



भारत सरकार, गृह मंत्रालय

Government of India, Ministry of Home Affairs

जनगणना कार्य निदेशालय, महाराष्ट्र

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CENSUS OF INDIA 2021- CIRCULAR No. 05

Sub : Training of Census Functionaries for the Houselisting and Housing Census and NPR Updation.

The House Listing and Housing Census (HLO) and updation of the National Population Register (NPR) is to be carried out between the period 1st May to 15th June, 2020. Since the Census is conducted primarily through employees of the State Government/Local bodies on a part-time basis after a gap of 10 years, the training of all the Census functionaries is a critical pre-requisite for the accurate and complete collection of data.

The estimated number of Enumerators and Supervisors (Enumerators and Supervisors) required to conduct the Census & NPR is about 3.34 lakhs at state level. Additionally, almost another, 6,000 functionaries at the District/ Town and Charge Level manage, oversee or support the Census work. Thus, in all 3.40 lakhs Census Functionaries would be trained by about 4000 trainers. The training of such a large number of Census functionaries spread across the entire State is a huge, complex exercise.

2. Training Cascade for Enumerators and Supervisors: The Training cascade consists following three levels:

2.1 National Trainers - At the apex, there are 4 (Four) Officers of the Directorate of Census Operations designated as National Trainers to impart training to 137 Master Trainers.

2.2 Master Trainers - The 137 (One Hundred Thirty Seven) nominated Officers from District/ M. Corp are mainly designated as Master Trainers to train 3,824 Field Trainers.

2.3 Field Trainers - The 3,824 (Three Thousand Eight Hundred and Twenty Four) Officers from District/ Town/ Charge Level across the State will finally train 3.34 Lakhs Enumerators & Supervisors at Charge Level.

3. Training of Other Census Functionaries:

3.1 State Nodal Officer / Principal Census Officers:

The State Nodal Officer and Principal Census Officers (District Collectors and Municipal Commissioners) one day conference is organized at State Level as a stepping stone to overview entire Census process and plan accordingly.

3.2 District/ City and Charge Officers:

- (a) The District/ City Census Officers, are Resident Deputy Commissioners of Districts and Officers equivalent to rank of Deputy Commissioners of Statutory Towns. They are given the primary responsibility for conducting the Census/NPR under the guidance of the Principal Census Officers.
- (b) The Charge Officers are in-charge of Tehsils or Towns/Wards/Zones etc in the case of Urban areas.

3.3 Regular Assistants (Government Employees)

Regular Assistants (Government Employees) of the Office of District Collectors'/ Municipal Commissioners'/ Nagar Parishad/ Nagar Panchayat/ Cantonment Board etc. and Office of the Charge Officers' are the Supervisory/ Clerical Level Officials responsible for carrying out the Administrative and Technical work relating to Census/NPR.

3.4 Temporary Technical Assistants:

Temporary Technical Assistants at the State/District/Charge Levels : Maximum of 4 Temporary Technical Assistants at State/in each District/in each Municipal Corporation and 2 in each Charge are expected to be in position sometime from 15th February 2020 (for a period of 18 months). They would be mainly responsible for carrying out the Technical work relating to Census/NPR.

4. Timelines for HLO and NPR Training

Following is the Timelines for HLO and NPR Training

Training Calendar of Maharashtra - Phase I

Sr. No.	Training Category	Approximate Batch Size	Duration (Days)	Period	Location	Training By
1	State level Training of Principal Census Officers	-	1	6 Feb	Mumbai	DCO
2	District /City Census Officers & All Charge Census Officers	40	2	24 Feb to 7 Mar	District HQ	DCO Officers
3	Assistants					
3.1	Regular (4 per District and 2 per Charge)	40	2	24 Feb to 7 Mar	District HQ	DCO Officers
3.2	Technical * (4 per District and 2 per Charge)	40	2	24 Feb to 7 Mar	District HQ	DCO Officers
4	Refresher Training of Master Trainers (137)	40	1	11 Mar to 13 Mar	To be finalised	DCO Officers
5	Field Trainers (4 days for HLO & NPR) (1 day for Training Development Skills)	35 to 40	5	19 Mar to 3 Apr	District HQ	Master Trainers
6	Enumerators and Supervisors	35 to 40	4	6 Apr to 25 Apr	At respective Charge	Field Trainers

*** The appointment of Technical Assistants is to be done before 15 February, 2020**

5. Scope of HLO and NPR Training

5.1 Training of District/ City and Charge Officers

- a. The training of the District/ City and Charge Officers has been combined in one programme since all of them need to be trained to have a clear understanding of the entire HLO and NPR process and the use of the HLO and NPR Mobile Apps and the utility of HLB Mapping App.
- b. They need a complete idea of the mandatory functions they have to perform through the CMMS as part of the HLO / NPR processes, for the training of FTs and the even larger training of Enumerators and Supervisors, as well as their respective roles as District Administrators and Charge Administrators for the CMMS portal.
- c. Specific emphasis needs to be placed on enabling them to understand the issues related to the formation of the HLBs and Supervisory Circles, creation of the Charge Register, Data Entry of the Enumerators and Supervisors, creation of training batches, and marking attendance, record management and payment of honorarium and training allowance module etc.
- d. These training are to be organized at the District HQ for all District/ City Census Officers and Charge Officers under the District/ Towns.

