

**Duties and responsibilities and main job requirements of Assistant Director of Census Operations (G) in the office of the Registrar General India.**

1. To perform the duties of Drawing and Disbursing Officer for the Directorate of Census Operations.
2. To supervise the work relating to establishment matters, finance matters and budget matters handled by the sections under him.
3. To supervise and handle the court cases relating to the Directorate of Census Operations.
4. To attend to any other item of work assigned to him.

**Duties of Office Superintendent in the Directorates of Census Operations in various States/UTs.**

1. Supervision and monitoring of work of Establishment and Account Section.
2. Scrutiny and checking of all types of Claims viz.LTC, TA, Advances etc. before submitting it to higher authorities for approval/sanction etc.
3. Control over the expenditure as per the budget allocation.
4. To check the cashbook and other documents being maintained by the Cashier.
5. To prepare and maintain Reservation Roaster.
6. To maintain and update vacancy position.
7. To arrange for convening Departmental Promotion Committee meeting including preparation of DPC notes etc.
8. To assist in preparation of Budget estimates.
9. To deal with the Court cases and representations of the officers and employees.
10. Calculation of Income Tax and compile information for filling quarterly /annual returns as per the provisions of the IT Act.

**Duties and responsibilities for Ministerial staff in the Directorates of Census Operations in various State/UTs.**

**Lower Division Clerk:**

1. Diary and dispatch work.
2. Typing work.
3. Maintenance of file record (Register) and file movement registers.
4. Maintenance of records of casual leave etc.

**Upper Division Clerk:**

1. Maintenance of Service Books and Personal files.
2. Submission of leave application and other personal matters of employees.
3. Maintenance of Earned /Medical leaves account.
4. Preparation of Pay Bills.
5. Scrutiny and submission of other claims viz. T.A. Medical reimbursement, withdrawal/advance from GPF, LTC claims etc.
6. Compilation, preparation and submission of different monthly, quarterly and annual returns.
7. Maintenance of GPF account of Group-D employees.
8. To deal with the pay fixation cases.
9. Care taking and store keeping.

**Duties of Stenographer Gr. I in the Directorate of Census Operations.**

1. To performed all stenographic duty.
2. To maintenance all official telephone call of the office room attend.
3. To attend any other work assigned.

**Duties of Junior Translator in the office of Directorate of Census Operations.**

1. To do normal translation work related to all activities and work of the directorate/office.
2. To consolidate various returns/information as required for implementation of various Official Language Act. And policy matters regarding Hindi.
3. To attend to various direction/instructions issued by the office of the Registrar General, India/Directorates of Census Operations in regard to the instructions received from Departmental of Official Languages from time to time.
4. To assist in connection with all the meetings etc. related to Hindi/Official Language.
5. To attend any other work assigned by the seniors and officers from time to time.

**Duties of Staff Car Drivers in the office of Registrar General , India.**

1. To Drive the Government assigned Official Car and its maintenance in full running condition.
2. To attend the minor mechanical and electrical works as assigned.
3. Any other duties assigned by the authority.

**Duties of the Printing Officer in the office of the Registrar General, India:**

The Printing Officer is required to supervise and exercise checks in regard to the printing work and the staff deployed in printing Division.

In brief , the following are the duties of a printing officer:-

1. To supervise the printing of publications, forms , Schedules, Periodicals and other allied items.
2. Technical marking of the manuscript, camera-ready copies and to determine lay out of the publications etc.
3. Maintenance of necessary records, returns and Stock Registers of the Division, papers and binding material etc.
4. To keep liaison with the Govt. of India presses, Directorates of printing, DGS&D to expedite the printing jobs/procurement of set printing paper etc.
5. To scrutinize the bills of the Govt. of India presses/private presses etc.

**Duties of the Senior Technical Assistant (Printing): in the office of the Registrar General, India**

1. To check & finalize proofs/CRC of the publication Forms, schedule, Manuals Reports etc.
2. To keep liaison with Directorate of Printing, Government of India press Presses /Pvt. Presses, DCOs, DGS&D etc.
3. To maintain the paper account & binding material etc. and security of bills of the presses.
4. To assist the P.O. in handling allied jobs concerning Printing Section.

**Duties of the post of Proof Reader in the Office of Registrar General, India.**

1. Checking and glancing f proofs with manuscript.
2. To assist the Printing Inspector in correspondence work and liaisoning with Directorate of Printing/Controlled Publication Branch/Directorate of Census Operations/Govt. Of India Press etc.
3. Visit to presses.
4. Maintaining the job registers of printing of publications
5. To assist to distribute the Material to various agencies.

**Duties and responsibilities of DRG (Map)- in the office of the Registrar General, India**

- 1.To perform as technical and administrative head of Map Division, ORGI.
2. Planning and to provide effective technical direction to undertake various mapping projects.
3. Introduce and equip the mapping unit of the ORGI and Directorate of Census Operations with latest cartographic methods and GIS techniques including Remote Sensing and Mobile Mapping System etc.
4. To provide over all supervision and assign the projects to the officers at various levels viz; ARG (Map), Map Officer and Research Officer (Map) in the ORGI and State Directorate mapping units.
5. Co-ordination and liaison with Ministry of Hone/other Ministries /Organizations as well as with Head of the Department (RGI) and other Divisional heads of the ORGI for smooth conduct of Census and completion of other projects assigned to the Department.

6. To participate as institutional member in various meetings, seminars, workshops and other forms of Govt./non-Govt. organizations such as Planning
7. Commission/NSDI/INCA/NAGI (IGC) and Map India etc. and to focus the cartographic activities and achievements of Census Organization at various platforms.

#### **Duties of different categories of officials in Map Division:**

##### **Asstt. Registrar General (Map):**

1. General supervision and planning of various projects carried out in the Map Division at RGI Hqrs and DCOs.
2. To organize training programmes for various projects like computer assisted cartography, manual cartography etc.
3. Coordinate the mapping activities among the other Divisions /DCOs and Ministries.

