MOST IMMEDIATE
CENSUS OF INDIA 2011

Government of India
Ministry of Home Affairs
OFFICE OF THE REGISTRAR GENERAL, INDIA
2A, Mansingh Road, New Delhi-110011

No. 9/6/2011-CD (CEN)

Dated: 14th February, 2011

CENSUS OF INDIA -2011- CIRCULAR NO. 31

Subject:- Provisional Population Totals

The Indian Census has a long tradition of releasing the population data on a provisional basis immediately after the completion of the enumeration work. It has always been a matter of great pride for this organization to release the initial population totals in the shortest possible time. However, it goes without saying that this is by no means an easy task. It requires meticulous planning and above all a well drilled census machinery geared up for the occasion. The instructions in circular are aimed at listing out all the activities that need to be carried out systematically and uniformly all over the country, so that in keeping with the tradition of the Census the provisional population totals are released within the shortest possible time.

2. It will be seen from the Manual of Instructions to Enumerators and Supervisors that the page totals on the Household Schedules have to be struck during the revisional round (01-05 March 2011) after the field work is completed. The working sheet for preparation of Enumerator's Abstract should also be completed on a day-to-day basis during the revisional round. From 1st March onwards **the enumerator should be instructed to make entries in the Working Sheet on each day and need not wait for the completion of the entire field work of the Revisional Round before taking up this job.** It would be pertinent to point out here that although five days have been earmarked for the Revisional Round, there is no restriction, whatsoever, for completing of the Revisional Round in fewer number of days. It is expected that in most of the areas this work will be completed in 2 to 3 days. However, it would be necessary to add a note of caution here that the Revisional Round should be taken up seriously. The Enumerator's Abstract has to be completed immediately thereafter but not later than 5th March 2011.

3. The enumerator should submit all the records as mentioned in Para 10.13 of the Chapter-10 of the Instruction Manual by 6th March, 2011. The Supervisor, having collected the forms and schedules from all the enumerators, should invariably submit all the records to the Charge Officer by 7th March, 2011 alongwith the certificate of complete coverage. On receipt of these records, the Charge Officer would have to immediately, take out all the Enumerator's Abstracts from the 1st set of records, as indicated in Para 10.13 of the Chapter - 10 of the Instruction Manual, for each Enumeration Block to arrive at the provisional totals of the Charge as described below.

4. In order to correctly arrive at the Charge totals of population and its characteristics, the Charge Officer has to prepare a register in the format PT-1 as given at Annexure – 1. The

Charge Clerk will post in this register the relevant total figures from the Enumerator's Abstract for each Enumeration Block and finally strike a Grand total for the entire charge. It would be convenient to write up the registers well in advance in so far as the Enumeration Block Number (Col. 1 & 2) is concerned. This would ensure complete and correct coverage of all the Enumeration Blocks within a charge. Having struck the totals for the charge, the Charge Officers now should prepare a Charge Abstract in format PT-2 as given at Annexure-2. **It is important to note that if a Charge Officer holds the charge simultaneously for two or more charges (say rural and urban charges), the Charge Abstract has to be prepared separately for each of the charges.** The rural or urban status of the charge has to be clearly indicated against the relevant item in the identification particulars of the Charge Abstract. The Charge Officers of the Military/Para Military Charges (Special Charges) will also prepare the Charge Abstract for their respective charges in format PT-2.

5. Immediately after the Charge Abstract is prepared, the Charge Officer (including the Charge Officers of Military Areas/Para Military Areas should communicate the figures given against item No.1 to 3 of the Charge Abstract (PT-2) to the Principal Census Officer as well as to the Director of Census Operations by the quickest possible means of communication so as to reach these two offices by 8th March, 2011. **Taking into account the sensitive nature of the records, the Principal Census Officer must be clearly instructed to ensure the confidentiality of these Charge Abstracts received from the Military/Para Military Charge Officer.** The following standard form may be adopted for communicating this information:

Census of India -2011- Provisional Totals

District ..... **Charge .....**

Rural/Urban/ .....

