



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: 10. 02. 2011

"Our Census, Our Future"

CENSUS OF INDIA 2011 - CIRCULAR No. 20

Subject : Establishing Census Help Centers and Census Help Lines

CENSUS OF INDIA -2011- CIRCULAR NO. 21

Subject:- Provisional Population Totals

The Indian Census has a long tradition of releasing the population data on a provisional basis immediately after the completion of the enumeration work. It has always been a matter of great pride for this organization to release the initial population totals in the shortest possible time. However, it goes without saying that this is by no means an easy task. It requires meticulous planning and above all a well drilled census machinery geared up for the occasion. The instructions in circular are aimed at listing out all the activities that need to be carried out systematically and uniformly all over the country, so that in keeping with the tradition of the Census the provisional population totals are released within the shortest possible time.

2. It will be seen from the Manual of Instructions to Enumerators and Supervisors that the page totals on the Household Schedules have to be struck during the revisional round (01-05 March 2011) after the field work is completed. The working sheet for preparation of Enumerator's Abstract should also be completed on a day-to-day basis during the revisional round. From 1st March onwards **the enumerator should be instructed to make entries in the Working Sheet on each day and need not wait for the completion of the entire field work of the Revisional Round before taking up this job.** It would be pertinent to point out here that although five days have been earmarked for the Revisional Round, there is no restriction, whatsoever, for completing of the Revisional Round in fewer number of days. It is expected that in most of the areas this work will be completed in 2 to 3 days. However, it would be necessary to add a note of caution here that the Revisional Round should be taken up seriously. The Enumerator's Abstract has to be completed immediately thereafter but not later than 5th March 2011.

3. The enumerator should submit all the records as mentioned in Para 10.13 of the Chapter-10 of the Instruction Manual by 6th March, 2011. The Supervisor, having collected the forms and schedules from all the enumerators, should invariably submit all the records to

Abstract) derived from Form PT-3 for communicating the provisional figures to the Registrar General, India the same day i.e. by 9th March, 2011. It may be noted that only the totals of the District for all areas (not separately for Rural and Urban areas) are to be communicated to the Registrar General, India. Telephone/fax numbers, e-mail addresses that will be exclusively earmarked for receiving the messages at the RG's office are given below:-

Telephone : (011) 23383761, 23384852, 23389278

Fax: (011) 23383145, 23070538

E-mail : rgi.rgi@nic.in
addlrgi.rgi@nic.in
aksingh.rgi@nic.in

8. Special arrangements will also be made in the ORGI to receive the messages round the clock between 4th to 11 March, 2011 over the telephones. You will also have to make special arrangements in your office for receiving messages from the Charges and Districts round the clock between 3rd to 10th March, 2011.

9. In case of a town having more than one charge, the total against items 1-3 of the Charge Abstract (PT-2) prepared by the Charge Officers for their charges will be communicated to the City or Town Census Officer in the format given in Para-5 above. The City or Town Census Officers in turn will consolidate these figures for the complete City/Town for further communication in a format similar to PT-4 to the Principal Census Officer and the Director of Census Operations. In this case, "Name of the City/Town" may be included as an additional item. **It may, however, be noted that the provisional figures for strictly Military and Para Military Charges etc. falling within the jurisdiction of a Town/City will not be included by the City/Town Census Officer while compiling the Town/City level Totals.** The Principal Census Officer while preparing PT-3 will ensure that the provisional totals for all the Military/Para Military charges are added to the respective totals of Town/City as obtained from the Town/City Census Officers. The town/City Census Officer will submit all the Charge Abstracts (PT-2) in respect of her/his jurisdiction to the Director of Census Operations through the Principal Census Officers. **All Military and Para Military Charges will also communicate the provisional totals directly to the Directors of Census Operations and the Principal Census Officer.**

10. **In case of large Corporation/Municipality which in itself is an Urban district and for which a Principal Census Officer has been appointed, the consolidated totals in PT-4 for this Corporation/Municipality as a whole, will be communicated directly to the Registrar General & Census Commissioner, India and the Director of Census Operations of the State. The "Name of the Town" should invariably be indicated in the format.** However, in case this large Corporation/Municipality is not a complete district in itself, the consolidated provisional totals have to be forwarded by the Principal Census Officer of the City to the Principal Census Officer of the District as well as to the Director of the Census Operations for further compilation of the district totals.

