

RGI Census-2021

Phase-I

Forward distribution / delivery of Census Material of Registrar General of India

Operational Instructions



**Parcel Directorate
Department of Posts
February 2020**

1. General

Highlights of Entire Project:

1.1 The complete exercise has to be undertaken in three phases with tentative timelines as follows:

- (i) **Pre-Test phase:** Around 3500 parcels (schedules and instruction manuals) have been dispatched from two printing presses to 90 selected locations covering all States/UTs during July-Aug 2019. Return collection and delivery completed in Sep-October, 2019.
- (ii) **Phase I:** Booking, transport and delivery of Census material in parcels from different locations to DCOs and around 13,000 Charge Offices across the country (Feb- April, 2020). Return distribution to identified DCOs/Data Centres of RGI in the respective/nearby States (June-Aug. 2020).
- (iii) **Phase II:** Booking, transport, delivery and return of Census material (Dec-. 2020-Jan. 2021).

Considering the importance of the project, DoP shall make special arrangements to ensure timely & safe delivery of RGI Phase I and Phase II material through- Speed Post Parcel and Business Parcel. Every point of operations will be supervised by a responsible officer to ensure safe and secure delivery.

1.2 In respect of onward distribution as well as return booking, the current applicable tariff of the Department will apply. Delhi Circle will be functioning as Nodal Circle for RGI. Bills will be raised centrally by Delhi Circle.

1.3 In each Circle, **Circle Nodal Officers** at Director level have been identified, who will be responsible for managing the entire process, data uploading and coordination. They will ensure that RGI shipments are accorded top priority in transmission and delivery.

1.4 General Manager, Parcel Directorate will be the **National Project Coordinator**.

1.5 Contact details of Circle Nodal Officers, RGI project Cell in Parcel Directorate, Incharges of the three printing locations of RGI and RGI DCOs of different States/UTs are given at **Annexure -1**.

- 1.6 A Control Room will be established at the three booking Circles to monitor the booking, transmission, delivery and account management for RGI Census Forward operations.
- 1.7 The booking office will upload in Google excel sheet information of destination office with dispatch no. of parcels, total weight for each destination, truck departure time etc. Separate sheet will be prepared for each Booking location.
- 1.8 The Incharge of Cluster will upload in google sheet daily receipt of trucks, no. of parcels received, no. of parcels dispatched and delivered for each Charge Office. Separate sheet will be prepared for each Cluster. The Google sheets will be created by Parcel Directorate.

2. Operational Instructions for forward booking of Schedules from Delhi and delivery through Speed Post:

BOOKING

- 2.1 The material will be picked up from the printing location of RGI, detailed address given in Annexure-, and booking will be done at identified office. Delhi Circle to ensure timely pick up.
- 2.2 Booking will be done in National Account (BNPL ID- 50184/ Contract No.-40087590) already allotted to RGI.
- 2.3 Nodal Officer at Delhi/ Supervisor of booking office will ensure tentative dispatch schedule for succeeding 7 days is agreed with the printer in preceding week to ensure smooth pickup and transport arrangements. Necessary modifications in the printing schedule may be made latest before 36 hours by the printers so that last moment hassles may be avoided. It has to be ensured in consultation with printer that parcels are arranged at the docking area in a smart and arranged manner.
- 2.4 RGI has been allotted barcode series by Delhi Circle for booking of Speed Post Parcels from Delhi. The barcodes shall be printed on the **address labels** of parcels by the Printer engaged on behalf of RGI in the format as provided at **Annexure-2**. However the Cluster number mentioned in proforma is not applicable in case of Speed Post Parcel booked from Delhi.
- 2.5 The printer shall securely pack the parcels as per the specifications provided by the Department and label the boxes printed with barcode/paste the barcode sticker on the boxes. The printer will ensure scanability of the barcode as per the specifications. It has to be specially looked into that shrink wrap is done properly without wrinkles/folds to enable barcode scanning.
- 2.6 The printer shall provide data of parcels to be booked with the barcode number in excel format in prescribed proforma to the booking office of Circles at least 3 hours before physical hand over of the boxes/parcels (Proforma at **Annexure-3**).
- 2.7 It will be the responsibility of Printer to get the boxes loaded in the truck at Docking point for smooth and smart loading. The Postal staff will get the boxes properly placed in the vehicle during loading / pick up. The articles shall be handed over to

India Post officials accompanied with lists with barcode of each box in duplicate having 15 entries per page (proforma at **Annexure- 4**).

