



Census of India 2011

Instruction Manual for Updating of Abridged Houselist and Filling up of the Household Schedule



Office of the Registrar General & Census Commissioner, India

Ministry of Home Affairs, Government of India

New Delhi

Census website : <http://www.censusindia.gov.in>

From the desk of the Census Commissioner

On my personal behalf and on behalf of the Office of the Registrar General & Census Commissioner, India, I extend a warm welcome to all of you who have been selected to be a part of the great national exercise of Census 2011.

2. Each one of you can take satisfaction that you are part of the largest administrative exercise in the world. It is the sincerity and hard work of each one of you that has contributed to the success of the Census exercise which has been continuously conducted in the country since 1872.

3. The work that you are about to begin will greatly contribute to the future of our country by providing basic inputs which go into the planning exercise. In that sense you are a part of the nation building activities.

4. I appeal to all of you to take up the work entrusted to you in right earnest and ensure that Census 2011 is a complete success. I once again wish you all well in this great national endeavour.



Dr. C. Chandramouli, IAS
Registrar General and Census Commissioner, India

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- 1.1 The Census Organization welcomes you. You are privileged that you have been chosen as an Enumerator for the Census of India 2011. This is a task of great national importance and we have no doubt that you will fulfill your obligations with the utmost sincerity and devotion.

Historical Background

- 1.2 The Indian Census has a rich tradition and enjoys the reputation of being one of the best in the world. The first Census in India was conducted in the year 1872. This was conducted at different points of time in different parts of the country. In 1881 a Census was taken for the entire country simultaneously. Since then, Census has been conducted every ten years, without a break. Thus, the Census of India 2011 will be the fifteenth in this unbroken series since 1872 and the seventh after independence. It is through the missionary zeal and dedication of Enumerators like you that the great historical tradition of conducting the Census uninterruptedly has been maintained in spite of several adversities like wars, epidemics, natural calamities, political unrest, etc. Participation in the Census by the people of India is indeed a true reflection of the national spirit of unity in diversity.

Objective of conducting a Census

- 1.3 India is a welfare State. Since independence, Five Year Plans, Annual Plans and various welfare schemes have been launched for the benefit of the common man. All these require information at the grass root level. This information is provided by the Census.
- 1.4 Have you ever wondered how the number of seats in Parliamentary/Assembly Constituencies, Panchayats and other local bodies are determined? Similarly, how the boundaries of such constituencies are demarcated? Well the answer to that is also the Census. These are just a few examples. Census provides information on a large number of areas. Thus, you are not merely collecting information; you are actually a part of a massive nation building activity.

Census of India 2011

- 1.5 Population Census provides valuable information about the land and its people at a given point of time. It provides trends in the population and its various characteristics which are an essential input for planning. Census data is frequently required to develop sound policies and programmes aimed at fostering the welfare of the country and its people. This data source has become indispensable for effective and efficient public administration besides serving the needs of scholars, businessmen, industrialists, planners and electoral authorities, etc. Therefore, census has become a regular feature in progressive countries, whatever be their size and political set up. It is conducted at regular intervals for fulfilling well-defined objectives.
- 1.6 The Census of India 2011 is being conducted in two phases, namely i) Houselisting and Housing Census and ii) Population Enumeration. During the first phase of Census i.e., Houselisting and Housing Census the buildings, census houses and households were identified

and systematically listed in the Houselisting and Housing Census Schedule during the period April to September, 2010 in different States / Union Territories. Apart from listing of houses, some useful data on the amenities available to the households were also collected for assessing condition of human settlements, housing deficits etc.

- 1.7 The field work of the second phase i.e., Population Enumeration will be carried out during February-March, 2011. One of the essential features of Population Enumeration in the second phase is that each person is enumerated and her/his individual particulars are collected at a well-defined point of time.

Reference date and enumeration period

- 1.8 The census moment and the reference date for the Census of India 2011 will be **00:00 hours of 1st March, 2011**. The enumeration period has been fixed from **9th February to 28th February, 2011**. Thus, you will actually commence your work of enumeration on 9th February, 2011 and complete the work by 28th February, 2011. During this period you have to cover your entire jurisdiction and enumerate all households and every person living in these households as is explained later in this manual. On the night of **28th February, 2011** you will be required to enumerate the Houseless population. Thereafter, in order to update the population with reference to the census moment that is **00:00 hours of 1st March, 2011**, you have to quickly go round your enumeration block(s) for a re-visit from **1st to 5th March, 2011**. During the re-visit you should enumerate any new visitor(s)/household(s) in your enumeration block(s) not already enumerated elsewhere and also take into account birth(s) that may have taken place in any of the households after your previous visit but before 00:00 hours of 1st March, 2011. You will also have to cancel the entries in the Household Schedule(s) of person(s) who may have unfortunately died since your last visit to a household but prior to 00:00 hours of 1st March, 2011. For new births or deaths or visitors (not enumerated elsewhere) update the appropriate Household Schedule(s) or fill in fresh Household Schedule(s) if a new household has moved into your area and not enumerated elsewhere. **Births, deaths and arrivals of visitors that take place after 00:00 hours of 1st March, 2011 will not be taken note of by you.**

Excerpts from the Notification

“the Central Government hereby declares that the census of the population shall be taken in the entire country from 9th February, 2011 to 28th February, 2011, with a revisional round from 1st March, 2011 to 5th March, 2011 and reference date as 00.00 hours of the first day of March, 2011, except in the snow bound non-synchronous areas in States of Jammu & Kashmir, Himachal Pradesh and Uttarakhand, where the census of population shall be from 11th September, 2010 to 30th September, 2010 with a revisional round from 1st October, 2010 to 5th October, 2010. The reference date for the census in snow bound non-synchronous areas of these states shall be 00.00 hours of the first day of October, 2010.”

ROLES AND RESPONSIBILITIES OF AN ENUMERATOR AT POPULATION ENUMERATION



- 2.1 The manner in which the Household Schedule is to be filled-in as also the concepts and their explanations are described in detail in this Manual. It is absolutely essential for you to become thoroughly familiar with these instructions. The success of the Population Enumeration is dependent on a thorough understanding of the concepts, definitions and instructions and their faithful application at the time of actual filling of the Household Schedule. In case of any doubt, do not hesitate to seek clarification during the training classes and later, from your Supervisor or Charge Officer.
- 2.2 As an enumerator, you are performing a duty which is of great national importance. **You are privileged to be an enumerator. At the same time, your responsibilities are great. You have to fulfil them with a sense of pride and devotion to duty.** Before undertaking the work of Population Enumeration, you are expected to establish proper rapport with the people of your area by contacting elderly and prominent persons and explaining to them the purpose of your visit. **You have been issued an Appointment Letter and an Identity Card.** You should always display your identity card whenever you go for enumeration work. When you visit any household, never rush through the questionnaire. **Always approach the respondent with a smile and proper salutation. Explain briefly the objective of your visit and then proceed with your brief introduction.** Your friendly appearance, courtesy and a few well-chosen words can put the respondent at ease and in a right state of mind to answer all your questions willingly and correctly. This will also make your job easier, interesting and useful.

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2.3 **Work load :**

The Enumeration Block assigned to you will have a maximum of 800 population. Normally, Enumeration Block will have around 120 to 150 households. For carrying out of field operations, a period of 20 days is given i.e., from 9th February, 2011 to 28th February, 2011 (both days inclusive). In addition, a period of 5 days is given for carrying out of Revisional Round i.e., from 1st March, 2011 to 5th March, 2011. Keeping In view the work load you are advised to attend to census work regularly so as to complete the work within the notified time period. Further, it is important to note that the work allotted (Enumeration Block/s) is based on the area not the population or the households. In view of this, you are required to cover all the buildings, census houses, households and the persons living in them without omission or duplication. The definition of Enumeration Block is given in Chapter 4. In certain exceptional cases, two or more small EBs may also be allotted to one enumerator.

- 2.4 In order to ensure complete coverage of all the buildings and houses, households and persons during Population Enumeration, it would be necessary to locate and identify each and every house and structure in your Enumeration Block along with all such places where houseless population may live. Therefore, it would be essential for you to go round the block or village or area assigned and become familiar with it and its main features. The main duties of an Enumerator before, during and after conduct of the Population Enumeration are detailed below :

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2.5 Duties before Population Enumeration :

- (i) Attend the training classes, study the Household Schedule and manual carefully and understand them thoroughly. If any part of instruction is not clear, ask your trainer for clarification.
- (ii) Obtain all the material needed for Population Enumeration which also includes the List of Scheduled Castes/Scheduled Tribes pertaining to your State before you leave the training centre at the end of the last training session.

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2.6 Duties during Population Enumeration :

- (i) Go round the Enumeration Block and identify its boundaries and other land marks with the help of the particulars contained in the Abridged Houselist (AHL) of your Enumeration Block.
- (ii) Prepare the layout map of your Enumeration block.
- (iii) Visit each and every house without exception and fill up the Household Schedule.
- (iv) Simultaneously update Section 2 of the Abridged Houselist, record buildings/census houses/households not covered in Section 2 but found by you during the present phase i.e., Population Enumeration in Section 3 of the AHL, fill up Section 4 by identifying the places where houseless population was found staying during Population Enumeration.
- (v) Enumerate the houseless population on the night of 28th February, 2011.

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2.7 Duties after Population Enumeration :

- (i) Undertake revisional round and update the records and strike 'Page Totals' on day-to-day basis during the revisional round.
- (ii) Look through the filled in Household Schedules, Abridged Houselist (sections 2, 3, and 4) and ensure that all the questions/information are completed correctly.
- (iii) Ensure that the entire area assigned to you is covered by visiting all the buildings, Census houses and the households falling within your Enumeration Block.
- (iv) Strike the 'Page Totals'.
- (v) Fill up the Working Sheet for preparing Enumerator's Abstract (three separate sets; one each for normal, institutional and houseless households).
- (vi) Prepare Enumerator's Abstract **(in duplicate)**.
- (vii) Fill up Section 5 (Population of Enumeration Block, Number of Occupied Residential houses and Total number of households to be filled after completion of Revisional Round and Section b (Charge Officer's copy of **Certificate of complete coverage and inventory of used/unused material of the Abridged Houselist.**)
- (viii) Arrange in order and handover all the documents filled in as well as blank documents along with the Supervisor's and Enumerator's copies of the **Certificate of complete coverage and inventory of used/unused material to your supervisor.**

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Honorarium/Awards

2.8 Though it is a legal obligation, the work done by the enumerator is duly rewarded and recognized :

- (i) All the enumerators who are engaged in this great national task will be paid a suitable honorarium as decided by the Government of India.
- (ii) The meritorious work done by the enumerators will be given due recognition.

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LEGAL PROVISIONS AND RIGHTS OF ENUMERATORS AND SUPERVISORS



A. The Census Act, 1948 :

- 3.1 As an Enumerator or Supervisor, the duties you are asked to perform, are very important and challenging. The first thing that you will notice from your Appointment Letter is that you have been appointed under the Census Act 1948. This means that the role you are about to perform has the sanction of Law. The law while providing certain protection to you in discharge of your legitimate duties also provides for penalties in case these duties are not performed in a proper manner. We have no doubt that all of you will complete the Census work thoroughly and satisfactorily with pride and devotion within the allotted time schedule. Let us now look at some of the important legal provisions that govern the conduct of Census.

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Rights of an Enumerator/Supervisor under the provisions of the Census Act, 1948

- 3.2 The following are the rights of an Enumerator/Supervisor conferred by the Census Act to facilitate Census operations :
- (i) To enter the house, enclosure, vessel or any other place occupied by the household for the purpose of carrying out the Census, having regard to local customs. [Section 9]
 - (ii) To paint or affix numbers on the building/Census house as may be necessary for the purpose of Census. [Section 9]
 - (iii) To ask all such questions as printed in the Household Schedule. [Section 8 (1)]
 - (iv) To obtain the answers from the respondents, to all such questions printed in the schedule and asked by him. [Section 8 (2)]

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Penalties under the Act if the Enumerator/Supervisor fails to perform the duties

- 3.3 The appointment of a person as an enumerator/Supervisor under the Census Act, 1948 automatically casts upon such person a duty to conduct the assigned Census operations with due diligence. Failure to discharge the entrusted duties as per the guidelines results in imposing of penalties.
- (i) The following offences are punishable with fine which may extend to one thousand rupees and with imprisonment which may extend to three years :
 - (a) refusing to perform any duty imposed upon a person under the Census Act, 1948 or Census Rules, 1990 or obstructing another person in performing such duty. [Section 11 (1)(a)]
 - (b) putting offensive or improper questions or knowingly making false return. [Section 11 (1)(b)]
 - (c) disclosing any information which she/he has received by means of, or for the purposes of, a Census return without the previous sanction of the Government. [Section 11 (1)(b)]

- (ii) The following offences are punishable with fine which may extend to one thousand rupees :
 - (a) neglecting to use reasonable diligence in performing any duty imposed upon a person under the Census Act, or Census Rules. [Section 11 (1)(aa)]
 - (b) abetting any offence under sub-section(1) of Section 11 of the Census Act, 1948. [Section 11 (2)]

3.4 The relevant extracts of the Census Act, 1948 are given at the end of this chapter for your ready reference :

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B. The Right of Children to Free and Compulsory Primary Education Act, 2009

3.5 Section 27 of The Right of Children to Free and Compulsory Primary Education Act, 2009 reads as follows : “No teacher shall be deployed for any non-educational purpose **other than the decennial population Census, disaster relief duties or duties relating to elections to the local authority or the State Legislatures or Parliament, as the case may be.**” This Act overrides all the existing judgments, whatsoever, on the subject matter of appointment of teachers for performing Census related duties. In view of the above it is clear that the services of teachers can be used for works of national importance like Census.

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Certain Provisions of the Census Act, 1948 (Act No. 37 of 1948) as amended

Asking of questions and obligation to answer

- 8 (1) A Census officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the Central Government and published in the Official Gazette, he may be directed to ask.
- (2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief :
 Provided that no person shall be bound to state the name of any female member of his household, and no woman shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbidden by custom to mention.

