

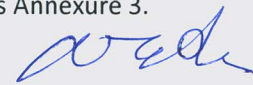
To,  
Secretary Rural Development/Panchayati Raj

**Subject: Claims and Objections during the Socio-Economic and Caste Census 2011 (SECC 2011)-  
Instructions Manual**

Sir/Madam,

The document titled "Instructions for Filing, Receiving and Disposing Claims and Objections during the Socio-Economic and Caste Census 2011 (SECC 2011)" was circulated to States/UTs vide communication Q-16015/04/2011-AI (RD)-Part File dated 22<sup>nd</sup> November 2011. Subsequently a corrigendum was circulated in 12<sup>th</sup> December 2011. The Ministry organized training of National Trainers at New Delhi and NIRD (Hyderabad) on the Claims and Objection procedures. During the training/workshop of National Trainers a number of issues relating to Claims and Objections were raised. Few State Governments also sought clarifications and suggested improvements. Based on the feed backs received from various quarters the instructions are modified and attached herewith. The highlights of the modifications are as follows:

- Draft list of containing information (except Caste and Religion) on every household shall be published in **hard paper copies** in at least three places (Panchayat Office, prominent places in Panchayat and at Tehsil /Block office), and the remaining would be soft copies and in web-site;
- The final list of information will be published and put up in public domain as decided by the state government including at least in each Grama Panchayat. A copy should also be kept in Panchayats and BDO offices for official purposes;
- **Claims and Objection Tracking System (COTS):** The claims and objections are raised by submitting a number of prescribed forms, and the designated Claims & Objection Disposing Officer at Block/Tahsil/Sub-District level would pass orders after verifications and following due procedures. Similarly, the Appellate Officer appointed at the district level would pass order following due procedures. Need for having a Claims and Objection tracking system was felt by many states. Accordingly a COTS is developed and it would be a part of the modified "Instructions for Filing, Receiving and Disposing Claims and Objections during the Socio-Economic and Caste Census 2011 (SECC 2011)"- last paragraph of page 8. The BEL was advised to prepare the server version of COTS at Data Charge Center level and NIC at national/central server;
- **Corrections in the household data/information with audit trail:** After the appeal order is passed, a copy of the order will be given to the respective Data Charge Centre where in the official in charge or a nominated representative will digitize (data entry) it using software provided by CPSU and then upload to the Central Server through a system provided by NIC using her/his own login ID to keep an audit trail on the entries made. For this purpose a 'Form F' is designed and the software support would be provided by BEL and NIC. This aspect is proposed for addition in the instruction manual- Page 6, 8 and Form F as Annexure 3.



(Dr. N. K. Sahu)  
Economic Advisor

As encl:-

## **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 /Block office
- One list at the District Collectors Office (soft copy in pdf)
- One list as office copy with the BDO (soft copy in pdf)
- 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 NIC 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 digitized (data entry) locally using software provided by the CPSU and uploaded to the Central Server through a system provided by the NIC. The Charge Centre in charge or a nominated representative will upload the data to the central server with his/her log in ID to keep an audit trail of 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 respective Data Charge Centre where in the official in charge or a nominated representative will digitize (data entry) it using software provided by CPSU and then upload to the Central Server through a system provided by NIC using her/his own login ID to keep an audit trail on the entries made.

#### **Publication of Final List**

- A final list will be published on the 31st day from the day of publication of the draft list.
- Form F given as **Annexure 3** will be used to generate the corrected record of households that have called for changes in the draft list published.
- 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 list of information will be published and put up in public domain as decided by the state government including at least in each Grama Panchayat.
- A copy should also be kept in Panchayats and BDO offices for official purposes

#### **Claims and Objections Tracking System (COTS)**

This COTS is developed for keeping track of the summary progress of the core features of the conduct of SECC 2011 Claims and Objections. The parameters being tracked in the COTS are shown in the **Annexure No.4**. The BEL was advised to prepare server version of the COTS at Data Charge Center level and NIC at national/central server.



