MOST IMMEDIATE

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. 9/128/2010-CD(CEN) Dated: 1st December. 2010

CENSUS OF INDIA 2011 - CIRCULAR No. 27

Subject : - **Population Enumeration – Handling of filled-in Schedules and other documents**

Record management is an integral part of census taking. It is an important component of post Population Enumeration 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 Directorates/Storage cum Scanning Centres. This circular deals with the Record Management after the Population Enumeration phase of field-work. It is therefore, important that necessary instructions are issued to all levels of District administration regarding proper Record Management.

2. After the field-work is over, the entire records including the unused/spoiled schedules/forms are to be received in the Charge Office within two-three days. A few basic principles for arranging and sending the records should invariably be kept in mind, namely,

(i) Records of each Enumeration Block, even if same enumerator has worked for more than one Enumeration Block, should be kept separately. In case a particular Enumeration Block is uninhabited, the sets of forms should be prepared and submitted separately.

(ii) All the documents related to one Enumeration Block will be further divided into three sets as these will be dispatched to two different places. The details pertaining to the three sets are given below in Para 4.

(iii) All the unused and spoiled census material to be kept separately with the inventory.

(iv) It is important to note that the entire material pertaining to Population Enumeration in the snowbound areas may be sent to the respective Storage cum Scanning Centres. As already informed the material related to strictly Defence and Para Military Charges should be sent to respective DCOs.

3. From the Charge Office, the set having all the original filled-in Household Schedules and Enumerator's Abstract will be dispatched to designated Storage cum Scanning Centres. The other two sets along with the unused/spoiled census material will be dispatched to respective Directorates of Census Operations. The manner in which the forms are to be managed and dispatched at each level from the enumerators to the State Directorates/Storage cum Scanning Centres are indicated below.

At the Enumerator's Level

4. An enumerator will have to prepare three separate sets for each enumeration Block allotted to him/her in the following manner:

(i) First set will have one copy of Enumerator's Abstract of the Enumeration Block and working sheets for preparing the Enumerator's Abstract – sets of all normal, institutional and houseless households tagged together. The Enumerator's Abstract will be kept on top.

(ii) The second set will comprise Layout map and filled-in and updated Abridged Houselist (Sections 2,3,4,5 & 6) tagged together. The Layout Map will remain on top.

(iii) The third set should comprise of the second copy of the Enumerator's Abstract of Enumeration Block and loose filled in Household Schedule forms for normal households, institutional households and houseless households arranged in that order. The Enumerator's Abstract will however, be kept on top of the Household Schedule forms.

In addition, the enumerator will prepare the certificate of complete coverage and inventory of used/unused material by using the form given at the end of the Instruction Manual. A copy of the certificate duly signed by the supervisor should be kept securely by the enumerator while the second copy would be handed over to the supervisor. The enumerator should sign at the certification shown at the end of the supervisory booklets corresponding to her/his supervisory circle.

5. It must be ensured by the Supervisor that each filled-in Household Schedule, Enumerator's 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 Household Schedules, on both the copies of the Enumerator's abstract and all the Working Sheets.

6. 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 Population Enumeration. Before handing over the documents, the Enumerator will ensure that all the instructions for filling-in the schedules have been followed and striking of totals have been carried out faithfully on all the sets of Schedules. **It is reiterated that** if more than one Enumeration 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

7. Each supervisor will help the enumerators under his/her jurisdiction to ensure complete coverage. The supervisor is responsible for :

I. Checking and collecting back all the census materials from the enumerators in the manner described at the paragraph 4 above.

II. Complete both copies of supervisor's booklet including drawing of the supervisor's circle map in the Charge Register, and

III. Handing over the records mentioned at 7(I) to 7(II) above to the charge officer preferably by 7th March,2011.

On receiving the census materials along with the certificate of complete coverage and inventory of used/unused materials signed by the enumerator, the supervisor should check the three sets handed over to him by the enumerator. He should also confirm that the Village Map (s)/Ward Map (s)/GIS Map (s) if issued/supplied in his/her circle have been returned back.

8. 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 three 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 within two-three days time after enumeration and take receipt from the Charge Officer in the Supervisor's copy of the complete coverage certificate.

