

MOST IMMEDIATE



OFFICE OF THE REGISTRAR GENERAL, INDIA

(Government of India, Ministry of Home Affairs)

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भारत के महा रजिस्ट्रार का कार्यालय

(भारत सरकार, गृह मंत्रालय)

प्रथम तल, एन डी सीसी बिल्डिंग - II, जय सिंह रोड, नई दिल्ली - 110001



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

Dated: 21 September, 2019

CENSUS OF INDIA 2021 - CIRCULAR No. 6

Subject: Appointment of Census Officers - Issue of Notifications

The Indian Census is the largest administrative and statistical exercise in the world, conducted once in every ten years under the legal provisions of Census Act, 1948 and Census Rules, 1990. The next decennial Census due in February, 2021 will be 16th Census in the country and 8th after Independence. The Census of India 2021 would be conducted in two phases: i) Houselisting and Housing Census – April to September, 2020 and ii) Population Enumeration – 9th February to 28th February, 2021. The National Population Register (NPR) will also be updated along with Houselisting and Housing Census except in Assam. Nearly 30 lakh field functionaries will be deployed to complete this task of national importance covering entire length and breadth of the country within a fixed time frame. This gigantic exercise will require massive preparations and advance planning for making it a success.

2. The intention of the Government of India to conduct the Census of India 2021 under Section 3 of the Census Act, 1948 has been notified in the official gazette and republished in the State/UT Gazettes. The Census 2021 would be extensively leveraging the technology for improved quality of data collection and early release of data.

3. For the first time, the mix mode approach for data collection will be adopted in Census 2021. The data would be collected either on paper or through smart phone based mobile app. as per the Enumerator's convenience. This is in line with

the Digital India initiative of the Government. The use of mobile app for collection of data will result in making available the digitised data from the field itself, which in turn would save considerable time & cost and will result in early release of Census data. A Code Directory has also been developed to record the descriptive responses to save time in field work and processing of data. Further, a web portal i.e. Central Monitoring & Management System (CMMS) for Census 2021 has been developed to manage and monitor all Census related activities like appointment of Enumerators/Supervisors, assigning the Enumeration Blocks/Supervisory Circles to them and real time progress of the field work. The payment of honorarium etc. to the Census functionaries for the Census & NPR related work is proposed to be directly credited to their bank accounts using Public Financial Management System (PFMS) and Direct Benefit Transfer (DBT). With all these new initiatives for Census 2021, it becomes all the more important to initiate the appointment of Census officers well in advance and complete all other formalities like registration of Census functionaries on CMMS portal with correct and complete details.

4. As per the Section 4 of the Census Rules, 1990 of the Census Act, 1948 the Directors of Census Operations appointed under sub-section 1 of Section 4 of the Census Act are hereby designated as Chief Principal Census Officer to supervise the taking of the Census within their respective States and Union Territories. In addition, the Deputy Registrar General (C&T), Joint Director of Census Operations, the Deputy Director of Census Operations and the Assistant Director of Census Operations are also being notified by this office as the Addl. Chief Principal Census Officer, Joint Chief Principal Census Officer, Deputy Chief Principal Census Officer and Assistant Chief Principal Census Officer respectively within the jurisdiction of the State or Union Territory concerned.

5. Under Section 4(2) of the Census Act, 1948, the officers responsible for taking the Census are to be notified in the gazette by the respective State Government and Union Territory Administrations for their respective jurisdictions. The levels and details of Officers who will be appointed as Census Officers by State Government/Union Territory Administration, through gazette notification as per Section 3 of the Census Rules 1990, for the areas under their jurisdictions are at Annex I & II.

