



सत्यमेव जयते

आंकड़े प्रक्रिया प्रभाग  
भारत के महारजिस्ट्रार का कार्यालय  
गृह मंत्रालय, भारत सरकार  
Data Processing Division  
OFFICE OF THE REGISTRAR GENERAL, INDIA  
Ministry of Home Affairs, Government of India

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**Census of India 2021 - Circular No. 10**

**Subject: Assigning Location Code numbers at various Administrative levels**

The Location Code is a simple and unique number by which every area in any administrative unit in the State/ Union Territory can be identified. Assigning Location Code is necessary not only to facilitate unambiguous and complete coverage of the area of the State/ Union Territory but also to serve as the key identifying factor at the time of data processing. Assigning Location Codes to each administrative unit in the country is thus one of the important steps in conduct of Census.

2. The Location Codes are assigned to all the administrative units right from State/ Union Territory to the lowest level, namely Houselisting Block (HLB)/ Enumeration Block (EB). Thus, Location Code(s) will be assigned to each State/ Union Territory followed by District, Sub-District (i.e. Tahsil, Taluk, Police Station, Circle, Development Block or Mandal, etc.) and Village/ Towns. Within each town, Location Code will be assigned to each Ward. For the purpose of conducting Census, each Village or Ward (in Towns) will further be divided into HLBs/ EBs and Location Code will have to be assigned to each of these HLBs/EBs.

3. Circulars 1 and 2 for Census 2021 regarding jurisdictional changes in each State/ Union Territory and preparation of Rural-Urban frames have already been issued. The complete and up-to-date list of Districts, Sub-districts, Villages, Towns and Wards (in Towns) should have already been compiled by now. In addition, demarcation of Rural and Urban areas by identifying Census Town and Outgrowths (OGs) should also be done at each Directorate. The purpose of this circular is to detail the methodology of assigning short codes to each of these administrative units.

4. In the last Census 2011, administrative units within the State/ District/ Sub-District were given continuous location codes (short codes) for convenience during field operation. These were converted to running Metadata and Data Standards (MDDS) codes all over the country for different categories of administrative units. Continuation of these MDDS codes in the Census 2021 shall facilitate data comparability. Therefore provision has been made to retain the already allotted MDDS codes to the existing administrative unit, even if its jurisdiction might have changed due to addition / deletion of area etc., and to assign new MDDS codes only for the newly created administrative units so as to avoid any data mismatch. Assigning of MDDS Code will be done by DP Division of ORGI.

5 Coding sequence of Short Codes for purpose of field work will be

States/UTs	:	2 digits (Unique within Country)
Districts	:	2 digits (Unique within the State)
Sub-Districts	:	3 digits (Unique within the District)
Villages	:	4 digits (Unique within a Sub-district)
Towns	:	4 digits (Unique within a State)
Wards	:	4 digits (Unique within a Town)

6. For assigning short codes to the State/UT/District/Sub-District/Town/Village, following methodology will be adopted.

**A. Assigning Short Codes to States/Union Territories**

- i) In Census 2011, Location Codes have been assigned to the States/Union Territories by the Office of the Registrar General, India based on their geographical location beginning from Jammu & Kashmir (01) in the North-West down to Andaman and Nicobar Islands (35) in the South-East These Codes were of two-digit, unique within the country.
- ii) In Census 2021, for the new State/UT created after 2011, the parent State from where new State/UT has been carved out due to addition/deletion of area will retain the same short code as of 2011 census and new short code will be assigned to the newly created State/UT. The new State/UT carved out will be given code at the end with an incremental code. Short Code for newly created State/UT has been assigned in order of date of creation as illustrated below:

State/Union Territory	Location Code in Census 2011	Location Code in Census 2021	Remarks
Jammu & Kashmir	01	01	New UTs Ladakh & J & K carved out from J & K State
Himachal Pradesh	02	02	
Punjab	03	03	
Chandigarh	04	04	
Uttarakhand	05	05	
Haryana	06	06	
Delhi	07	07	
Rajasthan	08	08	
Uttar Pradesh	09	09	
Bihar	10	10	
Sikkim	11	11	
Arunachal Pradesh	12	12	
Nagaland	13	13	

