



Rural Development and Panchayat Raj Dept. has stated that the guidelines for post enumeration for filing, receiving and disposing claims and objections during the Socio-Economic and Caste Census-2011 in respect of **Urban Areas** will be issued separately.

2) In the letter 8<sup>th</sup> read above the Commissioner of Municipal Administration(i/c) has sent the proposal to Government stating that as ordered by the Government, Socio-Economic and Caste Census-2011 in Corporation/ Municipalities have been taken up. The enumerations has been completed and are at final stages of completion. Further he has also stated that the Government of India have issued instructions/guidelines for filing, receiving and disposing claims and objection during Socio-Economic and Caste Census-2011 in Urban Areas during the Training Programme at NIRD, Hyderabad on 12-13 July, 2012. He has sent a Draft Guidelines with some modifications based on the instructions/guidelines issued by Government of India and requested the Government to approve the "draft guidelines" for the **post enumeration of Socio-Economic and Caste Census-2011** for filing, receiving and disposing claims & objections during **Socio-Economic and Caste Census-2011** in urban areas.

3) The Government after careful examination has proposed to accept the Draft Guidelines sent by the Commissioner of Municipal Administration(i/c) and accordingly approve the guidelines as annexed to this Government Order for the **post enumeration of Socio-Economic and Caste Census-2011** for filing, receiving and disposing claims & objections in urban Areas. The Commissioner of Municipal administration is requested to bring it to the notice of District authorities and to ensure that the guidelines issued are scrupulously followed.

4) The Commissioner of Municipal Administration is also requested to monitor the conduct of socio-Economic and caste census 2011 and report the progress to the Government periodically.

(BY ORDER OF THE GOVERNOR)

SHEELA BALAKRISHNAN,  
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

To  
✓ The Commissioner of Municipal Administration,  
Chennai-600 005.  
All District Collectors.

Copy to:-  
The Chief Secretary to Government, Chennai – 600 009.  
The Principal Secretary to Government,  
Rural Development and Panchayat Raj Department,  
Chennai – 600 009.

The Chief Economic Advisor,  
Government of India, Ministry of Rural Development,  
Department of Rural Development, Krishi Bhavan, New Delhi-110 001  
The Economic Advisor,  
Government of India,  
Ministry of Housing and Urban Poverty Alleviation, Nirman Bhavan,  
New Delhi – 110 108.  
The Director,  
Directorate of Census Operations, Chennai – 600 090.  
The Principal Secretary to Government,  
Finance Department, Chennai – 600 009.  
The Secretary to Government,  
Backward Classes, Most Backward Classes &  
Minorities Welfare Department, Chennai – 9.  
The Commissioner of Rural Development and Panchayat Raj,  
Chennai – 600 015.  
The Commissioner of Chennai Corporation, Chennai – 600 003.  
The Director of Town Panchayats, Chennai – 600 108.  
The Senior Personal Assistant to Honourable Minister for  
Municipal Administration and Rural Development  
Chennai – 600 009.  
The Private Secretary to Additional Chief Secretary to Government,  
Municipal Administration and Water Supply Department,  
Chennai- 600 009.

SF/SC

(FORWARDED / BY ORDER)

*F. Srihanesh*  
26/9/2012

SECTION OFFICER

*26/9/12*

ANNEXURE

Guidelines for Filing, Receiving and Disposing Claims and Objections during the Socio- Economic and Caste Census 2011 (SECC 2011) in Urban Areas

1. Identification of Places for Publication of Draft List

1.1 On completion of the enumeration process, the draft list of SECC-2011 will be published for public viewing on a date decided by the Principal SECC Officer / Chennai Corporation Commissioner in charge of SECC for the urban area concerned. The draft list may be published at prominent places in the City/town in the following manner:

- I. One list at a prominent place in the Ward preferably the ward office designated place where claims and objections forms are to be received.
- II. One list at prominent place in Municipal Corporation / Municipality / Town Panchayat Office.
- III. One list as an office copy to be kept at the Wards and also Municipal Corporation Municipality / Town Panchayat Office
- IV. One copy for NIC for uploading at <https://sec-census.nic.in>.

1.2 The above places are only illustrative Chennai Corporation and other Corporations / Municipalities / Town Panchayats Administration may select prominent places with approval from the Principal SECC Officer / Chennai Corporation Commissioner in charge of SECC for the urban area concerned according to the prevailing local conditions for publishing the draft list so that households get to know about the draft publication. The Principal SECC Officer / Chennai Corporation Commissioner in charge of SECC may also consider notification in additional places such as community halls in areas predominantly inhabited by urban poor/slum-dwellers, to the extent possible so that wide publicity can be issued.