## SECC Draft List Rural



State :Haryana	District :Rohtak	Tehsil :Rohtak	Town :Busana(129)	Ward id :0000	Block number-Sub block number :0001-0
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House No. : 0003	Type of House : Normal	Gram panchayat BASANA	Primitive Tribal Group : No	Legally Released Bonded Labor : No	Manual Scavenger : No													
SN	Name	Relation with Head	Sex DOB	Father Name Mother Name	Marital Status#	Occupation / Activity	SC/ST /Other	Disability / Illness	Education									
001	अमर क	पुत्रिया	Male 1972-00-00	राज सिंह सुनी	2	मजदूर	Scheduled Caste	No Disability	Secondary									
002	बि म ल	पत्नी	Female 1974-00-00	बैहरी जीरी	2	उद्दि-कार्य	Scheduled Caste	No Disability	Illiterate									
003	सी मा	पुत्री	Female 1993-00-00		1	अज्ञित	Scheduled Caste	No Disability	Illiterate									
004	उमो हि दे की	पुत्री	Female 1994-00-00		1	अज्ञित	Scheduled Caste	No Disability	Middle									
005	आ सु	पुत्र	Male 1995-00-00		1	विचार्य	Scheduled Caste	No Disability	primary									
006	सु जी ल	पुत्र	Male 1997-00-00		1	विचार्य	Scheduled Caste	No Disability	primary									
Section 1 Details: Housing/Dwelling			Section 3: employment and income characteristic				Section 4 : Details Assets			Section 5 A: Land Owned			Section 5 B: Other Assets Owned					
Predominant material of wall of dwelling room #	Predominant material of roof of dwelling room #	Ownership status of this house	Number of dwelling rooms exclusively in possession of this household	Does any household member have a regular salaried job	Pay Income tax or professional tax	Own/operate an enterprise which is registered with the Government	Monthly Income of highest earning household member	Main source of household income #	Refrigerator	Telephone/Mobile phone	Registration of two/three/four wheelers or fish boat are required	Own any land(Excluding homestead)	Total un-irrigated land (in acres)	With assured irrigation for two crops (in acres)	other irrigated land(in acres)	Mechanized Three/Four Wheeler Agricultural equipment	Irrigation equipment (including tubewell, borewell, diesel/ kerosene/electric pumpset, sprinkler/drip irrigation etc)	Kisan Credit Card with credit limit of Rs 50,000 or above
8	6	Self	2	No	No	No	Between 5,000 to 10,000	1	No	Only Mobile	No Any	No	0.0	0.0	0.0	No	No	No



## SECC Draft List Rural



STATE :HARYANA	DISTRICT :ROHTAK	TEHSIL :ROHTAK	TOWN :BUSANA(129)	WARD ID :0000	BLOCK NUMBER:0001-0
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### # Details of codes used in Draft List

#### Marital status

- 1 nevermarried
- 2 currentlymarried
- 3 widowed
- 4 seperated
- 5 divorced

#### Main source of household income

- 1 Cultivation
- 2 Manual casual labor
- 3 Part time or full time domestic servicePart time or full time domestic service
- 4 Foraging, rag picking
- 5 Non agricultural own account enterprise
- 6 begging/Charity/ Alas collection
- 7 Other

#### Predominant material of wall of dwelling room

- 1 Grass/thatch/bamboo etc
- 2 Plastic/Polythene
- 3 Mud/Uburnt brick
- 4 Wood
- 5 Stone not packed with mortar
- 6 stone packed with mortar
- 7 G.I/metal/asbestos sheets
- 8 Brunt brick



## SECC Draft List Rural



STATE :HARYANA	DISTRICT :ROHTAK	TEHSIL :ROHTAK	TOWN :BUSANA(129)	WARD ID :0000	BLOCK NUMBER :0001-0	SUB BLOCK NUMBER
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### # Details of codes used in Draft List

	9 Concrete
	0 Any Other
Predominant material of roof of dwelling room	1 Grass/thatch/bamboo/wood/mod etc
	2 Plastic/polythene
	3 Hand made tiles
	4 Machine made tiles
	5 Brunt brick
	6 Stone
	7 Slate
	8 G.I./metal/asbestos sheets
	9 Concrete
	0 Any other

**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: .....,

**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	Household/ member specific Information under objection	Reasons for objection
1	2	3	4	5

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

Sl. No	Particulars of Supporting Documents
1	2

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.....

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**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.

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**Order of Designated Officer**

(The order must be such that it can be readily entered in text format and in other relevant cases the specifically applicable codes given in the SECC Questionnaire Performa must be used)

Name, Designation and Seal

Signature & Date

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

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**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 : .....

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 of the household.....  
..... 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 SECC Publication	Household/ member specific Particulars of item objected	As published	As desired	Remarks/ Evidence submitted.
1	2	3	4	5	6

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 applicant.....

Name (in BLOCK letters).....

Present Address.....

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

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**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.

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**Order of Designated Officer**

(Use specific codes and nomenclatures applicable for each correction and modifications made)

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/ Panchayat/Council ....., 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 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.

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**Order of Designated Officer**

(The order must indicate the time line and method of data collection if any prescribed)

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 with this acknowledgement slip).

(seal)

Receiving Officer.....

Name of Town/ Tahsil.....

District/ State.....

SOCIO ECONOMIC & CASTE CENSUS 2011

Form D

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

To,

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(Give full Name and Address of the Person Objected to)

Ref: Objection No- \_\_\_\_\_.

1. Take notice that objection to (a) the inclusion of your name at Serial No. \_\_\_\_\_ and (b) other specific objections..... of the Draft Publication of Information for SECC 2011 in the Ward/Town/Village/EB/Sub-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) \_\_\_\_\_

2). Copy of this notice to the claimant for being present/ and or to provide necessary supportive evidence at the time of hearing.

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 as 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.....**

**Date.....**

(To be filled in by Officials)

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
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
1	2	3	4
1			
2			

**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
1	2	3		4	5	6
1						
2						
3						

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.

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**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.

