

**Instructions regarding Return Despatch of Census material
by Department of Posts (DOP)**

- a) Logistics Post services extended by DOP will be used for return collection as was used for outward distribution of census material from the printing presses to the Charge Officers earlier. However, DOP will be transporting the material by train in most of the cases where these are to be transported over a long distance and using their own mail vans for delivery on short distance. Use of any outside agency for road transport will be avoided as far as possible.
- b) Inadequacies pointed out by ORGI in collection and delivery of materials by DOP will be seriously addressed so that these do not occur again and material delivered in time.
- c) The Charge Officer would arrange to pack the filled-in Schedules in boxes, separately for Houselist and NPR Schedules, and paste the Address Labels neatly. Similarly for unused Schedules or other materials should be packed separately for despatch to DCOs. Consignments in gunny bags will not be accepted.
- d) The Address Labels should indicate the Consignment ID for use by DOP in tracking the consignments. It would not be required to generate fresh Consignment IDs. The Consignment IDs already indicated on the Address Labels of the boxes received at the Charge would be used. Any two Consignments IDs available may be used for the two destinations (i.e., DCO Office in the State or the Scanning Centre where the Schedules will be scanned). One Consignment (i.e., all the boxes meant for one destination) shall carry one Consignment ID.
- e) In case there are unused empty boxes left from the stock supplied at the Charge Office initially, these will also be handed over to DOP for delivery to the concerned DCO. In such a case proper Address Labels should be affixed on the lot of empty boxes as was done at the time of outward delivery.
- f) The boxes will not be weighed at the time of booking, but only the number of boxes handed over to DOP will be recorded in the relevant

DOP document as adequate arrangement is not available for weighing at the Charge level.

- g) The boxes will be weighed at the delivery point only for billing purpose by the DOP before delivery.
 - h) The local DCO and the local PMG Office will finalize the dates when the booking would start at each location. Once booked it will be the responsibility of the DOP to deliver the material in time, safely and securely.
 - i) It would be the responsibility of the DOP to deliver the material at the appropriate floor and not only at the ground floor of the building.
 - j) Supply of boxes: Of the balance orders for supply of boxes (quantity about 1 lakh), which are reported by DOP to be ready for despatch, it is agreed that only the quantity which would be indented by ORGI/DCO for first phase of activity will be supplied and the balance stock will be stored by the manufacturer for use in the second phase of 2011 Census.
-