



GOVERNMENT OF KERALA

Abstract

Local Self Government Department Socio- Economic and Caste Census 2011- preliminary arrangements-appointment of Census Officers -Orders issued.

LOCAL SELF GOVERNMENT(DD) DEPARTMENT

G.O. (Rt) No.2398/2011/LSGD

Dated, Thiruvananthapuram, 19.10. 2011.

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- Read :- 1. Letter D.O No. Q.16015/04/2011/ AI (RD) dated 24.06.11 of the Sri. B.K. Sinha, Secretary, Rural Development, Ministry of Rural Development, Government of India.
2. Letter D.O. No. 12612/DP1/CRD, Dated: 28-9-2011 of the Commissioner for Rural Development, Thiruvananthapuram.

ORDER

In the letter read above, the Commissioner for Rural Development has forwarded proposals regarding the preliminary arrangements in connection with the Socio-Economic and Caste Census 2011 and appointment of Census Officers at various levels. The Socio-Economic and Caste Census in the State will be conducted from 1st December 2011 to 15th January, 2012. After considering the proposal of the Commissioner for Rural Development, Government are pleased to order as follows.

1. Delimitation Schedule

For the proper conduct of the Census, it is necessary to effect a graduated breaking up of the entire State into a pyramid of territorial jurisdiction. The preliminary break-up of the State jurisdiction will be on the basis of the jurisdiction existing as on 31.12.2009. Each district will be divided into urban and rural areas. The Corporation, Municipal towns, Cantonment Boards and such areas as approved as Census Towns will constitute urban areas the rest will form the rural area. But for the purpose of enumeration, Census Towns (non-statutory towns) will be under the Rural Charge Officers (Block Development Officers/ Block Panchayat Secretaries). The rural area will be divided on the basis of the Revenue Taluks excluding Reserve and Vested Forests, Wildlife Sanctuaries and National Park and each Taluk on the basis of the Revenue Villages. Each town will be subdivided into wards and each enumeration village will be subdivided into Panchayat wards or portion of the works coming in it as the case may be. The lowest subdivision will be the Enumeration Block (EB). The Enumeration Block (EB) is the basic building Block for enumeration. 100 - 125 households with a population of 650-700 persons would constitute an Enumeration Block. The EB's carried out during the population enumeration phase of Census 2011 would be used for Socio Economic and Caste Census also. So far as the Reserve and Vested forests are concerned in view of the extensive area of forests in Kerala, the enumeration work in these areas should be under the charge of the Field Director /Divisional Forest Officers / Wildlife Warden /Deputy Director. Though the Reserve and Vested Forest Division/Wildlife Sanctuaries/National Park in

Kerala are not co-extensive with the revenue district, it is not difficult to carve out the forest area lying in each revenue district on the basis of Forest Ranges falling in a District and Taluk. The forest areas will, therefore, be divided into Forest Divisions and each Forest Division into Ranges and each Range into Blocks. The Census Operations in the Reserves/Vested forests, Wildlife Sanctuaries/National Park in each district will be conducted by the officers concerned under the Census Officer in charge of the district. The pyramid of territorial jurisdiction on the above basis will be.

STATE		
DISTRICT		
Urban Jurisdiction (Corporation Municipalities, Cantonment Board)	Rural Jurisdiction [All areas in the Taluk including Census (non- statutory) Towns and Reserve/Vested Forest, Wild Life Sanctuaries and National Parks]	Forest area Jurisdiction (Reserve/Vested Forest, Wildlife Sanctuaries and National Parks)
Wards	Villages	Forest Ranges/ Areas
Supervisory Circles Enumeration Blocks	Supervisory Circles Enumeration Blocks	Supervisory Circles Enumeration Blocks.

2. Census Officers at various levels and Enumeration Hierarchy

The District Collector in each District will be the Principal Socio-Economic and Caste Census 2011 Officer (PSO). He will be the head of the enumeration hierarchy in the district. Project Director, Poverty Alleviation Unit will be District Census Officer to assist the District Collector who is the Principal Socio Economic & caste Census 2011 Officer. Deputy Director of education, Deputy Director of Panchayat and Assistant Development Commissioner (General) will be Additional District Census Officers.

In respect of Blocks (Block Panchayath area) including Census Towns (non-statutory towns) excluding both the statutory towns and the forest area, the respective Block Development Officers / Panchayat Secretaries will be Charge Census Officers.

In the forest areas Field Director/Divisional Forest Officer/Wildlife Warden/Deputy Director (Forest) will be Divisional Forest Socio Economic Caste Census Officers in the respect jurisdictions. One Senior Range Officer or Officer in the equivalent rank of the Division as decided by the Divisional Forest Census Officer will be Forest Socio Economic Caste Census Officer.

