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Ministry of Home Affairs  
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No. Q-27001/IV/2009-Pb/

Dated: 29.01.2010

**CENSUS-2011 – CIRCULAR NO. 4**

**Sub: Appointment of Enumerators, Supervisors and Master Trainers**

**1. Introduction**

1.1 As already communicated vide Circular No.1, Houselisting and Housing Census (Houselisting Operations) and preparation of National Population Register (NPR) in Punjab State would be carried out throughout the State during 1<sup>st</sup> May, 2010 to 15<sup>th</sup> June, 2010. For this purpose all administrative territorial units/areas are to be sub - divided into Houselisting Blocks (HLBs). These HLBs are demarcated so as to provide an approximate work load of about 120 households or a population of nearly 600 to each Enumerator. There will be one Supervisor for every six Enumerators. Detailed guidelines for delineation of HLBs will be sent to you separately. Meanwhile, the selection/ short-listing and finalisation of requisite number of Enumerators, Supervisors and Master Trainers to be engaged for Census 2011 needs to be completed immediately.

**2. Appointment of Enumerators/Supervisors**

2.1 In the State, the services of approximately 52,000 Enumerators and 8,700 Supervisors are required for Census 2011. This also includes 10% to be kept as reserve. The Enumerators and Supervisors are to be drawn from among school teachers, Aanganwadi workers, officials of local bodies and other State government departments. While appointing Enumerators/Supervisors care need be taken that the Supervisors are from among the senior staff than that of the Enumerators, since each Supervisor has to monitor the work of 6 Enumerators.

The functionaries deployed are to be properly trained and require clear understanding of Census concepts and procedures involved in canvassing and filling of Census Schedules.

2.2 The training programmes for Census 2011 is also being supported by UNICEF. There will be several hierarchies for effective monitoring of training. Enumerators/Supervisors form part of the training at Charge level. The Charge level trainings for Houselisting Operations are to be organized by the Charge Officers during March/April, 2010. There will be two rounds of training (Two days for Houselisting Operations and One day for NPR) and each group will have around 60 trainees. Training will be imparted by the respective Charge Officers/Master Trainers. Detailed guidelines for organizing trainings would be issued later. ***The immediate task is to finalize the requisite number of functionaries to be appointed as Enumerators/Supervisors at Charge level and keep the lists ready with the respective Charge Officers by 15<sup>th</sup> of February, 2010.***

2.3 The Enumerators/Supervisors appointed for Houselisting Operations (Phase I) and Population Enumeration (Phase II) will be paid an honorarium Rs 5500/- (Rs. 2200/- for HLO and Rs. 3300/- for PE) and a lump sum amount of Rs. 250/- per day for attending training. Detailed instructions are being issued separately. In addition Enumerators / Supervisors will be provided a Kit for carrying material during field work. No kit is to be provided to the reserve staff.

### 3. **Appointment of Master Trainers**

3.1 As stated above, the training to Enumerators/Supervisors will be imparted by the Charge Officers and Master Trainers. For Punjab State 1,211 persons are to be appointed as Master Trainers from amongst the Principals/Vice – Principals of schools, Lecturers in degree colleges, senior secondary schools, etc. The district/corporation – wise details are given at Annexure- I.

3.2 ***The immediate task for the Principal Census Officers is to finalize the selection / short – listing of requisite number of Master Trainers. The final list of Master Trainers may be sent to this office by 20<sup>th</sup> February, 2010 positively.***

3.3 The Master Trainers appointed for Houselisting Operations (Phase-I) and Population Enumeration (Phase- II) will be paid the honorarium of Rs 5500/- (Rs. 2200/- for HLO and Rs. 3300/- for PE) and a lump sum of Rs 250/- per day for imparting training.

### Summary/Action Points

- i) All the Principal Census Officers should immediately identify the requisite number of Enumerators and Supervisors required for the jurisdiction under their control and keep them ready with the respective Charge Officer by 15<sup>th</sup> February, 2010.
- ii) All the Principal Census Officers should immediately identify the requisite number of Master Trainers and list thereof may be sent to this Directorate by 20<sup>th</sup> February, 2010, the latest.

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

(Bhagirath Singh)  
Assistant Director