

**Most Immediate**



Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralya  
**Office of the Registrar General, India**  
2/A Mansingh Road, New Delhi-110011  
*website: censusindia.gov.in*

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**CENSUS OF INDIA 2011 - CIRCULAR No. 22**

**Subject: Training of Census Functionaries and DCO Officials for  
Population Enumeration Phase of Census of India 2011**

The second phase of Census 2011- Population Enumeration is to be held from 9<sup>th</sup> February to 28<sup>th</sup> February 2011. It is imperative that all the Census functionaries specially the Enumerators and the Supervisors, understand the concepts and definitions pertaining to Population Enumeration and are able to apply them while collecting information. This understanding would come only through rigorous training. This Circular deals with the training strategy that will be implemented during the second phase of Census 2011.

2. The training strategy will remain the same as in the first phase of Census 2011 with emphasis on consolidating the gains achieved while implementing the strategy and addressing various issues that caused concern. The training cascade will be as follows:

- a. National Trainers (NT): Total 90 (ORGI 45 + Alliance 45)
- b. Master Trainer Facilitators (MTF): Total 325 (ORGI 150 + Alliance 175) (An additional 180 Gender MTFs will be specially deployed for training in Gender Critical Districts)
- c. Master Trainers: Total 54,000 (to train 27 lakh Enumerators/ Supervisors)

3. At the outset, it should be clearly understood that the primary responsibility of imparting training to the NTs, MTFs and the Master Trainers is that of the Census Organisation. The Training Alliance is only meant to aid and assist us. Similarly at the District/Town level and below it is the prime responsibility of the Principal Census Officers and other Census Officials to impart training. The DCOs

staff and the Master Trainers are there to assist them. The Census Officials should clearly understand this and make all arrangements for imparting proper training.

4. The roles and responsibilities of the NTs, MTFs, GMTFs and MTs are summarized below:

**National Trainers:** To impart training to MTFs and to handhold MTFs while they impart training to MTs and Supervisors and Enumerators. The NTs from the Alliances will be available for 30 working days excluding their own training period.

**Master Trainer Facilitators:** To impart training to Master Trainers, to impart training to Supervisors/Enumerators in Gender Critical Districts and to handhold MTs while they offer training to Supervisors and Enumerators. The MTFs from the Alliances will be available for 25 working days excluding their own training period.

**Gender Master Trainer Facilitators:** To impart training to Master Trainers and Supervisors/Enumerators in Gender Critical Districts / Cities and to handhold MTs while they impart training to Supervisors and Enumerators. The GMTFs from the Alliances will be available for 17 working days excluding their own training period.

**Master Trainers:** To impart training to Supervisors/Enumerators and to handhold them during the course of the Population Enumeration. The MTs will be available for the entire duration of Population Enumeration excluding their own training period. Care should be taken to ensure that the MT who had received training should only impart training to the Supervisors & Enumerators.

5. **Selection of NTs, MTFs and G-MTFs:** For the success of the training programme, you are advised to personally select the NTs, MTFs and G-MTFs for your State after carefully evaluating their qualifications and past performance. They should be able to not only understand the census concepts but also communicate properly to the trainees. **Those officers from the DCOs who cannot be spared for the training may not be selected.** The same qualifications about communication skill, understanding of the concepts and the definitions and overall ability to impart training will also apply to the trainers from the Alliance side. (For details see Annex . 1).

6. **Training Aids:** Based on the experience of the Houselisting/NPR Operations, especially with reference to the availability of electricity and overall utility of the aids prepared, the list has been modified to include the following:

- i. Instruction Manual on Population Enumeration
- ii. Training Guide and Agenda for training of National Trainers
- iii. Training Guide and Agenda for training of Master Trainers Facilitators (MTF) and Gender Master Trainers (GMTFs)
- iv. Training Guide and Agenda for training of Master Trainers (MT)
- v. Training Guide and Agenda for training of Supervisors and Enumerators
- vi. Interactive Power Point Presentation on CD for use in training
- vii. Interactive CD on e-learning of selected questions in 2011 Census
- viii. Data Sheet on gender statistics
- ix. Sample Household Schedule
- x. Sample Layout Map

(Note: ORGI will be supplying the English version of the above Training Aids mentioned at item (i) to (viii) for translation, replication and use by the DCOs).

**7. Duration of Training:** For the Population Enumeration phase it has been decided to impart extra foundation training to the NTs, MTFs and G-MTFs who are appointed by the Alliance partners. The intention is to familiarize them with the census concepts and definitions, which are new to them. They will be given extra two days training by the Directorate. The duration of training of NTs and MTFs, has also been enhanced from three to five days. All of them should not only be familiarized with the concepts and definitions used in Census, but also be trained to train others for which they have been appointed by improving their communication skills and enhancing their confidence level.

**8. Gender Sensitization:** As in the past censuses, special efforts have to be made to sensitize the Enumerators/Supervisors in collecting accurate information on gender issues. Various publicity modules are also under development for use in sensitizing the public to provide correct information on these groups. For this purpose, gender critical districts have been identified on the basis of 2001 Census data on sex ratio, female literacy rate and female work participation rate. In all 262 Districts and Cities have been identified for focused attention. Though every MTF would impart training on Gender Sensitization during the course of training throughout the country, in these 262 critical Districts/Cities, 180 specially trained additional MTFs, known as Gender MTFs (or G-MTFs), from the Alliance Partners will impart special training to the Master Trainers and the Enumerators/Supervisors. In the remaining 82 critical Districts, selected MTFs from the Alliance side will take up this job. The number of NTs, MTFs and G-MTFs for each State/UT is shown at

Annex 2. A separate note on Gender Sensitization in 2011 Census is also placed at Annex 3 for reference.

9. **Disability Groups:** Another vulnerable group, requiring focus are the disabled. The success in collecting correct information on the type and extent of disability at the time of Population Enumeration will depend upon the extent to which the Enumerators and the Supervisors are trained on the concepts and definitions of various types of disabilities and the sensitivity with which they collect the information. Various NGOs working in the field have offered to support our efforts in imparting training and developing different training aids for the purpose. In addition to the Alliance partners, the NGOs working in the disability sector will also join the training efforts at State, District and Charge levels. Further details on the actual agenda of the training at different levels will be sent to you later.

10. **Training Alliance:** The Alliance is organized in a three-tier hierarchical structure comprising (a) Regional Resource Organization (RRO), (b) State Partner Organization (SPO) and (c) Individual NGOs. The entire hierarchy is supervised by a National Coordinator under the direct supervision ORGI Officers and UN Agencies. The details of the RROs and SPOs are placed at Annex 4 for reference. For training and daily interaction you may allot some space in your office for them.

11. **Training Calendar:** As in the first phase of Census 2011, a detailed programme has to be drawn up by you for organizing every level of training. Once the dates are finalized these should be communicated to all concerned. The dates should not be changed as it causes inconvenience to all concerned. The overall time-lines for organizing training at different levels are indicated at Annex 5. You are requested to follow these time-lines positively.

You are requested to acknowledge the receipt of this Circular. I would request an early reply on the action initiated on all aspects of this Circular by 15-10-2010.

(Dr C Chandramouli)

Registrar General & Census Commissioner, India

1. All Directors of Census Operations
2. Shri Jignesh Thakkar, National Coordinator . Alliance 301/C Wing, Sukh Sagar Cooperative Housing Society, Golibar Road, Mumbai- 400 055
3. Shri R G Mitra, Unicef, 73 Lodhi Estate, New Delhi
4. Order file.