6. In the districts, the District Collectors/Magistrates/Commissioners or administrative heads of Corporations or any nominated Officer are designated as Principal Census Officers under sub-section (2) of Section 4 of the Act and are responsible for the Census Operations in their jurisdiction. In the Municipal Corporations, the Municipal Commissioner or the Chief Executive Officer, as the case may be, would function as the Principal Census Officer. Also, in the Division, the Divisional Commissioner would act as a Divisional Census Officer. To carry out these responsibilities effectively, suitable assistance is required. Therefore, as has been the practice in earlier Censuses, other officers of the appropriate levels such as Additional District Collectors/ Additional District Magistrates or Senior Deputy Collector may be appointed as District Census Officers under sub-section (2) of Section 4 of the Census Act. In the Municipal Corporations, Deputy Chief Executive Officers or Deputy Municipal Commissioners may be notified as the City Census Officers for the relevant areas. Apart from these, it would be essential to appoint officers in-charge of specific areas which constitute part of their normal administrative jurisdiction such as District Planning Officer/District Statistical Officer/District Informatics Officer/ District Education Officer as Additional District Census Officer and Sub-divisional or Revenue Divisional Officers as Sub-Divisional Census Officer. The various levels and designations which need to be notified for Rural and Urban areas are given in the Annex-I and Annex-II. These levels are not exhaustive and may require suitable modifications as per local requirements of the respective State/Union Territory. It is suggested that the notifications of the State/UT Govt. may preferably be by designation of the Officers instead of names, otherwise for any change /replacement of the Officer due to administrative reasons, fresh notifications would be required. However, it is pertinent to mention here that as per Rule 8(vi) of the Census Rules 1990, "the State Governments and the Union Territory Administrations shall impose restrictions on the Head of Department/ Officer on the transfer of officers/officials once appointed as Supervisor/ Enumerator, without the proper consent of Principal/District Census Officer.

7. There are certain populated areas that fall within the sole occupation and control of Defence Services, Central Reserve Police, Border Security Force and similar military or para-military organizations. For such exclusive areas, the Director of Census Operations has to determine the Special Charge Officers in consultation with the concerned authorities. Further, in consultation with the concerned designated Special Charge Officers, Census Officers at other levels also are to be

notified for such specific areas. The Chief Principal Census Officer (Director of Census Operations) is to obtain the updated list of Special Charges from the Principal Census Officers and may, simply through his order, designate Special Charge Officers as well as other Census Officers at various levels and these may not necessarily be gazetted officers. It must be emphasized here that areas under Cantonment Board will be treated at par with statutory towns and notified area committees etc. Special areas referred to in the beginning of this para are distinct from Cantonment Board areas as such. The Principal Census Officer (both the District Magistrate/Collector and the Municipal Commissioners) would be responsible for identifying such special charges in their jurisdiction and provide a list of all such Special Charges to the concerned Directorate of Census Operations (DCO). They would also make all necessary arrangements for conducting the Census (Population Enumeration) in all such special charges falling within their domain as per the guidelines of RG&CC,I/ Directorates of Census Operations (DCOs).

8. Sometimes, There may be special colonies under the control of Government or public sector authorities such as railways, irrigation, forest, thermal power stations etc. It is obligatory on the Principal Census Officer to identify all such special colonies in his/her jurisdiction and ensure to appoint Special Charge Census Officers in these areas for both the phases of Census Operation i.e. Houselisting & Housing Census and Population Enumeration. The Principal Census Officers are to provide the consolidated list of all such special colonies to the respective DCO to ensure a complete coverage of the population.

9. The Enumerators and Supervisors are the primary Census functionaries responsible for collection of data during Census taking. An Enumerator is to be assigned the work of about 650-800 population and one Supervisor is to be engaged for every six Enumerators. Besides, there shall be ten percent reserve Enumerators / Supervisors for any contingencies. As per Section 3 of the Census Rules 1990, teachers, clerks or any official of the State Government, local authority etc. can be appointed as Enumerator while Supervisor will be officer generally of a rank higher than Enumerator. Though the appointment of Enumerators and Supervisors, who will be undertaking actual data collection, will be done at a later stage, it is essential that in view of the new initiatives for Census 2021, as detailed in para 3 above, they may be identified in advance and their details as per Annex-III may be collected for registering them in CMMS portal by the respective Charge Officers.

10. The State Government and Union Territory Administration are requested that all the Census Officers with different designations appointed under Sub-Section (2) of Section 4 be delegated the powers of appointing Census Officers under Sub-Section (4) of Section 4 of the Census Act. Similarly, the State Government/ Union Territory Administration may also authorize them to sign declaration under provision of Sub-Section (3) of Section 4.

11. The State Government/ Union Territory Administration are to ensure the appointment of Census functionaries as detailed in the Circular. The Directorate of Census Operations would liaise with the Nodal Departments in the respective States/UTs for appointment of Census officers as per the need and previous practices. Copies of all the notifications issued by the State Government/ Union Territory Administration for all levels are to be sent to this office for information and record purposes.

