

प्रेषक,

रुद्र प्रताप सिंह,
विशेष सचिव,
उ०प्र० शासन।

सेवा में,

(1) आयुक्त,
ग्राम्य विकास,
उ०प्र०लखनऊ।

(2) समस्त जिलाधिकारी,
उत्तर प्रदेश।

ग्राम्य विकास अनुभाग-6

लखनऊ: दिनांक: ०२ ^{जनवरी} दिसम्बर, 201१

विषय:- सामाजिक-आर्थिक एवं जाति जनगणना-2011 के अन्तर्गत प्राप्त ऑकड़ों की गुणवत्ता के सम्बन्ध में।

महोदय,

उपर्युक्त विषयक श्रीमती मंजुला कृष्णन, मुख्य आर्थिक सलाहकार, भारत सरकार, ग्रामीण विकास मंत्रालय, ग्रामीण विकास विभाग, कृषि भवन, नई दिल्ली के अर्द्ध०शा०प० संख्या-क्यू-16015/04/2011-एआई (आरडी) पार्ट फाइल, दिनांक 22 नवम्बर, 2011 की प्रति (मय संलग्नक) आपको आवश्यक कार्यवाही हेतु प्रेषित करने का मुझे निदेश हुआ है। कृपया भारत सरकार के संलग्न पत्र में की गयी अपेक्षानुसार कार्यवाही सुनिश्चित कराने का कष्ट करें।

संलग्नक-यथोपरि।

भवदीय,

(रुद्र प्रताप सिंह)
विशेष सचिव।

संख्या-जी.आई. 233(1)/अड़तीस-6-2011-तददिनांक।

प्रतिलिपि श्रीमती मंजुला कृष्णन, मुख्य आर्थिक सलाहकार, भारत सरकार, ग्रामीण विकास मंत्रालय, ग्रामीण विकास विभाग, कृषि भवन, नई दिल्ली-110001 को उनके पत्र संख्या-क्यू-16015/04/2011-एआई(आरडी)-पार्ट फाइल, दिनांक 22 नवम्बर, 2011 के सन्दर्भ में सूचनार्थ प्रेषित।

आज्ञा से,

(रुद्र प्रताप सिंह)
विशेषसचिव।

233/38-6-11



सत्यमेव जयते

आर्थिक सहायकार
भारत सरकार
ग्रामीण विकास मंत्रालय
ग्रामीण विकास विभाग
कृषि - नई दिल्ली-110005
CHIEF ECONOMIC ADVISER
GOVERNMENT OF INDIA
MINISTRY OF RURAL DEVELOPMENT
DEPT. OF RURAL DEVELOPMENT
(CRIS) NEW DELHI-110005

६२-९

Q-16015/04/2011-AI (RD)-Part File

Dated the 22.11.2011

Dear Sir/Madam

Please refer to Secretary (RD)'s D.O. letter Q-16015/04/2011-AI(RD) enclosed therein the documents which are essential in the conduct of the Socio-Economic and Caste Census 2011 (also available in the web-site http://rural.nic.in/sites/downloads/circular/Guidlines_27062011.pdf). As you know, receiving and disposing claims and objections is an integral part of the SECC 2011 and to facilitate the same the Ministry has prepared detailed instruction manual. The document titled "Instructions for Filing, Receiving and Disposing Claims and Objections during the Socio-Economic and Caste Census 2011 (SECC 2011)" is enclosed herewith for use. We are also posting this document in the website. This manual may be suitable adopted for your State/UT and if required, may be translated in local language. The draft list of information would be generated at the Charge Data Centers by the service provider CPSU.

Please note that the enumeration of households is done using hand-held devices loaded with different versions of the application software, and in this process some data/information may not have been captured (for example, gender category-transgender and type of motorized two/three/four wheelers or motorized fishing boats requiring registration etc.). Hope during the 'claims and objections' stage modifications in this regard may be incorporated following the due procedures.