- 2.8 Each parcel dispatched by RGI shall contain a printed address label placed inside as per the format at **Annexure- 5** (A4 size – peel off sticker with good quality adhesive) to be used for return booking. This label will be taken out by the addressees/Charge offices from the parcels and will be kept securely for use at the time of return booking. The same parcel boxes will be used subsequently by the Charge Offices to dispatch return material to Data Centre.
- 2.9 The India Post official shall conduct random check of the articles in order to ascertain that there is no discrepancy in the weight written in the list/excel data and the actual weight of the article.
- 2.10 Booking office will upload the booking and dispatch information on central server immediately.

TRANSMISSION

- 2.11 Direct bags will be closed for Delivery Office of each addressee/Charge Offices by doing necessary mapping in the software. Details of Pincodes with mapped Charge Offices are attached as Annexure- 8. However the columns of Cluster name and Cluster ID are not applicable in case of Speed Post Parcel booking from Delhi Circle. (CEPT has been requested to map all India SO level post office for bag closing purpose).
- 2.12 After booking, the dispatch/transmission of the parcels will be done as per the prescribed routing for Speed Post according utmost priority. All transit offices will ensure scanning and timely uploading of data.
- 2.13 Wherever justified and to ensure reliable and faster end to end delivery, Delhi Circle may transport Speed Post Parcels to destination NSH/ ICH/ Charge Office through MMS/hired trucks.

DELIVERY

- 2.14 The Delivery Post offices/ Nodal Delivery Centre/NSH/ICH shall ensure same day delivery of the parcels at the premises of the addressee. Under no circumstances, shall the delivery office leave intimation at the addressee's premises asking them to pick the article from delivery office.
- 2.15 In order to facilitate delivery the Post Office delivery staff should first make contact with the addressee/Charge Office and fix a delivery time of convenience.

2.16 Circle Nodal Officer will ensure that scanning information of SP parcels is uploaded in CSI at every point of exchange. Delivery information will be uploaded by the Delivery Office or through the nearest enabled computerized Post office.

3. Operational Instructions for forward booking of Manuals from Jhansi and Ahmedabad delivery through Business Parcel:

BOOKING

- 3.1 Booking of material will be done by setting up a post office extension counter on Legacy Software at the premise of the printer of RGI, details of which have been already shared with UP and Gujarat Circles.
- 3.2 Booking will be done in National Account (BNPL ID- 50184/ Contract No.-40138687) already allotted to RGI.
- 3.3 RGI has been allotted barcode series by Parcel Directorate for booking of Business Parcel from Jhansi & Ahmedabad. The barcode series has been bifurcated between the two printers in the ratio of number of parcels to be booked by them. The barcodes shall be printed on the address labels of parcels by the Printer engaged on behalf of RGI. The address labels will contain Cluster code and charge office number in the format as provided at **Annexure-2**.
- 3.4 Material for some of the States/UTs i.e. Delhi, Meghalaya, Sikkim, Lakshadweep etc will be booked through Speed Post and delivered accordingly. Data uploading of the same has to be ensured by delivery Circle from the respective delivery office.
- 3.5 The printer shall securely pack the parcels as per the specifications provided by the Department and label the boxes printed with barcode/paste the barcode sticker on the boxes. The printer will ensure scanability of the barcode as per the specifications. It has to be specially looked into that shrink wrap is done properly without wrinkles/folds to enable barcode scanning.
- 3.6 The printer shall provide data of parcels to be booked with the barcode number in excel format in prescribed proforma to the booking office of Circles at least 3 hours before physical hand over of the boxes/parcels (Proforma at Annexure-).
- 3.7 It will be the responsibility of the Printer to get the boxes loaded in the truck at Docking point for smooth and smart loading. The Postal staff will get the boxes properly placed in the vehicle during loading / pick up. The articles shall be handed over to India Post officials accompanied with lists with barcode of each box in duplicate having 15 entries per page (proforma at **Annexure-4**).

