose of making advance payment. The Registrar General replied that the sanction accorded for the final payment of bills relating to the printing of enumeration forms was of an *ad hoc* nature intended to get the printing of forms required for 1961 Census enumeration completed as expeditiously as possible and that it could not be extended to the printing of 1961 census publications and suggested that the advance of 75 per cent of the printing bills may be paid with the concurrence of the Superintendent of Government Presses. As the scrutiny of the bills by the Superintendent of Government Presses would also delay the payment, the Registrar General was requested to reconsider the matter

and get the sanction of the Ministry, if necessary, either for continuing the earlier procedure of paying the bills on certification by the Superintendent of Government Presses or to get specific orders issued to the Chief Controller of Printing and Stationery by the Ministry that the certification of the bills should positively be done by him within 10 days of the receipt of the same. The Registrar General moved the Ministry of Home Affairs and obtained sanction to pay the advance without the scrutiny by the Chief Controller of Printing and Stationery or by the Superintendent of Government Presses of the State.

235. The question of final scrutiny of the bills by the Chief Controller of Printing and Stationery still remained unsettled. The question was again taken up with the Registrar General, who did his utmost to straighten the tangle. But the Chief Controller contended that he was the final authority in the matter. However, to obviate avoidable delay usually occurring in the office of the Chief Controller of Printing and Stationery, the Registrar General evolved a working arrangement in consultation with the Chief Controller and designated a Liaison Officer to pursue matters pending in that office. But even the appointment of Liaison Officer did not cut much ice. The first bill sent for scrutiny during December 1964 remains unsettled even now. On 28-8-1965 the Chief Controller of Printing and Stationery returned the first set of 3 bills, not after scrutiny and certification but with a request to re-transmit them after getting them revised by the presses. The difficulties in getting the bills revised were explained and the bills were returned to the Chief Controller in September 1965 with a request to pass the bills for whatever amounts deemed admissible by him. Later, the Chief Controller raised a new issue that the rates payable to the printers had not been included in the agreements with the printers and suggested inclusion of the same in the agreement to avoid any legal complications. When the draft agreement was sent to him for approval before execution, he did not suggest this or any other modification. The Central Government schedule of rates did not specify separate rates for composing, printing and binding for demi quarto size. It did not also contain rates for many other items like printing of colour blocks printing the cover with silver leaf, printing on the spine, composing charges for covers and title page with different point types,

hammering the back etc. Some of these rates were calculated here as per Registrar General's instructions. No purpose would be served by including in the agreement a schedule of rates which was not exhaustive. As the contractors had specifically agreed to do the printing according to the Government of India Schedule of rates, it would be superfluous to include the schedule in the agreement. The thing to be done, therefore, was not so much the inclusion of the schedule of rates in the agreement, as making the schedule itself complete. A list of rates was therefore, prepared and forwarded to the Registrar General for getting the approval of the Chief Controller of Printing and Stationery and making it exhaustive by adding items which were omitted. This helped in no way to settle matters. Not only did the question of amending the agreement remain unsettled, but the Chief Controller of Printing and Stationery raised a few more issues. The main items were the following.

1. Printing and binding charges for demy quarto

236. The Chief Controller of Printing and Stationery accepted the rates for composing, binding and for miscellaneous items as in the list mentioned above. But in the case of printing rates, which was also prepared according to the instructions of the Registrar General, he held that they were not in accordance with the schedule of rates and prescribed lower rates. His printing rates were arrived at not by multiplying the rates of demy octavo by two, as advised by the Registrar General, but by treating two pages of demy octavo as equivalent to one page demy quarto. For example, the printing rate for 16 pages of demy octavo viz., Rs. 6.58 was given as the rate for 8 pages demy quarto. Correctly, according to the Registrar General's directions, the rate for 8 pages demy quarto should be the rate for 8 pages demy octavo multiplied by two i. e., $4.69 \times 2 = \text{Rs. } 9.38$.

2. Printing of single colour blocks

237. The Registrar General advised that Schedule VI should be followed for calculating printing charges of single colour blocks. Schedule VI, item V (d) relates to the printing charges of blocks on demy quarto size paper. Most of the presses have printed the blocks on single pages and not on formes of 4 pages, as the printing on single

¹ Schedule II of the schedule of rates for B class presses.

page will yield much better results than of formes of 4 pages or more. Further, most of the presses have hardly any facility at all to print blocks on art paper in formes of 4 pages. But the Chief Controller of Printing and Stationery allowed printing charges of blocks only in terms of formes of 4 pages. It would really be hard if rates are allowed as formes of 4 pages for single colour blocks to the presses which actually printed them on single pages.

3. Charges for gilding the cover with silver leaf

238. The schedule of rates does not contain charges for the above item of work. In the first set of three bills forwarded to the Chief Controller of Printing and Stationery for scrutiny and certification, the presses have claimed different rates ranging from Re. 1 to Rs. 7 per copy for this item. The Chief Controller of Printing and Stationery has accepted the lowest rate viz. Re. 1 per copy. In view of the technical differences in gilding the cover with silver leaf, he was requested to allow rates for this item of work to the presses on the basis of the degree of perfection reached by them in this work.

4. Hammering the back

239. There is no rate for this item of work also in the schedule. But some presses have claimed extra charges for this work. The Chief Controller of Printing and Stationery refused to admit this on the ground that hammering the back formed part of pucca binding. A book can be bound without or after hammering the back. In the former case the spine will be square, while in the latter case the spine will be round. Making the spine round surely involves additional labour. So the presses are entitled for additional charges for this item of work.

5. Sewing the back

240. The Chief Controller of Printing and Stationery contends that sewing the back of the books is an operation incidental to binding and therefore special rates cannot be allowed for the same. In the schedule of rates an item sewing the back has been included as a preliminary to binding for which specific rates have also been fixed. If sewing is included in the binding as claimed by the Chief Controller of Printing and Stationery, this item would not have been mentioned in the schedule as an operation incidental to binding.

241. In October 1966 the Deputy Superintendent of Census Operations discussed all outstanding issues with the Assistant Control

of Printing when the Liaison Officer of the Registrar General's office was also present. The Assistant Controller appreciated the position taken and promised that orders on the points raised would be passed and the outstanding bills scrutinised and returned expeditiously. In spite of reminders, the outstanding issues still remain to be solved.

242. This account is not peculiar to Kerala. The Superintendent of Census Operations of every State will have similar tales of woe to narrate about the worries and embarrassments he had to face in the matter of printing. Such miserable predicaments of the Superintendents of Census Operations will not end unless the Chief Controller of Printing and Stationery changes his attitude towards the Census Organisation. The Superintendent of Government Presses is the final printing authority of this state even as the Chief Controller of Printing and Stationery is the final printing authority of the Government of India. The bills preferred by the Superintendent of Government Presses for Census printing work undertaken by him are paid without any scrutiny or certification. Also, bills for block making and enumeration printing are paid according to the scrutiny and certification of the Superintendent of Government Presses. While the Chief Controller of Printing and Stationery does not insist that the bills of Superintendent of Government Presses should be scrutinised by him nor raise objection to final payment of other bills on the basis of the certification of the Superintendent of Government Presses, one wonders why the Chief Controller of Printing and Stationery should relentlessly insist that bills for printing of census publications should be settled only after his scrutiny and certification. It is suggested that an understanding may be reached with the Chief Controller of Printing and Stationery whereby the State printing authorities may be declared as authorities competent to scrutinise and certify bills of the Census Department. If this is not possible, the only alternative is to get the entire census printing done in the Government of India presses under the aegis of the Chief Controller of Printing and Stationery.

Distribution of census publications

243. Government of India publications are available only with the Manager of Publications or his authorised agents. Unlike in most other States, where the State Printing Departments are authorised agents for Government of India

publications, the Superintendent of Government Presses, Kerala is not an authorised agent. Therefore it was normally difficult for Government Departments in Kerala to purchase copies of Kerala Census Publications. This difficulty was pointed out to the State Government and it was suggested that their departments and officers, desirous to purchase Kerala Census Publications, may be directed to intimate the same to the Superintendent of Census Operations, specifying the number of copies. Accordingly, Departments of the Kerala Government sent their requirements of various parts of the Census Reports of Kerala. With a view to avoid unnecessary expenditure and trouble on sending these volumes to the Manager of Publications and his sending them to the various departments of the State Government, it was suggested to the Registrar General that these copies might be supplied to the departments from the Census Office itself. The Registrar General did not favour this proposal, as he feared complications in the maintenance of accounts by the Census Office directly undertaking sale of the publications. It was, therefore, suggested that the Superintendent of Government Presses, Kerala be appointed as agent for the sale of Government of India Publications in respect of Kerala Census Publications on the terms and conditions stipulated by the Manager of Publications. Accordingly, the Government of Kerala were pleased to issue orders in G.O. Rt. No. 268/64/Edn. dated February 3, 1964 allowing the Superintendent of Government Presses, Trivandrum to take up the sale of Census Reports of Kerala from the Manager of publications, Delhi on 'sale and return basis'. In pursuance of the Government orders, the Superintendent of Government Presses, Trivandrum has been sending his requirements of each of the Census Reports for sale to the various departments of the State, and supply is made under intimation to the Manager of Publications, Delhi. Copies intended for sale other than through the Superintendent of Government Presses are sent to the Manager of Publications, Delhi.

244. In addition to copies supplied for sale, a limited number of copies of Census Reports are distributed as complimentary copies in accordance with an all-India pattern of complimentary distribution drawn up by the Registrar General with modifications to suit the requirement of Kerala. The list showing the distribution of complimentary copies is given as Appendix, XXVI.

CHAPTER XVI

COST OF THE CENSUS

Cost of tabulation

245. The items of expenditure to be considered towards cost of tabulation are the expenditure on housing tabulation, expenditure incurred in the three Regional Tabulation Offices and that in the Central Tabulation Unit. No mechanical tabulation was involved at any stage of tabulation in Kerala. Therefore, no expenditure was incurred on this account except the cost of sending sample household schedules to the Mechanical Tabulation Unit attached to the Registrar General's Office, which has been included under contingencies of the Regional Tabulation Offices. The total expenditure on tabulation comes to Rs. 13,69,856.60 as detailed below.

i Housing tabulation	Rs.	38,044.77
ii Tabulation in Regional Tabulation Offices		
1 Calicut	Rs.	3,16,525.27
2 Ernakulam	Rs.	3,05,469.98
3 Trivandrum (both urban and rural)	Rs.	2,21,077.19
iii Central Tabulation Office (upto 31-12-1966)	Rs.	4,88,739.39
Total	Rs.	13,69,856.60

The total expenditure takes in pay and allowances of the staff of the tabulation offices, cost of paper, stationery and printing, for tabulation and other charges such as rent of the buildings, in which tabulation offices were housed; rent of the comptometers taken on hire, honorarium paid to an employee of the Department of Statistics of the University of Kerala for assisting the tabulation staff using their calculating machines and other incidental expenses. Statements showing the details of the above expenditure are given in Appendices XXVII, XXVIII, XXIX, and XXX. A sum of Rs. 25,061.69 was realised by the sale of furniture and surplus stationery, details of which are given in Appendix III.

Cost of special studies

246. In the Census of 1961 the following special studies were undertaken.

1. Village Survey
2. Survey of Special Studies

3. Fertility Survey
4. Survey of Consanguineous Marriages
5. Survey of Scheduled Castes and Scheduled Tribes for preparation of Ethnographic notes.

The cost incurred on the special studies amounts to Rs. 1,60,438.16. This amount does not take in expenditure incurred for fertility survey, as the services of the staff of Regional Tabulation Offices were used for the conduct of the survey and consequently the expenditure has been debited under appropriate items of the Tabulation Offices.

Cost of paper and printing

247. Printing, in connection with the 1961 Census was done in two stages viz., (1) printing of forms, schedules, questionnaire, instructions etc. required for house numbering, enumeration and tabulation and (2) printing of census reports. But expenditure in connection with tabulation and Census publications alone is taken into account here, as the cost of paper and printing up to and including enumeration has been reckoned for calculating the cost of enumeration. Printing paper and binding materials were supplied by the Central Stationery Department. A few items of paper and binding materials had to be obtained either from the State Controller of Stationery or from the open market. The cost of paper and binding materials comes to Rs. 9,380.94. This does not include the cost of printing paper as the invoice for the same has not been received. Bills in respect of Census Reports have not all been included, as none of the printers' bills have been finally settled, till 31-12-1966. Advances not exceeding 75 per cent of these bills have been paid. The amount incurred as printing charges till December 31, 1966 comes to Rs. 53,860.34. The total cost of paper and printing comes to Rs. 63,241.28.

Miscellaneous costs

248. The following are the other items of expenditure incurred for the 1961 Census, but not included in any of the above items.

COST OF THE CENSUS

(a) Photography (Though the photography for the Census Department was mostly done by the State Public Relations Department free of cost, a few items of expenditure such as supply of conveyance, supply of photographic materials etc. were met by debit to Census budget)	Rs.	823.52
(b) Maps for Atlas Volume and Reports (This includes the cost of preparing taluk maps by the State Survey Department at the instance of the Census Office and the pay and allowances paid to the draftsmen)	Rs.	48,244.46
(c) Block making	Rs.	23,590.08
(d) Transport charges in respect of paper and binding materials for Census publications	Rs.	9,611.50
(e) Cost for scrutiny of reports (This includes pay and allowances of the Scrutiny Assistant, Proof Readers and Copy Holder)	Rs.	30,761.32
(f) Other enumeration, printing and stationery charges not included in any of the above items	Rs.	41,700.39
Total	Rs.	1,54,731.27

Cost of census

246. The total of the above items comes to Rs. 17,48,267.31. This amount represents the expenditure incurred under the various heads for Kerala and for the L.M. & A. Islands. As both houselist and general tabulations of the L.M. & A. Islands were undertaken by the Kerala

Census Office, it is not possible to allocate items of expenditure separately for these two offices. The expenditure on account of the Superintendent of Census Operations and his office and the cost of enumeration in respect of either Kerala or the Union Territory have not been included in arriving at the above cost. A sum of Rs. 8,13,068.69 was incurred for enumeration in Kerala. The expenditure incurred by the Census Office of the Union Territory of L. M. & A. Islands till its merger with the Kerala Census Office on enumeration as well as on other items excluding the expenditure in connection with the Superintendent of Census Operations and his office comes to Rs. 35,878.56. Therefore the total expenditure incurred on account of the Census of Kerala and the Union Territory of L. M. & A. Islands from the very inception of the Census Offices till 31-12-1966 works out to Rs. 25,97,214.56. The per capita cost of Census for Kerala and L. M. & A. Islands will be 15.34 paise. The cost of printing paper and binding materials, which has not been included above, the printing charges of the Census Publications yet to be paid and the pay and allowances of the staff other than those of the Superintendent of Census Operations and his office up to 31-12-1967 will be Rs. 2,06,000 approximately. Including this the per capita cost of Census comes to 16.56 paise. Having regard to the enhancement in the rates of pay and allowances of all the categories of staff from what they were in 1951 and to the increase in the number of Census projects and publications for those of 1951, the per capita cost of census of 16.55 paise stands favourable comparison with the per capita census expenditure of the Travancore-Cochin of 1951 viz., 5.64 p.

CHAPTER XVII

NUCLEUS STAFF FOR INTERCENSAL WORK

250. Upto 1951 the Indian Census had no permanent or even continuing organisation. The Census Offices used to be set up one or two years before the reference date and closed down as soon as the items of work connected with that Census were completed. "Though the Government of India, after Independence passed a permanent Census Act and created a permanent post of Registrar General, this post was never filled up continuously by a full time Officer". Except in West Bengal and Mysore, where the Census Offices have been in continuous existence since the 1951 Census, there was no running Census Office in any other State. The Census Office of the Travancore-Cochin State 1951 started functioning in November 1949 and was discontinued in March 1953. Thereafter there was no Census Office in Kerala, till March 1959.

251. This position has changed since 1961 Census. The Government of India has sanctioned the continuance of the Census Offices of all the States during the intercensal period with a skeleton staff to attend to administrative as well as technical matters, both left over of the previous census and preliminary to the coming one. The Registrar General recommended the following pattern of nucleus staff for the State Census Offices.

Name of post	No. of posts
Deputy Superintendent of Census Operations	1
Administrative	
Head Assistant	1
Upper Division Clerks	2
Steno-typist	1
Lower Division Clerk	1
Record-keeper-cum-Librarian	1
Daftry	1
Peons	1
Chowkidar	1
Technical	
Research Officer	1
Investigators (Census)	1
Investigators (Social Studies)	2
Statistical Assistant	2
Draftsman	4
Computers	1
	8

Proof Readers	2
Assistant Compilers	16
Daftry	1
Peons	3

252. The final pattern of the nucleus staff sanctioned for the Kerala State was as follows.

Name of post	Scale of pay	No. of posts	Approximate expenditure per annum
I. Administrative			
1 Dy. Supdt. of Census Operations		1	10,500
2 Head Assistant	350—475	1	6,000
3 Upper Division Clerks	130—300	3	7,500
4 Steno-typist	110—180+ (Special pay Rs. 20)	1	2,500
5 Record keeper-cum-Librarian	110—180	1	2,000
6 Lower Division Clerks	110—180	2	4,000
7 Staff Car Driver	110—139	1	2,000
8 Daftry	75—95	1	1,400
9 Peons	70—85	2	2,400
10 Chowkidar	70—85	1	1,200
Total		14	39,500

II. Technical			
1 Tabulation Officer	350—475	1	6,200
2 Investigators	210—425	3	12,000
3 Statistical Assistants	210—425	3	12,000
4 Draftsman	150—240	1	3,000
5 Computers	150—300	5	15,000
6 Proof Readers	150—240	2	6,000
7 Assistant Compilers	110—180	9	18,000
8 Daftry	75—95	1	1,400
9 Peons	70—85	2	2,400
Total		27	76,000
Grand Total			1,15,500

253. While sanctioning the above nucleus staff pattern the Government of India allowed the State Superintendents of Census Operations to make alternations to suit the requirements of each State, provided the ceiling of expenditure fixed according to the above pattern of staff was not exceeded. In view of the special circumstances

NUCLEUS STAFF FOR INTERCENSAL WORK

of Kerala, the posts of Tabulation Officer and Steno-typist were converted to the posts of Research Officer and Stenographer respectively and two posts viz. one Upper Division Typist and one Peon were added. These modifications necessitated an additional expenditure of Rs. 5,000 over and above the ceiling fixed by the Government of India, which was sought to be met by surrendering the posts of one Computer and one Lower Division Clerk from the general pattern. Thus the nucleus staff of Kerala Census Office, as finally approved by the Registrar General, consist of the following posts.

4 Draftsman	1
5 Computers	4
6 Proof Readers	2
7 Assistant Compilers	9
8 Daftry	1
9 Peons	2
Total	26

Administrative	
1 Dy. Supdt. of Census Operations	1
2 Head Assistant	1
3 Upper Division Clerks	3
4 Lower Division Clerk	1
5 Record keeper	1
6 Stenographer	1
7 Upper Division Typist	1
8 Driver	1
9 Daftry	1
10 Peons	3
11 Chowkidar	1
Total	15

Technical	
1 Research Officer (Dy. Supdt. of Census Operations)	1
2 Investigators	3
3 Statistical Assistants	3

254. Though the nucleus staff was to come into position on March 1, 1966 a few alterations, which were considered essential to cope with the spilt-over items of work of the 1961 Census were effected. The Deputy Superintendent of Census Operations (Tabulation) continued under the same designation against the post of the Research Officer. A few posts were also retained in addition to the nucleus staff strength. In the Plan Scheme of Sample Registration of Vital Statistics in selected areas, 4 additional posts were created in the Census Office viz., one State Training Officer and three Assistant Compilers all of whom were to work under the direct supervision of the officer-in-charge of Vital Statistics section in the Bureau of Economics and Statistics.

Preservation of records

255. All the Census schedules of the 1951 Census have been preserved in the Census office building itself, and have been put under the charge of one of the Assistant Compilers. A Lower Division Clerk is in charge of all records other than census schedules.

CHAPTER XVIII

SOME SUGGESTIONS FOR THE NEXT CENSUS

Clerical assistance for census work

256. During the 1961 Census clerical assistance was provided, details of which are given in paragraph 163 of Part VIII A — Administration Report — Enumeration. As the pay and allowances of the staff that was thus sanctioned were drawn on establishment pay bills of the concerned offices by debit to the concerned budget, it became extremely difficult to reconcile the accounts at a later stage. It would be well if separate heads or sub-heads, as the case may be, are sanctioned in the individual budgets of the concerned offices, so that, the expenditure on account of clerical assistance afforded to district or taluk officers for their participation in the Census Operations could easily be classified and final reconciliation facilitated.

Honorarium to enumeration staff

257. The honorarium to the staff engaged in house numbering and enumeration of the 1961 Census was drawn by the Superintendent of Census Operations and sent to each District Census Officer in the form of drafts. The District Census Officers cashed the drafts and disbursed the honorarium according to the list sent from this office and forwarded individual acquittances for record. It took well-nigh 4

years to get all the acquittances and close the accounts. It would appear that this cumbersome process can be simplified by opening suitable sub-heads in the budgets of District Census Officers and Charge Officers, in which necessary funds may be provided. The District Census Officer or the Charge Officer can draw funds on bills as and when required and disburse the amounts keeping the acquittance in their own offices.

Maps

258. Maps are becoming growingly important in the decennial Censuses. At the instance of the Census Organisation taluk maps were prepared in the office of the Director of Survey and Land Records, Kerala for the Census of 1961, the entire cost being debited to the Census budget. Thus maps of State, Districts, taluks and Corporations/Municipalities drawn to scale are preserved in the Census Office. A complete set of notional maps of villages, arranged in the order of Census location code, is also preserved in the census office. It would be advantageous if an album of village maps drawn to a uniform scale is preserved instead of notional maps. This will serve as a very valuable permanent record.

APPENDIX I

SUMMARY OF PROCEEDINGS OF THE SECOND CONFERENCE OF SUPERINTENDENTS OF CENSUS OPERATIONS HELD IN NEW DELHI IN AUGUST 1960

The Second Conference of the Superintendents of Census Operations was held in New Delhi between the 5th and the 12th of August, 1960. The conference was inaugurated by Shri V. Viswanathan, ICS, Secretary to the Government of India, Ministry of Home Affairs, who wished the conference every success. The Chairman welcoming the Superintendents of Census Operations briefly indicated the Tabulation Programme for the next Census.

The conference then took up the review of work done in regard to enumeration. Each Superintendent explained in detail the work that has been done so far in his State in respect of the different items relating to Census enumeration work mentioned in the Agenda.

The Chairman in reviewing the progress dealt in detail on the following points:

Language

The Registrar General stressed the importance of correct enumeration of the mother-tongue at the coming Census in those pockets where there is a dispute about the languages. This was particularly applicable to Assam where recently there was some tension in the State on issues based on the language, in Punjab where the language returns even at the 1951 Census were vitiated due to the tension between two principal communities and where the language problem has not yet been solved and in the border areas of Mysore and Maharashtra, especially the Belgaum area where even at the 1951 Census some special arrangements had to be made to ensure the correct returns of mother-tongue.

The Superintendent of Census Operations, Assam, explained that the linguistic division of the State is quite clear namely, that districts in the Brahmaputra Valley consist mainly of Assamese speaking population, the Cachar district in the Surma Valley consists of mainly Bengali speaking and in between in the hill districts the people speak a large number of hill languages. He explained that the large increase in the Assamese speaking population according

to 1951 Census was due to the influx of Muslims from East Pakistan who in order to be able to settle on land claimed themselves to be Assamese and returned their mother-tongue consequently as Assamese. These Muslims were, in actual fact, Bengali-speaking. He said that he would be on his guard to see that as true a return as possible is made at the next Census. If any complication is likely to arise he will report to the State Government authorities and the Registrar General for further instructions in the matter.

As regards Punjab, the Superintendent of Census Operations reiterated that the tension has already started in his State and it is not possible for him to suggest any manner by which the accuracy of language returns at the next Census could be ensured. He also stated that the returns of religion is also likely to be vitiated. He, therefore, requested that so far as Punjab is concerned as a special case the questions relating to mother-tongue and religion should be deleted. If both could not be dropped atleast the language questions should be dropped. If this is done he could ensure that proper and correct answers could be obtained in the case of other questions in the Census schedule.

The Superintendent of Census Operations Mysore, stated that it may be necessary to make special arrangements in Belgaum area as even after the reorganisation of the States some areas in Belgaum especially Belgaum town is still in dispute. He stated that the arrangements made at the 1951 Census viz. appointment of duplicate enumerators in each of the two languages is not desirable and the method suggested for adoption in the case of Madras in that Census for the Bellary district which was also under dispute would be preferable. This envisaged the appointment of a committee of respectable persons to whom the records would be shown in disputed cases of mother-tongue returns. The Registrar General stated that even this may not be desirable and, therefore, he wanted that a Deputy Superintendent of Census Operations

should be located in Belgaum during the enumeration period. The enumeration personnel may be selected as far as possible from among Central Government Servants stationed in Belgaum. Any dispute about the record of mother-tongue in particular cases should be referred to the Deputy Superintendent of Census Operations who should examine the records and satisfy himself that they have been correctly made.

Maps

The Registrar General stated that he was not happy about the progress made in the procurement of maps and wanted that all Superintendents who are lagging behind should take immediate steps to have these maps prepared and the preparation completed in the course of next month or two. The notional maps of villages and towns where there are no survey maps, should also be prepared wherever possible. The main deficiencies of the Indian Census Reports in the past were that they lack good maps and this should be rectified at the 1961 Census.

Reserve enumerators

The next point touched by the Registrar General was 'Reserve Enumerators'. He stated that there should be a minimum reserve of 10% enumerators. After some further discussion it was agreed that discretion should be left to the Superintendents who should ensure that adequate reserve is provided. It was also pointed out that the guiding principle should be that remuneration should be paid only to those who actually worked and that in the case of those reserve enumerators who attended the training classes travelling allowance wherever it is admissible should be paid.

Check posts

As regards check posts (item No.7) in the case of snowbound areas Registrar General stated that there are two possibilities of duplication or under enumeration. One is that persons from the snowbound areas may move to the plains after enumeration and the other is that people from the plains may move to the snowbound areas after enumeration in the snowbound areas. In the former case it is necessary that the people from the snowbound areas who come to the plains areas after enumeration but before the enumeration in the plains areas should not be enumerated again in the plains

areas. In the latter case it is necessary that those persons who have moved into the snowbound areas from plains areas after the enumeration in the snowbound areas should be enumerated in the plains areas when they arrive there as otherwise there will be under enumeration. This will apply only to Himachal Pradesh, Jammu and Kashmir, Punjab and Uttar Pradesh where there are snowbound areas and the enumeration in these areas will be conducted during September-October, 1960. Each person enumerated in the snowbound areas should be given a token to the effect that he has been enumerated at the census. This token should also contain his/her name. It should also be widely publicised that every person who has been given a token should carry this token with him/her and should not lose it. If after the enumeration he wants to move into the plains he should produce this token at the Thana or Police Station on the border. If the person does not show this token he is likely to be harassed and detained. In the case of Jammu and Kashmir the grazier who usually moves from snowbound areas to plains during the winter carry grazing permits with him. It should be given at the back of the grazing permit that he has been enumerated at the 1961 Census and full details of the person should also be given for checking purposes. In the case of Jammu and Kashmir there are already forest check posts which will not be as check posts for census also. It will not be possible for the census organisation to establish any check post as they have no jurisdiction in the State territories for establishment of such check posts.

In the case of those persons who move into the snowbound areas after enumeration has been completed in the snowbound areas from the plains areas instructions should be issued that village officers should check up and enumerate these persons preferably at the time of enumeration in other parts of the country. Due publicity should be given for this also. It is understood that in each village there will be some sort of official who will be able to do this work.

Enumeration of defence personnel

Ministry of Defence have issued revised instructions clarifying most of the points raised by the Superintendents.

Enumeration of floating population

The Superintendents of Census Operations, Andhra Pradesh, Gujarat, Jammu and Kashmir, Rajasthan, Orissa, Punjab and Madhya Pradesh proposed to follow the Madras pattern.

Mysore, Bihar will do the enumeration on one night i.e., 28th night by regular enumerators, Kerala and Maharashtra will do in 2 nights also wherever necessary. In the case of Uttar Pradesh special enumerators will be appointed in the case of Kanpur where the enumeration will be on two nights, 28th and 1st March, and in other areas on one night with the existing enumerators. In West Bengal enumeration will be on one night, 28th, and will be done by the existing enumerators and the Police will stand by for any emergency.

Special enumeration of technically qualified personnel

After discussion it was agreed that the proposal of the Registrar General that the special enumeration cards for technical personnel should be left in the household at the time of the enumeration and collected at the time of the revisional round, was agreed to. No compulsion should be exercised in the matter but those who did not hand over the filled up cards should be requested to post them. It was agreed that business reply cards should be used and the cards should be addressed to the Superintendent of Census Operations of the State concerned.

In the case of Assam, West Bengal, Bihar, Orissa, Uttar Pradesh, Madhya Pradesh, Rajasthan, Gujarat, Maharashtra and Jammu and Kashmir, the enquiry will be confined to all the urban areas and selected rural areas. In the case of other States viz., Mysore, Madras, Andhra Pradesh, Kerala, NEFA, NHTA and Manipur the enquiry will be conducted to all parts of the States. It was agreed that each enumerator should be given certain number of cards for his use. It was decided that in the case of cities with over 5 lakhs of population 50 cards should be given to each enumerator. In the case of other urban areas 20 cards for each enumerator should be given. In the case of rural areas it would be sufficient if 5 cards are given. There should however, be a reserve with Charge Officers for supply to the enumerators whenever necessary. Printing will be done Centrally. For this purpose each Superintendent should give

an estimate of the number of cards that would be required. The Superintendent of Census Operations were of the view that since they are collecting information the tabulation should also be done by them; the tabulated material along with the cards should be handed over to the C.S.I.R. The Chairman stated that he would consult the C.S.I.R. in the matter and inform them. It was agreed that for the purpose of this enquiry only degrees in Science subjects and diplomas equal to degree should be taken into account. Some of the Superintendents wanted that clear instructions should be issued regarding the degrees and diplomas in respect of which information should be collected. It was also thought desirable by some of the Superintendents that the enquiry should be made in the form of a request to the person concerned. The Superintendent of Census Operations, Mysore, desired that the place of birth should also be included in the card as this will give useful information in regard to the migration of technical personnel. The Chairman stated that the recording of permanent address might suffice but he would consult the C. S. I. R. in the matter.

Enumeration of inland coastal population

The States concerned are Maharashtra, Andhra Pradesh, Kerala, Gujarat, Madras, West Bengal, and Andaman & Nicobar Islands. The Superintendent of Census Operations, West Bengal, has already issued special instructions for this purpose. In the case of other States instructions based on the 1951 Census will be sufficient. In the case of Andaman & Nicobar Islands it was decided that all ships lying in the Port before the 28th will have to be enumerated and signals sent to the Superintendent of Census Operations, Madras or West Bengal, that such and such a ship has been enumerated and that the persons there will not be enumerated again. In the case of those ships bound for Andamans from Madras or Calcutta leaving before the 28th February, the enumeration should be done at the Port of Calcutta or Madras and signals sent to the Andaman & Nicobar Islands. If no such signal is received the Superintendent of Census Operations, Andaman & Nicobar, will enumerate all ships arriving between the 28th February and 10th March.

Publicity

The distribution list for pamphlets and posters were amended by the representative of

SUMMARY OF PROCEEDINGS OF THE SECOND CONFERENCE

the Information & Broadcasting at the request of the Superintendents of Census Operations. Some of the Superintendents raised the question of preparation of slides. The Chairman said that it was too late for the Ministry of Information and Broadcasting to prepare any slides and it would be done by each Superintendent.

Houselist population

The Chairman stated that all Superintendents, as soon as the houselisting is completed, should prepare statements showing the population for each taluk/ tahsil/ district/ State according to the houselist and the figures for districts and State should be communicated to the office of the Registrar General. Rural/ Urban figures should be given separately. This will be useful for comparison when the provisional totals for the regular enumeration is compiled. It will also be useful to have these figures pasted on boards and hung in Superintendents' of Census Operations offices.

Recognition of census work

The Chairman stated that he would write to the Home Ministry to address the Chief Secretaries in regard to the stoppage of transfer of officers appointed for Census duty. He also stated that orders from Chief Secretaries in the nature of Bihar and Maharashtra Governments for making entries in the character roll should be obtained in all other States. The Superintendent of Census Operations, Bihar, raised the question of running shield or trophy for the best Charge in a sub-division. The Chairman said that there were many difficulties in adopting this but agreed to this being confined to Bihar, which should have one trophy for the entire State for the best district. The Superintendent of Census Operations, Kerala, wanted that one advance increment should be given for outstanding Census work and that Census medals should be presented to the recipients on the Independence Day at the district headquarters and that travelling allowance for travel to the district headquarters should be paid to the recipients. The Chairman did not agree to the first point about the advance increments as this will raise difficulties and the Census cannot be singled out as in the case of other emergency work like flood relief etc. The Government have to concede to similar requests for advance increments. He agreed to the other suggestions.

The question of issue of certificates was raised but the Chairman said that wherever certificates were issued in the past and the Superintendents of Census Operations or the State Governments wanted them to continue, this could be done. As regards the criteria for the award of medals the Chairman said that the proportion of medals that should be distributed to the different grades of Census personnel should be uniform for the States but the award of medals should be left to the State Government as in the last Census. After some discussion it was decided that 50% of the silver medals and 70% of the bronze medals should be reserved for enumerators. The others should be distributed to the higher grades of officers. Each Superintendent should work out the proportion and report to the Registrar General. The office staff and the district and taluk office staff should also be considered for award of these medals.

As regards the supply of copies of the Census films the Superintendents modified their requirements and the modified requirements are given below:

REQUIREMENTS OF CENSUS FILMS IN 16 m. m. AND 35 m. m. BY S. C. Os.

	Language	16 m. m.	35 m. m.
Andhra Pradesh	English	3	
	Hindi	15	
	Telugu	21	
Assam	Assamese	6	
	English	3	
	Hindi	2	
	Bengali	1	
Bihar	Hindi	70	
	Tribal	*10	
Gujarat	Hindi	2	1
	Gujarati	20	2
Jammu & Kashmir	English	2	
	Urdu	12	
	Punjabi	5	
Kerala	English	2	8 (35 m. m. will be distributed through theatres)
	Hindi	2	
	Malayalam	2	
	Tamil	2	
	Kannada	2	
Madhya Pradesh	Hindi	24	

SUMMARY OF PROCEEDINGS OF THE SECOND CONFERENCE

	Language	16 m. m.	35 m. m.
Maharashtra	English	10	
	Marathi	40	
Madras	English	2	
	Tamil	18	
	Hindi	1	
Mysore	Malayalam	1	
	Telugu	1	
	Kannada	20	
	English	6	
Orissa	Marathi	1	
	Oriya	20	
Punjab	English	3	
	Hindustani	2	
	Punjabi	9	
Rajasthan	English	5	
	Hindi	40	
Uttar Pradesh	Hindi	54	
West Bengal	Bengali	5	20 (Projector 3 of the Publi-city Dept. in Dists. are of 35 m. m. only)
	Nepali	...	
	Hindi	2	
Delhi	Hindustani	2	
	English	1	
Himachal Pradesh	Hindi	6	
Manipur	Manipuri	8	
	Hindi	1	
Tripura	Bengali	10	
	English	1	
Andaman & Nicobar Islands	English	1	
	Hindi	1	
	Bengali	1	
	Tamil	1	
	Telugu	1	
N. E. F. A.	Urdu	1	
	...	...	... (No film is required as there are no theatres etc.)
N. H. T. A.	English	3	
Pondicherry	English	1	
	Tamil	1	
	Telugu	1	
	Malayalam	1	

* To be dubbed in tribal language

Post enumeration check

Shri S. P. Jain explained the note prepared by him and circulated at the Conference in

regard to the Post Enumeration Check. The general principles enunciated in the note were accepted. It was thought that 12th March will be too early for conducting the Post Enumeration Check. The other day recommended was 19th March. As this happens to be Telugu New Year's day and is an important festival in some parts of the country it was decided that the Post Enumeration Check should be conducted on the 21st and 22nd March uniformly throughout the country. Shri Jain will send a technical note in this matter in due course.

Finalisation of table forms and draft memorandum

The table forms as revised with reference to the decisions reached at the Conference and the revised memorandum is being circulated to the Superintendents separately.

The following general points were discussed and decisions reached:

HOUSING TABLES

In the case of Table III, it was decided that all Superintendents who have completed houselisting should carry out pilot tabulation on both the original draft form as well as the form as revised by the Conference and give an estimate of time taken separately.

Table V. It was decided that the special table as drafted by the Superintendent of Census Operations, Kerala with modifications made by the Registrar General should be prepared for the slum areas of Calcutta, Bombay, Ahmedabad, and Bangalore and for atleast one congested city in each State. A copy of the modified form is appended (Appendix I). Each Superintendent can draft his own form on this basis but the draft should be sent to this office for scrutiny and return.

The Chairman added that where it is not possible to take an entire city, a part of the city can be taken consisting of 20 to 25 thousand households, in which case the Superintendents should inform the Registrar General of the particular area they are taking for investigation. In choosing the particular locality some characteristic like overcrowding, congestion etc., should be taken into consideration.

It was decided that the Housing Tables II, IV and V should be prepared on a sample basis; and I and III on full count. The three tables II, IV and V, will be prepared on a 20% sample of

the households. For this purpose every 5th household (column 11 of the Houselist) from the first random household will be taken. In order to ensure the quality of the sample, the sample households will be marked continuously for all the houselists for the rural areas of a tahsil/ taluk/ thana/ anchal and for every town with a population of 50,000 and over and for all other towns of a district that is to say households left over in a Houselist should be carried over to the next Houselist for the selection of sample households.

CENSUS TABLES

Primary Census Abstract. It was agreed after discussion that the recommendations of the earlier Conferences that the principal work should be distinguished from the other work, which corresponds to the principal work of the individual (on which he spends most time) will be marked by a bold ring or circle around the question number (e. g. 8, 9, 10, or 11). The instructions for enumerators should be modified accordingly. The Primary Census Abstract and the other economic tables will be prepared on the basis of the principal work of a person. It was also pointed out by the Superintendent of Census Operations, Andhra Pradesh, that there may be cases where a person may be engaged in more than two of the questions 8 to 11, would be filled up. In such cases he said that for preparation of Table B-VII an indication of the second work or activity is necessary. It was agreed that in the case of the second work i.e., which occupies most time after the principal work, a tick should be put on the right hand side of the question number of the second work.

Table B-IV. It was decided that the figures for 'Employee' and 'Others' in the case of household industry and 'Employer', 'Employee', 'Family worker' and 'Single worker' in other industry, trade, business, profession or service, should be given only for major groups and this classification is not necessary in the case of minor groups for the table.

Table B-VII. Table B-VII, Part I, relates to cross-tabulation between cultivation, agricultural labour and household industry. Part II of the table relates to cross-tabulation where the principal work is non-household industry, trade, business, profession or service and additional

work is household industry. In the case of a person who is engaged in more than two productive activities the principal work and the secondary work will be indicated in the slip at the time of enumeration. For purposes of Table B-VII, Part II, however, it will be necessary, in the case of persons who are engaged in more than two productive activities of which household industry is one, that household industries should be taken as the secondary work even though it might not have been marked as the second important work at the time of enumeration.

Table C-VI. Bilingualism: A question was raised about tabulation in cases where two languages are returned in question No. 7(b). The Chairman stated that the tabulation will take into account only one language and there will be the first language recorded against the question.

A question was raised about the presentation of the figures. The Chairman stated that it is proposed to follow the Grierson's Classification as stated in the table with such modifications as may be decided upon after consulting the various experts. For this purpose it is proposed to appoint several linguists in this office who will examine the whole scheme taking into consideration the views expressed by those experts who will be consulted. It is also proposed to take help from the section dealing with the languages in the Anthropological Department. A separate table will also be prepared for languages in alphabetical order.

Table D-II. In the case of migration table (D-II) the Conference agreed to the recommendations made by the earlier two meetings that a column should be opened for cases where it is not possible to ascertain whether the birthplace was rural or urban in question No. 4(b). This column should be designated 'Unclassifiable'. It is also necessary that some indication should be made in the slip itself in the case of those persons who may not be able to give an accurate answer to the question whether their birthplace was rural or urban. The Conference recommended that instead of putting a cross in the circle of question No. 4(b) as recommended at the earlier meetings, the actual birthplace should be recorded as this may enable in some cases the office to find out whether at least in some cases the birthplace was rural or urban. The following addition will accordingly be made in instructions to question No. 4(b):

"3. If the person enumerated is not in a position to say whether the place of birth is a village or town, write the name of the place of birth as returned by him."

Special tables for scheduled castes and scheduled tribes

It was decided that the population of Scheduled Castes and Scheduled Tribes should be given for each village and should be exhibited in the Primary Census Abstract.

The representative of the Ministry of Home Affairs desired that data on the tribal population employed in shifting or jhum cultivation should be collected. The Chairman stated that it would not be possible for him to collect this information in all States. The North East Frontier Agency has already provided for this in the special Household Schedule applicable to the tribal area. It may be possible to collect this data by inserting a box in the Household schedule in the case of Manipur, Tripura and Naga-Hills Tuensang Area.

It was decided that the age tables C-II, C-III and C-IV should be prepared for total count and not for the 10% sample as was originally proposed. After the completion of tables B-I and B-II the slips will be arranged according to broad age-groups. They will have only to be further sub-divided into the age-groups required for tables C-II, C-III and C-IV.

Household economic tables: The question of recording of land in the Household Schedule in the case of persons whose lands are situated at a distance from their households was raised. It was pointed out that even if the land is situated at a distance from a household some heads of household may return as actual cultivators arguing that they are actually engaged in cultivation as it is done under their supervision and direction. According to the Instructions to Enumerators the land should lie within the village or in adjacent villages or within such a distance as enables the household to work on the land or actively supervise the cultivation. It is not possible for the household to supervise the cultivation of land situated at a great distance from the household. But at the same time if the head of the household insists that he is cultivating the land it would not be feasible to question his statement. It was, therefore, decided that in such cases the instructions should be strictly adhered to and

the position should be explained to the head of the household. Even after the explanation if the head of the household insists that the land is cultivated by the household it should be recorded as such.

The Household Schedule provides for recording of two household industries. In case where two industries have been recorded the more important one will have to be taken for the preparation of the Household Economic Tables as the tabulation will be for only one household industry. For this purpose the industry which is conducted for greater number of months will be taken as the more important industry.

The Household Tables will be prepared on a 20% sample of the households. Every 5th household from the first random household will be taken. The sample households will be marked continuously for rural areas of a tahsil/ taluk/ thana/ anchal and for urban areas of a district, i.e., households left over in a Household book should be carried over to the next Household book for the selection of sample households. This procedure is essential to ensure the quality of the sample. The sample household will be indicated by a bold tick at the right hand top corner.

The entries in the Household Schedule will be copied on slips and sorted for the various tables. For this purpose the entries will be coded and only the code numbers will be copied on the slips. The slip will be designed by the Registrar General's Office and sent to the Superintendents for printing and use.

Tabulation

The Chairman stated that as far as possible all the Superintendents including Union Territories except Laccadive, Minicoy & Amindivi Islands should do their own tabulation. The tabulation for Andaman & Nicobar Islands will have to be done in the Islands itself. The tabulation for Naga-Hills, Tuensang Area should be done by the Superintendent of Census Operations, Naga-Hills Tuensang Area, either at Imphal, Calcutta or Shillong.

Tabulation of housing tables

The Chairman stated that Superintendents who have completed houselisting should set up their tabulation offices in their own offices for preparing the Housing Tables. In doing so they

should keep a note of the time that is consumed for each process. A copy of the instructions drawn up by this office will be sent to the Superintendents separately. The Superintendents may suggest any modifications that may be required in the instructions as a result of the pilot tabulation. In the case of other States also the Superintendents should start tabulation of Housing Tables as soon as the houselisting is completed.

The work should start with two teams each of one Supervisor and 6 Compiler-Checkers which can be increased with the progress of work. The preparation of the Housing Tables will give training to the staff in coding because all items will be coded before they are carried to the compilation abstracts. This will also give the Superintendents valuable experience in the organisation of tabulation offices in March, 1961.

Number and location of tabulation offices

As regards the number and location of tabulation offices some of the Superintendents expressed a doubt whether it would be possible to complete the work within nine months with the existing number of tabulation offices.

The Chairman stated that it is desirable that in all the States the urban slips are centralised in a tabulation office at the headquarters itself because it will then be easy to ensure strict control in the pre-coding of houselists schedules and slips for occupation, industry and other characteristics. For example even educational qualifications may be pre-coded with reference to the several categories. A coding cell could be conveniently set up which would do the coding before handing over the census records for sorting. A doubt was raised whether a tabulation office should be set up entirely for the urban areas even if the urban population is below 5 to 6 million, the standard prescribed for a tabulation office. The Chairman stated that there will be no objection to deal with the rural slips also in the same tabulation office to work out the required quota provided the Deputy Superintendent is made entirely responsible for the urban area in addition to his general work and the Assistant Superintendent responsible for the slips of the rural areas.

It is necessary to code both occupation and industry returns in the case of all urban slips

where answers are recorded in question Nos. 10 and 11. The coding should be done accurately and the code numbers should be written very legibly. In the case of these offices one or two teams of coding staff consisting of 10 Coders under the supervision of the Statistical Assistant should be appointed early. The staff engaged for the tabulation of Housing Tables can be transferred to his work in case the Housing Tables are completed before the regular tabulation work is taken up. Otherwise, some of the experienced staff can be switched on to this work. These persons will also have experience in the three-digit coding according to the National Standard Industrial Classification Scheme of products etc., recorded in column 6 of the Houselist. If fresh persons are selected for coding, they should be given sufficient training before they start work. They should at least be given a week or ten days' training. It is, therefore, desirable that they should be appointed in the second week of March so that they can begin work on coding as soon as the records come into the tabulation offices.

It was pointed out by the Chairman that the tabulation office dealing with urban areas can also deal with the tabulation of sample household schedules. A separate coding staff will be necessary for the household schedules also. Two separate sets of teams should, therefore, be set up in each urban tabulation office, one for coding the slips for occupation and industry and the other for coding the household schedules for all items for which coding is necessary for the preparation of the tables. The tabulation offices for rural areas will start functioning from 15th or 16th March.

In this connection, the Chairman stated that the Superintendent of Census Operations, West Bengal, has prepared an alphabetical list of Occupations with Code Numbers. This will be checked in the Registrar General's Office and copies circulated to all Superintendents.

Staff set-up of tabulation offices

The question of staff set-up of tabulation offices was discussed. On the basis of the proposals made by the Superintendent of Census Operations, Mysore, it was agreed that the following should be the set-up of each tabulation office which will be responsible for the tabulation of about 5 million population:

ONE DEPUTY SUPERINTENDENT—He will be either a Provincial Civil Service Officer or a Statistical Officer and will be appointed by the Central Government. He will be eligible, in addition to his grade pay, for a special pay of Rs. 150 or 33 1/3% of his grade pay whichever is less.

ONE ASSISTANT SUPERINTENDENT OR TABULATION OFFICER on a par with the Head Assistant's grade, i.e., Rs. 250-15-400. It was suggested by the Chairman that the existing Statistical Assistants can be appointed to these posts with suitable additions to their emoluments in order to encourage the existing staff to take more interest in census work.

ONE STATISTICAL ASSISTANT in the scale of Rs. 160-10-330.

