

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸಂ.ಗ್ರಾಅಪ/32/ಎಸ್.ಜೆ.ವೈ/2011-12(ಎ-1)

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,
ಬಹುಮಹಡಿ ಕಟ್ಟಡ,
ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 04-01-2012.

ಇವರಿಂದ,
ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು,
ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆ.

ಇವರಿಗೆ,

- 1) ರಾಜ್ಯದ ಎಲ್ಲಾ ಪ್ರಾದೇಶಿಕ ಆಯುಕ್ತರು, ಬೆಂಗಳೂರು, ಮೈಸೂರು, ಬೆಳಗಾವಿ ಹಾಗೂ ಗುಲ್ಬರ್ಗಾ, ಪ್ರಾದೇಶಿಕ ವಿಭಾಗ.
- 2) ಆಯುಕ್ತರು, ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ, ಬೆಂಗಳೂರು.
- 3) ಆಯುಕ್ತರು, ನಗರ ಪಾಲಿಕೆ, ಮೈಸೂರು, ಮಂಗಳೂರು, ಬೆಳಗಾವಿ, ಹುಬ್ಬಳ್ಳಿ-ಧಾರವಾಡ, ಬಳ್ಳಾರಿ, ದಾವಣಗೆರೆ, ಗುಲ್ಬರ್ಗಾ.
- 4) ರಾಜ್ಯದ ಎಲ್ಲಾ ಜಿಲ್ಲಾಧಿಕಾರಿಗಳು (30 ಜಿಲ್ಲೆಗಳು)
- 5) ರಾಜ್ಯದ ಎಲ್ಲಾ ಮುಖ್ಯ ಕಾರ್ಯನಿರ್ವಹಣಾಧಿಕಾರಿಗಳು, ಜಿಲ್ಲಾ ಪಂಚಾಯತಿ (30 ಜಿಲ್ಲೆಗಳು)

ಮಾನ್ಯರೇ,

ವಿಷಯ: ಸಾಮಾಜಿಕ, ಆರ್ಥಿಕ ಮತ್ತು ಜಾತಿಗಣತಿ -
2011-ಗಣತಿಯ ನಂತರ ಸಾರ್ವಜನಿಕರಿಂದ
ಬರಬಹುದಾದ ಕ್ಲೇಮ್ ಅರ್ಜಿಗಳನ್ನು ವಿಲೇ
ಮಾಡುವ ಬಗ್ಗೆ ಮಾರ್ಗಸೂಚಿ.

ಉಲ್ಲೇಖ: ಕೇಂದ್ರ ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮಂತ್ರಾಲಯ, ಹೊಸ
ದೆಹಲಿ, ಇವರಿಂದ ಸಾದರಾದ ಪತ್ರ ಸಂಖ್ಯೆ.
Q-16015/04/2011-A1(RD), ದಿನಾಂಕ
13-09-2011

-: 0 :-

ಸಾಮಾಜಿಕ, ಆರ್ಥಿಕ ಮತ್ತು ಜಾತಿಗಣತಿ-2011ರ ಪ್ರಕ್ರಿಯೆ ಮುಗಿದ ನಂತರ ದೊರೆಯುವ ಗಣತಿ ಪಟ್ಟಿ ಮೇಲೆ ಸಾರ್ವಜನಿಕರಿಂದ ಬರಬಹುದಾದ ಕ್ಲೇಮ್ ಅರ್ಜಿಗಳನ್ನು ಸ್ವೀಕರಿಸಲು ಗ್ರಾಮ ಪಂಚಾಯತಿ ಮಟ್ಟದಲ್ಲಿ 'ಪಂಚಾಯತಿ ಮಟ್ಟದ ಅಧಿಕಾರಿ' (P.L.O.'s) ಗಳನ್ನು ನೇಮಕ ಮಾಡಿಕೊಳ್ಳಲು ಉಲ್ಲೇಖದಲ್ಲಿ ನಮೂದಿಸಿರುವ ಕೇಂದ್ರ ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮಂತ್ರಾಲಯ ಇವರ ಸುತ್ತೋಲೆಯಂತೆ ಕ್ರಮ ಕೈಗೊಳ್ಳುವುದು ಹಾಗೂ ಈ ಕ್ಲೇಮ್ ಅರ್ಜಿಗಳ ಮೇಲೆ ವಿಚಾರಣೆ ನಡೆಸಿ ಇತ್ಯರ್ಥಗೊಳಿಸಲು ತಾಲ್ಲೂಕು ಮಟ್ಟದಲ್ಲಿ ತಾಲ್ಲೂಕು ಪಂಚಾಯತಿ ಕಾರ್ಯನಿರ್ವಾಹಕ ಅಧಿಕಾರಿಗಳು ಹಾಗೂ ನಗರ ಪ್ರದೇಶಗಳಲ್ಲಿ ಸಹಾಯಕ ಕಂದಾಯ ಅಧಿಕಾರಿಗಳು / ಪುರಸಭೆ ಮುಖ್ಯಾಧಿಕಾರಿಗಳನ್ನು ನಿರ್ದಿಷ್ಟಪಡಿಸಿದ ಅಧಿಕಾರಿಗಳನ್ನಾಗಿ (Designated Officers) ನೇಮಕ ಮಾಡಿಕೊಳ್ಳಲು ಅಗತ್ಯ ಕ್ರಮ ಕೈಗೊಳ್ಳಲು ಸೂಚಿಸಿದೆ.

ಕ್ಲೇಮ್ ಅರ್ಜಿಗಳನ್ನು ವಿಲೇ ಮಾಡಲು ಪೂರ್ವ ಸಿದ್ಧತೆಯಾಗಿ ತಾಲ್ಲೂಕು ಪಂಚಾಯತಿ / ಸ್ಥಳೀಯ ಸಂಸ್ಥೆ ಅಧಿಕಾರಿಗಳು ಕೂಡಲೇ ಆಯಾ ಕಛೇರಿ ಸಿಬ್ಬಂದಿಗಳನ್ನು ಗುರುತಿಸಿ ಪಿ.ಎಲ್.ಓ. ಅಧಿಕಾರಿಗಳನ್ನಾಗಿ ಮತ್ತು ನಿರ್ದಿಷ್ಟಪಡಿಸಿದ ಅಧಿಕಾರಿಗಳನ್ನಾಗಿ ನೇಮಿಸಲು ಈ ಕಛೇರಿಯ ಅನುಮತಿಗಾಗಿ ಪಟ್ಟಿಯನ್ನು ತಯಾರಿಸಿ ಕೂಡಲೇ ಸಲ್ಲಿಸುವುದು.

ಕ್ಲೇಮ್ ಅರ್ಜಿಗಳನ್ನು ವಿಲೇ ಮಾಡುವ ನಮೂನೆಗಳಾದ ಎ. ಬಿ. ಸಿ. ಡಿ. ಮತ್ತು ಇ. ಅರ್ಜಿಗಳನ್ನು ಸಾರ್ವಜನಿಕರ ಗಮನಕ್ಕಾಗಿ ಪ್ರದರ್ಶಿಸುವುದು ಮತ್ತು ಈ ಬಗ್ಗೆ ತೆಗೆದುಕೊಂಡ ಕ್ರಮಗಳ ಬಗ್ಗೆ ವರದಿ ಸಲ್ಲಿಸುವುದು.

ಈ ಪತ್ರದೊಂದಿಗೆ ಕ್ಲೇಮ್ ಅರ್ಜಿಗಳ ವಿಲೇ ಬಗ್ಗೆ ಕೇಂದ್ರ ಸರ್ಕಾರದ ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮಂತ್ರಾಲಯ, ನವದೆಹಲಿ, ಮತ್ತು ವಸತಿ ಮತ್ತು ನಗರ ಬಡತನ ನಿರ್ಮೂಲನಾ, ಮಂತ್ರಾಲಯ, ನವದೆಹಲಿ, ಹೊರಡಿಸಿರುವ ಸುತ್ತೋಲೆ ಪ್ರತಿಯನ್ನು (ಅಂಗ ಭಾಷೆಯಲ್ಲಿ) ಈ ಮೂಲಕ ಕಳುಹಿಸಿದೆ. ಈ ಸುತ್ತೋಲೆಯಂತೆ ಕ್ಲೇಮ್ ಅರ್ಜಿಗಳ ವಿಲೇ ಬಗ್ಗೆ ಅಗತ್ಯ ಕ್ರಮ ಜರುಗಿಸಲು ಸೂಚಿಸಿದೆ.

