MOST IMMEDIATE

डॉ0 च0 चन्द्रमौलि
Dr. C. CHANDRAMOULI

सत्यमेव जयते

भारत के महारजिस्ट्रार एवं जनगणना आयुक्त
गृह मंत्रालय
Registrar General & Census Commissioner, India
Ministry of Home Affairs

No. 9/60/2009-CD (Cen)

Date: January 28, 2010

CENSUS OF INDIA 2011 – CIRCULAR NO. 10

Subject: Guidelines for formation of Houselisting Blocks and Housenumbering during Houselisting Operations.

The Houselisting and Housing Census is scheduled to be organized during April – September 2010 in different States and UTs. It is expected that the final list of villages and list of urban areas – for each District of your State must have been completed by now.

2. You should now have a complete and final list of all the areas in your State where Houselisting and Housing Census is to be conducted. Obviously, it is necessary to ensure that the enumerators who undertake the Houselisting Operations have a reasonable and as far as possible an equitable workload. This is achieved through the preliminary but important step of constituting blocks for Houselisting purposes. The word "block" means a specific area which can be clearly demarcated on the ground and for which a map is formed for the purpose of the Census Operations relating to Houselisting (and/or population enumeration). The Houselisting block would ultimately be the smallest administrative unit for conducting Census and would form the basis for processing of data after the field operations are over.

3. A clear demarcation and delineation of blocks for Houselisting purposes cannot unfortunately be done on a very firm basis because we do not have before us the exact current population size. However, based on the local knowledge and circumstances, the Census Charge Officers are generally able to create and constitute these blocks so that the workload of enumerators is not disproportionate. The ideal size of the Houselisting block both for rural and urban areas has been fixed at 600 population or 150 Census houses whichever is higher. However, for operational convenience, you may extend the upper limit of the size of Houselisting block to 750 population. Some of the broad principles which may be kept in mind while carving out the enumeration blocks for Houselisting & Housing Census are detailed below:

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e-mail : rgi.rgi@nic.in ; website: www.censusindia.gov.in

Rural Area

4. The Revenue Village is the basic unit in Census operations. Special care should be taken to ensure that all the constituent Habitations of the Revenue Village are fully covered while forming an enumeration block. Generally, it should be possible to constitute villages having a population of 600 persons into a single enumeration block. Each such enumeration block should be assigned to one enumerator.

5. There may be cases where the population of the Revenue Village is very small or even zero (uninhabited). Each of such villages must be constituted into separate Houselisting blocks. In such cases, more than one enumeration block can be assigned to an enumerator so as to give her/him a workload of 600 population or 150 Census houses. It should however be ensured that separate account is maintained for each of the enumeration blocks assigned to the enumerator.

6. If a village has a large population it may be split into more than one block and each such block should be assigned to a separate enumerator. Once the Houselisting block has been constituted, the enumerator should have a clear idea of the geographical boundaries of the block (or blocks) assigned to him/her for Houselisting operations.

7. In some cases it has been noticed that parts of a village are spread over two or more Village Panchayats. While carving out the enumeration blocks in such villages, it may be kept in mind that boundary of the Panchayat and Electoral Roll Part (Polling Booth boundary) are kept intact to the extent possible. The assistance of Booth Level Officers (BLO) at the Village may be utilized for this purpose. It should however be ensured that the BLO is not appointed as an enumerator. In case the Electoral Roll Part spills over into another Village, that portion of the Village should be carved out as a separate enumeration block. The details of the Polling Booth Number (Part Number) and the name of the BLO should be written in the remarks column of the Charge Register. Since the Charge Officer is also the Assistant Electoral Registration Officer, all the details of Electoral Booth would be available at the Charge Office. The details of Panchayat boundaries can be obtained from the Block Development Officers (BDO) concerned.

8. In forest areas, there may be habitations, which may not fall within the area of any Revenue village. In such cases, a Houselisting block should be constituted on the basis of the settlement pattern and the smallest forest administrative unit. Details of such areas will have to be obtained from the District Forest Officer or his subordinate officer.