Occupier to permit access and affixing of numbers

- 9 Every person occupying any house, enclosure, vessel or other place shall allow Census-officers such access thereto as they may require for the purposes of the Census and as, having regard to the customs of the country, may be reasonable, and shall allow them to paint on, or affix to, the place such letters, marks or numbers as may be necessary for the purpose of the Census.

Penalties

- 11 (1)(a) any Census-officer or any person lawfully required to give assistance towards the taking of Census who refuses to perform any duty imposed upon him by this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty, or
- (aa) any Census-officer or any person lawfully required to give assistance towards the taking of a Census who neglects to use reasonable diligence in performing any

duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty or obeying any such order, or;

- (b) any Census-officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the State Government, discloses any information which he has received by means of, or for the purposes of, a Census return, or.....
 - (d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a Census-officer which he is legally bound by section 8 to answer, or
 - (e) any person occupying any house, enclosure, vessel or other place who refuses to allow a Census-officer such reasonable access thereto as he is required by section 9 to allow, or
 - (f) any person who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed for the purposes of the Census, or ... shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (a), (b) ... shall also be punishable with imprisonment which may extend to three years.
- (2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

Records of Census not open to inspection not admissible in evidence

- 15 No person shall have a right to inspect any book, register or record made by a Census-officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872, no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

Protection of service interests of members of Census staff

- 15A No member of the Census staff shall suffer any disability in service by reason of his being on Census duty and the period spent by him on such Census duty shall be deemed to be the duty under his lending employer and any duty performed under this Act shall not in any manner affect the right of promotion or other advancement in his original service

Protection of action taken in good faith

- 15B No suit, prosecution or other legal proceeding shall lie against the Census Commissioner or any Director of Census Operations or any Census-officer or any member of the Census staff for anything which is in good faith done or intended to be done under this Act or the rules made thereunder.

4

CONCEPTS AND DEFINITIONS, NUMBERING OF BUILDINGS AND CENSUS HOUSES AND PREPARATION OF LAYOUT MAP

- 4.1 You may please recall that as a prelude to Population Enumeration, the Houselisting and Housing Census has been conducted. On the basis of these Houselists, enumeration blocks have been carved out and these have been allotted to you for Population Enumeration. **You have also been provided with an Abridged Houselist which furnishes the identification particulars of your Enumeration Block and the details of buildings, Census houses, the purposes for which census house is used, household number, name of the head of the household. You are required to up date the Abridged Houselist during Population Enumeration.**

You are also required to update the house numbering and prepare a fresh Layout Map during Population Enumeration. This chapter is intended to familiarize you with the basic concepts like 'Enumeration Block', 'Premises', 'Building', 'Census House', 'Household', 'Normal Household', 'Institutional Household', 'Layout Map' etc.

Proper understanding of these concepts and definitions would enable you to complete the work allotted to you without omission or duplication. Further, it is quite likely that you have participated in the Houselisting and Housing Census and are already familiar with the concepts and definitions and system of identification of Buildings and Census Houses, Numbering of Buildings and Census Houses, Preparation of the Layout Map. But in order to refresh your memory, these terms and methods are explained in the following paragraphs. **If you have not been associated with the Houselisting and Housing Census, please read these instruction carefully more than once which will enable you to successfully complete your work.**

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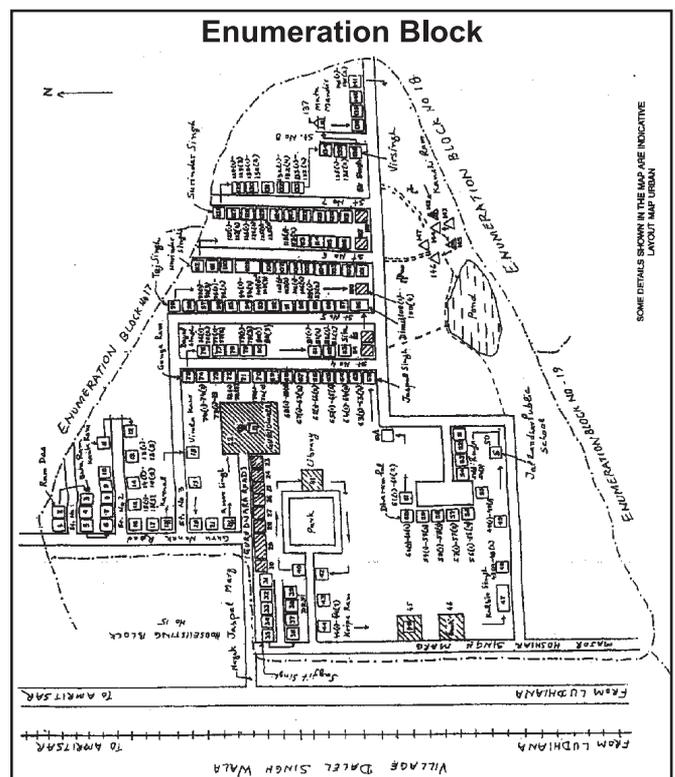
A. CONCEPTS AND DEFINITIONS :

Enumeration Block (EB)

- 4.2 'Enumeration Block' means a specific area allotted to a specific Enumerator for the purpose of carrying out of Census Operations relating to Population Enumeration. The number of the Enumeration Block allotted to you and the other Location Particulars of the EB are clearly mentioned in the Abridged Houselist supplied to you along with the Census material as well as in your Appointment Letter. In case of any doubt, please contact your Supervisor or Charge Officer (Tahsildar, Municipal Commissioner etc.).

IMPORTANT NOTE

- 4.3 **As an Enumerator, your first duty in the field is to identify the Enumeration Block allotted to you. While doing so, you should not omit any structure/building**



falling within the area allotted to you. If in a village/Enumeration Block or part of a Block, the pattern of housing is such that the buildings are scattered or located in clusters like Tribal thandas, Harijanwadas, or hamlets predominantly occupied by Scheduled Caste/ Scheduled Tribe population or located in isolated parts like fields, boundaries of the village/ Enumeration Block, along the side of a railway track or a canal/river/nala and if such areas are falling in the block allotted to you, the same should be included in your Layout Map. If you have any difficulty in identifying your Enumeration Block, please feel free to contact your Supervisor or the Charge Officer.

You may also find some households living in the buildings built in fields away from the main habitation but within the boundary of the village/Enumeration Block. You are required to cover such isolated buildings/households also. However, some of such households may have another residence in the main habitation. In such cases you have to enumerate the households at only one place.

Houselisting Block

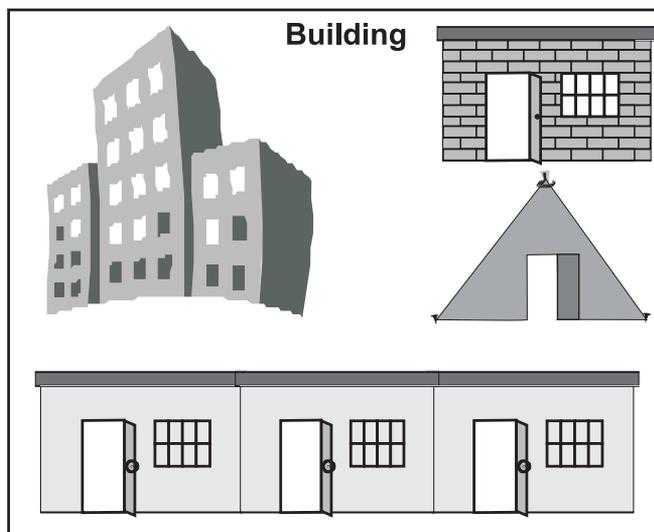
4.4 'Houselisting Block' means a specific area allotted to a specific Enumerator for the purpose of carrying out of Census Operations relating to House Numbering and Houselisting.

Premises

4.5 Premises means building along with the land and/or common places in case of apartments/flats/ multi-storey buildings attached to it. A building may not always have a compound wall or fencing. In such cases, the land or the common place as the case may be, that is available to the household may be treated as 'Premises'.

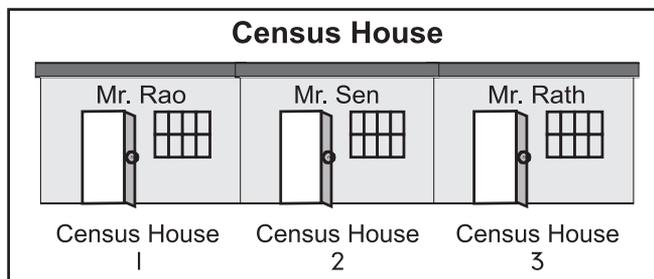
Building

4.6 A 'building' is generally a single structure on the ground. Usually a structure will have four walls and a roof. Sometimes it is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such as shops, business houses, offices, factories, workshops, work sheds, schools, places of entertainment, places of worship, godowns, stores, etc. It is also possible that buildings which have component units may be used for a combination of purposes such as residence-cum-shop, residence-cum-workshop, residence-cum-office, residence-cum-doctor's clinic etc.



Census House

4.7 A 'Census House' is a building or part of a building used or recognized as a separate unit because of having a separate main entrance from the road or common courtyard or staircase etc. It may be occupied or vacant. It may be used for a residential or non-residential purpose or both.



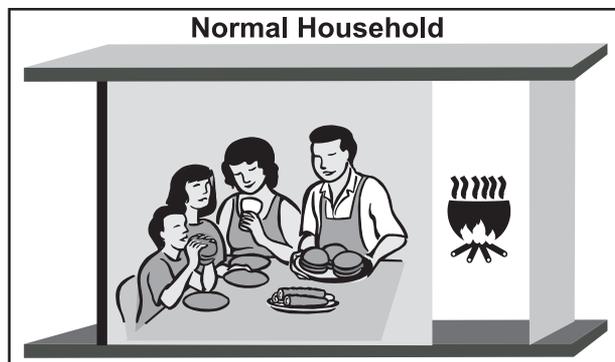
- 4.8 If a building has a number of Flats or Blocks/Wings, which are independent of one another having separate entrances of their own from the road or a common staircase or a common courtyard leading to a main gate, these will be considered as separate Census houses.

Household

- 4.9 A 'household' is usually a group of persons who normally live together and take their meals from a common kitchen/common cooking unless the exigencies of work prevent any of them from doing so. The persons in a household may be related or unrelated or a mix of both. However, if a group of unrelated persons live in a Census house but do not take their meals from the common kitchen/common cooking, then they will not collectively constitute a household. Each such person should be treated as a separate household. The important link in finding out whether it is a household or not is a common kitchen/common cooking. There may be one member households, two member households or multi-member households. You may come across three types of households namely, i) Normal households, ii) Institutional households and iii) Houseless households. **In Population Enumeration, you are required to cover all the three types of Households.**
- 4.10 In a few situations, it may be difficult to apply the definition of household strictly as given above. For example, a person living alone in a Census house, whether cooking meals or not, will have to be treated as a household. Similarly, if husband and wife or a group of related persons are normally living together in a Census house but are getting cooked meals from outside due to some reason, will also constitute a normal household.

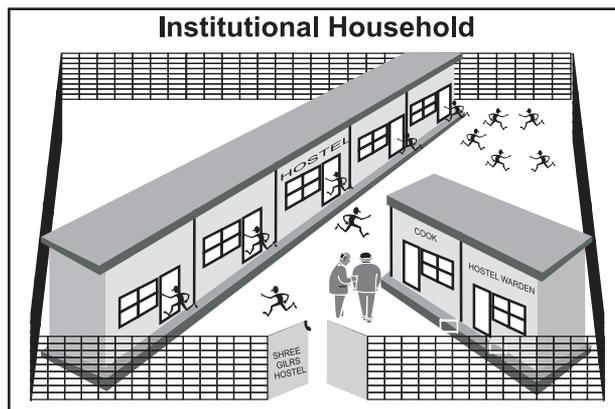
Normal Household

- 4.11 A 'Normal household' is usually a group of persons who normally live together and take their meals from a common kitchen unless the exigencies of work prevent any of them from doing so. The persons in a normal household may be related or unrelated or a mix of both whereas in an institutional household the persons are unrelated. Another difference between the normal and institutional household is in case of institutional households, the persons live in an institution unlike in a normal household.



Institutional Household

- 4.12 A group of unrelated persons who live in an institution and take their meals from a common kitchen is called an 'Institutional Household'. Examples of Institutional Households are boarding houses, messes, hostels, hotels, rescue homes, observation homes, beggars' homes, jails, ashrams, old age homes, children homes, orphanages, etc.



- 4.13 If in a building which is occupied by an Institutional Household, the families of the warden and peon are also living in separate Census houses and cooking for themselves separately, then each family will be treated as a separate household and the houses occupied by them will be treated as separate Census houses. In this situation there will be one building, three Census houses and three households, i.e., one Institutional Household and two Normal Households.

- 4.14 You must have noticed that in certain cities and towns, especially in close proximity to educational/ vocational institutions, universities, IT and other companies, business centers, corporations, etc., a number of housing units providing Paying Guest (PG) accommodation to students, trainees, employees, etc. have sprung up. The service provider of such accommodation receives fixed monthly charges for lodging, meals and other facilities provided to the inmates. If a group of unrelated persons is found living and sharing a common kitchen in such Paying Guest accommodation, it will be considered as an Institutional Household only if such a PG accommodation is registered. If it is not registered, it may be treated as a normal household. If the inmates of the PG accommodation are not sharing meals from a common kitchen, then each such inmate should be treated as a separate normal household.
- 4.15 If a group of unrelated persons, sharing a common kitchen, is found living in a Census house which is not an institution, such a household will not form an institutional Household. The listing of such households will be done like other normal households.

