

**MOST IMMEDIATE
CENSUS OF INDIA 2011**

 <p>भारत की जनगणना CENSUS OF INDIA 2011</p>	<p>GOVERNMENT OF INDIA MINISTRY OF HOME AFFAIRS Directorate of Census Operations, Punjab Janganana Bhawan, Plot No. 2-B, Sector 19-A, Madhya Marg, Chandigarh– 160019</p>	<p>Tel: 0172-2541812, 2781803 Fax: 0172-2541812 E-mail: dco- pun.rgi@censusindia.gov.in</p>
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CENSUS OF INDIA 2011: CIRCULAR NO. 1

Sub: General Instructions for organizing the Census

1. Introduction

1.1 The Indian Census has a rich tradition and enjoys the reputation of being one of the biggest in the world in terms of the scale, magnitude and diversity. The first Census in India was conducted in the year 1872. This was conducted at different points of time in different parts of the country. In 1881 a Census was undertaken for the country simultaneously. Since then, Census has been conducted every ten years, without a break. The forthcoming Census of 2011 will be the 15th in this unbroken series and the 7th since independence.

1.2 A unique and additional feature of Census 2011 is the preparation of National Population Register (NPR) during the Houselisting Operations. The Government of India has decided to create National Population Register, which would contain information on specified data items for each individual in the country. The creation of NPR has its genesis in the amendment made to the Citizenship Act 1955 in 2003 and the enactment of the Citizenship (Registration of Citizens and issue of Identity Cards) Rules, which were enacted in the same year. The NPR when created would be a comprehensive identity database in the country.

2. Objective of Conducting a Census

2.1 The Census is a comprehensive source of data on socio - economic and demographic characteristics at all levels for use in five year plans, annual plans, various welfare schemes, the electoral process, other government as well as non - government organizations, etc. All these require information at the grass root level which is provided by the Census. Similarly, Census is the base for delineation of Parliamentary/Assembly Constituencies, Panchayats and Local bodies, etc. These are just a few examples. As has been the tradition in the past, this opportunity is also taken to create a database on the quantity and quality of its housing stock.

3. The Census Act, 1948

3.1 Population Census in India is conducted under the provisions of the Census Act, 1948 (Act No.37 of 1948) as amended. The appointment of a person under the Census Act, 1948 automatically casts upon such person a duty to conduct the assigned Census operations with due diligence. Copy of this Act is given at Annexure - I. Certain provisions under the Act are as under;

- (i) Asking of questions and obligation to answer, {Section 8 (1) and (2)}.
- (ii) Occupier to permit access and affixing of numbers, {Section (9)}.
- (iii) Penalties, {Section (11) (1) (a) to (f) and (2)}.
- (iv) Records of Census not open to inspection nor admissible in evidence, Section (15)}.
- (v) Protection of service interests of members of Census staff, (Section 15 A).
- (vi) Protection of action taken in good faith, (Section 15 B).

3.2 Your kind attention is also drawn to Section 27 of The Right of Children to Free and Compulsory Primary Education Act, 2009 reads as: “No teacher shall be deployed for any non – educational purpose other than the decennial population Censuses, disaster relief duties or duties relating to elections to the local authority or the State legislatures or Parliament, as the case may be.” This Act overrides all the existing judgements, whatsoever, on the matter of appointment of teachers for performing Census related duties. In view of this it is clear that the services of teachers can be used for works of national importance like Census

4. Notification of Census 2011

4.1 In exercise of the powers conferred by Section 3 of the Census Act, 1948 (37 of 1948), the Central Government has already issued a notification that a Census of the population of India shall be undertaken during the year 2011 (Annexure - II). A similar notification has also been issued by the Punjab Government (Annexure - III).

5. Census of India 2011

5.1 As in the past, the Census of India 2011 will be conducted in two phases, namely i) Houselisting and Housing Census, and ii) Population Enumeration. The first phase i.e. ‘Houselisting and Housing Census’ of the Census will be conducted in Punjab between 1st May, 2010 to 15th June, 2010. The field - work of the second phase i.e. ‘Population Enumeration’ will be carried out during February – March, 2011.

5.2 The 'Houselisting and Housing Census' has immense utility as it will provide comprehensive data on the conditions of human settlements, housing deficit and consequently the housing requirement to be taken care of in the formulation of housing policies. This will provide a wide range of data on amenities and assets available to the households, information much needed by various departments of the Union and state Governments and other non – governmental agencies for development and planning at the local level as well as the state level. This would also provide the base for population enumeration.