Let me request you to follow the 'claims and objections' stage diligently to ensure the quality of data collected under SECC 2011.

With regards,

Yours sincerely,

(Manjula Krishnan)

RD 6

30/11

तत्काल
श्री मां (सिमा)
30/11/11

Encl: As above

All States/UT Principal Secretaries (RD) / (PR)

Q-16015/04/2011-AI(RD)
VSRP
State World
Date 22/11/11
Concern Caste
24-11-11

(एन० एस० रवि)
प्रमुख सचिव
ग्रामीण विकास विभाग
नई दिल्ली

DS (T) SSI / VSRP / 11

25.11.11

Manjula Krishnan
Chief Economic Adviser
Tel: 23073776

Q-16015/04/2011-AI (RD) part file

Dated: 22/11/2011

Dear

Please refer to Secretary (RD)'s D.O. letter Q-16015/04/2011 AI (RD) enclosed therein the documents which are essential in the conduct of the Socio-Economic and Caste Census 2011 (also available in the web-site http://rural.nic.in/sites/downloads/circular/Guidelines_27062011.pdf). As you know, receiving and disposing claims and objections is an integral part of the SECC 2011 and to facilitate the same the Ministry has prepared detailed instruction manual. The document titled "Instructions for Filing, Receiving and Disposing Claims and Objections during the Socio-Economic and Caste Census 2011 (SECC 2011)" is enclosed herewith for use. We are also posting this document in the website. This manual may be suitable adopted for your State/UT and if required, may be translated in local language. The draft list of information would be generated at the Charge Data Centers by the service provider CPSU.

Please note that the enumeration of households is done using hand-held devices loaded with different versions of the application software, and in this process some data/information may not have been captured (for example, gender category-transgender and type of motorized two/three/four wheelers or motorized fishing boats requiring registration etc.). Hope during the 'claims and objections' stage modifications in this regard may be incorporated following the due procedures.

Let me request you to follow the 'claims and objections' stage diligently to ensure the quality of data collected under SECC 2011.

With regards,

Yours sincerely,


(Manjula Krishnan)

All State Principal Secretaries (RD)/(PR)

**Instructions for Filing, Receiving and Disposing Claims and Objections during
the Socio-Economic and Caste Census 2011 (SECC 2011)**

On completion of the enumeration process, on a date to be decided by the District Collector, a draft list of information will be published and put up for viewing in following places –

- One list at the Panchayat Office
- One list at a prominent place in Panchayat
- One List at Tehsil office
- One list at the District Collectors Office
- One list as office copy with the BDO
- One list on NIC website
- A copy of the list in PDF format to be provided to NGOs
- Multiple advertisements in Local Newspapers about the places of publication of the draft list.

The draft list will contain information (Except Caste and Religion) on every household gathered during the enumeration phase. The draft list format is at **Annexure-1**. Entries where supervisor has made changes would be published with an asterisk (“*”).

For the purposes of settling Claims and Objections a district will be considered as a unit. The State will appoint Panchayat Level Officer (PLO) to facilitate inspection of the information published in the draft by the public and accept claims/objections. The State Government may appoint one or more Panchayat Level Officers for the same Panchayat. The State will also appoint one or more Officers at the Block Level (Deputy Collector, BDO) for disposing off the claims and objections.

Persons not satisfied with the decision at the intermediate level have a right to appeal at the district level. The State Government will appoint competent officers at the District level to take decisions at this level.

The claims and objections can be filed within a period of 21 days from the day of publication of the draft list. Claims and objections will be limited to the facts displayed in the draft list only. Forms meant for filing objections to the inclusion of name(s) of person(s) in the published draft list and for corrections/ modifications of entries in the draft list and for filing claims for inclusion, in case of omission, will be made available to the applicants free of charge on demand at the Block Office, Collectors office and on the NIC Website.

