MOST IMMEDIATE

भारत के महारजिस्ट्रार एवं जनगणना आयुक्त
गृह मंत्रालय

डॉ० च० चन्द्रमौलि
Dr. C. CHANDRAMOULI

Registrar General & Census Commissioner, India
Ministry of Home Affairs

No. 9/ 9 /2010-CD(CEN)

Dated: February 4, 2010

CENSUS OF INDIA 2011 - CIRCULAR No. 11

Subject: Preparation of Village Register, Town Register and Charge Register for the Houselisting Operations.

The Houselisting Block is the primary unit during Houselisting operations. This provides an unambiguous frame of area of Houselisting Operation without omission or duplication. The first phase of work of first phase i.e. Houselisting and Housing Census will be conducted during April - September, 2010 in different States/UTs, depending on local conditions. The NPR schedule will also be canvassed during this phase. It will have to be ensured that a separate and unique record of all the 'Houselisting Blocks' is created and maintained. One important reason for ensuring that records of the Houselisting Blocks are not mixed up is that ultimately the census data would be processed separately in respect of each Houselisting Block. For the purpose of maintaining this distinction the Charge Officers are required to write out a register to maintain a record of the Houselisting which would be the same for canvassing of the NPR Schedule. This circular gives detail on the preparation of Charge Register for the Houselisting and Housing Census (HLO).

2. It will be necessary to prepare Village Register for each Rural Charge and a Town Register for Urban Charge before preparation of a Charge Register. This would facilitate the Charge Officer to estimate the number of Houselisting Blocks before assigning work to Enumerators. For the sake of uniformity in all the States/UTs the Village and Town Registers have been made part of Charge

Register. The Charge Register would also contain the details of each supervisor alongwith the Enumerator as well as the Supervisory circle map. Each of these documents will be prepared in duplicate and the Charge Officer will retain one copy while the second copy must be sent to the Office of DCO. It is advisable to delineate the Houselisting Blocks with an eye on the ultimate norm of population to be covered during the Population Enumeration at the second stage, subject to certain constraints such as the need for a Block to have well-defined physical boundaries. The Charge Register consists of the following pages/booklets, which will be kept together to form the complete Charge Register.

I Charge Register front cover page (First page)

II Back side of front cover page

III Charge Map (to be prepared/supplied by the DCO to the charge officer)

IV Village Register for rural areas only

V Town Register for urban areas only

VI Supervisor Booklet (contains four pages)

a. First page-Outer cover page of Supervisor Booklet

b. Second page-Houselisting Blockwise particulars having columns 1-10

c. Third page-contains (11-32 columns) containing details of training and payments (columns 11-14), distribution of blank Houselisting & Housing Census Schedules (columns 15-20), receipt of census materials after field work (columns 21-27) and Houselisting Block summary & preparation of Abridged Houselist for population Enumeration (columns 28-32)

d. Fourth page- Back cover page of Supervisor Booklet contains mandatory certificates to be prepared after completion of HLO.

VII Copies of the layout maps, prepared by each Enumerator, arranged in the ascending order of the Houselisting Blocks.

VIII Inner side of the last page of the Charge Register has details of Reserve Supervisors/Enumerators for HLO/NPR along with dispatch of Houselisting & Housing Census material.

IX Last page of the Charge Register - Details of dispatch of NPR Household Schedules

X In addition, a Short Supervisor- Booklet has been provided which is a copy of second page of the Supervisor Booklet i.e. Houselisting Blockwise particulars and should be sent to the DCO by the Charge Officer by a date to be specified by the DCO as per the instruction given at para 58 . While forwarding the Short Supervisor Booklet the Charge Officer should also mention the number of Reserve Enumerators and Supervisors in the letter. The Short Supervisor Booklet would be required for estimating the financial requirements and the number of kit items to be distributed at the last training class. This would also ensure that a particular charge is ready to carry out the Houselisting Operations.