- 3.8 Each parcel dispatched by RGI shall contain a printed address label placed inside as per the format at **Annexure-5** (A4 size – peel off sticker with good quality adhesive) to be used for return booking. This label will be taken out by the addressees/Charge offices from the parcels and will be kept securely for use at the time of return booking. The same parcel boxes will be used subsequently by the Charge Offices to dispatch return material to DCO of RGI.
- 3.9 After doing booking in legacy software at printer premises, booking data will be uploaded in nearby CSI enabled office. CEPT will make provision in Legacy software to export the booking report for further uploading the same in CSI-POS. Booking office will upload the booking and dispatch information on central server immediately.
- 3.10 Booking Offices will close the bags to Parcel Hubs near to Identified clusters as mapped by CEPT. In cases where the identified cluster location is other than the Parcel Hub then Circle concerned / CEPT will create a separate Set of the mapped Parcel Hub for handling (Receiving/Sorting/Delivery) of this material.
- 3.11 After closing of bags a Manifest of parcels dispatched in each truck will be prepared by Booking Office for the RGI clusters in duplicate- Copy-1 for booking office and Copy-2 for destination cluster, in the proforma given in **Annexure-6**. The Supervisor of Booking Office will also prepare 'Time Bill' in Triplicate (one copy each for booking office, transporter and destination cluster) in the profoma mentioned at **Annexure-7** and mention the Date and Out Time of the truck along with other details under his signature. 2 copies of Time Bill and 1 copy of Manifest will be handed over to Truck driver.
- 3.12 In case of exigencies some material may be booked through Speed Post and transmitted through Air for speedier delivery.
- 3.13 The Nodal Officers at Jhansi & Ahmadabad and operations incharges of booking offices will prepare a weekly dispatch schedule in consultation with printer and RGI representative in advance. Necessary modifications in the printing schedule may be made latest before 36 hours by the printers so that proper transport arrangements can be made and last moment hassles may be avoided.
- 3.14 The booking supervisor will inform the destination Cluster supervisor about the details of dispatch and time as per Time Bill.

TRANSMISSION

- 3.15 After booking, the dispatch/transmission of the parcels will be done by the dedicated Trucks of the identified Transporter engaged by the Department. Dedicated trucks will be carrying the material from booking locations to identified clusters.
- 3.16 A close coordination should be established with the transporter and he should be informed of the weekly schedule and further modification if any for timely placement of trucks. The transporter will indicate approx. time of arrival to Cluster Incharge.
- 3.17 For the purpose of billing etc. it is important to note down 'In Time' and 'Out Time' of the truck at both Booking and Cluster locations. A Proforma for maintaining the time details of these trucks is given in **Annexure-7**.
- 3.18 The incharge of booking office and destination cluster location will have to compulsorily fill the proforma along with signature of truck driver.

DELIVERY

- 3.19 Dedicated trucks will bring the RGI material at Identified Cluster facilities. The Cluster Incharge will ensure unloading, sorting for delivery of parcels to respective Charge Offices.
- 3.20 Delivery will be made through bulk addressee delivery provision by generating bulk delivery slips. CEPT will make the provision in the system. Cluster wise mapping of Charge Offices for delivery is given in excel format at **Annexure-8**.
- 3.21 Direct delivery from Cluster to Charge Office is the responsibility of Circle and will be made through existing mail arrangements or new arrangements.
- 3.22 The information of delivery of the articles would be uploaded in the CSI system by the Cluster immediately after delivery.

BILLING

- 4.1 Billing for both Speed Post and Business Parcel bookings against both the Contract IDs of RGI will be done by Delhi Circle to RGI Office in New Delhi.
- 4.2 The Circle Nodal Officers of UP and Gujarat Circles will provide booking data to Circle Nodal Officer Delhi for billing of forward material.

Annexure- 1

National Project Coordinator and RGI Cell					
S.No	Office	Project Coordinator	Designation	E-mail	Landline No.
1	Parcel Directorate	Prannoy Sharma	GM (Operations)	prannoy.dop@gov.in	011-26111185
2		Abhishek Singh	AGM (Ops. & Tech.)	abhishek100@gmail.com	011-26111184
3		Sagar Chandna	Manager (Marketing)	parceldte.rgi@gmail.com	011-26111180

