



GOVERNMENT OF INDIA
Ministry of Home Affairs
Office of Director Census Operations, Punjab
Janganana Bhawan, Plot No. 2-B, Sector 19-A
Madhya Marg, Chandigarh-160019



Ensure Registration of
Every Birth and Death

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

Dated: 08.02. 2011

CENSUS OF INDIA 2011 - CIRCULAR No. 19

Subject : Population Enumeration - Handling of filled - in Schedules and other documents

Record management is an integral part of Census taking. It is an important component of post Population Enumeration at all levels. With the introduction of the Intelligent Character Recognition (ICR) technology, record management has become even more important as all the schedules **will be scanned**. For proper scanning of these schedules, it is necessary that these are **handled with great care** at all stages – starting from their dispatch through post, during distribution to enumerators, while filling in the schedules in the field, till their return to the Charge Officer and finally to the Census Directorates/Storage – cum - Scanning Centre. This circular deals with the Record Management after the Population Enumeration phase of field-work. The Storage – cum - Scanning Centre for Punjab is located at the following address;

O/o DIRECTOR OF CENSUS OPERATIONS, PUNJAB
DATA CENTRE
C/o HIMACHAL PRADESH AGRO INDUSTRIES CORPORATION Ltd
(NEAR ESI HOSPITAL)
SECTOR – 2 PARWANOO (H.P.)

2. After the field-work is over, the entire records **including the unused/spoiled** schedules/forms are to be received in the Charge Office within two-three days i.e. **by 8th March, 2011**. A few basic principles for arranging and sending the records should invariably be kept in mind, which are as follows;

- (i) Records of each Enumeration Block, even if same enumerator has worked for more than one Enumeration Block, should **be kept separately**. In case a particular Enumeration Block is uninhabited, the sets of forms should be prepared and submitted separately.

- (ii) All the documents related to one Enumeration Block will be further divided **into three sets** as these will be dispatched to two different places. The details pertaining to the three sets are given below in Para 4.
- (iii) All the unused and spoiled census material to be kept separately with the inventory.
- (iv) The material related to strictly Defence and Para Military Charges should be sent to the Directorate of Census Operations, Punjab at Chandigarh through the Principal Census Officers and **not** to the Storage – cum - Scanning Centre directly.

3. From the Charge Office, the set having the original filled-in Household Schedules and Enumerator's Abstract will be dispatched to the storage – cum – Scanning Centre. The other two sets along with the unused/spoiled census material will be dispatched to Directorate of Census Operations, Punjab at the following address;

O/o DIRECTOR OF CENSUS OPERATIONS, PUNJAB
CENTRAL RECORD OFFICE
BARADARI OLD BAGHIKHANA
PATIALA

4. The manner in which the forms are to be managed and dispatched at each level from the enumerators to the State Directorates/Storage - cum - Scanning Centres are indicated below.

At the Enumerator's Level

An enumerator will prepare **three separate sets** for each Enumeration Block allotted to her/him in the following manner;

First Set:

- (i) One copy of Enumerator's Abstract of the Enumeration Block (to be kept on top).
- (ii) Working Sheets for preparing the Enumerator's Abstract – sets of all normal, institutional and houseless households tagged together.

Second Set:

- (i) Layout map (to be kept on top).
- (ii) Filled-in and updated Abridged Houselist of the Enumeration Block tagged together.

Third Set:

- (i) Second copy of the Enumerator's Abstract of Enumeration Block (to be kept on top).
- (ii) Loose filled in Household Schedule forms for normal households, institutional households and houseless households arranged in that order.

In addition, the each Enumerator will prepare;

- (a) The certificate of complete coverage
- (b) Inventory of used/unused material by using the form given at the end of the Instruction Manual

It may please be noted that a copy of the certificate duly signed by the Supervisor should be kept securely by the enumerator while the second copy would be handed over to the Supervisor. The Enumerator should sign at the certificate shown at the end of the supervisory booklets corresponding to her/his supervisory circle.

5. Supervisor must ensure that each filled-in Household Schedule, Enumerator's Abstract and Layout map have been duly signed by the enumerator, with date. The location particulars of the block should be entered on the Layout maps, Side-A of the Household Schedules, on both the copies of the Enumerator's abstract and all the Working Sheets.