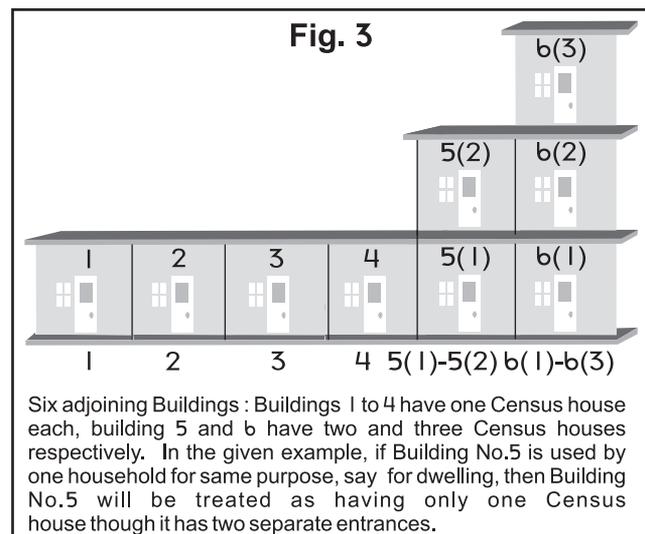
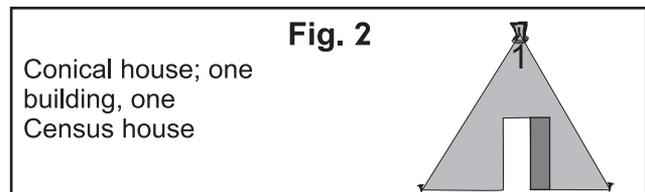
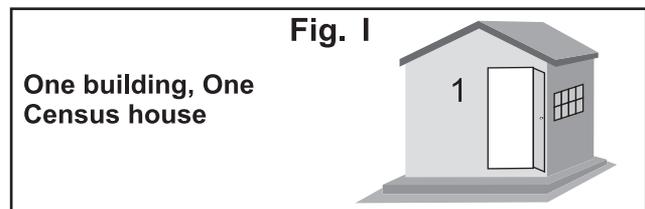
Houseless Household

- 4.16 Households which do not live in buildings or Census houses but live in the open or roadside, pavements, in hume pipes, under fly-overs and staircases, or in the open in places of worship, mandaps, railway platforms, etc., are to be treated as Houseless households. Houseless Households are to be covered on the night of 28th February, 2011.

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B. INSTRUCTIONS FOR IDENTIFICATION OF BUILDINGS AND CENSUS HOUSES IN DIFFERENT SITUATIONS :

- 4.17 A 'building' is generally a single structure on the ground. Usually a structure will have four walls and a roof. A simple example of one building, one Census house is given in Fig. 1
- 4.18 In some areas the very nature of construction of houses is such that apparently there may not be any wall. For example, a conical roof almost touches the ground and an entrance is also provided and there will be no four walls as such. Such structures should also be treated as buildings and Census houses, as the case may be. An example is given in Fig. 2
- 4.19 Sometimes a series of different buildings may be found along a street that are joined with one another by common walls on either side looking like a continuous structure. These different units are practically independent of one another and are likely to have been built at different times and owned and occupied by different persons. In such cases though the whole structure with all the adjoining units apparently appears to be one building, each portion should be treated as a separate building and given a separate number. (Fig. 3)

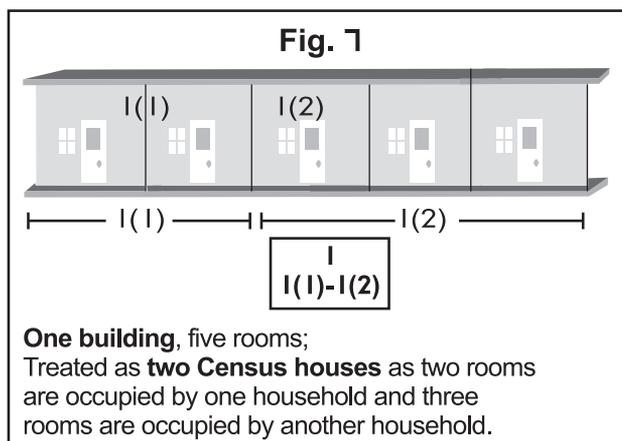
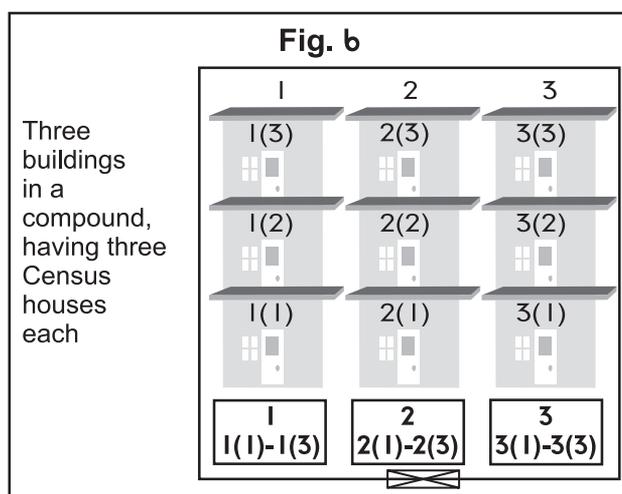
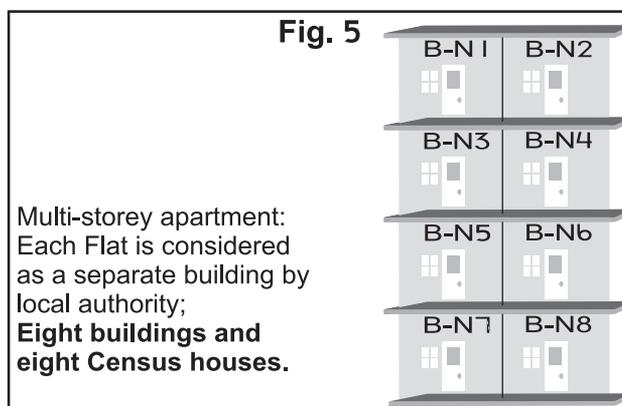
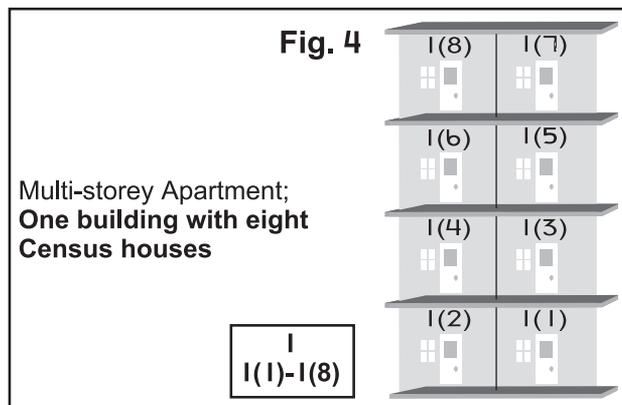


4.20 In large cities one may come across multi-storied apartments. In these cases while the structure looks like one building, each Flat is owned/occupied by different persons. In case of such multi-storied structures, having a number of Flats owned/occupied by different persons, the entire structure should be treated as one building and each flat as a separate Census house. (Fig. 4)

4.21 Sometimes in metropolitan cities the local authorities may have considered the Flats in a multi-storey apartment as separate buildings and numbered them as such. If the house numbering system of the local authorities is adopted as such, you may treat each such Flat as a separate building because this will avoid your having to renumber them. (Fig. 5)

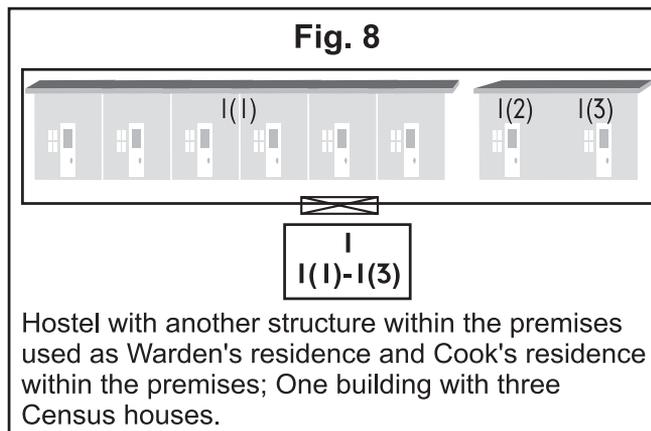
4.22 If within a large enclosed area, there are separate buildings owned by different persons then each such building should be treated as a separate building. You may come across cases where within an enclosed compound there may be separate buildings owned by an undertaking or company or even government, actually in occupation of different persons. For example, I.O.C. colony, where the buildings are owned by the corporation but these are in occupation of their employees. Each such building should be reckoned as a separate building. But if in any one of these buildings there are flats in occupation of different households, each such flat should be treated as a separate Census house. (Fig. b)

4.23 It may be difficult to apply the definition of Census house strictly in certain cases. For example, in an Urban area, a building has five rooms, each room having direct entrance from the common staircase or courtyard. By definition this has to be treated as five Census houses. If all these five rooms are occupied by a single household it is not realistic to treat them as five Census houses. In such a case 'singleness' of use of these rooms should be considered and the entire building should be treated as one Census house. On the other hand, if two independent households occupy these five rooms, the first household living in 2 rooms and

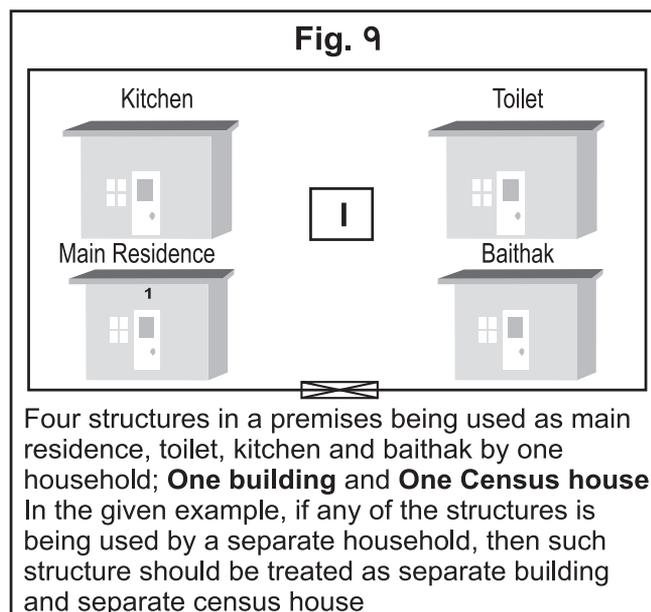


the second household occupying 3 rooms, then considering the use the first two rooms together should be treated as one Census house and the remaining rooms as another Census house. But if each room is occupied by an independent household then each such room should be treated as a separate Census house. (Fig.7)

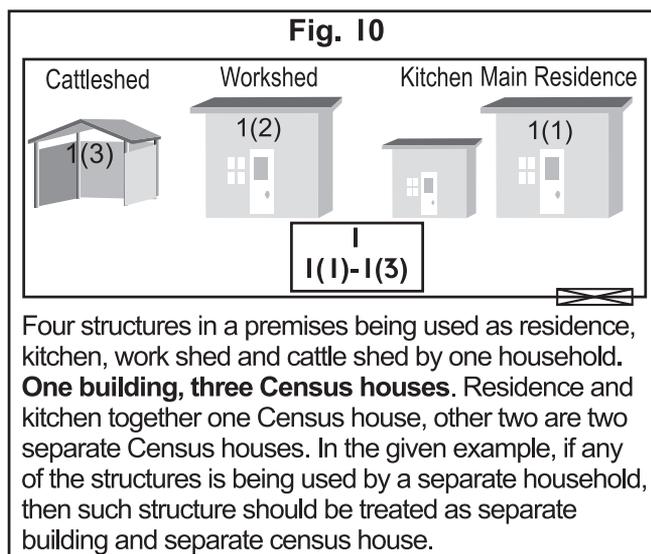
4.24 In case of hostels, hotels, etc., even if the door of each room in which an inmate lives opens to a common verandah, staircase, courtyard or a common room, as it happens almost invariably, the entire hostel/hotel building should be treated as one Census house. But if such hostels/hotels have out-houses or other structures used for different purposes then each such structure located within the premises or attached to the main hostel/hotel should be treated as a separate Census house and will be given sub-numbers of the main building. (Fig.8)



4.25 In some parts of the country, the pattern of habitation is such that a group of huts/structures located in a premises, whether enclosed or not, is occupied by one household. While the main residence may be located in one hut/structure, other huts/structures may be used for sleeping, as a kitchen, bath room, baithak, etc. Though each of the huts/structures is a separate structure, they form a single housing unit and therefore, have to be treated collectively as one building and one Census house. (Fig. 9)

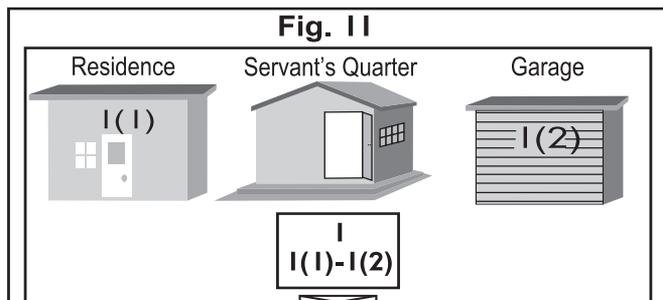


4.26 However, if there are also other huts in the premises used for other purposes and not as part of the household's residence such as, cattle shed, work-shed, etc., these should be treated as separate Census houses. (Fig.10)



4.27 On the other hand in Urban areas you may come across a situation where a group of structures are located in a premises, whether enclosed or not belonging to the same person, e.g., the main house, the servant's quarter, the garage, etc., only one building number should be given for this compound and each of the constituent unit, a separate Census house number provided they satisfy

the definition of Census house. (Figures 11 and 12)



Possibility 1: (as shown in the Fig)

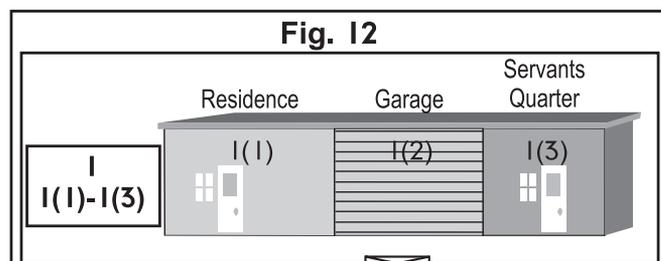
Residence, servant's quarter and garage are in an enclosed premises being used by one household. (Single Housing Unit). One building, **two** Census houses. In this example the servant is a member of the master's household. Hence residence and servants quarter put together are shown as One Census House

Possibility 2: (not shown in the Fig.)