##### **Map Officer:**

1. To supervise the mapping work carried out in the Map Division for various census projects.
2. To supervise the computer mapping work and coordinate the training programmes in the Map Division.
3. Monitoring of progress of mapping work of States/UTs and Hqrs.
4. Any other work assigned by superior officers.

##### **Research Officer (Map):**

1. Preparation of reports and finalization of different mapping projects.
2. Preparation of format for data collection.
3. Supervise the statistical and drawing work and to guide the officials in computer assisted cartography and manual cartography.
4. To check the annotations and analysis of the statistical data for various census publications.

##### **Research Officer (Drawing):**

1. Formulation of cartographic techniques for map drawing.
2. Finalisation of maps /charts/diagrams for final printing.
3. Supervision and guidance to the officials for various publications.

##### **Map Analyst:**

1. To lay-out the frame maps and to conduct various processes of maps drawing/printing, preparation of colour separation.
2. Scrutiny and finalization of draft/final maps, charts etc.
3. Supervision of cartographic works of computer assisted and manual cartography.

**Senior Geographer:**

1. Supervision of mapping work of Geographers /Cartographers and drawing staff.
2. Writing of analytical notes of maps, charts, diagrams etc.
3. Scrutiny of maps for final printing.
4. Maintaining of progress of cartographic activities.
5. Preparation of experimental maps/charts/diagrams for census publications.
6. Drafting of instructions for cartographic/portrayal of census /non-census data.

**Cartographer:**

1. To prepare experimental drawings of maps based on census /non-census data using different cartographic techniques.
2. To draft explanatory notes of maps/charts, diagrams.
3. Collection and compilation of data for thematic mapping .
4. To digitize the maps through digitizer for computer assisted cartography.
5. Any other duties allotted by Supervisory Officer from time to time.

**Geographers:**

1. Collection/compilation of census /non-census data for mapping purposes.
2. Analysis of maps prepared on various themes and writing their interpretations.
3. Drafting of reports, scrutiny of data and maps.
4. To digitize the maps through digitizer for computer assisted cartography.
5. Any other duties assigned by Supervisory Officer from time to time.

**Sr. Drawing Assistant:**

1. To prepare final drawing for maps, charts/diagrams for printing.
2. Supervise the printing work of maps.
3. Supervise the work of Artist /Sr. Artist/Draughtsman etc.
4. To digitize the maps through digitizer for computer assisted cartography.

**Draughtsman:**

1. Drawing of final maps, charts and diagrams and cover designs for census publications.
2. To prepare color guides for maps.
3. Updating of charge/ward maps for census.
4. To check the proof and supervise the printing of maps etc.
5. Any other duties assigned by the supervisory officers.

**Duties for the post of DRG (L) in the office of the Registrar General, India.**

Overall supervision, planning, coordination and rendering guidance to the subordinate officers as Head of office in all activities of the Language Division. Duties of the DRG(L) involve;

1. Editing, finalization and publication of the different language tables of each census.
2. Preparation of models and designs of language survey developing the methodology for the survey work and supervision of the survey operation.
3. Coordination and rendering assistance to the RGI in all language related matters.

**Duties for the post of Sr. Research Officer (Language) in the Office of the Registrar General, India.**

1. Coordination supervision and rendering guidance to the Research Officer (Language)/Linguist in Language survey work and Language census work and editing of the reports for submission to the Assistant Registrar General (Language)/Registrar General, India.
2. Classification rationalization and identification of mother tongues collected in each census and responsible for publication of the different language tables.
3. Conducting field investigation, analysis and preparation of reports and briefs on languages/dialects independently or supervision of the work of the Research Officer (Language)/Linguist.
4. Senior Research officer (Language) will function as coordination between the Research Officer (Language)/Linguist and will render assistance to the Assistant Registrar General (Language) in all the activities of the Division.

**Duties for the post of Sr. Research Officer (Language)/Linguist in the Office of the Registrar General, India.**

1. Coordination and rendering guidance to the Investigator (L) in the Language census and survey work.
2. Scrutiny, analysis and classification of Language data census.
3. Carrying out and guiding field investigation on Language/dialect/mother tongue independently or under supervision of the SRO (L)/ARG (L) and preparation of reports and briefs on above subject.

**Duties for the post of Investigator (Language) in the Office of the Registrar General, India.**

1. Scrutiny and compilation work of language data of the census and rendering assistance to the R.O. (L)/Linguist in all matters.
2. Carrying out field investigation on language /dialect/mother tongue independently or under supervision and preparation of reports and notes on the above subject for submission to the RO (L)/Linguist.

**Duties and responsibilities of ARG (Demo) in the office of the Registrar General, India.**

1. He/she will be the in-charge of the Demography Division.
2. To assist in planning and conducting of censuses and surveys.
3. To analyse the census data and present these in the form of Reports and papers.
4. To prepare projections of population at national, state and district levels etc.
5. To conduct evaluation surveys like Post Enumeration Surveys;
6. To organize in-service training -cum-workshops for the officials of ORGI/DCOs.
7. To represent the organization in different official Groups/Sub- Groups formed by the Ministries for various development programmes.

**Duties and responsibilities of DRG (C & T) in the office of the Registrar General, India.**

1. To provide technical guidance for the conduct of Census Operations in the country which include planning and finalization of Houselist and Household Schedules.
2. Drafting and issue of various circulars and instructions to field offices involving close coordination and liaison with the State Governments.
3. Monitoring of all aspects of Census taking at the time of Census which include printing arrangements and supply of various forms, infrastructure facilities in terms of equipments and coordination with all other Divisions of ORGI for Maps, Data Processing etc.
4. Formulation of Tabulation Plan for generating tables including provisional results and Dissemination of Census data.
5. Coordination and liaison with Ministry of Home/other Ministries /Organisations and other Divisional heads of the ORGI for smooth conduct of Census and completion of other projects assigned to the Department.
6. To participate as a institutional member in various meetings, seminars, workshops and other forms of Govt./non-Govt. organization such as Planning Commission/Ministry of Labour/NSSO/CSO etc. and to focus achievements of Census Organization at various platforms.
7. All works relating to Parliament Questions, Recommendations of cases of deputation for training/Assignments abroad .