FOUR TABULATION ASSISTANTS in the scale of Rs. 120-8-200-10-220.

20 SUPERVISORS either on a fixed pay of Rs. 160 in cities and Rs. 150 in other areas or in the grade of Rs. 100-5-160.

40 COMPILER-CHECKERS on a fixed pay of Rs. 140 in cities and Rs. 130 in other areas.

200 SORTERS on Rs. 120 in cities and Rs. 110 in other areas.

The Chairman stated that the above emoluments should be taken as maximum and it is left to each Superintendent to make internal adjustments within the pay of Sorters and Compiler-Checkers or give lower scales of pay.

The administrative staff of each tabulation office should be as follows:

ONE Head Clerk-cum-Accountant on Rs. 80-220.

ONE Cashier

ONE Record Keeper on Rs. 60-130.

ONE Daffy or an Attendant

TEN Class IV staff

ONE Typist.

The Deputy Superintendents who have already been provided with one clerk will carry those clerks to the tabulation offices at the tabulation stage. This post can be that of an Upper Division Clerk in which case he can also act as Stenographer to the Deputy Superintendent. The peon attached to the Deputy Superintendent will also be carried to the tabulation office. In addition to the above staff each office will have to be provided with as many machine operators as there are machines.

A question was raised whether a Manager in the scale of Rs. 300-20-500 should not be appointed in each tabulation office. The Chairman stated that it may not be desirable to have

such a high paid officer in addition to the Deputy Superintendent in a tabulation office but if any difficulty is felt in a particular State he may consider the matter.

Method of recruitment

The Chairman acknowledged that the problem of recruitment of such a huge staff will be difficult especially as the Employment Exchanges may not offer good people and large number of suitable persons may not register themselves in the Employment Exchanges. He, therefore, advised all the Superintendents to notify in consultation with Directors of State Employment Exchanges, in the local newspapers two or three months before the setting up of the tabulation offices about the vacancies advising eligible persons to enrol themselves with the Employment Exchanges. He also stated that even if this advertisement failed to produce the desirable response, the Superintendents should make a request to the officer-in-charge of Employment Exchange or the Labour Secretary of the State Government to permit him to recruit candidates directly if suitable candidates were not offered by the Employment Exchanges.

According to the existing financial powers the Superintendents will have to approach the Registrar General for sanction of posts on fixed pay if the pay exceeds Rs. 100. The posts of Sorters, Compiler-Checkers and Supervisors carry fixed pay exceeding Rs. 100. The Registrar General will have to be approached for sanctioning of the posts. Some of the Superintendents felt that a reference to the Registrar General may cause delay in the creation of the posts which may have to be done urgently. They, therefore, desired that they should be empowered to create posts on fixed pay upto Rs. 160. The Chairman said that he will move the Finance Ministry though he was not sure whether they would agree.

Organisation of tabulation office

The tabulation offices should start with a Statistical Assistant, Tabulation Assistant, 20 Sorters and 4 Compiler-Checkers. This pilot team should do the entire sorting and checking for one taluk/tahsil/thana etc. This team should consist of good Sorters as the norm for sorting out-turn for the various tickets will be prescribed on the basis of the results achieved.

First 20% of the Sorters will be recruited. The strength of the Sorters should be increased progressively with reference to the work and the maximum capacity should be in position by the 15th of April unless the enumeration records fail to reach the tabulation offices by that date.

It is necessary to have some simple tests for recruitment of Sorters. A test on the capacity for addition and calculations should be given by giving a large number of arithmetical sums to be completed within a prescribed period of time, say 5 or 10 minutes. Those persons who are not found suitable in this test should be rejected.

It is also desirable to give some training to Sorters for 3 or 4 days. They should be given the instructions which should be explained to them by the Statistical Assistant in the presence of the Deputy Superintendent and after 3 or 4 days of the training a further test should be held to see whether the Sorters have understood the instructions clearly especially the abbreviations given in the slip. The appointment of a Sorter should be done only after he successfully completes the training. Those Sorters who are appointed after the training should be paid at the rate of Rs. 3 per day for the period of the training. Those who fail to come upto standard in spite of the training will not be paid any remuneration for the period of their training. This should be made clear when the first test is held. These conditions should be clearly set out in writing in the appointment letter with the further stipulation that any employee will be liable to discharge without notice and subject to satisfactory police verification. They should be made to sign these conditions.

The question whether the Census tracts as adopted at the 1951 Census should be continued at the forthcoming census was then discussed. In this connection, the Chairman stated that after the preparation of the Primary Census Abstract it would not be necessary to keep the identity for any unit less than a district for purposes of sorting. The Primary Census Abstract gives the basic figures which will be produced down to the village/ward and in the case of urban areas even to the level of enumerator's block. So far as Scheduled Castes and Scheduled Tribes are concerned the basic figures namely, total population, will be given for the areas mentioned above.

For facility of sorting each Sorter should have about 20 to 25 thousand slips and this division will have to be made in the initial stage soon after the completion of the Primary Census Abstract and preparation of table B-II for individual cities and towns. On this basis a team of one Supervisor, 2 Compiler-Checkers and 10 Sorters will be able to handle about 2 to 2.5 lakhs of slips. The Superintendents were of the view that it may not be necessary to specify census tracts as was done in 1951 Census but at the same time they can adjust the work in such a way between the different teams that in the case of rural areas the tahsil/ taluk/ thana/ anchal identity can be maintained. The Chairman agreed that so long as there is not likely to be any confusion there is no need to have census tracts as in the 1951 Census. The taluk/ tahsil/ thana/ anchal figures can be had in manuscript but need not be printed.

In the case of urban areas however it would be necessary to combine small towns for a district if they do not make up a population of 1 to 1½ lakh. A city or a town-group with a population of 1 lakh and above will be a separate unit for purposes of sorting. If the total population of small towns is large then it can be split up into different units with reference to the geographical contiguity etc. If however, a district has got very small urban population the sorting will have to be done separately, however small the urban population of the district may be. All the tables are prepared on a district level and urban and rural figures are kept separate.

The Compiler-Checker is responsible for the work of the Sorter. There will be a pair of Compiler-Checkers for every 10 Sorters. The duty of the Compiler-Checker is to check the work of the Sorters and also post the Compiler's statement. Each Compiler-Checker will be responsible for the checking of the work of Sorters and posting them in the Compiler's Posting Statements. It is expected that each Compiler-Checker will be able to check about 8% of the work of each Sorter. The checker should consist of looking for internal inconsistencies of the results (a list of inconsistencies to look for will be prepared by the Statistics Section of the tabulation office) spot-checking of sorting, counting of sorted slips and also checking and tallying the Sorter's Tickets after the preparation of the tickets.

It should be a golden rule that all the Sorters should squat on the floor and work as this

gives the maximum movement of the hands without fatigue. A chair with arms is inconvenient because the arms restrict the movement of the elbows. Armless chair will also be inconvenient. The Sorters should be provided with tat patts or jute carpet pieces or mattress to sit on. The Deputy Superintendent should show by personal demonstration that the sorting by sitting on the floor is the most convenient. Persuasion will be necessary for this purpose. Where, however, the Superintendent finds it impossible to convince his staff he may provide armless chairs and tables. For a Compiler-Checker a Munshi's desk may be provided.

It is desirable that each pigeon hole consist of 20 holes, 4 vertical and 5 horizontal. The depth of each hole should be 7½" or 8". The convenient size for a pigeon hole is 32" x 22" x 8". The pigeon holes should be made of the cheapest material available.

Each Sorter should have two steel boxes with locking devices, one for keeping the unsorted slips and the other the sorted slips. The size of the box supplied in the tabulation office of West Bengal was 14" x 14" x 10". As the size of slip is bigger, boxes of the size 15" x 15" x 10" would be convenient. Some of the Superintendents may be able to salvage boxes used at the last Census which may be more or less of this size. These can be utilised. As in the case of pigeon holes the boxes should also be made of the cheapest material available. It is desirable that these boxes are provided with locks and keys.

For purposes of tying bundles of slips rubber bands should be provided to the Sorters as strings are very inconvenient to use. For purposes of large bundles sutli or strings will have to be used.

It is desirable that at the tabulation office, teams are arranged separately leaving sufficient space for the Deputy Superintendent and Assistants to move from one team to another. This will make for orderliness and also avoid the danger of slips being mixed up.

It is necessary to devise a norm for Sorters, for the various Sorter's Tickets. The norm should be fixed at 1½ times the out turn of the pilot team for each ticket. The pilot sorting is done at the initial stage and as work progresses sorting speed increases. It is also desirable that the norm is increased periodically as work progresses. This should be left to the discretion of the Deputy Superintendent.

For the first week, the Sorters will be paid at a piece rate of Rs.3 per day which will include the training period. The regular payment will start after the first week. In order to provide an incentive to the Sorter it is necessary to prescribe a system of bonus which has been found to have worked successfully in earlier Census.

The following grades of bonus should be prescribed: For a Sorter: If the performance is 20% to 30% above the norm he should get a bonus of Rs. 5 and if the performance is above 30% Rs. 10. For a Compiler-Checker: If the performance of his team is above 30% he will get a bonus of Rs.15 and if it is between 20% and 30%, Rs. 10. The Chairman promised to work out the norm with reference to the test sorting undertaken in this office if possible and circulate to the Superintendents. The test sorting was done on the basis of the tables that have undergone considerable changes and may not give a correct picture of the situation.

The question of holidays was raised. It was decided that all Sundays and Government of India holidays except the second Saturday may be treated as holidays in the tabulation offices. The temporary staff of the tabulation offices will be eligible for casual leave at the rate of one day in a month with pay. More than one day in a month will be treated as a day without pay. The staff can be allowed to accumulate one day per month if they do not take leave.

There is always scope for improvement in the work of the tabulation offices which can be done with the co-operation of all the staff in the office. It is, therefore, desirable that the Deputy Superintendent holds frequent meetings with other officers and staff including Sorters in the tabulation office. The golden rule of avoiding trouble while working with such a large, hasty collected, extra-temporary staffs to maintain direct personal contact between the Deputy Superintendent or Assistant Superintendent and each employee, to the level of the Sorter.

Adoption of National Extension Service blocks for tabulation

In cases of States other than Bihar the present administrative units will be adopted as the units for tabulation, wherever a unit below a district is given. In the case of Bihar, however, as the N.E.S. blocks have been finalised and as State Government desire that all population

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figures should be given according to the N.E.S. blocks, the Anchal has to be adopted as the unit. It will also be necessary in the case of Bihar to prepare a separate table giving an abstract of the Primary Census Abstract for the subdivisions in the District Census Handbook.

The question of presenting the figures by natural divisions was then raised. The Chairman agreed that in the case of Kerala State natural divisions can be adopted in addition to the administrative divisions only for Table A-I.

Recasting of earlier census tables for present set-up of States

Some of the Superintendents raised the doubt whether recasting should be done even for inter-district transfers or whether it should be confined only to the transfers consequent on the Reorganisation Act. The Chairman stated that the recasting has already been done by this office according to the Reorganisation Act and the Superintendents should now do the work for inter-district and inter-taluk transfers.

District census handbooks

It was decided that the District Census handbooks should be printed as at the 1951 Census by the State Governments. Several Superintendents raised the question that if the State Governments are required to print they should also be shown in advance the contents of the handbooks. The Chairman agreed that when the contents are finalised they can be sent to the State Governments for approval.

The Chairman pointed out that the copies of the handbooks printed at the 1951 Census were exhausted immediately after their printing. He, therefore, thought that it would be desirable to print at least one thousand copies of the handbooks of each district. The sanction of the State Government should be taken for this. The Chairman said that it is essential that each handbook should contain a map of the district in the scale 1"=8 miles or 1"=16 miles and the taluk/tahsil/thana map of the scale 1"=4 miles showing village boundaries.

The District Census Handbook should be kept distinct from the District Gazetteers. It is, therefore, essential that all material that are to appear in the District Gazetteers should not be reproduced in the handbooks. The handbook should, therefore, consist of minimum introduction with an account of the demographic and economic condition of the district from

the Census data. The handbook should contain the following tables.

- 1 Primary Census Abstract
- 2 A-series tables
- 3 Handicrafts tables
- 4 Special tables for Scheduled Castes and Scheduled Tribes.

In addition the handbook should contain the following tables of official statistics.

(1) RAINFALL AND TEMPERATURE

Five to ten stations in the district may be selected and mean maximum, mean minimum, highest and lowest temperatures month by month between 1951 to 1960 may be given.

(2) VITAL STATISTICS

- (a) Births and Deaths records for each taluk/tahsil/thana/anchal for each month for 1951-60.
- (b) Deaths from some selected causes.

(3) AGRICULTURAL STATISTICS. [Including irrigation]

- (a) Persons' cultivated land with size of land
- (b) Distribution of crops from 1951 to 1960
- (c) Crops cultivated excluding orchards and garden, showing progress of cultivation
- (d) Abstract of crops and produce of food-grains in selected years. If possible give some illustrations of cost of cultivation in different years.

(4) STATISTICS OF HOUSEHOLD, COTTAGE AND SMALL SCALE INDUSTRIES

- (a) Give the explanation of the tables which have been prepared including small scale industries.
- (b) Distribution of small industries by taluk/tahsil etc.
- (c) Analysis of the types of people employed.

(5) STATISTICS OF LARGE SCALE INDUSTRIES AND REGISTERED FACTORIES

Growth of factories 1951-1960. Employment in textile and non-textile establishments by broad age-groups for rural and urban areas. Daily number of workers in each establishment over a particular year or per alternate years for over five years.

(6) ADMINISTRATIVE STATISTICS

- (a) Criminal justice, number of criminal cases tried.
- (b) Persons convicted.
- (c) Strength of Police, Jails.
- (d) Co-operative Societies, 1951-60.
- (e) Receipt of excise revenue, sales tax, entertainment tax, Motor Spirit tax, stamps etc.
- (f) Land revenue for the decade.
- (g) Number of registered documents.
- (h) Values of property transferred.

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(7) PUBLIC HEALTH AND MEDICAL STATISTICS

List of hospitals and dispensaries, maternity and child welfare centres, Public Health and anti-adulteration activities and Rural Health Centres, Other medical statistics like B. C. G. campaign, Malaria Control, Family Planning Centres etc.

(8) EDUCATION STATISTICS

Public institutions in 1951-60. List of High Schools and Primary Schools

(9) STATISTICS OF PUBLIC ENTERTAINMENT, PRESS AND JOURNALS

Printing presses and newspapers, cinemas

(10) COMMUNICATION STATISTICS INCLUDING WATERWAYS

Village roads, roads and bridges, railway stations, post offices, polymetrical table of distances, list of important waterways

(11) STATISTICS OF LOCAL BODIES

Public Works Department, Panchayats etc.

(12) STATISTICS OF COMMUNITY DEVELOPMENT

(13) CALENDAR OF IMPORTANT EVENTS

Important events between 1951 and 1960 may be given.

(14) PRICES OF STAPLE FOOD-STUFF MONTH BY MONTH AND COST OF LIVING INDEX 1951-60 SHOWING AVERAGE PRICES MONTH BY MONTH OF BASIC COMMODITIES

(15) STATISTICS OF BANKS AND INSURANCES

Insurance Policies, Small savings

(16) STATISTICS OF LIVE-STOCK

Variation in the number of main live-stock during 1920-1961

(17) STATISTICS OF FAIRS AND FESTIVALS

Weekly and fortnightly Hats and markets. Places of fairs, time of the year and duration.

(18) VILLAGE DIRECTORIES AND VILLAGE STATISTICS

(19) CENSUS TABLES BY TALUKS/TAHSILS ETC. (A-Series)

CONTENTS OF VILLAGE DIRECTORY

All items shown in the Primary Census Abstract except Houseless and Institutional population should be shown in village Directory. In addition to this the following information should also be shown by means of symbols

- (1) Important cottage and household industries (three digit code) with number of households. Information to be collected from household list.

- (2) Educational institutions under the following symbols.

- P for Primary School
- M for Middle School
- H for High School

- C for higher institutions including colleges
- T for the Technical Institutions

(3) Medical and Public Health facilities with the following symbols

- D for Dispensaries
- RHC for Rural Health Centres
- Hos. for Hospitals
- MP for Medical Practitioners

Details by suitable symbols may be given if available

MCW for Maternity Child Welfare centres

(4) Communication and Transport facilities

- Po, To for Posts and Telegraphs
- RH for Rest Houses and Choultries
- R for connected by Road
- Rly. for connected by Railway

(5) Drinking water facilities

- S for Safe or protected water supply including pipes, tubewells etc.
- PW for Pucca well
- KW for Kuccha well
- TK for Tank
- Riv. for River

(6) Reading room library facilities

(7) Rural Electrification

- E for Electricity
- E(I) for Industrial use
- E(A) for Agricultural use
- E(D) for Domestic use

(8) Places of ancient monuments, places of worship

After deleting the columns for houseless and institutional population there will be 36 columns in the Primary Census Abstract. It is the intention to have the Primary Census Abstract printed on two pages of the Royal-Quarto size so that the entire abstract can be seen at a glance. Two pages of the Royal-Quarto size can easily accommodate 42 columns. Six columns will, therefore be available for giving the information relating to Village Directory. In some cases, it may be necessary to make a selection of the more important information to be given in the Primary Census Abstract. For facility of reference at the end of the right hand side page the code number of the village should also be given. In column 2 on the left hand side the code number and the name of the village should be given. In the case of Punjab, the Hathwa number may also be given.

The Chairman stated that he would address the State Governments in regard to the printing of District Census Handbooks.

Socio-economic survey

In the case of Socio-Economic Survey the Chairman stated that the questionnaire circulated by the office should be taken as the minimum. This can be amplified or elaborated for instance by addition of information on the houstypes of cities and villages, different marriage customs, manners, etc. It is, however, essential that there is basic uniformity in the collection of information in all the States. It is only for this purpose that a uniform schedule was devised for all the States. The basic questionnaire should remain but any elaboration of the information in any State is quite welcome. In this connection the Chairman referred to the schedule that has been devised by the North East Frontier Agency.

He has also stated that he proposed to introduce a few more questions on consanguineous marriages. The questionnaire prepared by this office has been seen by Dr. Sanghvi who has proposed some modifications. It will be finalised shortly in consultation with Dr. Sanghvi and copies will be sent to all Superintendents for incorporation in the schedule for Socio-Economic Survey.

Rural craft survey and fairs and festivals

Mrs. Ruth Reeves, the representative of the All India Handicrafts Board, explained in detail the importance of the rural and tribal craft surveys. She also produced before the Conference the ethnological and tribal craft maps of Mexico produced by the United States of America. Some photographs of tribal arts and crafts were also exhibited by her at the Conference.

The Chairman stated that it will be useful to produce as part of the 1961 Census operations, the following four maps on all all-India basis:

- (i) Tribal Crafts,
- (ii) Village Crafts or Cottage Industries,
- (iii) Ethnic Group and
- (iv) Rural Habitat or Tribal Habitat.

These maps should be prepared on the model of the Mexico maps exhibited by Mrs. Reeves where the maps give the actual human types, pictorial representation of the arts and crafts of the people. The information is already being collected by this office both in the Socio-Economic Survey and in the Rural Craft Survey.

One way of collecting these photographs of handicrafts is to rummage the collection of the Directors of Publicity, Directors of Tribal Welfare, the all-India Bharat Sevak Samaj and other institutions of the kind in the respective State. These may be able to produce a representative collection of 60 to 70 worthwhile photographs. It will also be useful to contact one or two very good libraries in the State where they keep old books concerned with the people and tribes, collection of journals of Indian Art and Industry and also catalogues of exhibitions in art held since 1851 which may be available in these libraries or in the Divisional Commissioner's library. These will produce excellent material for different human types. Photostat copies of some of these tribes can be taken as the cost of taking these will be negligible. It may be necessary to have some coloured photographs also. In this case the Naga or NEFA tribe some photographs that may be printed in colour. If the photographs are available in black and white a local draughtsman can be employed or the local Art School can be asked to produce them in colour on a small payment. Some help can also be got from Dr. Van Mourick's collection of photographs which she will place at the disposal of the Census Organisation for collection. Wherever there is a gap in the collection made by the Census office it can be filled up from her collection. These photographs will have to be properly placed in a geological map. This map need not be very elaborate as it is only to give a suggestion as to how far the geology of the area goes with the civilisation. The Chairman also mentioned in this connection that monographs will be written by Anthropological experts on selected crafts.

The representative of the Handicrafts Board, Mr. Gokhale, who was also present at the Conference, said that the information collected at the 1961 Census would be very useful to them in putting them wiser about these crafts and also their future activities in different parts of the country as the information at present available regarding the location of rural crafts is very limited. In this connection, he stated that their organisation in the field was very limited and their work was carried out mainly through the Directors of Industries. They have, however, five regional offices, viz., Bombay, Calcutta, Madras, Lucknow and Delhi, for purposes of

liaison and these regional offices will extend all their cooperation to the Census authorities in the collection of information relating to rural crafts and handicrafts. He also made available a copy of the Statistical Bulletin of the All India Handicrafts Board for March, 1960 which contained information on the location of crafts in the form of pictorial maps for all States. He also promised to put all the Census Superintendents in the mailing list for future publication of this Bulletin.

A question was then raised about the scope of the rural craft survey, whether it should extend to all village and cottage industries or only to some typical industries. The Chairman stated that it may be difficult to conduct a survey for all the household or cottage industries and each Superintendent should take up six industries which are typical for his area.

There can hardly be any question of overlapping in the Survey. If the same industry is found in two States for example, bidri work in Mysore and Andhra Pradesh, the processes differ in many ways and it will be desirable to record both processes.

As regards the actual selection of the industries for Survey, the Chairman was of the view that all common industries like biri making, hand-pounding of rice etc., should be eliminated. The lists of industries thrown out by the Houselist and Household Schedule should be the basis of selection. The information given in the Statistics and maps produced by the All-India Handicrafts Board in their Bulletin which has been circulated to the Superintendents will also be useful. From these a selection could be made of those industries which are available either at the purest or primitive form and are being worked in the economically profitable form. The industry should also be unique or very special for any particular area which no other area produces.

As regards the number of crafts that should be taken up for study, the Chairman stated that it is not necessary to restrict the number. Each Superintendent can take as many as possible. Each Superintendent will have to prepare a monograph. The design of maps etc., to be included in the monographs of the Handicrafts will be circulated by this office. If necessary, the monographs will also be shown to some experts if they are available.

The Chairman reviewed the position in regard to the collection of information on fairs and festivals. In this connection a question was raised whether the information that is furnished by local persons, like school teachers, headmen etc., in respect of the questionnaire that has been addressed could be taken as authentic. The Chairman stated that such material should usually be authentic but will, in some cases, need verification. But the monograph should acknowledge all information to persons who have given them. No responsibility should, therefore, be attached to the Superintendents. Even though some of the information may be not wholly capable of verification the monograph will furnish full information on fairs and festivals in different parts of the States.

Monographs on Scheduled Castes and Scheduled Tribes

Some of the Superintendents expressed the doubt whether it will be possible to prepare monographs on all Scheduled Castes and Scheduled Tribes as especially in the case of Mysore there are more than 400 Scheduled Castes and Scheduled Tribes. The Chairman stated that it would be sufficient if monographs are prepared on selected important Scheduled Castes and Scheduled Tribes. It may be useful if monographs are prepared on some of the declining tribes about which a note has already been circulated to the Superintendents.

Publication of monographs

The Chairman said that it was his intention that each Superintendent should produce in one volume of about 400 to 500 pages all the monographs relating to the Socio-Economic Survey, Rural Craft Survey and Scheduled Castes and Scheduled Tribes. The monographs should be split up into separate convenient parts if the material could not be published in a small volume of 400 to 500 pages. For example, each topic can have a monograph.

The size of the publication should be uniform in all the States and should follow the general Census publications for the 1961 Census. It is, therefore necessary that all photographs and other pictorial material to be exhibited in the monographs should be reduced to the Demy-Quarto size.

Examination of languages

The Chairman referred to the circular that he had issued to the Chief Secretaries and the

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Superintendents of Census Operations and said that the response was not very encouraging. In his circular to the Chief Secretaries he had requested them to appoint language experts who could analyse the language returns at the 1951 Census and give their comments as to whether a particular language was a language or a dialect and if so, of which language and whether any of the languages returned seemed spurious. All States except Madhya Pradesh and Mysore have appointed experts and some of the experts have also given their comments which have been summarised by this office. When the replies are received from all the States the summaries prepared by this office will be circulated to the Superintendents for their further comments. In this connection he also stated that he proposed to appoint linguists in this office who will go into this question in great detail. When they are appointed he might send to each State a list of words and a few very short sentences which the interviewer would record in the native words of the person interviewed. This will be useful to find out the actual status of a language whether it is a distinct language or part of a bigger language.

The Chairman also referred to the circular that he had issued to the Superintendents on the 19th January requesting them to examine the less-spoken language returns according to the 1951 Census. He has only received replies from Andhra Pradesh and Andaman & Nicobar Islands. He wanted the other Superintendents to examine the matter and expedite their replies.

Maps for reports

The Chairman stated that he had already made arrangements for the preparation of State maps for the State Census volumes. The tables and reports, in fact all the Census volumes of the 1961 Census, will be in one size, Demi-Quarto, i. e., the same size adopted in 1951 for the Census publications. The maps prepared by the Surveyor General of India for Madhya Pradesh were shown to the Superintendents at the Conference. It was pointed out by some of the Superintendents that the size is big and the Chairman stated that they should be put in a pocket attached to the cover of the report. The Chairman also stated that in view of the fact that larger use is made by

the research scholars of State tables, it will be desirable to have a map attached to the State tables also. If the tables are printed in two volumes the maps should be attached to the volume dealing with the General Population Tables.

Some of the Superintendents desired that it will give good appearance if the maps are in colour instead of black and white. The Chairman said that this may be difficult but some of the Superintendents desired that atleast the elevations should be shown in colour. The Chairman said he would consult the Surveyor General. It was also pointed out that the town populations in the maps related to the 1951 Census and it will look odd if the map is published along with the 1961 tables. The Chairman stated that it is not possible to prepare the maps on the basis of 1961 Census as this will take a long time.

Paper requirements.

The Chairman stated that he has already placed an indent for 400 tons of 52 lb. Double Demy-White printing (Wove) paper for printing of the reports and tables. The paper required for the District Census Handbooks will have to be supplied by the State Governments. As regards reports and tables the Chairman stated that the number of copies printed at the last Census may not be sufficient for this Census and the Superintendents may, therefore, make an estimate of the number of copies to be printed for the coming Census on the basis of those printed at the last Census. There is likely to be greater demand for Table Volumes. Each Superintendent should send to this office his estimate of the number of copies that are to be printed. It was understood that in the case of all States the paper that has already been supplied would be sufficient for enumeration and printing of tabulation forms and other tabulation work.

Revised estimates for 1960-61 and budget estimates for 1961-62

A detailed circular will be sent to all Superintendents in this matter. The Superintendents were informed that they should make a firm estimate of their requirements under the head 'Honorarium to Enumerators' which they should include in the Revised Estimates. It is imperative that excess grants or huge surrenders should be avoided.

APPENDIX I SPECIAL TABLE FOR SLUM AREAS HOUSEHOLDS BY NUMBER OF ROOMS AND NUMBER OF PERSONS OCCUPYING

Number of Rooms	Total number of households	Number of households according to number of persons in the household				
		1 person	2-3 persons	4-6 persons	7-9 persons	10 persons and over
1	2	3	4	5	6	7
No Regular Room						
1 Room						
2 Rooms						
3 Rooms						
4 Rooms						
5 Rooms and over						

APPENDIX II **DETAILS OF STAFF OF THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS,** **HOUSING TABULATION OFFICE, REGIONAL TABULATION OFFICES** **AND CENTRAL TABULATION OFFICE**

(a) Staff engaged from time to time in the Office of the Superintendent of Census Operations upto 28-2-1966

Sl. No.	Designation	Name	Duration of appointment with dates	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
1	Head Assistant	1 Shri K. V. Joseph	2-4-1959 to 28-2-1962	Rs. 200-400 with 20% deputation special pay		Dearness Allowance at State rates H.R.A. at Central rates	On deputation from the State Secretariat
		2 Mrs. Joseph Vivera	16-7-1962 (continues)		Rs. 350-20-450 E B 25-475	"	"
2	Upper Division Clerks	1 Shri N. Sankara Mannadiar	23-5-1959 to 9-4-1961	Rs. 90-200 plus 20% deputation special pay		"	"
		2 " C.T. Joseph	23-5-1959 to 9-8-1962	"		"	"
		3 " M. Mohammed Usman	5-4-1960 to 9-8-1962	"		"	"
		4 " A. K. Achuthan	1-3-1960 to 9-5-1962	"	Rs. 130-5-160-8-200. E B 8-256. EB 8-280-10-300.	D. A. and H.R.A. at Central rates	"
		5 " K. V. Ramaswamy	1-10-1960 (continues)		"	"	Recruited through Employment Exchange
		6 Smt. Gladys Aranha	1-10-1960 to 30-11-1960		"	"	"
		7 Shri K.P. Shanmughadas	20-5-1961 to 28-2-1966	Rs. 90-200 with 20% deputation special pay (with effect from...)	"	D.A. at State Government rates with effect from...	On deputation from the State Secretariat
		8 " D. Haridas	20-5-1961 to 28-2-1966	"	"	"	"
3	Lower Division Clerks	1 Shri A.K. Achuthan	2-4-1959 to 29-2-1960	"	Rs. 110-3-131-4-155-EB-4-175-5-180	D. A. & H. R. A. at Central rates	On deputation from State Secretariat
		2 " T. Raghavan Nair	2-4-1959 to 21-2-1960	"	"	"	"
		3 " K. V. Ramaswamy	12-5-1960 to 30-9-1960	"	"	"	Recruited through Employment Exchange
		4 Smt. Gladys Aranha	21-5-1960 to 30-9-1960	"	"	"	"
		5 Shri P.P. Govindan Nair	1-8-1960 to 13-12-1960	"	"	"	On deputation from State Secretariat
		6 " P. N. Vasukutty	1-8-1960 to 14-5-1961	Rs. 40-120 plus 20% deputation special pay	"	D.A. at State Government rates. H.R.A. at Central rates	On deputation from the Board of Revenue

APPENDIX II—contd.

Designation	Name	Duration of appointment with dates	Scale of pay State	Scale of pay Central	Allowance if any	Remarks
2	3	4	5	6	7	8
Lower Division Clerks	7 Shri D. Haridas	21-11-1960 to 19-5-1961	Rs. 50-125 State scale of pay plus 20% deputation special pay		D.A. at State Government rates, H.R.A. at Central rates	On deputation from State Secretariat
	8 " E. V. Unnikrishnan Nair	3-12-1960 to 16-11-1961		Rs. 110-3-131-4-155-EB-4-175-5-180	D. A. & H.R. A. at Central rates	On deputation from the Forest Department
	9 " K. P. Shanmughadas	3-1-1961 to 19-5-1961	"	"	D. A. at State rates. H.R.A. at Central rates	On deputation from State Secretariat
	10 " V. K. Gopalakrishnan Nair	10-7-1961 to 12-11-1961	"	"	D.A. & H.R. A. at Central rates	Recruited through Employment Exchange
	11 " K. A. Prabhakaran	11-12-1961 to 1-8-1963	"	"	"	"
	12 " K. Gopinathan	11-12-1961 (continues)	"	"	"	"
	13 Kum. T. S. Radha Bai	9-7-1962 to 22-6-1963	"	"	"	"
	14 " Catherine Cardoz	1-2-1963 to 29-7-1964	"	"	"	"
	15 " D. Lalitha	1-2-1963 to 30-3-1963	"	"	"	"
	16 Shri R. Devarajan	10-7-1963 (continues)	"	"	"	"
	17 Kum. R. Sakuntala	10-7-1963 (continues)	"	"	"	"
	18 Shri S. Parthasarathy	9-10-1963 to 30-5-1964	"	"	"	"
	19 " S. Padmanabhan Asari	1-9-1964 to 25-1-1965	"	"	D. A. at State rates, H. R. A. at Central rates	On deputation from Kerala Secretariat
4 Stenographers	1 Mrs. Joseph Vivera	5-3-1959 to 15-7-1962	Rs. 90-200 plus 20% deputation special pay		"	"
	2 Shri C. G. Augustine	9-8-1960 to 31-12-1960	Rs. 50-125 plus 20% deputation special pay		"	"
	3 " K. Balasubramaniam	2-1-1961 to 31-12-1961	"	"	Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300	D. A. & H. R. A. at Central rates
	4 Smt. E. C. Philomina	11-4-1962 (continues)	"	"	"	Recruited through Employment Exchange
	5 Shri P. V. Bhaskaran Nair	16-4-1962 to 28-2-1963	"	"	"	"
	6 " A. Madaswami Pillai	1-12-1962 to 28-2-1965	Rs. 90-200 plus 20% deputation special pay upto 5-5-1964		D.A. at State rates up to 5-5-1964 and afterwards at Central rates, H. R. A. at Central rates	On deputation from the State Secretariat. Re-employed pensioner with effect from 6-5-1964

APPENDIX II—contd.

Sl. No.	Designation	Name	Duration of appointment with dates	Scale of pay State	Scale of pay Central	Allowance if any	Remarks
4	Stenographers	7 Shri M. Chandrasekharan	7-10-1963 to 30-4-1965	Rs. 50-125 plus 20% deputation special pay	Rs. 130-300	D.A. at State rates and H. R. A. at Central rates	On deputation from Kerala Secretariat
5	Upper Division Typist	1 Shri N. Ramamoorthy	1-8-1960 (continues)			D.A. & H.R. A. at Central Government rates	On deputation from the Board of Revenue
6	Lower Division Typists	1 Shri N. Ramamoorthy	24-10-1959 to 31-7-1960	Rs. 40-120 plus 20% deputation special pay		D. A. at State rates, H. R. A. at Central rates	"
		2 " V. G. Balakrishnan	9-8-1960 to 31-12-1961	Rs. 50-125 plus 20% deputation special pay		D. A. at State rates H. R. A. at Central rates	On deputation from State Secretariat
		3 Smt. J. A. Maria Clara	3-1-1962 (continues)		Rs. 110-3-131-4-155-5-180	D. A. & H. R. A. at Central rates	Recruited through Employment Exchange
		4 Shri K. R. Yasodharan	16-1-1962 to 28-5-1962				"
		5 " V. S. Gopalakrishna Iyer	24-4-1962 (continues)				"
		6 Smt. V. A. Ramaney	24-4-1962 (continues)				"
		7 Shri M. Sukumaran Nair	13-6-1962 to 16-8-1963				"
		8 Smt. K. Syamala Devi	19-8-1963 to 23-2-1965				"
		9 " V. Sethukutty Amma	9-9-1963 to 8-10-1963				"
		10 " K. Retnamma	27-8-1964 to 28-11-1964				"
7	Accountant	1 Shri G. Bhaskaran Nair	12-12-1959 to 14-5-1961		Rs. 130-5-160-8-200-E B-8-280-10-300 plus 20% deputation special pay		On deputation from the Accountant General's Office
		2 " N. Kochurama Panicker	15-5-1961 to 28-2-1965		Rs. 130-5-160-8-200-E B-8-256-E B-8-280-10-300		"
		3 " P. Gopalakrishna Pillai	1-3-1965 (continues)				"
8	Cashier	1 Shri G. Bhaskaran Nair	was Accountant cum-Cashier from 12-12-1959 to 14-5-1961				"
		2 " P. N. Vasukutty	15-5-1961 to 28-2-1966	Rs. 40-120 plus 20% special pay & a special pay of Rs. 15 for handling cash		D. A. at State rates, H. R. A. at Central rates	On deputation from the Board of Revenue

APPENDIX II—contd.

Sl. No.	Designation	Name	Duration of appointment with dates	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
9	Statistical Assistant	1 Shri K. Rajagopal	12-5-1959 to 4-4-1961	Rs. 150-250 plus 20% deputation special pay		D.A. at State Government rates, H.R.A. at Central Government rates	On deputation from Statistics Department of Kerala
		2 " P. Gopinathan Pillai	18-5-1959 to 4-4-1961	"		"	"
		3 " H. Padmanabha Iyer	19-1-1960 to 3-4-1961	"		"	"
		4 " S. Jayashanker	23-4-1961 (continues)	"		"	"
10	Economic Investigators	1 Shri K. N. Radhakrishnan Nair	21-9-1960 to 29-2-1964	"		"	"
		2 " C. Daniel	21-9-1960 (continues)	"		"	"
		3 " P. V. James	12-1-1962 (continues)		Rs. 210-10-290-15-320-EB-15-425	D. A. & H.R.A. at Central Rates	Recruited through Employment Exchange
		4 " P. K. Harid	12-1-1962 to 28-2-1966			"	"
		5 " P. Vasudevan Namboodiri	11-1-1962 to 28-2-1966	"		D.A. at State Government rates, H.R.A. at Central rates	On deputation from Statistics Department of Kerala
11	Research Assistant	1 Shri N. Sankara Mannadiar	10-4-1961 to 20-7-1962		Rs. 250 fixed	"	On deputation from the State Secretariat
12	Senior Research Assistant	1 Shri N. Sankara Mannadiar	21-7-1962 to 30-4-1965		Rs. 250-10-290-15-320-EB-15-380	D.A. & H.R.A. at Central rates	"
13	Junior Research Assistant	1 Shri M. Mohammed Usman	10-8-1962 to 31-3-1965		Rs. 225 fixed	"	"
14	Scrutiny Assistant	1 Shri C. T. Joseph	10-8-1962 (continues)			"	"
15	Upper Division Compilers	1 Shri K. N. Raman	19-9-1960 to 28-2-1966	Rs. 80-180 plus 20% deputation special pay		D.A. at State Government rates and H. R. A. at Central rates	On deputation from State Statistics Department
		2 " S. Jayashanker	19-9-1960 to 17-1-1961	"		"	"
		3 " S. Viswanathan	19-5-1961 to 3-8-1961		Rs. 130-5-160-8-200-E B-8-256-EB-8-280-10-300	D. A. & H.R.A. at Central rates	Recruited through Employment Exchange
		4 " K. Gopinathan	9-8-1961 to 14-11-1961			"	"
		5 " E. V. Unnikrishnan Nair	17-11-1961 to 28-2-1966			"	On deputation from the Forest Department of Kerala

APPENDIX II—contd.

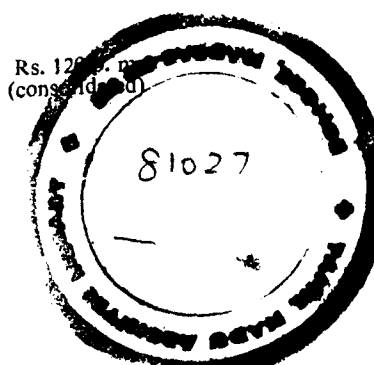
Sl. No.	Designation	Name	Duration of appointment with dates	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
16 Draughtsmen	1	Shri S. Govindan Asari	12-12-1959 to 11-3-1960	Rs. 80-180 plus 20% deputation special pay		D.A. at State Government rates and H.R.A. at Central rates	On deputation from the Survey & Land Records Department
	2	" N. Kolappan Asari	12-12-1959 to 11-3-1960	"		"	"
	3	" V. Chellappan Asari	25-5-1961 to 28-2-1966	"		"	"
	4	" K. Krishna Pillai	1-6-1961 (continues)	"	Rs. 150-5-175-6-205 FB-7-240	D.A. & H.R.A. at Central Government rates	On deputation from the Statistics Department
	5	" S. Krishna Pillai	3-5-1962 to 24-2-1966				Recruited through Employment Exchange
	6	" M. Padmanabhan Asari	23-7-1962 to 1-6-1964		Pay fixed at Rs. 123.31 in the scale of Rs. 150-240		Re-employed pensioner
	7	" S. Govindan Asari	3-8-1964 to 28-2-1966		Pay fixed at Rs. 91 from 3-8-1964 & at Rs. 96 from 3-8-1965 in the Scale of Rs. 150-240		"
17 Proof Readers	1	Shri N. Ravindranathan Thampi	16-5-1964 (continues)		Rs. 150-5-175-6-205-EB-7-240		On deputation from the Government Presses, Trivandrum
	2	" N. Aravindan	16-5-1964 (continues)		"		"
18 Copy holder	1	Shri N. Madhavan	16-5-1964 to 28-2-1966		"		"
19 Driver	1	Shri S. Sreedharan	13-2-1960 (continues)		Rs. 110-3-131-4-155-EB-4-175-5-180		On deputation from the Board of Revenue
20 Daftry	1	Shri S. Rajasekhara Panicker	1-9-1959 (continues)		Rs. 110-3-131-4-139		Recruited through Employment Exchange
21 Peons	1	Shri N. Bhaskaran Nair	24-3-1959 to 31-7-1959		Rs. 75-1-85-EB-2-95		On deputation from the State Secretariat
	2	" S. Maniappan	10-8-1959 to 3-4-1961		Rs. 70-1-80-EB-1-85	D.A. & H.R.A. at Central rates	Recruited through Employment Exchange
	3	" G. Ramakrishna Pillai	23-4-1959 (continues)		"	"	On deputation from the State Secretariat
	4	" V.K. Sukumaran	19-5-1959 (continues)		"	"	Recruited through Employment Exchange

APPENDIX II—contd.

Sl. No.	Designation	Name	Duration of appointment with date	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
21 Peons	5	Shri N. Velayudhan	11-5-1960 (continues)		Rs. 70-1-80-EB-1-85	D.A. & H.R.A. at Central rates	Recruited through Employment Exchange
	6	" P. Rajappan	12-5-1960 (continues)		"	"	"
	7	" V. Sadasivan Pillai	13-5-1960 (continues)		"	"	"
	8	" M. Balakrishnan Nair	28-11-1960 (continues)		"	"	"
	9	" K. Sukumaran Nair	19-6-1961 (continues)		"	"	"
	10	" S. Parameswaran Nair	7-2-1961 (continues)		"	"	"
22 Gardener	1	Shri T. George	7-2-1961 (continues)		"	"	"
23 Watcher	1	Shri N. Velayudhan	10-8-1959 to 10-5-1960		"	"	"
	2	" M. Krishna Pillai	11-5-1960 (continues)		"	"	"

(b) Houselist Tabulation Staff

1 Upper Division Compiler	1		Rs. 80-180 plus 20% deputation special pay		D.A. at State rates H.R.A. at Central rates	On deputation from the Statistics Department of Kerala
2 Lower Division Compilers	7	9-6-1960 to 30-6-1960	Rs. 40-120 plus 20% deputation special pay		"	"
3 Sorters	8	5-7-1960 to 31-8-1960		Rs. 3 per day		Recruited through Employment Exchange
4 Sorters	20	19-9-1960 to 31-10-1960				
5 Supervisors	2	4-2-1961 to 31-3-1961			Rs. 160 p.m. (consolidated)	"
	5	1-4-1961 to 3-4-1961				
	1	1-4-1961 to 26-4-1961				
6 Compiler Checkers	12	1-11-1960 to 31-3-1961			Rs. 140 p.m. (consolidated)	"
	10	1-4-1961 to 3-4-1961				
7 Tabulators	30	5-12-1960 to 31-1-1961				
	63	1-2-1961 to 17-2-1961				
	70	18-2-1961 to 31-3-1961			Rs. 120 p.m. (consolidated)	"
	49	1-4-1961 to 3-4-1961				
	9	1-4-1961 to 26-4-1961				



APPENDIX II—contd.

(c) Details of staff engaged in the Regional Tabulation Offices

1 REGIONAL TABULATION OFFICE, TRIVANDRUM

Sl. No.	Designation	Name	Duration of appointment with date	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
OFFICE STAFF							
1	Head Clerk-cum-Accountant	1 Shri R. Choodamaneey	20-7-1961 to 24-3-1962		Rs. 130-5-160-8-200- E B-8-256 EB-8-280-10-300	D.A. & H.R.A. at Central rates	On deputation from the Board of Revenue
2	Upper Division Clerks	1 Shri P. K. Raghavan Nair	25-11-50 to 19-9-1961	Rs. 90-200 plus 20% deputation special pay		D.A. at State Govt. rates H. R. A. at Central rates	On deputation from the State Secretariat
		2 „ M. Sreenivasan	10-10-61 to 30-11-61			D. A. & H.R.A. at Central rates	On deputation from the Office of the Block Development Officer, Perumkadavila
3	Record Keeper	1 Shri M. Sreenivasan	18-5-61 to 9-10-1961	Rs. 40-120+ 20% deputation special pay		D.A. at State Government rates, H.R.A. at Central rates	„
		2 Kum. S. Vijayalakshmi	13-10-61 to 28-2-1962		Rs.110-3-131 -1-155-EB-4-175-5-180	D. A. & H.R.A. at Central rates	Recruited through Employment Exchange
4	Cashier	1 Shri V. H. Stephenson	12-6-1961 to 26-12-1962	State scale of pay + 20% deputation special pay and a special pay of Rs. 25 for handling cash		D.A. at State Government rates, H.R.A. at Central rates	On deputation from the District Treasury, Trivandrum
5	Typist	1 Smt. M. Ambujakshy Amma	10-4-1961 to 28-2-1962			D. A. & H.R.A. at Central rates	Recruited through Employment Exchange
6	Daftry	1 Shri R. Balakrishna Pillai	1-7-1961 to 28-2-1962		Rs. 75-1-85-EB-2-95	„	On deputation from the State Secretariat
7	Peons	1 Shri R. Balakrishna Pillai	13-1-1961 to 30-6-1961	Rs. 30-40 plus 20% deputation special pay		D.A. at State Government rates, H.R.A. at Central rates	„
		2 „ K. Raghavan Pillai	5-4-1961 to 21-3-1962		Rs. 70-1-80-EB-1-85	D. A. and H.R.A. at Central rates	Recruited through Employment Exchange
		3 „ P. Lawrence	5-4-1961 to 28-2-62			„	„
		4 „ M. Vivekanandan	5-4-61 to 21-7-61			„	„
		5 „ S. Vasudevan	5-4-61 to 8-11-1961			„	„

APPENDIX II—contd.

Sl. No.	Designation	Name	Duration of appointment with dates	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
7	Peons	6 Shri D. Sathyadas	5-4-1961 to 2-9-61		Rs. 70-1-80-EB-1-85	D. A. & H.R.A. at Central rates	Recruited through Employment Exchange
		7 „ K. Sivasankaran Nair	5-4-1961 to 28-2-1962		„	„	„
		8 „ A. Sadasivan	5-4-1961 to 21-3-1962		„	„	„
		9 „ K. Sukumaran	1-6-1961 to 31-12-1961		„	„	„
		10 „ P. Damodaran Kani	1-6-1961 to 31-12-1961		„	„	„
		11 „ C. G. Krishnan Nair	4-8-1961 to 1-1-1962		„	„	„
		12 „ V. Madhavan	4-8-1961 to 31-12-1961		„	„	„
		13 „ M. Sadasivan Nadar	4-8-1961 to 31-8-1961		„	„	„
		14 „ M. Manian Asari	12-10-1961 to 1-1-1962		„	„	„
8	Watcher	1 Shri K. Sukumaran Nair	6-2-1961 to 19-6-1961		„	„	„
TABULATION STAFF							
1	Tabulation Officer	1 Shri K. Rajagopal	5-4-1961 to 28-2-1962		Rs. 350-20-450-EB-25-475	D. A. & H.R.A. at Central rates	On deputation from the Statistics Department
2	Statistical Assistant	1 Shri A. Abdul Gaffoor	29-4-1961 to 28-2-1962	Rs. 150-250 plus 20% deputation special pay		D.A. at State Government rates, H.R.A. at Central rates	„
3	Tabulation Assistant	1 Shri M. Joshua	12-5-1961 to 16-8-1961		Rs. 168-8-200-EB-8-256-EB-8-280-10-300	D. A. & H.R.A. at Central rates	Recruited through Employment Exchange
		2 „ M. Raveendranatha Kurup	1-6-1961 to 14-1-1962		„	„	„
		3 „ R. Gangadharan Unni	1-6-1961 to 14-9-1961		„	„	„
		4 Smt. D. Krishnamma	10-6-1961 to 28-2-1962		„	„	„
		5 „ S. Syamalamoni	21-8-1961 to 28-2-1962		„	„	„
		6 Shri K. N. Sarangadharan	23-10-1961 to 3-1-1962		Rs. 150 p. m. (consolidated)	„	Deputed from the Office of M/s. P. N. Ganesan Pvt. Ltd., Madras
4	Comptometer Operator	1 Shri V. Chandrasekharan	23-11-1961 to 15-2-1962				Recruited through Employment Exchange
5	Supervisors	13	5-4-1961 to 28-2-1962	Rs. 160 p. m. }			(consolidated)
6	Compiler-Checkers	26		Rs. 140 p. m. }			
7	Sorters	132		Rs. 120 p. m. }			

APPENDIX II—contd.

