



भारत सरकार/Government of India  
गृह मंत्रालय/Ministry of Home Affairs  
भारत के महारजिस्ट्रार एवं जनगणना आयुक्त का कार्यालय  
Office of the Registrar General & Census Commissioner, India  
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No: 21099/42/2020-Trg.

Dated: 29<sup>th</sup> January, 2020

### CENSUS OF INDIA 2021 - CIRCULAR No. 12

**Subject: Guidelines on the Training of Census Functionaries for the Houselisting and Housing Census and NPR Updation.**

The House Listing and Housing Census (HLO) and updation of the National Population Register (NPR) is to be carried out between the period 01 April 2020 and 30 September 2020. Each State/U.T. is to conduct the HLO and updation of the NPR (except Assam) within a period of 45 days from the starting date. Since the Census is conducted once in a period of 10 years, primarily through employees of the State Government/Local bodies on a part-time basis, the training of all the Census functionaries is a critical pre-requisite for the accurate and complete collection of data. The estimated number of Enumerators and Supervisors (E&S) required to conduct the Census & NPR is about 30 lakhs at all India level. There are, in addition, almost another 1,20,000 functionaries at the district and charge levels who manage, oversee or support the Census work and about 46,000 trainers required to conduct the training. The training of such a large number of Census functionaries spread across the entire country is a huge, complex exercise.

## 2. Implementation Plan for the HLO & NPR Training

2.1 The Plan for training of the Census Functionaries for the HLO and NPR 2020 comprises a number of distinct components listed below:

### I. Structure for Training of Trainers and E&S

2.2 The Census of 2011 introduced the concept of a distinct hierarchy of trainers to enable better training than was imparted in the past. For the Census of 2021, a similar structure has been adopted. The structure for training of E&S consists of trainers at three levels:

- i. At the apex there are 98 National Trainers (NTs) of whom 66 are Office of the Registrar General & Census Commissioner of India (ORG) officials and 32 are from 20 different State Training Institutes. The NTs prime responsibility is the training of the Master Trainers (MTs).

- ii. Next are the 1880 MTs, of whom 177 are ORGI officials and 1703 are officials of the State Government/Local Bodies posted in different districts in the country. Their function is primarily to train the Field Trainers (FTs).
- iii. At the base are 43,500 FTs who are all from the State Government/ Local Bodies and who are working in different Charge areas across the country. They have to train approximately 30 lakhs Enumerators and Supervisors (E&S) within the Charge areas.

## **II. Training of Other Census functionaries**

2.3 The Directorate of Census Operations (DCO) of respective States/UTs has the primary responsibility for ensuring the training for the other Census functionaries listed in paragraphs (i) to (v) below.

For this purpose, the Training Division of ORGI will be sending the standardised Session Plans, Process Sheet and the PPTs (prepared by select NTs) for each category of Training. This will ensure basic uniformity in training design and content across the country.

The details of the categories to be trained are given below:

### **i. DCO Officials:**

All Officers and Staff of the DCOs who are likely to be involved in training, monitoring, overseeing or supporting different aspects of the HLO and NPR process. This will include Group A and B officers as well as technical or even administrative assistants, depending on the specific requirements of each DCO. This training will be conducted by the NTs and MTs of the respective DCOs. In those States/UTs where there are no NTs, the training will have to be conducted by the officers of the DCO and particularly the MTs available in the DCO.

### **ii. State/UT Nodal/Principal Census Officers:**

This category consists of the (a) State/UT Nodal Officers who are generally Principal Secretaries or Secretaries in the State/UT secretariat, and (b) Principal Census Officers (District Magistrates/Deputy Commissioners/Collectors of Districts or Heads of Municipal Corporations) as well as Divisional Commissioners in States/UTs which have these positions. A day long training (conference/meeting) should be held under the Chairmanship of the Chief Secretary, most preferably in the State Secretariat. In case it is not possible to conduct the said conference at the State secretariat, it is to be conducted in the State ATIs. This is the highest level of training and is more in the nature of a briefing of the Senior State Officials for which the Director of the DCO will make the main presentation. DCOs will collect and intimate the scheduling of the meeting to the RG&CCI as soon as it is done, so that RG&CCI / Additional RG may attend the programme.