6. It should be ensured by each enumerator that the **Schedules are not folded** at any stage right from receiving of the blank Schedules, during filling of the Schedules, while preparing the set of documents till their submission to the supervisors. Each set of documents will be **bunched by a plastic coated (rust proof) clip**. All the sets of the documents must be handed over to the supervisor **in a plastic cover** to protect them from the dust and dampness. The enumerators should submit all the records to the supervisor within the stipulated time after the Population Enumeration i.e. by **6th March, 2011**. Before handing over the documents, the Enumerator will ensure that all the instructions for filling-in the schedules have been followed and striking of totals have been carried out faithfully on all the sets of Schedules. It is reiterated that **if more than one Enumeration Blocks** are assigned to the enumerator, she/ he will have to prepare and submit the sets of materials **separately for each block** to her/his supervisor.

At the Supervisor's Level

7. Each supervisor will help the enumerators under his/her jurisdiction to ensure complete coverage. The supervisor is responsible for :

- (i) Checking and collecting back all the census materials from the enumerators in the manner described above.
- (ii) Complete both copies of supervisor's booklet including drawing of the supervisor's circle map in the Charge Register.
- (iii) Handing over the records mentioned at 7(i) to 7(ii) above to the Charge Officer by **8th March, 2011**.

On receiving the census materials along with the certificate of complete coverage and inventory of used/unused materials signed by the enumerator, the supervisor should check all the three sets handed over to him by the enumerator. He should also confirm that the Village Map (s)/Ward Map (s) issued/supplied in his/her circle have been returned back.

8. The supervisor should ensure that the Schedules and Layout maps are not folded while preparing the sets of documents and arrange the sets separately **in the ascending order of their location code number**. The supervisor will hand over these three sets for her/his entire supervisory circle to the Charge Officer or any other officer authorized by the Charge Officer at their pre-determined centres/locations by **8th March, 2011** and take receipt from the Charge Officer in the Supervisor's copy of the complete coverage certificate.

9. While receiving the sets from each enumerator, the supervisor should **remove all sharp objects, like, pins, staplers, blades**, etc., if found. She/he would then complete the entries at of the Supervisor's booklet regarding the number of Household Schedules received back and the number of households and population of each Enumeration Block. While handing over the documents to the Charge Officer, the supervisor should **update** these entries in the copy of the supervisor's booklet kept at the Charge Office.

At the Charge Level

10. In the Charge Office, the documents of each Enumeration block will be received and arranged in a systematic manner according to the **ascending number of the Enumeration Block** the three separate sets of Enumeration records submitted by the supervisor in the following manner;

- The first set (one copy of Enumerator's Abstract of the Enumeration Block and working sheets for preparing the Enumerator's Abstract –three sets of all normal households, institutional households and houseless households tagged together with Enumerator's Abstract on top) will be affixed with a plastic coated clip, if it is not already done for dispatch to the Census Directorate, Punjab.
- The second set comprising of Layout map and filled-in and updated Abridged Houselist duly updated /filled in tagged together with Layout Map on top will also be sent to the Census Directorate. The Village Map (s)/Ward Map (s) if issued/supplied will be sent to the Census Directorate along with the second set. Thus, the first and second set of documents received from the enumerators would be sent to the Central Record Office at Patiala. The unused Household Schedules would also be sent to the Census Directorate, Punjab.
- The third set comprising of Enumerator's Abstract of Enumeration Block and loose filled in Household Schedule forms for normal households, institutional households and houseless households arranged in that order with Enumerator's Abstract on top of the Household Schedule forms will be sent to the **Storage – cum - Scanning Centre**. It must be ensured that any sharp object like, pins, staplers, blades, etc., if found, should invariably be removed.

11. The Charge Register prepared for Houselist Operations and the revised Charge Register prepared for Population Enumeration after completing the Population figures of their charges should be sent to the Directorate of Census Operations, Punjab at Chandigarh. The Charge Officer should put her/his **signature with seal** on the certificate of complete coverage on the Charge Register. It is important to note that before dispatching the material to the Storage - cum - Scanning Centre/Census Directorate, **the Charge Officer will compile the Provisional Population Totals for her/his Charge from the Enumerator's Abstract** in the format which will be sent to you along with the Circular on Provisional Population Totals.

12. To facilitate easy handing of the records, the Charge Officer should open one or more Census counter/record rooms as may suit their local conditions and deploy adequate experienced staff for collection, scrutiny and packing of the original schedules. While packing the forms, it should be ensured that these are not folded. The Charge Officer should procure her/his copy of the certificate of complete coverage and inventory of used/unused materials from each Supervisor of her/his charge.