1.3 Principal SECC Officer / Chennai Corporation Commissioner in charge of SECC for the urban area will ensure that the draft publication list is prepared after ensuring full coverage effected through Supervisory Module.

- 1.4 The draft list will be published in vernacular language.
- 1.5 Ward level officer will ensure putting his signature facsimile on each page of the draft list before its publication in the prominent designated place of the ward.
- 1.6 For wide publicity, advertisement in local print and electronic media regarding publication of the draft list is a must.
- 1.7 Ensure Software for tracking of the claims and objection process is available before the claims objection process starts.
- 1.8 The draft list will contain information (except Caste and Religion and Chronic disease information) on every household for whom data has been gathered during the enumeration phase. Entries where supervisor has made changes would be published with an asterisk (“\*”).

2. **Designated Officer and Place/Location for receiving Claims and Objection Forms.**

2.1 For the purposes of settling Claims and Objections, a ward will be considered as a unit. Principal SECC Officer / Chennai Corporation Commissioner in charge of SECC for the urban area concerned will appoint Ward Level Officer (WLO) such as ward revenue Inspector, Junior Engineer, Sanitary Inspector, Town planning Inspector, Village Administrative Officer or any other Officials etc. supported by an Assistant to receive Claims and Objection form. The receiving officer will check whether the form is in order, duly signed by the applicant (or with thumb impression affixed) and as per the procedures prescribed and give an acknowledgement. Principal SECC Officer / Chennai Corporation Commissioner may appoint one or more Ward Level Officers

for the same Ward if necessary. In case of small cities/towns one ward level officer may be appointed for more than one ward.

2.2 The ward office or the place where the ward meetings are usually conducted or any other place as may be decided will be designated as office place in the ward for receiving claims and objection forms. For this purpose, the officer in charge of SECC will issue an appropriate order.

2.3 Due publicity will be given about the place in the ward where claims and objection forms will be accepted, the timing and the officer/assistant who will receive the applications.

### **3. Designated Officers for Settling Claims & Objections**

3.1 Principal SECC Officer / Chennai Corporation Commissioner in charge of SECC will also appoint/designate one or more suitable officers for one or more Ward (s) senior to the officers designated to receive claims and objections for disposing off the same.

3.2 Persons not satisfied with the decision of the officer disposing Claims and Objections shall have a right to appeal. Principal SECC Officer / Chennai Corporation Commissioner will appoint suitable senior officers of an appropriate rank (not below that of the officers disposing claims and objections) at the Municipal Corporation / Municipal level to take decisions at the appellate level.

### **4. Forms prescribed for settling Claims and Objections**

4.1 Forms meant for filing Claims and Objections will be made available to the applicants free of charge on demand at the Administrative office of the Chennai Corporation and other Corporations / Municipalities /Town Panchayats Principal SECC Officer / Chennai Corporation Commissioner Office or any other place as may be notified and given due publicity in the local newspapers. The forms can also be downloaded from NIC Website.

- ⌘ **Form A** is meant for use of public for filing objections to the information furnished by the household(s) during SECC-2011.
- ⌘ **Form B** is meant for use of public for corrections/ modifications of his/her particulars and other member(s) of his/her family in the Draft Publication of Information of SECC 2011.
- ⌘ **Form C** is for the inclusion of those families/households that 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.

4.2 Form A, B, C and D are at **Annexure -I**

4.3 Forms A, B and C make it clear that claims and objections must bear the signature or thumb impression of the claimant/objector/applicant at the appropriate place or places.

4.4 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.

4.5 After receipt of form A, B, and C, an acknowledgement slip will be issued as per specimen at the bottom of respective form.

4.6 Claimant or objector may also support claims with documentary evidence. However, submission of documentary evidence is not mandatory at this stage.

## **5. Time Schedule for completing the Claims and Objection Procedure**

The claims and objections can be filed within a period of 21 days from the day of publication of the draft list. Objections will be limited to the facts displayed in the draft list only.

## **6. Receipt of claims and Objections forms:**

- 6.1 After publication of the draft list, the claims and objections should reach the officers authorized to receive them within the prescribed period. No claim or objection received after last date should be accepted.
- 6.2 Each claim or objection shall either be presented to the Ward Level Officer (WLO) or sent by post to the WLO of the area so as to reach him/her before the last date prescribed.
- 6.3 Claims and objections presented in bulk by any individual/organization or political party should be refused and not accepted. Bulk application would mean applications that are submitted by one person on behalf of many other persons, not belonging to the same family.
- 6.4 An acknowledgement slip should be given to all applicants which is available at the bottom of the respective forms. However, before giving an acknowledgement, preliminary checking of every form must be done to ascertain the following:
- The form is not submitted in bulk;
  - The form is signed by the applicant or thumb impression affixed by the applicant.
  - No column or the information called for in the form is left blank.