### **iii. District and Charge Officers:**

(a) The District Officers are usually the Additional District Magistrates or Additional Deputy Commissioners or Additional Collectors in the District who are given the primary responsibility for conducting the Census/NPR under the guidance of the Principal Census Officers. Or they may be Additional Municipal Commissioners / City Magistrates in the case of Municipal Corporations/Municipalities. (b) The Charge Officers are in-charge of

Tehsils or Blocks or Revenue Circles or Census Towns (in the case of rural areas) or Towns/Wards/Zones etc in the case of urban areas. This training (2 days) is to be held at the District Headquarters. The training load would have to be distributed among the NTs, MTs and other officers in the DCO. In cases where no NT is available to conduct the training, it should be conducted by a pair of MTs or a team of one officer and one MT from the DCO to the extent this is feasible.

#### **iv. Regular Assistants (Government Employees)**

Regular Assistants (Government Employees) of the District Magistrates'/Deputy Commissioners'/ Collectors'/ Municipal Commissioners' offices and of the Charge Officers Offices who will be responsible for carrying out the Census/NPR work. This training of 2 days will be conducted in the District Headquarters and will be conducted by a NT/MT of the DCO.

#### **v. Temporary Technical Assistants**

Temporary Technical Assistants at the State/District/Charge Levels: 4 such temporary Assistants in each State/UT Nodal/ District/ Municipal Corporation and 2 in each Charge or Ward (declared as a Charge). These Assistants are expected to be in position sometime from February 2020 (for a period of 18 months). This training of 2 days will be conducted in the District Headquarters and will be conducted by a NT/MT of the DCO. The four Assistants in the State Nodal Officer's Office should be trained along with the other Temporary Technical Assistants in the State/UT capital.

In all these training programmes, an officer of DCO should be present on the last day to receive the feedback from the trainees.

### **3. Training Already Conducted**

3.1 The Training for the Census 2021 and NPR commenced with the first batch of 31 NTs trained in May 2019 at the ISTM, New Delhi and NSSTA, Greater Noida. This was followed by the training of all 177 ORGI MTs in six different State (Administrative) Training Institutes in June 2019 by the NTs.

3.2 The training design and content for the Pre-Test training of the E&S was based on the experience of the design and content used for the training of MTs. The MTs themselves conducted the training of the E&S and this was carried out satisfactorily in two phases. The first phase training for the HLO and NPR was conducted between 6<sup>th</sup> to 9<sup>th</sup> August 2019. The second phase was scheduled between 7<sup>th</sup> to 9<sup>th</sup> September 2019 (with flexibility for DCOs to alter the dates due to intervening holidays).

3.3 Thereafter, the training of the remaining NTs totalling 67, was conducted in two batches, in the same institutes as earlier, from 14<sup>th</sup> October to 8<sup>th</sup> November 2019. In this training the participants from the ORGI and the ATIs were mixed to enrich their interaction and knowledge and experience sharing.

3.4 This was followed by the training of 1703 MTs from different States/UTs who were trained in 60 batches across 20 State Training Institutes between November 2019 and January 2020.

3.5 Thus, of the three levels of trainers, training of the first 2 (National and Master) has been completed and the much larger numbers of FTs are now to be trained.

#### 4. Timelines for HLO and NPR Training

4.1 The HLO and NPR are to be completed by each State/UT in a period of 45 days spread over the months of April to September (In case of Assam, it is 30 days for HLO only). Thus, different State/UTs will require training of FTs and E&S to be conducted at different times. In order to ensure that basically a similar sequencing and timing is followed so that all training is completed well in time, two illustrative timelines have been prepared (Tables I & II). It would be desirable to follow these as closely as possible but there may be special circumstances/exigencies in a State or District(s) or even at the Charge(s) level for which some deviation may be necessary and for which the concerned District(s)/Charge(s) would need flexibility. Therefore, there would be some differences from the illustrative timelines.

4.2 In any case, it has to be ensured that all steps are taken so that:

- a. the training of the District and Charge officials is completed as close to the indicated timelines as possible
- b. the Refresher Training of MTs is completed at least one week before the commencement of the FTs Training
- c. the FTs training is completed at least one week before the E&S training commences
- d. the FTs complete the training of all E&S one week before the commencement of the HLO and NPR and
- e. the sequence of different types of training is maintained.

