



भारत सरकार / Government of India  
गृह मंत्रालय / Ministry of Home Affairs

भारत के महा रजिस्ट्रार का कार्यालय  
OFFICE OF THE REGISTRAR GENERAL, INDIA  
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**EDP Circular No.9**

**Subject: Pre-Scanning and Scanning of Household Schedules - Population Enumeration phase of Census 2011**

After successful completion of Population Enumeration, most States/UTs have already received the filled-in Household Schedules at the respective Storage cum Scanning Centres. Pre-Scanning, Scanning and eFlow operations on these schedules would be top priority now.

Each DCO should ensure that the Scanning of Household Schedules must be completed before 30.12.2011. The processing of images should be taken up side by side and completed at the earliest. You are requested to follow the detailed procedures laid down in the enclosed Annexures 1 to 4 showing the procedure for receipt of Schedules, pre scanning, proforma of record register and safety & security measures. The procedure for scanning is depicted in the manual for Household Scanning at Annexure-5. Please note that based on the learning from Phase I, the procedure suggested at present, is different from the procedure followed during the HLO phase. The main features are discussed below:

- (i) During the pre-scanning phase, there is no need to physically count the Schedules. Instead, during scanning, the Form Number will be read and recognized on-the-fly during scanning and the inventory generated. This count should be cross-checked with the inventory of Schedules sent by the Charge Office as Annex A / Annex D within 3 days of getting the same from the scanning centre.
- (ii) The EDP Division has generated unique Charge ID for each Charge and the bar code to be pasted on the boxes of a Charge will have this code. A list of the Charge ID and the Charge name along with the State and District codes will be sent by the DP Division to each DCO. The DCO should check the list and intimate the EDP section at ORGI if there is any