5.3 The 'Population Enumeration' provides valuable information about the land and its people at a given point of time. It provides trends in the population and its various characteristics, which are essential inputs for planning. The Census data are frequently required to develop sound policies and programmes aimed at fostering the welfare of the country and its people. This data source has become indispensable for effective and efficient public administration besides serving the needs of scholars, businessmen, industrialists, planners and elected authorities, etc. One of the essential features of population enumeration is that each person is enumerated and her/his individual particulars are collected at a well defined point of time.

The time schedule in the State of Punjab is as under;

- (i) **Houselisting Operations** (First Phase):
(Canvassing of Houselisting and Housing Census Schedule, and Household Schedule for National Population Register)
1st May, 2010 to 15th June, 2010

- (ii) **Population Enumeration** (Second Phase):
(Canvassing of Household Schedule for Population Enumeration)
9th to 28th February, 2011

Revisional round
1st to 5th March, 2011

Reference date for Census 2011
00.00hrs of 1st March, 2011.

6. Hierarchy and Notification of Census Officers

6.1 Population Census taking in India, which is a decadal exercise, is administered by the Central Government and executed by the State Government. It has a statutory backing. The Punjab Government has designated the Local Government, Punjab as the Nodal department to co-ordinate the Census activities on behalf of the State Government. In exercise of the powers conferred by sub-section 2 of Section 4 of the Census Act, 1948 (Act No. 37 of 1948), as

amended, the State Government, through a series of notifications (Annexure - IV) have made following appointments.

- a) All Deputy Commissioners and Commissioners of Municipal Corporations in the State (within their respective jurisdictions):

Principal Census Officers

- b) All Additional Deputy Commissioners in the State (within their respective jurisdictions):

District Census Officers

- c) All Deputy Economic and Statistical Advisors (within their respective jurisdictions):

Additional District Census Officers

- d) Assistant Commissioners of Municipal Corporations of Amritsar, Jalandhar, Ludhiana, Bathinda and Patiala (within their respective jurisdictions):

City Census Officers

- e) All Sub-Divisional Officers (within their respective jurisdictions):

Sub-Divisional Census Officer

- f) All Tahsildars/Executive Officers of Municipal Councils, Nagar Panchayats and Cantonment Boards (within their respective jurisdictions):

Census Charge Officers

- g) Naib- Tahsildars/BDOs (within their respective jurisdictions):

Assistant Census Charge Officers

6.2 Census of 2011 is a mammoth exercise whose success depends enormously on the leadership of Principal Census Officers as well as the efficiency and effectiveness of the whole Census hierarchy in the field. It is very necessary for the Census Officers at all levels to be in constant touch with their field hierarchy down below and monitor their activities regularly. Hence, every body is expected to display extraordinary zeal, interest and energy for the performance of this task of utmost national importance. Census organization will confer suitable honours on the Census Officers for their extraordinary interest and performance of this task as was done during last Census. In addition, State Government is also being requested to ensure that performance of officers on Census work gets duly reflected in their ACRs.

7. Freezing of Boundaries

7.1 Finalization of lists of all the territorial entities is one of the important tasks before undertaking the Census is. For this, it is essential that no changes are made in the boundaries/classification of territorial entities once the process of Census starts. As such, in the State the administrative boundaries in the State, at all the levels, viz; district, tahsil, town, village, panchayat / local bodies etc. stand frozen w.e.f. Ist January, 2010 till completion of the

Census work i.e.1st March, 2011. Notification for the same is under issue and the copy of the same will be sent to you shortly.

8. Houselisting Operations

8.1 As already stated, the first phase i.e. '**Houselisting Operations**' in Punjab State will take place during **1st May to 15th June, 2010**. During Houselisting Operations, Houselisting and Housing Census Schedule, and Household Schedule for preparation of National Population Register (NPR) will be canvassed for every house/household in the State.

8.2 The Houselisting and Housing Census has immense utility as it will provide comprehensive data on the conditions of human settlements, housing deficit and consequently the housing requirement to be taken care of in the formulation of housing policies. This will provide a wide range of data on amenities and assets available to the households, information much needed by various departments of the Central as Sate Governments and other non – Governmental agencies for development and planning at the local level as well as the State level. This would also provide a base for Population Enumeration.

8.3 Apparently, the Houselisting Operations is approaching very near and in between, the tasks to be accomplished are many, which broadly include; preparation of Charge registers, identification and formation of Special Charges, identification of Slum areas, delineation of Houselisting blocks, selection and appointment of Enumerators and Supervisors as well as their training etc.