2 REGIONAL TABULATION OFFICE, ERNAKULAM

Sl. No.	Designation	Name	Duration of appointment with dates	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
OFFICE STAFF							
1	Head Clerk-cum-Accountant	1 Shri P. Gopalakrishnan	25-4-1961	Rs. 80-180 plus 20% deputation special pay		D.A. at State Govt. rates, H. R. A. at Central rates	On deputation from the Office of the Revenue Divisional Officer, Fort Cochin
2	Upper Division Clerk	1 Shri P. V. Ramachandran Nair	2-12-1960 to 19-9-1961	Rs. 90-200 plus 20% deputation special pay		"	On deputation from the State Secretariat
3	Typist	1 Shri P. V. Francis Xavier	4-4-1961 to 28-2-1962	Rs. 50-125 plus 20% deputation special pay		"	"
4	Cashier	1 Shri M. K. Kurien	14-7-1961 to 24-11-1961		Rs. 110-3-131-4-155-E B-4-175-5-180+Special pay of Rs. 25 for handling cash	D. A. & H. R. A. at Central Government rates	On deputation from the Office of the District Collector, Ernakulam
5	Record Keeper	1 Shri P. N. Sadasivan	10-7-1961 to 28-2-1962		Rs. 110-3-131-4-155-E B-4-175-5-180	"	Recruited through Employment Exchange
6	Daftry	1 Shri M. V. Vijayadasan	10-4-1961 to 27-2-1962		Rs. 75-1-85-E B-2-95	"	"
7	Peons	1 Shri M. V. Vijayadasan	6-12-1960 to 9-4-1961		Rs. 70-1-80-E B-1-85	"	"
		2 " P. X. Francis	10-4-1961 to 16-12-1961		"	"	"
		3 " N. K. Kunjan	10-4-1961 to 16-12-1961		"	"	"
		4 " K. E. Pushpangadan	10-4-1961 to 28-2-1962		"	"	"
		5 " Abdul Gaffur	10-4-1961 to 16-12-1961		"	"	"
		6 " C. M. Velayudhan Nair	10-4-1961 to 26-3-1962		"	"	"
		7 " N. P. Michael	1-5-1961 to 16-12-1961		"	"	"
		8 " A. A. George	1-5-1961 to 16-12-1961		"	"	"
		9 " E. P. Raghavan	12-6-1961 to 28-2-1962		"	"	"
		10 " S. Govindan Nair	12-6-1961 to 16-12-1961		"	"	"
		11 " C. K. Pushkaran	12-6-1961 to 16-12-1961		"	"	"
		12 " P. V. John	12-6-1961 to 26-3-1962		"	"	"

APPENDIX II—contd.

Sl. No.	Designation	Name	Duration of appointment with date	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
TABULATION STAFF							
1	Tabulation Officer	1 Shri P. Gopinatha Pillai	5-4-1961 to 28-2-1962		Rs. 350-20-450-EB-25-475	D. A. & H. R. A. at Central rates	On deputation from the State Statistics Department
2	Statistical Assistant	1 Shri P. Vasudevan Namboodiri	24-4-1961 to 9-1-1962	Rs. 150-250 plus 20% deputation special pay		D.A. at State Government & H.R.A. at Central rates	"
3	Tabulation Assistants	1 Shri P. S. George	16-5-1961 to 14-9-1961		Rs. 168-8-200-EB-8-256-EB-8-280-10-300	D.A. & H.R.A. at Central rates	Recruited through Employment Exchange
		2 Smt. Rachal Daniel	1-6-1961 to 25-7-1961		"	"	"
		3 Shri A. N. Ramakrishnan	1-6-1961 to 9-1-1962		"	"	"
		4 " N. M. Lalu	1-6-1961 to 28-2-1962		"	"	"
		5 Kum. Bessie George	12-8-1961 to 6-1-1962		"	"	"
		6 Shri P. Ravindran	19-9-1961 to 12-1-1962		"	"	"
4	Comptometer Operator	1 Shri K. Raghavan	22-11-1961 to 15-2-1962		Rs. 150 p. m. (Consolidated)	"	Deputed from M/s. P. N. Ganesan Pvt. Ltd., Madras
5	Supervisors	22			Rs. 160 p. m.		
6	Compiler Checkers	44	5-4-1961 to 28-2-1962		Rs. 140 p. m.	(Consolidated)	Recruited through Employment Exchange
7	Sorters	222			Rs. 120 p. m.		

3 REGIONAL TABULATION OFFICE, KOZHIKODE

OFFICE STAFF							
1	Head Clerk-cum-Accountant	1 Shri George Joseph	3-8-1961 to 31-3-1962	Rs. 90-200 plus 20% deputation special pay		D.A. at State Government rates H. R. A. at Central rates	On deputation from the State Secretariat
2	Upper Division Clerk	1 Shri P. P. Govindan Nair	16-12-1960 to 28-2-1962		Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300	D. A. & H.R.A. at Central rate	"
3	Cashier	1 Shri K. R. Jayarajan	21-7-1961 to 28-2-1962		Rs. 110-3-131-4-155-E B-4-175-5-180+special pay Rs. 25 for handling cash	"	Recruited through Employment Exchange

APPENDIX II—contd.

Sl. No.	Designation	Name	Duration of appointment with date	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
4 Supervisors							
	1	Smt. T. Saraswathy Amma	15-1-1962 to 6-5-1963		Rs. 130-5-160-8-200-EB-8-256 EB-8-280-10-300	D.A. & H.R.A. at Central rates	Recruited through Employment Exchange
	2	" G. Rajalekshmy	1-3-1962 to 31-5-1963				"
	3	" P. M. Rugmini Amma	1-2-1964 to 28-7-1964				"
	4	Shri Josey Joseph	13-12-1962 to 28-2-1966				"
	5	" G. Ravindran Pillai	24-11-1961 to 1-10-1962				"
	6	" N. M. Samuel	1-6-1962 to 29-2-1963				"
	7	" T. C. Cheriyan	1-7-1963 to 21-2-1966				"
5 Compilers							
	1	Smt. Alice Kuriakose	15-7-1961 to 29-9-1962		Rs. 110-3-131-4-155-EB-4-175-5-180		"
	2	" Omana John	15-7-1961 to 29-9-1962				"
	3	" K. J. Ganga Bai	15-7-1961 to 24-7-1962				"
	4	" N. Rema Devi	15-7-1961 to 1-3-1962				"
	5	Shri V. Hari Sarma	15-7-1961 to 23-9-1961				"
	6	" S. Venkita Krishnan	15-7-1961 to 7-9-1961				"
	7	" Josey Joseph	15-7-1961 to 12-12-1962				"
	8	Smt. R. Sreedevi	15-7-1961 to 26-7-1961				"
	9	" Mercy Joseph	29-7-1961 to 31-10-1961				"
	10	Shri T. C. Cherian	15-7-1961 to 30-6-1963				"
	11	" P. Y. Hariharan	15-9-1961 to 27-11-1961				"
	12	" P. Abdul Vahab	15-9-1961 to 7-6-1963				"
	13	" H. Subramonia Iyer	20-10-1961 to 12-4-1962				"
	14	Smt. P. K. Kuttiamma	20-10-1961 to 5-2-1962				"
	15	Shri V. S. Krishnamoorthy	20-10-1961 to 13-7-1962				"
	16	Smt K. T. Naithomma	11-12-1961 to 18-7-1962				"
	17	" C. Rajalekshmy Kunji	11-12-1961 to 31-12-1963				"
	18	" P. M. Rugmini Amma	1-3-1962 to 31-1-1964 & 29-7-1964 to 28-2-1966				"

APPENDIX II—contd.

Sl. No.	Designation	Name	Duration of appointment with date	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
5 Compiler	19	Smt. K. Santha Devi	1-3-1962 to 15-3-1962		Rs. 110-3-131-4-155-EB-4-175-5-180	D.A. & H.R.A. at Central rates	Recruited through Employment Exchange
	20	" Bhagavathy Ammal	1-3-1962 to 28-9-1962				"
	21	Shri A. Subramonia Pillai	1-3-1962 to 30-8-1962				"
	22	Smt. J. Vijayammal	1-3-1962 to 22-2-1963				"
	23	Shri John Cheriyan	1-3-1962 to 14-3-1963				"
	24	" Abraham Jacob	1-3-1962 to 29-9-1962				"
	25	Smt. D. Lalitha	1-3-1962 to 31-1-1963				"
	26	Shri N. M. Samuel	1-3-1962 to 31-5-1962 and 1-3-1963 to 14-6-1963				"
	27	" K. V. Ramachandran	1-3-1962 to 17-4-1962				"
	28	" K. V. Raman Namboodiri	1-3-1962 to 31-7-1962				"
	29	" M. V. Sreenivasan	1-3-1962 to 31-7-1962				"
	30	" K. Balakrishnan Nair	11-4-1962 to 23-4-1963				"
	31	" V. C. Padmanabhan Nambiar	11-4-1962 to 28-5-1963				"
	32	Smt. R. Santhakumari	16-4-1962 to 2-6-1962				"
	33	" K. K. Annamma	1-5-1962 to 28-2-1963				"
	34	" P. K. Padmavathy Amma	2-5-1962 to 29-9-1962				"
	35	Shri N. G. Krishna Kurukkal	18-5-1962 to 28-2-1966				"
	36	" K. C. George	16-8-1962 to 17-9-1962				"
	37	" Jacob Mathew	16-8-1962 to 12-12-1962				"
	38	" N. Krishna Moothathu	16-8-1962 to 14-9-1962				"
	39	Smt. S. Leela	16-8-1962 to 12-11-1962				"
	40	Shri M. V. George	16-8-1962 to 29-3-1963				"
	41	Smt. P. Saraswathy	16-8-1962 to 19-3-1964				"
	42	Shri P. Peethambaran	5-9-1962 to 29-11-1962				"
	43	Smt. L. Mayadevi	19-9-1962 to 31-3-1963				"
	44	" Catherine Cardoz	4-10-1962 to 31-1-1963				"

APPENDIX II—contd.

Sl. No.	Designation	Name	Duration of appointment with date	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
4	Typist	1 Shri V. Krishnan	25-4-1961 to 28-2-1962		Rs. 110-3-131-4-155 EB-4-175-5-180	D. A. & H.R.A. at Central rates	Recruited through Employment Exchange
5	Record Keeper	1 Shri P. Gangadharan	20-7-1961 to 28-2-1962			"	"
6	Daftry	1 Shri P. Ali	5-4-1961 to 28-2-1962		Rs. 75-1-85-EB-2-95	"	"
7	Peons	1 Shri M. Ramadas	23-11-1960 to 31-1-1962		Rs. 70-1-80-EB-1-85	"	"
		2 " A. P. Ittiri	15-3-1961 to 28-3-1962		"	"	"
		3 " T. V. Gopalan	18-3-1961 to 1-6-1961		"	"	"
		4 " P. Narayana Menon	18-3-1961 to 7-12-1961		"	"	"
		5 " V. Sami	3-6-1961 to 7-12-1961 & 3-2-1962 to 28-2-1962		"	"	"
		6 " P. P. Jacob	12-4-1961 to 7-12-1961		"	"	"
		7 " K. K. Mohammed	3-6-1961 to 31-3-1962		"	"	"
		8 " N. Sreedharan Nair	13-6-1961 to 7-12-1961		"	"	"
		9 " M. Madhavan	12-4-1961 to 13-6-1961		"	"	"
		10 " K. Sekharan Eradi	3-6-1961 to 7-12-1961		"	"	"
		11 " T. K. Suryanarayanan	3-6-1961 to 7-12-1961		"	"	"
		12 " T. Damodaran	3-6-1961 to 7-12-1961		"	"	"
		13 " T. V. Gopalan	16-6-1961 to 7-12-1961		"	"	"
TABULATION STAFF							
1	Tabulation Officer	1 Shri H. Padmanabha Iyer	5-4-1961 to 28-2-1962		Rs. 350-20-450-EB-25-475	D.A. at State Govt. rates & H.R.A. at Central rates	On deputation from the Statistics Department
2	Statistical Assistants	1 Shri C. R. Parameswaran	21-6-1961 to 31-12-1961	Rs. 150-250+20% deputation special pay		D.A. at State Govt. rates & H.R.A. at Central rates	Recruited through Employment Exchange
3	Tabulation Assistants	1 Shri V. Venkitachalam	27-5-1961 to 7-1-1962		Rs. 168-8-200-EB-8-256-EB-8-280-10-300	D. A. & H.R.A. at Central rates	"
		2 " K. P. Valsalan	1-6-1961 to 7-1-1962		"	"	"
		3 " K. M. Mani	5-6-1961 to 7-1-1962		"	"	"

APPENDIX II—contd.

Sl. No.	Designation	Name	Duration of appointment with date	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
3	Tabulation Assistants	4 Kum. Bessie George	15-6-1961 to 10-8-1961		Rs. 68-8-200-EB-8-256-EB-8-280-10-300	D. A. & H.R.A. at Central rates	Recruited through Employment Exchange
		5 Shri K. Kesava Pillai	10-8-1961 to 11-11-1961		"	"	"
		6 Smt. L. Chandrika Devi	15-11-1961 to 4-1-1962		"	"	"
4	Comptometer-Operator	1 Shri K. P. Achuthankutty	22-11-1961 to 28-2-1962		Rs. 150 p. m. (consolidated)		Deputed from M/s P. N. Ganesan Pvt. Ltd., Madras
5	Supervisors	23	5-4-1961 to 28-2-1962		Rs. 160 p. m.	(Consolidated)	Recruited through Employment Exchange
6	Compiler-Checkers	47			Rs. 140 p. m.		
7	Sorters	235			Rs. 120 p. m.		
(d) Central Tabulation Staff							
1	Central Tabulation Officer	1 Shri B. Thrivikraman Pillai	2-11-1961 to 21-9-1962		Rs. 350-20-450-EB-25-475	D. A. & H.R.A. at Central rates	On deputation from the Statistics Department Kerala
2	Statistical Assistants	1 Shri K. Gopinathan	15-11-1961 (continues)		Rs. 210-10-240-15-320-EB-15-425	"	Recruited through Employment Exchange
		2 " A. N. Ramakrishnan	11-1-1962 to 24-6-1963		"	"	"
		3 " M. Ravindranatha Kurup	15-1-1962 to 22-10-1962		"	"	"
		4 " N. M. Lalu	1-3-1962 to 1-5-1962		"	"	"
		5 " D. Narayanan Namboodiri	10-9-1963 to 28-10-1963		"	"	"
		6 " M. Peethambaran	13-12-1962 (continues)		"	"	"
		7 " E. C. Varghese	1-2-1964 to 28-2-1966		"	"	"
3	Tabulation Assistants	1 Shri D. Narayanan Namboodiri	11-6-1962 to 9-9-1963		Rs. 168-8-200-EB-8-256-EB-8-280-10-300	"	"
		2 " M. Peethambaran	1-6-1962 to 12-12-1962		"	"	"
		3 " R. Padmanabhan	11-6-1962 to 17-7-1962		"	"	"
		4 " E. C. Varghese	23-7-1962 to 31-1-1964		"	"	"
		5 Smt. G. Rajalekshmy	1-6-1963 to 28-2-1966		"	"	"
		6 " T. Saraswathy Amma	1-2-1964 to		"	"	"
		7 " L. Mayadevi	1-4-1963 to 28-2-1966		"	"	"
		8 " C. Kamalam	1-2-1964 to 28-2-1966		"	"	"
		9 Shri Jacob Mathew	13-12-1962 to 28-2-1963		"	"	"

APPENDIX II—contd.

Sl. No.	Designation	Name	Duration of appointment with date	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
5	Compilers	45 Smt. L. Savithri	4-10-1962 to 16-8-1963		Rs. 110-3-131-4-155-EB-4-175-5-180	D. A. & H.R.A. at Central rates	Recruited through Employment Exchange
		46 Shri K. Ramesan	4-10-1962 to 2-2-1963				
		47 Smt. V. S. Thulasi Bai	4-10-1962 to 10-8-1964				
		48 Shri K. Krishnan Unnithan	1-12-1962 to 28-2-1966				
		49 „ K. Divakaran	1-12-1962 to 28-1-1963				
		50 Smt. B. Silaja Devi	29-1-1963 to 24-4-1963				
		51 „ Zibemol Thomas	2-2-1963 to 24-9-1963				
		52 Shri K. Mohanachandran	2-2-1963 to 17-4-1963				
		53 Smt. C. Kamalam	20-6-1963 to 31-1-1964				
		54 „ C. Saramma	20-6-1963 to 29-5-1964				
		55 „ K. A. Eliswa	20-6-1963 to 7-1-1964				
		56 Shri K. Ravindran Pillai	24-6-1963 to 29-6-1963				
		57 „ D. Sukumaran Thampy	24-6-1963 to 16-8-1963				
		58 „ G. Surendran Pillai	24-6-1963 to 29-2-1964				
		59 Smt. A. Radhamma	1-7-1963 to 23-10-1963				
		60 „ N. Vijayalekshmy	8-7-1963 to 7-7-1965				
		61 Shri V. D. Varghese	8-7-1963 to 3-5-1965				
		62 „ K. Sivaramakrishna Iyer	15-7-1963 to 28-2-1966				
		63 Smt. P. Sarada	4-9-1963 to 28-2-1966				
		64 Shri M. S. Pavithran	1-10-1963 to 30-6-1964				
		65 „ S. Ramachandran	7-10-1963 to 24-6-1964				
		66 „ G. Balakrishnan Nair	1-3-1964 to 28-2-1966				
		67 Smt. K. Sulabhamma	1-3-1964 to 28-2-1966				
		68 „ M. Ambujakshy Amma	1-3-1964 to 28-2-1966				
		69 Shri E. J. Varghese	1-3-1964 to 28-2-1966				
		70 Smt. N. Radhabai	1-3-1964 to 28-2-1966				
		71 „ L. Retnabai Amma	1-3-1964 to 28-2-1966				

APPENDIX II—contd.

Sl. No.	Designation	Name	Duration of appointment with date	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
5	Compilers	72 Shri T. Kandan Koran	1-3-1964 to 28-2-1966		Rs. 110-3-131-4-155-EB-4-175-5-180	D. A. & H.R.A. at Central rates	Recruited through Employment Exchange
		73 „ N. Sreedharan Nair	1-3-1964 to 28-2-1966				
		74 „ A. Thankappan	19-8-1964 to 28-2-1966				
		75 „ V. Subramoniam	19-8-1964 to 9-7-1965				
		76 „ P. G. Haridas	1-9-1964 to 28-2-1966				
		77 „ R. Divakaran Nair	4-11-1964 to 14-7-1965				
6	Typists	1 Shri N. Kuttan Pillai	8-8-1961 to 19-1-1963				
		2 Smt. D. Kamalamma	2-3-1963 to 20-9-1965		Rs. 120 (Consolidated)	Nil	
7	Sorters	1 Shri N. G. Krishna Kurukkal	1-5-1962 to 17-5-1962				
		2 „ S. Stephenson	1-5-1962 to 27-8-1963				
		3 „ G. Balakrishnan Nair	1-5-1962 to 29-2-1964				
		4 Smt. B. Sukumari Amma	1-5-1962 to 18-9-1962 & 29-1-1963 to 28-2-1963				
		5 „ P. Leelavathy	1-5-1962 to 1-12-1962				
		6 „ K. Sulabhamma	1-5-1962 to 29-2-1964				
		7 Shri N. Balakrishnan Nair	1-5-1962 to 15-6-1962				
		8 „ S. Sivaraman Nair	1-5-1962 to 28-12-1962				
		9 „ D. Sadasivan Pillai	1-5-1962 to 28-9-1962				
		10 „ E. J. Varghese	1-5-1962 to 29-2-1964				
		11 „ M. C. Ramachandran Nair	1-5-1962 to 9-11-1962				
		12 „ M. K. Ramakrishnan	1-5-1962 to 16-6-1962				
		13 Smt. P. K. Sarojini Devi	1-5-1962 to 17-5-1962				
		14 Shri C. V. Elsy	1-5-1962 to 9-5-1962				
		15 Smt. M. Ambujakshy Amma	1-5-1962 to 29-2-1964				
		16 Shri P. K. Gopalakrishnan Nair	1-5-1962 to 28-2-1963				
		17 Smt. P. Bharathy Kutty	1-5-1962 to 17-12-1962				
		18 Shri C. R. Parameswara Iyer	1-5-1962 to 31-5-1962				

APPENDIX II—*contd.*

Sl. No.	Designation	Name	Duration of appointment with date	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
7	Sorters	19 Shri K. V. Kelukutty	1-5-1962 to 10-5-1963		Rs. 120 (Consolidated)	Nil	Recruited through Employment Exchange
		20 Smt. N. Radha Bai	1-5-1962 to 29-2-1964				
		21 „ L. Retnabai Amma	1-5-1962 to 29-2-1964				
		22 Shri V. T. John	1-5-1962 to 10-10-1962				
		23 „ N Venkitaramana Rao	1-5-1962 to 31-10-1962				
		24 „ M. Jose Kutty	1-5-1962 to 18-6-1962				
		25 „ T. N. Padmanabhan Nair	1-5-1962 to 16-6-1962				
		26 „ T. Kandan Koran	1-5-1962 to 29-2-1964				
		27 „ V. Rama Pal	1-5-1962 to 14-5-1962				
		28 Smt. T. Saraswathy Amma	1-5-1962 to 14-12-1962				
		29 Shri N. Sreedharan Nair	18-6-1962 to 29-2-1964				
		30 „ K. Sasidharan Nair	18-6-1962 to 19-10-1962				
		31 Smt. P. Ammini	18-6-1962 to 17-9-1962				
		32 Shri J. Sukumaran Nair	25-6-1962 to 22-8-1962				
		33 „ R. Ramakrishnan Nair	25-6-1962 to 10-10-1962				
		34 Smt. K. N. Rajamma	25-6-1962 to 28-2-1963				
		35 „ M. T. Janamma	25-6-1962 to 7-12-1962				
		36 „ K. M. Achamma	25-6-1962 to 29-2-1964				
		37 Shri P. G. Haridas	30-6-1962 to 29-2-1964				
		38 Smt. A. Radhamma	1-11-1962 to 20-11-1962				
		39 „ L. Meenakshy Amma	5-11-1962 to 28-2-1963				
		40 Shri S. Pankajakshan Nair	12-11-1962 to 28-2-1963				
		41 „ S. Kuppuswamy	12-11-1962 to 28-2-1963				
		42 Smt. S. Sreemathy Amma	12-11-1962 to 28-2-1963				
		43 „ G. C. Sarojini	16-11-1962 to 28-2-1963				
		44 Shri D. Subbiah	16-11-1962 to 28-2-1963				
		45 Smt. Cicily Paul	1-12-1962 to 29-1-1963				
		46 „ P. C. Sarojini Amma	28-2-1963				

APPENDIX II—*concl.*

Sl. No.	Designation	Name	Duration of appointment with date	Scale of pay State	Scale of pay Central	Allowances if any	Remarks
1	2	3	4	5	6	7	8
8	Peons	1 Shri K. Sivasankaran Nair	1-3-1962 to 28-2-1966		Rs. 70-1-80-EB-1-85	D.A. & H.R.A. at Central rates	Recruited through Employment Exchange
		2 „ A. Sadasivan	1-5-1962 to 28-2-1966				
		3 „ V. Madhavan	1-5-1962 to 28-2-1963				
		4 „ M. Manian Asari	1-5-1962 to 7-8-1962				
		5 „ C. Gopalakrishnan Nair	1-5-1962 to 28-2-1963				
		6 „ K. Sukumaran	5-12-1962 to 28-2-1963				

ANNEXURE
NUMBER OF SANCTIONED POSTS IN THE OFFICE OF THE SUPERINTENDENT OF CENSUS
OPERATIONS, KERALA FROM 1959-60 TO 1965-66 OTHER THAN
HOUSELIST TABULATION STAFF

Sl. No.	Name of post	Number of posts							Scale of pay (Central)
		1959-60	1960-61	1961-62	1962-63	1963-64	1964-65	1965-66	
1	Administration Wing	3	4	5	6	7	8	9	10
1	Head Assistant	1 (From 2-4-59)	1	1	1	1	1	1	Rs. 350-20-450-EB-25-475
2	Upper Division Clerk	2 (From 23-5-59)	6	6	6	3	3	3	Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300
3	Accountant-cum-Cashier	1 (From 12-12-59)	1	1 (upto 14-5-61)	...	...	...	...	plus a special pay of Rs. 15 p. m.
4	Lower Division Clerk	2 (From 2-4-59)	4	4	2	5	5	4	Rs. 110-3-131-4-155-EB-4-175-5-180
5	Accountant	...	...	1 (From 15-5-61)	1	1	1	1	Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300
6	Cashier	...	...	1 (From 15-5-61)	1	1	1	1	Rs. 110-3-131-4-155-EB-4-175-5-180 plus a special pay of Rs. 15 p. m.
7	Stenographer	1 (From 5-3-59)	2	2	3	3	3	2 (one upto 30-4-65)	Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300
8	Research Assistant	...	...	1 (From 10-4-61)	1 (upto 20-7-62)	...	...	...	Rs. 250 (Fixed)
9	Senior Research Assistant	...	...	...	1 (From 21-7-62)	1	1	1 (upto 30-4-65)	Rs. 250-10-290-15-320-EB-15-38
10	Junior Research Assistant	...	...	...	1 (From 10-8-62)	1	1	1 (upto 31-3-65)	Rs. 225 (Fixed)
11	Scrutiny Assistant	...	...	...	1 (From 10-8-62)	1	1	1	Rs. 225 (Fixed)
12	Socio-Economic Investigator	...	2 (From 21-9-60)	5	5	4	4	4	Rs. 210-10-290-15-320-EB-15-425
13	Statistical Assistant	2 (One from 12-5-59, 18-5-59)	3	3 (2 upto 4-4-61)	1	1	1	1	"
14	Upper Division Compiler	...	2 (From 19-9-60)	2	2	2	2	2	Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300
15	Upper Division Typist	...	1 (From 1-8-60)	1	1	1	1	1	"
16	Lower Division Typist	1 (From 24-10-59)	1	1	2	3	4	4	Rs. 110-3-131-4-155-EB-4-175-5-180
17	Draftsman	2 (From 12-12-59)	2	4	4	4	4	4	Rs. 150-5-175-6-2-EB-7-240
18	Proof Reader	...	...	...	...	2 (From 16-5-64)	2	2	"

ANNEXURE—concl.

Sl. No.	Name of post	Number of posts							Scale of pay (Central)
		1959-60	1960-61	1961-62	1962-63	1963-64	1964-65	1965-66	
1	2	3	4	5	6	7	8	9	10
19	Copy Holder	...	...	...	...	...	1 (From 16-5-64)	1	Rs. 110-3-131-4-155-EB-4-175-5-180
20	Driver	1 (From 13-2-60)	1	1	1	1	1	1	Rs. 110-3-131-4-139
21	Daftry	1 (From 1-9-59)	1	1	1	1	1	1	Rs. 75-1-85-EB-2-95
22	Peon	4	8	8	8	8	8	8	Rs. 70-1-80-EB-1-85
23	Watcher	1 (From 10-8-59)	1	1	1	1	1	1	do
24	Gardener	...	1 (From 7-2-61)	1	1	1	1	1	do
Tabulation Wing									
1	Central Tabulation Officer	...	...	1 (From 2-11-61)	1 (Upto 21-9-62)	...	...	...	Rs. 350-20-450-EB-25-475
2	Statistical Assistant	...	...	3	3	3	3	3	Rs. 210-10-290-15-320-EB-15-425
3	Tabulation Assistant	...	...	...	3	3	4	3	Rs. 168-8-200-EB-8-256-EB-8-280-10-300
4	Supervisor	...	...	1	2	2	2	2	Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300 later fixed at Rs. 165 p. m. (consolidated)
5	Compiler	...	...	...	1	1	1	...	Rs. 160 p. m. (consolidated)
6	Sorter	...	...	12	25	19	19	18	Rs. 110-3-131-4-155-EB-4-175-5-180
7	Lower Division Typist	...	...	...	28 (From 1-5-62)	12	...	...	Rs. 120 p. m. (consolidated) later enhanced to Rs. 125 p. m. (consolidated)
8	Peon	...	...	...	5	2	2	2	Rs. 110-3-131-4-155-EB-4-175-5-180 (Upto 20-9-65)

APPENDIX III
STATEMENT SHOWING THE NUMBER AND COST OF FURNITURE ARTICLES PURCHASED FOR
HOUSING TABULATION OFFICE AND REGIONAL TABULATION OFFICES AND
AMOUNTS REALISED BY THEIR DISPOSAL.

(i) Housing Tabulation Office			
Item	No.	Price per unit	Total cost
1	2	3	4
1 Office tables (JW) 4' x 2½' x 2½'	2		96.00
2 Office tables (TW) 4' x 2½' x 2½'	2	48.00	129.00
3 Tables without drawers (JW) 4' x 4' x 2½'	28	64.50	1,260.00
4 Arm chairs with rattened seat and back (JW)	2	45.00	40.00
5 Arm chairs with rattened seat and back (TW)	2	20.00	144.00
6 Armless chairs with plywood seat (JW)	6	24.00	616.00
7 Tin boxes 30 gauge 16" x 12" x 12" high heeled do.	56	11.00	189.00
8 Locks and keys tiger brand - small	28	6.75	678.00
9	92	7.37	78.00
	120	0.65	
Total cost			3,230.00

Note: All the items of furniture were transferred to the Regional Tabulation Office, Trivandrum
 JW — Jack wood
 TW — Teak wood

(ii) Regional Tabulation Office, Trivandrum						
Sl. No.	Item	Number	Cost per unit	Total cost	Amount realised by their disposal	Remarks
1	2	3	4	5	6	7
			Rs.	Rs.	Rs.	
1	Officer's table with rexine top 5' x 3' x 2½' (T.W.)	1	238.50	238.50	...	Transferred to the Office of the Superintendent of Census Operations
2	Officer's chair (T.W.)	1	37.00	37.00	...	do.
3	Office tables with drawers 4' x 2½' x 2½' (T.W.)	2	64.50	129.00	...	do.
4	Arm chairs with rattened seat and back (T.W.)	7	70.00	490.00	...	do.
5	Tables with 2 drawers 4' x 2½' x 2½' (J.W.)	6	24.00	144.00	...	do.
	"	9	29.00	261.00	...	do.
	"	7	41.25	288.75	...	do.
	"	*7	41.25	288.75	259.87	Sold to the P & T Department
	"	1	41.25	27.50	...	do.
	"	*2	48.00	96.00	86.40	do.

APPENDIX III—contd.

Sl. No.	Item	Number	Cost per unit	Total cost	Amount realised by their disposal	Remarks
1	2	3	4	5	6	7
			Rs.	Rs.	Rs.	
6	Tables without drawers (J.W.) 42" x 34" x 30"	4	16.00	64.00	...	Transferred to the Office of the Superintendent of Census Operations
	"	*41	16.00	656.00	590.40	Sold to the P & T Department
7	Tables without drawers (J.W.) 4' x 4' x 2½'	11	16.00	176.00	136.50	do.
	"	*28	45.00	1,260.00	1,134.00	do.
8	Tables without drawers (J.W.) 3½' x 3½' x 2½'	*6	23.00	138.00	124.20	do.
9	Arm chairs with rattened seat and back (J.W.)	2	23.00	46.00	36.50	Transferred to the Office of the Superintendent of Census Operations
	"	6	14.40	86.40	...	Sold to the P & T Department
	"	*8	14.40	115.20	103.68	do.
	"	1	14.40	14.40	13.25	do.
	"	*2	20.00	40.00	36.00	Transferred to the Office of the Superintendent of Census Operations
10	Armless chairs with plywood seat (J.W.)	3	8.00	24.00	...	Sold to the P & T Department
	"	51	8.00	408.00	244.25	do.
	"	*32	8.00	256.00	230.40	do.
	"	*56	11.00	616.00	554.40	Transferred to the Office of the Superintendent of Census Operations
11	Armless chairs (J.W.) with J. W. seat	2	10.75	21.50	...	Sold to the P & T Department
	"	*12	10.75	129.00	116.10	do.
	"	2	10.75	21.50	10.00	do.
12	Typist's table (T.W./R.W.) 3½' x 2½' x 2½'	1 (T.W.)	98.00	98.00	...	Transferred to the Office of the Superintendent of Census Operations
13	Typist's chair (T.W.)	1	22.00	22.00	...	do.
14	Benches (J.W.) 36" x 18" x 18"	2	16.25	32.50	...	do.
15	Benches small (J.W.) ½' x 1' x 1'	3	9.00	27.00	...	do.
	"	*21	9.00	189.00	170.10	Sold to the P & T Department
	"	1	9.00	9.00	3.00	do.
16	Tables—Dining (J.W.) 4' x 2½' x 2½'	4	19.00	76.00	...	Transferred to the Office of the Superintendent of Census Operations
17	Benches—Dining (J.W.) 4' x 2½' x 1½'	4	16.00	64.00	...	do.
18	Cup board (J.W.) 4½' x 2½' x 1½'	1	84.75	84.75	...	do.
19	Stools (T.W.) 15" x 18" x 18"	2	9.25	18.50	...	do.
20	Stools (J.W.) 15" x 18" x 18"	10	7.50	75.00	...	do.
21	Office trays (T.W./R.W.) 18" x 12" x 14"	2	5.00	10.00	...	do.
22	Office trays (J.W.) 18" x 12" x 14"	6	6.50	39.00	...	do.
23	Record racks (J.W.) 6½' x 3' x 1½'	2	52.55	105.10	...	do.

APPENDIX III—contd.

Sl. No.	Item	Number	Cost per unit	Total cost	Amount realised by their disposal	Remarks
1	2	3	4	5	6	7
24	Pigeon hole shelves (M. W.) Big and Medium	*2 (big)	Rs. 48.00	Rs. 96.00	Rs. 86.40	Sold to the P & T Department
	"	*10 (Medium)	22.50	225.00	202.50	do.
	"	4 ()	22.50	90.00	...	Transferred to the Office of the Superintendent of Census Operations
25	Pigeon hole shelves (MW) 1 x h x d = 32" x 21½" x 8"	*58	9.50	551.00	495.90	Sold to the P & T Department
	"	42	9.50	399.00	60.25	do.
	"	16	9.50	152.00	...	Transferred to the Office of the Superintendent of Census Operations
26	Tin boxes—30 gauge 16" x 12" x 12"	28	6.75	189.00	...	do.
27	Tin boxes—30 gauge 15" x 15" x 10"	72	7.37	678.04	...	do.
28	Locks and keys (Tiger brand)	170	6.00	1,020.00	...	do.
29	Wall clocks — Scientific Regulator 'A'	56	0.65	36.40	67.50	do.
30	Fire Extinguishers 'Fire freeze' Brand—Soda Acid Type 2 gln. capacity	194	0.48	93.12	...	do.
	"	3	84.00	252.00	259.50	do.
31	Arco iron safe with duplicate keys h x w x d = 21" x 17" x 17"	1	65.00	65.00	...	Transferred to the Office of the Superintendent of Census Operations
	"	*1	65.00	65.00	58.50	Sold to the P & T Department
32	Notice board with glass shutters 3' x 2'	1	285.00	285.00	...	Transferred to the Office of the Superintendent of Census Operations
33	Name board zinc / J. W.	1	27.00	27.00	24.00	do.
	"	*1	46.00	46.00	41.40	Sold to the Labour Commissioner
(iii) Regional Tabulation Office, Ernakulam						
1	Officer's table with rexine top 5' x 3' x 2½' (T. W.)	*1	147.50	147.50	132.75	Sold to the P & T Department
2	Officer's chair (J. W.)	*1	22.75	22.75	20.48	do.
3	Office tables with drawers 4' x 2½' x 2½' (T. W.)	*2	77.75	155.50	139.95	do.
4	Arm chairs with rattened seat and back (T. W.)	*7	76.50	535.50	481.95	do.
	"	*6	18.25	109.50	98.95	do.
5	Tables with 2 drawers 4' x 2½' x 2½' (J. W.)	*9	19.00	171.00	153.90	do.
6	Tables without drawers (J. W.) 42" x 34" x 30"	*26	40.00	1,040.00	936.00	do.
	"	*63	31.00	1,953.00	1,757.70	do.
7	Arm chairs with rattened seat and back (J. W.)	92	31.00	2,852.00	1,102.00	do.
	"	*23	21.70	499.10	449.19	do.
	"	3	21.70	65.10	31.00	do.

APPENDIX III—contd.

Sl. No.	Item	Number	Cost per unit	Total cost	Amount realised by their disposal	Remarks
1	2	3	4	5	6	7
			Rs.	Rs.	Rs.	
8	Armless chairs with plywood seat (J. W.)	*100	12.50	1,250.00	1,125.00	Sold to the P & T Department
9	Typist's table (T. W.) 3½' x 2½' x 2½'	165	12.50	2,075.00	792.75	Transferred to the Office of the Superintendent of Census Operations
	"	1	127.75	127.75	...	do.
10	Typist's chair (T. W.)	1	19.75	19.75	20.00	Sold to the P & T Department
11	Benches (J. W.) 36" x 18" x 18"	2	22.75	45.50	104.40	do.
12	Tables—Dining (J. W.) 4' x 2½' x 2½'	*2	58.00	116.00	62.00	do.
	"	3	58.00	174.00	93.60	do.
13	Benches—Dining (J. W.) 4' x 2½' x 1½'	*4	26.00	104.00	50.00	do.
	"	6	26.00	156.00	168.75	do.
14	Cup board (J.W.) 4½' x 2½' x 1½'	*1	137.50	137.50	16.65	do.
15	Stools (T. W.) 15" x 18" x 18"	*2	9.25	18.50	72.00	do.
16	Stools (J. W.) 15" x 18" x 18"	*10	8.00	80.00	13.95	do.
17	Office trays (T. W./R. W.) 18" x 12" x 14"	*2	7.75	15.50	37.80	do.
18	Office trays (J.W.) 18" x 12" x 14"	*6	7.00	42.00	193.50	Sold to the P & T Department
19	Record racks (J. W.) 6½' x 3' x 1½'	*2	107.50	205.00	257.00	do.
20	Pigeon hole shelves (M. W.) 1 x h x d = 32" x 21½" x 8"	222	18.00	3,996.00	1,237.00	do.
21	Tin boxes 30 gauge 15" x 15" x 10"	488	6.50	3,172.00	...	Sold along with the tin boxes
22	Locks and keys (Tiger brand)	488	0.50	244.00	...	Transferred to the Office of the Superintendent of Census Operations
23	Wall clocks—Scientific Regulator 'A'	3	84.00	252.00	...	Sold to the P & T Department
24	Fire extinguishers 'Fire freeze' brand soda acid type 2 gln. capacity	*3	65.00	195.00	175.50	do.
25	Arco iron safe with duplicate keys h x w x d = 21" x 17" x 17"	1	285.00	285.00	...	Transferred to the Office of the Superintendent of Census Operations
	"	*2	20.00	40.00	36.00	Sold to the P & T Department
26	Name Board zinc					do.
(iv) Regional Tabulation Office, Calicut						
1	Officer's table with rexine top 5' x 3' x 2½' (R. W.)	*1	220.00	220.00	198.00	Sold to the P & T Department
2	Office tables with drawers 4' x 2½' x 2½' (R. W.)	*8	90.00	720.00	648.00	do.
	"	*1	79.00	79.00	71.10	do.
3	Arm chairs with rattened seat and back (R. W.)	*9	19.00	171.00	153.90	do.
	"	*6	16.00	96.00	86.40	do.
	"	1	16.00	16.00	13.50	do.
4	Tables without drawers (J. W.) 42" x 34" x 30"	*15	26.00	390.00	351.00	do.
	"	179	26.00	4,624.00	1,914.25	do.

APPENDIX III—*concl'd.*

Sl. No.	Item	Number	Cost per unit	Total cost	Amount realised by their disposal	Remarks
1	2	3	4	5	6	7
5	Arm chairs with rattened seat and back (J. W.)	*12	Rs. 16.00	Rs. 192.00	Rs. 172.80	Sold to the P & T Department
6	Armless chairs with plywood seat (J. W.)	16	16.00	256.00	195.75	
	"	*60	11.00	660.00	594.00	
7	Typist's table (R. W.) 3½' x 2½' x 2½'	*224	11.00	2,454.00	1,376.25	do.
8	Typist's chair (R. W.)	*1	46.00	46.00	41.40	do.
9	Benches (R. W.) 36" x 18" x 18"	*1	15.00	15.00	13.50	do.
10	Tables—Dining (J. W.) 4' x 2½' x 2½'	*2	22.00	44.00	39.60	do.
11	Benches—Dining (Jg. W.) 4' x 2½' x 1½'	*4	29.00	116.00	104.40	do.
	"	*4	16.00	64.00	57.60	do.
12	Cup board (R.W.) 4½' x 2½' x 1½'	*4	16.00	64.00	51.00	do.
13	Stools (R. W.) 15" x 18" x 18"	*1	85.00	85.00	76.50	do.
	"	*6	7.00	42.00	37.80	do.
	"	4	7.00	28.00	35.00	do.
14	Office trays (T.W./R.W.) 18" x 12" x 14"	2	8.50	17.00	43.20	do.
15	Record racks (R. W.) 6½' x 3' x 1½'	*8	6.00	48.00	180.00	do.
16	Record racks (C. W.) 1' x 4' x 2½'	*2	100.00	200.00	144.75	do.
17	Pigeon hole shelves (M. W.) 1 x h x d = 32" x 2½" x 8"	38	11.00	418.00	171.00	do.
	"	*10	19.00	190.00	279.00	do.
18	Tin boxes 30 gauge 15" x 15" x 10"	226	19.00	4,294.00	1,374.25	230 locks were sold along with the boxes Sold to the P & T Department
19	Locks and keys (Tiger brand)	576	6.50	3,774.00	1,374.25	
	"	296	0.50	148.00	35.50	
20	Wall clocks—Scientific Regulator 'A'	*2	88.00	196.00	65.50	do.
21	Fire extinguishers 'Fire freeze' brand soda acid type 2 gln. capacity	*3	88.00	264.00	175.50	do.
22	Arco iron safe with duplicate keys h x w x d = 21" x 17" x 17"	1	65.00	65.00	...	Transferred to the Office of the Superintendent of Census Operations
23	Name board zinc/J.W./C.W.	3	285.00	855.00	...	
24	Buckets zinc	2	12.00	24.00	10.00	
25	Bamboo thattis	16	4.25	68.00	7.75	
			7.00	112.00	5.94	

TW — Teak wood
RW — Rose wood
JW — Jack wood

JgW — Jungle wood
MW — Mango wood
CW — Country wood

*Articles of furniture sold to the P & T Department, Kerala Circle and to the Labour Commissioner, Government of Kerala at the book value less depreciation charges at the rate of 10 per cent of the book value.

APPENDIX IV

STATEMENT SHOWING THE STATIONERY ARTICLES SUPPLIED TO THE HOUSING TABULATION OFFICE, THE REGIONAL TABULATION OFFICES AND CENTRAL TABULATION OFFICE

Sl. No.	Description of stationery articles	Housing Tabulation Office	Regional Tabulation Office			Total Tabulation Offices	Central Tabulation Office (up to 31-8-1955)	Total
1	2	3	4	5	6	7	8	9
1	Routine note sheet books	...	67 Nos.	67 Nos.	67 Nos.	201 Nos.	72 Nos.	273 Nos.
2	Ruled book- 1 quire	20 Nos.	1 "	1 "	1 "	23 "	37 "	60 "
3	Ruled book- 2 quires	...	1 "	1 "	1 "	3 "	...	3 "
4	Unruled book- 2 quires	...	177 "	294 "	314 "	785 "	11 "	796 "
5	Unruled book- 3 quires	...	1 "	1 "	1 "	3 "	...	3 "
6	Writing paper cream wove F'cap	...	125 sheets	125 sheets	125 sheets	375 sheets	...	375 sheets
7	Bleached paper ruled F'cap	...	5 reams	5 reams	5 reams	15 reams	...	15 reams
8	Writing paper cream laid F'cap	144 sheets	...	100 sheets	...	244 sheets	160 sheets	404 sheets
9	Paper bleached single F'cap	...	...	240 "	480 sheets	720 sheets	850 "	1,570 sheets
10	" Double F'cap	...	...	...	...	...	560 "	560 sheets
11	Blotting paper	...	512 sheets	728 sheets	756 sheets	1,996 sheets	...	1,996 sheets
12	Typewriting paper F'cap Folio	...	15 reams	15 reams	15 reams	45 reams	*...	45 reams
13	Carbon T.W. brief size black one side	...	22½ quires	22½ quires	22½ quires	67½ quires	*..	67½ quires
14	Stencil paper	...	1 "	1 "	2 "	4 "	*..	4 quires
15	Envelope S. E. 4	...	50 Nos.	50 Nos.	50 Nos.	150 Nos.	...	150 Nos.
16	" S. E. 6	...	50 "	50 "	50 "	150 "	...	150 "
17	" S. E. 7	...	540 "	710 "	1,210 "	2,460 "	...	2,460 "
18	Chit books	...	2 "	2 "	2 "	6 Nos.	6 Nos.	12 "
19	Dupligrph white paper	...	2 quires	2 quires	2 quires	6 quires	...	6 quires
20	Casing paper Kraft Double Imperial	...	7 reams	10 reams	10 reams	27 reams	...	27 reams
21	Brown casing paper	...	25 sheets	36 sheets	372 sheets	433 sheets	...	433 sheets
22	Pen holders-clerical	...	1,374 sheets	2,757 sheets	3,216 sheets	7,347 sheets	174 sheets	7,521 sheets
23	Pen nibs steel-medium	...	15 Nos.	15 Nos.	15 Nos.	45 Nos.	15 Nos.	60 Nos.
24	Pencil lead-ordinary	...	24½ dozen	24½ dozen	24½ dozen	73½ dozen	6½ dozen	80 dozen
25	Pencil-Red & Blue	120 Nos.	1,737 Nos.	...	3,073 Nos.	4,930 Nos.	180 Nos.	5,110 Nos.
26	Pencil-Red	...	7 "	7 Nos.	7 "	21 "	...	21 "
27	Pencil-Blue	214 Nos.	572 "	959 "	1,021 "	2,766 "	195 Nos.	2,961 "
28	Pencil-Green	154 "	144 "	...	...	298 "	171 "	469 "
29	Pencil-Brown	154 "	572 "	959 Nos.	1,021 Nos.	2,706 "	...	2,706 "
30	Eraser-Ink & Pencil	432 "	144 "	...	...	576 "	...	576 "
31	Eraser-India Rubber pointed	218 Nos.	6 "	6 Nos.	6 Nos.	18 "	...	18 "
32	Eraser large for T.W.	...	12 "	6 "	12 "	30 "	...	30 "
33	Inkpowder (to make 24 Oz.)	...	3 pkts.	3 pkts.	3 pkts.	9 pkts.	1 pkt.	10 pkts.
34	Ink-Fountain Pen	...	...	...	...	...	3 phials	3 phials
35	Ink Glass 2" x 2"	...	12 Nos.	12 Nos.	12 Nos.	36 Nos.	3 Nos.	39 Nos.