ಗಣತಿ ಪಟ್ಟಿ ಪ್ರಕಟಣೆ ಹಾಗೂ ಕ್ಲೇಮ್ ಅರ್ಜಿಗಳ ವಿಲೇ ಬಗ್ಗೆ ಗಣತಿ ವೇಳಾಪಟ್ಟಿಯನ್ನು ಕೇಂದ್ರ ಮಂತ್ರಾಲಯದ ಮತ್ತು ಸರ್ಕಾರದ ನಿರ್ದೇಶನದಂತೆ ನಿಗದಿಪಡಿಸಿ ಈ ಕಛೇರಿಗೆ ತಿಳಿಸುವುದು.

ಈ ಪತ್ರದೊಂದಿಗೆ ಕ್ಲೇಮ್ ಅರ್ಜಿಗಳ ವಿಲೇ ಮೇಲಿನ ಸುತ್ತೋಲೆ ಹಾಗೂ ನಮೂನೆ ಎ. ಬಿ. ಸಿ. ಡಿ. ಮತ್ತು ಇ. ಮಾದರಿ ಅರ್ಜಿ ಲಗತ್ತಿಸಲಾಗಿದೆ. ಎ. ಬಿ. ಸಿ. ಡಿ. ನಮೂನೆಗಳನ್ನು ಈಗಾಗಲೇ ತಮಗೆ ಮೂರೈಕೆ ಮಾಡಲಾಗಿದೆ. 'ಇ' ಅರ್ಜಿಗಳನ್ನು ನಿಮ್ಮ ಕಛೇರಿ ವ್ಯಾಪ್ತಿಗೆ ಅವಶ್ಯಕತೆಗೆ ತಕ್ಕಂತೆ ಜೆರಾಕ್ಸ್ ಪ್ರತಿಗಳನ್ನು ಮುದ್ರಿಸಿಕೊಳ್ಳುವುದು.

ತಮ್ಮ ವಿಶ್ವಾಸಿ,

(ಅಸ್ತರ್ ಪಾಷ)

ನಿರ್ದೇಶಕರು [ಸ್ಥಳೀಯ]

ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್
ರಾಜ್ ಇಲಾಖೆ.

ಪ್ರತಿಯನ್ನು:

- 1) ಕಾರ್ಯದರ್ಶಿಗಳು, ನಗರಾಭಿವೃದ್ಧಿ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು, ಇವರ ಅವಗಾಹನೆಗಾಗಿ ಸಲ್ಲಿಸಿದೆ.
- 2) ಆಯುಕ್ತರು ಪೌರಾಡಳಿತ ನಿರ್ದೇಶನಾಲಯ, ವಿಶ್ವೇಶ್ವರಯ್ಯ ಟೆವರ್, ಡಾ:ಅಂಬೇಡ್ಕರ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು, ಇವರಿಗೆ ಮಾಹಿತಿ ಹಾಗೂ ಅಗತ್ಯ ಕ್ರಮಕ್ಕಾಗಿ ಕಳುಹಿಸಿದೆ.
- 3) ಕಡತಕ್ಕೆ.

ಸಾಮಾಜಿಕ, ಆರ್ಥಿಕ ಮತ್ತು ಜಾತಿಗಣತಿ 2011

ನಮೂನೆ - ಇ

(ಸಾಮಾಜಿಕ, ಆರ್ಥಿಕ ಮತ್ತು ಜಾತಿಗಣತಿ 2011ರ ಗಣತಿ ವಿವರಗಳ ಕರಡು ಪಟ್ಟಿ ಮೇಲೆ ಗ್ರಾಮಸಭೆ ತೆಗೆದುಕೊಂಡ ತೀರ್ಮಾನ / ನಡವಳಿ ಪ್ರಕಾರ ಅಗತ್ಯ ಕ್ರಮಕೈಗೊಳ್ಳಲು ಸಲ್ಲಿಸುವ ಅರ್ಜಿ)

ಗುರುತಿನ ವಿವರ:

1. ರಾಜ್ಯ : _____ 2. ಜಿಲ್ಲೆ : _____
3. ತಹಶೀಲ್ / ತಾಲ್ಲೂಕು / ಪೊಲೀಸ್ ಠಾಣೆ / ಅಭಿವೃದ್ಧಿ ಬ್ಲಾಕ್ / ವೃತ್ತ / ಮಂಡಲ _____
4. ಪಟ್ಟಣ/ಗ್ರಾಮ: _____
5. ಗ್ರಾಮ ಪಂಚಾಯತ್/ವಿಲೇಜ್ ಕೌನ್ಸಿಲ್ _____
6. ಎಸ್.ಎಸ್.ಎಲ್.ಐ.ಡಿ. _____
- (ಸ್ಟೇಟ್-ಸ್ಟೆಸಿಫಿಕ್ ಲೋಕೇಷನ್ ಇನ್‌ಡೆಮ್ನಿಫಿಕೇಷನ್): _____
7. ವಾರ್ಡ್ ಸಂಖ್ಯೆ : _____
8. ಇಬಿ/ಸಬ್ ಬ್ಲಾಕ್ ಸಂಖ್ಯೆ : _____

ಕ್ರಮ ಸಂಖ್ಯೆ: _____ ದಿನಾಂಕ: _____
(ಅಧಿಕಾರಿಗಳಿಂದ ಭರ್ತಿ ಮಾಡಲ್ಪಡತಕ್ಕದ್ದು)

ಗ್ರಾಮ/ವಾರ್ಡ್‌ನ ಸಭೆ ನಡವಳಿಕೆಗಳು _____ ಗ್ರಾಮ
ಪಂಚಾಯತ್/ಕೌನ್ಸಿಲ್ _____ ಬ್ಲಾಕ್ _____
ತಹಶೀಲ್ _____ ಜಿಲ್ಲೆ _____ ಸಭೆ ನಡೆದ _____
ದಿನಾಂಕ : _____

ತಾಲ್ಲೂಕು ಕಾರ್ಯನಿರ್ವಹಣಾ ಅಧಿಕಾರಿಗಳು / ತತ್ಸಮಾನ ಅಧಿಕಾರಿ (ನಗರ ಪಾಲಿಕೆ/ಮುನಿಸಿಪಲ್ ಅಧಿಕಾರಿ) ಮತ್ತು ಸಾಮಾಜಿಕ, ಆರ್ಥಿಕ ಮತ್ತು ಜಾತಿಗಣತಿ - 2011ರ ಮೇಲೆ ಬರಬಹುದಾದ ಆಕ್ಷೇಪಣಾ ಅರ್ಜಿಗಳ ವಿಲೇ ಅಧಿಕಾರಿಯೂ ಆದ ಇವರು ಗ್ರಾಮಸಭೆ ತೆಗೆದು ಕೊಂಡ ನಿರ್ಧಾರಗಳು ಮತ್ತು ನಡವಳಿಕೆ ಮೇಲೆ ಅಗತ್ಯ ಕ್ರಮಗಳನ್ನು ಕೆಳಕಂಡಂತೆ ಕೈಗೊಳ್ಳುವುದು.

ಭಾಗ-'ಎ' : ಕರಡು ಪಟ್ಟಿಯಿಂದ ಕೈಬಿಡಬೇಕಾದ ಕುಟುಂಬಗಳ ಪಟ್ಟಿ :

ಕ್ರ. ಸಂ.	ಕುಟುಂಬದ ಮನೆ ಸಂಖ್ಯೆ ಪ್ರಕಟಿಸಿರುವ ಕರಡು ಪಟ್ಟಿ ಯಲ್ಲಿದ್ದಂತೆ	ಮನೆಯ ಮುಖ್ಯಸ್ಥರ ಹೆಸರು	ಕೈಬಿಡಲು ಸಾಂದರ್ಭಿಕ ಕಾರಣಗಳು
1	2	3	4
1			
2			
3			
4			

ಭಾಗ-‘ಬ’ : ಹೆಚ್ಚುವರಿಯಾಗಿ ಸೇರ್ಪಡೆ ಮಾಡಬೇಕಾದ ಕುಟುಂಬಗಳ ಕರಡುಪಟ್ಟಿ.

