



भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय

OFFICE OF THE REGISTRAR GENERAL, INDIA

एन.डी.सी.सी.-II भवन, ए-विंग, प्रथम तल, जय सिंह रोड, नई दिल्ली - 110001
NDCC-II Building, A-Wing, 1st Floor, Jai Singh Road, New Delhi - 110001

No. 9 /34/2019-CD(CEN)

Dated: 17th March, 2020

CENSUS OF INDIA 2021 - CIRCULAR No. 14

Subject: - Duties of the Census Officers

The preparations for the ensuing Census 2021 are at an advanced stage. The first phase of the Census of India 2021 i.e. Houselisting and Housing Census will be conducted during April-September, 2020 in different States and UTs depending upon the local conditions. The appointment of Principal Census Officers, District Census Officers and Charge Officers, etc. have been completed in almost all the States/UTs. Most of the Directorates have started their training programmes to the officers at the State, District and Tahsil Headquarters. Subsequent to the completion of training of Principal Census Officers, District Census Officers and Charge Officers, the training to the enumerators and supervisors will commence for Houselisting & Housing Census.

2. The Census taking in the country is carried out under the provisions of the Census Act, 1948 and Census Rules, 1990 and the amendments made from time to time. The duties of the Census Officers have been contained in Rule 5 of the Census Rules of the Census Act. For smooth conduct of Census Operations, it is necessary that the Census Officers engaged in conducting of Houselisting & Housing Census and Population Enumerations must be informed of their specific duties under the Census Act. Along with the duties, penalties have also been prescribed under Section 11 of the Census Act, 1948. The specific duties and responsibilities of the Principal Census Officers, District/Additional District or Sub-Divisional Census Officers, Charge Officers, Supervisors and Enumerators are elaborated below:

3. The Principal Census Officer shall, –

- a) cause the required number of District or Sub-Divisional Census Officers or Charge Officers to be appointed for taking census in the district or municipal corporation or panchayat area, etc.;
- b) take, aid in and supervise the houselisting and taking of the census within the limit of the district or municipal corporation or panchayat areas, town area committee/notified areas and the like and forward the result along with the filled in schedules and blank forms to the Director of Census Operations within 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;
- d) view/monitor progress of work in District/Charges through Census Management and Monitoring Systems (CMMS) Portal and also by making field visits;
- e) take action and prosecute any defaulting person with the previous sanction of the State Government or of an authority authorised in this behalf by the State Government;
- f) in CMMS portal, there are two administrator user-id at district level, one for District Admin and another for Municipal Corp., wherever exists. District admin has to create Charge user-id for Charge (Rural), Charge (Statutory Town), and Charge (Census Town), whereas, Municipal Corp. admin has to create only urban charge user-id (having single ward or multiple ward or part of ward) within her/his jurisdiction; and
- g) create user-id of Field Trainer and conduct training of Field Trainer like creation of training batch, nomination, completion of training and updating of attendance in CMMS portal.

4. The District/Additional District or Sub-Divisional Census Officer shall, –

- a) i) cause the required number of Charge Officers and other census officers in a district or sub-district to be appointed;
- ii) ensure further creation of Admin users for different Charges in CMMS Portal;
- iii) cause the entire area of a district to be divided into well demarcated census divisions, namely, charges, supervisor's circles and enumerator's blocks as per instruction issued in this behalf by the Director of Census Operations;
- iv) cause the up-to-date list of villages and towns to be compiled and their jurisdictional maps prepared;
- v) assist the Director of Census Operations in compiling the related statistical data as per requirement;
- vi) give proper publicity to census programmes from time to time so as to get proper responses from the public;
- b) work as Training Admin for Field Trainers i.e to impart training to Charge Officers and cause proper training to be imparted to Supervisors and Enumerators through Charge Officers so as to enable them to perform their duties efficiently and to assist the Principal Census Officers to take, aid in and supervise the houselisting and taking of census within the limits of the districts, municipal corporations, panchayats etc.;
- c) view/monitor progress of work in District/Charges through Census Management and Monitoring Systems (CMMS) Portal and also by making field visits;
- d) collect the filled in and blank forms of the various schedules along with abstracts or any other statement that may be required to be prepared by the Enumerators;
- e) consolidate the summary of enumerator's abstract or statement for the entire district;
- f) forward the filled in/partially filled in or blank forms of each schedule along with the consolidated summary of enumerator's abstract or statement for district and similarly collected abstracts for each Charge Officer or Census Officer, through the Principal Census Officer to the Director of Census Operations for the State or Union Territory Administration;
- g) carry out such other jobs necessary for the successful taking of the census;

