



Government of Jammu and Kashmir
General Administration Department
 (Services) Civil Secretariat,
 Jammu.

Subject: Census Operations - 2011.

Circular No.: 22-GAD of 2010
 Dated: 15-12-2010

Vide circular No. 06-GAD of 2010 dated the 2nd March, 2010, besides other instructions, the schedule for conducting various phases of Census Operations-2011 in respect of accessible areas, as notified by the Government of India, was brought to the notice of all concerned. As per the notified schedule, the following phases of census operations-2011 will take place in respect of these areas on the dates indicated hereunder:-

S. No.	Item	Date
(i)	Population Enumeration	9 th February, 2011 to 1 st March, 2011 (with reference date as 0.00 hrs of 1 st March, 2011).
(ii)	Enumeration of Houseless population	On the night of 28 th February, 2011
(iii)	Revisional Round	1 st March, 2011 to 5 th March, 2011.

With a view to completing the above mentioned phases of Census operations and in continuation of instructions issued earlier, the following additional instructions are hereby issued for strict compliance by all concerned:-

- (i) The Divisional Commissioners and the Principal Census Officers shall accord priority to the census

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Pl. circulate the instructions to all Hqs.

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Revised to me on 20/12/2010
 S. A. D. Singh

operations and keep this item as a special agenda point for meetings with the concerned officers.

- (ii) The Principal Census Officers and the Charge Officers shall review the progress of work relating to census operations on a weekly basis. The Principal Census Officers shall also submit progress reports to the Chief Secretary on a weekly basis with copies to the Divisional Commissioners and the Director, Census Operations, J&K.
- (iii) The Principal Census Officers of Kashmir Division may engage teachers of Primary and Middle schools as Supervisors/Enumerators in place of Anganwari Workers who were engaged during the first phase of the Census operations i.e. for House-listing, House Census Operations and Preparation of National Population Register. In this regard, the Director, School Education, Kashmir shall provide necessary lists to the Principal Census Officers on a priority basis.

Such of the teachers of Primary and Middle schools as are deployed for census duty during winter vacations, shall be treated on duty and entitled to earned leave for this period like the employees of non-vacational departments.

- (iv) The Administrative Departments and the Heads of Departments have already been impressed upon not to transfer officers/officials appointed as Supervisors and Enumerators without the prior consent of the Principal/District Census Officers till the completion of the census operations. All Administrative Departments, Heads of Departments and the District Level Officers are again enjoined upon to ensure strict compliance of these instructions. Any violation in this behalf which comes to the notice of the Government will be viewed seriously. In the event of any exigency, any such transfer may be ordered only after obtaining written consent of Principal/District Census Officers.
- (v) The Department of Administrative Reforms, Inspections and Trainings will ensure that the census material is printed out within the stipulated time as per the requirements of the Director,

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Census Operations. If necessary, additional machines could be deployed by the Government Presses so that the work is completed within time. The Secretary of the department will personally monitor completion of the work by the Government Presses.

- (vi) The Finance Department shall immediately authorize the release of funds, already provided by the Government of India in favour of General Administration Department to meet requirement for payment of honorarium, TA/DA, salary, training allowance etc., to the staff deployed as Supervisors/Enumerators, trainers etc. for conduct of census operations. The Finance Department shall also indicate to the GAD the account head to which the amount has to be debited. Further, the department will pursue with the Accountant General for early release of the cheques, if any, which have not been credited to the account of the Finance Department so far.
- (vii) The Principal Census Officers shall furnish the utilization certificates of the funds released for the 1st phase of the census operations as per laid down procedures.

The above instructions are issued for information and compliance by all concerned.

By order of the Government of Jammu and Kashmir.

Sd/-
(Basharat A. Dhar) IAS
Commissioner/Secretary to Government
General Administration Department

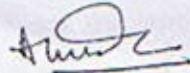
No:GAD(Adm)152/2009-v(iv)

Dated: 15.12.2010

Copy to:-

1. Principal Resident Commissioner, J&K Government, 5-Prithvi Raj Road, New Delhi.
2. Chairman, J&K Special Tribunal.
3. Director General of Police, J&K, Jammu.
4. Commissioner of Vigilance, J&K, Jammu.
5. All Principal Secretaries to Government.
6. Financial Commissioner, Revenue.
7. Principal Secretary to Hon'ble Chief Minister.

8. Principal Secretary to H.E. the Governor.
9. All Commissioners/Secretaries to Government.
10. Divisional Commissioner Kashmir / Jammu.
11. Director General, J&K Institute of Management, Public Administration and Rural Development, Jammu.
12. Director, Census Operations, J&K, Srinagar/Jammu.
13. Director, School Education, Kashmir/Jammu.
14. All Heads of Departments.
15. All Deputy Commissioners.
16. Commissioners, Municipal Corporations, Srinagar/Jammu.
17. Secretary, J&K Public Service Commission.
18. Secretary, J&K Legislative Assembly/Council.
19. Director, Estates.
20. Director, Information.
21. Director, Archives, Archeology and Museums, Jammu.
22. Secretary, J&K Services Selection Board.
23. Additional Secretary to Hon'ble Deputy Chief Minister.
24. Private Secretaries to all Hon'ble Cabinet Ministers/Hon'ble Ministers of State.
25. Private Secretary to Advisor to Hon'ble Chief Minister.
26. OSD to Political Advisor to Hon'ble Chief Minister.
27. Principal Private Secretary to Chief Secretary.
28. Private Secretary to Commissioner/Secretary to Government, General Administration Department.
29. Incharge Website, GAD.
30. Government order file/ stock file.



(Ahmadullah Shah)
Special Secretary to Government
General Administration Department