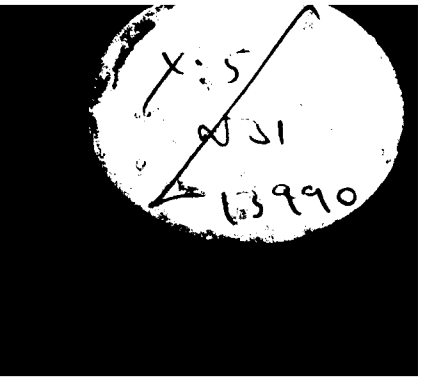




IMPERIAL CODE
OF
CENSUS PROCEDURE
1931

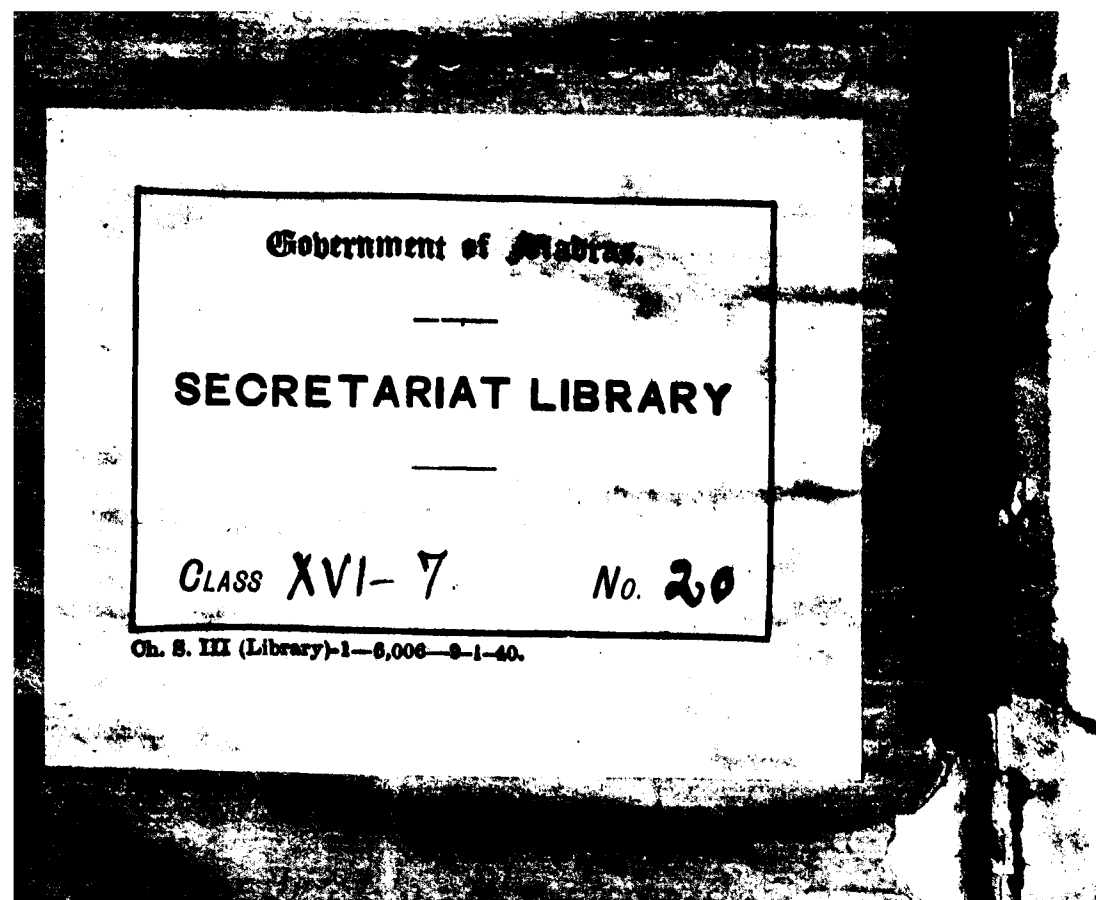
PART II.—TABULATION AND
COMPILATION



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IMPERIAL CODE OF CENSUS PROCEDURE.

Part II.—TABULATION AND COMPILATION.

CHAPTER I.

INTRODUCTORY.

The Method of Tabulation.—The method of sorting and tabulating followed at each previous Census of India will be used again this time, with the possible exception of one or two experiments that may be made in limited areas. A through investigation of the methods of mechanical tabulation indicate that the cost of applying these methods to India would increase the direct cost of compilation by about 200% and would protract the completion of it by at least six months.

2. *The Slip System to be used again.*—For these reasons it has been decided to retain the slip system of tabulation.

Under this slip system the following operations may be distinguished :—

- (1) Copying, or the process of posting the entries in the schedules on the slips. The men engaged in this work are called Copyists.
- (2) Sorting, or the process of arranging the slips under the heads required for the various final tables, counting the slips as thus arranged, and entering the number on the Sorters' Ticket, or form provided for the purpose. The men engaged in this work are called Sorters.
- (3) Compilation, or the process of combining the figures in the Sorters' Tickets so as to obtain the totals for the district. This work is done by Compilers.

3. *Form of Slip.*—Each slip will measure two inches by four-and-a-half. Religion will be indicated by the colour of the slip, unbleached paper being used for the most numerous religion, and paper of various colours for the other main religions. A single colour will be used for all the minor religions, for which it is not worth while having a separate set of slips. Sex and civil condition will be indicated by symbols on the slips thus :—

			Married.	Unmarried.	Widowed.
Males	--	--	○	○	⊗
Females	--	--	○ +	○ +	⊗ +

by religion and sex. Civil condition will have to be estimated for any unit in proportion to the figures for the district in which it lies. A good margin should be allowed and there are various ways of supplementing the supply of any kind of slip if it falls short, *e.g.*, (a) blank slips of each colour can be supplied without symbols leaving them to be affixed locally as required by means of rubber stamps; (b) slips can be dyed locally (though this was not found very successful at last Census) or can be given a coloured stripe with a brush to indicate the religion required; (c) slips of one kind can be transferred from an office where they are in excess to one where they are required.

Care must be taken that slips are despatched by rail in boxes of sufficient strength. In several provinces at last Census boxes arrived broken open and the slips were lost or spoiled. For despatching small consignments to local offices bamboo baskets might be used. When qanungos or other local officers are called in to headquarters for training they should be given the slips of their office to take back on their return.

NOTE.—In some provinces, if not all, the number of slips required for widowed persons was abnormally large on account of the high death rates in the three years that preceded the census. The fact that these figures were abnormal last census should not be overlooked when estimating the quantity of "widowed" slips that will be required this time. Wastage of slips amounted to between 6 and 7% in the Central Provinces last census.

CHAPTER II.

SLIP COPYING.

1. Agency.—The first matter to decide is the agency to be employed in copying the slips and supervising the copyists. At last Census slip copying was done partly at Central Offices, *e.g.*, in Madras, Bombay, the Central Provinces, partly at the Headquarters of Districts, *e.g.*, in Bengal and Burma and partly at Tahsil Headquarters, *e.g.*, in the Punjab. The Central Office system has the usual advantages associated with concentration, *viz.*, uniformity and ease of supervision. On the other hand decentralization proved successful in Bengal and the United provinces and was particularly successful in the Punjab. One of the advantages of having decentralized slip-copying is that it makes it much easier to deal with strikes. If it be possible to transfer all the copying work of an office that goes on strike to another office, the difficulties which arise from sudden strikes for higher pay are much reduced and strikes themselves made far less likely.

2. The Land Record Staff.—In the Punjab 1921 the most of the slip copying was done by the Land Record staff at tahsil headquarters. As each Patwari was the Supervisor of an Enumeration Circle of roughly 600 houses, he had about 3,000 slips to copy which he could do in about a week. The Field Kanungos checked the work under the supervision of the Tahsildar and Tahsili Staff. This system is recommended for all Provinces and States where there is a trained Land Record Staff. It combines the three objects aimed at, *viz.*, accuracy, since the patwaris already know the Enumeration Books of their Circle, expedition and cheapness, and only demands about one week's extra time from the Land Record Staff.

3. Other agencies—the schools.—In some Provinces there is no subordinate Revenue Staff, in others the staff may not everywhere be available and in any case may not be able to deal with the entries of cities and towns. We have to look for other agencies for slip-copying. The Census operations are not without their educative value and in some countries of Europe instruction in the objects and methods of a Census is included in the curriculum of schools of a certain grade. Schoolmasters and the boys of the colleges and schools have in past Censuses taken a useful and important part in the operations of Enumeration, as Supervisors and Enumerators, and there is no reason why we should not continue to seek their aid in the matter of the preparation of the slips. The copying of the slips of a locality, if properly organized and divided out among the boys of the local vernacular middle schools or even the elder boys of the upper primary schools, gives little work to the individual and can be carefully and efficiently supervised by the master. If the actual work be accompanied by short lectures by the school masters on the objects and methods of a Census and the meaning of the entries copied, based on a brief pamphlet which might be prepared by the Superintendent of Census Operations, the work may have a distinctly educative character and is thus performed with accuracy, expedition and cheapness. Where necessary therefore the Superintendents of Census Operations should endeavour to arrange with educational authorities that schools should assist in the operation of slip-copying.

At the English Census the card-punching, which corresponds to slip-copying, is done by young girls just leaving the elementary schools, and the sorting machines are operated by boys who have just left school.

4. The Enumerators.—One innovation at the 1921 Census was that a large proportion of the slips were written up by patwaris between the preliminary and final enumerations. This plan was tried in the United Provinces and in parts of the Punjab. In the former province it was definitely successful, while the Census Superintendent of the latter deprecated repetition, but the system was tried with success in the Nabha State. The preliminary enumeration with its check lasts for over a month and, supposing each enumerator wrote up the slips for his block, *i.e.*, 30 to 40 houses containing about 150 to 200 persons, he would have three weeks or more to do the work that one professional copyist does in less than two hours. He can hardly complain of this, and the work is done at leisure and escapes mistakes due to hurry. If this proposal were feasible about 95 per cent. of the slips could be written up and checked before the final Census day, leaving the remainder to be written up locally by the Supervisors or under any local system that is convenient. The slips of persons who were enumerated at the preliminary enumeration and were not present on the Census night would of course be torn up when checking the slips with the schedules after the Census night. This system, where it is deemed feasible, might be combined with either of the other arrangements set out above, so as to lighten the work in the copying offices where, in the case of slips already written up, only check would be needed.

The primary difficulty in this system is the distribution of slips, as the number required for each tahsil is conjectural and it was found that any reserve given to tahsildars was largely wasted. The method used was to have the work done by the patwaris at their own houses under supervision of the tahsildars who instructed them at tahsil headquarters and provided the slips. This system in the United Provinces proved quick and cheap and much more accurate than the old system, as the patwari copies a record with which he is already familiar, and any mistake or omission found can be corrected on the spot. An actual comparison of locally copied and centrally copied slips in the United Provinces showed that the former were far more accurate. The disadvantages are that some preliminary training of the patwaris is necessary and owing to intermittent supervision only a mistake is apt to be repeated and to involve more correction than would be needed in a central office, while it was reported from the Punjab that in most units as long was spent after the census in checking the slips as would have been taken in copying them. Success, however, unquestionably does follow where care and foresight are used and where the necessary training has been given. On the other hand this method *does away with the necessity for preliminary drafts of the Enumeration Schedule* as the enumerator is able to decipher his own muddles more easily than a copyist at headquarters. Further this system enables the enumerators to make something out of their job, as the copying can be paid for, preferably at piece-work rates. Finally there seems to be no reason why the system should be confined to areas in which the enumerators are patwaris, and the Census Superintendents of all provinces should seriously consider

whether they should not try this system, at any rate in selected districts as an experiment.

NOTE.—The question of an adequate supply of the various kinds of slips is of importance with regard to accuracy as well as speed, since at the last census one copyist was caught altering the enumeration books because the supply of the kind of slips which he required had given out so that he could not get on with his work.

5. Other arrangements—Central Offices.—Where no local arrangements can be made, slips copying will have to be done by a temporary staff at the Central Sorting Offices, which in any case should be opened as soon as possible after the Census is taken. Deputy Superintendents should be appointed in good time so that they can help to organize and supervise the operation of copying even where this is done locally.

NOTE.—Deputy Superintendents should probably be appointed not later than March 15th in order that they may make themselves familiar with the procedure and get their office ready to start work as soon as the returns are in.

6. Constitution of local Copying offices.—Superintendents will have to determine, at an early date, after consulting local officers, what system they propose to adopt for slip copying. The articles which follow deal with the method and supervision of the operation, presuming that slips are copied at the Headquarters of a Tahsil. They must be adapted to suit the particular system adopted. It will be understood that the term Copyist applies to the person who actually copies the entries on to the Slip, whoever he be, and that Supervisor denotes the Officer or person who is in charge of a gang of Copyists and checks their work, whether be he a field Kanungo, Schoolmaster or a specially appointed official. Where slips are copied partly at offices at the Headquarters of a Tahsil and partly by other local agencies, *e.g.*, schools or Enumerators within the Tahsil, it will be advisable that this last arrangement shall be considered as a branch of the Tahsil copying Office under the general control of the Tahsildar, and that the work of these branches should come up to the local copying centre for careful check.