**Duties and responsibilities and main job requirements of Joint Directors of Census Operations (JDCO) in the Office of the Registrar General, India.**

1. Supervise the work allotted to DDCO working under them.
2. Undertake all necessary measures for planning and execution of statistical jobs in connection with population census and those related to other schemes/projects taken up by this office.
3. Assist in finalization of agenda notes and proceedings of the meetings, workshops, seminars and conferences organized by this office.

4. Imparting training to the charge Officers and the Master Trainers during Census Operations and also to the personnel associated with other schemes and projects.
5. Monitor the field work relating to Census Operations and other schemes /projects and provide necessary guidance on technical matters.
6. Monitoring the progress of the work relating to processing of data collected during Houselisting Operations, Population Enumeration and field work of various other schemes and projects.
7. Moot out plans and programmes for proper dissemination of census data and the data relating to other schemes, surveys etc.
8. Ensure that different activities associated with various schemes/projects taken up by this office are completed in time.
9. Co-ordinate between senior officers and the subordinate staff.
10. Scrutiny of manuscripts of the census publications, bulletins, reports etc and bring about necessary modifications and improvements within the frameworks and prescribed norms.
11. Supervise field work on census, social studies, demography, sample registration system, civil registration system, causes of death, linguistic surveys etc.
12. Attend to correspondence and supervise proper maintenance of files, registers, control charts etc.
13. Preparation of material on Questions received for reply in Parliament/State Assemblies.
14. Attend to other misc. duties assigned by their seniors.

**Duties , responsibilities and main job requirements of Deputy Director Census Operations (DDCO) in the Office of Registrar General, India.**

1. Supervise the work allotted to ADCO(T)/ADCO working under them.
2. To supervise the work relating to Establishment and Administration matters.
3. To supervise and handle the court cases relating to the Directorate of Census Operations.
4. Undertake all necessary measures for planning and execution of statistical jobs in connection with population census and those related to other schemes /projects taken by this office.
5. Assist in finalization of agenda notes and proceedings, workshops, seminars and conferences organized by this office.
6. Impart trainings to the Charge Officers and the Master Trainers during Census Operations and also to the personnel associated with other schemes and projects.
7. Monitor the field work relating to Census Operations and other schemes/projects and provide necessary guidance on technical matters.
8. Monitoring the progress of the work relating to processing of date collected during Houselisting Operations, Population Enumeration and filed work of various other schemes and projects.



9. Moot out plans and programmes for proper dissemination of census data and the data relating to other schemes, surveys etc.
10. Ensure that different activities associated with various schemes/projects taken up by this office are completed in time.
11. Co-ordinate between senior officers and the subordinate staff.
12. Scrutiny of manuscripts of the census publications, bulletins, reports etc. and bring about necessary modifications and improvements within the framework and prescribed norms.
13. Supervise field work on census, social studies, demography, sample registration system, civil registration system, cause of death, linguistic surveys etc.
14. Attend to correspondence and supervise proper maintenance of files, registers, control charts etc.
15. Preparation of material on Questions received for reply in Parliament/State Assemblies.
16. Attend to other misc. duties assigned by their seniors.

**Duties and responsibilities and main job requirements of Assistant Directors of Census Operations Technical [(ADCO(T)] in the Office of the Registrar General, India.**

1. Undertake all necessary measures for planning and execution of statistical jobs in connection with population's census and those related to other schemes /projects taken up by this office.
2. Assist in finalization of agenda notes and proceedings of the meetings, workshops, seminars and conferences organized by this office.
3. Impart training to the Charge Officers and the Master trainers during Census Operations and also to the personnel associated with other schemes and projects.
4. Monitor the field work relating to Census Operations and other schemes/projects and provide necessary guidance on technical matters.
5. Monitoring the progress of the work relating to processing of data collected during Houselisting Operations, Population Enumeration and field work of various other schemes and projects.
6. Moot out plans and programmes for proper dissemination of census data and the data relating to other schemes, surveys etc.
7. Ensure that different activities associated with various schemes/projects taken up by this office are completed in time.
8. Supervise the work allotted to Statistical Investigators (Grade-I) working under them.
9. Co-ordinate between senior officers' and subordinate staff.
10. Scrutiny of manuscripts of the census publications, bulletins, reports etc. and bring about necessary modifications and improvements within the framework and prescribed norms.
11. Supervise field works on census, social studies, demography, sample registration system, civil registration system, cause of death, linguistic surveys etc.

12. Attend to correspondence and supervise proper maintenance of files, registers, control charts etc.
13. Preparation of material on Questions received for reply in Parliament/State Assemblies.
14. Attend to other misc. duties assigned by their senior officers.

**Statement showing hierarchy of the Officers/officials in the statistical cadre of the office of the Registrar General ,India and their responsibilities and main job requirements.**

| Designation   | Responsibilities and main Job requirements  |
|---|---|
| <p><b><u>Statistical Investigator</u></b><br/><b><u>Grade-I</u></b></p> | <ol style="list-style-type: none"> <li>1. Assist in planning and execution of statistical jobs in connection with population census and those related to other schemes/projects taken up by this office.</li> <li>2. Preparation of agenda notes, proceedings and consolidation of materials for meetings workshops, seminars and conferences.</li> <li>3. Co-ordinate, monitor and supervise the progress of the various schemes /projects.</li> <li>4. Co-ordination between senior officers and the subordinate staff.</li> <li>5. Allot and supervise the work of subordinate staff.</li> <li>6. Impart training to enumerators and Supervisors during Census Operations and also to the personnel associated with other schemes and projects.</li> <li>7. Supervision of the fieldwork relating to census operations and other schemes/projects and providing guidance on technical matters wherever required.</li> <li>8. Supervision of the work relating to maintenance of records and their movement during editing coding, data entry etc.</li> <li>9. Supervision of the work relating to processing of data on House listing , population Enumeration and other schemes and projects and the generation of tables ,statements , annexures etc.</li> <li>10. Preparation of manuscript of census publications and drafting of bulletins/reports on other schemes and projects.</li> <li>11. Supply and dissemination of census data and data relating to other schemes, surveys etc.</li> <li>12. Supervise/undertake surveys on census, social studies, demography, sample registration system, civil registration system, causes of death, linguistic surveys</li> </ol> |

etc.