ಕ್ರ. ಸಂ.	ಮನೆ ಮುಖ್ಯಸ್ಥನ ಹೆಸರು	ಮನೆ ಕುಟುಂಬದ ಸದಸ್ಯರುಗಳ ಹೆಸರುಗಳು	ಸೇರ್ಪಡೆಗೆ ಕಾರಣಗಳು
1	2	3	4
1			
2			
3			
4			

ಭಾಗ-‘ಸಿ’ : ಮನೆ ಕುಟುಂಬದ ಸದಸ್ಯರ ವಿವರಗಳ ಮೇಲಿನ ತಿದ್ದುಪಡಿ / ಬದಲಾವಣೆಗಳು

ಕ್ರ. ಸಂ.	ಪ್ರಕಟಣೆಗೊಂಡ ಕರಡು ಪಟ್ಟಿಯಂತೆ ಕುಟುಂಬದ ಮನೆ ಸಂಖ್ಯೆ.	ಕುಟುಂಬದ ಮುಖ್ಯಸ್ಥನ ಹೆಸರು	ಆಕ್ಷೇಪಣೆ ಮೇಲಿನ ವಿವರಗಳು		ಷರಾ / ಹಾಜರುಪಡಿಸಿದ ದಾಖಲೆಗಳು
			ಪ್ರಕಟಿಸಿದಂತೆ	ಇಚ್ಛಿಸಿದಂತೆ	
1	2	3	4	5	6
1					
2					
3					
4					

ಗ್ರಾಮ ಪಂಚಾಯತಿ ಅಧ್ಯಕ್ಷರ ಸಹಿ/ಹೆಚ್ಚಿಟ್ಟನ ಗುರುತು ಹೆಸರು (ದಪ್ಪಕ್ಷರಗಳಲ್ಲಿ)

ದಿನಾಂಕ:

ಈಗಿನ ವಿಳಾಸದ ವಿವರ:

ಸ್ಥಿರ ದೂರವಾಣಿ/ಮೊಬೈಲ್ ಸಂಖ್ಯೆ.

ಪಂಚಾಯತ್ ಅಭಿವೃದ್ಧಿ ಅಧಿಕಾರಿ / ಗ್ರಾಮ ಪಂಚಾಯತಿ ಕಾರ್ಯದರ್ಶಿಗಳ ಸಹಿ/ಹೆಚ್ಚಿಟ್ಟನ ಗುರುತು ಹೆಸರು (ದಪ್ಪಕ್ಷರಗಳಲ್ಲಿ)

ದಿನಾಂಕ:

ಈಗಿನ ವಿಳಾಸದ ವಿವರ:

ಸ್ಥಿರ ದೂರವಾಣಿ/ಮೊಬೈಲ್ ಸಂಖ್ಯೆ.

ಸಾಮಾನ್ಯ ಸೂಚನೆಗಳು

1. ಕುಟುಂಬದ ಮನೆ ಕ್ರಮ ಸಂಖ್ಯೆ ಮತ್ತು ಮನೆ ಮುಖ್ಯಸ್ಥನ ಹೆಸರನ್ನು ಅದಕ್ಕಾಗಿ ನಿಗದಿಪಡಿಸಿರುವ ಬಾಕ್ಸ್‌ನಲ್ಲಿ ಮಾತ್ರ ಭರ್ತಿ ಮಾಡುವುದು ಹಾಗೂ ಆಕ್ಷೇಪಣೆಗೆ ಕಾರಣವನ್ನು ಸಂಕ್ಷಿಪ್ತವಾಗಿ ತಿಳಿಸುವುದು.
2. ಆಕ್ಷೇಪಣೆಗೆ ನೀಡುವ ಅರ್ಜಿದಾರ/ಗ್ರಾಮ ಪಂಚಾಯತಿ ಅಧ್ಯಕ್ಷ/ಗ್ರಾಮ ಪಂಚಾಯತಿ ಅಭಿವೃದ್ಧಿ ಅಧಿಕಾರಿ/ಕಾರ್ಯದರ್ಶಿಗಳ ಅರ್ಜಿ ನಮೂನೆಯಲ್ಲಿ ಸಹಿಗಳು ಇಲ್ಲದಿದ್ದಲ್ಲಿ ಅಂತಹ ಅರ್ಜಿಗಳನ್ನು ತಿರಸ್ಕರಿಸಲಾಗುವುದು.
3. ಕೈಬರಹದ ನಮೂನೆ ಅರ್ಜಿಗಳು/ಬೆರಳಚ್ಚು ಮಾಡಿದ ಅರ್ಜಿ ನಮೂನೆಗಳು/ಕಂಪ್ಯೂಟರ್‌ನಿಂದ ಡೌನ್‌ಲೋಡ್ ಮಾಡಿದ ನಮೂನೆ ಅರ್ಜಿಗಳ ಮಾದರಿ ಅರ್ಜಿಯೊಂದಿಗೆ ತಾಳೆ ಬಂದರೆ ಮಾತ್ರ ಸಕ್ಷಮ ಪ್ರಾಧಿಕಾರಕ್ಕೆ ಸಲ್ಲಿಸುವುದು.

ನಿರ್ದಿಷ್ಟಪಡಿಸಿದ ಅಧಿಕಾರಿ ಆದೇಶ

ಹೆಸರು, ಹುದ್ದೆ, ಸದರಿಯವರ

ಅಧಿಕಾರಯುಕ್ತ ರಬ್ಬರ್ ಸ್ಟ್ಯಾಂಪ್‌ನೊಂದಿಗೆ

ಸಹಿ ಮತ್ತು ದಿನಾಂಕ

ಇಲ್ಲಿ ಕತ್ತರಿಸಿ

ಸ್ವೀಕೃತಿ

ಕ್ರಮ ಸಂಖ್ಯೆ.....

ದಿನಾಂಕ:

ಸಾಮಾಜಿಕ, ಆರ್ಥಿಕ ಮತ್ತು ಜಾತಿಗಣತಿ-2011ರ ಕರಡು ಗಣತಿ ಪಟ್ಟಿ ಮೇಲೆ _____
ಗ್ರಾಮ ಪಂಚಾಯತಿ ಅಧ್ಯಕ್ಷರುಗಳ / ಪಂಚಾಯತಿ ಅಭಿವೃದ್ಧಿ ಅಧಿಕಾರಿಗಳ/ಕಾರ್ಯದರ್ಶಿಗಳ /
ಪುರಸಭೆ / ನಗರಪಾಲಿಕೆ / ಪಟ್ಟಣ ಪಂಚಾಯತಿ ಸಲ್ಲಿಸಿರುವ ಸಭೆ ನಡವಳಿಕೆಯನ್ನು ಸ್ವೀಕರಿಸಿದೆ. ಈ
ಆಕ್ಷೇಪಣೆ ಮೇಲಿನ ವಿಚಾರಣೆ ಯನ್ನು ದಿನಾಂಕ _____ ಕಛೇರಿ (ಸ್ಥಳ)
_____ಕಾಲ

_____ ತೆಗೆದುಕೊಳ್ಳಲಿದ್ದು ಈ ವಿಚಾರಣೆಯಲ್ಲಿ ಸಂಬಂಧಿಸಿದವರು
ಹಾಜರಿರಬೇಕಾಗಿ ತಿಳಿಸಿದೆ.

ಅರ್ಜಿ ಸ್ವೀಕರಿಸಿರುವ ಅಧಿಕಾರಿ.....

ಗ್ರಾಮ/ಪಟ್ಟಣ/ತಹಶೀಲ್ ಹೆಸರು.....

ಜಿಲ್ಲೆ

ರಾಜ್ಯ

(ಮುದ್ರೆ)

**Instructions for Filing, Receiving and Disposing Claims and Objections during
the Socio-Economic and Caste Census 2011 (SECC 2011)**

On completion of the enumeration process, on a date to be decided by the District Collector, a draft list of information will be published and put up for viewing in following places –

- One list at the Panchayat Office
- One list at a prominent place in Panchayat
- One List at Tehsil office
- One list at the District Collectors Office
- One list as office copy with the BDO
- One list on NIC website
- A copy of the list in PDF format to be provided to NGOs
- Multiple advertisements in Local Newspapers about the places of publication of the draft list.

The draft list will contain information (Except Caste and Religion) on every household gathered during the enumeration phase. The draft list format is at **Annexure-1**. Entries where supervisor has made changes would be published with an asterisk ("*").

For the purposes of settling Claims and Objections a district will be considered as a unit. The State will appoint Panchayat Level Officer (PLO) to facilitate inspection of the information published in the draft

The claims and objections can be filed within a period of 21 days from the day of publication of the draft list. Claims and objections will be limited to the facts displayed in the draft list only. Forms meant for filing objections to the inclusion of name(s) of person(s) in the published draft list and for corrections/ modifications of entries in the draft list and for filing claims for inclusion, in case of omission, will be made available to the applicants free of charge on demand at the Block Office, Collectors office and on the NIC Website.

