

बी० के० सिन्हा
B. K. SINHA



सचिव
भारत सरकार
ग्रामीण विकास मंत्रालय
SECRETARY
Government of India
Ministry of Rural Development

D.O. No. Q. 16015/04/2011 AI(RD)

24th June, 2011

Please refer to my earlier D.O. letter No.Q-14016/6/2011AI-(RD) dated 30th May, 2011 (copy enclosed for ready reference) regarding methodology for conducting Socio-Economic and Caste Census 2011. A copy of the note containing methodology is attached for ready reference. I am also enclosing the following documents which may be essential in the conduct of the Census:-

- (i) Socio Economic and Caste Census Procedure
- (ii) Notification intent Socio-Economic and Caste Census 2011 -State Government
- (iii) Notification regarding Caste based Census 2011 Questions
- (iv) Carving of Enumeration Blocks
- (v) Instructions for Numbering of Buildings and Census Houses and pdaing/
Preparation of Layout Map
- (vi) Updating Abridged House list
- (vii) Roles and Responsibilities of an Enumerator
- (viii) Roles and Responsibilities of Supervisor
- (ix) Specimen I-Card
- (x) Kit items for Enumerator and Supervisor
- (xi) Preparation of District Socio Economic and Caste Census 2011 Plan
- (xii) Socio-Economic and Caste Census 2011-Acknowledgement Slip Booklet
- (xiii) Socio-Economic and Caste Census 2011- Acknowledgement Slip- Office copy
and-Respondent copy.

These documents may be used as guide for different stages of the conduct of the Census. While using them, you may like to modify/change/adapt the contents in order to align with the State-specific needs.

BK Sinha regards.

Yours sincerely,

(BK Sinha)

To,

Secretary (RD)
Of all Stare /UTs

Socio Economic and Caste Census Procedure

The Socio Economic and Caste Census 2011 can be broadly divided into three phases –

- Pre Enumeration
- Enumeration Phase
- Post Enumeration

Pre Enumeration

1. **Notification of Intent:** The State/UT Government should formally notify the intention of the Government to conduct the Socio Economic and Caste Census by passing a formal Government Order and publishing it in the Official Gazette. The Order should contain the period of enumeration. A specimen of the Order is in Annexe1.
2. **Notification of Questions:** The questions that will be asked during the Socio Economic and Caste Census (separate for rural and urban areas) should also be published in the Official Gazette. This has to be notified both by the Central and State Governments. Notification on both intent and questions can also be brought together. A specimen of the notification is in Annexe 2.
3. **Carving of Enumeration Blocks:** The Enumeration Block (EB) is the basic building Block for enumeration. 100-125 households with a population of 650-700 persons would generally constitute an EB. The EBs carved out during the population enumeration phase of Census 2011 would be used for the Socio Economic and Caste Census also. The instructions regarding this are at Annex 3.
4. **Charge Register:** During Census 2011, every EB has been systematically noted down in a Charge Register. This Register has details of the Towns and Villages, the EBs carved out in each of these Towns and Villages. A copy of the Charge Register is available with the Census Charge Officer. This will be made available for the Socio Economic and Caste Census. The first and foremost task is to ensure that the Charge Register is complete. In case of any discrepancy the Register will have to be updated. The instructions regarding this are at Annex 3.
5. **Layout Map:** Layout Maps prepared during the Census 2011 will be made available for the Socio Economic and Caste Census. This will contain the buildings/structures present during the Census 2011. The first task would be to update the layout map by incorporating the changes. Generally, not many changes are expected. However, in case large changes are noted, the supervisory officers are expected to personally

inspect such EBs and ensure that the changes are genuine. The instructions regarding this are at Annex 4.

6. **Abridged Houselists (AHL):** The list of households with the name of the head of household, present in a particular EB during the Census 2011, called the Abridged Houselist, will be made available to the enumerator. The enumerator will have to update the AHL. Generally large scale variations from the AHL are not anticipated. However, in case large changes are noted, the supervisory officers are expected to personally inspect such EBs and ensure that the variations are genuine. The method of updating the AHL will be explained separately. The instructions regarding this are at Annex 5.
7. **Appointment of Enumerators:** An enumerator has to be designated for every EB. In Census 2011, teachers were generally appointed as enumerators. For the Socio Economic and Caste Census, enumerators will have to be appointed from a larger pool of Government Officials, keeping in mind the restrictions imposed by the Right to Education Act. An enumerator may be asked to conduct the Socio Economic and Caste Census in more than one EB if required. Generally, not more than 4 EBs should be assigned to one enumerator. The roles and responsibilities of the enumerator are detailed in the Annex 6. **An enumerator working under the geographical boundaries of a Rural Development Block should not be given enumeration work in the same block area.**
8. **Appointment of Supervisors:** Every 6 Enumerators will be supervised by a Supervisor. This Block of 6 Enumerators will be called a Supervisory Circle. The roles and responsibilities of the supervisor are detailed in the Annex 7.
9. **Appointment Letters:** Every person involved in the conducting of the Socio Economic and Caste Census should necessarily be given a formal letter of appointment detailing the area (s) assigned and the duties and responsibilities. These letters should be issued by the Charge Officer. The name and contact details of the enumerator and supervisor should be entered in the Charge Register. The specimen appointment letters are at Annex 8.
10. **Identity Cards:** Every enumerator/supervisor should be issued an identity card duly signed by the Charge Officer. This should be necessarily carried and displayed by the officials in the field. A specimen of the ID Card is given in the Annex 9.
11. **Enumerators/Supervisors Kit:** Each enumerator/supervisor should be provided with certain stationary items. These items should be procured by the Charge Officers and

provided to the enumerators/supervisors. The list of these items is given in the Annexure 10.

12. **Allowances:** Enumerators and supervisors would be provided an honorarium for doing the Socio Economic and Caste Census. Besides honorarium, the enumerators/supervisors would also be entitled to a training allowance. The training allowance will be paid to all persons who attend the training (including reserves). However the honorarium will be paid only to those who actually perform the field work (no honorarium will be paid to reserves). **The details of honorarium and training allowance will be sent by the M/O Rural Development for the rural areas and the M/O HUPA for the urban areas.**
13. **Training:** A three tier cascade of training has been contemplated. At the National level, a group of trainers will be intensively trained. These trainers will be called National Trainers (NTs). These NTs would train a group of trainers at the State level. These State level trainers will be called Master Trainer Facilitators (MTFs). The MTFs will in turn train trainers at the District level called Master Trainers (MTs). The MTs would finally train the enumerators and supervisors at the Tehsil/Ward level. The details of the training hierarchy and methodology are given in Annex 11.
14. **Field Supervision:** Apart from the supervisors that have been appointed (one for every 6 enumerators), senior Officers of the Government at the State, District and sub-District level should also be designated to super check the field work. It would be advisable to designate officers at the level of Secretaries to Government to supervise at the District level. The Collectors may in turn designate appropriate level of Officers at the District and Sub District level for this purpose.
15. **District/Town Plan:** Every Collector/District Magistrate should formulate a District/Town Plan. The contents of this Plan are given in Annex 12.
16. **Communication Plan:** Every Collector/District Magistrate should formulate a Communication Plan. The content of this Plan is given in Annex 12.
17. **Preparation of the list of Panchayats for each enumeration block:** A list of all the names and codes of the panchayats falling in the jurisdiction of the Charge will be prepared at the Charge Office and this will be loaded in the hand-held device of the enumerator before she/ he commences the field-work for that EB. The name of the panchayat where the household resides will be entered during the field-work by the data entry operator, as per **information given by the respondent**. The corresponding code will automatically be selected from the list accordingly.

18. **Printing of acknowledgement slip booklets and completion stickers:** After canvassing of the questionnaire, the household will be given a pre-printed slip with signature of the enumerator and data entry operator as a token of their visit. The booklet has to be printed at the district level with the name of State, district, booklet number and leaf number pre-printed on it. The Charge Officers would use a rubber stamp to affix the name of the Tehsil on each slip if printing the name of tehsil is not possible. Small completion stickers are to be printed at the District level and given to each enumerator. This sticker will be pasted on the outside wall of the household immediately after completion of field-work at that household. Specimen copy of the acknowledgement slip is given in Annex 13.
19. **Printing of SC/ST list:** A list of Scheduled Caste and Scheduled Tribe names, applicable to the particular State/UT, will be provided to the State/UT. This has to be printed and supplied to each enumerator.

Enumeration

1. Administrative boundaries as used for the Census 2011 would be used for the Socio Economic and Caste Census. The basic enumeration units would be the enumeration block. This would consist of 125 to 150 households consisting of 650 to 700 population.
2. Respondent based canvasser method would be adopted for the Socio Economic and Caste Census. In other words, enumerator will visit every household and canvass the questionnaire. The responses of the persons would be noted down without any verification. No proof or document would be asked from the respondents. The Enumerator (a Government servant) would ask the questions, while a data entry operator to be provided by M/s Bharat Electronics Limited (BEL) will enter the responses into a hand held device. Acknowledgement slips will be provided to each household immediately after enumeration in that household is over.
3. Separate questionnaires for rural and urban areas have been developed. The questions on Religion and Caste are part of these questionnaires.
4. The database created during the National Population Register (NPR) would be utilized. This would be loaded on to hand held devices. If the same household is present during the survey, then the additional particulars alone would be canvassed for the household. In case there is a change in the household the entire questionnaire would be canvassed afresh. Data entry would be done on a hand-held enumeration device (tablet PC) in English. After necessary transliteration, the publication will be done in two languages – English and Local Language.
5. The necessary hardware is being procured by the Ministry of Rural Development through the Public Sector Undertaking M/s Bharat Electronics Limited (BEL). The necessary software is also being developed by BEL.

6. The data entry operators required for handling the hand held device will be provided by BEL.
7. The Principal Secretary of the State/UT Departments in charge of Rural Development in case of rural areas and Urban Development in case of urban areas would be responsible for conducting the survey in the State/UT concerned.
8. The Collectors/DMs would conduct the survey in their respective jurisdictions. They would utilize the services of Tehsildars/BDOs at the sub-district level and the revenue /development machinery below them.
9. The data would be canvassed by enumerators who would have to be appointed at the local level. As teachers cannot be utilized for this survey due to the restrictions laid down in the Right of Education Act, the enumerators will have to be appointed from among the revenue/development/health functionaries. Therefore, patwaries, panchyat secretaries, ASHA workers, anganwadi workers, municipal workers and postal workers may have to be appointed for this purpose.
10. The Directorates of Census Operations in each State/UT would also deploy available staff to the districts for supervision and coordination.
11. The total enumeration process would be carried out during a 5 week day period. A total of 15-20 households would be completed per day.
12. District Administration will finalize the work assignment of each enumerator and supervisor and intimate the officers of BEL. In addition, Tehsil wise list of Panchayats will also be provided to BEL officers.
13. Supervisors and enumerators will be familiar with the local context, language and dialect but will not be from the same block as the survey block.
14. Each team (one enumerator and one supervisor) will be given – (a) one “hand-held enumeration device” (tablet PC) with preloaded questionnaires along with name of Head of Household; (b) instruction manual for supervisor; (c) instruction manual for enumerator; (d) the Census layout Map of the EB; (d) the Abridged Houselist; and (e) requisite number of acknowledgement slip booklets. These will be in addition to stationary items provided in the enumerators kit as mentioned in Annexure 10.
15. Tehsil office (Charge centre identified for Population Census in rural area) will act as the co-ordination centre for the enumeration team. The following infrastructure will be provided at each centre – space, furniture, computers, printers, UPS, generators and other hardware. Facilities existing at the Tehsil office should be utilized. BEL will provide all necessary manpower support and other hardware not present in the Block office but required for the Census.
16. The Enumerator along with the data entry operator would make door-to-door visits on each day. After the questionnaire is filled-in, the respondent would be read over the information given by him and would be given a preprinted slip with signature of both the enumerator and data entry operator as token of his visit and would be asked to sign an acknowledgment slip. At the end of the interview session and data entry

operator will save the data capture. Once saved, this data would not be amenable to any editing by the team.

17. In case the enumerator feels that the response is incorrect, he will record the same in the space provided below the questionnaire in the device within 6 hours of completion of interview and save it. The enumerator will be responsible for the accuracy of information to the extent possible. The process will be repeated for each household in the enumeration block.
18. At the end of each day's survey, the enumeration team will assemble at the Tehsil office and upload all the filled questionnaires onto the server present at the block office. The team will also keep their enumeration devices at the office for recharging overnight. Detailed instructions for enumeration and supervision will be provided to the members of the team.
19. For those EBs, where daily visit to charge office is not possible, the enumerators will visit the office periodically. He would necessarily visit the charge office (Tehsil) when enumeration of an EB is complete.
20. At the Tehsil office, data in-charge will collect the tablet PCs from all enumerators who have come to Centre, upload the data to the server and take back up in two removable devices. One device will be sent to district office on daily basis and another one will be kept by the Tehsildar in his custody. Tablet PCs will be purged of data that has been taken out and fresh data, if required, will be uploaded on it and handed over to the team for further enumeration. On return, the data collected by the Supervisor team will also be processed in similar manner.
21. In Tehsils, where internet connectivity is robust, it will be immediately uploaded to Central Server, maintained by NIC.
22. Some questionnaires collected on a random basis along with all questionnaires containing comments by the enumerators disagreeing with the response of the respondent, would be uploaded onto the supervisor's machine.
23. Supervisor along with a data entry operator would visit all households uploaded on his machine and check with the respondent if the information recorded in the machine was as per his response. In cases, where respondent disagree with the information recorded earlier and also in cases where the enumeration has recorded his observations earlier, he would conduct a summary inquiry and verify the facts before changing the data. Information recorded by him would be treated as final. At the stage of draft publication stage such records will be displayed with an '*' (asterisks) at prominent place to indicate that the information in those records are different from the declaration of the respondent and have been entered after verification by the supervisors. If any claims or objection is raised against these records, information as available in both records (as narrated by the respondent and as recorded by the supervisor will be made available to the designated officer for disposal of claims and objection. At the end of each day or at periodic intervals, supervisor will upload questionnaires onto the server at the Block Office.
24. A Tehsildar or an officer appointed by the State Government will be over-all in-charge.

