MOST IMMEDIATE

2011

भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
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No. 9/37/2010-CD(CEN) Dated : 8th March 2010

CENSUS OF INDIA 2011 – CIRCULAR No. 18

Subject : Preparation of Charge Map, Supervisory Circle Map and Layout map for enumerators

The Houselisting and Housing Census (HHC) operation of the Census of India 2011 is going 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 which would the basis for providing a Unique Identification Number to each resident of the country. Detailed procedure for preparation of Village register, Town register and Charge register has been communicated vide Census Circular No. 11. Guidelines for organising training classes for Houselisting Operations have also been conveyed through Census Circular No. 12. The detailed methodology for preparing the district census plan is also being sent.

2. One of the paramount concerns of the Census is complete coverage of the entire geographical area of the country. Preparation of the maps, thus, on one hand, is a very important step to guide the field enumerators on their jurisdiction. On the other, it provides a tool to the supervisors, Charge Officers and District Census Officers to distribute the area under their jurisdiction unambiguously to the subsequent levels of field functionaries and check the completeness of coverage at each succeeding level.

3. The Census also has a long tradition of disseminating data using Maps at various levels. In the Census 2011, the possibilities of preparing maps necessary for micro level resource planning are being contemplated. As a necessary precondition, this would require maps showing various

facets, namely, the habitats and available amenities at the lowest possible levels. However, this would require preparation of maps which can be geo-referenced to the extent possible.

4. To make these a reality, a plan has been chalked out to use the maps available at the Directorates and improving upon them to add as many features as possible so that it can meet the future requirements of the country. In the Census 2011, it is planned that the supervisory-circle maps and Layout maps of the enumerators will be placed, as accurately as possible, within the available ward maps and village(s). The plan is discussed in subsequent paragraphs. The Directorates of Census Operations are requested to undertake immediate steps to comply with this plan.

5. **Maps for Principal Census Officer and Charge Officers:** Each principal Census Officer should be provided with a map of her/his jurisdiction along with the boundaries of the jurisdiction for each of the rural and urban charges under her/him. This map may be **printed on A3 sheet** (A2 sheet if the number of Charges is more than 20). The map should also depict the neighboring jurisdictions, so that there is no overlap in the coverage. Similarly, each Charge Officer should be provided the Charge map, showing the areas which are under her/his jurisdiction. The Charge Map should be printed on an A3 sheet. It should contain :

(a) Boundaries of all the villages within the Charge along with the legend.
(b) Names of the adjoining sub-districts on the boundaries.
(c) The areas excluded like Census Towns, OGs or villages within a sub-district if covered by another charge officer should be hatched on the map for rural Charge. Similarly, if any area, like forest village is within a rural Charge, the same will be indicated on the Map. The urban Charge map should include the census towns, OGs etc. on the map in addition to the statutory town/ ward areas.
(d) If the same Charge Officer is covering both rural and urban areas within her/his jurisdiction, she/he should be provided with two maps. One map should be used for the rural areas and the other will be used for the urban areas. In the rural Charge map, the urban areas should be hatched and, in the urban Charge map, rural areas should be hatched. A specimen rural charge map is given at Annexure-I.
(e) In urban areas, where a charge will consist one or more wards, the charge map should show all these wards with major landmarks,

features, roads etc. if available. This charge map should also show the adjoining ward number(s).

(f) Names and boundaries of the Census towns, OGs etc. falling outside the municipal limit of a town but within the jurisdiction of an urban Charge Officer should be clearly shown on the Urban Charge map. Names of the rural areas/ other municipalities falling outside the Charge should be clearly written on the boundary.

(g) If the GIS maps at ward level are available for the Charge, the Supervisory circles should be shown on the Charge map. In case the GIS maps are not available, the Supervisory circles will be drawn on the already available hard copy maps considering the available landmarks features. A specimen of the urban Charge map is given at Annex 2.

(h) The boundary of each Supervisory circle within the Charge will be marked with red ink/pencil. Preparation of this map should be completed immediately after preparation of the Charge Register and before commencement of the training of the enumerators and supervisors.

(i) In some cases, one supervisory circle will consist several villages. There should not be any problem to draw the boundaries of each supervisory circle in such cases. However, if a large village has more than one supervisory circle, the boundary lines within the village may be drawn appropriately to show each of these supervisory circles separately within the boundaries of the corresponding village.