APPENDIX IV—concl'd.

Sl No.	Description of stationery articles	Housing Tabulation Office	Regional Tabulation Office			Total Tabulation Offices	Central Tabulation Office (up to 31-8-1965)	Total
			Trivandrum	Ernakulam	Kozhikode			
1	2	3	4	5	6	7	8	9
36	Pin cushion	...	1 No.	1 No.	1 No.	3 Nos.	...	3 Nos.
37	Pin-steel	131 sheets	437 pkts.	707 pkts.	555 pkts.	1,699 pkts. & 131 sheets	90 pkts.	1,789 pkts. & 131 sheets
38	Paper clips-gem	1 box	112 boxes	148 boxes	160 boxes	421 boxes	50 boxes	471 boxes
39	Tags-cotton	30 bundles	306 bundles	306 bundles	306 bundles	948 bundles	28 bundles	976 bundles
40	T.W. ribbon black 1/2"	...	6 Nos.	6 Nos.	6 Nos.	18 Nos.	...	18 Nos.
41	Docket punch	...	24 "	33 "	35 "	95 "	2 Nos.	97 "
42	Call bell	3 Nos.	1 "	1 No.	1 "	3 "	...	3 "
43	Paper weight-glass	...	5 "	5 Nos.	5 "	15 "	5 Nos.	20 "
44	Scissors	...	3 "	3 "	3 "	9 "	...	9 "
45	Balance and weights	...	1 set	1 set	1 set	3 sets	...	3 sets
46	Wooden rulers 18"	...	24 Nos.	33 Nos.	35 Nos.	92 Nos.	12 Nos.	104 Nos.
47	Desk knives	...	18 "	27 "	29 "	74 "	2 "	76 "
48	Gum arabic	...	5 Oz.	20 Oz.	69 Oz.	94 Oz.	...	94 Oz.
49	Office paste 2 1/2 oz. bottle	...	27 bottles	27 bottles	27 bottles	81 bottles	...	81 bottles
50	Gum bottles glass empty with brushes and stoppers	...	5 Nos.	5 Nos.	5 Nos.	15 Nos.	...	15 Nos.
51	Pad-uninked	...	6 Nos.	6 Nos.	6 Nos.	18 "	...	18 "
52	Violet ink	...	51 phials	20 phials	26 phials	97 phials	10 phials	107 phials
53	Sealing wax superior-red	...	5 boxes	6 boxes	5 boxes	16 boxes	...	16 boxes
54	Stapling machine	2 Nos.	6 Nos.	6 Nos.	6 Nos.	20 Nos.	2 Nos.	22 Nos.
55	Staples wire	2 boxes	14 boxes	14 boxes	14 boxes	44 boxes	8 boxes	52 boxes
56	Revolving dating machine	...	2 Nos.	2 Nos.	2 Nos.	6 Nos.	...	6 Nos.
57	Gunny bag needles	...	12 "	12 "	12 "	36 "	27 Nos.	63 "
58	English twine—white	...	1 ball	21 balls	15 balls	37 balls	124 balls	161 balls
59	Twine hemp	...	7 balls	201 "	217 "	425 "	94 "	519 "
60	Twine—Jute	...	33 "	13 "	26 "	72 "	2 "	74 "
61	Straw board	...	...	...	...	...	15 Nos.	15 Nos.
62	File board	225 Nos.	30 Nos.	30 Nos.	30 Nos.	315 Nos.	50 "	365 "
63	One sided usable paper	...	1,000 sheets	3,000 sheets	10,000 sheets	14,000 sheets	2,500 sheets	16,500 sheets
64	Ink blue black	2 bottles	...	...	...	2 bottles	...	2 bottles

*All the typing work relating to the Central Tabulation Office were done in the typing section attached to the office of the Superintendent of Census Operations. Separate allotment of these items of stationery for Central Tabulation Office was not made.

APPENDIX V

LIST OF FORMS, INSTRUCTIONS AND OTHER LITERATURE ISSUED IN CONNECTION WITH SORTING, COMPILATION AND TABULATION FOR THE 1961 CENSUS

Sorting and Compilation Forms		Description	
No. 1	Description 2	No. 1	Description 2
Sorters Ticket No. 1	for total population, Scheduled Castes, Institutional and Houseless Population	Sorters Ticket No. 12	for persons working principally at Household Industry and having Cultivation or Agricultural Labour as secondary work, giving Major Group of the Household Industry and the secondary work
" " No. 2	for 'illiterates' and 'literate and educated persons' with break downs	" " No. 13	for each category of workers (except I, II and IV) having Household Industry as secondary work, giving various Major Groups of Household Industry
" " No. 3	for categories of workers and non-workers, illiterates and literate and educated	" " No. 14	for all categories of workers (except I and II) showing occupational division, group and family
" " No. 4	for illiterate and literate and educated persons in broad age-groups according to the nine categories of workers and non-workers for urban areas only	" " No. 15	for non-workers classified into 8 activities giving broad age-groups
" " No. 5 (a)	for each category of workers and non-workers giving details of literacy standards according to quinquennial and decennial age-groups for urban areas only	" " No. 16 (a)	for (i) persons aged 15 and above seeking employment for the first time and (ii) persons employed before but now out of employment and seeking work giving broad age-groups and literacy standard for urban areas only
" " No. 5 (b)	same as above for rural areas only	" " No. 16 (b)	for un-employed non-workers aged 15 and above giving literacy standards for rural areas only
" " No. 6	for each category of workers, except categories I and II 'Cultivators' and 'Agricultural Labourers', according to occupational divisions, age-groups and literacy standards in urban areas only	" " No. 17	for each category of workers and non-workers giving the mother-tongue and any other subsidiary language
" " No. 7	for each category of workers and non-workers according to marital status in the quinquennial age-groups	" " No. 18	for each category of workers and non-workers giving the Rural, Urban and Unclassifiable places of birth
" " No. 8	showing single ages for each category of workers and non-workers	" " No. 19	for each category of workers and non-workers showing place of birth with duration of residence at the place of enumeration
" " No. 9	for categories of workers and non-workers, except categories, I, II and IV 'Cultivators', 'Agricultural Labourers' and 'those working at Household Industry', according to Industrial Major and Minor Groups together with employment status	" " No. 20	for persons born outside the place of enumeration according to broad age-groups, literacy standards and occupational divisions and groups amongst all categories of workers and non-workers in the case of cities with a population of one lakh and above
" " No. 10	for workers in Household Industry, giving Industrial and Major and Minor Groups with employment status	" " No. 21	for each category of workers and non-workers, giving the Nationality
" " No. 11	for Cultivators and Agricultural Labourers showing secondary work as Cultivator, as Agricultural Labourer and at Household Industry		

APPENDIX V—contd.

No. 1	Description 2
Sorters Ticket No. 22	for each category of workers and non-workers, giving religion-wise figures for General and Scheduled Castes population separately
" " No. 23	for each category of workers and non-workers giving figures for individual Scheduled Castes of the Hindu and Sikh religion
" " No. 24	for each Scheduled Caste in each category of workers and non-workers giving broad age-groups and marital status
" " No. 25 (a)	for each Scheduled Caste amongst each category of workers and non-workers, giving various literacy standards in urban areas only
" " No. 25 (b)	Same as above in rural areas only
" " No. 26	for each Scheduled Castes falling in categories iv (Household Industry), v (Manufacturing other than Household Industry) and ix (Other Services) giving the number of persons engaged in (i) Tanning and Currying of hides and skins, and (ii) Scavenging
" " No. 27	for non-workers (Scheduled Castes) having activity statuses (i) Full time students or children attending school, (ii) persons seeking employment for the first time and (iii) persons employed before but now out of employment and seeking work showing literacy standards
" " No. 28	for each category of Scheduled Tribe according to mother tongue and subsidiary languages
" " No. 29	for non-workers (Scheduled Tribes) having activity statuses—(i) Full time students or children attending school, (ii) persons seeking employment for the first time, (iii) persons employed before but now out of employment and seeking employment and (iv) others
Miscellaneous Sorting Form No. 1 (a)	for urban areas, Information giving (i) the number and name of the district, (ii) name of tahsil and city/town, (iii) number of enumerator's block, (iv) category of worker/ non-worker, (v) illiterate/ literate and educated persons, (vi) age-group, (vii) sex and (viii) number of slips to be shown on the back of the last slip of a bundle of slips after the preparation of S.T.4.

No. 1	Description 2
Miscellaneous Sorting Form No. 1 (b)	for rural areas, with the change that name of city/town, number of enumerator's block and age-group be deleted, to be shown on the back of the last slip of a bundle of slips after the preparation of S.T.3.
" " No. 2 (a)	Identification card for urban areas—containing information giving (i) box number, (ii) number and name of district, (iii) name of city/non-city urban, (iv) category of worker/ non-worker, (v) illiterate/ literate and educated persons, (vi) age-group, (vii) sex and (viii) number of slips
" " No. 2 (b)	Identification card for rural areas above information with the change that item (iii) above will read as name of tahsil and item (vi), deleted altogether
" " No. 3	Supervisor's register of boxes of slips giving information regarding (i) box No., (ii) name of tahsil/ city/ non-city urban, (iii) category of worker/ non-worker, (iv) illiterate/ literate and educated persons, (v) age-group, (vi) sex, (vii) no. of slips, (viii) name of sorter and (ix) date of sorting of each slip, sorter's ticket after S.T.5 (a) and (b) and beyond.
" " No. 4	Record keeper's register of boxes of slips—giving information regarding (i) number and name of the district, (ii) box number, (iii) name of tahsil/ city/ non-city urban, (iv) category of worker/ non-worker, (v) illiterate/ literate and educated persons, (vi) age-group, (vii) sex (viii) number of slips and (ix) name of the supervisor to whom made over
" " No. 5 (a)	for urban areas regarding work done by sorter giving information regarding (i) name of the sorter, (ii) box number, (iii) name of the district, (iv) category of city/non-city urban, (v) sex of worker/non-worker, (vi) illiterate/ literate and educated persons and (vii) age-group, (viii) number of slips giving (i) the date, (ii) of arrival and departure, (iii) number of box and ticket for which sorted (iv) date and hour of beginning and finishing, (v) taken and (vi) time allowed

APPENDIX V—contd.

No. 1	Description 2	No. 1	Description 2
Miscellaneous Sorting Form No. 5 (b)	for rural areas same as above except that the name of city/non-city urban will be replaced by the name of the tahsil and item (Age-group) will be deleted	Compiler's posting statement 9	To be posted from S.T. 8- Gives figures for table C-IV
" " No. 6	weekly progress report to be submitted to the Superintendent of Census Operations by the Deputy Superintendent in charge Regional Tabulation Office giving information regarding (i) name of office (ii) number of sorters (iii) sorter district/ sub-region (iv) total number of rural/urban units for which boxes are to be made up, (v) number of units for which boxes made up upto the date of last return and during the week, (vi) number of boxes issued to date of last return and during the week, (vii) number of boxes sorted during the week for each sorters' ticket from S. T. 5(a)/ 5(b) and beyond	" "	10 To be posted from S.T.9- Gives figures for table B-IV (Non-household Industry etc.)
Primary Census Abstract	Containing details of (i) name of village/ town/ward/ enumerator's block, (ii) area of village/town/ward, (iii) number of occupied residential houses and households, (iv) total number of persons enumerated (including inmates of institutions and house less persons), (v) Scheduled Castes, (vi) literate and educated persons and (vii) categories of workers and non-workers.	" "	11 To be posted from S.T.9- Gives figures for table B-IV (Non-household Industry etc.)
Compiler's posting statement 1 (i-x)	To be posted from S.T.4- Gives figures for tables B-I (Urban) and B-II	" "	12 To be posted from S.T.9-Gives figures for table B-IV (Non-household Industry etc.)
" " 2 (i-x)	To be posted from S.T. 5(a)- Gives figures for table B-III Part A (Urban)	" "	13 To be posted from S.T.9-Gives figures for table B-IV (Non-household Industry etc.)
" " 3	To be posted from S.T. (5a)- Gives figures for table C-III Part A (Urban)	" "	14 To be posted from S.T.9 -Gives figures for table B-IV (Non-household Industry etc.)
" " 4 (i-x)	To be posted from S.T.5(b)- Gives figures for table B-I (Rural)	" "	15 To be posted from S.T.9 - Gives figures for table B-IV (Non-household Industry etc.)
" " 5(i-x)	To be posted from S.T.5(b)- Gives figures for table B-III Part B (Rural)	" "	16 To be posted from S.T. 10- Gives figures for table B-IV (Household Industry)
" " 6	To be posted from S.T. 5(b)- Gives figures for table C-III Part B (Rural)	" "	17 To be posted from S.T. 11- Gives figures for table B-VII Part A (Principal work as 'Cultivator' or as 'Agricultural labourer', Secondary work at Household Industry or as 'Cultivator' or as Agricultural Labourer'
" " 7(i-x)	To be posted from S.T. 6- Gives figures for table B-VI (Urban)	" "	18 To be posted from S.T. 12- Gives figure for table B-VII Part A (Principal work at 'Household Industry', Secondary work as 'Cultivator' or as 'Agricultural Labourer'
" " 8	To be posted from S.T.7- Gives figures for table C-II	" "	19 To be posted from S.T. 13- Gives figures for table B-VII Part B
		" "	20 To be posted from S.T. 13- Gives figures for table B-VII Part B
		" "	21 To be posted from S.T. 13- Gives figures for table B-VII Part B
		" "	22 To be posted from S.T. 13- Gives figures for table B-VII Part B
		" "	23 To be posted from S.T. 13- Gives figures for table B-VII Part B
		" "	24 To be posted from S.T. 13- Gives figures for table B-VII Part B
		" "	25 (i-vii) To be posted from S.T. 14- Gives figures for table B-V
		" "	26 To be posted from S.T. 15- Gives figures for table B-IX

APPENDIX V—concl'd.

No. 1	Description 2	No. 1	Description 2
Compiler's posting statement	27 To be posted from S.T.16(a)- Gives figures for table B-VIII Part A (Columns 5-16)	Compiler's posting statement	39 (A) Scheduled Castes To be posted from S.T.23 - Gives figures for table S.C.T.IV for Scheduled Castes
" "	28 To be posted from S.T. 16(a)- Gives figures for table B-VIII Part A (Columns 17-30)	" 39 (B) Scheduled Tribes To be posted from S.T.23 - Gives figures for table S.C.T.IV for Scheduled Tribes	
" "	29 To be posted from S.T. 16(b)- Gives figures for table B-VIII Part B	" 40 (A) Scheduled Castes To be posted from S.T.24 - Gives figures for table S.C.T.II for Scheduled Castes	
" "	30 To be posted from S.T.17- Gives figures for tables C-V and C-VI	" 40 (B) Scheduled Tribes To be posted from S.T.24 - Gives figures for table S.C.T.II for Scheduled Tribes	
" "	31 To be posted from S. T.18- Gives figures for table D-II, D-V (Columns 6 and 7 in the case of cities) and D-VI	" 41 (A) Scheduled Castes To be posted from S.T.25 (a)- Gives figures for tables S.C.T.III Part A for Scheduled Castes and C - VIII Part A (Cols. 6-9) for Scheduled Castes	
" "	32 To be posted from S.T 19- Gives figures for tables D-III & D-V (except cols. 6-7 in the case of cities)	" 41 (B) Scheduled Tribes To be posted from S.T.25 (a)- Gives figures for tables S.C.T.III Part A for Scheduled Tribes and C - VIII Part B (Cols. 6-9) for Scheduled Tribes	
" "	33 To be posted from S.T. 20- Gives figures for table D-IV (for workers other than working as Cultivators or as Agricultural Labourers or for Non-workers	" 42 (A) Scheduled Castes To be posted from S.T.25 (b)- Gives figures for tables S.C.T.III Part B for Scheduled Castes and C - VIII Part A (Cols. 6-9) for Scheduled Castes	
" " 34 (i-iii)	To be posted from S.T. 20- Gives figures for table D-IV (for persons working as Cultivator or as Agricultural Labourer or for Non-worker)	" 42 (B) Scheduled Tribes To be posted from S.T.25 (b)- Gives figures for tables S.C.T.III Part B for Scheduled Tribes and C - VIII Part B (Cols. 6-9) for Scheduled Tribes	
" "	35 To be posted from S.T. 21- Gives figures for table D-I	" 43 Scheduled Castes To be posted from S.T.26 - Gives figures for table S.C.T.I (Cols. 27-30) for Scheduled Castes	
" "	36 To be posted from S.T. 22- Gives figures for table C-VII	" 44 Scheduled Castes To be posted from S.T.27- Gives figures for table S.C.I	
" " 37 (i-x)	To be posted from S.T.22- Gives figures for table C-VIII (except Cols. 6-9)	" 45 Scheduled Tribes To be posted from S.T.28 - Gives figures for table S.T.I	
" 38 (A) (i-x) Scheduled Castes	To be posted from S.T.23 - Gives figures for table S.C.T-I (except Cols. 27-30) for Scheduled Castes	" 46 Scheduled Tribes To be posted from S.T.29 - Gives figures for table S.T.II	
" 38 (B) (i-x) Scheduled Tribes	To be posted from S.T.23 - Gives figures for table S.C.T. I for Scheduled Tribes		

APPENDIX VI

D. O. LETTER NO. C2-119/61 DATED 5TH MAY 1961 FROM THE SUPERINTENDENT OF CENSUS OPERATIONS TO THE REGIONAL DEPUTY SUPERINTENDENTS OF CENSUS OPERATIONS (TABULATION) ON THE ORGANISATION OF TABULATION OFFICES

In my circular letter No. 1 dated 5-4-1961 I have dealt with a few aspects of procedure. In this letter some points relating to the organisation of the Tabulation Offices are proposed to be dealt with. As you know the Tabulation Offices have a pretty large number of hands, the vast majority of whom are new entrants to service. The work is governed by time schedules. The entire work of tabulation is to be completed within a period of nine months. To get through the work of tabulation within this time schedule a good deal of organisational work is necessary. If our organisation is not perfect we will not be in a position to get the maximum work out of the staff. At present you have commenced the work with but a handful of staff. This is the appropriate time for you to lay the foundations of your office organisation so that when the full complement of staff join duty you will find it easy to direct the work and secure the best results. The very first step to be taken in this regard is to prescribe the duties of the various categories of your staff. This should be immediately attended to and an office order issued. It may, however, be noted that the duties you prescribe should not be static in their nature. In the light of experience you may have to modify or supplement the functions which you prescribe. Therefore when you prescribe the duties a rider may be added to the effect that the instructions are subject to further changes as may be deemed necessary from time to time. The duties of Sorters, Compiler-Checkers and Supervisors and to some extent of the Statistical Assistants have been given in the 1961 Sorting and compilation instructions issued by the Registrar General. I need not emphasise that this volume of instructions should be carefully gone through by you in everything concerning the working of your office and the procedure for sorting and compilation. The proceedings of the conference of the Superintendents of Census Operations held from 5th to 12th August, 1960, copy of which has been supplied to you, also contain valuable points of guidance in this respect which should also be followed by you. The instructions which you issue should be primarily based on the above mentioned instructions. A few salient points pertaining to the functions of the Deputy Superintendent, Tabulation Officer, Tabulation Assistants, Supervisors, Compiler-Checkers and Sorters are mentioned below. These are not exhaustive. It is up to you to supplement wherever necessary while issuing your own instructions to your subordinates.

Deputy Superintendent

The Deputy Superintendent will be in over all charge of the entire tabulation work within his region and is responsible for the conduct of the tabulation work. Strict discipline to a degree bordering on military discipline is the first thing to be ensured in a tabulation office. The Deputy Superintendent should be extremely vigilant about this aspect and take necessary steps to keep up the standard of discipline. This requires

frequent personal inspections of the various sections by the Deputy Superintendent himself. While discipline plays an important role on the one hand, proper guidance plays an equally important role on the other. It is possible that raw recruits to service may not be in a position to follow and grasp the instructions given to them at the early stages. No pains should be spared to correct them wherever necessary and put them in the right line by proper guidance. The more the personal contacts which you are able to establish with the various cadres of your subordinates the more successful is likely to be your work. Several doubts are likely to arise among your staff in the course of the work. The location of the correct item of occupational codes and industrial codes is one in which doubts are legitimate. Similarly in respect of other items also. These doubts should receive your personal attention and cleared then and there. If the doubts are of a major character it will be advisable for you to hold group discussions. Whatever decision is arrived at should be circulated among your entire staff to ensure uniformity of procedure and interpretation. The instructions for sorting and compilation contain particulars of registers to be maintained and the reports to be sent. These registers should be inspected by you personally at least once a week. Weekly progress statements and monthly progress reports are to be submitted by you to me. These reports should be sent so as to reach me on the 4th of every month in the case of monthly reports and every Monday in the case of weekly statements. For this purpose, you should obtain weekly progress statements in miscellaneous sorting Form No. 6 and on the basis of this statement prepare a statement for your region showing the progress of work for each district. Monthly reports should be in the narrative form describing the progress of work. Certain supervisory functions will have to be given to the Tabulation Officer, Statistical Assistant and Assistant Tabulation Officers besides the Supervisors and the Compiler-Checkers. It is not unusual for some of the supervisory staff to keep on to their chairs instead of frequently moving about and supervising the work of the staff. Such an attitude should be positively discouraged and you should see that they exercise their supervisory functions systematically. At page 5 of the instructions for sorting and compilation you have been given instructions for the treatment of omissions in the enumeration slips. This work should not be left to the sorter. You have to authorise one or more categories of your subordinates to sanction the making of corrections according to instructions. Any correction made should be in red ink so as to identify the correction. The sorters should be positively told that they should not, of their own account, make any alteration in the entries without obtaining the permission of the superiors.

One of the important items of work which has to be done by you along with the sorting and compilation by the pilot team is to determine the norms for the various items

work. I presume that you would have made arrangements for noting the time taken by every sorter in respect of the sorting work of every ticket. This time record is most important and based on this time record the norm is to be fixed. It would be advantageous to compare the time records of all the 3 Tabulation Offices before fixing the norm for the 1st time. As such, I would request you send immediately the consolidated time records of the tickets so far completed to me along with your own suggestions for the norm. In the proceedings of the conference it has been stated that this norm should be fixed at 1½ time the out turn of the pilot team for each ticket. It is also desirable that the norm is increased periodically as the work progresses. As the pilot team will be working in advance the norms for the tickets which you are not able to suggest by the time of next batch joins duty can be fixed as and when the various tickets are completed by the Pioneer Unit.

Tabulation Officer

Coming to the duties of the Tabulation Officer, next to the Deputy Superintendent he will be responsible for the entire tabulation work of the rural blocks entrusted to him. So far as the tabulation offices of Kozhikode and Ernakulam are concerned there are only rural blocks. As such the Tabulation Officer will be mainly responsible for the tabulation work of these blocks next to the Deputy Superintendent. But in respect of Trivandrum Tabulation Office, the Tabulation Officer should be held responsible for the entire tabulation work of the rural blocks. So far as the urban areas are concerned the primary responsibility is with the Deputy Superintendent. At the same time the Tabulation Officer should also assist the Deputy Superintendent in the discharge of his duties since the rural blocks are limited in numbers. The Tabulation Officer should see that the Statistical Assistant, Tabulation Assistant, Supervisors, Compiler-Checkers and Sorters do their work properly, that the records are properly locked and kept etc. He should also check the work of the teams under his charge. He should pay special attention to the preparation of periodical reports and statements and the proper conduct of the teams and the training of the personnel. While the Tabulation Assistant should prepare the various tables, the Tabulation Officer should check and put up the tables for approval of the Deputy Superintendent of Census Operations.

Statistical Assistant

The Statistical Assistant will help the Tabulation Officer in the discharge of his work. If either the Tabulation Officer or the Statistical Assistant happens to be in charge of a particular wing of the tabulation office where the tabulation office is located in the several buildings, he will be responsible for the entire conduct of the Tabulation Staff seated in that building. He should find out whether the Sorter's tickets and Compiler's Posting Statements are properly prepared and point out the defects to his superiors besides getting them corrected then and there. The boxes of slips will be made out for Sorters by the Statistical Assistants, assisted no doubt, by the Supervisors and handed over to Supervisor of the team, for distribution to the Sorters. He will help in the training of the personnel.

—contra.

He will be responsible for preparing the list of inconsistencies mentioned in the sorting and compilation instructions. All the tables prepared by the Tabulation Assistants will be scrutinised by him. He should check five per cent sorter's ticket and 10 per cent of the compiler's posting statements. In addition to the above, he will help the Deputy Superintendent of Census Operations and Tabulation Officer in clarifying doubts and such other matters as may be assigned to him from time to time.

Tabulation Assistant

The Tabulation Assistant will be mainly responsible for the preparation of the final tables. He should exercise cent per cent check of the Sorter's tickets and Compiler's posting statements of the teams allotted to him. Besides, he should supervise 10 per cent of the actual sorting work. Whatever defects he finds should be reported to the Statistical Assistant. He should in his turn see to the proper conduct of the teams under his charge.

Supervisor

The Supervisor will be responsible for the proper working of the teams under him. He should see that the norm of work is kept up and report cases where any slackness is found. He should exercise cent per cent check over the work of the Compiler-Checkers and Sorters. Any case of insubordination or want of attention to duty on the part of subordinates should be immediately checked. It is his duty to see that promptitude is observed by every one under him and proper attendance is ensured. He is responsible for the safe keeping of the records and boxes containing slips. At the close of every day he should take particular care of the boxes and see that they are locked and kept safely. He should see that the finished work is neatly arranged properly checked and handed over according to instructions. He will be personally responsible for any destruction of records, misuse or any other act of misconduct occurring in the team working under him. The Supervisor should instruct every sorter on the methods of sorting, should prepare identification cards in duplicate for the slips in each box in the form given in miscellaneous sorting Form II — Appendix D and explain to the sorter how he should deal the slips. The sorter should not pick up one slip at a time but hold a bundle in his left hand and deal straight into the pigeon holes with the right. As a slip is being put into the hole the Sorter's eye should pass to the next and his hand holding the slips be moved towards the appropriate pigeon hole in readiness for the other hand when it is free, to complete the operation. This training should never be omitted. Otherwise he will come across Sorters with all their slips on the ground picking them up one by one using one hand only.

When a Sorter announces that he has completed his sorting for any ticket the Supervisor must at once go and test his work. In testing he should take into account the check already made by the Compiler-Checker. The Supervisor should examine the slips in each pigeon hole to satisfy himself that they have been properly sorted.

The Supervisor will be personally responsible for the accuracy of the work of the Sorters and Compiler-Checkers. If mistakes are found in the Sorter's tickets which he has signed as correct in token of check he will be exposing himself to severe disciplinary action.

APPENDIX VI—concl'd.

The Supervisor should keep a record of the work done by each Sorter in the form given in Miscellaneous Sorting Form 5. The details should be accurately recorded as this will form the basis for reports which are essential for administrative and financial control over the working of tabulation office throughout the country.

The Supervisor should also prepare at the end of every week a weekly progress statement in Miscellaneous Sorting Form 6. The Statement will show the progress of work of each Sorter with the total for the team at the end. The time record of the work of each Sorter in respect of each ticket should be noted under his personal check. It should not be left to the Sorter to note this time without the Supervisor himself checking it. The Supervisor should see to the coding of internal inconsistencies in the enumeration pad before it is broken up. Particular attention should be paid to the coding aspect. Where coding is done he should give proper guidance to the Sorters of the coding work and any doubt brought to his notice.

Compiler-Checker

The Compiler-Checker should check the sorting work while it is in progress. He should verify that the slips have been properly sorted and if the slips in any pigeon hole have been totalled and entered in the Sorter's ticket he should count and check the totals. The extent of testing will depend on whether mistakes are found or not. If mistakes are found he should check more slips depending upon the number of mistakes. Even if no mistakes are found the check should be thorough and not less than 6 to 8 per cent of the slips. But this will be no excuse for not detecting mistakes. The Compiler-Checker should endeavour to see that the number of mistakes is reduced progressively though in the final stages they may be high. He should report to the Supervisor the mistakes committed by the Sorters. He should make a record of the check he has done which should be submitted daily to his Supervisor. He is responsible for the check of the sorter's work both in quality and quantity as well as for the correctness at every stage and see that the best work is turned out by the Sorters. He should look for the internal inconsistencies in the results of check, sorting and counting of Sorter's slips and also checking and compiling the Sorter's tickets, after the preparation of the tickets. The Compiler's statements will be prepared by him. Any mistake or incorrectness seen in the work of the Sorter will be a reflection on the Compiler-Checker as well. He will also check the internal

inconsistencies in the pads before they are broken up and the correct coding where the coding work is done by the Sorters.

Sorters

The Sorters should see that the sorting work is done according to the instructions given on every Sorter's ticket. Before the pad is broken he should examine whether there are internal inconsistencies in the pads. If so, he should bring them to the notice of his superiors and get them rectified under their instructions. The Sorter should not make any alteration in the entries, without the orders of his superiors. In no manner should a Sorter alter or destroy or damage or secrete any census documents he is dealing with. He will be criminally liable for any such act. In respect of entries of Scheduled Caste/Scheduled Tribe he should pay particular attention to these entries. He must verify each case with the list of Scheduled Caste/Scheduled Tribe supplied to him in Volume II of Instructions to Enumerators together with the corrections given in Circular letter No. 1 on tabulation. If there is any mistake he should immediately bring it to the notice of his superiors. He should also observe the instructions given to him about the synonyms and generic names of Scheduled Caste/Scheduled Tribe. It is only after a thorough scrutiny of the pads, curing the internal inconsistencies when coding work is done by him and after such coding and the checking of the entries regarding Scheduled Caste/Scheduled Tribe that the pad should be broken up. Maximum carefulness and diligence as well as attention to duty are expected of every Sorter. The Sorter should discharge most efficiently and expeditiously each item of work entrusted to him and rise up to the responsibilities of the same.

The boxes should be kept safe. Wherever he has got doubt he should consult his superior. Accuracy and promptitude should be observed cent per cent. He should not sacrifice accuracy for speed and at the same time maintain reasonable speed. If he does not keep up to the norm he will be considered to be wanting and will be liable for disciplinary action. It is up to him to secure a record over a norm which will bring to him if his performance exceeds 20 to 30 % above the norm Rs.5 and, if the performance is above 30% Rs. 10 as bonus.

A copy of the order issued by you prescribing the duties of your subordinates may kindly be sent to me.

APPENDIX VII
FORMS OF ORDER OF APPOINTMENT WITH CONDITIONS OF SERVICE

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

(a) Supervisors

Office of the Deputy Superintendent of Census
Operations (Tabulation)
.....dated 1961.

MEMO

Shri/Smt. is selected for appointment as Supervisor in the Office of the Deputy Superintendent of Census Operations (Tabulation)..... on a fixed pay of Rs. 160.0 p. m. in a temporary capacity with effect from until further orders.

The selected candidate will report for duty at 9.30 a. m. on the said date with a certificate of character obtained recently from or attested by District Magistrate or Sub-divisional Magistrate or their superior officer. The candidate will have to sign an agreement before being admitted to duty accepting the following conditions:—

- 1 The appointment is purely temporary and is terminable at any time without any notice.
- 2 The fixed pay is all-inclusive and no extra allowance will be claimed.
- 3 The candidate will provide his/her own fountain pen and ink.
- 4 Wherever actual tabulation work is done by a Supervisor it should not be below the daily minimum fixed for a Tabulator. He should effectively supervise the work of the team under him and see that his team gives atleast the average out-turn as fixed.
- 5 The working hours will be 9-30 a. m. to 1 p. m. and from 2 p. m. to 5 p. m.

6 All Sundays and Government of India holiday except second Saturday in the month will be holidays for the Tabulation Office.

7 Casual leave at the rate of one day in a month will only be allowed with pay. Absence with permission will be allowed in exceptional cases and on adequate grounds for a period not exceeding 5 days at a stretch. But this will be without pay. The total period of such absence should not in any case, exceed 14 days in a year. Absence beyond this period during the year will entail forfeiture of the appointment.

8 Admission to the Tabulation Office will be regulated by identification cards. This should be brought daily and got checked before presenting for duty.

9 Strict secrecy should be maintained about every item of information contained in the census documents or could be gathered from any records attached thereto.

10 No candidate should remove, secrete, damage or destroy or make alteration in any census document or deal with any census document in a manner likely to falsify or impair their utility for census purpose or cause any act to be done in furtherance of the above.

Deputy Superintendent of Census Operations

APPENDIX VII—contd.

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

(b) Compiler-Checkers

Office of the Deputy Superintendent of Census
Operations (Tabulation)
.....dated 1961

MEMO

Shri/Smt. is selected for appointment as Compiler-Checker in the Office of the Deputy Superintendent of Census Operations (Tabulation)..... on a fixed pay of Rs. 140 p. m. in a temporary capacity with effect from until further orders.

The selected candidate will report for duty at 9.30 a. m. on the said date with a certificate of character obtained recently from or attested by District Magistrate or Sub-divisional Magistrate or their superior officer. The candidate will have to sign an agreement before being admitted to duty accepting the following conditions:—

- 1 The appointment is purely temporary and is terminable at any time without any notice.
- 2 The fixed pay is all-inclusive and no extra allowance will be claimed.
- 3 The candidate will provide his/her own fountain pen and ink.
- 4 The work turned out by the candidate a day should not be below the daily minimum fixed.
- 5 The working hours will be 9.30 a. m. to 1 p. m. and from 2 p. m. to 5 p. m.
- 6 All Sundays and Government of India holidays except second Saturday in the month will be holidays for the Tabulation Office.

7 Casual leave at the rate of one day in a month will only be allowed with pay. Absence with permission will be allowed in exceptional cases and on adequate grounds for a period not exceeding 5 days at a stretch. But this will be without pay. The total period of such absence should not in any case, exceed 14 days in a year. Absence beyond this period during the year will entail forfeiture of the appointment.

8 Admission to the Tabulation Office will be regulated by identification cards. This should be brought daily and got checked before presenting for duty.

9 Strict secrecy should be maintained about every item of information contained in the census documents or could be gathered from any records attached thereto.

10 No candidate should remove, secrete, damage or destroy or make alteration in any census document or deal with any census document in a manner likely to falsify or impair their utility for census purpose or cause any act to be done in furtherance of the above.

Deputy Superintendent of Census Operations

APPENDIX VII—concl'd.

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

(c) Sorters

Office of the Deputy Superintendent of Census
Operations (Tabulation)

No.

Dated - 1961.

Shri/Smt. is selected for appointment as Sorter in the
Tabulation Office, on a fixed pay of Rs. 120 on a temporary basis with effect
from until further orders.

The selected candidate will report for duty before the
Deputy Superintendent of Census Operations at 9-30 a.m.
on the said date with a certificate of character obtained
recently from/or attested by District Magistrate or Sub-
Divisional Magistrate or their superior officer. The
candidate will have to sign an agreement before being ad-
mitted to duty accepting the following conditions:—

1 That the appointment is purely temporary and is
terminable at any time without any notice.

2 The fixed pay is all-inclusive and no extra allowance
will be claimed.

3 The candidates will provide his/her own fountain
pen and ink.

4 For the first week from the date of joining duty, the
candidate will be given a training, and will be appointed
only if he/she successfully completes the training. For
the period of training, the candidates will be paid at the
rate of Rs. 3 per day provided he/she successfully com-
pletes the training. If the candidate is found unsuccessful
in the training no remuneration will be paid for the train-
ing period.

5 The work turned out by the candidate a day should
not be below the daily minimum fixed.

6 The working hours will be 9-30 a.m. to 1 p.m.
and from 2 p.m. to 5 p.m.

7 All Sundays and Government of India holidays
except second Saturday in the month will be holidays for
the Tabulation Office.

8 Casual leave at the rate of one day in a month will
only be allowed with pay. Absence with permission will
be allowed in exceptional cases and on adequate grounds
for a period not exceeding 5 days at a stretch. Absence
will be without pay. The total period of such absence
should not in any case, exceed 14 days in a year. Absence
beyond this period during the year will entail forfeiture of
the appointment.

9 Admission to the Tabulation Office will be regu-
lated by identification cards. This should be brought
daily and got checked before presenting for duty.

10 Strict secrecy should be maintained about every
item of information contained in the census documents
or could be gathered from any records attached thereto.

11 No candidate should remove, secrete, damage or
destroy or make alteration in any census document or deal
with any census document in a manner likely to falsify or
impair their utility for census purpose or cause any act to
be done in furtherance of the above.

Deputy Superintendent of Census Operations
(Tabulation)

APPENDIX VIII

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, KERALA

To

All District Census Officers and Charge Officers

CIRCULAR LETTER NO. XLVII

Trivandrum, Dated 2-3-1961

Sir,

RETURN OF CENSUS RECORDS AND PREPARATION OF THE FINAL
CENSUS REGISTER

1 Instructions have already been issued to the Charge
Officers that they should take charge of the Census records
from the Circle Supervisors after physical verification on
6th March 1961. The next stage of operations is the pre-
paration of the final Census register and the despatch of
Census records.

(a) Preparation of the Final Census Register

2 The information for this register is to be extracted
from the Census records received from the enumerators
other than the cards filled up for persons with technical
qualifications. The register has to be prepared in tripli-
cate. Since the tabulation of the slips relating to rural
and urban areas is proposed to be done in different tabu-
lation offices, those Charge Officers dealing with either
rural or urban areas exclusively will have to prepare only
one register in triplicate concerning their entire Charge
and those Charge Officers dealing with both rural and
urban areas will have to prepare one set of registers in tri-
plicate relating to the urban areas in their charge another
set of registers in triplicate for the rural areas in their
charge. Thus, the Commissioner of the Trivandrum
Corporation, Commissioners of all Municipalities,
Divisional Forest Officers, Tahsildars who have no non-
municipal towns in their taluks and Charge Officers of
special areas have to prepare only one set of registers in
triplicate while Tahsildars who have non-municipal towns
within their jurisdiction have to prepare one set of
registers in triplicate for the rural areas and another set
of registers for the urban areas. Necessary number
The register contains 24 columns. The entries in these
columns have to be confined to the information extracted
from the records received back from the enumerators

most of which have been given in Circle Summaries and
Block Abstracts. The particulars of unissued forms kept
by the Charge Officer in reserve need not be included in
these columns. They will be dealt with separately. The
order to be maintained in filling up the register is block
by block as given in the Block and Circle Register
within each kara/muri/desom in the case of rural areas,
wards in the case of urban areas and ranges in the
case of Forest Divisions as given in the book of code
numbers. In the case of special areas only the order of
blocks need be followed. In the case of blocks selected
for post-enumeration check as per the letter of the
Superintendent of Census Operations C-2-30/61 dated
21-2-1961 a note should be entered in column 5 of the
register below the block number "Retained for P.E.C.". Special blocks should be entered after entering the normal
blocks in each kara/muri/desom or ward or range as
the case may be. When ships and other vessels have
been enumerated in posts each vessel has been treated as
a block. In their case, instead of the block number
the name of the vessel may be entered in the column
allotted to the block number. They may be entered
after all the blocks in the kara/muri/desom or ward
have been entered in the case of rural and urban charges
and in the case of the port of Cochin and the Cochin
Naval Base after all the blocks in the charge have been
entered. In respect of blocks formed for the enumeration
of houseless population in the District Head Quarters
and Mattancherry they should be entered only after all the
blocks in the charge have been entered. The preparation
of the register should be completed by the Charge Officers
and despatched before 12-3-1961. The Charge Officers
should sign at the bottom of the last page of the
register and initial at the bottom of all other pages. The
registers have to be sent as shown below:—

Registers for Urban Areas

1 Copy

To the Superintendent of Census Operations,
Kerala, Trivandrum - 4

1 Copy

To the Deputy Superintendent of Census Operations
(Tabulation), Sthanu Vilas, Trivandrum - 1

(One copy should be retained with the Charge Officer)

Register for Rural Areas

1 Copy

To the Superintendent of Census Operations,
Kerala, Trivandrum - 4

1 Copy

APPENDIX VIII—contd.

To the Deputy Superintendent of Census Operations
(Tabulation) of Trivandrum, Kozhikode or
Ernakulam as the case may be as shown in
Annexure A

(One copy should be retained with the Charge Officer)
The following special areas will be considered to be urban for the above purpose:—

Military Lines, Trivandrum
L. S. S. Camp, Thirumala
505 Coast Battery
Cannanore Cantonment Military
Civil

(b) Despatch of Census Records other than
the special cards of technically qualified
persons

3 Arrangements will be made by the Superintendent of
Census Operations to send lorries to the Charge Officers
for taking delivery of the records from the Charge Officers.
One lorry will take the forms relating to urban areas and
another lorry to rural areas as the records relating to urban
and rural areas have to be sent to different tabulation
offices. Charge Officers having both rural and urban
areas in their charges should take special care to see that
the records relating to urban areas are loaded only in the
lorry carrying urban records and those relating to rural
areas are loaded only in the lorry carrying rural records.
When the lorry is brought to the Charge Officer, the Charge
Officer should arrange to get the records loaded in it
properly. The cost of loading will be met by the Super-
intendent of Census Operations on receipt of vouchers
from the Charge Officers.

4 Before loading the records in the lorries the
following steps should be taken:—

The special cards meant for persons with technical
qualifications both filled and blank should be taken out
from each block bundle. All the remaining contents of
the block bundle including unused pads, instructions etc.
should be kept in the bundle in tact. Each block
bundle should be properly packed separately preserving
the original label intact and sealed. If the original label
has been spoiled a new label should be put. Such of
the block bundles relating to blocks selected for post-

Records

The block bundles relating to urban areas

The Block Abstracts Circle Summaries relating to
urban areas packed in one bundle

The Block bundles relating to rural areas

The bundles of miscellaneous Census records with
the Charge Officer

enumeration check as per D.O. No. C-2-30/61 dated
21-2-1961 of the Superintendent of Census Operations will
be retained by the Charge Officer. They will be sent to
the tabulation office to which other records have been
sent as soon as the post-enumeration check is over.
But the special cards of technically qualified persons will
be taken out from these bundles also. A list should be
prepared in triplicate giving the total number of block
bundles in the form appended as Annexure B. This list
should be prepared separately for urban areas and rural
areas. All the Block Abstracts and Circle Summaries
relating to the block bundles meant for one tabulation
Office should be put in one packet, addressed to the con-
cerned Deputy Superintendent of Census Operations
(Tabulation) and sealed. A list of such Block Abstracts
and Circle Summaries enclosed in each packet should be
prepared in triplicate.

All other Census records which remain with the Charge
Officer including unissued forms unused houselist forms
and both used and unused Training Sample Census forms
except cards for technically qualified persons, Block and
Circle Register and Houselist should be entered in another
list showing the number under each item. This list also
should be prepared in triplicate. All such records covered
by the list should be packed in one bundle and labelled
as 'Miscellaneous Census records with the Charge
Officer' giving also the name and code number of the
charge. The above lists should be prepared in tripli-
cate. The records bundle as above should be handed
over to the Clerk in charge of the lorry as shown
below:—

Officer to whom to be sent

Deputy Superintendent of Census Operations,
Tabulation, Sthanu Vilas, Trivandrum

do. do.

Deputy Superintendent of Census Operations (Tab-
ulation), Trivandrum, Kozhikode or Ernakulam as
the case may be as mentioned in Annexure A

The bundles of all charges of Trivandrum Dist-
rict to the Deputy Superintendent of Census Operations
(Tabulation), Sthanu Vilas, Trivandrum and the bundle
of all other charges to the Deputy Superintendent
of Census Operations (Tabulation) of Kozhikode
Ernakulam as the case may be as shown in Annexure A.
These bundles should not be sent in the lorry which
comes to take urban forms.

APPENDIX VIII—concl'd.

The lists of block bundles, Block Abstracts and Circle Summaries and Miscellaneous records with the
Charge Officer prepared as mentioned above should be sent as shown below:—

Records

1 copy of the list of block bundles relating to urban
areas

1 copy of the list of Block Abstracts and Circle
Summary relating to the block bundles of urban areas

1 copy of the list of block bundles relating to
rural areas

1 copy of the list of Block Abstracts and Circle
Summaries of the block bundles relating to rural areas

1 copy of the list of Miscellaneous Census Records
with the Charge Officer

1 copy each of all the lists

A list giving the total number of bundles given for each Tabulation Office should be prepared in duplicate.
One copy should be got signed by the Clerk taking charge of the bundles and the other copy should be handed over
to that clerk.

(c) Special cards of technically qualified
persons

5 The special cards of technically qualified persons
have to be taken out from each block bundle along with
the Abstract relating to such cards. All the filled up
cards should be packed in one bundle and sent to the
concerned District Census Officer before 12-3-1961
through a special messenger along with a proforma in
duplicate in the form appended as Annexure C. The
proforma has to be prepared in four copies. One copy
should be sent to the Superintendent of Census Opera-
tions, Trivandrum, the other retained with the Charge
Officer. The columns in the proforma have to be filled
up for each town/village/forest division/special area.
The villages should be entered in the same order given in
the code number for the charge. The charges also have
to be taken in the order given in the code number book.
The unused cards including those unused ones kept by
the Charge Officer should be bundled separately and
sent to the Deputy Superintendent of Census Operations
(Tabulation), Sthanu Vilas, Trivandrum in the case of
all municipal towns and all other charges in Trivandrum
District and in the case of all other charges to the
Deputy Superintendents (Tabulation) of Kozhikode or
Ernakulam as the case may be as mentioned in the
Annexure A. These bundles may be sent in the lorries
which take the other census records to the respective
Tabulation Offices. A list showing the total number of
unused cards should be prepared in three copies of
which one copy should be sent to the Superintendent of
Census Operations, Trivandrum, one copy to the Deputy
Superintendent of Census Operations (Tabulation) to
whom the unused cards have been sent and one copy
kept with the Charge Officer. A list of bundles handed
over to each Tabulation Office should be prepared for
this item in duplicate one copy got signed by the Clerk
receiving the bundles and kept by the Charge Officer
and the other copy should be handed over to the Clerk.

6 The attention of Charge Officer is drawn to the
instructions already given that at the top of the card
the code number of the State should be written as
VI and the location code should also be filled up. To
verify whether these code numbers have been entered,

Officer to whom to be sent

To the Deputy Superintendent of Census Operations
(Tabulation), Sthanu Vilas, Trivandrum
do.

To the Deputy Superintendent of Census Operations
(Tabulation) of Trivandrum, Kozhikode or Ernakulam
as the case may be as mentioned in the Annexure A
do.

do.

do.

To the Superintendent of Census Operations, Trivandrum

the Charge Officers should examine the cards as and
when they are taken out from each block bundle. If
there is any omission in filling up the above two codes,
the Charge Officers should enter VI at the top of the
card and the location code taken from the block
label in the column below it before sending up the cards
to the District Census Officer. This should be done as
and when the cards are taken out from each block bundle
as otherwise the Location Code cannot be traced out.

