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Ministry of Home Affairs  
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Ensure Registration of  
Every Birth and Death

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**CENSUS-2011 – CIRCULAR NO. 6**

**Subject: Guidelines for formation of Houselisting Blocks and Housenumbering during Houselisting Operations.**

**1. Introduction**

1.1 The Houselisting and Housing Census is scheduled to be organized in Punjab State during **1<sup>st</sup> May to 15<sup>th</sup> June 2010**. The rural – urban frame stands frozen as on 31.12.2009 till the completion of Census Operations, 2011. The list of villages as authenticated by the respective Tahsildars is since finalized. Similarly as per the information received from the State Government, there are 142 towns in the state with statutory status (5 Municipal Corporations, 97 Municipal Councils, 37 Nagar Panchayats and 3 Cantonment Boards). In addition there are 74 Census Towns, which are formed for the purpose of Census by taking into consideration as listed under Para 1.2 (b) of Circular No. 2. Therefore, as per the urban frame finalized for 2011 Census, there are 216 towns out of which 142 have statutory status and 74 are census (non – statutory) towns. The district – wise details of these towns along with their status is given under Annexure – 1 of Circular 2.

1.2 It is necessary to ensure that the enumerators who undertake the houselisting operations have a reasonable, and as far as possible, an equitable workload. This is achieved by constituting blocks for houselisting operations. The word “block” means a specific area, which can be clearly demarcated on the ground and for which a map is formed for the purpose of the Census Operations relating to houselisting (and/or population enumeration). The houselisting block would ultimately be the smallest administrative unit for conducting Census and form the basis for processing of data after the field operations are over.

1.3 The ideal size of the houselisting block both for rural and urban areas has been fixed at 600 population or 150 Census houses, whichever is higher. However, for operational convenience, you may extend the upper limit of the size of houselisting block to 750 population. If the houselisting blocks are carved out with due care, keeping in view the norm of population expected to be covered by each enumerator at the second stage, these could conveniently be adopted straightway for the second stage of operations i.e. Population enumeration in February – March, 2011, with only minor adjustments.

Some of the broad principles, which may be kept in mind while carving out the enumeration blocks for Houselisting & Housing Census are detailed below.

## **2. Rural Area**

2.1. The Revenue Village is the basic unit in Census operations. Special care should be taken to ensure that all the constituent habitations of the revenue village are fully covered while forming the houselisting blocks. Generally, it should be possible to constitute villages having a population of 600 persons into a single houselisting block. Each such houselisting block should be assigned to one enumerator.

2.2. There may be cases where the population of the revenue village is very small or even are uninhabited (zero population). Each of such villages must be constituted into separate houselisting block. However, in all such cases where the size of houselisting block has a very small population or no population, more than one block can be assigned to an enumerator so as to give her/him a workload of nearly 600 population or 150 Census houses. It should however be

ensured that separate account is maintained for each of the houselisting block assigned to the enumerator.

- 2.3.1 If a village has a large population it may be split into more than one block and each such block should be assigned to a separate enumerator. Once the houselisting block has been constituted, the enumerator should have a clear idea of the geographical boundaries of the block (or blocks) assigned to him/her for houselisting operations.
- 2.4 In some cases it has been noticed that parts of a village are spread over two or more Village Panchayats. While carving out the houselisting blocks in such villages, it may be kept in mind that boundary of each Panchayat is kept intact. Each Panchayat, however small in population size, may be constituted as a separate houselisting block. In case of all those Panchayats which require to be constituted into more than one houselisting block, the Panchayat boundary may be kept intact. The details of Panchayat boundaries can be obtained from the Block Development Officers (BDO) concerned.
- 2.5 Similarly, the Electoral Roll Part (Polling Booth boundary) may be kept intact to the extent possible and the assistance of Booth Level Officers (BLO) at the village may be utilized for this purpose. It should however be ensured that the **BLO is not appointed** as an enumerator. In case the Electoral Roll Part spills over into another village, that portion of the village should be carved out as a separate houselisting block. The details of the Polling Booth number (part number) and the name of the BLO should be written in the remarks column of the Charge Register. Since the Charge Officer is also the Assistant Electoral Registration Officer, all the details of Electoral Booth would be available at the Charge Office.
- 2.6 Six contiguous houselisting blocks will constitute a **Supervisory Circle** for which a Census Supervisory Officer is to be nominated. These six houselisting blocks may or may not be in one village but may be spread over more than one village. The Supervisory Circle into which contiguous blocks fall should also be demarcated clearly and number of supervisors is to be worked out for each charge. Each Charge Officer is expected to make the necessary entries for each houselisting block and supervisory circle in the rural charge register provided to him/her.

- 2.7 The Supervisor will be provided a copy of the Village map showing outline boundary of the village. The Supervisor is required to mark the location of the 6 enumeration blocks assigned to her/him on this map. In case the enumeration blocks are spread across several villages, the maps of each village will be provided within which the enumeration blocks will have to be shown. This map/maps will have to be stuck in the space provided in the Supervisory booklet in the Charge Register.