13. Undertake analytical studies and preparation of reports.
14. Attend to correspondence and supervise the maintenance of files, registers, control charts etc.
15. Assist in preparation of material on questions received for reply in Parliament/State Assemblies. Other misc. duties assigned to them by their seniors.

**DUTIES IN SAMPLE REGISTRATION SYSTEM ( VS DIVISION)**

1. Assistance in planning and executing of the jobs under SRS.
2. Preparation of Agenda Notes, proceedings and consolidation of materials for meetings, workshops, seminars and conferences.
3. Co-ordinate, monitor and supervise the progress of SRS
4. Co-ordinate between Senior Officers and the subordinate staff.
5. Allot and supervise the work of subordinate staff.
6. Impart training to Enumerators and Supervisors in SRS.
7. Supervision of fieldwork and providing guidance on Technical matters under SRS.
8. Supervision of work relating to maintenance of records during editing, coding and data entry etc.
9. Supply and dissemination of SRS data to the concerned Ministries and data users.
10. Execution and supervision of various stages of undertaking adhoc surveys in SRS.
11. Undertaking analytical studies and preparation of draft reports.
12. Attend all correspondence and supervise the maintenance of files , registers, control charts etc.
13. Assisting in preparation of material for reply of Parliament Questions.
14. Other misc.duties.

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|  | <p style="text-align: center;"><b><u>DUTIES IN CRS UNITS.</u></b></p> <ol style="list-style-type: none"> <li>1. Over all supervision of the work of statistical Investigator Grade –II.</li> <li>2. Data Analysis and preparation of various reports.</li> <li>3. Preparation of plans and Publicity of Civil Registration.</li> <li>4. Liaison and c-ordination with the State and other Central Govt. offices as well as other agencies on the matter of RBD Act, plans and publicity.</li> <li>5. Training to staff on CRS.</li> <li>6. Interpretation of the law regarding registration of issuing clarification sought by states.</li> <li>7. Examination of proposals with regards RBD Act come from the States.</li> </ol> |
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**Statement showing responsibilities and main job requirements in respect of the post of Investigator (Social studies) Grade-I**

1. To carry out and assist in planning and execution of ethnographic studies /surveys on SCs/STs, socio-economic surveys of villages and towns , tabulation and analysis of field data and preparation of draft reports.
2. To assist the Research Officer (Social Studies) [RO (SS)] in :
  - i) Scrutiny of ethnographic notes , village/town study reports received from Census Directorates.
  - (i) Scrutiny of draft DCHB manuscript, State level town directory etc. particularly checking the statistical portion of the report.
3. To compile All India Town Directory and scrutiny of town level information.
4. To collect/consolidate statistical data in respect of ethnographic information on castes and tribes (with special reference to the SCs & STs) from various journals, book etc. for the purpose of examination of the proposals concerning revision of State-wise SCs & STs lists received from the Ministry of Social & Empowerment and Ministry of Tribal Affairs.
5. To prepare manuscript of ethnographic publications, town directories and drafting of bulletins/reports etc.
6. To undertake analytical social studies and preparation of reports.
7. To assist in the work relating to coding and editing of census data on religion, SCs & STs.
8. To undertake compilation and supply of census data on SCs & STs.

9. To undertake scrutiny and verification of data contained in primary census abstracts for SCs & STs.
10. To undertake analysis of VD/TD & PCA data and prepare analytical reports.
11. To attend to correspondence and maintenance of files, registers, control charts etc.
12. To assist in preparation of materials on questions received for reply in Parliament/State Assemblies and other miscellaneous duties assigned from time to time by Senior Officers.

**Duties of Deputy Registrar General (Social Studies) [(DRG (SS))]in the Office of the Registrar General, India.**

1. Formulation of action plan concerning Census and Non-Census related activities of Social Studies Division including those of decennial Censuses. These include preparation of District Census Handbooks, collection , compilation, quality checks and computerization of village and Town Directory, Finalization of Urban frame and identification of Urban Agglomerations, enumeration of Scheduled Caste and Scheduled Tribes population and finalization of its district level population break up, classification and grouping of religion returns, printing of the publications relating to Scheduled Castes and Scheduled Tribes in respect of each State /Union Territory.
2. Providing guidance for preparation of Tabulation Plan for Special Tables on Scheduled Castes and Scheduled Tribes. Examination of proposals/suggestions and modifications proposed by the data user including research scholars, Ministries/Departments of the Govt. of India with regard to tabulation of Scheduled Castes and Scheduled Tribes population.
3. Formulation of Plan Projects of National Importance on Social Sciences and submission of the same to the Planning Commission for its approval.
4. To device research methodology for implementation of inter censal social studies projects as well as plan projects on Scheduled Castes and Scheduled Tribes and analysis of village level infrastructural facilities.
5. Finalization of tools for data collection, data analysis and report writing with regard to different studies namely village studies, town studies on crafts, fairs and festivals etc. undertaken by this Division as well as Census Directories.
6. Finalization of study reports on various Social Study projects.
7. Holding workshops, seminars and conferences on topics, which could improve the working of Social Studies Division. Participation in meetings, conferences, seminars, Expert Committee etc. as representatives of the ORGI, as resource person.

8. Guidance of classification and grouping of religion returns obtained at the decennial Census and generation of appropriate code structure for suitable classification of religion returns. Thereafter, to finalize religion data of India.
9. Supervision and guidance in finalization of individual Scheduled Caste and Scheduled Tribe population at district and State level and also generation of cross-classified tables.
10. Providing technical advice to the Ministry of Social Justice & Empowerment and also to the Ministry of Tribal Affairs, Government of India on matters relating to inclusion and exclusion of the communities from the State –wise lists of Scheduled Castes and Scheduled Tribes.

