

MOST IMMEDIATE



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

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CENSUS OF INDIA 2011 – EDP CIRCULAR No. 4

Subject : Dispatch of filled-in Schedules from Charge Office, procedure of receipt of Schedules at Data Centres and Pre-Scanning Activities – reg.

The Field operations for Housing Census and National Population Register has already started. The original copies of the filled in schedules will be dispatched from each Charge office to a specific designated Data Centre after the field operations are completed through the Department of Posts. After receipt of the boxes containing the Schedules, the contents need to be verified in the presence of the authorized representatives of concerned State Govt. authorities who have worked as Census Officers and then the Pre-scanning activities will start. These steps are vital before the commencement of the scanning and other data processing activities. Proper care at these stages would significantly reduce the chances of errors, particularly with respect to the coverage of areas and ensure a smooth flow of further data processing in a systematic manner. This circular depicts the various steps involved starting from the dispatch of census materials from the Charge Office till the Pre-Scanning operations.

Return collection of Census Materials from Charge Office to Data Centre/ Scanning centre and DCOs

2. The procedure for packing the filled-in census materials and the procedure for its return collection have already been sent to each Charge Officer inside the box containing the blank forms. The filled-in Schedules along with a copy of the enumerator's abstract and layout map will be packed for its dispatch to the designated data centre. **The Charge-wise list of designated data centre have also been communicated.** The unused census materials will be packed separately and will be returned to the concerned Directorate of Census Operations.

3. After completion of packing and putting the box inventory inside each box showing the contents of the box, the Charge Officer would require to contact the postal authorities, directly or through the official in-charge from the DCO. The exact date(s) of return collection of materials from the Charge Office to the scanning centre/ DCO is to be finalized with the postal authorities.

Organising the Census Materials at Scanning centre and obtaining the certification from the concerned Deputy collector in charge of Census

4. Before the flow of filled-in materials begins at the data centres, the DCOs having Data Centre would ensure the availability and placement of racks at the storage location. Some senior officer from all the DCOs must visit the storage location well in advance to see the proposed storage arrangements at Form Receipt/Scanning Centre for their respective DCOs.

5. Non Data Centre DCOs will have to coordinate with the DCO of their designated Data Centre at all stages of the data processing activities, namely, receipt and further storage of filled in schedules, maintaining proper inventory, pre-scanning, scanning and eFlow ICR activities. For this purpose, each DCO must depute a team of six officials (2 in each shift) comprising of one ADCO/SI-1 and five more officials, not below the rank of SI-3, at the designated Data Centre. This team must be present at the designated Receipt/Scanning Centre at least two working days prior to the expected date of receipt of filled in schedules to carry out pre-scanning/scanning activities under the Systems Operation Group (Core Group).

6. After procuring the dispatch details from the Charge Office, including the postal ID assigned to each box, the concerned DCO will coordinate with the postal department and the data centers and ensure that all the boxes reach the designated data centre. The DCO may send a list of the boxes sent from each Charge along with its postal ID to the concerned data centre. The staff at the data centre should put a tick mark on the list whenever a box arrives. The list may be kept at a convenient location so that it can be accessed whenever the need arises.

7. For verifying the contents of each box, the boxes need to be opened and the contents counted in the presence of the concerned Charge Officer and the concerned Deputy Collector of the district in charge of census (or her/his authorized representative). Thus, after all boxes of a district has reached the data centre, the date (s) for opening the boxes may be fixed. The dates should invariably be decided in coordination with the concerned DCO and the concerned deputy collector in charge of census.

8. Each box at the data centre should be opened in the presence of the concerned State govt. representatives. First it should be checked whether the contents of the box matches with the box inventory provided inside the box or not. The next stage would be to carefully take out the filled-in Schedules of each HLB, match the identification particulars written on the Schedule with the enumerator's abstract, count the filled-in schedules in the counting machine available at the data centre and match the number of filled-in Schedules with the number written on the corresponding enumerator's abstract.

9. The certificate of receipt of all materials would be issued to the concerned Charge Officer / Deputy collector after the verification process described in the above paragraphs is over for an entire Charge. In case of discrepancies, the same should immediately be communicated to the concerned state govt. authorities as well as to the concerned DCO so that the remaining materials can be retrieved at the earliest.

10. To operationalise these steps, a coordinated effort among the DCOs (from concerned State and concerned data centre) the State government authorities and the postal is needed. Unless the completeness of materials is ensured at the beginning, it would be very difficult to retrieve the remaining materials on a later date.

Organising the Census Materials at Scanning centre and performing the pre-scanning operations

11. After ensuring completeness of materials received from each Charge, it is time to check and arrange the schedules in a more systematic way to enable smooth scanning operations at Data Centres.

12. All the boxes of a State will be arranged serially by giving continuous serial number for the entire State. For this, first arrange the boxes district-wise and, inside each district, charge-wise. There may be more than one box per Charge. Thus, care may be taken to arrange all the boxes of a Charge one after the other. After the arrangement is over, assign the serial numbers to each box in a continuous manner for the entire State/UT.