If in the given example any of the structures is being used as a separate household, for same purpose or different purpose, then such structure should be treated as separate Building and separate Census House

Possibility 3: (not shown in the Fig.)

If in the given example the servant is not taking meals from the master's house and is treated as a separate household, residence and servant's quarter will have to be shown as separate buildings and separate census houses



Possibility 1: (as shown in the Fig)

Residence, servant's quarter and garage in one structure are in an enclosed premises. One building, three Census houses. In this example the servant is not taking food from the master's household and hence treated as a separate household. Accordingly separate census house number is given.

Possibility 2: (not shown in the Fig.)

If in the given example the servant is taking meals from master's household and is counted as a member of the master's household, the residence and Servant's quarter put together will constitute a single census house. In that case there will be one building and two census houses

4.28 It is also possible that a household uses another structure, e.g., a baithak, separated from the main residence by some distance or by other structures or by a road. In such cases, it becomes necessary to treat that separate structure used as 'baithak' as a separate building/Census house.

4.29 It is usual to find in municipal towns and cities that every site whether built upon or not is numbered by the municipal authorities on property basis. Such open sites, even if these are enclosed by a compound wall, should not be listed for Census purpose. Only cases where a structure with roof has come up should be treated as a building and numbered accordingly.

C. INSTRUCTIONS FOR NUMBERING OF BUILDINGS AND CENSUS HOUSES :

IMPORTANT : At the time of Houselisting and housing census all buildings and census houses were assigned numbers with longlasting material. You have to check whether the building/census house numbers recorded in the abridged Houselist provided to you are actually existing on the buildings/census houses. You are required to update them wherever necessary. If by any chance the numbers painted on the buildings/census houses are not visible at the time of your visit, you are required to re-number them with the help of abridged Houselist. For updating/re-numbering you are required to follow the following guidelines for numbering of buildings/census houses.

Guidelines for Numbering of Buildings/Census Houses

4.30 For the purpose of Census, House Numbering means ensuring that each and every Building and the Census House located in your Enumeration Block bears a systematically assigned number

and the same is shown on the Layout Map. While allotting numbers to buildings and Census houses in your Enumeration Block, you are likely to come across three situations :

- i) where buildings or Census houses are numbered systematically by the municipal or local authorities;
- ii) where numbers to open sites are given on property basis but there are number of sites where the buildings have not so far been constructed or where building numbers are existing but incomplete and not systematic, and
- iii) no numbering to buildings or Census houses exists.

4.31 In the first case you can adopt the numbering of buildings or Census houses already given by the municipal or local authorities. However, in respect of new buildings which have come up after the buildings were numbered or missed by the local authority, they should be given a sub-number/new number. For Example, if a building is found un-numbered or a new building has come up between buildings numbered 10 and 11, the same should be numbered as 10/1. In case the numbering given by the local authorities ends with No. 120 then a new number '121' in continuation of the numbering given by the local authorities may be given. **In the second and third situations**, you are advised to give Census numbers to buildings and census houses as per procedure described in the subsequent paragraphs. In an Enumeration Block it will have either municipal/local authority numbers or Census house numbers; it cannot be a mix of both.

4.32 (a) Assigning number to buildings :

- (i) If an Enumeration Block consists of a number of streets, the buildings in various streets should be numbered continuously. Streets should be taken in uniform order from North-West to South-East. The best way of numbering buildings is to continue with one consecutive serial on one side of the street and complete numbering on that side before crossing over to the end of the other side of the street and continuing with the same series, stopping finally opposite to where the first number was allotted.
- (ii) If in an Enumeration Block or part of an Enumeration Block, the pattern of housing is such that the buildings are scattered or located in clusters or located in isolated parts like fields, boundaries of the village/Enumeration Block, along the side of a railway track or a canal/river/nala, then to the extent possible, building numbers should be assigned by following the method described at (i) above. However, if it is not possible to follow the procedure laid down at (i) above, it should be ensured that all the buildings are numbered and the direction in which the building numbers are assigned should be indicated by arrow marks on the Layout Map wherever the number jumps.
- (iii) In an Urban Enumeration Block, the numbering will generally run along the axis of street and not in any arbitrary geographical direction.
- (iv) Arabic numerals, i.e., 1, 2, 3... etc., should be used for building numbers.
- (v) A building under construction, the roof of which has been completed should be given a number in the serial.
- (vi) If a new building is found after the house numbering has been completed or in the midst of buildings already numbered, it should be given a new number which may bear a sub-number. For example, if a building is found un-numbered or a new building has come up between building number 10 and 11, the same should be numbered as 10/1.

Note : These should not be numbered as 10(1) or 10(2) etc., as such numbering would apply to Census houses within the same building. On the other hand, 10/1 would mean a separate building that has come up after building number 10.

(b) Assigning number to Census houses :

- 4.33 Each Census house should be numbered. If a building by itself is a single Census house, then the number of the Census house will be the same as the building number. But if different parts or constituent units of a building qualify to be treated as separate Census houses, then each Census house should be given a sub-number within brackets after the building number as 10(1), 10(2), etc., or 11(1), 11(2), 11(3), etc.

Examples of assigning Census house numbers :

Building Numbers as assigned by the Municipality /Local Body etc.	Number of Census houses	Census house Numbers
7/1	2	7/1(1) & 7/1(2)
7(1)	2	7(1)(1) & 7(1)(2)
7(A)	2	7(A)(1) & 7(A)(2)
7/A	2	7/A(1) & 7/A(2)

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D. INSTRUCTIONS FOR PREPARATION OF LAYOUT MAP :

Preparation of Layout Map in the field and actual house numbering

- 4.34 Before going to field for identifying your Enumeration Block, you should ensure that full Location Particulars like Name of the State/UT, Name of the District, Name of the Tahsil/Taluk/P.S/ Development Block/Circle/Mandal etc., Name of the Town /Village, Number of the Ward, Enumeration Block Number are with you. Normally, these particulars would be available in the order appointing you as the Enumerator issued by the Charge Officer (usually Municipal Commissioner in Urban areas and Tahsildar in Rural areas). For ensuring complete coverage of all Buildings, Census Houses and Households living in them, it is essential for you to ensure that the boundary of the area allotted to you is quite clear. This is possible by preparing a Layout Map of your Enumeration Block . Please remember that If you have been assigned more than one Enumeration Block, the Layout Map for each Enumeration Block would be prepared separately. Similarly, the other records of each Enumeration Block will also be prepared separately.
- 4.35 The layout map is a free hand drawing, not drawn to scale containing building and house numbers. The layout map should depict not only the buildings occupied by households but all areas whether covered by buildings, fields, empty spaces etc. The objective of preparing layout map is to ensure complete coverage of the area assigned to you. In this map you have to show clearly the boundaries of the Enumeration Block and important features and landmarks such as roads, railway lines, hills, rivers, ponds, places of worship, important buildings such as school, dispensary, post office, panchayat ghar, etc. You also have to draw the different streets and lanes and mark structures in the Enumeration Block. By doing so you will become thoroughly familiar with the area of the Enumeration Block assigned to you. The symbols by which the important land marks in your Block are to be shown are indicated in the legend of the sheet provided to you for preparing the layout map.
- 4.36 The layout map will have to be prepared for each Rural and Urban Enumeration Block.
- 4.37 It is important that the dividing lines between one Enumeration Block and another are clearly demarcated. Such dividing lines should follow some natural boundaries wherever possible and you should also indicate the survey numbers that fall on either side of the dividing line or the name(s) of the owner(s) of the land(s) or the name of the property etc., to indicate the Block's boundary line.
- 4.38 In case of bigger villages having more than one Enumeration Block, the concerned Supervisory Officer will ensure that boundaries of each Enumeration Block are clearly demarcated. It is important

that layout map should clearly indicate the boundaries of the Enumeration Block in such villages by way of permanent features such as road, river, canal, railway line, locality, street, etc., and of the number or name of neighbouring Enumeration Blocks or villages as the case may be. The very purpose is to ensure that no part or cluster of houses in such a village is left out from the Enumeration. At the same time no part or cluster of houses should be accounted for simultaneously in two Enumeration Blocks.

- 4.39 In forest villages there may be clusters of habitation in different parts of the forest. The name of the habitation cluster, if any, should be written. It would be also necessary to mark any nearby permanent feature such as a stream, hill, road, etc., to identify the cluster as it is likely that some of the tribal habitations may change their locations now and then. This is to ensure that all habitations in the forest areas are covered in the Enumeration.
- 4.40 In the case of estates, plantations etc., it would be advisable to contact and find out from the estate or plantation authorities about the boundaries of the village or area allotted to you. You should then visit the area and draw the layout map.
- 4.41 The preparation of the layout maps in Urban areas should essentially follow the same procedure as in the Rural areas except that in most Urban units the draughtsman of the Municipal Administration might have already prepared town maps perhaps even to scale, and these may come in extremely handy. It has been found from experience that the boundaries of towns are sometimes loosely defined and not properly demarcated giving rise to several doubts regarding the areas lying on the outskirts of towns. It is important that the map should very clearly indicate the boundaries by means of definite survey numbers and also other permanent features. Sometimes, one side of the road may fall within the town limits and the other side gets excluded as it may be outside the defined boundary of the town. All these points should be carefully verified on the ground before the maps are certified to be correct by the supervising authorities. Cases of sub-urban growth adjoining the limits of a town and such cases as one side of a street falling outside the limit of a town should be brought to the notice of the superior officers who will have to ensure that such built up areas are properly accounted for within the administrative unit in which they fall.
- 4.42 In Urban areas very detailed plans showing the location of every building along every road and street in your Enumeration Block should be clearly prepared. A layout map of your Enumeration Block should be prepared in which all the roads and streets should be clearly indicated and their names also written. Then each building and house should be located on this map. It will facilitate your work and of others if the wholly non-residential houses are distinguished from the residential houses by hatching. Here again the important permanent buildings such as say, town hall, large office building, court building, post office, hospital, school, church, market building, shopping mall, etc., should be indicated on the map.
- 4.43 For those Enumeration Blocks which already have a satisfactory house numbering system, you should adopt the same for preparation of Layout map referred to above and assign the same house numbers on the Layout Map. But if there is no proper house numbering system in the Enumeration Block, you will be required to assign numbers to the houses both on the buildings/ Census houses as well as in the layout map of your Enumeration Block.

NOTE : In certain urban areas (in respect of State/UT capital cities), you may have been provided with GIS based Enumeration Block map. In such a case you are also required to carry them to the field and update the Map as per the guidelines given along with the GIS maps. In rural areas, Supervisors have been provided with Maps showing the Village Boundaries. It is essential that all the Enumeration Blocks carved out during Population Enumeration stage should be shown in the Village Map. In case the Enumeration Blocks assigned to a Supervisor spread across more than one village, then the Supervisor should get copies of all these villages and depict the Enumeration Blocks correctly.

Showing Pucca and Kutcha houses on the Layout Map and showing house numbers on the Buildings/Census houses as well as the Layout Map

4.44 In the layout map every single building will be shown. The idea behind depicting each building on the layout map is to identify each type of building by showing Pucca and Kutcha structure denoted by a particular box described hereinafter.

4.45 Pucca buildings will be shown by a square □ and Kutcha building by a triangle △. You will find that some of these buildings are used as wholly or partly residential while others are wholly non-residential. In case of wholly non-residential Pucca buildings the square will be hatched such as ▨ While in case of non-residential Kutcha buildings the triangle will be hatched such as ▴.

Examples of different situations along with the boxes are given below :

- – Pucca building, whether wholly or partly residential
- ▨ – Pucca building, wholly non-residential
- △ – Kutcha building, whether wholly or partly residential
- ▴ – Kutcha building, wholly non-residential.

4.46 For the purpose of preparation of layout map, a Pucca building may be treated as one which has its walls and roof made of the following materials :

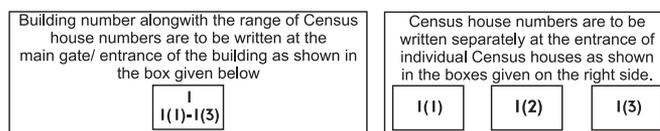
Wall material : Stones (duly packed with lime or cement mortar), G.I./metal/asbestos sheets, Burnt bricks, Cement bricks, Concrete.

Roof material : Machine-made tiles, Cement tiles, Burnt bricks, Cement bricks, Stones, Slate, G.I./Metal/Asbestos sheets, Concrete.

4.47 Buildings, the walls and/or roof of which are predominantly made of materials other than those mentioned above such as unburnt bricks, bamboos, mud, grass, reeds, thatch, plastic/polythene, loosely packed stone, etc., may be treated as Kutcha buildings.

4.48 Once you are familiar with the system of classifying buildings as Pucca or Kutcha, it would be easier to show them in the layout map. If building number 9 in your Enumeration Block is a Pucca building used wholly or partly for residential purpose it will be shown as □₉ While wholly non-residential Pucca building number 10 will be shown as ▨₁₀ Similarly a Kutcha building number 15 used for wholly or partly residential purposes will be shown as △₁₅. And wholly non-residential Kutcha building b will be shown as ▴_b.