25. At the district level, back up received from Tehsil offices will be carefully stored and for the Tehsils not having robust internet connection, data so received will be uploaded to Central server on daily basis.

Post Enumeration

1. Draft Publication: After all information is collected, a draft publication/list will be prepared with all information in the survey questionnaire. Information on the person's / household's religion and caste/ tribe name will not be published. The list so printed would be published and placed at the following places –

- a) Panchayat Office
- b) Another prominent location in the Panchayat
- c) Office of the BDO.

Draft list will also be made available in the offices of Gram Panchayat, BDO, Charge Centre and District Collector for perusal by any person interested in it. A person in each of these offices will be designated to facilitate the inspection and also to accept the claims and objection from the public. Claims and objection will also be accepted if sent by post or courier, if the identity of the complainant is legibly mentioned. Anonymous and bulk complaints will not be accepted.

The draft list along with the Information regarding placement of the lists will be sent to the District Collectors. A notice regarding the draft publication will be printed in the local media/newspaper. Within a week of publication of the draft list, the list will be read out in the Gram Sabha. All claims/objections raised in the Gram Sabha meeting will be recorded and will be considered as claims/objection and will be disposed off by the designated officer like other claims and objections. The list will also be uploaded in the NIC/ State Government/ MoRD/ MoHUPA website with provision to take household-wise print out and lodge claims and objections.

2. Claims and Objections: Claims and objections will be limited to the facts displayed in the list only. Claimant or objector may also support claims with documentary evidence. 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 centre (i.e. office of the Block Development Officer). Model illustrations of these lists are at Annexe 14. An acknowledgement slip, which is

available at the bottom of the respective forms, shall be given to all applicants along with details of date, time and place of the hearing of these claims and objections. This date should not exceed 7 days from the date of receipt of forms. For this purpose the State Government will notify officers who will be competent to take a decision on claims and objections. A Summary hearing will be conducted by Officers appointed by the State Government. Records of the summary hearing will be uploaded onto the database through a system provided by BEL. A copy of the order would be given to the person concerned. Persons not satisfied with their decision have a right to appeal at the district level. The State Government will appoint officers at the District level competent to take decisions at this level. An acknowledgement slip should be given to the applicant with details of date, time and place of the hearing of these claims and objections. This date should not exceed 7 days of receipt of forms. Period for filing claims and objections would be 21 days from the day of publication of the draft list.

- 3. Final List Publication:** At the end of the 31st day from the publishing of the draft report, the final list will be published. The Final List will be sent to
- a) All Panchayats
 - b) All Block Offices
 - c) Other Offices of the State Government that are considered appropriate

The Final List will be generated from the MIS only. The final list will also be uploaded in the NIC/ State Government/ MoRD/ MoHUPA website.

- 4. Post Final list status:** No changes would be allowed in the data for one year following the publication of the Final List. Process for subsequent updation of the information will be communicated separately.

F.NO.
GOVERNMENT OF -----
DEPARTMENT OF RURAL DEVELOPMENT

NOTIFICATION

_____ (State HQ)

JUNE, 2011

The Central Government has decided to conduct the Socio Economic and Caste Census in the year 2011. The Socio Economic and Caste Census would be carried out by the respective State Government with the financial and technical support of the Government of India. In pursuance of this, the Government of _____ declares that the Socio-economic and Caste Census shall be conducted in the State/UT of _____ from _____ to _____.

PRINCIPAL SECRETARY TO THE GOVERNMENT OF _____

F.NO.
GOVERNMENT OF INDIA
MINISTRY OF RURAL DEVELOPMENT
(DEPARTMENT OF RURAL DEVELOPMENT)

NOTIFICATION

NEW DELHI, THE JUNE, 2011

The Central Government has decided to conduct the Socio Economic and Caste Census in the year 2011. The Socio Economic and Caste Census would be carried out by the respective State Government with the financial and technical support of the Government of India. The State Government in pursuance of this hereby instructs and directs that the Enumerators may ask the following questions of all persons within the limit of the local area for which he/she is appointed for collecting information in connection with the conduct of Socio-economic and Caste Census, 2011:

Rural:

For each household:

Section-1

Housing/ Dwelling

(1) Predominant material of wall of the dwelling room (s) (Give code)

Codes

Col.1 Predominant material of Wall of dwelling room
1=Grass/thatch/bamboo etc. 2=Plastic/polythene 3=Mud/unburnt brick 4=Wood 5=Stone not packed with mortar 6=Stone packed with mortar 7=G.I./metal/asbestos sheets 8=Burnt brick 9=Concrete 0=Any other

(2) Predominant material of roof of the dwelling room (s) (Give code)

Col.2 Predominant material of Roof of dwelling room
1=Grass/thatch/bamboo/wood/mud etc. 2=Plastic/polythene 3=Hand made tiles 4=Machine made tile 5=Burnt brick 6=Stone 7=Slate 8=G.I./metal/asbestos sheets 9=Concrete 0=Any other

(3) Ownership status of this house (Give code)

1=Owned, 2=Rented, 3= Any other

(4) Number of dwelling rooms exclusively in possession of this household (Record 1,2,3...)

Section-2

Is any household member:

(5) from Primitive Tribal Group:

1=Yes, 2=No

(6) a legally released bonded labour:

1=Yes, 2=No

(7) a manual scavenger:

1=Yes, 2=No

Section - 3

Employment and Income Characteristics

(8) Does any Household Member have a salaried job? (1=Yes, 2=No)

(9) If 'Yes' in Col. 8, Salaried job is in (give code)

1=Government, 2=Public sector, 3=Private sector

(10) Pay income tax or professional tax (1=Yes, 2=No)

(11) Own/operate an enterprise which is registered with the Government (1=Yes, 2=No)

(12) Monthly income of highest earning household member (give code):

1= less than Rs. 5,000, 2= between Rs. 5,000 and Rs 10,000, 3=Rs. 10,000 or more

(13) Main source of household income from (Give code)

1=Cultivation;

2=Manual casual labour;

3=Part-time or full-time domestic service;

4=Foraging, rag picking;

5=Non-agricultural Own Account Enterprise,

6=Begging/ Charity/ Alms collection;

7=Others

Section - 4

Assets

Does the household own the following assets
(Give code)

- (14) Refrigerator (1=Yes; 2=No)
- (15) Telephone/Mobile phone:
Yes: 1=Landline only, 2=Mobile only, 3=Both,4=No
- (16) Motorized Two/Three/Four Wheelers or Motorized Fishing Boat requiring registration (1=Yes; 2=No)

Section - 5

5A Land owned

- (17) Own any land (excluding homestead)? (1=Yes, 2=No)
If landless, skip to Section-5B
- (18) Total un-irrigated land (in acres)
- (19) With assured irrigation for two crops (in acres)
- (20) Other irrigated land (in acres)

5B Other assets owned

- (21) Mechanized Three/Four Wheeler Agricultural equipment (1=Yes; 2=No)
- (22) Irrigation equipment (including diesel/kerosene/electric pumpset, sprinkler/drip irrigation system, etc.) (1=Yes; 2=No)
- (23) Kisan Credit Card with credit limit of Rs 50,000 or above (1=Yes; 2=No)

For each person:

- (1) Sr. No.
- (2) Name of the person
Start with the head of the household
- (3) Relationship to head
(record the relationship in full)
- (4) Sex

1=Male
2=Female
- (5) Date of birth
(as per English Calendar)
- (6) Marital status
1=Never married
2=Currently married
3=Widowed

4=Separated
5=Divorced

- (7) Name of father
- (8) Name of mother
- (9) Occupation/Activity
Describe the actual work
- (10) Highest educational level completed
1=Illiterate
2=Literate but below primary
3=Primary
4=Middle
5=Secondary
6=Higher secondary
7=Graduate or higher
8=Other (Specify)
- (11) Disability
1=In Seeing
2=In Hearing
3=In Speech
4=In Movement
5=Mental Retardation
6=Mental Illness
7=Other disability
8=Multiple disability
9=Not disabled
- (12) Religion
(Write name of the religion in full)
- (13) Caste/Tribe Status

Give Code
Scheduled Caste (SC)-1
Scheduled Tribe (ST)-2
Other-3
No Caste/Tribe-4
(SC can be only among the Hindus, Sikhs and Buddhists.
ST can be from any religion)
- (14) If code 1, 2 or 3 in Col. 13,
Write Name of Caste/Tribe
If code 4 in Col. 13, put 'X'

URBAN:

For each household:

Section-1

Housing/ Dwelling

(1) Predominant material of wall of the dwelling room (s) (Give code)

Codes

Col.1 Predominant material of Wall of dwelling room
1=Grass/thatch/bamboo etc. 2=Plastic/polythene 3=Mud/unburnt brick 4=Wood 5=Stone not packed with mortar 6=Stone packed with mortar 7=G.I./metal/asbestos sheets 8=Burnt brick 9=Concrete 0=Any other

(2) Predominant material of roof of the dwelling room (s) (Give code)

Col.2 Predominant material of Roof of dwelling room
1=Grass/thatch/bamboo/wood/mud etc. 2=Plastic/polythene 3=Hand made tiles 4=Machine made tile 5=Burnt brick 6=Stone 7=Slate 8=G.I./metal/asbestos sheets 9=Concrete 0=Any other

(3) Ownership status of this house (Give code)

1=Owned, 2=Rented, 3=Shared, 4=Living on premises with employer, 5=House provided by employer, 6=Any other

(4) Number of dwelling rooms exclusively in possession of this household (Record 1,2,3...)

Section-2

Amenities

(5) Availability of drinking water source:

1=Within the premises, 2=Near the premises, 3=Away

(6) Main source of lighting:

1=Electricity, 2=Kerosene, 3=Solar, 4=Other oil, 5=Any other, 6=No lighting

(7) Water-seal latrine exclusively for the household (1=Yes, 2=No)

(8) Waste water outlet connected to

1=Closed drainage, 2=Open drainage, 3=No drainage

- (9) Separate room used as kitchen exclusively for the household
(1=Yes, 2=No)

Section - 3

Assets

Does the household own the following assets (Give code)

- (10) Refrigerator (1=Yes; 2=No)
(11) Telephone/Mobile phone:
Yes: 1=Landline only, 2=Mobile only, 3=Both, 4=No
(12) Computer/Laptop:
Yes: 1=With internet, 2=Without Internet, 3=No
(13) Motorized Wheelers (1=Two/Three wheeler, 2=Four wheeler; 3=No)
(14) A. C. (1=Yes; 2=No)
(15) Washing machine (1=Yes; 2=No)

For each person:

- (1) Sr. No.
(2) Name of the person
Start with the head of the household
(3) Relationship to head
(record the relationship in full)
(4) Sex

1=Male
2=Female

(5) Date of birth (as per English Calendar)

(6) Marital status
1=Never married
2=Currently married
3=Widowed
4=Separated
5=Divorced

(7) Name of father

(8) Name of mother

(9) Occupation/Activity
(Describe the actual work)

(10) Highest educational level completed
1=Illiterate
2=Literate but below primary
3=Primary
4=Middle
5=Secondary
6=Higher secondary
7=Graduate or higher
8=Other (Specify)

(11) Main source of income/ earnings from Work:

- 1=Beggar/ rag-picker
- 2=Domestic worker
- 3=Street vendor/cobbler/hawker/other service provider working on streets
- 4=Construction worker/ plumber/ mason/
labor/ painter/ welder/ security guard/
coolie and other head-load worker
- 5=Sweeper/ sanitation worker / mali
- 6=Home-based worker/ artisan/handicrafts worker / tailor
- 7=Transport worker/ driver/ conductor/helper to drivers and conductors/
cart puller/ rickshaw puller
- 8=Shop worker/ assistant/ peon in small establishment/ helper/ delivery
assistant / attendant/ waiter
- 9=Electrician/ mechanic/ assembler/repair worker
- 10=Washer-man/ chowkidar
- 11=Other work/Non-work
- 12=Non-work(Pension/ Rent/ Interest, etc.)