In the case of Corporation, the Corporation Secretaries will be City Socio Economic Caste Census Officer. In the case of Municipalities, the Municipal Secretaries will be Town Socio Economic Caste Census officer.

Corporation Secretaries and Municipal Secretaries will be Charge Officers for Corporation and Municipal areas.

All charge officers shall function under the Principal Census Officer/District Census Officer of their districts. Below the Charge Officers, there would be Supervisions and Enumerators. Government servants of various departments and teachers teaching above 9th standard will be appointed as Supervisors and Enumerators.

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The names of the officers who will be designated as Census Officers at various levels down to Additional Charge Census Officers/Deputy Charge Census Officers/Additional City Census Officer/Town Census Officers and their respective jurisdiction are indicated in the following tables.

Jurisdiction	Designation of Authority	Socio-Economic and Caste Census Designation
(1)	(2)	(3)
District	District Collector	Principal Socio-Economic and Caste Census Officer
District	Project Director, Poverty Alleviation Unit,	District Socio-Economic and Caste Census Officer
District	Deputy Director of Panchayats Deputy Director of Education Assistant Development Commissioner (General)	Additional District Socio-Economic Caste Census Officer
Block Panchayat area in a Taluk including Census (Non-statutory) Towns but excluding Corporations, Municipal Towns, Cantonments and Reserve and Vested Forest areas, Wild Life Sanctuaries, National Park etc.	Block Development Officer /Block Panchayat Secretary	Charge Officer
Corporation	Corporation Secretary	City Socio-Economic and Caste Census Officer
Corporation	Additional Secretary	Additional City Socio-Economic and Caste Census Officer
Municipal Town	Municipal Secretary	Town Socio-Economic and Caste Census Officer
Reserve and Vested Forest Division / Wildlife Sanctuary/ National Park etc.	Field Director/Divisional Forest Officer/Wildlife Warden / Deputy Director	Divisional Forest Socio-Economic and Caste Census Officer
Reserve and Vested Forest Division Wildlife Statuary National Park.	One Senior Range Officer, or officer in the equivalent rank of the Divisions as decided by the Divisional Forest Socio-Economic and Caste Census Officer	Forest Socio-Economic and Caste Census Officer

3. Other Socio Economic & Caste Census 2011 Personnel :-

- (a) **Supervisor:** The first level of field supervision would be carried out by the Supervisors. They would usually be in charge of 6 Enumerators. The Charge Officers should select suitable persons, preferably from among the cadre of Senior Teachers/Principals/College Lecturers, Government Officials working in supervisory level etc for appointment as Supervisors. These persons should be capable of extensively travelling within the area allotted to them and exercising control over the Enumerators. A formal Appointment Order will be issued by the Charge Officer. The Roles and Functions of the Supervisors are detailed in the Instruction Manual for Enumerators. One Supervisor would supervise the work of 6 Enumerators.

- (b) **Enumerator:** The Enumerator is the key functionary in the SECC-2011 chain. He is responsible for house to house enumeration. An enumerator may be asked to conduct the Socio Economic and Caste Census in more than one Enumeration Block if required. Generally not more than 4 EB's should be assigned to one enumerator. Any Government official including school teachers teaching in 9th standard or above can be appointed as an Enumerator. A formal Appointment Order will be issued by the Charge Officer. It is necessary that the Enumerator understands her/his Roles and Functions well. The Roles and Functions of the enumerators are detailed in the Instruction Manual for Enumerators.
- (c) **Data Entry Operator:** The household schedule in SECC-2011 would be canvassed using Hand Held Device (HHD) in the field itself. The Central Public Sector Under Taking (CPSUT) in charge of the State for Socio - Economic Caste Census 2011 (I T I - Palakkad) will appoint Data Entry Operator who will operate the HHD machine in the field while the Enumerator will ask the questions. BEL will impart necessary training to Data Entry Operator to use the machine, however, in Enumerator /Supervisor level training one day would be utilize to make them familiar with the HHD machines where the Data Entry Operator also will participate.

The Roles and Functions of the Principal SECC 2011 Officer as given as Annexure I, and that of District/ Additional District SECC 2011 Officer as Annexure II and that of Charge Officer as Annexure III.

The officers designated for various assignments in connection with the Socio-Economic and Caste Census shall performs tasks in accordance with the instructions issued by the Ministry of Rural Development, Government of India.

