



for official use only

CENSUS OF INDIA 2011

SUPERVISOR'S RESPONSIBILITIES AND DUTIES

HOUSELISTING AND HOUSING CENSUS & NATIONAL POPULATION REGISTER

**OFFICE OF THE REGISTRAR GENERAL AND CENSUS COMMISSIONER, INDIA
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA**



Ascertain that all the enumerators in your supervisory circle have been thoroughly trained and have received all the relevant Schedules and other materials as noted below

i. Village/ Ward Map showing the boundaries of the HLB	ii. Enumerator's kit
iii. Sheets for preparing Layout Map	iv. State List of Scheduled Castes/Scheduled Tribes
v. Instruction Manual for Houselisting and Housing Census	viii) Instruction Manual for NPR Household Schedule
vi. Houselisting and Housing Census Schedules	ix) NPR Schedules
vii. Houselist Abstract forms	x) NPR Working sheets
	xi) NPR Enumerator's Abstract
	xii) Acknowledgement Slip Booklet(s)

Checking of Houselisting & Housing Census Abstract,

NPR Working sheet for Enumerator and Enumerator's Abstract

- I. Check that location particulars are correctly filled in the Houselisting & Housing Census Abstract and the NPR enumerator's abstract.
- II. Check that the entries with respect to number of residential, residential-cum-other use, non-residential and vacant houses reported in the abstract tally with the Schedules.
- III. Check the page-totals below column 9 of the Houselisting and Housing Census Schedule with the entries in column 9 of the Houselisting and Housing Census Abstract. The total households in a HLB will be the highest serial number of normal households plus the total number of institutional households listed in that HLB.
- IV. Check that all the page-totals for columns 10 to 12 (total persons, males and females respectively) of the Houselisting and Housing Census Schedule are correctly copied on columns 10 to 12 of the Houselisting & Housing Census Abstract.
- V. Ensure that NPR working sheet for enumerator is filled correctly by the enumerator.
- VI. Check that summary totals and inventory details have been filled correctly by the enumerator in the Enumerator's Abstract.

Collect the materials separately for each HLB from each enumerator

Houselisting & Housing Census	NPR
i) Layout Map (2 copies)	i) Filled in Schedules (1 copy per normal household)
ii) Filled in Schedules (2 copies of each Schedule)	ii) Acknowledgement Slip Booklet(s) with office copies of receipts equal to number of normal households and all unused slips
iii) Filled in Abstract (2 copies)	iii) Working sheets for Enumerator
iv) Unused/spoiled Census material	iv) filled-in Abstract(Three Copies)
	v) Unused/spoiled NPR material

Do not mix the Houselisting and Housing Census Materials with NPR materials. See that there is no pin, stapler, etc. in the submitted forms.

No Schedule /layout map should be folded. Submit the enumerator's abstract, 'ORIGINAL' Schedules & layout map in the plastic folders for dispatch. Submit separate folders for each HLB. Submit separate folders for Houselisting & Housing Census forms and NPR forms.

Submit properly filled and signed Supervisor-booklet to the Charge Officer. Update relevant columns of the booklet in the Charge Officer's copy.

A. Introduction: It is a great privilege to be chosen as a Supervisor for conducting the Houselisting and Housing Census and preparation of the National Population Register. Your appointment as Supervisor has been made by your Charge Officer under Section 4(4) of the Census Act, 1948 (Act No.37 of 1948).

B. The Census of India 2011 will be conducted in two phases, namely (i) Houselisting Operations (HLO) and (ii) Population Enumeration.

C. Houselisting Operations are prerequisite to the Population Enumeration. Before conducting the Population Enumeration, it is essential to locate and identify all places that are used for residential or any other purposes as well as places which are likely to be occupied or used by people though found vacant at the time of HLO. The objective of the HLO is to number and list out all the buildings, census houses and households so as to serve as an inventory for organizing the Population Enumeration during February-March, 2011.

D. As a Supervisor you are expected to supervise and monitor the census work of enumerators in your Supervisory-Circle. There will usually be six enumerators in one supervisory circle, one enumerator for one Houselisting Block (HLB). Usually, a HLB will cover a compact area with about 150 Census Houses or 600 population, whichever higher. If there are smaller HLBs, an enumerator will be given field-work in more than one HLB. You are the primary link between the Charge Officer and the enumerator. Your role is extremely important in the successful and smooth conduct of the Census 2011. Your main job is to ensure that Houselisting Operations in your circle is carried out by the enumerators smoothly and efficiently. Your work starts before training and ends only when you have submitted all the completed record to your Charge Officer. As Census is a time bound operation, make sure that the work starts on the due date and gets completed strictly according to the time schedule.