9. 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 of the Supervisor's booklet regarding the number of Household Schedules received back and the number of households and population of each Enumeration Block. 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

10. In the Charge Office, the documents of each Enumeration block will be received and arranged in a systematic manner according to the ascending number of the Enumeration Block. Of the three separate sets of Enumeration records submitted by the supervisor :

I. The first set (one copy of Enumerator's Abstract of the Enumeration Block and working sheets for preparing the Enumerator's Abstract –three sets of all normal households, institutional households and houseless households tagged together with Enumerator's Abstract on top) will be affixed with a plastic coated clip, if it is not already done for dispatch to the concerned DCO.

II. The second set comprising of Layout map and filled-in and updated Abridged Houselist (Sections 2,3,4,5 & 6) duly updated /filled in tagged together with Layout Map on top will also be sent to the concerned DCO. The Village Map (s)/Ward Map (s)/GIS Map (s) if issued/supplied will be sent to the respective DCO along with the second set. Thus first and second set of documents received from the enumerators would be sent to the DCO office. The unused Household Schedules would also be sent to DCO office.

III. The third set comprising of Enumerator's Abstract of Enumeration Block and loose filled in Household Schedule forms for normal households, institutional households and houseless households arranged in that order with Enumerator's Abstract on top of the Household Schedule forms will be sent to the concerned Storage cum Scanning Centre. It must be ensured that any sharp object like, pins, staplers, blades, etc., if found, should invariably be removed.

11. The Charge Register prepared for Houselist Operations and the revised Charge Register prepared for Population Enumeration after completing the Population figures of their charges will be sent to the respective DCO Office along with the unused HH Schedule and other material. The Charge Officer should put her/his signature with seal on the certificate of complete coverage on the Charge Register. **It is important to note that before dispatching the material to the Storage cum Scanning Centre/DCO the Charge Officer will compile the Provisional Population Totals for her/his Charge from the Enumerator's Abstract in the format which will be sent to you along with the Circular on Provisional Population Totals.**

12. 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 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.

13. The filled-in sets (original copies of Abstract, Schedules and Layout Map) are to be arranged block-wise in the charge. The material is to be neatly packed and tied up by using the plastic cello tape (one inch broad cream or brown coloured).

14. 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 Household schedules and other census material will be prepared by the Charge Officer, in triplicate, as per the format given at Annexure 'A'**. One copy of Annexure A will be retained by the Charge Officer, second copy will be forwarded to concerned Storage and Scanning Centre and the third copy would be sent to the concerned Directorate of Census Operations.

15. On the boxes sent at the Storage cum Scanning Centre each Charge Officer will mark the corrugated boxes bearing a distinct box number serially starting from 1. If there are 50 boxes dispatched from a charge to the Storage cum Scanning 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 'C'. After recording the actual postal IDs given by the Department of Posts, on this copy as well as on the copy of the Charge Register, this is to be sent separately** (only the annex, not any box) **by Speed Post to the concerned Storage cum Scanning Centre, so that tracking of materials in transit can be monitored effectively from both ends.** Similarly, the box inventory as per proforma in Annex D should be filled separately. being sent to the concerned State DCO. 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. A duly filled in Annexure E should be pasted outside the corrugated box without fail to ensure that above guidelines have been complied. On the boxes which would be sent to the DCO, filled-in Annexure'F' should be pasted outside the box. **It should be ensured that one corrugated box contains the material of only one Charge, even when more than one Charge is handled by the same Charge Officer.**

16. 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 Storage cum Scanning Centres/Directorates.

