MOST IMMEDIATE

भारत के महारजिस्ट्रार का कार्यालय
भारत सरकार, गृह मंत्रालय, 2/ए, मानसिंह रोड, नई दिल्ली–110011
OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs)
2/A, Man Singh Road, New Delhi – 110 011

No. 9/21/2009-CD(CEN)

Dated: August 21, 2009

CENSUS OF INDIA 2011 – CIRCULAR No. 5

Subject: Assigning of Location Code numbers at various Administrative levels

The Location Code is a simple, specific and unique number by which every area in any State/Union Territory can be identified. Assigning Location Codes is necessary not only to facilitate unambiguous and complete coverage of the area of the State/Union Territory but also to serve as the key identifying factor at the time of data processing. Assigning Location Codes properly is thus one of the most important steps in Census taking.

2 The Location Codes are assigned to all the administrative units right from State/Union Territory to the lowest level, namely, Enumeration Block (EB). Thus, Location Code will be assigned to each State/UT followed by District, Sub-District (i.e., Tehsil, Taluka, Police Station, Circle, Development Block or Mandal, etc.) and Villages/ Towns. Within each Town, Location Code will be assigned to each Ward. For the purpose of conducting Census, each Village or ward (in Towns) will further be divided into Enumeration Blocks and Location Code will have to be assigned to each of these Enumeration Blocks.

3. Circulars 1 and 2 for Census 2011 regarding jurisdictional changes in each State/UT and preparation of Rural-Urban frames have already been issued. The complete and up-to-date list of Districts, Sub-Districts, Villages, Towns and Wards (in Towns) should have already been compiled by now. In addition, demarcation of Rural and Urban areas by identifying Census Towns and Outgrowths (OGs) should have also been done at each Directorate. The purpose of this circular is to detail the methodology of assigning Location Codes to each of these units.

A. Location Code number of State/Union Territory

4. In Census 2001, Location Code numbers have been assigned to the States/Union Territories by the Office of the Registrar General, India based on their geographical location beginning from the Jammu & Kashmir (01) in the North-West down to Andaman and Nicobar Islands (35) in the South-East. These Codes were **two-digit**, unique within the country. In

Census 2011, the State codes **will be modified into a three-digit code** by adding a '0' at the end of the corresponding Census 2001 codes and subsequent placement of a new State/UT at appropriate location in future as illustrated below.

State/ Union territory	Code in Census 2001	Code in Census 2011
Jammu & Kashmir	01	010
Himachal Pradesh	02	020
Punjab **New State** carved out from Punjab **(hypothetical example)**	03	030 031
Chandigarh	04	040
Uttarakhand	05	050
Haryana	06	060
Delhi	07	070
Rajasthan	08	080
Uttar Pradesh	09	090
Bihar	10	100
Sikkim	11	110
Arunachal Pradesh	12	120
Nagaland	13	130
Manipur	14	140
Mizoram	15	150
Tripura	16	160
Meghalaya	17	170
Assam	18	180
West Bengal	19	190
Jharkhand	20	200
Orissa	21	210
Chhattisgarh	22	220
Madhya Pradesh	23	230
Gujarat	24	240
Daman & Diu	25	250
Dadra & Nagar Haveli	26	260
Maharashtra	27	270
Andhra Pradesh	28	280
Karnataka	29	290
Goa	30	300
Lakshadweep	31	310
Kerala	32	320
Tamil Nadu	33	330
Pondicherry	34	340
Andaman & Nicobar Islands	35	350

5. The Location Code numbers of the States/Union Territories will be the first element of the Location Code structure.

B. Location Code number of District

6. In the Census 2001, Districts within each State/UT were assigned location code numbers in order of their geographical contiguity starting from the North-West corner of the State and proceeding in a serpentine manner till the South-East point of the State/UT was reached. The District Location Code numbers were **two-digit** and unique within a State/UT. In Census 2011, the District codes **will be modified into a three-digit code.** The first step will be to add a '0' at the end of the existing code representing a District as per Census 2001. In the next step, code will be assigned to each new District created after the Census 2001. The first two digits of the new District will be same as the District from which it has been formed. The right-most digit of the new District will be '1' or '2' or '3', etc. depending on the number of new Districts formed from the earlier District.