Forms for Claims and Objections

- Form A is meant for use of public for filing objections to the inclusion of name(s) of person(s) in the Draft List of Information on SECC 2011.
- Form B is meant for use of public for corrections/ modifications of his/her particulars in the Draft Publication of Information of SECC 2011.
- Form C is for the inclusion of those persons who were omitted/ away from usual place of residence at the time of enumeration for SECC 2011.
- Form D is a notice to the person in respect of whom objection has been made in the Draft Publication of Information for SECC 2011.
- Form E is the resolution particulars of Gram Sabha that are treated as claims and objections.
- Model illustrations of these forms are at Annexure-2.
- Forms A, B and C make it clear that claims and objections must bear the signature or thumb impression of the claimant or the objector/ applicant at the appropriate place or places. Where the claimant is literate, he/she should sign his/her name and not merely append some mark or symbol to his name written by the scribe, and where the claimant is illiterate, he/she should put his thumb Impression and not any other mark in the form. This being the prescribed manner, any claim or objection not duly signed by the person preferring it or not containing his thumb impression should be rejected.

- For Forms A, B, and C an acknowledgement slip will be signed by a receiving officer and given to the objector/applicant clearly mentioning the name of the hearing officer along with the date, time and location of the hearing of the claim/objection.
- Claimant or objector may also support claims with documentary evidence. However, submission of documentary evidence is not mandatory at this stage.

Receipt of Claims and Objections

- During the period after draft publication, the claims and objections should reach the officers authorized to receive them within the prescribed period. No claim or objection received after last date for filing such claims and objections should be accepted.
- Every claim or objection shall either be presented to the Panchayat Level Officer or to such other officer as may be designated by him on his behalf or be sent by post to the PLO or Block Development Officer of the area. The responsibility of receiving claims and objections will be with the PLO. The PLO will receive the applications (in the prescribed formats) and will submit to the Block Level Officer. Claims and objections can also be submitted to officer in BDO for Panchayats falling in the jurisdiction of their block.
- Claims and objections presented in bulk by any individual/organization or political party should be refused to be accepted. Bulk application would mean applications that are submitted by one person on behalf of many other persons not belonging to the same family. Applications put in one and the same envelop also constitute bulk application.
- An acknowledgement slip should be given to all applicants which is available at the bottom of the respective Forms. However, before giving an acknowledgement, following preliminary checking of every Form must be done and the following ascertained:
 - The Form is not submitted as part of a bulk or in bulk;
 - No unsigned form should be received. It must be signed by or thumb impression obtained from the applicant and no other person. Form A, B, and C make it clear that claims and objections must bear the name and signature or thumb impression of the claimant or the objector at the appropriate places. Where the claimant is literate, he/she should sign his name and not merely

append some mark or symbol of his/her name written by the scribe, and where the claimant is illiterate, he/she should put his thumb impression.

- o No column or the information called for in the Forms shall be left blank. Where the information being asked for is not known, the words "not known" should be written.
- The officer designated for receiving the claims and objections should not accumulate the claims and objections received by him/her, but send them on with any remarks he may consider to the Block Level Officer even in small batches everyday.
- When the claims and objections are presented, it is not necessary that they should be received personally by the receiving officer. It is sufficient if they are presented to any official working in his office. Claims and objections should reach the officers authorized within the prescribed time limit. No claim or objection received after last date for filing such claims and objections should be accepted. The designated officers should accept all claims and objections except those which are incomplete or defective. Those of the claims and objections which are incomplete or defective and where the defects cannot be rectified on-the-spot by the claimant or the objector should be rejected.
- PLOs should be given clear written instructions that they shall remain on duty throughout the prescribed hours irrespective of the fact whether the institution is closed on a particular day or not or the working hours of the institution are different. Adequate number of different types of forms for filling applications for claims, objections and correction of entries should be made available to the designated officers. PLOs should also be instructed that these forms should be made available to the members of the public on demand and the filled up forms received from the members of the public should be submitted to the BDO. The BDO shall supervise the working of the designated officers from time to time.
- The designated officer must have adequate number of forms A, B and C for distribution to the public. He must make it clear that claims and objections shall have to be lodged in the prescribed form. He must guide and explain as to how the forms should be filled. He should also explain that it is not necessary to obtain the printed forms from the

designated officer and that the claimant or objector can use either manuscript, typewritten or cyclostyled or photocopied forms or those downloaded from the NIC website so long as they conform in every respect to the prescribed form.

Disposal of Claims and Objections

- Hearing date of claims and objections should not exceed 7 days of receipt of forms.
- To enable the PLOs and Designated Officers to serve notices promptly on the claimants and objectors, BDO should, well in advance, draw up a schedule of dates for the disposal of claims and objections in the following order:—
 - Date of hearing:
 - Time of hearing:
 - Place of hearing:
 - The Name and Designation of Official responsible for disposing off the claims and objections.
- He /She should send copies of the schedule to PLOs and designated officers.
- Normally, the disposal of claims and objections should begin from the eight day of receiving claims and objections. It is expected that by the last date of filing the claims all petitions filed one week earlier should have been disposed off. Designated officer will ensure that all petition filed till seven days prior to last date are disposed off by the date when filing of claims and objections end. This will enable him/her to cope with heavy flow of claims and that may flow in the last week. Disposal of claims and objections must be completed within one week of closing date of filing of claims and objections. I.e. 30th day from when the filing was permitted.
- The BDO shall hold a summary enquiry into every claim or objection in respect of which a notice has been given and shall record his decision thereon. At the hearing, claimant, or as the case may be, objector and the person objected to and any other person, who, in the opinion of the designated officer, is likely to be of assistance to him, shall be entitled to appear and to be heard. The designated officer has the power to require any claimant,

objector or person objected to, to appear in person before him. He has also the power to require that the documentary evidence be tendered by the claimant. In case the documentary evidence is not present with the claimant, objector or person objected to at the hearing the hearing may be adjourned to a later date.

- The designated officer, if necessary, may get the facts verified by sending local officers. The interested party may remain present during the officer's visit. For this purpose the hearing may be adjourned. Not more than 2 adjournments should be given and the case must be decided by the designated officer within 15 days of the first hearing.
- Records of the summary hearing will be uploaded onto the database through a system provided by NIC. The data centre in-charge of NIC will upload the data onto the database with his/her own login ID to keep an audit trail on the entries made.
- A copy of the order may also be given to the person(s) concerned if they so desire.
- The Designated Officer should record not only his decision in each case but also brief reasons for the decision.
- The gist of the orders passed by the Designated Officer on the claims and objection referred to him should be entered just below the entries in the lists of claims and objections in respective Forms A, B, and C so that these forms will be self-contained.
- For general information, the BDO should also display on the notice board, the list of applications accepted or rejected under all categories.
- Within 10 days of draft list being published a Gram Sabha meeting will be called for public scrutiny. For this meeting a representative of District Magistrate/ Collector shall remain present. The Gram Sabha shall scrutinize the Draft List for all the residents/households within its jurisdiction. Observations of the Gram Sabha regarding inaccuracies in the information displayed will be recorded.
 - The recording should be made in the prescribed Form E and would be part of the resolution of the Gram Sabha and would be treated as Claims and Objections.
 - An individual or household may separately raise claims and objections on the draft publication by filling the prescribed Form A, B, and C, as applicable, and submit the same to the authorized receiving officer.
 - A date, time and place for the hearing and disposal of the claims and objections will also be announced in the Gram Sabha.

Appeal Against Designated Officer's Decision

- A provision for an appeal lies against the decision of the Designated Officer in regard to claims and objections. However, an appeal will not have the effect of staying or postponing the final publication of the SECC 2011 List.
- An appeal should be referred to the Appellate Officer appointed at the district level (Senior Deputy Commissioner or District Magistrate). The appeal cannot be preferred if the appellant has not availed himself of his right to be heard or to make representation to the Designated Officer. The appeal should be in the form of a memorandum and it shall be signed by the appellant. It can be presented to the Appellate Officer or be sent to him by registered post. In both these cases, the appeal must reach the Appellate Officer within 7 days of the decision by the BDO/Designated Office becoming known.
- The Appellate Officer, on receipt of an appeal, should satisfy himself that the appeal has been presented within the prescribed time and in the manner required. The Appeals, which are time-barred or are not in the manner prescribed, should be rejected summarily.
- If the appeal is in order, the Appellate Officer should call for the records of the case from the BDO. He should give the appellant a reasonable opportunity of being heard before recording his final decision on an appeal. New facts, which had not been brought to the notice of the BDO during the summary hearing, may not be entered into the appeal. The appellate authority may only take decisions based on the interpretation of the facts and information.
- The decision of the Appellate Officer is final.
- In case an appellate authority either modifies or reverses the decision of the designated officer, the decision of the appellate authority will take effect only from the date on which he makes the decision.
- The appeal should normally be disposed of within 2 weeks. Maximum number of appeal cases should be disposed off within 30 days from the day of publication of the draft list.
- After the appeal order is passed a copy of the order will be given to the District Data Centre where the data centre in-charge of NIC will upload the data onto the database with

his/her own login ID to keep an audit trail on the entries made. The designated NIC officer on receipt of orders of the appellate authority shall make amendment to the draft list forthwith.