13. The filled-in sets (original copies of Abstract, Schedules and Layout Map) are to be **arranged enumeration block-wise** in the charge. The material is to be neatly packed and tied up by using the plastic cello tape (one inch broad cream or brown coloured).

14. It is the sole responsibility of the Charge Officer to ensure that the requisite number of boxes for each block, properly labelled and complete in all respect have been received in his/her office. The **Inventory** of dispatch for filled-in Household schedules and other census material will be prepared by the Charge Officer, **in triplicate**, as per the format given at **Annexure 'A'**. One copy of Annexure A will be retained by the Charge Officer, second copy will be forwarded to Storage and Scanning Centre and the third copy would be sent to the Census Directorate, Punjab.

15. On the boxes sent at the Storage-cum-Scanning Centre each Charge Officer will mark the corrugated boxes bearing a **distinct box number** serially starting from 1. If there are 50 boxes dispatched from a charge to the Storage cum Scanning centre, the box numbers should be recorded as 1/50, 2/50, and so on up to 50/50. The Charge Officer will also **prepare box-wise inventory** as per the format placed at **Annexure 'C'**. After recording the actual postal IDs given by the Department of Posts on this copy as well as on the copy of the Charge Register, this is to be sent separately (**only the Annexure**, not any box) **by Speed Post** to the concerned Storage – cum - Scanning Centre, so that tracking of materials in transit can be monitored effectively from both ends. Similarly, the box inventory as per proforma in **Annexure 'D'** should be filled separately and sent to the Census Directorate. In cases where the same Charge Officer has more than one charge in her/his jurisdiction (for

example a Tahsildar/EO may have a number of census towns, each of which is an independent charge) the outside of the corrugated boxes should **properly display the details** of the contents of each Charge for which the material has been placed inside the box. A duly filled in Annexure E should be pasted outside the corrugated box without fail to ensure that above guidelines have been complied. On the boxes which would be sent to the DCO, filled-in Annexure 'F' should be pasted outside the box. It should be ensured that **one corrugated box contains the material of only one Charge**, even when more than one Charge is handled by the same Charge Officer.

16. The unused census material should be packed in **boxes** and properly labelled to indicate the name of the charge. The Charge Officer should ensure that all the records are **properly packed** before dispatching to the Storage - cum - Scanning Centres/ Census Directorate.

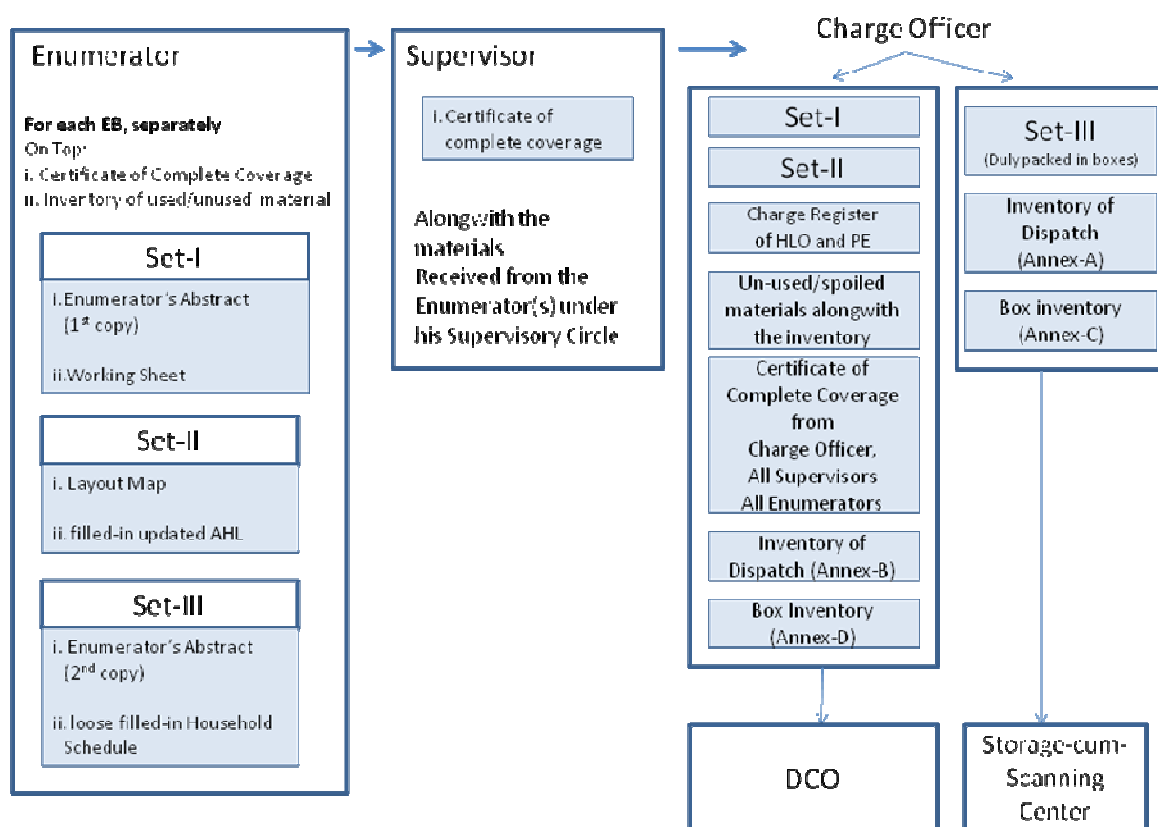
17. After ensuring the completeness of the records, the **Charge Officer is entrusted with the overall responsibility** of handing over the records and other material to the Department of Posts/transport agency fixed by the Census Directorate. The boxes of the filled in Schedules and Enumerator's Abstract will be picked up directly by DoP from Charges and will directly be dispatched at the concerned Storage-cum- Scanning Centres. The boxes having other two set of documents (first and second sets mentioned in Para 4) and unused census materials will be dispatched to the concerned Directorates along with the Charge-wise inventory. The Charge Officer should ensure that the correct boxes are picked up by the Department of Posts for dispatch to their right destination.

