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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CENSUS OF INDIA 2011 - CIRCULAR No. 19

Subject : - **Houselisting Operations – Handling of filled-in Schedules and other documents**

The Houselisting Operations (HLO) phase of field-work, i.e., data collection for the Houselisting and Housing Census Schedules and for the National Population Register (NPR) Household Schedules is scheduled to be conducted during 1st April to 31st July in all the States/UTs in the country depending upon their local conditions. These schedules are permanent records of great value for the organization and are required to be managed right from the day one these are made available. The importance of these schedules is increased manifold when these are filled in after canvassing.

2. It is emphasized that the record management is an integral part of census taking. It has been an important component of post Houselisting and Population Enumeration exercise at all levels. With the introduction of the Intelligent Character Recognition (ICR) technology, record management has become even more important as all the schedules will be scanned. For proper scanning of these schedules, it is necessary that these are handled with great care at all stages – starting from their dispatch through post, during distribution to enumerators, while filling in the schedules in the field, till their return to the Charge Officer and finally to the State Directoratcs/Data Centres. This circular deals with the Record Management after the HLO phase of field-work. It is therefore, important that necessary instructions are issued to all levels of District administration regarding the proper Record Management of the HLO.

3. After the completion of the field work, the enumerator will have the following documents for each block allotted to her / him:

(a) Layout Map – two copies
(b) Filled-in Houselisting & Housing Census Schedules – two sets
(c) Houselisting and Housing Census Abstract – two copies
(d) Filled-in NPR Household Schedules – one set
(e) NPR acknowledgement slip booklet (s)
(f) NPR Working Sheet – one set
(g) NPR enumerator's Abstract – three copies
(h) Village Map (s) / Ward Map (s)/ GIS Map (s)
(i) Unused/spoiled materials (both Houselisting and NPR).

4. As you are aware, the field-work of the Houselisting and Housing Census and the National Population Register are being conducted simultaneously by the same enumerator. After the field-work is over, the records are to be received in the Charge Office at the earliest, including the unused/spoiled schedules/forms. As the processing and subsequent activities for the Housclisting Schedules and the NPR Schedules would be conducted separately, it is of foremost importance that these two sets of documents are never mixed at any of the stages subsequent to filling-up of them. The enumerator should submit them separately to the supervisor, the supervisor should submit them separately to the Charge Officer and the Charge Officer should see that the materials are packed in separate boxes and sent to the designated destinations. **The District Census Officer should closely monitor these activities. She/he would be held personally responsible in this regard.** A few basic principles for arranging and sending the records should invariably be kept in mind, namely,

(i) One set will contain records of only one Houselisting Block, even if an enumerator has worked for more than one Houselisting Block. Even if a particular Houselisting Block is uninhabited, the sets of forms should be prepared and submitted separately.

(ii) Separate sets have to be prepared for the two operations, namely, the Houselisting and Housing Census and the NPR. In other words, the forms for Houselisting and Housing Census and the forms for NPR should never be mixed. The layout maps, village maps, ward maps, GIS maps will also be a part of the Houselisting material.

(iii) In each set, the relevant abstract should be kept at the top followed by the filled-in Schedules. The filled-in Houselisting Schedules should be arranged serially starting with the first page of the first filled-in Schedule. Similarly, in NPR, Schedule of Household number 01 will be on top followed by the schedule of household no. 02, etc. If more than one NPR Household Schedule has been used for a household, the Schedule containing details of members with serial numbers 01 to 08 will be on top followed by the Schedule with details of members with serial numbers 09 to 16, and so on.

5. From the Charge Office all the original filled-in materials will be dispatched to designated data centres. The address of return dispatch was already provided in the boxes along with the blank Schedules. The modifications, wherever required, have subsequently been issued by the DP Division. The duplicate copy of the Houselisting Schedules and the layout map will be kept at the Charge Office for its use in delineating the Population Enumeration Blocks. Similarly, **the Acknowledgement slip booklet will be kept for its use in the subsequent stages of the preparation of the NPR, namely, during taking photograph and finger biometry.** The Charge Officer should also keep a copy of the NPR enumerator's abstract with her/him for record. The manners in which the forms are to be managed and dispatched at each level from the enumerators to the State Directorates/Data Centres are indicated below.