Forms for Claims and Objections

- Form A is meant for use of public for filing objections to the inclusion of name(s) of person(s) in the Draft List of Information on SECC 2011.
- Form B is meant for use of public for corrections/ modifications of his/her particulars in the Draft Publication of Information of SECC 2011.
- Form C is for the inclusion of those persons who were omitted/ away from usual place of residence at the time of enumeration for SECC 2011.
- Form D is a notice to the person in respect of whom objection has been made in the Draft Publication of Information for SECC 2011.
- Form E is the resolution particulars of Gram Sabha that are treated as claims and objections.
- Model illustrations of these forms are at **Annexure-2**.
- Forms A, B and C make it clear that claims and objections must bear the signature or thumb impression of the claimant or the objector/ applicant at the appropriate place or places. Where the claimant is literate, he/she should sign his/her name and not merely append some mark or symbol to his name written by the scribe, and where the claimant is illiterate, he/she should put his thumb Impression and not any other mark in the form. This being the prescribed manner, any claim or objection not duly signed by the person preferring it or not containing his thumb impression should be rejected.

- For Forms A, B, and C an acknowledgement slip will be signed by a receiving officer and given to the objector/applicant clearly mentioning the name of the hearing officer along with the date, time and location of the hearing of the claim/objection.
- Claimant or objector may also support claims with documentary evidence. However, submission of documentary evidence is not mandatory at this stage.

Receipt of Claims and Objections

- During the period after draft publication, the claims and objections should reach the officers authorized to receive them within the prescribed period. No claim or objection received after last date for filing such claims and objections should be accepted.
- Every claim or objection shall either be presented to the Panchayat Level Officer or to such other officer as may be designated by him on his behalf or be sent by post to the PLO or Block Development Officer of the area. The responsibility of receiving claims and objections will be with the PLO. The PLO will receive the applications (in the prescribed formats) and will submit to the Block Level Officer. Claims and objections can also be submitted to officer in BDO for Panchayats falling in the jurisdiction of their block.
- Claims and objections presented in bulk by any individual/organization or political party should be refused to be accepted. Bulk application would mean applications that are submitted by one person on behalf of many other persons not belonging to the same family. Applications put in one and the same envelop also constitute bulk application.
- An acknowledgement slip should be given to all applicants which is available at the bottom of the respective Forms. However, before giving an acknowledgement, following preliminary checking of every Form must be done and the following ascertained:
 - The Form is not submitted as part of a bulk or in bulk;
 - No unsigned form should be received. It must be signed by or thumb impression obtained from the applicant and no other person. Form A, B, and C make it clear that claims and objections must bear the name and signature or thumb impression of the claimant or the objector at the appropriate places. Where the claimant is literate, he/she should sign his name and not merely

append some mark or symbol of his/her name written by the scribe, and where the claimant is illiterate, he/she should put his thumb impression.

- No column or the information called for in the Forms shall be left blank. Where the information being asked for is not known, the words "not known" should be written.
- The officer designated for receiving the claims and objections should not accumulate the claims and objections received by him/her, but send them on with any remarks he may consider to the Block Level Officer even in small batches everyday.
- When the claims and objections are presented, it is not necessary that they should be received personally by the receiving officer. It is sufficient if they are presented to any official working in his office. Claims and objections should reach the officers authorized within the prescribed time limit. No claim or objection received after last date for filing such claims and objections should be accepted. The designated officers should accept all claims and objections except those which are incomplete or defective. Those of the claims and objections which are incomplete or defective and where the defects cannot be rectified on-the-spot by the claimant or the objector should be rejected.
- PLOs should be given clear written instructions that they shall remain on duty throughout the prescribed hours irrespective of the fact whether the institution is closed on a particular day or not or the working hours of the institution are different. Adequate number of different types of forms for filling applications for claims, objections and correction of entries should be made available to the designated officers. PLOs should also be instructed that these forms should be made available to the members of the public on demand and the filled up forms received from the members of the public should be submitted to the BDO. The BDO shall supervise the working of the designated officers from time to time.
- The designated officer must have adequate number of forms A, B and C for distribution to the public. He must make it clear that claims and objections shall have to be lodged in the prescribed form. He must guide and explain as to how the forms should be filled. He should also explain that it is not necessary to obtain the printed forms from the

designated officer and that the claimant or objector can use either manuscript, typewritten or cyclostyled or photocopied forms or those downloaded from the N website so long as they conform in every respect to the prescribed form.

