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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

Subject: - 2011 Census Preparation for Houselisting Operation & National Population Register- Circular No. 3

In continuation of my earlier letters on the subject cited above, you are well aware that the preparatory work for the Census of India 2011 has already begun. You may kindly ensure that the target completes all the preparatory measures for the Houselisting Operation & National Population Register (NPR).

Our immediate task is to organize the Houselisting Operation & National Population Register (NPR) to be conducted from 1st April to 15th May 2010. In this connection, formation of blocks and deployment of staff is to be done on priority basis. The whole Census Operations comprise of the following stages:

- (a) Preparation of the maps of the District, Town and the Villages, delimitation of the Enumerators blocks, appointment of Enumerators and Supervisors and their training.
- (b) House - numbering, Houselisting Operation & Preparation of National Population Register in April- 2010.
- (c) Population Enumeration from 9th February, 2011 to 28 February 2011 followed by the Revisional round 1st March 2011 and
- (d) Tabulation and Publicity of Census Data.

It is essential to locate, identify and enlist all the houses which are occupied or used or which are likely to be occupied or used by the people. The Houselisting Operation is mainly meant for this purpose and constitutes a primary but important step in the Census Operations. For carving out the blocks, a norm of about 600 to 650 persons or 120 to 130 households both for Urban and Rural areas, may be followed. It is suggested that by and large one Houselisting block may be entrusted to each enumerator. In general, there will be a Supervisory circle consisting of 6

Houselisting blocks. As was the practice followed in 2001 Census, the Enumerators and Supervisors will be drafted from amongst the following: -

1. Patwaris / Kanungos,
2. Teachers of all grades,
3. Panchayat secretaries,
4. Gram Sewaks/ Village level workers,
5. Employees of Municipal Corporation,
6. Employees of Chandigarh Administration,
7. Employees of Central Govt. offices/ organizations located in Chandigarh.

Tentatively about 4000 Enumerators / Supervisors shall be required to conduct the Houselisting Operation & NPR. The senior officials, among the above mentioned categories of staff, should be appointed as Charge Officers and Supervisors on the basis of seniority. The Charge Officers shall be solely responsible to see that their Charges (area of jurisdiction for Census) are properly divided into Enumerators Blocks, and Supervisory Circles and appointment of suitable persons as Enumerators and Supervisors is secured. The Supervisor, will have to closely supervise the work of the Enumerators and guide them. The Enumerators, of course, form the backbone of the Census Organizations. The success of Census mainly depends upon the quality of the Enumerators and training that will be imparted to them. The Chandigarh Administration is being requested to issue instructions to all the Administrative Secretaries and head of Departments etc. for taking active and personal interest in Census Operations and to cooperate in providing necessary staff to be deployed as Enumerators / Supervisors. You may kindly issue directions to the field Organizations to allow the deployment of their staff for Census work and to offer unstinted cooperation in this time bound national task. The Census work will usually be done, by and large, outside the office hours as part-time work, but there may be occasions when the field staff may be deployed for this job during office hours. On such occasions, the concerned staff is to be treated as on duty. Secondly, the govt. officials drafted from various departments will have to be trained intensively to give them clear idea about the canvassing of various Census schedules. The training class may be organized as far as possible nearby to their place of posting. The schedule will be canvassed in Hindi.

You are requested to draw out an inventory of staff to be appointed for Houselisting Operation in the enclosed form (Annexure I) in triplicate. The list of such personnel is to be prepared with reference to the place of residence of the individual concerned and not the place of his work as the Census Enumerator is expected to work even beyond the normal working hours and he would obviously find it convenient to attend to this work, if the block / circle allotted to him for Census

purpose is close to his residence. Out of the three copies, a copy of each of the inventory of staff (charge-wise) may be retained in your office; a copy in the respective charge office (Tehsil/ City/ Town) and a copy may kindly be sent to this office latest by 15.1.2010.

The quality of the Census work largely depends upon the educational Qualifications of the Enumerators and Supervisors. You may keep this fact in view, while appointing Enumerators and Supervisors. The Supervisor by and large should be senior in rank. Besides, a few more guidelines as indicated below may be observed in the appointment of Enumerators and Supervisors:

1. In rural areas, the schoolteacher or village official of each village as far as possible may be appointed as Enumerator. If the village is large and has been divided into more than one block necessitating the appointment of more than one enumerator for the village, another school teacher of the village and if not available adjoining villages, school teacher or Patwari / Kanungo, Panchayat Secretatry, village level worker or such other local official of the equivalent rank belonging to other department may be appointed for the remaining blocks of the village.
2. Railway Colony blocks may be entrusted to suitable Railway employees and Paramilitary units to servicemen in the respective units in consultation with the authorities concerned.
3. In case of very small villages or hamlets, two or more villages can be entrusted to a single Enumerator keeping in view the normal workload of about 120-130 households or a population of about 600-650 people per Enumerator. In doing so care should be taken to see: -
 - (a) That the blocks are as far as possible contiguous and conveniently located.
 - (b) That the blocks are in continuous serial number.
 - (c) That the blocks / villages entrusted to Enumerators are in the same supervisory circles,
 - (d) That separate appointment letters are issued in respect of each block.
4. In case of urban areas, teachers in Govt. schools, other Govt. employees or staff of aided institutions can be appointed.

5. In case of large town / city, Govt. servants working in various offices located in the town or city will have to be appointed for Enumeration and Supervisory work, in addition to the municipal and school staff. While selecting the Govt. Servants care should be taken to see that different departments do not give their employees disproportionately and that the appointment is made in consultation with the concerned local head of the office or department. Officials of public undertakings can also be appointed in consultation with the authorities concerned. Please see that the remaining staff can handle the normal working of the department.
6. While making appointments of Supervisors the following additional points may be taken care of:
 - (a) In rural areas the Revenue Inspector or Corresponding officer of the revenue Department will normally be the supervisor of the blocks within his jurisdiction.
 - (b) Supervisor is of a higher status than that of Enumerators who are to work under him.
 - (c) Usually not less than six Enumerators are allotted to a Supervisor.
7. Sufficient number of Enumerators and Supervisors, being not less than 10% of the actual requirement, should be kept as reserve for each charge and should be issued orders of appointment in the forms prescribed indicating them as %Reserve+ Enumerators / Supervisors in their orders.
8. The specimen of the order of the appointment of Census Enumerators / Supervisors for Houselisting operation is enclosed at Annexure ~~II~~ and ~~III~~+ which is to be signed by the concerned charge Officer. Printed copies of this format will be made available by this office as soon as the requirement is communicated. It may kindly be done latest by 15th January 2010.

Honorarium to the Enumerators/Supervisors/Charge Officers/District Census Officers.

Grant of honorarium out of the Central Government funds to all the categories of the Census officers is being contemplated. This is just to provide some incentive to do this national task with greater zeal and enthusiasm. You will be informed about the quantum of honorarium

to be given to each category of the Census officers as soon a decision is arrived at in this regard by ORGI New Delhi.

Grant of awards

The services rendered by the Enumerators / Supervisors and other Census Officers will be dully recognized. As in 2001 Census, in 2011 Census too, those, who will show outstanding zeal in the performance of Census work, will be awarded medals and certificates of merit in recognition of their meritorious services. The performance of Census duty will also be reflected in the annual confidential report. These entries in the confidential report are taken as merit / demerit for consideration of promotion.

Detailed guidelines for carving out Houselisting blocks, creation of supervisory circles, preparation of jurisdictional maps and Charge Registers are contained in our Circular No.4 being issued shortly.

Yours Sincerely,

(BINDHYESHWARI NEGI)

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