

Carving of Enumeration Blocks

1. The Enumeration Block (EB) is the basic building Block for enumeration. The purpose of demarcating EB is to ensure coverage of all the areas in a charge without omission or duplication as also equal distribution of workload to the extent possible.
2. During the Houselisting and Housing Census, which was conducted between April to September 2010, each Charge was divided into Houselisting Blocks (HLBs). The NPR Schedule was canvassed in all the normal households found at this phase in each HLB.
3. Subsequently, at the time of Population Enumeration, i.e., February 2011, EB and sub-blocks were formed for field-work. The HLB with population upto 800 were usually kept same. Bigger HLBs having population above 800 were sub-divided into two or more Sub-Blocks depending upon the population size of the HLB. In addition, new EB and sub-block numbers were assigned to areas not covered during the 2010 phase. Most of these areas were called Special Charges, which include restricted areas like Military and para-military areas, jails, etc. The coverage of 2011 is therefore more complete than the 2010 phase.
4. Note that the HLB number has four digits starting with 0001 in each Charge. An EB/sub-block number will have 5 digits, 4 digits for the EB and the last digit for the sub-block. If there is no sub-block of a HLB, the first four digits of the EB number will be same as the corresponding HLB number.
5. 100-125 households with a population of 650-700 persons would generally constitute an EB/sub-block. The EBs carved out during the **population enumeration phase of** Census 2011 would be used for the Socio Economic and Caste Census also.
6. However, there may be a few cases where the Charge Officer may find locations which were not covered during the Population Enumeration phase of Census 2011. For example, a vacant plot was not covered in any EB and now a few buildings have come up in that vacant plot. For such cases, fresh enumeration blocks have to be carved out by the Charge Officer of the Tehsil/ Block/ town/ ward. The procedure for demarcating these EBs are given below:
 - a. **The left out area falls inside the boundaries of an existing EB/ sub-block:** In such case, the question of providing any new EB number does not arise. If the size of the area is big and the expected workload of an enumerator seems to be large due to inclusion of this area and the households residing in the area, one more sub-block may be formed. For example, suppose a village had EB/sub-block numbers 0012-1 and 0012-2. However, it has subsequently been found that an area with a population of 200 within the village has been left out during the PE in the village. Then, form a new EB/sub-block 0012-3 to cover this area.
 - b. **The left out area does not fall inside the boundaries of any EB/sub-block:** This is a rare case. However, if found, a new EB number is to be allotted such that

the number is in continuation of the highest EB number given inside the Charge. For example, an entire village has been left out during the Population Enumeration. The EB numbers were 0001-1 to 0245-1. Now, the EB number of this left out village will be 0246- , 0247- , etc. depending on the population of the village. Care should be taken to show the newly created EB No.s 246, 247, etc. properly in the Charge Map, Charge register, both the Supervisory Booklets and Supervisory Circle Maps.

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Preparation of Charge Register

1. The EB/sub-block is the primary unit during the Socio-Economic and Caste Census 2011. This provides an unambiguous frame of area of field operation without omission or duplication. It will have to be ensured that a separate and unique record of all the 'EB/sub-blocks' is created and maintained. One important reason for ensuring that records of two or more EB/sub-blocks are not mixed up is that ultimately the data would be processed separately in respect of each EB/sub-block. For the purpose of maintaining this distinction the Charge Officers are required to write out a register to maintain a record of the EB/sub-blocks.
2. A Census Charge is usually a Tehsil/ C.D. Block/ Mandal, etc. in the rural areas and a town/ ward of a town in the urban areas. Different aspects of field-work of each EB/sub-block are recorded in the Charge Register in a systematic manner during the Census. The Charge Register written during the Population Enumeration phase of Census 2011 will be supplied for the Socio-Economic and Caste Census after removing a few items which are to be filled afresh. These items are: names of the supervisors and names of the enumerators who will carry out the field-work.
3. The structure of the Charge Register is explained briefly below for easy understanding. The Charge Register consists of the following pages/booklets, which will together form the complete Charge Register:
 - a. Charge Register cover page (First page and Back side of front cover page: It includes, inter alia, the name, designation, contact number and mandatory certificates from the Charge Officer.
 - b. Village Register for rural areas only: It provides the names and location codes of all the revenue villages falling within the jurisdiction of the Charge.
 - c. Town Register for urban areas only: It gives a list of all the wards falling within the jurisdiction of the Charge.
 - d. Supervisor Booklet: This is the main part of the Charge register. Each booklet provides the details for one Supervisor and the enumerators working under her/ his jurisdiction. Thus, the number of Supervisor Booklets in a Charge register will be equal to the number of field Supervisors appointed for the Charge. Each booklet consists of four pages, which are:
 - i. First page: Outer cover page of Supervisor Booklet. This has a map of the Supervisory circle with position of each EB inside the Supervisory Circle. It also contains the name and contact details of the Supervisor. **The name**

and contact details have to be filled afresh during the Socio-Economic and Caste Census 2011.

- ii. Second and third page: It contains EB/sub-block-wise particulars. Each row corresponds to one EB/sub-block. Second page has columns 1-18, while page 3 has columns 19-42. The details in page 2 include the location code and name of the village/ ward where the block is located, extent or boundary of the EB/sub-block, the building numbers and census house numbers falling inside the EB, number of households found during the Houselisting operations, etc. **Column 3 of this row has a provision of writing the name, designation, office address and mobile no. of the enumerator who has been assigned field-work for this EB.** This column has to be filled afresh during the Socio-Economic and Caste Census.
 - iii. Third page (19-42 columns) containing details of training and payments (columns 19-21), distribution of census material (Household Schedule, AHL booklets and number of sheets for layout map, working sheet and Enumerator's Abstract) along with the signatures of recipient (columns 22-29), receipt of census materials after field work (columns 30-38) and Provisional Population Totals (columns 39-42).
 - iv. Fourth page- Back cover page of Supervisor Booklet contains mandatory certificates of complete coverage by the Supervisor and each Enumerator associated with him/her. This is to be prepared after completion of Population Enumeration.
- e. Details of reserve Supervisors and Enumerators and Dispatch of Population Enumeration material
 - f. Charge Map
 - g. Charge Officer's Inventory
 - h. Copies of the layout maps, prepared by each Enumerator, arranged in the ascending order of the Enumeration Blocks.
4. The Directorate of Census Operations/ Charge Officers of the Census 2011 will provide the Charge Register. While making photocopies of the Register, a few parts are to be suppressed so that one can make fresh entries on the photocopy itself. These are:
- a. Supervisor's Particulars on page 1 of each Supervisor booklet,

- b. Column 3 (name, address and mobile no of enumerator) on Page 2 of each Supervisor booklet,
- 5. It may be noted that filled-in Pages 3 and 4 of the Supervisory booklet will not be photocopied, as almost all the columns of these pages are to be filled afresh. Similarly, fresh copies will be necessary for the cover pages, as the particulars of the Charge Officer and her/his certificate is to be written afresh. Fresh copies of these pages may be taken for use during the Socio-Economic and Caste Census.
- 6. **The Charge Register is to be prepared in duplicate.** One copy will be retained at the Charge Office while the other copy is to be returned after completion of field-work to the Central Government.

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