Disposal of Claims and Objections

- Hearing date of claims and objections should not exceed 7 days of receipt of forms.
- To enable the PLOs and Designated Officers to serve notices promptly on the claimants and objectors, BDO should, well in advance, draw up a schedule of dates for the disposal of claims and objections in the following order:—
 - Date of hearing:
 - Time of hearing:
 - Place of hearing:
 - The Name and Designation of Official responsible for disposing off the claims and objections.
- He /She should send copies of the schedule to PLOs and designated officers.
- Normally, the disposal of claims and objections should begin from the eight day of receiving claims and objections. It is expected that by the last date of filing the claims all petitions filed one week earlier should have been disposed off. Designated officer will ensure that all petition filed till seven days prior to last date are disposed off by the date when filing of claims and objections end. This will enable him/her to cope with heavy flow of claims and that may flow in the last week. Disposal of claims and objections must be completed within one week of closing date of filing of claims and objections. Ie. 30th day from when the filing was permitted.
- The BDO shall hold a summary enquiry into every claim or objection in respect of which a notice has been given and shall record his decision thereon. At the hearing, claimant, or as the case may be, objector and the person objected to and any other person, who, in the opinion of the designated officer, is likely to be of assistance to him, shall be entitled to appear and to be heard. The designated officer has the power to require any claimant,

objector or person objected to, to appear in person before him. He has also the power to require that the documentary evidence be tendered by the claimant. In case the documentary evidence is not present with the claimant, objector or person objected to at the hearing the hearing may be adjourned to a later date.

- The designated officer, if necessary, may get the facts verified by sending local officers. The interested party may remain present during the officer's visit. For this purpose the hearing may be adjourned. Not more than 2 adjournments should be given and the case must be decided by the designated officer within 15 days of the first hearing.
- Records of the summary hearing will be uploaded onto the database through a system provided by NIC. The data centre in-charge of NIC will upload the data onto the database with his/her own login ID to keep an audit trail on the entries made.
- A copy of the order may also be given to the person(s) concerned if they so desire.
- The Designated Officer should record not only his decision in each case but also brief reasons for the decision.
- The gist of the orders passed by the Designated Officer on the claims and objection referred to him should be entered just below the entries in the lists of claims and objections in respective Forms A, B, and C so that these forms will be self-contained.
- For general information, the BDO should also display on the notice board, the list of applications accepted or rejected under all categories.
- Within 10 days of draft list being published a Gram Sabha meeting will be called for public scrutiny. For this meeting a representative of District Magistrate/ Collector shall remain present. The Gram Sabha shall scrutinize the Draft List for all the residents/households within its jurisdiction. Observations of the Gram Sabha regarding inaccuracies in the information displayed will be recorded.
 - The recording should be made in the prescribed Form E and would be part of the resolution of the Gram Sabha and would be treated as Claims and Objections.
 - An individual or household may separately raise claims and objections on the draft publication by filling the prescribed Form A, B, and C, as applicable, and submit the same to the authorized receiving officer.

- A date, time and place for the hearing and disposal of the claims and objections will also be announced in the Gram Sabha.