For example, there were 14 Districts in Jammu & Kashmir as per Census 2001. Eight new Districts have been created after 2001. The method of assigning codes to the 22 Districts are shown below:

District Codes (Census 2001)	District Codes (Census 2011)	Remarks
Jammu & Kashmir:	Jammu & Kashmir:	
01 Kupwara	010 Kupwara	
02 Baramula	020 Baramula	
	021 Bandipore	New District 1
	022 New District 2	New District 2
03 Srinagar	030 Srinagar	
	031 Ganderbal	New District 3
:	:	:
13 Jammu	130 Jammu	
	131 Samba	New District 8
14 Kathua	140 Kathua	

7. The District Location Code number will constitute the second element of the Location Code structure.

C. Location Code number of Sub-District (Tehsil/ Taluka/ Police Station/ Circle/ Development Block / Mandal, etc.)

8. The Sub-Districts in different States are known by different names such as Tehsil, Taluka, Police Station, Mandal, etc. In the Census 2001, Sub-Districts within each District were assigned location code numbers in order of their geographical contiguity starting from

the North-West corner of the District and proceeding in a serpentine manner till the South-East point of the District was reached. The Sub-District Location Code numbers were **four-digit** and unique within a District. The Sub-District Location Code numbers in Census 2011 will be a **four-digit unique number within the State.** The procedure for this is 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 **three-digit running serial number** starting from 001 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 three-digit running serial number assigned at step 2. Thus, at the end of step 3, we shall get a four-digit code unique within a State/UT 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 three 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 villages. The examples provided below paragraph 22 may be seen in this regard.

For Example, there were 59 Sub-Districts (Tehsils) in Jammu & Kashmir State as per Census 2001. Twenty one new Sub-Districts have been created after Census 2001. The method of assigning Sub-Districtcodes for Census 2011 is shown below:

Sub-District Codes (Census 2001)	Sub-District Codes (after step 3)	Sub-District Codes (Census 2011)	Remarks
Jammu & Kashmir:	Jammu & Kashmir:		
01 Kupwara	010 Kupwara		
0001 Kupwara	001 0 Kupwara	001 0 Kupwara	
0002 Handwara	002 0 Handwara	002 0 Handwara	
0003 Karnah	003 0 Karnah	003 0 Karnah	
02 Baramula	020 Baramula		
0001 Gurez	**004 0** Gurez	004 0 Gurez	
0002 Bandipore	005 0 Bandipore	005 0 Bandipore	
0003 Sonawari	006 0 Sonawari	006 0 Sonawari	
0004 Sopore	007 0 Sopore	007 0 Sopore	
		007 1 Rafiabad	New Sub-District from Sopore Sub-District
0005 Pattan	008 0 Pattan	008 0 Pattan	
0006 Baramula	009 0 Baramula	009 0 Baramula	
		009 1 Kreeri	New Sub-District from Baramula Sub-District
0007 Uri	010 0 Uri	010 0 Uri	
0008 Gulmarg	011 0 Gulmarg	011 0 Gulmarg	
:	:	:	
14 Kathua	140 Kathua		
0001 Bilawar	**056 0** Bilawar	**056 0** Bilawar	
		056 1 Bani	New Sub-District from Bilawar Sub-District
0002 Bashohli	057 0 Bashohli	057 0 Bashohli	
0003 Kathua	058 0 Kathua	058 0 Kathua	
0004 Hiranagar	059 0 Hiranagar	059 0 Hiranagar	

9. The Location Code number assigned to the Sub-District will constitute the third element of the Location Code structure.

