



OFFICE OF THE REGISTRAR GENERAL, INDIA
Government of India, Ministry of Home Affairs
2/A Man Singh Road, New Delhi

File No. 9/36/2017-CD (CEN)

Dated: 22.12.2017

Census of India 2021-Circular No.1

Sub: Planning for the 2021 Census – Jurisdictional change and lists of districts, tehsils/ talukas/ police stations, C.D. Blocks, villages and towns –Compilation thereof

A copy of the Census of India 2021 circular No. 1 is sent herewith. Please ensure that copies of Circular No.1 are sent to all the District Magistrates/ Collectors/ Deputy Commissioners.

You are also requested to send name and address of the Chief Secretary of your state and list of all the District Magistrate/ Collectors/ Deputy Commissioners along with their official postal address and pin code, telephone, fax number and e-mail address in MS EXCEL format to this office. You are further requested to keep this office informed, if any change occurs in the above information. Please take necessary action as per details given in this circular and report compliance to this office.

Please acknowledge the receipt of this letter.

(A.K. Samal)

Deputy Registrar General

Encl: As above

To
All Directorates of Census Operations



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भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
2ए, मानसिंह रोड, नई दिल्ली-110011
2A, Man Singh Road, New Delhi-110011

No. 9/36/2017-CD (CEN)

Dated 22nd December, 2017

CENSUS OF INDIA 2021 - CIRCULAR NO- 1

Subject: Planning for the 2021 Census – Jurisdictional changes and lists of districts, tehsils/ talukas/ police stations, C.D. Blocks, villages and towns – Compilation thereof

The Population Census in India is conducted once in every ten years under the legal provisions of Census Act, 1948 and Census Rules, 1990, as amended from time to time. The next decennial Census of India is due in 2021 and will be the 15th in the series since 1881 and 8th since Independence. This is a gigantic task of national importance. Like the previous censuses, every stage of work is to be accomplished with great care and in a time bound manner.

2. The basic purpose of census being enumeration of all individuals in the country without any omission or duplication, preparation of a complete and updated list of all territorial entities in the entire country well in advance of the next census is required. It is needless to mention that each state or union territory is divided into districts, each district into sub-districts/ tehsils/ taluks/police stations/development blocks etc. and further into villages in rural areas and towns in urban areas. As such, an important preparatory work in connection with the Census 2021 is to collect and compile the details of all the jurisdictional changes that have occurred so far after the 2011 Census and that will occur hereafter till the freezing of the boundaries of the administrative units for 2021 Census, i.e. up to 31st December, 2019. The jurisdictional changes may include any of the changes listed below:

- a) Creation of new districts
- b) Change in jurisdiction of already existing districts
- c) De-notification of already existing districts
- d) Creation of new sub-districts
- e) Change in jurisdiction of already existing sub districts
- f) De-notification of already existing sub-districts
- g) Creation of new village by splitting/merging of existing village
- h) Change in Jurisdiction of already existing town area
- i) Exclusion of areas from town
- j) Notification of new town
- k) De-Notification of existing town
- l) Change in name/spelling of the above entities
- m) Changes in the ward boundaries of a town