3. A Charge Register when completed would provide a complete and exhaustive frame of the primary census units, viz., Houselist Blocks within the charge. It will facilitate the allocation of field work to enumerators and supervisors as it will contain the details of each Houselisting Block within the charge. The sanction of three officers for two months on tour per district has already been given to train, guide and assist the Charge Officer in preparation of the Charge Register. The exact period of sending the DCO officials on tour to the districts depends upon the dates of Houselisting Operation in the State/Ut.. Once the Village and Town Registers are prepared and the Houselisting Blocks are demarcated on the field, each charge officer should write out the Charge Register for his charge in the format enclosed which applies to both-rural as well as urban areas. The Charge Registers for the respective charges (rural/urban) will be written in printed formats that are to be supplied by the Directorate of Census Operations. If the Houselisting Blocks are carved out with due care, keeping in view the norm of population expected to be covered by each enumerator at the second stage, these could conveniently be adopted straightway for the second stage of operations i.e. Population Enumeration during February-March 2011, with only minor adjustments. In any case, irrespective of whether the Houselisting Blocks are adopted with or without changes for the second stage, it will be necessary for certain valid reasons, to write out the Charge Register afresh before allocation of field work of the second stage to the enumerators and supervisors. Suitable instructions will be issued in this regard through a separate circular at the appropriate stage.

4. For rural areas, the Tahsildar/Mamalatdar/BDO etc., who is the Census Charge Officer, will be responsible for its preparation. In case of municipal/cantonment areas, the City Census Officers and Town Census Officers will be responsible for preparation of the Charge Register. In case of Census Towns, the concerned Tahsildar, being the Census Charge Officer, will have to write out a separate Charge Register for the Census Towns falling in the Sub-district/tahsil etc..

5. In the case of Outgrowths of a UA or a town, which may comprise of full village(s) or part of a village and or of both such types, the names of Outgrowths will appear in the corresponding urban Charge Register. The responsibility of coverage of such Outgrowths during the Houselisting Operations will lie with the Urban Charge Officers. However, the rural Charge Officer i.e. the Tahsildar etc. will also note down the names of such villages in his rural charge register indicating that these will be covered by the Urban Charge Officer. For villages where only a part of its area is falling under the Outgrowth of a town and remaining part continues as rural area, the part of the village identified as Outgrowth will be covered by the Urban Charge Officer and accordingly find place in the Urban Charge Register. The remaining rural part of the village will be covered by the Rural Charge Officer and entered in the Rural Charge Register. It must be ensured that no part of village is omitted or duplicated. It may also be ensured that Outgrowths having no population are not listed with the Municipal Towns/Cantonments as a part of UA and in fact should not constitute as Outgrowth(s).

6. Each Charge Register shall be prepared in duplicate. One copy of the filled in Charge Register should be provided to the Directorate immediately, after completion of the Houselisting Operations. The second copy of the Charge Register is to be kept for some time with the Charge Officer to help in delineating Enumeration Blocks for Population Enumeration. Both the copies should be written neatly. The Charge Register of Census-2011 has been modified manifold as compared to previous censuses. It has been designed in such a way so as to accommodate all the information pertaining to field operations at one place. The Charge Register of Census-2011 will be prepared supervisory circle wise. Usually a supervisory circle will comprise of six enumeration blocks and in each supervisor- booklet, eight lines have been provided. For each supervisory circle a

fresh Supervisor-booklet may be used and the Enumeration Blocks of two Supervisory circles may not be mixed up in any case.

7. The Supervisor Booklet consists of thirty-two columns. The columns 1 to 10 of each supervisory booklet will be filled by the Charge Officer before commencement of field work and will be provided to the Supervisors for filling up the remaining information during training classes and also after completion of field work. The front and back side of the cover page will be filled up by the Charge Officer. The detailed instructions for preparing of supervisory booklet for the Houselisting stage are given in the following paragraphs.

8. The details in respect of the Houselisting Block within a charge have to be entered in a particular order. The villages should appear in order of their Location Code Numbers (four digit code) and within each village the Houselisting Blocks should appear in ascending order of their serial numbers. As regards towns, wards should appear in ascending order of their Location Code Numbers (four digit code) and within each ward the Houselisting Blocks should appear in ascending order. All the Houselisting Blocks within a charge will get a continuous serial number starting from 0001.