## **7. Duties and Responsibility of Ward Level Officer**

- 7.1 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 the Assistant designated.
- 7.2 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.
- 7.3 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.

7.4 WLOs/Assistants should be given clear written instructions that they shall remain on duty throughout the prescribed hours as may be decided irrespective of the fact whether the institution is closed on a particular day or the working hours of the institution are different.

7.5 Adequate number of different types of forms for filling applications for claims, objections and correction of entries should be made available to the WLOs. WLOs should also be instructed to make available these forms to the members of the public on demand.

7.6 Whenever required, WLO must guide the public as to how to fill the forms. He/she should also explain that it is not necessary to obtain the printed forms and that the claimant or objector can use either manuscript or typewritten or cyclostyled or photocopied form or that downloaded from the NIC website provided it conforms to the prescribed form in every respect.

7.7 The officer designated for receiving the claims and objections should not accumulate the claims and objections received by him/her, and forward along with remarks if any, to the designated Officer for hearing claims and objections, even in small batches every day.

## **8. Disposal of Claims and Objections through Summary Hearing**

8.1 Dispose of claims and objections should not exceed 30 days of the closing date for filling of Claims and Objections

8.2 To enable the Designated Officer(s) to hear claims and objections, a schedule of dates for disposal of claims and objections should be drawn, well in advance, 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.

- 8.3 Normally, the disposal of claims and objections should begin as and when the forms are received for claims and objections. Disposal of claims and objections must be completed within thirty days of closing date of filing of claims and objections.
- 8.4 The Designated Officer 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.
- 8.5 At the hearing, claimant, or objector as the case may be, 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 be heard.
- 8.6 The designated officer has the power to call any claimant, objector or person objected to appear in person before him. He has also the power to call the documentary evidence tendered by the claimant.
- 8.7 In case, the documentary evidence is not available, with the claimant, objector or person objected to at the time of hearing, the hearing may be adjourned.
- 8.8 The designated officer, if necessary, may get the facts verified by sending local officers. The hearing may be adjourned during the period of verification of facts. Not more than two adjournments should be given and the case must be decided by the designated officer within 30 days of the closing date for receiving claims and objections forms.
- 8.9 The interested party may remain present during the officer's visit.
- 8.10 Records of the summary hearing will be digitized (data entry) locally using software provided by CPSU and uploaded to the central server through a system provided by NIC. The charge centre in charge will upload the data to the central server with his/her own login ID to keep an audit trail on the entries made.
- 8.11 A copy of the order may also be given to the person(s) concerned if they so desire.
- 8.12 The Designated Officer should record not only his/her decision in each case but also brief reasons for the decision.

8.13 The gist of the order 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 are self-contained.

8.14 For general information, at the Administrative office of the Chennai Corporation and other Corporations / Municipalities /Town Panchayats/Principal SECC Office / Chennai Corporation Commissioner should also display on the notice board, the list of applications accepted or rejected under all categories.

### **9. Appeal Against Designated Officer's Decision**

9.1 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.

9.2 The appeal cannot be preferred if the appellant has not availed himself of his/her right to be heard or to make representation to the Designated Officer.

9.3 The appeal should be in the form of a memorandum and it shall be signed by the appellant. It can be presented personally or be sent by registered post to the Appellate Officer. In both these cases, the appeal must reach the Appellate Officer within 14 days of the decision by the Designated Officer becoming known.

9.4 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 (in the form of a memorandum) required. The appeals, which are time-barred, should be rejected summarily.

9.5 If the appeal is in order, the Appellate Officer should call for the records of the case. He/she should give the appellant a reasonable opportunity of being heard before recording his/her final decision on an appeal.

9.6 New facts, which had not been brought to the notice of the Designated Officer 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.

9.7 The decision of the Appellate Officer is final.

9.8 In case an Appellate Officer 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.

9.9 The appeal should normally be disposed of within 30 days.

9.10 After the appeal order is passed, a copy of the order will be given to the respective charge centre in charge where the charge centre in charge will digitize (data entry) it using software provided by CPSU and then upload to the central server through a system provided by NIC and using his/her own login ID to keep an audit trail on the entries made.

### **10. Publication of Final List**

- ⌘ A final list will be published on the 52<sup>nd</sup> day from the day of publication of the draft list.
- ⌘ All appeals that remain pending can be disposed of within 30 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 list will be placed for public view as was done while publishing the draft claims and objection list.
- ⌘ After publication of the final SECC list, necessary instructions will be issued separately for post publication and continuous updating of the SECC list

**Annexure-I**

**SOCIO ECONOMIC & CASTE CENSUS 2011  
Form A**

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

Serial number.....

