MOST IMMEDIATE

2011

भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
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~~No. 9/140/2010-CD(CEN)~~ Dated: January 4, 2011
No. 3/14/2009-Map

CENSUS OF INDIA 2011 - CIRCULAR No. 29

Subject : Preparation of Maps during Census 2011

The preparations for the second phase of Census 2011 i.e. Population Enumeration are in full swing. Preparation of maps at all levels is an important step to guide the Census functionaries on their jurisdiction. These maps provide a tool to the Principal Census Officers, Charge Officers and Supervisors to distribute the area under their jurisdiction unambiguously and ensure complete coverage without omission or duplication.

2. The village maps, town/ ward maps, Charge Maps, etc. were supplied to the Census functionaries during the first phase for demarcation of the Supervisory circles and HLBs on these maps. It is expected that these maps, used in the HLO, have already been returned to your directorate. In case they are still at data centers or at the Charge Offices, the same may be immediately collected for using them in the PE phase. The guidelines for use of these maps in the Population Enumeration phase are described in the subsequent paragraphs.

Maps for Principal Census Officers and Charge Officers

3. The tehsil/ mondol/ C.D. Block, etc. maps were provided to the Census Charge Officers during the HLO. Now, the same maps of HLO stage, with hand drawn boundaries of the Supervisory Circles and/or HLBs will be provided to them during the PE stage. The maps already returned to the directorate should again be photocopied on A-3 size sheet and provided to the Charge Officer showing the boundaries of the jurisdiction of the each rural and urban charge under her/him. The Charge Map should also depict the neighboring charges so that there is no overlap in the coverage. This is particularly important where the same Charge Officer is officiating for both the rural and urban Charges under her/ his jurisdiction. Similarly, each Principal Census Officer should be provided the map as provided earlier showing the area of her/his jurisdiction.

4. In case any Charge Officer has not undertaken this exercise during the HLO, the directorate should provide the Charge Map with specific instruction to the concerned Charge Officer to prepare the Charge Map showing the Supervisory circles, etc. as instructed in Census Circular 18 in the PE phase and submit the same along with the Charge Register of the PE.

Maps for rural areas:

Village maps

5. Individual village maps generated using the Census 2001 data base were provided to the census enumerators during the HLO. The objective of this exercise was to get the HLB boundaries, important landmarks etc. on the village maps so that these can be used for updating our existing digital data base. However, there might be a possibility that this has either not been done in all the places or the boundaries of the enumeration blocks have not covered the entire geographical area of the village. It is advised that the exercise is repeated during the Population Enumeration phase. You are requested to ensure:

a. The village maps (in A-4 size paper) are given to each enumerator on the last day of training with other census materials. If there are more than one EBs in a village, then each enumerator should get a copy of the village map.

b. Each enumerator should show her/ his jurisdiction on the body of the village boundary map. She/ he should also show the EB numbers and sub-numbers around the four sides of her/his jurisdiction.

c. The Supervisors should ensure that the entire geography of a village falls in the jurisdiction of some enumerator. There should be no omission or duplication of area.

d. The supervisors should ensure that the EB numbers and sub-numbers are clearly written on corresponding village maps.

e. Each enumerator should show the important landmarks and the habitable areas within her/ his EB on the village map given to her/ him,

f. After field-work, the Supervisor should submit the village maps of all enumerators and these should be returned to the concerned DCOs along with the Charge Register.

g. After receipt of the village maps at the DCO, the same may be handed over to the Map Section for further use.

6. It is understood that in some of the States, where the ORGI could not provide Maps, the charge officers have used their own State maps during the HLO. You are advised to explore the possibilities to procure these maps as these could be used to update our existing data base after the PE. For easier understanding, a part of the sub district maps showing village boundaries and names has been printed and enclosed herewith.