At the Enumerator's Level

6. An enumerator is required to prepare the sets for the Houselisting and Housing Census forms and the NPR forms separately in the following manner:

(i) Houselisting and Housing Census forms: This would consist of two sets of the filled-in forms. The original set would consist of Houselisting and Housing Census Abstract, filled–in Houselisting and Housing Census Schedules and Layout Map. In each of the sets, the Abstract will be kept on the top followed by the filled-in Schedules and the Layout map. The duplicate set, in addition to these materials, would also have the village map/ ward map/ GIS map given to the enumerator below the layout map.

(ii) NPR forms: The set for dispatch would consist of NPR enumerator's abstract, filled-in NPR Household Schedules and the NPR working sheets. Two more copies of the enumerator's abstract will also be submitted by the enumerator. One of these copies will be retained by the Charge Officer while the other copy will be sent to the Directorate of Census Operations of the concerned State/UT.

(iii) In addition, the enumerator will hand over all the unused/ damaged forms, both the Houselisting and Housing Census Schedules and the NPR Household Schedules.

7. The Houselisting Schedules, Houselisting abstract and layout map prepared / filled-in during field operations should be marked as 'Original' and the second set of copies prepared by the enumerators should be marked as 'Duplicate'. It must be ensured that each filled-in Houselisting and Housing Census Schedule, Houselist Abstract and Layout map have been duly signed by the enumerator with date. The location particulars of the block should be entered on the layout maps, Side-A of the Houselisting and Housing Census Schedules, side-A of the NPR Household Schedule, all copies of the NPR enumerator's abstract, the NPR Working Sheets and on both the sides of Houselist Abstracts of both the copies.

8. The block-wise certificate of complete coverage/inventory for used/unused census material will be prepared by the enumerator. Similarly, the details of used and unused materials for the NPR will be filled in the NPR enumerator's abstract. It should be ensured by each enumerator that the Schedules are not folded at any stage right from receiving of the blank Schedules, during filling of the Schedules, while preparing the set of documents till their submission to the Supervisors. Each set of documents will be bunched by a plastic coated (rust proof) clip. All the sets of the documents must be handed over to the supervisor in a plastic cover to protect them from the dust and dampness. The enumerators should submit all the records to the Supervisor within the stipulated time after the Houselisting Operations. Before handing over the documents, the Enumerator will ensure that all the instructions for filling-in the schedules have been followed and striking the totals have been carried out faithfully on all the sets of Schedules. If more than one Houselisting Blocks are assigned to the enumerator, she/ he will have to prepare and submit the sets of materials separately for each block to her/his supervisor.

At the Supervisor's Level

9. Each supervisor will help the enumerators under his/her jurisdiction to ensure complete coverage. The supervisor is responsible for collecting back the records for depositing them with the Charge Officer immediately after the completion of the Houselisting Operations. After receiving the census materials along with the certificate of complete coverage and inventory of used/unused materials signed by the enumerator, the supervisor will arrange the original sets (ORIGINAL copy of filled-in Houselist Abstract, Houselist schedules and layout map) of each Houselisting block in his/her circle, in ascending order. A similar set will be arranged by the supervisor using the 'DUPLICATE' set of the Houselist abstract, schedules, and maps of each Houselisting Block submitted by the enumerators. The Supervisor should ensure that the Schedules and Layout maps are not folded while preparing the sets of documents and arrange the sets separately in the ascending order of their location code number. The supervisor will hand over these 2 sets for her/his entire supervisory circle to the Charge Officer or any other officer authorized by the Charge Officer at their pre-determined centres/locations and take receipt from the Charge Officer in the Supervisor's copy of the complete coverage, a specimen of which is shown at Annexure 6 of the Instruction manual for Houselisting and Housing Census.