D. Location Codes for Statutory Towns

10. Local Bodies declared as Towns by the State Governments under the Nagar Palika Act or any other Statute like the Cantonments Act, Cantonment Board Act etc are called Statutory Towns. Thus, Municipal Corporations, Municipalities, Townships, Cantonment Boards, Notified Area Councils etc are examples of Statutory Towns. In Census 2001, during field-work, every Town was allotted a roman number depending upon their geographical location and contiguity beginning from the North-West to the South-East point within the District. In Census 2011, the Statutory Town Location Code number will be an **eight-digit** continuous serial number within the State. Fresh Codes would have to be allotted

to all the Statutory Towns in the State/Union Territory starting from first Town of the first District of the State and so on in serial order till the last Town of the last District of Census 2011. For the purpose of assigning Location Code numbers to Statutory Towns, all the Statutory Towns will first have to be arranged as per their contiguity starting from the North-West point of the first District of the State, continue in a serpentine manner and end at the South East point of the last District of the State. They should then be assigned an eight digit code starting with '70'. The next 4 digits would depict the Town serial number within State/Union Territory and the last two digits would be kept as '00'.

11. For Example, there were 72 Statutory Towns in Jammu & Kashmir State as per Census 2001. Thirteen new statutory Towns have been created after Census 2001 and codes from 1 to 85 in continuation are to be allotted as shown below.

Town Codes (Census 2001)					Statutory Town Codes (Census 2011)			
		Town code						
DT code	SD code	Field-work	Data processing	Town	DT code	SD code	Town code	Town
01	0001	I	40101000	Kupwara (NAC)	***	***	70 0001 00	Kupwara (NAC)
01	0002	II	40102000	Handwara (NAC)	***	***	70 0002 00	Handwara (NAC)
⋮	⋮		⋮	⋮	⋮	⋮	⋮	⋮
14	0003	III	41403000	Lakhenpur (NAC)	***	***	70 0082 00	Lakhenpur (NAC)
14	0003	IV	41404000	Kathua (TC)	***	***	70 0083 00	Kathua (TC)
14	0003	V	41405000	Parole (NAC)	***	***	70 0084 00	Parole (NAC)
14	0004	VI	41406000	Hiranagar (NAC)	***	***	70 0085 00	Hiranagar (NAC)

***New District and Sub-District codes will be given as per procedure given in B and C above.

E. Ward Location Code number

12. The Statutory Towns and Cantonment Boards are further divided into Wards. These wards are assigned distinct numbers in a continuous series for the entire Town by competent authority and are notified. The Ward Location Code number will be a **five-digit code with first digit as '4' for each notified ward** unique within the Town. The subsequent four digits would denote the serial number of the ward as notified within the Town by the competent authority. Thus, the code number for first ward within a Town would begin at '40001' and continue as '40002', '40003'....so on. These codes will be temporary codes and may change if new wards are found. However, unlike Census 2001, OGs will not be given codes in continuation to the series of codes for wards, but would be assigned distinct and separate codes. This will be explained in subsequent paragraphs. The Ward Location Code number to be assigned for Census Towns will also be discussed subsequently.

F. Outgrowth (OG) Location Code number

13. The process of assigning Location Codes to OGs is new and should therefore be carefully studied and understood. The process to be followed in the case of OGs is explained in the following steps:

- Step 1: The list of authenticated Revenue Villages of the State containing all the Villages should be prepared. From this, the Villages/ part-Villages which will be treated as OGs in 2011 should be marked.

- Step 2: The Revenue Villages selected as Outgrowth(s) (OGs) could be entire Villages or parts of a Village. In case the **entire Revenue Village is to be treated as an OG it should be assigned a 5-digit Location Code series starting with '80'**. The next three digits would denote the serial number of the OG within the Town. Thus, the code number for first full-village treated as OG in the first Town within an urban agglomeration would be '80001', followed by other full-villages treated as OGs with code '80002', '80003'....so on. The OG code will be temporary in nature and may change with formation of new OGs in the next Census.