Supervisory Circle maps

7. The guidelines for drawing the Supervisory Circle Map will be same as provided in Census Circular No. 18. Each Supervisor should draw her/his supervisory circle map on the top of the Supervisor-Booklet showing her/his entire jurisdiction and all the EB boundaries within the Supervisory circle. If a Supervisor is in-charge of one village or part of a complete village (which may happen in case of very large villages), the supervisory circle boundary and the EB boundaries may be shown on the same village map. This village map may then be pasted on the front page of the Supervisor-booklet. When a Supervisor is covering more than one village, the supervisor will draw the village and EB boundaries on her Supervisory circle map on the first page of the Supervisor-booklet. The supervisor should write the EB numbers and sub-numbers on map.

Maps for urban areas (Statutory towns where GIS maps have not been prepared)

8. It is expected that by this time all the DCOs have collected the certified copies of Maps of each statutory town from the respective municipal authorities in their State/ UT. Copies of these updated statutory town maps showing ward boundaries and other important landmark features should be given to the respective charge officer of that area. The Charge Maps (in A-3 size) should show the Supervisory circles and the Supervisory circle maps should show the EBs in the same manner as described in paragraphs 5 to 7 for the rural areas.

9. Besides, some of the municipalities have their own GIS maps with ward boundary, road net work within town, major landmark features and habitations. These maps may not be as elaborate as the GIS maps prepared for the State capitals. However, these can be used for demarcation of supervisory circles. If these have been used during the HLO, the concerned enumerators must have noted changes on the body of these maps. Neat copies of these modified maps may be prepared with the help of the Map Division and supplied to the enumerators and supervisors for further use during the PE.

10. The changes marked during the HLO should be transferred to the base maps manually and after further modifications noted during the PE, digitization of the base maps in the soft form will be undertaken.

GIS based town maps

11. The GIS based town mapping for 33 capital cities has been one of the new initiatives of ORGI to ensure complete coverage in State capitals. The maps were given to the enumerators during HLO in majority of the capital cities. In some of the capital cities, the GIS based maps were available for some wards, although they might not have been used during the HLO. However, during the PE, the GIS based maps are to be used in all the capital cities. The procedure of using these maps is illustrated below:

a. A large hard copy of each GIS based ward map will be taken on A0 size paper. This copy should have the polygons, polygon numbers and all the available landmarks and road/ street names.

b. On this hard copy, the boundaries of each House-listing Block will have to be shown. The officials of the Census Division who have supervised the HLO field-work in the specific wards would assist the Map Division in demarcating these boundaries. The ward census officers may be requested to extend the necessary assistance for demarcating the block and sub-block boundaries in the GIS maps using the HLB maps available in the Charge Offices.

c. The EB numbers to be used during the PE should be written on the ward map.

d. Blown up copies of the demarcated EB maps should be made by the DCO using photocopy facility. Officials from the Census Division and Map Division may be instructed to complete this job within a stipulated time. Each blown up copy should show an EB along with its boundaries and other detailed land mark and cultural features. The road names on the boundaries should be clearly visible on the EB map.

e. The numbers of the surrounding EBs should be written by hand on the EB maps, if they are not already visible/ readable. The building numbers located at different corners of the EB, as per the Abridged Houselist, should also be written on this map.

f. Each enumerator should get a copy of this GIS based EB map (after completion of step (e)) along with the blank layout map.

g. The enumerator will prepare the layout map as per usual procedure. In addition, she/he will mark the building number and census house number(s), as written/ recorded on the AHL, on each polygon of the GIS copy. On the GIS copy, additional landmark features, important building names, etc. should also be written.

h. There may be polygons showing vacant sites. If any new building / structure has come up on it, it will be shown. However, if any place is found vacant during the visit, the same will be written as vacant without giving any number.

i. The enumerator should prepare the layout map keeping the shape, direction, etc. shown on the GIS map. She/he will submit both the maps together and both of them should be dispatched together as per instructions given in this regard in the instruction manual.

j. If some State has already prepared the HLB boundaries and/or the EB boundaries as per the HLO operations in the soft form, they can directly take copies of these maps along with the land mark and cultural features, complete the remaining steps (as explained at 'e' above) and then give the same to each enumerator.