10. For the NPR Household Schedules, the supervisor should arrange the set meant for dispatch (one copy of NPR enumerator's abstract, NPR Household Schedules and NPR Working sheets) one by one in ascending order of the Houselisting Block numbers. In addition, the Supervisor will organise two sets of enumerator's abstracts, each set consisting of one copy of the abstract of all the Houselisting Blocks falling in her/ his supervisory circle. The Supervisor should also check the form numbers of the filled-in NPR Household Schedules with the corresponding no. written on the acknowledgement slip and remove the discrepancies, if any, found on the slip.

11. While receiving the sets from each enumerator, the supervisor should remove all sharp objects, like, pins, staplers, blades, etc., if found. She/he would then complete the entries at columns 21 to 29 of the Supervisor's booklet regarding the number of Houselisting Schedules received back and the number of households and population of each Houselisting Block. After tallying these entries, the supervisor should take signature of the enumerator on the 4th page of the supervisor's booklet at the specified location. While handing over the documents to the Charge Officer, the supervisor should update these entries in the copy of the supervisor's booklet kept at the Charge Office.

At the Charge Level

12. In the Charge Office, the documents of each Houselisting block will be received and arranged in a systematic manner according to the ascending number of the Houselisting Block. Of the two separate sets of Houselisting records submitted by the supervisor, the 'ORIGINAL' set of Houselist Abstract, Houselist schedules and Layout map will be affixed with a plastic coated clip, if it is not already done for dispatch to the data centre. Similarly, One copy of NPR enumerator's abstract, all the filled-in NPR Household Schedules and the NPR Working sheets will be sent to the data centre. Any sharp object like, pins, staplers,

blades, etc., if found, should invariably be removed. The two sets of Layout Maps the original and the duplicate are to be received and arranged separately. The updated village maps prepared /GIS maps wherever supplied will also be received at the Charge Level.

13. The Charge Register, 'DUPLICATE' sets of Houselisting and housing census forms ('DUPLICATE' copy of filled-in Houselisting schedules, Houselisting and Housing Census Abstract, Layout Map, village/ ward/ GIS map) will be retained in the Charge Office for delineation of enumeration blocks for the Population Enumeration stage, updating the last few columns of each Supervisory booklet, preparation of the Abridged Houselist (AHL) and making the Charge Registers for population enumeration, separate instructions for which will be issued in due course. After preparation of the AHL, the original copy of the Charge Register with all the maps should be sent to the State Directorate of Census Operations in the specified format. The Charge Officer should put her/his signature with seal on the certificate of complete coverage on both the copies of the Charge Register.

14. The Charge Officer will keep one set of the NPR enumerator's abstract with her/ him for records. Another set of enumerator's abstract should be sent to the concerned State Directorate of Census Operations directly from the Charge Office.

15. To facilitate easy handing of the records, the Charge Officer should open one or more Census counter/record rooms as may suit their local conditions and deploy adequate experienced staff for collection, scrutiny and packing of the original schedules. While packing the original sets (abstract, filled-in Schedules, layout map, working sheets) of forms, it should be ensured that these are not folded. The Charge Officer should procure her/his copy of the certificate of complete coverage and inventory of used/unused materials from each Supervisor of her/his charge.

16. The filled-in sets (original copies of Abstract, Schedules and layout map) are to be arranged block-wise in the charge. The original sets will be packed in the corrugated boxes already provided to each Charge Officer. The boxes to be used for return dispatch would be:

(i) Blank Schedules and instruction manuals have been delivered at the Charge Office in corrugated boxes. Most of these boxes would be in good condition. These boxes should be first used for sending back the materials.

(ii) However, there may be cases where the number of such boxes is insufficient. The Charge Officer would then intimate the requirement of additional boxes to the concerned State Directorate of Census Operations. The State Directorate of Census Operations would procure the additional boxes and send them to the concerned Charge Offices.

17. **Utmost precaution must be taken to prevent mixing of the Houselisting and NPR schedules and it should be clearly mentioned on each box whether the forms are for Houselisting or for NPR. One box should contain materials of only one type, namely, either Houselisting or NPR.** The corrugated boxes are to be neatly packed and tied up by using the plastic cello tape (one inch broad cream or brown coloured).

