

DEPARTMENT : CITY CENSUS OFFICE

STATUS : TEMPORARY

SR.	NAME OF CENSUS	CONTROLLING GOVT.DEPT.
1	CENSUS OF INDIA [every 10 yrs]	Directorate of Census, Maharashtra, Mumbai.
2	ECONOMIC SENSUS [every 5 yrs]	Economic and statistic dept, Maharashtra govt. Mumbai.
3	CENSUS OF EMPLOYEES [every year]	
4	SOCIAL,ECONOMIC AND CAST E CENSUS 2011	Rural Development Dept, Maharashtra Govt.
5	SAMPLE REGISTRATION SYSTEM OF BIRTH AND DEATH.	Said survey done by Directorate of Census, Mumbai , enumerators appointed for the span of 10 yrs. on part time basis.
6	MARATHA RESERVATION SURVEY UNDER SOCIAL,ECONOMIC AND CAST E SURVEY 2014	Babasaheb Aambedkar Reaserch And Training Institute
7	AADHAR ENROLLMENT	Information and Technology Dept, Maharashtra Govt.
8	MATRUBHASHA SURVEY	Directorate of Census, Maharashtra, Mumbai
9	ISSUE OF POPULATION CERTIFICATE	Issue population certificate to residents on their demand. Population certificate given on the basis of statistics published by Directorate of Census.

1. Preparation of layout maps of Municipal wards for fixing the boundaries of enumeration blocks as per the guidelines of Directorate of Census before commencing the actual fieldwork of Census.
2. Temporary appointment of employees from various departments of PMC at City Census office during Census period for speeding up office work as Census is time bound program.
3. We appoint employees from various Government and Semi Government Departments as well as from Schools and Colleges as enumerators and supervisors for field work of census.
4. Appointment of Master Trainer for imparting training to Enumerators and Supervisors about field work.
5. We publish advertisement in local news papers and broadcasting the same from Aakashwani for general public awareness.
6. Showing boundaries of enumeration blocks to enumerators and supervisor at charge level.
7. Issue census stationery and forms to enumerators and supervisor for field work.
8. Periodical supervision, verification and checking of field work of enumerators.
9. Resolving doubts and problems of enumerators during field work.
10. Collection of daily statistics of census from ward offices and sending the same in the form of daily report to Directorate of Census.
11. After completion of field work of census, collection of all record from the ward offices have been done and dispatch the same to Directorate of Census. While dispatching the record to the govt. confidentiality of the record has to be strictly adhered because as soon the form filled it becomes confidential.
12. Implementation of all the circulars and government resolution issued by Directorate of Census from time to time.
13. Disbursement of remuneration of census work received from Directorate of Census of enumerators, supervisors and authorities.

PUBLICATION

1. Information of population of PMC's ward wise as per census 2001 and 2011 have been published on PMC website.
2. Information of City Census Office under RTI 2005 sub clause 4[A] have been published on PMC website.
3. According to M.M.C. Act 1949 sub clause 60[A] information of City Census Office have been published on PMC website.

CERTIFICATE OF POPULATION

1. Issue population certificate of PMC wards to residents on their demand. Population certificate given on the basis of statistics published by Directorate of Census.

INWARD OUTWARD

1. All the correspondence occurred with the dept. duly entered in Inward and Outward Register accordingly.

AADHAR ENROLLMENT

Make available basic amenities such as space, light to Govt. appointed Agency for running Aadhar Enrollment Center and thereby enabled Aadhar enrollment of residents.