Vivek Joshi

(Vivek Joshi)

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Census Commissioner, India

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Enclosures: As stated above

To

The Chief Secretaries/ Administrators

All States/ UTs

Copy for necessary action to:

1. State Coordinators
2. Directorate of Census Operations
3. All heads of Divisions of ORGI including Language Division, Kolkata
4. Hindi Division, ORGI for translation into Hindi
5. Census Division, ORGI
6. PPS to RG&CC I
7. PS to Addl. Registrar General(S), ORGI
8. PS to Technical Director (IT), Shastri Park for uploading on official website
9. Guard File

Annex-I

DIVISION, DISTRICT, SUB-DIVISION, AND TAHSIL LEVEL APPOINTMENTS

Sl.No	Level	Authorities	Designation	Remarks
1	2	3	4	5
1	Division	Divisional Commissioner	Divisional Census Officers	A notification requires to be issued for his/her jurisdiction.
2	District	District Collector/Magistrates/Commissioners of administrative heads of Corporations or any nominated officer	Principal Census Officers	A notification requires to be issued for his/her jurisdiction.
3	District	Additional District Collector/Additional District Magistrate/ Senior Deputy Collector, etc.	District Census Officers	A notification requires to be issued for his/her jurisdiction.
4	District	District Planning Officer/ District Statistical Officer/ District Informatics Officer/ District Education Officer	Additional/Deputy District Census Officer	A notification requires to be issued for his/her jurisdiction.
5	Sub-divisions	Sub-Divisional Officers/Sub-Collector/Sub-Divisional Magistrate	Sub-Divisional Census Officers	A notification requires to be issued for his/her jurisdiction.
6	Tahsil/Taluk/ Police Station/ Development Block/Mandal/Panchayat Samiti	Tahsildar/Mamalatdar/BDO/Mandal Officer /Circle Officer	Charge Census Officer/ OC (Census)	A notification requires to be issued for his/her jurisdiction.
7	Tahsil/Taluk/ Police Station/ Development Block/Mandal/Panchayat Samiti	Additional Tahsildars/Naib Tahsildars/ or equivalent	Additional Charge Census Officer/ Assistant Charge Census Officer/ Sub-Charge Census Officer	A notification requires to be issued for his/her jurisdiction.

CITY, TOWN AND WARD LEVEL APPOINTMENTS

Annex-II

S.No.	Level	Authority	Designation	Remarks
1	2	3	4	5
1	Cities under Municipal Corporations	Municipal Commissioner/ Chief Executive Officer/Administrator	Principal Census Officers	A notification requires to be issued designating the officer concerned as mentioned in col. 4 for his/her jurisdiction. In case of municipalities which have been superseded and Administrators have been appointed, the Town Census Officer will function under the District Census Officer and necessarily under the Principal Census Officer for the district.
2	Municipal Corporation/City	Additional Municipal Commissioner/Deputy Municipal Commissioner/ Deputy CEO/Executive Health Officer	City Census Officers	A notification requires to be issued for his/her jurisdiction.
3	Municipal towns/ Notified areas/ Cantonment board/ Sanitary board and similar statutory areas under separate local authorities	Chief Officer/ Executive Officer/ Secretary/Administrator	Town Census Officer	A notification requires to be issued for his/her jurisdiction.
4	Divisions or wards in the larger Municipal towns/ Notified areas committees/Cantonment board area/Sanitary board areas and similar areas under such local authorities and non-municipal towns i.e. determined as towns by the DCOS.	Appropriate levels below Chief Officer/ Executive Officer/ Secretary	Divisional/Ward Census Officer	A notification requires to be issued for his/her jurisdiction.

Annex-III

Census of India, 2021
Details of Census Officers, Enumerators and Supervisors

Sl. No.	Item of information	Details
1	Name	
2	Gender	
3	Date of Birth	
4	Designation	
5	Department	
6	Office Address	
7	Land Line Number	
8	Mobile Number	
9	Email Address	
10	Identity Document	
11	Identity Document Number	
12	Bank Name and Address	
13	Bank Account Number	
14	Bank IFSC Code	
15	PAN Number	
16	Aadhaar Number	
17	Data Capture Mode (For Enumerators & Supervisors)	
18	Languages known	