**(BY ORDER OF THE GOVERNOR),
JAMES VARGHESE,
PRINCIPAL SECRETARY.**

To

1. The Commissioner for Rural Development, Thiruvananthapuram
2. The Director of Panchayats, Thiruvananthapuram'
3. The Director of Urban Affairs.
4. All District Collectors.
5. Project Directors of Poverty Alleviation Units of all District Panchayats(through CRD)
6. All Deputy Director of Panchayats. (through Director of Panchayats)
7. All Deputy Directors of Education(through Director of Public Instruction)
- 8.All Block Development Officers/Block Panchayat Secretaries. (through CRD)
- 9.All Corporation Secretaries / Deputy Secretaries. (through Director of Urban Affairs)
- 10.1All Municipal Secretaries. (through Director of Urban Affairs)
- 11.The Executive Officer, Cannanore Cantonment.
- 12.The Divisional Forest Officers.(through Chief Conservator of Forests)
- 13.All Wildlife Wardens, National Park. .(through Chief Conservator of Forests)

14. Senior Range Officer or Officer in the equivalent rank of the Division as recommended by the Divisional Forest Census Officers. (through Chief Conservator of Forests)
15. The Director, Economic and Statistics Department
16. The Deputy Director/District Officers of Economics and Statistics Department. (through The Director, Economic and Statistics Department)
17. The Chief Town Planner, Idukki.
- ~~18. The Chief Conservator of Forests.~~
19. The Director of Public Instructions.
20. The Director of Census Operations, Kerala Central Government Office Complex, Poonkulam, Thiruvananthapuram.
21. Stock file/Office Copy.

Forwarded/By Order,

Selvanth

Section Officer.

Annexure – I

**ROLES AND FUNCTIONS OF THE PRINCIPAL SECC-2011 OFFICER
(PSO)**

Principal SECC-2011 Officer:-

- a) Cause the required number of District or Sub-Divisional SECC-2011 Officers or Charge Officers to be appointed for taking SECC-2011 in the District or Municipal Corporation, or Panchayat area, etc.;
- b) Take, aid in and supervise the taking of the SECC-2011 within the limit of the District or Municipal Corporation or Panchayat areas, Town area committee notified areas and the like and forward the result along with the filled in scheduled and blank forms to the Director of Census Operations with the period specified by him.
- c) Arrange for the training to Enumerators, Supervisors and Charge Officers so as to enable them to perform their duties efficiently and within the time specified by the Director of Census Operations/ Nodal Officer; and
- d) Take action and prosecute any defaulting person with the previous sanction of the State Government or of an authority authorized in this behalf by the State Government.

Annexure - II

**ROLES AND FUNCTIONS OF THE DISTRICT/ADDITIONAL
DISTRICT SECC-2011 OFFICER**

- a)
 - i. Cause the required number of Charge Officers and other SECC-2011 officers in a district or sub-division to be appointed;
 - ii. Cause the entire area of a district to be divided into well demarcated SECC-2011 divisions, namely, charges, Supervisor's Circle and Enumerator's Blocks as per instruction issued in this behalf by the Director of Census Operations/ Nodal Officer;
 - iii. Cause the up to date list of Villages and Towns to be compiled and their Jurisdictional Maps prepared;
 - iv. Assist the Director of Census Operations/ Nodal Officer in compiling the related statistical data as per his requirement;
 - v. Give proper publicity to SECC-2011 programmes so as to get proper responses from the public;
- b) Impart training to Charge Officers and cause proper training to be imparted to Supervisors and Enumerators/ Data Entry Operator through Charge Officers so as to enable them to perform their duties efficiently and to assist the Principal SECC-2011 Officers to take aid in and supervise the taking of SECC-2011 within the limits of the Districts, Municipal Corporation, Panchayats etc;
- c) Consolidated the summary of Enumerator's abstract or statement for the entire district;
- d) Carry out such other jobs necessary for the successful taking of the SECC-2011.

Annexure- III

ROLES AND FUNCTIONS OF THE CHARGE OFFICER

- (a) Cause the required number of Supervisors and Enumerator to be appointed within the Jurisdiction of his charge;
- (b) Prepare basic documents like general village registers and charge registers as per instructions from the Director of Census Operations/ Nodal Officer within the time schedule;
- (c) Familiarize himself with the enumeration instructions and cause the Supervisors and Enumerators to be trained so as to enable them to perform their duties efficiently;
- (d) Ensure that the work goes on according to the time schedule;
- (e) Ensure full coverage, accuracy and timeliness in taking SECC-2011;
- (f) Carry out such other tasks as may be necessary for the successful taking of the SECC-2011.