



भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
भारत के रजिस्ट्रार जनरल का कार्यालय/Office of the Registrar General, India
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(जनगणना प्रकोष्ठ/ Census Cell)

No. 9/59/2019-CD (CEN)

Dated: 10th January, 2020

CENSUS OF INDIA 2021 - CIRCULAR No. 9

Subject: **Approved norms under different components for Census 2021 and updation of NPR.**

The Government of India has approved the scheme(s) namely; i) Conduct of Census of India, 2021 and ii) Updation of National Population Register (NPR). 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. The expenditure incurred by the State Government/ UT Administration for the work of Census 2021 and updation of NPR shall be reimbursed by the Central Government. The work/ activities envisaged for the State Governments/ UT Administrations vis-à-vis financial norms approved by the Government of India are detailed against each item of work in subsequent paras.

2. Honorarium to Census Functionaries:

2.1 All the Census functionaries have to be appointed under the provisions of Census Act, 1948 and Census Rules, 1990. The detailed instructions in this regard have already been issued vide Census Circular 6. Honorarium will be paid to Census functionaries after successful completion of Census and NPR work.

2.2 The amount of honorarium for various level of Census functionaries is as under:

Enumerators and Supervisors

Amount (in Rs.)

Sl. No.	Phase(s)	Mode of submission of data	
		On Paper	On Mobile
1	Houselisting and Housing Census (HLO)	5,500	7,500
2	National Population Register (NPR)	3,750	6,250
3	Population Enumeration (PE)	8,250	11,250
	Total honorarium	17,500	25,000

Other Census functionaries:

Category	Amount (in Rs.)			
	HLO	NPR	PE	Total
State Nodal Officer (State Coordinator)	20,000	25,000	30,000	75,000
Other officers/ officials at State level (Max. 5 per State/UT)	12,000	15,000	18,000	45,000
Principal/ District Census Officer/ Addl. District Census Officers/ Commissioners/ Divisional Commissioners etc.	16,000	20,000	24,000	60,000
Other officers/officials in the District Max. 8 per district including District Statistical Officer (DSO), District Informatics Officer (DIO, NIC) etc.	12,000	15,000	18,000	45,000
Sub-Division Officers/ Charge Officers/ Addl. Charge Officers	12,000	15,000	18,000	45,000

2.3 The honorarium will be credited directly to the bank account of the Census functionary through Public Finance Management System (PFMS) platform and Direct Benefit Transfer (DBT) module, after successful completion of work and certification of the same on the Census Management and Monitoring System (CMMS) portal (www.census.gov.in) by the concerned officer(s). For this purpose, all notified and duly appointed Census functionaries need to register themselves on the CMMS portal by providing details namely; Name, Bank Account Number, IFSC Code, Branch Address, Mobile Number etc. Correctness of these details will be vital for payment of honorarium and therefore should be duly vetted by the concerned officer.

2.4 Subsequent to completion of work by the Enumerators and Supervisors and submission of records, the same shall be certified by the Charge and District level Officer(s) on CMMS portal. Thereafter, the same will be vetted by the respective DCO. For Charge Officer(s) and Census Officers in the District, after certification of completeness and cent percent coverage of the work in their respective jurisdiction, the payment will be recommended by Principal Census Officer and vetted by DCO.

3. Training

3.1 One of the most important aspects for the successful conduct of the Census is the training of the enumerators, supervisors and other census functionaries who are appointed to perform these functions under the Census Act, 1948. Training is of vital importance for ensuring quality of data collected especially with the introduction of new initiatives like data collection on mobile app, use of CMMS portal for real time management of entire operations.

3.2 A complete training cascade has been designed starting from 100 National Trainers (NTs) who will train 1,800 Master Trainers (MTs). These MTs will train 43,500 Field Trainers (FTs) who subsequently will train about 30 lakh enumerators and supervisors (including reserves). The National/ State level Training Institutes have been associated to impart training to different administrative levels. Training of National Trainers has already been completed at National Statistical Systems Training Academy (NSSTA), Noida and Institute of Secretariat Training and Management (ISTM), Delhi. The training of 1800 MTs is in progress in 20 Administrative Training Institutes (ATIs) in different parts of the country. The training of FTs will be imparted by MTs at District/Charge level.