I Front Cover page of the Charge Register

9. The cover page of the Charge Register is to be appended by the Charge Officer at Charge Level. The front cover page and backside of the front cover page are to be filled by the Charge Officer. The instructions for filling these cover pages are explained in following paragraphs.

10. In the front cover page, the location particulars of Charge with their location codes in the relevant boxes along with the names of Charge/State/Ut/District/Sub-district/Town are to be recorded by the Charge Officer. The details of Charge Officer, i.e., name and designation, contact address, Phone Number with STD code and also Mobile number is to be provided. If due to any exigencies more than one Charge Officer had to work in one charge than the particulars of all the Charge Officers are to be recorded in subsequent lines. Period of officiating of each Charge Officer (from... to...) and honorarium received is also to be recorded in the space provided for this purpose.

II Backside of the Front Cover page

11. The backside of the front cover page has two parts. The first part is the charge abstract of Houselisting and Housing Census and NPR, which consists of nine columns. These columns are self explanatory. The Charge Officer will record entire information with regard to his/her charge in the relevant columns and put his/her dated signature with official seal in space provided for this purpose. The second part of this page is meant for providing mandatory certificate of complete coverage by the Charge Officer for the Houselisting and Housing Census and canvassing of NPR Household Schedule in the Charge. The Charge Officer should put his/her signature with date and official seal in space provided.

III Charge Map

12. The next page of the Charge Register is the updated Charge Map to be prepared and supplied by the respective DCOs to the Charge Officers. The Charge map is intended to ensure complete coverage of the charge and also helps in preparation of Supervisory Circle map.

13. After the Charge Map is the Village Register followed by Town Register. As already mentioned the Village Register and Town Register both form an integral part of the Charge Register and is prepared by the Charge Officers of rural and urban charges respectively. It helps to maintain distinct record of all Houselisting Blocks that are demarcated within the Charge. The instructions for filling up of the Village and Town Registers are detailed as under:

Instructions for filling up of the Village Register/Town Register

IV Village Register (for rural areas only)

14. The Village Register should be prepared for all rural charges and should contain complete list of villages for each Rural Charge. The villages should appear in descending order of their Location Code numbers. The detailed instructions for filling up the various columns are given below.

15. First step in filling up of the Village Register is to give the page number starting from 001 for each Charge and thereafter giving location particulars i.e names and codes of State/District and the name of the Charge at the top of the page.

16. **Column 1: Location code number of the village for Census 2011:** In column 1 the complete location code of the village in four digit of 2011 census is to be given by the DCO. The same Location code will have to be used while filling column 1 of the second page of Supervisor Booklet.

17. **Column 2 and 3: Name of the Village:** These columns are to be filled by the DCO office. In column 2 write the name of the village in Vernacular/ regional language and in column 3 write the name of the village in English as finalized.

18. **Column 4: Hadbast/Settlement number:** Fill the Hadbast number or the settlement number of the village as per the land records provided by the Revenue Department of the State Government or information available within the Charge/ Village Patwari.

19. **Column 5: Location code number of the village as per 2001 Census:** In this column write the complete location code number (eight digit code) of the village as per 2001 census so as to have the concordance between two censuses. This column is to be filled by the DCO.

20. **Column 6: Area of the Village:** In column number 6 give the present area of the village in hectares available in the land records of Revenue Department as on 31.12.2009.

21. **Column 7: Name of the Hamlet(s):** Write the name(s) of hamlets of the village if any as per the information available with the Charge Officer/ Village Patwari. If the village has one or more Hamlets in addition to the main habitation then, the details in respect of columns 8-12 are to be recorded in a separate lines for main habitation and for each of the hamlets.

22. **Column 8: Population as per Census 2001:** In this column the population of the village as per 2001 census is to be mentioned by the concerned DCO.

23. **Column 9: Estimated present population:** In this column the estimated population of the village is to be recorded as available with the DCO. The estimated population may be arrived at by applying the state level rural growth rate of 1991-2001.