7. Training in Slip-copying.—Where slips are to be copied locally, *e.g.*, at Tahsil Headquarters, it will be necessary that one of the local officers who is to be associated with the slip copying, *e.g.*, the Tahsil Office Kanungo should be carefully instructed in the details and rules of the operations. With this object either the local official himself should be called in to Headquarters for instruction some time during the month preceding the Census, or an official from each district (*e.g.*, the District Office Kanungo) should be called in for instruction and on his return instruct each of the local men. The latter will explain the system to the staff of Supervisors and copyists when they come in after the Census.

8. Furniture required by Copyists.—Very little is required in the way of furniture. All that is needed for each copyist is a cheap mat or bit of sacking and a couple of baskets for blank slips by sexes. Tables, seats or branches are not required but there is no objection, if desired, to giving each copyist an empty box to write on. Sets of pigeon-holes are required for sorting and are useful to copyists in cities and towns, where there is a large variety of population, for keeping their slips. They are not necessary for copyists in rural tracts where the population dealt with is mostly of one religion and the slips can more conveniently be kept in heaps on the floor.

The pigeon-holes should be made from old stationery boxes, empty kerosine tins, etc. Seven holes are required horizontally and two vertically, which should be labelled as in the following diagram :—

	Hindu.	Sikh.	Jain.	Buddhist.	Muslim.	Tribal.	Christian.
Males							
Females							

One of these headings may be changed to "others" or the number of holes may be reduced according to local requirements.

Each pigeon-hole should be about $2\frac{1}{2}$ " broad by 5" high. The slips are two inches broad, and a hole of the above size would hold 650 slips. Allowing for partitions, a quarter of an inch thick, a box measuring about 20" by 11" would be suitable in offices where seven kinds of slips are in use. The depth of the pigeon-holes need not exceed $4\frac{1}{2}$ inches, so that a box 20" $\times$ 11" $\times$ 9" sawn down the middle, would do for two sets of pigeon-holes. Where it is necessary to purchase such boxes kerosine-oil cases might be used. These boxes measure 19" by 14" by $9\frac{1}{2}$ ".

The collection of empty boxes and construction of pigeon-holes should be taken in hand in ample time. Prices rise considerably when work has to be done in a hurry.

9. Despatch of schedules to Copying Office.—As soon as possible after the Census has been taken the Enumeration books should be collected at the headquarters of each district, sub-division or charge tahsil, as may be found most convenient, and compared carefully with the Circle List to make sure that a book has been received for every block, that the descriptive particulars of each book are correctly shown on its cover, and that the books are properly arranged in the serial order of blocks and circles. They should then be despatched with the Charge and Circle summaries packed in boxes (e.g., opium or stamp boxes or cheap tin trunks, which have the advantages of being fitted with locks and being readily saleable at the conclusion of operations), or bamboo baskets by passenger train to the place where the slips will be copied. If there is any delay in getting in the books for outlying tahsils those for the nearer ones should be sent off in advance.

NOTE.—Where copying is to be done within the circle it will be necessary to place some official in charge of the books who will be responsible for their safe custody during copying and their delivery at the headquarters of the Tahsil along with the slips.

10. Slip copying establishment.—The copyists should be grouped in gangs of ten or thereabouts with a Supervisor over each gang. This officer should, if possible, be a public servant, e.g., Field Kanungo, Schoolmaster or junior clerk. Care should be taken to select suitable men who can be relied on to

control their gangs and perform efficiently the duties imposed upon them. It will be desirable to give the Supervisor an assistant and a smart man of the copyist class might be selected. The average number of slips copied per day differed in different Provinces at last Census, but it was generally agreed that the standard of 500 per diem for paid work was a fair one and where paid copyists are entertained their payment should be made on this basis at a rate calculated to provide men with the monthly pay usually obtained locally by men of their class. For unpaid work the standard can be fixed according to convenience. For paid copyists the piece work system is the most satisfactory, but it is unpopular and if it is found impossible to introduce it the men can be engaged on a monthly rate of pay and rewarded or fined in proportion as their outturn exceeds or falls short of the standard.

In the Punjab no extra pay was given to the patwaris at last Census for copying the slips. Under the present altered conditions it may be necessary to give something by way of reward in such cases. In the case of school boys the idea is so to distribute the work that each boy would have a light task. The question of rewards in such cases will have to be decided locally. Some reward would also seem necessary to the masters who supervise and check the work. Allowances which resemble pay should be avoided.

11. Duties of Supervisors.—The Supervisor, with the aid of his assistant is responsible for the efficient working of his gang. It is his duty to get Enumeration books for a Charge at a time from the record-room, to issue them one at a time to the copyists, to check the accuracy of their work, to maintain a register of the number of slips copied by each individual and, when all the slips for a Charge have been copied, to return them to the record-room with the Enumeration books and the Register referred to in Article 19. He is responsible for seeing that under no circumstances are books or slips removed from the office, for the purpose of working at home or for any other reason. Every evening, before leaving office, each copyist should tie up the slips he has copied, place them inside the Enumeration book with a slip bearing his name and hand the bundle over to the Supervisor, who will return it to him when office opens next morning.

The papers in charge of the Supervisor will be kept in three separate bundles, viz. (a) copied books and slips, (b) unissued books, (c) books in process of being copied. Adequate arrangements must be made locally for the safe custody of these bundles in boxes or baskets.

12. Duties of the Record-keeper.—It is the duty of the Record-keeper, who will ordinarily be an official in the local office, to compare the Enumeration books, on their receipt in the office, with the entries in the Circle List, in order to make sure that no books are missing. He will then arrange them with the Charge and Circle summaries methodically on racks by tahsils and towns, a separate rack or racks being set apart for the books from each district. He will issue to the Supervisors the books for a Charge at a time together with the Charge and Circle summaries. When they are returned with the slips and Register A he will check the totals in the above Register, and will also verify the number of slips of each kind in one at least of the Circle bundles. He will

arrange in serial order the sheets of Register A for the whole tahsil, and will post the Charge totals into a similar form and strike a grand total for the tahsil.

The Record-keeper should arrange all blank slips received by colours and sexes, labelling the rack or box in which the slips of each kind are kept with the appropriate designation.

The Record-keeper should be appointed immediately after the Census, so that he may be ready to take delivery of, and examine and arrange, the packages of Enumeration books the moment they reach the office. He should, if necessary, be given one or two additional assistants for a week or two while this work is in progress.

13. Preparing the Slips.—The copyists should write in pencil not ink. The pencils described as 'midding' in the official stationery list are the most suitable. The stationery office has arranged to keep a good stock of these pencils and indents will be complied without delay. An allowance of one pencil weekly to each copyist will be ample. Clear and legible handwriting should be insisted on. Bad handwriting is much more likely to occur in the case of paid copyists writing in a hurry than of unpaid copyists writing at leisure. If any mistake occurs, the original entry should not be erased or written over, but should be neatly crossed out and the correct entry written above or beside it. A dash should be made in all columns which are blank, *e.g.*, columns 11 and 12 in the case of non-industrial workers with no subsidiary occupation.

On receiving a book, the copyist should first go through the serial numbers in column 2 and correct them if they were filled in (contrary to rule) before the final Census. The copyist's supply of blank slips should be arranged on the floor in front of him or in the pigeon-holes as shown in Article 8 above. It will be found to facilitate work if the copyist picks out the proper slips for all the persons on a page, ticking off each person as he does so, and places them one below the other on his left hand before commencing to write up the slips. On each slip he will first modify the sex symbol if the schedule shows the individual as unmarried or widowed. As each slip is finished it should be placed face downwards on the top of the previous slip copied, so that when all the slips have been prepared they will be in the proper serial order. He should then tie them up neatly with string (a seer or two of jute can be bought locally) and take them with the book to his Supervisor.

It should be explained that Tribal slips are to be used for all members of aboriginal tribes whose tribe is entered in column 4, instead of a classified religion such as Christian or Hindu. Where religions are found for which no special kind of slip is provided, the slip for 'others' must be used, the name of the religion being written in the appropriate space.

NOTE.—It is probably advisable that Christian slips should be used for Europeans, Anglo-Indians and Armenians even if they return themselves under some non-Christian religious category, *e. g.*, Agnostic, Theosophist, Buddhist, etc., the actual return being entered in the space left for sect. This is suggested in order to facilitate the sorting of table for Europeans, etc., by Race and Age. The entries on such heterodox Christian slips will be included in the column "Others" in the table of "Population by Religion" but not included under "Christians by Race and Denomination", which should show Christians only. Details of the entries in column "Others" of the table of "Religion" will be shown in the fly-leaf of that Table and details of the Europeans, Anglo-Indians and Armenians who have not entered themselves as Christians can be given on the fly leaf of the table of Christians by Race and Age.

14. Abbreviations.—There is a two-fold advantage in the use of suitable abbreviations:—

- (1) it reduces the amount of writing a copyist has to do, and
- (2) it facilitates sorting.

On the other hand, if the abbreviations are too numerous, there is great danger of the copyist using a wrong one, or of the Sorter classifying it under a wrong head. For this reason the number of abbreviations must be kept within reasonable limits. On the whole they should be confined more or less to the following:—

Column 7.—For infants whose age is entered in months a cipher should be shown for months under six and the figure 1 entered if the age is shown as six or more months.

Column 8.—Abbreviations may be allowed for three castes or tribes of each religion in a district.

Column 9.—A single letter would be enough to show Earner (E) or Dependant (D).

Columns 10 and 11.—Abbreviations may be used to indicate

- (1) non-cultivating land owners
- (2) cultivating owners
- (3) cultivating tenants
- (4) agricultural labourers

but care must be taken that the abbreviations used are readily distinguishable.

Column 13.—Persons born in the district of enumeration may be marked with a tick; for all others the full entry should be copied.

Columns 14 and 15.—The three most common languages in each column respectively may be indicated by abbreviations.

Columns 16 and 17.—A dash may be made for the illiterate and a single letter (*e.g.*, J=*janta*) for the literate. Letters may be used for the language of literacy in Column 16 when that is recorded.

NOTE.—A list of authorised abbreviations should be drawn up by the Provincial Superintendent, and no others of any kind should be allowed. Care should be taken that the abbreviations are sufficiently distinctive, so as to avoid all risk of one being mistaken for another.

NOTE.—Abbreviations are not essential and where slips are copied by enumerators or in schools it may be difficult to secure uniformity in the use of abbreviations. If this is the case the entries can be copied in full. A Sorter will not be defeated because he finds the word Brahman written instead of the abbreviation Br.

15. Language.—Household and other schedules in English relating to Europeans and Anglo-Indians should be copied in the same language and sorted by a small special staff. With this exception all slips should be copied in the character of the district where the sorting is to be done. Where the entries in the schedules are in some character other than that current in the district, the slips should be prepared by men who are acquainted with both characters, who may, if necessary, be given a higher rate of pay. If no such men are

available the entries in the schedules should be dictated by one man knowing the character in which they are written to another knowing the character of the district.

16. Checking.—Any mistakes which may be made in preparing the slips, if they remain undetected, will of course be repeated in the final tables. The checking must therefore be as complete as possible; and this will be the main duty of the Supervisors and their assistants. The first thing to be done is to compare the last serial number in the Enumeration book (column 2 of the schedule) with the total population of the block as shown in the Circle summary. If any discrepancy is found, the serial numbering must be examined to make sure that it is correct, *i.e.*, that a separate number has been given for each person entered in the Enumeration book omitting those struck out as no longer present on the night of the final Census. If the figure in the Circle summary is wrong it should be corrected in red ink, and the correction should be initialled.

The Supervisor, or his assistant will then proceed to compare the entries on the slips with those in the Enumeration book, taking care, of course, to see that a separate slip has been prepared for each person enumerated. At first every entry in every slip should be checked, special care being taken to see that the proper slip has been chosen. The Supervisor or his assistant should hold the Enumeration book, and the copyist should read from the slips. He should tick off in the Enumeration book every entry tested by him. A tick against the name in column 3 of the schedule will mean that all the entries for that individual have been tested. After a little time it will be found that mistakes in the selection of slips and in noting age, caste, etc., become very rare. The Supervisor can then concentrate his attention on entries where experience shows that errors and omissions are most likely to occur, such as non-district birthplaces, literacy and lengthy names of occupations. Such entries should invariably be tested whenever they occur.

Trivial mistakes in copying may be corrected at once if they do not exceed 1 per 100 slips. If they are more numerous the copyist should be sent back for an hour to revise all his slips. If deliberate omissions are detected (such as the systematic failure to record non-district birth-places or lengthy occupations), every item in the book must be compared, and a professional copyist will get no payment for the work.

The officer in charge must see that the Supervisors carry out strictly the prescribed system of check. This is one of the most important duties of himself and his Inspectors. He should himself check a number of entries in, say, 10 per cent. of the books, and keep a note of the results. (See Register F.) The Inspectors should also check as many entries as possible, keeping a note of the results as above. The Supervisors should be held responsible for all mistakes discovered by the Deputy Superintendent and Inspectors.

NOTE.—It may be useful to mention the following methods commonly resorted to under the piece-work system by dishonest copyists:—

- (1) The removal of small enumeration books or of loose schedules for home copying.

- (2) omission of entries in the middle of the books in order to get miscredit and remuneration for the number of slips corresponding to the total figure shown in the summary,
- (3) handing over a number of loose schedules to a neighbour in order that the joint production may qualify for bonus (which is shared) though neither individual's work would have earned it alone,
- (4) reserving slips copied on one day to another in order to make it easier to earn a bonus on that day,
- (5) partially writing up slips and taking them home to fill up by guess or probability without enumeration books. Next day on returning marks are made where the books differ from the slips, and, when checking, the copyist's reading corresponds to the slip but is not what is written in the book,
- (6) changing of entries in enumeration books to facilitate sorting or meet the case of slips for which there is no pigeon-hole.

