MOST IMMEDIATE/CENSUS 2011

2011

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. 9/31/2010-CD(CEN) Dated:3rd March, 2010

CENSUS OF INDIA 2011 – CIRCULAR No. 16

Subject: Preparation of District Census Plan

The Houselisting and Housing Census (HHC) operation of the Census of India 2011 is to commence in all the States and Union Territories from April 2010. The data collection for the creation of the National Population Register (NPR) will also be taken up along with the HHC. A proper and timely District Census Plan would help the administration to manage the two operations effectively and ensure complete coverage and qualitatively better content. It is therefore essential that all the officers connected with this exercise should familiarize/acquaint themselves with measures to be taken at various stages with reference to the existing instructions/directions of the Office of the Registrar General and Census Commissioner, India. More specifically, the Principal Census Officers should prepare a District Census Plan listing out detailed arrangements on the following items:

1. **Appointment of Census/NPR officials**: The Census of India as well as the preparation of the National Population Register are statutory duties being performed under the Census Act, 1948 and the Citizenship Act, 1955 respectively. It is important therefore that District officials nominated for discharging these duties are selected

carefully. Once selected, these officials would have to be formally appointed and their appointment duly notified. This step of formal appointment is extremely important as the statutory powers under the respective Acts would be conferred on the Officers only after that. It is also important that once notified, the incumbents should not be normally transferred till the entire operations are over. Only in case of absolute necessity, the officers could be changed and in these circumstances, fresh notification would have to be issued. Specimen of the Appointment Letters of Supervisors and Enumerators are given at Annexures I & II . The usual hierarchy of Census/NPR officials is as below:

a. **Principal Census Officer:** The District Magistrate (Collector, Deputy Commissioner) is notified as the Principal Census Officer (PCO) for the entire District concerned. In the case of large Urban Local Bodies – Municipal Corporations, the Commissioner of the Corporation is designated as the PCO. A formal Appointment Order will be issued by the State/UT Government and notified. For the purpose of NPR, the PCO has to discharge the functions of District Registrar (DR) under the Citizenship Act. It is necessary that the PCO/DR understands her/his Roles and functions well. The Roles and Functions of the PCO/DR are detailed in Annexure III.

b. **District Census Officer:** The Additional District Magistrate (ADM, DRO) is notified as the District Census Officer for the entire District concerned. In the case of large Urban Local Bodies – Municipal Corporations, the Deputy Commissioners of the Corporation are designated as the District Census Officers. A formal Appointment Order will be issued by the State/UT Government and notified. For the purpose of NPR, the District Census Officer has not been assigned any statutory role under the Citizenship Act. It is necessary that the District Census Officer understands her/his Roles and functions well.

c. **Additional District Census Officer/Assistant District Census Officers:** Other District level Officers like the District Education Officer, District Forest Officer, Sub Divisional Magistrate (SDM), Deputy Collectors at the District

level, may be designated as Additional/Assistant District Census Officers to assist the Principal Census Officers. A formal Appointment Order will be issued by the State/UT Government and notified. For the purpose of NPR, the Additional District Census Officer has not been assigned any statutory role under the Citizenship Act. The Roles and Functions of the District/Additional District Census Officers are detailed in Annexure IV.

d. **Charge Officer/Sub District Registrar:** The Officer in charge of the Sub-District – Tehsil/ Taluk/ Mandal/ Police Station is designated as the Charge Officer in the Census. In case of Municipal Towns, the Assistant Commissioners/ Revenue Officers/ Ward Officers etc. are designated as Charge Officers. The Charge Officer has a very crucial role to play in the Census. A formal Appointment Order will be issued by the State/UT Government and notified. For the purpose of NPR, the Charge Officer has to discharge the functions of the Sub - District Registrar (SDR) under the Citizenship Act. It is necessary that the CO/SDR understands her/his Roles and functions well. The Roles and Functions of the Charge Officer/ Sub-District Registrar are detailed in Annexure V.

e. **Master Trainer:** A massive exercise such as the Census of India requires extensive training of the field functionaries. Master Trainers duly would help the District authorities in this regard. The Principal Census Officers should select suitable persons, preferably from among the cadre of senior teachers/ Principals/ College Lecturers etc. for appointment as Master Trainers. They would be suitably trained and equipped to discharge their functions effectively.