5.2 Training of Regular Assistants and Temporary Technical Assistants

- a. The term Regular Assistants includes any Group B or C official(s) of the State, District/Town and Charges there-in who is/are regular Government Employee(s) and is/are responsible for the Census work in that office.
- b. The term Temporary Technical Assistants refers to those who are to be specifically recruited for doing the Census work in the District or Charge office, on a temporary basis for a period of 18 months
- c. The training of these two categories of Assistants is to be similar and focused on the processes that their respective offices are responsible for. They would naturally need to have a basic idea of the HLO and NPR process but a more detailed knowledge of aspects such as the formation of HLBs, creation of the Charge Register, detailed use of the CMMS portal for the functions at the District or Charge Level, the HLO and NPR Mobile Apps. Essentially, they need to be able to do such jobs as entering the data of FTs (at the District Level) and Enumerators and Supervisors (at the Charge level), printing of Appointment Orders & ID Cards, creation of training batches, intimating the trainees of the schedule of training, updating attendance of trainees in the CMMS, record management and payment of honorarium and training allowance module etc.
- d. The training of Regular Assistants and Temporary Technical Assistants will be held jointly at District HQ. The District Administration will need to ensure that there is a computer lab or other room with computers (possibly of the NIC or the State Government) at the District HQ so that the Assistants can practice using the CMMS portal. Similarly, broad band wifi connectivity would be required to enable them to practice using the HLO or NPR Mobile App.

5.3 Refresher Training of Master Trainers

- a. It is proposed to organize one day Refresher Training of Master Trainers (preferably Residential, at Regional ATI OR non-residential at Divisional H.Q.) to revise the concepts and definitions of HLO & NPR. Additionally, the focus would be on the changes in HL/ NPR Schedule, NPR Methodology and HL/ NPR Mobile Apps.
- b. The designated National Trainers will impart the Training to designated Master Trainers.
- c. PCOs need to ensure that already trained MTs will be relieved to attend this training without fail.

5.4 Training of Field Trainers

- a. The Training of the FTs should be conducted by the MTs (of the District/ M. Corp) at the District HQs.
- b. The batch size of FTs should be approximately between 35 to 40 participants and in any case, should never exceed 40.
- c. Each training programme will be conducted by a team of two MTs.
- d. The duration will be of 5 days - 1 day for the Training Delivery Skills and 4 for the HLO and NPR.
- e. Each such team will conduct minimum 2 batches of training. Thus, a team of MTs will be able to train a minimum of 70 to 80 FTs in 2 batches of training.

5.5 Training of Field Trainers

- a. In the case of the training of the Enumerators and Supervisors, the timely entry of their data at the Charge level is of equal importance and should be taken up as a priority once the District and Charge Officers and Assistants have been trained. The entry of data is a pre-requisite for creating and scheduling batches of training, marking attendance etc. The timelines indicate that this data entry should be completed latest by 15th March, 2020. Special care must be taken in the case of large Charges where the number of Enumerators and Supervisors may be more than 300.
- b. The training of Enumerators and Supervisors is to be conducted by one Field Trainer
- c. It is expected to be conducted at the Charge Level except in the case of very large Charges where it may be conducted in more than one location.
- d. The batch size of Enumerators and Supervisors training should normally not exceed 40 and in any case not more than 45. In case, the number of Enumerators and Supervisors for a charge is significantly less i.e. around 20 or less, the Principal Census Officer or District Census Officer may club the training of this charge with that of a neighboring Charge, provided the total batch size of the 2 Charges does not exceed 50.
- e. Each Field Trainer is required to conduct training of two batches of Enumerators and Supervisors. Thus, each Field Trainer will be able to train up to 90 Enumerators and Supervisors in 2 rounds of training. However, in exceptional cases where there is an unforeseen requirement the Field Trainer may train more than 2 batches.
- f. The duration of the training will be of 4 days.

6. Role of Key Census Functionaries in Training

6.1 Role of the Principal Census Officers and District/ City Census Officers

The Principal Census Officer and the District/ City Census Officer are responsible for the proper conduct of HLO and NPR training in their District/ Town. This responsibility involves:

- a. For Field Trainers Training : Entry of data of FTs in the CMMS and thereafter creation of training batches, allocation of MTs to conduct the training, and entering the actual attendance of FTs. It also includes finalizing the venue for the training and making all arrangements.
- b. For District/City Census Officers and Charge Officers Training: Finalising the schedule, venue and all arrangements for the training of these officials in consultation with the DCO who will accordingly deploy the trainers.
- c. For Regular Assistants/Temporary Technical Assistants Training: Finalising the schedule, venue and all arrangements for the training of these officials in consultation with the DCO who will accordingly deploy the trainers.
- d. For Enumerators and Supervisors Training: Holding a meeting with all District/Charge Officers one month ahead of the training of Enumerators and Supervisors to ensure that all officers are clear on all the arrangements and steps to be taken for conducting the

Enumerators and Supervisors training in time and ensuring the attendance of all Enumerators and Supervisors in their scheduled training. Over all co-ordination and monitoring for the timely conduct and completion of training in all charges within the district.