1) Total Persons.....	2) Males.....	3) Females.....	4) Others.....
5) Total persons 0-6 years.....	6) 0-6 years Males....	7) 0-6 years Females.....	8) 0-6 years Others..,.....
9) Total Literate Persons.....	10) Literate Males....	11) Literate Females.....	12) Literate Others.....

6. The Charge Officers, will however, submit the Charge Abstract (PT-2) duly completed to the Director of Census Operations with the other census records through the Principal Census Officer of the district.

7. The Principal Census Officer should post these charge totals in Form PT-3 as given in Annexure -3 for the district to prepare District Abstract. The completed PT-1 & PT-3 should be sent **by the Principal Census Officer by 9th March, 2011** to the Director of Census Operations through fax, e-mail, telephone, wireless or any other quick means of communication. The Principal Census Officer will, however, use Form PT-4 (District Abstract) derived from Form PT-3 for communicating the provisional figures to the Registrar General, India the same day i.e. by 9th March, 2011. It may be noted that only the totals of the District for all areas (not separately for Rural and Urban areas) are to be communicated to the Registrar General, India. Telephone/fax numbers, e-mail addresses that will be exclusively earmarked for receiving the messages at the RG's office are given below:-

Telephone : (011) 23383761, 23384852, 23389278

Fax: (011) 23383145, 23070538

E-mail : rgi.rgi@nic.in
addlrgi.rgi@nic.in
aksingh.rgi@nic.in

8. Special arrangements will also be made in the ORGI to receive the messages round the clock between 4th to 11 March, 2011 over the telephones. You will also have to make special arrangements in your office for receiving messages from the Charges and Districts round the clock between 3rd to 10th March, 2011.

9. In case of a town having more than one charge, the total against items 1-3 of the Charge Abstract (PT-2) prepared by the Charge Officers for their charges will be communicated to the City or Town Census Officer in the format given in Para-5 above. The City or Town Census Officers in turn will consolidate these figures for the complete City/Town for further communication in a format similar to PT-4 to the Principal Census Officer and the Director of Census Operations. In this case, "Name of the City/Town" may be included as an additional item. **It may, however, be noted that the provisional figures for strictly Military and Para Military Charges etc. falling within the jurisdiction of a Town/City will not be included by the City/Town Census Officer while compiling the Town/City level Totals.** The Principal Census Officer while preparing PT-3 will ensure that the provisional totals for all the Military/Para Military charges are added to the respective totals of Town/City as obtained from the Town/City Census Officers. The town/City Census Officer will submit all the Charge Abstracts (PT-2) in respect of her/his jurisdiction to the Director of Census Operations through the Principal Census Officers. **All Military and Para Military Charges will also communicate the provisional totals directly to the Directors of Census Operations and the Principal Census Officer.**

10. **In case of large Corporation/Municipality which in itself is an Urban district and for which a Principal Census Officer has been appointed, the consolidated totals in PT-4 for this Corporation/Municipality as a whole, will be communicated directly to the Registrar General & Census Commissioner, India and the Director of Census Operations of the State. The "Name of the Town" should invariably be indicated in the format.** However, in case this large Corporation/Municipality is not a complete district in itself, the consolidated provisional totals have to be forwarded by the Principal Census Officer of the City to the Principal Census Officer of the District as well as to the Director of the Census Operations for further compilation of the district totals.

11. It may be noted that the provisional population of Out Growths (OG) have also to be shown separately as constituents of Urban Agglomerations (UA) in Paper II of Provisional Totals to be released after the release of Paper I. Therefore, it would be necessary to obtain the population totals for each of these OGs separately along with totals of the towns of which these OGs are constituents. The Town/City Census officers should be asked to compile the OG level data in a format similar to PT-2 and submit the same to the Director of Census Operations through the Principal Census Officer along with other formats. The Town/City Census Officer should also communicate in advance the totals for the OGs in the format under Para-5. While compiling and communicating the totals for OGs, the location particulars should invariably be indicated. **If the OG is being covered by an authority not under the administrative jurisdiction of the Town/City census officer, instructions may be issued so that the figures for the OG is sent by this authority to the Town/City census officer according to the format PT-2.**