13. There may be cases where content of a box is partially missing. For example, in Houselisting Blocks formed in uninhabited villages, there may not be any valid filled-in Schedule. The enumerator would, in such cases, submit a single form clearly writing that the village is uninhabited without a single structure and also record the same in her/his enumerator's abstract. Alternatively, contents of some inhabited village may be missing in the box. These cases may be written in the Record room register at Column 9. In the first instance, the abstract and form for the uninhabited village should be kept securely in the box and the form sent by the enumerator should

be scanned. In the second instance, when the missing materials are received, the entry in column 9 may be rectified and the contents should be placed appropriately in the same box. Extra care may be taken to record each such occurrences clearly in the record room register.

14. The Format of record movement register to be maintained at all Directorate of Census Operations is given at Annex-1.

15. The detailed procedure for preparation of batches of Houselist forms for scanning purposes are given at Annex 2A and 2B. Annex 2A provides a list of 26 steps to be performed for pre-scanning operations of each box. Annex 2B provides a flow chart for the same. Instruct each person engaged in Pre-scanning operation to meticulously check each Schedule:

- i. for correctness of the identification particulars, particularly for enumerators who have handled more than one Houselisting Block,
- ii. remove any sharp object like staplers, pins, clips, blade, etc. found in the Schedules,
- iii. straighten the schedules, if any folds are found in between and
- iv. correctly copy the details if any Schedule is found as defective during the pre-scanning operation. The last 3-digitsd of the form number, in such cases, should be written appropriately in this copy as well as in the previous form.

16. The format of job sheet to be filled-in and enclosed in each box is given at Annex-3.

17. All these formats are self explanatory. You are requested to go through these formats and above instructions to take necessary action thereof. Once the schedules have been arranged as per the instructions, report of compliance may be sent to this office for issuing further instructions regarding allocation of workload to various Data Centres and to dispatch the boxes of arranged schedules accordingly.

sd/-

(C. Chandramouli)
Registrar General &
Census Commissioner, India.

Enclosures : as above.

To

All Directorates of Census Operations.

**CENSUS OF INDIA 2011
HOUSELIST/ NPR SCHEDULE**

RECORD ROOM REGISTER

STATE: DISTRICT:

Postal ID/Reference:

Particulars of receipt of schedules at DCO office											Pre-scanning arrangement of forms			Record movement details		Remarks
Charge No:	Charge Type: Special/ Rural/ Urban	Name of Charge	Box No.	Total no. of Boxes:	Rack/ Cell No.	Houselisting Block Numbers		No:of Blocks	Date of Receipt	Number of filled in schedules	Missing / un-inhabited Block numbers if any	Date of checking and arrangement	Number of filled in schedules found on checking	Missing block numbers if any	Sent to scanning center on	
						From	To									
1	1-A	2	3	3-A	3-B	4	5	6	7	8	9	10	11	12	13	14

Note:1) Col-1 :In case no Charge numbers are allotted, assign serial numbers for each charge continuously with in a district starting from 1.
For every new district start the charge number again from 1 onwards.

Col-3 : It is presumed each box is given a continuous number starting from 1 for the entire State covering all the districts . If not, assign continuous numbers to the boxes .

i) In case the schedules of a charge are in a single box, enter that box number in this column.

ii) If there are more than one box of schedules for a charge then enter the box numbers in separate lines and also put braces ' } ' to indicate that these boxes belong to one charge. But charge number in column-1 is to be assigned against the first box of the charge only.

iii) In case a box contains schedules of more than one charge then make entries for each Charge in separate lines with the same box number for those charges .

Col4-5 :Enter starting and ending houselisting block numbers allocated to the charge officer.

Col-6 :To be derived from entries in Col 4-5 excluding missing block numbers.

Col-8 :Number of filled in schedules (not number of pages) is to be entered here.

Entries for other columns are self explanatory.

In case of any ambiguity, please mention in remarks column and reconcile with the help of Distt. Officer.

Example of entries in column 1 to 3

CENSUS OF INDIA 2011/ NPR

HOUSELIST/ NPR SCHEDULE

RECORD ROOM REGISTER

STATE:

20

DISTRICT:

01

Postal ID/Reference: India Post - XXXXXX

Particulars of receipt of schedules at DCO office										Pre-scanning arrangement of forms			Record movement details		Remarks	
Charge No:	Charge Type: Special/ Rural/ Urban	Name of Charge	Box No:	Total No of Boxes	Rack/ Cell No.	Houselisting Block Numbers		No:of Blocks	Date of Receipt	No. of filled in schedules	Missing / un-inhabited Block numbers if any	Date of checking and arrangement	Number of filled in schedules found on checking	Missing block numbers if any		Sent to scanning center on
						From	To									
1	1-A	2	3	3-A	3-B	4	5	6	7	8	9	10	11	12	13	14
1		Aaaaa	1	1	1 (4)											
2		Bbbbb	1	1	1 (5)											
3		Ccccc	1	3	2 (6)											
			2		3 (1)											
			3		1 (1)											
4		dddd	1		3 (2)											

→ Case-1: one box contains schedules of one charge only.