17. 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

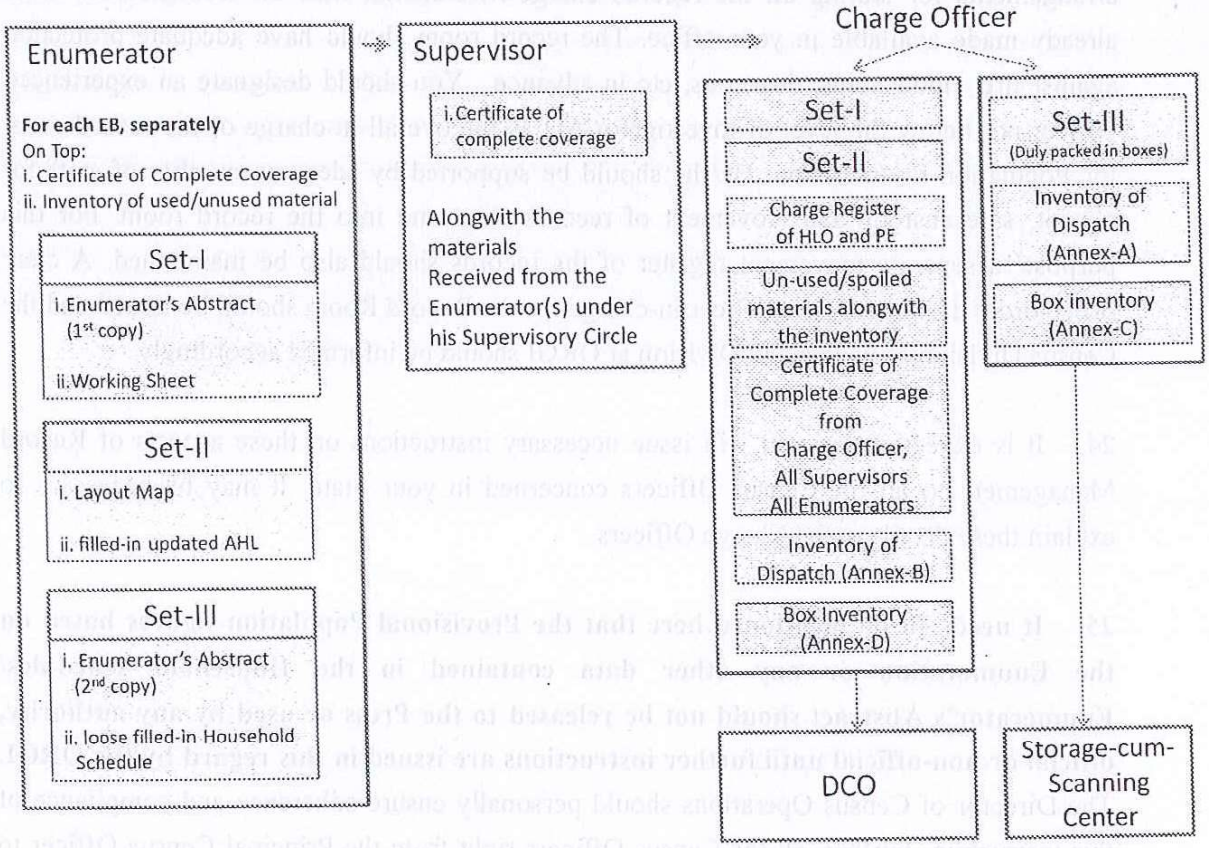
of Posts/transport agency fixed by the respective DCOs. The boxes of the filled in Schedules and Enumerator's Abstract will be picked up directly by DoP from Charges and will directly be dispatched at the concerned Storage cum Scanning Centres. The boxes having other two set of documents (first and second sets mentioned in Para 4) and unused census materials will be dispatched to the concerned Directorates along with the Charge-wise inventory. It may please be noted that the filled in schedules of Population Enumeration of civilian charges in the snowbound areas will be directly sent to Storage cum Scanning Centres as already stated while those of Special Charges will be sent to the concerned DCOs. The Charge Officer should ensure that the correct boxes are picked up by the Department of Posts for dispatch to their right destination.

18. 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 Storage cum Scanning Centre/ DCO. The ORGI will not reimburse any expenditure on account of this.

19. 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 C and D in the presence of the DoP personnel for accuracy.

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

Flow Chart – for handling of the filled-in household schedules and other documents



At the Directorate level

21. The Storage cum Scanning 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 Storage cum Scanning Centres/DCOs. The Directors should clearly give necessary instructions to be adopted for receipt of records. Adequate number of receipt counters manned by suitable and experienced staff should be opened at the Storage cum Scanning Centres/DCOs. DCOs should provide a complete checklist for the material to be received at Storage cum Scanning Centres/DCOs.