State/Union Territory	Location Code in Census 2011	Location Code in Census 2021	Remarks
Manipur	14	14	
Mizoram	15	15	
Tripura	16	16	
Meghalaya	17	17	
Assam	18	18	
West Bengal	19	19	
Jharkhand	20	20	
Odisha	21	21	
Chhattisgarh	22	22	
Madhya Pradesh	23	23	
Gujarat	24	24	
Dadra and Nagar Haveli and Daman and Diu	26	26	Daman & Diu UT(25) merged in Dadra and Nagar Haveli UT (26)
Maharashtra	27	27	
Andhra Pradesh	28	28	New State- Telangana carved out from Andhra Pradesh
Karnataka	29	29	
Goa	30	30	
Lakshadweep	31	31	
Kerala	32	32	
Tamil Nadu	33	33	
Pondicherry	34	34	
Andaman & Nicobar	35	35	
Telangana	Formed after 2011	36	State carved out from Andhra Pradesh
Ladakh	Formed after 2011	37	UT carved out from J & K State

## B. Assigning Short Codes to Districts

- i) In Census 2021, the short code for Districts will remain same as of Census 2011, even if a new District has been carved out from one or more Districts. The Short Code for the parent District(s) will remain same and the new District shall be added at the end of that state with an incremental code. If there is no new district formed in a State/UT, the short code for Districts for Census 2021 will be exactly same as of Census 2011 so as to facilitate smooth field functioning and data comparison over previous Census. For the newly created Telangana State, Ladakh UT and Dadra and Nagar Haveli and Daman and Diu UT, fresh code will be given to all Districts.

- ii) For example, there were 9 Districts in NCT of Delhi as per Census 2011. Two new Districts have been created after 2011. These two newly created Districts in NCT Delhi shall be added at the end with an incremental code as per its geographical location. The methods of assigning codes to the 11 districts are shown below:

Census 2011		Census 2021		Remarks
Name of the District	Short Codes	District Codes	Short Codes	
North West	01	North West	01	
North	02	North	02	
North East	03	North East	03	
East	04	East	04	
New Delhi	05	New Delhi	05	
Central	06	Central	06	
West	07	West	07	
South West	08	South West	08	
South	09	South	09	
		Shahdara	10	New District 1 carved out from District- North East(03) & District-East(04)
		South East	11	New District 2 carved out from District-South(09)

**C. Assigning Short Codes to Sub-Districts (Tahsil/ Taluk/ Police Station/ Circle/ Development Block/ Mandal etc.)**

- i) The sub-Districts in different States/UTs are known by different names such as Tahsil, Taluk, Police Station, Mandal etc. Newly created Sub-districts shall be added at the end of last existing Sub-Districts of that District generally in order of their geographical location starting from the North-West corner of the District and proceeding in serpentine manner till the South-East point of the District. The three-digit code for new Sub-Districts would be given after the last code used for the District. If there is no change in the number of Sub-Districts in a District, short code of Sub-Districts in Census 2021 will be exactly same as in 2011 for that District.
- ii) For Example, there were 9 Sub-Districts in all 4 Districts of Sikkim as per Census 2011 and 7 new Sub-Districts have been formed after 2011. The method of assigning Sub-District codes for Census 2021 is shown below:

Sub-District Codes (Census 2011) Short Codes	Sub-District Codes (Census 2021) Short Codes	Remarks
<u>SIKKIM</u>	<u>SIKKIM</u>	
<b>01 North District</b> 001 Tshungthang 002 Mangan	<b>01 North District</b> 001 Tshungthang 002 Mangan <b>003 Kabi</b> <b>004 Dzongu</b>	New Sub-District 1 in dt.01 New Sub-District 2 in dt.01
<b>02 West District</b> 001 Gyalshing 002 Soreng	<b>02 West District</b> 001 Gyalshing 002 Soreng <b>003 Dentam</b> <b>004 Yuksom</b>	New Sub-District 1 in dt.02 New Sub-District 2 in dt.02
<b>03 South District</b> 001 Namchi 002 Ravong	<b>03 South District</b> 001 Namchi 002 Ravong <b>003 Yangang</b> <b>004 Jorethang</b>	New Sub-District 1 in dt.03 New Sub-District 2 in dt.03
<b>04 East District</b> 001 Gangtok 002 Pakyong 003 Rongli	<b>04 East District</b> 001 Gangtok 002 Pakyong 003 Rongli <b>004 Rangpo</b>	New Sub-District 1 in dt.04