Care must be taken to prevent the checking from falling into arrears. Delay is objectionable in many ways. It makes the copyist careless; it causes confusion and an accumulation of books and slips with the Supervisors; it delays sorting, and generally interferes with the proper routine of the Office. Where the outturn is large (*i.e.*, in excess of an average of 500 slips per head per diem) it may be found that the Supervisor and his assistant are unable to keep up with the copyist. In such cases additional checkers should be employed or the size of the gangs reduced.

NOTE.—When checking tends to fall into arrears, it is often due to the fact that the Supervisor dawdles over the work and lets the copyist read out slowly a lot of unnecessary matter, such as the serial number at the top and the column numbers, which need be mentioned only for the occupation columns. Where all the persons entered in a book are of the same religion, it is sufficient to say so once for all. And it can be taken for granted, when an entry is read out of columns 13, 16 and 17, that the person was born in the district of enumeration, is illiterate or does not know English, as the case may be.

17. Correction of mistakes in the schedules.—Supervisors may be authorised to correct very obvious mistakes in the schedules, *e.g.*, if the entry for an infant is made in column 10 or 17. But no alteration must be made when it is merely a matter of opinion, *e.g.*, whether a married woman should be entered as an earner or a dependant.

Occasionally a column will be found to have been left blank by the enumerator. It is better in such cases to fill it in with reference to the indications furnished by the other columns than to relegate the person concerned to the head "not returned." Supervisors may therefore fill in blanks in the following cases:—

- (1) If column 4 is blank, it should be filled in with reference to the caste of the person concerned, the religion of other persons on the same page, etc. In the case of Indian Christians, if the sect is not shewn, it should be assumed to be that of the Mission at work in the district and village of enumeration.

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- (2) If the sex is not given, it may be judged from the name and occupation.
- (3) If column 6 is blank, except in the case of Europeans and Anglo-Indians, males under 16 should be assumed to be unmarried, between 16 and 50 married, and over 50 widowed. For Females the corresponding figures will be 14 and 40. In the case of Europeans and Anglo-Indians they will be 30 and 55 for males and 22 and 50 for females.
- (4) If column 7 is blank, persons who are literate should be assumed to be some age over 12 and those who are workers over 15. The married, unmarried and widowed should be assumed to be between the ages noted above.
- (5) If column 8 is blank, the caste of the head of the family or of the other occupants of the house may be entered; failing that, the occupation may be taken as a guide.
- (6) If columns 9 and 10 are both blank or if 9 contains the entry earner and 10 is blank, the person will be treated as a worker or as a dependant, as may seem most probable having regard to his age, sex and caste, and the occupation of the head of the family. The occupation to be entered in column 10 will be that of the head of the family or the usual occupation of the caste.
- (7) If column 13 is blank, the district of enumeration will be entered.
- (8) For column 14, the language of the district will be shown, unless a clue is furnished by the birth-place and caste columns.
- (9) If column 16 is blank, the person will be assumed to be illiterate.

Where the above indications are not available, the entries should be assumed to be the same as those for the preceding person of the same sex.

NOTE.—The procedure here indicated does not apply to doubtful entries of the kind referred in Article 17, Chapter III. These will be dealt with at a later stage in the manner there described.

18. Special Slip for Infirmities.—The column for Infirmities comes at the end of the schedule, and is usually blank. Experience shows that it is safer that these entries should be dealt with separately. A few special copyists should be employed in a separate gang under a selected Supervisor. Each man should be given the books of a whole circle at a time, and should enter on a 'male' or 'female' slip, as the case may be, for each person suffering from any infirmity (a) the serial number of the charge, circle, block and person, (b) the age, (c) the caste, and (d) the infirmity. The last mentioned entry can be made in the last line of the slip. If a person is suffering from two infirmities both can be entered on the slip with a dash between them. The work done by these men should be checked very carefully, both to see that no infirmities have been overlooked and also that each entry is made on a slip with the proper sex symbol. After passing the slips as correct, the Supervisor

should sort them by sex and infirmity, being careful to keep the slips of any given block together, and post the results for each Circle in a Register (E) which he should total for the Charge. Slips of persons with more than one infirmity will need to be transferred after the entry of the first to the bundle of slips of the second infirmity.

The slips of each infirmity should then be put together and tied up together, a label placed on the top showing the District, Tahsil or Charge number, the infirmity, the sex and the total number of slips.

NOTE 1.—In spite of instructions to the contrary it will sometimes be found that entries have been made in the infirmity column which do not exactly correspond to the instructions, e.g., *adhapagal*, half-witted, and *kana*, one-eyed. In all such cases the matter should be referred for orders to the officer superintending the copying. As a rule the procedure will be to leave such entries out of account, but, sometimes the word used may be ambiguous, e.g., *kana*, though strictly meaning one-eyed, is sometimes loosely used to describe persons who are blind of both eyes. In such cases the entry should be recorded, and reference made (in all or a certain proportion of cases) to the local officers concerned in order to ascertain the true facts.

NOTE 2.—Some officers at last Census thought that the separate copying of infirmity slips was unnecessary and that it would be safe to leave these entries to be copied (of course on separate slips) by the ordinary copyists, who have in any case to look at every entry in the book, especially if they are paid, say, half a pice extra for every infirmity slip written up. There is no objection to this system being tried if the Superintendent is satisfied that there is no likelihood of entries being overlooked.

19. Sorting by sex and religion.—It is necessary, for administrative purposes, to prepare a table showing the population of each village by sex and religion. It is also essential, before the slips are thrown together for large areas that their exact number should be accurately known. After the slips for an Enumeration Book have been checked, the Supervisor or his assistant should sort them by sex and religion, count the number of slips of each kind, and enter it in his register A. If the "total" in column 10 does not agree with the last serial number in the Enumeration Book, the slips must be recounted. If a discrepancy still exists, they must again be compared in detail with the entries in the enumeration book.

The sorting and counting of the slips for the purpose of this Register must be checked very carefully. The greatest care must also be taken to see that the figures are correctly added up. This preliminary sorting, and the figures compiled from it, forms the foundation on which the whole of the subsequent operations are built; and it is essential that no loophole of any kind is left for mistakes.

The sorted slips should be placed in pigeon-hole similar to those used by the copyist, a separate set of pigeon-holes being reserved for each Circle under issue. When all the slips for a circle have been copied, checked and sorted, those in each pigeon-hole should be counted and the number compared with the corresponding total in Register A. The slips should then be tied up together, and a label should be placed on the top showing the district, tahsil and circle, the number of slips in the bundle, and the religion and sex to which they refer. The various packets of slips for a circle must be tied up into a circle bundle, and placed with the Enumeration Books of the Circle. When this has been done for all the circles in a Charge, the bundles will be arranged in the serial

order of Circles and returned to the Record-keeper with register A duly totalled by Circles and for the Charge.

NOTE.—In rural areas where pigeon-holes are not used the Supervisors can be supplied with two small baskets each, the slips for males, tied in different colours, will be kept in one basket and those of females in the other for each circle.

20. Inspection.—It is essential that close supervision should be exercised over the offices where the slips are being prepared. Where slips are copied locally District and City Officers should, if possible, make occasional inspections. At Tahsils the Tahsildars would be responsible for the general control of the copying work.

Inspecting officers should see :—

- (1) that the slips are correctly prepared, that the writing is clear and legible, and that no unauthorized abbreviations are used ;
- (2) that the comparing is carried out in strict accordance with the rules and that it is not allowed to fall into arrears ; and
- (3) that the sorting is up to date and that Register A is correct.

21. Despatch of Slips and Registers to Central Offices.—As soon as the slips of an office have been prepared, tested, sorted and posted in Register A, they should be carefully packed and sent direct to the Central Sorting Office concerned. The boxes in which blank slips are supplied should be utilised for packing up the written slips. The contents of each box should be noted in a label which should be placed in each box on the top of the slips. The registers should be carefully packed and sent to the Central Office concerned. The Enumeration Books should be carefully stored in the District or Tahsil Headquarters. It should be noted that under Section 12 of the Indian Census Act (X of 1929) these books are not open to inspection or admissible as evidence in civil proceedings.

SPECIMEN REGISTERS.

REGISTER A.—Population of blocks by sex and religion (vide Article 19).

District							Tahsil							Circle No.								
1	2	3	4	5	6	7	Total Population.			Hindus.		Muham-madans.		Bud-dhists.		Chris-tians.		Animists.		Others.		Remarks.
Block No.	Name of village.	Name of mauza.	Serial number of mauza.	Name of copyist.	Date of issue of books.	Date of receipt of books.	Males.	Females.	Total.	Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.	
																						23

A separate sheet should be taken for each Circle.

Columns 1 to 4 should be filled in, either before the Census, or as soon as the office is opened.

Columns 5 to 7 and 10 will serve as a record of the work done by each copyist. Columns 5 and 6 should be filled in by the Supervisor at the time when each book is issued and Columns 7 and 10 as soon as the slips for it have been compared and passed.

The entry in column 10 must agree with that in the Circle summary (see Article 16).

The remaining columns should be filled in after the slips have been sorted by sex and religion. The totals of columns 8 and 9 should then be compared with column 10; those of columns 11, 13, etc., with column 8; and those of columns 12, 14, etc., with column 9.

The main headings to columns 11 to 22 will vary according to the local arrangements in slip copying. There will be a separate main heading for each kind of slip used.

When the entries relating to all blocks in a village have been made village totals should be struck in red ink before the next village is taken up. The figures for train (not station) enumeration and special blocks for boats and cooly encampments should be entered separately below the village total and not included in it.

REGISTER B.—Issue and return of Enumeration Books (vide Article II).

Name of tahsil.	Num-ber of Charge.	To whom issued.	Date of issue.	Signa-ture of Supervi-sor.	Date of return.	Signa-ture of Record-keeper.	Remarks.
1	2	3	4	5	6	7	8

This Register will be kept by the Record-keeper.

The Enumeration Books should be issued for a charge at a time, together with the Charge and Circle Summaries and the corresponding sheets of Register A. The Supervisor should sign his name in column 5 when he receives the books and connected papers, and the Record-keeper in column 7 when they are returned to him with the completed slips. Not more than two charge-bundles should be with a Supervisor at the same time; he should always return one of the two bundles before another is issued to him.

REGISTER C.—*Work done by Copyists* (vide Article 11).

Name of Copyist

Date.	Hour of		Details of slips copied.			Remarks.
	Arrival.	Departure.	Specification of book.	Number of slips in each book.	Progressive total.	
1	2	3	4	5	6	7
14th March	..	10.25	5.33	3.14 4.3	225 211	..
15th March	..	10.21	5.37	4.12	311	436 311
16th March	..	10.23	5.40	5.1 5.11	231 207	747 438
					1,185	

Each Supervisor will keep this register for his own gang.

A separate page should be allowed for each copyist.

The entries in columns 4 and 5 will be taken from Register A. The first figure in column 4 represents the circle, and the second the block number. The charge number can also be given if desired.

REGISTER D.—*Issue of blank slips.*

Name of copyist.	Number of slips issued.												Date of issue.	Remarks.
	Hindus.		Muham- madans.		Ani- mists.		Budd- hists.		Chris- tians.		Others.			
	M	F	M	F	M	F	M	F	M	F	M	F		

Each Supervisor will keep this register for his own gang.

A separate page should be allowed to each copyist.

The register should be compared with the number of copied slips returned by each copyist and the approximate number of blank slips with him, each time a fresh supply is issued and at the completion of the work.

REGISTER E.—*Infirmities* (vide Article 18).

District _____ Tahsil _____ Charge _____

Circle No.	Insane.		Deaf-mute.		Blind.		Leper.	
	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9

Persons afflicted with two or more infirmities should be entered under each head.

REGISTER F.—*Testing by Officer in charge* (vide Article 16).

Name of Supervisor.	Description of book.		Number of entries tested.	Mistakes detected.	Remarks.
	Tahsil.	Circle and block number.			
1	2	3	4	5	6
	.	.			

This register should also be maintained by Inspectors.

REGISTER G.—*Weekly summary of works.*

Name of Supervisor.	Num- ber of Copy- ists.	Total number of days worked by all Copy- ists.	Total number of slips prepar- ed.	Daily aver- age per head.	Testing by officer- i-c. of copying.		Testing by ins- pectors, etc.	
					Num- ber of entries tested.	Num- ber of mistakes found.	Num- ber of entries tested.	Num- ber of mistakes found.
1	2	3	4	5	6	7	8	9

N. B.—A total should be struck at the foot.

This abstract should be prepared every Saturday, and transmitted not later than the following Tuesday to the Provincial Superintendent, who will prepare and forward to the Census Commissioner an abstract for the Province showing (1) total number of Copyists, (2) number of slips copied, and (3) daily average per head. Columns 2, 3 and 4 can be obtained from Register C and columns 6 and 7 from Register F.

CHAPTER III.

SORTING.

(a) Introductory.

1. Central Offices.—Sorting should invariably be carried out in central offices. It is desirable to open these offices as soon as possible after the Census, so as to get together the nucleus of the establishment that will be required for sorting, and to give the officers in charge time to train them and to become accustomed to the work and to the control of a large staff before the more difficult part of the operations is taken in hand. The slips for the districts in which the central offices lie can, if convenient, be copied there together with some or all of the slips for other districts, where there are difficulties in the way of getting the work done locally. The size of the offices must vary according to the class of officer available for employment as Deputy Superintendent, or Officer in Charge, and the accommodation and staff locally available. Generally speaking, however, it may be said that a population of not less than six nor more than ten millions should be dealt with in each central office.

