

दूरभाष/Phone: 0172-2770572, 2543335  
फैक्स/Fax: 0172- 2781547



**MOST IMMEDIATE**

तार /Telegram : SANGANANA

ई-मेल/E-Mail : dco-cha.rgi@censusindia.gov.in



2011

जनगणना कार्य निदेशालय, (यू.टी.) चण्डीगढ़

भारत सरकार, गृह मंत्रालय

जनगणना भवन, प्लॉट नं 2-बी, सैक्टर 19-ए, चण्डीगढ़-160019

Directorate of Census Operations, Chandigarh (U.T.)

(Government of India, Ministry of Home Affairs)

Janganana Bhawan, Plot No 2-B, Sector 19-A, Madhya Marg, Chandigarh-160019

To

Sh. Brijendra Singh,  
Deputy Commissioner,  
Union Territory,  
Chandigarh.

**Sub:- Houselisting Operations – appointment of Ward Census Officer.**

Sir,

As per notification No. \_\_\_\_\_ dated \_\_\_\_\_ Municipal Corporation, Chandigarh has been divided into 26 wards. For the conduct of 2011 census in the area under Municipal Corporation, Chandigarh, the Assistant Estate Officer has been appointed as City Census Officer Vide Notification No. \_\_\_\_\_ dated \_\_\_\_ Past experience has shown that he requires assistance to have effective supervision of census work.

For this purpose, it is proposed to appoint 26 Ward Census Officer ó one for each ward, under the over all supervision of City Census Charge Officer, Municipal Corporation, Chandigarh. A photo copy of the order vide which 20 Assistant Charge Officers were appointed during 2001 Census to assist Census Charge Officer ( City), is enclosed for ready reference.

You may kindly intimate the names, designations and addresses of the officers to be appointed as ward Census Officers for various wards at an early date.

Yours Sincerely,

(BINDHYESHWARI NEGI)

DIRECTOR

**CENSUS OF INDIA-2011**  
**TOP-PRIORITY / TIME BOUND**

**BINDHYESHWARI NEGI**  
**DIRECTOR- CUM- CHIEF PRINCIPAL**  
**CENSUS OFFICER.**

**Subject:- Formation of special charge in Military and para Military areas for the Population Enumeration during 9<sup>th</sup> –28<sup>th</sup> February 2011, under the Census of India-2011.**

Dear Sh.

Kindly refer to this office Circular No. 2 (Annexure-I) in which it has been Stipulated to form special charges for the military and para military area as well as areas like Police Lines, PGI, General Hospital, Sub-jail, Burial, Nari nekatn etc.

During the 2001 Census, the following military and para omilitary special areas had been identified for the Population Enumeration.

1. 24 Wing, Air Force station, Chandigarh;
2. 12 Wing, Air Force Station, Chandigarh;
3. 3 BRD, , Air Force Station, Chandigarh;
4. ò Nö area;

5. CRPF, BN 60,7,96,51,13,HQ. Hallo Majra;
6. GREF, sector 34, Chandigarh;
7. ITBP, HQ seema Nagar (Airport);
8. Becan air Despatch;
9. 4000 Field ambulance.

A copy of the Memo issued vide NoDC/Census/2K/7053 dated 19.5.2000 is enclosed for ready reference (Annexure II). If any military/ Para military establishment other than the above mentioned exists in the Chandigarh (U.T) jurisdiction, the same must be got verified. Please suggest names for appointing special Charge Officers for these special areas for the population Enumeration under census of India 2011.

Besides military/ para military areas, there are some areas like Police Lines, PGI, General Hospital, Sub Jail Burail, University campus etc. For such areas, list of officials may also be please procured from that particular institution / departments, so that Enumerators and Supervisors can be deployed from that particular institution/ departments for conducting of census of India 2011 during February 2011 in U.T. Chandigarh.

With regards.

Encls. As above.