7 The District Census Officers are requested to
acknowledge receipt of the filled up cards of the technical
personnel received by him from the Charges in their
districts and send them to the Registrar General Ministry
of Home Affairs, Kotah House Annex. 2/A, Mansingh
Road New Delhi, by insured Railway Parcel and a
covering letter and one copy of the proforma received
from the Charge Officers after stitching together all the
sheets of the proforma in a book form before 20-3-1961
in a separate cover to the Registrar General. A copy of
the letter to the Registrar General forwarding the
proforma should be sent to the Superintendent of Census
Operations, Trivandrum. Your forwarding letter to the
Registrar General should give the total number of the
cards forwarded to him

(d) Unused Census Records with the District
Census Officers

8 All the unused Census records with the District
Census Officers except the Block and Circle Register and
maps should be picked in one bundle, listed and sent in
accordance with the instructions given in para 4 above
relating to Census records other than block bundles.

9 The lorries for taking the records are proposed to
be sent from 12-3-1961 onwards. The District Census
Officers and Charge Officers are requested to prepare
the registers and lists and get ready the bundles suffi-
ciently early so that the lorries are not detained when they
come for loading the records. This circular should be
treated as most emergent.

Yours faithfully
M. K. DEVASSY,
Superintendent of Census Operations

ANNEXURE A

LIST OF DEPUTY SUPERINTENDENTS OF CENSUS OPERATIONS (TABULATION) TO WHOM REGISTERS AND CENSUS RECORDS (OTHER THAN BLOCK BUNDLES AND THE REGISTERS AND LISTS RELATING TO MUNICIPAL, NON-MUNICIPAL TOWNS AND SPECIAL AREAS SITUATED IN MUNICIPAL TOWNS) HAVE TO BE SENT

I. Final Census Registers for Rural areas (See para 2 on page 133)

Name of the Charge or Area

All Taluk charges in the Trivandrum District (excluding non-municipal towns) and Forest Divisions

All Taluk charges (excluding non-municipal towns), Forest Divisions and special areas (excluding 505 Coast Battery) of Quilon, Kottayam, Alleppey and Ernakulam Districts. (In the case of Chalakudy Forest Division a separate register should be prepared for Kalady (F.I.T. Range) and sent to the Deputy Superintendent of Census Operations (Tabulation), Collectorate, Ernakulam).

All Taluk charges (excluding non-municipal towns) and Forest Divisions in the Districts of Cannanore, Kozhikode, Palghat and Trichur. (In the case of Chalakudy Forest Division a register for Vazhachal and Pariyaram ranges falling in the Trichur District should be prepared and sent to the Deputy Superintendent of Census Operations (Tabulation), Kozhikode).

Name of the Officer to whom to be sent

Deputy Superintendent of Census Operations (Tabulation), 'Sthanu Vilas', Trivandrum-1.

Deputy Superintendent of Census Operations, (Tabulation), Collectorate, Ernakulam

Deputy Superintendent of Census Operations (Tabulation), Kozhikode

II. Block bundles of Rural areas and the lists relating to them (See para 2 on page 133)

All Taluk charges in the Trivandrum District (excluding non-municipal towns) and Forest Divisions

All Taluk charges (excluding non-municipal towns) Forest Divisions and special areas (excluding 505 Coast Battery) of Quilon, Kottayam, Alleppey and Ernakulam districts. (Block bundles of blocks 14 to 21 of Chalakudy Forest Division should be sent to the Deputy Superintendent of Census Operations, (Tabulation), Collectorate, Ernakulam).

All Taluk charges excluding non-municipal towns, and Forest Divisions in the districts of Cannanore, Kozhikode Palghat and Trichur. (Block bundles of blocks 1 to 13 and 22 to 24 of Chalakudy Forest Division should be sent to Deputy Superintendent of Census Operations (Tabulation), Kozhikode).

Deputy Superintendent of Census Operations, (Tabulation), Sthanuvilas, Trivandrum-1

Deputy Superintendent of Census Operations (Tabulation), Collectorate, Ernakulam

Deputy Superintendent of Census Operations (Tabulation), Kozhikode

III. Bundles of Miscellaneous Records of both Rural and Urban areas and the lists relating to them (See para 2 on page 133)

1 All charges including urban* and special areas in the Trivandrum District.

2 All charges including urban and special areas of Quilon, Kottayam, Alleppey and Ernakulam Districts.

3 All charges including urban and special areas in the Districts of Cannanore, Kozhikode, Palghat and Trichur.

Deputy Superintendent of Census Operations, (Tabulation), Sthanu Vilas, Trivandrum-1.

Deputy Superintendent of Census Operations, (Tabulation), Ernakulam

Deputy Superintendent of Census Operations, (Tabulation), Kozhikode

ANNEXURE—contd.

IV. Unused Cards for Technically Qualified Persons for both Rural and Urban Areas and the lists relating to them (See para 5 on page 135)

All municipal towns of the State, and all other charges in the Trivandrum District

All charges other than municipal towns in the districts of Quilon, Kottayam, Alleppey and Ernakulam districts

All charges other than Municipal towns in the Districts of Cannanore, Kozhikode, Palghat and Trichur

Deputy Superintendent of Census Operations (Tabulation), 'Sthanu Vilas', Trivandrum-1.

Deputy Superintendent of Census Operations (Tabulation), Collectorate, Ernakulam.

Deputy Superintendent of Census Operations (Tabulation), Kozhikode.

ANNEXURE B. LIST OF BLOCK BUNDLES

Name of district	Name of charge	Total No. of block bundles	No. of household schedule pads of 50 fully used and partly used	No. of unused household schedule pads of 50	No. of household schedule pads of 25 fully used and partly used	No. of unused household schedule pads of 25	No. of individual slip pads of 100 fully used and partly used	No. of unused individual slip pads of 100	No. of individual slip pads of 25 fully used and partly used	No. of unused pads of 25

CHARGE OFFICER'S RETURN OF THE CARDS FOR THE ENUMERATION OF TECHNICALLY QUALIFIED PERSONS

CHARGE OFFICER'S RETURN OF THE CARDS FOR THE TECHNICALLY QUALIFIED PERSONS											
Name of the district						Code No.					
Name of the charge	Code No.	Name of the taluk	Code No.	Name of town/village/forest division/special area	Code No.	No. of cards received for the enumeration of persons with technical qualifications (Total of columns 8, 9, and 10)	No. of cards received filled up	No. of cards left with households with instructions to fill up and post	Balance	Total No. of cards returned to the District Census Officer (Total of columns 8 and 10)	
1	2	3	4	5	6	7	8	9	10	11	

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**CENSUS OF
FINAL CENSUS**

Name of District..... Code No.

Name of Village/Town/Forest Division	Code Number	Name of Kara/Muri/Desom/Ward/Forest Range	Code Number	Block Number	Name of Enumerator	Circle Number	Name of Supervisor
1	2	3	4	5	6	7	8

Place.....
Date.....

**INDIA 1961
REGISTER**

Name of Charge..... Code No.

Population of the Block			Literates of the Block			No. of occupied houses in the Block	No. of Households in the Block	No. of pads of individual slips used		No. of unused pads		No. of unused slips in pads of individual slips		No. of cancelled individual slips	No. of Household Schedules filled up
Males	Females	Total	Males	Females	Total			100 — S	25 — S	100 — S	25 — S	100 — S	25 — S		
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

Signature of Charge Officer

APPENDIX IX

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, KERALA

To

All District Census Officers

CIRCULAR LETTER NO. XLVIII

Trivandrum, Dated 9-3-1961

Sir,

COLLECTION OF CENSUS RECORDS

It is considered expedient to entrust to the District Census Officers the work of taking delivery of the census records mentioned in the Appendix from the Charge Officers concerned, making arrangements for their transport and delivering the same to the Deputy Superintendents of Census Operations, Tabulation mentioned in the Appendix. Since Block bundles of urban areas and unused cards of technically qualified persons of all Municipal towns of the State are arranged to be taken in a special lorry engaged by this office for urban records they are not included in the Appendix to this Circular and they need not be taken by you in the lorry. The registers and lists referred to in Circular letter No. XLVII except the list of bundles received by your clerk need not also be taken in the lorry. The registers and lists should be sent by the Charge Officers direct as directed in Circular letter No. XLVII.

The District Census Officers are referred to the instructions contained in Circular letter No. XLVII dated 2-3-1961 regarding the despatch of census records. They are requested to send the senior clerk of the Office appointed for census work with the vehicle for taking delivery of the records and handing over the same to the concerned Deputy Superintendents of Census Operations, Tabulation as shown in the Appendix and take their acknowledgement of the bundles. The clerk should verify the number of bundles when he takes charge of them from the Charge Officer and give acknowledgement receipt to him. The Inspector General of Police has been addressed to instruct the Superintendents of Police to arrange Police escort by deputing a Police Constable to go in each vehicle carrying the census records. The District Census Officers may contact the concerned Superintendent of

Police to send a Police Constable in each vehicle. The records should be safely loaded and transported. The loading charge will be met by the Charge Officer initially and paid from this department on receipt of vouchers. The arrangements for unloading in the Tabulation Office will be done by the concerned Deputy Superintendent of Census Operations, Tabulation. In the case of records remaining with the District Census Officer, the arrangements for loading should be done by the District Census Officer the cost of which will be met by this department on receipt of vouchers. Though the date of movement has been mentioned as 12th March 1961 it is necessary that the District Census Officers should collect advance information from every charge that the records are ready for despatch so that the vehicle will not be detained unnecessarily in any charge. The itinerary for the vehicle may be prepared by the District Census Officer after getting this information. In any event the entire transport of records should be completed by 20th March, 1961.

The Chief Traffic Officer, Transport Department, has been addressed to place at the disposal of the District Census Officers one 5 ton closed lorry each for the transport of records of one district. The lorry will be arranged by the Transport Department on the District Census Officer contacting the local District Transport Officer except in the case of Palghat, Kozhikode and Cannanore Districts, and District Transport Officer, Alwaye in the case of Palghat, Kozhikode and Cannanore Districts.

Yours faithfully,

(Sd.)

Superintendent of Census Operations

APPENDIX X

1961 CENSUS—TABULATION

CIRCULAR LETTER NO. I

dated 5, April 1961.

Exhaustive instructions for tabulation have been given in the booklet "1961 Census—Sorting and Compilation Instructions" issued by the Registrar General. These have to be read with booklet "1961 Census - Tabulation Plan". The instructions given in these booklets should be closely followed in our tabulation. A few additional instructions are given below to supplement the above having regard to the local conditions.

1 Verification of Records

The Charge Officers would have sent to the Tabulation Offices the following categories of records:-

- 1 Block bundles consisting of all the Census records except the Block Abstract returned by the enumerators.
- 2 Bundle of Circle Summaries and Block Abstracts.
- 3 Bundle of Miscellaneous Records.
- 4 Bundle of unused cards for technically qualified personnel.

Particulars of the contents of item No. 1 have been given in the Final Census Register a copy of which has been sent by the Charge Officers to the Tabulation Offices. Lists of the contents of items 2 to 4 have also been sent by the Charge Officers to the Tabulation Offices. Of the above, the verification of the contents of items 1 and 2 viz block bundles and bundles of Circle Summaries and Block Abstracts is essential before starting the tabulation work. This verification should be completed as soon as 50% of the Sorters join duty and, as far as possible, in a couple of days. But before the teams which join duty earlier take out any block bundle for sorting work the verification of its contents should be ensured. The contents of the bundles of unused cards for technically qualified personnel and miscellaneous records should be verified in due course. On completing the verification of the contents of block bundles all the records except filled up pads and houselist extracts should be removed from the bundle and the bundle with the filled up pads and houselist extract should be restored to its original position. Such of the records removed from the block bundles should be packed for the entire charge item by item. Care should be taken to verify whether the actual number of pads in the block bundles accords with the entries in columns 17 to 22 and 24 of the Final Census Register. If there is any variation the fact should be brought to the notice of the Superintendent of Census Operations and the concerned Charge Officer immediately. An entry should also be made in the register given in Appendix A indicating the nature of variation. This should be attested by the Deputy Superintendent. The particulars should be entered block-wise for each charge in the register given in Appendix A. When all the pads have been taken out for tabulation from the block-bundle the Houselist Extracts of a charge should be filed together in a pad with a label indicating the total number. The Block Abstracts and Charge Summaries should also be filed in separate

pads, one each for a charge and suitably labelled. All the lists received from the Charge Officers should be carefully filed. One category of lists for all the charges in a district may be filed together in a pad and labelled. It is emphasised that the verification of records and their careful preservation is one of supreme importance and the Deputy Superintendents should pay their personal attention in the matter.

2 Sorter's Ticket No. 1

In the instructions relating to Sorter's Ticket No. 1 it has been stated that the Sorter has to count the number of inmates of institutions and houseless persons, if there are any, before breaking the pads. The houseless persons would have been indicated in the individual slips by the word 'H' as the last element of the location code. There will be no entry of the household number in the location code of such individual slips. It is, therefore, easy to count the number of houseless persons. But, with regard to the inmates of institutions the information will have to be collected from the population record on the reverse of such house-hold schedules in respect of which the nature of the institution has been noted in the rectangle against the question, "Is this an Institution?" Although an instruction has been given earlier that this may be done at the time of sampling the household schedules, the pilot team may do this along with the filing up of Sorter's Ticket No. 1 without waiting for the sampling of household schedules. The household schedule pads taken for this purpose should be placed back in the block bundle as soon as the number of institutional population is recorded in Sorter's Ticket No. 1. Instructions as to whether the same procedure can be continued by other teams will be issued in due course.

3 Sorter's Tickets 1 to 3 and the Primary Census Abstract

In respect of rural areas the Sorter's Tickets have to be prepared for each kara/muri/desom of a village and the reserve forest area lying within the village. While preparing these Sorter's tickets the slips of special areas lying within the kara/muri/desom should also be sorted and their number included in the Sorter's tickets concerning that kara/muri/desom. This need not be done in the case of Cannanore Cantonment which will be treated as a separate town and Sorter's tickets prepared accordingly.

APPENDIX X—contd.

To find out which are the blocks of a reserve forest which lie within a village a register of village-war distribution of reserve forests will be supplied to the tabulation offices. Copies of this register will be given up to the Supervisors level and the spare copies distributed to each team in rotation according to necessity. This register should be carefully scrutinised to find out the blocks of the various ranges which lie in a village.

The Primary Census Abstract should give the total figure for the entire village first and below that the figures relating to each kara/muri/desom and reserve forest area lying within the village. To facilitate this the Sorter's tickets 1 to 3 should be arranged in the above order and a slip showing the order of karas/muris/desoms including special areas and reserve forest areas in the village should be kept at the top of these Sorter's tickets pertaining to each village. The Code Numbers of each district have been supplied to the tabulation offices to follow the order of villages karas/muris/desoms etc. The corrigendum given to the Code Number books should not be omitted to be looked into.

There will be reserve forest areas lying outside the village boundaries. They have been separately indicated in the register of reserve forests. The figures relating to such areas should be entered in a separate Sorter's ticket for each taluk. The figures of such areas will be entered in the tables relating to taluk-war population after all the villages under the head "Reserve forests outside the village boundaries".

So far as urban areas are concerned there is no charge in this respect from what is given in the booklet of instructions. The Primary Census Abstract will first give the figures relating to the town, below that of each ward and below each ward of each block. The Sorters tickets should be arranged in the above order and a slip placed above the tickets so arranged giving the number of blocks in each ward.

4 Scheduled Castes and Scheduled Tribes

The Sorter's tickets concerning scheduled Castes and Scheduled Tribes are 1 and 22 to 29. A list of Scheduled Castes and Scheduled Tribes has been given at pages 7 to 9 of Volume II of the Instructions to Enumerators in Malayalam. It should be verified from the entry against the question S.C/S.T. in the individual slip whether the Scheduled Caste or Scheduled Tribe entered there is in the list of Scheduled Castes and Scheduled Tribes of the particular area or of the whole State. If it does not, the entry should be scored off with red pencil after taking the orders of the Deputy Superintendent or an Officer authorised by him and the slip should not be counted as of Scheduled Caste or Scheduled Tribe. (See also instructions regarding synonyms and generic names of Scheduled Castes and Scheduled Tribes in the following para). The list of Scheduled Castes and Scheduled Tribes in Volume II of the Instructions to Enumerators should be read subject to the corrections given below:-

1 For 'മണ്ണാർ' in item 11 at page 8 under the heading Scheduled Tribes read 'മണ്ണാർ'.

2 For 'Ulladan' and 'Urali' in items 14 and 15 at page 8 read 'Ulladan (Hill Dwellers)' and 'Urali'

(Hill Dwellers)' respectively. It should be specially noted that the districts mentioned in the list of Scheduled Castes and Scheduled Tribes are those which existed at the time of the formation of Kerala State. Some of these districts have since been re-organised. The Deputy Superintendents should give clear instructions to the Tabulation Staff the present position of the areas vis-a-vis the respective Scheduled Castes and Scheduled Tribes. While dealing with the slips of one village or town it is advisable for the Sorter to jot down the list of Scheduled Castes and Scheduled Tribes applicable to that village or town and get the approval of the Supervisor for the same.

In the instructions given enumerators a direction has been given that when a person claims that the name of the community to which he belongs is a synonym or a generic name of a Scheduled Caste or Scheduled Tribe the name of the community should be noted in the column relating to SC/ST and the name of the Scheduled Caste or Scheduled Tribe for which the synonym or generic name stands should be noted within brackets against the name of the community. The intention behind the instruction is to investigate these cases before they are finally accepted as Scheduled Castes or Scheduled Tribes. In the light of this, the Sorter's tickets relating to Scheduled Castes and Scheduled Tribes can be finalised only after a decision has been communicated to the tabulation offices on these cases. The following procedure will be followed to facilitate the above:- In respect of Sorter's Tickets 1 and 22 to 29 a draft sorter's ticket will be prepared before finalising the tickets and when the decision regarding the acceptable synonyms and generic names is communicated in respect of each district the necessary changes will be made in the draft and the final sorter's tickets will be filled up replacing the draft. Before entering the number of a slip for this purpose it should be verified whether the Scheduled Caste or Scheduled Tribe written within brackets after the synonym or generic name is one given in the list of Scheduled Castes or Scheduled Tribes in Volume II of the Instructions to Enumerators concerning the particular area or the whole State. If it is not, the entry should be scored off in red pencil under orders of the Deputy Superintendent or an Officer authorised by him and the slips should not be treated as belonging to Scheduled Caste or Scheduled Tribe.

The following details in respect of each of the above Sorter's Tickets will be carefully followed:-

Sorter's Ticket No. 1

This ticket gives three items within the table viz. Scheduled Castes Scheduled Tribes, Others. It will be noted that sufficient space has been left below each of these items in the draft Sorter's Ticket copy of which is given in Appendix C. Against the item "Scheduled Castes" only the figures relating to regular Scheduled Castes i.e. Scheduled Castes other than those represented by synonyms or generic names should be entered. Below that, each synonym or generic name appearing in the slips and the Scheduled Caste it stands for should be noted and the figures relating to it recorded against it in the respective columns. Thus, if there are 10 slips in which a particular synonym or generic name and the scheduled Caste it stands for has been recorded enter the particulars relating to those 10 slips against

APPENDIX X—contd.

the particular synonym or generic name and the Scheduled Caste it stands for. A red pencil tick mark should be put at the top of such slips. The Scheduled Castes for which the synonym or generic name stands should be noted within brackets. The same procedure should be followed in respect of Scheduled Tribes also. All those who do not belong either to regular Scheduled Castes or Scheduled Tribes or Scheduled Castes or Tribes indicated by synonyms or generic names should be entered against 'Others'. Two cases each in each synonym or generic name appearing in each Sorter's ticket will be entered in the columns of the register given in Appendix B. A report showing the synonyms or generic names and the corresponding Scheduled Caste or Scheduled Tribe along with the population figures under each for a district will be sent to the Superintendent of Census Operations along with the filled up sheets of the register given in Appendix B as soon as the preparation of Sorter's Ticket 1 for the district is over. When the decision as to the acceptability of the synonyms and generic names is communicated to the Tabulation Office add the figures of the accepted categories to those of the Scheduled Caste or Tribe as the case may be and those of the rejected categories to those entered against 'Others'. These figures will be entered in the final as modified copy of Sorter's Ticket No. 1 replacing the draft. Sufficient copies of the draft Sorter's Tickets will be supplied to each Tabulation Office for this purpose. A copy of the draft of Sorter's Ticket 1 filled up as a sample is appended to this as Appendix C.

Sorter's Ticket 22

In columns 3 and 4 of the draft ticket enter the figures relating to regular Scheduled Castes and Scheduled Tribes first and below that show each synonym or generic name followed by the Scheduled Caste or Scheduled Tribe it stands for shown within brackets and below that the figures relating to it. When the decision on the report on Sorter's Ticket 1 is communicated make the necessary changes and finalise the draft. The figures will then be entered in the final Sorter's ticket and the draft removed.

Sorter's Tickets Nos. 23 to 26 and 28

Enter in the draft ticket in columns names of Scheduled Caste or Scheduled Tribe the names of regular

Scheduled Caste or Scheduled Tribe and below them the names of synonyms or generic names followed by the name of the Scheduled Caste or Scheduled Tribe it stands for and enter the figures relating to them. The rest of the procedure is the same as indicated in respect of Sorter's Ticket No. 22.

Sorter's Ticket No. 27

In the draft Sorter's Ticket enter under each heading in column 1 first the regular Scheduled Castes and below that each synonym or generic name followed by the Scheduled Caste it represents shown within brackets and the figures relating to them in the corresponding columns. The rest of the procedure is the same as in the case of Sorter's Ticket Nos. 23 to 26 and 28.

5 Primary Census Abstract

The primary Census Abstract will have to be prepared for highland, midland and lowland villages or towns for each taluk, district and State. Further instructions will be issued regarding this classification.

For purposes of filling up columns 4 and 5 of the Primary Census Abstract the information has to be collected from the Abstracts of Household Schedule pads. It is possible that in the case of some blocks the enumerators would have entered in the Abstract the number of Census houses other than vacant even though they are not residential houses. It should, therefore, be scrutinised whether the number of occupied houses given in the Abstract is larger than the number of households. In that case it is an indication that the figure of occupied houses is wrong. In such cases the number of occupied residential houses has to be arrived at by deducting from the total number of households all cases where the letter 'B' onwards has been recorded in the location code of the Household Schedule. This will give the correct number of occupied residential houses.

(Sd.)

M. K. DEVASSY,

Superintendent of Census Operations,
Kerala

APPENDIX X—*contd.*

APPENDIX A — REGISTER OF RECORDS

[illegible]

APPENDIX B
REGISTER OF SYNONYMS OR GENERIC NAMES OF SCHEDULED CASTES
AND SCHEDULED TRIBES

AND SCHEDULED TRIBES							
Taluk	Town, Village or Forest Division	Kara, Muri, Desom, Forest Range	Location Code	Name of Person	Synonym or generic name	Name of the Scheduled Caste or Scheduled Tribe (give with brackets)	Remarks

APPENDIX X—concl.

APPENDIX C
CENSUS 1961

Draft Sorter's Ticket—1

Number and name of District :
 Number and name of Taluk :
 Number and name of Town/Village/Forest Division
 Number and name of Ward and Enumerator's Block/
 Kara, Muri or Desom/Forest Range

Name of Sorter :
Number of slips :

Kara, Muri or Desom/Forest Range	Males	Females
Inmates of Institution	200	50
Houseless Persons	100	150

Particulars	Males	Females
1	2	3
Scheduled Castes (excluding synonyms and generic names)	400	500
	15	25
Cheruppukuthi (Chakkilliyan)	40	55
Poozhimannan (Mannan)		
Scheduled Tribes (excluding synonyms and generic names)	100	150
Kotar (Kota)	75	90
Malasar (Malayan)		
Others	2,000	2,500
Total	2,630	3,320

Tested and passed as correct
Signed
(Supervisor)
Dated.....

Signed
(Sorter)

Dated
in progress and posted the figures in the Primary

Signed
(Compiler-Checker)

Dated

Certified that I have checked the sorting while it was in progress and posted the
Census Abstract.

Signed _____
(Compiler-Checker)

Signed
(Compiler-Checker)
Dated

APPENDIX XI

CIRCULAR LETTER No. II—TABULATION

30 June, 1961.

A clarification has been sought as to the persons who should be classified under the three items given in Sorter's Ticket - 5(b). Items covered by the Sorter's Ticket are (1) Literate without educational standard, (2) Primary or Junior basic and (3) Matriculation and above. All persons for whom 'L' has been noted and also all those who have some educational standard but have not passed lower primary or junior basic should be classified under category (i) i. e. literate without educational qualifications. Those who have passed lower primary or junior basic but have not passed Matriculation will come under the second category primary and junior basic and all those who have passed Matriculation will come under Matriculation and above. Lower primary is the 5th standard now. Before the introduction of the lower primary and upper primary system 4th class is the highest class in the primary. Therefore if anyone has passed under the present system the 5th standard or under the old system the 4th standard, he should be considered to have passed primary or junior basic. Matriculation includes S.S.L.C.

(Sd.)
Superintendent of Census Operations,
Kerala

To

The Deputy Superintendents of Census Operations,
Kozhikode, Trivandrum, Ernakulam (Tabulation).

APPENDIX XII

NUMBER OF SORTER'S TICKETS AND OTHER FORMS USED IN TABULATION OFFICES

NUMBER OF SORTER'S TICKETS AND OTHER FORMS		Number distributed to				
Description of form 1	Number printed 2	Housing Tabulation Offices 3	Regional Tabulation Office			Central Tabulation Office 7
			Trivandrum 4	Ernakulam 5	Calicut 6	
HOUSELIST TABULATION FORMS						
	9,000	9,000	...	...	...	...
1 Abstract III of revised table	25,000	25,000	...	...	...	...
2 Abstract III of original table	2,800	2,800	...	...	...	...
3 Abstract I	14,000	14,000	...	...	...	...
4 Frequency table for table I	300	300	...	...	...	...
5 Abstract II	3,600	3,600	...	...	...	...
6 Frequency table for table II	3,600	3,600	...	...	...	...
7 Frequency table for table IV (1)	3,600	3,600	...	...	...	...
8 Frequency table for table IV (2)	3,600	3,600	...	...	...	...
9 Totalling sheet for households with no rooms	3,600	3,600	...	...	...	...
10 Totalling sheet for households with one room	8,000	8,000	...	...	...	...
11 Totalling sheet for households with two rooms	8,000	8,000	...	...	...	...
12 Totalling sheet for households with three rooms	8,000	8,000	...	...	...	...
13 Totalling sheet for households with four rooms	8,000	8,000	...	...	...	...
14 Totalling sheet for households with five rooms and above	8,000	8,000	...	...	...	...
15 Abstract IV for walls and rooms	300	300	...	...	...	...
16 Abstract V	300	300	...	...	...	...
17 Frequency table for revised table III	90,000	90,000	...	...	...	...
18 Frequency table for original table III	2,00,000	2,00,000	...	...	...	...
GENERAL TABULATION FORMS						
	12,500	...	3,693	3,328	3,391	2,088
1 Sorter's Ticket 1	12,500	...	4,093	3,328	3,291	1,788
2 " 2	12,500	...	4,393	3,328	3,391	1,388
3 " 3	15,500	...	15,238	60	...	202
4 " 4	15,500	...	2,041	853	870	409
5 " 5 (a)	2,500	...	271	20	...	6
6 " 5 (b)	2,000	...	1,520	853	970	361
7 " 6	2,000	...	2,116	853	970	361
8 " 7	2,000	...	2,116	853	1,313	904
9 " 8	4,300	...	3,585	1,298	443	305
10 " 9	4,300	...	786	461	402	212
11 " 10	7,100	...	581	405	402	212
12 " 11	2,000	...	581	405	862	692
13 " 12	1,600	...	581	965	3,530	3,681
14 " 13	1,600	...	2,481	4,213	356	104
15 " 14	5,000	...	13,576	349	...	244
16 " 15	25,000	...	391	10	345	13
17 " 16 (a)	1,200	...	546	300	887	887
18 " 16 (b)	800	...	92	848	865	1,337
19 " 17	750	...	1,700	848	915	1,387
20 " 18	4,300	...	1,200	848	965	480
21 " 19	4,300	...	1,100	...	...	...
22 " 20	800	...	320	...	...	...

APPENDIX XII—contd.

Description of form 1	Number printed 2	Number distributed to			
		Housing Tabulation Offices 3	Regional Tabulation Office		
			Trivandrum 4	Ernakulam 5	Calicut 6
7					
23 Sorter's Ticket 21	4,300	...	1,000	848	840
24 " 22	4,300	...	1,000	848	915
25 " 23	4,300	...	1,000	848	865
26 " 24	7,800	...	1,100	1,408	1,225
27 " 25 (a)	5,200	...	3,657	40	...
28 " 25 (b)	3,500	...	319	1,408	1,225
29 " 26	2,000	...	841	456	443
30 " 27	1,200	...	361	344	351
31 " 28	4,300	...	2,393	848	765
32 " 29	1,200	...	461	344	351
33 Compiler's Posting Statement 1	6,000	...	5,700	20	...
34 " 2	2,500	...	1,996	20	...
35 " 3	600	...	358	10	...
36 " 4	2,000	...	256	853	770
37 " 5	2,000	...	256	853	770
38 " 6	750	...	67	278	281
39 " 7	2,500	...	1,932	20	...
40 " 8	1,200	...	361	344	351
41 " 9	1,200	...	411	344	351
42 " 10	1,200	...	361	344	351
43 " 11	1,200	...	361	344	351
44 " 12	1,200	...	361	344	351
45 " 13	1,200	...	361	344	351
46 " 14	1,200	...	361	344	351
47 " 15	1,200	...	361	344	351
48 " 16	1,200	...	361	344	351
49 " 17	1,200	...	361	344	351
50 " 18	1,200	...	361	344	351
51 " 19	1,200	...	361	344	351
52 " 20	1,200	...	361	344	351
53 " 21	1,200	...	361	344	351
54 " 22	1,200	...	361	344	351
55 " 23	1,200	...	361	344	351
56 " 24	1,200	...	361	344	351
57 " 25	1,200	...	361	344	351
58 " 26	1,200	...	361	344	351
59 " 27	1,200	...	361	344	351
60 " 28	3,250	...	361	344	351
61 " 29	1,200	...	1,551	680	627
62 " 30	600	...	361	344	351
63 " 31	600	...	294	10	...
64 " 32	750	...	294	10	...
65 " 33	1,200	...	15	310	320
66 " 34	1,200	...	410	344	351
67 " 35	3,250	...	309	344	351
68 " 36	3,500	...	1,461	680	627
	450	...	2,736	...	...
	1,200	...	150	...	...
	1,200	...	309	344	351
	...	...	309	344	351

APPENDIX XII—concl.

Description of form 1	Number printed 2	Number distributed to			
		Housing Tabulation Offices 3	Regional Tabulation Office		
			Trivandrum 4	Ernakulam 5	Calicut 6
7					
69 Compiler's Posting Statement 37	4,300	...	2,032	848	765
70 " 38 (A)	4,300	...	2,032	848	765
71 " 38 (B)	4,300	...	2,032	848	765
72 " 39 (A)	1,500	...	506	400	397
73 " 39 (B)	1,900	...	733	456	443
74 " 40 (A)	1,900	...	3,952	1,408	1,225
75 " 40 (B)	7,800	...	3,952	1,408	1,225
76 " 41 (A)	7,800	...	1,568	20	...
77 " 41 (B)	2,000	...	1,568	20	...
78 " 42 (A)	2,000	...	60	512	489
79 " 42 (B)	1,200	...	60	512	489
80 " 43	1,200	...	309	344	351
81 " 44	1,200	...	304	...	...
82 " 45	1,200	...	165	344	351
83 " 46	1,200	...	309	344	351
84 Misc. Sorting Form 1 (A)	1,200	...	16*	...	...
85 " 1 (B)	24*	...	10*	44*	46*
86 " 2 (A)	120*	...	3,640	40	...
87 " 2 (B)	4,000	...	160	1,320	920
88 " 3	2,500	...	717	1,214	1,269
89 " 4	4,000	...	108	182	190
90 " 5 (A)	600	...	10,000	20	...
91 " 5 (B)	20,000	...	5,070	24,761	26,215
92 " 6	70,000	...	997	1,518	1,585
93 Primary Census Abstract	5,000	...	6,643	7,028	6,091
	37,500	...			17,738

* Rubber stamps.

APPENDIX XIII

AVERAGE NORMS ATTAINED FOR EACH SORTER'S TICKET IN EACH OF THE REGIONAL TABULATION OFFICES

A- RURAL

Sl. No.	Sorter's Ticket No.	Average out turn of slips per day per sorter in			Norm fixed for each Sorter's Ticket	Standard out turn on which payment of bonus was made	Remarks
		Regional Tabulation Offices					
		Trivandrum	Ernakulam	Kozhikode			
1	2	3	4	5	6	7	8
1							
2	ST 1						
3	ST 2						
4	ST 3						
5	ST 5 (b)	696	818	962	1,000	An out turn of 20 to 30%	
6	ST 7	3,658	3,660	3,350	5,001	more than the norm fixed	
7	ST 8	6,962	6,657	5,012	7,800	ed qualified a Sorter for	
8	ST 9	5,119	5,710	5,108	7,905	a bonus of Rs. 5/- and	
9	ST 10	2,682	2,523	2,780	4,875	an out turn of more than 30% of the	
10	ST 11	2,856	2,049	3,104	5,000	norm fixed qualified a	
11	ST 12	7,749	7,113	5,305	7,905	sorter for a bonus of Rs. 10.00	
12	ST 13	10,282	5,777	7,110	13,001		
13	ST 14	7,152	7,991	3,721	5,625		
14	ST 15	4,056	2,602	3,110	4,875		
15	ST 16 (b)	8,860	6,738	7,320	11,700		
16	ST 17	1,463	39,804	33,752	58,500		
17	ST 18	10,117	6,221	10,180	16,715		
18	ST 19	10,197	6,078	10,892	16,250		
19	ST 21	3,963	16,621	6,216	10,086		
20	ST 22	12,333	14,476	7,533	12,717		
21	ST 23	8,750	5,414	5,120	8,864		
22	ST 24	4,334	4,022	3,115	4,958		
23	ST 25 (b)	5,737	5,290	3,628	6,158		
24	ST 26	5,548	5,138	4,265	6,882		
25	ST 27	13,845	4,032	11,738	19,500		
26	ST 28	4,803	5,301	3,892	5,909		
	ST 29	1,385	1,377	6,544	10,263		
		1,916	1,065	7,125	11,700		

APPENDIX XIII—concl'd.

B- URBAN

(Norms Attained at the Regional Tabulation Office, Trivandrum)

Sl. No.	Sorter's Ticket No.	Average out turn of slips per day per sorter	Norm fixed for each Sorter's Ticket	Standard out turn on which payment of bonus was made	Remarks
1	2	3	4	5	6
1					
2	ST 1 to 4	667	1,000	An out turn of 20	
3	ST 5 (a)	2,258	3,387	to 30% more than	
4	ST 6	3,057	4,585	the norm fixed	
5	ST 7	6,261	9,390	qualified a Sorter	
6	ST 8	5,416	8,124	for a bonus of Rs.	
7	ST 9	2,736	4,014	5 and an out turn	
8	ST 10	2,355	3,916	of more than 30%	
9	ST 11	6,393	9,151	of the norm fixed	
10	ST 12	6,031	8,763	qualified a Sorter	
11	ST 13	9,689	14,532	for a bonus of Rs.	
12	ST 14	3,531	5,194	10.	
13	ST 15	7,893	11,977		
14	ST 16 (a)	1,707	3,070		
15	ST 17	6,426	9,846		
16	ST 18	7,114	10,882		
17	ST 19	4,589	6,313		
18	ST 19 (a)	1,273	1,653		
19	ST 20	3,056	7,848		
20	ST 21	15,793	23,568		
21	ST 22	8,664	12,995		
22	ST 23	3,994	5,991		
23	ST 24	4,059	6,088		
24	ST 25	4,463	6,694		
25	ST 26	5,719	8,578		
26	ST 27	4,140	6,210		
27	ST 28	1,848	2,772		
	ST 29	1,782	2,673		

APPENDIX XIV

STATEMENT OF ACTUAL SORTER-MONTHS, COMPILER-CHECKER-MONTHS, SUPERVISOR-MONTHS,
COMPTOMETER OPERATOR-MONTHS, TABULATION ASSISTANT-MONTHS, STATISTICAL
ASSISTANT-MONTHS AND TABULATION OFFICER-MONTHS CONSUMED IN THE
HOUSING TABULATION OFFICE AND IN EACH OF THE
REGIONAL TABULATION OFFICES.

HOUSING TABULATION OFFICE

	1960		1961				Total
	November	December	January	February	March	April	
Statistical Assistants						0.21	3.92
Supervisor	1.62	1.89	1.76	1.67	2.04	1.25	17.77
Compiler Checkers	11.81	11.41	11.68	5.25	6.00	0.67	56.68
Tabulators		25.59	29.64	10.42	10.69	9.96	175.40
			50.75	59.46			

REGIONAL TABULATION OFFICE

Calendar month	Trivandrum	Ernakulam	Kozhikode	
1	2	3	4	5
i. Sorter-months				
Total				3,769.28
April 1961	952.38	1,340.52	1,476.38	111.70
May 1961	30.83	35.13	45.74	252.70
June 1961	64.33	136.11	52.26	474.60
July 1961	119.16	166.80	188.64	540.22
August 1961	117.88	192.19	230.15	547.48
September 1961	119.35	195.13	233.00	526.28
October 1961	114.24	181.44	230.60	497.56
November 1961	104.87	168.52	224.17	402.88
December 1961	93.44	154.32	155.12	97.04
January 1962	76.16	20.88	...	171.74
February 1962	74.54	33.04	64.12	147.08
	37.58	56.2	52.58	
ii. Compiler-Checker-months				
Total				741.02
April 1961	195.53	274.25	271.24	22.78
May 1961	6.61	7.17	9.00	51.45
June 1961	12.67	27.63	11.15	92.45
July 1961	22.00	35.76	34.72	111.30
August 1961	24.65	41.65	45.00	108.9
September 1961	23.26	41.17	44.48	108.3
October 1961	23.60	39.40	45.36	103.7
November 1961	22.00	37.09	44.65	89.9
December 1961	23.08	33.92	32.92	34.6
January 1962	22.60	9.00	3.08	11.1
February 1962	8.77	1.46	0.88	6.1
	6.29	...	...	...

APPENDIX XIV—contd.

APPENDIX XIV—contd.				
Calendar month	Trivandrum	Ernakulam	Kozhikode	Total
1	2	3	4	5
	iii. Supervisor-months			
	105.78	161.94	161.04	428.76
Total	3.65	3.52	4.52	11.69
April 1961	6.26	14.00	5.22	25.48
May 1961	10.92	18.20	17.60	46.72
June 1961	11.81	20.65	22.35	54.81
July 1961	11.83	21.00	21.91	54.74
August 1961	11.64	20.80	21.64	54.08
September 1961	11.70	18.74	21.65	52.09
October 1961	11.68	17.88	20.44	50.00
November 1961	10.56	12.00	7.08	29.64
December 1961	8.23	8.15	9.46	25.84
January 1962	7.50	7.00	9.17	23.67
February 1962				
	iv. Operator-months			
				8.56

iv. Comptometer - Operator-months 282

	iv. Completion	2.82	3.00	...
	2.74	...	...	...
Total.	...	...	...	...
April 1961	...	...	...	...
May 1961	...	...	...	...
June 1961	...	...	...	...
July 1961	...	...	...	...
August 1961	...	...	...	...
September 1961	0.28	0.28	1.00	2.92
October 1961	1.00	1.00	1.00	2.08
November 1961	0.92	0.54	1.00	
December 1961	0.54			
January 1962				
February 1962				
Tabulation Assistant-months				90.13
			28.19	

v. **Tabulation Assistant-months** 30.35

	v. Tabulation Assistant-months			
January 1962			28.19	90.13
February 1962			...	...
	31.59	30.35	...	1.11
	...	0.33	0.15	10.96
	0.63	3.88	3.40	11.81
Total	3.68	3.81	4.00	11.44
April 1961	4.00	3.57	4.00	11.36
May 1961	3.87	3.88	3.87	11.22
June 1961	3.48	4.00	3.92	11.88
July 1961	3.35	3.96	4.00	12.00
August 1961	4.00	4.00	0.85	5.39
September 1961	4.00	1.96	...	2.96
October 1961	2.58	0.96		
November 1961	2.00			
December 1961				

vi. Statistical Assistant-months	8.61
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	vi. Statistical Assistant-months		
December 1961			25.06
January 1962		6.32	0.43
February 1962		...	2.00
		...	
	10.13	8.61	
	0.13	0.30	
	1.00	1.00	
Total			
April 1961			
May 1961			
	153		

APPENDIX XIV—concl'd.

Calendar month 1	Trivandrum 2	Ernakulam 3	Kozhikode 4	Total 5
June 1961				2.32
July 1961	1.00	1.00	0.32	3.00
August 1961	1.00	1.00	1.00	3.00
September 1961	1.00	1.00	1.00	3.00
October 1961	1.00	1.00	1.00	3.00
November 1961	1.00	1.00	1.00	3.00
December 1961	1.00	1.00	1.00	3.00
January 1962	1.00	1.00	1.00	3.00
February 1962	1.00	0.31	...	1.31
	1.00	...	...	1.00

vii. Tabulation Officer-months

Total				32.73
April 1961	10.91	10.91	10.91	2.73
May 1961	0.91	0.91	0.91	3.00
June 1961	1.00	1.00	1.00	3.00
July 1961	1.00	1.00	1.00	3.00
August 1961	1.03	1.00	1.00	3.00
September 1961	1.00	1.00	1.00	3.00
October 1961	1.00	1.00	1.00	3.00
November 1961	1.03	1.00	1.00	3.00
December 1961	1.00	1.00	1.00	3.00
January 1962	1.00	1.00	1.00	3.00
February 1962	1.00	1.00	1.00	3.00

The figures in this statement were arrived at by applying the formula.

Sorter/Compiler Checker etc. months

= Sum of the days each Sorter/Compiler Checker etc. has worked in a calendar month

The total no. of working days in that calendar month.
Total working days include eligible casual leave.

APPENDIX XV

INSTRUCTIONS FOR CODERS

Card column	Description	Column in household schedule	Code numbers	Where to code
1	2	3	4	5
14/50	S. C./S. T.	Parallelogram at the right hand top	For Scheduled Caste .. Scheduled Tribe .. Others	1 Against the parallelogram ... 2 in the right hand ... 3 margin
15/51	Household class	A-1 Cultivation & B- Household Industry	Households engaged only in cultivation Households engaged only in household industry Households engaged both in cultivation and household industry Households engaged neither in cultivation nor in household industry	... 1 Below the code for S.C./S.T. ... 2 ... 3 ... 4
16/52	Interest in land	A.1 (i) A.1 (ii) A. 1 (i) + A. (ii)	Households cultivating land owned or held from Government Households cultivating land held from private persons or institutions for payment in money, kind or share Households cultivating land owned or held from Govt. and also held from private persons or institutions for payment in money, kind or share	... 1 Below code for household class ... 2 ... 3
17/53	Size of land	A.1 - Col-3	For households engaged in household industry only put a Less than 1 acre 1.0 — 2.4 acres 2.5 — 4.9 " 5.0 — 7.4 " 7.5 — 9.9 " 10.0 — 12.4 " 12.5 — 14.9 " 15.0 — 29.9 " 30.0 — 49.9 " 50.0 " Unspecified For households engaged in household industry only put a	... 0 Below code ... 1 for interest ... 2 in land ... 3 ... 4 ... 5 ... 6 ... 7 ... 8 ... 9 ... X

APPENDIX XV—contd.

Card column	Description	Column in household schedule	Code numbers	Where to code
1	2	3	4	5
18-21/ 54-57	Household industry	B. Col. 2	Code according to the list of household industries. Where more than one industry have been recorded code for the industry conducted for a greater no. of months	Write in the space provided for in B. Col. 3 of the household schedule
22/58	Months worked	B. Col. 4	1—3 months 4—6 months 7—9 months 10—12 months Unspecified	1 Write against 2 period in 3 right hand 4 margin 5
23-24/ 59-60	Family workers—Males & females	C. Cols. 3 & 4	No coding. Include the head in col. 3 or 4 as the case may be and write male and female figures on the left hand side and underline these figures	
25-26/ 61-62	Hired workers	C. Col. 6	No coding. Underline the figures to be punched	
27/63	Total workers	C. Cols. 5 + 6	1 person 2 persons 3—5 persons 6—10 persons More than 10 persons Unspecified	1 Write in the 2 right hand 3 margin 4 against C. 5 6

CENSUS POPULATION RECORD

28-31/ 64-67	Total persons males & females	Rectangle against total persons at the bottom	No coding. Actual figures as recorded in the schedule are to be punched
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Write the code numbers or actual numbers in the appropriate column of the rubber stamped table at the bottom of the household schedule as per instructions, given below.

32/68	Head Sex & Marital Status	Col. 2, 3 & 6	Male Never Married " Married " Widowed " Divorced or separated " Not stated Female Never Married " Married " Widowed " Divorced or separated " Not stated Where the Head of the household is absent put a	0 Code in the 1 rubber stamped 2 table 3 under sex 4 5 6 7 8 9 (—)
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APPENDIX XV—concl.