- **In case a part of the Revenue Village is to be treated as an OG it should be assigned a 5-digit Location Code series starting with '85'**. The next three digits would denote the serial number of the OG within the Town. Thus, the code number for first part-village treated as OG in the first Town within an urban agglomeration would be '85001', followed by other part-villages treated as OGs with code '85002', '85003'....so on. The OG code will be temporary in nature and may change with formation of new OGs in the next Census.

The Examples of Ward and OG are given below:

Ward/ OG Codes (Census 2001)			Ward/ OG Codes (Census 2011)		
Town / Village Code	Ward/ OG Code	Ward Name	Town / Village Code	Ward / OG Code	Ward Name
40902000	1	Warangal (M Corp.) - Ward No.1	70 0074 00	4 0001	Warangal (M Corp.) - Ward No.1
:	:	:	:	:	:
40902000	25	Warangal (M Corp.) - Ward No.25	70 0074 00	4 0025	Warangal (M Corp.) - Ward No.25
40902000	27	Kadipikonda (OG) - Ward No.27	70 0074 00	**80 001**	Kadipikonda (OG)
40902000	28	Stambampalle (OG) - Ward No.28	70 0074 00	80 002	Stambampalle (OG)
40902000	29	Enumamula (OG) - Ward No.29	70 0074 00	80 003	Enumamula (OG)
40902000	31	Gopalpur (OG) - Ward No.31	70 0074 00	80 004	Gopalpur (OG)
40902000	26	Madikonda (R) (OG) (Part) - Ward No.26	70 0074 00	**85 001**	Madikonda (R) (OG) (Part)
40902000	30	Bheemaram (OG) (Part) - Ward No.30	70 0074 00	85 002	Bheemaram (OG) (Part)
40902000	32	Gorrekunta (OG) (Part) - Ward No.32	70 0074 00	85 003	Gorrekunta (OG) (Part)

- Please note that the term "(Part)" should invariably be mentioned in the name of OG whenever a part-Village is treated as an OG. Similarly, the name of the remaining part of the Village should also contain the term "(Part)".

For example, suppose a part of Village Thil has been considered as an OG while the remaining has been considered as a Village, then the procedure of providing Location Code will be:

Rural Part of Thil				
ST code	DT code	SD code	Village/Town code	Village/ Town Name
010	***	***	00400700	**Thil (Part)**

Urban part of Thil considered as first OG of Town 70000600					
ST code	DT code	SD code	Village/Town code	Ward No.	Ward Name
010	***	***	70000600	**85001**	**Thil (Part)** (OG)

***New District and Sub-District codes will be given as per procedure given in B and C above.

- Also note that if any OG of Census 2001 no longer remains an OG in Census 2011 and is to be treated as a Village in Census 2011, it will get new Village PLCN. If an entire Village was treated as OG in 2001, method of allotting Village PLCN will be as Stated in example 1 below paragraph 22. When a part-Village was treated as an OG and the remaining part was treated as rural, the method of giving new PLCN will be similar to example 4 below paragraph 22.

14. The Location Code number assigned to the Ward/OG in Town will constitute the fifth element of the Location Code structure.

G. Location Codes for Census Towns

15. Revenue Villages are categorized as Census Towns on the basis of certain criteria for the purpose of Census. Thus, any Village which satisfies the following criteria will be categorized as Census Town in Census 2011:

i) A minimum population of 5,000;

ii) At least 75 per cent of the male working population engaged in non-agricultural pursuits; and

iii) A density of population of at least 400 per sq. km.

16. In Circular 2, it has been instructed that all Revenue Villages that have returned a population of 4000 and satisfy the other demographic criteria stated above should be treated as Census Towns for Census 2011. It is expected that you have already finalized the list of Census Towns for Census 2011.