→ Case-2 : where schedules of a charge number is spread over to 3 boxes (box number 1,2 and 3). Charge number in col-1 and Charge name in col-2 are to be entered only once against the first box the charge number. Braces are put to indicate continuation.

In case of any ambiguity, please mention in remarks column and reconcile with the help of Distt. Officer.

**CENSUS OF INDIA 2011
HOUSELIST/ NPR SCHEDULE**

**Procedure for preparation of batches of Forms for Scanning
(Pre-Scanning stage)**

1. Form a team of staff for record management under SOG and official not below the rank of SI from Census Division must be included in this team.
2. Receipt of Boxes from Charge officer through Dept. of Post containing filled-in Houselist/ NPR schedules are to be recorded in the Record Room Register as specified at Annexure-1.
3. Notify the date of Pre-scanning to designated Charge Officer/ District Census Authority.
4. Boxes containing filled-in Houselist/ NPR schedules are to be kept in racks in a systematic way (State/ District / Charge-wise) for easy retrieval.
5. Each Houselisting Block (HB) is termed as a batch for scanning purpose.
6. The forms within each batch are to be arranged as per the following steps.
7. Keep ready some blank houselist/ NPR forms for copying of defective schedules encountered if any.
8. **Pick up a Box** in serial order of charge number within a district. This box may contain i) schedules of only one charge or ii) may contain part of the schedules of a charge. Depending on the situation the instructions given below may be followed.
9. Separate the content of the box into i) Houselist schedules ii) Houselist abstract and iii) Layout Maps.
10. Separate the content of the box into i) NPR schedules ii) NPR abstract and iii) Layout Maps.
11. Since the layout maps are not needed for scanning, arrange them in ascending order of Houselisting/ NPR Block number and stitch together. Keep them separately in another place/box with proper identification particulars.
12. **Pick up the set of schedules** belonging to one houselisting/ NPR block.
13. Pick up the corresponding houselist/ NPR abstract also.
14. Remove pins, tags, dusts etc if any from the forms and unfold them properly.
15. Within each batch (i.e.Houselisting/ NPR Block), the forms are expected to be in sequential order of Page No. (recorded at the top right hand side of the form). Ensure the same if found otherwise.
16. Count the number of pages using machine/ manually as the case may be and verify whether all the forms **belongs to same location code** and the count agrees with the last page number recorded. (each form consists of 2 pages).

17. Now, cross check this observed number of pages with the last page number recorded in Houselist/ NPR abstract.
18. If the observed and recorded entries are equal put a tick mark against the Houselisting block in the Houselist/ NPR abstract.
19. If not equal, then recount and verify again. In spite of this, if the entries are not tallying then it may be possible that forms might have got mixed up. Hence wait until the entire forms of the charge number are checked, but make a note of the same in Houselist/ NPR abstract.
20. Photocopied forms, forms with entries recorded in **RED INK** or pencil , forms containing lot of over-writing or cutting or illegible writing and forms which are badly torn etc encountered in a batch should be invariably be replaced by copying the information correctly in a new proper free form (printed in red colour) and insert the same in the proper place.
21. The checked houselist/ NPR forms as well as the abstract should be now clipped together with a plastic clip. Now one batch is ready. Keep it separately to place it in the box later..
22. Record relevant details in the JOB SHEET (such as location codes, Block No., Date of checking and No.of forms present) meant for the use in scanning station.(Annexure-3). If the schedules which are checked belong to a new Charge number then fill in a new JOB SHEET. It may be noted that one JOB SHEET for each Charge number is to be filled-in. All the discrepancy should be sorted out with the concerned Distt. Census Authority and appropriate remarks should be incorporated in Record Room Register as well as in Job Sheet.
23. If the box contains **more houselist/ NPR blocks** then go to step (9) and proceed for the next block.
24. In case **no more houselisting/ NPR blocks** of the charge are left out, then ensure that reconciliation in respect of all the houselisting/ NPR blocks is complete in all respects. For final reconciliation it would be necessary to check / obtain duplicate form(s) available with Principal Census Officer in the district. In spite of this, wherever the difference could not be reconciled (case 16 above) the observed entries may be recorded in the concerned Houselist/ NPR abstract. Replace all the checked schedules in the box in **ascending order** of Houselisting/ NPR block numbers.
25. Affix the sticker "**Ready to SCAN**" on the label portion of the box (These stickers may be got printed in advance). Make necessary entries in the record register and place the box in the same position from where it has been taken.
26. Go to step (8) and proceed for the next box of next charge.

PRE-SCANNING ARRANGEMENT OF HOUSELIST/NPR SCHEDULES

RECORD ROOM

1. Receipt of Boxes containing filled-in Houselist/ NPR schedules are to be recorded in the Record Room Register as specified at Annexure-1.
2. Notify the date of Pre-scanning to designated Charge Officer.
3. Boxes containing filled-in Houselist/ NPR schedules are to be kept in racks in a systematic way (State/ District / Charge-wise) for easy retrieval.



