

Training at the specified dates and times given (Para 2.5 (i))

last day of training: Collect Census materials including Identity card
Check location particulars appointment letter vs. AHL

6th – 8th February 2011

- Identify EB boundary and prepare layout map (Para 4.54)
- House No. in AHL and updated layout map will be same (Para 4.53 (ii))
- Make separate Layout Map & other material for each allotted EB (Para 4.34)
- **Do not copy layout map of HLO**

By 7th March 2011

- Handover all records to Supervisor with certificate of complete coverage and inventory of used / unused materials (Para 10.13 to 10.15)
- Submit one folder for each allotted EB (Para 10.12)

1st to 5th March 2011:
revisional round

- Update Household Schedule (Chapter 8)
- Strike page totals (Para 6.252 to 6.259)
- Prepare working sheet and enumerator's abstract (Ch. 9 & 10)

Night 28th Feb 2011:
Enumeration of houseless households (Chapter 7)

9th – 28th February 2011

Update AHL and fill-up Household Schedule together (Para 4.57 & Chapter 6)

Same house number on AHL and updated layout map (Para 4.53 ii)

Separate set for each allotted EB

By 6th February 2011

- Record address, land & cell no. of all enumerators
- Collect Supervisor-Booklet
- Check details of columns 1 to 17 with AHL of relevant EB
- Draw outline of Supervisory Circle Map

By 8th February 2011

- Fill columns 19 & 22 to 28 of Supervisor-Booklet
- Take enumerator's signature
- Visit all EBs with enumerators
- Finalise boundary of each EB and draw them on Supervisory Circle Map

9th – 12th February 2011

- Check layout map & 5 filled-in Schedules of each enumerator
- Independently check to find if Census House numbers are missing in any area under the Sup. Circle
- Locate the areas where houseless persons usually stay and check for their entry in Section 4 of AHL
- Inform Charge Officer if any enumerator has not started work

By 7th March 2011

- Collect all materials from all enumerators & give signed acknowledgement
- Ensure completeness in all filled-in forms
- Fill-in col. 30 to 42 of Sup. Booklet
- Handover all records to Charge Officer
- Update Charge Officer's copy of Supervisor-Booklet

21st – 27th February 2011

- Continue checking
- Move independently to check coverage
- Inform enumerator of any left-out area
- Assess expected workload on 28th night and arrange for additional enumerator, if required

Night 28th Feb 2011

- Supervise enumeration of Houseless households

13th – 20th February 2011 (Check filled-in Schedules)

- Check at least 10% filled-in Schedule of each enumerator
- Ensure completeness of location codes
- Cross check entries with AHL
- No box should be blank
- All codes should be in range
- Ensure Q. 7, 8, 10, 11, 14, 17, 18, 23 & 24 have complete description

1st - 5th March 2011: revisional round

- Visit all EBs to ensure revisions
- Check page-totals and enumerator's abstract with entry in Household Schedule