Appeal Against Designated Officer's Decision

- A provision for an appeal lies against the decision of the Designated Officer in regard to claims and objections. However, an appeal will not have the effect of staying or postponing the final publication of the SECC 2011 List.
- An appeal should be referred to the Appellate Officer appointed at the district level (Senior Deputy Commissioner or District Magistrate). The appeal cannot be preferred if the appellant has not availed himself of his right to be heard or to make representation to the Designated Officer. The appeal should be in the form of a memorandum and it shall be signed by the appellant. It can be presented to the Appellant Officer or be sent to him by registered post. In both these cases, the appeal must reach the Appellate Officer within 7 days of the decision by the BDO/Designated Office becoming known.
- The Appellate Officer, on receipt of an appeal, should satisfy himself that the appeal has been presented within the prescribed time and in the manner required. The Appeals, which are time-barred or are not in the manner prescribed, should be rejected summarily.
- If the appeal is in order, the Appellate Officer should call for the records of the case from the BDO. He should give the appellant a reasonable opportunity of being heard before recording his final decision on an appeal. New facts, which had not been brought to the notice of the BDO during the summary hearing, may not be entered into the appeal. The appellate authority may only take decisions based on the interpretation of the facts and information.
- The decision of the Appellate Officer is final.
- In case an appellate authority either modifies or reverses the decision of the designated officer, the decision of the appellate authority will take effect only from the date on which he makes the decision.

- The appeal should normally be disposed of within 2 weeks. Maximum number of appeal cases should be disposed off within 30 days from the day of publication of the draft list.
- After the appeal order is passed a copy of the order will be given to the District Data Centre where the data centre in-charge of NIC will upload the data onto the database with his/her own login ID to keep an audit trail on the entries made. The designated NIC officer on receipt of orders of the appellate authority shall make amendment to the draft list forthwith.

Publication of Final List

- A final list will be published on the 31st day from the day of publication of the draft list.
- All appeals that remain pending can be disposed off within 15 days from publication of final list. Any changes to the final list from these pending appeals may be issued in the form of a small addendum to the final list.
- The final publication of information will be published and put up in public domain in following places –
 - All Panchayats
 - All BDO Offices
 - NIC website
 - DRDA
 - DM's Office and State Rural Development Department
- A copy should also be kept in Panchayats and BDO offices for official purposes

SECC DRAFT LIST RURAL

State: CHHATISGARH District: Gadchiroli Tehsil: MODEL TOWN Village: NANAPARA Ward: 0000 EB-Subblock

HHD No:0001		Type Of HHD:Normal			Gram Panchayat:nawapara				PTG:No		Bonded Labour:No			Manual Scavanger:No				
SN	Name	Relation	Sex	DOB YYYY	Father's Name Mother's Name		MStat us	Occupat ion	Caste	Disability	Education							
01			F*	1965					SC	Not disabled	illiterate*							
06			M	1992					SC	Not disabled	primary							
07			M	1994					SC	Not disabled	illiterate*							
08			F*	1998					SC	Not disabled	illiterate*							
Housing/Dwelling				Employment/Inc Characteristics					Assets					Land(in acres)				
Wall	Roof	Owner ship Status	Room	Job	Inc/P rof Tax	Enter prise	Incom e	Sourc e Of Incom e	Refri gerat or	Tel/M ob Phone	Motor ized Wheel ers/B oat	Agri. Equip ment	Irrig ation equip ment	Kisan Credi t Card	AnyLa nd	Total Un-irrig ated Land	Irrig ation (2cro ps)	other land
3	3	Owned	2	No	No	No	<Rs.5 ,000	2	No	No	Two wheel er	No	No	No	1	0.0	1.0	0.0

HHD No:0002		Type Of HHD:Normal			Gram Panchayat:nawapara				PTG:No		Bonded Labour:No			Manual Scavanger:No				
SN	Name	Relation	Sex	DOB YYYY	Father's Name Mother's Name		MStat us	Occupat ion	Caste	Disability	Education							
01			*	DEATH					Gen									
Housing/Dwelling				Employment/Inc Characteristics					Assets					Land(in acres)				
Wall	Roof	Owner ship Status	Room	Job	Inc/P rof Tax	Enter prise	Incom e	Sourc e Of Incom e	Refri gerat or	Tel/M ob Phone	Motor ized Wheel ers/B oat	Agri. Equip ment	Irrig ation equip ment	Kisan Credi t Card	AnyLa nd	Total Un-irrig ated Land	Irrig ation (2cro ps)	other land
3	3	Owned	1	No	No	No	<Rs.5 ,000	2	No	No	Two wheel er	No	No	No	2	0.0	0.0	0.0