18. It is the sole responsibility of the Charge Officer to ensure that the requisite number of boxes for each block, properly labelled and complete in all respect have been received in his/her office. The **Inventory of dispatch for filled-in Houselisting and NPR materials**

will be prepared by the Charge Officer, in triplicate, as per the format given in Annexure 'A'. One copy will be retained by the Charge Officer, second copy will be forwarded to concerned Data Centre and third copy to the concerned Directorate of Census Operations along with other records and the unused/spoilt material.

19. Each Charge Officer will mark these corrugated boxes bearing a distinct box number serially starting from 1. If there are 50 boxes dispatched from a charge to the data centre, the box numbers should be recorded as 1/50, 2/50, and so on up to 50/50. The **Charge Officer will also prepare box-wise inventory as per the format placed at Annexure 'B'. After recording the actual postal IDs given by the Department of Posts, on this copy as well as on the two copies of the Charge Register, this is to be sent separately** (only the annex, not any box) **by Speed Post to the concerned data centre, so that tracking of materials in transit can be monitored effectively from both ends.** Similarly, the box inventory as per proforma in Annex B should be filled separately for the unused materials, etc. being sent to the concerned State DCO. The expenditure for sending the Annex B should be borne from the contingency fund provided to the Charge Officer. In cases where the same Charge Officer has more than one charge in her/his jurisdiction (for example a Tahsildar/BDO/Mandal Officer may have a number of census towns, each of which is an independent charge) the outside of the corrugated boxes should properly display the details of the contents of each Charge for which the material has been placed inside the box. **It should be ensured that one corrugated box contains the material of only one type (either Houselisting or NPR) and of only one Charge, even when more than one Charge is handled by the same Charge Officer.**

20. The unused census material should be packed in **boxes** and properly labelled to indicate the name of the charge. The Charge Officer should ensure that all the records are properly packed before dispatching to the data Centres/Directorates.

21. After ensuring the completeness of the records, the Charge Officer is entrusted with the overall responsibility of handing over the records and other material to the Department of Posts. The boxes of the filled in Schedules will be picked up directly by DoP from Charges and will directly be dispatched at the concerned Data Centres. The boxes having the unused census materials will be dispatched to the concerned Directorates along with the Charge-wise inventory and one copy of the NPR enumerator's abstract. The Charge Officer should ensure that the correct boxes are picked up by the Department of Posts for dispatch to their right destination.

22. It is reiterated that the DoP shall fix up the date of collection of the boxes for different charges within a district in such a manner that they can sequentially visit all these Charges and pick up the entire material. The DCO would intimate the Charge Officer the exact date of visit from the DoP. The Charge Officer should ensure that the entire packing of materials is over before that date. The DoP would not make any further visit for collection of the materials. If any material is not ready, the Charge Officer would have to make her/his own arrangement for sending it to the concerned data centre/ DCO. The ORGI will not reimburse any expenditure on account of this.

23. It may be ensured that the DoP representative weighs each box at the Charge Office, records the same and affixes the postal ID on the box. The Charge Officer should record the postal ID in Annex B in the presence of the DoP personnel for accuracy.

24. The Charge Officer will be intimated the dates on which he will have to send his /her representative to the Data Centres to check the completeness of the material packed in the boxes at the Charge Office.

25. While collecting the boxes, the DoP will provide its own identification code for each box. The Charge Officer should record these codes in the format given at Annex B as well as in the format available in the Charge Register for recording the details of dispatch of boxes. This would help the Charge Officer and the Data centre/ directorate to track these materials till it reaches its destination.

At the Directorate level

26. The Data Centres/DCOs should be well prepared in advance with the receiving of the Census records. A close liaison should be maintained with the Department of Post so as to avoid chaotic scenes or adoption of short-cut methods while receiving records at the Data Centres/DCOs. The Directors should clearly give necessary instructions to be adopted for receipt of records. Adequate number of receipt counters manned by suitably and experienced staff should be opened at the Data Centres/DCOs. DCOs should provide a complete Checklist for the material to be received at Data Centres/DCOs.

27. While receiving records in the Data Centres/ DCOs, all the corrugated boxes as per list must be counted first. Thereafter, each box must be opened carefully and the contents verified very meticulously for each charge to ensure that the records for each block have been received as per the inventory of filled-in Houselisting and NPR dispatched records signed by the Charge Officer as per Annexure A in presence of the representative of the Charge Officer. It is important that full records of every Houselisting block and charge are received at the initial stage itself, as later on it may not be possible to locate the missing records, if any.

