भारत के महारजिस्ट्रार का कार्यालय

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OFFICE MEMORANDUM

Subject: Assigning of Location Code numbers at various Administrative levels –

supplementary Instructions to Circular 5

As follow up to Circular 5, the codes at various administrative levels have been assigned and sent to this office. However, some of the Directorates have pointed out problems while assigning Codes. These have been considered and the revised procedure is given below.

1. The field length of the different administrative level units for 2011 Census would be as follows:

    State: **Three** digits
    Districts: **Three** digits
    Sub districts (City/Town/Tahsil/Taluk/P.S/Dev.Block Circle/Mandal) :
                         Five digits instead of **4** digits as communicated earlier. This has been done to accommodate all 1125 mandals of Andhra Pradesh.
    Village/Town: **Eight** digits
    Ward: **Five** digits
    EB: **Four** digits

2. The revised steps for assigning code for sub-districts are given below:

    Step 1: Consider all the Districts and Sub-Districts of a State/UT as per Census 2001. Arrange all the Sub-Districts by ascending order of the District and Sub-District codes. For example, Sub-Districts of District '01' will be considered first, followed by Sub-Districts of District code '02', etc.

Step 2: Give a **four-digit running serial number** starting from 0001 for the first Sub-District of the first District, till reaching the last Sub-District of the last District.

Step 3: **Add** a '0' at the end of each four-digit running serial number assigned at step 2. <u>Thus, at the end of step 3, we shall get a five-digit unique code within a State/UT</u> for all the Sub-Districts as per Census 2001. Each of these codes will have a '0' at the right-most place.

Step 4: Now consider all the Sub-Districts formed after Census 2001. The method of assigning location codes to these Sub-Districts will be similar to assigning location codes to new Districts. The first four digits of the new Sub-District will be same as the Sub-District from which it has been formed. The right-most digit of the new Sub-District will be '1' or '2' or '3', etc. depending on the number of new Sub-Districts formed from the earlier Sub-District. If a new Sub-District has been formed through merging, splitting, etc. from two or more Sub-Districts, the method of assigning the location code would be similar to assigning location codes to districts.

Thus the Para 28 and 29 of Circular 5 would read as follows after incorporating the above modification:

Para 28   The complete Location Code number will be developed on the basis of the digits allotted to the Location Code numbers assigned to the State, District, Sub-District (Tehsil/ Taluka/ Police Station/ Mandal etc.), Town, Ward, Village and Enumeration Block number. Three digits '000' for State/Union Territory, three digits '000' for District, five digits '00000' for Sub-District, eight digits '00000000' for Village/Town, five digits '00000' for ward in urban areas only and the last four digits '0000' are meant for Enumeration Block.

Para 29   This can be understood by way of the following example. A Location Code number 020 030 00050 00005100 00000 0015 would refer to the 15th Enumeration Block in the 51st Village of the 5th Sub-District of the 3rd District in the State having Location Code number 020. Similarly a Location Code 020 030 00050 70013000 40001 0002 would refer to the 2nd Enumeration Block in the 1st Ward of the 130th Town of the 5th Sub-District of the 3rd District in State with Location Code 020.

3   Some of the Directorates have sent the problems encountered while assigning codes but have not supplied the code structure. If the codes are assigned with suitable remarks wherever the difficulty is encountered, then it would be easy to understand the problem and the necessary clarifications can be given.

4. The code structure in Circular 5 may be supplied in Master Directory format for rural and urban areas separately. The Directorates which have already sent the codes of various administrative levels may send the same in Master Directory format. A copy of the Master Directory format of 2001 is enclosed for reference.

5. The code structure in Master Directory format may be sent by 16th November, 2009 positively.

(Anand Kumar)
Joint Director

To

All Directorates