(12) Are Wages earned

(Give code)

- 1=daily
- 2=weekly
- 3=monthly
- 4=irregularly
- 5=not wage earner

(13) Disability

- 1=In Seeing
- 2=In Hearing
- 3=In Speech
- 4=In Movement
- 5=Mental Retardation
- 6=Mental Illness
- 7=Other disability
- 8=Multiple disability
- 9=Not disabled

(14) Chronic illness

- 1=Cancer
- 2=HIV/AIDS
- 3=TB
- 4=Leprosy
- 5=Other illness
- 6=No chronic illness

(15) Religion

(Write name of the religion in full)

(16) Caste/Tribe Status

Give Code

- Scheduled Caste (SC)-1
- Scheduled Tribe (ST)-2
- Other-3
- No Caste/Tribe-4

(SC can be only among the Hindus, Sikhs and Buddhists.
ST can be from any religion)

(17) If code 1, 2 or 3 in Col. 11,
Write Name of Caste/Tribe

If code 4 in Col. 16, put 'X'

Carving of Enumeration Blocks

1. The Enumeration Block (EB) is the basic building Block for enumeration. The purpose of demarcating EB is to ensure coverage of all the areas in a charge without omission or duplication as also equal distribution of workload to the extent possible.
2. During the Houselisting and Housing Census, which was conducted between April to September 2010, each Charge was divided into Houselisting Blocks (HLBs). The NPR Schedule was canvassed in all the normal households found at this phase in each HLB.
3. Subsequently, at the time of Population Enumeration, i.e., February 2011, EB and sub-blocks were formed for field-work. The HLB with population upto 800 were usually kept same. Bigger HLBs having population above 800 were sub-divided into two or more Sub-Blocks depending upon the population size of the HLB. In addition, new EB and sub-block numbers were assigned to areas not covered during the 2010 phase. Most of these areas were called Special Charges, which include restricted areas like Military and para-military areas, jails, etc. The coverage of 2011 is therefore more complete than the 2010 phase.
4. Note that the HLB number has four digits starting with 0001 in each Charge. An EB/sub-block number will have 5 digits, 4 digits for the EB and the last digit for the sub-block. If there is no sub-block of a HLB, the first four digits of the EB number will be same as the corresponding HLB number.
5. 100-125 households with a population of 650-700 persons would generally constitute an EB/sub-block. The EBs carved out during the population enumeration phase of Census 2011 would be used for the Socio Economic and Caste Census also.
6. However, there may be a few cases where the Charge Officer may find locations which were not covered during the Population Enumeration phase of Census 2011. For example, a vacant plot was not covered in any EB and now a few buildings have come up in that vacant plot. For such cases, fresh enumeration blocks have to be carved out by the Charge Officer of the Tehsil/ Block/ town/ ward. The procedure for demarcating these EBs are given below:
 - a. **The left out area falls inside the boundaries of an existing EB/ sub-block:** In such case, the question of providing any new EB number does not arise. If the size of the area is big and the expected workload of an enumerator seems to be large due to inclusion of this area and the households residing in the area, one more sub-block may be formed. For example, suppose a village had EB/sub-block numbers 0012-1 and 0012-2. However, it has subsequently been found that an area with a population of 200 within the village has been left out during the PE in the village. Then, form a new EB/sub-block 0012-3 to cover this area.
 - b. **The left out area does not fall inside the boundaries of any EB/sub-block:** This is a rare case. However, if found, a new EB number is to be allotted such that

the number is in continuation of the highest EB number given inside the Charge. For example, an entire village has been left out during the Population Enumeration. The EB numbers were 0001-1 to 0245-1. Now, the EB number of this left out village will be 0246- , 0247- , etc. depending on the population of the village. Care should be taken to show the newly created EB No.s 246, 247, etc. properly in the Charge Map, Charge register, both the Supervisory Booklets and Supervisory Circle Maps.

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Preparation of Charge Register

1. The EB/sub-block is the primary unit during the Socio-Economic and Caste Census 2011. This provides an unambiguous frame of area of field operation without omission or duplication. It will have to be ensured that a separate and unique record of all the 'EB/sub-blocks' is created and maintained. One important reason for ensuring that records of two or more EB/sub-blocks are not mixed up is that ultimately the data would be processed separately in respect of each EB/sub-block. For the purpose of maintaining this distinction the Charge Officers are required to write out a register to maintain a record of the EB/sub-blocks.
2. A Census Charge is usually a Tehsil/ C.D. Block/ Mandal, etc. in the rural areas and a town/ ward of a town in the urban areas. Different aspects of field-work of each EB/sub-block are recorded in the Charge Register in a systematic manner during the Census. The Charge Register written during the Population Enumeration phase of Census 2011 will be supplied for the Socio-Economic and Caste Census after removing a few items which are to be filled afresh. These items are: names of the supervisors and names of the enumerators who will carry out the field-work.
3. The structure of the Charge Register is explained briefly below for easy understanding. The Charge Register consists of the following pages/booklets, which will together form the complete Charge Register:
 - a. Charge Register cover page (First page and Back side of front cover page: It includes, inter alia, the name, designation, contact number and mandatory certificates from the Charge Officer.
 - b. Village Register for rural areas only: It provides the names and location codes of all the revenue villages falling within the jurisdiction of the Charge.
 - c. Town Register for urban areas only: It gives a list of all the wards falling within the jurisdiction of the Charge.
 - d. Supervisor Booklet: This is the main part of the Charge register. Each booklet provides the details for one Supervisor and the enumerators working under her/ his jurisdiction. Thus, the number of Supervisor Booklets in a Charge register will be equal to the number of field Supervisors appointed for the Charge. Each booklet consists of four pages, which are:
 - i. First page: Outer cover page of Supervisor Booklet. This has a map of the Supervisory circle with position of each EB inside the Supervisory Circle. It also contains the name and contact details of the Supervisor. **The name**

and contact details have to be filled afresh during the Socio-Economic and Caste Census 2011.

- ii. Second and third page: It contains EB/sub-block-wise particulars. Each row corresponds to one EB/sub-block. Second page has columns 1-18, while page 3 has columns 19-42. The details in page 2 include the location code and name of the village/ ward where the block is located, extent or boundary of the EB/sub-block, the building numbers and census house numbers falling inside the EB, number of households found during the Houselisting operations, etc. **Column 3 of this row has a provision of writing the name, designation, office address and mobile no. of the enumerator who has been assigned field-work for this EB.** This column has to be filled afresh during the Socio-Economic and Caste Census.
 - iii. Third page (19-42 columns) containing details of training and payments (columns 19-21), distribution of census material (Household Schedule, AHL booklets and number of sheets for layout map, working sheet and Enumerator's Abstract) along with the signatures of recipient (columns 22-29), receipt of census materials after field work (columns 30-38) and Provisional Population Totals (columns 39-42).
 - iv. Fourth page- Back cover page of Supervisor Booklet contains mandatory certificates of complete coverage by the Supervisor and each Enumerator associated with him/her. This is to be prepared after completion of Population Enumeration.
- e. Details of reserve Supervisors and Enumerators and Dispatch of Population Enumeration material
 - f. Charge Map
 - g. Charge Officer's Inventory
 - h. Copies of the layout maps, prepared by each Enumerator, arranged in the ascending order of the Enumeration Blocks.
4. The Directorate of Census Operations/ Charge Officers of the Census 2011 will provide the Charge Register. While making photocopies of the Register, a few parts are to be suppressed so that one can make fresh entries on the photocopy itself. These are:
- a. Supervisor's Particulars on page 1 of each Supervisor booklet,

- b. Column 3 (name, address and mobile no of enumerator) on Page 2 of each Supervisor booklet,
5. It may be noted that filled-in Pages 3 and 4 of the Supervisory booklet will not be photocopied, as almost all the columns of these pages are to be filled afresh. Similarly, fresh copies will be necessary for the cover pages, as the particulars of the Charge Officer and her/his certificate is to be written afresh. Fresh copies of these pages may be taken for use during the Socio-Economic and Caste Census.
 6. **The Charge Register is to be prepared in duplicate.** One copy will be retained at the Charge Office while the other copy is to be returned after completion of field-work to the Central Government.

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INSTRUCTIONS FOR NUMBERING OF BUILDINGS AND CENSUS HOUSES AND UPDATING / PREPARATION OF LAYOUT MAP

1. At the time of Census 2011, all buildings and census houses were assigned numbers. You have to check whether the building/census house numbers recorded in the abridged Houselist provided to you actually exist on the buildings/census houses. **You are required to update them wherever necessary.** If by any chance the numbers painted on the buildings/census houses are not visible at the time of your visit, you are required to re-number them with the help of abridged Houselist. **The update is to be done on the actual building / census house and the same is to be reflected on the AHL and the layout map as well.** For updating/re-numbering you are required to follow the following guidelines for numbering of buildings/census houses.

Guidelines for Numbering of Buildings/Census Houses

2. House Numbering means ensuring that each and every Building and the Census House located in your Enumeration Block bears a systematically assigned number. While allotting numbers to buildings and Census houses in your Enumeration Block, you are likely to come across three situations:

- i) where buildings or Census houses are numbered systematically by the municipal or local authorities;
- ii) where numbers to open sites are given on property basis but there are number of sites where the buildings have not so far been constructed or where building numbers are existing but incomplete and not systematic, and
- iii) no numbering to buildings or Census houses exists.

In the first case you can adopt the numbering of buildings or Census houses already given by the municipal or local authorities. In all other case please follow the following instructions

(a) Assigning number to buildings

- (i) If an Enumeration Block consists of a number of streets, the buildings in various streets should be numbered continuously. Streets should be taken in uniform order from North-West to South-East. The best way of numbering buildings is to continue with one consecutive serial on one side of the street and complete numbering on that side before crossing over to the end of the other side of the street and continuing with the same series, stopping finally opposite to where the first number was allotted.
- (ii) If in an Enumeration Block or part of an Enumeration Block, the pattern of housing is such that the buildings are scattered or located in clusters or located in isolated parts like fields, boundaries of the village/Enumeration Block, along the side of a railway track or a canal/river/nala, then to the extent possible, building numbers should be assigned by following the method described at (i) above. However, if it is not possible to follow the procedure laid down at (i) above, it should be ensured that all the buildings

are numbered and the direction in which the building numbers are assigned should be indicated by arrow marks on the Layout Map wherever the number jumps.

- (iii) In an Urban Enumeration Block, the numbering will generally run along the axis of street and not in any arbitrary geographical direction.
- (iv) Arabic numerals, i.e., 1, 2, 3... etc., should be used for building numbers.
- (v) A building under construction, the roof of which has been completed should be given a number in the serial.
- (vi) If a new building is found after the house numbering has been completed or in the midst of buildings already numbered, it should be given a new number which may bear a sub-number. For example, if a building is found un-numbered or a new building has come up between building number 10 and 11, the same should be numbered as 10/1. These should not be numbered as 10(1) or 10(2) etc., as such numbering would apply to Census houses within the same building. On the other hand, 10/1 would mean a separate building that has come up after building number 10.

(b) Assigning number to Census houses

Each Census house should be numbered. If a building by itself is a single Census house, then the number of the Census house will be the same as the building number. But if different parts or constituent units of a building qualify to be treated as separate Census houses, then each Census house should be given a sub-number within brackets after the building number as 10(1), 10(2), etc., or 11(1), 11(2), 11(3), etc.





3. INSTRUCTIONS FOR PREPARATION OF LAYOUT MAP:

- i) Before going to field for identifying your Enumeration Block, you should ensure that full Location Particulars like Name of the State/UT, Name of the District, Name of the Tahsil/ Taluk/ P.S/ Development Block/ Circle/ Mandal etc., Name of the Town /Village, Number of the Ward, Enumeration Block and sub-block Number are with you. Normally, these particulars would be available in the order appointing you as the Enumerator issued by the Charge Officer (usually Municipal Commissioner in Urban areas and Tahsildar in Rural areas). For ensuring complete coverage of all Buildings, Census Houses and Households living in them, it is essential for you to ensure that the boundary of the area allotted to you is quite clear. This is possible by preparing a Layout Map of your Enumeration Block. Please remember that If you have been assigned more than one Enumeration Block, the Layout Map for each Enumeration Block would be prepared separately. Similarly, the other records of each Enumeration Block will also be prepared separately. The layout map is a free hand drawing, not drawn to scale containing building and house numbers. The layout map should depict not only the buildings occupied by households but all areas whether covered by buildings, fields, empty spaces etc. The objective of preparing layout map is to ensure complete coverage of the area assigned to you. In this map you have to show clearly the boundaries of the Enumeration Block and important features and landmarks such as roads, railway lines, hills, rivers, ponds, places of worship, important buildings such as school, dispensary, post office, panchayat ghar, etc. You also have to draw the different streets and lanes





and mark structures in the Enumeration Block. By doing so you will become thoroughly familiar with the area of the Enumeration Block assigned to you. The symbols by which the important land marks in your Block are to be shown are indicated in the legend of the sheet provided to you for preparing the layout map.

