Census Circular No. 88

Dated: 10.03.2011

The provisional population total reports, PPT1 and PPT2, were to be sent to this office in the form of excel sheet attachment by email by 9/3/2011 positively. However, some Charge Officer are yet to send the same. Since the data is to be compiled and forwarded to the ORGI by today evening, it must be sent by 4 PM today, failing which the Charge Officer would invite disciplinary action.

All the Charge officer which have already sent their reports may also kindly take note that in several cases, the data which has been sent is failing some of the essential consistency checks, such as matching totals etc, which should have been verified by the Charge Officer before sending. It is therefore directed as follows:

1. All Charge Officers may review the data sent by them with respect to the following criteria to at EB level ensure that the data is correct:

   * Enumeration Block with nil households = adds a remark as Un-inhabited EB
   * Enumeration Block with nil population = adds a remark as Un-inhabited EB
   * Total Households = Total Normal HH + Total Institutional HH + Total Houseless HH
   * Total Number of Households < Total Population
   * Total Population = Total Male + Total Female + Total Other Gender
   * Total Population 0-6 = Total Male 0-6 + Total Female 0-6 + Total Other Gender 0-6
   * Total Population 0-6 < Total Population
   * Total Male 0-6 < Total Male Population
   * Total Female 0-6 < Total Female Population
   * Total Other Gender 0-6 < Total Other Gender Population
   * Total Literate Population = Total Male Literate + Total Female Literate + Total Other Gender Literate
   * Total Literate < (Total Population – Total Population 0-6)
   * Total Male Literate < (Total Male – Total Male 0-6)
   * Total Female Literate < (Total Female – Total Female 0-6)
   * Total Other Gender Literate < (Total Other Gender – Total Other Gender 0-6)
2. The cases where the data is failing the above consistency checks definitely have an error and therefore must be got corrected immediately.

3. ALL Charges will send a report by 4 PM as follows:

   a) If the data has already been sent by yesterday evening, and is crosschecked and found to be error free, please send an email with subject heading as follows, for example, for Charge No 138 Najafgarh,

   "Charge No 138 Najafgarh No Change Report"

   The body of the report may say that the data had been crosschecked and found correct with respect to consistency checks.

   b) If the data is crosschecked and found to have some errors which are subsequently corrected, the subject heading would be;

   "Charge No 138 Najafgarh Corrected PPT1 and PPT2 excel sheets"

   c) If the data has not been sent yet, it may be corrected with respect to the consistency checks and sent with the subject heading

   "Charge No 138 Najafgarh PPT1 and PPT2 excel sheets"

   d) Please note that the data is to be sent ONLY in the form of MS Excel 2003 files directly attached to the email. Please do NOT send the data in .zip, .doc, .ods, .odt or any other format, nor in the body of the email.

   e) Please note that the PPT1 MUST be sent, only sending PPT2 will not serve any purpose.

   f) Correct filling of the Village/Town code and Ward code is absolutely essential and if this column is left blank the report will be deemed not to have been received.

   This Circular is for IMMEDIATE compliance.

   Yours Sincerely,

   [Signature]

   VARSHA JOSHI, I.A.S

   DIRECTOR CENSUS OPERATIONS, DELHI

   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 Translators

VARSHA JOSHI, I.A.S
DIRECTOR CENSUS OPERATIONS, DELHI