4.49 After having shown the boundary of the Enumeration Block and the permanent features and landmarks such as roads, railway line, river, canal, places of worship, important buildings like school, dispensary, etc. on the layout map, **you have to update/re-number buildings and Census houses and ensure that each and every building and census house in your Enumeration Block is assigned a number.** The manner in which the buildings and Census houses are to be numbered is given in the preceding paragraphs. You have to give numbers with long lasting material supplied to you. These numbers will be shown at the prominent places on the buildings and Census houses and simultaneously shown on the layout map. For example, if building number 1 has 3 Census houses, then it should be shown as follows :



4.50 You have to assign the number to each building on the Layout Map, whether Pucca or Kutcha and show building number in the square/triangle. If the building has more than one Census house, the

number of Census houses comprising that building will be shown immediately below the appropriate square/triangle of that building. For example, if building number 5 has four Census houses, then while showing 5 within the square/triangle of the building, Census houses 5(1) 5(4) will be indicated below the square/triangle of that building. In case the building has only one Census house, the building and the Census house will be same and therefore the Census house number need not be separately shown below the prescribed square/triangle of that building. In case the building has one Census house, which is wholly used for non-residential purpose, the prescribed square/triangle of the building will be hatched and the building/Census house number shown in it. Remember that the building or Census house numbers marked on the layout map should conform with the number put on some prominent place like door, front wall, main gate, etc., of the building or the Census house.

- 4.51 The number allotted to each building should be marked on the layout map and with the help of arrow marks at convenient intervals, especially where the building number jumps, the direction in which the building numbers run should be indicated. This is particularly important when streets cut across one another and the building numbering series along a street get interrupted. It will be of advantage if before giving number to buildings and Census houses, the numbers for a group of buildings in one locality are roughly marked in pencil on the layout map before moving to another group of buildings or locality within that Enumeration Block. This must be later verified with the actual situation on the ground to see if the order of numbering given in the layout map is as per the guidelines given in the preceding paragraphs or any change is needed. Having satisfied yourself that the numbering has gone on right lines for that locality or group of buildings you should ink them. Thereafter you may move to next locality or group of buildings for house numbering in the prescribed manner.
- 4.52 Specimen layout map for Rural and Urban areas are given at the end of this chapter.

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THE STEPS INVOLVED IN THE FIELDWORK OF POPULATION ENUMERATION

- 4.53 The fieldwork of the Population Enumeration will be carried out in two stages viz., (1) Population Enumeration during 9th February to 28th February, 2011, and (2) Revisional Round during 1st March to 5th March, 2011. The following are the broad steps involved in the fieldwork of Population Enumeration:
- (i) Moving around your Enumeration Block and identifying its boundaries and other land marks with the help of Abridged Houelist supplied to you as well as the Location Particulars provided in your Appointment letter,
 - (ii) Preparation of Layout Map of your Enumeration Block. This includes the updating of house numbers. During Houselisting and Housing Census numbers were assigned to each and every building and Census house and the same numbers were also written at a prominent place on the building/census house. You should ensure that the same house numbers that are shown in the Abridged Houelist should be used for updating as well as for showing on the fresh Layout Map to be prepared by you,
 - (iii) Updating Section 2 of the Abridged Houelist and filling up of Section 3 for Normal and Institutional households and filling up of Section 4 for Houseless households,
 - (iv) Filling up of the Household Schedule. General information in respect of each individual under Questions 1 to b will be filled up first before entering other individual particulars under Question 7 to 29. This will help you in counting all members in the household, missing none, and in estimating the Date of Birth wherever necessary,
 - (v) Striking 'Page Totals' for Males, Females and Others, 0-b population, literates and illiterates in respect of each Household Schedule form,
 - (vi) Revisional round and updating of records. Between 1st March to 5th March, 2011, you will have to revisit all the households in your jurisdiction and record any new births that took place after your last visit but before 00.00 hours of 1st March, 2011. Similarly, you should also enumerate any visitor(s)/households that have come into your Enumeration Block after your last visit but before 00.00 hours of 1st March 2011 provided they satisfy the eligibility criteria for persons to be enumerated. Any household left out during enumeration period should also be covered during the revisional round. The individual particulars of persons who have died

- after your last visit but before 00.00 hours of 1st March, 2011 should be cancelled by striking out the entries and also by writing the word 'DIED' in capital letters in column 2 under Question 1,
- (vii) After revisional round, Page Totals are required to be corrected, wherever necessary,
 - (viii) Filling up of the Working Sheet for preparing the Enumerator's Abstract three sets separately for Normal households, Institutional households and Houseless households,
 - (ix) Preparation of Enumerator's Abstract (in duplicate),
 - (x) Filling up of Section 5 and b of the Abridged Houselist.
 - (xi) Arranging in order and handing over all the census documents to your Supervisor. The documents being the Layout Map, filled-in and updated Abridged Houselist, all filled-in Household Schedules for Normal, Institutional and Houseless households arranged serially, working sheets for preparing the Enumerator's Abstract, filled-in Enumerator's Abstract (in duplicate) and all blank Household Schedules and other blank forms. These are to be handed over to the supervisor along with the Certificate of complete coverage and inventory of used/unused material.

Preparation of Layout Map

- 4.54 You will go around your enumeration block and identify its boundaries with the help of the Abridged Houselist provided to you which necessarily contains the list of all buildings, census houses, households and the names of head of households in your enumeration block. You will then be required to prepare a Layout Map of your enumeration block for which a drawing sheet has been supplied to you. The instructions for preparing the Layout Map have been given in paragraphs 4.34 to 4.52 above. Please go through these instructions carefully and draw the Layout Map for your enumeration block. **The work relating to identification of boundaries and the preparation of Layout Map should be completed during 6th to 8th February, 2011 so that Population Enumeration in your enumeration block can start from the scheduled date i.e., 9th February, 2011.**
- 4.55 While drawing the Layout Map you may come across new constructions which have not been included in the Abridged Houselist provided to you. These new constructions will have to be shown in the Layout Map at the appropriate places and assigned building numbers with oblique strokes. Thus, if a new building either Pucca or Kutcha is found in the midst of buildings already numbered it should be given a new number which may bear sub-number of the adjacent building number, e.g., 27/1. These new structures should not be numbered as 27(1) or 27(2), etc., as such numbering would apply to census houses within building number 27. On the other hand, 27/1 would mean a separate building that has come up between building number 27 and building number 28. If a new building has come up after the last building number in your enumeration block, obviously this will bear the sub-number of the last building number.

Updating the Abridged Houselist

- 4.56 As mentioned in para 4.53 above, you have been provided with an Abridged Houselist for your enumeration block(s). In the Abridged Houselist the identification particulars and Section 2 have already been filled. The general instructions as to how Section 2 must be updated and the manner in which entries are to be made in Sections 3 and 4, are described in Chapter - 5. You will have to be thoroughly familiar with the system of updating the Abridged Houselist before canvassing of Household Schedules.
- 4.57 You have to carry out the corrections in Section 2 wherever required or make additions in Section 3 of the Abridged Houselist as you go around your block for filling the Household Schedules. **Updating of Section 2 or additions in Section 3 of the Abridged Houselist will be carried out simultaneously with the canvassing of the Household Schedule.** During the enumeration period you will also take note of the places where Houseless population live and enter their particulars in Section 4 to enumerate them on the night of 28th February, 2011. **Do not put off the updating and filling up of Abridged Houselist to a later date because it is essential to ensure that no building or census house or household is missed or left out inadvertently and that the current status of your enumeration block is correctly reflected in the Abridged Houselist.** Please go through the instructions thoroughly as given in the next Chapter.

CENSUS OF INDIA 2011

Name of State/UT Punjab
 Code No. 03
 Name of District Jalandhar
 Code No. 03
 Name of Taluk/Tehsil/Deo-Bhoomi/Circular/Mandal etc. Jalandhar-II
 Code No. 005
 Name of Town/Village/Kanthal/Post Kanthalpur
 Code No. 7027
 Number and / or Name of Ward 4
 Code No. 0004
 Enumeration Block No. & Sub-Block No. 0016

LEGEND
 Block Boundary
 Note: Please give the number or name of neighboring house/holding population enumeration blocks or villages on all the four directions (north, east, south and west) of layout map.
 Pucca Building (with number)
 Residential
 Non-residential
 Kucha Building (with number)
 Residential
 Non-residential

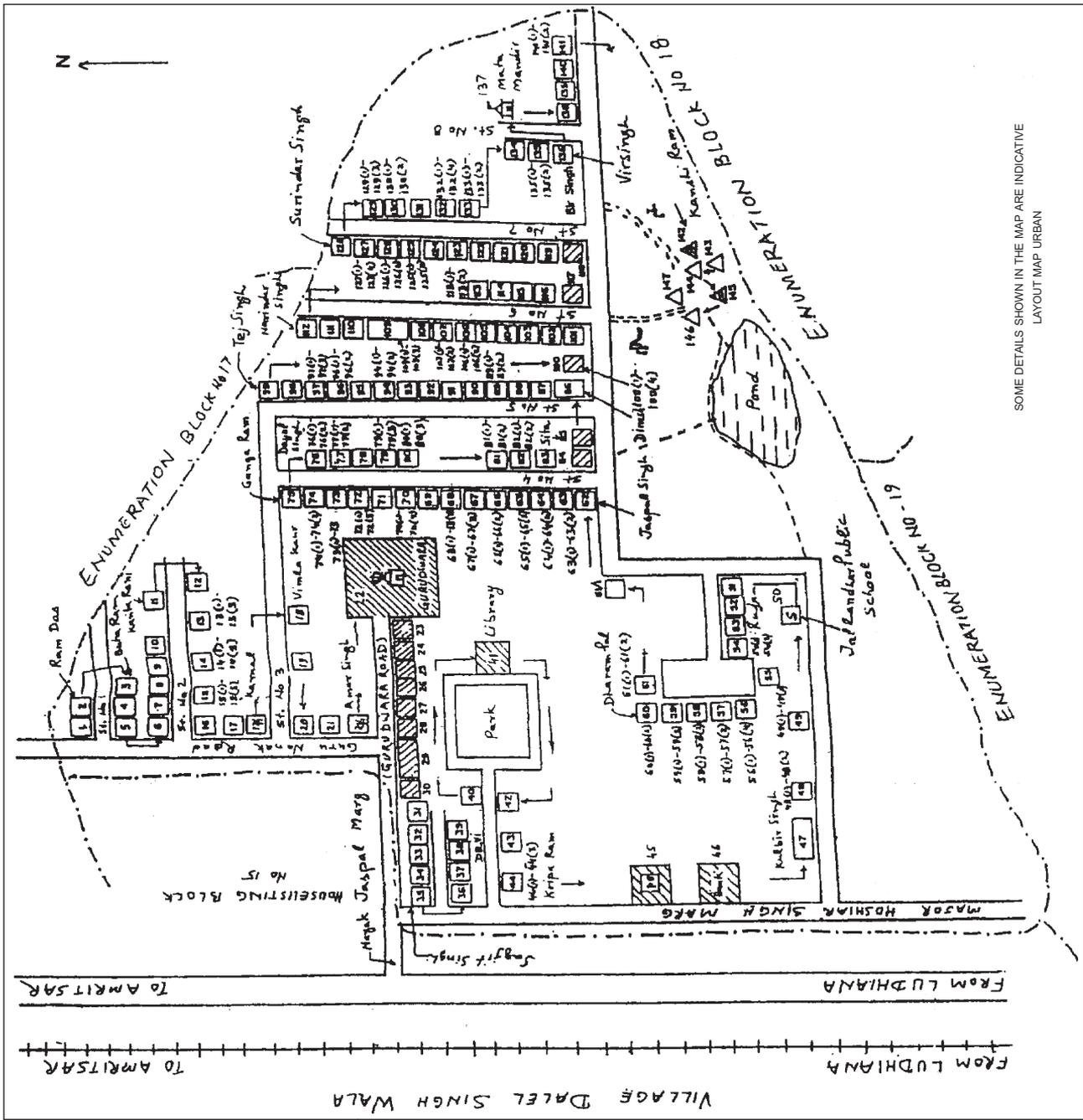
Pucca road
 Kucha Road
 Pathway
 Railway Line
 River
 Canal
 Pond
 Well/Tap/Handpump
 Temple, Mosque, Church, Gurdwara, etc.
 School, Dispensary, Panchayat Ghar, Post Office, etc.

Note: (1) Please write the name of prominent roads, streets, mohallas, etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghar, Post Offices, etc.
 (2) Please indicate by an arrow the direction in which the numbering has been done in the block.
 Name of Enumerator R. SHASHANK
 Signature with date R. Shashank 2/13/2011
 Name of Supervisor R. PRASAD
 Dated signature of Supervisor R. Prasad 4/13/2011

This is an important Census document. Please draw this map neatly and correctly

LAYOUT MAP

Population Enumeration



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE LAYOUT MAP URBAN

INSTRUCTIONS TO ENUMERATORS FOR UPDATING SECTION 2 AND FILLING UP OF SECTIONS 3, 4, 5 AND 6 OF THE ABRIDGED HOUSELIST



Introduction

- 5.1 The Abridged Houselist establishes an essential link between the Houselisting Operations and the Population Enumeration. It will serve as a frame for assigning serial number to each household in an enumeration block and will also serve as a frame for post-enumeration surveys and other surveys which may be taken up in the future. The Abridged Houselist will be prepared separately for each enumeration block. It is an important document and you must fill it up carefully after reading these instructions. **The work of updating/filling up of Abridged Houselist has to be taken up simultaneously with the work of filling up of Household Schedule.** Certain particulars from the Abridged Houselist have to be copied on to the Household Schedule. Hence, it is necessary that you familiarize yourself with the contents of this section thoroughly.

Census 2011

Steps involved in updating the Abridged Houselist

- 5.2 You will be given the Abridged Houselist for your enumeration block. You will notice that Section 1 – identification particulars and columns 1 to 8 of Section 2 of the Abridged Houselist are already filled in (**Annexure I**). **These are details that have been gathered about the households during the Houselisting phase.** At the beginning of the Abridged Houselist the identification particulars and the Enumeration Block Number of the block allotted to you have been given. Section 2 contains essentially a list of all buildings, census houses and households in your block copied from the Houselist Schedules. This list has to be updated by you at the Population Enumeration, because some changes might have taken place in your block since the Houselisting Operations. Some of the buildings and census houses that existed at the time of Houselisting Operations might have been demolished and new buildings and census houses might have come up. Again, some of the households might have moved out and some new households might have moved in. All these will have to be taken care of by you while updating the Abridged Houselist as explained below. The new buildings, census houses and households will have to be listed by you in Section 3. In Section 4, during the enumeration period (9th February to 28th February, 2011), you will identify and record the houseless households and their places of stay so that they could be enumerated on the night of 28th February, 2011 without any difficulty. Sections 5 and 6 will be filled up after the revisional round is completed.
- 5.3 While going around your block for enumeration, you will have to check whether each building, census house and household listed in Section 2 of the Abridged Houselist is actually there. At the same time, you will also have to look for new buildings, new census houses and new households which are not listed in Section 2. It is also possible that some of the census houses or households in Section 2 are still there but their particulars might have changed.
- 5.4 To understand the method of updating Section 2 and filling up of Section 3, Section 4 and finally Section 5 and Section 6 you are requested to go through the following Annexures :
1. Annexure I : Specimen of the Abridged Houselist as supplied to you (wherein Section 1 – Identification Particulars and Columns 1-8 of Section 2 are already filled)
 2. Annexure II : The situations that may arise in the field and the necessary guidelines for recording the changes in Section 2 and filling up of section 3 of AHL are detailed along with the examples based on Annexure-I.