9. Six contiguous house listing blocks will constitute a Supervisory Circle for which a Census Supervisory Officer is to be nominated. These six houselisting blocks may or may not be in one village but may be spread over more than 1 village. Houselisting blocks may have clear boundaries (Annexure-1) but the adjoining part of another EB in another village may not be merged. In Annexure-2, there may be habitations in Agricultural land which are not included in the six houselisting blocks in the main village. These may have to be covered by the respective enumerators of the adjoining EBs. The Supervisory Circle into which contiguous blocks fall should also be demarcated clearly and number of supervisors be worked out for each charge. Each Charge Officer is expected to make the necessary entries for each house listing block and supervisory circle in the rural charge register provided to him/her.

10. The Supervisor will be provided a copy of the Village Map. He will be required to mark the location of the 6 enumeration blocks assigned to her/him in the Village Map. In case the enumeration blocks are spread across several Villages, the maps of each village will be provided within which the enumeration blocks will have to be shown. This map/maps will have to be stuck in the space provided in the Supervisory booklet in the Charge Register. An illustration is given in the Annexure 3.

Urban Areas

11. The basic unit of Census in Towns is the Ward. The same criteria of 600-750 population or 150 Census houses should be followed in Towns also. Care should be taken that Houselisting blocks in urban areas should not cut across natural regions such as major roads, rivers, railway lines, municipal divisions or wards. Further, it may be kept in mind that boundary of the Electoral Roll Part (Polling Booth boundary) are kept intact to the extent possible. The assistance of Booth Level Officers (BLO) may be utilized for this purpose also. It should however be ensured that the BLO is not appointed as an enumerator. The details of the Polling Booth Number (Part Number) and the name of the BLO should be written in the remarks column of the Charge Register. Since the Charge Officer is also involved in the electoral process, all the details of Electoral Booth would be available at the Charge Office. The delineation of blocks in a natural region, division or ward may be made so as to cover the entire area within the latter.

12. As in rural areas, six contiguous house listing blocks in urban areas will also constitute a Supervisory Circle for which a Census Supervisory Officer is to be nominated.

The Supervisory Circle into which contiguous blocks fall should be demarcated clearly and number of Supervisors worked out for each charge. Each Charge Officer is expected to make the necessary entries for each house listing block and supervisory circle in the urban charge register provided to him/her.

13. The Supervisor will be provided a copy of the Ward Map. He will be required to mark the location of the 6 enumeration blocks assigned to her/him in the Ward Map. The Ward Map will have to be stuck in the space provided in the Supervisory booklet in the Urban Charge Register.

14. Both in rural and urban areas the SRS blocks should be adopted as separate Houselisting block without any change (clearly in such cases the norm of 650 population will have to be violated as an exception). Similarly, while forming the house listing blocks in statutory towns, the identification of the slum areas is to be kept intact as has been explained in great detail in the specific Circular on the subject. In case of Census Towns, there would not be any wards. In such case, the entire Census Town can be treated as having one Ward.

House Numbering

15. In areas where the proper house numbering system has been implemented by the local government, the same may be conveniently adopted in constituting blocks for Houselisting. In cases where no house numbering exists, fresh house numbering for the Census purpose may have to be carried out. This is absolutely essential for systematic allocation and distribution of work among the different enumerators in villages and towns and to avoid any omission or duplication. It would be essential that the house numbering for all the buildings in the village or town should be done in advance. The house numbering can be got done either through the Village/Town authorities. A letter has been addressed to the Chief Secretary of your State in this regard. The house numbers should be clearly painted in red colour with an alphabetical prefix such as C/CEN or any equivalent in the vernacular language. The size of the number should be such that it can be easily seen from a distance of two meters and be put up in a prominent place such as the door way or adjacent to it. The house numbers so given should be long lasting and of a permanent nature. Chalk or any other material which will easily wither away or can be obliterated quickly should not be used.

16. Like rural areas in urban areas also, where the permanent house numbering system has been implemented, the same may be conveniently adopted in constituting the block for house listing. Depending on the population criterion one or more such areas will constitute a

block for the purpose of house listing. In metropolitan cities and other towns and cities with large population, there are areas where either house numbering is not in vogue or exists in a very unsystematic manner which cannot be adopted for the purpose of house listing operations. In such cases, the municipal/local authorities are required to provide house numbers in advance so that proper delineation of house listing blocks could be done properly without any omission or duplication. It should be noted that house numbering is required in all areas. It is often found that the local bodies are reluctant to give numbers to slums, illegal colonies etc. In such cases, the supervisor and the enumerator should undertake the work of house numbering.