HHD No:0003		Type Of HHD:Normal			Gram Panchayat:nawapara				PTG:No		Bonded Labour:No			Manual Scavanger:No				
SN	Name	Relation	Sex	DOB YYYY	Father's Name Mother's Name		MStat us	Occupat ion	Caste	Disability	Education							
01			M	1978					SC	Not disabled	primary							
02			F*	1980					SC	Not disabled	middle							
03			M	2001					SC	Not disabled	literate but below primary							
04			F*	2005					SC	Not disabled	literate but below primary							
05			F*	2008					SC	Not disabled	illiterate							
Housing/Dwelling				Employment/Inc Characteristics					Assets					Land(in acres)				
Wall	Roof	Owner ship Status	Room	Job	Inc/P rof Tax	Enter prise	Incom e	Sourc e Of Incom e	Refri gerat or	Tel/M ob Phone	Motor ized Wheel ers/B oat	Agri. Equip ment	Irrig ation equip ment	Kisan Credi t Card	AnyLa nd	Total Un-irrig ated Land	Irrig ation (2cro ps)	other land
3	3	Owned	2	Yes	No	No	<Rs.5 ,000	2	No	Mobil e only	Two wheel er	No	No	No	1	0.0	2.0	0.0

HHD No:0004		Type Of HHD:Normal			Gram Panchayat:nawapara				PTG:No		Bonded Labour:No			Manual Scavanger:No		
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SOCIO ECONOMIC & CASTE CENSUS 2011

Form A

(Form for filing Objection against Inclusion in Draft Publication of Information for SECC 2011)

Identification Particulars

1. State: 2. District:
 3. Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal :
 4. Town/Village:
 5. Gram Panchayat/Village Council:
 6. SSLID (State-Specific Location Indemnification) :
 7. Ward: , 8. EB/Sub-Block:
 9. Sl. No. of Household:

Serial number.....

Date.....

(To be filled in by Officials)

The Block Development Officer of SECC 2011

Village, Block, District.....
 State.....

Madam/ Sir,

I object to the information furnished by the household(s) during Socio ECC2011. Information which is being objected and the reason for objection is also mentioned against each household.

Sl. No	Serial number of the household	Name of Head of Household	Information under objection	Reason for objection
1	2	3	4	5
1				
2				
3				
4				

I hereby submit the following documents in support of the above objections:

Sl. No	Particulars of Supporting Documents
1	2
1	
2	

I declare that the aforesaid objection is based on my personal knowledge of the facts. I affirm that if called upon to substantiate the objection raised by me, I shall present myself so required.

Signature/ thumb impression of the objector.....

Name (in BLOCK letters).....

Present Address.....

Landline/Mobile No. Date.....

General Instructions

1. Only one copy of the Application is to be filled.
2. Bulk Forms by any individual, organization or political party will not be accepted.
3. Please mention clearly the Serial Number of the Household and Name of the Head of Household against which the objection is being made in the space provided. Please also provide a brief reason for the objection. Incomplete forms will be rejected.
4. Forms that are not duly signed by the applicant or containing his/her thumb impression will be rejected.
5. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.

Order of Designated Officer

Name, Designation and Seal

Signature & Date

(cut here)

ACKNOWLEDGEMENT

Serial number.....

Date.....

Received from _____ an application for filing objection against inclusion in draft publication of information for SECC 2011 for consideration of the Government. His objection will be taken up by (Officer Appointed) for hearing and disposal on(date) at.....(time).....in(location). S/He may remain present during the hearing (with this acknowledgement slip).

Receiving Officer.....

Name of Town/ Tehsil.....

District/ State.....