Yours Sincerely,

(BINDHYESHWARI NEGI)  
DIRECTOR

**Sh. Brijendra Singh,  
Deputy Commissioner,  
Chandigarh Administration,  
Chandigarh.**

**Subject: - Formation of Special Area / Charges (Circular No. 2)**

In continuation of my Circular No. 1 issued vide No. O- 11019/1/2009/6162 dated 18.12.2009, which deals with the hierarchical set up in the field at length for the ensuing 2011 Census. In para 2 of the Circular No. 1, it has, been mentioned that the Deputy Commissioner,

as Principal Census Officer would be the overall incharge of the entire Union territory for the Census Operations. The Sub-Divisional Magistrate (Central) has been appointed as District Census Officer, Assistant Estate Officer Chandigarh as City Census Charge Officer, Tehsildar (Revenue) Chandigarh as Census Charge Officer (Rural). Besides some Officials have been appointed as Assistant Charge Officer or Ward Officer for each Ward to assist the City Census Charge Officer.

2. There must be certain areas/ establishments in your jurisdiction, which can be treated as Special Areas because of their peculiar nature and may need separate consideration. The special areas generally can be categorized as follows: -

1. Defence / Para- military areas,
2. Police Lines, Sector-26.
3. Sub- Jail, Burial.
4. P.G.I., Sector 12.
5. General Hospital, Sector 16.
6. Medical college- cum- Hospital, Sector 32.
7. University Campus, Sector 14.
8. TBRL, Sector 30.
9. Indo-Tibet Border Police (HQ near Hallo Majra).
10. CRPF Camp, Near Hallo Majra.
11. CSIO- Campus, Sector 30.
12. Air- Force Centre, 3BRD Station, Near Sector 31.

13. Aerodrome, Chandigarh.
14. Railway Colony.
15. Engineering College.
16. Any other special areas not covered above, which you may like to consider.

3. The guiding principle for recognition of such areas / establishments as special charges is not only their big size (which is ordinarily expected) but also their independent administrative machinery, not directly falling under the administrative control of the concerned Local Body or the Revenue Administration. Such an area should have distinct identity with clearly defined boundaries and should be under the exclusive charge of an independent administrative authority. In addition to the administrative/ operational premises, it must have residential colony to house a sizeable population.

4. For facility of proper canvassing of schedules in the Special Areas, special charges need to be created. In this connection you are requested to take action as indicated below: -

- (I) To draw up a fresh list of the special Areas keeping the above criteria in view.
- (II) To establish liaison with the head of the Establishment / Area concerned and obtain recommendations for nominating a special charge officer (of adequate level in their hierarchy).
- (III) To exercise the powers delegated to you as per Sub- section 4 of the Section of the Census Act, 1948 and issue appointment in favour of that officer as Special Charge Officer.

5. These Special Charge Officers so appointed shall function, in addition to the other charge officers in your Jurisdiction / District for the Areas / Establishment concerned exactly in the same way as other Charge Officers do in their respective Jurisdiction. They will form a part of your Census hierarchy and would be responsible for the conduct of the Census Operations, consisting inter-alia of delineation of enumeration block, appointment of enumerators and supervisors etc. Regarding appointments in the areas controlled by the Military (including Army, Air force and Navy) and para military forces like BSF, CRPF, GRPF etc. the authorization when received from the relevant Ministries of Government of India, would be forwarded to you in due course. In the meantime, preliminary exercises for identifying these areas may be commenced. Besides, nominations as Charge Officers for areas

other than the Defence / Para military areas may also be obtained from the concerned authorities.

I request you to convey us the action taken in this regard by endorsing a copy of your orders as issued both for identification of these areas & appointment of special Charge Officers of these special areas.

Yours Sincerely,

(BINDHYESHWARI NEGI)

**Shri Brijendra Singh,  
Deputy Commissioner,  
Chandigarh Administration,  
Chandigarh.**

No. Census/ UTCH/O-11024/1/2009/

Dated:

Copy forwarded for information to: -

1. The Home Secretary, Chandigarh Administration, Chandigarh
2. The Sub-Divisional Magistrate (Central), Chandigarh
3. The Assistant Estate Officer, Chandigarh.
4. All Assistant Charge Officers (Through City Census Charge Officer Chandigarh.
5. The Tehsildar (Revenue), Chandigarh
6. Copy to guard file
7. Hindi Translator.

(BINDHYESHWARI NEGI)  
DIRECTOR

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(BINDHYESHWARI NEGI)  
DIRECTOR