18. It is reiterated that the DoP shall fix up the date of collection of the boxes for different charges within a district in such a manner that they can sequentially visit all these Charges and pick up the entire material. The Census Directorate would intimate the Charge Officer the exact date of visit from the DoP. The Charge Officer should ensure that the entire packing of materials is over before that date. The DoP would not make any further visit for collection of the materials. If any material is not ready, the Charge Officer would have to make her/his own arrangement for sending it to the concerned Storage - cum - Scanning Centre/ Census Directorate and there will not be any reimbursement of any expenditure on this account.

19. It may be ensured that the DoP representative weighs each box at the Charge Office, records the same and affixes the postal ID on the box. The Charge Officer should record the postal ID in Annex C and D in the presence of the DoP personnel for accuracy.

20. The Charge Officer will be intimated the dates on which he will have to send his /her representative to the Storage – cum - Scanning Centres to check the completeness of the material packed in the boxes at **the** Charge Office.

Flow Chart – for handling of the filled-in household schedules and other documents



Points to Recapitulate:

- Records of each Enumeration Block, even if same enumerator has worked for more than one Enumeration Block, should be **kept separately**.
- From the Charge Office, the set having the original filled-in Household Schedules and Enumerator's Abstract will be **dispatched to the designated Storage – cum - Scanning Centres**.
- First set** will have one copy of Enumerator's Abstract of the Enumeration Block and Working Sheets for preparing the Enumerator's Abstract.
- Second set** will comprise Layout map and filled-in and updated Abridged Houselist.
- Third set** should comprise of the second copy of the Enumerator's Abstract of Enumeration Block and loose filled in Household Schedule forms.
- The Enumerator will prepare the certificate of complete coverage and inventory of used/unused material by using the form given at the end of the Instruction Manual.
- A copy of the certificate duly signed by the supervisor should be kept securely by the enumerator.
- It should be ensured by each enumerator that the Schedules are **not folded** at any stage.
- All the sets of the documents must be handed over to the supervisor in a **plastic cover** to protect them from the dust and dampness.