17. In Census 2001, during field-work, every Census Town was allotted a roman number depending upon their geographical location and contiguity beginning from the North-

West to the South-East point within the District. In Census 2011, the Census Town Location Code number will be an **eight-digit continuous serial number within the State starting with '75'**. Fresh Codes would have to be allotted to all the Census Towns in the State/Union Territory starting from first Census Town of the first District of the State and so on in serial order till the last Census Town of the last District of Census 2011. For the purpose of assigning Location Code numbers to Census Towns, all the Census Towns will first have to be arranged as per their contiguity starting from the North-West point of the State, continue in a serpentine manner and end at the South East point of the State. They should then be assigned an eight digit code starting with '75'. The next 4 digits would depict the Census Town serial number within State/Union Territory and the last two digits would be kept as '00'.

For example, there were 3 Census Towns in Jammu & Kashmir in 2001. Suppose that only these three remain Census Towns in 2011. Then, the Location Codes for these three Census Towns will be:

Census Town Codes (Census 2001)					Census Town Codes (Census 2011)				
ST code	DT code	SD code	Village/ Town code	Town Name	ST code	DT code	SD code	Village/ Town code	Town Name
01	10	0002	II	Talwara (CT)	010	***	***	75 0001 00	Talwara (CT)
01	10	0003	V	Rehambal (CT)	010	***	***	75 0002 00	Rehambal (CT)
01	13	0005	XI	Gorah Salathian (CT)	010	***	***	75 0003 00	Gorah Salathian (CT)

***New District and Sub-District codes will be given as per procedure given in B and C above.

18. It is to be noted that all the Census Towns of Census 2001, which have been declassified as a Census Town would have to be treated as a Village in Census 2011 and will have to be allotted new Village Location Code. The procedure for assigning a new Village Location Code is discussed later in this circular.

19. **In the case of Census Towns, there would be no wards. In this case the entire Census Town will be considered as having one Ward and the Ward Location Code would be denoted as 40001.**

20. The Location Code number assigned to the Village/Town will constitute the fourth element of the Location Code structure.

H. Village Location Code number

21. For the purpose of Census, a Village denotes a revenue Village and, not a Village Panchayat or a Hamlet of a Village. Every Revenue Village has already been allotted 8-digit Permanent Location Code Number (PLCN) depending upon their geographical location and contiguity in Census 2001. The same Location Code number for Villages is to be adopted in Census 2011.

22. There may be cases where new villages have been formed and have to be assigned Location Code numbers. The procedure for this is detailed below:

i. **New Village which has come up after Census 2001**: There may be a case where a new Village has come up either due to declassification of Town or OG or for any other reasons. The first step is to find out where this Village is located and what are its contiguous Villages. The Location Code number of the new Village should then be assigned by using the Location Code of the previous Village and using its last two digits to denote the new Village. For example, a new Village is located between an existing Village bearing Location Code number 00005600 & 00005700. In such a case, the new Village should be allotted Location Code number 00005610. It is to be noted that in this case, the last two digits which were '00' have now been altered as '10'. In case there are two Villages that have come up between the aforesaid Villages, the second such Village should be given the Location Code 00005620 and so on.

ii. **Census Towns and OGs that have newly been formed in 2011**: Please remember that the Villages that have been categorized as Census Towns and OGs in Census 2011, have already been allotted Location Codes in 2001. In Census 2011, Location Codes in 75 series have been issued to Census Towns and 80 or 85 series to OGs. In such cases, the old Village Location Code numbers (given in 2001) should be frozen and kept as such in the Village List. The same Location Code should not be given to any other Village.

iii. **Villages undergoing Jurisdictional change:** There may be another case where Villages may have undergone jurisdictional changes. In such case suppose a Village bearing Village Location Code number 00005500 during Census 2001 has been split into two Villages. In such case Village Location Code number 00005500 would be frozen and new Villages would be allotted Village Location Code number 00005510 and 00005520.

iv. **New Village created by merger of two or more existing Villages**: There may be a situation where a new Village is created by complete merger of two or more Villages. Suppose the two Villages bearing Village Location Code number 00005300 and 00005400 have been merged to form a new Village. The new Village so formed

would be allotted Village Location Code number 00005210. Since now this new Village falls between Village Location Code number 00005200 and 00005500. The codes of Villages so merged - 00005300 and 00005400 should be frozen (i.e. not to be used).

