



OFFICE OF THE REGISTRAR GENERAL, INDIA  
GOVERNMENT OF INDIA, MINISTRY OF HOME AFFAIRS  
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F.No.- F. No. 35301/1/2008-DPD

Date: 01/09/2009

To

The DCO / Data Center In-charge,  
Directorate of Census Operations,

EDP Circular – 2

Subject:- Space requirement for storage of Houselist, National Population Register and Household Schedules at Data / Scanning Center – regarding

Sir/Madam,

The Government of India has decided to create the National Population Register (NPR). The information of NPR Schedules will be collected at the time of the Houselisting operations during 2010. To accommodate the NPR schedules, additional storage space approximately equivalent to Household schedules would be required.

2. The Data Centre wise expected number of schedules for storage alongwith the States/DCOs attached to them may be seen at Annex-I. The storage space requirement may then be ascertained on the basis of calculation sheet attached at Annex-II. The DCO in charge of the DD Centre must include the storage requirement of the attached States/DCOs to the DD Centre for scanning purpose.
3. The scanning of all the Schedules including NPR would be done in offline mode. It will require establishing the Scanning Center adjacent to the Storage area to save the transportation cost and hassle of shifting the records from storage to scanning centers and back. Keeping in view the present storage space availability, following action may be considered:
  - i. DCOs having adequate storage space which can accommodate NPR schedules in addition to House list and House hold schedules:

No additional space would be required. But DCOs may make provision for racks etc. at the same location keeping in view the additional storage required and in a manner that schedules for Houselisting, NPR and Household are placed separately in an order.

- ii. DCOs having adequate storage space for House list and House hold schedules but can not accommodate NPR schedules:

DCOs should find out the additional space available nearer to the Data Centre and preferably with Central Warehousing Corporation (CWC) where NPR schedules could be stored after scanning. This would involve one time transportation cost for the movement of NPR Schedules from Data Centre to CWC/other building for storage. Expected cost of racks and above mentioned transportation of NPR schedules would need to be, however, ascertained in this case also.

- iii. DCOs not covered (i) and (ii) above:

DCOs should find out the space available and preferably, within the same building or any other building near the existing Data Centre within the city limit. The space should be enough for storing schedules for House list, NPR & House hold at same place. Moreover, it must have the enough space for Pre-Scanning and Scanning activities which require around 800 Sq. ft and 160 Sq Ft. of space respectively. You may have requirement of funds for fitting the adequate number of electrical points, air-conditioning, UPS, Racks and necessary infrastructure at the storage cum scanning place.

4. The complete address of the proposed Storage cum Scanning Centre, including room and floor number may be furnished to D.P. Division. You are requested to send the above information by 10<sup>th</sup> September 2009.

(Mohan Singh Thapa)  
Joint Director (EDP)

Copy to:

1. PS to Secretary (RGI)
2. PS to JS(OSD)
3. PS to Additional RGI
4. PS to JRGI

## DDE Centre cum State Wise Scanning/Storage Volume

Location of DDE Center	Attached DCOs / States	State wise Houelist Schedules	Data Center wise Houelist Schedules	State wise NPR Schedules	Data Center wise NPR Schedules	State wise House Hold Schedules	Data Center wise Household Schedules	State wise Total Schedules	Data Center wise Total Schedules
CHANDIGARH	CHANDIGARH	14473	905404	297644	15602230	297644	15602230	609761	32109864
	J & K	138468		2526478		2526478		5191424	
	H. P.	152043		1430533		1430533		3013109	
	PUNJAB	315635		5892894		5892894		12101423	
	HARYANA	284785		5454681		5454681		11194147	
DELHI	DELHI	183678	<b>350719</b>	3872112	5976022	3872112	5976022	7927902	<b>12302763</b>
	UTTARANCHAL	167040		2103910		2103910		4374860	
LUCKNOW	UTTAR PRADESH	2389772	2389772	44263531	44263531	44263531	44263531	90916834	90916834
PATNA	BIHAR	1209713	1209713	21613657	21613657	21613657	21613657	44437027	44437027
JAIPUR	RAJASTHAN	820049	820049	14994205	14994205	14994205	14994205	30808459	30808459
GUWAHATI	ASSAM	389904	591715	6440898	9325282	6440898	9325282	13271700	19242279
	SIKKIM	7357		127372		127372		262101	
	ARUNACHAL	31813		261060		261060		553933	
	NAGALAND	26802		473471		473471		973744	
	MANIPUR	32850		514673		514673		1062196	
	MIZORAM	12691		209384		209384		431459	
	TRIPURA	41167		746836		746836		1534839	
	MEGHALAYA	49131		551588		551588		1152307	
KOLKATTA	WEST BENGAL	1050459	1057772	18789928	18893124	18789928	18893124	38630315	38844020
	A&N ISLAND	7314		103196		103196		213706	
BHUBANESHWAR	ORISSA	581716	581716	8524623	8524623	8524623	8524623	17630962	17630962
RANCHI	JHARKHAND	426742	426742	6776996	6776996	6776996	6776996	13980734	13980734
BHOPAL	M. P.	888265	888265	15537964	15537964	15537964	15537964	31964193	31964193
RAIPUR	CHHATTISGARH	296423	296423	5117308	5117308	5117308	5117308	10531039	10531039

### DDE Centre cum State Wise Scanning/Storage Volume

Location of DDE Center	Attached DCOs / States	State wise Houselist Schedules	Data Center wise Houselist Schedules	State wise NPR Schedules	Data Center wise NPR Schedules	State wise House Hold Schedules	Data Center wise Household Schedules	State wise Total Schedules	Data Center wise Total Schedules
GANDHINAGAR	GUJARAT	656143	663015	12429975	12559759	12429975	12559759	25516093	25782533
	DAMAN & DIU	3025		56299		56299		115623	
	DADRA & NAGAR HAVELI	3847		73485		73485		150817	
MUMBAI	MAHARASHTRA	1264239	1283350	23620345	23988772	23620345	23988772	48504929	49260894
	GOA	19111		368427		368427		755965	
HYDERABAD	A.P.	977171	977171	17506294	17506294	17506294	17506294	35989759	35989759
BANGALORE	KARNATAKA	692967	692967	12523533	12523533	12523533	12523533	25740033	25740033
THIRU'ANANTHPURAM	KERALA	387281	388232	7222042	7239234	7222042	7239234	14831365	14866700
	LAKSHADWEEP	951		17192		17192		35335	
CHENNAI	TAMILNADU	732406	746912	13876664	14164370	13876664	14164370	28485734	29075652
	PONDICHERY	14506		287706		287706		589918	
All India	All India	14269937	14269937	254606904	254606904	254606904	254606904	523483745	523483745

### Basis for Storage Space Calculation

Each location should have the ample storage space to store the House-list and Household schedules. The storage space should be controlled with :

<ul style="list-style-type: none"> <li>• Physical security</li> <li>• Humidity</li> <li>• Dust</li> <li>• Heat</li> </ul>	<ul style="list-style-type: none"> <li>• Pollution</li> <li>• Pets</li> <li>• Insects</li> <li>• Fire</li> </ul>
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To optimize form storage, sliding racks need to be considered to increase space utilization. The storage has to be planned and arranged in the order of EBs so that the documents can be retrieved for scanning on the sequential order.

### Basis of Form Storage :

SI	Description	Details
1	Form Size	A3 size
2	Box size for storage	360X320X500 mm
3	Each box can store	1000 forms
4	Each rack can store	15 boxes
5	Storage in single rack	15000 forms
6	Total forms	<b>1,00,00,000</b>
7	Total boxes required to store	10,000
8	Rack required (15 boxes in a rack)	<b>667</b>
9	Foot print of each rack	1450X500 mm
10	Area occupied by each rack sq meters	0.725
11	Area required to store the racks in Sq meters(68% usage considering moving space)	<b>650</b>