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**Order of Designated Officer**

(All the claims and objections raised in the Grama Sabha  
will also become part of the disposal mechanism)

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)



## Form F: Record of the Order of the Designated / Appellate Officer on Claims &amp; Objections.

Annexure- 3



State:Haryana		District:Rohtak		Tehsil:Rohtak		Village:Kherari (133)		Ward:0000		EB-SubBlk:0020-0									
Name of Applicant										NH		HD							
HHD No:0023		Type Of HHD:Normal			Gram Panchayat:KHERDI			PTG:No		Bonded Labour:No		Manual Scavanger:No							
Status Codes	SN	Name		Relation	Sex	DOB YYYY	Father's Name Mother's Name		MStat us	Occupation	SC/ST/Other	Disability	Education						
D	01	[Handwritten Name]		[Handwritten Relation]		DEATH	[Handwritten Names]		2	[Handwritten Occupation]	Other								
C																			
D	02	[Handwritten Name]		[Handwritten Relation]	F	1965	[Handwritten Names]		2	[Handwritten Occupation]	SC	Not disabled	Middle						
C																			
D	03	[Handwritten Name]		[Handwritten Relation]	M	1984	[Handwritten Names]		2	[Handwritten Occupation]	SC	Not disabled	Higher secondary						
C																			
D	04	[Handwritten Name]		[Handwritten Relation]	F	1987	[Handwritten Names]		2	[Handwritten Occupation]	SC	Not disabled	Higher secondary						
C																			
D	05	[Handwritten Name]		[Handwritten Relation]	M	1988	[Handwritten Names]		1	[Handwritten Occupation]	SC	Not disabled	Higher secondary						
C																			
D	06	[Handwritten Name]		[Handwritten Relation]	F	2007	[Handwritten Names]		1	[Handwritten Occupation]	SC	Not disabled	Literate but below primary						
C																			
D	07	[Handwritten Name]		[Handwritten Relation]	M	2009	[Handwritten Names]		1	[Handwritten Occupation]	SC	Not disabled	Illiterate						
C																			
Housing/Dwelling				Employment/Inc Characteristics				Assets						Land (in acres)					
Status Codes	Wall	Roof	Ownership Status	Room	Job	Inc/P Tax	Enterprise	Income	Source Of Income	Refrigerator	Tel/Mob Phone	Motorized Wheelers/B oat	Agri. Equipment	Irrigation equipment	Kisan Credit Card	AnyLand	Total Un-irrigated Land	Irrigation (2cro ps)	other land
D	8	9	Any other	2	No	No	No	>=Rs. 10,000	2	No	Moblie only	No	No	No	No	2	0.0	0.0	0.0
C																			

Date  
Place  
Office Seal

Signature of Designated of Officer/Appellate Officer  
Name-----  
Designation-----  
Address-----  
Identification No. (if any)-----

Codes: D-Draft,C-Corrected, NM-New Member, MD-Member Deleted, NH-New Household,HD-Household Deleted

Notes: This forms is to be filled up based on the order of Designated Officer/ Appellate Officer on the Claims and Objection and duly signed with seal and should be made available to the Charge Center incharge, who in turn would take necessary action by posting the data in the applicartion software available in the local server at Data Charge Center. Please Refer to the codes provided for in the questionnaire with refrence to items Marital Status, Source of Income, Wall, Roof etc

## Annexure 4

## Claims and Objections Tracking System ( COTS) for SECC 2011

Field Name	Type of Data Captured	Remark
Sl.No & Name of Applicant	Text box	
Form Type	Drop Down List	
State Code	Drop Down List	
District code	Drop Down List	
Tehsil code	Drop Down List	
Name of Charge Centre	Text box	
Town Village code	Drop Down List	
Gram Panchayat Name	Drop Down List	
Gram Panchayat Code	Drop Down List	
SSLID/Sub Gram Panchayat Code	Drop Down List	Information as per GP_EB_Mapping
SSLID/Sub Gram Panchayat Code	Drop Down List	
Ward Code	Drop Down List	
Enumeration Block Code	Drop Down List	
E.B. Sub Block Code	Drop Down List	
SSHID Code	Text box	
Household Serial No	Text box	
Member serial No	Text box	
Date of Submission of C&O	Text box	
Name of Receiving Officer	Drop Down List	
Designation of Receiving Officer	Drop Down List	
Name of Designated Officer 1	Drop Down List	From Master Database prepared before tracking process
Designation of Designated Officer 1	Drop Down List	
Name of Designated Officer 2	Drop Down List	
Designation of Designated Officer 2	Drop Down List	
Date of Order by Designated Officer	Text box	
Date of appeal against Designated Officer's Decision	Text box	
Name of Appellate Officer 1	Drop Down List	From Master Database prepared before tracking process
Designation of Appellate Officer 1	Drop Down List	
Name of Appellate Officer 2	Drop Down List	
Designation of Appellate Officer 2	Drop Down List	
Date of Order by Appellate Officer	Text box	
Date of Data Entered by DEO in Tracking system		Automatic from System Date
Login details of DEO		Automatic as per login
Remarks	Text box	