(Seal)

SOCIO ECONOMIC & CASTE CENSUS 2011

Form B

(Form for Corrections/ Modifications of Particulars in the Draft Publication of Information for SECC 2011)

Identification Particulars

1. State: 2. District...
 3. Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal :
 4. Town/Village:
 5. Gram Panchayat/Village Council:
 6. SSLID (State-Specific Location Indemnification) :
 7. Ward No.: , 8. EB/Sub-Block :
 9. Sl. No. of Household:

Serial number.....

Date.....

(To be filled in by Officials)

The Block Development Officer of SECC 2011

Village, Block, District.....
 State.....

Madam/ Sir,

I request that the following correction(s)/ modification(s) concerning myself and other member(s) of my family appearing at serials number(s) in the draft Publication of information collected during the SECC 2011 displayed at.....may be made against the following entry/ entries published:

Sl. No	Serial number of HH in the draft BPL Publication	Particulars of item objected	As published	As desired	Remarks/ Evidence
1	2	3	4	5	6

I declare that the aforesaid changes requested by me are based on the factual position existing on this day.

Signature/ thumb impression of the applicant.....

Name (in BLOCK letters).....

Present Address.....

Landline/Mobile No. Date.....

General Instructions

1. Only one copy of the Application is to be filled.
2. Bulk Forms by any individual, organization or political party will not be accepted.
3. Incomplete forms will be rejected.
4. Forms that are not duly signed by the applicant or containing his/her thumb impression will be rejected.
5. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.

Order of Designated Officer

Name, Designation and Seal

Signature & Date

-----*(cut here)*-----

ACKNOWLEDGEMENT

Serial number.....

Date.....

Received from _____ an application for making corrections of particulars in the Draft Publication of Information for SECC 2011. His/her objection will be taken up by (Officer Appointed) for hearing and disposal on(date) at.....(time).....in(location). S/He may remain present during the hearing (with this acknowledgement slip).

Receiving Officer.....

Name of Town/ Tahsil.....

District/ State.....

(Seal)

SOCIO ECONOMIC & CASTE CENSUS 2011

Form C

Claim Form for inclusion in the Draft Publication of Information for SECC 2011

(For those families who were omitted/ away from usual place of residence at the time of enumeration for SECC 2011)

Identification Particulars

1. State: 2. District:
3. Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal :
4. Town/Village:
5. Gram Panchayat/Village Council:
6. SSLID (State-Specific Location Indemnification) :
7. Ward: , 8. EB/Sub-Block:
9. Sl. No. of Household:

Serial number.....

Date.....

(To be filled in by Officials)

The Block Development Officer of SECC 2011

Village, Block, District.....
State.....

Subject: Request for inclusion in Socio Economic Census 2011

Madam/ Sir,

I along with my family state that during the enumeration for Draft Publication of Information for SECC 2011, my family was omitted/ away from my place of usual residence and as such, I was not covered during the enumeration under SECC 2011.

I, therefore, request that particulars of my household may kindly be registered in the relevant Draft Publication of Information for SECC 2011.

I am enclosing my family's detailed particulars in the prescribed Proforma for consideration as per prescribed procedure.

I also state that I along with my family have not been enumerated at any other place prior to this request and I assure that I would not make similar request to any other prescribed authority for registration. I understand that I would be liable to punitive/ legal action, in case, I am found to have applied for such registration at more than one place in contravention of the rule/ law prescribed for this purpose.

Signature/ thumb impression of the Head of Household.....

Name (in BLOCK letters).....

Present Address.....

.....
Landline/Mobile No. Date.....

Enclosure: Filled in SECC Survey Form along with documents.

General Instructions

1. Only one copy of the Application is to be filled.
2. Bulk Forms by any individual, organization or political party will not be accepted.
3. Incomplete forms will be rejected.
4. Forms that are not duly signed by the applicant or containing his/her thumb impression will be rejected.
5. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.

Order of Designated Officer

Name, Designation and Seal

Signature & Date

-----*(cut here)*-----

ACKNOWLEDGEMENT

Serial number.....

