

- [ Extract from Haryana Government Gazette (Extra.), dated the 16th August, 2011 ]

**HARYANA GOVERNMENT**  
**RURAL DEVELOPMENT DEPARTMENT**

**Notification**

The 16th August, 2011

**No. SECC-2011/5014.**—In terms of para 1 of Annexe 12 of the guidelines issued by Government of India, Ministry of Rural Development *vide* No.Q.16015/04/2011/AI(RD), dated 24th June, 2011, to conduct the Socio-Economic and Caste Census-2011 (SECC-2011) in the Haryana State during November to December, 2011, to identify the families living below poverty line in the rural areas, for the 12th Five Year Plan the Governor of Haryana is pleased to designate the officers mentioned below to perform the functions and duties assigned against each for the above purposes:—

<b>Officer</b>	<b>Assigned designation of SECC-2011</b>
All the Deputy Commissioners in the State.	Principal SECC-2011 Officers (PSO)
All the Additional Deputy Commissioners in the State.	District SECC-2011 Officers
All the Sub Divisional Magistrates, City Magistrates, District Development & Panchayat Officers, District Revenue Officers and Executive Magistrates.	Additional District SECC-2011 Officers
All the Tehsildars/Naib Tehsildars	Charge Officers

The roles and functions of these officers are indicated in the Annexure.

URVASHI GULATI,  
Chief Secretary to Government, Haryana, Chandigarh.

**Annexure-I****Roles and Functions of the Principal SECC-2011 Officer (PSO)**

- (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 alongwith the filled in scheduled and blank forms to the District or 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 District/Additional District or Sub-Divisional 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 upto 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 SECC-2011.

**Roles and Functions of Charge Officer**

- (a) Cause the required number of Supervisors and Enumerators 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.