v. **New Village created by merging parts of two or more Villages**: There may be a situation where a new Village is created by merging parts of two or more Villages. Suppose the parts of the two Villages 00005300 and 00005400 have been merged to form a new Village. Since the split has occurred in both the Villages, the Village Location Code of both the Villages are to be frozen and the constituents of these Villages will become 00005310, 00005320, 00005410 and 00005420. However, two units that are merged need to be allotted Village Location Code 00005320.

vi. **Villages emerging/submerging due to shifting of river course or river island Village or irrigation projects:** Some Villages may emerge/sub-merge due to shifting of river course or river island Village or irrigation projects. Such Villages generally exist in the revenue records. In case, such Villages did not exist in the list of Villages adopted in Census 2001 and find place in the list of Villages for Census 2011, a Village Location Code number will be assigned to these Villages treating them as new Villages contiguous to the Village where it is actually located.

Village PLCN (Census 2001)	Village PLCN (Census 2011)	Remarks
1. Creation of New Villages		
00005600	00005600	Existing Village
-	**00005610**	**New Village**
00005700	00005700	Existing Village
2. Creation of new Villages by splitting of existing Villages		
00005500	00005500	To be frozen
	00005510	Partial/split unit
	00005520	Partial/split unit
3. Creation of one new Village from merger of two existing Villages		
00005200	00005200	Existing Village
00005300	**00005210**	New Village (00005300 and 00005400) To be frozen
00005400		
00005500	00005500	Existing Village
4. Creation of one new Village from merger of parts of two existing Villages		
00005300	00005310	Partial existing Village (00005300 to be frozen)
	00005320	New Village
00005400	00005410	Partial existing Village (00005400 to be frozen)

23. **Jhoom Villages**: In the North Eastern States of the country, jhoom cultivation is still practiced. Village settlement shifts from one place to other due to this practice. It has been observed that some times the names of such Villages also change at the new settlement site. As cadastral surveys have not been completed in such States, the revenue boundaries of Villages are not fixed. Such shifting settlements which are not of permanent nature should be treated as new Villages and assigned Village Location Code numbers accordingly.

24. **Forest Villages**: There are number of settlements in the forest areas. Some of these settlements are of a permanent nature and are entered in the revenue records, whereas some settlements are purely temporary and under the control of Forest Department. At the time of Census, list of such settlements/Villages are obtained from the Forest Department and separate Village Location Code numbers are allotted to them. In order to distinguish the Forest Villages from the Revenue Villages, in Census 2011 **a permanent 8-digit number with first two digits as '80' will be allotted to all the forest Villages**. The next 4 digits would depict the continuous serial number among the forest Villages within the State/Union Territory and the last two digits would be kept as '00'. The Forest Villages will be shown in the Village List.

For example, there were 27 Forest Villages identified at Jammu & Kashmir in Census 2001. Suppose 2 more forest Villages are identified in addition to these 27 for Census 2011. The Village Location Code numbers for these 29 Forest Villages will be:

Census 2001					Census 2011					
ST code	DT code	SD code	Village/Town code	Village/Town name	ST code	DT code	SD code	Village/Town code	Village/ Town name	remarks
01	01	0001	00012800	Forest Block	010	***	***	80 0001 00	..	
01	01	0002	00032700	Forest Block	010	***	***	80 0002 00	..	
01	02	0001	00039800	Forest Block	010	***	***	80 0003 00	..	
01					010	***	***	8000 0400	..	new forest Village
01	02	0002	00044000	Forest Block	010	***	***	8000 0500		
01	02	0003	00049600	Forest Block	010	***	***	8000 0600		
:	:	:	:	:	:	:	:	:	:	:
01	14	0003	00638600	Forest Block	010	***	***	80 0029 00		

*** New District and Sub-District codes will be assigned based on procedure described at C and D above.

Depiction of the Permanent Location Code number of Villages in the Sub-District map (Tehsil/Taluka/CD Block/Police Station/Mandal etc.)