**Duties and responsibilities of Assistant Registrar General (Social Studies) in the Office of the Registrar General, India.**

1. Formulation of Census Circulars relating to (i) identification of urban areas and urban agglomerations, (ii) procedure for coding and classification of new /unclassifiable Census returns on Scheduled Castes, Scheduled Tribes and religion reported in the Census Schedules canvassed at the decennial Census, (iii) compilation of village and town level basic amenity/infrastructural facilities in respect of all the States of India.
2. Supervision and guidance in the work relating to examination of the proposals received from all the State Census Directorates identification of urban areas and urban agglomerations for the purpose of Census Operations.
3. Supervision and guidance in examination of new/unclassifiable Census returns on Scheduled Castes, Scheduled Tribes and religions and their classification under appropriate categories for the purpose of finalization of individual Scheduled Castes & Scheduled Tribe population and religion data of India.
4. Supervision and guidance in tabulation and finalization of individual Scheduled Castes and Scheduled Tribe population along with its cross-classified tables based on different demographic variables and also religion data obtained in the decennial Census.
5. Planning and designing for preparation of District Census Handbooks (DCHBs) of India.
6. Supervision and coordination with all State Census Directorates for compilation, quality checks and finalization of village directory and Town Directory data to be used for the purpose of District Census Handbooks.

7. Supervision and guidance of drafting of analytical reports based on village level amenity/infrastructural data and also ethnographic notes on Scheduled Castes/Scheduled Tribes , village studies etc. and its finalization.
8. Supervision and guidance in the work concerning examination of proposal/references received from Ministry of Social Justice and Empowerment and also Ministry of Tribal Affairs, Govt. of India concerning revision of State-wise comments on these aspects.
9. Implementation, guidance and coordination with regard to Plan Schemes, for example, study on large size villages in India and Socio-Demographic Profile on Primitive Tribal Groups (PTGs) awarded to the ORGI in the 10<sup>th</sup> Plan Period by the Planning Commission, Govt. of India.
10. Preparation of tools for data collection, data analysis and report writing with regard to different studies , namely , study on Scheduled Castes/Tribes, village Studies , Town Studies etc.
11. Supervision and guidance in Inter-Censal Social Study projects undertaken by the State Census Directorates.

**Duties and responsibilities of Senior Research Officer ( Social Studies) [SRO (SS)] in the Office of the Registrar General, India.**

1. To assist Assistant Registrar General (SS) in planning and implementation of action plan of the activities of Social Studies Division concerning ethnographic studies /surveys on Scheduled Castes and Scheduled Tribes, socio-economic surveys on village and towns, urban frame, DCHBs tabulation and analysis of field data and drafting of study reports.
2. Drafting of Census Circulars concerning (i) identification of urban areas and urban agglomerations, (ii) procedure for coding and classification of new/unclassifiable Census returns on Scheduled Castes , Schedules Tribes and religion reported in the Census Schedules canvassed at the decennial Census (iii) compilation of village and town level basic amenity/infrastructural facilities in respect of all the States of India.
3. Supervision and guidance in examination of proposals received from all the States /Uts Census Directorates concerning identification of urban areas and urban Agglomerations in each States & UTs and finalization of scrutiny comments.
4. Supervision of scrutiny of ethnographic notes, village/town studies reports received from Census Directorates and also to finalise scrutiny comments.
5. Finalization of scrutiny comments of draft DCHB manuscripts.
6. Supervision and guidance for finalization of All-India Town Directory.
7. Supervision and guidance of the work concerning explanation of proposals on inclusion/exclusion and other modifications in the State SCs & STs lists and finalization of scrutiny comments.

8. Supervision of drafting of ethnographic notes on SCs & STs and also the study reports of village/town studies craft studies etc. undertaken in the office.
9. (i) Coordination with all the States & Uts. Census Directorates in the matter of new/unclassifiable Census returns of Scheduled Castes, Scheduled Tribes and religions in respect of the State and UT concerned.(ii) Supervision and guidance in examination of new /unclassifiable Census returns on SCs, STs and religions reported in Census Schedules and to suggest appropriate classification under SCs or STs categories, main religions, respectively based on published ethnographic information.(iii) Supervision and guidance in examination and finalization of State and district level individual Scheduled Castes & Scheduled Tribes population figures and also religion data.
10. Supervision and guidance in analysis of village and town level amenity data cross-classification by PCA data and preparation of analytical reports.
11. Implementation of Plan Schemes undertaken in Social Studies Division.
12. Co-ordination and supervision of general administration, service matters concerning officers and staff of S.S. Division.

**Duties and responsibilities of Research Officer (Social Studies) [RO (SS)] in the Office of the Registrar General, India.**

1. To assist Senior Research Officer (SS) in planning and implementation of action plan of the activities of Social Studies Division concerning ethnographic studies/surveys on Scheduled Castes and Scheduled Tribes, socio-economic surveys on village and towns, urban frame, DCHBs, tabulation and analysis of field data and drafting of study reports.
  2. Examination of proposals received from all the State /Uts Census Directorates concerning identification of urban areas and urban agglomerations in each States & UTs and drafting of scrutiny comments.
  3. Scrutiny of ethnographic notes ,village /town studies reports received from Census Directorates and also to prepare /finalize scrutiny comments.
  4. To supervise the scrutiny of draft DCHB manuscripts and to prepare scrutiny comments including suggestions for improvement(s) of draft reports , if any.
  5. To finalize All India Town Directory including scrutiny of town level information.
  6. (a) To supervise collection/compilation of ethnographic information of castes and tribes (with reference to the Scheduled Castes and Scheduled Tribes) from various journals, books etc. for the purpose of examination of the proposals concerning revision of State-wise SCs & STs lists received from the Ministry of Social Justice & Empowerment and Ministry of Tribal Affairs.
- (b) To examine the proposals concerning inclusion/exclusion and other modifications in the State SCs & STs lists and also to prepare scrutiny comments.



7. Drafting of ethnographic notes on SCs & STs and also the study reports of village/town studies, crafts studies etc. undertaken in the office.
8. To examine new /unclassifiable Census returns on SCs, STs and religions reported in Census Scheduled and to suggest appropriate classification under SCs or STs categories, main religions, respectively based on published ethnographic information.
9. To supervise the compilation and supply of Census data on SCs and STs as per the requirements.
10. To undertake scrutiny and verification of data contained in SCs & STs PCA data.
11. To undertake analysis of village and town level amenity data cross classification by PCA data and to prepare analytical reports.
12. To prepare draft notes/materials on Questions received for reply in the Parliament/State Assemblies.
13. To attend to correspondence and maintenance of files, registers, control charts etc.