3.3 This mammoth exercise will also involve elaborate arrangements requiring sufficient financial and administrative support. Accordingly, an amount of Rs. 350/- per day has been approved as a training allowance for attending training by the Enumerators, Supervisors and other Census functionaries. Further, an amount of Rs. 150/- per person per day has been kept for providing lunch, water, tea etc. to the participants during the training. In addition to it, an amount of Rs. 5,000/- per batch for HLO/NPR and Rs. 5,000/- per batch for PE for organizing training has been approved. This amount will be useful for District Administration for hiring of venue, projector, audio system and other related arrangements while organizing the training.

3.4 The training allowance @ Rs. 350 per day for attending training will be directly credited to the bank account of Census functionaries using PFMS and DBT. This will be provided after successful completion of field work and submission of records to the concerned authorities. Rest of the funds i.e. Rs. 5,000/- per batch for training arrangements and Rs. 150/- for lunch etc. will be provided to State/UT Government who are requested to take necessary steps to ensure disbursal of these funds to respective Districts.

3.5 The Master Trainers and Field Trainers will get honorarium for imparting training to the Field Trainers and Enumerators & Supervisors respectively @Rs. 1,500/- per day of training which will be credited directly to their bank accounts as per the details provided by them on CMMS portal.

4. Technical Assistance to State/District Administration

4.1 With the introduction of many new initiatives like mobile data collection, use of CMMS Portal etc., the Census of India 2021 will be more technologically intensive with a target to get the digitized data from the field itself. This would enable release of Census data in the shortest possible time and will also reduce the data entry work of NPR. Accordingly, in order to strengthen the State, District and Charge level Census Officers, the assistance in terms of hired technical manpower is being provided at the State, District and Charge level. In addition to this, Multi-Tasking staff (MTS) for office assistance is also given at State and District level. Both these manpower will be hired for a maximum period of 18 months i.e. from February, 2020 onwards. The details are as under:

Sl. No.	Administrative Unit	Manpower allowed for 18 months
1	State/UT	4 Technical Assistant, 2 MTS
2	District	4 Technical Assistant, 2 MTS
3	M. Corporation	4 Technical Assistant, 2 MTS
4	Charge	2 Technical Assistant

4.2 The maximum monthly remuneration for Technical Assistant will be Rs. 20,000/- per month and for MTS will be Rs. 14,000/- per month. Apart from this amount, no other financial assistance with respect to this manpower will be provided by the Government of India. Further, this assistance, being provided to State/UTs for the work of Census 2021 and NPR, is for a maximum period of 18 months. Thereafter, this assistance will automatically cease to exist and there shall be no liability of the Government of India on this account either financially or otherwise.

4.3 The engagement of this manpower will be purely on short term contractual basis. The hired manpower (Technical Assistant or MTS) will not be entitled to any claims, rights, interests or further benefits in terms of regularisation or consideration of further appointment to any post, including any claims for any casual, ad-hoc, temporary or regular service in the Government. Further, the responsibility of ensuring statutory deductions like EPF, ESIC etc. will be of the concerned State/District/Charge level authorities.

4.4 It would be appropriate if the manpower at District, Municipal Corporation and Charge level is hired by the Principal Census Officer (District Magistrate/ District Collector/ Dy. Commissioner for her/his jurisdiction and Municipal Commissioner for her/his jurisdiction) by following extant financial rules. The hiring of manpower should be through an agency and not by direct appointment. The retired government officials may also be considered subject to meeting the suitability for the work. For the State/ UT level the nodal department may follow the same procedure.

5. Assistance to State, District and Charge

The Government has also approved provisions for providing assistance in terms of infrastructural support at State, District and Charge level. The details are as under:

5.1 IT Infrastructure : For Census 2021 and updation of NPR, one time grant has been provisioned for procurement of hardware and software viz., computer, software, printer, UPS, internet connection, table, chair etc. For procurement of hardware, software and other paraphilia, applicable financial rules need to be followed.

5.2 Petrol, Oil, Lubricant (POL)/ Hiring of Vehicle charges: The State Government / District Administration / Charge officers will have to undertake extensive touring in order to have proper monitoring, supervision and control within their respective jurisdiction. Accordingly, provision has been made for POL/ Hired vehicle to enable Census Officers to undertake intensive supervision and inspection.

5.3 Handling Charges (Contingency): There might be some miscellaneous expenses during the preparatory work, actual field work and post completion of the Census 2021 & updation of NPR. Some instances are: local publicity, transportation of census material locally, stationery, photocopying, labour charges, packing materials, postal charges, meeting expenses etc. These may be required by the Charge Officers, Principal Census Officer and State Coordinator.