9 Guidelines/Instructions on the tasks involved

9.1 Detailed instructions on various issues/tasks involved will be issued by this office, item – wise, in the form of Circulars will be sent to all the Census Officers in the field from time to time. These instructions will be in accordance with the provisions of Act/Rules, guidelines/instructions received from Registrar General & Census Commissioner of India and guidelines prepared by this office for the smooth and timely conduct of Census 2011. Hence, it is highly essential that Census Officers at all the levels go through these Circulars meticulously, understand their contents, take timely action on all the issues. Principal Census Officers as well as other Census Officers need to devise a mechanism for regular monitoring of all the activities involved and keep the undersigned regularly informed of all the important matters.

9.2 Although, the Census Officers will primarily depend on their own staff for performance of various tasks involved, some ministerial assistance will be provided, details of which will be communicated soon. Till then, the Census Officers at all levels should work with their existing staff.

9.3 It may be reiterated that the execution of the Census activities rests with the Principal Census Officers in their respective jurisdiction and prompt attention may kindly be paid to all the matters relating to the Census 2011 for which I shall be requesting you from time to time.

Summary/Action Points

- i) Personally, read all the circulars carefully and meticulously, word by word, as these contain important guidelines on the various tasks involved in the successful and timely completion of work pertaining to Census 2011. Also ensure that all the Census Officers under you do a similar thing.
- ii) (a) Principal Census Officers should also send a copy of these circulars to all the Special Charge Officers in their jurisdiction.

(b) All the Charge Officers should bring the contents of the Circulars to the notice of Assistant Charge Officers/other Census Officers under them.
- iii) Take timely action on the various tasks mentioned in the circulars as well as other instructions/communications issued from this office from time to time. Please note that time is the essence in all the tasks involved in the Census.
- iv) Keep undersigned informed of all the important matters and status position from time to time.
- v) Evolve a suitable monitoring mechanism to coordinate, supervise and monitor the activities of all the Census Officers under you.
- vi) In case of any-doubt, seek timely clarifications from our office.
- vii) Acknowledge the receipt of all the circulars.

(Seema Jain, IAS)
Director, Census Operations, Punjab
(Chief Principal Census Officer)

Encls: Annexures I to IV

No. Q-27001/IV/2002-Pb

Dated:

Copy forwarded to the following with the request to go through the contents of the circular meticulously and to ensure timely action :-

1. All the Deputy Commissioners/Commissioners of Municipal Corporation (Principal Census Officers)
2. All the Additional Deputy Commissioners in the State (District Census Officers)
3. All the Deputy Economic and Statistical Advisors in the State (Additional District Census Officer)
4. The Assistant Commissioners of Municipal Corporations (City Census Officers)

5. All the Sub-Divisional Magistrates (civil)(Sub-Divisional Census Officers)
6. All the Executive Officers of Municipal Councils/Nagar Panchayats/Cantonment Boards in the State (Town Census Officers)
7. All Tahsildars in the State (Charge Census Officers)

(Bhagirath Singh)
Assistant Director

No. Q-27001/IV/2002-Pb

Dated:

Copy for information and necessary action to :-

1. The Chief Secretary to Government of Punjab
2. The Financial Commissioner (Revenue), Punjab, Chandigarh.
3. The Financial Commissioner (Rural Development and Panchayats), Punjab, Chandigarh.
4. The Principal Secretary, Local Government, Punjab, Chandigarh.
5. The Principal Secretary, School Education, Punjab, Chandigarh.
6. The Principal Secretary, Planning, Punjab, Chandigarh.
7. The Principal Secretary, Home, Punjab, Chandigarh.
8. The Principal Secretary, Information and Public Relations, Punjab, Chandigarh.
9. All the Divisional Commissioners in the State.
10. The Director, Local Government, Punjab, Chandigarh.
11. The Director, Public Instructions (Secondary), Punjab, Chandigarh.
12. The Director, Public Instructions (Elementary), Punjab, Chandigarh.
13. The Director, (Rural Development and Panchayats), Punjab, S.A.S. Nagar (Mohali).

(Bhagirath Singh)
Assistant Director

No. Q-27001/IV/2002-Pb

Dated:

Copy for information to :-

1. The Registrar General & Census Commissioner of India, 2/A, Mansingh Road, New Delhi.
2. All the Directors of Census Operations in the States/Union Territories

(Bhagirath Singh)
Assistant Director