E. As a Supervisor, during the first round of training, you should acquaint personally with all the enumerators of your circle and record/verify/update their addresses (official and residential) and telephone numbers (mobile and landline) in the Supervisor-booklets.

F. Collecting and filling up of Supervisor-booklet: This will be filled in duplicate. The Supervisor-Booklet consists of thirty-two columns. Columns 1 to 10 of the Supervisor-booklets will be filled by the Charge Officer before training. A copy of the Supervisor-booklet will be kept at the Charge Office. Collect the other copy of the booklet at the beginning of training. Check the information filled at Columns 1 to 10 for each enumerator under you, ascertain its correctness with concerned enumerator and make corrections in both copies, wherever necessary. Fill-up the remaining information (during training classes, during field-work and after completion of field-work), including the information on cover page and back page. Columns 28 to 32 of the booklet will not be filled by you. You should ensure updating both copies of the booklet with respect to all the columns up to Column 27 from time to time. After completion of field-work and before submitting the booklet to the Charge Officer, get the signature of all enumerators and sign the mandatory certificate of supervisor at the back page of the booklet in both the copies.

G. Preparation of the Supervisory Circle Map: Prepare the Supervisory Circle map of your circle on the first page of the Supervisor-booklet. The basic purpose for preparation of this map is to know the extent of area covered by a Supervisor in the Houselisting Operations. It is also to ensure that there is no omission or duplication in the area allotted to each enumerator.

H. You shall be given a A4 sheet with a printed map showing the boundaries of your supervisory circle within the Charge. You should mark the location of the HLBs within the map in red ink and write the HLB numbers allotted to you inside each boundary. You should paste this map on the Supervisor-booklet. You should also write on this map:

- i. the major landmarks within your supervisory circle and,
- ii. the supervisory circle numbers/ Charge numbers lying on the boundaries of your Supervisory circle.

In case, the map is not provided or there are areas not shown on your map (forest settlements, etc.), draw the same on the Supervisor-booklet and show the HLB numbers, landmarks, etc.

I. General Responsibilities and Duties of the Supervisor

Duties before field-work:

1. Attend training on all days. Ensure that each field-enumerator has got the necessary materials. The list of materials are written on the inside-front cover.
2. Collect the Supervisor-booklet from the Charge Officer on first day of training and check that the particulars written at columns 1 to 10 are correct. If not, rectify in both copies.
3. Take signatures of persons present on all days of training at the place specified in the booklet. Sign on your census I-card. Check for signature of enumerator on the Identity card below the name.
4. Mark your jurisdiction on the map given to you with red ink. Also write the Supervisory circles and Charges around your jurisdiction on the Map.
5. Mark the area allotted to each enumerator inside your jurisdiction. Write the corresponding HLB numbers on the Map.
6. See that each enumerator is receiving blank Schedules with a continuous set of numbers (e.g., Houselisting Schedules XXXX XX01 to XXXX XX10, NPR Schedules XXXX X001 to XXXX X100). Record the form numbers (all eight digits, e.g., from 2102 2721 to 2102 2730, 9683 to 9687) printed on the blank Houselisting Schedules given for each Houselisting Block in the supervisor-booklet. Obtain signature on the booklet from each enumerator while distributing the blank forms.
7. Check that the State and district names and codes printed on the forms (both Houselisting and NPR Schedules) match with the names and codes written on the appointment letter.
8. Instruct each enumerator to fill-in the remaining location particulars (tehsil name & code, village/ town name and code, ward code (for towns), HLB no.) on at least 8 blank Houselisting & Housing Census Schedule and 25 NPR Household Schedules. Check for completeness. Ensure that the numerals are being written in arabic font, as shown below, without touching any box boundary.

0	1	2	3	4	5	6	7	8	9
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Duties during field-work:

9. Always wear Identity card while on Census duty. Always carry the Instruction Manuals for consultation whenever required.
10. Please make it sure that the work of Houselisting Operations starts on the due date in all the HLBs under your supervision and send a report to your Charge Officer.
11. Take all enumerators with you and show the boundaries of their jurisdiction so that there is no omission or duplication. For villages with more than one HLB, see that the boundaries of adjacent HLBs are clear to all the concerned enumerators.
12. Take all your enumerators in a group and start work in any one of the HLBs under your census jurisdiction. Thereafter, accompany each of your enumerator for their day-to-day field-work, particularly in first week of the Operations. This will help you to ensure that the Schedules are being canvassed as per the prescribed instructions. If it is not done, your workload for rectifying mistakes committed by the enumerator will increase manifold.
13. Meet at a convenient location with all enumerators, check each form, discuss common difficulties/ mistakes and solve them.
14. Ascertain the typical cases of actual amenities available, e.g., predominant materials of wall, roof, major source of drinking water, latrine, drainage from the households and check whether appropriate codes are being recorded or not.
15. Discuss with the enumerators and develop an additional list of local festivals, historical events, etc. to estimate the month and year of birth. If a respondent does not know the exact date of birth, this will be helpful for recording date of birth in the NPR Schedule.
16. Check that enumerator writes the numerals in the center of boxes in the Houselisting and Housing Census and NPR Schedule without touching the sides or margins of boxes.
17. Do not hesitate to approach your Charge Officer when in doubt/ difficulty which you are unable to solve yourself. Communicate the clarification at the earliest to all enumerators.
18. Ensure that no enumerator pile up day-to-day work and hurriedly rush through its completion in the last few days. This may adversely affect the quality and coverage of the data.
19. Make sure that the enumerators in your circle visit each and every building and census house and household. Make random enquires independently from the households already covered by the enumerators.
20. If any of your enumerator is absent and the work of Houselisting Operations either could not be started or gets halted, collect all forms from the concerned enumerator, contact your Charge Officer and seek the replacement of the enumerator immediately.
21. Whenever a replacement (reserve enumerator) is available, give him/her the forms earmarked for the HLB, show him/her the HLB boundaries, the places where the work has already been completed and the places where she/he has to carry out the work. Note the name, etc. of the reserve enumerator assigned field duty in Col 10 of the Supervisor-booklet against the HLB where she/he has now been assigned work.

22. Ensure that the enumerators do not overwrite and do not use white fluid, etc. If you notice mistakes, cancel the form and get the form rewritten. If the enumerator makes a mistake while filling a line, tell her/him to cancel the line and use the next line to rewrite it cleanly.
23. Check that the enumerators have covered also houses located at isolated places, within the fields, etc. and building number, census house numbers are written on all structures, including these, as per instructions. The building numbers and census house numbers should be painted/affixed by the enumerators on the door, front wall, main gate, etc.
24. Ensure that the enumerator makes all efforts to cover the locked census houses by visiting these places again either in the morning or late in the evening or on a Sunday/holiday. Either intimate the neighbors or insert a small slip about the visit in their letter box along with the contact no. Instruct enumerators to visit residential census houses with working couples, etc. during early morning or late evening, when it will be convenient for the respondents.
25. Check the layout map prepared by the enumerator from time to time. It should be in accordance with the guidelines provided in the Instruction Manual. All the important landmarks, streets, roads, buildings and census houses should be correctly depicted in the layout map as shown in the specimen given in the Instruction Manual. Ensure that Pucca and Kutcha buildings are correctly shown in the layout map.
26. Check each non-residential census houses such as offices, shops, hotels, restaurants, factories, places of worship, etc. thoroughly to find out whether it is used also as residence or not, particularly during night. If yes, ensure that the use of census house is properly recorded as residence-cum-shop, residence –cum-restaurant, etc. If required, contact concerned authorities to ensure that the population therein has been covered.
27. Do not allow anyone not connected with the Census work to accompany you or your enumerator. The filled in schedules are confidential as per the Census Act, 1948. Therefore, ensure total confidentiality of filled in schedules/forms.
28. Visit each HLB as frequently as possible, at least once each week.
29. Report enumerator-wise progress on a weekly basis to the Charge Office (Proforma at Annex I).
30. Between 6th to 40th day of field-work, check at least 10% forms of each enumerator.
31. Check whether each household is getting the properly filled-in and signed acknowledgement slip immediately after filling up of the NPR Schedule at that household.
32. Assess the requirement of additional/ free-forms, if any, within the first 10 days of field-work and intimate the Charge Officer immediately.
33. Collect additional forms, if necessary, from the Charge Officer and distribute to the enumerator (s) facing shortage.
34. Encourage the enumerators to prepare duplicate copy immediately after checking a complete form. See that there is no photocopy.
35. If any ink/ mark is made on the bar code, even slightly, cancel the form and use a fresh one. Since bar code reader will be used to read the bar code, instruct the enumerators not to write anything in bar code area.

36. From the 41st day, start return collection of the Census materials, both used and unused, wherever the field-work is complete. Issue receipt in prescribed form to the enumerator while taking back the materials after field-work.

Checking of filled in Houselisting and Housing Census and NPR Schedules in the field

37. Check at least 10% work of each enumerator in the field itself.

38. Ensure that each Schedule is filled in blue or black ball-point pen only. Very minor corrections, if any, should also be made in blue or black ball-point pen only. There should not be any overwriting or smudging.