Publication of Final List

- A final list will be published on the 31st day from the day of publication of the draft list.
- All appeals that remain pending can be disposed off within 15 days from publication of final list. Any changes to the final list from these pending appeals may be issued in the form of a small addendum to the final list.
- The final publication of information will be published and put up in public domain in following places –
 - All Panchayats
 - All BDO Offices
 - NIC website
 - DRDA
 - DM's Office and State Rural Development Department
- A copy should also be kept in Panchayats and BDO offices for official purposes

SECC 2011 DRAFT LIST RURAL

State:CHHATISGARH	District:Gadchiroli	Tehsil:MODEL TOWN	Village:NAWAPARA	Ward:0000	EB-SubBlk:0155-0
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HHD No:0001		Type Of HHD:Normal		Gram Panchayat:nawapara			PTG:No	Bonded Labour:No		Manual Scavanger:No	
SN	Name	Relation	Sex	DOB YYYY	Father's Name Mother's Name	MStat us	Occupat ion	Caste	Disability	Education	
01	प्रेम बाई गोरगी	पुत्रीका	F*	1965	जिहल गोरगी	3	पेन्सिल मजदूर	SC	Not disabled	illiterate*	
06	विनायक	पुत्र	M	1992	पुनक	1	मजदूर	SC	Not disabled	primary	
07	राजेश	पुत्र	M	1994	पुनक	1	आश्रित	SC	Not disabled	illiterate*	
08	पुनक गोरगी	पुत्री	F*	1998	पुनक	1	आश्रित	SC	Not disabled	illiterate*	

Housing/Dwelling				Employment/Inc Characteristics					Assets							Land(in acres)			
Wall	Roof	Owner ship Status	Room	Job	Inc/P rof Tax	Enter prise	Incom e	Sourc e Of Incom e	Refri gerat or	Tel/M ob Phone	Motor ized Wheel ers/B oat	Agri. Equip ment	Irrig ation equip ment	Kisan Credi t Card	AnyLa nd	Total Un-irrig ated Land	Irrig ation (2cro ps)	other land	
3	3	Owned	2	No	No	No	<Rs.5 ,000	2	No	No	Two wheel er	No	No	No	1	0.0	1.0	0.0	

HHD No:0002		Type Of HHD:Normal		Gram Panchayat:nawapara			PTG:No		Bonded Labour:No		Manual Scavanger:No	
SN	Name	Relation	Sex	DOB YYYY	Father's Name Mother's Name	MStat us	Occupat ion	Caste	Disability	Education		
01	पुनक बाई	पुत्रिका	*	DEATH	मकलम गोरगी पुनक बाई	3	पेन्सिल मजदूर	Gen				

Housing/Dwelling				Employment/Inc Characteristics					Assets							Land(in acres)			
Wall	Roof	Owner ship Status	Room	Job	Inc/P rof Tax	Enter prise	Incom e	Sourc e Of Incom e	Refri gerat or	Tel/M ob Phone	Motor ized Wheel ers/B oat	Agri. Equip ment	Irrig ation equip ment	Kisan Credi t Card	AnyLa nd	Total Un-irrig ated Land	Irrig ation (2cro ps)	other land	
3	3	Owned	1	No	No	No	<Rs.5 ,000	2	No	No	Two wheel er	No	No	No	2	0.0	0.0	0.0	

HHD No:0003		Type Of HHD:Normal		Gram Panchayat:nawapara				PTG:No		Bonded Labour:No		Manual Scavanger:No	
SN	Name	Relation	Sex	DOB YYYY	Father's Name Mother's Name	MStat us	Occupat ion	Caste	Disability	Education			
01	देवदास	पुत्रिका	M	1978	अश्विनदास गोरगी	2	पेन्सिल मजदूर	SC	Not disabled	primary			
02	सुधा	पुत्री	F*	1980	अश्विनदास गोरगी	2	पेन्सिल मजदूर	SC	Not disabled	middle			
03	राजेश	पुत्र	M	2001	अश्विनदास गोरगी	1	आश्रित	SC	Not disabled	literate but below primary			
04	अश्विनदास	पुत्र	F*	2006	अश्विनदास गोरगी	1	आश्रित	SC	Not disabled	literate but below primary			
05	पुनक	पुत्री	F*	2008	अश्विनदास गोरगी	1	आश्रित	SC	Not disabled	illiterate			
Housing/Plot No:													

Housing/Dwelling				Employment/Inc Characteristics					Assets						Land(in acres)			
Wall	Roof	Owner ship Status	Room	Job	Inc/P rof Tax	Enter prise	Incom e	Sourc e Of Incom e	Refri gerat or	Tel/M ob Phone	Motor ized Wheel ers/B oat	Agri. Equip ment	Irrig ation equip ment	Kisan Credi t Card	AnyLa nd	Total Un-irrig ated Land	Irrig ation (2cro ps)	other land
3	3	Owned	2	Yes	No	No	<Rs.5 ,000	2	No	Mobil e only	Two wheel er	No	No	No	1	0.0	2.0	0.0

HHD No:0004		Type Of HHD:Normal		Gram Panchayat:nawapara				PTG:No		Bonded Labour:No		Manual Scavenger:No		
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Annexure-2

SOCIO ECONOMIC & CASTE CENSUS 2011

Form A

(Form for filing Objection against Inclusion in Draft Publication of Information for SECC 2011)

Identification Particulars

1. State: 2. District:
3. Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal:
4. Town/Village:
5. Gram Panchayat/Village Council:
6. SSLID (State-Specific Location Indemnification) :
7. Ward: , 8. EB/Sub-Block:
9. Sl. No. of Household:

Serial number.....

Date.....

(To be filled in by Officials)

The Block Development Officer of SECC 2011

Village, Block, District.....

State.....

Madam/ Sir,

I object to the information furnished by the household(s) during Socio ECC2011. Information which is being objected and the reason for objection is also mentioned against each household.

Sl. No	Serial number of the household	Name of Head of Household	Information under objection	Reason for objection
1	2	3	4	5
1				
2				
3				
4				

I hereby submit the following documents in support of the above objections:

Sl. No	Particulars of Supporting Documents
1	2
1	
2	

I declare that the aforesaid objection is based on my personal knowledge of the facts. I also affirm that if called upon to substantiate the objection raised by me, I shall present myself, if so required.

Signature/ thumb impression of the objector.....
 Name (in BLOCK letters).....
 Present Address.....

Landline/Mobile No. Date.....

General Instructions

1. Only one copy of the Application is to be filled.
2. Bulk Forms by any individual, organization or political party will not be accepted.
3. Please mention clearly the Serial Number of the Household and Name of the Head of Household against which the objection is being made in the space provided. Please also provide a brief reason for the objection. Incomplete forms will be rejected.
4. Forms that are not duly signed by the applicant or containing his/her thumb impression will be rejected.
5. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.

Order of Designated Officer

Name, Designation and Seal

Signature & Date

----- (cut here) -----

ACKNOWLEDGEMENT

Serial number.....

Date.....

Received from _____ an application for filing objection against inclusion in draft publication of information for SECC 2011 for consideration of the Government. His objection will be taken up by _____ (Officer Appointed) for hearing and disposal on (date) at (time) in (location). S/He may remain present during the hearing (with this acknowledgement slip).

Receiving Officer.....
 Name of Town/ Tehsil.....
 District/ State.....

(Seal)

SOCIO ECONOMIC & CASTE CENSUS 2011

Form B

(Form for Corrections/ Modifications of Particulars in the Draft Publication of Information for SECC 2011)

Identification Particulars

1. State: 2. District...
3. Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal :
4. Town/Village:
5. Gram Panchayat/Village Council:
6. SSLID (State-Specific Location Indemnification) :
7. Ward No.: , 8. EB/Sub-Block :
9. Sl. No. of Household:

Serial number.....