11. It may be noted that the provisional population of Out Growths (OG) have also to be shown separately as constituents of Urban Agglomerations (UA) in Paper II of Provisional Totals to be released after the release of Paper I. Therefore, it would be necessary to obtain the population totals for each of these OGs separately along with totals of the towns of which these OGs are constituents. The Town/City Census officers should be asked to compile the OG level data in a format similar to PT-2 and submit the same to the Director of Census

Operations through the Principal Census Officer along with other formats. The Town/City Census Officer should also communicate in advance the totals for the OGs in the format under Para-5. While compiling and communicating the totals for OGs, the location particulars should invariably be indicated. **If the OG is being covered by an authority not under the administrative jurisdiction of the Town/City census officer, instructions may be issued so that the figures for the OG is sent by this authority to the Town/City census officer according to the format PT-2.**

12. It may, therefore, be seen that at the directorate level, you will be receiving provisional figures not only from the district level in Form PT-3 but also directly from the rural charges and town/city levels. As already indicated town-wise consolidated figures will also be available to the DCOs as per details given in Para 9 and 10 above. For consolidation of provisional data at state level in your office it would be extremely important for you to list out beforehand all the rural charges and name of the towns/cities within the district to arrive at district totals and finally add up the district totals to get the state totals. This will not only ensure complete coverage but also help in completing the tables required for Paper II that has to be brought out immediately after the release of Paper I. Do not forget to include all the Military Charges, special charges etc. It would be advantageous to enter the Charge/Town totals directly into the computers to compile totals at various levels. Please enter and compile the provisional data directly on computers and ensure that the MS-Excel Software package is used. You may like to reassure yourself by compiling the district and state provisional totals independently, manually also. For the sake of uniformity a common format No. PT-5 (Annexure -5) is suggested for all DCOs. You will have to communicate totals for States and Districts in MS-Excel format as given in PT-6 (Annexure -6) by 11th March, 2011. Please note that the PT-6 can be directly extracted from PT-5 by selecting the rows that relate to District totals and the State total. These figures have to be communicated by fax as well as in electronic format i.e. either through e-mail or on CD so as to ensure quick compilation at the National level by 11th March, 2011

13. **The Provisional Population totals for India and States will be released as Paper I of 2011 by the ORGI at New Delhi on any day after 3rd week of March, 2011. The following day the provisional figures will be released by you for your State/Union territory and the districts. You will be communicated the precise day and date for releasing the provisional data of your State/U.T. The contents, the formats of the tables, the maps and the charts and graphs to be included in the Paper I of the States will be finalized soon. You can, however, immediately take up drafting of the initial chapter on introduction, a brief account of how Census was taken, new areas covered and special efforts and innovations and other special initiatives made during the Census of India 2011. It is reiterated that you will not release the figures for your State/UT, District and any other administrative units until the Registrar General & Census Commissioner, India releases the figures at the Country and State level. You will also have to await confirmation of the total figures from this office for each State before you release the provisional figures.** It has to be ensured that there is a complete agreement between the figures released by this office and those by you. **Please ensure that the provisional population totals are kept confidential and are not leaked in advance on account of any lapse on your part or of the Principal Census Officers of your State/UT.**

14. Paper II of 2011 is expected to be released at the National level in April, 2011. It will mainly include provisional data on rural-urban break-up of population and its characteristics and population and growth rates of cities and towns. Paper II at the State level will be released immediately thereafter. The basic data required to compile the tables for Paper-II would already have been compiled by your office in PT-5, while preparing the totals for Paper-I. Thus no extra effort would be necessary to compile population and literacy

aggregates separately for rural and urban areas at the district and State level. These figures for individual towns and cities will also be directly available from PT-5. The data required for preparation of Paper II at the National level in the ORGI has to come from you in the format PT-7 given at Annexure-7. This will again be in Excel format and as can be seen is only extract of PT-5. This should be sent to the ORGI by 25th March 2011 through e-mail, Fax or any other quick means of communication. The contents of Paper II will be informed to you soon after the same are finalized.