Card column	Description	Column in household schedule	Code number	Where to code
1	2	3	4	5
33-35/ 69-71	Occupation	Col. 7	Code according to the National Classification of Occupation in 3 digits code (List supplied). For non-workers code XXX. Where the head of the household is absent put (---)	OCC'N
36/72	Spouses	Col. 4	No coding. Find the number of spouses of the head of household and write the actual number.	Sp.
	Males			Males—MS
37/73	Married sons	Col. 4 & 6	No coding. Find the number of married sons in the household and write the actual number.	Males—OMR
38/74	Other married relations	Col. 4 & 6	No coding. Find the number of other married male relations and write the actual number.	Males—UNM-R
39/75	Other relations	Col. 4 & 6	No coding. Find the number of other male relations and write the actual number.	Males—NR
40/76	Unrelated males	Col. 2 & 4	No coding. Find the number of unrelated males and write the actual number.	
	Females			Females-MR
41/77	Married relations	Col. 4 & 6	No coding. Find the number of married female relations and write the actual number.	Females-UNM-R
42/78	Other relations	Col. 4 & 6	No coding. Find the number of other female relations and write the actual number.	Females—NR
43/79	Unrelated females	Col. 3 & 4	No coding. Find the number of unrelated females and write the actual number.	
44/80	Size group of household	Rectangle at the bottom—Total persons	Single member 2—3 members 4—6 " 7—9 " 10 members or over	1 T 2 3 4 5

APPENDIX XVI

LIST OF MAIN TABLES AND SUBSIDIARY TABLES ADOPTED FOR THE 1961 CENSUS

Sl. No.	Table No.	Description	Sl. No.	Table No.	Description
1 A I		Area, houses and population	18 B IX		Persons not at work classified by sex, broad age-groups and type of activity
2 A II		Variation in population during sixty years	19 B X		Sample households (i) engaged neither in cultivation nor household industry (ii) engaged either in cultivation, household industry but not in both and (iii) engaged both in cultivation and household industry for all areas
3 A III		Villages classified by population	20 B XI		Sample households engaged in cultivation classified by interest in land and size of land cultivated in rural and urban areas separately
4 A IV		Towns (and town groups) classified by population in 1961 with variation since 1901	21 B XII		Sample households engaged in cultivation only classified by size of land cultivated and number of family workers and hired workers in rural and urban areas separately
5 B I		Workers and non-workers classified by sex and broad age-groups	22 B XIII		Sample households engaged both in cultivation and household industry showing size of land cultivated classified by principal household industry in rural and urban areas separately
6 B II		Workers and non-workers in cities, town groups and towns arranged territorially classified by sex and broad age-groups	23 B XIV		Sample households engaged only in household industry classified by principal household industry in all areas
7 B III Part A		Industrial classification of workers and non-workers by educational levels in urban areas only	24 " Part A		Households classified by major groups of principal household industry and number of persons engaged
8 " Part B		Industrial classification of workers and non-workers by educational levels in rural areas only	25 " Part B		Households classified by minor groups of principal household industry
9 B IV Part A		Industrial classification by sex and class of worker of persons at work at household industry.	26 B XV		Sample households engaged both in cultivation and household industry classified by size of land in rural and urban areas separately
10 " Part B		Industrial classification by sex and class of worker of persons at work in non-household industry, trade, business, profession or service	27 B XVI		Sample principal household industry classified by period of working and total number of workers engaged in household industry in all areas
11 " Part C		Industrial classification by sex and divisions, major groups and minor groups of persons at work other than cultivation	28 B XVII		Sample households classified by (i) number of male and female members by size of households and (ii) engaged by size of land cultivated (a) neither in cultivation nor in industry (b) in household industry only and (c) in cultivation sub-classified by size of land cultivated
12 B V		Occupational classification by sex of persons at work other than cultivation	29 C I		Composition of sample households by relationship to head of family classified by size of land cultivated
13 B VI		Occupational division of persons at work other than cultivation classified by sex, broad age-groups and educational levels in urban areas only	30 C II		Age and marital status
14 B VII Part A		Persons working principally (i) as cultivators (ii) as agricultural labourers or (iii) at household industry classified by sex and by secondary work (i) at household industry (ii) as cultivator or (iii) as agricultural labourer	31 C III Part A		Age, sex and education in all areas
15 " Part B		Industrial classification by sex of persons working in non-household industry, trade, business, profession or service who are also engaged in household industry	32 " Part B		Age, sex and education in urban areas only
16 B VIII Part A		Persons unemployed aged 15 and above by sex, broad age-groups and educational levels in urban areas only	33 " Part C		Age, sex and education in rural areas only
17 " Part B		Persons unemployed aged 15 and above by sex and educational levels in rural areas only.			

APPENDIX XVI—contd.

Sl. No.	Table No.	Description	Sl. No.	Table No.	Description
34	Appendix tables of Table C. III	Classification by each branch and sub branch of science or technology	48	Table SCT I	Industrial classification of persons at work and non-workers by sex for Scheduled Tribes
	Appendix Table I	Type of activity and marital status of persons in each branch of science or technology	49	" SCT II Part A	Age and marital status for Scheduled Castes
	" " II	Year of obtaining post-graduate degree in physical sciences and graduates and doctorate degrees in engineering or technology and selected branches of medicine	50	" Part B	Age and marital status for Scheduled Tribes
	" " III	Persons holding degrees in engineering and technology and selected branches of medicine and also holding degrees in selected branches of physical sciences	51	" III Part A (i)	Education in urban areas only for Scheduled Castes
	" " IV	Nature and sector of employment of persons in each branch of science or technology	52	" Part A (ii)	Education in urban areas only for Scheduled Tribes
	" " V	Total monthly income (Rs.) of persons employed in each branch of science or technology classified by sector of employment.	53	" " B (i)	Education in rural areas only for Scheduled Castes
	" " VI	Tenure and sector of employment of persons in each branch of science or technology	54	" " B (ii)	Education in rural areas only for Scheduled Tribes
	" " VII	Age and period and unemployment of unemployed persons qualified in each branch of science or technology	55	" SCT IV Part B	Religion for Scheduled Tribes
	" " VIII	Single year age returns	56	" " Part A V	Sample households engaged in cultivation classified by interest in land and size of land cultivated in rural areas only for members of Scheduled Castes
35	Table C IV	Mother tongue	57	" V Part B	Sample households engaged in cultivation classified by interest in land and size of land cultivated in rural areas only for members of Scheduled Tribes
36	" C V	Bilingualism	58	SC I	Persons not at work classified by sex, type of activity and educational levels for Scheduled Castes
37	" C VI	Religion	59	ST I	Mother tongue and bilingualism for Scheduled Tribes
38	" C VII	Classification by literacy and industrial category of workers and non-workers among Scheduled Castes	60	ST II	Persons not at work classified by sex and type of activity for Scheduled Tribes
39	" C VIII Part A	Classification by literacy and industrial category of workers and non-workers among Scheduled Tribes	61	E I	Census houses and the uses to which they are put
40	" C VIII Part B	Place of birth	62	E II	Tenure status of sample census household living in census houses used wholly or partly as dwelling
41	" D I	Migrants classified by place of birth and duration of residence in place of enumeration	63	E III	Census houses used as factories and workshops classified by industry power and no power used and size of employment
42	" D II	Migrants to cities classified by sex, broad age-groups, educational levels and in case of workers also by occupational divisions and groups	64	E IV	Distribution of sample households living in census houses used wholly or partly as dwelling by predominant material of wall and predominant material of roof (based on 20% sample)
43	" D III	Cities showing population born locally migrants from rural areas and migrants from other towns and cities	65	EV	Sample households classified by number of members and by number of rooms occupied (Based on 20% sample)
44	" D IV	Distribution of industrial categories of workers and non-workers by places of birth			
45	" D V	Industrial classification of persons at work and non-workers by sex for Scheduled Castes			
46	" D VI				
47	" SCT I Part A				

APPENDIX XVI—contd.

SUBSIDIARY TABLES

Table No.	Description	Table No.	Description
A I-1	Area and population (actual and percentage) by taluk density	B III Part B I	Distribution of 1,000 workers in each industrial category and in each sex by educational levels in rural areas only
A I-2	Distribution of 1,000 occupied residential houses and 10,000 persons rural and urban and comparison with 1951 and 1941 censuses	" Part B 2	Distribution of 1,000 persons not at work by educational levels in rural areas only
A I-3	Persons per 1,000 houses and houses (i) per 100 square miles in rural areas and (ii) per square mile in urban areas and comparison with past censuses	B IV-1	Number per 1,000 workers in non-household industry, trade, business, profession or service who are employers, employees, single workers and family workers
A I-4	Females per 1,000 males in total/rural/urban population and comparison with previous censuses	B IV-2	Number per 1,000 workers in III-mining, quarrying, live-stock, forestry, fishing, hunting and plantations, orchards and allied activities, who are employers, employees, single workers and family workers
A I-5	Variation and density		
A II-1	Mean decennial growth rates during four decades		
A III-1	Distribution of rural population between villages of different sizes	B IV-3	Number per 1,000 workers at IV-household industry, who are employees and others
A IV-1	Distribution of urban population between cities/town-groups/ towns	B IV-4	Number per 1,000 workers in V-manufacturing other than household industry, who are employers, employees, single workers and family workers
A IV-2	Number of females per 1,000 males and density for each city/town groups/ town		
B I-1	Distribution of 1,000 persons by each industrial category of worker, and by non-worker and by sex	B IV-5	Number per 1,000 workers in VI-construction, who are employers, employees, single workers and family workers
B I-2	Number of female workers per 1,000 male workers in each industrial category		
B I-3	Distribution of 1,000 of total workers of each sex into age-groups and industrial category	B IV-6	Number per 1,000 workers in VII-Trade and Commerce, who are employers, employees, single workers and family workers
B I-4	Distribution of 1,000 workers in each sex and each industrial category by age-group	B IV-7	Number per 1,000 workers in VIII-transport, storage and communications who are employers, employees, single workers and family workers
B I-5	Workers per 1,000 population in each age-group		
B I-6	Workers per 1,000 population in each of the censuses 1901 to 1961	B IV-8	Number per 1,000 workers in IX-other services who are employers, employees, single workers and family workers
B II-1	Distribution of 1,000 workers in each class of town by age, sex and industrial categories	B IV-9	Distribution of 10,000 workers other than those working as cultivators or as agricultural labourers by division, major group and minor group of Indian Standard Industrial Classification
B II-2	Distribution of 1,000 workers in each city or town-group with a population of one lakh and over by age, sex and industrial categories		
B II-3	Workers per 1,000 population in each city and comparison of workers in industrial categories from 1901-1961	B V-1	Distribution of 10,000 workers other than those working cultivators or as agricultural labourers by occupational division, group and family of national classification of occupations
B III Part A I	Distribution of 1,000 workers in each sex by educational levels in urban areas only		
" A 2	Distribution of 1,000 workers in each industrial category and in each sex by educational levels in urban areas only	B VI-1	Distribution of 1,000 workers in each occupational division, and in each sex by education levels in urban areas only
" A 3	Distribution of 1,000 persons not at work by educational levels in urban areas only	B VII Part A I	Number per 1,000 persons working principally as cultivators, who are

APPENDIX XVI—contd.

Table No.	Description	Table No.	Description
B VII Part A-1	Working (1) as cultivators and agricultural labourers (2) as cultivators and at household industry in rural areas only	B XIV Part A-1	Distribution of 1,000 sample households engaged in household industry only by principal household industry and working strength in all areas
" Part A-2	Number per 1,000 persons working principally as agricultural labourers, who are working (1) as agricultural labourers and cultivators (2) as agricultural labourers and at household industry in rural areas only	B XIV Part B-1	Distribution of 1,000 sample households engaged in household industry only by principal household industry (Division/Major group/ Minor group) in all areas
" Part A-3	Number per 1,000 persons working principally at household industry in rural areas only who are working (1) at household industry and as cultivators (2) at household industry and as agricultural labourers	B XVI-1	Distribution of 1,000 sample households engaged in household industry (with and without cultivation) by principal household industry in each duration
B VIII Part A-1	Distribution of 1,000 males and females who are unemployed in each age-group according to educational level in urban areas only	B XVI-2	Distribution of 1,000 sample household workers engaged in principal household industry (with and without cultivation) family and hired workers in each duration
" Part B-1	Distribution of 1,000 males and females who are unemployed by educational levels in rural areas only	B XVI-3	Average number of family and hired workers per household engaged in principal household industry (with and without cultivation) by the duration of household industry
B IX-1	Number per 1,000 of population aged 15 + and of population of each age-group 15-34, 35-59, 60+ and age not stated who are unemployed, separately for persons, males and females	B XVII-1	Distribution of 1,000 sample households by size of households
B IX-2	Distribution of 1,000 persons not at work by age-groups	C I-1	Family composition of 1,000 sample households total/ rural/ urban population
B IX-3	Distribution of 1,000 non-workers of each sex by type of activity	C II-1	Distribution of 1,000 persons of each sex by marital status
B X-1	Distribution of 1,000 sample household (i) engaged neither in cultivation nor household industry (ii) engaged either in cultivation or household industry but not in both and (ii) engaged both in cultivation and household industry for all areas	C II-2	Marital status of 1,000 persons of each sex in general population and comparison with previous censuses
B XI-1	Distribution of 1,000 sample households engaged in cultivation by interest in land and size of land cultivated in rural areas only	C II-3	Distribution of 1,000 married persons by age-groups in each sex and comparison with previous censuses
B XII-1	Distribution of 1,000 sample households engaged in cultivation by size of land cultivated in rural areas only	C III Part B-1	Distribution of 1,000 persons in each age-group and sex by educational levels in urban areas only
B XII-2	Distribution of 1,000 sample household engaged in cultivation by size of land cultivated and working strength in rural areas only	C III Part C-1	Distribution of 1,000 persons in each age-group and sex by educational levels in rural areas only
B XII-3	Distribution of 1,000 sample household workers (family/hired) engaged in cultivation with and without household industry by each size of land cultivated and size of employment by family and hired workers in rural areas only	C IV-1	Females per 1,000 males by age-group and comparison with 1951 Census
B XII-4	Average number of family and hired workers per cultivating household by each size of cultivated holding in rural areas only	C IV-2	Distribution of 1,000 persons of each sex by age-group and comparison with 1951 Census
		C V-1	Distribution of 1,000 persons by mother tongue
		C VII-1	Distribution of 1,000 persons by religion
		C VIII Part A-1	Distribution of 1,000 persons of all Scheduled Castes by sex and literacy
		C VIII Part A 2	Distribution of 1,000 persons of all Scheduled Castes by categories of workers and non-workers
		C VIII Part B-1	Distribution of 1,000 persons of all Scheduled Tribes by sex and literacy

APPENDIX XVI—concl'd.

Table No.	Description	Table No.	Description
C VIII Part B-2	Distribution of 1,000 persons of all Scheduled Tribes by categories of workers and non-workers	E II-1	Distribution of 1,000 census households living in census houses used wholly or partly as dwellings by types of census houses in rural areas
D I-1	Distribution of 1,000 non-Indian Nationals by countries of Nationality	E II-2	Distribution of 1,000 census households living in census houses used wholly or partly as dwellings by types of census houses and tenure status in urban areas
D I-1 Small Tables	Individual countries contributing more than one in thousand non-Indian Nationals	E III-1	Proportion of workshops and factories according to divisions, major groups and selected minor groups to 1,000 workshops and factories
D II-1	Variation in natural population	E III-2	Distribution of 1,000 workshops and factories in each kind of fuel used by size of employment
D II-2	Migration between the States and other parts of India	E III-3	Distribution of 1,000 workshops and factories in each division, major group and selected minor group by kind of fuel or power used
D II-3	Distribution of 10,000 persons enumerated in each State/District by place of birth, rural/urban characteristics and sex	E IV-1	Distribution of 1,000 households living in census houses used wholly or partly as dwellings by wall material
D IV-1	Distribution of 1,000 migrants to cities by age-groups	E IV-2	Distribution of 1,000 households living in census houses used wholly or partly as dwellings by roof material
D IV-2	Distribution of 1,000 migrants to cities by sex and educational level	E V-1	Distribution of 1,000 households according to number of rooms occupied
D IV-3	Distribution of 1,000 workers among migrants to cities by sex and occupation	E V-2	Number of persons, males and females per room and persons per household in each category of household
D V-1	Distribution of 1,000 migrants (Born in India) to cities by place of birth		
E I-1	Distribution of 1,000 census houses by vacant and different types of occupied census houses		
E I-2	Distribution of 1,000 census houses in each type of use among rural and urban areas		

APPENDIX XVII

LIST OF FREE DISTRIBUTION OF DISTRICT CENSUS HAND BOOKS

(All Districts)
List A

Sl. No.	Name	Number of copies		Remarks	Sl. No.	Name	Number of copies		Remarks
		Deluxe	Ordinary				Deluxe	Ordinary	
1	His Excellency the Governor	1	...		36	Director of Civil Defence	...	1	
2	Advisors	1+1	...		37	State Port Office	...	1	
3	Governor's Secretariat	...	1		38	Inspector General of Prisons	...	1	
4	Ministers	10	...		39	Superintendent of Government Presses	...	1	
5	Speaker & Deputy Speaker	2	...	the number of copies may be retained for subsequent issue	40	Chief Engineer, Public Health Engineering	...	1	
6	Members of Legislative Assembly	...	121		41	Secretary, Public Service Commission	...	1	
7	Chief Justice	...	...		42	Chief Engineer, Public Works Department (General & Irrigation)	...	1	
8	Members of Parliament	1	24		43	Chief Engineer, Public Works Department (B & R)...	...	1	
9	Chief Secretary	1	...		44	Inspector General of Registration	...	1	
10	Secretariat Department	...	13		45	Controllor of Stationery	...	1	
11	Director of Public Relations	...	2		46	Director of Bureau of Economics and Statistics	...	1	
12	Director of Agriculture	...	1		47	Director of Survey & Land Records	...	1	
13	Director of Animal Husbandry	...	1		48	Director of Tourist Department	...	1	
14	Director of Archaeology	...	1		49	Director of State Transport...	...	1	
15	Director of Indigenous Medicines	...	1		50	Director of Treasuries	...	1	
16	Secretary, Board of Revenue	...	1		51	Vice Chancellor of Kerala University	1	...	
17	Registrar of Co-operative Societies	...	1		52	Kerala University	...	1	
18	Director of Collegiate Education	...	1		53	Professor of Statistics	...	3	
19	Director of Technical Education	...	1		54	University, Centres	...	1	
20	Director of Public Instruction	...	1		55	Secretary, Electricity Board...	...	1	
21	Education Research	...	1		56	City Town Planner	...	1	
22	Yogic Culture	...	1		57	Controllor of Weights & Measures	...	1	
23	Director of Employment	...	1		58	Civil Supplies Commissioner	...	1	
24	Director of Fisheries	...	1		59	Chief Electrical Officer	...	1	
25	Administrative Medical Officer E. S. I. Scheme	...	1		60	Director of Geology	...	1	Recommended by the Director of Agriculture do.
26	Chief Conservator of Forests	...	1		61	Agricultural College, Vellayani	...	1	
27	Director of Harijan Welfare	...	1		62	Rice Specialist, Pattambi	...	1	Recommended by the Director of Animal Husbandry
28	Director of Health Services	...	1		63	Veterinary College, Ollukkara	...	1	Recommended by the Director of Employment
29	Director of Industries & Commerce	...	1						
30	The State Editor, Kerala Gazetteers	...	1						
31	Labour Commissioner	...	1		64	University Employment Bureau	...	1	
32	Director of Municipalities	...	1						
33	Director of Museums	...	1						
34	Director of Panchayats	...	1						
35	Inspector General of Police...	...	1						

APPENDIX XVII—contd.

APPENDIX XVII—contd.

Sl. No.	Name	Number of copies		Remarks	Sl. No.	Name	Number of copies		Remarks
		Deluxe	Ordinary				Deluxe	Ordinary	
1	2	3	4	5	1	2	3	4	5
65	Circle Conservator, Trichur	...	1	Recommended by the Chief Conservator of Forests	74	Silviculture Research Officer	...	1	do.
66	Asst. Director of Health Services, Malaria & Filariasis, Trivandrum	...	1	Recommended by the Director of Health Services (in the office of the Director of Health Services)	75	Joint Director of Rural Industries	...	1	Recommended by the Director of Industries & Commerce
67	Assistant Director of Health Services, Medical College Hospital, Trivandrum	...	1	do.	76	Special Officer for Coir	...	1	do.
68	Assistant Director of Health Services, T. B. Trivandrum	...	1	do.	77	Commissioner for Workmen's Compensation	...	1	Recommended by the Labour Commissioner
69	Assistant Director of Health Services, Health Education	...	1	do.	78	Dy. Registrar for Trade Unions	...	1	do.
70	Assistant Director of Health Services, Family Planning	...	1	do.	79	Chief Inspector of Plantations (Kottayam)	...	1	do.
71	Assistant Director of Health Services, Leprosy (Noornad)	...	1	Recommended by the Director of Health Services	80	Assistant Commissioner for Labour (Awards), Vazhuthacaud	...	1	Recommended by the Labour Commissioner
72	Principal, Forest College, Walayar (Palghat)	...	1	Recommended by the Chief Conservator of Forests	81	Executive Engineer, Public Health Investigation, Trivandrum	...	1	Recommended by the Chief Engineer, Public Health Engineering Department
73	Forest Utilisation Officer	...	1	Recommended by the Chief Conservator of Forests (working in the Chief Conservator of Forest Office)	82	Executive Engineer, Metric Cell (Buildings & Roads), Trivandrum	...	1	Recommended by the Chief Engineer, Buildings & Roads
					83	Superintending Engineer, Employees State Insurance Scheme, Alwaye (B&R)	...	1	do.
					84	Demographic Research Centre, Trivandrum	...	1	

List B

LIST OF CENTRAL GOVERNMENT OFFICES OTHER THAN CENSUS OFFICES FOR FREE DISTRIBUTION OF DISTRICT CENSUS HANDBOOKS (All Districts)

Sl. No.	Name	Number of copies		Remarks	Sl. No.	Name	Number of copies		Remarks
		Deluxe	Ordinary				Deluxe	Ordinary	
1	2	3	4	5	1	2	3	4	5
1	All India Radio	...	1		11	Assistant Commissioner for Scheduled Castes and Scheduled Tribes	...	1	
2	Central Excise	...	1		12	Information Centre, Trivandrum	...	1	
3	Accountant General	...	1		13	Khadi and Village Industries Board	...	1	
4	Income Tax	...	1		14	Delimitation Commission	...	1	
5	Posts and Telegraphs	...	1		15	Commissioner for Linguistic Minorities	...	1	
6	Life Insurance Corporation	...	1						
7	Reserve Bank of India	...	1						
8	National Sample Survey	...	1						
9	Coir Board	...	1						
10	Rubber Board	...	1						

List C
LIST OF CENSUS OFFICES OF INDIA AND KERALA FOR FREE DISTRIBUTION OF DISTRICT CENSUS HANDBOOKS

Sl. No.	Name	Number of copies		Remarks	Sl. No.	Name	Number of copies		Remarks
		Deluxe	Ordinary				Deluxe	Ordinary	
1	2	3	4	5	1	2	3	4	5
1	Registrar General of India	18	25	All districts	4	To be distributed according to the discretion of the Superintendent of Census Operations as in the case of other Census Volumes	10	10	"
	Superintendent of Census Operations of other States	...	25	Cannanore District Census Hand book only	5	Superintendent of Census Operations—Office use	...	5	"
	Superintendent of Census Operations, Kerala, Personal	1	...	All districts	6	Office library	1	1	"
					7	For preservation till next Census	2	5	"

List D

LIST OF LIBRARIES FOR THE DISTRIBUTION OF DISTRICT CENSUS HANDBOOKS (All Districts)

Sl. No.	Name	Number of copies		Remarks	Sl. No.	Name	Number of copies		Remarks
		Deluxe	Ordinary				Deluxe	Ordinary	
1	2	3	4	5	1	2	3	4	5
1	Secretariat library	1	...		5	High Court library	...	1	
2	Legislature library	1	...		6	Bar Council library	...	9	
3	University library	...	1		7	District libraries	...	1	
4	National libraries	3	...		8	Ghokale Institute, Poona	...	1	

APPENDIX XVII—contd.

List E

LIST OF DISTRICT AND SUB-DISTRICT OFFICES FOR FREE SUPPLY OF
DISTRICT CENSUS HANDBOOKS (Concerned Districts only)

Offices	Canna- nore	Kozhi- kode	Pal- ghat	Tri- chur	Erna- kulam	Kotta- yam	Alle- pey	Quilon	Trivan- drum	Remarks
1	2	3	4	5	6	7	8	9	10	11
1 Collectors	1	1	1	1	1	1	1	1	1	
2 Revenue Divisional Officers	2	2	2	1	2	2	2	2	2	
3 Tahsildars	6	6	6	5	7	8	7	6	4	
4 Block Development Officers	12	23	16	17	17	13	17	17	12	
5 District Agricultural Officers	1	1	...	1	1	1	...	1	1	
6 Joint Director, Package Scheme, Palghat and Alleppey	...	...	1	...	...	...	1	...	...	
7 Regional Joint Director, N. Division	1	1	1	1	...	...	...	...	1	
8 do. S. Division	...	...	...	...	1	1	1	1	1	
9 District Veterinary Officers	1	1	1	1	1	1	1	1	1	
10 District Live-stock farm, Kodappanakunnu	...	...	...	...	...	...	...	...	1	
11 do. Palghat	...	...	...	...	...	...	...	...	...	
12 Hill Cattle Development Scheme, Kanjirappally	...	...	1	...	...	...	...	...	...	
13 Intensive Poultry Development Officer, Muvattupuzha	...	...	...	...	...	1	...	...	...	
14 do. Pettah	...	...	...	...	1	...	...	...	1	
15 Regional Deputy Director of Panchayats	1	1	1	1	1	1	1	1	1	
16 District Panchayats Officers	1	1	1	1	1	1	1	1	1	
17 Deputy Registrar of Co-operative Societies (districts)	1	1	1	1	1	1	1	1	1	
18 Deputy Registrar, Audit, Trivandrum	...	...	...	...	...	...	1	1	1	
19 Deputy Registrar, Audit, Kottayam	...	...	1	1	1	1	...	...	...	
20 do. Calicut	1	1	...	...	...	...	...	1	1	
21 do. for Land Mortgage Banks	...	...	...	...	...	1	1	1	1	
22 do. Kozhikode	1	1	1	1	...	...	...	...	...	
23 Regional Deputy Director of Public Instructions	1	1	1	1	1	1	1	1	1	
24 District Educational Officers	2	3	2	3	3	3	3	3	2	
25 Government Colleges and Vignana Mandirs	3	5	4	1	2	...	1	...	7	
26 Technical Institutions	1	2	1	3	1	1	...	...	5	
27 District Employment Exchanges	1	1	1	1	1	1	1	1	1	
28 Circle Conservators	1	1	1	1	1	1	1	1	1	
29 Divisional Forest Officers	2	3	2	2	3	4	1	5	1	
30 District Medical Officers	1	1	1	1	1	1	1	1	1	
31 District Welfare Officers (Harijan Welfare)	1	1	1	1	1	1	1	1	1	
32 Municipalities	2	1	2	3	7	4	5	1	2	
33 Corporations	...	1	...	...	...	...	...	...	1	
34 Deputy Inspector General of Southern Range (Police)	...	...	...	...	...	...	...	...	1	
35 do. Northern Range	1	1	1	1	1	...	...	...	...	
36 District Superintendents of Police	1	1	1	1	1	1	1	1	1	

APPENDIX XVII—contd.

Offices	Canna- nore	Kozhi- kode	Pal- ghat	Tri- chur	Erna- kulam	Kotta- yam	Alle- pey	Quilon	Trivan- drum	Remarks
1	2	3	4	5	6	7	8	9	10	11
37 City Commissioner, Trivandrum	...	...	...	...	...	...	...	...	1	
38 Regional Joint Director of Industries	1	1	1	1	1	1	1	1	1	
39 District Industries Officers	1	1	1	1	1	1	1	1	1	
40 Deputy Labour Commissioner, Trivandrum	...	...	...	...	...	...	...	...	...	
41 Deputy Labour Commissioner, Calicut	1	1	1	1	1	1	2	...	...	
42 District Labour Officers	...	1	...	...	1	2	1	1	1	
43 Deputy Labour Officers	...	...	...	...	2	1	1	1	1	
44 Executive Engineers, Public Health Division	1	1	1	1	2	1	...	...	1	
45 Executive Engineer, Public Health Augmentation Division, Trivandrum	...	...	...	...	...	1	1	1	1	
46 Officer-in-charge, District Recruitment Boards	1	1	1	1	1	1	1	1	1	
47 Superintending Engineer, (General and Irrigation, Southern Circle, Trivandrum	...	...	...	...	1	1	...	...	...	
48 do. Central Circle, Trichur	...	...	1	...	2	...	2	2	1	
49 do. Northern Circle, Kozhikode	1	1	2	4	2	...	1	1	1	
50 Executive Engineers	3	1	...	...	...	1	1	1	...	
51 Superintending Engineer (Buildings and Roads), Southern Circle, Trivandrum	...	...	...	1	1	...	...	...	2	
52 do. Central Circle, Alwaye	1	1	1	2	2	2	1	1	1	
53 do. Northern Circle, Calicut	2	3	1	...	...	...	...	...	1	
54 Executive Engineers	...	...	...	...	1	1	1	1	1	
55 Executive Engineer, Employees State Insurance Scheme, Quilon, Ernakulam and Calicut	1	1	1	1	1	1	1	1	1	
56 District Registrars (Registration Department)	1	1	1	1	1	2	1	1	2	
57 Regional Town Planning Officers	1	1	1	1	5	7	8	1	1	
58 District Transport Officers	6	6	6	1	1	1	1	1	1	
59 Taluk Headquarters Library	1	1	1	1	1	1	1	1	1	
60 District Statistical Officers	1	1	1	1	1	1	1	1	1	
61 District Information Officers	1	1	1	1	1	1	1	1	1	
62 Assistant Director of Surveys	1	1	1	1	1	1	1	1	1	
63 Superintendents of Surveys	1	1	1	1	1	1	1	1	1	

APPENDIX XVII--concl'd.

List F

LIST OF MALAYALAM DAILIES FOR FREE DISTRIBUTION OF DISTRICT
CENSUS HANDBOOKS (All districts)

Sl. No.	Name	Number of copies		Remarks	Sl. No.	Name	Number of copies		Remarks
		Deluxe	Ordinary				Deluxe	Ordinary	
1	The Mathrubhumi, Kozhikode	...	1		8	The Kerala Kaimudi, Trivandrum	...	1	
2	" Keraladwani, Kottayam	...	1		9	" Malayala Rajyam, Quilon	...	1	
3	" Deepika, Kottayam	...	1		10	" Kerala Janatha, Trivandrum	...	1	
4	" Janayugom, Quilon	...	1		11	" Navayugom, Trichur	...	1	
5	" Express, Trichur	...	1		12	" Thozhilali, Trichur	...	1	
6	" Chandrika, Kozhikode	...	1		13	" Kerala Prakasam, Ernakulam	...	1	
7	" Malayala Manorama, Kottayam	...	1						

CONSOLIDATED STATEMENT SHOWING THE NUMBER OF COPIES OF THE DISTRICT
CENSUS HANDBOOKS OF EACH DISTRICT

No. of COPIES OF THE DISTRICT									
Deluxe Edition									
No. of copies according to List A	19								
List C	29								
List D	5								
Total	53								
No. of copies available for sale for each district — 47									
Ordinary Edition									
No. of copies according to	Cannanore	Kozhikode	Palghat	Trichur	Ernakulam	Kottayam	Alleppey	Quilon	Trivandrum
List A	235	235	235	235	235	235	235	235	235
" List B	15	15	15	15	15	15	15	15	15
" List C	71	46	46	46	46	46	46	46	46
" List D	17	13	13	13	13	13	13	13	13
" List E	75	89	78	78	89	81	80	76	78
" List F	13	13	13	13	13	13	13	13	13
Total	422	410	400	400	411	403	402	398	400
No. of copies available for sale in the Government Press	478	490	500	500	489	497	498	502	500

APPENDIX XVIII

LIST OF CENTRES SELECTED FOR VILLAGE SURVEY

Sl. No.	Name of the village	Name of the taluk	Name of the district	Type of village	Special aspect
1	Edakkad	Cannanore	Cannanore	Predominant occupation	Handloom Weaving
2	Thiruvangad	Tellicherry	"	"	Rattan Industry
3	Thirunelly	North Wynad	"	Tribal	Adiyans, Paniyans, Tenkurumans and Vettakurumans
4	Naduvannur	Quilandy	Kozhikode	Multi-ethnic	Mixed population with variegated occupation
5	Cheruvannur	Kozhikode	"	"	Nairs, Muslims and Thiyyas
6	Nilambur	Ernad	"	"	Paniyans, Alars and Muslims
7	Muttil	South Wynad	"	Predominant occupation	Coffee plantation
8	Chingeri (Purakkadi)	"	"	Tribal	Paniyans, Mullukurumans, Urali, Kurumans and Kattunayakans
9	Attappadi	Perinthalmanna	Palghat	Tribal	Mudugars and Irulars
10	Kadukkankunnam	Palghat	"	"	Paniyans, Mudugars and Konkam Jayarajans
11	Nemmara	Chittur	"	Multi-ethnic	Tamil Brahman, Ezhuthachan and Kanikars
12	Anthiacad	Trichur	Trichur	Predominant occupation	Toddy tapping
13	Panancherry	Chowghat	"	"	Agriculture
14	Thalikulam	Cranganore	"	"	Fishing
15	Lokamateswaram	Alwaye	Ernakulam	Historical importance	Ancient capital of Kerala and the first port of India
16	Ankamali (Kothakulangara South)	Kanayannur	"	Predominant occupation	Reed Mat weaving
17	Mulavukad	"	"	Multi-ethnic	Latin Catholics and Anglo Indians
18	Thekkumbhagom	Thodupuzha	"	Historical importance	Royal Capital of Cochin Rulers
19	Udumbannur (Thodupuzha Reserve Forest)	Devicolum	Kottayam	"	Malayarajans and Uralis
20	Champakad	Changanacherry	"	Colonisers	Hill Pulayas
21	Kurichy	Peermade	"	Tribal	Pulayars, Paravars and Nayadis
22	Periyar (Hillmen's Settlement)	Ambalapuzha	Alleppey	Predominant occupation	Mannans and Paniyans
23	Prakkad	Kuttanad	"	"	Fishing
24	Muttar	Thiruvalla	"	"	Paddy cultivation
25	Kadapra	Mavelikkara	"	"	Sugar cane cultivation
26	Bharanikkavu	Karunagapally	Quilon	Predominant community	Nairs
27	Thazhava	Quilon	"	Predominant occupation	Manufacture of fine variety of Screw-pine mats
28	Thangasseri	"	"	Predominant community	Anglo-Indian
29	Eravipuram	"	"	Predominant occupation	Cashew processing and Handloom weaving
30	Edamon	Pathanapuram	Trivandrum	"	Rubber and Tea plantation
31	Kadakkavoor	Chirayinkil	"	"	Coir Industry and Coconut cultivation
32	Kottukal	Neyyattinkara	"	"	Fishing
33	Amaravila	"	"	"	Oil pressing and weaving
34	Parassala	"	"	"	Pot making and Palmyra tapping
35	Palode	Nedumangad	"	Predominant community (Tribal)	Kanikars

APPENDIX XIX

LIST OF SCHEDULED CASTES AND SCHEDULED TRIBES SELECTED FOR STUDY FOR PREPARATION OF ETHNOGRAPHIC NOTES

Scheduled Castes

1 Adi Dravida	15 Kavara	29 Parayan
2 Ayyanavar	16 Kudan	30 Pathiyan
3 Bakuda	17 Kuravan	31 Peruvannan
4 Bathada	18 Maila	32 Pulayan or Cheramar
5 Bharathar	19 Malayan	33 Pulaya Vettuvan
6 Boyan	20 Mannan	34 Puthirai Vannan
7 Chakkiliyan	21 Mavilan	35 Thandan
8 (Eraya) Cheruman	22 Mogar	36 Ulladan
9 Gavara	23 Nayadi	37 Vallon
10 Holey	24 Padannan	38 Valluvan
11 Kakkalan	25 Pallan	39 Vannan
12 Kalladi	26 Palluvan	40 Velan
13 Kanakkan or Padanna	27 Panan	41 Vetan
14 Karimpalan	28 Paravan	42 Vettuvan

Scheduled Tribes

1 Adiyen	12 Kuruman
2 Arandan	13 Kurumban
3 Eravallan	14 Malai Vedan
4 Hill Pulaya	15 Malakkuravan
5 Kadar	16 Malai Pandaram
6 Kammara	17 Malayan
7 Kanikkar	18 Malayarayar
8 Kattunayakan	19 Maratl
9 Kochuvelan	20 Melakudi
10 Koraga	21 Palleyan
11 Kurichchan	22 Uraly

APPENDIX XX

STATEMENT SHOWING THE NO. OF BLOCKS INCLUDED IN THE CENSUS REPORTS

Name of the Volume	Total number of blocks included			
	Single colour		Multicolour	
	Line	Halftone	Line	Halftone
1	2	3	4	5
Part I A (i) General Report	143	1	...	...
Part I A (ii) General Report—Appendices	8	...	...	...
Part II A General Population Tables	1	...	...	...
Part II B (i) General Economic Tables	2	...	...	...
(Tables BI to B IV)	1	...	...	...
Part II C Cultural and Migration Tables	...	...	1	1
Part III Household Economic Tables	33	6	...	2
Part IV A & B Report on Housing and Establishment and Housing and Establishment Tables	89	49	...	3
Part VI B Village Survey Monographs of the Palghat and Trichur districts	47	82	...	1
Part VI C Village Survey Monographs of Ernakulam and Kottayam districts	67	94	...	4
Part VI D Village Survey Monographs of the Alleppey district	25	90	...	8
Part VI E Village Survey Monographs of the Quilon district	59	79	4	...
Part VI F Village Survey Monographs of the Trivandrum district	14	42	...	16
Part VI G Village Survey Monographs of the Tribal areas	80	198	2	7
Part VII A Selected Crafts of Kerala	10	92	...	1
Part VII B (i) Fairs and Festivals of Kerala	225	...	11	...
Part IX Census Atlas of Kerala	...	...	...	...

Note:— (i) The details pertaining to the volumes, the printing of which is not yet completed, are not included.
(ii) In some cases one block is printed in more than one volume.

APPENDIX XXI
LIST OF PERSONS ATTENDED THE REGIONAL CENSUS CONFERENCE OF SUPERINTENDENTS
OF CENSUS OPERATIONS HELD IN TRIVANDRUM IN MAY 1961

Registrar General's Office
Shri Asok Mitra, I. C. S., Registrar General, India
„ D. Natarajan, Deputy Registrar General, India

Mysore

- 1 Shri K. Balasubramaniam, I. A. S.,
Superintendent of Census Operations
- 2 „ V. Sankarappa,
Dy. Supdt. of Census Operations
- 3 „ H. G. Halappa, do.
- 4 „ K. L. Suryanarayanan, do.
- 5 „ C. M. Chandra Warkar, do.
- 6 „ Narasingarao Madarkal, do.

Madras

- 1 Shri P. K. Nambiar, I. A. S.,
Superintendent of Census Operations
- 2 „ P. Murari, I. A. S.,
Dy. Supdt. of Census Operations
- 3 „ T. B. Bharathi, do.
- 4 „ S. M. Sulaiman, do.

Andhra Pradesh

- 1 Shri A. Chandrasekhar, I. A. S.,
Superintendent of Census Operations
- 2 „ K. Purushothaman Naidu,
Dy. Supdt. of Census Operations
- 3 „ K. Narasimha Rao, do.

Kerala

- 1 Shri M. K. Devassy, I. A. S.,
Superintendent of Census Operations
- 2 „ C. M. Jacob,
Dy. Supdt. of Census Operations (H.Q.)
- 3 „ K. Parameswaran Pillai,
Dy. Supdt. of Census Operations
- 4 „ M. Joseph, do.
- 5 „ K. K. Krishnan

Pondicherry

- 1 Shri J. Ambou,
Assistant Superintendent of Census Operations

Laccadive, Minicoy and Amindivi Islands

- 1 Shri C. K. Balakrishnan Nair, Administrator-
ex Officio Superintendent of Census Operations
- 2 „ U. K. Sukumaran, Census Assistant
- 3 „ D. K. Vidyandandan, Statistical Assistant

APPENDIX XXII

LIST OF PERSONS WHO ATTENDED THE VALEDICTORY CONFERENCE OF SUPERINTENDENT
OF CENSUS OPERATIONS HELD IN TRIVANDRUM AND CAPE COMORIN
IN FEBRUARY, 1965

Registrar General's Office

- 1 Shri A. Mitra, I. C. S., Registrar General, India
- 2 „ D. Natarajan, Deputy Registrar General, India
- 3 „ K. D. Ballal, I. A. S., Central Tabulation Officer
(Handicrafts and social studies)
- 4 Dr. B. K. Roy Burman, Officer on special duty
- 5 Shri R. C. Nigam, Linguist
- 6 Dr. (Miss) P. Sen Gupta, Map Officer
- 7 Shri S. Raghavachari, Senior Research Officer
- 8 „ B. R. Kalra, Research Officer
- 9 „ P. S. Sharma, do.
- 10 „ S. R. Rajagopal, Assistant
to Registrar General, India
- 11 „ T. C. Vanjani, do.
- 12 „ Prem Nariani, Personal Assistant
to Dy. Registrar General, India
- 13 „ R. Sivaraman, Personal Assistant
to Dy. Registrar General, India

Andhra Pradesh

- 14 Shri A. Chandrasekhar, I. A. S.,
Superintendent of Census Operations
- 15 „ K. V. N. Goud, Dy. Supdt. of Census Operations

Assam

- 16 Shri E. H. Pakyntein, I. A. S.,
Superintendent of Census Operations

Bihar

- 17 Shri S. D. Prasad, I. A. S.,
Superintendent of Census Operations
- 18 „ U. P. Srivasthava,
Dy. Supdt. of Census Operations

Gujarat

- 19 Shri R. K. Trivedi, I. A. S.,
Superintendent of Census Operations
- 20 „ K. F. Patel,
Dy. Supdt. of Census Operations

Jammu & Kashmir

- 21 Shri M. H. Kamili, Superintendent of Census
Operations
- 22 „ Booshan Lal Tikku, Statistical Assistant
- 23 „ Abid Ali, Assistant

Kerala

- 24 Shri M. K. Devassy, I. A. S.,
Superintendent of Census Operations
- 25 „ M. Joseph,
Dy. Supdt. of Census Operations
- 26 „ K. V. Joseph,
Dy. Supdt. of Census Operations
- 27 „ B. T. Pillai,
Dy. Supdt. of Census Operations

Madras

- 28 Shri N. Krishnamoorthy, I. A. S.,
Dy. Supdt. of Census Operations
- 29 „ T. B. Bharathi,
Dy. Supdt. of Census Operations
- 30 „ M. K. S. Mani, Tabulation Officer
- 31 „ N. Rama Rao, Tabulation Officer

Maharashtra

- 32 Shri B. A. Kulkarni, I. A. S.,
Superintendent of Census Operations
- 33 „ D. V. Ranganekar,
Dy. Supdt. of Census Operations

Madhya Pradesh

- 34 Shri G. Jagathpathi, I. A. S.,
Superintendent of Census Operations
- 35 „ G. N. Tiwari,
Dy. Supdt. of Census Operations
- 36 „ K. C. Dubey,
Dy. Supdt. of Census Operations
- 37 „ K. S. Bhatnagar,
Dy. Supdt. of Census Operations

Mysore

- 38 Shri K. Balasubramaniam, I. A. S.,
Superintendent of Census Operations

Orissa

- 39 Shri M. Ahmed, I. A. S.,
Superintendent of Census Operations
- 40 „ B. Mohanty, Tabulation Officer

APPENDIX XXII—concl'd.

Punjab

- 41 Shri R. L. Anand, Superintendent of Census Operations
- 42 " P. N. Tandon, Office Superintendent
- 43 " Pawan Kumar, Tabulation Officer

Rajasthan

- 44 Dr. U. B. Mathur,
Dy. Supdt. of Census Operations
- 45 Shri Sampat Rajji Luhadia, Tabulation Officer

Uttar Pradesh

- 46 Shri P. P. Bhatnagar, I. A. S.,
Superintendent of Census Operations
- 47 " D. D. Joshi,
Dy. Supdt. of Census Operations

West Bengal

- 48 Shri J. Duttgupta, Superintendent of Census Operations
- 49 " K. Ray, Dy. Supdt. of Census Operations
- 50 " S. K. Majumdar, Head Assistant
- 51 " S. Sinha, Officer on special duty

Andaman

- 52 Shri S. K. Sarma, I. A. S.,
Superintendent of Census Operations

Delhi

- 53 Shri Baldev Raj,
Superintendent of Census Operations
- 54 " Seghal, Tabulation Officer
- 55 " Nautiyal, Investigator

Himachal Pradesh

- 56 Shri R. C. Palsingh, I. A. S.,
Superintendent of Census Operations
- 57 " Rikhiram Sarma,
Asst. Supdt. of Census Operations
- 58 " Durga Singh, Office Superintendent

Manipur

- 59 Shri R. K. Birendra Singh,
Superintendent of Census Operations
- 60 " Nillamadhab Singh, Stenographer

Nagaland

- 61 Shri J. N. Kaul,
Asst. Supdt. of Census Operations
- 62 " P. Santhappa, Office Superintendent

N. E. F. A.

- 63 Shri A. C. Chanda,
Asst. Supdt. of Census Operations
- 64 " B. N. Bora, Head Assistant

Tripura

- 65 Shri C. R. Paul, Superintendent of Census Operations
- 66 " D. K. Choudhury, Tabulation Officer

Goa, Daman And Diu

- 67 Shri Q. Mascarenhas, Chief of Census Sec

APPENDIX XXIII

LIST OF PERSONS FOR WHOM THE 1961 CENSUS MEDALS AND CERTIFICATES WERE AWARDED

Office of the Superintendent of Census Operations, Kerala

Main Office

- Total No. of medals: Silver: 21 Bronze: 14
- SILVER: No. of medals: 13**
- 1 Shri C. M. Jacob, Deputy Superintendent of
Census Operations (Headquarters)
 - 2 " K. V. Joseph, Deputy Superintendent of
Census Operations, Kerala, Trivandrum
 - 3 Mrs. M. J. Vivera, Head Assistant
 - 4 Shri N. S. Mannadiar, Senior Research Officer
 - 5 " M. Mohammed Usman, Junior Research Officer
 - 6 " C. T. Joseph, Scrutiny Assistant
 - 7 " C. Daniel, Investigator
 - 8 " K. N. Radhakrishnan Nair, Investigator
 - 9 " K. V. Ramaswamy, U. D. Clerk
 - 10 " K. Krishna Pillai, Draftsman
 - 11 " A. Madaswami Pillai, Stenographer (Retired)
 - 12 " N. Ramamoorthy, U. D. Typist
 - 13 " S. Sreedharan, Driver

- BRONZE: No. of medals: 8**
- 1 Shri T. Raghavan Nair, L. D. Clerk
 - 2 " P. V. James, Investigator
 - 3 " P. K. Harid, Investigator
 - 4 " A. K. Atchuthan, U. D. Clerk
 - 5 " D. Haridas, U. D. Clerk
 - 6 " K. P. Shanmughadas, U. D. Clerk
 - 7 " V. Chellappan Asari, Draftsman
 - 8 Smt. E. C. Philomina, Stenographer

Central Tabulation Office

- SILVER: No. of medals: 3**
- 1 Shri B. Thirvikraman Pillai,
Deputy Superintendent of Census Operations
(Tabulation), Kerala, Trivandrum
 - 2 " S. Jayashanker, Statistical Assistant
 - 3 " K. Gopinathan, Statistical Assistant

- BRONZE: No. of medals: 6**
- 1 Shri M. Peethambaran, Statistical Assistant
 - 2 Smt. G. Rajalekshmy, Computer
 - 3 Shri K. N. Raman, U. D. Compiler
 - 4 " T. C. Cherian, Compiler
 - 5 " T. Kantan Koran, Compiler
 - 6 " N. Kutten Pillai, L. D. Typist

Other Offices

- SILVER: No. of medals: 5**
- 1 Shri J. Rajasekharan Nair, Statistics Department,
University of Kerala, Trivandrum
 - 2 " N. Karunakaran Nair, do.
 - 3 " P. R. Ramachandran, do.
 - 4 " T. M. Joseph, Photographer,
Department of Public Relations, Trivandrum
 - 5 " K. V. Ravindranathan Nair, do.

LIST OF CHARGE OFFICERS FOR WHOM THE 1961 CENSUS MEDALS AND CERTIFICATES WERE AWARDED

- Total No. of medals: Silver: 20 Bronze: 36

Trivandrum District

- SILVER: No. of medals: 2**
- 1 Shri S. Parameswaran Pillai, Tahsildar, Trivandrum
 - 2 " K. J. Varghese, Tahsildar, Nedumangad
- BRONZE: No. of medals: 2**
- 1 Shri G. Appukuttan Pillai,
Commissioner, Trivandrum Corporation
 - 2 " N. Viswanathan Nair,
Divisional Forest Officer, Trivandrum

Quilon District

- SILVER: No. of medals: 3**
- 1 Shri P. J. Mathen,
Retired Tahsildar, Pathanapuram
 - 2 " A. K. Varghese, Tahsildar, Kunnathur
 - 3 " C. J. Chacko, Tahsildar, Karunagapally
- BRONZE: No. of medals: 4**
- 1 Shri K. G. Thirupad,
Municipal Commissioner, Quilon
 - 2 " K. Gopalan Nair,
(Now Block Development Officer, Ranni)

APPENDIX XXIII—contd.