17. In both rural and urban areas, it should be made absolutely clear that the numbers given during Census does not confer any right of regularization. It is only for facilitating the Census and nothing more. A copy of the instructions on house numbering as percentage the Houselisting Instruction Manual for Enumerators is given at Annexure-4.

18. The highlights of the guidelines for formation of house listing blocks are recapitulated below:

(1) The ideal size of the house listing block is 600 population or 150 Census Houses which may be stretched to 750 population.

(2) Each village however small in terms of population including uninhabited village will have at least one house listing block.

(3) The boundaries of each block should be clearly demarcated and identified.

(4) Houselisting blocks should not cut across village or village panchayat boundaries. To the extent possible the Electoral Roll Part (Polling Booth boundary) should also be kept intact in rural areas.

(5) In urban areas Houselisting block boundaries should not cut across natural divisions, wards or city boundaries. To the extent possible the Electoral Roll Part (Polling Booth boundary) should also be kept intact in urban areas.

(6) The identity of SRS blocks of 2001 Census should remain undisturbed, during the Census of India 2011.

(7) In all statutory towns irrespective of their population size, slum blocks must be demarcated.

(8) One enumerator can be given work of more than one enumeration blocks in case of small size but contiguous enumeration blocks.

(9) Six contiguous enumeration blocks will form one Supervisory Circle.

(10) The boundaries of each enumeration block should be clearly written by the Charge Officer in the Charge Register.

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

Enclosure: As above

To

All Directorates of Census Operations

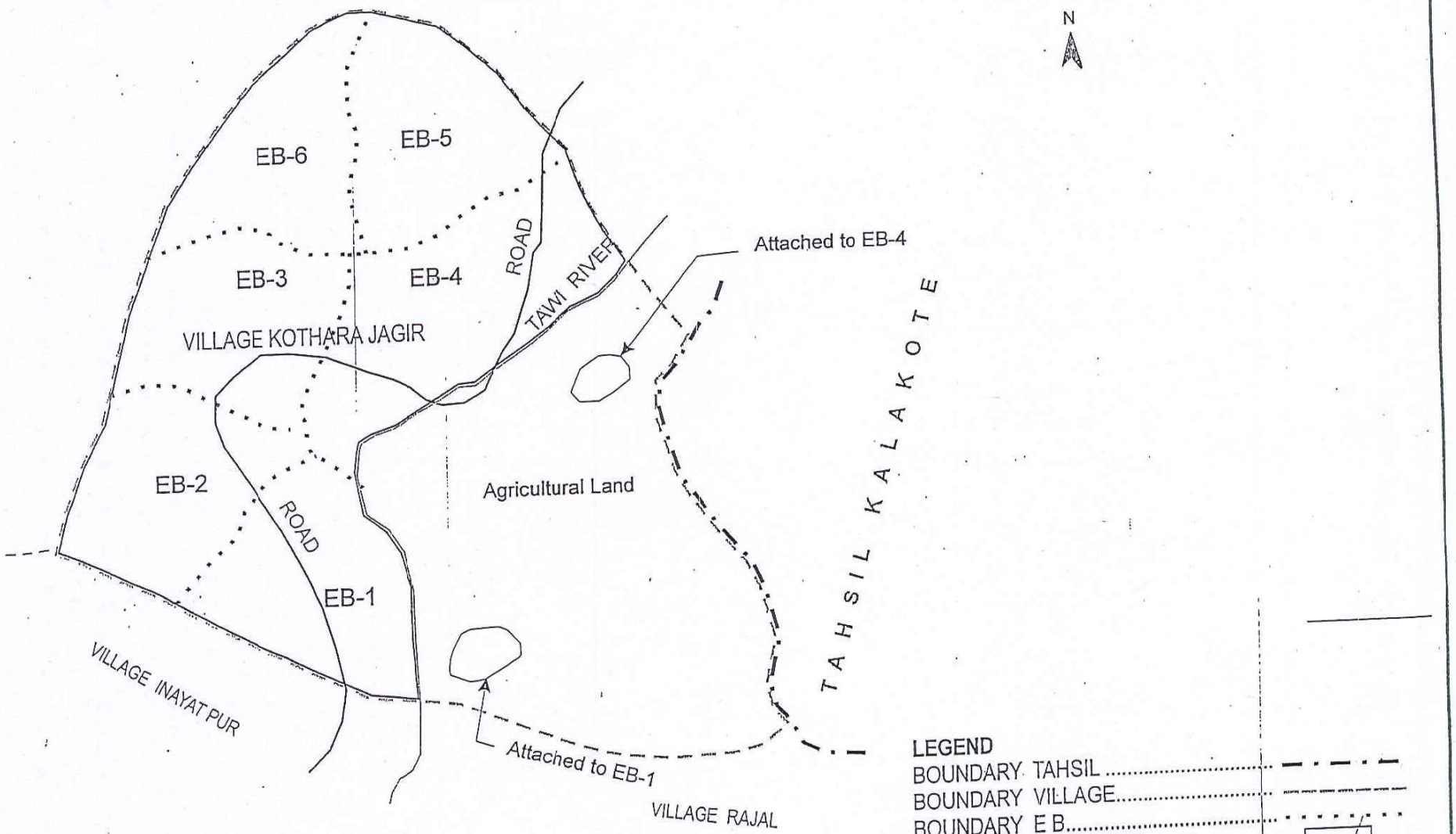
Copy to:

1. Addl.Director, DRG(C&T), DRG(PKB), DRG(Map), DRG(CRS/SRS), ARG(Demo), JD(AKS), JD(DP), JD(A.K.Samal), JD(M.S.Thapa), JD(A.K.Srivastava), JD(Anil Kumar), JD(SS), ARG(SS), JRGI, DS(A), SRO(Language Division)
2. JD(OL) for immediate Hindi translation
3. PPS to HS
4. PS to RGI, PS to Addl. RGI, PS to DDG(MNIC), PS to DDG(D.Rastogi)
5. Census Cell (15 copies)
6. Guard File

ANNEXURE -1

SUPERVISORY CIRCLE MAP

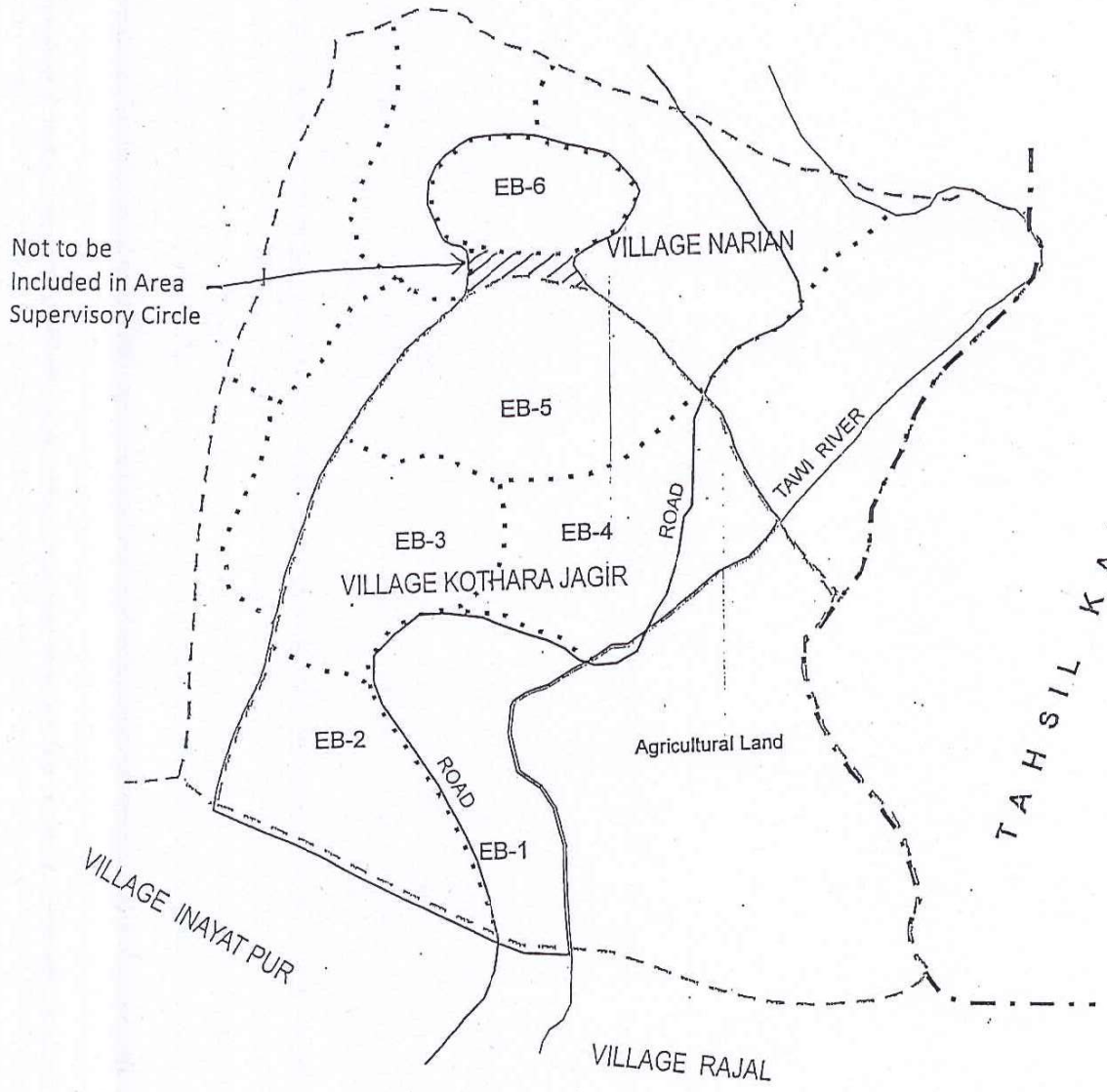
VILLAGE KOTHARA JAGIR



ANNEXURE - 2

SUPERVISORY CIRCLE MAP

VILLAGE KOTHARA JAGIR + PART OF VILLAGE NARIAN



NOT TO BE INCLUDED IN AREA SUPERVISORY CIRCLE

LEGEND

BOUNDARY TAHSIL .....

BOUNDARY VILLAGE.....

BOUNDARY E B.....

AREA SUPERVISORY CIRCLE.....

RIVER.....

MAJOR ROAD.....

NOT TO SCALE

ANNEXURE -3

SUPERVISOR-BOOKLET/पर्यवेक्षक-पुस्तिका

पहचान विवरण/Identification Particulars :

राज्य/संघ राज्यक्षेत्र/State/UT ..... कोड/Code

जिला/District ..... कोड/Code

तहसील/तालुक/पुलिस थाना/विकास खण्ड/सर्किल/
मण्डल, आदि/Tahsil/Taluk/P.S./Dev. Block/
Circle/Mandal etc. ..... कोड/Code

नगर/Town ..... कोड/Code

चार्ज का नाम/Name of the Charge .....

पर्यवेक्षी सर्किल नं./SUPERVISORY CIRCLE NO.

पर्यवेक्षक के विवरण/Supervisor's Particulars :

i) नाम/Name .....

ii) पदनाम/Designation .....

iii) कार्यालय का पता/Office Address .....

.....

iv) एस टी डी कोड सहित फोन नम्बर/Phone No. with STD Code .....

.....