**DUTIES OF OFFICERS/OFFICIALS IN D.P. DIVISION AT ORGI HQ AND DATA CAPTURE CENTER (DCC) AT  
DIRECTORATE OF CENSUS OPERATION (DCO)**

**Duties of the Director (Electronic Data Processing) in the Office of the Registrar General, India.**

1. Overall responsibility of functioning of Data Processing Division, Data Capture Centers and providing technical advise to the ORGI in Information Technology related activities/matters.
2. Co-ordination with all the DCOs, Divisional Heads of ORGI, Head of the Department (RG&CCI), other Ministries and Organizations for smooth conduct of data capture and data processing activities relating to Census and NPR and completion of other projects assigned to the Department.
3. To look after the activities of D.P. Division in Planning, monitoring, coordination, training, implementation, updation and maintenance of Databases, maintaining its safety and security of NPR data and web development work.
4. Working as Chief Information Security Officer in ORGI.
5. Controlling and monitoring of overall implementation of Government policies in IT field.
6. Selection of latest and new technology for census projects.
7. Planning and preparation of roadmap for continours up gradation of Human Resources in the field of Information Technology.
8. To participate as a institutional member in various meetings, seminars, workshops and other forms of Govt./non-Govt. organization such as Planning Commission/Ministry of

Labour/NSSO/CSO etc. and to focus achievements of ORGI at various platforms about successful implementation of ICR Technology in Data Capture and speedy processing & release of Census Tabulation and results.

9. Imparting training to the officers & officials of national and international organisations about the Census Data Capture & Data Processing Techniques and methodologies and related technical aspects.
10. Any other technical/administrative duties/responsibilities assigned by senior officers from time to time

**Duties of the Additional Director (Electronic Data Processing) in the Office of the Registrar General, India.**

1. Meticulous Planning, Implementation and Monitoring of Data Processing projects.
2. Allocation of projects to various project leaders and offering guidance to them for proper implementation.
3. Monitoring and coordinating the activities of project leaders for timely completion.
4. Assisting Director (EDP) in overall Project Management and Divisional Administration.
5. Assisting Director (EDP) to look after the activities of Data Processing Division in Planning, monitoring, coordination, training, implementation, updating and maintenance of Databases, maintaining its safety and security and web development work.
6. Proposal and implementation of modernization of data processing activities keeping in track of technical in the Information Technology field.
7. Active participation in various meetings with RG&CCI and other organizations with regard to technical/administration matters.
8. To participate as an institutional member in various meetings, seminars, workshops and other forms of Govt./non-Govt. organization such as Planning Commission/Ministry of Labour/NSSO/CSO etc. and to focus achievements of ORGI at various platforms about successful implementation of ICR Technology in Data Capture and speedy processing & release of Census Tabulation and results.
9. Imparting training to the officers & officials of national and international organizations about the Census Data Capture & Data Processing Techniques and methodologies and related technical aspects.
10. Any other technical/administrative duties/responsibilities assigned by senior officers from time to time.

### **Duties of the Joint Director (Electronic Data Processing) in the office of the Registrar General, India**

1. Planning/Discussion/Guidelines to subordinate staff for System analysis and design.
2. To look after the project based System Analysis & Design, Software Development.
3. Monitoring and preparation of operational and training document.
4. Interaction and coordination with other Divisions for technical advise/help
5. To look after the work relating to Editing, Tabulation and data dissemination needs etc. of other Divisions.
6. Responsible for on going work at allocated Data Capture Centers, which includes the computerization and data preparation needs of the concerned DCOs attached to these Data Capture Centers.
7. Guidelines to subordinate staff for day to day work.
8. Monitoring and evaluation of the progress of assigned projects and its prioritization for timely completion.
9. Co-ordination and interaction with other Divisions for development of various data processing projects of Indian Census.
10. Evaluation of different Hardware/software items for their suitability in data processing activities of Census.
11. Participation in discussion with representatives of Govt. departments, Govt. undertakings and other data user for their data requirements and providing the required data on magnetic media.
12. Work allocation to subordinate officers.
13. Co-ordination of data preparation activities handled by Data Capture Centers in various states and providing related technical assistance.
14. Assisting Additional Director (EDP) in conduct of various National/international information Technology training programmes.
15. Imparting training to the officers & officials of national and international organizations about the Census Data Capture & Data Processing Techniques and methodologies and related technical aspects.
16. Any other technical/administrative duties/responsibilities assigned by senior officers from time to time.

**Duties of the Deputy Director (Electronic Data Processing) in the Office of the Registrar General, India.**

1. System Analysis and Design.
2. Preparation of detail specification for software development.
3. Monitoring Computer Application Software development (coding and testing), maintenance and guidance there of.
4. Software Development for Tabulation of all the Census Tables and Customized Tables as per Data Dissemination and Camera Ready Format.
4. Rendering assistance to senior officers for evaluation of different Hardware/Software requirement of ORGI.
5. Technical support to other divisions.
6. Discussion/guidelines to subordinate staff for day to day work and monitoring the progress of assigned projects.
7. Submitting the project progress to senior officer.
8. Management of Data Dissemination of census to date users.
9. Network administration and management in ORGI.
10. Correspondence, Interaction & Coordination with all the DCC, DCO, ORGI HQ, PAO, NICS, CPWD and HW/SW/Other Vendors.
11. Scrutiny of Proposals/Bills received from DCO/DCC and Vendor (w.r.t. HW/SW/LAN/AMC/Furniture/ICR/CAC/LEASED LINE and other requirements of DCC).
12. Compilation, Preparation and Submission of Reports (Monitoring, Routine, Special).
13. Supervision, Control & Scheduling of Staff.
14. Assistance to Senior Officers for preparation of Project Proposals, Directions, and Guidelines.
15. Imparting Computer training to the non IT officers & officials of DCOs and ORGI.
16. Any other technical/administrative duties/responsibilities assigned by senior officers from time to time.