- h) in CMMS portal, there are two administrator user-id at district level, one for District Admin and another for Municipal Corp., wherever exists. District admin has to create Charge user-id for Charge (Rural), Charge (Statutory Town), and Charge (Census Town), whereas, Municipal Corp. admin has to create only urban charge user-id (having single ward or multiple ward or part of ward) within her/his jurisdiction; and
- i) create user-id of Field Trainer and conduct training of Field Trainer like creation of training batch, nomination, completion of training and updating of attendance in CMMS portal.

5. The Charge Officer shall, -

- a)
 - i) cause the required number of Supervisors and Enumerators to be appointed within the jurisdiction of her/his charge;
 - ii) ensure creation of the user account of Supervisors and Enumerators, working in the charge, in CMMS Portal;
 - iii) generate and issue Appointment Letter and Identity Card to Supervisors/ Enumerators;
- b) motivate the Enumerators/Supervisors to use the Mobile App for collection of data;
- c)
 - i) familiarise himself/herself with the enumeration instructions and cause the Supervisors and Enumerators to be trained so as to enable them to perform their duties efficiently;
 - ii) select suitable training venue(s) with proper ventilation, electricity, drinking water facility, Internet facility (preferably Wi-Fi) and sitting arrangement for approx. 40-50 field functionaries (Enumerators/ Supervisors) and ensure that the training is conducted smoothly;
 - iii) nominate Supervisors/Enumerators for training and update their training details;
 - iv) co-ordinate with local post office for receipt of Census materials, kit items etc. supplied by Office of Registrar General, India (ORGI) and Directorate of Census Operations (DCOs);
 - v) ensure that training material is distributed to the Enumerators/Supervisors before training and Schedules/other materials are distributed on the last day of training;
- d) cause formation of Houselisting Block (HLBs) for Houselisting and Housing Census and Enumeration Blocks (EBs) for Population Enumeration as per the stipulated guidelines in consultation with Director of Census Operations;
- e) upload complete information of field functionaries (Enumerators/ Supervisors) like name, designation, Address, Mobile Number Bank Name, Bank Account Number, IFSC Code, etc. on CMMS portal;
- f) ensure proper identification and preparation of lay out maps of HLBs/EBs by the field functionaries;
- g) ensure the capturing of HLB terminal boundary points using HLB Mapping 2021 mobile app by all the Supervisors in the Charge;
- h) prepare basic documents like general village registers and charge registers separately for Houselisting & Housing census and Population Enumeration, in the prescribed format as per instructions from the Director of Census Operations within the time schedule;

- i) ensure that the auto-generated Abridged Houselist (AHL) with pre-filled Section 1 & 2, as available in the CMMS Portal for each Enumeration Block (EB), is printed and provided to the respective enumerator or else Section 1 & 2 of the AHL are copied from the HL schedules (if HLO data collection is through paper schedule) as per the given guidelines and the complete set of AHL for the EB is handed over to the concerned Enumerator prior to the PE field work;
- j) ensure complete coverage of HLB/EB by field functionaries without omission and duplication;
- k) monitor the progress of field work at each stage, by making field visits and viewing the CMMS Portal, and ensure completion of work as per given timeline;
- l) inspect field work to ensure quality of Census data;
- m) i) ensure collection of the filled in and blank forms of the various schedules from all the Supervisors in the charge;
ii) dispatch filled in schedules and other forms/materials to ORGI and DCO as per the instructions to be provided separately by the ORGI/DCO.
- n) provide provisional population figures to the Census Commissioner, through the Director of Census Operations within a week on completion of census operations;
- o) consolidate the summary of enumerator's abstract of various enumeration blocks and statements and forward these to the District Census Officers or Sub-divisional Officers along with the filled in and blank schedules;
- p) certify that Enumerators and Supervisors under her/his jurisdiction has attended the training program and completed the work ; and
- q) carry out such other tasks as may be necessary for the successful taking of the census.