- 3 Shri A. Hassankutty,
Divisional Forest Officer, Ranni
- 4 " M. Sivarajan,
Divisional Forest Officer, Thenmalai

Alleppey District

SILVER: No. of medals : 2

- 1 Shri C. K. Achutha Warriar, Tahsildar, Thiruvalla
- 2 " G. Govinda Pillai,
Sheristadar, Collectorate, Alleppey
(Formerly Tahsildar, Kuttanad)

BRONZE: No. of medals : 5

- 1 Shri A. Sadasivan Pillai, Tahsildar Chengannur
- 2 " K. Gopala Menon,
Municipal Commissioner, Alleppey
- 3 " Abdul Rahiman,
Municipal Commissioner, Kayamkulam
- 4 " K. P. Damodaran Nair,
Municipal Commissioner, Mavelikkara
- 5 " K. Ramakrishna Kurup,
Clerk, Collectorate, Alleppey

Kottayam District

SILVER: No. of medals : 2

- 1 Shri K. Venkiteswara Pai,
Municipal Commissioner, Kottayam
- 2 " P. John, Tahsildar, Meenachil

BRONZE: No. of medals : 3

- 1 Shri K. Kumaran Nair, Tahsildar, Kottayam (Retired)
- 2 " T. Chandrasekharan Nair, Formerly Tahsildar,
Peermade (Now Tahsildar, Vaikom)
- 3 " K. M. Joseph, U. D. Clerk, Collectorate,
Kottayam

Ernakulam District

SILVER: No. of medals : 2

- 1 Shri M. N. Parameswaran Nambudiri,
Tahsildar, Thodupuzha
- 2 " John Henry, Tahsildar, Kanayannur

BRONZE: No. of medals : 5

- 1 Shri C. Divakaran Menon, Tahsildar, Kunnathunad
- 2 " M. Madhavan, Tahsildar, Parur
- 3 " J. Cyril Raj, Secretary, Port of Cochin
- 4 " P. A. Varghese, Municipal Commissioner,
Perumbavoor
- 5 " P. Thankappan Unnithan, Collectorate,
Ernakulam

Trichur District

SILVER: No. of medals : 2

- 1 Shri S. Govindankutty Nair, Tahsildar, Chowghat
- 2 " A. V. Devassy, Municipal Commissioner,
Irinjalakuda

BRONZE: No. of medals : 2

- 1 Shri K. Mani Menon, Tahsildar, Talappilly
- 2 " K. C. Varghese, Tahsildar, Cranganore

Palghat District

SILVER: No. of medals : 2

- 1 Shri K. S. Venkittaraman, Tahsildar, Ponnani (Now
Huzur Sheristhadar, Palghat)
- 2 " K. N. Gopalakrishnan, Tahsildar, Alathur

BRONZE: No. of medals : 5

- 1 Shri K. P. Raghavan, Tahsildar, Chittur
- 2 " K. C. Balakrishnan Nair, Tahsildar, Palghat
(Now Special Tahsildar for L. A.)
- 3 " A. K. Nayar, Tahsildar, Ottappalam (Now
Special Tahsildar for L. A., Parli)
- 4 " K. R. Kumara Menon, Tahsildar,
Perinthalmanna (Now Special Tahsildar for L. A.,
Walayar Project, Palghat)
- 5 " C. Raghavan Nair, Upper Division Clerk,
Collectorate, Palghat

Kozhikode District

SILVER: No. of medals : 3

- 1 Shri B. V. Raman, Tahsildar, Ernad
(Now Block Development Officer, Tirur)
- 2 " V. Balagangadhara Menon,
Commissioner, Calicut
- 3 " John Kenneth, Tahsildar, Kozhikode

BRONZE: No. of medals : 5

- 1 Shri P. Rajagopalan, Tahsildar, Quilandy
(Now Special Tahsildar, Sub-Collector's
Office, Kozhikode)
- 2 " M. T. Hamzakutty, Tahsildar, Badagara
- 3 " P. Hydrus, Tahsildar, Tirur
(Now Special Tahsildar for L. A. Tirur)
- 4 " K. N. Sivasubramanian,
Tahsildar, South Wynad
- 5 " M. Padmanabhan Nambiar,
Upper Division Clerk,
Collectorate, Kozhikode

APPENDIX XXIII—contd.

Cannanore District

SILVER: No. of medals : 2

- 1 Shri P. Gopalankutty Menon,
Commissioner, Tellicherry
(Now E. O., Guruvayoor Township)
- 2 " V. Vasudevan Nair, Tahsildar, Hosdrug

BRONZE: No. of medals : 5

- 1 Shri M. Anantha Prabhu, Tahsildar, Cannanore
- 2 " K. M. Balakrishnan, Tahsildar, Cannanore
(Now Huzur Sheristhadar, Cannanore)
- 3 " C. Koyakunhi, Tahsildar, Tellicherry
- 4 " V. Madhava Menon,
Divisional Forest Officer, Mananthody
- 5 " K. Achuthan, Upper Division Clerk,
Taluk Office, Kasaragod

LIST OF DEPUTY SUPERINTENDENTS OF CENSUS OPERATIONS IN THE REGIONAL TABULATION OFFICES AND DISTRICT CENSUS OFFICERS FOR WHOM THE 1961 CENSUS MEDALS AND CERTIFICATES WERE AWARDED

Total No. of medals:	Silver: 3	Bronze: 8
SILVER: No. of medals : 3		
1 Shri M. Joseph, Deputy Superintendent of Census Operations (Tabulation), Ernakulam		3 Shri N. I. Ouseph, Personal Assistant to District Collector, Quilon (Retired)
2 " N. Sreedharan Nair, Personal Assistant to District Collector, Alleppey (Now Additional Director of Industries, Trivandrum)		4 " E. J. Kuriakku, Personal Assistant to District Collector, Kottayam (Retired)
3 " T. V. Paomanabha Kurup, Personal Assistant to the Collector (Cannanore) (Now Personal Assistant to Collector, Calicut)		5 " Zacharia Mathew, Revenue Divisional Officer, Trichur (Now Collector, Calicut)
BRONZE: No. of medals : 8		
1 Shri K. Parameswaran Pillai, Deputy Superintendent of Census Operations (Tabulation), Trivandrum (Now Puncta Special Officer, Alleppey)		6 " P. C. Janardhanan, Personal Assistant to Collector, Palghat (Retired) (Now Secretary, Co-operative Sugars Ltd., Kozhijampara, Chittur, Palghat District)
2 " K. K. Krishnan, Deputy Superintendent of Census Operations (Tabulation), Kozhikode (Now Personal Assistant to District Collector, Alleppey)		7 " K. P. Sekhara Menon, Personal Assistant to District Collector, Palghat (Retired)
		8 " P. C. Kunhikrishnan Nambiar, Personal Assistant to Collector, Cannanore (Now Deputy Development Commissioner, Trivandrum)

LIST OF TABULATION STAFF FOR WHOM THE 1961 CENSUS MEDALS AND CERTIFICATES WERE AWARDED

Total No. of medals:	Silver: 16	Bronze: 18
		BRONZE: No. of medals : 7
Kozhikode Tabulation Office		
SILVER: No. of medals : 6		
1 Shri H. Padmanabha Iyer, Tabulation Officer		1 Shri P. Ravindranathan, Sorter
2 " K. P. Valsalan, Tabulation Assistant		2 Smt. P. Ratnavalli, Supervisor
3 " V. Venkitachalam, Tabulation Assistant		3 Shri V. Choyikutty, Supervisor
4 Smt. L. Chandrika Devi, Supervisor		4 " V. N. Krishnan, Supervisor
5 " K. Janaki, Supervisor		5 " K. J. Varghese, Compiler-Checker
6 Shri T. B. Rozario, Sorter		6 " V. Rajan, Compiler-Checker
		7 Smt. R. Soubagyavathi, Compiler-Checker

APPENDIX XXIII—contd.

Ernakulam Tabulation Office

SILVER: No. of medals: 6

- 1 Shri P. Vasudevan Namboodiri, Statistical Assistant
- 2 " A. N. Ramakrishnan, Tabulation Assistant
- 3 " N. M. Samuel, Supervisor
- 4 " Vaccachan Michieal, Compiler-Checker
- 5 " N. Rajasekharan Nair, Compiler-Checker
- 6 Smt. A. Lalithambal, Sorter

BRONZE: No. of medals: 7

- 1 Smt. P. J. Kochuthresiamma, Sorter
- 2 " M. Seethalakshmi, Sorter
- 3 Shri K. V. Ramachandran, Supervisor
- 4 " Baby Augustine, Supervisor
- 5 " V. V. Joy Cyriac, Compiler-Checker

- 6 Shri V. C. Mathewkutty, Compiler-Checker
- 7 Smt. A. K. Sumangy, Compiler-Checker

Trivandrum Tabulation Office

SILVER: No. of medals: 4

- 1 Shri Abdul Gaffoor, Statistical Assistant
- 2 Smt. S. Syamalamoni, Supervisor
- 3 Shri K. V. Somanathan Nair, Supervisor
- 4 Smt. T. Saraswathy Amma, Supervisor

BRONZE: No. of medals: 4

- 1 Shri V. Madhavan Pillai, Compiler-Checker
- 2 " John Cherian, Compiler-Checker
- 3 Smt. R. Kamamma, Compiler-Checker
- 4 Shri. A. Manoharan Nair, Sorter

LIST OF ENUMERATORS ENGAGED IN HOUSENUMBERING OPERATIONS FOR WHOM THE 1961 CENSUS MEDALS AND CERTIFICATES WERE AWARDED

Total No. of medals

Silver: 15

Bronze: 30

Trivandrum District

SILVER:

- 1 Shri John, Village Asst., Madathuvilagam Village, Trivandrum taluk

BRONZE:

- 1 Shri G. Nanoo, Village Asst., Vanchiyoor Village, Trivandrum taluk
- 2 Shri P. Thankappan Nair, Village Asst., Nedumangad taluk

SILVER:

- 1 Shri K. Narayanan Pillai, Village Asst., Chithara
- 2 " P. Krishnan Nair, do. Piravanthur

BRONZE:

- 1 Shri M. K. Gangadharan, Village Asst., Angadikkal
- 2 " Au. ustine, Village Asst., Thekkumbhagam, Chavara
- 3 " Damodaran Kartha, Village Asst., Pramadam
- 4 " M. Narayana Pillai, Health Asst., Municipal Office, Quilon

SILVER:

- 1 Shri K. Padmakaran, Village Asst., Cheppad, Karthigapally taluk
- 2 " S. Chellappan Nair, Health Asst., icipal Office, Alleppey

BRONZE:

- 1 Shri A. Chandrasekharan Nair, Village Asst., Kallooppara, Thiruvalla taluk
- 2 " K. R. Gangadharan, Village Asst., Vadakkekara, Chengannur taluk
- 3 " M. V. Narayana Pillai, Aminadar, Municipal Office, Thiruvalla
- 4 " V. P. Gopinathan Nair, Village Assistant, Thalavady, Kuttanad taluk

Kottayam District

SILVER:

- 1 Shri M. Ramakrishna Pillai, Village Asst., Thrikodithanam village, Changanacherry taluk

BRONZE:

- 1 Shri V. Nagamani Nadar, Village Asst., Chirakkadavu, Kanjirappally taluk
- 2 " S. Chellan Nadar, Village Asst., Flikulam village, Kottayam taluk

SILVER:

- 1 Shri E. N. Bhaskaran Nair, Village Asst., Ernakulam
- 2 " V. Gopinathan Nair, Sanitary Overseer, Parur Municipality, Parur

Ernakulam District

APPENDIX XXIII—contd.

Kozhikode District

SILVER:

- 1 Shri M. K. Raghavan Nambiar, Menon, Pulpalli amsom, Pulpalli, S. Wynaad taluk
- 2 " P. Vasudevan Nair, Menon, Edavanna amsom, Edavanna, Ernad taluk

BRONZE:

- 1 Shri M. Balakrishna Menon, Menon, Feroke amsom, Feroke, Tirur taluk
- 2 " K. Sankara Menon, Menon, Cheruvannur amsom, Cheruvannur, Kozhikode taluk
- 3 " V. Narayanan Nair, Menon, Panthalayani amsom, Quilandy taluk
- 4 " K. V. Kelappan Nambiar, Menon, Mokeri amsom, Mokeri, Badagara taluk

Cannanore District

SILVER

- 1 Shri B. Padmanabha Naik, Village Asst., Pallikkara village, Hosdrug taluk
- 2 " K. T. Balakrishnan Nambiar, Village Asst., Edakkad, Cannanore taluk

BRONZE

- 1 Shri K. Krishna Kamath, Village Asst., Kasaragod Kasaba
- 2 " P. P. Anandan, Village Asst., Azhikode, Cannanore taluk
- 3 " M. Govindan Nambiar, Village Asst., Koodali, Tellicherry taluk
- 4 " C.M. Govindan Najir, Village Asst., Tirunelly, North Wynaad taluk

LIST OF ENUMERATORS ENGAGED IN ACTUAL ENUMERATION FOR WHOM THE 1961 CENSUS MEDALS AND CERTIFICATES WERE AWARDED

Total No. of medals:

Silver: 88

Bronze: 258

Trivandrum District

SILVER:

- 1 Shri George Mathew, U. D. C., K. S. E. Board, Trivandrum
- 2 " S. Padmanabha Pillai, Nedumangad
- 3 " P. Bhaskaran, Teacher, S. M. V. School, Trivandrum
- 4 " V. Gopalan, H. M., Nedumangad L. P. S., Nagaroor, Chirayinkil taluk
- 5 " R. Devadasan, Teacher U. P. S., Nilakkamukku
- 6 " S. Ramakrishnan, Asst. Teacher, H. S. S., Neyyattinkara

BRONZE

- 1 Shri Joseph Silvester, High and Basic Training School, Manacaud
- 2 " V. A. Kunchu Meeran, Deputy Ranger, Kulathupuzha, Nedumangad taluk

APPENDIX XXIII—contd.

- 3 Shri P. Balakrishnan Nadar, U. P. S., Perumpazhuthoor
- 4 " M. Abdul Manaf, Teacher, P. S. Pallikkal, Chirayinkil taluk
- 5 " K. N. Govinda Pillai, Teacher, H. S., Navaikulam
- 6 " S. Raghavan, Teacher, U. P. S., Nilakkamukku
- 7 " P. Bhaskaran Pillai, Forest Guard, Palode Range
- 8 " P. Kesavan Nadar, Asst. Teacher, H. S. S., Neyyattinkara
- 9 " V. Raghavan Pillai, Teacher, H. S. S., Neyyattinkara
- 10 " K. S. Radhakrishnan Nair, Asst., H. S., Thundathil, Trivandrum
- 11 " M. K. Ponnu, Headmaster, Mudipurana L. P. S., Trivandrum
- 12 " D. James, M. Sc., L. P. S., Vellayani
- 13 " P. Viswambaram, Enumerator, Nedumangad
- 14 " K. Gopalakishna Pillai, Enumerator, Nedumangad
- 15 " G. Atchuthan Nair, do. do.
- 16 " K. K. Gheevarghese, do. do.
- 17 " K. Ravindran, Forester, Paruthipally Range
- 18 " S. Mohideen Adima, Ranger, Paruthipara Range
- 19 " K. K. Vasu, Forester, Palode Range
- 20 " K. Peethambaran Nair, Enumerator, S. A. P. Camp, A. P. S. I, Oolampara
- 21 " K. Raghavan Asari, Forester, Palode Range Trivandrum
- 22 " M. Madhavan Thampi, H. S. S., Dhanuvachapuram, Trivandrum
- 23 " P. Kochukunjan, H. M., Kattakada St. Antony's L. P. S.
- 24 " V. M. Philipose, St. Joseph's H. S., Trivandrum
- 25 " M. Mytheen Pillai, Forester, Paruthipally Range
- 26 " A. P. Kesava Pillai, H. M., Nemom L. P. S.
- 27 " V. Mohammad Mustaffa, Asst., L. P. S., Edavilakam

SILVER:

- 1 Shri T. Benchamin, L. P. S., Velinalur, Oyoor P. O.
- 2 " C. Yohannan, S. L. U. P. S., Kayala, Kottarakkara
- 3 " S. Sivasankara Pillai, H. S. S., Punalur
- 4 " A. Abdul Hameed, Village Asst., West Kallada
- 5 " N. Balakrishna Pillai, U. P. S., Asst. U. P. S., Karunagapally
- 6 " Philip C. Thomas, Teacher, Town U. P. S., Pathanamthitta
- 7 " K. Gopala Pillai, Teacher, Govt. H. S., Quilon
- 8 " T. K. Divakaran, Forester, Punalur Forest Dn., Punalur

Quilon District

- 9 Shri R. Gopala Kurup, Range Officer, Thenmalai Forest Dn. Thenmalai
- 10 " E. T. Varghese, Guard, Ranni Forest Dn., Ranni

BRONZE:

- 1 Shri Skaria Kochumman, H. S. S., Kottarakkara
- 2 " P. Raghavan Pillai, L. P. S., Poovathur, Mavady, P. O.
- 3 " Y. Daniel, L. P. S., Thripilazhikom
- 4 " M. Mohammed Kunju, L. P. S., Thripilazhikom
- 5 " C. Balakrishnan Achari, K. V. L. P. S., Mylom
- 6 " C. Koshy Panicker, U. P. S., Mullakkara
- 7 " K. Gopala Pillai, L. P. S., Velliyam
- 8 " P. K. Varghese, H. S. S., Punalur
- 9 " P. K. John, L. P. S., Thekketheri, Punalur
- 10 " N. Ramakrishna Kurup, N. G. P. M. L. P. S., Venchempu
- 11 " M. Mohammed Kannu, U. P. S., Punalur
- 12 " P. Damodaran, L. P. S., Elikkattoor
- 13 " K. Maithen Kannu Rawther, Teacher, S. V. L. P. S., Enathu
- 14 " R. Janardhanan Pillai, R. K. V. L. P. S., Elangamangalam
- 15 " R. Sreedharan, L. P. S., Paracode
- 16 " A. Assan Moideen Bava, Mancode U. P. S., Adoor
- 17 " S. Balakrishnan Chettiar, H. S. S., Adoor
- 18 " K. L. Simon, L. D. C., Sub Registry Office, Karunagapally
- 19 " R. Paramoo Pillai, Asst., U. P. S., Chavara
- 20 " Chellappa Kurup, Teacher, Town U. P. S., Pathanamthitta
- 21 " T. S. Bhaskaran Pillai, Teacher, H. S., Quilon
- 22 " K. Sivanandan, Teacher, H. S., Quilon
- 23 " S. Porushothaman, Teacher, St. Joseph's H. S., Sakthikulangara, Quilon
- 24 " T. J. John, Teacher, St. Alloysius H. S., Quilon
- 25 " K. Vasudevan, Teacher, Town L. P. S., Quilon
- 26 " A. Janaprakasam, Teacher, Town L. P. S., Quilon
- 27 " M. K. Isack, Forester, Punalur Forest Dn., Punalur
- 28 " C. I. Itty, Forester, Punalur Forest Dn., Punalur
- 29 " P. Velayudhan Nair, Forester, Thenmalai Forest Dn., Thenmalai

SILVER:

- 1 Shri K. S. Simon, Teacher, M. T. H. S., Ayroor, Thiruvalla taluk
- 2 " G. Kesavan Nair, H. M., Keezhcherimel J. B. S., Chengannur taluk

Alleppey District

APPENDIX XXIII—contd.

- Shri Jacob Kurian, Aminadar, Mavelikkara Municipality, Mavelikkara
- " V. Satya Das, Teacher, Govt. H. S., Shertalai
- " K. Chellappan Nair, Asst., Govt. H. S. for girls, Kayamkulam
- 6 " V. G. Parameswara Panicker, Teacher, S. N. V. H. S., Thirumoolapuram, Thiruvalla
- 7 " K. Thomas Kotturan, Teacher, St. Mary's L. P. S., Pallipuram, Shertalai
- 8 " C. R. Paramu Kurup, Teacher, U. P. S., Thumpamon, Mavelikkara
- 9 " G. Gopala Pillai, Teacher, S. N. V. Middle School, Kakkazham, Ambalapuzha

BRONZE:

- 1 Shri N. K. Sivasankaran Nair, Teacher, D. T. S., Thiruvalla
- 2 " K. V. Chacko, Gramsevak, Block Development Office, Pulikeezh
- 3 " K. V. Thomas, Teacher, High School, Ala
- 4 " K. M. Thomas, Teacher, H. S., Chengannur
- 5 " Damodaran Kumaran, Teacher, L. P. G. S., Mavelikkara
- 6 " K. Kuttappan Pillai, Teacher, do. do.
- 7 " P. K. Govindan Nair, Teacher, Nedumprakad L. P. S., Shertalai
- 8 " P. V. John, Teacher, Holy Family, L. P. S. for girls, Muttam, Shertalai
- 9 " N. Raghavan Pillai, Asst., L. P. G. S., Eruva, Kayamkulam
- 10 " K. S. Vasudevan Achari, Asst., Govt. L. P. S., Krishnapuram
- 11 " Oommen Geevarghese, H. M., S. C. S. P. S., Thiruvalla
- 12 " Cherian Varghese, V. H. M., Mannankarachira L. P. S., Thiruvalla
- 13 " P. P. Bhaskara Panicker, H. M., Ayappancoil L. P. S., Thanneermukkam, Shertalai
- 14 " Jose Gracian, Teacher, Kodanthuruthu L. P. S., Shertalai
- 15 " P. Sudhakaran, Teacher, L. P. S., Arunoottimangalam, Mavelikkara
- 16 " P. K. Samuel, Panchayat Asst., Chunakara, Mavelikkara
- 17 " P. M. Rajappan, Teacher, Govt. H. S., Kalavoor, Alleppey
- 18 " P. N. Padmanabha Kurup, Teacher, Govt. H. S., Kalavoor, Alleppey
- 19 " George E. J. Johannan, Asst., M. T. V. P. S., Thrikunnapuzha

- 20 Shri K. G. Raghavan Nair, Asst., Chinganalloor L. P. S., Chingoli
- 21 " P. Hariharan, Asst., H. S., Mangalam, Thrikunnapuzha
- 22 " K. Rajan, B. A., Clerk, Office of the D. E. O., Alleppey
- 23 " A. P. Damodara Panicker, L. D. C., Sub Registry Office, Alleppey
- 24 " T. N. Sukumaran, Teacher, T. D. J. B. S., Alleppey
- 25 " P. K. Narayana Pillai, Headmaster, L. P. S., Chennankary
- 26 " C. P. Joseph, Headmaster, L. P. S., Ramankary, Veliyanad P. O.
- 27 " P. R. Subramonia Iyer, Headmaster, L. P. S., Pulinkunnu
- 28 " A. Muhammed Sait, Health Asst., Alleppey Municipality, Alleppey

Kottayam District

SILVER:

- 1 Shri A. Narayanan Achari, Villageman, Parathodu village, Udumbanchola taluk
- 2 " V. G. Bhaskaran Nair, Teacher, High School, Kurichithanam
- 3 " D. Kuruvila, H. M., Govt. L. P. S., Kadanad
- 4 " K. N. Krishna Pillai, Teacher, L. P. B. School
- 5 " K. G. Narayana Panicker, Headmaster, L. P. B. S.
- 6 " T. T. Thomas, Teacher, St. Antonys L. P. S., Anickad
- 7 " T. C. Thommen, Teacher, St. Thomas H. S., Chingavanam, Kottayam
- 8 " M. M. Joseph, Teacher, St. Thomas H. S., do. do.
- 9 " T. N. Narayanan Nair, H. M., L. P. S., Vempally

BRONZE:

- 1 Shri P. J. Devasia, Teacher, J. N. L. P. S., Parel
- 2 " V. Gopala Pillai, Teacher, Aiyarkulangara U. P. S., Vaikom
- 3 " P. T. Varughese, Block No. 22, Kanjirappally
- 4 " John Joseph, St. Peter's High School, Perumbanachi
- 5 " P. O. Easo, Teacher, U. P. S., Vakathanam
- 6 " Thomas Thomas, Teacher, L. P. S., Paippad, Changanacherry
- 7 " V. S. Moideen Kunju, Teacher, L. P. S., Vellavoor

APPENDIX XXIII—contd.

- 8 Shri K. Bhaskaran Nair, Teacher, L. P. S., Thrikkodithanam
- 9 " Abraham K. Joseph, Teacher, U. P. S., Thottakad
- 10 " K. N. Sivarama Panicker, Teacher, C. S. U. P. S. Madappally
- 11 " A. V. Raghavan Nair, Teacher, U. P. S., Thottakad
- 12 " K. M. Mathew, Teacher, St. Mary's L. P. S. Karukachal
- 13 " P. Kesava Panicker, Teacher, Thiruvengitapuram U. P. S. Changanacherry
- 14 " P. C. Chacko, Teacher, M. T. Seminary, H. S. Kottayam
- 15 " P. Krishnan kutty Achari, Teacher, Govt. H. S. Kottayam
- 16 " K. Gopinatha Warriar, Teacher, Govt. H. S., Kottayam
- 17 " G. Subramonia Iyer, Teacher, Govt. H. S., Kottayam
- 18 " C. P. Joseph, Teacher, Govt. H. S., Kottayam
- 19 " P. U. George, Teacher, M. D. Seminary H. S., Kottayam
- 20 " P. M. Hussan, Teacher, U. P. S., Thottakad
- 21 " M. N. Ravindra Natha Panicker, Kanjirappally taluk
- 22 " N. T. Joseph, Teacher S. B. H. S., Changanacherry
- 23 " T. M. Joseph, Teacher Govt. H. P. S. Erattupettah
- 24 Smt. K. P. Claramma, Kanjirappally taluk
- 25 Shri M. Thomas, Surveyor, Udumbanchola taluk
- 26 " A. H. Sahab Jan L. D. C., Neriamangalam Dn. Neriamangalam
- 27 " P. M. Mathew, Kanjirappally taluk

SILVER: Ernakulam District

- 1 Shri Pascal D'Silva St. Francis, A. S. P. S., Mulavukad, Ernakulam
- 2 " L. M. Manuel, Teacher, S. C. H. S., Ochanthuruthu, Cochin
- 3 Smt. C. Seetha Devi, Teacher, L. P. S., Koovapady, Kunnathunad
- 4 Shri G. Parameswaran, M. K. M. N., U. P. S., Pampakuda, Thodupuzha
- 5 " A. X. Hacryuth, St. Antony's School, Vaduthala, Ernakulam
- 6 " P. B. Francis, U. D. C., Municipal Office, Fort Cochin
- 7 " H. Venkitasubramonia Iyer, Teacher, Govt. H. S., Perumbavoor
- 8 " K. P. Narayanan Nair, Teacher, Basic Training School, Muvattupuzha

- 9 Shri A. N. Ramakrishnan Nair, Forester, Divisional Forest Officer's Office, Malayattoor, Kodanad P. O.
- 10 " P. R. Ramachandra Panicker, Engineering Dept., Cochin Port, Cochin-3.

BRONZE:

- 1 Shri K. R. Gopalan, J. B. School, Eroor, Ernakulam
- 2 " N. K. Chacko, J. B. S., Amballoor, Ernakulam
- 3 " V. K. Gopalan, Teacher, S. K. V. A. S. Njarakkal, Cochin
- 4 " H. K. Hassan, Govt. Fishery School, Njarakkal, Cochin
- 5 " K. J. Ouseph, Teacher, St. M. S. Alwaye
- 6 " K. R. Narayana Pillai, Teacher, St. M. L. P. S., Malayattoor
- 7 " K. C. David, Teacher, L. P. S., Mookannur, Alwaye
- 8 " K. A. Purushothaman, Teacher, S. N. V Sanskrit U. P., Parur
- 9 " D. Vareed, Malayalam Teacher, St. Peters' U. P. S., Vadakekara, Parur
- 10 " A. R. Pankajakshan Nair, Hindi Teacher, St. Thomas U. P. S., Airoor, Parur
- 11 " K. P. Chacko, Teacher, Kadayiruppu, Kunnathunad taluk
- 12 " T. C. Chandrasekharan Nair, H. M., L. P. S., Kothumangalam
- 13 " C. N. Chandran, U. P. & L. P. S., Pampakuda, Muvattupuzha
- 14 " K. K. Thankappan Achari, Teacher, L. P. S., Mathirappally, Muvattupuzha taluk
- 15 " Kurian Philip, H. S. Kudayathur, Thodupuzha
- 16 Smt. P. A. Vilasini, S. M. L. P. S., Ernakulam
- 17 Shri P. K. Kesava Pillai, Teacher, T. D. H. S., Cochin
- 18 " P. K. Gopalan, Welfare Asst., Asst. Labour Office, Cochin
- 19 " M. Ayyappan Achari, Govt. U. P. S., Alwaye
- 20 " K. K. Sasidhara Kurup, Teacher S. H. S., Parur
- 21 " K. Thankappan Nair, Teacher, V. V. U. P. S., Parur
- 22 " K. V. Itty, Teacher, Govt. G. H. S. Perumbavoor
- 23 " K. A. Mathew, Teacher, T. J. B. S., Muvattupuzha
- 24 " R. Nagappan Nair, Forester, Divisional Forest Officer's Office, Malayattur, Kodanad P. O.
- 25 " K. G. Parameswaran, Forest Officer's Office, Malayattur, Kodanad P. O.
- 26 " R. Kunju Panicker, Guard, Divisional Forest Officer's Office, Malayattur, Kodanad P. O.
- 27 " T. S. Mari C. P. O., O. No. 5111, L. M. S. Venduruthy, Cochin-4
- 28 " T. S. Balakrishnan, Medical Dept., Cochin Port, Cochin-3.

APPENDIX XXIII—contd.

Trichur District

SILVER:

- 1 Shri K. S. Somanadhan, Teacher, G. M. S., Cranganore
- 2 " V. Raman Menon, Teacher, L. P. S., Pudukad, Mukundapuram taluk
- 3 " C. S. Vaidyanatha Iyer, Enumerator, Pariyaram Range, Chalakudi Forest Dn.
- 4 " P. S. Moideen Sha, Teacher, H. S., Irinjalakuda
- 5 " K. K. Ibrahim, Teacher, G. L. P. S., Pattikad, Trichur taluk
- 6 " K. M. Said Mohammed, Arabic Pandit, B. H. S., Wadakkancheri
- 7 " M. S. Ayyappan, Headmaster, David Memorial School, Kunnamkulam
- 8 " V. A. Paul, Teacher, Chaldean Syrian High School, Trichur
- 9 " K. C. Madhavanunni, Govt. Mopla U. P. S., Kottungal

BRONZE:

- 1 Shri C. Salahudeen, Teacher, K. V. H. S., Eriyad, Cranganore
- 2 " P. K. Kumaran, Teacher, do.
- 3 " C. K. Bhaskaran, Teacher, Model H. S. (for boys), Trichur
- 4 " C. P. Charles, Teacher, C. M. S. H. S., Trichur
- 5 " C. K. Kesavan, Teacher, Govt. Secy. School, Chowghat
- 6 " K. Krishnan Nair, Govt. Fisheries L. P. S., Kadappom, Via Chowghat
- 7 " M. T. Raphael, S. V. P. S., Meladoor, Mukundapuram taluk
- 8 " C. A. Anthony, L. P. S., Mattathur
- 9 " M. J. Paul, Enumerator Vazhachal Range, Chalakudy Forest Division
- 10 " K. V. Sebastian, do. do.
- 11 " K. M. Mathew, Teacher, B. H. S., Kunnamkulam
- 12 " C. V. Joseph, Teacher, M. J. D. H. S., Kunnamkulam
- 13 " P. M. Abdul Rasac, H. M. L. P. S., Kaduppasseri, Mukundapuram taluk
- 14 " T. A. Antony, Teacher, H. S. S., Irinjalakuda
- 15 " A. K. Chennan, Teacher, L. P. G. S., Olarikara, Trichur taluk
- 16 " M. Balakrishna Menon, Teacher, L. P. S., Pallekkara
- 17 " P. Antony, Teacher, St. Francis School, Wadakkancheri

- 18 Shri M. Narayanan, Teacher, Govt. H. S., Cheruthuruthy
- 19 " A. P. Pyloth, Forest Guard, Pattikad Range, Trichur taluk
- 20 " C. P. Aipporu, Ranger, Pattikad Range, Trichur Forest Division
- 21 " P. Divakara Menon, Teacher, Labour School, Pulloot
- 22 " P. Sankara Menon, Teacher, H. S. Pariyaram.
- 23 " K. V. Krishnan, Teacher, St. Raphael's L. P. S., Kallur
- 24 " K. M. Lonappan, Teacher, P. G. S., Anthicad
- 25 " N. Venkitasubramonia Iyer, G. P. S., Parlikad

Palghat District

SILVER:

- 1 Shri M. Narayanan Nair, Teacher, G. L. P. S., Kadukkankunnu (Block 155 Normal, Palghat taluk)
- 2 " A. V. Ramachandran, Teacher, A. U. P. S., Alampallem, Normal Chittur taluk
- 3 " M. Bhaskaran, Asst. Teacher, B. E. N. U. P. School, Ottappalam
- 4 " T. John, Asst. Teacher, B. E. M. U. P. School, Ottappalam
- 5 " P. P. Raghava Pizharadi, Teacher, Aided L. P. S., Palur, Pulamanthol, Perintalmanna taluk
- 6 " M. Unnykrishnan, Teacher, Govt. Mopla, L. P. S., Thenkara, Perintalmanna
- 7 " T. Balan Nair, Asst. G. U. P. S., Palghat
- 8 " P. Vasudevan, Teacher, A. V. H. S., Ponnai, Ponnani taluk
- 9 " T. P. Vincent, Asst., B. U. M. H. S., Palghat

BRONZE:

- 1 Shri K. P. Sivasankaran, Asst., B. R. M. U. P. S., Ottapalam
- 2 " P. Ramachandran, Teacher, T. I. U. P. S., Ponnani
- 3 " Balakrishnan Teacher, G. L. P. S., Kadukkankunnu,
- 4 " K. A. Madhavan, Teacher, L. P. S., Ezhakkad
- 5 " K. K. Govindan Kutty Panicker, Teacher, L. P. S., Thenari
- 6 " R. Krishnan, Teacher, T. K. D. U. P. S., Payallur
- 7 " V. Narayana Menon, Hindi Pandit, G. S. S., Koduvayoor

APPENDIX XXIII—contd.

- 8 Shri R. Gopalakrishna Pillai,
L. D. C., Spl. Tahsildar's Office, Nemmara
- 9 " P. A. Antony, L. D. C., Spl.
Tahsildar's Office, Chittur
- 10 " S. Krishna Iyer, Teacher,
P. K. D. U. P. S., Kollengode
- 11 " M. Velu Ezhuthassan, Asst. Teacher
B. E. M. L. P. S., Ottapalam
- 12 " C. Sankaran Nambudiri, Asst.
U. P. S., Chunangad
- 13 " K. K. Venugopalan, P. V. U. P. S.,
Panamanna South, Ottapalam
- 14 " T. T. Abdul Kadar,
L. P. S., Thottakara
- 15 " Kunhi Hydross, Teacher, Aided Mopla
L. P. S., Perintalmanna
- 16 " M. Krishnan, Headmaster,
A. U. P. S., Mannarghat
- 17 " K. Achuthan Nair, Teacher,
A. L. P. S., Mannarghat
- 18 " C. C. Kunhi Mohammed,
T. S. U. P. S., Ponnani
- 19 " K. Kunju Nair, G. L. P. S., Punayur
- 20 " M. K. Raghava Panicker G. L. P. S., Alur
- 21 " P. T. David, Forester, Mannarghat
East Range
- 22 " N. C. Lakshminarayanan, Asst.
L. P. S., Kalpathy
- 23 " K. Abdulla, H. M., G. L. P. S., Olavakkode
- 24 " K. Krishnan, P. D. Teacher,
J. B. T. S., Chittur
- 25 " C. Gopalakrishna Menon, Teacher,
U. P. S., Thekka gramam, Chittur
- 26 " A. Rama Mudaliar, Teacher,
V. G. H. S., Chittur
- 27 " P. Kochukrishna Menon, Teacher,
B. U. P. S., Chittur

Kozhikode District

SILVER:

- 1 Shri T. V. Karunakaran, L. D. C.,
Taluk Office, Kozhikode taluk
- 2 " K. A. Krishnan Nambodiri, Teacher,
S. H. H. S., Thiruvambadi, Kozhikode taluk
- 3 " M. Govindan Nair, H. M., G. L. P. S.,
Karuvambrom, Ernad taluk
- 4 " K. P. Madhavan Nair, H. M., Govt.
Mopla L. P. S., Manjeri, Ernad
- 5 " T. Kunhi Muhammed, Teacher,
G. M. L. P. S., Vettom-Pallippuram,
Tirur taluk
- 6 " K. T. Madhavan Nair, Teacher,
Kumaramangalam, L. P. S., Tirur

- 7 Shri K. Kunhammad, Teacher,
Bhoomivathukkal M. L. P. S., Badagara taluk
- 8 " V. K. Kadungon, Teacher, Naripatta
U. P. School, Naripatta, Badagara
- 9 " K. M. Sreedharan Teacher, Govt. Fisheries
U. P. S., Quilandy
- 10 " U. M. Govindan Nambissan, Asst. Teacher,
Govt. Fisheries U. P. S., Quilandy
- 11 " P. M. Narayanan Unni Panicker, Asst.,
Teacher, Valal U. P. S., Kottathara,
S. Wynad taluk
- 12 " V. C. Raphael Enumerator, Mooppainad,
S. Wynad taluk
- 13 " A. Kunhi Raman Nair, H. A. Govt.
U. P. S. Karaparamba, Calicut
- 14 " T. K. Gopalan, Teacher, M. U. M.
High School, Badagara

BRONZE:

- 1 Shri T. J. Thomas, Teacher, Sacred Heart U. P. S.,
Thiruvambadi, Kozhikode
- 2 " P. P. Sankaran Nair, Teacher, Govt. L. P. S.,
Pannicode, Kozhikode taluk
- 3 " A. C. Karunakaran Nambiar, Teacher,
N. A. L. P. S., Puduppadi, Kozhikode taluk
- 4 " K. M. Mathayi, Teacher, St. J. H. S.,
Koodancherri, Kozhikode taluk
- 5 " K. O. Poulase, Teacher, St. Sabastian's
Primary School, Kodaranhi, Kozhikode taluk
- 6 " T. Abdulrahiman, H. M., Govt. L. P. S.,
Mukkatta, Nilambur, Ernad
- 7 " K. V. Jose, Asst. Teacher, O. K. A. U. P. S.,
Manimooli, Nilambur, Ernad taluk
- 8 " P. Unnikrishna Nambissan, H. M., G. L. P. S.,
Malappuram, Ernad taluk
- 9 " K. Mohammad, H. M., G. M. L. P. S.,
Melangadi, Kondotti, Ernad
- 10 " K. Chekkutty, H. M. G. M. L. P. S. Areacode,
West Areacode, Ernad taluk
- 11 " T. Gopalan Ezhuthachan, Teacher, Ganapat
A. U. P. S., Tanur, Tirur taluk
- 12 " C. Velayudhan Nair, Teacher, South A. L. P. S.,
Kuttiapuram, Tirur taluk
- 13 " P. Beeran, Teacher, G. L. P. S., Valliyora,
Tirur taluk
- 14 " P. K. Mohammed, Teacher, A. M. L. P. S.,
Trikkulam, Tirur taluk
- 15 " E. Balakrishnan Nair, Teacher, Ganapathi
Aided U. P. S., Feroke, Tirur taluk
- 16 " P. P. Kunhirama Kurup, Teacher,
U. P. S., Naripatta, Badagara taluk
- 17 " M. M. Abdulla, Teacher, St. M. H. S.,
Marutankara, Badagara taluk

APPENDIX XXIII—contd.

- 18 Shri M. Krishnan Nair, H. M., Keezhal U. P. S.,
Keezhal, Badagara taluk
- 19 " M. Narayana Kurup, Teacher,
Ayancheri L. P. S., Badagara taluk
- 20 " K. Kanaran, Teacher, Chombala L. P. S.,
Chombala, Badagara taluk
- 21 " C. P. Padmanabhan Nair, Teacher,
Kozhipuram U. P. S., Thikkodi,
Quilandy taluk
- 22 " T. Padmanabhan Nair, Teacher,
K. C. U. P. S., Quilandy
- 23 " M. P. Ahamedkutty, Teacher, Puthuvattam,
Moppla L. P. S., Balusseri, Quilandy taluk
- 24 " M. Beeran, Teacher, Nirmallur East, L. P. S.,
Purangad, Quilandy taluk
- 25 " M. Gopalan, Asst. Teacher, Chengettukavu
East, U. P. S., Edakulam, Quilandy taluk
- 26 " P. Raman, Teacher, G. D. P. S., Meppadi,
S. Wynad taluk
- 27 " P. N. Raman Pillai, Teacher, G. L. P. S.,
Pulpally P. O., Katikulam, S. Wynad taluk
- 28 " A. Aboobacker, Teacher, Arimula A. L. P. S.,
Poothadi, S. Wynad taluk
- 29 " K. K. Achuthan Nair, H. M., Tiruvannur
Govt. L. P. S., Tiruvannur, Kozhikode
- 30 " K. L. Devassy, Teacher, M. M. H. S.,
Kozhikode
- 31 " P. Mohammed, H. M., Mankavu G. L. P. S.,
Mankavu, Kozhikode
- 32 " P. M. Chandukutty, H. M.,
West Hill Govt. U. P. S., Kozhikode
- 33 " K. Mannan Panicker, H. M., Saraswathi
Vijayam Junior B. S., Meppayil, Badagara
- 34 " M. C. Achuthan Nair, Puduppanam Senior
Basic School, Badagara
- 35 " O. K. Kanaran, Teacher, Badagara
- 36 " E. J. B. S., Badagara
- 37 " K. K. Balan, Teacher, Puduppanam N. S. B. S.,
Badagara
- 38 " M. Nanu, Teacher, Puthiyangadi, M. L. P. S.,
Badagara
- 39 " C. David, Teacher, B. E. D. U. P. S.,
Puthiyangadi, Kozhikode
- 40 " T. Hamza, Teacher, Govt. L. P. S.,
Thrikondiyoor, Tirur taluk
- " E. Madhavan Nair, Teacher, G. L. P. S.,
Vettikuth, Ernad

SILVER:

- 1 Shri H. R. Nagaraja Hegde, Teacher,
Narayanamangalam L. P. S., Kumbala,
Kasaragod taluk
- 2 Smt. L. Rugmini Amma, Teacher, A. L. P. S.,
Kuttikole, Kasaragod taluk

Cannanore District

- 3 Shri C. M. Krishnan Gurukkal, Trichambaram
U. P. S., Taliparamba
 - 4 " K. K. Padmanabhan Nambiar, Teacher,
Sankaravilasom U. P. S., Makkeri,
Cannanore taluk
 - 5 " V. V. Nanu, H. M., B. E. M. L. P. S., Nettur,
Tellicherry taluk
 - 6 " T. M. Lekshaman, H. M., Makkimila Estate
L. P. S., Talapoya, North Wynad taluk
 - 7 " P. K. Ramadas, Secondary Grade Asst.,
Teacher, Chovva, S. S., Chovva, Cannanore
taluk
 - 8 " K. Kunhappu (under the charge of the
Municipal Commissioner, Tellicherry)
 - 9 " C. S. D'Silva, Physical Instructor, St. Michael's
H. S., Cannanore
- BRONZE:**
- 1 Shri M. C. Mathew, H. M., Manhalamprom U. P. S.,
Manathanna, Tellicherry taluk
 - 2 " K. P. Narayanan, Asst., R. K. U. P. S.,
Kodiyeri
 - 3 Smt. T. O. Elia, Asst. Teacher, L. F. U. P. S.,
Manantoddy, N. Wynad taluk
 - 4 Shri P. Kannan, S. G. Asst. Teacher, Govt. S. S.,
Cannanore
 - 5 " A. D. Cruz, Tax Clerk, Contl. Office,
Cannanore
 - 6 " K. Mahalinga Bhat, Teacher, S. N. A. L. P. S.,
Perla, Kasaragod taluk
 - 7 " K. V. Raman, Teacher, Govt. Fisheries L. P. S.,
Adkathbail, Kasaragod taluk
 - 8 " K. Babanna, Teacher, Kakkabettu A. L. P. S.,
Nettanige, Kasaragod taluk
 - 9 " K. Gopalakrishna Bhat, Teacher, L. A. L. P. S.,
Kilingar, Neerchal, Kasaragod taluk
 - 10 " M. Anantha Kamath, Teacher, S. A. T. H. S.,
Manjeshwar, Kasaragod taluk
 - 11 " K. Vasudevan Rao, Teacher, U. P. S.,
Nullippady, Kasaragod
 - 12 " K. Narayanan, H. M., Govt. L. P. S.,
Vadakkepuliannur, Chemeni Village,
Hosdrug taluk
 - 13 " N. Gopalakrishna Kamath, Asst. Teacher,
Govt. U. P. School, Hosdrug
 - 14 " V. Narayanan Nambiar, Raja's Secondary
School, Chirakkal, Cannanore taluk
 - 15 " K. P. Ummerkunhi, Azhikode S. S., Azhikode,
Cannanore taluk
 - 16 " K. O. Thomas, Asst., Sacred Heart's U. P. S.,
Angadikadava, Tellicherry taluk
 - 17 " P. P. Govindan, Asst., Govt. U. P. S.,
Dharmadam, Tellicherry taluk
 - 18 " P. K. Chathukutty, Teacher, Arangattuparamba,
Senior Basic School, Eranholi, Tellicherry taluk

APPENDIX XXIII—contd.

- 19 Shri E. Damodaran Adiyodi, Asst. Teacher,
Kunnummal L. P. S., Chambad, Tellicherry taluk
20 " P. V. Bhaskaran, Clerk, Asst. Educational
Officer's Office, Manantoddy, N. Wynad taluk
21 " P. S. Parameswara Iyer, Asst. Teacher, G. H. S.,
Manantoddy, N. Wynad taluk
22 " K. P. Sukumaran Nambiar, T. O. Warden,
G. R. B. T. S., Manantoddy, N. Wynad taluk

- 23 Shri C. P. Ravindran, L. D. C., Municipal Office,
Cannanore
24 " M. P. Hameed, Clerical Attender, Municipal
Office, Cannanore
25 " K. Ahammed, (under the Charge of the
Municipal Commissioner, Tellicherry)
26 " C. E. Nappally (do. do.)
27 " P. Abubacker (do. do.)