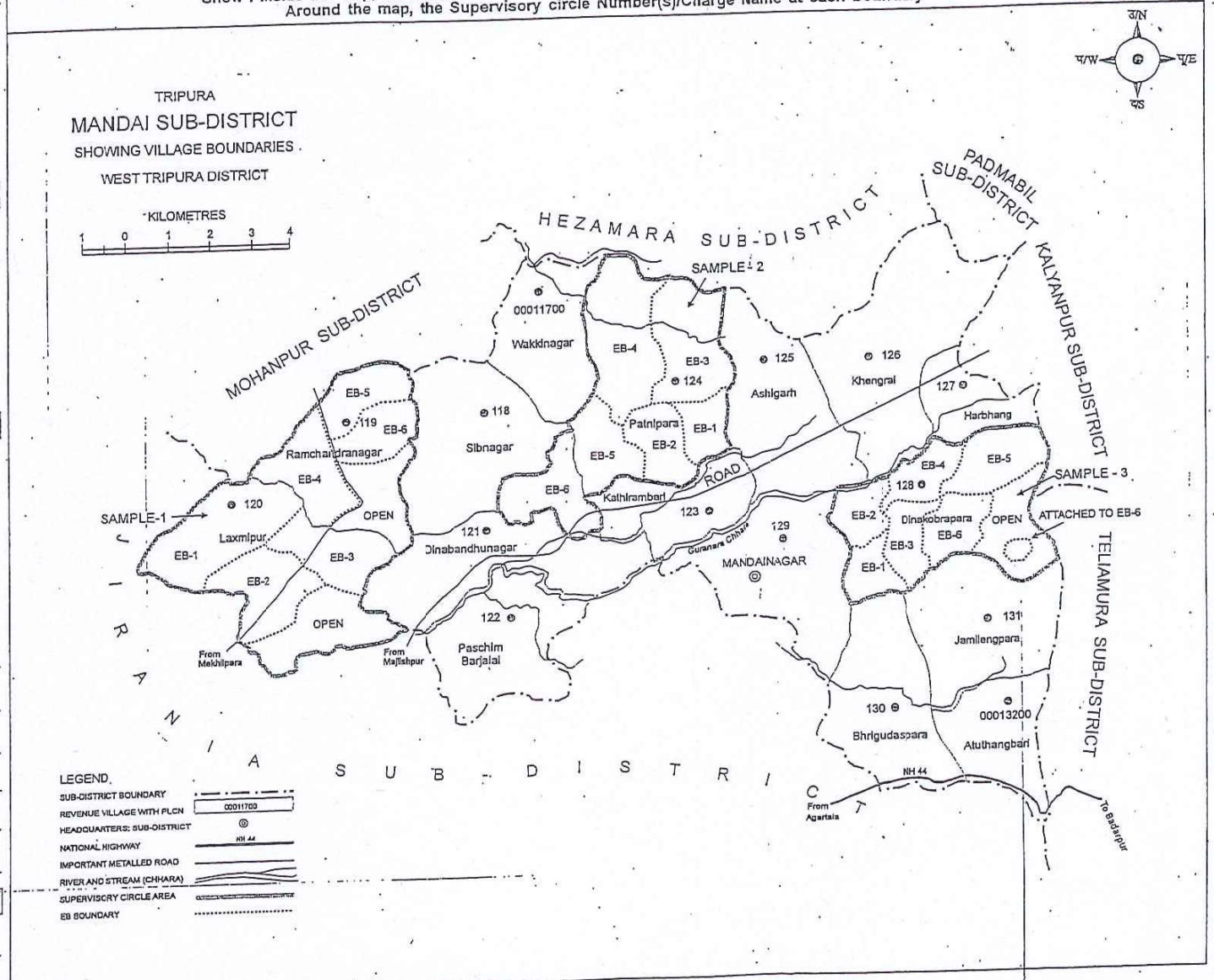
v) मोबाइल नं./Mobile No.

vi) भुगतान की गई प्रशिक्षण की राशि/Amount of Training Allowance paid .....

vii) भुगतान की गई मानदेय की राशि/Amount of Honorarium paid .....

पर्यवेक्षी सर्किल मानचित्र/SUPERVISORY CIRCLE MAP

दर्शाएं : नक्शे के भीतर सभी मकानसूचीकरण ब्लाकों की सीमाएं और प्रत्येक ब्लाक के भीतर प्रमुख भूचिह्न।
नक्शे के चारों ओर प्रत्येक सीमा पर पर्यवेक्षी सर्किल का नम्बर/चार्ज का नाम
Show : Inside the map, boundaries of all the Houselisting Blocks and major landmarks inside each block.
Around the map, the Supervisory circle Number(s)/Charge Name at each boundary



पर्यवेक्षक के दिनाँकित हस्ताक्षर/DATED SIGNATURE OF THE SUPERVISCR .....