#### 5. Timelines: Training of State, District and Charge Officials

5.1 The first Timeline covers the training of Census functionaries other than the FTs and E&S and this is given in Table I.

Table I

No	Training Category/ Batch Size	Duration (Days)	Period for Conducting Training	Location
1	DCO Officials	3	January to 2 <sup>nd</sup> week of February 2020	DCO Headquarters
2	State/Divisional & Principal Census Officers Conference	1	January to 1 <sup>st</sup> week of February 2020	State Capital
3	District /Sub-Divisional /Charge /Addl. Charge / City Census Officers Training	2	January - February 2020	District Headquarters
4	Training of Regular Assistants at the - District [up to 4 per District] and - Charge Level [2 per Charge]	2	January - February 2020	District Headquarters
5	Training of Technical Assistants at the - District [up to 4 per District] and - Charge Level [2 per Charge]	2	As soon as possible after most have joined	District Headquarters

5.2 It may be noted that a common timeline has been prescribed irrespective of the date of commencement of the HLO and NPR. This is to ensure that the training of these officials is

completed as soon as possible so that they can start their work relating to creation of Charge Administrators, entry of FTs data and making their training batches, carving out of HLBs, preparation of Charge Registers, entry of data of E&S in the Census Management and Monitoring System (CMMS) etc. The States/UTs starting the HLO and NPR in April 2020, in particular, need to conduct the training programmes in Table 1 at the earliest, so that it does not hinder the actual work of creating the Charge Register, entering data of E&S, into the CMMS etc. This will leave more time for focussing on the finalising of venues for training of FTs and thereafter, E & S training, scheduling of these training programmes etc.

## I. Training of DCO Officials

- a. The training for the DCO Officials is of vital importance for the training of District and Charge Officials as well as for supporting or responding to queries of other Census Functionaries such as the E&S.
- b. The CMMS will be used for monitoring and managing many aspects of the Census work including in the training as indicated above. One specific responsibility of the DCOs is in the creation of “District Administrators” in the CMMS portal for all Districts in their jurisdiction. All District and Charge Officers need to have a clear understanding of the mandatory use of the CMMS for their functions, such as in entering the data of E&S, carving out HLBs, creation of training batches etc. Thus, all officials of the DCO who are going to be used as trainers for training of the District and Charge Officers as well as for the District and Charge Assistants/Technical Assistants are required to have a **thorough understanding** of the mandatory use of the CMMS portal by District Level officials as well as for the Charge Level Officials.
- c. The NTs & MTs of the DCOs have undergone comprehensive training and have also conducted a number of training programmes. Other officials who are to be used by the DCO for supporting and monitoring the work at the District and Charge levels need to be given thorough training on the HLO and NPR, the two related Mobile Apps for Data entry, HLB Mapping App in addition to the CMMS. Their training should be such that they should be able to clarify basic questions that may be posed to them by the District/Charge officials. In case they are unsure of the correct answer, they should seek clarifications from the MTs or NTs or put the person asking the question in touch with them.
- d. All DCO Officials who have responsibilities at the District or Charge level should be fully conversant with all the Instruction Manuals – on the HLO, NPR, HLO App, NPR App, HLB Mapping App, Supervisors’ HLO App and CMMS. Their role and responsibilities in the field work should be clearly explained to them.

## II. Training of District and Charge Officers

- a. The training of the District and Charge Officers has been combined in one programme since all of them need to be trained to have a clear understanding of the entire HLO and NPR process and the use of the HLO and NPR Mobile Apps and the utility of HLB Mapping App.

- b. They need a complete idea of the mandatory functions they have to perform through the CMMS as part of the HLO/NPR processes, for the training of FTs and the even larger training of E&S, as well as their respective roles as District Administrators and Charge Administrators for the CMMS portal.

Specific emphasis needs to be placed on enabling them to understand the issues related to the formation of the HLBs and Supervisory Circles, creation of the Charge Register, Data Entry of the E&S, creation of training batches, and marking attendance, record management and payment of honorarium and training allowance module etc.