12. It may, therefore, be seen that at the directorate level, you will be receiving provisional figures not only from the district level in Form PT-3 but also directly from the rural charges and town/city levels. As already indicated town-wise consolidated figures will also be available to the DCOs as per details given in Para 9 and 10 above. For consolidation of provisional data at state level in your office it would be extremely important for you to list out beforehand all the rural charges and name of the towns/cities within the district to arrive at district totals and finally add up the district totals to get the state totals. This will not only ensure complete coverage but also help in completing the tables required for Paper II that has to be brought out immediately after the release of Paper I. Do not forget to include all the Military Charges, special charges etc. It would be advantageous to enter the Charge/Town totals directly into the computers to compile totals at various levels. Please enter and compile the provisional data directly on computers and ensure that the MS-Excel Software package is used. You may like to reassure yourself by compiling the district and state provisional totals independently, manually also. For the sake of uniformity a common format No. PT-5 (Annexure -5) is suggested for all DCOs. You will have to communicate totals for States and Districts in MS-Excel format as given in PT-6 (Annexure -6) by 11th March, 2011. Please note that the PT-6 can be directly extracted from PT-5 by selecting the rows that relate to District totals and the State total. These figures have to be communicated by fax as well as in electronic format i.e. either through e-mail or on CD so as to ensure quick compilation at the National level by 11th March, 2011

13. **The Provisional Population totals for India and States will be released as Paper I of 2011 by the ORGI at New Delhi on any day after 3rd week of March, 2011. The following day the provisional figures will be released by you for your State/Union territory and the districts. You will be communicated the precise day and date for releasing the provisional data of your State/U.T.** The contents, the formats of the tables, the maps and the charts and graphs to be included in the Paper I of the States will be finalized soon. You can, however, immediately take up drafting of the initial chapter on introduction, a brief account of how Census was taken, new areas covered and special efforts and innovations and other special initiatives made during the Census of India 2011. **It is reiterated that you will not release the figures for your State/UT, District and any other administrative units until the Registrar General & Census Commissioner, India releases the figures at the Country and State level. You will also have to await confirmation of the total figures from this office for each State before you release the provisional figures.** It has to be ensured that there is a complete agreement between the figures released by this office and those by you. **Please ensure that the provisional population totals are kept confidential and are not leaked in advance on account of any lapse on your part or of the Principal Census Officers of your State/UT.**

14. Paper II of 2011 is expected to be released at the National level in April, 2011. It will mainly include provisional data on rural-urban break-up of population and its characteristics and population and growth rates of cities and towns. Paper II at the State level will be released immediately thereafter. The basic data required to compile the tables for Paper-II would already have been compiled by your office in PT-5, while preparing the totals for Paper-I. Thus no extra effort would be necessary to compile population and literacy aggregates separately for rural and urban areas at the district and State level. These figures for individual towns and cities will also be directly available from PT-5. The data required for preparation of Paper II at the National level in the ORGI has to come from you in the format PT-7 given at Annexure-7. This will again be in Excel format and as can be seen is only extract of PT-5. This should be sent to the ORGI by 25th March 2011 through e-mail, Fax or any other quick means of communication. The contents of Paper II will be informed to you soon after the same are finalized.

15. You are requested to issue necessary instructions in this regard to all concerned. It would be worthwhile to indicate this procedure in the training session also. In order to maintain the tradition of census with regard to releasing the provisional figures in time, the stipulated time frame of various items of work must be adhered to.

16. **In order to minimise the risk of repeated manual computation, checking for consistency and correctness of the totals and ensuring completeness of the figures for the entire charge, a software tool has been developed by this Office. It is recommended that this excel-based tool may be used by the Charge Officers for making relevant EB level entries directly from the enumerator's abstract.** If, for some reason, it is not possible to make the entries at the Charge Office, the same may be undertaken by the Principal Census Officer at a centralized location for all the Charges under her/ his jurisdiction. A detailed instruction manual on how to use this tool has been separately prepared. You should encourage use of the tool at all Charges, as this would also provide some basic data validation at the Charge Office itself. Moreover, the tool would generate, by itself, the filled-in abstracts according to formats PT-1 and PT-2, in different sheets of a single excel file which the Charge Officers can sign and send by fax and email. The tool can also be downloaded from the ORGI website.