12. In most of the cities, marking the boundaries of the HLBs on the GIS based ward maps have already been done, at least for a few wards. This exercise needs to be completed on priority. Since the officials from the DCO are visiting the different wards in connection with training, writing of AHL, etc. they may also utilize this opportunity to put the HLB boundaries on the respective ward maps and also show the sub-block boundaries, wherever a sub-block has been formed.

13. After taking blown up copies of each EB, the corner points may be noted using the layout map used during the HLO phase. The enumerators should be intimated to write the building number and census house numbers on the polygons shown on the blown up map. This work would be in addition to the drawing of the layout map as is done in other rural/ urban areas.

Demarcation of slum/ SRS/ AHS blocks on the maps

14. Demarcation of slum/SRS/ AHS blocks on the maps has not been carried out uniformly in all the statutory towns during the HLO. In some of the States/UTs, slum blocks have not been marked in all the statutory towns. Since the HLB boundaries are not being changed during the PE, it provides us with one more opportunity to rectify these shortcomings.

15. It is of paramount importance to demarcate the slum areas on the maps, GIS based or otherwise, as per the information received from respective municipal authorities. In case an entire HLB came under a statutory/ recognized/ identified slum area, then show it as it is. If it is found that a part of the HLB is under slum area and the remaining is non-slum, sub-blocks should be formed accordingly so that there is no mix between the slum and non-slum areas.

16. Similarly, the identification of the SRS/ AHS units on the maps are necessary clearly showing the EB number, sub-number and the corresponding SRS/AHS unit number on the body of the map. Care should be taken to form the sub-blocks such that SRS/ AHS and non-SRS/non-AHS areas do not fall in the same EB/sub-block.

17. For towns where GIS based maps are being used, this will be possible if the slum/SRS/AHS unit maps are made available for translating the same boundary for GIS maps. You are to ensure that this

information is available to the Map Section for transfer/update on ward maps prepared under the GIS based town mapping project.

Finalisation/ digitization of maps

18. All the district-maps, tehsil-maps, Charge-maps, Supervisory circle maps and layout maps of the HLB and EB should be scanned at the data centre after the PE once for all. For this, proper inventory of the maps received at the scanning centres should be maintained. The identification particulars written on the maps should be checked during the pre-scanning operation and any incompleteness in writing the location codes should be rectified at this stage. During scanning of the maps, the location codes should be entered in a database so that one can easily link the database and corresponding image file of the relevant maps for future use. These scanned images and hard copies of the maps should be handed over to the Map Division for strengthening their digital data base. Digitization of the maps prepared during the HLO need not be taken up before the PE.

19. It is reiterated that the directorate must undertake an all out effort to complete this exercise before the last date of training of the enumerators, so that the maps can be supplied to the enumerators along with other census materials. You have to co-ordinate the efforts of both the Map Division and the Census Division in order to implement this. Thus, you may systematically plan for preparation of the Maps during the PE to ensure complete coverage as well as proper dissemination of data in your State/UT.

Please acknowledge receipt.