- c. Such training should, as far as possible, be carried out at the District Headquarters for all Charges under the District and have the participation of other district level officials. This would ensure that the District Officials also have an understanding of the Charge Officers work and responsibilities. The batch size should not be more than 40.

### **III. Training of District and Charge Assistants and Temporary Technical Assistants**

- a. The term District and Charge Assistants includes any Group B or C official(s) of the District/Charge who is/are regular Government Employee(s) and is/are responsible for the Census work in that office.
- b. The term Temporary Technical Assistants refers to those who are to be specifically recruited for doing the Census work in the District or Charge office, on a temporary basis for a period of 18 months
- c. The training of these two categories of Assistants is to be similar and focussed on the processes that their respective offices are responsible for. They would naturally need to have a basic idea of the HLO and NPR process but a more detailed knowledge of aspects such as the formation of HLBs, creation of the Charge Register, detailed use of the CMMS portal for the functions at the District or Charge Level, the HLO and NPR Mobile Apps. Essentially, they need to be able to do such jobs as entering the data of FTs (at the District Level) and E&S (at the Charge level), printing of Appointment Orders & ID Cards, creation of training batches, intimating the trainees of the schedule of training, updating attendance of trainees in the CMMS, record management and payment of honorarium and training allowance module etc.
- d. This training will be conducted at the District Headquarters by the DCO NTs/MTs and officials. The batch size should not be more than 40.
- e. In the case of those State/UTs where the Temporary Technical Assistants (TTAs) have joined before the Regular Assistants training has started, the training batches to be created should have a mix of TTAs and Regular Assistants.
- f. The District Administration will need to ensure that there is a computer lab or other room with computers (possibly of the NIC or the State Government) at the District Headquarters so that the Assistants can practice using the CMMS portal. Similarly, broadband wifi connectivity would be required to enable them to practice using the HLO or NPR Mobile App.

## 6. Timelines: Training of MTs (Refresher), FTs, E&S

### I. Refresher Training for MTs

6.1 The training of 57 of the 60 batches of MTs has been completed in the period from the 23<sup>rd</sup> November to 23<sup>rd</sup> December 2019. The first of the FTs' training are likely to commence only in the second week of February 2020. Given the length of time between the end of most of the MTs training and commencement of the FTs training, it would be necessary for the MTs to be given one day's refresher training. The purpose is to update them on the changes in the HLO and NPR Schedules as well as in the Mobile Apps and to further enable them to practice using the Mobile Apps. It is also important to clarify any doubts they may have, or clarifications they may need, to better understand the HLO and NPR processes.

6.2 Such training should be arranged by the DCOs in their respective ATIs and conducted by the NTs available with them. In the unlikely case the ATIs are not able to arrange the training, or in the case of States/UTs where there are no ATIs, a suitable venue may be arranged in the State capital or at Divisional HQs. For the training at the State ATIs, ORGI will make the payment at the approved DoPT rate. The ATIs may be informed of this. The DCOs should prepare and send the estimated cost based on this norm, or the estimated cost of training at an alternative venue (not exceeding this norm), for sanction by the ORGI. It may be noted that the participants will be required to stay for two nights – arriving a day before the training and leaving the day after the training.

6.3 The data for all the MTs has already been entered in the CMMS portal. The DCOs will need to create the batches except for those States/UTs where the MTs of some other State/UTs will also be trained. For the latter, the batch creation will be done by the Training Division of ORGI. Once the batches are created intimation must be sent to the concerned District/Municipal Authorities for deputing the MTs for the training. The batch size for the MTs refresher training should not exceed 40. As in the past 2 NTs will be required to train one batch of MTs. In the case of the States/UTs where there are no NTs, the training may be conducted by MTs and other Officers from the DCO's office.

#### ***States/UTs starting HLO and NPR in April 2020***

6.4 The States/UTs starting the HLO and NPR in the first half of April 2020 will, in fact, have the minimum time to complete the refresher training of the MTs and training of FTs and E&S. The DCOs in these States/UTs need to take special care to make sure that no time is lost in planning, making arrangements and conducting the training so that all E&S complete their training by one week before the starting of the HLO and NPR.