- ii) The layout map will have to be prepared for each Rural and Urban Enumeration Block. It is important that the dividing lines between one Enumeration Block and another are clearly demarcated. Such dividing lines should follow some natural boundaries wherever possible and you should also indicate the survey numbers that fall on either side of the dividing line or the name(s) of the owner(s) of the land(s) or the name of the property etc., to indicate the Block's boundary line. In case of bigger villages having more than one Enumeration Block, the concerned Supervisory Officer will ensure that boundaries of each Enumeration Block are clearly demarcated. It is important that layout map should clearly indicate the boundaries of the Enumeration Block in such villages by way of permanent features such as road, river, canal, railway line, locality, street, etc., and of the number or name of neighbouring Enumeration Blocks or villages as the case may be. The very purpose is to ensure that no part or cluster of houses in such a village is left out from the Enumeration. At the same time no part or cluster of houses should be accounted for simultaneously in two Enumeration Blocks. In forest villages there may be clusters of habitation in different parts of the forest. The name of the habitation cluster, if any, should be written.
- iii) It would be also necessary to mark any nearby permanent feature such as a stream, hill, road, etc., to identify the cluster as it is likely that some of the tribal habitations may change their locations now and then. This is to ensure that all habitations in the forest areas are covered in the Enumeration.
- iv) In the case of estates, plantations etc., it would be advisable to contact and find out from the estate or plantation authorities about the boundaries of the village or area allotted to you. You should then visit the area and draw the layout map.
- v) The preparation of the layout maps in Urban areas should essentially follow the same procedure as in the Rural areas except that in most Urban units the draughtsman of the Municipal Administration might have already prepared town maps perhaps even to scale, and these may come in extremely handy. It has been found from experience that the boundaries of towns are sometimes loosely defined and not properly demarcated giving rise to several doubts regarding the areas lying on the outskirts of towns. It is important that the map should very clearly indicate the boundaries by means of definite survey numbers and also other permanent features. Sometimes, one side of the road may fall within the town limits and the other side gets excluded as it may be outside the defined boundary of the town. All these points should be carefully verified on the ground before the maps are certified to be correct by the supervising authorities. Cases of sub-urban growth adjoining the limits of a town and such cases as one side of a street falling outside the limit of a town should be brought to the notice of the superior officers who will have to ensure that such built up areas are properly accounted for within the administrative unit in which they fall. In Urban areas very detailed plans showing the location of every building along every road and street in your Enumeration Block should be

clearly prepared. A layout map of your Enumeration Block should be prepared in which all the roads and streets should be clearly indicated and their names also written. Then each building and house should be located on this map. It will facilitate your work and of others if the wholly non-residential houses are distinguished from the residential houses by hatching. Here again the important permanent buildings such as say, town hall, large office building, court building, post office, hospital, school, church, market building, shopping mall, etc., should be indicated on the map. For those Enumeration Blocks which already have a satisfactory house numbering system, you should adopt the same for preparation of Layout map referred to above and assign the same house numbers on the Layout Map. But if there is no proper house numbering system in the Enumeration Block, you will be required to assign numbers to the houses both on the buildings/Census houses as well as in the layout map of your Enumeration Block.

- vi) NOTE : In certain urban areas (in respect of State/UT capital cities), you may have been provided with GIS based Enumeration Block map. In such a case you are also required to carry them to the field and update the Map as per the guidelines given along with the GIS maps.
- vii) In rural areas, Supervisors have been provided with Maps showing the Village Boundaries. It is essential that all the Enumeration Blocks carved out during Population Enumeration stage should be shown in the Village Map. In case the Enumeration Blocks assigned to a Supervisor spread across more than one village, then the Supervisor should get copies of all these villages and depict the Enumeration Blocks correctly.
- viii) In the layout map every single building will be shown. The idea behind depicting each building on the layout map is to identify each type of building by showing Pucca and Kutcha structure denoted by a particular box described hereinafter. Pucca buildings will be shown by a square  and Kutcha building by a triangle . You will find that some of these buildings are used as wholly or partly residential while others are wholly non-residential. In case of wholly non-residential Pucca buildings the square will be hatched such as  while in case of non-residential Kutcha buildings the triangle will be hatched such as .





Examples of different situations along with the boxes are given below :

-  - Pucca building, whether wholly or partly residential
-  - Pucca building, wholly non-residential
-  - Kutcha building, whether wholly or partly residential
-  - Kutcha building, wholly non-residential.

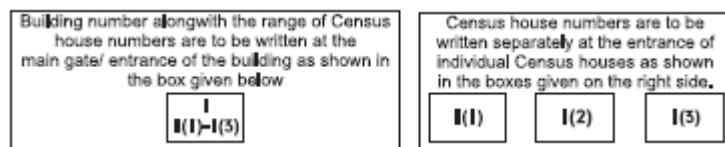
- ix) **For the purpose of preparation of layout map**, a Pucca building may be treated as one which has its walls **and** roof made of the following materials:

Wall material : Stones (duly packed with lime or cement mortar),
G.I./metal/asbestos sheets, Burnt bricks, Cement bricks,
Concrete.

Roof material : Machine-made tiles, Cement tiles, Burnt bricks, Cement bricks,
Stones, Slate, G.I./Metal/Asbestos sheets, Concrete.

x) Once you are familiar with the system of classifying buildings as Pucca or Kutcha, it would be easier to show them in the layout map. If building number 9 in your Houselisting Block is a Pucca building used wholly or partly for residential purpose it will be shown as  while wholly non-residential Pucca building number 10 will be shown as . Similarly a Kutcha building number 15 used for wholly or partly residential purposes will be shown as  and wholly non-residential Kutcha building 6 will be shown as .

xi) After having shown the boundary of the Enumeration Block and the permanent features and landmarks such as roads, railway line, river, canal, places of worship, important buildings like school, dispensary, etc. on the layout map, you have to update/re-number buildings and Census houses and ensure that each and every building and census house in your Enumeration Block is assigned a number. The manner in which the buildings and Census houses are to be numbered is given in the preceding paragraphs. You have to give numbers with long lasting material supplied to you. These numbers will be shown at the prominent places on the buildings and Census houses and simultaneously shown on the layout map. For example, if building number 1 has 3 Census houses, then it should be shown as follows :



xii) You have to assign the number to each building on the Layout Map, whether Pucca or Kutcha and show building number in the square/triangle. If the building has more than one Census house, the number of Census houses comprising that building will be shown immediately below the appropriate square/triangle of that building. For example, if building number 5 has four Census houses, then while showing 5 within the square/triangle of the building, Census houses 5(1) – 5(4) will be indicated below the square/triangle of that building. In case the building has only one Census house, the building and the Census house will be same and therefore the Census house number need not be separately shown below the prescribed square/triangle of that building. In case the building has one Census house, which is wholly used for non-residential purpose, the prescribed square/triangle of the building will be hatched and the building/Census house number shown in it. Remember that the building or Census house numbers marked on the layout map should conform with the number put on some prominent place like door, front wall, main gate, etc., of the building or the Census house. The number allotted to each building should be marked on the layout map and with the help of arrow marks at convenient intervals, especially where the building number jumps, the direction in which the building numbers run should be indicated. This is particularly important when streets cut across one another and the

building numbering series along a street get interrupted. It will be of advantage if before giving number to buildings and Census houses, the numbers for a group of buildings in one locality are roughly marked in pencil on the layout map before moving to another group of buildings or locality within that Enumeration Block. This must be later verified with the actual situation on the ground to see if the order of numbering given in the layout map is as per the guidelines given in the preceding paragraphs or any change is needed. Having satisfied yourself that the numbering has gone on right lines for that locality or group of buildings you should ink them. Thereafter you may move to next locality or group of buildings for house numbering in the prescribed manner.

- xiii) Specimen layout map for Rural and Urban areas are given at the end of this chapter.

Specimen Layout Map (Rural)



CENSUS OF INDIA 2011

Name of Block: Punjaur Code No.: 03
 Name of District: Sahibzadar Aji Singh
 Code No.: 18
 Name of Tehsil/Taluk/Block: Nougon
 Code No.: 01
 Name of Village/Village: Bajheri
 Code No.: 0144
 Number and / or Name of Ward: 01
 Enumeration Block No. & Sub-Block No.: 0180

LEGEND
 Block Boundary: - - - - -
 Note: Please give the number or name of neighboring household population enumerating blocks or villages on all the four directions (north, east, south and west) of layout map.

- Pucca Building (with number)
 - Residential:
 - Non-residential:
- Kutcha Building (with number)
 - Residential:
 - Non-residential:
- Pucca road:
- Kutcha Road:
- Pathway:
- Railway Line:
- River:
- Canal:
- Pond:
- Well/ Tap/ Handpump:
- Temple, Mosque, Church, Gurdwara, etc:
- School, Dispensary, Panchayat Ghar, Post Office, etc:

Note (i) Please write the name of prominent roads, streets, mohallas, etc in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghar, Post Offices, etc.
 (ii) Please indicate by an arrow the direction in which the numbering has been done in the block.

Name of Enumerator: R. SHASHANK
 Signature with date: R. Shashank 2/3/2011
 Name of Supervisor: R. PRASAD
 Date of signature of Supervisor: R. Prasad 11/3/2011

This is an important Census document. Please draw this map neatly and correctly.

LAYOUT MAP

Population Enumeration

SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE LAYOUT MAP RURAL

Specimen Layout Map (Urban)

CENSUS OF INDIA 2011

Name of Survey Punjab

Code No. 03

Name of District Jalandhar

Code No. 03

Name of Tehsil/Taluk/Block/Block-Master etc. Jalandhar-II

Code No. 005

Name of Town/Village/Kaizirahpur 70217

Code No. 004

Number and / or Name of Ward 4

Code No. 0016

Enumeration Block No. 17

& Sub-Block No. 1

Population Enumeration

LAYOUT MAP

This is an important Census document. Please draw this map neatly and correctly

SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE LAYOUT MAP URBAN

LEGEND

Block Boundary: - - - - -

Note: Please give the number or name of neighboring neighbouring population enumeration blocks or villages on all the four directions (north, east, south and west) of layout map.

Pucca Building (with numbers)	Residential	□
Non-residential	□	
Kaucha Building (with numbers)	Residential	△
Non-residential	△	
Pucca road	—	
Kaucha Road	—	
Pathway	—	
Railway Line	—	
River	—	
Canal	—	
Pond	—	
Well/Tap Handpump	—	
Temple, Mosque, Church, Gurudwara, etc.	—	
School, Dispensary, Postoffice, etc.	—	
Post Office, etc.	—	

Note: (i) Please write the name of prominent roads, streets, markets, etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Postoffice, etc.

(ii) Please indicate by an arrow the direction in which the numbering has been done in the block.

Name of Enumerator R. SHASHANK

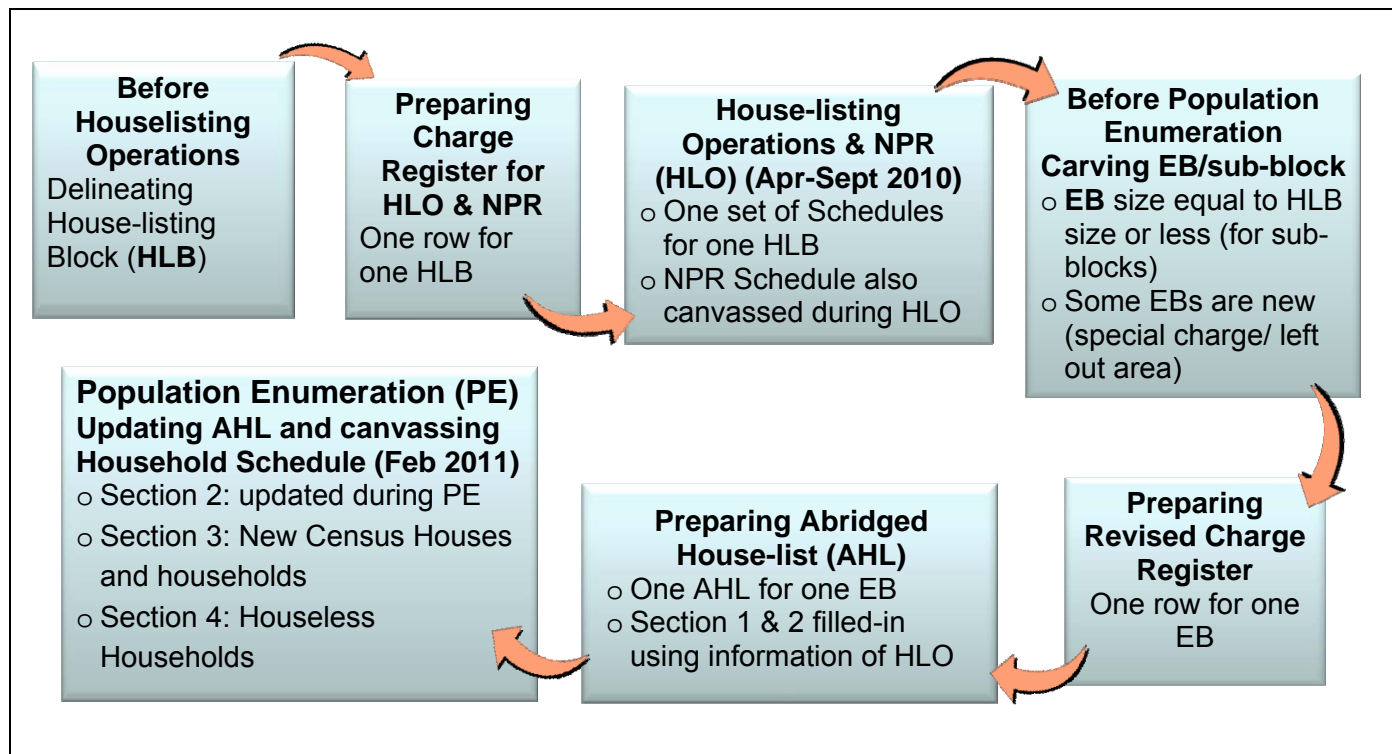
Signature with date R. Shashank 2/3/2011

Name of Supervisor R. PRASAD

Date/Signature of Supervisor R. Prasad 4/3/2011

Updating the Abridged Houelist (AHL)

1. The EBs carved out during the population enumeration phase of Census 2011 would be used for the Socio Economic and Caste Census also. For easier understanding, a small flow-chart is given below to describe the two stages of field-work of the Population Census 2011, preparation and updating of the AHL.