In deciding on the location of these offices the factors to be considered are—

- (1) Existence of suitable accommodation.
- (2) An adequate supply of candidates for employment.
- (3) Healthy surroundings (especially freedom from plague).
- (4) Accessibility.

As far as possible use should be made of any Government buildings which are available. In calculating the size of the buildings required it may be assumed that a superficial area of 25 square feet is ample for each Sorter. The amount of record-room accommodation required will vary according to the system adopted for copying. If this work is done locally the Enumeration books can remain in the district record-rooms and need not be brought to the central offices at all.

2. Deputy Superintendents.—It is essential that the Deputy Superintendent should be a thoroughly trustworthy officer who is accustomed to exercise authority and able to enforce discipline. He must also be energetic and capable of hard work. Generally speaking, it may be said that junior Deputy Collectors are the best officers for this post; the Deputy Superintendents were usually selected from this class at last Census. They should receive a suitable deputation allowance.

3. General Staff.—The general staff should, as far as possible, be drawn from permanent Government establishment deputation allowances being given on the usual basis of 20 per cent. of the pay already received. In the

larger central offices, when the work is in full swing, the following would be a suitable establishment :—

- 1 Head Assistant.
- 5 Inspectors.
- 1 Record-keeper.
- 1 Assistant.
- 1 Accountant.

4. Office arrangement.—The number of sorters employed will depend on the number of boxes of slips (*vide* Article 5). Usually it will be about 33 per million of the population dealt with. There should be a Supervisor for each gang of ten Sorters, and for every five Supervisors there should be an Inspector. Sorters may, if necessary, be given slightly higher pay than Copyists. The piece-work system was successfully enforced in some offices at last Census but has certain disadvantages and some of the Superintendents of last Census are strongly in favour of doing away with it for sorters and substituting a system of fixed payments with fines for short or bad work. It is argued that the conditions of sorting vary so greatly in different tables that it is impossible to fix or enforce a fair task and that piece-work is a direct incentive to fudging, just where accurate and honest work is much more important than speed. The matter is further discussed in Article 18.

Each Sorter should be provided with a mat or cloth and a set of pigeon-holes, into which he will sort the slips, together with a number of adhesive labels (see Article 6). He should also be given a board to tie over his pigeon-holes whenever he leaves office.

NOTE.—Where the copying is done locally the mats and pigeon-holes supplied to the Copyists should be sent with the slips to the Central Office concerned.

5. Making up boxes for Sorting.—As soon as the slips for a unit have been prepared, tested, sorted and posted in Register A, they should be packed and sent to the Central Office, or transferred to the Sorting Department, as the case may be. On receipt the slips should be made up into boxes for sorting. Two boxes will be given to each Sorter, who will sort the slips in them for all the tables in turn. He will go on with the slips in the second box while the sorting of the first is being tested. It is a great advantage to deal with as many slips as possible at a time but, on the other hand, it is necessary that the work should be completed within a limited period. A man should be able to sort the slips in his two boxes for all tables within a period of three months. The number of slips in the two boxes combined (they may be of very unequal size) should vary therefore between 25,000 and 35,000 according to the character of the entries on them. In towns, where castes, birth places and occupations are numerous, the number should be much smaller than in rural areas, where the reverse is the case. Slips for Hindus usually take longer to sort than those for Muhammadans.

The slips for each sex and religion should be kept separate; for instance those for Hindu males should be placed in one box, and those for Hindu females

in another. Where the slips of any category are distributed over two boxes the same distribution should be made for both sexes, *e.g.*, if in a tahsil with 30 Circles the slips relating to Hindu males in Circles 1—16 are placed in one box and those for Circles 17—30 in another, the females slips should be similarly divided. In cases where the slips of any given denomination are not sufficiently numerous to fill a box by themselves, several different kinds of slips appertaining to the same tahsil may be placed in the same box, but those of each kind should be placed separately in cloth bags and sorted one kind at a time. Except in the case of cities, towns or other units for which separate figures are required for certain tables, the bundles of slips for (1) Christians and (2) each of the religions for which slips for 'Others' were issued can be thrown together for the whole district and made over to a specially selected Sorter who knows English, and who should be carefully instructed as to the names of the different Christian sects. The special slips for infirmities will also be thrown together for the whole district.

The object of leaving the same boxes with a Sorter from start to finish is to reduce work in the record-room and prevent the trouble and confusion which must result if the slips are transferred periodically from one man to another. It is also very desirable that one Sorter should remain responsible throughout for the same bundles of slips. Some little time will be taken up in teaching the Sorters how to deal with each table in turn; but when they have been taught how to sort for one Table it will be found that they very soon learn how to do so for the subsequent ones. Each Sorter necessarily knows what the total numbers of slips in his boxes is and care must therefore be taken to prevent the fudging of totals. By far the best way to guard against this is for the Supervisor or Inspector to remove a few slips from the box before or during the sorting of a table and keep them with him till it is finished, and this method of check should be laid down as a rule to be followed.

NOTE.—It must be definitely determined beforehand what separate units are required for each table—Imperial and Provincial and the slips of these units kept separately accordingly until the table is sorted.

6. Counting the Slips.—The boxes should be made up on the basis of the figures in Register A. The first duty of the Sorter will be to count the number of slips in each Circle bundle. When he has done this for all the Circles in a box he will hand a note of the number of slips in each Circle to his Supervisor who will compare it with the corresponding entries in Register A. If any discrepancy is found which a recount fails to remove, the orders of the Deputy Superintendent should be taken. If it cannot otherwise be reconciled, the slips must again be compared with the Enumeration book. Any case in which slips of a wrong category are found in the bundles should be brought at once to the notice of the Supervisor who will report to the Deputy Superintendent. When the figures have been passed as correct, the separate Circle bundles need no longer be maintained; all the slips of the same sex and religion can be thrown together. The necessary corrections, if any, should be made in Register A, which should then be finally totalled.

NOTE.—In some cases it has been found that the detailed entries are corrected but the totals are left unaltered. Special care must be taken to see that the totals are revised throughout.

All the boxes should be numbered serially for the whole office, and a label (H) should be affixed to each box showing the name of the District and Tahsil, the numbers of the Circles (e.g., 1 to 20), the category and number of slips, and the name of the Sorter.

A Register (I) should be prepared by the Record-keeper showing how the slips of each tahsil have been distributed. A second Register (J) should be maintained by each Supervisor, of the boxes of slips in the hands of his Sorters showing the contents of each box and the date on which sorting for each table is completed. A third Register (K) will be maintained by each Supervisor showing the work done by his sorters (see Articles 13 and 18).

NOTE.—It is advisable that sorting be not begun in the office until the check of the whole number of the slips of the office has been completed.

7. Preparation of Village Tables.—As soon as the boxes of slips have been made up for sorting, village totals should be struck in Register A in red ink. These totals will then be posted in the Village Tables, which will ordinarily be in the same form as Register A, except that columns 1 to 7 will be replaced by two columns for number and name of mauza (or village). The Village Tables should be arranged by tahsils and bound up by districts. Each volume should be paged and furnished with a table of contents showing the pages where the villages of each tahsil are entered, and also with an alphabetical index of villages. As these tables will not ordinarily be printed, neatness of writing is essential.

The figures for travellers by rail and special blocks for boats and coolie encampments should be entered separately below the village total, and not included in it.

NOTE.—If it is desired to show in the village tables the number of houses in each village, a column can be inserted for the purpose and the figures extracted from the Circle summaries.

8. General Procedure for Sorting.—Before sorting for a table is commenced the Sorter will write on labels the different items to be sorted for and paste them against the pigeon-holes. He will then take up the slips and place them one by one in the appropriate pigeon-holes. When all the slips have been distributed he will count them and tie them up by hundreds. He will enter the aggregate number of each category in a printed form called the Sorter's ticket, strike the necessary totals and sign it. He will then inform the Supervisor who will check his work. Meanwhile he will proceed to sort the slips in his other box.

There will be a separate form of Sorters' ticket for each final table. Specimen forms will be circulated separately. The sizes of these tickets, which are noted in the top left hand corner, have been fixed so that they can be printed from a sheet of double-royal paper measuring 40"×25" without any waste. The Press should be instructed to adhere strictly to the measurements indicated.

A list of the castes selected for the purpose of the Tables of literacy, civil condition by age, and occupation by selected castes and, in the case of the last

mentioned Table their traditional occupations, should be sent before hand to the Deputy Superintendent who will give a copy to each Supervisor. The latter will give the necessary instructions to his Sorters before they commence work on these Tables.

NOTE.—Compilation will be carried on during the progress of sorting. On completion of the sorting of his slips the Sorter will hand on his tickets to the Supervisor who will pass them on to the compiler who is to deal with them (*vide* Article 1 of Chapter IV).

(b) Duties of Supervisors.

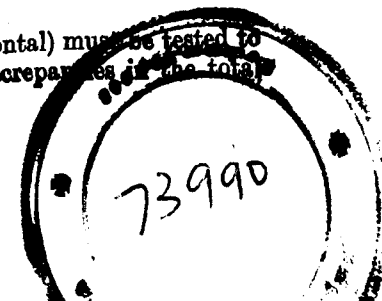
9. Instruction.—It is the duty of the Supervisors to instruct the Sorters fully before they commence sorting for each table in turn. They must also watch their methods of sorting so as to correct at once any misunderstandings which may arise and show them how they can accelerate their work. When sorting for Age, Sex, etc., by Religion, for instance, much time may be saved if the Sorter holds the slips to be sorted in his left hand, and while with his right hand he removes and pigeon-holes one slip, looks at the age on the next, and moves his left hand towards the appropriate pigeon-hole in readiness for his right hand to complete the operation. Unless this is pointed out, however, many Sorters will sit with all their slips on the ground, and will pick them up one by one, using their right hand only, with the result that their progress will not be half as rapid as it should be.

Supervisors must always be ready to explain difficulties, and to answer any questions put to them. They must be held personally responsible for the accuracy of the work of their Sorters, and must be severely dealt with if mistakes are found in the Sorters' tickets after they have signed them.

10. Testing.—When a Sorter announces that he has completed his sorting for any table, the Supervisor must at once go and test his work. He will first examine the slips in each pigeon-hole to satisfy himself that they have been properly sorted. As the slips are tied up by hundreds, he can best do this by taking a packet at a time and running a finger along the end, keeping his eye fixed on the column for which sorting is being made. Where the column is near the centre of the slip, the string should first be slipped towards one end. There is always the risk that a packet of slips of one category may be inadvertently placed with the packets of another category; the utmost care must, therefore, be taken to see that each packet of slips included in a given total properly belongs to it. The misplacing of a packet of 100 slips is of course a far more serious matter than the wrong pigeon-holing of a single slip in the course of sorting.

The counting must also be tested. The Supervisor will take a packet and divide it into two parts, giving one to the Sorter to count and counting the other one himself.

The addition of the details (both vertical and horizontal) must be tested to make sure that they work up to the total. Small discrepancies in the total



not exceeding 0·2 per cent. may be adjusted by the Deputy Superintendent, but by no one else.

NOTE.—Special care must be taken to test all the smaller items, and also all entries which seem doubtful, such as the entry of infants as married or widowed or of females over 20 as unmarried. Where the bulk of the slips are to be found under one or two heads, *e.g.*, “illiterate” in the case of Tables for Literacy, and “district born” in the case of Birthplace, there is great danger of slips being wrongly placed under these heads by a careless or dishonest Sorter. The slips should therefore be carefully examined to see that no such cases of wrong sorting have occurred. In the case of the tables of Caste, etc., the slips for castes the names of which are liable to be confused with those of other castes must be carefully examined.

11. Extent of Testing.—The extent of testing will depend on whether mistakes are found or not. If none are detected, it will be sufficient to test ten per cent. of the slips in both the ways mentioned above. If mistakes are found, an additional ten per cent. must be tested. In addition to this testing, *all* the entries in the Sorter's ticket must be verified by counting the number of packets of slips covered by each entry.

If the mistakes, either in sorting or in counting, exceed on the average one in every two packets tested, the Sorter must be told to **examine all the** packets himself, and must be allowed for doing so a time equal to one-fifth of the time taken over the original sorting. This time will be added to that taken up in sorting for the table.

12. Testing while Sorting is in progress.—It is not necessary to defer testing until the sorting has been completed. A great deal of it can be done while the work is in progress. Whenever the Supervisor has leisure, he should be constantly on the move amongst his Sorters, examining the contents of the pigeon-holes. The Supervisor should keep a note of the checking done while sorting is in progress, and may reduce to that extent the checking to be carried out when the sorting is finished.

13. The Sorters' tickets.—When the Supervisor has completed his testing, he will sign the Sorter's ticket as a token that it has been passed for tabulation. He will at the same time enter in Register K the date and hour when the sorting is finished, and also that when the sorting for the next table is taken in hand.

When he has tested and passed all the tickets for a tahsil the Supervisor will arrange them in order, tie them up together and take them to the Record-keeper, who will check the addition (both horizontal and vertical) and compare the grand total on each ticket with the corresponding figure in Register A. If he finds no discrepancy of any kind he will accept the tickets and give the Supervisor a receipt by initialling the entries concerned in Register J. If any mistake is found which cannot at once be cleared up he will report the matter to the Deputy Superintendent.

(c) Duties of Deputy Superintendent and Inspectors.