f. **Supervisor:** The first level of field supervision would be carried out by the Supervisors. They would usually be in charge of 6 Houselisting Blocks/ Enumeration Blocks. The Charge Officers should select suitable persons, preferably from among the cadre of senior teachers/ Principals/College Lecturers etc for appointment as Supervisors. These persons should be capable of extensively traveling within the area allotted to them and exercising control

over the Enumerators. A formal Appointment Order will be issued by the Charge Officer. The Roles and Functions of the Supervisors are detailed in the Instruction Manual for Enumerators (NPR as well as Houselisting). One supervisor would supervise the work of 6 enumerators.

g. **Enumerator:** The Enumerator is the key functionary in the Census chain. He is responsible for house to house enumeration. A compact area of about 150 houses or 125 households or 600 population is assigned to an Enumerator. Any Government official can be appointed as an Enumerator. A formal Appointment Order will be issued by the Charge Officer. For the purpose of NPR, Enumerator has been assigned an important role not only at the enumeration stage but later on during Photography and Fingerprint capture. It is necessary that the Enumerator understands her/his Roles and functions well. The Roles and Functions of the enumerators are detailed in the Instruction Manual for Enumerators (NPR as well as Housclisting).

h. **Village Officer/Local Registrar:** The Village level Officer (Patwari/Lekhpal/Village Administrative Officer etc) is a key functionary in the NPR exercise. He is designated as the Local Registrar and has to discharge quasi judicial functions under the Citizenship Act. It is necessary that the Village Officer/Local Registrar understands her/his Roles and functions well. The Roles and Functions of Local Registrar are detailed in Annexure VI.

2. **Database of Officers:** It would be necessary to prepare a database of all officials appointed for Census and NPR. Apart from the Name and Designation of the Officer, the database should have the contact details of the officers including the Office and Home Address, Landlines of the Office and Residence including the STD code and the Cell Phone Number (s). A specimen of the database format is given in Annexure VII. The database may be prepared in Excel and communicated to the State Coordinator, Director of Census Operations and to the Office of the Registrar General India (ORGI). The number of census enumerators and supervisors, including

a reserved strength of about 10 percent, should be carefully assessed by the Census Charge Officer while preparing the list.

3. **Village/Town/Sub-District List**: It is important to note that the Census/NPR follows the Revenue hierarchy of Revenue Village/Sub District (Taluk, Tehsil)/District. A comprehensive list of Villages, Towns and Sub-Districts is to be prepared. This would include inhabited as well as uninhabited Villages as well as Forest Settlements, unauthorized colonies, etc. The Principal Census Officer should thoroughly scrutinize this list and ensure that all human habitations have been included without any omission. She/He will be required to formally certify the completeness and accuracy of the List and hence should exercise caution and due diligence in this regard.

4. **Maps of the District, Taluk and Villages:** Maps showing the latest jurisdictional changes at the District, Sub District and Village level upto 31-12-2009 are required to be prepared. The maps will be updated on the basis of Gazette Notifications issued by the State Governments. While it is the practice to collect these details from every District Magistrate and consolidate at the level of the State by the Directorate of Census Operations, it is found that the details provided by the District Officials often do not tally with the State Government's official details. It is necessary that the details submitted by the State/UT to the Directorate of Census Operations tally at all levels.

5. **Demography:** It is important that the PCO is fully aware of the demographic composition and trends of her/his District. The District Census Handbooks of the past Censuses would be a ready reference material in this regard. This can be accessed easily on the Internet. In case of need, the Director of Census Operations may be contacted. In the past, District Magistrates have approached the Census organization with the plea that the Census had not been done properly in their Districts and that the situation may be rectified. It is important to keep in mind that the Census comes only once in a decade. Any omission in population can be rectified only after 10 years and hence it is important to net the entire population without any omission or duplication.

It may also be noted that the Census Officials can be prosecuted against under the Census Act as well as the Citizenship Act for any lapses. The entire exercise should therefore be handled with prudence and great diligence.