.15. You are requested to issue necessary instructions in this regard to all concerned. It would be worthwhile to indicate this procedure in the training session also. In order to maintain the tradition of census with regard to releasing the provisional figures in time, the stipulated time frame of various items of work must be adhered to.

16. **In order to minimise the risk of repeated manual computation, checking for consistency and correctness of the totals and ensuring completeness of the figures for the entire charge, a software tool has been developed by this Office. It is recommended that this excel-based tool may be used by the Charge Officers for making relevant EB level entries directly from the enumerator's abstract.** If, for some reason, it is not possible to make the entries at the Charge Office, the same may be undertaken by the Principal Census Officer at a centralized location for all the Charges under her/ his jurisdiction. A detailed instruction manual on how to use this tool has been separately prepared. You should encourage use of the tool at all Charges, as this would also provide some basic data validation at the Charge Office itself. Moreover, the tool would generate, by itself, the filled-in abstracts according to formats PT-1 and PT-2, in different sheets of a single excel file which the Charge Officers can sign and send by fax and email. The tool can also be downloaded from the ORGI website.

17. The training for the use of the software tool is to be imparted to the Charge Officers by you and your officers at the district level in the earliest possible time. It may be preferably be one day training on any day between 17 – 20 February, 2011. In all the 16 Data Centres of the DCOs, one EDP officer from the ORGI is there. He will be the resource person for the smooth functioning of the software tool. Training of the officials of DCO on operation of the software tool may be conducted between 14 -16 February, 2011. The States and UTs where data centre is not there, may coordinate with the nearest 'data centre DCO' for the training of their officials with the officials of 'data centre DCO'. In case of any problem regarding the operation of the software tool, Shri A.K. Arora, JD (EDP) (09911135694) at ORGI may be contacted.

(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
a. (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- (Sub-Divisional Census Officers)
7. All Executive Officers of Municipal Councils/Nagar Panchayats/Cantonment Boards in the State (Town Census Officers)
8. All Tehsildars 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, Home, Punjab, Chandigarh for coverage of residents and staff of jails/ rehabilitation homes etc.
5. The Principal Secretary, Information and Public Relations, Punjab, Chandigarh
6. The Principal Secretary, School Education, Punjab, Chandigarh – to direct the DEOs to provide the list of institutions such as boarding houses/ messes/hostels to the DCs and for coverage of these areas.
7. The Principal Secretary, Planning, Punjab, Chandigarh.
8. The Secretary, Local Government, Punjab, Chandigarh for issuing directions to the Executive officers of committees etc.
9. Director- General of Police, Jails for issuing instructions for the coverage of jail-inmates.
10. All the Divisional Commissioners in the State.
11. The Director, Local Government, Punjab, Chandigarh for issuing directions to the Executive officers of committees etc.
12. The Director, Public Instructions (Secondary), Punjab, Chandigarh.- to direct the DEOs to provide the list of institutions such as boarding houses/ messes/hostels to the DCs and ensure coverage of these areas.

13. The Director, Public Instructions (Elementary), Punjab, Chandigarh – to direct the DEOs to provide the list of institutions such as boarding houses/ messes/hostels to the DCs and ensure coverage of these areas.
14. The Director, (Rural Development and Panchayats), Punjab, S.A.S. Nagar (Mohali).
15. The concerned Divisional Head and District Incharge from the Census Directorate, Punjab.
16. Notice Board
17. 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