Date.....

(To be filled in by Officials)

Identification Particulars  
(To be filled by the Applicant)

- |                          |                   |
|--------------------------|-------------------|
| 1. State .....           | 2. District ..... |
| 3. Town/City .....       | 4. Ward No. ....  |
| 5. EB/ sub Block No..... |                   |

To,  
The Ward Officer of SECC 2011  
Ward No .....

Madam/ Sir,

I object to the information furnished by the household appearing at serial number ..... in the draft Publication of information which is being objected and the reason for objection is also mentioned against each household member.

Sl. No	Serial number of members of HH in the draft SECC 2011 Publication	Relation to head of HH	Information under objection	Reason for objection

\*(Objection about household assets if any should be made against head of household)

I here by submit the following documents in support of the above objections:

Sl.No	Particulars of Supporting Documents*

\* Producing documentary evidence is optional at the time of submitting claims and objection Form

I declare that the aforesaid objection is based on my personal knowledge of the facts. I also affirm that if called upon to substantiate the objection raised by me, I shall present myself, if 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 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.
6. Producing documentary evidence is optional at the time of submitting claims and objection form.

---

**Order of Designated Officer**

Name, Designation and Seal  
& Date

Signature

-----*(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.

Signature of Receiving Officer.....  
Name of Receiving Officer .....  
Date.....  
Ward No.....  
Town/City.....  
District/ State.....

## SOCIO ECONOMIC & CASTE CENSUS 2011

### Form B

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

Serial number.....

Date.....

(To be filled in by Officials)

Identification Particulars (To be filled by the Applicant)

- |                          |                   |
|--------------------------|-------------------|
| 1. State .....           | 2. District ..... |
| 3. Town/City .....       | 4. Ward No. ....  |
| 5. EB/ sub Block No..... |                   |

To,

The Ward Officer of SECC 2011  
Ward No .....

Madam/ Sir,

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

Sl. No	Serial number of members of HH in the draft SECC 2011 Publication	Particulars of item objected	As published	As desired	Remarks/ Evidence

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

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. 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.
6. Producing documentary evidence is optional at the time of submitting claims and objection form.

**Order of Designated Officer**

Name, Designation and Seal  
& Date

Signature

-----*(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 application 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.

Signature of Receiving Officer.....  
Name of Receiving Officer .....  
Date.....  
Ward No.....  
Town/City.....  
District/ State.....

**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)*

Serial number.....

Date.....

(To be filled in by Officials)

Identification Particulars  
(To be filled by the Applicant)

- |                          |                   |
|--------------------------|-------------------|
| 1. State .....           | 2. District ..... |
| 3. Town/City .....       | 4. Ward No. ....  |
| 5. EB/ sub Block No..... |                   |

To,  
The Ward Officer of SECC 2011  
Ward No .....

Subject: Request for inclusion in Socio Economic Census 2011

Madam/ Sir,

I humbly 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 along with my family was not covered during the enumeration under SECC 2011.

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

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

**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 inclusion.** I understand that I would be liable to punitive/ legal action, in case, I am found to have applied for such inclusion at more than one place.

Signature/ thumb impression of the Head of  
Household.....  
Name (in BLOCK letters).....  
Present Address.....

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

Enclosure: Prescribed proforma i.e urban SECC questionnaire/schedule 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.
6. Producing documentary evidence is optional at the time of submitting claims and objection form
7. **Urban SECC-2011 questionnaire made available to applicant on demand.**

### Order of Designated Officer

Name, Designation and Seal

Signature & Date

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

### ACKNOWLEDGEMENT

Serial number.....  
Date.....

Received from \_\_\_\_\_ an application for late inclusion of him and his family in Draft Publication of Information for SECC 2011 for consideration of the Government His application 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.

Signature of Receiving Officer.....  
Name of Receiving Officer .....  
Date.....  
Ward No.....  
Town/City.....  
District/ State.....

**SOCIO ECONOMIC & CASTE CENSUS 2011**  
**Form D**

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

To,

.....

(Full Name and Address of the Person Objected to)

Ref: Objection Sl. No. \_\_\_\_\_.

Take notice that objection to, (a) the inclusion of your name at Household serial No. \_\_\_\_\_ and household member(s) at Sl.Nos.....and (b) other specific objection if any -----of the Draft Publication of Information for SECC 2011 in Ward. No-----, EB/Sub EB No.----- Town/City \_\_\_\_\_ 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-

Signature Ward Officer.....  
Name Ward Officer.....  
Ward No. \_\_\_\_\_  
City/Town.....  
District.....  
State.....