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

To

All Directorates of Census Operations

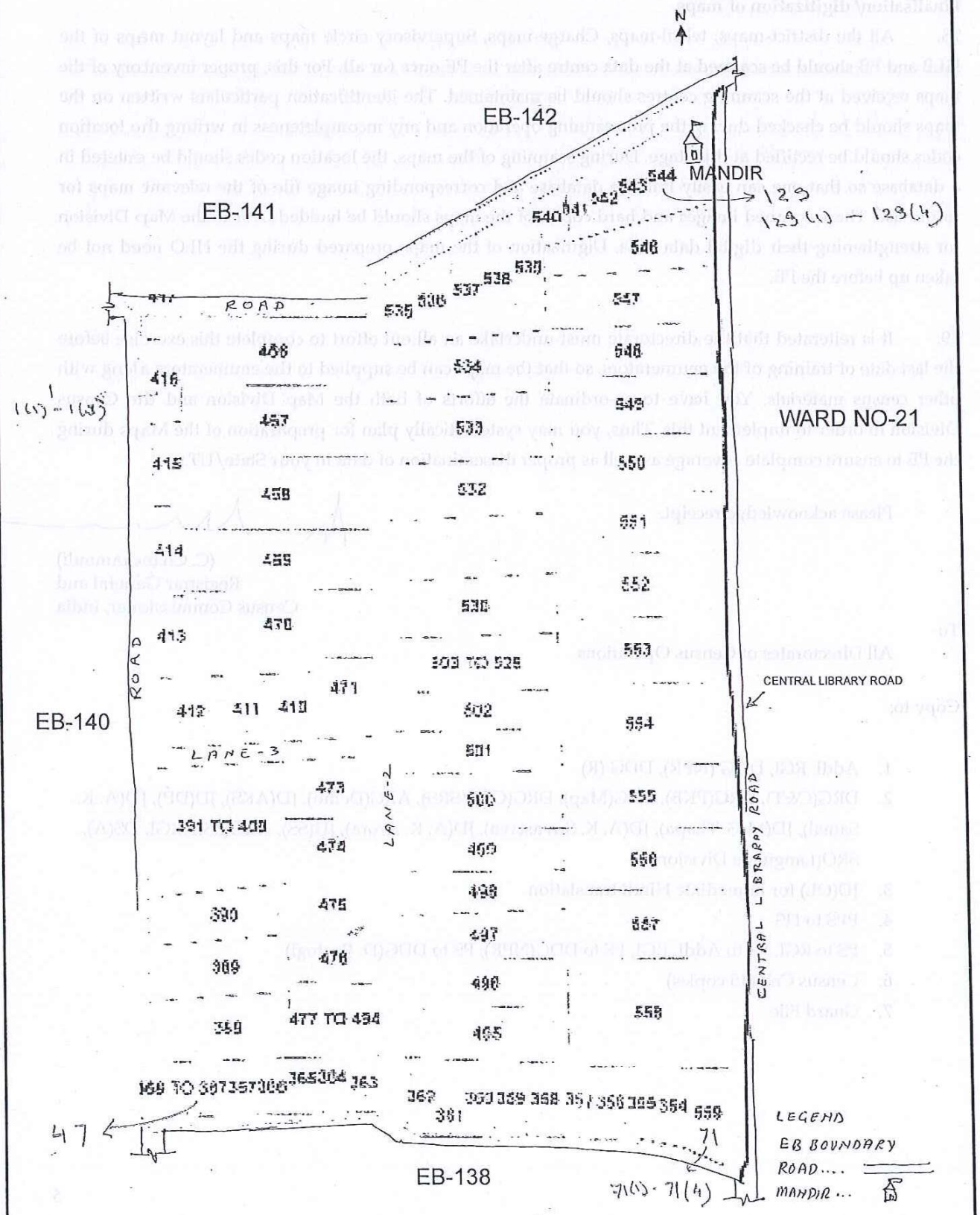
Copy to:

1. Addl. RGI, DDG (NPR), DDG (R)
2. 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(A. K. Arora), JD(SS), ARG(SS), JRGI, DS(A), SRO(Language Division)
3. JD(OL) for immediate Hindi translation
4. PPS to HS
5. PS to RGI, PS to Addl. RGI, PS to DDG(NPR), PS to DDG(D. Rastogi)
6. Census Cell (15 copies)
7. Guard File

BHOPAL TOWN

WARD NO 18

ENUMERATION BLOCK-139



MADHYA PRADESH

BHOPAL TOWN

WARD NO 18

SCALE - 1: 800

NORTH



BOUNDARY. TOWN.....

, ENUMERATION BLOCK. .....

IMPORTANT ROAD.....

POST OFFICE; BANK; TELEPHONE OFFICE ETC.

TEMPLE; MOSQUE.....

SCHOOL; COLLEGE; TECHNICAL INSTITUTE.....

COURT. POLICE STATION.....