2. During the HLO phase of Census, the Houselisting and Housing Census Schedule was canvassed in each household (excluding the houseless) and the NPR Schedule was canvassed in each normal household of a HLB. As already explained, after Houselisting, EB/sub-blocks were formed for population enumeration. Using the information of the Houselisting Operations, for every EB/sub-block, an Abridged House-list (AHL) was prepared. This was updated during the field-work of population enumeration. A photocopy of this updated AHL will be available for the SEC. The different Sections of the AHL are:
- Section 1:** It contains all the location codes, namely, State, district, tehsil, village/town, ward, EB and sub-block codes. It also contains the codes necessary to link the HLB with the EB/sub-block.
 - Section 2:** There are 10 columns in this Section. Each row of this Section corresponds to one household. The columns give the building number, census house number, name of the Head of the household, etc. The column headings are

self explanatory. All the census houses and households listed during the HLO phase have been written here before the population enumeration. During the population enumeration, the enumerator went with this list and updated it based on actual field situation during the population enumeration phase with accompanying remarks in Column 10 of this Section. Thus, against each household noted in this Section and found during the PE, there is a 'household number' in Column 6 and a serial number of household' in Column 8. The entry in Column 6, i.e., 'household number' corresponds to NPR image of that household. The entry in Column 8, i.e., 'serial number of household' is a fresh serial number assigned to all the households, normal, institutional or houseless, found in the EB/sub-block during the PE. The highest serial number of household, noted in the AHL will give the total number of households found in the EB/sub-block during the PE.

- c. **Section 3:** In this Section also, there are 10 columns, of which two are shaded, since these are not applicable for the Population enumeration phase. All the new households found during the population enumeration, were recorded in Section 3. This also includes households formed due to splitting of an existing household, provided the new household also resided within the same EB/sub-block.
 - d. **Section 4:** This Section has 6 columns. All the houseless households found during the population enumeration phase of Census were recorded in this Section. In this Section, Column 3 gives the name of the Head of the Household and Column 6 gives the serial number of the household.
 - e. **Note that there is no 'household number' against households noted in Section 3 and Section 4 of the AHL.** However, each of these households will have a unique 'serial number of household'.
 - f. **Section 5:** This gives a summary of the EB/sub-block, namely, total number of households, total population, etc. as per the population enumeration, i.e., as on 00.00 hours of 1st March 2011.
 - g. **Section 6:** This Section is for the mandatory certificate to be furnished by the enumerator assigned with the field-work of the EB/sub-block.
3. During the Socio-Economic and Caste Census, a copy of the updated AHL will be supplied to the Charge Officer. The tasks assigned at the Charge Level and subsequently by the enumerator are mentioned in the following paragraphs.
 4. In the tehsil office, there will be a server where images of the NPR Schedule will be loaded. As the NPR Schedules were canvassed during the HLO phase, these images have the Houselisting Block number and household number noted during the HLO phase.
 5. Usually, most of the households listed in the updated AHL will be available in Section 2 of the AHL. This means that these households were found during both the HLO and the PE phases. At the tehsil office, personnel from the Bharat Electronics Limited (BEL) or authorized by the BEL will compare the entries in the AHL with the images of the NPR. Against each image, they will enter the following:

- a. the household number recorded during the HLO,
 - b. the EB/sub-block number in which the household was listed in the AHL and
 - c. serial number of household recorded in Section 2 Column 8 of the AHL.
6. There may be a few households in Section 3 and Section 4 of the AHL which were found during the PE. For these households, there will not be any image. There may also be a few households in Section 2 which have moved in a census house after the HLO phase was over, but before the PE. For all these three types, no image will be available from the NPR. For these households, only the EB/sub-block number (from Section 1), name of the head of the household as per updated AHL (Column 7 of Section 2/ Column 7 of Section 3/ Column 5 of Section 4) and serial number of household (Column 8 of Section 2/ Column 8 of Section 3/ Column 6 of Section 4) will be entered at the Charge Office server. This will tag all the households found during the PE to the EB/sub-block.
7. There may be a few images of a HLB which could not be tagged to any EB/sub-block. Please note that usually, the first four digits of the EB/sub-block code will be same as the 4-digit HLB code. Thus, these images will have the HLB code and the household number as per HLO but will not have any EB/sub-block no. and serial no. of household.
8. All the images tagged to a particular EB/sub-block along with all the name of head of household and serial number of household tagged to that EB/sub-block, as explained above, will be loaded in the hand-held device before commencement of field-work in an EB/sub-block.
9. The enumerator will visit the field with the AHL and the accompanying data entry operator will go with the hand held device pre-loaded with the images, name of head and serial number of household. The enumerator will update the AHL and canvass the questionnaire during the field-work of the Socio-Economic and Caste (SEC) Census.
10. Immediately after receipt of the AHL, the enumerator will put a red line after the last household recorded in Section 3 and the last household recorded in Section 4 of the AHL. If no household is listed in either of these Sections, the enumerator will put a red line on the first row of both Section 3 and Section 4 of the AHL.
11. **First, note that whenever a household listed in the AHL is found during the SEC within the same EB/sub-block, its household number and serial number of household will be kept same.** The procedure of updating the AHL, using this fundamental principal, in different field situations which one may encounter during the SEC is depicted below:
 - a. **A household found in AHL is also found during the SEC in the same Census house or another census house within the same EB/sub-block:** This is expected to be the most frequent case. In such a case, the enumerator will put a ✓ on the left side (in Column 1) of the AHL against that household and continue to canvass the questionnaire. There may be a few incidences where the head of the household or some other members of the household have moved out the EB/sub-block or might have unfortunately died and the remaining part of the household is

in the EB/sub-block. In such cases also, put a \surd in Column 1. If the head of the household has changed, encircle the old name and write the name of the new head in Column 7 of Section 2/3 (or Column 5 of Section 4) of the AHL.

- b. **A household found in AHL is also found during the SEC in the same EB/sub-block, but some of the members of the household have mean-while formed another household which also resides within the same EB/sub-block:** In such a case, the enumerator will first find the household which is living in the same census house, failing which, the household where the head of the household is currently a member. After finding the same, a tick is to be given on the left hand side and remark is also to be written as 'split-household, see serial number --- of Section 3). For the new household, a fresh number is to be assigned which will be higher than the highest serial number recorded so far in the AHL (and the Hand-held device), This serial number will be generated when that remaining household is found in the EB/sub-block. If the remaining part of the old household also resides in the same census house, canvassing for this part may be done immediately after canvassing of the old household is over. The entry for this new household is to be made in Section 3 of the AHL. In the remarks column of Section 3 also, write 'split-household, see serial number --- of Section 2/3). Writing remarks in both the places is mandatory since it will help to subsequently identify both the part-households in subsequent visits. **Also note that there may be a few households where paying guests, domestic servants or other workers were listed as members of the same household. During the SEC, these paying guests, domestic servants or other workers have to split from the parent household and fresh entry for them are to be incorporated in the AHL with appropriate remarks as explained in this paragraph.**
- c. **A new household has moved in the EB/sub-block and there is no entry for this household in the AHL:** For these households, a new row will have to entered in Section 3 of the AHL. For these households, fill-in all the columns like building number, census house number, name of the head of the household and serial number of the household (as generated in the hand-held device).
- d. **A new building/ census house is found in the EB/sub-block which is non-residential:** For each of these census houses, a fresh row will have to entered in Section 3 of the AHL and all the columns like building number, census house number and use of the census house is to be written. The columns 7 and 8 of the AHL, i.e., name of the head of household and serial number of the household will remain blank in these cases. Care may be taken to ensure that no person resides in these census houses.
- e. **A census house is found in the EB/sub-block which was earlier residential but has now become non-residential:** Here, if the household has moved to another census house within the same EB/sub-block, locate the household in the new census house and rectify the entry regarding census house number in the

AHL against that household. However, if the household has moved out of the EB/sub-block, put a 'x' in Column 1 against the row where the household has been noted and specifically write the same in remarks as 'household moved out of the EB/sub-block'. Note that the household number and serial number of household will remain same in this case.

- f. **A household listed in the AHL has moved out of the EB/sub-block:** For all such households, put a 'x' in Column 1 and specifically write the same in remarks as 'household moved out of the EB/sub-block'. Also ensure that, in the hand-held device, similar observation is noted against each member of the household.
- g. **New houseless households are found in the EB/sub-block:** For such households, write the details in Section 4 of the AHL following the same procedure as explained in c above.

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Roles and Responsibilities of an Enumerator in the Socio Economic and Caste Census

As an enumerator, you are performing a duty which is of great national importance. You are privileged to be an enumerator. At the same time, your responsibilities are great. You have to fulfil them with a sense of pride and devotion to duty. Before undertaking the work of Population Enumeration, you are expected to establish proper rapport with the people of your area by contacting elderly and prominent persons and explaining to them the purpose of your visit. You have been issued an Appointment Letter and an Identity Card. You should always display your identity card whenever you go for enumeration work. When you visit any household, never rush through the questionnaire. Always approach the respondent with a smile and proper salutation. Explain briefly the objective of your visit and then proceed with your brief introduction. Your friendly appearance, courtesy and a few well chosen words can put the respondent at ease and in a right state of mind to answer all your questions willingly and correctly. This will also make your job easier, interesting and useful.

In order to ensure complete coverage of all the buildings and houses, households and persons during the Socio Economic and Caste Census, it would be necessary to locate and identify each and every house and structure in your Enumeration Block along with all such places where houseless population may live. Therefore, it would be essential for you to go round the block or village or area assigned and become familiar with it and its main features. The main duties of an Enumerator before, during and after conduct of the Socio Economic and Caste Census are detailed below :

Duties before the Socio Economic and Caste Census

- (i) Attend the training classes, study the Questionnaire and manual carefully and understand them thoroughly. If any part of instruction is not clear, ask your trainer for clarification.
- (ii) Obtain all the material needed for the Socio Economic and Caste Census which also includes the List of Scheduled Castes/Scheduled Tribes pertaining to your State before you leave the training centre at the end of the last training session.

Duties during the Socio Economic and Caste Census

- (i) Go round the Enumeration Block and identify its boundaries and other land marks with the help of the particulars contained in the Abridged Houselist (AHL) of your Enumeration Block.
- (ii) Update and prepare the layout map of your Enumeration block with the Census layout Map provided to you.
- (iii) Visit each and every house without exception and have the information entered in the handheld Device correctly and completely.
- (iv) Simultaneously update Section 3 of the Abridged Houselist, record buildings/census Houses/households not covered in any of the Sections 2, 3 or 4 but found by you during the Socio Economic and Caste Census in Section 3 of the AHL, also update Section 4 by identifying the places where houseless population was found staying during the Socio Economic and Caste Census.
- (v) Enumerate the houseless population on the designated days.
- (vi) Serial number of household is to be assigned for each newly found household. For normal and institutional households, assign serial number(s) after the highest serial number of household already noted in Section 3 / Section 4 of the AHL. For newly found houseless households, assign serial numbers in continuation to the highest serial number assigned during the Socio-Economic and Caste Census in Section 3.

Duties after the Socio Economic and Caste Census

- (i) Ensure that the entire area assigned to you is covered by visiting all the buildings, houses and households falling within your Enumeration Block.
- (ii) Fill up the Working Sheet for preparing Enumerator's Abstract (three separate sets; one each for normal, institutional and houseless households).
- (iii) Prepare Enumerator's Abstract (in duplicate).
- (iv) Handover the Certificate of complete coverage, acknowledgement slip booklet(s) with all the used and unused slips and inventory of used/unused material to your supervisor.

Roles and Responsibilities of a Supervisor during the Socio Economic and Caste Census, 2011

1. As a Supervisor, you are performing a duty which is of great national importance. You are privileged to be a Supervisor. At the same time, your responsibilities are great. You have to fulfil them with a sense of pride and devotion to duty.
2. As a Supervisor, your job will be to coordinate and supervise works of the enumerators under your supervision and once the enumeration job is completed to handover the used and un-used materials to your charge officer.
3. Household schedule will be canvassed using **Hand Held Device (HHD)**. After the enumeration job is over, data from HHD will be uploaded at the charge level centre. The supervisor will cross-check some household schedules (10 per cent randomly generated household schedules) as well as all such cases where the enumerators have recorded 'disagreement' with the respondents' version at the time of filling the schedule.
4. Before undertaking the work assigned to you as a supervisor, you are expected to establish proper rapport with all enumerators under your supervision as well as with the people of your area by contacting elderly and prominent persons and explaining to them the purpose of your visit. You have been issued an Appointment Letter and an Identity Card. You should always display your identity card whenever you go for enumeration work.
5. In order to ensure complete coverage of all the buildings, census houses, households and persons during the Socio Economic and Caste Census, it would be necessary to locate and identify each and every house and structure in your Supervisory Block along with all such places where houseless population may live. Your duty will be to check with your enumerators if they have properly done the job allotted to them as per the instructions and procedures.
6. The main duties of an Enumerator before, during and after conduct of the Socio Economic and Caste Census are detailed below :

Duties before the Socio Economic and Caste Census

- (i) Attend the training classes, study the Questionnaire and Manual carefully and understand them thoroughly. If any part of instruction is not clear, ask your trainer for clarification.
- (ii) Establish proper rapport with all the enumerators assigned under your supervision.

(iii) To ensure that your enumerators obtained all the material needed for the Socio Economic and Caste Census which also includes the List of Scheduled Castes/Scheduled Tribes pertaining to your State before they leave the training centre at the end of the last training session.

Duties during the Socio Economic and Caste Census

(i) To check that your enumerators are doing the work properly within the time frame given for that.

(ii) To cross-check some of the household schedules (10 per cent randomly generated household schedules) as well as all such cases where the enumerators have recorded 'disagreement' with the respondents' version at the time of filling the schedule by visiting all the concerned households and to give report as per instructions.