5.4 The amount to meet IT Infrastructure, POL and Handling charges mentioned at para 5.1 to 5.3 above, at various levels for HLO, NPR and PE has been summarized below:

Administrative level(s)	Amount (in Rs) for		
	IT Infrastructure	POL/ Hiring of Vehicle	Handling Charges (Contingency)
State	10,00,000	10,00,000	11,00,000
District	5,00,000	5,00,000	5,20,000
Charge	2,00,000	1,00,000	1,10,000

This amount is for the entire work of HLO, NPR and PE.

5.5 These will be a onetime grants and will be directly released to the State Government / UT Administration. The State/UTs need to ensure the release of amount to Districts and Charges.

6. **Printing of NPR Booklets:** The EB wise NPR data will be made available to Charge Officer in a .pdf format which need to be printed in the form of a booklet. If an enumerator uses mobile application for updation of NPR, the data of that EB may not be printed. For meeting printing cost, Rs. 2/- per page (back-to-back) will be provided. 25 blank NPR schedules will also be printed as a part of EB wise booklet. These will be used to fill the details of new households, new member(s) in a household etc. for a particular EB. Further, a maximum of Rs. 75/- per booklet will be provided for binding purposes. The amount stated is the upper ceiling and optimisation may be done while printing the NPR booklets.

7. The requisite funds for items detailed in para 3, 4 and 5 above, will be provided to the State/UT Governments. For this purpose, a separate budget head needs to be opened by the State Government(s)/ UT Administration(s). Funds would be transferred as Grant-in-aid by the office of the Registrar General and Census Commissioner, India. Accordingly, the State Governments/ UT Administrations are requested to take necessary steps for timely disbursal of the funds to the District Administration so as to ensure the availability of requisite funds in the budgets of the Districts/ Sub-Divisions/Tehsils or Taluka and of the urban local bodies concerned, during the current and subsequent financial years for meeting the expenditure on this account.

8. The authorities are requested to maintain complete details of all the expenses for Census and NPR work and for furnishing a quarterly consolidated statement of such expenditure at each level and for the State/UT as a whole, duly certified by the concerned authority of your State /UT. The requisite format(s) will be provided separately.

9. Summarising the above, the item-wise gist is as under:

Sl. No.	Item	Total amount for HLO, NPR, PE	Funds
1	Honorarium	(i) Enumerators/ Supervisors 17,500 - On paper 25,000 – On mobile (ii) Other Census functionaries as per details in para 2.2	To be directly credited to the bank account of field functionaries
2	Training	(i) Rs. 5000/- per batch for HLO/NPR & Rs. 5000/- per batch for PE (ii) Rs. 150/- per day per person for lunch, tea etc.	To State/UT Govt. as Grant-in-aid

		Training allowance @ Rs. 350 per day per day per	To be directly credited to the bank account of field functionaries
3	Hired manpower	Technical Assistant-20,000/- and MTS Rs.14,000/- per month for a period of 18 months	To State/UT Govt. as Grant-in-aid
4	Assistance to State, District and Charge	as per details in para 5.4	To State/UT Govt. as Grant-in-aid
5	Printing of NPR Booklets	Rs. 2/-per page (back to back) and Maximum of Rs 75/- per booklet for binding purposes	To State/UT Govt. as Grant-in-aid
6	Action points for States/UTs	A. Proper registration of all field functionaries on CMMS portal B. Separate budget head needs to be opened C. Necessary steps for timely disbursal of the funds to the District Administration/ Sub-Divisions/Tehsils or Taluka or Municipal Committee D. Quarterly consolidated statement of expenditure, duly certified by the concerned authority of your State /UT.	

10. As the Census work has gained considerable momentum, it will be appreciated if necessary orders of the State Government /UT Administration to the concerned District and Municipal Authorities are issued urgently. Copies of orders issued in this regard may kindly be endorsed to the Director of Census Operations in your State /UT, under intimation to this office.


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To
 The Chief Secretaries/ Administrators
 All States/ UTs

Copy to:

1. State Coordinator
2. Directors of Census Operations
3. SS&FA, Ministry of Home Affairs, North Block, New Delhi.
4. Pay & Accounts Officer (Census), MHA, New Delhi
5. Accountant General of all the States/UT Administrations.
6. All District Magistrate/ Deputy Commissioner/ District Collector
7. PPS to RG&CC,I
8. PS to Additional RG (Y)/(S)/DDG
9. Accounts Officer, ORGI
10. Order File.