6. **Census Personnel:** The manpower requirement at various levels for appointment as Census personnel like Enumerator, Supervisor, Master Trainer, Charge Officer/Additional Charge Officer, District Census Officers, Principal Census Officers, etc. should be thoroughly assessed and reported to the Directorate of Census Operations. The availability of adequate number of Government servants (including teachers) and other grass root level functionaries should be worked out well in advance. It is to be noted that the Right to Education Act has specifically allowed the use of teachers in Census activity (Copy of relevant provision is enclosed at Annexure VIII). It would be advisable to appoint a mix of Government personnel as Census personnel. The officials appointed should preferably be from the local area and should be familiar with local conditions. However if there is a situation on ground which suggests that a local would act in a biased manner and this would affect the Census/NPR, the PCO should appoint persons from outside the area not only for enumeration but also for supervision. While choosing the Census personnel, adequate number of female enumerators and supervisors may be selected. However, pregnant ladies, persons with severe chronic ailments, persons with severe disabilities, persons below matriculate, persons biased towards specific social/ religious communities, etc. may be avoided to the extent possible as field-work for them would be difficult/ counter-productive.

7. **Training:** Proper training is crucial for a qualitative enumeration. An elaborate training schedule and methodology has been devised. The personal involvement of the District officials in this exercise is an absolute necessity. Apart from ensuring that the proper logistics are arranged, the personal attendance of senior officials at the training classes would be necessary. The Principal Census Officer should prepare a detailed training calendar adhering to the following points:

i. Training at the district headquarters may be arranged for all the Census Charge Officers within the jurisdiction of the PCO. Apart from the PCO, representative of the State Directorate of Census Operations will be present for imparting the training. The training should be completed at least one month before commencement of the field-work.

ii. Training for the census enumerators and supervisors should be arranged by each Charge Officer within their respective jurisdictions. Apart from the Charge Officer, Census Master Trainers will be present for imparting the training.

iii. Batch size for imparting training to the Census enumerators and supervisors should not exceed 50.

iv. While forming any training batch, care should be taken to include all the census enumerators and supervisors for a particular supervisory circle in the same batch.

v. Arrangements for training may be made at nearby school/ college class rooms where basic facilities like black boards, tables, chairs, electricity connection, drinking water, toilets for female participants, etc. are already available.

vi. Training should not be conducted in large cinema/ theatre halls, etc. with huge sitting capacities, as that makes trainer-trainee contact difficult.

vii. As the training allowance for the enumerators and supervisors already cover expenses towards tea, lunch, refreshments, etc., the ORGI/ Directorate of Census Operations would not make any additional payments for such expenses. These have to be borne by the participants themselves.

viii. The training of the census enumerators and supervisors should not start before one month of the commencement of field-work and should be completed at least one week before the commencement of field-work.

ix. The detailed training calendar for the enumerators and supervisors should be compiled by the PCO and sent to the Directorate of Census Operations

at least one week before the commencement of training in any of the Charges under her/his jurisdiction.

x. Blank forms will be distributed and details like form number, etc. will be noted on the last day of training. Charge Officer should keep the Charge Register and concerned personnel ready for making the necessary entries at the time of distribution of materials.

xi. A specimen of the format for the training plan is given in Annexure IX.

8. **Mapping of Vulnerability**: A list of Difficult Villages/Hamlets from the perspective of access should be prepared. The plan to cover these Villages/Hamlets should be worked out well in advance. Similarly, every District would have people who are difficult to enumerate. Such groups would include people who are highly mobile like migrant labour, those engaged in occupations like herding of sheep/cattle, gatherers of forest produce, seafarers who are likely to be absent during the entire period of enumeration, homeless people, street children, people living in areas affected by some form of social/political tension etc. Special efforts are required to enumerate such people.