Duties after the Socio Economic and Caste Census

(i) To receive the Certificate of complete coverage, filled-in and unused acknowledgement slip booklets and inventory of used/unused material from all the enumerators and to report at the charge level for depositing all the SEC Census materials.

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Proceedings of the Charge Officer
Socio Economic and Caste Census, 2011

..... District/ Town.

.....

No.....

Date.....

TO

Subject: - Socio Economic and Caste Census, 2011 - Appointment as Enumerator regarding.

I hereby appoint you as Enumerator for the period fromto for the Enumeration block/sub-block No..... the details of which are given overleaf.

2. Your duties and responsibilities as Enumerator are given in the Instruction Manual for your information and compliance.

Place:

Signature:.....

Date:

(Charge Officer)

Seal :

Location Particulars and the Extent of the Enumeration block/sub-block allotted

Location Particulars:

Name of the State/UT: Location Code No.

Name of the District : Location Code No.

Name of the Tahsil/Taluk/
PS/Dev.Block/Circle/Mandal Etc.: Location Code No.

Name of the Town/Village: Location Code No.

Ward Code No.(Only for Towns):

Enumeration block/sub-block No(s) allotted:

Supervisor Circle No.:

Name & Address of the Supervisor:

Extent of the Enumeration Block/sub-block:

Enumeration Block/sub-block No.	Description of the Enumeration Block/sub-block (Please indicate the boundaries of the Enumeration Block and give the Building Numbers along with the street names if available. Otherwise indicate the locality and prominent landmarks in the assigned Enumeration block/sub-block. In case more than one Enumeration block/sub-block is being assigned to the same enumerator please give details of each Enumeration block/sub-block separately.)

Proceedings of the Charge Officer
Socio Economic and Caste Census, 2011

..... District/ Town.

.....

No.....

Date.....

TO

Subject: - Socio Economic and Caste Census, 2011 - Appointment as Supervisor regarding.

I hereby appoint you as Supervisor for the Supervisory Circle No....., the details of which are given overleaf.

2. Your duties and responsibilities as Supervisor are given in the Instruction Manual for your information and compliance.

Place:

Signature:.....

Date:

(Charge Officer)

Seal :

Location Particulars and the Extent of the Supervisory Circle allotted

Location Particulars:

Name of the State/UT: Location Code No.

Name of the District : Location Code No.

Name of the Tahsil/Taluk/
PS/Dev.Block/Circle/Mandal Etc.: Location Code No.

Name of the Town Location Code No.


Supervisory Circle No.:

Enumeration block/sub-block Numbers that are included in the Supervisory Circle, along with the respective names and addresses of the Enumerators:

Sl. No.	Name of the Village/Ward along with code	Enumeration Block /sub-block No.	Name, Address and Telephone/Mobile No. of the Enumerator
1			
2			
3			
4			
5			
6			
7			
8			

Specimen of Identity Cards (Size: 9 cm × 5 cm)

For Supervisor/Master Trainer/Enumerator to be used for Socio-Economic and Caste Census, 2011

	SOCIO-ECONOMIC AND CASTE CENSUS 2011
	Identity Card
No.	
Name:.....	<input type="checkbox"/> M <input type="checkbox"/> F
Designation: Supervisor/Master Trainer/Enumerator	
Village/Town:.....	
EB/sub-block No(s):	
Valid:	
From.....	Signature and official stamp of Issuing Charge Officer
To.....	

KIT ITEMS FOR ENUMERATORS AND SUPERVISORS

Contents of Enumerator's Kit:

- a) Waterproof carrying bag/ polythene cover for carrying all the items,
- b) Board for keeping the Hand held device – A4 size,
- c) Ball pen of good quality (not gel pen) for writing acknowledgement slip – 2,
- d) Colored Chalk – 1 Box (for House-numbering),
- e) Ink pad – 1 (for thumb impression from respondents, if required),
- f) Tailor's chalk for writing building number/ census house number – 1,
- g) Stickers for showing completion of Census work (150 stickers, to be supplied to enumerators engaged in Socio-Economic and Caste Census)

Contents of Supervisor's Kit:

- a) Waterproof carrying bag/ polythene cover for carrying all the items,
- b) Board for keeping the Hand held device – A4 size,
- c) Ball pen of good quality (not gel pen) – 2,
- d) Colored Chalk – 1 Box (for House-numbering),
- e) Ink pad – 1 (for thumb impression from respondents, if required),
- f) Tailor's chalk for writing building number/ census house number – 1,
- g) Stickers for showing completion of Census work (25 stickers)

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Socio Economic and Caste Census 2011

TRAINING HIERARCHY AND METHODOLOGY

Training of field functionaries is a pre-requisite for the successful conduct of the nationwide Socio Economic and Caste Census (hereafter **SECC-2011**). About 27 lakh Enumerators and Supervisors would be entrusted with the task of collecting information by visiting each household in the country. In this exercise the household schedule will be canvassed using Hand Held Device/Tablet PC directly in the field for which Data Entry Operator will be appointed and trained by M/s BEL. It is most important to ensure that the enumerators and supervisors not only understand the concepts and the definitions clearly but are also able to apply them appropriately in the field while collecting information. The broad guidelines provided here portrait the broad structure of the training classes.

2. One of the basic essentials of training is the framing of written instructions as concisely and clearly as possible so that there is little doubt while canvassing the schedules in the field. In such a large and diverse country as ours, it is a herculean task to train such a large number of officials who would take up the job of enumeration. The most important thing in this whole endeavour is to standardize not only the whole training mechanism but also devise training aids for use by each trainer so that the training is not left to the imagination or competence of the trainers concerned.

3. With the above objective the entire training strategy is to be framed by inducting the services of experienced trainers at various levels to impart a uniform training programme across the country. As far as possible, steps should be taken to impart training in the vernacular language so that the Enumerators are able to understand them clearly.

4. Training Cascade: The training and capacity building activities will involve, in addition to the officials of ORGI/DCOs/ Nodal Officer, the NGO-participations called Master Trainer Alliance (MTA), who are specialized in training and capacity building activities in undertaking various health and demographic surveys in different parts of the country. Each of the above members of the MTA will take up the responsibility of coordination and imparting training in States assigned to each along with the respective DCOs.

5. Levels Training: The Training will be imparted at 4 levels as detailed below:

- a) **National Trainers** (NT): Intense in-house training of 90 individuals (45 from the MTA and 45 from ORGI/ Nodal Officer). These persons will act as the National level resource persons who would be responsible for imparting training to the Master Trainer Facilitators and for supervising the entire training activity

- b) **Master Trainer Facilitators (MTF)**: Intense in-house training of 725 individuals at the Directorate of Census Operation/ Nodal Officer level (375 from the MTA and 350 from ORGI/ Nodal Officer) who will be responsible for imparting training to the Master Trainers. They will act as Resource Persons and supervise the training activity. Usually one Facilitator from ORGI/ Nodal Officer and one from MTA will be paired to impart training in each training class.
- c) **Master Trainers (MT)**: The MTs (54, 000) will be responsible for imparting training to the Enumerators and Supervisors. They are to be appointed at the Charge level.
- d) **Enumerators and the Supervisors** to be trained by the Master Trainers as well as the Charge Officers.

6. Instruction Manuals: Instruction Manual has been finalized and will be printed in 18 languages.

7. Training Kit: For imparting training, each National Trainer, Master Trainer Facilitator and Master Trainer would be provided with a Training Kit. The Training Kit would contain the following items:

- i. Instruction Manual
- ii. Training Guide
- iii. Sample Schedule
- iv. Pen
- v. Pencil
- vi. Bag/Folder

8. Hand Held Device (HHD) or Tablet P.C: The HHD is an electronic device on which the household schedule will be filled directly in the field itself. M/s BEL will appoint Data Entry Operator for using HHD.

9. The training of the Master Trainer Facilitators and Master Trainers will be undertaken jointly at the State level.

10. At the level of Directorate of Census Operations/ORGI/ Nodal Officer, suitable staff who are to be thoroughly trained for assisting the Directorate of Census Operations/ Nodal Officer and the District Administration in imparting the training would be shortlisted.

11. The responsibility of providing exposure/training to the senior SECC-2011 functionaries of the State Government would lie solely with the respective Directorate of Census Operations/ Nodal Officer. There will be no involvement of the MTAs.

12. The Charge Officer will be the key official who will appoint the Enumerators and Supervisors and also will distribute the SECC-2011 materials. Training of the Charge Officers will be carried out along with the District/City SECC-2011 Officers. The Charge Officers may be burdened with other work particularly which involves them to deal with emergent situations like law and order/scarcity etc. It must be impressed upon all Charge Officers that to the extent possible they should personally impart training to Enumerators and Supervisors and in any case they must remain physically present during the entire training class and also assist in providing space and material for conducting the training sessions.

13. The Master Trainers, as explained in the above paragraphs, are to be selected and appointed by the Charge Officers in the ratio of one for every eight Supervisors. They are in real terms of the same rank as the Supervisors but have the acumen of imparting training.

14. A distinct advantage which should emerge from deployment of Master Trainer is that he/she would be a person who has been thoroughly trained by the NTs and MTFs very intensively at the district level and would be a person who has the required sincerity and aptitude for imparting training and also has a feel for the numbers and their accuracy. Being a senior person, he/she is expected to command the respect of the Enumerators and Supervisors who are also usually from the same teaching fraternity.

15. Every Census Directorate/ Nodal Officer, as may be surmised from above, will have an experienced team of trainers, comprising DCO officials/ Nodal Officer's representatives, National Trainers (wherever available), Master Trainer facilitators, Master Trainers and the local Charge Officers, to impart training and thus equip the Enumerators and the Supervisors with full skill and knowledge required for collecting information. These trainers should attend as many training classes as possible in each District and resolve any confusion of the SECC-2011 concepts etc.

16. Although no hard and fast rules can be laid down regarding the overall size of the training class it is felt that generally the training class should not exceed 50 (fifty) Enumerators/Supervisors. This obviously would mean that for each charge, the total number of training classes required will have to be worked out by you well in advance. The size of the training class would depend not only on the total number of Enumerators/Supervisors including the reserves but also the availability of the training rooms and the public address system. If the class is too big then it becomes difficult to impart serious training. It is likely that many Charge Officers etc. will like to increase the size of the training class and quickly dispose them off. This needs to be curbed and checked at all costs and can best be done by advance planning of the venue of the training class, fixing the dates of the training class, appointment of the 'Master Trainer' and by actual supervision by the member of the Directorate training team/ Nodal Officer.

17. The total training duration for the enumerators and supervisors will be for two days. In the enumerator/supervisor training Data Entry Operator (to be appointed by M/s BEL) will join on the second day of training when the enumerators, supervisors and Data Entry Operators would be acquainted jointly as a team with the function/operation of the Hand Held Device for better coordination among them.

18. After the first training session is over, it is expected that each Enumerator and Data Entry Operator would be knowing their assigned area and is also acquainted with their Supervisor. The Enumerator, Supervisor and the Data Entry Operator should be asked to visit their area jointly and find out if they are in a position to demarcate their jurisdiction clearly.

19. Quality training will be imparted to Enumerators and Supervisors under the direct supervision of the officials of the Directorate of Census Operations/ORGI/ Nodal Officer.

Preparation of District Socio Economic and Caste Census, 2011 Plan

The Socio Economic and Caste Census, 2011(hereafter **SECC-2011**) is to commence in all the States and Union Territories from 30th June, 2011. A proper and timely District **SECC-2011** Plan would help the administration to manage the operations effectively and ensure complete coverage and qualitatively better content. It is therefore essential that all the officers connected with this exercise should familiarize/acquaint themselves with measures to be taken at various stages with reference to the existing instructions/directions of the Government of India. More specifically, the Principal **SECC-2011** Officers should prepare a District **SECC-2011** Plan listing out detailed arrangements on the following items:

1. **Appointment of officials for SECC-2011:** It is important that the District officials nominated for discharging **SECC-2011** duties are selected carefully. Once selected, these officials would have to be formally appointed and their appointment duly notified. It is also important that once notified, the incumbents should not be normally transferred till the entire operation is over. Only in case of absolute necessity, the officers could be changed and in these circumstances, fresh appointment would have to be made. Specimen of the Appointment Letters of Supervisors and Enumerators are given at Annexure I & II. The usual hierarchy of **SECC-2011** is as below:

- a. **Principal SECC-2011 Officer:** The District Magistrate (Collector, Deputy Commissioner) is notified as the Principal **SECC-2011** Officer (PSO) for the entire District concerned. In the case of large Urban Local Bodies – Municipal Corporations, the Commissioner of the Corporation is designated as the PSO. A formal Appointment Order will be issued by the State/UT Government and notified. It is necessary that the PSO understands her/his Roles and functions well. The Roles and Functions of the PSO are detailed in Annexure III.

