



Phone # 0364 222 3938
Fax # 0364 222 4218
E Mail – dco-arp.rgi@censusindia.gov.in
<http://www.censusindia.gov.in>

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
जनगणना निदेशक का कार्यालय
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
अरुणाचल प्रदेश # ARUNACHAL PRADESH
लाइतुमुखरा, लुम्मौरी, शिलांग – 793 003
LAITUMKHRAH :: LUMMAWRIE :: SHILLONG – 793 003

No. ARZ.11003/1/2007- (CIR)

Dated Shillong, the 3rd May 2010

To,

All Deputy Commissioners,
Govt. of Arunachal Pradesh,
Tawang/West Kameng/East Kameng/PapumPare(Yupia/Naharlagun)
Lower Subansiri/Kurung Kumey/Upper Subansiri/
West Siang/East Siang/Upper Siang/Dibang Valley/
Lower Dibang Valley/Lohit/Anjaw/Changlang/Tirap
Districts./ DC Capital Complex, Itanagar

Census of India Circular - 9

Sub: ***Dispatch of filled-in schedule from Charge Officer, Procedure of receipt of schedules at Data Centre and Pre-Scanning Activities.***

Sir,

The field operation for Housing Census and National Population Register has already started. The original copy of the filled in schedules will be dispatched from each charge officer to the Data Centre located at DCO Assam Office after the field operations are completed through Department of post. The contact persons in DCO Assam are Shri D.K.Dey, JDCO, Phone No. 03612524396, 2450783, 03612134984 (R), email id dcoassrgi@censusindia.gov.in Shri Dharmendra Maharana, ADCO (T) Phone No. 09435346603,0361-2526954,2524396 (Fax), email id dmranas@yahoo.co.in. After receipt of the boxes containing the schedules, the content of the boxes need to be verified in the presence of the authorized representatives of the State Govt. authorities who have worked as Census Officer and then the pre-scanning activities will be started. These steps are vital before the commencement of scanning and other data processing activities. Proper care at this stage would significantly reduce the chances of errors, particularly, with respect to the coverage of areas and ensure a smooth flow of further data processing in a systematic manner.

The procedure for packing the field in census materials and the Procedure for its return collection have already been sent to each charge officer inside the box containing blank forms. The filled-in schedules alongwith a copy of the enumerator's abstract and layout map will be packed for its dispatch to the designated data centers. The charge wise list of designated data centre have also

been communicated. The un-used census materials will be packed separately and will be returned to the Directorate of Census Operations, Arunachal Pradesh, Shillong.

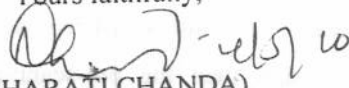
After completion of packing and putting the box inventory inside each box showing the contents of the box, the charge officer would require to contact the postal authorities, directly or through the official in-charge from the DCO. The exact date of return collection of materials from the charge office to the Scanning Centre/DCO is to be finalized with the postal authorities.

For verifying the contents of each box, the boxes need to be opened and the contents counted in the presence of the Concerned Charge Officer and the concerned Deputy Collector (Dist. Census Officer) of the district In-Charge of census or his authorized representative. After reaching all the boxes from the district to data centre, the date for opening the boxes will be fixed in consultation with the concerned Deputy Commissioner of the district.

Each box at the data centre should be opened in the presence of the State Govt. representatives. First it should be checked whether contents of the box matched with the box inventory provided inside the box or not. The next stage would be to carefully take out the filled-in schedules of each Houselisting Block, identifying particulars written on the schedule with the enumerators abstract, count the filled in schedules and match the number of filled-in schedules with the number written on the corresponding enumerators abstract.

The certificate of receipt of all the materials would be issued to the concerned Charge Officer/Dist Census Officer after the verification process is over. In case of discrepancies, the same should be communicated so that remaining materials can be retrieved at the earliest.

Yours faithfully,


(BHARATI CHANDA)
DEPUTY DIRECTOR
PHONE & FAX - 0364 2224218