6.5 The illustrative timelines for the HLO and NPR training are given in Table II below.

**Table II****Timelines: MT (Refresher), FT, E&S Training**

Weeks from the HLO/NPR where Start Date = 0												
	11	10	9	8	7	6	5	4	3	2	1	0
1. Refresher Training for MTs		Batch Creation	Training									HLO Start
2. FTs	Data Entry	Batch Creation		Training								
3. E&S		Data Entry		Batch Creation			Training					

The following two tables titled Example A and B illustrate what the actual dates could be for States/UTs starting the HLO and NPR on the 1<sup>st</sup> of April or May 2020. These are only illustrative examples (the dates indicate the starting date of a week). In the week(s) where the phrase “Data Entry” have been entered in the tables, it refers to the ending period of the process of data entry – in fact, the work of data entry should have started much earlier and could be completed earlier..

**Example A - For States/UTs Starting HLO & NPR from 1<sup>st</sup> April 2020**

	15/01	22/01	29/01	05/02	12/02	19/02	26/02	04/03	11/03	18/03	25/03	01/04
1. Refresher Training for MTs		Batch Creation	Training									HLO Start
2. FTs	Data Entry	Batch Creation		Training								
3. E&S		Data Entry		Batch Creation			Training					

**Example B - For States/UTs Starting HLO & NPR from 1<sup>st</sup> May 2020**

	07/02	14/02	21/02	28/02	13/03	20/03	27/03	03/04	10/04	17/04	24/04	01/05
1. Refresher Training for MTs		Batch Creation	Training									HLO Start
2. FTs	Data Entry	Batch Creation		Training								
3. E&S		Data Entry		Batch Creation			Training					

**II. Training of FTs**

6.6 We had written to the Chief Secretaries of all States/UTs vide letter No.21099/32/2019-Trg dated 17<sup>th</sup> December 2019 regarding the nomination of FTs. The letter enclosed a proforma containing the personal details required for each nomination that have to be entered in the CMMS portal by the District/Municipal Authorities. The timelines above indicate that such data should be entered at least 10 weeks before the commencement of the HLO/NPR.

6.7 For States/UTs starting the HLO/NPR by mid-April 2020 it is extremely important to complete the training of the District and Charge Officers as well as the Regular Assistants at the earliest feasible time. This will facilitate the process of entering the FTs data and batch

creation so that it can be completed by the 7<sup>th</sup> of February 2020 and their training conducted within the three week period of 17<sup>th</sup> February to 6<sup>th</sup> March 2020. This would leave at least three weeks for completing the training of the E&S before the first States/UT start the HLO/NPR on 1<sup>st</sup> April 2020. The following additional points should be noted:

- The Training of the FTs should be conducted by the MTs (of the District) at the District Headquarters except in the case of very large Districts where it may be necessary to conduct the training at some other locations also.
- The batch size of FTs should be between 30 to 35 participants and in any case, should never exceed 35.
- Each training programme will be conducted by a team of two MTs.
- The duration will be of 5 days – 1 day for the Training Delivery Skills and 4 for the HLO and NPR.
- Each such team will conduct minimum 2 batches of training. Thus, a team of MTs will be able to train a minimum of 70 FTs in 2 batches of training.
- Other States/UTs starting later will have more leeway to complete the data entry and training but they should try to stick to the timelines so as to avoid running out of time (even though the timelines do contain four weeks of slack for contingencies).
- A separate, more detailed Guideline for the FTs training will be issued.

### III. Training of E&S

6.8 In the case of the training of the E&S, the timely entry of their data at the Charge level is of equal importance and should be taken up as a priority once the District and Charge Officers and Assistants have been trained. The entry of data is a pre-requisite for creating and scheduling batches of training, marking attendance etc. The timelines indicate that this data entry should be completed 9 weeks before the HLO/NPR commences. Special care must be taken in the case of large Charges where the number of E&S may be more than 300. Please note:

- The training of E&S is to be conducted by one Field Trainer
- It is expected to be conducted at the Charge Level except in the case of very large Charges where it may be conducted in more than one location.
- The batch size of E&S training should normally not exceed 40 and in any case not more than 45. In case, the number of E&S for a charge is significantly less i.e. around 20 or less, the Principal Census Officer or District Census Officer may club the training of this charge with that of a neighbouring Charge, provided the total batch size of the 2 Charges does not exceed 50.
- Each Field Trainer is required to conduct training of two batches of E&S. Thus, each Field Trainer will be able to train up to 90 E&S in 2 rounds of training. However, in exceptional cases where there is an unforeseen requirement the Field Trainer may train more than 2 batches.
- The duration of the training will be of 4 days.