14. General.—The Deputy Superintendent should watch the procedure of the Supervisors and Sorters so as to satisfy himself that they are working well and that they understand and carry out the instructions laid down for their

guidance. The Inspectors will assist him in this work of general supervision. Each Inspector should be made responsible for the work of certain specified gangs.

15. Testing.—The most important duty of the Deputy Superintendent and his Inspectors is to see that the Supervisors obey the rules laid down for testing the work of their Sorters. Unless they do this, there is certain to be wholesale fudging. The total number of slips in the box is known to the Sorters, and the mere fact that the figures shown on the ticket work up to this total (which of course they must always do) is no proof that the slips have been properly sorted and counted. The only way to make sure of this is by careful examination of the bundles of slips of each category as laid down above. The Inspectors should be employed mainly in testing the sorting of bundles which have already been passed as correct by the Supervisors. Where mistakes are detected the Supervisors should be held responsible. As already noted fudging is most likely to occur in the most numerous category, *e.g.*, slips for the foreign born are apt to be placed with those for persons born in the district. The Inspectors should initial all tickets tested by them.

16. In addition to direct testing by an examination of the slips, the Deputy Superintendent should apply other checks as noted below, and should have the bundles re-sorted whenever their accuracy appears to be doubtful :—

- (1) A comparison of the male and female bundles for the same area. This check is especially valuable in the case of caste, birthplace, language and occupation. For example, if a female ticket shows 1,000 members of a particular caste, and the corresponding male ticket only 500, it is clear that there must be some mistake. Such mistakes are very liable to occur where the names of different castes are similarly spelt.
- (2) A comparison with the results of the previous Census. For example, the Provincial Tables for 1921 show the number of literate persons in each district. If the number on the present occasion falls short of that number, or greatly exceeds it, verification is clearly desirable.
- (3) A consideration of the intrinsic probability of the entries, *e.g.*, the relative number of the married, unmarried and widowed in each age-period, or of the number of persons aged, *say*, 5 to 9 compared with the number aged 10 to 14. In the reports on the last Census, Subsidiary Tables were given showing the above and similar proportions, and these may usefully be referred to by the Deputy Superintendent.

It is needless to say that the utmost care must be taken to prevent the Sorters and Supervisors from knowing what checks of a general nature will be

applied. Any detailed instructions which may be given to Deputy Superintendents on these points should be issued to them confidentially.

NOTE.—In one Province at the Census of 1911 a certain district showed 3,000 males of a particular Rajput clan and no females. What undoubtedly occurred was that the sorter forgot to sort the slips for females of that clan. Had the tickets of males and females been compared the error would have been discovered. As it was it escaped notice both in the check of sorting and in compilation and the number of missing females was eventually included in "Rajput others".

17. Doubtful Entries.—Where entries are found on the slips which appear on the face of them to be incorrect, or which cannot be identified as the name of any known religion, birthplace, caste, etc., the Enumeration books should be referred to, in order to make sure that they are not the result of errors in copying which escaped detection at the time.

Where the error cannot be cleared up by a reference to the Enumeration book the procedure will vary according to the number of doubtful entries. If the number of the same kind does not exceed 10 in a bundle, the Deputy Superintendent will classify them as best he can having regard to the other information on the slip, *e.g.*, in the case of birthplace he will look to the language, caste and occupation. If the number is greater report should be called for from the district officer. The Deputy Superintendent should report for the confirmation of the Provincial Superintendent all cases in which he classifies more than 5 doubtful entries of one kind in a bundle in some simple form, which for caste might be somewhat as follows :—

District		Box No. ..				
Entry in Column 8.	Number of slips.	Occupation.	Birth place.	Language.	How classed.	Reason for classification.
Bangaj	9	Doctor .	Malda .	Bengali .	Baidya .	Bangaj is a title of Baidya and several other castes. Classed as Baidya with reference to the occupation.
Ghatwal	7	Boatman .	Patna .	Hindi .	Mallah .	Birthplace and occupation show that this is the caste, <i>vide</i> caste index.

NOTE 1.—Where the name of a village has been entered in column 13 instead of the district a reference to the Postal Guide will often solve the difficulty.

Similarly in the case of caste, the proper entry can often be ascertained from the caste index, *e.g.*, where the term is a title used only by one caste in the district concerned, or where, if used by several castes, the occupation furnishes a sufficient clue.

NOTE 2.—Where a report is needed from the district officer the enquiry can best be made on a printed form showing the tahsil, charge, circle and block number, the name for, and, if the slips were copied locally, the serial number of the person, and the entry relating to him which requires verification or local enquiry.

18. Standard Tasks.—Even where the piece work system is not in force it is necessary to fix some standard rate of outturn. Deputy Superintendents should be directed to watch the work very closely and report for sanction the rates they propose to take as the standard for each table. When the general standard has been fixed, the time allowed for each table will be calculated, and the Sorter can be rewarded or fined according as the number of days allowed for the tables sorted during a month exceeds, or is less than the actual number of working days in the month. Allowance should be made for the class of slips dealt with. It would, for example, be unfair to expect a Sorter of town slips, where nearly half the population may be foreign-born, to sort for Birth-place at the same rate as one dealing with a rural tract where the corresponding proportion may be only 1 or 2 per cent.

NOTE.—The following was given in 1911 as a very general indication of the outturn which each Sorter might be expected to produce daily for several of the main tables and has been accepted by most Superintendents of last Census as a fairly general estimate :—

Tables.		No. of slips.	
Age, etc., by Religion		..	4,000
Literacy by Religion and Age	{ Males ..	..	9,000
	{ Females ..	..	15,000
Language, Birthplace	{ Towns ..	..	15,000
	{ Country ..	..	20,000
Caste, etc. . .	{ Hindus ..	..	4,000
	{ Muhammadans ..	..	15,000

NOTE.—The above rates are inclusive of the time required for tying up bundles, filling in tickets, etc.

19. Progress Report.—A weekly progress report (L) should be submitted to the Provincial Superintendent who should prepare a consolidated return for the Province and submit it to the Census Commissioner for India.

20. The Imperial Tables which will appear in Volume II of the Report are as follows :—

- I.—Area, Houses and Population.
- II.—Variation in population since 1872.
- III.—Towns and villages classified by Population.
- IV.—Towns classified by population with variation since 1881.
- V.—Towns arranged territorially with Population by Religion.
- VI.—Birthplace.

III COM

- VII.—Age, sex and civil condition by Religion.
- VIII.—Civil condition by age for selected castes.
- IX.—Infirmities.
- X.—Infirmities by selected castes.*
- XI.—Occupation.
- XII.—Occupation subsidiary to agriculture.*
- XIII.—Combined occupations*.
- XIV.—Industry.
- XV.—Occupations of selected castes, Parts I and II.†
- XVI.—Occupation by Religion.*
- XVII.—Unemployment of educated persons.
- XVIII.—Literacy by Religion and Age.
- XIX.—Literacy by selected castes, etc.
- XX.—Language.
- XXI.—Religion.
- XXII.—Christians by Race and Sect.
- XXIII.—Race, Tribe and Caste.
- XXIV.—Plus and Minus figures for selected Tribes.
- XXV.—Europeans by Race and Age.
- XXVI.—Summary for Districts.

N. B.—*These tables will not be compiled for India as a whole.

† Part I will not be compiled for India as a whole.

(d) Sorting of Individual Tables.

21. Order in which Tables will be taken.—The figures for Imperial Tables I to V and XXI will be obtained from Register A and those for Tables IX and X from the special slips for Infirmities. The other Tables, except the Table of Unemployment of the Educated (XVII), will all be prepared from the general slips. The sorting of Tables XXII and XXV can be done at any time as the Christian slips alone are involved. Table XXII might conveniently be taken up along with Table VII when the slips are arranged in age groups.

NOTE.—Special instructions should be issued as regards Table I that uninhabited houses should be excluded from the total. In tables III, I and V cantonment must be shown separately from municipal figures.

With these exceptions the most convenient order for the Tables is as follows, VII, XVIII, VI, XX, XXIII, XIX, VIII, XV, XI, XII, XIII, XIV and XVI. Table VII is more complicated than some of the others but it is necessary to begin with it as the figures are required for transmission to the Actuary as early as possible. Tables VIII, XV and XIX are compiled for selected castes only and can easily be taken after Table XXIII. The sorting by birthplace for Table VI will materially assist the sorting by language for Table XX. The slips will be in bundles of castes when Table XI is taken up and this is desirable as occupation is closely associated with caste.

22. Table VII.—Age and Civil Condition.—The Sorter will write the age-periods—0, 1, 2, 3, 4—6, 7—13, 14—16, 17—23, etc., down to 74 and over, on labels and paste them against the pigeon-holes. He will sort the slips according to the above age-periods. When they are all sorted, he will take the slips in each pigeon-hole and sort them again into three heaps for the unmarried, married and widowed, respectively. Whilst effecting this sorting, he will keep his eye on the age-entry, in order to correct any errors he may have made at the first sorting; he will at the same time count the number of slips relating to the most numerous civil condition. This will be easy, as, at most ages, the bulk of the slips belong to the same condition. As he counts he will tie the slips up by hundreds, and when each set (*e.g.*, males aged 14-16, unmarried) has been counted, he will enter the number thus obtained in the appropriate column of the Sorter's ticket for Table VII.

For the bundles of slips marked "Others" the Sorter will first sort by religion. He will prepare a separate Sorters' ticket for each religion, both for this table and for Table XVIII providing duplicate tickets in all cases for this table.

NOTE 1.—It will be observed that in the final tables the age groups are shown as 5—10, 10—15, etc. This is in accordance with the usual statistical practice. The entry 5—10, for instance, refers to all persons who have reached the age of 5 but have not reached the age of 10, *i.e.*, those whose completed ages are either 5, 6, 7, 8 or 9. To avoid risk of mistakes the entries in the Sorters' tickets show the ages actually included in each group. The unequal groups of 3 and 7 alternately will be adjusted to fall into the usual quinary groups at the time of compilation.

NOTE 2.—Care must be taken to see that the slips of the units for which figures are separately required for this table are kept separate, so that the required figures can be given in compilation. As separate figures for Tahsils and towns may be required the slips for "Other" religions cannot be thrown together until this Table has been sorted for.

23. Table XVIII.—Education by Age.—The age-periods for this Table are 0—4, 5—9, 10—14, 15—19 and 20 and over. The Sorter will first take the packets (for all civil conditions) for the age-periods 0, 1, 2 and 3. For the literate he will reserve two pigeon-holes. In one he will enter the slips for persons who are literate in languages other than English, and in the other those for persons who know English. When he has finished the sorting he will count the number of slips in each pigeon-hole, tie them up by hundreds, and enter the result in his ticket. He will next take all the packets for the age-period 4—6, and deal with them in the same way. He will do the same for the packets of

age-period 7—13 and 14—16, then for 17 to 23, and lastly, for those which relate to persons aged 24 and over. As he sorts out the literate for the pigeon-holes the Sorter will lay the slips of the illiterate on his mat. It will greatly facilitate the sorting of Tables VI and XX if, as he does so, the Sorter divides these illiterate slips into three heaps (i) illiterate persons born in the district who speak the language of the district (ii) illiterate persons born in the district who speak other languages and (iii) illiterate persons born in other districts.

NOTE 1.—In Provinces where the vernacular language in which literate is tabulated two pigeon-holes will be reserved for each selected vernacular, or pair of vernaculars, and two for "other languages". The slips for persons who know the vernacular only will be placed in the first, and those for persons who also know English in the second, of each pair of pigeon-holes. Slips for persons knowing English only will be placed in the second pigeon-hole for "other languages". A special form of Sorters' ticket was prepared at last census for use in these Provinces.

NOTE 2.—The slips for Christians should be divided into two heaps, the first for Indian Christians and the second for all others. The figures for each heap should be entered in separate Sorters' tickets and tabulated separately. This will enable a note to be made on the title page of Table XVIII showing how many of each category are included in the figures for Christians. The slips of literate Indian Christians can be further sorted with reference to their main sect, under three heads—Syrian, Roman Catholic and Protestant. The distribution of literate Indian Christians under the above three heads can be noted (as above) on the title-page of the Table. This procedure should be adopted in Bombay and elsewhere in Southern India.

24. Table VI.—Birthplace.—All the slips of literates can be thrown together, and distributed into the three heaps for—

- (a) born in district and speaking language of district;
- (b) born in district and speaking other languages;
- (c) born elsewhere.

While doing so the Sorter will count the slips in heap (a) and tie them up by hundreds. He will next count the number in heap (b) and having done so will enter in his ticket the name of the district and the aggregate number in the two heaps (a) and (b).

NOTE.—Only a small percentage of the population is born outside the district of enumeration, and the time saved in first sorting the population as above is thus greater than that lost in handling a second time the small number of slips referring to the foreign-born.

The foreign-born will then be re-sorted by actual birth-place. Pigeon-holes will first be labelled with the names of the districts adjoining the district under tabulation of which a list should be given to the Sorter. These districts should be arranged in the same order by all the Sorters working on the slips of the same district. Fresh labels will be prepared for other birthplaces as occasion arises in the course of sorting. The names of the birthplaces and the number of slips returned for each will be entered in the ticket. If the number of pigeon-holes is insufficient, the slips for which no pigeon-hole is available should be put aside and dealt with at a third sorting.

It should be noted that the birth-districts of immigrants from other Provinces must be tabulated and not merely the Province of birth.

Slips containing doubtful entries should be kept in a separate pigeon-hole labelled "others" and put up before the Deputy Superintendent for orders (see Article 17).