### **Duties of Deputy Director (EDP), DCC In-charge in the Directorate of Census Operations.**

- 1) Overall control and management of the Human, Machine Resources and all the activities at Data Center, Planning, allocation and ensuring regular availability of job in the Data Capture Center.
- 2) Compliance of all the circulars/instructions related to Data Capture Centre Activities.
- 3) Network management and LAN administration
- 4) Overall supervision of installation, testing, acceptance and maintenance of Hardware and software.
- 5) Updation and management of Census and National Population Register database as well as other Databases required by the DCOs/ORGI.
- 6) Monitoring the progress of the work so as to achieve the Project target.
- 7) Maintaining Inventory control of schedules received, Stored, pre-scanned, scanned, and processed and reconciliation thereof with concerned section.
- 8) Timely submission of various reports and co-ordination with D.P. Division regarding progress of work.
- 9) Transfer of data/images/information/Periodical Information Reports to Concerned DCO and D.P. Division ORGI HQ.
- 10) Ensure safety, security of the Storage/Scanning and Data Capture Center as well as Schedules/images/equipments and Data files.
- 11) Certification in respect of progress of work, HW & SW support and contractual staff /SI utilization for necessary vetting by DCO.
- 12) Co-ordination and correspondence thereof with both the System Integrator for Facility Management/Hardware and concerned agencies for un-interruptive smooth functioning of the system and the Project.
- 13) Ensuring the Quality, productivity and e-governance activities assigned to Data Center/ Vendor is being implemented / achieved in desired manner.
- 14) Imparting Computer training to the non IT officers & officials of DCOs and ORGI.
- 15) Any other technical/administrative duties/responsibilities assigned by senior officers from time to time.

## **Duties of Assistant Director (EDP) and Assistant Director (Data Centre)**

- 1) Shift In-charge of the Scanning/ Data Center.
- 2) Assistance in Network management and its administration.
- 3) Supervision and allocation of work to the staff for optimal utilization of the system.
- 4) Monitoring and reporting daily progress of the work in the shift.
- 5) Generation and maintenance of various statistical reports and system run time logs.
- 6) Planning, execution of regular data backup and its management.
- 7) Custodian of Directories of Codes for Computer Assisted Coding and Location Codes for scanning purposes.
- 8) HW/SW inventory control, safety, security of the system and data.
- 9) Proper management of input to Data Centre and associated logistics.
- 10) Ensuring quality & quantity control of inputs /outputs of Data Centre.
- 11) To assist in Programming for the local needs of the Directorates.
- 12) To assist in data dissemination, preparation of web pages etc.
- 13) Ensuring the Quality, productivity and e-governance activities assigned to shift are being implemented / achieved in desired manner.
- 14) Updation of NPR, Census Data Base, SRS and other Data Bases of any project undertaken by ORGI/DCOs.
- 15) Ensuring the proper backup and retrieval of Images and data on any computer readable media.
- 16) Co-ordination with different agencies for the maintenance of equipment and infrastructure of Data Centre.
- 17) Assistance to Center in-Charge in proper functioning of the Center.
- 18) Imparting Computer training to the non IT officers & officials of DCOs and ORGI.
- 19) Any other technical/administrative duties/responsibilities assigned by senior officers from time to time.

### **Duties of Senior Supervisor and Data Processing Assistant Grade 'A'**

- 1) Perform the activities related to Network system operations.
- 2) Ensure regular availability of Schedules in each shift for Scanning / eFlow operations/ Data Entry etc. Proper scheduling of batches for various stages of operations of the Project workflow.
- 3) Management of Schedules received for scanning and quantitative check of correctness of number of forms received, scanned and returned to record room.
- 4) Handling operations of :-
  - i) CONTROLLER station
  - ii) REGISTRATION CHECK (RC) station
  - iii) MANUAL-ID station
  - iii) EXCEPTION Station
  - iv) Quality Assurance/Computer Assisted Coding
  - v) EXPORT Station
  - vi) Image & data management for NPR/Census etc  
REGISTRATION CHECK (RC) station
- 5) Operational assistance and guidance to operators. On a sample basis regularly check the batches completed by operators to ensure quality of the corrections carried out by operators. Monitor and take necessary steps to improve operator's productivity
- 6) Maintenance of system log, reporting of system problems and action thereof.
- 7) Developing the software module/coding/testing and debugging and imparting the training
- 8) Carry out sample check of batches completed by Operators/scanners to ensure quality of corrections and action thereof.
- 9) Reconciliation/Aggregate/Merge batch-wise files of each district and prepare files for transfer to D.P. Division.
- 10) Take regular backup/extraction of files/images etc on computer readable media and maintenance of the files on the network.
- 11) Ensure system/data/scanning Center against any physical, fire, electronic and Virus attack. Also ensure the proper upkeep and maintenance of system infrastructure and storage.
- 12) Assistance to Officer In-Charge of the shift to carry out all the activities related to Scanning/Data Center.
- 13) Imparting Computer training to the non IT officers & officials of DCOs and ORGI.
- 14) Any other technical/administrative duties/responsibilities assigned by senior officers from time to time.

### **Duties of Data Entry Operator Grade 'B' and Data Entry Operator Grade 'A'**

- 1) Handling operations of :-
  - i) TILING station - to identify recognition errors if any
  - ii) COMPLETION station- for data entry of un-recognized characters
  - iii) Image Based and Paper Based Data Entry/verification
- 2) Carry out Computer Assisted Coding.
- 3) Ensuring the Data Entered is accurate and as per the source documents/images etc.
- 4) Assistance in preparation of batches for feeding at scanning station.
- 5) Assistance for Imparting Computer training to the non IT officers & officials of DCOs and ORGI.
- 6) Any other technical/administrative duties/responsibilities assigned by senior officers from time to time.