LIST OF SUPERVISORS ENGAGED IN HOUSENUMBERING OPERATIONS FOR WHOM THE 1961
CENSUS MEDALS AND CERTIFICATES WERE AWARDED

Total no. of medals

SILVER: Trivandrum District

- 1 Shri V. Narayanan Nair, V. O., Navaikulam Village,
Chirayinkil taluk

BRONZE:

- 1 Shri N. C. Gangadharan, V. O., Chirayinkil taluk

SILVER: Quilon District

- 1 Shri G. Krishna Pillai, V. O., Kulakkada

BRONZE:

- 1 Shri K. Chellappan Pillai, V. O., Karunagapally

SILVER: Alleppey District

- 1 Shri K. Rama Iyer, Health Inspector, Alleppey
Municipality, Alleppey

BRONZE:

- 1 Shri P. R. Kuttappan Nair, V. O., Kozhimukku,
Edathua

SILVER: Kottayam District

- 1 Shri K. S. Gopalan Nair, V. O., Erumeli,
Meenachil taluk

BRONZE:

- 1 Shri V. Padmanabhan, V. O., Chirakadavu,
Kanjirappally taluk

SILVER: Ernakulam District

- 1 Shri K. S. Mathai, Village Officer, Palakuzha,
Muvattupuzha

BRONZE:

- 1 Shri C. K. John, Municipal Office, Ernakulam

Silver: 10

Bronze: 10

SILVER:

Trichur District

- 1 Shri V. Krishna Menon, Adhikari, Chapallipuram
amsom, Valapad, Chowghat

BRONZE:

- 1 Shri T. R. Damodaran, V. O., Karamuck,
Trichur taluk

SILVER:

Palghat District

- 1 Shri K. Subramanian, Adhikari of Pudusseri,
Palghat taluk

BRONZE:

- 1 Shri K. Narayanan Ezhuthassan, V. O., Nemmara,
Chittur taluk

SILVER:

Kozhikode District

- 1 Shri T. A. Subramania Iyer, Adhikari, Pulpalli,
S. Wynad taluk
2 " K. Emunni Panicker, Adhikari, Elankur,
Ernad taluk

BRONZE:

- 1 Shri N. P. Sukumara Menon, Adhikari,
Peruvanna, Tirur taluk
2 " K. Ummer Koya, Adhikari, Elathur,
Kozhikode taluk

SILVER:

Cannanore District

- 1 Shri K. P. Purushothaman, L. D. C., Municipal
Office, Cannanore

BRONZE:

- 1 Shri D. Krishnayya Katoorayya, Village Officer,
Delampady, Kasaragod taluk

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APPENDIX XXIII—contd.

LIST OF SUPERVISORS ENGAGED IN ACTUAL ENUMERATION FOR WHOM THE 1961
CENSUS MEDALS AND CERTIFICATES WERE AWARDED

Total no. of medals

Silver: 41

Bronze: 42

Trivandrum District

SILVER:

- 1 Shri A. N. Unnikrishnan Nair, H. M., U. P. S.,
Elakamon, Ayiroor Village
2 " M. G. Sivasankaran Nair, do. do.
3 " K. P. Kuttikrishnan Nair, H. S. A., M. H. S.,
Kaniyapuram
4 " P. Krishnan Nair, Health Inspector,
Municipal Office, Neyyattinkara

BRONZE:

- 1 Shri C. R. Sadasivan Nair, H. S. A., H. S.,
Kanjiramkulam
2 " V. Ismail Pillai, Teacher, S. S. P. B. H. S.,
Kadakkavoor
3 " N. Krishna Pillai, do. do.
4 " P. Viswanatha Iyer, Supervisor, Fort High
School, Trivandrum

Quilon District

SILVER:

- 1 Shri C. R. Unnithan, B. Sc., B. T., H. S.,
Kuzhumathicad
2 " R. Chitrangadhan, H. M., Town P. S., Punalur
3 " G. Bhaskaran Nair, H. S. S., Adoor
4 " M. Sanathanan Nair, Second Grade Teacher,
High School, Thevalakkara
5 " K. P. George, Teacher, H. S., Pathanamthitta

BRONZE:

- 1 Shri P. N. Ramakrishna Pillai, B. Sc., B. T., H. S. S.,
Kulakkada
2 " N. Ramakrishna Pillai, H. S., Eroor
3 " C. Daniel, P. G. M. H. S., Paracode
4 " K. G. Ramesh Chandran Nair,
II Grade Teacher, H. S., Karunagapally
5 " K. Achuthan Nair, Teacher,
K. K. N. M. H. S., Konni

Alleppey District

SILVER:

- 1 Shri P. Chandrasekhara Pillai, H. S. A., Hindu
H. S., Manipuzha, Thiruvalla
2 " V. Gopinatha Pillai, Teacher,
H. S., Kallissery, Chengannur
3 " P. Krishna Pillai, Teacher, Hindu
H. S., Thiruvalla

- 4 Shri G. Narayana Panicker, H. M.,
S. N. V. Training School, Kazhakam,
Ambalapuzha
5 " Joseph Chacko, Teacher, Basic
Training School, E. H. S. for Muhammedans,
Alleppey

BRONZE:

- 1 Shri P. Gopinatha Pillai, Teacher,
Training School, Mavelikkara
2 " P. R. Prabhakaran Nair, Teacher,
Govt. Girls H. S., Shertalai
3 " A. K. Raghunathan, Govt. H. S., Kayamkulam
4 " K. R. Krishna Kurup, H. M., Neduvattam,
U. P. S., Pallippad
5 " K. G. Bhaskara Pillai, Teacher,
B. V. H. S., Thakazhi

Kottayam District

SILVER:

- 1 Shri K. A. Kochumohammed Rawther,
Sub Treasury Officer, Devicolum
2 " V. K. Thomas, Asst.,
St. Sebastians H. S., Kodanad
3 " M. Hassan, St. George
H. S., Manimala
4 " Dominic Jacob, Circle No. 4,
Kanjirappally taluk

BRONZE:

- 1 Shri P. K. Krishnan Nair, B. Sc., B. T., Teacher,
Govt. H. S., Changanacherry
2 " K. George, B. Sc., B. T., St. Peter's
H. S., Perumbanachi
3 " K. P. Bhaskaran Nair, Teacher,
N. S. S. H. S., Karukachal
4 " P. R. Govindan Nair, Teacher, S. V. R. V. H. S.,
Vazhoor

Ernakulam District

SILVER:

- 1 Shri T. I. Devassy, H. M., St. Mary's U. P. S.,
Moozhikulam, Alwaye taluk
2 " P. J. Poullose, St. Ignatious H. S., Kanjiramittom,
Kanayannur taluk
3 " P. K. Ramavarma Thirupad, Teacher,
T. D. School, Cochin
4 " K. Gangadharan Nair, H. M., Govt. U. P. S.,
Alwaye
5 " A. Achutha Poduval, Accounts Dept.,
Cochin Port, Cochin-3

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BRONZE:

- 1 Shri E. Kandan, Teacher, R. V. U. H. S., Cherai, Cochin
- 2 " T. N. Sivasankaran Nair H. S. Thodupuzha
- 3 " M. K. Kesavan Kartha, M. G. M. H. S., Kuruppampady, Kunnathunad taluk
- 4 " I. Parameswaran, H. S. A., St. Augustine H. S., Ernakulam
- 5 " N. S. R. Samuel, Cd. A. E., I. N. S. Garuda, Cochin-4

Trichur District

SILVER:

- 1 Shri T. V. Ramaswamy Iyer, B. A., B. T., Teacher, St. Thomas College H. S., Trichur
- 2 " V. Gopalakrishna Menon, Teacher, St. Thomas H. S., Trichur
- 3 " M. S. Narayana Iyer, H. S., Mundathicode
- 4 " M. Kavirajan Meera Pillai, Health Inspector, Kunnankulam Municipality

BRONZE:

- 1 Shri N. K. Lascar, B. A., Government School, Chowghat
- 2 " S. Ananthakrishnan, B. A., B. T., Teacher, H. S. S., Irinjalakuda
- 3 " G. K. Krishnankutty, Teacher, H. S., Peringottukara
- 4 " N. Thirvikrama Mallan, Teacher, K. V. H. S., Eriyad

Palghat District

SILVER:

- 1 Shri V. S. N. Das, Teacher, St. P. H. S., Kozhinjampara
- 2 " S. Subramaniam J. E. P. W. D., Mannarghat
- 3 " V. R. Chandran, B. Sc., B. T., Asst., G. P. M. S., Palghat
- 4 " A. S. Narayana Iyer, B. A., L. T., N. H. E. S., Palghat

BRONZE:

- 1 Shri P. Govinda Menon, Senior Malayalam Teacher, S. M. H. S., Tathamangalam
- 2 " K. Kochugopalan Nair, Teacher, H. S., Pathripala
- 3 " O. P. Nambudiripad, B. A., B. T., Asst. Teacher, N. S. S. K. P. T. H. S., Ottapalam
- 4 " P. Saidutty, B. A., B. T., M. I. H. S., Ponnani

Kozhikode District

SILVER:

- 1 Shri K. C. Cheriyan, Teacher, Sacred Heart High School, Thiruvambadi, Kozhikode taluk
- 2 " N. P. Vydianathan, H. M. G. U. P. S., Manjeri, Ernad taluk
- 3 " John Chittayagam, H. M., B. E. M. S. H. S., Parappanangadi, Tirur
- 4 " P. Kanaran Nambiar, Health Inspector, Badagara, Badagara taluk
- 5 " K. Balakrishnan Nair, Teacher, Govt. S. S., Quilandy Taluk
- 6 " A. Timothy, Head Acct., Taluk Office, Vythiri, S. Wynad taluk

BRONZE:

- 1 Shri T. Unnikrishnan Nambissan, Dist. Registrar's Office, Kozhikode, Kozhikode taluk
- 2 " V. K. Sreedharanunni, Teacher, Govt. Secondary School, Malappuram, Ernad taluk
- 3 " N. Ahamed Unni, Special Revenue Inspector, L. A. (Highways), Tirur, Tirur taluk
- 4 " K. P. Gopalan, Grama Sevak, Edacheri, Badagara taluk
- 5 " N. Ramakrishnan Nair, Clerk, Taluk Office, Quilandy taluk
- 6 " K. Ravindranatha Menon, Teacher, Govt. Ganapat High School, Kallai, Kozhikode
- 7 " C. P. Antony, Teacher, Govt. Training School, Badagara

Cannanore District

SILVER:

- 1 Shri V. Balaram, Senior Inspector of Weights and Measures, Cannanore
- 2 " P. Damodara Kurup, U. D. C., Collector's Office, Cannanore
- 3 " C. K. Sathianathan, B. A., L. D. C., Municipal Office, Cannanore
- 4 " M. Venketesh Prabhu, (under the charge of the Municipal Commissioner, Tellicherry)

BRONZE:

- 1 Shri M. Varda Kuni, Asst., S. A. T. H. S., Manjeshwar, Kasaragod taluk
- 2 " K. V. Krishnan Nair, B. A., B. T., Moothedath High School, Taliparamba
- 3 " P. Ramana, Asst. Teacher, B. E. M. P. Secondary School, Tellicherry
- 4 " J. Michael, Cantt. Supdt., Cannanore Cantonment, Cannanore

LIST OF BOOKS PURCHASED WITH THE HELP OF CENSUS BUDGET

Sl. No.	Name of book	No of copies	Author/Publisher	Price Rs.
1	2	3	4	5
1	India Paliography	1	Bhuber	15.00
1	Indian Paliography Plates and Transitional Tables	1		
2	Madras District Gazetteers Malabar—Volume I	1	C. A. Innes, I. C. S.	12.87
3	Descriptive Ethnology of West Bengal	1	E. T. Dalton	36.60
4	The English-Kanarese School Dictionary	1	Rev. Fr. Ziegler	6.00
5	India's Villages	1	M. N. Sreenivas	12.50
6	India's Population	1	S. N. Agarwal	15.00
7	Demographic Survey of six Rural Communities	1	Kumudini Dandekar	8.25
8	Immigrants and their children	1	E. P. Hutchinson	74.10
9	Social Characteristics of urban and Rural communities	1	Otis Dudley Duncan	
10	All India Civil List - 1959	1	Associated Advertisers & Printers, Arthur Road, Bombay-7.	11.75
11	Indian Standard Conversion factors and Tables	1	Indian Statistical Institute, Calcutta	9.65
12	Pictographs and Graphs	1	Rudolph Modily	21.38
13	World Population and future Resources	1	Paul K. Hatt	29.25
14	Kerala and her People	1	L. A. Krishna Iyer	5.00
15	Kerala Service Rules	1	S. G. P., Trivandrum	7.25
16	English Tamil Dictionary	1	Little Flower Company, Madras. 17.	76.50
17	Population Theory and Policy	1	Spengler & Duncan	
18	Demographic Analysis	1	do.	30.00
19	The Study of Population	1	Hanser & Duncan	
20	Latest Political Map of Kerala	1	Nirdosh Publications, Erore Book Stall, Jangpura Market, New Delhi	3.75
21	Social contours of an Industrial City	1	D. N. Majumdar	25.00
22	Experiments in Statistical sampling	1	I. S. I. Calcutta	10.00
23	Sociology—Social Research and Social Problems of India	1	R. N. Saksena	13.00
24	An Introduction to Social Anthropology	1	D. N. Majumdar & T. N. Madan	12.50
25	Saving in India	1	National Council of Applied Economic Research	11.25
26	A century of Social Reforms in India	1	S. Natarajan	10.50
27	Social and Cultural Factors affecting Productivity of Industrial Workers	1	UNESCO, Research Centre on Social and Economic Development	12.00
28	Caste in India	1	J. H. Hutton	12.50
29	The Indian Rural Problem	1	Manilal B. Nanavati & J. J. Anjaria	20.00
30	Community Development in India	1	B. Mukerji	10.00
31	Rural Sociology in India	1	A. R. Desai	25.00
32	The Culture and Art of India	1	Radhakamal Mukerji	40.00
33	Urban Household Saving Survey Methods and Techniques	1	N. C. A. E. R., New Delhi	8.50
34	Indian Middle Classes—Their Growth in Modern Times	1	B. B. Mitra	25.00
35	Races and Cultures of India	1	D. N. Majumdar	18.50

APPENDIX XXIV—contd.

Sl. No.	Name of book	No. of copies	Author/Publisher	Price Rs.
1	2	3	4	5
36	A Pilot Survey of 14 Villages in U. P. and Punjab	1	P. K. Mukerji & S. C. Gupta	16.50
37	Panchayatiraj	1	S. K. Dey	7.50
38	Village India Studies in the Little Community	1	M. V. Kim Mariott	11.50
39	A decade of Planned Economy	1	S. Kesava Iyengar	15.00
40	Low Cost Housing for Industrial workers	1	Chief Advisor of Factories, Ministry of Labour	3.50
41	U. N. World Economic Survey, 1960	1	U. N. Department of Economic & Social Affairs	15.75
42	Population of India & Pakistan	1	Kingshy Davis	33.75
43	Atlas of Economic Development	1	Guisbury	26.50
44	India and Pakistan	1	O. H. K. Spate	56.00
45	Kerala District Gazetteers, Trivandrum District	1	A. Sreedhara Menon	16.50
46	Theyyavum Thirayum	1	K. G. Adiyadi	0.50
47	Chambers seven figures Mathematical Tables	1		6.80
48	First year Book of Education (Review of Education in India)	1	N. C. A. E. R. (National Council of Educational Research & Training, Ministry of Education) New Delhi	27.00
49	Keralathile Adimanivasikal		Madasseri	1.50
50	Keralathile Christhava Devalayangal		Edamaruku	43.20
51	The Universal English Dictionary	1	Hentry Cecil Wyld	12.00
52	Kerala District Gazetteers—Trichur District	1	A. Sreedhara Menon	5.00
53	Thekkum Bhaga Samudaya Charithram	1	Shri Joseph Chazhikkat	12.50
54	Tribes of Kerala	1	A. A. D. Luiz	3.15
55	Kerala 1961, An Economic Review	1	S. G. P., Trivandrum	16.80
56	Chambers 20th Century Dictionary	1	W & R Chambers Ltd. II, Thistle Street, Edinburgh. 2.	24.00
57	Concise Oxford Dictionary	2		25.00
58	Gunderts Malayalam English Dictionary	1	Dr. Herman Gundert	15.20
59	Chambers Dictionary	1		
60	School Atlas	1	Ministry of Scientific & Cultural Affairs, Govt. of India	7.06
61	Kerala Dist. Gazetteers, Kozhikode	1	A. Sreedhara Menon	16.50
62	National Atlas of India	2		45.60
63	Techno Economic Survey of Kerala	1	N. C. A. E. R.	22.11
64	(1) Replanting on small Holdings			1.25
	(2) Indian Rubber Statistics	1	Rubber Board, India	
65	Navayugom Industries Supplement (1958)	1	K. Damodaran Jaihind Press, Ernakulam	2.00
66	Economic Atlas of Madras State	1	N. C. A. E. R., N. Delhi	37.14
67	Memoirs of the India Meteorological Department	1	Manager of Publications, Delhi	7.50
68	Guide to State Museum, Trivandrum	1	Trivandrum Art Museum	0.50
69	Kerala Financial Code Vol. I	1	S. G. P., Trivandrum	3.00
70	do. Vol. II	1	do.	2.50
71	Kerala Treasury Code Vol. I	1	do.	3.00
72	Kerala Treasury Code Vol. II	1	do.	3.00
73	Kanom Tenancy Act	1	do.	0.40
74	Nestorian Missionary Enterprise	1	Rev. John Steward	6.00

APPENDIX XXIV—concl.

Sl. No.	Name of book	No. of copies	Author/Publisher	Price Rs.
1	2	3	4	5
75	The Holy Apostolic and Catholic Church of the East and Mar Nestorius	1	V. K. George	1.00
76	Kesalankaram	1	Mrs. K. M. Mathew	15.00
77	Kerala District Gazetteers- Quilon District	1	A. Sreedhara Menon	15.50
78	Concise Oxford English Dictionary	1	Pai & Co.	16.80
79	Keralathile Lathin Christhanikal	1	Brother Leopold	2.25
80	Chilappathikaram (Malayalam)	1	Parayil Narayanan Nair	3.00
81	Keralacharithram Parasuramanilude	1	Thirumangadu Krishna Kurup	16.80
82	Chambers 20th Century Dictionary	1	Pai & Company	26.00
83	India's Poverty and Its Solution	1	Charansingh	21.25
84	Malabar Vol. I	1	William Logan	13.00
85	do. II	1	do.	13.25
86	do. III	1	Sebeena Raphy	3.50
87	Chavittunatakam	1	Manager of Publications, Civil Lines, Delhi.	6.50
88	Agricultural Wages in India, Vol. I.	1	do.	6.63
89	do. II	1	do.	1.50
90	Uyarunna Yavanika	1	C. J. Thomas	29.75
91	Sabdatharavali	1	Sreekandeswaram G. Padmanabha Pillai	16.50
92	Kerala District Gazetteers- Ernakulam	1	A. Sreedhara Menon	39.80
93	Greater Delhi 1940-57	1	V. K. R. V. Rao & P. B. Desai	13.50
94	Indias Ex-untouchables	3	Harold R. Issacs	1.50
95	Hindu Succession Act	1	S. G. P. Trivandrum	5.60
96	The Kerala Municipalities Act	1	do.	0.25
97	Central Civil Services Classification	1	Manager of Publication	5.40
98	Fundamental Rules and Supplementary Rules	1	do.	3.00
99	General Financial Rules with correction slips, 1963	1	do.	4.35
100	Treasury Rules, Vol. I.	1	Government of India, Ministry of Information and Broadcasting	0.90
101	General Provident Fund, 1960	1	Suranattu Kunjan Pillai	25.86
102	Gazetteer of India	1	Continental Publications, Alwaye	40.00
103	Malayalam Lexicon Vol. I	1	Allahabad Law Agency,	10.00
104	Kerala Panchayat Directory	3	University Road, Allahabad	1.50
105	Hindu Adoption and Maintenance Act	2	Superintendent of Government Presses, Trivandrum	0.62
106	T. C. Prohibition Amendment Act	3	do.	8.04
107	Kerala Panchayat Act	3	do.	0.93
108	Jenmikaram Payment Abolition Act	3	do.	7.05
109	Kerala Agrarian Relations Act	3	do.	3.55
110	Kerala Agrarian Relations Rules	2	do.	0.30
111	The Kerala Stay of Eviction Proceedings Act	2	do.	0.80
112	Kanam Tenancy Act	2	do.	0.56
113	Kerala Compensation for Tenants Improvement Act	3	do.	0.48
114	T. C. Prevention of Eviction of Kudikidappukars Act	3	do.	0.37
115	T. C. Edavakai. Right Acquisition Act	1	do.	3.35
116	Kerala Land Reforms Act	1	do.	0.16
117	T. C. Agricultural Incometax Amendment Act	1	do.	1.30
118	Agricultural Incometax Rules	1	do.	1.99
119	Constitution of India	1	Manager of Publications, Delhi	3.90
120	Compilation of Fundamental Rules (Vol. I).	1	do.	3.65
121	do. Vol. II Appendices	1	L. A. Krishna Iyer & L. K. Balaratnam	10.00
122	Anthropology in India			

APPENDIX XXV

STATEMENT SHOWING THE RECEIPT OF PRINTING AND BINDING MATERIALS

Sl. No.	Description of the article	From whom received	Quantity received	Remarks
1	2	3	4	5
1	Paper white 26" x 40" - 46 lb.	Controller of Stationery, Calcutta	1,009 reams	* Includes 64 reams transferred from the L. M. & A Island's Census Office
2	Paper white 57 x 89 cm. (22.8 kg)	Controller of Stationery, Calcutta	310 reams	
3	Paper Imitation Art - 42 x 59.5 cm.	Controller of Stationery, Kerala, Trivandrum	130 reams	
4	Real art paper N. K. Brand white Japan made 23" x 36"	Controller of Stationery, Kerala, Trivandrum	12 reams	
5	Map printing paper 70 x 101.5 cm.	Controller of Stationery, Calcutta	32 reams	
6	Paper white printing 57 x 89 cm. (19 kg)	Controller of Stationery, Calcutta	311 reams	
7	do.	Superintendent of Census Operations, Madras	200 reams	Urgent requirement obtained with the concurrence of the Registrar General, India
8	Art paper 57 x 89 cm.	Controller of Stationery, Calcutta	107 reams	
9	Sunlit offset printing paper 58.5 x 91 cm.	Controller of Stationery, Calcutta	103 reams	
10	Printing paper white 57 x 89 cm. (22.8 kg)	Supdt. of Census Operations, Madras	150 reams	Urgent requirement obtained with the concurrence of the Registrar General, India
BINDING MATERIALS				
1	Silver leaf 3½" x 3½" in books of 25 leaves	Controller of Stationery, Trivandrum	305 books	
2	Head band red & green	Controller of Stationery, Trivandrum	4103.02 m.	
3	Long cloth	Controller of Stationery, Trivandrum	915.00 m.	
4	Art canvas black	Controller of Stationery, Calcutta	2735.20 m.	
5	White Cartridge paper 58.5 x 89 cm.	Controller of Stationery, Calcutta	46 reams	
6	Strawboards 60.5 x 47.5 cm.	Controller of Stationery, Calcutta	20,584 boards	Includes 2,584 boards supplied for L. M. & A. Islands
7	Cover paper mottled grey	Controller of Stationery, Calcutta	1 ream 405 sheets	
8	Cross Keys cover paper blue 51 x 76 cm.	Controller of Stationery, Kerala, Trivandrum	3 reams 84 sheets	
9	Blue printing paper D/Demy	Supdt. of Census Operations, Madras	20 reams	Urgent requirement obtained from Madras with the concurrence of the Registrar General, India

APPENDIX XXVI

STATEMENT SHOWING THE NUMBER OF COPIES OF THE CENSUS REPORTS PRINTED AND THEIR DISTRIBUTION

Sl. No.	(i) Name and number of copies printed	No. of copies printed	
		Deluxe	Ordinary
1	2	3	4
1	Part I A (i) General Report	75	925
2	Part I A (ii) General Report- Appendices	75	925
3	Part I C - Subsidiary Tables	75	1,425
4	Part II A - General Population Tables	75	1,425
5	Part II B (i) General Economic Tables (Tables B I to B IV)	75	1,425
6	Part II B (ii) General Economic Tables (Tables B V to B IX)	75	1,425
7	Part II C - Cultural and Migration Tables	75	925
8	Part III - Household Economic Tables	75	925
9	Part IV A & B - Report on Housing and Establishment & Housing and Establishment tables	75	750
10	Part V A - Special Tables for Scheduled Castes and Scheduled Tribes	...	750
11	Part VI A - Village Survey Monographs of the Cannanore and Kozhikode districts	...	750
12	Part VI B - Village Survey Monographs of the Palghat and Trichur districts	...	750
13	Part VI C - Village Survey Monographs of the Ernakulam and Kottayam districts	...	750
14	Part VI D - Village Survey Monographs of the Alleppey district	...	750
15	Part VI E - Village Survey Monographs of the Quilon district	...	750
16	Part VI F - Village Survey Monographs of the Trivandrum district	...	750
17	Part VI G - Village Survey Monographs of the Tribal areas	...	750
18	Part VII A - Selected Crafts of Kerala	...	225
19	Part VII B (i) Fairs and Festivals of Kerala	75	1,500
20	Part VII B (ii) Fairs and Festivals of Kerala - Statements	...	900 each
21	Part VIII A - Administration Report Enumeration (Not for sale)	100 each	
22	Part IX - Census Atlas Volume		
23	District Census Handbooks (9 Volumes)		

Note:— The reports which have not yet been sent to the press are not included.

APPENDIX XXVI—contd.

(ii) Distribution

Sl. No.	To whom distributed	No. of copies		Remarks
		Deluxe	Ordinary	
1	Registrar General, India	25	53	All main publications except monographs
	"	...	128	Village Survey and other monograph series
	"	...	100	Part IX- Atlas Volume
2	The Governor of Kerala	1	...	One each. Discontinued on the formation of the Ministry in Kerala.
3	Ministers and Speakers	13	2	
4	Advisers to the Government of Kerala	2	...	
5	Chief Secretary to the Government	1	...	one each
6	Chief Justice, Kerala	1	...	
7	Vice Chancellor, Kerala University	...	1	
8	Director of Public Relations, Kerala	...	2	
9	Newspapers in and outside Kerala	...	23	
10	Departments of the Secretariat	...	14	
11	District Collectors	...	9	
12	Heads of Departments	...	10	
13	Municipal Corporation, Trivandrum and Calicut	...	2	
14	All India Radio, Trivandrum	...	1	
15	Secretariat (Central) Library, Trivandrum	1	1	one each
16	Legislative Library, Trivandrum	1	...	
17	High Court Library, Ernakulam	...	1	
18	Bar Council Library, Ernakulam	...	1	
19	National Libraries in India (3)	3	3	
20	District Headquarters Libraries (9)	...	9	
21	University Library, Trivandrum	...	1	
22	Superintendents of Census Operations of States (4 each) one deluxe and 3 ordy.	14	42	
23	Superintendents of Census Operations of Union Territories- 11(2 ordinary copies each)	...	22	
24	Information Centres in India (24)	...	24	
25	Superintendent of Census Operations, Kerala (Personal)	1	...	Part II A Tables only Main Publications only Part VII A- Selected Crafts of Kerala only
26	For distribution at Superintendent of Census Operations' discretion	10	10	
27	Superintendent of Census Operations, Office use	2	12	
28	Secretary, Delimitation Commission, Talkhtra Road, New Delhi	...	1	
29	Director, Central Family Planning Institute, New Delhi	...	1	
30	Archaeological Survey of India, Delhi	...	2	
31	Dr. U. S. Nair, Ex-Superintendent of Census Operations, Travancore- Cochin, 1951	...	1	

APPENDIX XXVI—concl.

DISTRICT CENSUS HANDBOOKS (STATE GOVERNMENT PUBLICATIONS)

Sl. No.	To whom distributed	No. of copies		Remarks
		Deluxe	Ordinary	
1	Registrar General, India	15	28	Discontinued on the formation of the Ministry
2	Governor	1	2	
3	Ministers	13	...	
4	Advisers (2)	2	...	
5	Chief Secretary to Government	1	...	District Census handbook, Cannanore only as a specimen
6	Chief Justice	1	11	
7	Superintendent of Census Operations (Personal use)	3	...	
8	Superintendent of Census Operations (Office use)	10	10	
9	Copies at the discretion of the Superintendent of Census Operations	...	25	
10	Superintendent of Census Operations of all States & Union Territories—one each	...	1	
11	Dr. U. S. Nair, Ex-Superintendent of Census Operations, Travancore-Cochin, 1951	...	...	

STATEMENT SHOWING THE DISTRIBUTION OF COMPLEMENTARY COPIES OF CENSUS PUBLICATIONS OF LACCADIVE, MINICOY AND AMINDIVI ISLANDS

Sl. No.	To whom distributed	No. of copies		Remarks
		Deluxe	Ordinary	
1	Registrar General, India	25	53	Table Volumes only
2	Superintendent of Census Operations (States) one deluxe (14) and three ordinary	15	45	
3	Superintendents of Census Operations of Union Territories—9 (two ordinary)	...	18	
4	Chief Justice, Kerala	1	1	
5	All India Radio, Calicut	...	6	
6	National Libraries in India (3)	...	24	
7	Information Centres in India (24)	...	1	
8	Bar Council Library, Ernakulam	...	1	
9	High Court Library, Ernakulam	...	23	
10	News papers in and outside Kerala	...	1	
11	Shri C. K. Balakrishnan Nair, Ex-Administrator & Ex-officio Superintendent of Census Operations, Laccadive, Minicoy and Amindivi Islands (retired)	1	...	Table Volumes only
12	Administrator, Laccadive, Minicoy & Amindivi Islands	...	11	
13	Member of Parliament from Union Territories	...	5	
14	Departments of the Administrator (11)	...	10	
15	Tahsildars of the Islands	...	4	
16	Island Libraries (10)	1	13	
17	Government High School Libraries in the Islands (4)	1	...	
18	Superintendent of Census Operations (Personal use)	...	1	
19	Superintendent of Census Operations (Office use)	...	14	
20	Secretary, Delimitation Commission, Talkotra Road, New Delhi	6	1	
21	Director, Central Family Planning Institute, New Delhi—16	...	1	
22	Distribution at S. C. O's discretion	...	...	
23	Dr. U. S. Nair, Ex-Superintendent of Census Operations, Travancore-Cochin, 1951	...	...	

Note:— The remaining copies of all the Central Government Publications will be for sale through the Manager of Publications, Civil Lines, Delhi—8.

APPENDIX XXVII

STATEMENT OF EXPENDITURE INCURRED IN THE HOUSING TABULATION OFFICE

Head of Account 1	Expenditure incurred during		Total 4
	1960-61 2	1961-62 3	
	Rs.	Rs.	Rs.
C. Abstraction & Compilation			
C 1 Pay of Officers	20,937.78	...	32,006.96
C 2 Pay of Establishment	1,319.48	11,069.18	1,319.48
C 3 Allowances & Honoraria	269.89	...	269.89
D. A.	...	...	...
T. A.	1,049.59	...	1,049.59
H. R. A. & O. A.	4,718.33	...	4,718.33
C 4 Other charges	26,975.59	...	...
Total of C		11,069.18	38,044.77

ANNEXURE TO APPENDIX

DETAILS OF C 4 OTHER CHARGES INCURRED IN THE HOUSING TABULATION OFFICE

Details 1	Expenditure incurred 2
1 Purchase furniture including tin boxes	Rs.
2 Stationery (local purchase)	3,230.34
3 House rent	921.35
4 Office expenses and Miscellaneous	492.86
Grand Total	73.78
	4,718.33

APPENDIX XXVIII

STATEMENT OF EXPENDITURE INCURRED IN EACH OF THE REGIONAL TABULATION OFFICES

Head of account 1	1960-61				1961-62			
	Regional Tabulation Office, Trivandrum 2	Regional Tabulation Office, Ernakulam 3	Regional Tabulation Office, Kozhikode 4	Total 5	Regional Tabulation Office, Trivandrum 6	Regional Tabulation Office, Ernakulam 7	Regional Tabulation Office, Kozhikode 8	Total 9
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
C. Abstraction & Compilation								
C 1 Pay of Officers	2,780.00	2,780.00	2,751.84	8,311.84	8,659.00	8,534.50	8,725.00	25,918.50
C 2 Pay of Estt.	891.31	746.77	587.22	2,225.30	1,77,783.27	2,45,900.16	2,58,993.99	6,82,677.42
C 3 Allowances & Honoraria	2,171.48	1,582.36	1,555.42	5,309.26	8,470.39	10,110.83	11,488.13	30,069.35
D. A.	521.29	475.23	435.60	1,432.12	4,335.75	4,941.20	5,687.41	14,964.36
T. A.	1,594.62	1,092.94	1,080.99	3,768.55	1,011.06	4,008.45	4,447.68	11,467.19
H. R. A. & O. A.	55.57	14.19	38.83	108.59	1,123.58	1,161.18	1,333.04	3,637.80
C 4 Other charges	1465.10	14,208.83	12,362.40	28,035.33	18,856.64	21,605.53	20,061.27	60,524.44
Total of C	7,307.89	19,317.96	17,256.88	43,882.73	2,13,769.30	2,86,152.02	2,99,268.39	7,99,189.71

APPENDIX XXVIII—concl'd.

ANNEXURE TO APPENDIX
DETAILS OF C4 OTHER CHARGES INCURRED IN THE
REGIONAL TABULATION OFFICES

Sl. No.	Details of C4 Other Charges	Regional Tabulation Office Trivandrum	Regional Tabulation Office Ernakulam	Regional Tabulation Office Kozhikode	Total
1	2	3	4	5	6
		Rs.	Rs.	Rs.	Rs.
1	Purchase of furniture including pigeon holes, boxes etc.	*10,338.20	19,489.72	17,471.29	47,299.21
2	Rent	1,800.00	9,573.96	7,970.00	19,163.96
3	Electric current and water charges	798.43	809.80	741.00	2,349.23
4	Rent of calculating machines	225.00	225.00	225.00	675.00
5	Telephone charges	551.09	998.35	645.00	2,194.44
6	Hire charges of typewriters	240.00	240.00	240.00	720.00
7	Cost of fire extinguishers	132.60	198.90	198.90	530.40
8	Cost of wall clocks	285.69	269.64	282.48	837.81
9	Local purchase of stationery including rubber bands etc.	600.00	600.00	600.00	1,800.00
10	Office expenses & misc.	5,350.73	3,409.99	4,230.00	12,990.72
	Grand Total	20,321.74	35,815.36	32,423.67	88,560.77

*The furniture purchased for the housing tabulation office were later transferred to the Regional Tabulation Officer, Trivandrum

APPENDIX XXIX

STATEMENT OF EXPENDITURE INCURRED IN THE CENTRAL TABULATION OFFICE

Head of account	Expenditure incurred in						Total
	1961-62	1962-63	1963-64	1964-65	1965-66	1966-67 (up to 31-12-1966)	
1	2	3	4	5	6	7	8
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
C. Abstraction & Compilation							
C1. Pay of Officers	...	15,290.42	13,409.88	15,682.14	6,011.21	4,199.94	54,593.59
C2. Pay of Establishment	12,995.59	86,030.38	60,551.86	47,344.31	44,272.73	37,029.10	2,88,223.97
C3. Allowances and Honoraria	2,171.42	15,818.40	30,633.78	20,009.30	21,355.83	28,392.65	1,18,381.38
D. A.	1,253.60	11,038.07	8,194.95	14,058.00	17,344.40	19,085.29	70,974.31
T. A.	159.44	1,280.86	1,167.83	2,154.10	450.30	3,513.65	8,726.18
H. R. A. & O. A.	758.38	3,499.47	21,271.00	3,797.20	3,561.13	5,793.71	38,680.89
C4. Other charges	9,909.77	4,772.06	5,039.36	5,340.00	2,452.26	27.00	27,540.45
Total of C.	25,076.78	1,21,911.26	1,09,634.88	88,375.75	74,092.03	69,648.69	4,88,739.39

APPENDIX

ACTUAL EXPENDITURE INCURRED ON THE 1961 CENSUS

(i) Office of the Superintendent of Census Operations, Kerala

Head of account 1	1958-59 2	1959-60 3	1960-61 4	1961-62 5	1962-63 6
A. Superintendence					
A1. Pay of Officers	...	16,253.72	24,470.73	26,900.41	29,872.99
A2. Pay of Establishment	...	17,983.85	39,168.90	57,062.11	71,338.42
A3. Allowances and Honoraria	...	15,369.67	26,388.59	19,307.27	25,569.03
D. A.	...	...	12,110.41	11,102.82	13,616.60
T. A.	...	...	...	8,293.79	...
H. R. A. & O. A.	...	...	8,214.81	5,887.39	8,293.79
A4. Other charges	...	...	6,063.37	2,317.06	3,653.64
Total of A	...	72,817.90	49,970.52	24,457.75	22,701.57
B. Enumeration	...	1,22,425.41	1,39,998.74	1,27,727.55	1,49,182.01
B1. Pay of Establishment	...	...	35,816.59	20,141.03	...
B2. Allowances and Honoraria	...	...	43,667.52	28,206.42	4,121.57
D. A.	...	...	22,227.63	15,088.21	...
T. A.	...	...	12,519.89	12,478.99	4,118.24
H. R. A. & O. A.	...	...	8,920.00	639.22	3.33
B3. Honarium to Enumerators	...	...	1,14,256.84	4,47,072.37	...
B4. Other charges	...	...	42,105.15	16,364.75	49.74
Total of B	...	...	2,35,846.10	5,11,784.57	4,171.31
C. Abstraction and Compilation	...	...	...	...	...
C1. Pay of Officers	...	...	8,311.84	25,918.50	15,290.42
C2. Pay of Establishment	...	...	23,163.08	7,06,742.19	86,030.38
C3. Allowances and Honoraria	...	...	6,628.74	32,240.77	12,818.40
D. A.	...	...	1,702.01	16,217.96	11,038.07
T. A.	...	...	3,768.55	11,626.63	1,280.86
H. R. A. & O. A.	...	...	1,158.18	4,396.18	3,499.47
C4. Other charges	...	...	32,754.66	70,434.21	4,772.06
Total of C	...	...	70,858.32	8,35,335.67	1,21,911.26
D. Printing & Stationery	...	3,976.29	23,253.54	33,307.29	16,473.80
Total of A, B, C and D	...	1,26,401.43	4,69,956.70	15,08,155.08	2,92,038.38

XXX

OPERATIONS UNDER THE PRESCRIBED HEADS OF ACCOUNT

Incurred in	1963-64 7	1964-65 8	1965-66 9	1966-67 (Upto 31-12-1966) 10	Total 11	Remarks 12
					1,80,766.06	
	30,051.65	34,473.14	12,571.94	6,171.48	4,57,593.44	
	88,556.57	80,756.88	77,020.12	25,706.59	2,00,971.23	
	24,877.27	31,268.44	39,230.06	18,960.90	...	
	15,472.29	22,379.12	31,150.23	12,941.64	...	
	5,542.39	3,731.71	2,243.45	2,209.15	...	
	3,862.59	5,157.61	5,836.38	3,810.11	2,49,759.88	
	19,452.43	22,675.21	21,614.24	16,070.25	10,89,090.61	
	1,62,937.92	1,69,173.67	1,50,436.36	66,909.22	55,957.62	
	...	...	...	...	76,936.36	
	940.85	...	...	...	...	
	940.85	...	...	...	5,61,658.91	
	...	...	...	...	58,519.64	
	329.70	...	...	...	7,53,072.53	
	1,270.55	...	...	...	88,823.93	
	13,409.88	15,682.14	6,011.21	4,199.94	10,05,133.65	
	60,551.86	47,344.31	44,272.73	37,029.10	1,55,079.47	
	30,633.78	20,009.30	21,355.83	28,392.65	...	
	8,194.95	14,058.00	17,344.40	19,085.29	...	
	1,167.83	2,154.10	450.30	3,513.65	...	
	21,271.00	3,797.20	3,561.13	5,793.71	1,20,819.55	
	5,039.36	5,340.00	2,452.26	27.00	13,69,856.60	
	1,09,634.88	88,375.75	74,092.03	69,648.69	1,98,962.93	
	24,394.46	62,122.23	29,719.17	5,716.15	34,10,982.67	
	2,98,237.81	3,19,671.65	2,54,247.56	1,42,274.06	...	

APPENDIX XXX—concl'd.

(ii) Office of the Superintendent of Census Operations, Laccadive, Minicoy and Amindivi Islands

Head of account	Actual expenditure incurred in							Total	Remarks
	1959-60	1960-61	1961-62	1962-63	1963-64	1964-65	1965-66		
1	2	3	4	5	6	7	8	9	10
A. Superintendence									
A1. Pay of Officers	1,050.00	1,800.00	1,174.19	4,208.43	3,026.72	...	...	11,259.34	
A2. Pay of Establishment	1,411.84	8,830.67	11,653.31	15,559.83	9,229.42	9,386.18	5,790.00	61,861.25	
A3. Allowances & Honoraria	3,188.70	4,457.75	5,499.58	7,378.23	3,394.07	2,905.28	3,282.50	30,106.11	
D. A.	1,044.16	1,042.30	1,032.91	2,559.71	1,334.52	1,827.80	1,968.00	10,809.40	
T. A.	2,028.69	2,836.65	3,482.29	4,016.33	2,052.29	1,055.35	1,024.25	16,495.85	
H.R.A. & O.A.	115.85	578.80	984.38	802.19	7.26	22.13	290.25	2,800.86	
A4. Other charges	6,236.33	396.01	2,591.76	5,391.46	283.37	547.47	294.65	15,741.05	
Total of A.	11,886.87	15,484.43	20,918.84	32,537.95	15,933.58	12,838.93	9,367.15	1,18,967.75	
B. Enumeration									
B1. Pay of Establishment	...	1,338.63	353.64	...	...	...	...	1,692.27	
B2. Allowances and Honoraria	...	109.63	82.50	...	...	...	...	192.13	
D. A.	...	105.00	55.00	...	...	...	...	160.00	
T. A.	...	...	27.50	...	...	...	...	27.50	
O. A.	...	4.63	...	...	...	...	...	4.63	
B3. Honorarium to Enumerators	...	195.00	741.00	...	...	...	...	936.00	
B4. Other charges	...	27.43	...	...	...	...	...	27.43	
Total of B	...	1,670.69	1,177.14	...	...	...	...	2,847.83	
D. Printing and Stationery	...	252.00	159.32	...	...	1,869.39	...	2,280.71	
Grand Total	11,886.87	17,407.12	22,255.30	32,537.95	15,933.58	14,708.32	9,367.15	1,24,096.29	

APPENDIX XXXI

COSTING STATEMENT BY ITEMS OF CENSUS EXPENDITURE INCLUDING SPECIAL STUDIES UPTO 31-12-1966

Sl. No.	Item	Amount Rs.
1	2	3
1	Expenditure on pay of Superintendent of Census Operations, his office establishment allowances, honoraria and office contingencies	9,28,652.45
2	Expenditure on enumeration	6,94,552.89
3	Cost of paper and stationery used for enumeration and printing charges of enumeration schedules	1,00,220.03
4	Expenditure on Abstraction and compilation	13,69,856.60
5	Expenditure on special studies	
	(a) Socio Economic (Village Survey)	1,60,438.16
	(b) Rural Craft Survey etc	9,380.94
6	Cost of paper, binding materials etc. used for printing	53,860.34
7	Cost of Production of State Census publication excluding cost of paper etc.	94,021.26
8	Other items of expenditure viz., block making charges, Rty. freight etc.	
	Total	34,10,982.67

APPENDIX XXXII

LIST OF IMPORTANT FILES, DOCUMENTS AND OTHER RECORDS PRESERVED TILL THE NEXT CENSUS

Sl No.	Description	File No.
1	Tabulation offices-of appointment of Deputy Superintendents of Census operations -regarding	C2-96/60
2	Tabulation offices - accommodation- regarding	C2-173/60
3	Houselist tabulation - appointment of staff	C4-321/00
4	Tabulation offices - appointment of staff other than sorters, compiler-checkers, supervisors-regarding	C2-345/60
5	Tabulation offices - furniture and office equipments - purchase of - regarding	C2-359/60
6	Languages - tabulation of languages in Kerala	C1-376/60
7	Tabulation offices - furniture - purchase - regarding	C2-492/60
8	List of household industries - furnishing	C1-2/61
9	Tabulation offices - supervisors, compiler-checkers, sorters etc. recruitment of - regarding	C2-41/61
10	Census 1961 - Enumeration - Inauguration arrangements	C2-50/61
11	Stationery articles for tabulation offices - supply of - regarding	C2-53/61
12	Printing of tabulation forms	C3-57/61
13	Typewriters for tabulation offices - hiring of-regarding	C2-93/61
14	Tabulation - Conference of Superintendents of Census Operations at Trivandrum from 22 May 1961 to 24 May 1961	C2-104/61
15	Instructions from the Registrar General on Tabulation	C2-105/61
16	Housing tables - preparation	C2-116/61
17	Tabulation offices - Police watch - regarding	C2-118/61
18	Organisation of tabulation offices - instructions	C2-119/61
19	Central tabulation - appointment of staff	C4-137/61
20	Preparation of primary census abstracts	C2-184/61
21	Household schedules - tabulation - sampling of schedules	C2-187/61
22	Tabulation -preparation of various tables	C2-205/61
23	Sample survey of fertility of ever married women	C2-230/61
24	Tabulation offices - bonus to the tabulation staff - payment of - regarding	C2-232/61
25	Tabulation offices - winding up of - disposal of furniture and release of buildings	C4-241/61
26	Area of towns at previous censuses - collection of	C6-243/61
27	Preparation of census tables pertaining to L. M. & A. Islands	C2-43/62
28	Tabulation of local names of household schedules - local rights on land for household schedules - names and rights and interests in land - tabulation	C2-48/62
29	Preparation of inset tables - exchange of data	C2-69/62
30	Supply of complimentary copies of 1961 Census publications	C2-71/62
31	Language returns - furnishing of	C2-88/62
32	List of registered factories in Kerala - collection of data	C2-92/62
33	Growth of urbanisation in India - collection of information	C2-148/62
34	Fortnightly progress reports - forwarding of	C2-186/62
35	Fixation of sale price of 1961 Census publication	C2-21/63
36	Supply of complimentary copies of census publications	C2-6/64
37	Valedictory Conference of Superintendents of Census Operations -conduct of	C2-72/64

APPENDIX XXXIII

ACCOUNTS FORMS AND ROUTINE FORMS CONSUMED IN THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS AND REGIONAL TABULATION OFFICES AND CENTRAL TABULATION OFFICE UP TO 28-2-1967

OF CENSUS OPERATIONS AND REGIONAL		TABULATION OFFICE UP TO 28-2-1967						
		No. of forms consumed in the Office of the						
Sl. No.	Name of form	Supdt. of Census Operations	Housing Tabulation Office	Regional Tabulation Office, Trivandrum	Regional Tabulation Office, Ernakulam	Regional Tabulation Office, Kozhikode	Central Tabulation Office	Total
1	2	3	4	5	6	7	8	9
1							550	10
							8	550
							9	350
				10	10	20	350	1,800
1	Gazetted Officers Pay Bill form	500	...	20	20	100	800	...
2	" T. A. Bill form	290	...	100	100	100	900	...
3	Estt. Pay bill form-outer	1,500	...	100	100	100	800	...
4	" inner	500	...	100	100	100	900	...
5	Contingent bill form	600	...	100	100	100	6	...
6	Estt. T. A. bill form - outer	200	...	100	100	...	...	...
7	" inner	600	...	...	1	...	...	...
8	Register for contingent charges	5	...	...	...	150	520	...
9	Acquittance Roll forms	1,200	...	100	150	4	6	...
10	Attendance Register	120	...	...	...	...	3	...
11	Cash Book	2	...	...	...	...	600	...
12	Receipt Book	3	...	...	...	5	60	...
13	Absentee statement form	600	...	5	5	...	250	...
14	L. P. C. form	45	...	...	...	...	50	...
15	Increment Certificate	250	...	...	...	100	900	...
16	Bill form for service postage	50	...	100	100	...	1	...
17	Schedule of P. G. Deduction	600	...	...	...	...	...	...
18	Credit note	1	...	...	...	...	...	...

