Census Circular No. 89

After the field work of Census-2011 is over, the entire records including the unused/ spoiled schedule/ forms are required to be submitted. Since these schedules are to be scanned through ICR technology it is necessary that these are handled with great care at all stages. Guidelines for handling these schedules at different levels are as follows;

At the Enumerators Level;

1. Record of each Enumeration Block (EB), even if same enumerator has worked for more than one EB, should be kept separately. In case a particular EB is uninhabited, the set of forms should be prepared indicating ‘NIL’ and submitted separately. As explained in para 10.13 and 10.14 of Instruction Manual three sets of all documents be prepared in following manner;
   i) First set will have one copy of Enumerators Abstract and working sheets for preparing enumerators abstract. In this set working sheets of Normal, Institutional and Houseless households should be kept tagged together (if there is no household found in the block the working sheet should be marked “Nil” and placed with the set). The Enumerators Abstract will be kept on top.
   ii) In the second set Layout map and filled in and updated Abridged Houselist (AHL) with section 2,3,4,5 and 6 tagged together should be kept. The Layout map will be kept at top.
   iii) In the third set filled in Household Schedules should be kept. The Households schedules of Normal, Institutional and Houseless Households should be in sequence respectively. On the top of this set second copy of Enumerators Abstract should be kept.
   iv) The certificate of Complete Coverge will also be prepared by the Enumerator in duplicate. She/ He will hand over one copy to the supervisor and will keep second copy with her/him after obtaining the signature of the supervisors.
   v) An inventory of used/ unused forms shall also be prepared by the enumerator format of which has been given in the Instruction Manual (page No. 181 – Hindi). The format of Complete Coverge and Inventory has already been provided to you.
   vi) Two Plastic Covers has been provided to each enumerator. In one plastic cover, Third set – Containing Filled in Schedules and Enumerators Abstract should be kept while in second plastic cover the other two sets ( first and second set) should be kept.
At Supervisors Level;

i) The supervisor should ensure that each filled in Household Schedule, enumerators Abstracts and Layout map have been dully signed by the enumerators and location particulars have been entered on all the documents.

ii) The three sets prepared by the enumerators will be arranged in ascending order of EB numbers by each Supervisor and will then be submitted to the Charge Officer.

iii) While handing over the documents to the Charge Officer the Supervisor should update all the entries in the Supervisor’s booklet.

At Charge Officers Level

i) The Charge Officer will arrange all the three sets in ascending order of EBs in respect of her/ his Charge.

ii) The third set containing filled in Household Schedule which are kept in one plastic folder, should be kept in the boxes in which blank schedules have been supplied to them.

iii) Each such corrugated box should be given a distinct number serially starting from 1. For example if there are 20 boxes than each box should be given a number 1/20,2/20.........and 20/20.

iv) An inventory of filled in schedules and all boxes will be prepared in triplicate as per the format given at Annexure -A and B respectively.

v) Information as per format given at Annexure- C should also be pasted outside each box, containing filled in Schedules.

vi) The First and Second sets which have been kept in another plastic folder should also be kept in separate corrugated boxes in ascending order of EB numbers.

vii) An inventory of these boxes should also be prepared as per Annexure-D.

viii) Information as per format given at Annexure-E should also be pasted outside each such box.

Besides, the following other materials should be packed in separate box and handed over to this office along with other materials.

a) Unused and spoiled schedules.

b) Charge Register for Houselisting and Population Enumeration.

c) GIS based Ward Map.

d) Second set of filled in Houselist Schedules, Houselisting and Housing Census Abstract and Layout map of HLB already kept with Charge Officer.

The entire material as explained above should be kept ready. A date wise schedule for receiving the material is being prepared and will be intimated to you shortly. The Charge Officers will have to deposit the entire material at the determined date at their own level.

The cost towards the transportation will be reimbursed on the spot after the record will be submitted by the Charge Officer.

Yours Sincerely,

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 Translator

VARSHA JOSHI, I.A.S
DIRECTOR CENSUS OPERATIONS, DELHI
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Village/Town</th>
<th>Enumeration Block Number</th>
<th>Population Enumeration material</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Filled-in HH Schedules</td>
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</tbody>
</table>

Handed over the above filled-in Census material

Received the above filled-in Census material

Dated signature of the Charge Officer
cum Scanning Centre

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 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 ....................

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Box Number</th>
<th>Contents of the Box</th>
<th>Postal ID no.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Type of material</td>
<td>Enumeration Block Nos from to</td>
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Dated signature of the Charge Officer with seal..............................

Dated Counter signature of the Principal/District Census Officer with seal.............................
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/Urb.

4. Charge Address:
......................................................................................................................
......................................................................................................................
......................................................................................................................

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

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

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<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Village/Town</th>
<th>Enumeration Block Number</th>
<th>Working Sheets</th>
<th>Layout Map</th>
<th>Village map/ Ward map/ GIS map</th>
<th>Updated Abridged Houselist</th>
<th>Remarks</th>
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</table>

Handed over the above filled-in Census material
Received the above filled-in Census material

Dated signature of the Charge Officer
Dated signature by the Officer-in-Charge of DCO to be signed after ensuring completeness of the records received
CENSUS OF INDIA 2011

POPULATION ENUMERATION
(Labels 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:..........................................................

.................................................................

.................................................................

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

6. Contents