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No. Q-27001/1/2009-Pb/

Dated: .1.2010

## **CENSUS-2011 – CIRCULAR NO. 3**

**Sub: Identification and Formation of Special Charges/Areas.**

### 1. Introduction

Circular No. 1 contains details about the Census hierarchy and notification of Census officers. In accordance with the notification issued by the State Government, Tahsildars of the respective tahsils have been designated as Charge Officers, while Executive Officers of the Municipalities/Nagar Panchayats etc. have been designated as Charge Officers for the respective jurisdiction. The present circular deals with the formation of Special Charges in the State.

### 2. Special Charges/Areas

2.1 Certain populated areas fall within the sole occupation and control of Defence Services, Central Reserve Police, Border Security Force and similar military and para-military organization. For such exclusive areas, Special Charge Officers have to be appointed in consultation with the concerned authorities. Further, in consultation with the designated Special Charge Officer, Census Officers at various levels have to be appointed. *(Please note that areas under Cantonment Board will be treated at par with statutory towns and Notified Area Committees, etc. the Special Areas referred to above are distinct from Cantonment Board areas as such).* Hence, an exercise to identify all such Special charges is to be taken by each and every Principal Census Officer and necessary arrangements have to be made for conducting census in all such Special Charges within their jurisdiction.

- 2.2 In addition, there are some special colonies/areas/establishments under the control of some government or Public Sector authorities, such as, railways, irrigation, forest, thermal power station, etc. Principal Census Officer has to identify all such special Charges with regard to these establishment/areas in his/her jurisdiction and make arrangement to appoint Special Charge Officers and other necessary arrangement for the conduct of census to ensure a complete coverage of the population.
- 2.3 The Special Charge Officers appointed for above said categories will function in addition to the normal Charge officers (Tahsildars in rural areas or Town Census Officers in Urban areas, etc.) and will have the same duties/responsibilities/functions etc. within their respective jurisdiction and would be responsible for all the items of work involved in conducting the Census 2011. They shall be provided training and equipment on the same terms as the other Charge Officers.

### **Summary/ Action Points**

- i) *All the Principal Census Officers should immediately identify the Special Charges/Areas falling in the two categories stated above and send a consolidated tahsil/town-wise list of such Special Charges to the office of DCO, Punjab latest by 10<sup>th</sup> February, 2010.*
- ii) *To hold meeting with heads of all such establishments/areas concerned and take all the preparatory steps for the conduct of census in these areas and identify the persons who are to function as Special Charge Officers.*

(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. 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 Commissioners of India, 2/A, Mansingh Road, New Delhi
2. All the Directors of Census Operations in the States/Union Territories

(Bhagirath Singh)  
Assistant Director