n) Any other jurisdictional changes

3. There would have been several jurisdictional changes in the boundaries of administrative units after Census 2011 and there may be more till the date of freezing of boundaries for 2021 Census. As a matter of practice and also as per the guidelines communicated to all Directorates of Census Operations (DCOs) vide Letter No. 9/65/2014-CD (Cen) dated 01.07.2015, the DCOs have been obtaining notifications on jurisdictional changes of various administrative units from the respective state government departments and scrutinizing the same. This process shall continue till 31st December, 2019. Now, the DCOs are required to send the details of jurisdictional changes as on 01.01.2018 (for the period from 01.01.2010 to 31.12.2017) by 31.01.2018 in prescribed formats (Form 'A' to 'E' in Annexure-I and Summary Sheet in Annexure-II) along with the 'For-Read' statement as communicated vide the ORGI letter No. 9/65/2014-CD (Cen) dated 01.07.2015 in both soft (in Excel) and hard copies. Similar information is to be supplied for the period 01.01.2018 to 31.12.2019 by 31.01.2020 which will provide the complete picture of jurisdictional changes up to 31.12.2019.
4. The complete list of villages should be obtained from the State Revenue Department and compared with the list of villages of the 2011 Census. The list of villages should include not only inhabited but also uninhabited ones as well as hamlets, if any. To speed-up the process of obtaining the complete list of villages along with hamlets, a copy of the 2011 list of villages as per Master Directory may be sent to each Tahsildar or concerned sub-district level authority along with the available sub-district level maps of Census 2011 with the request to mark all type of changes in the list like creation of new or deletion of village(s), changes in the names, if any, etc. They are also to be requested to indicate the location of the new village(s), if any, on the sub-district map as well. All the concerned state authorities may be conveyed with a line of caution that in the past a number of court cases have been encountered due to non-inclusion of the genuine village(s) and/or non-reporting of correct name of the village in the Village list by some of the concerned sub-district level officers. The onus of preparing the correct and updated list of villages for sub-districts in connection with census 2021, as such, would remain with the concerned sub-district level officers.
5. As regards, updating the list of towns, it is known that the State Governments establish Local bodies / Municipalities etc. through notifications in the official gazette within their jurisdiction from time to time. These notifications delineate areas which would indicate the municipal limits in terms of villages or parts thereof. Between 2011 and now, there would have been several changes in the form of additions and deletions to the list of Local bodies. All the DCOs should not only obtain a list of these towns from the concerned State Government department (Local Self Government Department) but also procure copies of the notifications creating new/de-notified towns etc. or effecting jurisdictional changes in the boundaries of the existing towns.
6. It is reiterated that the process of collecting information and notifications is to continue till 31st December, 2019. Subsequent to the procurement of complete list of all rural and urban administrative units of the State/ Union Territory over time, the said lists are to be compared by the DCOs with the Master Directory of Census 2011 and the Local Government Directory (LGD) maintained by Ministry of Panchayati Raj, Government of India. It is noteworthy to mention that the LGD is a web based application wherein all administrative units with Meta Data and Data Standard (MDDS) codes as per Census 2011 are said to be available as base and the concerned state/UT authorities have been requested by the Ministry of Panchayati Raj to upload the newly created administrative units or any changes in administrative units along with notification. The LGD available in the public domain (www.lgdirectory.gov.in) is expected to serve as a platform for updated list of administrative units on a real time basis. The DCOs are to use the LGD as one of the inputs for finalization of list of administrative units for Census 2021 and the anomalies, if any,

notice of the concerned and reconciled. The list of villages / wards in towns / towns along with the spellings (both in English and Hindi) are to be got authenticated/certified from the concerned authorities of the States/UTs. In addition, the list of forest villages/habitations which are not found in the Revenue records, after being collected from the Forest Authorities are to be added to the list of villages to ensure completeness in census. Thereafter, the Charge Registers are to be prepared for field operation of census 2021.

7. All the Directorates of Census Operations may please note that any incompleteness in building up the frame on the basis of these lists, will have serious consequences. Extreme care should be taken to ensure accuracy in updating the frame of all administrative units in each State/ Union Territory at all levels down up to village and town. In order to carry out the above work properly and expeditiously, it would be desirable to nominate a suitable officer in the DCO to monitor all relevant information in this regard and to ensure that copies of the notifications effecting jurisdictional changes are collected on priority and further required actions have been undertaken.

8. All the DCOs are requested to sincerely put their efforts necessary for finalizing the jurisdictional changes in their States/UTs at all levels and comply with the directions given for the same on regular basis.

Encl: Annexure I & II


(Sanjay)
Deputy Director General

To
The all Directorates of Census Operations.