9. It should be noted that an atmosphere in which each and every individual in the country is enumerated without being obstructed or being unduly influenced by anybody is an important prerequisite to a complete and correct Census. Any voluntary interference or attempt at interfering with the free conduct of Census constitutes a crime under the Census Act, 1948. Taking due cognizance of the fact that areas of the country get left out of the Census process on account of the inaccessibility of areas and taking into account of certain prevailing socio economic realities, the ORGI has decided to issue the following instructions:

i. An exercise to identify the villages/ hamlets/habitats and segments of people, vulnerable to any threat, intimidation or interference with the free conduct of Census shall be taken up Revenue Village wise. The Charge Officers shall do this exercise by touring their areas extensively and in consultation with the local Village officials- Patwaris, Talattis, and Village Administrative Officers etc. The

local Police Officer (SHO) and local civil authorities such as BDO should also be consulted and their inputs taken into account before finalizing the list. They should identify the source of such threat/ intimidation and identify the names of persons who are likely to spearhead such offence of undue influence. While doing this exercise they shall take into account both the past incidents and the current apprehensions.

ii. The Charge Officer/ SHO/ BDOs shall identify some point of contact within the habitat/ community vulnerable for such undue influence so that information related to such developments can be tracked constantly.

iii. The Charge Officer and Principal Census Officer (PCO) should compile all such information and finalize the vulnerability mapping for the entire Charge/District respectively.

iv. The Charge Officers/ Principal Census Officers should make special arrangements for free and fair Census in these areas. They should undertake tours to such locations, meet the communities and explain the arrangements made in this regard along with the purpose and objectives of the Census.

v. The District Intelligence set up should also be sensitized to the issue and requested to give regular feedback on the subject to the Principal Census Officer through the District Superintendent of Police.

vi. The Village wise vulnerability mapping for the District should be available with the DCOs. Officials from the DCO should compulsorily visit such locations and interact with the villagers and constantly monitor the developments.

vii. The PCO and Superintendent of Police of the District should hold a joint review on the subject and finalize a focused action plan to deal with the potential threats and intimidation points identified.

viii. During the Census, the District/DCO Officials should pay special attention to verify whether people from the vulnerable habitats/ communities are being properly enumerated or not. In case, they find that some sections of the people are not being enumerated or that false information is being recorded/ returned, they

should inform the Charge officer/PCO about this immediately. The Charge Officer and PCO should dispatch squads specifically meant for this purpose, to ascertain, by a visit to the area/hamlet, that there is no hindrance – overt or covert. They should closely monitor the developments and initiate effective interventions. After the Census, the Charge Officer/PCO shall submit a special report, Village wise, in writing to the DCO indicating as to whether people from the vulnerable habitats were enumerated fully and correctly.

ix. At the time of training, the Charge Officer should brief the Enumerator/Supervisor concerned about the vulnerable locations within their areas. The Supervisor should take special steps to assist the Enumerator in these areas. The Enumerator/ Supervisor should submit a report to the Charge Officer indicating the difficulties and the steps taken to overcome them in the vulnerable locations. The Charge Officer should send the report along with the docket of completed Charge Register to the Directorate of Census Operations.

x. During the Census period, the Officers of the DCO and other senior officers while visiting the Districts should pay special attention to this problem and find out whether any undue influence, intimidation/ obstruction is being caused.

xi. If any complaint is received or information gathered from any sources about obstruction/threat to any section of the population, the same shall be enquired into by the local administration without any delay.

xii. It is expected that accountability of various officials for vulnerability mapping and follow up at every stage shall be clearly defined with reference to each Village/Town. Severe disciplinary action will be initiated in case of dereliction of duty on the part of any officials in this matter.

xiii. A specimen of the format for the mapping of vulnerable areas is given in Annexure X.

10. **Disposal of Grievances/Complaints received on Census/NPR issues:** In order to redress the grievances/complaints that are received from public and various

other Stake holders, on various issues, the ORGI has felt a need to set up grievance redressal mechanism. Most of the complaints received can be clubbed in following categories:

i. Complaints from general public regarding non coverage of their area during Census.

ii. Complaints from general public that the enumerator is not taking down the details correctly.

iii. Complaints from public representatives regarding coverage or content.

iv. Complaints from government staff regarding using their services for Census work but not making necessary travel and accommodation arrangements, non-payment or delay in payment of TA/DA etc., vindictiveness towards some staff while favouring some other staff, etc.

v. Complaints from suppliers of Census material, transporters etc. regarding delays in payments.