22. While receiving records in the Storage cum Scanning 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 Enumeration 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 Enumeration 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. Detailed instructions on pre-scanning and scanning of Household Schedules would be sent subsequently by DP Division.

23. It is expected that your Storage cum Scanning 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 in advance. You should designate an experienced Officer not below the level of Investigator/AD as the overall in-charge of the record room for Population Enumeration. He/shc 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 as well as DP Division at ORGI should be informed accordingly.

24. 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.

25. **It needs to be mentioned here that the Provisional Population figures based on the Enumeration or any other data contained in the Household schedules/ Enumerator's 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 Enumeration 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. PS to RGI, PS to Addl. RGI, PS to DDG(NPR), PS to DDG(Census)
2. DRG(C&T), DRG(PKB), DRG(Map), DRG(CRS/SRS), JD(AKS), JD(DP), JD(A.K.Samal), JD(M.S.Thapa), JD(A.K.Srivastava), JD(Anil Kumar), JD(SS), ARG(SS), JRGI, Director(A), SRO(Language Division)
3. JD(OL) for immediate Hindi translation/4.Census Cell(15copy)/5.Duard file

Annexure 'A'

CENSUS OF INDIA 2011
POPULATION ENUMERATION

Inventory of Dispatch: filled-in Household Schedules and census material

(To be prepared in Triplicate in the Charge office)
Storage cum Scanning 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 Charge.....Code No.----------

5 Rural Charge/Urban Charge

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

Sl. No.	Name of the Village/Town	Enumeration Block Number	Population Enumeration material		
			Filled-in HH Schedules	Enumerator's Abstract	Remarks
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					

Handed over the above filled-in Census material

.....

Dated signature of the Charge Officer cum Scanning Centre

Received the above filled-in Census material

.....

Dated signature by the Officer-in-Charge of Storage (to be signed at Storage cum Scanning Centre after counting)

Annexure 'B'

CENSUS OF INDIA 2011
POPULATION ENUMERATION

Inventory of Dispatch: filled-in Household Schedules and census material

(To be prepared in Duplicate in the Charge office)
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 Charge.....Code No.----------

5. Rural Charge/Urban Charge

6.Total no. of Enumeration Blocks in the Charge.....

Sl. No.	Name of the Village/Town	Enumeration Block Number	Population Enumeration material				
			Working Sheets	Layout Map	Village map/ Ward map/ GIS map	Updated Abridged Houselist	Remarks
1	2	3	4	5	6	7	8
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 DCO to be signed after ensuring completeness of the records received

Annexure 'C'

CENSUS OF INDIA 2011
POPULATION ENUMERATION
Inventory of Boxes
(To be sent separately to Storage cum Scanning 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 Charge .....Code No.----------

5 Rural Charge/Urban Charge

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

Sl. No.	Box Number	Contents of the Box				Postal ID no.
		Type of material	Enumeration 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.....

Annexure 'D'

CENSUS OF INDIA 2011
POPULATION ENUMERATION
Inventory of Boxes
(To be sent separately to DCO)

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

8 Name of District.....Code No.----------

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

10 Name of Charge .....Code No.----------

11 Rural Charge/Urban Charge

12 **No. of boxes dispatched from the Charge: Total .....**

Sl. No.	Box Number	Contents of the Box				Postal ID no.
		Type of material	Enumeration 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.....

Annexure 'E'

CENSUS OF INDIA 2011

POPULATION ENUMERATION

(Label to be pasted on each box sent to Storage cum Scanning Centre)

1. State Name.....Code.....

2. District Name.....Code.....

3. Charge ID.....Rural/Urban.....

4. Charge Address:.....

.....

.....

.....

5. Current Box No:...../Out of.....Total Boxes

6.EB No: From..... To .....

Annexure 'F'

CENSUS OF INDIA 2011

POPULATION ENUMERATION

(Label to be pasted on each box sent to DCO)

1. State Name.....Code.....

2. District Name.....Code.....

3. Charge ID.....Rural/Urban.....

4. Charge Address:.....

.....

.....

.....

5. Current Box No:...../Out of.....Total Boxes

6. Contents