17. The training for the use of the software tool is to be imparted to the Charge Officers by you and your officers at the district level in the earliest possible time. It may be preferably be one day training on any day between 17-20 February, 2011. In all the 16 Data Centres of the DCOs, one EDP officer from the ORGI is there: He will be the resource person for the smooth functioning of the software tool. Training of the officials of DCO on operation of the software tool may be conducted between 14 -16 February, 2011. The states and uts where data centre is not there, may coordinate with the nearest 'data centre DCO' for the training of their officials with the officials of 'data centre DCO'. In case of any problem regarding the operation of the software tool, Shri A.K. Arora, JD (EDP) (09911135694) at ORGI may be contacted.

18. Please acknowledge the receipt of this circular.

(Dr.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 (R)
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 (A.K. Arora), ARG (SS), JRGI, Dir.(A), SRO(Language Division)
3. JD (OL) for immediate Hindi Translation
4. PPS to HS
5. Census Cell (15 copies)
6. Guard File

(iv) Arabic numerals, i.e., 1,2,3... etc., should be used for building numbers.

(v) A building under construction, the roof of which has been completed should be given a number in the serial.

(vi) If a new building is found after the house numbering has been completed or in the midst of buildings already numbered, it should be given a new number which may bear a sub-number. For example, if a building is found un-numbered or a new building has come up between building number 10 and 11, the same should be numbered as 10/1.

Note: These should not be numbered as 10(1) or 10(2) etc., as such numbering would apply to Census houses within the same building. On the other hand, 10/1 would mean a separate building that has come up after building number 10.

(b) Assigning number to Census houses:

3.33 Each Census house should be numbered. If a building by itself is a single Census house, then the number of the Census house will be the same as the building number. But if different parts or constituent units of a building qualify to be treated as separate Census houses, then each Census house should be given a sub-number within brackets after the building number as 10(1), 10(2), etc., or 11(1), 11(2), 11(3), etc.

Examples of assigning Census house numbers:

Building numbers as assigned by Municipality/Local Body etc.	Number of Census houses	Census house numbers
7/1	2	7/1(1) & 7/1(2)
7(1)	2	7(1)(1) & 7(1)(2)
7(A)	2	7(A)(1) & 7(A)(2)
7/A	2	7/A (1) & 7/A (2)

Annexure 4

Guidelines for House Numbering
(Extracts from Instruction Manual on Houselisting & Housing Census)

3.30 For the purpose of Census, House Numbering means ensuring that each and every Building and the Census House located in your Houselisting Block bears a systematically assigned number and the same is shown on the Layout Map. While allotting numbers to buildings and Census houses in your Houselisting Block, you are likely to come across three situations:

i) where buildings or Census houses are numbered systematically by the municipal or local authorities;

ii) where numbers to open sites are given on property basis but there are number of sites where the buildings have not so far been constructed or where building numbers are existing but incomplete and not systematic, and

iii) no numbering to buildings or Census houses exists.

3.31 In the first case you can adopt the numbering of buildings or Census houses already given by the municipal or local authorities. However, in respect of new buildings which have come up after the buildings were numbered or missed by the local authority, they should be given a sub-number/ new number. For Example, if a building is found un-numbered or a new building has come up between buildings numbered 10 and 11, the same should be numbered as 10/1. In case the numbering given by the local authorities ends with No.120 then a new number '121', in continuation of the numbering given by the local authorities may be given. In the second and third situations, you are advised to give Census numbers to buildings and census houses as per procedure described in the subsequent paragraphs. In a Houselisting Block it will have either municipal/local authority numbers or Census house numbers; it cannot be a mix of both.

3.32 (a) Assigning number to buildings:

(i) If a Houselisting Block consists of a number of streets, the buildings in various streets should be numbered continuously. Streets should be taken in uniform order from North-West to South-East. The best way of numbering buildings is to continue with one consecutive serial on one side of the street and complete numbering on that side before crossing over to the end of the other side of the street and continuing with the same series, stopping finally opposite to where the first number was allotted.