- If more than one Enumeration Blocks are assigned to the enumerator, she/ he will have to prepare and submit the sets of materials separately for each block to her/his supervisor.
- On receiving the census materials along with the certificate of complete coverage and inventory of used/unused materials signed by the enumerator, the supervisor should check the three sets handed over to him by the enumerator.
- The supervisor should ensure that the Schedules and Layout maps are not folded.
- The supervisor will hand over these three sets for her/his entire supervisory circle to the Charge Officer or any other officer authorized by the Charge Officer.
- While receiving the sets from each enumerator, the supervisor should **remove all sharp objects, like, pins, staplers, blades, etc.**, if found.
- In the Charge Office, the documents of each Enumeration block will be received and arranged in a systematic manner.
- The filled-in sets (original copies of Abstract, Schedules and Layout Map) are to be **arranged enumeration block-wise** in the charge. The material is to be neatly packed and tied up by using the plastic cello tape (one inch broad cream or brown coloured).
- It is the sole responsibility of the Charge Officer to ensure that the requisite number of boxes for each block, properly labelled and complete in all respect have been received in his/her office. The **Inventory** of dispatch for filled-in Household schedules and other census material will be prepared by the Charge Officer, **in triplicate**, as per the format given at **Annexure 'A'**.
- On the boxes sent at the Storage-cum-Scanning Centre each Charge Officer will mark the corrugated boxes bearing a **distinct box number** serially starting from 1.
- The Charge Officer will also **prepare box-wise inventory** as per the format placed at **Annexure 'C'**.
- After recording the actual postal IDs given by the Department of Posts on this copy as well as on the copy of the Charge Register, this is to be sent separately as per proforma at **Annexure 'C'**.
- A duly filled in Annexure E should be pasted outside the corrugated box without fail.
- On the boxes which would be sent to the DCO, filled-in Annexure 'F' should be pasted outside the box.
- The Charge Register prepared for Houselisting Operations and the revised Charge Register prepared for Population Enumeration after completing the Population figures of their charges, should be sent to the Directorate of Census Operations, Punjab at Chandigarh.
- The Charge Officer should **put her/his signature with seal** on the certificate of complete coverage on the Charge Register.
- It is the sole responsibility of the Charge Officer to ensure that the requisite number of boxes for each block, **properly labelled** and complete in all respect have been received in his/her office.
- It should be ensured that **one corrugated box contains the material of only one Charge**, even when more than one Charge is handled by the same Charge Officer.

- The Census Directorate would intimate the Charge Officer the exact **date of visit** from the DoP. The Charge Officer should ensure that the entire packing of materials is over before that date.
- If any material is not ready, the Charge Officer would have to make her/his own arrangement for sending it to the concerned Storage cum Scanning Centre.
- It may be ensured that the DoP representative weighs each box at the Charge Office, records the same and affixes the postal ID on the box.

Specimen of Annexures 'A', 'B', 'C', 'D', 'E' and 'F' are enclosed.

(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).
14. All the Divisional/District Incharge in the Census Directorate, Punjab
15. Notice Board
16. Copy for website

(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

CENSUS OF INDIA 2011
POPULATION ENUMERATION
Inventory of Dispatch: filled-in Household Schedules and census material
(To be prepared in Triplicate in the Charge office)

Storage cum Scanning Centre copy/ 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**.....

Sl. No.	Name of the Village/Town	Enumeration Block Number	Population Enumeration material		
			Filled-in HH Schedules	Enumerator's Abstract	Remarks
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					

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)

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.....

Sl. No.	Name of the Village/Town	Enumeration Block Number	Population Enumeration material				Remarks
			Working Sheets	Layout Map	Village map/ Ward map/ GIS map	Updated Abridged Houelist	
1	2	3	4	5	6	7	8
1							
2							
3							
4							
5							
6							
7							
8							
9							
0							

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
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 ChargeCode No.-----
- 5 Rural Charge/Urban Charge
- 6 **No. of boxes dispatched from the Charge: Total**

Sl. No.	Box Number	Contents of the Box			Postal ID no.	
		Type of material	Enumeration Block Nos			Description of the contents, weight of the box (in Kg) and remarks, if any
			from	to		
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						

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
Inventory of Boxes
(To be sent separately to DCO)**

7 Name of State /UT.....Code No.-----

8 Name of District.....Code No.-----

9 Name of Tahsil/Taluk/P.S./Dev. Block/Circle Mandal etc.....Code No.-----

10 Name of ChargeCode No.-----

11 Rural Charge/Urban Charge

12 No. of boxes dispatched from the Charge: Total

Sl. No.	Box Number	Contents of the Box			Postal ID no.	
		Type of material	Enumeration Block Nos			Description of the contents, weight of the box (in Kg) and remarks, if any
			from	to		
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						

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/Urban.....

4. Charge Address:.....

.....

.....

.....

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

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

CENSUS OF INDIA 2011

POPULATION ENUMERATION
(Label 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:.....

.....

.....

.....

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

6. Contents