Copy to:

1. All Chief Secretaries of State/Union territories for information and favour of issuing necessary instructions to all the concerned
2. All District Magistrates (through Directorate of Census Operations)
3. All heads of the Divisions including Language Division, Kolkata
4. Joint Director (OL) for Hindi translation
5. PS to RGI
6. PS to Addl. RGI
7. Guard File

Annexure-I

Form A

Statement showing territorial units as on 1.1.2018 having jurisdictional changes between 1.1.2010 and 31.12.2017											
State/District/ Sub-district as on 1.1.2018	Census territorial unit as per Census 2011	Territory added			Name of State/ District/ Sub - district from which area is subtracted	Territory Subtracted			Name of State/District/ Sub-district to which area added	Net area change in Sq. Km.	Remarks
		MDD S Code	Name	Area in Sq. Km.		MDD S Code	Name	Area in Sq. Km.			
1	2	3	4	5	6	7	8	9	10	11	12

Note : For preparing the Form A, please refer A-1 (Appendix) of 2011 (only for Administrative units having jurisdictional changes).

Form B

Creation of new villages between 1.1.2010 and 31.12.2017					
Name of the new village	Name of villages and their MDDS Code from which it is formed		Name of the sub district (as on 01.01.2018) in which the village falls	Name of district (as on 01.01.2018) in which the village falls	Remarks
	MDDS Code	Name			
1	2	3	4	5	6

Note: In case of many villages, write the villages in subsequent rows.

Form C

Changes in area/urban status of the existing towns between 1.1.2010 and 31.12.2017													
Area Added to the existing town							Area subtracted from the existing town				Net change in area of the town		
Name of the district (as on 01.01.2018)	Name of the sub-district (as on 01.01.2018)	Name of the town	Urban status	Village(s)/Town added to the town		Area added to the town (in Sq. Km.)	Name of the town	Urban status	Village(s)/Town subtracted from the town		Area subtracted from the town (in Sq. Km.)	Net change in area of the town (in Sq. Km.)	Remarks
				MDD S Code	Name of the Village/ Town				MDD S Code	Name of the Village/ Town			
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Form D

New statutory towns added and declassified between 1.1.2010 and 31.12.2017															Remark s
New statutory town added							Statutory towns declassified								
Name of the town	Urb an statu s	Area (in Sq. Km.)	Name of the sub-district (as on 01.01.2018) in the town falls	Name of the district (as on 01.01.2018) in the town falls	Constituent villages (with MDDS code) of the new town		Name of the town	Urb an stat us	Area (in Sq. Km	Name of the sub- district (as on 01.01.201 8) in which the town falls	Name of the district (as on 01.01.201 8) in which the town falls	Constituent villages (with MDDS code) of the declassified town			
					Name of village	MD DS Cod e						Name of village	MD DS Cod e		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

*: In case of town spreads over more than one district/sub-district, it should be mentioned in separate rows.

Form E

Changes in names/spellings of Administrative units		
Name of the State/District/Sub-District/Town/Village as on 1.1.2010 (list only those whose names/spellings have been changed)	2011 Census MDDS Code	New Name of the State/District/Town/Village as on 01.01.2018
1	2	3

Annexure-II

SUMMARY REPORT OF JURISDICTIONAL CHANGES SENT UPTO 31-12-2017/ 31-12-2019

Form*	Description	No. of changes sent for the period 01.01.2010 to 31.12.2017	No. of changes sent for the period 01.01.2018 to 31.12.2019	Cumulative total
1	2	3	4	5
Form A :	Statement showing territorial units having jurisdictional changes			
Form B :	Creation of new villages			
Form C :	Changes in area/urban status of existing towns			
Form D :	New Statutory Towns added and de-classified			
Form E :	Changes in names/spellings of Administrative units			

Note: 1. Give only the number of changes entered in each form for the relevant period in the columns 3 and 4 above.

2. Give dashes (-) in the column 4 for the report ending 31.12.2017.

3. Under the column No. 5, give total of the columns 3 and 4.

Signature of the Controlling officer