



**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT  
Civil Secretariat, J&K**

Subject: **Participation of Teaching Staff and Other Government Officials in Census-2027 – Roles, Responsibilities and Penal Provisions**

**Circular No.:13-JK(GAD) of 2026  
Dated:05.06.2026**

House Listing Operation (HLO) of Census-2027 is scheduled to be conducted from 01.06.2026 to 30.06.2026 across the Union Territory of J&K and a large number of Government employees, particularly teaching staff and other field-level officials, have been appointed as Enumerators and Supervisors under the provisions of the Census Act, 1948.

The duties assigned to Census functionaries are statutory in nature and must be performed within the prescribed timelines to ensure successful completion of this national exercise.


In terms of Census Circular No. 16 dated 17.03.2026, issued by O/o Registrar General & Census Commissioner of India, the responsibilities of Enumerators and Supervisors have been delineated in details, as also the relevant provisions of the Census Act, 1948, which pertain to penalties for refusal, neglect or failure to perform census duties.

The roles and responsibilities of Census functionaries, as envisaged under the *ibid.* Act and various executive instructions, are reiterated here-under:-

**Core Duties of the Supervisor (Para-6):**

The Supervisor is responsible for technical configuration, operational guidance, field boundary authentication, and rigorous quality control across their assigned circle:

1. **Technical Setup:** Install the official Mobile App exclusively from authorized digital stores (Google Play/Apple App Store) and successfully register their device.
2. **Training & Readiness:** Ensure all attached Enumerators attend mandatory training sessions and receive their respective operational materials.
3. **Boundary Verification:** Accompany Enumerators directly to the field to physically visit all assigned House listing Blocks (HLBs) and Enumeration Blocks (EBs) to finalize block boundaries.
4. **Circle Mapping:** Reference downloaded PDF maps from the HLO App to manually draw an integrated Layout Map of the Supervisory Circle, plotting landmarks, natural features, and specific block divisions.

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5. **Data Validation:** Log into the Mobile App to audit all entries— including synchronized Self-Enumeration (SE) records—after data is uploaded by the Enumerators.
  6. **Field Coverage Monitoring:** Verify complete coverage of all areas, buildings, households, and individuals within the circle without omissions or duplication. The Supervisor must independently survey boundary borders to ensure no intermediate areas are missed.
  7. **Houseless Population Operations:** Provide direct, on-ground field assistance to Enumerators during the night-time enumeration of houseless populations on the final night of the Population Enumeration phase.
  8. **Paper-Mode Management:** In cases where an Enumerator utilizes manual paper schedules due to unavoidable issues, ensure that all data is successfully entered onto the central web portal at the Charge Office within the prescribed schedule.
  9. **Record Collection & Dispatch:** Secure all completed and blank forms, required statistical statements, and signed Certificates of complete coverage from field staff. Sign and forward these records to the Charge Officer within two days of concluding operations.
  10. **General Mandates:** Maintain execution timelines and execute any other census-related tasks officially delegated by the Charge Officer.

#### **Core Duties of the Enumerator (Para-7):-**

The Enumerator acts as the primary field agent responsible for executing block-level structural numbering, door-to-door data entry and local public interactions:

1. **App Registration:** Download and install the official Mobile App from authorized stores, delaying device registration until block allocations are successfully finalized on the CMMS Portal by the Charge Officer.
2. **Block Layout Mapping:** Download the required local maps (HLB maps via the HLO App or EB maps via the PE App) to draft a precise physical Layout Map of the assigned block boundaries.
3. **Structural Numbering:** Explicitly sketch and identify all buildings, plot the total number of distinct census houses within each structure, and document prominent local landmarks on the Layout Map.
4. **Field Identification:** Carry their official appointment letter and ID card visibly throughout all field operations.
5. **Door-to-Door Data Entry:** Conduct polite, probe-based data interviews and record information directly into the Mobile App during door-to-door visits according to guidelines.
6. **Self-Enumeration Verification:** Retrieve Self-Enumeration (SE) IDs from residents who completed online tracking, carefully reviewing and confirming the pre-filled data with the respondent before accepting or editing the file.
7. **Universal Coverage:** Cover every single house and household within the assigned block bounds without omission

or duplication. If a census house is locked, the Enumerator must make multiple return visits.

8. **Revision Rounds:** Execute mandatory revision rounds and update synchronized records directly through the mobile application.
9. **Paper-Mode Backup:** If forced to use paper schedules under unavoidable conditions, ensure all field data is manually uploaded onto the Charge Office web portal, and return all forms (filled, partially filled, or blank) to the Supervisor.

### **Penal Provisions:**

Under Section 11 of the Census Act, 1948, any Census Officer (Enumerator or Supervisor) who refuses to perform census duty, neglects responsibilities, misconducts during fieldwork, or tampers with census records shall be liable to imprisonment up to three years and fine up to ₹1,000. In addition, disciplinary action may be initiated under the Jammu & Kashmir Government Employees (Conduct) Rules, including adverse entries in service records, deduction of salary, withholding of promotions/increments, departmental proceedings, suspension, or termination in cases of habitual dereliction of duty.

Accordingly, it is enjoined upon all Administrative Secretaries, Divisional Commissioners, Deputy Commissioners and Heads of Departments to provide full cooperation and administrative support to the officers /officials deployed for Census-2027 duties, and to ensure that no avoidable obstacles impede the conduct of census duties during the House Listing Operation. Controlling officers shall, wherever feasible, suitably regulate the work schedules of deployed personnel to facilitate timely discharge of census responsibilities. All concerned shall accord priority to Census-2027-related matters and extend necessary cooperation to the Directorate of Census Operations, J&K, for the successful completion of the House Listing Operation.

These instructions are brought into the notice of all concerned for strict and immediate compliance.

Sd/-

**(M. Raju) IAS**

Commissioner/Secretary to the Government


No:GAD-ADM0II/141/2021-09-GAD

Dated:05.06.2026

Copy to the:-

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2. Director General of Police, J&K.
3. Principal Accountant General (A&E), J&K, Jammu & Kashmir.
4. All Principal Secretaries to the Government.
5. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
6. Chief Electoral Officer, J&K.
7. All Commissioner/Secretaries to the Government.
8. Divisional Commissioner Kashmir/Jammu.
9. Resident Commissioner, J&K Government, New Delhi.
10. Chairperson, J&K Special Tribunal.
11. Registrar General, J&K High Court, Srinagar/Jammu.
12. Director, Anti-Corruption Bureau, J&K.

13. Director Information, J&K.
14. All Deputy Commissioners.
15. All Heads of Departments/Managing of PSUs/Autonomous Bodies.
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25. Private Secretary to Advisor to the Hon'ble Chief Minister.
26. Private Secretary to Chief Secretary, J&K.
27. Private Secretary to Commissioner/Secretary to the Government, GAD.
28. Circular/Stock files/ I/C Website, GAD. *Hindi and Urdu versions shall follow.*

  
05.06.2026  
**(Rohit Sharma) JKAS**

Additional Secretary to the Government