6.2 Role of Charge Officers in Training of Enumerators & Supervisors

The Charge Officer has to ensure that all arrangements for the smooth and timely conduct of the training have been made well in time. He/she must also make sure that:

- a. The batches (one or more depending on the total number of Enumerators and Supervisors in the Charge) of training of Enumerators and Supervisors are created in the CMMS portal.
- b. The size of the batch should not normally exceed 40 Enumerators and Supervisors and in no case not more than 45.
- c. The correct record of attendance is marked in the CMMS portal by the Charge Officer. For this purpose, a daily manual record of attendance of all participants would need to be maintained and retained by the Charge Officer. Training Allowance will be based on the attendance marked on the CMMS portal.
- d. All the Enumerators and Supervisors are properly informed of the dates, venue and timing of the training in advance and that it is mandatory for them to attend the training on time on all days of the training.
- e. The Enumerators and Supervisors should also be intimated to download the HLO and NPR Mobile Apps and the User Manuals for using the HLO and NPR Mobile Apps from the CMMS portal before they come for the training. The Supervisors will have to download HLB Mapping App for capturing the terminal points of HLB Layout Maps.
- f. Arrangements are made for the serving of good quality tea and lunch for the participants as per the training schedule from within the approved norm of expenditure.
- g. Ensure that all the material required to be distributed for the training and the conduct of the Census is received well in time.
- h. Distribute the training material at the commencement of the training and the Census material on the last day of the Course. Appointment orders and Identity Cards need to be distributed by the last day of training.
- i. The Charge Officer should be present on the forenoon of the first day of training to personally highlight the importance for the Enumerators and Supervisors, to attend the training on all days and to ensure that they (Enumerators and Supervisors) do their work diligently to canvass the schedules so that the information is collected correctly, accurately and within the period specified for the canvassing.
- j. The Charge Officer should also be present for some time on each of the other training days. On the last day it would be essential for him/her to remain present during the feedback session to be conducted by the Field Trainer. He/she would become aware of any problems related to the arrangements made for the training which are raised by the participants and take measures to resolve these before the second round of training of Enumerators and Supervisors.

7. Venues for Training

7.1 The Principal Census Officers' should direct the Charge Officers' to make sure that a suitable training venue is selected for the training in the Charge Area (or outside if deemed unavoidable and necessary).

7.2 The details of the venues so selected are to be entered in CMMS portal during batch 'Creation at Charge level'.

7.3 As far as possible, the venue should have

- a. Classroom(s)/Room(s) of suitable size to accommodate 35 to 40 Trainees with electrical and natural lighting (auditoriums should preferably be avoided)
- b. Adequate availability of drinking water
- c. Separate suitable toilet facilities for men and women
- d. Sufficient seating for the number of Enumerators and Supervisors to be trained
- e. An overhead projection system and PC for making Power Point Presentations. (This is particularly important as it will greatly facilitate the demonstration relating to entry of data in the Mobile App)
- f. An audio system (so that the MT conducting the training can be clearly heard by everyone)
- g. A black/coloured/white board (with chalk/marker pen available)
- h. Broadband wi-fi connectivity, if possible.
- i. Assured power supply during the timings of the training

8. Delivery of Materials for Training:

- 8.1 The sets of Instruction Manuals for training the District and Charge level officers and officials will be sent by the DCO to the PCOs to distribute them to the in accordance with requirements.
- 8.2 The sets of Instruction Manuals for the Enumerators & Supervisors will be sent to the Charge Offices directly for distribution by Office of Registrar General, India through Department of Posts at the time of commencement of the Enumerators & Supervisors Training. These Instruction Manuals will also be available on CMMS portal.
- 8.3 Separate Guidelines on the delivery of material will be issued shortly.
9. Distribution of Enumerators and Supervisors Material (kit) for Conducting the HLO and updation of NPR
- 9.1 In the afternoon of the last day of the Training the kits, including all material that is to be given for conducting the HLO and updation of the NPR, have to be distributed to the Enumerators and Supervisors.


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To,

1. The PPS of Chief Secretary, Government of Maharashtra for information of CS
2. The PPS of Principal Secretary, GAD, Government of Maharashtra & State Nodal Officer for information of PS & State Nodal Officer
3. All Principal Census Officers (District Collectors/ Municipal Commissioners) with request to make all necessary arrangements
4. Charge Officers (All) for making necessary arrangements