### 3. Urban Areas

- 3.1 The basic unit of Census in Towns is the Ward. The same criteria of 600 – 750 population or 150 Census houses should be followed in towns also. Care should be taken that houselisting blocks in urban areas do not cut across natural regions such as major roads, rivers, railway lines, municipal divisions or wards. Further, it may be kept in mind that boundary of the Electoral Roll Part (Polling Booth boundary) are kept intact to the extent possible. The assistance of Booth Level Officers (BLO) may be utilized for this purpose also. It should however be ensured that the **BLO is not appointed** as an enumerator. The details of the Polling Booth Number (part number) and the name of the BLO should be written in the remarks column of the Charge Register. Since the Charge Officer is also involved in the electoral process, all the details of Electoral Booth would be available at the Charge Office. The delineation of blocks in a natural region, division or ward may be made so as to cover the entire area within the latter.
- 3.2 In case of Census Towns (non – statutory towns), which from revenue point of view are villages, the formation of blocks will be done by the concerned Tahsildar being the Census Charge Officer. However, in case of Out – Growths (O.Gs) of Urban Agglomeration (U.A.) or Town, which may comprise of full village (s) or part of a village, the formation of houselisting blocks will be done by the concerned Urban Charge Officer.
- 3.1 As in rural areas, six contiguous house listing blocks in urban areas will also constitute a Supervisory Circle for which a Census Supervisory Officer is to be nominated. The Supervisory Circle into which contiguous blocks fall should be demarcated clearly and

- number of Supervisors is to be worked out for each charge. Each Charge Officer is expected to make the necessary entries for each houselisting block and supervisory circle in the urban charge register provided to him/her.
- 3.4 The Supervisor will be provided a copy of the Ward map. He will be required to mark the location of the 6 enumeration blocks assigned to her/him in the Ward map. The Ward map will have to be stuck in the space provided in the Supervisory booklet in the Urban Charge Register.
- 3.5 Both in the rural and urban areas, the Sample registration Blocks (SRS) blocks should be adopted as separate houselisting block without any change. In such cases the norm of 650 population will have to be violated as an exception. There are 250 such units (Rural – 150 and Urban – 100) in Punjab and the Charge - wise details of SRS units will be provided to the respective Charge Officers by the representative of the Census Directorate.
- 3.6 Similarly, while forming the houselisting blocks in statutory towns, the identification of the slum areas is to be kept intact as has been explained in great detail in the Circular number 5. In case of Census Towns, there would not be any wards. In such a case, the entire Census Town can be treated as having one Ward.

#### **4. House Numbering**

- 4.1 In areas where the proper house numbering system has been implemented by the local government, the same may be conveniently adopted in constituting blocks for houselisting. In cases where no house numbering exists, fresh house numbering for the Census purpose may have to be carried out. This is absolutely essential for systematic allocation and distribution of work among the different enumerators in villages and towns and to avoid any omission or duplication. It would be essential that the house numbering for all the buildings in the village or town should be done **in advance**. The house numbering can be got done either through the Village/Town authorities. The house numbers should be clearly painted in red colour with an alphabetical prefix such as C/CEN or any equivalent in the vernacular language. The size of the number should be

such that it can be easily seen from a distance of two meters and be put up in a prominent place such as the door way or adjacent to it. The house numbers so given should be long lasting. Chalk or any other material, which will easily wither away or can be obliterated quickly should **not** be used.

- 4.2 Like the rural areas, in urban areas also where the permanent house numbering system has been implemented, the same may be conveniently adopted in constituting the block for houselisting. Depending on the population criterion one or more such areas will constitute a block for the purpose of houselisting. In towns and cities with large population, there are areas where either house numbering is not in vogue or exists in a very unsystematic manner and cannot be adopted for the purpose of houselisting operations. In such cases, the municipal/local authorities are required to provide house numbers **in advance** so that proper delineation of houselisting blocks could be done properly without any omission or duplication. It should be noted that house numbering is required in all areas. It is often found that the local bodies are reluctant to give numbers to slums, illegal colonies etc. In such cases, the supervisor and the enumerator should undertake the work of house numbering.
- 4.3 In both rural and urban areas, it is made absolutely clear that the numbers given during Census does not confer any right of regularization. It is only for facilitating the Census and nothing more. A copy of the instructions on house numbering as printed in the Houselisting Instruction Manual for Enumerators is given at Annexure -I .

### **Summary/Action Points**

The highlights of the guidelines for formation of house listing blocks are recapitulated below:

- (1) The ideal size of the houselisting block is 600 population or 150 Census Houses which may be stretched to 750 population.

- (2) Each village however small in terms of population will have at least one houselisting block. Even the uninhabited village (village with no population) will be constituted as a separate houselisting block.
- (3) The boundaries of each block should be clearly demarcated and identified.
- (4) Houselisting blocks should not cut across village or village panchayat boundaries. To the extent possible the Electoral Roll Part (Polling Booth boundary) should also be kept intact in rural areas.
- (5) In urban areas Houselisting block boundaries should not cut across natural divisions, wards or city boundaries. To the extent possible the Electoral Roll Part (Polling Booth boundary) should also be kept intact in urban areas.
- (6) The identity of SRS blocks of 2001 Census should remain undisturbed, during the Census of India 2011. The Chargewise details of SRS units will be provided to the respective Charge Officers by the representative of the Census Directorate.
- (7) In all statutory towns irrespective of their population size, slum blocks must be demarcated.
- (8) One enumerator can be given work of more than one enumeration blocks in case of small size but contiguous enumeration blocks.
- (9) Six contiguous enumeration blocks will form one Supervisory Circle.
- (10) In cases where no house numbering exists, fresh house numbering for the Census purpose may be carried out for all the buildings in the village or town in advance.
- (11) The boundaries of each enumeration block should be clearly written by the Charge Officer in the Charge Register.
- (12) The Supervisor will be provided a copy of the Village/Ward map to mark the location of the 6 enumeration blocks assigned to her/him.

(Seema Jain, IAS)  
Director, Census Operations, Punjab  
(Chief Principal Census Officer)

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)  
Deputy Director

No. Q-27001/IV/2002-Pb

Dated: 2.3.2010

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).

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Deputy Director

No. Q-27001/IV/2002-Pb

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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 PUNJAB STATE**

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Directorate of Census Operations, Punjab  
Chandigarh