- It may be noted that a gap of 2 weeks has been kept between the completion of the FTs training and start of the E&S training. This is to cater for any contingencies that may arise.
- A separate, more detailed Guideline for the Enumerators & Supervisors Training will be issued.

## 7. Role of Key Census Functionaries in Training

### I. Role of DCOs in Training

7.1 The DCOs have a critical role in overseeing, monitoring, and taking remedial steps to ensure proper implementation of the training plan for the HLO and NPR. Some of the most important elements of this role are detailed below.

- a. DCOs need to be able to establish close liaison particularly with the key functionaries at the District/ Municipal level (the Principal Census Officer and the District Census Officer) as well as with the Charge Officers. It is this ability to co-ordinate with the District Officials as well as their reach to the Charge level which is likely to make a significant difference in the quality of training that will be delivered.
- b. The District level officials must be reminded of the importance of Census work and on ensuring that a clear message is sent to the Charge Officers to give the highest importance and attention (as well as to devote sufficient time) for the HLO and NPR work, on the results of which depend the foundations of statistics of the country.
- c. In particular, the DCs/DMs/Collectors/Municipal Commissioners need to emphasize that the Charge Officers must make it clear to the E&S that they have to attend the mandatory training on time on all days without fail.
- d. Since the training of the NTs and MTs is over, the DCOs focus needs to be on monitoring the work of the District and Charge Officials to ensure that the FTs' and E&S Training are conducted properly and in time.
- e. This also includes the mandatory use of the CMMS portal for entering data of the FTs and E&S, creation of batches of training, printing out attendance sheets and updating the individual day-wise attendance of the trainees and trainers.
- f. The NTs and MTs available with the DCO are a very important resource for monitoring, advising on and conducting training. They also perform an important role in being the resource person to whom the MTs or officials (they have trained) turn to, for seeking clarifications on any aspect of their work related to the HLO/NPR. This would similarly be applicable in the case of the MTs who train the FTs.
- g. The District and Field Officials should be able to contact the NTs or MTs, who may be specifically assigned to different districts, to respond to queries that the District/Charge officials may have from time to time.
- h. DCOs would have allocated a district or group of districts to one of their officials (District Co-ordinator) for co-ordinating Census work. For the training of FTs it is important that the District Co-ordinator visits each District he/she is entrusted with,

well in advance, and establish contact with the officer responsible for training. The Coordinator should also visit the venue proposed for the conduct of the FTs Training to ensure its suitability. As far as possible the Coordinator should be present on the first day (and a subsequent day) of the training to check that it is being conducted properly.

## II. Role of the Principal Census Officer/District Census Officer in Training

7.2 The Principal Census Officer and the District Census Officer are responsible for the proper conduct of HLO and NPR training in their District. This responsibility involves:

- **FTs:** Entry of data of FTs in the CMMS and thereafter creation of training batches, allocation of MTs to conduct the training, and entering the actual attendance of FTs. It also includes finalising the venue for the training and making all arrangements.
- **Other District/Charge Officers and Assistants/Temporary Technical Assistants:** Finalising the schedule, venue and all arrangements for the training of these officials in consultation with the DCO who will accordingly deploy the trainers.
- **E&S:** Holding a meeting with all District/Charge Officers one month ahead of the training of E&S to ensure that all officers are clear on all the arrangements and steps to be taken for conducting the E&S training in time and ensuring the attendance of all E&S in their scheduled training.
- Overall co-ordination and monitoring for the timely conduct and completion of training in all charges within the district.