24. **Column 10: Estimated number of Houselisting Blocks for Census 2011:** In this column specify the number of Houselisting Blocks formed for 2011 census against each village based on the population criteria mentioned in census circular 10 for forming the Houselisting Block and estimated population.

25. **Column 11: Supervisory Circle numbers:** In this column write the supervisory circle number(s) for each village/hamlet.

26. **Column12: Remarks:** This column has been provided to furnish any additional information about the village that may be of any use to census for e.g. if the village is un-inhabited the same may be noted there.

After the preparation of the Village Register, it is to be stamped and signed with date by the concerned Charge Officer.

V **Town Register (for urban areas only)**

27. The Town Register should be prepared for all Urban Charges. As regards towns, wards should appear in ascending order of their Location Code Numbers in column no. 4. The instructions for filling up the various columns of Town Register are detailed below.

28. **Column 1: Location code number of the town for Census 2011:** In column 1 the complete location code (four digit) of the town of 2011 census is to be given.

29. **Column 2 and 3: Name of the town:** These columns are to be filled by the DCO office. In column 2 write the name of the town in Vernacular/ regional language and in column 3 write the name of the towns in English as finalized.

30. **Column 4: Ward number (Census 2011):** Specify the ward code number in ascending order as adopted for 2011 census.

31. **Column 5 & Column 6: Location code number of the town as per 2001 Census:** In column 5 write the complete location code number (eight digit) of the town and in column 6 give the ward code number as per 2001 census so as to have the concordance between two censuses. These columns are to be filled by the DCO.

32. Column 7: Population as per Census 2001: In this column the population of the town as per 2001 census is to be mentioned by the DCO.

33. Column 8: Estimated present population: In this column give the estimated population of the town available with the DCO. The estimated population may be arrived at by applying the state level urban growth rate of 1991-2001.

34. Column 9: Estimated number of Houselisting Blocks for Census 2011: In this column specify the number of Houselisting Blocks against each ward formed for 2011 census based on the population criteria as mentioned in census circular number 10 for forming the Houselisting Block and estimated population.

35. Column 10: Supervisory Circle numbers: In this column write the supervisory circle number(s) for each ward.

36. Column 11: Remarks: In this column furnish the information about the ward. Clearly mention whether it is a Census town or an out-growth of a town.

Finally every Town Register is to be stamped and signed with date by the concerned Charge Officer.

Particulars/Information to be furnished in Supervisor Booklet/ Short Supervisor Booklet before Commencement of Field work;

37. As you would have noted in para 2 above, there are two types of Supervisor Booklets - one Supervisor Booklet, other Short Supervisor Booklet. The detailed instructions for filling up the various columns are given below.

VI Supervisor Booklet

a. Outer cover page of Supervisor Booklet

38. In the outer cover page identification particulars of Supervisory circle, particulars of supervisor and map of supervisory circle will be given. The location particulars of State, District, Tahsil/Taluk/PS/Dev.Block/Circle/Mandal, Town, Charge for which the supervisor have been appointed will be provided to the each supervisor by the Charge officer and their description is required to be copied in the respective space along with their code number in appropriate digits in

the boxes provided against each component. Each supervisor will be given a supervisory circle number and the same will be copied, in the relevant boxes, by prefixing zeros to make it a four digit code [All the Supervisors Circle within a charge will get a continuous serial no. starting from 0001]. The particulars of supervisor, viz, name, designation, Office address, phone number with STD code and also Mobile Number of the supervisor is required to be given under item no. (i) to (v). The Charge Officer should obtain the Mobile phone number of all the Supervisors and write it on the Supervisor- booklet/Short Supervisor booklet which will definitely help them in monitoring field work effectively. The information in respect of item nos. (vi) and (vii) will be filled up after completion of fieldwork when admissible total amount of training and Honorarium will be determined. The Supervisor will also prepare a notional map of his supervisory circle in the space given on the right hand side of the first page of Supervisor booklet. The entire area covering all the villages of a supervisory circle should be shown on the map so that no area is omitted/duplicated.

b. Second page of Supervisor Booklet : In the left hand top corner of this page the four digit supervisory circle code number will be copied as given in the outer cover page of supervisor booklet.