**Duties of Multi Tasking Staff (Column 1d of the schedule) as mentioned in DOP & T OM No. AB-14017/6/2009-Estt (RR) dated 30-04-2010).**

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Section/Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of Fax etc.
- e) Other non-electrical work in the Section/Unit.
- f) Assisting in routine office work like diary, dispatch etc. including on computer.
- g) Delivery of dak (outside the building).
- h) Watch and ward duties.
- i) Opening & closing rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Driving of vehicles, if in possession of valid driving license.
- n) Upkeep of parks, lawns, potted plants etc.
- o) Any other work assigned by the supervisor authorities.

NOTE: The above list of duties is only illustrative and not exhaustive, Ministries/Departments may add to the list, duties of similar nature ordinarily performed by officials at this level.

**Duties and responsibilities of Canteen Employees in Non-Statutory Departmental Canteens in Central Government offices.**

- I. (i) To prepare Tea/Coffee /Juice etc. for the users;  
(ii) To serve Ta/Coffee/Biscuits, etc. in the official meetings;  
(iii) To provide regular room service to the Officers/Staff;  
(iv) To collect the used cups /plates and utensils etc. withing the canteen premises, after concluding of official meetings and also from the rooms of Senior Officers.  
(v) To clean crockery/cutlery/utensils etc. in three stages i.e.in running normal water, in hot detergent water and in potassium permanganate solution;  
(vi) To sweep and wash the floor area;  
(vii) Cleaning/dusting table, chair and other furniture in canteens,  
(viii) Cleaning slabs and area where food is cooked.  
(ix) Any other additional duty allotted by the in-charge of the Canteen.

The in-charge of the canteen is authorized to allocate the duties to the Canteen Attendants according to their capabilities and capacity for smooth functioning of the canteen.

As and when services of Safaiwala are outsourced , the duties of points (vi), (vii) and (viii) would be performed by him/ her.

**II. Assitant Halwai –Cum-Cook:**

1. To assist the Halwai-cum-Cook in preparation of various snacks and beverages such as bonda, butter-toast, dosa, idly, vada, paneer pakora, samosa, matthi, vegetable cutlet, vegetable sandwich/pakora etc.
2. To assist Halwai-cum –Cook in preparation of lunch/meals i.e. chapatti, curd, dal, puri, raita, rice sabzi, sambar , soup, sweet-dish, vegetable salad etc.
3. In asence of Halwai-cum-Cook preparation of snacks and meals.
4. Any other additional duty allotted by the in-charge of the Canteen.

**III. Halwai –Cum –Cook:**

1. To prepare snacks like bonda, butter-toast, dosa, idly, vada, paneer pakora, samosa, matthi, vegetable cutlet, vegetable sandwich/pakora etc.
2. To prepare lunch/meals i.e. chapatti, curd, dal, puri, raita, rice sabzi, sambar , soup, vegetable salad and sweet dish i.e. burfi , basan burfi, coconut burfi, laddoo, pinnee, gulab-jamun, Gajar halwa, patisa and rasgulla etc.
3. Any other additilal duty allotted by the in-charge of the Canteen.

**IV. Clerk:**

1. To issue coupons in respect of items prepared for daily sale on counter;
2. To maintain daily sale register;
3. Tally daily cash sales against the coupons issued off and submit daily account in respect of sales.
4. Responsibilities of Store-Keeping and accounting Tiffin Room A-Type.
5. Any other additional duty allotted by the in-charge of the Canteen.

**V. Assistant Manager-Cum-Storekeeper.**

1. Procure and receive all raw materials;
2. Issue raw materials to the Assistant Halwai-cum-Cook/ Halwai-cum-Cook or kitchen staff as and when required for preparation of eatables;
3. In –charge of store items and raw materials;
4. Maintain account of the stock items in a proper manner;
5. Responsible for keeping accurate holding of stocks as per graound balance of accounting records;

6. Responsible for loss/damage of store.
7. Any other additional duty allotted by the in-charge of the Canteen.

VI. **Manager, Grade –II/Manager-cum-Accountant.**

Manager, Grade II post is authorized for Types 'A', 'B' & 'C' canteen.

**File Heads which are opened and maintained in the Section.**

**Annexure-II**

| Main Head | Subject   | Sub Head   | Subject   |
|-----------|---|--|---|
| 11        | Creation/continuation Of posts in Plan and Non-Plan in the Organization RGI | 11<br>12<br>13<br>14<br>15<br>16<br>17<br>18<br>19<br>20 | -Continuation/abolition/revival posts<br>- Conversion of temporary posts into permanent ones<br>-Creation of posts<br>-Revision of scales of Pay/Arbitration Awards<br>-Upgrading of posts<br>- Re-designation of posts<br>- Plan/Non Plan posts<br>- Creation of Census posts<br>-Transfer of post from one office to another<br>- SIU |
| 28        | Confidential reports  | 11<br>12<br>13<br>14                                     | -Rules (General aspects)<br>- Communication of adverse entries<br>-Representation for expunction of adverse entries<br>-General correspondence  |
| 48        | Review of Cadres  | 11<br>12<br>13   | - General aspects<br>- Combination of cadres<br>- Restructuring of cadre  |
| 50        | Incumbency position   | 11<br>12<br>13   | -Upgradation of incumbency in ORGI<br>- Vacancies in various posts<br>- E- Governance   |
| 51        | Recruitment Rules   | 11<br>12   | -Framing of amendment to RRs<br>- Policy and Misc. correspondence   |
| 53        | VIP Reference   | 11<br>12   | -Reference for VIP in Central Govt.<br>- Other than Central Govt.   |
| 54        | Periodic Returns  | 11<br>12<br>13   | -Incoming Reports<br>-Out going Reports<br>- Annual Reports of MHA  |
| 55        | Optimization of Direct recruitment for the civilian posts                   | 11<br>12   | -Preparation of DR Plan<br>-Cabinet notes etc. seeking exemptions   |

|    |               |    |                           |
|----|---------------|----|---------------------------|
| 56 | Misc. Matters | 11 | -Correspondence with MHA  |
|    |               | 12 | -Correspondence with DCOs |
|    |               | 13 | -AD-V General matters     |
|    |               | 14 | -RTI Matters              |
|    |               | 15 | -Misc. Matter             |
|    |               | 16 | -Personal Grievance       |

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