- b. District SECC-2011 Officer:** The Additional District Magistrate (ADM, DRO) is notified as the District **SECC-2011** Officer for the entire District concerned. In the case of large Urban Local Bodies – Municipal Corporations, the Deputy Commissioners of the Corporation are designated as the District **SECC-2011** Officers. A formal Appointment Order will be issued by the State/UT Government and notified. It is necessary that the District **SECC-2011** Officer understands her/his Roles and functions well.
- c. Additional District SECC-2011 Officer/Assistant District SECC-2011 Officers:** Other District level Officers like the District Education Officer, District Forest Officer, Sub Divisional Magistrate (SDM), Deputy Collectors at the District level, may be designated as Additional/Assistant District **SECC-2011** Officers to assist the Principal **SECC-2011** Officers. A formal Appointment Order will be issued by the State/UT Government and notified. The Roles and Functions of the District/Additional District **SECC-2011** Officers are detailed in Annexure IV.
- d. Charge Officer:** The Officer in charge of the Sub-District – Tehsil/ Taluk/ Mandal/ Police Station is designated as the Charge Officer in the **SECC-2011**. In case of Municipal Towns, the Assistant Commissioners/ Revenue Officers/ Ward Officers etc. are designated as Charge Officers. The Charge Officer has a very crucial role to play in the **SECC-2011**. A formal Appointment Order will be issued by the State/UT Government and notified. It is necessary that the CO understands her/his Roles and functions well. The Roles and Functions of the Charge Officer are detailed in Annexure V.
- e. Master Trainer:** A massive exercise like the **SECC-2011** requires extensive training of the field functionaries. Master Trainers duty would help the District authorities in this regard. The Principal **SECC-2011** Officers should select suitable persons, preferably from among the cadre of senior teachers/ Principals/ College Lecturers etc. for appointment as Master Trainers. They would be suitably trained and equipped to discharge their functions effectively.

- f. **Supervisor:** The first level of field supervision would be carried out by the Supervisors. They would usually be in charge of 6 Enumeration Blocks. The Charge Officers should select suitable persons, preferably from among the cadre of senior teachers/ Principals/College Lecturers etc for appointment as Supervisors. These persons should be capable of extensively traveling within the area allotted to them and exercising control over the Enumerators. A formal Appointment Order will be issued by the Charge Officer. The Roles and Functions of the Supervisors are detailed in the Instruction Manual for Enumerators. One supervisor would supervise the work of 6 enumerators.
 - g. **Enumerator:** The Enumerator is the key functionary in the **SECC-2011** chain. He is responsible for house to house enumeration. A compact area of about 150 houses or 125 households or 600 population is assigned to an Enumerator. Any Government official can be appointed as an Enumerator. A formal Appointment Order will be issued by the Charge Officer. It is necessary that the Enumerator understands her/his Roles and functions well. The Roles and Functions of the enumerators are detailed in the Instruction Manual for Enumerators.
 - h. **Data Entry Operator:** The household schedule in SECC-2011 would be canvassed using Hand Held Device in the field itself. The M/s BEL will appoint Data Entry Operator who will operate the HHD machine in the field while the enumerator will ask the questions. BEL will impart necessary training to Data Entry Operator to use the machine, however, in enumerator/supervisor level training one day would be utilize to make them familiar with the HHD machines where the Data Entry Operator also will participate.
2. **Database of Officers:** It would be necessary to prepare a database of all officials appointed for **SECC-2011**. Apart from the Name and Designation of the Officer, the database should have the contact details of the officers including the Office and Home Address, Landlines of the Office and Residence including the STD code and the Cell Phone Number (s). A specimen of the database format is given in

Annexure VI. The database may be prepared in Excel and communicated to the State Coordinator, Director of Census Operations/ Nodal Officer. The number of **SECC-2011** enumerators and supervisors, including a reserved strength of about 10 percent, should be carefully assessed by the **SECC-2011** Charge Officer while preparing the list.

3. **Village/Town/Sub-District List:** It is important to note that the **SECC-2011** follows the Revenue hierarchy of Revenue Village/Sub District (Taluk, Tehsil)/District. A comprehensive list of Villages, Towns and Sub-Districts is to be prepared. This would include inhabited as well as uninhabited Villages as well as Forest Settlements, unauthorized colonies, etc. The Principal **SECC-2011** Officer should thoroughly scrutinize this list and ensure that all human habitations have been included without any omission. She/He will be required to formally certify the completeness and accuracy of the List and hence should exercise caution and due diligence in this regard.

4. **Maps of the District, Taluk and Villages:** Maps showing the latest jurisdictional changes at the District, Sub District and Village level upto 31-12-2009 are required to be prepared. The maps will be updated on the basis of Gazette Notifications issued by the State Governments. While it is the practice to collect these details from every District Magistrate and consolidate at the level of the State by the Directorate of Census Operations/Nodal Officer, it is found that the details provided by the District Officials often do not tally with the State Government's official details. It is necessary that the details submitted by the State/UT to the Directorate of Census Operations/ Nodal Officer tally at all levels.

5. **Demography:** It is important that the PSO is fully aware of the demographic composition and trends of her/his District. The District Census Handbooks of the past Censuses would be a ready reference material in this regard. This can be accessed easily on the Internet. In case of need, the Director of Census Operations/ Nodal Officer may be contacted.

6. **SECC-2011 Personnel:** The manpower requirement at various levels for appointment as **SECC-2011** personnel like Enumerator, Supervisor, Master Trainer,

Charge Officer/Additional Charge Officer, District **SECC-2011** Officers, Principal **SECC-2011** Officers, etc. should be thoroughly assessed and reported to the Directorate of Census Operations/ Nodal Officer. The availability of adequate number of Government servants (including teachers) and other grass root level functionaries should be worked out well in advance. It is to be noted that the Right to Education Act would conflict with the use of teachers in **SECC-2011** activity. It would be advisable to appoint a mix of Government personnel as **SECC-2011** personnel. The officials appointed should preferably be from the local area and should be familiar with local conditions. However if there is a situation on ground which suggests that a local would act in a biased manner and this would affect the **SECC-2011**, the PSO should appoint persons from outside the area not only for enumeration but also for supervision. While choosing the **SECC-2011** personnel, adequate number of female enumerators and supervisors may be selected. However, pregnant ladies, persons with severe chronic ailments, persons with severe disabilities, persons below matriculate, persons biased towards specific social/ religious communities, etc. may be avoided to the extent possible as field-work for them would be difficult/ counter-productive.

7. **Training:** Proper training is crucial for a qualitative enumeration. An elaborate training schedule and methodology has been devised. The personal involvement of the District officials in this exercise is an absolute necessity. Apart from ensuring that the proper logistics are arranged, the personal attendance of senior officials at the training classes would be necessary. The Principal **SECC-2011** Officer should prepare a detailed training calendar adhering to the following points:

- i. Training at the district headquarters may be arranged for all the **SECC-2011** Charge Officers within the jurisdiction of the PSO. Apart from the PSO, representative of the State Directorate of Census Operations/ Nodal Officer will be present for imparting the training. The training should be completed at least one month before commencement of the field-work.
- ii. Training for the **SECC-2011** enumerators and supervisors/Data Entry Operator should be arranged by each Charge Officer within their respective

jurisdictions. Apart from the Charge Officer, **SECC-2011** Master Trainers will be present for imparting the training.

- iii. Batch size for imparting training to the **SECC-2011** enumerators and supervisors should not exceed 50.
- iv. While forming any training batch, care should be taken to include all the **SECC-2011** enumerators and supervisors/Data Entry Operator for a particular supervisory circle in the same batch.
- v. Arrangements for training may be made at nearby school/ college class rooms where basic facilities like black boards, tables, chairs, electricity connection, drinking water, toilets for female participants, etc. are already available.
- vi. Training should not be conducted in large cinema/ theatre halls, etc. with huge sitting capacities, as that makes trainer-trainee contact difficult.
- vii. As the training allowance for the enumerators and supervisors already cover expenses towards tea, lunch, refreshments, etc., the ORGI/ Directorate of Census Operations/ Nodal Officer would not make any additional payments for such expenses. These have to be borne by the participants themselves.
- viii. The training of the **SECC-2011** enumerators and supervisors should not start before one month of the commencement of field-work and should be completed at least one week before the commencement of field-work.
- ix. The detailed training calendar for the enumerators and supervisors should be compiled by the PSO and sent to the Directorate of Census Operations/ Nodal Officer at least one week before the commencement of training in any of the Charges under her/his jurisdiction.
- x. Blank forms will be distributed and details like form number, etc. will be noted on the last day of training. Charge Officer should keep the Charge Register and concerned personnel ready for making the necessary entries at the time of distribution of materials.
- xi. A specimen of the format for the training plan is given in Annexure VII.

8. **Mapping of Vulnerability:** A list of Difficult Villages/Hamlets from the perspective of access should be prepared. The plan to cover these Villages/Hamlets should be worked out well in advance. Similarly, every District would have people who are difficult to enumerate. Such groups would include people who are highly mobile like migrant labour, those engaged in occupations like herding of sheep/cattle, gatherers of forest produce, seafarers who are likely to be absent during the entire period of enumeration, homeless people, street children, people living in areas affected by some form of social/political tension etc. Special efforts are required to enumerate such people.

9. It should be noted that an atmosphere in which each and every individual in the country is enumerated without being obstructed or being unduly influenced by anybody is an important prerequisite to a complete and correct **SECC-2011**. Taking due cognizance of the fact that areas of the country get left out of the **SECC-2011** process on account of the inaccessibility of areas and taking into account of certain prevailing socio economic realities, it has been decided to issue the following instructions:

- i. An exercise to identify the villages/ hamlets/habitats and segments of people, vulnerable to any threat, intimidation or interference with the free conduct of **SECC-2011** shall be taken up Revenue Village wise. The Charge Officers shall do this exercise by touring their areas extensively and in consultation with the local Village officials- Patwaris, Talattis, and Village Administrative Officers etc. The local Police Officer (SHO) and local civil authorities such as BDO should also be consulted and their inputs taken into account before finalizing the list. They should identify the source of such threat/ intimidation and identify the names of persons who are likely to spearhead such offence of undue influence. While doing this exercise they shall take into account both the past incidents and the current apprehensions.

- ii. The Charge Officer/ SHO/ BDOs shall identify some point of contact within the habitat/ community vulnerable for such undue influence so that information related to such developments can be tracked constantly.
- iii. The Charge Officer and Principal **SECC-2011** Officer (PSO) should compile all such information and finalize the vulnerability mapping for the entire Charge/District respectively.
- iv. The Charge Officers/ Principal **SECC-2011** Officers should make special arrangements for free and fair **SECC-2011** in these areas. They should undertake tours to such locations, meet the communities and explain the arrangements made in this regard along with the purpose and objectives of the **SECC-2011**.
- v. The District Intelligence set up should also be sensitized to the issue and requested to give regular feedback on the subject to the Principal **SECC-2011** Officer through the District Superintendent of Police.
- vi. The Village wise vulnerability mapping for the District should be available with the DCOs/ Nodal Officers. Officials from the DCO/ Nodal Officer should compulsorily visit such locations and interact with the villagers and constantly monitor the developments.
- vii. The PSO and Superintendent of Police of the District should hold a joint review on the subject and finalize a focused action plan to deal with the potential threats and intimidation points identified.
- viii. During the **SECC-2011**, the District/DCO/ Nodal Officer Officials should pay special attention to verify whether people from the vulnerable habitats/ communities are being properly enumerated or not. In case, they find that some sections of the people are not being enumerated or that false information is being recorded/ returned, they should inform the Charge officer/PSO about this immediately. The Charge Officer and PSO should dispatch squads specifically meant for this purpose, to ascertain, by a visit to the area/hamlet, that there is no hindrance – overt or covert. They should closely monitor the developments and initiate effective interventions. After

the **SECC-2011**, the Charge Officer/PSO shall submit a special report, Village wise, in writing to the DCO/ Nodal Officer indicating as to whether people from the vulnerable habitats were enumerated fully and correctly.

- ix. At the time of training, the Charge Officer should brief the Enumerator/Supervisor concerned about the vulnerable locations within their areas. The Supervisor should take special steps to assist the Enumerator in these areas. The Enumerator/ Supervisor should submit a report to the Charge Officer indicating the difficulties and the steps taken to overcome them in the vulnerable locations. The Charge Officer should send the report along with the docket of completed Charge Register to the Directorate of Census Operations/ Nodal Officer.
- x. During the **SECC-2011** period, the Officers of the DCO/ Nodal Officer and other senior officers while visiting the Districts should pay special attention to this problem and find out whether any undue influence, intimidation/ obstruction is being caused.
- xi. If any complaint is received or information gathered from any sources about obstruction/threat to any section of the population, the same shall be enquired into by the local administration without any delay.
- xii. It is expected that accountability of various officials for vulnerability mapping and follow up at every stage shall be clearly defined with reference to each Village/Town. Severe disciplinary action will be initiated in case of dereliction of duty on the part of any officials in this matter.

10. **Disposal of Grievances/Complaints received on SECC-2011 issues:** In order to redress the grievances/complaints that are received from public and various other Stake holders, on various issues, the ORGI has felt a need to set up grievance redressal mechanism. Most of the complaints received can be clubbed in following categories:

- i. Complaints from general public regarding non coverage of their area during **SECC-2011**.
- ii. Complaints from general public that the enumerator is not taking down the details correctly.
- iii. Complaints from public representatives regarding coverage or content.
- iv. Complaints from government staff regarding using their services for **SECC-2011** work but not making necessary travel and accommodation arrangements, non-payment or delay in payment of TA/DA etc., vindictiveness towards some staff while favouring some other staff, etc.
- v. Complaints from suppliers of **SECC-2011** material, transporters etc. regarding delays in payments.

To address these grievances, it has been decided that the following mechanism may be put in place:

- (i) Grievance cells-cum-control rooms may be opened in the office of each Charge Officer/PSO/DCO/ Nodal Officer, to attend to any complaint regarding coverage and content.
- (ii) Grievance cells-cum-Control rooms may be opened in the offices of the Deputy Collector/ Principal **SECC-2011** Officer in every District He may attend to all complaints on all issues as have been categorized above. Similar arrangements should be made at the State level both in the Office of the State Coordinator as well as the DCO/ Nodal Officer.
- (iii) All Grievances Cell-cum-control rooms may maintain a proper register detailing the complaints received and action taken. Registers may be checked by the Senior Officers from time to time. A time frame of 5 days may be fixed for attending to complaints and giving a reply to the complainant.
- (iv) A specimen of the format for Action Taken Report on the recording and disposal of complaints/ grievances is given in Annexure VIII.