28. It is expected that your Data Centre/Directorate has made adequate arrangements for storing all the records charge-wise/district-wise on wooden/steel racks already made available in your office. The record room should have adequate protection against fire, flood, rains, dust, rats, etc. You should designate an experienced Officer not below the level of Investigator as the overall in-charge of the record room for Houselisting/NPR Operations. He/she should be supported by adequate number of staff for receipt, safe custody and movement of records from and into the record room. For this purpose, a separate movement register of the records should also be maintained. A clear office order designating the Officer in-charge for the Record Room should be issued and the Census Division at ORGI be informed accordingly.

29. It is expected that you will issue necessary instructions on these aspects of Record Management to all the Census Officers concerned in your State. It may be necessary to explain these details to the Charge Officers.

30. **It needs to be mentioned here that the provisional population figures based on the Houselisting or NPR or any other data contained in the Houselisting or NPR schedules/ abstract should not be released to the Press or used by any authority, official or non-official until further instructions are issued in this regard by the ORGI.** The Director of Census Operations should personally ensure adherence and compliance of this instruction. Further, all the Census Officers right from the Principal Census Officer to the Enumerator and the directorate staff be properly instructed for maintaining the confidentiality of the data collected and processed during the House listing stage. Any breach of instructions by any official entrusted and concerned with Census Operations will be viewed seriously and erring officials will be liable for appropriate disciplinary action under the Census and other appropriate Act and Rules.

Please acknowledge the receipt of the Circular.

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

To

All Directorates of Census Operations

Copy to:

1. PPS to HS
2. PS to RGI, PS to Addl. RGI, PS to DDG(NPR), PS to DDG(Census)
3. 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)
4. JD(OL) for immediate Hindi translation
5. Census Cell (15 copies)
6. Guard File

Annexure 'A'

CENSUS OF INDIA 2011
HOUSELISTING OPERATIONS

Inventory of Dispatch: filled-in Houselisting and NPR materials

(To be prepared in Triplicate in the Charge office)
Data Centre copy/ concerned State DCO copy /Charge Officer's copy
(strike out whichever is not applicable)

1 Name of State /UT.....Code No.----------

2 Name of District.....Code No.----------

3 Name of Tahsil/Taluk/P.S./Dev. Block/Circle Mandal etc.....Code No.----------

4 Name of Town/Village.....Code No.----------

5 Name of charge.....Code No.----------

6 **Total no. of Houselisting Blocks in the Charge**.....

Sl. No.	Houselisting Block Number	Number of forms							Remarks
		Houselisting and Housing Census forms				NPR forms			
		filled-in Schedules	Abstract	Layout Map	Village map/ Ward map/ GIS map	filled-in Schedules	abstract	Working sheet	
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									
5									
6									
7									
8									
9									
0									

Handed over the above filled-in Census material

.....

Dated signature of the Charge Officer

Received the above filled-in Census material

.....

Dated signature by the Officer-in-Charge of data centre
(to be signed at data centre after counting)

Annexure 'B'

CENSUS OF INDIA 2011
HOUSELISTING OPERATIONS
Inventory of Boxes
(To be sent separately to Data Centre)

1 Name of State /UT.....Code No.----------

2 Name of District.....Code No.----------

3 Name of Tahsil/Taluk/P.S./Dev. Block/Circle Mandal etc.....Code No.----------

4 Name of Town/Village.....Code No.----------

5 Name of charge.....Code No.----------

6 **No. of boxes dispatched from the Charge: Total .....Census.....NPR.....**

Sl. No.	Box Number	Contents of the Box (one box should contain only one type of material census or NPR)				Postal ID no.
		Type of material (Census/ NPR)	Houselisting Block Nos		Description of the contents, weight of the box (in Kg) and remarks, if any	
			from	to		
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						

Dated signature of the Charge Officer with seal.....

Dated Counter signature of the Principal/District Census Officer with seal.....