Circle Nodal Officers

S.No	Circle	Circle Nodal Officers	Designation	E-mail	Mobile No.	Landline No.
1	Andhra Pradesh	Dr.K. Chandra shekhar Rao	DPS HQ	dpshq.ap@indiapost.gov.in	9480885768	0866- 2499303
2	Assam	K. Kevichusa	DPS HQ	dpsguwahati@indiapost.gov.in	9434600925	0361-2540130
3	Bihar	Shankar Prashad	DPS HQ	dpspatna@indiapost.gov.in	9431461868	0612-2225019
4	Chattisgarh	Ashish Singh Thakur	DPS HQ	dpschhattisgarh@indiapost.gov.in	9425226995	0771-2534194
5	Delhi	Dushyant Mudgal	DPS HQ	dpshqdelhi@indiapost.gov.in	9461068666	011-23553135
6	Gujarat	Sunil Sharma	DPS HQ	dpsahmedabad@indiapost.gov.in	9013132288	079-25501230
7	Haryana	Nirmal Singh	DPS HQ	dpshqambala@indiapost.gov.in	9418404043	0171- 2603424
8	Himachal Pradesh	Dinesh Kumar Mistri	DPS HQ	dpsshimla@indiapost.gov.in	9530390744	0177-2629001
9	Jammu & Kashmir	Guarav Shrivastav	DPS HQ	dpsjk@indiapost.gov.in	9873828443	0191-2479361
10	Jharkhand	Satyakam	DPS HQ	dpsranchi@indiapost.gov.in	9304776302	0651-2480503
11	Karnataka	G. Natarajan	DPS HQ	dpsbangalore@indiapost.gov.in	7598324471	080-22258790
12	Kerala	Sayed Rashid	DPS HQ	dpshq.keralapost@gmail.com	8547884396	0471-2302330
13	Madhya Pradesh	Dr. S. Shivram	DPS HQ	dpsbhopal@indiapost.gov.in	7587598101	0755-2550624
14	Maharashtra	Suchitra anand Joshi	DPS (HQ)	dpshqmumbai@indiapost.gov.in	9426760550	022- 22621539
15	North East	C.L. Lalfakzuala	DPS HQ	dpsshillong@gmail.com	9083275994	0364-2224922
16	Odisha	G. Gurunathan	DPS HQ	dpsbhubaneshwar@indiapost.gov.in	9443207830	0674-2391426
17	Punjab	Pankaj Kumar Mishra	DPS HQ	dpshqpunjab@indiapost.gov.in	9334818651	0172-2704813
18	Rajasthan	Dinesh Kumar Sharma	DPS (HQ)	dpsjaipur@indiapost.gov.in	9968646349	0141-2376470
19	Tamilnadu	H.R. Veeranagoud	DPS HQ	dpshqtn@gmail.com	9448283651	044-28520241

20	Telangana	N.R.Visalatchy	DPS HQ	dpsHQts@gmail.com	9490493072	040-23463630
21	Uttar Pradesh	Rajeev Umrao	DPS HQ	dpslucknow@indiapost.gov.in	9874644111	0522-2614488
22	Uttarakhand	Sunil Kumar Rai	DPS HQ	dpsdehradun@indiapost.gov.in	9415632869	0135-2658806
23	West Bengal	Manoj Kumar	DPS HQ	dpshqkolkata@indiapost.gov.in	9727904001	033-22120139

Printing Locations of RGI material

Sr. No.	Press name and Address	Contact person	Contact details
1	Gopsons Printers Private Ltd. A-14 Sector 60 NOIDA- 201301 U.P.	Mr. Gaurav Goel, DIRECTOR	+919810012991 gaurav.goel@gppl.org
2	Gala Global Products Ltd. B-10, Laxmi Commercial Cooperative Estate Sukhram Nagar Ahmedabad-380021	Mr. Vishal	+91-9879007090
3	Pitambra Books Pvt. Ltd. B-95, Industrial Area Bijoli, Jhansi U.P.	Mr. Aman Bansal, President	+917506000248 aman@pitambrabooks.com

RGI DCO Details

UPDATED LIST OF DCO'S, CONTACT DETAILS OF NODAL OFFICERS CONCERNED

Updated list of DCOs						Performa 5
State/UT	Complete address of DCO Office	Name of the Nodal Officer	Pin Code of	Contact Number	E Mail ID	