Date.....

(To be filled in by Officials)

The Block Development Officer of SECC 2011

Village, Block, District.....

State.....

Madam/ Sir,

I request that the following correction(s)/ modification(s) concerning myself and other member(s) of my family appearing at serials number(s) in the draft Publication of information collected during the SECC 2011 displayed at.....may be made against the following entry/ entries published:

Sl. No	Serial number of HH in the draft BPL Publication	Particulars of item objected	As published	As desired	Remarks/ Evidence
1	2	3	4	5	6

I declare that the aforesaid changes requested by me are based on the factual position as existing on this day.

Signature/ thumb impression of the applicant.....

Name (in BLOCK letters).....

Present Address.....

Landline/Mobile No. Date.....

General Instructions

1. Only one copy of the Application is to be filled.
2. Bulk Forms by any individual, organization or political party will not be accepted.
3. Incomplete forms will be rejected.
4. Forms that are not duly signed by the applicant or containing his/her thumb impression will be rejected.
5. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.

Order of Designated Officer

Name, Designation and Seal

Signature & Date

----- (cut here) -----

ACKNOWLEDGEMENT

Serial number.....

Date.....

Received from _____ an application for making corrections of particulars in the Draft Publication of Information for SECC 2011. His/her objection will be taken up by _____ (Officer Appointed) for hearing and disposal on(date) at.....(time).....in(location). S/He may remain present during the hearing (with this acknowledgement slip).

Receiving Officer.....

Name of Town/ Tahsil.....

District/ State.....

(Seal)

SOCIO ECONOMIC & CASTE CENSUS 2011

Form C

Claim Form for inclusion in the Draft Publication of Information for SECC 2011
(For those families who were omitted/ away from usual place of residence at the time of enumeration for SECC 2011)

Identification Particulars

1. State: 2. District:
3. Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal :
4. Town/Village:
5. Gram Panchayat/Village Council:
6. SSLID (State-Specific Location Indemnification) :
7. Ward: , 8. EB/Sub-Block:
9. Sl. No. of Household:

Serial number.....

Date.....

(To be filled in by Officials)

The Block Development Officer of SECC 2011

Village, Block, District.....
State.....

Subject: Request for inclusion in Socio Economic Census 2011

Madam/ Sir,

I along with my family state that during the enumeration for Draft Publication of Information for SECC 2011, my family was omitted/ away from my place of usual residence and as such, I was not covered during the enumeration under SECC 2011.

I, therefore, request that particulars of my household may kindly be registered in the relevant Draft Publication of Information for SECC 2011.

I am enclosing my family's detailed particulars in the prescribed Proforma for consideration as per prescribed procedure.

I also state that I along with my family have not been enumerated at any other place prior to this request and I assure that I would not make similar request to any other prescribed authority for registration. I understand that I would be liable to punitive/ legal action, in case, I am found to have applied for such registration at more than one place in contravention of the rule/ law prescribed for this purpose.

Signature/ thumb impression of the Head of Household.....

Name (in BLOCK letters).....

Present Address.....

Landline/Mobile No. Date.....

Enclosure: Filled in SECC Survey Form along with documents.

General Instructions

1. Only one copy of the Application is to be filled.
2. Bulk Forms by any individual, organization or political party will not be accepted.
3. Incomplete forms will be rejected.
4. Forms that are not duly signed by the applicant or containing his/her thumb impression will be rejected.
5. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.

Order of Designated Officer

Name, Designation and Seal

Signature & Date

(cut here)

ACKNOWLEDGEMENT

Serial number.....

Date.....

Received from an application for late registration of him and his family in Draft Publication of Information for SECC 2011 for consideration of the Government. His/her objection will be taken up by (Officer Appointed) for hearing and disposal on (date) at (time) in (location). S/He may remain present during the hearing 9 with this acknowledgement slip).

(seal)

Receiving Officer.....

Name of Town/ Tahsil.....

District/ State.....

SOCIO ECONOMIC & CASTE CENSUS 2011

Form D

(Notice to the Person in Respect of whom Objection/Claims has been made)

To,

(Full Name and Address of the Person Objected to)

Ref: Objection No- _____

Take notice that objection to the inclusion of your name at serial No. _____ of the
Draft Publication of Information for SECC 2011 in Village/Block _____
_____ filed by _____ (Full name &
address of objector)

will be heard by _____ (Officer Appointed) at _____ (Place)
at _____ o'clock on the _____ day of _____ month of 20 _____. You are
directed to be present at the hearing with such evidence as you/may like to adduce. The
grounds of objection (in brief) are:

- a) _____
b) _____

Place -

Date-

Block Development Officer

Block.....
District.....
State.....

SOCIO ECONOMIC & CASTE CENSUS 2011

Form E.

(Form for filing observations/resolutions on Draft Publication of information for SECC 2011 as decided in the meeting of the Gram Sabha)

Identification Particulars

1. State:
2. District:
3. Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal :
4. Town/Village:
5. Gram Panchayat/Village Council:
6. SSLID (State-Specific Location Indemnification) :
7. Ward Nos:
8. EB/Sub-Block Nos.:

Serial number.....
(To be filled in by Officials)

Date.....

Resolution of the Gram Sabha of the Village/Ward....., Gram
Panchayat/Council....., Block.....
Tahsil....., District..... held on
(DD/MM/YYYY).

The Block Development Officer/Claims & Objection Disposing Officer of SECC 2011 is requested to incorporate the suggestions made in the Gram Sabha following due procedure after verifications.

Part-A: Households to be deleted from the draft list

Sl. No	Serial number of Household (HHD No) in the draft list published	Name of Head of Household	Reason for deletion and remarks
1	2	3	4
1			
2			
3			

Part-B: Households to be included in the draft list

Sl. No	Name of Head of Household	Name of the Members of the household	Reason for inclusion and remarks
1	2	3	4
1			
2			
3			

Part-C: Correction(s)/ Modification(s) concerning households and members

Sl. No	Serial number of Household (HHD No) in the draft list published	Name of Head of Household	Particulars of item objected	As published	As desired	Remarks/ Evidence
1	2	3		4	5	6

Signature/ thumb impression of Sarpanch of GP
Name (in BLOCK letters)

Date:

Present Address

Signature/ thumb impression of Secretary (GP)
Name (in BLOCK letters)

Date:

Present Address

Landline/Mobile No.

Landline/Mobile No.

General Instructions

1. Please mention clearly the Serial Number of the Household and Name of the Head of Household against which of the entry is being made in the space provided. Please also provide a brief reason for the objection.
2. Forms that are not duly signed by the Applicant/Sarpanch/GP Secretary or containing his/her thumb impression will be rejected.
3. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.

Order of Designated Officer

Name, Designation and Seal

Signature & Date

(cut here)

ACKNOWLEDGEMENT

Serial number.....

Date.....

Received resolution duly countersigned by the Sarpanch/Secretary of the Gram Panchayat/Council/Nagarpalika of (Name)..... on the draft publication of information on SECC 2011 for consideration of the Government. The suggestions will be taken up by (Officer Appointed) for hearing and disposal on (date) at.....(time).....in(location). S/He may remain present during the hearing.

Receiving Officer.....

Name of Town/ Tehsil.....

District/ State.....

(Seal)

Instructions for Filing, Receiving and Disposing Claims and Objections during the Socio-Economic and Caste Census 2011 (SECC 2011)

On completion of the enumeration process, on a date to be decided by the District Collector/Municipal Commissioner, a draft list of information will be published and put up for viewing in following places –

- One list at a prominent place in the Ward.
- One list as an office copy at the Ward Office.
- One list at Slum-Community Centre/Group Housing Societies/Resident's Welfare Association etc.
- One list at prominent place at Municipal Corporation /Town Municipal Office.
- One List as office copy at City/Town Municipal Office/District Urban Development Agency/UPA Cell
- A copy of the list in PDF format to be provided to NGOs.
- One list on NIC website
- Multiple advertisements in Local Newspapers about the places of publication of the draft list.

The draft list will contain information (Except Caste and Religion) on every household gathered during the enumeration phase. Entries where supervisor has made changes would be published with an asterisk ("**").