25. It would have been an ideal situation to show complete Village Location Code numbers for each Village in the map of each Sub-District showing Village boundaries. However, it would be very difficult to depict it for all Villages due to paucity of space. To overcome this situation, the Village Location Code number of the first Village of each Sub-District may be depicted in full on the map. Subsequent Village Location Code numbers may be shown in three digits only. For example there are 250 Villages in a Sub-District and the Village

Location Code numbers starts from 05621900. In this situation for the first Village the Village Location Code numbers may be shown as 056 219 00 and for subsequent Villages Village Location Code numbers may be shown as 220, 221, 222 and so on. The last Village will bear the Village Location Code numbers as 056 469 00. The last two digits '00' of Village Location Code numbers need not be shown in the map except as indicated above. However, in case of new Villages or Villages which have split etc. and where the last two digits of Village Location Code numbers are other than '00', the Village Location Code numbers to be shown in the Sub-District map will comprise of 5 digits, such as 05510, 05520,05530 .

Enumeration Block Number

26. Each Village and Town will comprise of one or more Enumeration Blocks (EBs). All such **Enumeration Blocks within a charge – whether rural or urban – will bear a continuous serial number**. It is important to remember that Enumeration Blocks will be numbered continuously within each charge, like 0001,0002,....0099,.etc **If a City or a Town contains more than one Charge, the Enumeration Blocks would have to be formed Charge wise and numbered continuously within each Charge.**

27. It is likely that smaller Villages will be constituted into single Enumeration Block while large Villages will have to be divided into two or more Enumeration Blocks. All Villages in a charge would have to be arranged in ascending order of the Location Code and Enumeration Blocks numbered continuously beginning from the first Village in that Sub-District.

Development of the complete Location Code number

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, four digits '0000' 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.

29. This can be understood by way of the following example. A Location Code number 020 030 0050 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 0050 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.

30. It is important to note that the jurisdiction of every administrative unit right from first unit i.e. State/Union Territory up to the last level i.e. Enumeration Block is clearly indicated and identified by every Census Officer having jurisdiction over the area. It is pertinent to note that when a particular Revenue Village is referred to, it denotes not merely the residential (or

basti) area, but the entire revenue limit of the Village as demarcated in the land records. Similarly, in the case of City/Town, the jurisdiction will be as notified by the State Government/Union Territory Administration. If specific area have been excluded from the jurisdiction of a City/Town or when only part(s) of a Village have been included within the limits of a City/Town, such excluded areas or the remaining parts of such Villages will have to be included in the adjoining Rural Charge of which they form part, even if such excluded areas of the Village are uninhabited. Accordingly, such areas will be allotted appropriate Village Location Code numbers (PLCNs) in the concerned Rural Charge.

31. The basic idea is to ensure that every inch of the geographical area in a State/Union Territory is included either in a Rural or Urban Charge, ensuring at the same time that there is neither any omission nor overlapping of areas between the two Charges. This becomes particularly important while distinguishing the dividing lines between the Rural and Urban Charges. It is, therefore, necessary that every Charge Officer should verify the boundaries of his Charge with those of adjoining Charges, and submit a certificate to the Director of Census Operations through the Principal Census Officer that no area has been either left out or duplicated. This certificate should be obtained by 1st February, 2010 without fail. A note to this effect should also be recorded on the last page of the Charge Register by the Charge Officer under his signature and seal.

32. The receipt of this circular may be acknowledged. The updated code list for all the areas may be prepared by the DCO and sent to this office for checking by 30th September 2009.

(D. K. Sikri)
Registrar General and
Census Commissioner, India

To
All Directorates of Census Operations.

Copy to:

1. All heads of Divisions of ORGI including Language Division, Calcutta.
2. JD(OL) for immediate translation into Hindi.
3. Census Division (15 Copies)
4. PPS to HS
5. PS to Secretary(RGI)
6. PS to JS (OSD)
7. PS to Addl. Registrar General.
8. Guard File.