				DCO Office		
1	Andhra Pradesh	The Director/Controlling Officer, Directorate of Census Operations, Andhra Pradesh, 1st floor, Kendriya Sadan, Sultan Bazar, Koti, Hyderabad	Shri D Subba Raju, Deputy Director	500095	8790586636, 040-24740421	subbaraju.rgi@gov.in
2	Arunachal Pradesh	The Director/Controlling Officer, Directorate of Census Operations, Arunachal Pradesh, Hamsilet Cottage, Lummawrie, Laitumkhrach, Shillong	Shri NC Mazumdar, Assistant Director	793003	9436161930, 8974755575, 0364-2224218	ncmazumdar.rgi@gov.in
3	Assam	The Director/Controlling Officer, Directorate of Census Operations, Assam, Achyut Plaza, Behild Hub Complex, GS Road, Bhangagarh, Guwahati	Shri Bikash Nath, DD	781007	9435568674	bikash.rgi@gov.in
4	Bihar	The Director/Controlling Officer, Directorate of Census Operations, Bihar, 8th floor, C-G Block, Karpoori Thakur Sadan, Kendriya Karyalaya Parisar (GPOA), Aashiana Digha Road, Patna	Shri Hemant Kumar, Assistant Director	800025	9149258231	hemantverma.rgi@nic.in
5	Chattisgarh	The Director/Controlling Officer, Directorate of Census Operations, Chattisgarh, Janganna Bhawan, Sector 24, Plot No. 10, Jhanjh, Nava Raipur, Atal Nagar, Raipur.	Shri Ajay Kumar, Assistant Director	492018	9424783748	kajay.rgi@gov.in
6	Goa	The Director/Controlling Officer, Directorate of Census Operations, Goa, Census House, Plot No. 22, EDC Complex, Patto Plaza, Panaji	Dr. Rakesh Kumar Singh, Assistant Director	403001	8322438613, 9004989982	rakesh.rgi@gov.in

7	Gujarat, Daman & Diu, Dadra & Nagar Haveli	The Director/Controlling Officer, Directorate of Census Operations, Gujarat, Daman & Diu and Dadra & Nagar Haveli, Census Bhawan, Sector 10A, Gandhi Nagar	Shri Kiran Gurav, AD	382043	8425831595	kiran.gurav@gov.in
8	Maharashtra	Joint Registrar General, Directorate of Census Operations, Maharashtra, Exchange Building, 2nd floor, Sir Shivsagar Ram Gulam Marg, Ballard Estate, Mumbai	Shri Ramesh M. Bhosale, DD	400001	9869113385	rameshbhosale.rgi@gov.in
9	Manipur	The Director/Controlling Officer, Directorate of Census Operations, Manipur, Prompat Office Complex, Opposite Mini Secretariat, Near Panchayat Office, Imphal East.	Dr. K. S. Singh, DD	795005	9954894649	kssingh.rgi@gov.in
10	Meghalaya	The Director/Controlling Officer, Directorate of Census Operations, Meghalaya, Marwein Building, Dhankheti, Shillong	Shri A. Sanglyne Basan, AD	793003	7005293505	a.sanglyne.rgi@gov.in
11	Mizoram	The Director/Controlling Officer, Directorate of Census Operations, Mizoram, New Secretariat Complex, Khatla Thlanmual Road, Aizawl	Shri Sukla Kanta Sarkar, AD	796001	9436541536	suklakantasar.rgi@gov.in
12	Nagaland	The Director/Controlling Officer, Directorate of Census Operations, Nagaland, Bayavu Hills, Kohima	Shri Pichano Kikon, Assistant Director	797001	9436830396, 9774655601	pichanokikon@gmail.com
13	Odisha	The Director/Controlling Officer, Directorate of Census Operations, Odisha, Janaganna Bhawan, Janpath, Unit IX, Bhubaneswar	Shri Pankaj Srivastava, Assistant Director	751022	0674- 2542777, 8144892152	pankajsrivastava.rgi@nic.in