For the purposes of settling Claims and Objections, a City/Town will be considered as a unit. The State will appoint Ward Level Officer (WLO) to facilitate inspection of the information published in the draft by the public and accept claims/objections. The State Government may appoint one or more Ward Level Officers for the same Ward. The State will also appoint/designate one or more Officers at the Ward (s) Level (Deputy Collector/Executive Officer/SDM/DDC) for disposing off the claims and objections.

Persons not satisfied with the decision at the intermediate level have a right to appeal at the Municipal Corporation/District level. The State Government will appoint competent officers at the City/Town/District level to take decisions at this level.

The claims and objections can be filed within a period of 21 days from the day of publication of the draft list. Claims and objections will be limited to the facts displayed in the draft list only. Forms meant for filing objections to the inclusion of name(s) of person(s) in the published draft list and for corrections/ modifications of entries in the draft list and for filing claims for inclusion, in case of omission, will be made available to the applicants free of charge on demand at the Ward /City/Town Municipal Corporation/Municipality office, DM/DC office and on the NIC Website.

Forms for Claims and Objections

- Form A is meant for use of public for filing objections to the inclusion of name(s) of person(s) in the Draft List of Information on SECC 2011.
- Form B is meant for use of public for corrections/ modifications of his/her particulars in the Draft Publication of Information of SECC 2011.
- Form C is for the inclusion of those persons who were omitted/ away from usual place of residence at the time of enumeration for SECC 2011.
- Form D is a notice to the person in respect of whom objection has been made in the Draft Publication of Information for SECC 2011.
- Model illustrations of these forms are at Annexe I.
- Forms A, B and C make it clear that claims and objections must bear the signature or thumb impression of the claimant or the objector/ applicant at the appropriate place or places. Where the claimant is literate, he/she should sign his/her name and not merely append some mark or symbol to his name written by the scribe, and where the claimant is illiterate, he/she should put his thumb Impression and not any other mark in the form. This being the prescribed manner, any claim or objection not duly signed by the person preferring it or not containing his thumb impression should be rejected.

- For Forms A, B, and C an acknowledgement slip will be signed by a receiving officer and given to the objector/applicant clearly mentioning the name of the hearing officer along with the date, time and location of the hearing of the claim/objection.
- Claimant or objector may also support claims with documentary evidence. However, submission of documentary evidence is not mandatory at this stage.

Receipt of Claims and Objections

- During the period after draft publication, the claims and objections should reach the officers authorized to receive them within the prescribed period. No claim or objection received after last date for filing such claims and objections should be accepted.
- Every claim or objection shall either be presented to the Ward Level Officer or to such other officer as may be designated by him on his behalf or be sent by post to the WLO of the area. The responsibility of receiving claims and objections (in the prescribed formats) will be with the WLO.
- Claims and objections presented in bulk by any individual/organization or political party should be refused to be accepted. Bulk application would mean applications that are submitted by one person on behalf of many other persons not belonging to the same family. Applications put in one and the same envelop also constitute bulk application.
- An acknowledgement slip should be given to all applicants which is available at the bottom of the respective Forms. However, before giving an acknowledgement, following preliminary checking of every Form must be done and the following ascertained:
 - The Form is not submitted as part of a bulk or in bulk;
 - No unsigned form should be received. It must be signed by or thumb impression obtained from the applicant and no other person. Form A, B, and C make it clear that claims and objections must bear the name and signature or thumb impression of the claimant or the objector at the appropriate places. Where the claimant is literate, he/she should sign his name and not merely append some mark or symbol of his/her name written by the scribe, and where the claimant is illiterate, he/she should put his thumb impression.

- o No column or the information called for in the Forms shall be left blank. Where the information being asked for is not known, the words "not known" should be written.
- The officer designated for receiving the claims and objections should not accumulate the claims and objections received by him/her, but send them on with any remarks he may consider to the Designated Officer for hearing claims and objections, even in small batches everyday.
- When the claims and objections are presented, it is not necessary that they should be received personally by the receiving officer. It is sufficient if they are presented to any official working in his office. Claims and objections should reach the officers authorized within the prescribed time limit. No claim or objection received after last date for filing such claims and objections should be accepted. The designated officers should accept all claims and objections except those which are incomplete or defective. Those of the claims and objections which are incomplete or defective and where the defects cannot be rectified on-the-spot by the claimant or the objector should be rejected.
- WLOs should be given clear written instructions that they shall remain on duty throughout the prescribed hours irrespective of the fact whether the institution is closed on a particular day or not or the working hours of the institution are different. Adequate number of different types of forms for filling applications for claims, objections and correction of entries should be made available to the WLOs. WLOs should also be instructed that these forms should be made available to the members of the public on demand and the filled up forms received from the members of the public should be submitted to the Ward level officer.
- The designated officer for receiving claims and objections must have adequate number of forms A, B and C for distribution to the public. He must make it clear that claims and objections shall have to be lodged in the prescribed form. He must guide and explain as to how the forms should be filled. He should also explain that it is not necessary to obtain the printed forms from the designated officer and that the claimant or objector can use

either manuscript, typewritten or cyclostyled or photocopied forms or those downloaded from the NIC website so long as they conform in every respect to the prescribed form.

Disposal of Claims and Objections

- Hearing date of claims and objections should not exceed 7 days of receipt of forms.
- To enable the Designated Officers for hearing claims and objections to serve notices promptly on the claimants and objectors, a schedule of dates for disposal of claims and objections should be drawn, well in advance, in the following order:—
 - Date of hearing:
 - Time of hearing:
 - Place of hearing:
 - The Name and Designation of Official responsible for disposing off the claims and objections.
- Normally, the disposal of claims and objections should begin from the eight day of receiving claims and objections. It is expected that by the last date of filing the claims all petitions filed one week earlier should have been disposed off. Designated officer will ensure that all petition filed till seven days prior to last date are disposed off by the date when filing of claims and objections end. This will enable him/her to cope with heavy flow of claims and that may flow in the last week. Disposal of claims and objections must be completed within one week of closing date of filing of claims and objections. i.e. 30th day from when the filing was permitted.
- The Designated Officer shall hold a summary enquiry into every claim or objection in respect of which a notice has been given and shall record his decision thereon. At the hearing, claimant, or as the case may be, objector and the person objected to and any other person, who, in the opinion of the designated officer, is likely to be of assistance to him, shall be entitled to appear and to be heard. The designated officer has the power to require any claimant, objector or person objected to, to appear in person before him. He has also the power to require that the documentary evidence be tendered by the

claimant. In case the documentary evidence is not present with the claimant, objector or person objected to at the hearing the hearing may be adjourned to a later date.

- The designated officer, if necessary, may get the facts verified by sending local officers. The interested party may remain present during the officer's visit. For this purpose the hearing may be adjourned. Not more than 2 adjournments should be given and the case must be decided by the designated officer within 15 days of the first hearing.
- Records of the summary hearing will be uploaded onto the database through a system provided by NIC. The data centre in-charge of NIC will upload the data onto the database with his/her own login ID to keep an audit trail on the entries made.
- A copy of the order may also be given to the person(s) concerned if they so desire.
- The Designated Officer should record not only his decision in each case but also brief reasons for the decision.
- The gist of the orders passed by the Designated Officer on the claims and objection referred to him should be entered just below the entries in the lists of claims and objections in respective Forms A, B, and C so that these forms will be self-contained.
- For general information, the City/Town Municipal Office should also display on the notice board, the list of applications accepted or rejected under all categories.
- Within 10 days of draft list being published a Ward meeting will be called for public scrutiny. For this meeting a representative of Municipal Commissioner/ District Magistrate/ Collector/Chief Executive Officer shall remain present. The Ward members shall scrutinize the Draft List for inclusion of all the residents within the jurisdiction. Observations of the ward members regarding inaccuracies in the information displayed will be recorded. This will be treated as Claims and Objections! A date, time and place for the hearing and disposal of the claims and objections will also be announced in the Ward Meeting.