#### D. Assigning Short Codes to Statutory Towns

- i) Local Bodies notified as Towns by the State Governments under the Nagar Palika Act or any other statute like the Cantonments Act, Cantonment Board Act etc. are called Statutory Towns. Municipal Corporations, Municipalities, Townships, Cantonment Boards, Notified Area Councils etc. are examples of Statutory Towns. If there is no new Town created in a State in Census 2021, the Location codes for the Statutory Towns will remain same as in 2011.
- ii) For the purpose of assigning location codes for Census 2021 to the newly created Statutory Towns, it will be added at the end of the last existing Statutory Town of the State. After that the newly created Statutory Towns will be arranged as per their geographical location starting from the North-West point of the first District of the State, continue in a serpentine manner

and end at the South East point of the last District of the State. Then they should be assigned an incremental code within a range of 7001-7999 after the last existing Statutory Town code.

**E. Assigning Short Code to Census Towns**

- i) Census Towns are areas that are not defined as Towns by State Governments but have urban characteristics (a minimum population of 5,000, at least 75% of the male main working population in the town engaged in non-agricultural activities and a population density of at least 400 persons per square kilometer). If there is no new Census Town created in a State in Census 2021, the Location codes for the Census Towns will remain same as in 2011.
- ii) For the purpose of assigning location codes for Census 2021 to the newly created Census Towns, these would be added at the end of the last existing Census Towns of the State. After that the newly created Census Towns will be arranged as per their geographical location starting from the North-West point of the first District of the State, continue in a serpentine manner and end at the South East point of the last District of the State. Then they should be assigned an incremental code within a range of 8001-8999 after the last existing Census Town code.
- iii) It is to be noted that all the Census Towns of Census 2011, which have been declassified as a Census Town would have to be treated as a Village in Census 2021 and will have to be allotted its Village Location Code. The procedure for assigning a new Village Location Code is discussed later in this circular.

**F. Assigning Ward Location Codes**

- i) The Statutory Towns and Cantonment Boards are further divided into Wards. These wards are assigned distinct numbers in continuous series for the entire Town by competent authority and are notified. The Ward Location Code number will be a four-digit code for each notified ward unique within the Town. The four digits would denote the serial number of the ward as notified within the Town by the competent authority. Thus, the code number for first ward within a Town would begin at '0001', '0002' ....so on, i.e. afresh. Entire Census Town will be considered as having only one Ward and would carry Ward code '0001'.
- ii) Last Ward Code in a Town shall be given to the OG. An **Out Growth** (OG) is an urban settlement contiguous to another urban area like Statutory Town. Though it possesses all the urban characteristics, it is not qualified as an independent town. If there is more than one OG then they should be assigned incremental code within a range 0001 to 9999.
- iii) If possible Ward Name shall also be provided against the Ward Code to identify the OGs, etc.

**G. Assigning Location Code to Villages**

- i) For the purpose of Census, a Village denotes a revenue Village and, not a Village Panchayat or a Hamlet of a Village. Every Revenue Village has already been allotted 4-digit Short Code depending upon their geographical location and contiguity in Census 2011 unique within sub-district. If there is no change in the number of villages of a Sub-District in 2021 then the same Village Code shall be retained for Census 2021 also. Otherwise fresh short codes (0001 to 5999) depending upon their geographical location and contiguity within the Sub-District shall be given to the Villages as given in Census 2011.