Wherever it is necessary to throw light on big streams of migration, it is desirable to prepare a special table combining birthplace with age, caste and occupation. Such tables have been prepared in the past for certain cities and large towns, the canal colonies in the Punjab and the tea gardens in Assam.

NOTE.—In other cases, where there are numerous slips showing as birthplace some district or State not contiguous to the district of enumeration, the Supervisor, at the time of checking the sorting, should enter on the back of the Sorters' tickets, for each such district or State, a brief note of the castes to which the immigrants chiefly belong and the main occupations followed in the case of each caste, thus:—

Cuttack.—Chiefly Brahmans (cooks).

Saran.—Chiefly Nūnias (earth-workers), Doms (scavengers), Koeris and Kurmis (domestic servants).

After the figures for Table VI have been tabulated, the information recorded on the back of the Sorters' tickets should be summarized by the Deputy Superintendent in a general note for the district. Such notes will be of great assistance, when the time comes for discussing the statistics of migration.

25. Table XX.—Mother tongue.—In sorting for this Table the packets for each birthplace should be taken in turn: most persons born in the same district speak the same language. So far as the district-born are concerned, the persons speaking the language of the district will have already been separated and tied up by hundreds.

The procedure will be the same in respect of doubtful entries as that indicated in Article 24. Dialects and other entries which are not the names of true languages will be classified under the orders of the Deputy Superintendent in the manner indicated in the 'Index of Indian Languages', prepared by Sir George Grierson.

26. Table XX, part (iv).—SUBSIDIARY LANGUAGE.—Sorting for this table will be by district and sex as well as by mother tongue, so that the slip of each sex in each district already collected according to mother tongue will be then sorted for subsidiary language. On the sorter's ticket will be entered for each district the number of the speakers of a given mother tongue who speak a given language as a subsidiary language. In cases of slips containing an entry of more than one subsidiary language, they should be tied up separately and counted with the speakers of the first subsidiary language recorded, a note being kept of the numbers who speak each further language in excess of one subsidiary language.

27. Table XXIII.—Caste.—The pigeon-holes should be labelled in alphabetical order for the thirty* castes, etc., that were found to be most numerous in the district in 1921 of which a list shall be prepared beforehand. At the first sorting these only should be dealt with. The slips for other castes should be put aside and dealt with at a second and, if necessary, a third sorting. At the end of each sorting the slips in the pigeon-holes should be counted and tied up by hundreds, and the number relating to each caste entered in the Sorters' ticket. Many caste names (e.g., Barhi and Barai) are similarly spelt, and there is a great danger of one being taken for another. A list of caste names likely to be thus confused should be given to the Supervisors, who should warn

*The number will depend on the number of pigeon-holes provided. In some provinces these are only twenty-four.

their Sorters to be particularly careful in dealing with them. In the case of doubtful entries the orders of the Deputy Superintendent should be taken. No classification of such entries must under any circumstances be made by the Sorters. The Deputy Superintendent should study the caste index very carefully, bearing in mind the fact that local terms vary, *e.g.*, in parts of Eastern Bengal, Mali by itself means Bhuinmali, while the true Mali caste is known as Phulmali.

The tabulation of castes will be as in 1911, and the castes omitted in 1921 will on this occasion be tabulated as before but they may be collected in the first instance as "Others" and dealt with at a subsequent sorting. All other entries in the slips must be sorted and entered in the ticket. This is essential, as otherwise the return of the main castes will be incomplete owing to the omission of persons belonging to them who are entered under some title, etc. After the tickets have been examined and the doubtful entries classified by the Deputy Superintendent, the number of slips in the pigeon-hole labelled "Others" must be counted and entered in the Sorters' ticket, so that the numerical accuracy of the sorting may be tested by comparing the total number of slips shown on the ticket for this Table with the total on other tickets. The list of castes which will appear in Table XXIII should not be given either to the Supervisors or the Sorters.

THE FIGURES FOR **TABLE XXIV.**—*Plus and Minus figures for selected tribes* need no separate sorting as they will consist in a comparison of the figures obtained in sorting for caste with previous census figures for the same tribes. A summary of this table worked out in percentages will probably be needed as a subsidiary table for the Report.

28. Table XIX.—Education by selected Castes.—The slips for each selected caste should be taken in turn. The slips for persons literate only in some language other than English should be placed in one pigeon-hole and those for persons literate in English in another. Those for illiterate persons should be laid in a heap on the mat. When all the slips for a caste have been sorted, the Sorter will count the number of slips in each of the three categories and enter the figures in his ticket.

NOTE 1.—It is necessary in this table to count also the slips for the illiterate as the total number of slips may not agree with that shown in Table XXIII. The latter will include entries sorted under other heads which are afterwards added in the course of classification.

NOTE 2.—In Provinces where information is collected regarding the vernacular languages in which persons are literate, it would seem sufficient to tabulate it for Table XVIII. It is scarcely necessary to do so again for Table XIX.

Where, as in Bombay, separate figures are required to show the education of (a) Brahmans and Non-Brahmans, (b) "Advanced," "Intermediate" and "Backward castes," this sorting will naturally follow that of *Education by selected castes*. It will perhaps be convenient in this case to sort not for Brahmans and Non-Brahmans, but for Brahmans, other clean Hindu castes, Depressed classes, Primitive Tribes, etc., for Provincial Table II.

29. Table VIII.—Civil condition by Caste.—One caste will be dealt with at a time, and sorted into 18 pigeon-holes, which should be labelled vertically for civil condition and horizontally for the following age periods:—

0—6, 7—13, 14—16, 17—23, 24—43

44 and upwards.

30. Table XV.—Occupation by Caste.—For Part A of this Table the Sorter will take in turn the slips for each selected caste. He will first divide the slips of a caste into three heaps (a) for dependants in which columns 10 and 11 are both blank, and (b) for dependants with an entry in column 11 and (c) for earners. He will count the number of slips in the three heaps and enter the figures in columns 3, 4 and 5 of the ticket. He will next take the slips in heaps (b) and (c) (workers) and sort into three pigeon-holes, those in which the traditional occupation of the caste is shown (i) in column 10 with no entry in column 11 (ii) in column 10 with some entry in column 11 and (iii) in column 11. Slips in which the traditional occupation is shown neither in column 10 nor in column 11 will be placed in a heap on the mat. He will take out and count the number of slips in each pigeon-hole and fill in columns 6, 7 and 9 of the ticket. He will then sort heap (b) for dependants following their traditional occupations and fill in column 8. After this he will label pigeon-holes with the occupations shown in column 10 of his ticket onwards. He will sort into these pigeon-holes all the slips which at the previous sorting he had placed in a heap on his mat, and also those taken from pigeon-holes (iii) but not those taken from the other two pigeon-holes. He will then count the slips in each pigeon-hole and fill in the remaining columns of his ticket for the caste.

He will deal with the other selected castes in the same way. This Table (though otherwise optional) will be prepared in all Provinces for Europeans and Anglo-Indians. In their case there will of course be no traditional occupation, and columns 6 to 9 of the Sorter's ticket will be blank. The sorting for Part B of this Table can be done after the sorting for Table XI. The workers in the selected occupational groups can be sorted out by principal castes engaged in the occupation.

31. Table XXII.—Christians by Sect and Race.—The slips for Christians should be sorted first by sect and then by race (Europeans and Armenians, Anglo-Indians and Indians). Pigeon-holes should be labelled for each entry found on the slips, and the total number under each head should be entered in the Sorter's ticket. These entries will be classified afterwards according to the scheme prescribed by the Census Commissioner for India in 1921. Where other entries are found, the orders of the Provincial Superintendent should be taken. In the case of vague terms such as Dissenter, Protestant, etc., enquiry should be made of the district officer concerned.

32. Table XXV.—Europeans (including Armenians) and Anglo-Indians by Race and Age.—For part (a) of the Table pigeon-holes will be labelled at the top for the age-periods given in the table, and at the sides for (1) European and allied races, etc., who are British subjects, and (2) other Europeans, etc., Indian Christians will not be included in this Table. All Europeans, etc., whose birthplace is Great Britain, or a British Colony or Dependency, will

be treated as British subjects unless the contrary is expressly stated. For part (b) of the Table the slips of Anglo-Indians will be sorted out into the age groups 0-3, 4-6, 7-13, 14-16, 17-23, 24-29, 30-39, 40-49 and so on to 70 and over.

NOTE.—For European British subjects born (a) in England and Wales, (b) in Scotland, (c) in Northern Ireland, a special return will also be prepared showing the number of each sex distributed by annual age periods. This will not be printed, but will be supplied through the Census Commissioner for India to the Registrar Generals of the three countries concerned. The slips will be sorted first by the above three birthplaces and then by annual age periods.

33. Table XI.—Occupations.—This is the most difficult and complicated of all the Census Tables. The work will be done by a series of sortings. In the first instance only a few of the most numerous occupations will be sorted for, e.g., agricultural landowners non-cultivating and cultivating, cultivating tenants, agricultural labourers, grocers and condiment dealers, fishermen, boatmen, oil pressers, boot and shoe makers, grain dealers, cotton weavers, carpenters, potters, barbers, washermen, priests and medics.

The Sorter will take up each caste bundle in turn and sort it for the above occupations. He will look to column 9 first and will separate dependents with no occupation shown in column 11. He will tie up these slips, put them aside, and proceed in the same way for the next caste, and so on. It is important to sort for a caste at a time, as the members of a caste generally follow the same occupations, and the difficulty of finding the appropriate pigeon-holes will thus be greatly reduced.

When he has gone through all his slips the first time, the Sorter will divide the contents of each pigeon-hole in turn into four heaps for—

- (a) Earners whose principal occupation is agriculture.
- (b) Dependents whose subsidiary occupation is agriculture.
- (c) Earners whose subsidiary occupation is agriculture.
- (d) Others.

In the case of agricultural occupations the figures in Table XI will show total following occupation (column 2), as principal occupation, M. and F. (columns 3 and 4), as subsidiary occupation (by Dependents) M. and F. (columns 5 and 6), and as subsidiary occupation by other earners (columns 7 and 8). One column will thus be added to the form of the 1921 Table.

It will be necessary to divide heap (a) into (i) Earners with some non-agricultural subsidiary occupation and (ii) Earners with no subsidiary occupation. When the figures have been entered up (ii) will no longer be required for occupational sorting, but it will be convenient at this stage to sort (i) for Table XII, Subsidiary occupations of agriculturists, before proceeding with the general sort of the occupation tables.

In the latter process the sorter will next sort for the other occupations selected for the first sort from heaps (a) (subsidiary only) (c) principal and (d) principal and subsidiary. [When this sort is finished, parts of heap (d) will still remain to be sorted for subsidiary or principal occupations not selected

for the first general sort while the figures of (a) (i) sorted for the subsidiary occupations of agriculturists, will remain to be included with the figures of the subsidiary occupations to which they properly belong as each occurs in the process of sorting.]

For the second sorting thirty* well defined occupations should be taken which are known from the returns of the last Census to be fairly numerous. When this sorting is finished the contents of each pigeon-hole should be dealt with as before. A third sorting should be made in the same way. By this time probably 95 per cent. of the slips will have been disposed of. At this stage, or after a fourth sorting, the remaining slips may, if desired, be entered as 'others' on the ticket which should then be totalled. When the ticket has been passed as correct, all the unsorted, or 'other' slips for the same sex and religion may (except in the case of cities) be thrown together for the whole district, and sorted under close supervision by a small staff of men who have shown special aptitude for the work. The Sorters should be cautioned never to pigeon-hole any slip the occupation on which is not exactly covered by the entry against the pigeon-hole.

To facilitate tabulation the occupations dealt with at the first two sortings should be entered in the same order in all the Sorter's tickets.

It must be clearly understood that no classification of any kind may be made by the Sorters. Only those slips on which the occupation recorded is absolutely identical, may be placed in the same pigeon-hole. This rule of course is not meant to prescribe the use of different pigeon-holes where the meaning is absolutely the same and the language alone varies.

It is convenient to sort for table XV, B after the sorting for this table (XI) is finished.

34. Table XII.—Subsidiary Occupations of Agriculturists.—The packets of slips for agriculturists, cultivating or non-cultivating with subsidiary occupations will be taken in turn and sorted according to the subsidiary occupations under a few main heads. For non-cultivating owners, etc., the following heads should be taken, with any others that are of importance locally, viz.—cultivating owners, tenant cultivators, agricultural labourers, Government servants, money-lenders and grain dealers (either occupation or both), other traders, priests, clerks of all kinds, schoolmasters, lawyers, estate agents and managers, medical practitioners and artisans. For cultivators the heads should be:—non-cultivating owners, etc. agricultural labourers, general labourers, Government servants, money-lenders and grain dealers, other traders, fishermen and boatmen, cattle breeders and milkmen, village watchmen, weavers, barbers, oil presser, washermen, potters, blacksmiths and carpenters. For agricultural labourers they should be:—non-cultivating owners, cultivating owners, cultivating tenants, general labourers, village watchmen, cattle breeders and milkmen, mill hands, fishermen and boatmen, rice pounders, traders, oil pressers, weavers, potters, leather workers

*The number will be twenty-four, if the boxes in use contain only that number of pigeon-holes.

washermen, blacksmiths and carpenters. For the purpose of this table the occupations noted above should be interpreted in the widest sense. In each case a head 'others' should be reserved for occupations which cannot be classified under any of the detailed heads.

NOTE.—When a more detailed classification of agriculturists is carried out for the purpose of Table XI, it is a matter for local consideration whether each of the minor heads is taken separately for Table XII or not.

