Census Circular No. 79

A leaflet indicating the duties and responsibilities of Supervisors was circulated during training classes of Charge Officers/Master Trainers for its distribution amongst Supervisors. The leaflet indicated clearly the crucial role of the Supervisor in checking work in the field to ensure proper coverage and collection of good quality data.

However, it has been observed that a large number of Supervisors are neither visiting the field with the Enumerators nor checking the filled in Household Schedules on a daily basis. By not doing so, they are violating the instructions given by this office and the terms of their appointment under the Census Act 1948. They thus will become liable for disciplinary action.

It is therefore reiterated that all Supervisors must visit the field every day turn by turn with each Enumerator in their Supervisory Circle, and shall ensure that the information in the Household Schedule is being collected as per instructions. It is for this reason the supervisors have been given special relaxation in school timing to coordinate with enumerators, who are having different school timings. It is specifically further directed as follows:-

The Supervisors must check a minimum of 5 schedules of at least 2 enumerators in the field per day, thus covering all their enumerators every third day. They will submit a daily report of their checking to the Charge Officer in the following format:-

<table>
<thead>
<tr>
<th>Date</th>
<th>EB No.</th>
<th>Household No. whose Schedule checked</th>
<th>Type of mistake noticed and suggestion by the supervisor thereof</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

All Charge Officers will submit a Certificate to the effect that the leaflet indicating the duties and responsibilities of supervisors has actually been distributed to all supervisors, and also that the present instructions have been served to all of them. The Charge Officer will be personally responsible to ensure that all Supervisors in his/her Charge are following the above instructions.

This issues with the approval of the Director, Census Operations, Delhi.

Yours Sincerely,

G.C. JOSHI
DEPUTY DIRECTOR

To: All Charge Officers
Copy To:
1. The Commissioner, MCD, Principal Census Officer, Municipal Corporation of Delhi, Ambedkar Stadium, Delhi Gate, Delhi
2. The Additional Commissioner (Engg.), MCD, City Census Officer, Municipal Corporation of Delhi, Ambedkar Stadium, Delhi Gate, Delhi
3. The Chairman, NDMC, Principal Census Officer, NDMC, Palika Kendra, New Delhi
4. The Secretary, NDMC, City Census Officer, NDMC, Palika Kendra, New Delhi
5. The Director (Admin), NDMC, Additional City Census Officer, NDMC, Palika Kendra, New Delhi.
6. The Chief Executive Officer, Delhi Cantonment Board, Town Census Officer, Delhi Cantonment, New Delhi.
7. All the Dy. Commissioners, MCD Zones, Zonal Census Officers.
8. All Sub Divisional Magistrates of Govt. of NCT of Delhi. (Rural Charges)
9. The Registrar General India, 2A Man Singh Road, New Delhi
10. The Director, Economics and Statistics, Govt. of NCT of Delhi
11. The Directorate of Census Operations, of all States and UTs
13. The Director (Trg.&Tech. Edu.), O/o Director, Training & Technical Education, Muni Maya Marg, Pitampura, Delhi-110035
14. All Officers, DCO-Delhi
15. Hindi Translator

G.C. JOSHI
DEPUTY DIRECTOR