- ii) **Jhoom Villages:** In the North Eastern States of the country, Jhoom cultivation may still be practiced. Village settlement shifts from one place to other due to this practice. It has been observed that some time the names of such Villages also change at the new settlement site. As cadastral surveys have not been completed in such States, the revenue boundaries of Villages are not fixed. Such shifting settlements which are not of permanent nature should be treated as new Villages and assign Village Location Code numbers accordingly.
- iii) **Forest Villages:** There are number of settlements in forest areas. Some of these settlements are of a permanent nature and are entered in the revenue records, whereas some settlements are purely temporary and under the control of Forest Department. At the time of Census, list of such settlements/Villages are obtained from the Forest Department and separate Village Location Code numbers are allotted to them. In order to distinguish the Forest Villages from the Revenue Villages, in Census 2021, 4-digit short code ranging 6001-6999 will be allotted to all the Forest Villages as done in Census 2011 within sub-district. If there is no change in the number of Forest Villages of a Sub-District in 2021 then the same Village Code shall be retained for Census 2021 also. Otherwise, fresh short codes (6001 to 6999) depending upon their geographical location and contiguity within the Sub-District shall be given to the Forest Villages as given in Census 2011.

7. In 2021 to distinguish each type of Administrative unit clearly, short codes in the following ranges will be used.

Normal Villages	0001-5999
Forest Villages	6001-6999
Statutory Towns	7001-7999
Census Towns	8001-8999

8. The provision for New/Merger or Split or change in name cases shall be as follows for Districts/Sub-Districts/Town/Villages:

**New Cases:** In case of creation of a new District/Sub-District/Town/Village the new geographical entity shall be added at the end of that entity with an incremental code for that geographical entity.

**Merger Cases:** In case of merger the short code of that geographical entity will be given in which the entity has been merged provided geographical unit carried the same name as of Parent unit. In case a new name has been assigned to the merged entity, the short code of the entity which contributes for major portion of the area will be assigned.

**Split Cases:** In case a geographical entity is split into two or more parts, the parent short code will be given to that geographical entity which has the same name as the parent entity or has the major portion of area and new geographical entity will be given an incremental code at the end of the corresponding geographical entity.

**Name Change:** If only name of the geographical entity has changed then the same old short code to be retained.

#### 9. Assigning Houselisting Block Number

- i) Each Villages and Town will comprise of one or more Houselisting Blocks (HLBs). All such HLBs within a charge- whether rural or urban-will bear a continuous serial number. It is important to

remember that HLBs will be numbered continuously within each charge, like 0001,0002,....9999,.etc. If a City or a Town contains more than one Charge, the HLBs would have to be formed charge wise and numbered continuously within each Charge.

- ii) It is likely that smaller Villages will be constituted into single HLB while large Villages will have to be divided into two or more HLBs. All Villages in a charge would have to be arranged in ascending order of the Location Code and HLBs numbered continuously beginning from the first Village in that Sub-District. However, HLBs of a new Village, which has been given last code, is to be given location codes in continuation of HLB codes of the geographically adjoining Village.

10. It is important to note that the jurisdiction of every administrative unit right from first unit i.e. State/ Union Territory up to the last level i.e. Houselisting Block is clearly indicated and identified by every Census Officer having jurisdiction over the area. It is pertinent to note that when particular Revenue Village is referred to, it denotes not merely the residential (or Basti) area, but the entire revenue limit of the Village as demarcated in the land records. Similarly, in the case of City/ Town, the jurisdiction will be as notified by the State Government/ Union Territory Administration. If specific area have been excluded from the jurisdiction of a City/ Town or when only part(s) of a Village have been included within the limits of a City/ Town, such excluded areas or the remaining parts of such Villages will have to be included in the adjoining Rural Charge of which they form part of, even if such excluded areas of the Village are uninhabited. Accordingly, such areas will be allotted appropriate Village Location Code numbers in concerned Rural Charge.

11. The receipt of this circular may be acknowledged. The updated code list for all the areas may be prepared by DCO and sent to DP Division & Census Cell for checking by 20<sup>th</sup> January, 2020. All DCO's are also requested to maintain a concordance of District/Sub-District/ Town/Village short code of 2011 & 2021 Census with suitable remarks.

  
(Vivek Joshi)

Registrar General and Census Commissioner, India

To,

All Directorates of Census Operations.

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