(ii) If in a Houselisting Block or part of a Houselisting Block, the pattern of housing is such that the buildings are scattered or located in clusters or located in isolated parts like fields, boundaries of the village/Houselisting Block, along the side of a railway track or a canal/river/nala, then to the extent possible, building numbers should be assigned by following the method described at (i) above. However, if it is not possible to follow the procedure laid down at (i) above, it should be ensured that all the buildings are numbered and the direction in which the building numbers are assigned should be indicated by arrow marks on the Layout Map wherever the number jumps.

(iii) In an Urban Houselisting Block, the numbering will generally run along the axis of street and not in any arbitrary geographical direction.

Annexure-1

To be compiled by 7th March, 2011

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Census of India 2011

FORM No. PT-1

Register for posting of Enumeration Block Totals

(To be compiled at Charge level)

Rural/ Urban code (Rural - 1, Urban -2):

Type of Charge (usual - 1/ Special - 2):

Name of the Charge:

State	Code:	District	Code:	Tahsil	Code:	Town	Code:

Village/ Ward Code	EB No.	Number of Households				Total Population of the EB				Number of children in age-group 0-6				Number of literates			
		Total	Normal	Inst.	H.Less	Persons	Males	Females	Others	Persons	Males	Females	Others	Persons	Males	Females	Others
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Page-total																	

signature of the Charge Officer

* Charge Officer includes Special Charge Officers/ Military Charge Officers

Name of the Charge Office

Census of India 2011 Confidential Annexure-2

To be compiled by 7th March 2011

Form No. PT-2

Provisional Population Totals
(To be compiled at the Charge level)

Name of the State _____ Code ☐☐

Name of the District _____ Code ☐☐

Name of the Tahsil/Taluk/PS/Dev.Block/Circle/Mandal etc. _____ Code ☐☐☐

Name of Town _____ Code ☐☐☐☐

Name of the Charge _____ Rural (1) /Urban(2) ☐

Type of the Charge _____ Normal (1) /Special(2) ☐

Item No.	Data Item	Persons	Males	Females	Others
1	Population				
2	Population 0-6				
3	Literates				

signature of the Charge Officer *

Name of the Charge Officer

Note: Identification particulars and figures against item No. 1,2 &3 (P/M/F/O) will be communicated by the Charge Officer to the designated authority by 8th March 2011 positively.

* Charge Officer includes Special Charge Officers/ Military Charge Officers

Annexure-3

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To be compiled by 8th March 2011

Form No. PT-3

Compilation Sheet for Provisional Population Totals

(To be compiled in the District Census Office)

Name of the State

Code

Name of the District

Code

Sl. No.	Name of the Charge	Charge No.	Rural/Urban/Town	Population				0-6 Population				Literates			
				Persons	Males	Females	Others	Persons	Males	Females	Others	Persons	Males	Females	Others
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	A	01	Rural												
2	B	02	Rural												
3	C	03	Rural												
...	...	...													
...	Special Charge (R) 1	S1	Rural												
...	Special Charge (R) 2	S2	Rural												
...	...	...													
			Total Rural												
	Town A (Excluding special charges)		Urban												
	Town A Special Charge 1	S3	Urban												
	Town A Special Charge 2	S4	Urban												
	Town A (Including special charges)	04	Urban												
	Town B	05	Urban												
	Town C	06	Urban												
		...	Total Urban												
	Grand Total of the District														

Signature of the Principal Census Officer

Name and signature of the
District Census Officer

Name of the Principal Census Officer

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Annexure 4

To be compiled by 8th March, 2011

Form No. PT - 4

District Abstract

(To be compiled at the District/ Municipal Corporation level)

1	Name of the State *(with code)*	
2	Name of the District *(with code)* / Municipal Corporation	
3	Population (Total)	
4	Population (Males)	
5	Population (Females)	
6	Population (Others)	
7	0-6 Yrs. Population (Total)	
8	0-6 Yrs. Population (Males)	
9	0-6 Yrs. Population (Females)	
10	0-6 Yrs. Population (Others)	
11	Literates (Total)	
12	Literates (Males)	
13	Literates (Females)	
14	Literates (Others)	

