

Annexure V- Roles and functions of the Charge Officer

- (a) Cause the required number of Supervisors and Enumerator to be appointed within the jurisdiction of his charge;
- (b) Prepare basic documents like general village registers and charge registers as per instructions from the Director of Census Operations/ Nodal Officer within the time schedule;
- (c) Familiarize himself with the enumeration instructions and cause the Supervisors and Enumerators to be trained so as to enable them to perform their duties efficiently;
- (d) Ensure that the work goes on according to the time schedule;
- (e) Ensure full coverage, accuracy and timeliness in taking SECC-2011;
- (f) Carry out such other tasks as may be necessary for the successful taking of the SECC-2011.