39. **Columns 1 and 2: (1) Location Code Number of village/ward of a town and (2) Name of village/ward of a town in 2011 Census:** In column 1 location code of the village in case of rural area and location code of ward of the town in case of urban area will be mentioned. The name of village in rural area and ward of a town in urban area, if any, is to be mentioned in column no. 2.

40. **Column 3: Name, designation, Office address and Mobile Phone number of the Enumerator:** The column is self explanatory. Give the name, designation at his/her parent office, office address and mobile phone number of each enumerator in this column. If there is any change of enumerator on account of exigencies, the entries may be revised accordingly, so that the register will show the particulars of the person who have actually attended to the field work.

41. **Column 4: Housclisting Block Number:** As already mentioned in paragraph 8, the Houselisting Block is the primary unit during Census Operations. Each enumerator will be allotted a

Houselisting Block whose number will start from '0001' in each charge. The Houselisting Block number allotted to each enumerator will be given in this column against his/her name.

42. **Columns 5 & 6: Building/Census House number falling in Houselisting Block:** The number of Building/Census House numbers falling in each Houselisting block, from ... to.... ,will be given in Columns 5 and 6 respectively.

43. **Column 7: Details of Boundaries of Houselisting Blocks:** In this column specify the boundaries of Houselisting Block clearly having no doubt as regarding the area which the enumerator has been assigned to cover during the field work. This is necessary to avoid any duplication or omission. The jurisdiction particulars must be described in terms of boundaries of the houselisting blocks/villages/towns on north, east, west and south sides. If any, change is noticed by the enumerator during actual Houselisting work, in terms of addition or deletion, the same should be noted to facilitate delineation of Enumeration Block for Population Enumeration.

44. **Columns 8, 9 &10: Type of Houselisting Block and Code, Remark:** Column 8 is to be filled only in case of urban areas. For Rural Charge, put a dash (-) in this column. An urban Houselisting Block can be of a slum or a non slum area. The slum may be one of the three categories, namely Notified, Recognized and Identified. If a particular block is a slum block its category may be ascertained. For Notified slum code-1, for Recognized slum code-2 and for Identified slum Code -3 may be given in column 8. For non slum block mention code-4 under this column. (Please refer census circular number 8 on Slums)

45. A list of SRS and Annual Health Survey (AHS) blocks with its 10 digit location code will be provided to the Charge Officer by the concerned Directorate. If, the particular block is either a SRS block or an AHS block, give its 10 digit code in column number 9, otherwise put a dash (-) in this column. Any remark with respect to columns 1 to 9 can be given in column number 10.

c. Third page of the Supervisor Booklet - Columns to be filled during training

Columns 11 and 15 to 20 will be filled at the time of imparting training to the enumerators.

46. **Column 11: Training dates (write day and month):** Each enumerator will be given training for three days. On first two days training for Houselisting Operations will be given whereas

on third day training for NPR will be given. At the top of column 11 three rows of four boxes, suffixing 2010 have been given. In the first two boxes, date of training and in next two boxes month of training, by prefixing zero, wherever required, is to be given for each round of training. The column 11 has been divided into three different parts so as to obtain signature of each enumerator for attending the training for each round.

Columns 12 to 14 will be filled after field-work.

47. **Columns 15 to 20: Distribution of blank Census Forms:** The different census Schedules to be canvassed during field operations will be distributed to the enumerators usually on the last day of training. Each Houselisting and Housing census schedule bears a unique Form Number [An enumerator should be distributed forms in a continuous manner such as 28023739 to 28023746 (total 8 forms). In columns 15 and 16 give the Form-number of Houselisting and Housing Census schedule (From.... To.....) distributed to each enumerator. The total number of forms will appear in column no.17. Number of sheets of Layout Map and Houselist Abstract given to each enumerator will be given in columns 18 and 19 respectively. If an enumerator is supplied more forms, the relevant form numbers, etc. should also be noted in these columns. After supplying all the forms obtain the signature of concerned enumerator in column number 20.