To address these grievances, it has been decided that the following mechanism may be put in place:

(i) Grievance cells-cum-control rooms may be opened in the office of each Charge Officer/PCO/DCO, to attend to any complaint regarding coverage and content.

(ii) Grievance cells-cum-Control rooms may be opened in the offices of the Deputy Collector/ Principal Census Officer in every District He may attend to all complaints on all issues as have been categorized above. Similar arrangements should be made at the State level both in the Office of the State Coordinator as well as the DCO.

(iii) All Grievances Cell-cum-control rooms may maintain a proper register detailing the complaints received and action taken. Registers may be checked by the Senior Officers from time to time. A time frame of 5 days may be fixed for attending to complaints and giving a reply to the complainant.

(iv) A specimen of the format for Action Taken Report on the recording and disposal of complaints/ grievances is given in Annexure XI.

11. **Publicity:** The Census is a National exercise that is held once in a decade. The NPR on the other hand is being created for the first time in the country. It is natural therefore that there is a general curiosity regarding both these exercises. It is possible that unscrupulous elements may also spread disinformation. It is therefore necessary that an active publicity campaign be mounted to spread awareness. While at the National and State level, efforts would be taken in this regard, local initiatives to supplement this would be of utmost importance. The involvement of committed and credible Non Governmental Organisations in this would also be of great help. This would be especially necessary for carrying out census for difficult areas and difficult to enumerate people.

12. **Conclusion:** The Principal Census Officers are the kingpins who ultimately determine how well the two National exercises of Census and NPR are conducted. It is needless to emphasize that such campaigns cannot be successful without the personal involvement of the District officials led by the District Collector. It is their personal commitment and involvement that would prove to be the differentiator between an ordinary headcount and a quality database of the people of India.

(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)
6. Guard File

List of Annexure

I. Specimen Appointment letters of Supervisors

II. Specimen Appointment letters of Enumerators

III. Roles and Functions of the Principal Census Officer/District Registrar

IV. Roles and Functions of the District/Additional District Census Officer

V. Roles and Functions of the Charge Officer/Sub-District Registrar

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VIII. Copy of relevant Section from Right to Education Act, 2009

IX. Format for preparation of Census Training plan

X. Format for advance compilation of information on vulnerable areas

XI. Format for Action Taken Report on complains received for field work of HLO/NPR

Annexure-I

Proceedings of the Charge Officer
Census of India 2011
.....District/Town.

.....

No..... Date.....

TO

Subject: - Census Duty – Houselisting & Housing Census and preparation of National Population Register - Appointment as Supervisor regarding.

In exercise of the powers conferred upon me under Sub-Section (4) of Section 4 and Section 7 of the Census Act 1948 (37 of 1948) & Rule 5 of the Citizenship (Registration of Citizens and Issue of National Identity Cards) Rules, 2003 and the powers delegated by the State Government of..... vide. .....
..... I hereby appoint you as Supervisor for the Supervisory Circle No..... , the details of which are given overleaf.

2. By virtue of this appointment, you are deemed to be a public servant within the meaning of the Indian Penal Code. You may note that refusing Census duty is an offence which is punishable with imprisonment up to three years.

3. The duties and responsibilities of the Supervisor and relevant provisions of the Census Act, 1948 and Citizenship Rules, 2003 are given in the Instruction Manuals of Houselisting & Housing Census and NPR for your information and compliance.

Place.....

Date.....

Signature.....

(CHARGE OFFICER)

Seal.....

Location Particulars and the Extent of the Supervisory Circle allotted

Location Particulars:

Name of the State/UT: Location Code No.

Name of the District : Location Code No.

Name of the Tahsil/Taluk/ PS/Dev.Block/Circle/Mandal Etc.: Location Code No.

Name of the Town Location Code No.

Supervisory Circle No.:

Houselisting Block Numbers that are included in the Supervisory Circle, along with the respective names and addresses of the Enumerators:

S.No.	Name of the Village/Ward along with code	Houselist -ing Block No.	Name, Address and Telephone/Mobile No. of the Enumerator
1			
2			
3			
4			
5			
6			
7			
8			

Annexure-II

Proceedings of the Charge Officer

Census of India 2011

.....District/Town.

