



**GOVERNMENT OF INDIA**  
Ministry of Home Affairs  
**Office of Director Census Operations, Punjab**  
Janganana Bhawan, Plot No. 2-B, Sector 19-A  
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Ensure Registration of  
Every Birth and Death

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No. Q-27001/IV/2009-Pb/

Dated: 16.04.2010

**CENSUS OF INDIA 2011: CIRCULAR No. 11**

**Subject: Distribution of Census material to Enumerators and Supervisors for Houselisting and Housing Census and Preparation of National Population Register.**

As already conveyed vide Circular No. 1 the Ist Phase viz; Houselisting & Housing Census along with preparation of National Population Register (NPR) in Punjab State will be conducted during **1<sup>st</sup> May, 2010 to 15<sup>th</sup> June, 2010** as per the schedule given below:

1 <sup>st</sup> May, 2010 to 3 <sup>rd</sup> May, 2010	Identification of the boundaries of the block
	Update/assign number to each building and Census house
	Preparation of layout map of the block (in duplicate)
4 <sup>th</sup> May, 2010 to 4 <sup>th</sup> June, 2010	Canvassing of; <ol style="list-style-type: none"> <li>1. (i) Houselisting and Housing Census Schedule (HLS)</li> <li>(ii) National Population Register (Household Schedule)</li> <li>2. Issue of Acknowledgement slips to each household covered under NPR</li> <li>3. Affixing the completion stickers</li> </ol> <p><b>Note: HLS and NPR Schedule to be canvassed simultaneously by visiting each house/household</b></p>

5 <sup>th</sup> June, 2010 to 8 <sup>th</sup> June, 2010	Preparation of Houselisting & Housing Census Abstract ( in duplicate)
	Certificate of complete coverage and inventory of used/unused schedules/forms
	Preparation of NPR Working Sheet
	Preparation of NPR Enumerator's Abstract (in triplicate) by enumerator
9 <sup>th</sup> June, 2010 to 10 <sup>th</sup> June, 2010	Submission of records by Enumerators to Supervisors
11 <sup>th</sup> June, 2010 to 12 <sup>th</sup> June, 2010	Submission of records by Supervisors to Charge Officers
	Certificate of complete coverage and inventory by the Supervisor
13 <sup>th</sup> June, 2010 to 15 <sup>th</sup> June, 2010	Checking of records by Charge Officers as per check list and packing in boxes
16 <sup>th</sup> June, 2010	Transmission of records to Data Centre, Chandigarh. (Instructions for the same will be issued later, separately).

As already communicated the Enumerators and Supervisors appointed will be imparted intensive training in two rounds. The first round will be of two days and the 2<sup>nd</sup> round will be of one day as finalized by the Charge Officers. The material required for actual work has already been sent through DoP from the Government of India Press, Shimla and GOPSONS, Noida (U.P.). Some items such as; Houselist Abstract, Working Sheet for NPR Abstract, NPR Abstract, Certificate of coverage, Supervisor's manual, Acknowledgement Slip booklet, Enumerator's Kit have already been sent/being sent directly from this directorate. Instructions for distribution of these items are given below for your information and compliance.

**Distribution of Training Material to Enumerators and Supervisors  
(During 1<sup>st</sup> round of training)**

Sr. No.	Items	Quantity to be issued to each enumerator/supervisor
1	2	3
1	Instruction Manual for Houselisting and Housing Census	One each
2	Manual of instructions for filling up of the NPR Household Schedule	One each
3	Houselisting and Housing Census Schedule (Training)	One each
4	Houselisting and Housing Census Abstract (Training)	One each
5	NPR Household Schedule (Training)	One each
6	Supervisory Manual	One each (for Supervisors only)

**Distribution of Actual Material to Enumerators  
(During 2<sup>nd</sup> round of Training)**

Sr. No.	Items	Quantity to be issued to each enumerator
1	2	3
1	Houselisting and Housing Census Schedules (to be prepared in duplicate)	16 per enumerator (with form number)
2	Houselisting and Housing Census Abstract (to be prepared in duplicate)	Two per enumerator
3	Layout Map ( for preparing two copies)	Two per enumerator
4	Certificate of complete coverage and inventory	
5	National Population Register - Household Schedule	15 per enumerator (with form number)
5	National Population Register - Working Sheet	Five per enumerator
6	NPR Enumerator's Abstract	Three per enumerator
7	List of Scheduled Castes	One per enumerator
8	National Population Register - Acknowledgement Slip Booklet having serial No. 001 to 150	One booklet per enumerator
9	Identity Card	One per enumerator
10	Enumerator's kit having following items	
	(i) Water Proof Carry Bag	One
	(ii) Water Proof Plastic Folder	Three (out of this two will used for Houselisting Schedules (two copies) and one for NPR Household Schedule
	(iii) Writing Board with Clip (A - 3 size)	One
	(iv) Ball Pen (Not Gel Pen)	Two
	(v) Pencil	Two
	(vi) Eraser	Two
	(vii) Sharpener	One
	(viii) Ink Pad	One
	(ix) Small Marker Pen	Two
11	Stickers to be pasted after at each house after completion of work	One sheet (175 stickers)

**Distribution of Actual Material to Supervisors  
(During 2<sup>nd</sup> round of Training)**

Sr. No.	Items	Quantity to be issued
1	2	3
1	List of Scheduled Castes	One per Supervisor
2	Supervisor Booklet (consisting of 4 sheet)	One per Supervisor
3	Copy of outline map of villages falling under Supervisor's Circle	

4	National Population Register Working Sheet	10 per Supervisor
5	NPR Enumerator's Abstract	10 per Supervisor
6	Identity Card	One
7	Supervisor's kit having following items	
(i)	Water Proof Carry Bag	One
(ii)	Water Proof Plastic Folder	One
(iii)	Writing Board with Clip (A-3 size)	One
(iv)	Ball Pen	One
(v)	Pencil	One
(vi)	Eraser	One
(vii)	Sharpener	One
(viii)	Small Marker Pen	One
(ix)	Plastic Coated Gem Clips (in Box)	One
(x)	Weekly Check Report of Supervisor	Five

The Actual Census Material shall be given only to those enumerators and supervisors who are actually deployed on Census duty. The form number will be printed on the actual Houselisting and Housing Census Schedules and NPR Household Schedules received at Charge level from GOPSONS, NOIDA U.P.). The record of distribution of blank houselisting and Housing Census Scheduled will be maintained in Column No 15,16,17,18 and 19 of the Charge Register. The record of receipt of census material after field work will be maintained in column no. 21,22,23,24,25 and 26 of the Charge Register.

The Charge officers are required to make proper arrangement for the storage of census material and distribute it as per norms prescribed in this circular. After Houselisting Operations, the Houselisting and Housing Census Schedules along with the NPR Household Schedules will be scanned for processing of data. As such, the Charge Officers should give instructions to enumerators and supervisors to keep the census material issued to them safely and use it properly.

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

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. All District Education Officers, Secondary and Primary (Additional District Census Officers)
5. The Assistant Commissioners of Municipal Corporations (City Census Officers)
6. All the Sub-Divisional Magistrates (civil)(Sub-Divisional Census Officers)
7. All the Executive Officers of Municipal Councils/Nagar Panchayats/Cantonment Boards in the State (Town Census Officers)
8. All Tahsildars in the State (Charge Census Officers)

(Bhagirath Singh)  
Deputy 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)  
Deputy Director

No. Q-27001/IV/2002-Pb

Dated:

Copy for information to :-

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

(Bhagirath Singh)  
Deputy Director