Date.....

Received from _____ an application for late registration of him and his family in Draft Publication of Information for SECC 2011 for consideration of the Government. His/her objection will be taken up by (Officer Appointed) for hearing and disposal on(date) at.....(time).....in(location). S/He may remain present during the hearing 9 with this acknowledgement slip).

(seal)

Receiving Officer.....
Name of Town/ Tahsil.....
District/ State.....

SOCIO ECONOMIC & CASTE CENSUS 2011

Form D

(Notice to the Person in Respect of whom Objection/Claims has been made)

To,

(Full Name and Address of the Person Objected to)

Ref: Objection No- _____.

Take notice that objection to the inclusion of your name at serial No. _____ of the Draft Publication of Information for SECC 2011 in Village/Block _____ filed by _____ (Full name & address of objector)

will be heard by _____ (Officer Appointed) at _____ (Place) at _____ o'clock on the _____ day of _____ month of 20_____. You are directed to be present at the hearing with such evidence as you/may like to adduce. The grounds of objection (in brief) are:

- a) _____
b) _____

Place -

Date-

Block Development Officer

Block.....
District.....
State.....

SOCIO ECONOMIC & CASTE CENSUS 2011

Form E

(Form for filing observations/resolutions on Draft Publication of Information for SECC 2011 decided in the meeting of the Gram Sabha)

Identification Particulars

1. State:
2. District:
3. Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal :
4. Town/Village:
5. Gram Panchayat/Village Council:
6. SSLID (State-Specific Location Indemnification) :
7. Ward Nos:
8. EB/Sub-Block Nos.:

Serial number.....
(To be filled in by Officials)

Date.....

Resolution of the Gram Sabha of the Village/Ward....., Gram Panchayat/Council....., Block....., Tahsil....., District..... held on (DD/MM/YYYY).

The Block Development Officer/Claims & Objection Disposing Officer of SECC 2011 is requested to incorporate the suggestions made in the Gram Sabha following due procedure after verifications.

Part-A: Households to be deleted from the draft list

Sl. No	Serial number of Household (HHD No) in the draft list published	Name of Head of Household	Reason for deletion and remarks
1	2	3	4
1			
2			
3			

Part-B: Households to be included in the draft list

Sl. No	Name of Head of Household	Name of the Members of the household	Reason for inclusion and remarks
1	2	3	4
1			
2			
3			

Part-C: Correction(s)/ Modification(s) concerning households and members

Sl. No	Serial number of Household (HHD No) in the draft list published	Name of Head of Household	Particulars of item objected	As published	As desired	Remarks/ Evidence
1	2	3		4	5	6

Signature/ thumb impression of Sarpanch of GP
Name (in BLOCK letters)

Date:

Present Address

Landline/Mobile No.

Signature/ thumb impression of Secretary (GP)
Name (in BLOCK letters)

Date:

Present Address

Landline/Mobile No.

General Instructions

1. Please mention clearly the Serial Number of the Household and Name of the Head of Household against which of the entry is being made in the space provided. Please also provide a brief reason for the objection.
2. Forms that are not duly signed by the Applicant/Sarpanch/GP Secretary or containing his/her thumb impression will be rejected.
3. Manuscript, typewritten or cyclostyled or photocopied forms or forms downloaded from the NIC website can be submitted so long as they conform in every respect to the prescribed form.

Order of Designated Officer

Name, Designation and Seal

Signature & Date

-----*(cut here)*-----

ACKNOWLEDGEMENT

Serial number.....

Date.....

Received resolution duly countersigned by the Sarpanch/Secretary of the Gram Panchayat/Council/Nagarpalika of (Name)..... on the draft publication of information on SECC 2011 for consideration of the Government. The suggestions will be taken up by (Officer Appointed) for hearing and disposal on (date) at.....(time).....in(location). S/He may remain present during the hearing.

Receiving Officer.....

Name of Town/ Tehsil.....

District/ State.....

(Seal)