39. On each filled-in Schedule, check that the '*Arabic numerals*' are written exactly in the same style as printed at the bottom of the Schedule.

40. Check that enumerator is filling first 'Side A' and then 'Side B' of the Schedules.

41. Check that page numbers are entered on each page of the Houselisting and Housing Census Schedule.

42. Check that line numbers are properly entered in the boxes provided under col. 1 and zero(s) are prefixed in those cases where line number consists of single or double digit for Houselisting Schedule and single digit for NPR Schedule.

43. Check that building numbers and census house numbers has been correctly filled in cols. 2 & 3 of the Houselisting and Housing Census Schedule. For buildings with more than 15 Census houses, building number in col. 2 should appear once on each page of the Schedule.

44. Check that codes for predominant material of the floor, wall and roof of the census house have been selected and entered in columns 4, 5 & 6 appropriately.

45. Check for presence of dashes (-) in columns 8 to 35 at the line (s) reporting non-residential census houses and presence of dashes (-) in columns 14 to 35 at the line (s) reporting institutional households.

46. Ensure that household number is given in column 9 in case of all residential or partly residential census houses in the Houselisting and Housing Census Schedule. In the case of Institutional Households check that 999 is recorded under this column.

47. Check that the code numbers are valid in all columns, i.e., each code lies within the range of code numbers valid for that column. For example, code in Column 31 of Houselisting and Housing Census Schedule will lie between 1 and 4. If a household has reported 5 members, serial no.s for father, mother and spouse at Col. 9 of NPR Household Schedule will be any number between 01 and 05, etc.

48. During checking, if it comes to your notice that in any HLB the response to any of the questions in columns 16 to 35 of Houselisting Schedule is not forthcoming, make detailed enquiries to ascertain its cause. This may be due to fear of the respondent that other government authorities may use this information at household level. Boldly assure the respondents that Census information is confidential under the Census Act, 1948 and is used only for statistical purposes. This information cannot be used as evidence in any legal or civil proceedings. No person other than Census Officer has access to this information. Hence the public should provide the information truthfully without any fear whatsoever.

49. Check that all the information in the NPR Schedule is filled as per instructions.
50. Check that household number on the top right hand corner of NPR Schedule is correctly copied from column 9 of Houselisting and Housing Census Schedule.
51. Check that the dates of birth filled at Col. 5 of NPR Schedule are all valid. The year should be reported in 4 digits as per English calendar.
52. Check that all the Columns of the NPR Schedule has been completely filled for all persons. If more than one person of a household has same present/ permanent address, the recording of 'same', 'do', as the case may be has been made at designated cells as per instructions.
53. Check that the serial number of father, mother and spouse has been correctly recorded in Col 9 for each person as per instructions. The serial number cannot be higher than the total number of persons of that household.
54. Check for name, signature and telephone/mobile number of respondent at the bottom of side B of the NPR Schedule.

Duties after field-work:

55. Check the page-totals and abstracts with original Schedules before signing the certificate for the enumerator and submitting the records to the Charge Officer. The list of check-points are written on the inside-front cover.
56. Check that the enumerator has signed at prescribed space on all Schedules and signature/ thumb impression of respondent is available on all NPR Schedules. Record the number of used forms, unused forms etc. on your booklet and sign at the time of receipt of material. The list of materials to be received back from the enumerators are written on the inside-front cover.
57. If any enumerator has been allotted the work of more than one HLB (in case of uninhabited/ small villages, Slums, etc where HLBs would be smaller) collect the records (Schedules, maps, abstract, etc.) separately for each HLB allotted to her/him.
58. Sign at the prescribed space on each Schedule, for both Houselisting and NPR Schedules.
59. Check that separate sets have been prepared for the Houselisting materials and NPR materials. There is no mixing of Schedules of different HLBs. There is no stapler/ pin in any set. Filled-in Schedules and layout map are kept straight (no fold even at corners) in the plastic folder.
60. See that all the signatures are at place on the last page of the supervisor-booklets.
61. Deposit all the census materials as per instructions to the Charge Officer. Collect properly signed receipt from the Charge Officer.
62. While submission to Charge Officer, do not mix the Houselisting and Housing Census forms with any NPR forms. Remind the Charge Officer that that the box for packing the Houselisting materials should not contain any NPR material and vice versa.
63. Update the supervisor-booklet kept at the Charge Office. See that the entries are identical in both sets.
64. If any field-enumerator was replaced by reserve enumerator, check that entry regarding this has been properly noted both at Supervisor-booklet and at the last page of the Charge Register.

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