MOST IMMEDIATE





भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
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No. 9/17/2010-CD(CEN) Dated: March 2, 2010

CENSUS OF INDIA 2011 - CIRCULAR No. 15

Subject:- Duties of the Census Officers.

The preparations for the conduct of Census of India 2011 are at an advanced stage. The first phase of the Census of India 2011 i.e. Housenumbering and Houselisting Operations will be conducted during April - September, 2010 in different States and UTs depending upon the local conditions. The appointment of Principal Census Officers, District Census Officers and Charge Officers, etc. have been completed in almost all the States/UTs. Most of the Directorates have started their training programmes and are imparting training to the officers at the State, District and Tahsil Headquarters. Subsequent to the completion of training of Principal Census Officers, District Census Officers and Charge Officers, the training to the enumerators and supervisors will commence for Housenumbering and Houselisting Operations.

The Census taking in the country is carried out under the provision of the Census Act and Census Rules and the amendments thereafter. The duties of the Census Officers have been identified under Rule 5 of the Census Rules 1990 of the Census Act 1948,. For smooth conduct of Census Operations it is necessary that the Census Officers engaged in conducting of Houselisting Operations and Population Enumerations must be informed of their specific duties under the Census Act. Along with the duties some penalties have also been prescribed under the provisions of the Census Act under the Section 11. The specific duties of the Principal Census Officers, the District/Additional District or Sub-Divisional Census Officers, Charge Officers, Supervisors and Enumerators prescribed under Rule 5 of the Census Rule, 1990 of the Census Act are listed below:

(3) The Principal Census Officer shall, –

(a) cause the required number of District or Sub-Divisional Census Officers or Charge Officers to be appointed for taking census in the district or municipal corporation or panchayat area, etc.;

(b) take, aid in and supervise the houselisting and taking of the census within the limit of the district or municipal corporation or panchayat areas, town area committee/notified areas and the like and forward the result alongwith the filled in schedules and blank forms to the Director of Census Operations with the period specified by him;

(c) arrange for the training to Enumerators, Supervisors and Charge Officers so as to enable them to perform their duties efficiently and within the time specified by the Director of Census Operations; and

(d) take action and prosecute any defaulting person with the previous sanction of the State Government or of an authority authorised in this behalf by the State Government.

(4) The District/Additional District or Sub-Divisional Census Officer shall, –

(a)(i)cause the required number of Charge Officers and other census officers in a district or sub-division to be appointed;

(ii) cause the entire area of a district to be divided into well demarcated census division, namely, charges, supervisor's circles and enumerator's blocks as per instruction issued in this behalf by the Director of Census Operations;

(iii) cause the upto date list of villages and towns to be compiled and their jurisdictional maps prepared;

(iv) assist the Director of Census Operations in compiling the related statistical data as per his requirement;

(v) give proper publicity to census programmes from time to time so as to get proper responses from the public;

(b) impart training to Charge Officers and cause proper training to be imparted to Supervisors and Enumerators through Charge Officers so as to enable them to perform their duties efficiently and to assist the Principal Census Officers to take aid in and supervise the houselisting and taking of census within the limits of the districts, municipal corporation, panchayats etc.;

(c) collect the filled in and blank forms of the various schedules alongwith abstracts or any other statement that may be required to be prepared by the Enumerators.;

(d) consolidated the summary of enumerator's abstract or statement for the entire district

(e) forward the filled in or blank forms of each schedule alongwith the consolidated summary of enumerator's abstract or statement for district and similar collected abstracts for each Charge Officer or Census Officer, through the Principal Census Officer to the Director of Census Operations for the State or Union Territory Administration; and

(f) carry out such other jobs necessary for the successful taking of the census;

(5) The Charge Officer shall, -

(a) cause the required number of Supervisors and Enumerators to be appointed within the jurisdiction of his charge;

(b) prepare basic documents like general village registers and charge registers as per instructions from the Director of Census Operations within the time schedule;

(c) familiarise himself with the enumeration instructions and cause the Supervisors and Enumerators to be trained so as to enable them to perform their duties efficiently;

(d) ensure that the work goes on according to the time schedule;

(e) ensure full coverage, accuracy and timelines in taking census;

(f) collect the filled in and blank forms of the various schedules from all the Supervisors in the charge;

(g) provide provisional population figures to the Census Commissioner, through the Director of Census Operations within a week on completion of census operations;

(h) consolidate the summary of enumerator's abstract of various enumeration blocks and statements and forward these to the District Census Officers or Sub-divisional Officers alongwith the filled in and blank schedules; and

(i) carry out such other tasks as may be necessary for the successful taking of the census.

(6) The Supervisor shall, –

(a) help the Enumerators under his jurisdiction and ensure that work is done as per schedule and the coverage is complete; and

(b) collect the filled in and blank forms and statements from each Enumerator and forward the document alongwith such statements he may be required to prepare, duly signed to the Charge Officer within two days of completion of census operations.

(7) The Enumerator shall, -

(a) prepare Notional Map and layout sketch of the allotted enumeration block;

(b) update the housenumbering;

(c) fill up the various schedules according to instructions issued to him;

(d) undertake the revisional round and updating of records;

(e) prepare enumerator's abstract which shall consist of the location particulars of the enumeration block alongwith the total population by various characteristics asked for in the schedules and such other statement he may be required to compile; and

(f) hand over all documents, filled in and blank to the Supervisors.

Penalties Section 11(1)

(a) any census officer or any person lawfully required to give assistance towards the taking of census who refuses to perform any duty imposed upon him by this Act or any rule made there under, or any person who hinders or obstructs another person in performing any such duty, or

(aa) any census officer or any person lawfully required to give assistance towards the taking of a census who neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made there under or any person who hinders or obstructs another person in performing any such duty or obeying any such order, or;

(b) any census officer who intentionally puts any offensive or improper question to knowingly makes any false return or, without the previous sanction of the Central Government or the State Government, disclose any information which he has received by means of, or for the purposes, of a census return, or

(c) any sorter, compiler or other member of the census staff who removes, secretes, damages or destroys any census documents or deals with any census document in a manner likely to falsify or impair the tabulation of census results, or shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (a)(b) or (c) shall also be punishable with imprisonment which may extend to three years;

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

You are, therefore, requested that the specific duties of the different levels of Census Officers be circulated and brought to their notice. Kindly report compliance to this office of the action taken in this regard.

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

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)
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