35. Table XIII.—Combined Occupations.—The Deputy Superintendent should be supplied beforehand with a list of the dual occupations to be shown in this Table, and each of these will be dealt with in turn. In the case of boatmen and fishermen for example, the Sorter will first take out all the slips as sorted for Table XI in which the entry in column 10 is 'boatman' and count the number of such slip on which 'fisherman' is entered in column 11. He will then take the slips on which 'fisherman' is entered in column 10 and count the number containing the entry 'boatman' in column 11.

This can best be done while the sorting for Table XI is in progress, e.g., when the sorter has pigeon-holed all his slips for boatmen, he can, at the time of counting them for Table XI, put out, and count separately the slips on which the word "fisherman" is entered in column 10 of the slip.

36. Table XIV.—Industry.—The sort for this table will follow the same lines as that for occupation. The sorter will find the slips already sorted by occupations and will therefore need first to separate from the remainder all those which have an entry in column 12. These should be sorted for each industry into two divisions (a) Operative, (b) Others. Both groups will already be divided by sex and occupation. The latter sorting will not coincide with that of industry throughout but ought to greatly facilitate it. Group (a) can then be sorted for immature and adult categories taking the age of 17 as the dividing line, i.e., all ages returned under 17 years to count as immature and all of 17 and over as adult. Group (b), which will be a small one, is to be divided into Indians and Others, and would best be sorted by picked men under close supervision.

37. Table XVI.—Occupations by Religion.—Requires no separate sorting. The slips for each religion are kept separate throughout, and the figures required can easily be taken out in the course of compilation.

38. Tables IX and X.—Infirmities.—The infirmity slips of each sex will be sorted for the whole district, first by age and then by caste. The total number must agree with that recorded in Register II. Those castes should be selected which enquiry shows are most liable to one or other of the infirmities. The age groups will be adjusted in compilation as in the case of Table VII, so that they must be sorted in the first instance for the same groups.

39. Table XVII.—Educated unemployment.—First of all compare Columns 7 and 8. If Column 7 shows as the highest degree School Leaving Certificate or Matriculation only or any lower qualification, and Column 8 shows any paid employment (including cultivation) the schedule will be put aside. The total of such schedules will be counted, but no further sorting of them will be made. In the process of this sorting quite illegible or quite illi-

terate returns, or returns filled in vernacular, may be referred to the Deputy Superintendent for entire rejection.

In the second place the sorter will go through the schedules examining Column 3 for all schedules in which the father's profession will fall under any of the following heads:—

- (1) Soldier;
- (2) Cultivator;
- (3) Artizan;
- (4) Menial or servant.

The resulting four groups will be counted, entered on the tickets, and the cards reshuffled.

Thirdly sort by Age (Column 4) into six groups:—

Under 20, 20-24, 25-29, 30-34, 35-39, 40 and over. Of the first and sixth group totals only are required and these groups will not be again sorted.

Fourthly, sort by class (Column 1). For this purpose a list of the Depressed castes will be required. Each of the four age groups from 20 to 39 will now be broken up into six divisions according to class, making 24 divisions.

Fifthly divide each of these 24, according to the entry in Column 5 into (a) those unemployed for less than one year and (b) those unemployed for one year or over—giving 48 groups, when the total of each group is entered in the sorter's ticket the totals for each class should be counted by a continuous count of the schedules for each class running through the successive eight groups, and the total arrived at entered in the ticket. This will be checked later by the Deputy Superintendent who will add up the total of each group and see if they agree with that given in the ticket.

The sixth sort will be by degrees. The forty-eight groups should be assembled into the eight groups by Age and period of unemployment and each group then resorted by degrees.

The result of this sort should yield Unemployment Table I (by class) and II (by degree) and the following totals:—

- (1) total of persons who have obtained School Leaving Certificates or have passed Matriculation but who have failed to get employment with which they are satisfied, though they are not all entirely without employment.
- (2) the total of educated unemployed below the Age of 20;
- (3) the total of educated unemployed above the age of 40.
- (4) the totals of educated unemployed who are drawn from the four groups mentioned in the directions for the second process of sorting.

It is possible that some of these totals may be conveniently shown by district totals in the Provincial Tables,

SPECIMEN FORMS.

H.—Form of box label (vide Article 6).

District—
 Tahsil—
 Circles—

Contents.

Religion.	Sex.	Number of slips.
Total		

Name of Sorter

I.—Record-keeper's Register of boxes of slips (vide Article 6).

District—

Tahsil.	Religion.	Sex.	Circles.	Number of Slips.	Number of box.	Name of Supervisor to whom made over.	Remarks.
1	2	3	4	5	6	7	8

J.—Supervisor's Register of boxes of slips (vide Article 6).

District—

Number of box.	Contents.					Name of sorter.	Dates of sorting for Tables.														Remarks.						
	Tahsil.	Circles.	Religion.	Sex.	Number of slips.		1	2	3	4	5	6	7	8	9	10	11	12	13	14		15	16	17	18	19	20

K.—Works done by Sorters (vide Article 6).

Name of Sorter—
 Number of box 1 in Register J. — District — Tahsil —
 Religion — Sex — Number of slips —
 Number of box 2 in Register J — District — Tahsil —
 Religion — Sex — Number of slips —

Date.	Hour of		Number of box and table for which sorted.	Date and hour of		Time taken for each table.	Time allowed.	Remarks.
	Arrival.	Departure.		Commencement.	Completion.			
1	2	3	4	5	6	7	8	9

Each Supervisor will keep his register for his own gang. A separate page will be allowed for each Sorter. The entries in columns 7 and 8 will be expressed in days and fractions of a (working) day.

For "time allowed" see Article 18. If there are 21,000 slips in a box and the standard rate of sorting for the table and class of slips is 9,000 per diem, the time allowed will be $2\frac{1}{2}$ days. The simplest ways of calculating the pay due to each individual on the piece-work system is to multiply the total in column 8 by the fraction of the rupees which represents the average daily wages. When the sorting for a given Table is incomplete at the end of the month, it would be as well to disregard it altogether in the pay bill for that month, i.e., to postpone payment for it till the account for the ensuing month is made up.

L.—Weekly Progress Report (vide Article 19).

Name of office _____ Number of Sorters _____

District.	Total number of Tahsils, etc., for which boxes to be made up.	Number of Tahsils, etc., for which boxes made up.				Number of boxes issued.		Number of boxes sorted during the week for table.												REMARKS. Rate of Sorting, etc.	
		Up to date of last return.		During the week.		To date of last return.	During the week.														
		Tahsils.	Boxes.	Tahsils.	Boxes.																
	Total .																				
	Total to date of last re- turn.																				
	Grand Total.																				

CHAPTER IV.

COMPILATION.

1. Organization.—Whenever possible compilation should be done in English; a selected supervisor should be placed in immediate charge of every six compilers, who should work in pairs and check each other's results. The number of men to be entertained will vary. To begin with, it will suffice to appoint one compiler for each district to be dealt with. Task work will not be exacted from compilers, but the supervisor will report any one who fails to produce a reasonable outturn. Compilation should proceed *pari passu* with sorting and as soon as all the Sorters' tickets of a table are passed as correct they should be handed on to the compilers and entered up at once in the proper compilation register.

NOTE.—In one Province at last Census a compiler was attached to each sorting room and as the sorters' tickets were passed as checked they were handed over to him to be entered up in the proper compilation register. The compilation registers of each room were sent into the compilation office where they were combined into the totals of the various units.

2. Testing.—Absolute accuracy is essential. Any error at this stage would be most serious. The entries in the compilation registers must therefore be compared very carefully with those in the Sorters' tickets. As a further check there should be a certain amount of dual compilation in the Superintendent's Office, duplicate Sorters' tickets being sent there for the purpose. This must in any case be done in the case of those tables in which age groups, which have to be adjusted from the original to quinary groups, are involved. The compilers and their supervisors should be warned that they will be held responsible for mistakes thus detected. It may be considered advisable to keep a special Inspector for compilation work. His special duty will be careful arithmetical check, especially cross checking with other tables. The Deputy Superintendent should concern himself chiefly with comparison of the figures with regard to their actual meaning.

3. Tables I, II and IV.—Can be prepared in the Superintendent's Office: The figures for the present Census will be taken from Register A, or the summary compiled from it, with the exception of those in columns 5, 6 and 7 of Table I which will be taken from the Charge summaries. A separate note* has been circulated regarding the adjustment of the population recorded at previous Censuses in cases where there have been subsequent changes of area.

NOTE.—In various States and Agencies there are areas under British Administration including cantonments, stations and assigned areas. Details of the area and population of these "areas under British Administration" should be given on the title page of, or in an appendix to, Table I.

The areas shown in column 2 of the same table should be revised with reference to the latest information available. Where changes are made it should be explained on the title page whether they are due to new measurements or actual alterations in area.

The fact that population statistics for tahsils and other areas smaller than districts will be found in the Provincial Tables I and II should be mentioned on the title page of Table I.

The populations of cantonments must in all cases be shown separately in Table IV and not included in that of a municipality. See instructions also under Table V below.

*Vide Census Commissioner's Memos. No. 55-Enmn., dated 26th May 1930 and 21st July 1930.

4. **Table III.**—This will be compiled from the Village Census Tables (Chapter III, Article 7). The population of each village will be entered tahsil by tahsil in a tabulation register with columns corresponding to columns 5, 7, 9, etc., of Table III. At the foot of each page totals will be struck for each column and the number of entries (villages) noted below them. These figures will be added up, first for the tahsil, and then for the district. The population of special boat blocks or coolie encampments, and of travellers by railway (but not the resident population of railway stations), will be shown in a separate column at the end.

5. **Table V.**—The figures for this table will be taken from Register A. In the case of municipalities with civil lines adjoining them, the whole area should be treated as a single town [both here and in Tables I (column 3), III and IV], but in this Table and Table IV separate figures should be given below the total in smaller type for the municipality, suburb, etc. The figures for cantonments should be shown separately throughout Tables I, III and V. In Table IV where the variation in population has not been kept separately for a cantonment at past censuses, it may be necessary to include such a cantonment (with separate figures) as a sub-head of a town, but wherever the figures can be kept separate throughout, the cantonment should be treated as a separate unit entirely. It is unnecessary to enter in the body of the Table figures for religions returned only in two or three towns. When space can be saved by so doing such religions should be lumped together as "others." Details of the items included under this head should be given on the title page of the Table.

NOTE.—It will be observed from the heading to the forms of Tables IV and V prescribed in Home Department Notification No. F. 45/2/29-Public, dated the 31st July 1930, that in the former towns should be classified by (i.e., arranged according to) population, while in the latter they should be arranged territorially. For the purpose of Table IV the classification of towns should be as follows:—

- Class I—100,000 and over.
 " II—50,000 to 100,000.
 " III—20,000 to 50,000.
 " IV—10,000 to 20,000.
 " V—5,000 to 10,000.
 " VI—under 5,000.

6. **Table XXI.**—The totals shown in the abstract of Register A having been carefully verified, they should themselves be totalled for the district. The figures for each of the minor religions can be taken from the compilation register for Table VII. In printing the final table the minor religions may be grouped as 'others,' the details being given on the title page. Brahmos and Aryas should be shown separately from ordinary Hindus. The classification given in the Census should be adopted, with extra columns as required.

7. **Table VII.**—Before compilation can take place the age groups shown in the sorters' tickets must be adjusted to the quinary groups required by the final table. This must in all cases be done in duplicate, one set of the duplicate sorters' tickets being sent to the Superintendent's office. The sorter's ticket for this table will show a blank parallel column to be filled in for the quinary

groups when this calculation is made. The calculation will be made as follows:—

Sorter's Age Group.	Number of Persons.			Formula.	Compiler's Age Group.	Number of Persons.		
	Unm.	M.	W.			Unm.	M.	W.
0 A				$A + \frac{1}{2}B =$	0-1			
1 B				$\frac{1}{2}B + \frac{1}{2}C =$	1-2			
2 C				$\frac{1}{2}C + \frac{1}{2}D =$	2-3			
3 D				$\frac{1}{2}D + \frac{1}{2}E =$	3-4			
4-6 E				$\frac{1}{2}E =$	4-5			
7-13 F				$\frac{1}{2}F + \frac{1}{2}E =$	5-10			
14-16 G				$\frac{1}{2}G + \frac{1}{2}F =$	10-15			
17-23 H				$\frac{1}{2}H + \frac{1}{2}G =$	15-20			
24-28 I				$\frac{1}{2}I + \frac{1}{2}H =$	20-25			
27-33 J				$\frac{1}{2}J + \frac{1}{2}I =$	25-30			
34-36 K				$\frac{1}{2}K + \frac{1}{2}J =$	30-35			
37-43 L				$\frac{1}{2}L + \frac{1}{2}K =$	35-40			
44-48 M				$\frac{1}{2}M + \frac{1}{2}L =$	40-45			
47-53 N				$\frac{1}{2}N + \frac{1}{2}M =$	45-50			
54-56 O				$\frac{1}{2}O + \frac{1}{2}N =$	50-55			
57-63 P				$\frac{1}{2}P + \frac{1}{2}O =$	55-60			
64-66 Q				$\frac{1}{2}Q + \frac{1}{2}P =$	60-65			
67-73 R				$\frac{1}{2}R + \frac{1}{2}Q =$	65-70			
74 and over. S				$S + \frac{1}{2}R =$	70 and over.			
Total	..	..	..		Total	..	..	..