Signature of the Principal Census Officer

Name of the Principal Census Officer

Census of India 2011

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Annexure 5

To be compiled by 10th March, 2011

Form No. PT - 5

Compilation Sheet for Provisional Population Totals

(To be compiled in the DCOs Office)

Name of State _____ State Code _____

District	Distt. Code	Name of the Charge	Charge No.	Rural/ Urban/ Town	Population				0-6 Population				Literates			
					P	M	F	O	P	M	F	O	P	M	F	O
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
District A	01	A	01	Rural												
		B	02	Rural												
		C	03	Rural												
			.....													
		Special Charge (R) 1	S1	Rural												
		Special Charge (R) 2	S2	Rural												
			.....													
				Total Rural												
				Town A (Excluding Special Charge)												
		Town A Special Charge 1	S3	Urban												
		Town A Special Charge 2	S4	Urban												
				Town A (Including Special Charge)												
			-	Town B												
			-	Town C												
			.....	.....												
				Total Urban												
				Distt. Total												
District A	01															
District B	02	A	01	Rural												
		B	02	Rural												
		C	03	Rural												
			.....													
		Special Charge (R) 1	S1	Rural												
		Special Charge (R) 2	S2	Rural												
			.....													
				Total Rural												
				Town A (Excluding Special Charge)												
		Town A Special Charge 1	S3	Urban												
		Town A Special Charge 2	S4	Urban												
				Town A (Including Special Charge)												
			-	Town B												
			-	Town C												
			.....	.....												
				Total Urban												
				Distt. Total												
District B	02															
District C	03															
	.....	.....	.....	.....												
	.....	.....	.....	.....												
	.....	.....	.....	.....												
State (Give Code)				Total Rural												
				Total Urban												
				State Total												

Signature of the Director of Census Operations

Name of the Director of Census Operations

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Annexure 6

To be compiled by 10th March, 2011

Form No. PT - 6

State and District Provisional Totals

(To be compiled at the DCO's Office)

ame of State

State Code

District	Distt. Code	Population				0-6 Population				Literates			
		P	M	F	O	P	M	F	O	P	M	F	O
1	2	3	4	5	6	7	8	9	10	11	12	13	14
strict A	01												
strict B	02												
strict C	03												
.....	.....												
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strict Z													
ate (Give Code)	(Give State Code)												

Signature of the Director of Census Operations

Name of the Director of Census Operations

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Annexure 7

To be compiled by 24th March, 2011

Form No. PT - 7

Summary of State and District Provisional Totals by Rural and Urban Areas

(To be prepared at the DCO Office)

ne of State

State Code

District	Distt. Code	R/U/T	Population				0-6 Population				Literates			
			Person	Male	Female	Others	Person	Male	Female	Others	Person	Male	Female	Others
trict A	01	Distt. Total												
		Total Rural												
		Total Urban												
	P	U.A.												
		a) Town P1												
		I) Town A MC												
		ii) OG 1												
		iii) OG 2												
		b) Town P2												
		.....												
		c) Town P3												
		d) Census Town P5												
		Town P5												
		Town P7												
		.....												
		.....												
trict B	02	Distt. Total												
		Total Rural												
		Total Urban												
	R	U.A.												
		a) Town R1												
		I) Town A MC												
		ii) OG 1												
		iii) OG 2												
		b) Town R2												
		.....												
		c) Town R3												
		.....												
		Town R4												
		Town R5												
		.....												
		.....												
trict C	03	Distt. Total												
		.....												
		.....												
		.....												
.....	.....	.....												
.....	.....	.....												
	.....	.....												
trict Z														
te Total	(Give	Total												
	State	Rural												
	Code)	Urban												

Signature of the Director of Census Operation

Name of the Director of Census Operation

ban Agglomeration)

Census 2011
Provisional Population Total
(Information Flow Diagram)

