Training at the specified dates and times given (Para 2.5 (i))

last day of training: Collect Census materials including Identity card
Check location particulars appointment letter vs. AHL

By 7th March 2011
• Handover all records to Supervisor with certificate of complete coverage and inventory of used / unused materials (Para 10.13 to 10.15)
• Submit one folder for each allotted EB (Para 10.12)

1st to 5th March 2011: revisional round
• Update Household Schedule (Chapter 8)
• Strike page totals (Para 6.252 to 6.259)
• Prepare working sheet and enumerator’s abstract (Ch. 9 & 10)

Night 28th Feb 2011: Enumeration of houseless households (Chapter 7)

6th – 8th February 2011
• Identify EB boundary and prepare layout map (Para 4.54)
• House No. in AHL and updated layout map will be same (Para 4.53 (ii))
• Make separate Layout Map & other material for each allotted EB (Para 4.34)
• Do not copy layout map of HLO

9th – 28th February 2011
Update AHL and fill-up Household Schedule together (Para 4.57 & Chapter 6)
Same house number on AHL and updated layout map (Para 4.53 ii)
Separate set for each allotted EB

By 7th March 2011
By 6th February 2011
• Record address, land & cell no. of all enumerators
• Collect Supervisor-Booklet
• Check details of columns 1 to 17 with AHL of relevant EB
• Draw outline of Supervisory Circle Map

By 8th February 2011
• Fill columns 19 & 22 to 28 of Supervisor-Booklet
• Take enumerator’s signature
• Visit all EBs with enumerators
• Finalise boundary of each EB and draw them on Supervisory Circle Map

By 9th – 12th February 2011
• Check layout map & 5 filled-in Schedules of each enumerator
• Independently check to find if Census House numbers are missing in any area under the Sup. Circle
• Locate the areas where houseless persons usually stay and check for their entry in Section 4 of AHL
• Inform Charge Officer if any enumerator has not started work

By 7th March 2011
• Collect all materials from all enumerators & give signed acknowledgement
• Ensure completeness in all filled-in forms
• Fill-in col. 30 to 42 of Sup. Booklet
• Handover all records to Charge Officer
• Update Charge Officer’s copy of Supervisor-Booklet

1st – 5th March 2011: revisional round
• Visit all EBs to ensure revisions
• Check page-totals and enumerator’s abstract with entry in Household Schedule

21st – 27th February 2011
• Continue checking
• Move independently to check coverage
• Inform enumerator of any left-out area
• Assess expected workload on 28th night and arrange for additional enumerator, if required

Night 28th Feb 2011
• Supervise enumeration of Houseless households

13th – 20th February 2011 (Check filled-in Schedules)
• Check at least 10% filled-in Schedule of each enumerator
• Ensure completeness of location codes
• Cross check entries with AHL
• No box should be blank
• All codes should be in range
• Ensure Q. 7, 8, 10, 11, 14, 17, 18, 23 & 24 have complete description