.....

No..... Date.....

TO

Subject: - Census Duty – Houselisting & Housing Census and preparation of National Population Register - Appointment as Enumerator regarding.

In exercise of the powers conferred upon me under Sub-Section (4) of Section 4 and Section 7 of the Census Act 1948 (37 of 1948) & Rule 5 of the Citizenship (Registration of Citizens and Issue of National Identity Cards) Rules, 2003 and the powers delegated by the State Government of..... vide. .....
.....
..... I hereby appoint you as Enumerator for the Houselisting Block No..... , the details of which are given overleaf.

4. By virtue of this appointment, you are deemed to be a public servant within the meaning of the Indian Penal Code. You may note that refusing Census duty is an offence which is punishable with imprisonment up to three years.

5. The duties and responsibilities of the enumerator and relevant provisions of the Census Act, 1948 and Citizenship Rules, 2003 are given in the Instruction Manuals of Houselisting & Housing Census and NPR for your information and compliance.

Signature.....

(CHARGE OFFICER)

Seal.....

Place.....

Date.....

Location Particulars and the Extent of the Houselisting Block allotted

Location Particulars:

Name of the State/UT: Location Code No.

Name of the District : Location Code No.

Name of the Tahsil/Taluk/ PS/Dev.Block/Circle/Mandal Etc.: Location Code No.

Name of the Town/Village: Location Code No.

Ward Code No.(Only for Towns):

Houselisting Block No(s) allotted:

Supervisor Circle No.:

Name & Address of the Supervisor:

Extent of the Houselisting Block:

Houselisting Block No.	Description of the Houselisting Block (Please indicate the boundaries of the Houselisting Block and give the Building Numbers along with the street names if available. Otherwise indicate the locality and prominent landmarks in the assigned Houselisting Block. In case more than one Houselisting Blocks are being assigned to the same enumerator please give details of each Houselisting Block separately.)

Annexure III - Roles and functions of the Principal Census Officer/ District Registrar

Principal Census Officer

(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 scheduled 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 authorized in this behalf by the State Government.

District Registrar.

(a) Appointment of all functionaries at the District level.

(b) Training of all functionaries at the District level.

(c) Distribution of material for the fieldwork.

(d) Ensuring proper publicity.

(e) Undertaking inspection of the fieldwork from time to time.

(f) Ensuring and certifying complete coverage.

(g) Disposing claims submitted by the individuals as per instructions issued from time to time.

(h) Authentication of the data as per instructions issued from time to time.

(i) Exercising financial control over expenditure.

(j) Coordinating NPR work at the District level.

(k) Any other task assigned from time to time.

Annexure IV- Roles and functions of the District/Additional District or Sub-Divisional Census Officer

(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 circle 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 Officers, 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.

Annexure V- Roles and functions of the Charge Officer/Sub-District Registrar

Charge Officer

(a) Cause the required number of Supervisors and Enumerator 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) Familiarize 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 timeliness 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.

Sub-District Registrar

(a) Appointment of all functionaries at the Sub-District level.

(b) Training of all functionaries at the Sub-District level.

(c) Distribution of material for the fieldwork.

(d) Ensuring proper publicity.

(e) Undertaking inspection of the fieldwork from time to time.

(f) Ensuring timely start and completion of NPR work.

(g) Ensuring correctness and quality of data collection.

(h) Ensuring and certifying complete coverage.

(i) Disposing claims submitted by the individuals as per instructions issued from time to time.

(j) Authentication of the data as per instructions issued from time to time.

(k) Exercising financial control over expenditure.

(l) Coordinating NPR work at the Sub-District level.

(m) Any other task assigned from time to time.

Annexure VI - Roles and functions of the Local Registrar

(a) Ensuring arrangements for publicity/awareness campaign in the village/urban area regarding the creation of NPR by making drum beat, mike announcements, etc.

(b) Ensuring the full coverage of area under her/his jurisdiction and that no household/individual has been left out.

(c) Displaying the list of 'usual residents' in some prominent places in the village/urban area.

(d) Marking correction in the list and submitting the same to Sub-District Registrar after incorporating the changes/objections.