Columns to be filled after field work

48. After completion of field work, the filled-in schedules will be received back and arrangement will be made for payment of training allowance and honorarium to the field functionaries. At the same time the work relating to preparation of Abridged Houselist for Population Enumeration will also be under taken. Columns 12 to14 and 21 to 32 are meant for providing information in respect of these activities.

49. **Columns 12 to 14: Amount paid:** After field work is over, each enumerator will be paid training allowance for attending training for each of the rounds. Besides he/she will also be paid honorarium for canvassing Houselist and Housing Census Schedule and NPR schedule separately. The amount paid to each enumerator for these activities is to be entered in columns 12 to 14 respectively.

50. **Columns 21 to 27: Receipt of Census material after field work:** After field-work, the filled in schedule will be handed over by the enumerator to the supervisor who in turn will hand over these to his /her Charge Officer. All the schedules [filled-in as well as blank, spoilt, etc.] will be returned to the Charge Officer. The number of each type of schedule, Pre-printed or free, received back by the Charge Officer, will be recorded in appropriate column, under column numbers 21 to 26. The entry in column 24 should tally with the entry at column 17. The census officer receiving the filled-in schedules will put his/her signature with date in column 27.

51. **Columns 28 and 29: Number enumerated in the Houselisting Block:** The total number of Households, including both the normal and Institutional households together enumerated in each Houselisting Block will be entered in column 28 and its corresponding Population will be entered in column 29.

52. **Columns 30 and 31: Requirement Of Household Schedule for Population Enumeration:** Usually one Household Schedule will be required for each normal household. In respect of Institutional Households the number of Household Schedules required would be equal to the total number of inmates in the Institutional Households divided by 8. Indicate the language of the form in column 30 and the number of Household Schedules required in column 31.

53. **Column 32: Population Enumeration Block:** After completion of field work of Houselisting Operation, the Abridged Houselist (AHL) will be prepared after carving Enumeration Blocks for Population Enumeration. The corresponding Enumeration Block carved out for second phase, as per the AHL, is to be mentioned in column 32. If one Houselisting Block is distributed over more than one Enumeration Block, all the Enumeration Block numbers should be written in this column. The detailed instructions for preparation of AHL will be issued separately.

d. Fourth page – Back cover page of Supervisor Booklet

54. The back cover page of Supervisor Booklet is meant for furnishing mandatory certificate after completion of Houselisting and Housing census by Supervisor and as well as by each field-enumerator of that supervisory circle. The supervisor will furnish the certificate of complete coverage in the format appended at top of back cover page of supervisor booklet. At left hand corner

of this certificate, the supervisor will mention his Supervisory Circle Number and below it he will mention all the Houselisting Block numbers (from... To...) which have been covered in his/her circle. At right hand corner the supervisor will write his/her name and put his/her signature with date. At the bottom a complete coverage certificate will be given by each enumerator by putting his/her name and put his/her signature with date in the box meant for his/her Houselisting Block.

VII Copies of Layout maps of each Houselisting Block

55. The Supervisor should also submit a copy of the layout maps prepared by each enumerator along-with the filled in Supervisor Booklet.

VIII Inner side of the last page of the Charge Register

After arranging all the Supervisor Booklets along with the relevant layout maps in the ascending order of the Supervisory Circle numbers, the Charge Officer has to fill up the inner side of the last page of the Charge Register meant for providing information in respect of reserved supervisors and enumerators kept for the Charge and also for providing information regarding dispatch of Houselisting and Housing Census Schedules. The name, designation, office address and mobile phone number of all the reserve enumerators and supervisors in a charge, is to be recorded in column number 2. Since training is required to be given to the reserve supervisors and enumerators also, the dates of their trainings for all the days (two days for HLO and one day for NPR) is to be recorded in the boxes above column numbers 3 to 5 and their signatures be obtained for each round in the columns 3 to 5. The amount of training allowance paid to them is to be mentioned in column 6. If any reserved enumerator/ supervisor has been assigned field work the details of the person whom he/she has replaced is to be recorded in the remarks column (Column-7). Although the detailed instructions for dispatch of Houselisting and Housing schedule will be provided separately, the filled in schedules are required to be kept in the boxes and are to be dispatched through postal department. The details of boxes containing Houselisting and Housing Census Schedules and also Postal ID number is to be recorded in the space provided for this purpose. Key dispatch instructions have also been provided in these pages.

