



**GOVERNMENT OF INDIA**  
Ministry of Home Affairs  
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Ensure Registration of  
Every Birth and Death

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

Dated: 17<sup>th</sup> February, 2011

***“Our Census, Our Future”***

**CENSUS OF INDIA 2011 - CIRCULAR No. 22**

**Subject: Special efforts to ensure coverage of all Settlements/  
Population during Population Enumeration (9<sup>th</sup> to  
28<sup>th</sup> February, 2011)**

The Population Enumeration in the State has commenced from 9<sup>th</sup> February and good progress seems to have been as per the reports received from the respective PCOs. The ultimate objective of the Census of India 2011 is the universal coverage of population without duplication or omission.

Your kind attention is invited to Circular No. 16 which focused on special efforts required to ensure coverage of all settlements/population during population enumeration which should be meticulously. Some of the situations likely to be missed are reiterated and must be taken care of for ensuring complete coverage of all the settlements/population;

- All uninhabited villages of earlier census.
- Pre – dominantly commercial and market areas of town/city such as transport nagar/colony, etc
- Large vegetable markets, fruit markets, grain markets, cloth markets, etc
- Un - authorised/authorized residential colonies in towns/cities or forest areas, etc
- Buildings under construction, large construction sites of railways, irrigation, public works department, housing colonies, etc

- Nomadic population on the move camping in open fields, etc
- Isolated population groups in the open areas, railway crossings, toll plazas, etc.
- Mobile population e.g. labourers working on brick kiln, sugar factory, agricultural labourers on farms, etc
- Railway platforms, hospitals and their compounds, dharamshalas, religious places such as Temples, Gurudwaras, Mosques, Churches, etc
- Eating places such as restaurants, dhabas, etc
- People living in night shelters
- Residential colonies of defence and para – military forces
- Colonies of armed/special police establishments of the state government
- Railway colonies, Irrigation colonies, etc
- Industrial units in public and private sector with or without independent residential units

Please note that the above list is only illustrative and there may be many similar situations which may be taken care of to ensure complete coverage.

Furthermore, as you are aware ‘Houseless Population’ is one of the most vulnerable groups. Houseless population includes persons who live in the open like pavement dwellers, persons residing in hume pipes, under fly overs, stair cases, places of worship, railway platforms, etc. The street children would also form a part of this vulnerable group. Detailed guidelines for enumeration of Houseless Population were sent vide Circular No. 17. It is reiterated that the enumeration of Houseless Population is to be carried out on the last night of the Population Census, i.e. on the **night of the 28<sup>th</sup> February, 2011**.

You are therefore requested to ensure complete coverage of all settlements/population in your area without any omission/duplication, and also undertake checking as per the checking norms conveyed vide letter No. Q – 27012/1/2009/Pb/372 dated 12. 01. 2011 which are as under;

- a) DC/ADC, Commissioner, M.Corp (PCOs/DCOs) : 1% of all EBs
- b) SDM/City Census Officers: 5% of all EBs
- c) Charge Officers: 10% of all EBs

(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)

Deputy Director

No. Q-27001/IV/2002-Pb

Dated:

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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).

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. All the Divisional Commissioners in the State.
10. The Director, Local Government, Punjab, Chandigarh for issuing directions to the Executive officers of committees etc.
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. The concerned Divisional Head and District Incharge from the Census Directorate, Punjab.
15. Notice Board
16. Copy for website

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.

Deputy Director