3. Annexure III : Specimen of the Abridged Houselist after updating of Section 2 and filling up of Sections 3, 4, 5 and b.

Census 2011

Instructions for recording changes in Section 2 :

5.5 The following situations may arise :

- (i) A household listed in Section 2 might have moved out leaving the census house or part occupied by it vacant (Situation 1 in Annexure II)
- (ii) A building or census house listed in Section 2 might no longer exist (Situation 2 in Annexure II)
- (iii) A household listed in Section 2 might have moved out and a new household might have moved in, in its place (Situation 3 in Annexure II)
- (iv) The use of census house listed in Section 2 might have changed i.e., a fully residential, partly residential or non-residential use of a census house listed in Section 2 might have changed (Situation 4 in Annexure II)
- (v) The head of a household listed in Section 2 might have changed (Situation 5 in Annexure II)
- (vi) A new household might have moved into a vacant or non-residential census house (Situation b in Annexure II)
- (vii) A new building which is not listed in Section 2 might have come up (Situation 7 in Annexure II)
- (viii) A new census house might have come up in a building already listed in Section 2 (Situation 8 in Annexure II)
- (ix) A new household might have moved into or split in an already occupied residential house (Situation 9 in Annexure II).

Note : Situations (vii) to (ix) given above will also cover any such building or census house or household, which is found to have been inadvertently missed by the enumerator during the Houselisting Operations.

5.6 In case of situations (i) and (ii), the relevant entries in Section 2 will have to be deleted. In case of situations (iii), (iv) and (v) the entries in Section 2 will have to be suitably amended and in case of (vii), Section 3 will have to be filled and in case of (vi), (viii) and (ix), suitable remarks are to be made in Section 2 and also fill up Section 3. The instructions for deleting or amending entries in Section 2 or for filling up Section 3 in each of these situations are detailed in Annexure II .

5.7 While updating Section 2, you must record the date of your visit/revisit to the Census house in Column 9, regardless of whether it is used for residential, partly residential or for non-residential purposes. Please also note that the reason for any change that you may make in Section 2 must be given in Column 10, i.e., Remarks as illustrated in Annexure II).

Census 2011

Instructions for filling up of Section 3 :

5.8 Section 3 will have to be filled up when you come across the situations described under vi, vii, viii and ix of the instructions given under Section 2 in earlier paragraphs of this chapter. These are cases where a new building which is not listed in Section 2 has come up, or a new census house might have come up in a building already listed in Section 2, or a new household might have moved into an already occupied residential house. The columns of Section 3 and Section 2 are identical. Please note that the Serial Number in Column 1 and Serial number of household in Column 8 in Section 3 will be in continuation of the last serial number and the last Serial Number of household respectively in Section 2. Houselist Block Number in Column 2 and Household Number in Column b are not required to be filled in Section 3 hence these columns are shaded. (Section 3 of Annexure III)

- 5.9 Before you enter a new building or census house in Section 3, please recall the definition of census house. The manner in which new buildings, new census houses or new households have to be numbered has already been indicated to you. It must be remembered that a new building will be numbered on the basis of the number, which the previous building has. For example, a new building which has come up recently between building Nos. 13 and 14, will be numbered as 13/1, etc. **In respect of new buildings entered in Section 3, the Houselist Block number in Column 2 is not applicable and hence this column has been shaded.** Similarly, new census houses will have to be numbered by use of brackets. If in building No. 43, there was previously one census house but now there are two, these will have to be numbered as 43(1) and 43(2).
- 5.10 If you come across a new building which is not listed in Section 2, after entering the serial number under column 1, you must give it an appropriate building number and enter this building number in column 3. If there is only one census house in this new building, you must obviously enter the same number again in column 4, because in such a case the building number and the census house number are the same. If there are two or more census houses in this building, then you will have to give them appropriate census house numbers and enter these in different lines in column 4. Having filled columns 1, 3 and 4, you must now record the use or uses to which this new building and the census house or houses in it is or are being put. Obviously if there is more than one census house, you must record the use to which each one of these is being put in column 5 in the appropriate line. If the use is completely non-residential, then no further details need be entered in columns 7 and 8 and you must only write dash (–) in these columns.
- 5.11 In case of a new census house in a building already listed in Section 2, enter census house number in column 4. Please note that if the building in Section 2 had only one census house, its census house number will now have to be changed. For example, if building number 37, had one census house only in Section 2 numbered as 37, and if you now find another census house in this building, the census house number in Section 2 will have to be changed as 37(1) and the new census house in Section 3 will be given census house number 37(2) (**Situation 8 in Annexure II**). It should, however, be noted that if a new household has moved into a census house already listed in Section 2, the census house number should not be repeated in column 4 of Section 3. You need only to fill columns 7 to 10 of Section 3 and put dashes (–) in columns 3, 4 and 5 (**Situation 9 in Annexure II**). Where more than one line relating to the same building or census house has to be filled, the building number or census house number should be entered only in the first line and in subsequent lines, write dash (–) only.
- 5.12 In column 5, the use of the census house should be recorded only for new census houses. For such census houses, the description of the purpose for which the census house is used, should be enquired and recorded in full, e.g., residence, residence-cum-workshop, residence-cum-shop, etc. This will be recorded only in the first line used for the census house against the census house number. If more than one line is used for the new census house, because there are more than one household, put dash (–) in column 5 in the second and subsequent lines.
- 5.13 Household Number in Column b is not required to be filled in Section 3 hence these columns are shaded. (Section 3 of Annexure III)
- 5.14 In column 7 write the name of head of household. If the use of the census house is solely non-residential put dash (–) in column 7.
- 5.15 The serial number of household in column 8 should run continuously for the enumeration block. This means in Section 3, every household should be given a serial number **in continuation of the serial number** of the households in Section 2 (column 8). In column 9, you will record the date of your visit to each census house. It may be used for residential or partly residential or for non-residential purpose(s). If the census house was found locked during your first visit, obviously the date of your subsequent visit to the census house will be recorded.

Instructions for Filling up Section 4

- 5.16 You may remember that during Houselisting Operations, only those households, which lived in census houses, were listed. There may be households which live in open, on roadside, pavements, etc., and do not live in census houses. These are Houseless households. You must enumerate the Houseless households on the last day of the enumeration period, i.e., on the 28th February, 2011 and this enumeration will be done late in the evening when these Houseless households settle down for the night.
- 5.17 **The enumeration of the Houseless population is one of the important aspects of Population Enumeration in our country. You have to ensure that they are all enumerated on the night of 28th February, 2011. Until you know the specific places where such population lives, you are likely to miss them.** This is mainly because of little time available at your disposal to locate them and then enumerate on the night of 28th February, 2011. Therefore, while canvassing the Household Schedules in respect of Normal and Institutional households during the period from 9th February to 28th February, 2011 you will take note of all such places in your enumeration block where the Houseless population usually resides/sleeps during the night. For this purpose, you will take note of the people like beggars, lepers, vagrants, hawkers, vendors, people migrated from other places in search of livelihood or similar other reasons taking night-rest in the open on roadside, pavements, railway platforms, bus stations, parks, under staircases or bridges or fly-overs, in the open at the places of worship, in hume pipes, etc. The Houseless population can also be found in and around the premises of big hospitals. You will also take notice of nomadic population, if any, camping in your area in the open. **The particulars of all these places where Houseless population is found living in your enumeration block(s) during enumeration of the Normal and the Institutional households will be recorded in Section 4 of the Abridged Houselist.**
- 5.18 You will give a fresh serial number starting from 1 to each Houseless household in column 1. The particulars of the place under column 2 will be shown as 'On the roadside in front of Shyamji Sweet Corner' or 'Under INA fly-over' or 'In the premises of PGI', or 'On pavement under Koti Railway Bridge', 'In the Victoria Memorial Park', etc. In Column 3 the name of the head of the houseless household in full should also be recorded as and when such houseless household is found in your Enumeration Block. Approximate number of Houseless persons residing/taking night-rest in any particular household will be shown under column 4. On the night of 28th February, 2011 you will visit these places/households which have already been identified in Section 4 of the Abridged Houselist. If the houseless holds recorded in Section 4 are found on the night of 28th February, 2011 then write 'Yes' under Column 5 and enumerate the Houseless household. It may also be possible that when you actually visit any of such places/households for enumeration of the Houseless population you find that the Houseless population living there have already left to some other place. In such a case, write 'No' under column 5 and record this reason under remarks column. It is also important to note that on the night of 28th February, 2011, it is possible that you may notice some houseless households staying in your Enumeration Block in a place other than the place you have identified in Section 4. In such a case, you have to enumerate such houseless households and enter their particulars in columns 1 to b and also write in Remarks column about the place from where they have come. While enumerating the houseless households on the night of 28th February, 2011 you are also required to give the Serial Number of the Household in Column b of Section 4. For those houseless households which were recorded by you in Section 4 but not found on the night of 28th February, 2011 you have to write 'No' in Column 5 and put a dash (–) in column b.

Census 2011

Instructions for Filling up Section 5

- 5.19 **Section 5 relating to the population of the Enumeration Block will have to be filled in by you at the end of the revisional round. You must enter the figures of population, number of**

occupied residential houses and Total number of households against Parts A, B and C in Section 5. The instructions to fill in Parts A, B and C of Section 5 are described below.

- 5.20 Part A of Section 5 (Population of Enumeration Block) will be copied from the Enumerator's Abstract (column 3 of Item listed at serial number 4) which you will prepare after the revisional round has been completed in your enumeration block and page totals struck. For filling up Part B of Section 5 (Number of occupied residential houses) you will have to count the entries in column 4 (Census house number) of both Sections 2 and 3 of the Abridged Houselist. It should be noted that in column 4 of the Abridged Houselist in Sections 2 and 3, not only residential houses, but non-residential houses would also have been entered. Therefore, in order to ascertain the number of occupied residential houses, you will have to check the entry in column 4 of Sections 2 and 3 with the corresponding entry in column 5 of the Abridged Houselist. A census house entered in column 4 will qualify to be counted as an occupied residential house, if there is a corresponding entry of either 'wholly residential' or 'partly residential' in column 5. For example, if Census house number 5(1) in column 4 is described as 'Residence' in column 5, it will be reckoned as an occupied residential house. Similarly, if Census house number 21 in column 4 is shown as 'Residence-cum-Shop' in the corresponding column 5, it will also be reckoned as an occupied residential house. On the other hand, if Census house number 27(1) is shown as 'Cloth Shop' in column 5 and Census house number 27/1(3) is shown as 'Barber Shop' in column 5 of either Section 2 or 3 of the Abridged Houselist, neither of these will qualify to be reckoned as an occupied residential house. It must be noted that census houses entered in column 4 against which the corresponding entries are 'vacant' in column 5, should not be reckoned as occupied residential houses. Normally, for every occupied residential house, there will be corresponding entries in column 7 (Name of the head of the household) and column 8 (serial number of household), except in cases where the occupants of a residential house have gone on a temporary journey/pilgrimage which fact will be noted in the Remarks column. In such a case, the entry in column 5 will no doubt be shown as 'Residence'. Please note that if a residential census house has been entered more than once in column 4 through oversight it should not be counted more than once because it will inflate the number of occupied residential houses. Obviously, the households which are houseless are not to be reckoned along with the number of occupied residential houses.
- 5.21 Part C of Section 5 of the Abridged Houselist (Total Number of households), will have to be ascertained by counting entries of Serial Number of the Household in column 8 in Sections 2 and 3 and Column b in Section 4 which should be easy. For this purpose, the entries of Normal, Institutional and Houseless households will have to be taken into account.. You should count the number of entries for your block and write the figure in Part C of Section 5. In this connection it must be remembered that for column 8, the entries which have already been scored out while updating Section 2 of the Abridged Houselist will not be taken into consideration.