11. **Publicity:** The **SECC-2011** is a National exercise. It is possible that unscrupulous elements may also spread disinformation. It is therefore necessary that an active publicity campaign be mounted to spread awareness. While at the National

and State level, efforts would be taken in this regard, local initiatives to supplement this would be of utmost importance. The involvement of committed and credible Non Governmental Organisations in this would also be of great help. This would be especially necessary for carrying out **SECC-2011** for difficult areas and difficult to enumerate people.

12. **Conclusion:** The Principal **SECC-2011** Officers are the kingpins who ultimately determine how well the National exercise of **SECC-2011** is conducted. It is needless to emphasize that such campaigns cannot be successful without the personal involvement of the District officials led by the District Collector. It is their personal commitment and involvement that would prove to be the differentiator between an ordinary headcount and a quality database of the people of India.

.....
.....

To

All Directorates of Census Operations/ Nodal Officers

Copy to:

- (i)
- (ii)
- (iii)

Annexure-I
Proceedings of the Charge Officer
Socio Economic and Caste Census, 2011

..... District/ Town.

.....

No.....

Date.....

TO

Subject: - Socio Economic and Caste Census, 2011 - Appointment as Enumerator regarding.

I hereby appoint you as Enumerator for the period fromto for the Enumeration Block/sub-block No..... the details of which are given overleaf.

2. Your duties and responsibilities as Enumerator are given in the Instruction Manual for your information and compliance.

Place:

Signature:.....

Date:

(Charge Officer)

Seal :

Location Particulars and the Extent of the Enumeration Block/sub-block allotted

Location Particulars:

Name of the State/UT: Location Code No.

Name of the District : Location Code No.

Name of the Tahsil/Taluk/
PS/Dev.Block/Circle/Mandal Etc.: Location Code No.

Name of the Town/Village: Location Code No.

Ward Code No.(Only for Towns):

Enumeration Block/sub-block No(s) allotted:

Supervisor Circle No.:

Name & Address of the Supervisor:

Extent of the Enumeration Block/sub-block:

Enumeration Block No.	Description of the Enumeration Block/sub-block (Please indicate the boundaries of the Enumeration Block/sub-block and give the Building Numbers along with the street names if available. Otherwise indicate the locality and prominent landmarks in the assigned Enumeration Block/sub-block. In case more than one Enumeration Block/sub-block is being assigned to the same enumerator please give details of each Enumeration Block/sub-block separately.)

Annexure-II
Proceedings of the Charge Officer
Socio Economic and Caste Census, 2011

..... District/ Town.

.....

No.....

Date.....

TO

Subject: - Socio Economic and Caste Census, 2011 - Appointment as Supervisor regarding.

I hereby appoint you as Supervisor for the Supervisory Circle No....., the details of which are given overleaf.

2. Your duties and responsibilities as Supervisor are given in the Instruction Manual for your information and compliance.

Place:

Signature:.....

Date:

(Charge Officer)

Seal :

Location Particulars and the Extent of the Supervisory Circle allotted

Location Particulars:

Name of the State/UT: Location Code No.

Name of the District : Location Code No.

Name of the Tahsil/Taluk/
PS/Dev.Block/Circle/Mandal Etc.: Location Code No.

Name of the Town Location Code No.

Supervisory Circle No.:

Enumeration Block/sub-block Numbers that are included in the Supervisory Circle, along with the respective names and addresses of the Enumerators:

Sl. No.	Name of the Village/Ward along with code	Enumeration Block No.	Name, Address and Telephone/Mobile No. of the Enumerator
1			
2			
3			
4			
5			
6			
7			
8			

Annexure III - Roles and functions of the Principal SECC-2011 Officer (PSO)

Principal SECC-2011 Officer

- (a) Cause the required number of District or Sub-Divisional SECC-2011 Officers or Charge Officers to be appointed for taking SECC-2011 in the district or municipal corporation or panchayat area, etc.;
- (b) Take, aid in and supervise the taking of the SECC-2011 within the limit of the district or municipal corporation or panchayat areas, town area committee notified areas and the like and forward the result alongwith the filled in scheduled and blank forms to the Director of Census Operations with the period specified by him.
- (c) Arrange for the training to Enumerators, Supervisors and Charge Officers so as to enable them to perform their duties efficiently and within the time specified by the Director of Census Operations/ Nodal Officer; and
- (d) Take action and prosecute any defaulting person with the previous sanction of the State Government or of an authority authorized in this behalf by the State Government.

Annexure IV- Roles and functions of the District/Additional District or Sub-Divisional SECC-2011 Officer

- (a) (i) Cause the required number of Charge Officers and other SECC-2011 officers in a district or sub-division to be appointed;
- (ii) Cause the entire area of a district to be divided into well demarcated SECC-2011 divisions, namely, charges, supervisor's circle and enumerator's blocks as per instruction issued in this behalf by the Director of Census Operations/ Nodal Officer;
- (iii) Cause the upto date list of villages and towns to be compiled and their jurisdictional maps prepared;
- (iv) Assist the Director of Census Operations/ Nodal Officer in compiling the related statistical data as per his requirement
- (v) Give proper publicity to SECC-2011 programmes so as to get proper responses from the public;
- (b) Impart training to Charge Officers and cause proper training to be imparted to Supervisors and Enumerators/ Data Entry Operator through Charge Officers so as to enable them to perform their duties efficiently and to assist the Principal SECC-2011 Officers to take aid in and supervise the taking of SECC-2011 within the limits of the districts, municipal corporation, panchayats etc;
- (c) Consolidated the summary of enumerator's abstract or statement for the entire district
- (d) Carry out such other jobs necessary for the successful taking of the SECC-2011.

Annexure V- Roles and functions of the Charge Officer

- (a) Cause the required number of Supervisors and Enumerator to be appointed within the jurisdiction of his charge;
- (b) Prepare basic documents like general village registers and charge registers as per instructions from the Director of Census Operations/ Nodal Officer within the time schedule;
- (c) Familiarize himself with the enumeration instructions and cause the Supervisors and Enumerators to be trained so as to enable them to perform their duties efficiently;
- (d) Ensure that the work goes on according to the time schedule;
- (e) Ensure full coverage, accuracy and timeliness in taking SECC-2011;
- (f) Carry out such other tasks as may be necessary for the successful taking of the SECC-2011.

**Annexure VI : Format for advance compilation of information
on vulnerable areas**

Rural/ Urban	State/UT	<input type="text"/>	<input type="text"/>	District	<input type="text"/>	<input type="text"/>
Charge No. and name	Name of village/ Name of town with location code	Name of hamlets / areas identified as vulnerable	Enumeration Block /sub-block No.	Name of enumerator	Remarks (type of vulnerability, e.g., forest village, un-authorized area, construction site, hilly area, desert area, extremist prone, nomadic population, caste problem, communal tension, etc.)	
1	2	3	4	5	6	

Signature of Charge Officer with seal and date.....

Annexure VII: Format for SECC-2011 Training Plan

Rural/ Urban State/UT

--	--

 District

--	--

A. Training of Charge Officers:

Date of training	Complete postal address of training venue	Name and contact number of venue in-charge	Whether electricity connection is available at the venue	Batch size
1	2	3	4	5

B. Training of SECC-2011 Enumerators and Supervisors:

Charge No. and name	Date (s) of training	Complete postal address of training venue	Name and contact number of venue in-charge	Whether electricity connection is available at the venue	Batch size (maximum 50)
1	2	3	4	5	6

Signature of Principal SECC-2011 Officer with seal and date.....

**Annexure VIII : Format for Action Taken Report on Complaints received
on field-work of SECC-2011**

Rural/ Urban	State/UT	<input type="text"/>	<input type="text"/>	District	<input type="text"/>	<input type="text"/>
Charge No. and name	Name of village/ Town & ward with location code	Type of complaint (enumeration related: area not covered, household left out, details not being recorded correctly, etc. Complaint from SECC-2011 staff: payment not fully received, vindictive attitude of superiors, etc.)	Details of the complainant with Date of receipt of complain (give * if it is from a public representative)	Corresponding Supervisory-Circle No. & EB/sub-block No.	Details of action taken and date on which complaint resolved if some area has earlier been omitted and new EB (s) have been formed for covering that area, check that appropriate entries have also been made at the Charge Register and corresponding supervisor-booklet (s)	
1	2	3	4	5	6	

Signature of Charge Officer with seal and date.....



SOCIO-ECONOMIC AND CASTE CENSUS 2011 ACKNOWLEDGEMENT SLIP BOOKLET

Book No. (Pre Print)

Serial No.: 001 - 150

Identification particulars:(1) Name of State/UT _____ Code (2) Name of the District _____ Code (3) Name of the Tahsil/Taluk/PS
/Dev. Block/Circle/Mandal etc. _____ Code (4) Name of Town/Village _____ Code (5) Ward Code (only for town) _____ Code (6) Houselisting Block No _____ Code (7) EB and Sub-Block No _____ Code **Name of Enumerator** _____**Name of Data Entry Operator** _____ Code

Signature _____ Date

Signature _____ Date

Name of Supervisor


Signature _____ Date _____

Socio-Economic and Caste Census 2011
Acknowledgement Slip
(Office Copy)



Leaf Srl. No.-----

Socio-Economic and Caste Census 2011
Acknowledgement Slip
(Respondent Copy)



Book No: (Pre Print)
 Leaf Srl. No.(Pre Print)

EB & Sub-Block No. - Serial No. of household

Pre-print: State: _____ District: _____ Tehsil: (rubber stamp) _____
 To be filled-in by enumerator - -

Certificate by the respondent:

- I declare that all the information provided to the enumerator is true to the best of my knowledge and belief.
- I have seen the information recorded/ the information has been read out to me and I certify that they have been entered correctly.
- I am aware that the religion and Caste/ Tribe declared by me will not confer me any right to claim any Caste/ Tribe / Community certificate.
- I am aware that my personal/ household level data, except religion and Caste/ Tribe will be published. I give my consent / I do not give my consent for the same* **(Strike off whichever is not applicable).**

* I am aware that by not giving my consent for publishing my data, I will not be considered for.....

Please turn over

Name of Head of the household: _____

Number of persons in the household	Total:	Male:	Female:
------------------------------------	--------	-------	---------

Certificate by the enumerator and data entry operator:

- We declare that all the information provided by the respondent has been correctly entered in the computer. The contents have been shown/ read out and has been verified by the respondent.
- The individual/ household data on religion and Caste/ Tribe is confidential and will not be published.
- The Caste/ Tribe is as declared by the respondent and it will not confer any right to claim any Caste/ Tribe / Community certificate.

Name of Enumerator: _____ Signature of Enumerator _____ Date: _____	Name of Data entry operator: _____ Signature of DEO: _____ Date: _____
---	--

Socio-Economic and Caste Census 2011 *Acknowledgement Slip (reverse side)* **(Office Copy)**

5. List of members of this household are as under:

Srl. No.	Name (start with HEAD of the household)	Sex

Name of Respondent: _____

Serial No. of respondent

Signature /Thumb impression of Respondent with date _____

Thumb impression

SOCIO ECONOMIC & CASTE CENSUS 2011

(Form for filing objection against inclusion in Draft Publication of Information for SECC 2011)

Serial number.....

Date.....

(To be filled in by Officials)

The Block Development Officer of SECC 2011

Block

District.....

State.....

Madam/ Sir,

I object to the information furnished by the household 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	Supporting Documents
1	2
1	
2	
3	

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.....

.....

Tel./Mobile No. 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). He may remain present during the hearing.

Receiving Officer.....

Name of Town/ Tahsil.....

District/ State.....

SOCIO ECONOMIC & CASTE CENSUS 2011

(Form for corrections/ modifications of particulars in the Draft Publication of Information for SECC 2011)

Serial number.....

Date.....

(To be filled in by Officials)

The Block Development Officer of SECC 2011

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 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 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 objector.....

Name (in BLOCK letters).....

Present Address.....

.....

Tel./Mobile No. 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.

Receiving Officer.....

Name of Town/ Tahsil.....

District/ State.....

SOCIO ECONOMIC & CASTE CENSUS 2011

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

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

Serial number.....

Date.....

The Block Development Officer of SECC 2011

Block

District.....

State.....

Subject: Request for inclusion in Socio Economic Census 2011

Madam/ Sir,

I am to state that during the enumeration for Draft Publication of Information for SECC 2011, I 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 my name /particulars of my household may kindly be registered in the relevant Draft Publication of Information for SECC 2011.

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

I also state that I 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 objector.....

Name (in BLOCK letters).....

Present Address.....

.....

Tel./Mobile No. Date.....

Yours faithfully,

(.....)

Name (in BLOCK letters).....

Present Address.....

.....

Enclosure: Filled in SECC Survey Form along with documents.

Date:

Place:.....

===== (cut here) =====

ACKNOWLEDGEMENT

Serial number.....

Date.....

Received from _____ an application for late registration in Draft Publication of Information for SECC 2011 for consideration of the Government.

Receiving Officer.....

Name of Town/ Tahsil.....

District/ State.....

SOCIO ECONOMIC & CASTE CENSUS 2011

(Notice to the person in respect of whom objection has been made)

Duplicate (Office copy)

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