14	Punjab	The Director/Controlling Officer, Directorate of Census Operations, Punjab, Janaganna Bhawan, Plot No. 2B, Sector 19A, Madhya Marg, Chandigarh	Shri Lakshman Singh, Deputy Director	160019	0172- 2541812, 7017025343	lakshmansingh73.rgi@gov.in
15	Rajasthan	The Director/Controlling Officer, Directorate of Census Operations, Rajasthan, Janganna Bhawan, 6B, Jhalana Doongri, Jaipur	Ms. Akriti Pandey, Assistant Director	302004	9024517025, 0141- 2708078	akr.7988@gmail.com
16	Delhi	The Director/Controlling Officer, Directorate of Census Operations, Delhi, C Wing, Ground Floor, Pushpa Bhawan, Madangir Road, Delhi	Shri Sher Singh Chauhan, S. I. Gr. I	110062	9654911205	sschauhan.rgi@gov.in
17	Telangana	The Director/Controlling Officer, Directorate of Census Operations, Telangana, 1st Floor, Kendriya Sadan, Sultanpur Bazar, Koti, Hyderabad	Shri V Sreekanth, Assistant Director	500095	040- 24741552, 9885521053	veepurisreekanth.rgi@gov.in
18	Jammu & Kashmir	The Director/Controlling Officer, Directorate of Census Operations, Jammu & Kashmir, 285A, Roop Niwas, Krishna Nagar, Jammu Tawi	Shri Dheeraj Kr. Johar, AD	180016	8824888088	dk.johar.rgi@gov.in
	Jammu & Kashmir	The Director/Controlling Officer, Directorate of Census Operations, Jammu & Kashmir, Hotel Khayam Building, Bishember Nagar, Srinagar	Shri Sanjay Kumar, AD	190001	9415132380	sanjaykumar80.rgi@gov.in
19	Haryana	The Director/Controlling Officer, Directorate of Census Operations, Haryana, Plot No. 2B, Sector 19A, Madhya Marg, Chandigarh	Shri Harish Babu, Assistant Director	160019	9351149944	hb.mathur.rgi@gov.in

20	Himachal Pradesh	The Director/Controlling Officer, Directorate of Census Operations, Himachal Pradesh, CGO Complex, Himadri, B Block, Longwood, Shimla	Shri Parveen Kumar, Assistant Director	171001	0177-2651419, 9805272877	parveenk.rgi@gov.in
21	Jharkhand	The Director/Controlling Officer, Directorate of Census Operations, Jharkhand, Riada, Central Office Building, Industrial Area, Namkum, Ranchi	Shri Gopal Mahto, Deputy Director	834010	9771854687, 9430342034	gmahto.jha@gov.in
22	Karnataka	The Director/Controlling Officer, Directorate of Census Operations, Karnataka, Kendriya Sadan, E&F Wing, 17th Main Road, II Block, Koramangala, Bangalore	Shri Jayesh P, Sr. Investigator Gr. I	560034	9620077131	jayeshp.rgi@nic.in
23	Kerala	The Director/Controlling Officer, Directorate of Census Operations, Kerala, CGO Complex, Poonghulam, Vellayani PO, Thiruvananthapuram.	Smt. Vibha V, Assistant Director	695522	9497691095	vibhav.rgi@nic.in
24	Madhya Pradesh	The Director/Controlling Officer, Directorate of Census Operations, Madhya Pradesh, Janganna Bhawan, Arera Hills, Jail Road, Bhopal	Shri Gajender C/o S Shivram, DPS (HQ)	462004	0755-2550624	dpsbhopal@indiapost.gov.in
25	Sikkim	The Director/Controlling Officer, Directorate of Census Operations, Sikkim, Near Tourism & Civil Aviation Secretariat, 5th Mile, Tadong Road, Gangtok	Shri Binod Kumar Thapa, SI Grade I	737102	8250006346, 9474694180	bindothapa.rgi@gov.in
26	Tamilnadu	The Director/Controlling Officer, Directorate of Census Operations, Tamilnadu, E Wing, 3rd floor,	Shri R Vasudevan, Deputy Director	600090	044-24912993, 8095998091	r.vasudevan.rgi@gov.in

		Rajaji Bhawan, Besant Nagar, Chennai				
27	Tripura	The Director/Controlling Officer, Directorate of Census Operations, Tripura, 210/D, Office Lane, Agartala	Shri Alok Mishra, Deputy Director (T)	799001	9437100170	amishra.dco@gov.in
28	Uttarakhand	The Director/Controlling Officer, Directorate of Census Operations, Uttarakhand, LD, Tower No. 3, Saharanpur Road, Near Mata Wala Bagh, Dehradun	Shri Raju Kumar Banvari, Assistant Director	248001	9595044287, 0135- 2725889	rajukumar80.rgi@gov.in
29	Uttar Pradesh	The Director/Controlling Officer, Directorate of Census Operations, Uttar Pradesh, Plot No. CC1, Sector G, Aliganj, Lucknow	Shri AM Ansari, Joint Director (IT)	226016	9044304411	amunir.dco@nic.in
30	West Bengal	The Director/Controlling Officer, Directorate of Census Operations, West Bengal, Janganna Bhawan, IB-199, Sector 3, Salt Lake City, Kolkata	Shri P. P. Bhadra, DD	700106	9818780978	ppbhadra.rgi@gov.in
31	Andaman & Nicobar Islands	The Director/Controlling Officer, Directorate of Census Operations, Andaman & Nicobar Islands, 10, Church Lane, Portblair	Shri Jayabharathiraj J, Assistant Director (T)	744101	03192- 232333, 9994157932	jayabharathiraj.rgi@gov.in
32	Chandigarh UT	The Director/Controlling Officer, Directorate of Census Operations, Chandigarh (UT), Plot No. 2B, Sector 19A, Madhya Marg, Chandigarh	Dr. Reji B., AD	160019	9463494749	reji.rgi@gov.in