## III. Role of Charge Officers in Training of E&S

7.3 The Charge Officer has to ensure that all arrangements for the smooth and timely conduct of the training have been made well in time. He/she must also make sure that:

- the batches (one or more depending on the total number of E&S in the Charge) of training of E&S are created in the CMMS portal.
- the size of the batch should not normally exceed 45 E&S.
- the correct record of attendance is marked in the CMMS portal by the Charge Officer. For this purpose, a daily manual record of attendance of all participants would need to be maintained and retained by the Charge Officer. Training Allowance will be based on the attendance marked on the CMMS portal.
- all the E&S are properly informed of the dates, venue and timing of the training in advance and that it is mandatory for them to attend the training on time on all days of the training.
- the E&S should also be intimated to download the HLO and NPR Mobile Apps and the User Manuals for using the HLO and NPR Mobile Apps from the CMMS portal before they come for the training. The Supervisors will have to download HLB Mapping app for capturing the terminal points of HLB Layout Maps.
- arrangements are made for the serving of good quality tea and lunch for the participants as per the training schedule from within the approved norm of expenditure.

- ensure that all the material required to be distributed for the training and the conduct of the Census is received well in time.
- distribute the training material at the commencement of the training and the Census material on the last day of the Course.

7.4 The Charge Officer should be present on the forenoon of the first day of training to personally highlight the importance for the E&S, to attend the training on all days and to ensure that they (E&S) do their work diligently to canvass the schedules so that the information is collected correctly, accurately and within the period specified for the canvassing.

7.5 He/she should also be present for some time on each of the other training days. On the last day it would be essential for him/her to remain present during the feedback session to be conducted by the Field Trainer. He/she would become aware of any problems related to the arrangements made for the training which are raised by the participants and take measures to resolve these before the second round of training of E&S.

#### **IV. Role of NTs:**

7.6 The NTs have an important role given their knowledge and experience of Census work as well as of training. They are the principal resource available to the DCOs for all matters related to training. Their services should be fully utilised in the overall co-ordination, monitoring, management and in conducting the different types of training.

#### **V. Role of DCO MTs**

7.7 MTs have a key role in conducting the training of the District Officials and in monitoring, advising and resolving issues that may arise at the District or Charge level. This is however, subject to the limitations in the number of MTs available in each DCO.

### **8. Venues for Training**

8.1 DCOs should co-ordinate with the concerned Charge Officer to make sure that a suitable training venue is selected for the training in the Charge area (or outside if deemed unavoidable and necessary). The details of the venues so selected are to be entered in CMMS portal during batch creation at Charge level. As far as possible, the venue should have

- a classroom/room of suitable size with electrical and natural lighting (auditoriums should preferably be avoided)
- adequate availability of drinking water
- separate suitable toilet facilities for men and women
- sufficient seating for the number of E&S to be trained
- an overhead projection system and PC for making Power Point Presentations. (This is particularly important as it will greatly facilitate the demonstration relating to entry of data in the Mobile App)
- an audio system (so that the MT conducting the training can be clearly heard by everyone)

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- a black/coloured/white board (with chalk/marker pen available)
- broadband wi-fi connectivity, if possible
- assured power supply during the timings of the training

### **9. Delivery of Materials for Training:**

9.1 The sets of Instruction Manuals for training the District and Charge level officers and officials will be sent by the ORGI to the DCOs who will further distribute them to the Districts in accordance with the language requirements.

9.2 The sets of Instruction Manuals for the E&S will be sent to the Charge Offices directly for distribution at the time of commencement of the E&S training. These will also be available on CMMS portal.

9.3 Separate Guidelines on the delivery of material will be issued shortly.

### **10. Distribution of E&Ss' Material (kit) for Conducting the HLO and updatation of NPR**

10.1 In the afternoon of the last day of the E&S Training the kits, including all material that is to be given for conducting the HLO and updatation of the NPR, have to be distributed to the E&S.



(Vivek Joshi)

Registrar General & Census Commissioner, India

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To,  
The Chief Secretaries/Administrators  
All States /UTs

Copy to:

1. State/UT Coordinator/ Nodal Officers
2. Director of Census Operations, All Directorates
3. PPS to RG & CCI
4. PS to Additional RG (Y)/(S)/DDG
5. All Divisional Heads of the ORGI including Language Division, Kolkata
6. Hindi Division, ORGI for translation in Hindi.
7. PS to Technical Director (IT), Shastri Park for uploading on official website
8. Guard File/ Order File