6. The Supervisor shall, –

- a) self-validate her/his own credentials including bank details along with ensuring of self-validation of credentials of all enumerators under her/him;
- b) ensure that all the enumerators attached to her/him attend training and receive materials at the end of training;
- c) identify the jurisdiction/area of all Enumerators under her/his disposal;
- d) visit all HLBs/EBs with concerned Enumerators to finalize boundary of each HLB/EB;
- e) prepare a Supervisory Circle Map showing important landmarks, natural features, boundaries of each HLB/EB allotted to the Enumerators working under the Supervisor;
- f) capture the HLB/EB terminal boundary points using Mapping 2021 mobile app and send them to Server (for detailed instructions, please refer to Mobile Mapping App User Manual);
- g) assist the Enumerators under her/his jurisdiction and ensure that work is done as per prescribed time schedule;
- h) ensure that there is complete coverage of area, houses, households and household members in all the HLBs/EBs assigned to the Enumerators under her/his disposal;
- i) move independently to check that no area between HLBs/EBs is left out;
- j) If the enumerator has chosen to capture data through mobile app, after synchronization of the data by enumerator, the supervisor has to check the record through her/his own mobile instantly or on enumerator's mobile as per convenience;

- k) ensure entering of Houselist Abstract for Houselisting & Housing Census, Enumerator's Abstract for Population Enumeration on CMMS portal for all those HLBs or EBs for which paper mode has been opted;
- l) assist the Enumerator for enumeration of Houseless households in the night of last day of enumeration during Population Enumeration phase of Census;
- m) ensure completeness of allotted work by all enumerators under the disposal either through mobile apps or in all filled-in forms;
- n) collect the filled in, blank forms, required statements and Certificate of complete coverage from all concerned Enumerators;
- o) forward the documents, duly signed, to the Charge Officer within two days of completion of census operations;
- p) attend to all other jobs assigned from time to time by the Charge Officer.

7. The Enumerator shall, -

- a) self-validate her/his credentials on CMMS Portals including bank details;
- b) prepare lay-out map of the allotted enumeration block(s);
- c) show all buildings with numbers, number of census houses in each building and other important land marks on the Layout map;
- d) update the house numbering;
- e) fill up the various schedules according to instructions issued to her/him;
- f) ensure that all the houses are covered under his jurisdiction
- g) undertake the revision round and updating of records;
- h) prepare enumerator's abstract in case of capture of data through paper mode which shall consist of the location particulars of the enumeration block along with the total population by various characteristics asked for in the schedules and such other statement he may be required to compile; and
- i) hand over all documents, filled in, partially filled in and blank to the Supervisors.

8. Penalties under Section 11-

- (1) a) any census officer or any person lawfully required to give assistance towards the taking of census who refuses to perform any duty imposed upon him by this Act or any rule made there under, or any person who hinders or obstructs another person in performing any such duty, or
- aa) any census officer or any person lawfully required to give assistance towards the taking of a census who neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made there under or any person who hinders or obstructs another person in performing any such duty or obeying any such order, or;
- b) any census officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the State Government, discloses any information which he has received by means of, or for the purposes, of a census return, or
- c) any sorter, compiler or other member of the census staff who removes, secretes, damages or destroys any census documents or deals with any census document in a manner likely to falsify or impair the tabulation of census results,

shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (a), (b) or (c) shall also be punishable with imprisonment which may extend to three years;

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

9. All Directorates of Census Operations are, therefore, requested that the specific duties of the different levels of Census Officers be circulated and brought to their notice. Kindly report compliance to this office of the action taken in this regard.


(Vivek Joshi)

Registrar General and Census Commissioner, India

Enclosures: As above

To
All the Directorates of Census Operations.

Copy for information to:

1. The Chief Secretaries/Administrators
2. State Coordinators
3. All heads of Divisions of ORGI including Language Division, Kolkata.
4. AD(OL) for immediate translation into Hindi.
5. Census Division
6. PPS to HS
7. PS to RG&CC I
8. PS to Addl. Registrar General(s).