MOST IMMEDIATE
CENSUS 2011

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 /75 /2009-CD(CEN) Dated: November 23, 2009

CENSUS OF INDIA 2011 - CIRCULAR No. 7

Subject : Appointment of Census Officers - Issue of Notifications

A notification under Section 3 of the Census Act, 1948 has already been issued declaring the intention of the Union Government of taking the Census of India 2011 under the provisions of the Census Act, 1948 (Act No. 37 of 1948) and a circular on my assumption of charge as Census Commissioner, India has also been issued. Copies of both the notifications have already been sent to all the Census Directorates. This office is now taking action for notifying the Directors of Census Operations as Chief Principal Census Officer to supervise the taking of the Census within their respective States and Union Territories. In addition, the Joint Director of Census Operations, the Deputy Director of Census Operations and the Assistant Director of Census Operations are also being notified by this office as the Joint Chief Principal Census Officer, Deputy Chief Principal Census Officer and Assistant Chief Principal Census Officer respectively within the jurisdiction of the State or Union Territory concerned.

2. Under Section 4(2) of the Census Act, 1948, the officers responsible for taking the census have to be notified in the gazette by the respective State Government and Union Territory Administrations for their respective jurisdictions. I am enclosing two annexures indicating the levels and other details of such Census Officers who are to be appointed through gazette notification as Census Officers by the State Government/Union Territory Administration for the areas falling under their jurisdictions.

3. In the districts, the District Collectors/Deputy Commissioners who are ultimately responsible for the Census Operations would function as the Principal Census Officers while in the case of Municipal Corporations, the Municipal Commissioner or the Chief Executive Officer, depending on the local designation, would function as the Principal Census Officer. Obviously, the officers at these levels

can function effectively only if they have suitable assistance. Therefore, as was done previously, you may propose to notify officers of the appropriate level such as Additional District Collectors/ Additional District Magistrates or Senior Deputy Collector as District Census Officers. In the Municipal Corporations, Deputy Chief Executive Officers or Deputy Municipal Commissioners may be notified as the City Census Officers for the relevant areas. Apart from these two levels, it would be essential to appoint officers incharge of specific areas which constitute part of their normal administrative jurisdiction (like District Planning Officer/District Statistical Officer as Additional District Census Officer and Sub-divisional or Revenue Divisional Officers as Sub-Divisional Census Officer). The various levels and designations which need to be notified for Rural and Urban Areas are given in the annexures. These levels are not exhaustive and may require suitable modifications as per local requirements of your State/Union Territory. The Controlling Officers of the DCOs should personally monitor the appointment of various levels of Officers and ensure that excessive number of persons is not appointed.

4. You are aware that certain populated areas fall within the sole occupation and control of Defence Services, Central Reserve Police, Border Security Force and similar military or para-military organisations. For such exclusive areas the Director of Census Operations will determine the Special Charge Officers in consultation with the concerned authorities. Further, in consultation with the designated Special Charge Officers concerned, the Census Officers and other levels also need to be notified for such specific areas. While determining who should function as the Special Charge Officers and Census Officers and other levels, it would be sufficient if orders are passed by the Chief Principal Census Officer (Director of Census Operations) designating such authorities and these need not be gazetted. It must be emphasised here that areas under Cantonment Board will be treated at par with statutory towns and notified area committees etc. Special areas referred to in the beginning of para 4 are distinct from Cantonment Board areas as such. It is necessary that a similar exercise to identify such special charges is taken by each and every Principal Census Officer in your state (both the District Magistrate/Collector and the Municipal Commissioners). The Principal Census Officer should make all necessary arrangements for conducting the Census in all such special charges within his/her jurisdiction and provide you with a list of all such special charges.

5. You would sometimes find special colonies under the control of some government or public sector authorities such as railways, irrigation, forest, thermal power stations etc. It is incumbent on the Principal Census Officer to identify all such special charges in his/her jurisdiction and make arrangements to appoint Special Charge Census Officers in this case both at the houselisting and population

enumeration stage. The Principal Census Officers should provide you a consolidated list of all special charges in his/her jurisdictions to ensure a complete coverage of the population.

6. The State Government and Union Territory Administration should be requested that all the Census Officer (with different designations appointed under Sub-Section (2) of Section 4) and be delegated under Sub-Section (4) of Section 4 of the Census Act, the powers of appointing Census Officers, conferred by Sub-Section (2). Similarly under Sub-Section (3) of Section 4 the State Government/ Union Territory Administration may also authorise them to sign declaration under provisions of Sub-Section (3) of Section 4. This will facilitate the appointment of Enumerators and Supervisors by the Charge Census Officer. In addition the Principal Census Officer will also be authorised to appoint any additional Supervisory Census Officers in case of emergency or to meet an unforeseen situations during the conduct of the census operations.

7. Copies of the notifications issued by the State Government/Union Territory Administration for each of appropriate levels may please be sent to this office for information.

25/11/10

(Dr.C.Chandramouli)
Registrar General and
Census Commissioner, India

Enclosures: As above

To All Directorates of Census Operations.

Copy to:

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

Annexure-I

DISTRICT, SUB-DIVISION, AND TAHSIL LEVEL APPOINTMENTS

Sl.No.	Level	Authority	Designation	Remarks
1	2	3	4	5
1.	District	District Collector/ Deputy Commissioner	Principal Census Officers	A notification requires to be issued for his/her jurisdiction
2	District	Additional District Collector/Additional District Magistrate/Senior Deputy. Collector, etc.	District Census Officers	–do–
3	District	District Planning Officer/ District Statistical Officer	Additional/Deputy District Census Officer	–do–
4	Sub-divisions	Sub-Divisional Officers/ Sub-Collector/ Sub-Divisional Magistrate	Sub-Divisional Census Officers	A notification requires to be issued for his/her jurisdiction.
5	Tahsil/Taluka/ Police Station/ Development Block/Mandal/ Panchayat Samiti	Tahsildar/Mamalatdar/ BDO/Mandal Officer	Charge Census Officer	A notification requires to be issued for his/her jurisdiction.
6	Tahsil/Taluka/ Police Station/ Development Block/Mandal/ Panchayat Samiti	Additional Tahsildars/Naib Tahsildars/BDO or equivalent	Additional Charge Census Officer/ Assistant Charge Census Officer/ Sub-Charge Census Officer	–do–

Annexure-II

CITY, TOWN AND WARD LEVEL APPOINTMENTS

S.No.	Level	Authority	Designation	Remarks
1	2	3	4	5
1	Cities under Municipal Corporations	Municipal Commissioner/ Chief Executive Officer/ Administrator	Principal Census Officers	A notification requires to be issued designating the officer concerned as mentioned in col. 4 for his/her jurisdiction. In case of municipalities which have been superseded and Administrators have been appointed, the Town Census Officer will function under the District Census Officer and necessarily under the Principal Census Officer for the district.
2	Municipal Corporation/City	Additional Municipal Commissioner/ Deputy Municipal Commissioner/ Deputy CEO/ Executive Health Officer	City Census Officers	
3	Municipal towns/ Notified areas/ Cantonment board/ Sanitary board and similar statutory areas under separate local authorities	Chief Officer/ Executive Officer/ Secretary/ Administrator	Town Census Officer	
4	Divisions or wards in the larger Municipal towns/ Notified areas committees/Cantonment board area/Sanitary board areas and similar areas under such local authorities and non-municipal towns i.e. determined as towns by the DCOs.	Appropriate levels below Chief Officer/ Executive Officer/ Secretary	Divisional/Ward Census Officer	

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