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Instructions for Filling up Section b

- 5.22 **You are also required to fill up the Section b – Inventory of material used/unused during Population Enumeration phase of Census of India, 2011 and also put your signature at the end of the Certificate of complete coverage and inventory of used/unused material for Enumerator given on the back cover of the Abridged House List . Please note that you are also required to fill up the Certificate of complete coverage and inventory of used/unused material for Enumerator supplied to you.**

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General

- 5.23 **Before you put your signature with date on the Abridged Houselist at the end of Section 4 and Section b, you must ensure that all the sections have been completed.**

Census 2011



FILLING UP OF THE HOUSEHOLD SCHEDULE

- b.1 There are 29 questions in the Household Schedule. Serial number in first column and Question No.1 (Name of the person) are repeated on side 'B' to relate the entries of household members recorded on side 'A'. **The Household Schedule will be canvassed through enquiries from any responsible member of the household. Choose the right respondent who is well informed, articulate and can provide the requisite information by herself/himself or after consulting other member(s) in the household. While recording the information in the Household Schedule, you are advised to involve as many members including female members present in the household as possible.** You will find that the Household Schedule is simple and easy to understand, once you are conversant and familiar with it. The questions included in the Household Schedule have been worded in such a manner that most of these are self-explanatory. As most of the responses are pre-coded, very little descriptive information is required to be provided in the schedule.
- b.2 A specimen of the Household Schedule is given in Annexure IV. The Household Schedules are supplied to you in sufficient quantity. Please note that this document is marked 'Confidential when filled' which means that the particulars entered in this schedule will have to be treated as confidential. **Therefore, it may be ensured that no agency or person other than the respondent herself/himself or a Census Officer duly authorised is permitted to look into the information provided by her/him in the Household Schedule. In this connection, it may be noted, that confidentiality of the information is ensured under part (b) of sub-section 1 of Section 11 of the Census Act, 1948.**
- b.3 Please note that you have been provided with loose Household Schedule forms bearing unique number for canvassing in the field. You will, therefore, have to be extra careful that no filled in or blank Household Schedule is inadvertently left anywhere in the field during enumeration. You are further advised to use the Household Schedules in the order of the number printed on them. You should also maintain a proper account of the number of Blank Household Schedules received, used, spoiled and unused as you are required to furnish a Certificate of Complete Coverage and the inventory of used/unused/spoiled schedules and forms while handing over of the filled in material after completion of the work assigned to you.
- b.4 The concepts and definitions associated with each question have been explained at appropriate places. **The degree of accuracy in filling up of the Household Schedule during the Population Enumeration largely depends on the interest taken by you in following the instructions contained in this manual. You are, therefore, advised to go through these instructions more than once because total grasp of the terms used and absolute command over the system of entering answers to various questions will form the foundation for systematic canvassing of the Household Schedule.** This would also help you in avoiding pitfalls, duplication of efforts and unnecessary labour. In case of any doubt, never hesitate to ask your Supervisor or the Charge Officer.

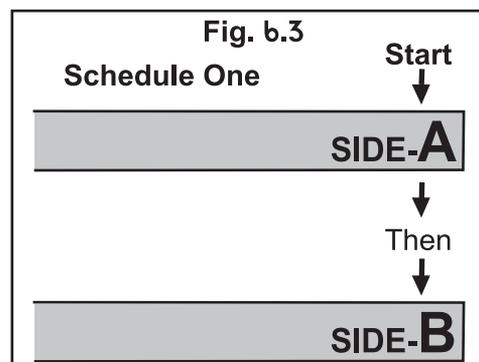
PERSONS TO BE ENUMERATED

- b.5 **All households (namely, Normal, Institutional and Houseless) must be covered to enumerate the entire population of your enumeration block(s) without omission or duplication.** The next question that arises is as to who are the persons to be enumerated in the household. In other

words, it is necessary to know the persons who are eligible for enumeration. The following paragraphs will clearly explain the position.

- b.6 **When you visit a household for the purpose of enumeration, enumerate the following persons :**
- (i) All those who normally reside and are present in that household during the entire period of enumeration, i.e., from 9th February to 28th February, 2011 (both days inclusive);
 - (ii) Also those who are known to be normally residing and had actually stayed during a part of the enumeration period in the household (9th February to 28th February, 2011) but are not present at the time of your visit;
 - (iii) Also those who are known to be normally residing in the household and are not present at the time of your visit but expected to return by 28th February, 2011; and
 - (iv) Visitors who are present in the household censused by you and expected to be away from the place(s) of their normal residence during the entire enumeration period. For the purpose of enumeration such visitors will be treated as normal residents of the household where they are actually found during the enumeration period provided they have not been enumerated elsewhere.
- b.7 **Avoid duplications and omissions :** Whenever you canvass Household Schedule for any household, you are to ask the respondent whether the entire household or any member in the household is enumerated at any other place. Only when you are convinced that the entire household or any member of the household is not already enumerated elsewhere, you will fill-in the Household Schedule for those members who are otherwise eligible for enumeration. Please note that if a person has been away from her or his normal place of residence throughout the enumeration period, she/he will not be eligible for enumeration as a member of the household in which she/he is a normal resident. She/he will be enumerated wherever she/he is actually found during the enumeration period. Similarly, a person who would have normally resided at another place but has been absent from that place for the entire enumeration period, will be enumerated by you if she/he is found in any household in your jurisdiction as a visitor. **Such persons should, however, be cautioned that they should not get themselves enumerated again, in case they move from the place where they have been enumerated.**
- b.8 **Thus, you are to enumerate each person found living in your area irrespective of age, sex, caste, creed, region, origin or religion provided she/he satisfies the criteria of her/his enumeration described in earlier paragraphs.** You may note that foreigners who are expected to stay within the geographical limits of this country throughout the enumeration period i.e., 9th February to 28th February, 2011 (both days inclusive) are to be counted wherever they are found, if not enumerated elsewhere. Those foreigners who are expected to stay in India for a part of enumeration period are not eligible for enumeration. **It is important to note that the foreigners and their families who are having diplomatic status will not be enumerated, if found living in your enumeration block. But Indian nationals employed and staying with them will have to be enumerated.**
- b.9 During Population Enumeration, if you find nomadic households camping in your area in temporary structures, enumerate them as Normal households, if they are not already enumerated elsewhere. However, if they are found staying in the open, obviously, they will be enumerated as Houseless households on the night of 28th February, 2011. In any case, while enumerating such nomadic households, please ask them not to get themselves enumerated again, if they move to any other place.
- b.10 You will notice that sometimes Dak Bungalow or Dharamshala or Hotel or Ashram or Nursing Home, etc. are used for temporary stay or stay in transit. Only those persons living in such institutions

- The Household Schedule forms used during Population Enumeration should be handled carefully to avoid any damage to them. Do not fold the Household Schedule forms. Household Schedule is printed on both sides of the sheet. The front side of the schedule is marked 'A' while the back side is marked 'B'. Start the work of Population Enumeration from side 'A' of the Household Schedule. Whenever you use fresh Household Schedule form always start canvassing from side 'A' (See Fig. b.3).



- The names of the State/UT; District; Tahsil/Taluk, etc.; Town/Village should be written in the respective boxes provided neatly and correctly.
- If you are in charge of an urban block, strike out the Village appearing against Name of Town/Village and if in charge of a Rural Block, strike out Town while recording the name of the Town or the Village respectively. In case of village, boxes against Ward Code Number may remain blank (See Fig. b.4 & Fig. b.5).

Fig. b.4

Town/ Village	<i>Asansol</i>	0	0	0	5
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Fig. b.5

Town/ Village	<i>Chak Mehbub</i>	0	0	0	5
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- Two boxes each are provided to record Code No. for the State/UT and Code No. for the District. If the Code No. is in two digits both the boxes will have one digit in each box. For example, if the Code No. of the State/UT or District code is 23, write '2' in the first box and '3' in the second box. But if the Code No. of the State/UT or District is in single digit, it should be prefixed by a '0'. For example, if the State/UT or District Code No. is 8, write '0' in the first box on the left and '8' in the second box on the right. This will look as '08' (See Fig. b.6 & Fig. b.7).

Fig. b.6

State/UT	<i>Maharashtra</i>	2	7
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Fig. b.7

District	<i>Amravati</i>	0	7
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- For recording the location code of the Tahsil/Taluk etc., three boxes have been provided. You are required to write one digit in each box. For example for code '4' write zeros in the first two boxes, 4 in the third box. This will look as '004' (See Fig. b.8).

Fig. b.8

Tehsil/Taluk P.S./Dev. Block Circle/Mandal	<i>Bidupur</i>	0	0	4
--	----------------	---	---	---

- The location code of Village/Town will have to be recorded in four boxes that are provided. If the Location Code Number of the village is 32, one digit will be entered in each box and this will be shown as '0032'. Similarly for towns also four digit codes were assigned and provided to you which you have to record by entering one digit in each box. You will have to be extra cautious in writing their exact code number in the appropriate boxes. Even a small inadvertent mistake may lead to wrong identification of the village/town (See Fig b.9 and Fig b.10).

Fig. b.9

Town/ Village	<i>Kulti</i>	0	0	1	2
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Fig. b.10

Town/ Village	<i>Kumhar Pada</i>	0	0	3	2
------------------	--------------------	---	---	---	---

- For recording the location code of the Ward, four boxes have been provided. You will have to enter one digit in one box. If the code number of a Ward is a single digit, this will be prefixed by '000'. For example, Ward code number 5 will have to be entered as '0005'. Similarly, Ward code number 50 will have to be entered as '0050'. If the Ward code number is 500 then it will have to be recorded as '0500'. If the Ward code number is in four digits, for example 4015 then it will have to be recorded as '4015' (See Fig b.11 and Fig b.12).

Fig. b.11				
Ward Code No. (only for Town)	0	0	0	5
Or				
Fig. b.12				
Ward Code No. (only for Town)	0	0	5	0

- For recording Enumeration Block Number, four boxes have been provided and one box has been provided for recording the Sub-Block Number, if any. Write one digit in one box. If the number of an Enumeration Block is a single digit, this will be prefixed by '000'. For example, Enumeration Block number 5 will have to be entered as '0005'. Similarly, Enumeration Block number 50 will have to be entered as '0050'. If the Enumeration Block number is 500 then it will have to be recorded as '0500'. If the Enumeration Block number is in four digits, for example 4015 then it will have to be recorded as '4015' (See Fig b.13 and Fig b.14).

Fig. b.13						
Enumeration Block Number & Sub-Block No.	0	0	0	5	-	
Or						
Fig. b.14						
Enumeration Block Number & Sub-Block No.	4	0	1	5	-	

- In some cases your Enumeration Block Number may also contain a Sub-Block Number e.g., 0112-1 (This indicates that this Enumeration Block is the first Sub-Block of EB No. 0112 and has been split from the Houselisting Block No. 0112) . A separate box has been provided to write the Sub-Block Number, wherever necessary (See Fig b.15).

Fig. b.15						
Enumeration Block Number & Sub-Block No.	0	1	1	2	-	1

- The location particulars to be entered are also given in your letter of appointment as well as the Abridged Houselist. In case of doubt, ascertain it from your Supervisor or Charge Officer.

b.12 It would be convenient for you to record the location particulars on 10 to 15 Household Schedule forms, as per your daily requirement, in advance at home before leaving for actual enumeration in the field. This will certainly save your valuable time in the field in filling up these particulars. At the same time, by doing so, the chances of committing any mistake in writing their names and code numbers could be minimised. It may also be noted that these location particulars should also tally with the identification particulars indicated on the top in the filled-in Abridged Houselist supplied to you. **Therefore, before leaving the final round of training class, you must check that the location particulars referred to in your appointment letter conform with the identification particulars mentioned in the Abridged Houselist(s) of the enumeration block(s) assigned to you. If they do not tally, refer the matter immediately to your Supervisor/Charge Officer for further instructions.** This is to ensure that you are carrying the correct Abridged Houselist(s) to the field for Population Enumeration.

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FILLING UP OF CORRESPONDING HOUSELIST BLOCK PARTICULARS, TYPE OF HOUSEHOLD AND THE DESCRIPTION OF INSTITUTIONAL HOUSEHOLD

(LOCATED ON THE TOP PORTION OF SIDE 'A')

b.13 It is quite likely that you have participated in the Houselisting and Housing Census that had been conducted in 2010 as the first phase of Census of India 2011. On the basis of the Houselist prepared

during Houselisting and Housing Census, Enumeration blocks have been carved out and usually these have been allotted to you for Population Enumeration. **You have also been provided with an Abridged Houselist** which contains the identification particulars of your Enumeration Block and the details of buildings, Census houses, the purpose for which census house is used, household number, names of the heads of households of each household. On the top of the Household Schedule, on side 'A', provision has been made to enter the Houselist Block number, Household Number and Serial Number of Household, which are to be copied from the Abridged Houselist, Type of Household Code and description of the Institutional Household.

Houselist Block Number, Household Number and Serial Number of Household (Fig. b.1b) :

b.14 These particulars are to be copied from the Abridged Houselist of your Enumeration Block and entered in the boxes provided for. These are the numbers of the corresponding Houselisting Block.

Fig. b.1b

To be copied from Abridged Houselist	Houselist Block Number (Column 2 of section 2)	
	Household Number (Column b of section 2)	
	Serial number of household (Column 8 of section 2 or 3 or column b of section 4)	

Houselist Block Number (Column 2 of Section 2) :

You have to copy the Houselist Block Number from column 2 of the Section 2 of the Abridged Houselist supplied to you. Example :- 0001, 0012, 0112, 1112 etc. Write one digit in one box (See Fig. b.17).

Fig. b.17

Houselist Block Number (Column 2 of section 2)	1 2
---	-----------

Household Number (Column b of Section 2) :

You have to copy the Household Number from column b of the Section 2 of the Abridged Houselist. Example :- 001, 012, 112 etc., or 999. Write one digit in one box. In respect of the households recorded in Section 3 (new households found by you during Population Enumeration) or Section 4 (Houseless Households found on the night of 28th February, 2011) of the Abridged Houselist, these boxes should be left blank (See Fig b.18 and b.19).

Fig. b.18

Household Number (Column b of section 2)	0 2
---	---------

Fig. b.19

Household Number (Column b of section 2)	9 9 9
---	-----------

Serial Number of household (Column 8 of Section 2 or 3 or Column b of Section 4) :

You have to copy the Serial number of household from column 8 of the Section 2 or Section 3 or Column b of Section 4 of the Abridged Houselist. Example :- 001, 012, 112, etc. Write one digit in one box (See Fig. b.20).

Fig. b.20

Serial number of household (Column 8 of section 2 or 3 or column b of section 4)	1 2
---	---------

b.15 The serial number of the household as given in column 8 of Section 2 or 3 or Column b of Section 4 of the Abridged Houselist will be entered in the relevant boxes in the Household Schedule. Three boxes have been provided to record the serial number of the household. Enter only one digit in each box. If the serial number of the household to be copied from the Abridged Houselist is a single digit number, always prefix '00'. If the serial number of household is in two digits prefix a '0' and if the serial number of household is in three digits, each box will have one digit each. You will notice, serial number of household has been entered in Section 2 of the Abridged Houselist in a continuous manner. If, however, you come across a household in course of enumeration, which does not find mention in the Abridged Houselist, you should enter the particulars of this household in Section 3 of the Abridged Houselist and assign the serial number of household as per instructions given in Chapter-5.