33	Lakshadweep	The Director/Controlling Officer, Directorate of Census Operations, Lakshadweep, Baithul Haram Building, Churiyanoda, Near Light House, UT of Lakshadweep, Kavaratti Island	Shri Haris KM, AD	682555	9946767364	hariskm.rgi@gov.in
34	Puducherry	The Director/Controlling Officer, Directorate of Census Operations, Puducherry, 250, II floor, Jawaharlal Nehru Street, Puducherry	Shri B Sunder Rajan, Assistant Director	605001	0413- 2334514, 9894578189	bsundarrajan.rgi@gov.in

Address Label of Forward Booking

Space for Barcode Sticker	CENSUS-2021 PROJECT OF RGI										
Schedule: House Listing and Housing Pre-Test, Language: Assamese 90000001 to 90000385 BNPL Code No. _____ Contract No. ----- Booked from: Office name											
To, _____ _____ _____	Weight(Kg.): _____ Box No. 1 of 15										
From: REGISTRAR GENERAL OF INDIA C/o Name of the Press/Office Address of the press/Office	Cluster No. 100/ Charge Office ID: <table border="1" style="margin-left: auto; margin-right: auto; text-align: center;"> <tr> <td>1</td><td>1</td><td>0</td><td>0</td><td>0</td><td>1</td><td>-</td><td>0</td><td>0</td><td>1</td> </tr> </table>	1	1	0	0	0	1	-	0	0	1
1	1	0	0	0	1	-	0	0	1		
<i>BOX TO BE RE-USED/ DO NOT TEAR OPEN</i>											

Proforma for booking data to be provided by the printers for booking

Soft Copy booking Data Format											
Name of the filed	*Serial No	*Barcode	*Reference Number	*City	*Pincode	*Name	*Address 1	Address 2	Address 3	Address Mobile	*Weight(gms)
Data Type	Numeric	Alpha-Numeric	Alpha-Numeric	Alpha-Numeric	Numeric	Alpha-Numeric	Alpha-Numeric	Alpha-Numeric	Alpha-Numeric	Numeric	Numeric
Max Size	5	13	30	50	6	50	50	50	50	10	5

* Column marked with* are mandatory

Proforma of the lists with barcode of each box to be provided by Printer in hard copy in duplicate

Sr. No.	Barcode No.	Barcode	Address	City/Town	PIN	Weight (gms)
	Alpha Numeric	Coding	To whom addressed	Alpha	Numerical	Numeric
1						
2						
3						
4						
5						
6						
7						
8						

Address Label to be pasted on the Return parcel boxes to be dispatched by the Charge Office to Data Center or DCO

Space for Barcode Sticker	CENSUS-2021 PROJECT OF RGI SPEED POST / BUSINESS PARCEL	NO POSTAGE STAMP NECESSARY
BNPL Code No. _____ Contract No. ----- Booked from: Office name		
To COMPLETE ADDRESS OF SCANNING CENTRES or DCOs		
From: REGISTRAR GENERAL OF INDIA C/o Name of the Charge Office Address of Charge Office		

MANIFEST

(Prepared by Booking Office RGI clusters wise for Parcels in each truck in Duplicate)

(Bag Manifest as Generated by the System)

Date of Dispatch:

Time:

Signature of Supervisor

Proforma of Time Bill

S. No.	Truck Number	Truck Driver details		Origin				Destination			
		Name	Mobile No.	Office Name	Date of dispatch	Time of dispatch	No. of boxes dispatched	Office Name	Date of receipt	Time of receipt	No. of Boxes received

Cluster wise mapping of Charge Offices

(soft copy of the excel file sent on email)

Prepared and Issued By: Parcel Directorate, Malcha Marg Post Office Complex, Malcha Marg, New Delhi-110021
on 28.02.2020.