(e) Authenticating the collected data in respect of 'usual residents' as per instructions from time to time.

(f) Any other task assigned from time to time.

Annexure VII : Format for database of Census/ NPR Officers

Name	Designation	Sex	Educational qualification	Address		Telephone No. (with STD code)		Mobile	Remark
				Office	Home	Office	Home		
1	2	3	4	5	6	7	8	9	10

Signature of Charge Officer with seal and date.....

Countersignature of Principal Census Officer with seal and date.....

(The Date of Appointment/Relief and the Census designation – Principal Census Officer/ District Census Officer/Charge Officer/Master Trainer/Supervisor/Enumerator may be noted in the Remarks Column)

Annexure VIII : Relevant Sections from The Right to Education Act, 2009

REGISTERED NO. DL-(N)04/0032/2003-09

भारत का राजपत्र
The Gazette of India

असाधारण
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PART II — Section 1
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PUBLISHED BY AUTHORITY

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MINISTRY OF LAW AND JUSTICE
(Legislative Department)

New Delhi the 27th August, 2009/Bhadra 5, 1931 (Saka)

The following Act of Parliament received the assent of the President on the 26th August, 2009, and is hereby published for general information :-

THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009

No. 35 OF 2009

[*26th August, 2009*]

An Act to provide for free and compulsory education to all children of the age of six to fourteen years

Be it enacted by Parliament in the Sixtieth Year of the Republic of India as follows :—

(f) "elementary education" means the education from first class to eighth class;

(g) "school" means any recognised school imparting elementary education and includes—

(i) a school established, owned or controlled by the appropriate Government or a local authority;

(ii) an aided school receiving aid or grants to meet whole or part of its expenses from the appropriate Government or the local authority;

(iii) a school belonging to specified category; and

(iv) an unaided school not receiving any kind of aid or grants to meet its expenses from the appropriate Government or the local authority;

Prohibition on deployment of teachers for non-educational purposes.

27. No teacher shall be deployed for any non-educational purpose other than the decennial population census, disaster relief duties or duties relating to elections to the local authority or the State Legislatures or Parliament, as the case may be.

Prohibition on private tuition by teachers.

28. No teacher shall engage himself or herself in private tuition or private teaching activity.

Annexure X : Format for advance compilation of information on vulnerable areas

Rural/ Urban State/UT ..... District .....

Charge No. and name	Name of village/ Name of town with location code	Name of hamlets / areas identified as vulnerable	Houselisting/ Enumeration Block No.	Name of enumerator	Remarks (type of vulnerability, e.g., forest village, un-authorised area, construction site, hilly area, desert area, extremist prone, nomadic population, caste problem, communal tension, etc.)
1	2	3	4	5	6

Signature of Charge Officer with seal and date.....

Annexure IX: Format for Census Training Plan

Rural/ Urban State/UT ..... | | District ..... | |

A. Training of Charge Officers:

Date of training	Complete postal address of training venue	Name and contact number of venue in-charge	Whether electricity connection is available at the venue	Batch size
1	2	3	4	5

B. Training of Census Enumerators and Supervisors:

Charge No. and name	Date (s) of training	Complete postal address of training venue	Name and contact number of venue in-charge	Whether electricity connection is available at the venue	Batch size (maximum 50)
1	2	3	4	5	6

Signature of Principal Census Officer with seal and date.....

Annexure XI : Format for Action Taken Report on Complaints received on field-work of HLO/ NPR

Rural/ Urban State/UT ..... ☐☐ District ..... ☐☐

Charge No. and name	Name of village/ Town & ward with location code	Type of complaint (**enumeration related**: area not covered, household left out, details not being recorded correctly, etc. **Complaint from Census staff**: payment not fully received, vindictive attitude of superiors, etc.)	Details of the complainant with Date of receipt of complain (give * if it is from a public representative)	Corresponding Supervisory-Circle No. & Houselisting Block No.	Details of action taken and date on which complaint resolved **if some area has earlier been omitted and new Houselisting Block (s) has been formed for covering that area, check that appropriate entries have also been made at the Charge Register and corresponding supervisor-booklet (s)**
1	2	3	4	5	6

Signature of Charge Officer with seal and date.....