In case of an odd number found when halving any group, the surplus odd number will always be adjusted to the lower age group. The same principle will be followed in the case of group E. The sum of the divided totals with fractions omitted may differ by one or by two units from the undivided total. If there be one surplus unit only it will be placed in the Age Group 4-5, but if there be two, the second will be placed in the age group 3-4. These adjustments will only be necessary in striking the final totals of the groups for tahsils or districts.

Having obtained the figures for the quinary age groups compilation can be started.

This is the first Table for which an elaborate process of compilation is necessary. The instructions given below will apply *mutatis mutandis* to the subsequent tables also:—

All entries in compilation registers (except intermediate totals) will be in ink, black ink being used for the figures posted from the tickets and red ink for

the page totals. These registers have space for 26 separate entries, but to facilitate the addition it is advisable to strike a total in pencil half way; and a line should be left blank for this purpose. If the total number of sorters' tickets of the same kind for the district does not exceed 25 they can all be posted on a single page. Otherwise two pages will be needed. There will be six pages (or sheets, as the case may be) for each religion, viz., males unmarried, males married, males widowed, females unmarried, females married, and females widowed.

The requisite number of sheets will be neatly bound together in a brown cartridge cover. The sheets will be paged, and the religion, sex, and civil condition to be entered on each page will be noted clearly at the top. A label will be pasted on the outside giving the following particulars:—

Table VII.

District.	
Hindu male, unmarried, page	
" " married, "	
" " Widowed, "	
&c., &c., &c.	

The names of the tahsils and towns should be copied in column 1 of the register throughout in regular order, which should be settled beforehand, provision being made for case where the slips of a tahsil are divided for sorting purposes into two or more bundles.

NOTE.—Some of the Superintendents of last Census suggested that males and females should be entered on one sheet so as to facilitate the comparison of the figures. There is no objection to Superintendents making any modifications of this sort in the specimen compilation sheets which they think desirable.

8. The register is now ready; and as soon as all the Sorters' tickets for Table VII for a district have been received in the record-room, they will be made over with the blank register to a compiler. He will first examine the Sorters' tickets to make sure that he has received a ticket (or two as the case may be) for each sex and religion of each tahsil and town shown in column 1 of his Register. He will then proceed to post the figures in the Register. Very great care must be taken to prevent wrong posting, e.g., of the figures for the married on the page referring to the unmarried. As each figure is posted, it should be ticked off on the Sorters' tickets. When the comparer checks the entry he should cross the tick. After all the figures have been posted they will be totalled. When the register has been completed and thoroughly checked, the district totals will be reported to the Provincial Superintendent.

NOTE.—It is proposed on the present occasion to give separate figures of age, sex and civil condition for selected towns and therefore towns have been mentioned here as well as in the headings of compilation registers. In such cases it would be necessary to keep the slips separate.

The compilation register, with the Sorters' tickets complete, should also be forwarded, in a separate cover, for further check in the Provincial Superintendent's office.

NOTE.—Care must be taken to check the horizontal, as well as the vertical totals, and to see that the corresponding figures in the different tables agree. For instance, the population of each sex and religion aged 0—5 in Table XVIII must agree with the total of the age periods, 0—1, 1—2, 2—3, 3—4, 4—5 in Table VII.

This Table and Table XVIII will be divided into three parts:—

I.—Total Population.

II.—Districts, and

III.—Cities.

In Part I separate totals should be given for British territory and Indian States. A combined total can be given or not at the option of the Provincial Superintendent. In Parts II and III figures need be given only for the total population and for the religions which are numerically important in each district.

9. Table XVIII.—The compilation register for this Table should be made up, paged and indexed as for Table VII; but only two pages (or sheets, where the number of units to be posted exceeds 25) will be required for each religion one for males and one for females.

Care must be taken to fill in the figures for "total literate" from the corresponding column of the Sorters' tickets and not from that headed "literate in vernacular".

The figures for columns 3, 4 and 5 of the final Table will be obtained from Table VII. Those in columns 9, 10 and 11 will be the difference between the above and those in columns 6, 7 and 8.

10. Table VI.—The procedure will be similar to that for Table XX. The districts of the Province should be entered first, in the usual official order. Then should come the States attached to the Province, then the districts and States of adjoining Provinces in turn, then those of other Provinces and so on. At the end of the entries for each Province there will be a column for "Province—district unspecified" to provide for cases where the name of the Province of birth has been returned without mention of the district.

The compilation of this Table should be completed as soon as possible, in order that the district officers may have time to examine the figures and give what explanation they can regarding the movements of the population disclosed by them before the time comes for writing the provincial report.

NOTE.—As stated in Chapter III, Article 24, the birth districts of immigrants from other Provinces must in all cases be tabulated. It is unnecessary to print these details in the Imperial Table except perhaps for districts adjoining the Province in which they are enumerated, e.g. for Maimansinghias enumerated in Assam. For other immigrants it will ordinarily suffice to give the total number from the Province as a whole. The district details should, however, be sent to the Provincial Superintendents concerned so that they may take them into account when examining the variation in the population of individual districts of their Provinces.

11. Table XIX.—Space is provided on each page of the compilation register for seven selected castes. The odd pages should be used for males and the even ones for females.

NOTE I.—As explained in Chapter III, Article 28, the figures showing the total of the castes in this table will not always agree with those shown in Table XXIII which will include entries added in the course of classification. In the final table as printed the total will be the sum of the three entries in the compilation register and the figure for 'literate' will be the sum of 'literate in vernacular' and 'literate in English'.

12. Table XX.—The languages of the Provinces should be entered first and then the other languages found on the tickets, following the order in which they were shown in Table X of 1921. There will be one sheet (two pages) for the males and females of each religion, or two if all the tickets cannot be posted on one page. If there are not enough spaces in the headings, a second sheet (0 sheets) will be taken for the religion concerned. When the figures for each religion have been totalled, they will be added together to form the district total.

NOTE.—Any re-arrangement of the actual entries in the schedules, e.g., the splitting up of the figures for Hindi into "Eastern Hindi", "Western Hindi", etc., with reference to considerations of birthplace or locality of enumeration should be made in a subsidiary table in the Report volume, or in a note on the title page, and not in the body of the Table. These remarks do not, of course, apply to the classification of dialects, doubtful entries, etc. These should be dealt with in the manner indicated in Chapter III, Articles 17 and 24.

For part (iv) the procedure will be similar. Taking the languages in the same order the total of speakers (male or female as the case may be) who speak language A as mother tongue and any other subsidiary language will be entered, and in the following columns the subsidiary languages combined with A so that the total of the subsequent columns adds up to the total given under A. Then language B can be taken and so on.

13. Tables IX and X.—As the slips will be sorted for the whole district and not for each tahsil separately, the district totals will be obtained direct from the Sorters' tickets without any intermediate totalling. A compilation register will, however, be needed in order to obtain the figures for the province as a whole. In the case of Table X doubtful entries should be classified in the manner prescribed for Table XXIII. The names of all castes found on the slips should then be written on bits of paper, which should be sorted alphabetically, and the castes entered in that order in the register, a separate sheet being taken for each caste. To economise space in the final Table all castes with less than 20 afflicted persons (all four infirmities combined) will be lumped together as "others". The total of the afflicted of each kind including "others" in Table X must of course agree with the corresponding figures in Table IX. The figures for columns 2 to 4 of Table X will be taken from Table XXIII. The sorting for the age groups of Table IX will be on the same plan as that for Table VII and the groups must therefore be readjusted in the same way before compilation for this table also.

NOTE.—Register E of Chapter II can be referred to when it is desired to trace the varying prevalence of an infirmity in different parts of a district.

14. Table XXIII.—Separate parts of the register should be used for each sex and religion. The castes which were most numerous in 1921 having been entered on the tickets in alphabetical order, there will be no difficulty so far as these castes are concerned. The compiler will enter them in the spaces at the top of the register in the same order as in the tickets. He should then write on

bits of paper the names all of the other castes found on the Sorters' tickets as classified by the Deputy Superintendent (*vide* Chapter III, Article 17). Having done so, he should arrange them alphabetically and enter them in that order in the register. A head for 'Others' should be reserved in this register.

NOTE.—In cases where the members of a caste belong some to one religion and some to another, e.g., Agarwal (Hindu and Jain), Jat (Hindu, Muhammadan and Sikh), Oraon (Hindu and Tribal), separate figures must be given for each religion in the final Table. There will be no difficulty about this, as the slips for each religion are sorted separately. The information regarding Europeans, etc., will be given in Table XXII.

15. Table XXIV.—The figures can be extracted from the compilation register for Table XXIII as far as the population at this census is concerned.

16. Tables VIII and XV.—There will be a separate sheet of the register for each selected caste, one page for males and the other for females.

The figures in columns 6 and 7 of final Table XV will include those in columns 10 and 11, i.e., they will be the total of columns 5 and 6 of the Sorters' ticket. The addition should be made when the figures have been compiled and are ready for posting in the final Table. The figures in column 12 onwards of same Table will be exclusive of those in columns 6 and 7. A note to this effect should be made at the bottom of the Table, and an asterisk placed against the figures in the columns, which is affected by this arrangement. For example, the number of Barhis who are carpenters will be entered in columns 6 and 7 and will be excluded from the figures for those who are artisans; and an asterisk should be placed against the latter figures referring to the footnote "exclusive of the number shown in columns 6 and 7 as following the traditional occupation of the caste".

17. Tables XXII and XXV.—The slips having been sorted for the whole district, the district totals will be available without any intermediate totalling. A compilation register will however be required in order to get the provincial figures. In the case of Table XXII it will be necessary, before totalling, to classify the entries as laid down in Chapter III, Article 31.

18. Table XI.—This Table is an exceptionally difficult one to compile, and great care and close supervision are required throughout.

A vernacular alphabetical index of occupations should be prepared beforehand, and the number of the group in the classified scheme under which each occupation will be entered should be noted against it. A small selected staff should be told off to go through all the Sorters' tickets, and note in red ink against each occupation the number in the classified scheme to which it belongs. These numbers should be carefully tested to see that no mistakes are made. When the numbering has been passed as correct the tickets should be handed over to the compilers, who will prepare totals for each group number with the aid of a classification sheet. A separate sheet will be used for each ticket. In it they will copy all the occupations found in the tickets arranged according to

group numbers, ticking them off as they do so, and will strike a total for each thus :—

Occupation.	Principal earners.	Working dependants.	Subsidiary earners.
Group 1—			
A	493	173	..
H	11	30	125
Y	122	111	230
Total of Group 1 ..	626	314	355
Group 2—			
B	7,720	1,910	522
L	829	273	268
Total of Group 2 ..	8,549	2,183	790

N.B.—The letters A, H, etc., in column 1 above stand for the actual entries found in the schedules and copied from them, first on the slips and afterwards on the Sorters' tickets.

This work must be tested in detail, the testing-clerk crossing the ticks as each item is tested. The totals must be added up to see that they agree with the original total of the Sorters' ticket. When all the classification sheets for a district have been prepared the group totals can be posted, in the compilation register. There will, as usual, be separate parts of the register for each sex and religion. The district totals for all religions can be prepared in a similar form showing "religion" instead of "tahsil" in column 1.

N.B.—If Tables XII and XIII are to be compiled it will be necessary to split up the columns for earners in this compilation form into "Partly Agriculturist" and "Others" and to add them for Imperial Table XI after the district totals have been struck, and the specimen compilation table has been drafted accordingly.

NOTE.—The alphabetical index should be prepared as far as possible beforehand. The general index circulated by the Census Commissioner will serve as a basis for the work, but it should be supplemented by the insertion of all other occupations which can be traced in the records of previous Censuses, etc. It should be printed with wide margins so as to permit of manuscript additions as noted below.

When occupations not found in the index are met with the orders of the Deputy Superintendent should be taken. The latter should forward to the Provincial Superintendent lists of all such occupations with the classification adopted by him, and should also note them in the index. If the Provincial Superintendent does not approve of the classification he will correct it at once, and inform the Deputy Superintendent, who will make the necessary alterations and note the revised classification in his index. Copies of all additions to the index, with the classification as finally settled, should be circulated to the other Deputy Superintendents in the Province.

19. Tables XII, XIII, XV, XVI and XVII.—The compilation of these Tables will present no difficulty. Tables XVI and XVII will require no special compilation register. The figures for Table XVI will be taken from the form referred to in the anti-penultimate sentence of Article 18. The only point to be noted is that in Table XII when the district figures have been obtained, totals should be struck separately, for column 4 to 7 of the final table of the subsidiary occupations which are (a) agricultural, and (b) non-agricultural.

20. Table XIV.—Will need to be compiled with care. The figures for sex should be kept on separate sheets as usual and those for race (Indian and Other, required for columns 5 to 13 of the final table) should be kept in different parts of the register.

21. Cities.—Where a city forms part of a district its statistics will be included in those of the district to which it belongs. But in the case of Tables VI, VII, XI, XVI, XVIII and XXV the figures for cities should also be given separately. They will be printed at the end of the corresponding Tables for districts.

NOTE.—The special tables for cities should include the population of the adjoining cantonments, which should be also shown in each case in separate sub-figures.

22. A weekly return of progress should be submitted by the Deputy Superintendent to the Provincial Superintendent, and a consolidated return for the Province by the latter to the Census Commissioner. The districts will be shown down the side of the return and the Tables in the heading. For all Districts previously compiled for a Table, a stroke will be made in black ink; for those compiled during the week a red ink stroke will be made. Where Tabulation is in progress the fact will be indicated by a cross.