Appeal Against Designated Officer's Decision

- A provision for an appeal lies against the decision of the Designated Officer in regard to claims and objections. However, an appeal will not have the effect of staying or postponing the final publication of the SECC 2011 List.
- An appeal should be preferred to the Appellate Officer appointed at the Municipal Corporation level/District level (Municipal Commissioner or District Magistrate or District Collector). The appeal cannot be preferred if the appellant has not availed himself of his right to be heard or to make representation to the Designated Officer. The appeal should be in the form of a memorandum and it shall be signed by the appellant. It can be presented to the Appellant Officer or be sent to him by registered post. In both these cases, the appeal must reach the Appellate Officer within 7 days of the decision by the Designated Officer becoming known.
- The Appellate Officer, on receipt of an appeal, should satisfy himself that the appeal has been presented within the prescribed time and in the manner required. The Appeals, which are time-barred or are not in the manner prescribed, should be rejected summarily.
- If the appeal is in order, the Appellate Officer should call for the records of the case from the Municipal Corporation/Municipality/Ward office. He should give the appellant a reasonable opportunity of being heard before recording his final decision on an appeal. New facts, which had not been brought to the notice of the Designated Officer during the summary hearing, may not be entered into the appeal. The appellate authority may only take decisions based on the interpretation of the facts and information.
- The decision of the Appellate Officer is final.
- In case an appellate authority either modifies or reverses the decision of the designated officer, the decision of the appellate authority will take effect only from the date on which he makes the decision.
- The appeal should normally be disposed of within 2 weeks. Maximum number of appeal cases should be disposed off within 30 days from the day of publication of the draft list.

- After the appeal order is passed a copy of the order will be given to the District Data Centre where the data centre in-charge of NIC will upload the data onto the database with his/her own login ID to keep an audit trail on the entries made. The designated NIC officer on receipt of orders of the appellate authority shall make amendment to the draft list forthwith.

Publication of Final List

- A final list will be published on the 31st day from the day of publication of the draft list.
- All appeals that remain pending can be disposed off within 15 days from publication of final list. Any changes to the final list from these pending appeals may be issued in the form of a small addendum to the final list.
- The final publication of information will be published and put up in public domain in following places –
 - All Ward Offices
 - Municipality/Municipal Corporation Office
 - NIC website
 - District Urban Development Agency/UPA Cell
 - DM/DC Office and State Urban Development Department
- A copy should also be kept in Ward and City/Town Municipal Offices for official purposes

SOCIO ECONOMIC & CASTE CENSUS 2011

Form A

(Form for filing Objection against Inclusion in Draft Publication of Information for SECC 2011)

Identification Particulars

1. State 2. District
3. Sub District 4. Ward
5. Town/City 6. EB/ sub Block No.....

Serial number.....

Date.....

(To be filled in by Officials)

The Ward Officer of SECC 2011

Ward

City/town

District.....

State.....

Madam/ Sir,

I object to the information furnished by the household(s) during Socio ECC2011. Information which is being objected and the reason for objection is also mentioned against each household.

Sl. No	Serial number of the household	Name of Head of Household	Information under objection	Reason for objection
1	2	3	4	5
1				
2				
3				
4				
5				

I hereby submit the following documents in support of the above objections:

Sl. No	Particulars of Supporting Documents
1	2
1	
2	

I declare that the aforesaid objection is based on my personal knowledge of the facts. I also affirm that if called upon to substantiate the objection raised by me, I shall present myself, if so required.

Signature/ thumb impression of the objector.....

Name (in BLOCK letters).....

Present Address.....

Landline/Mobile No. Date.....

General Instructions

1. Only one copy of the Application is to be filled.
2. Bulk Forms by any individual, organization or political party will not be accepted.
3. Please mention clearly the Serial Number of the Household and Name of the Head of Household against which the objection is being made in the space provided. Please also provide a brief reason for the objection. Incomplete forms will be rejected.
4. Forms that are not duly signed by the applicant or containing his/her thumb impression will be rejected.
5. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.

Order of Designated Officer

Name, Designation and Seal

Signature & Date

----- (cut here) -----

ACKNOWLEDGEMENT

Serial number.....

Date.....

Received from _____ an application for filing objection against inclusion in draft publication of information for SECC 2011 for consideration of the Government. His objection will be taken up by _____ (Officer Appointed) for hearing and disposal on _____ (date) at _____ (time) _____ in _____ (location). S/He may remain present during the hearing.

Receiving Officer.....

Name of Town/City.....

District/ State.....

SOCIO ECONOMIC & CASTE CENSUS 2011

Form B

(Form for Corrections/ Modifications of Particulars in the Draft Publication of Information for SECC 2011)

Identification Particulars

1. State
2. District
3. Sub District
4. Ward
5. Town/City
6. EB/ sub Block No

Serial number.....
(To be filled in by Officials)

Date.....

The Ward Officer of SECC 2011

Ward-.....

City/Town

District.....

State.....

Madam/ Sir,

I request that the following correction(s)/ modification(s) concerning myself and other member(s) of my family appearing at serial number(s) in the draft Publication of information collected during the SECC 2011 displayed at.....may be made against the following entry/ entries published:

Sl. No	Serial number of HH in the draft SECC 2011 Publication	Particulars of item objected	As published	As desired	Remarks/ Evidence
1	2	3	4	5	6

I declare that the aforesaid changes requested by me are based on the factual position as existing on this day.

Signature/ thumb impression of the objector.....

Name (in BLOCK letters).....

Present Address.....

Landline/Mobile No. Date.....

General Instructions

1. Only one copy of the Application is to be filled.
2. Bulk Forms by any individual, organization or political party will not be accepted.
3. Incomplete forms will be rejected.
4. Forms that are not duly signed by the applicant or containing his/her thumb impression will be rejected.
5. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.

Order of Designated Officer

Name, Designation and Seal

Signature & Date

----- (cut here) -----

ACKNOWLEDGEMENT

Serial number.....

Date.....

Received from _____ an application for making corrections of particulars in the Draft Publication of Information for SECC 2011. His/her objection will be taken up by _____ (Officer Appointed) for hearing and disposal on(date) at.....(time).....in(location). S/He may remain present during the hearing.

Receiving Officer.....

Name of Town/ City.....

District/ State.....

SOCIO ECONOMIC & CASTE CENSUS 2011

Form C

Claim Form for inclusion in the Draft Publication of Information for SECC 2011

(For those families who were omitted/ away from usual place of residence at the time of enumeration for SECC 2011)

Identification Particulars

- | | |
|-----------------------|---------------------------|
| 1. State | 2. District |
| 3. Sub District | 4. Ward |
| 5. Town/City | 6. EB/ sub Block No |

Serial number.....

Date.....

The Ward Officer of SECC 2011

Ward.....

City/Town

District.....

State.....

Subject: Request for inclusion in Socio Economic Census 2011

Madam/ Sir,

I along with my family state that during the enumeration for Draft Publication of Information for SECC 2011, my family was omitted/ away from my place of usual residence and as such, I was not covered during the enumeration under SECC 2011.

I, therefore, request that particulars of my household may kindly be registered in the relevant Draft Publication of Information for SECC 2011.

I am enclosing my family's detailed particulars in the prescribed proforma for consideration as per prescribed procedure.

I also state that I along with my family have not been enumerated at any other place prior to this request and I assure that I would not make similar request to any other prescribed authority for registration. I understand that I would be liable to punitive/ legal action, in case, I am found to have applied for such registration at more than one place in contravention of the rule/ law prescribed for this purpose.

Signature/ thumb impression of the Head of Household.....

Name (in BLOCK letters).....

Present Address.....

Landline/Mobile No. Date.....

Enclosure: Filled in SECC Survey Form along with documents.

General Instructions

6. Only one copy of the Application is to be filled.
7. Bulk Forms by any individual, organization or political party will not be accepted.
8. Incomplete forms will be rejected.
9. Forms that are not duly signed by the applicant or containing his/her thumb impression will be rejected.
10. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.

Order of Designated Officer

Name, Designation and Seal

Signature & Date

----- (cut here) -----

ACKNOWLEDGEMENT

Serial number.....

Date.....

Received from _____ an application for late registration of him and his family in Draft Publication of Information for SECC 2011 for consideration of the Government. His/her objection will be taken up by _____ (Officer Appointed) for hearing and disposal on _____ (date) at _____ (time) _____ in _____ (location). S/He may remain present during the hearing.

Receiving Officer.....

Name of Town/ City.....

District/ State.....

SOCIO ECONOMIC & CASTE CENSUS 2011

Form D

(Notice to the Person in Respect of whom Objection has been made)

To,

(Full Name and Address of the Person Objected to)

Ref: Objection No- _____

Take notice that objection to the inclusion of your name at serial No. _____ of the Draft Publication of Information for SECC 2011 in Ward/Town/City _____ filed by _____ (Full name & address of objector) will be heard by _____ (Officer Appointed) at _____ (Place) at _____ o'clock on the _____ day of _____ month of 20_____. You are directed to be present at the hearing with such evidence as you/may like to adduce. The grounds of objection (in brief) are:

- a) _____
b) _____

Place -

Date-

Ward Officer

Ward-_____
City/Town.....
District.....
State.....