6. The next step will be the preparation of the boundaries of the village maps. Each of these maps **will be printed on an A4 sheet**. Each enumerator and supervisor should be provided with a copy of the map for her/his jurisdiction. She may add other information if available and show the main habitations and houses located within fields which are locally called by different names in various states such as *Pare/Tola/Dhani/Majra/Basti/Kheda/Nagla* etc. The **directional arrow (north, south, east, west) should be clearly shown on supplied map.**

7. **Maps for rural area**

(a) **Supervisory Circle Map** - Each supervisory circle map should show all the villages within her/his jurisdiction. Providing village maps to the supervisor for preparation of the Supervisory circle maps have also been discussed in Census circular No. 10. After preparation of

the Charge Map, the corresponding DCO official will intimate the composition of each supervisory circle within a Charge and procure the printed maps from the Directorate. The printed map should show the boundary of each village within the Supervisory Circle and the adjacent supervisory circle numbers. The supervisor should mark each Houselisting Block within this map and write the HLB numbers on the map also.

(i) For simplification of procedure, a part of the sub-district map showing the village boundaries and names may be printed on a single A4 sheet, as long as the number of villages shown on the sheet is less than 25. The Charge Officer may show the boundaries of each Supervisory Circle on the map before handing it over to the concerned Supervisors. The **directional arrow (north, south, east, west) should be clearly shown on supplied map.**

(b) **Map for Houselisting Block** : The maps will be prepared in the following manner.

(i) For villages consisting of a single Houselisting Block, the map will show the boundary of the entire village. It may be recalled that the enumerator will be instructed to show the habitations and identifiable landmarks within the map. This would not only enable the enumerator to identify her/his jurisdiction, but also show the habitations within her/his area with reasonable accuracy. Moreover, it would help her/him to prepare the complete layout map more authentically.

(ii) For villages consisting of more than one Houselisting Block, the map will be for the entire village. The supervisor will show the boundary of each Houselisting Block within the village and hand over the copy to each enumerator. Thus, if there are 3 Houselisting Blocks in a village, 3 maps for that village will be required, one for each enumerator. The **directional arrow (north, south, east, west) should be clearly shown on each supplied map.**

8. Maps for Urban areas

(a) **State Capitals/ wards in a State where GIS map has been prepared:** The ORGI has already issued detailed instructions on carving out the Supervisory circles and Enumeration Blocks in such cases. The

procedure should be followed as it is. The enumerator will replicate the GIS map as it is on the layout map frame for preparation of houselisting blocks/layout map. All the enumerators must be clearly instructed to update the already supplied ward maps/layout map as per the actual ground situation prevailing at the time of the HLO. The enumerator should write the building numbers, as given by the municipality, on the Map, wherever the same is available and being used for Census. The GIS identification numbers of the buildings should not be printed on the Map.

(b) Statutory towns other than State capitals/ wards where GIS map has not been prepared.

(i) Some of the municipalities have its own GIS map with ward boundaries, road network within the town, major landmarks, habitations, etc. These maps may not be as elaborate as the GIS maps being prepared for the State capitals. However, these can also be put to use for demarcation of the supervisory circles and HLBs, wherever such maps can be procured from the concerned State Govt. authorities. The supervisory circles and Houselisting Blocks should be drawn on these maps either in the soft copy or manually after taking the print outs. While taking the print outs, it should be ensured that each map is legible enough for writing the HLB No.s on the supervisory circle maps and adding more landmarks, roads, etc. on the HLB maps.

(ii) Even if GIS maps are not available for some statutory towns, the ward map is expected to be available with them. Such map will be used to demarcate the Supervisory circles and Houselisting Blocks within each Supervisory circle. The procedure of taking print outs and markings by the Supervisor and enumerators will be same as the procedure stated at paragraph 8 (b) (i) above.

(c) Other Census Towns

In a few Union Territories, the capital is itself a census town. For them, the GIS map has already been prepared and the procedure of distributing them showing the jurisdiction of the different levels of Census Officers has already been discussed at paragraphs 5 to 8 above. For the remaining Census Towns, the maps are same as the village maps. A single map with all the villages taken as Census Towns should be provided to the

Charge Officer. This map should be printed on an A3 size sheet. Further, the maps for the enumerators and supervisors should be prepared in A4 sheet. The number of maps should be same as the number of enumerators.

9. The receipt of the printed maps by the enumerators and supervisors may also be recorded on the Supervisor-booklet of the Charge Register at column 18. The heading may be suitably modified as "layout map and village map". The enumerator should be instructed to hand over the updated village map (s) along with the duplicate set of documents so that it is placed at the Charge Register along with the duplicate copy of the layout map. The receipt of updated village maps from each enumerator should be recorded at Col. 26 of the Supervisory booklet. The heading of the Supervisory booklet, thus will get corrected as "Filled-in layout map and village map". This will ensure that not a single village map prepared by the enumerators and supervisors are misplaced. After preparation of the Abridged Houselist, these maps should invariably be brought along with the Charge Register copy at the DCO for its further use.

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Enclosures : as above.

To

All Directorates of Census Operations.