IX Last page of the Charge Register

56. The last page of the Charge Register is meant for providing information regarding dispatch of NPR Household Schedule. The information in this part may be filled up in the similar way as has been filled up for dispatch of Houselisting and Housing Census Schedule. Do not keep the schedules of Houselisting and NPR in the same box.

X Short Supervisor Booklet

57. The Short Supervisor Booklet of the Charge Register is printed on both the sides. There are 10 columns and all these are same as the Supervisor Booklet. After filling up the Short Supervisor Booklet, the same may be sent to DCO by the Charge Officer before commencement of training(date to be specified by DCO).

For the convenience in understanding the preparation of Charge Register and its proper and uniform arrangement the instructions have been summarized below:

58. Preparing the two versions of Charge Register and its arrangement:

a. Charge Register before commencement of training: This would include

(i) The front cover page of the Charge Register and back side of the front cover page with filled-in details of Charge Officer on front cover page and the charge abstract containing the Total number of villages, Number of blocks, number of enumerators and supervisors etc, followed by

(ii) Village Register and Town Register

(iii) All the short supervisor-booklets with supervisory circle no. and details of the supervisor at top and filled-in columns 1 to 10.

(iv) The inner side of the last page of the Charge Register with filled-in details of reserve enumerators and supervisors.

This register should be returned to the Directorate of Census Operations before commencement of training.(date to be specified by DCO)

b. Charge Register after completion of field-work: This will be prepared in duplicate. One copy will be kept at the Charge Office and the other copy will be sent to the Directorate of Census Operations. The register will contain:

(i) the front cover page of the charge register and the back side of the front cover page of the Charge Register with signature of the Charge Officer with seal on both charge abstract and mandatory certificate of coverage., followed by

(ii) All the filled-in pages of the Village/ Town register,

(iii) Supervisor-booklet of supervisory circle 0001containing supervisory circle map and corresponding Houselisting Block maps (one layout map for each Houselisting Block of supervisory circle 0001). followed by

(iv) Supervisor-booklet of supervisory circle 0002 containing supervisory circle map and corresponding Houselisting Block maps (one layout map for each Houselisting Block of supervisory circle 0002). followed by

(v) ....

(vi) .....

(vii) Supervisor-booklet of the last supervisory circle (i.e.. if there are 365 supervisory circles, it will be supervisor-booklet no. 0365) containing supervisory circle map and corresponding Houselisting Block maps (one layout map for each Houselisting Block of supervisory circle 0365), followed by

(viii) Inner side of the last page of the Charge Register with details of the reserve enumerators and supervisors and dispatch details of both houselisting and NPR schedules.

c. The Charge Officer should fill columns 1 to 10 of the short supervisor-booklet along with the 2 copies of supervisor-booklet for each Supervisory-Circle. Columns 11 to 20 will be filled during training and distribution of forms by the Charge Officer in both the copies of the Supervisor-Booklet. One copy of the Supervisor-Booklet (all the 4 pages) should then be handed over to the Supervisor for carrying it with her/him and filling/ updating the required information up to column 29 of her/ his booklet. After completion of field-work, the supervisor should also obtain

the signature from all the field-enumerators, fill up / update up to column 29 in the second copy of her/ his supervisor-booklet kept at the Charge Office and put her/ his signature in both the Supervisor-booklets. Columns 30 to 32 of all supervisor-booklets will be filled by the Charge Officer during preparation of the Abridged Houselist.

d. A copy of the entire Charge Register with all the pages/ booklets/maps as described above and signature of all the enumerators, supervisors and Charge Officer should be sent to the Directorate of Census Operations.

59. Action for preparation of Charge Register and Village/Town Register may be taken up and a compliance report in this regard may be sent to this office.

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

Encls: Copy of Charge Register

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