Type of household : Normal-1/Institutional-2/Houseless-3 :

b. 16 You will have to record the type of household. For the purpose of census there are three types of households, viz., Normal households, Institutional households and the Houseless households. While recording the serial number of the household from column 8 of the Abridged Houselist, you will come to know from the entry in column b in respect of households listed in Section 2 or from the Column 5 of the Abridged Houselist where the purpose for which the census house is put is recorded, whether the household falls in the category of Normal households or Institutional households. The definitions of 'Normal Household', 'Institutional Household' and 'Houseless Household' have already been given in **Chapter-4**. Before filling up the Household Schedule you will have to ascertain the type of the household and record the appropriate code of its type in the box. **If the household is a Normal household record '1' in the box. For Institutional household, record '2' and for Houseless household, record '3' in the box.** Unrelated persons living in institutions such as boarding houses, messes, hostels, residential hotels, rescue homes, jails, ashrams, etc. and sharing a common kitchen are examples of Institutional households. Normal households listed during Houselisting Operations have been indicated by a figure such as 1, 2, 3, etc. in column b (Household number) of the Abridged Houselist but for Institutional households '999' would have been recorded under this column. **While enumerating the Normal and Institutional households during 9th February to 28th February, 2011, you will take note of the places where houseless households live. The particulars of these places will be entered in Section 4 of the Abridged Houselist so that enumeration of these Houseless persons could be taken up on the night of 28th February, 2011 after you have covered all the Normal households and Institutional households** (See Fig. b.21 & Fig. b.22).

Fig. b.21

Type of household	Normal.....	1	1
	Institutional..	2	
	Houseless..	3	
If institutional household, give details	<input type="text"/>		

Fig. b.22

Type of household	Normal.....	1	2
	Institutional..	2	
	Houseless..	3	
If institutional household, give details	<input type="text"/>		

b. 17 The households living in open on roadside, pavements, in hume pipes, under fly-overs and staircases, or in the open in places of worship, mandaps, railway platforms, etc., are examples of Houseless households. If the person(s) in the household to whom you are enumerating are living in such a place which do not qualify to be treated as a census house, enter code '3' in the box. The Houseless households will be enumerated on the night of 28th February, 2011 (See Fig. b.23).

Fig. b.23

Type of household	Normal.....	1	3
	Institutional..	2	
	Houseless..	3	
If institutional household, give details	<input type="text"/>		

If Institutional Household, give details (See Fig. b.24)

b. 18 You are also required to write the brief description of the institutional households in the box provided for the purpose. Example :- write Old-age Home, Central Jail, Govt. Boys Hostel, Working Women Hostel etc. In case of normal and houseless households this box will be left blank.

Fig. b.24

Type of household	Normal.....	1	2
	Institutional..	2	
	Houseless..	3	
If institutional household, give details	Central Jail		

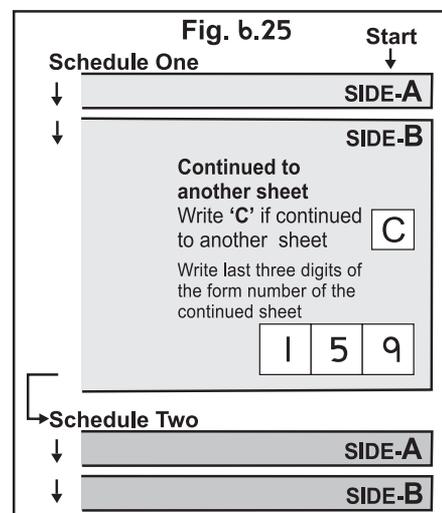
b. 19 Please read the instructions for filling up the Abridged Houselist and updating the same as given in Chapter 5 very carefully before you start filling up the Household Schedule.

RECORDING OF THE PARTICULARS OF INDIVIDUAL MEMBERS OF THE HOUSEHOLD

b.20 Record the particulars of each member of the household who is eligible for enumeration. The Household Schedule has in all 29 Questions. 1-14 Questions are on Side 'A' and 15-29 Questions are on Side 'B'. Question No.4, Question No.8, Question No.9, Question No.22 and Question

No.24 have sub-questions. The information under questions 1-29 is not to be recorded in one go for each member of the household. General information in respect of each individual under Questions 1 to b will be filled up first before entering other individual particulars under Questions 1 to 29. This will help you in counting all members in the household, missing none, and in recording the date of birth and age of each individual more precisely.

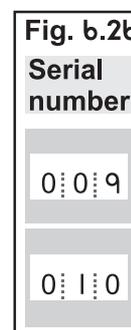
b.21 Household Schedule forms would have been supplied to you in sufficient quantity. In the Household Schedule provision has been made to record the individual information up to 8 members in each Schedule. Normally for each household one Household Schedule form would suffice. **In case of small sized household although there will be enough space to enter particulars of another household, you should not make further use of that form but take up a fresh form for the next household.** However, if any Normal or Institutional or Houseless household comprises more than 8 members, then fill in the particulars of the remaining household members in additional Household Schedule forms in continuation of the first Household Schedule form. **In such a case write "C" in the box provided against the item 'Continued Sheet' and also write the last three digits of the form number (printed on Side 'A') of the additional Household Schedule on which individual particulars of a household are continued (See Fig. b.25). It may be noted that for such households, the 'Page Totals' be struck for each Household Schedule form separately and these will not be carried forward to the next or subsequent Household Schedule forms.** The totals for the household as a whole in such cases will be derived while processing of the data on computer.



Q. 1	Q. 2	Q. 3	Q. 4	Q. 5	Q. b	
Serial number	Name of the person start with head of household	Relationship to head write the relationship in full	Sex Male ... 1 Female .. 2 In case the respondent wishes to return other than code 1 or 2 then give code '3' Other .. 3	Date of Birth and Age 4(a) Date of Birth (As per English calendar) Day-Month-Year 4(b) Age Also write age on last birthday in completed years, in box against 4(b)	Current Marital status give code from list below	Age at Marriage in completed years (not applicable for Never married)
...				4(a) D D - M M Y Y Y Y 4(b)		

SERIAL NUMBER

b.22 Every member within a household will be given a serial number. For this purpose three boxes are provided and you are required to enter one digit in one box. For example, if you are recording the particulars of the first member of the household, then you must enter '00' in the first and second boxes and '1' in the third box. **You should not change the serial number in case you delete the entries in any row due to any reason. This also includes the situation arising during the revisional round owing to death of any member in the household (See Fig. b.2b).**



- b.23 **The first person to be recorded against serial number 001 is the head of the household.** Having entered the name of the head of the household under Question 1, continue to record information under Questions 2 to b for the said person. Now record the name of the second person under Question 1 against serial number 002 and continue to fill in other particulars under Questions 2 to b of this person. The same procedure be followed for subsequent members until all the members of the household are covered.

Q. 1 : NAME OF THE PERSON

Start with head of household

- b.24 **The name of the person enumerated, starting with the head of the household, should be entered here. Please write the name within the space provided without touching its sides. If the name of the person is long and this can not be accommodated within the box, the preferable course in this situation**

would be to write this in short. For example, if the name is Aparna Ramachandra Rao, this could be recorded as Aparna. R. R. as desired by the respondent. Similarly, 'Rachamalla Venkata Veeranjaneya Durga Prasad', could be recorded as 'R.V.V.Durga Prasad' or 'R.V.V.D. Prasad' as per the availability of space in the Household Schedule (See Fig. b.27, b.28, b.29 & b.30).

Fig. b.27

Q. 1
Name of the person
start with head of household

Aparna Ramchandra Rao

Fig. b.28

Q. 1
Name of the person
start with head of household

Aparna R. R.

- b.25 The head of household for census purposes is a person who is recognised as such by the household. She or he is generally the person who bears the chief responsibility for managing the affairs of the household and takes decision on behalf of the household. The head of household need not necessarily be the oldest male member or an earning member, but may be a female or a

Fig. b.29

Q. 1
Name of the person
start with head of household

R.V.V. Durga Prasad

Fig. b.30

Q. 1
Name of the person
start with head of household

R.V.V.D. Prasad

It may be remembered that there are female-headed households and in such a case the name of the female-head should be recorded at serial number 1. You need not enter into any argument as to who is the actual head but record the person recognised by the household as its head. There may be cases where the head of the household is away from the family for the entire period of enumeration and therefore is not eligible to be enumerated at the present place of enumeration. In such cases, **the person on whom the responsibility of managing the affairs of household rests should be regarded as the head irrespective of the fact whether the person is male or female.** For example, the male member is away for permanent employment in Delhi but the wife and two children are left behind in Hyderabad. In such a case for the household enumerated in Hyderabad, the wife should be recorded as the head of the household as she is managing the affairs of the household. The husband will be enumerated separately at Delhi. Remember probing will help in identifying correct head of the household (See Fig. b.33).

- b.26 Do not insist on the name of the female member of the household if the respondent does not volunteer to give it. Similarly, do not insist on a female respondent giving the name of her husband or of any other relation if by custom she is forbidden to do so. Sometimes the infants and children

may not have been named yet. In all such cases it should suffice if under this question, **you write so and so's wife or sister or mother or husband or father or son or daughter** as the case may be (See Fig. b.31 & b.32). It hardly needs any re-emphasis that the members of the household should be enumerated and entered in a systematic order as given hereafter. In the case of an Institutional household, there may be a non-resident

Fig. b.31

Q. 1
Name of the person
 start with head of household

Sanjay Pandey's

Wife

Fig. b.32

Q. 1
Name of the person
 start with head of household

Husband of Pyari

Devi

'Head'. He is not eligible to be enumerated as a member of this household. In such a case, the first person in this Institutional household to be enumerated will be recorded as the 'Head'. If for some reason you are not able to obtain the name of a person being enumerated, write 'No name'.

b.27 The members of the household who fall within the scope of the eligibility criteria of Population Enumeration should be listed in a systematic manner. **After entering the name and other particulars of the head of the household under Questions 1 to b, you should cover the near relations** such as wife or husband of the head of the household; unmarried daughters and sons following the descending order of their ages; eldest married daughter or son, her/his spouse and children in the descending order of their ages; other married daughters or sons (following the criterion of descending age), their spouses and children; then other relations of the head of the household such as father, mother, brothers, sisters, etc. Lastly enter the name of non-relatives such as paying guests (living and taking meals with the household), domestic servants, visitors, etc., if any, in the household. Please ensure that all these persons must form part of the household and are entitled to be enumerated in terms of the eligibility criteria spelt out in earlier paragraphs. **Such a system of listing and entering of particulars in the Household Schedule will ensure that omissions are avoided, particularly of small children and elderly persons. It will also help in cross-checking replies regarding age.**

b.28 **A word of caution :**

You must ensure that all members of the household are covered by you. This can be done by asking probing questions regarding relations such as unmarried sisters, parents, domestic servants and children. Otherwise, the respondent may not indicate that there are such persons as members of the household. **Please make repeated enquiries about infants, very young children, aged and visitors because they are often liable to be left out of the count.** It is also a common experience that landlords, sometimes do not reveal the names of tenants. Please assure such persons that the information will be kept confidential and elicit the information tactfully. After listing out all the members in the household, you may tell the respondent that you have listed (indicate the last serial number) members in the household to re-assure that you have missed none. **Then ask her/him politely, "is this the total number of persons living in this household?"**

b.29 **It is important that during the Population Enumeration everyone is counted only once.** Therefore, while listing the persons to be enumerated in the household, you will have to be extra cautious regarding the enumeration of persons who have already left their normal place of residence for studies or employment, etc. For example, children who have moved to other places from their normal place of residence for joining school or college or any other educational institution for studies or seasonal migrant labourers. They are not to be enumerated by you. Do not also include persons serving in the armed forces, etc., and living outside the place of enumeration. There is always a possibility of double counting of such persons. **Persons, who are no longer residents of the household, are not eligible to be enumerated with other residents in the household even if their name continue to appear in the voters list of the area or in the ration card possessed**

by the household. You should re-assure the household that such persons would be enumerated where they are living presently. However, if any such person(s) has come back and is likely to stay with the household during the entire enumeration period, she/he will be enumerated with other members in the household provided she/he has not been enumerated elsewhere. In this situation you will have to caution the person concerned not to get herself/himself enumerated elsewhere, in case she/he moves from this household.

Q. 2 : RELATIONSHIP TO HEAD

Write the relationship in full.

- b.30 Against this question you will have to record the relationship of the member to head in full. **In the case of the head write 'Head' and not 'Self. For others, write the full relationship** (See Fig. b.33). Do not use words like 'niece', 'nephew' or 'aunt', 'uncle' but state whether sister's or brother's daughter or son (for niece or nephew) or mother's or father's sister or mother's or father's brother's wife (for aunt), or mother's or father's brother, mother's or father's sister's husband (for uncle). Daughter or son will include adopted daughter or adopted son or step daughter or step son. For brother-in-law, write wife's brother or sister's husband as the case may be. For grand daughter, write daughter's daughter or son's daughter as the case may be. In the case of visitors, paying guest, boarders or domestic servants/cooks, etc., who are enumerated as members of the household, write visitor, paying guest, boarder or domestic servant/cook, as the case may be. In the case of an Institutional household, however, all the members of the household should be treated as unrelated. It is possible that in a hostel, the resident superintendent's daughter or son also happens to be a boarder, while the superintendent herself/himself is the head. Even here the relationship of her/his daughter/son should be recorded as unrelated, because it is an Institutional household.

Fig. b.33	
Q. 1	Q. 2
Name of the person start with head of household	Relationship to head write the relationship in full
<i>Sujata Pascal</i>	<i>Head</i>
<i>Julius Pascal Osta</i>	<i>Husband</i>
<i>Sunidhi Jane</i>	<i>Daughter</i>
<i>Saaksh Janice</i>	<i>Daughter</i>
<i>Aaditya Gilmour</i>	<i>Brother's Son</i>
<i>Razia Khatoon</i>	<i>Servant</i>

Q. 3 : SEX

Male-1/Female-2

In case the respondent wishes to return other than code 1 or 2 then record as other and give code '3'. Other-3.

- b.31 For male, record '1' and for female record '2' in the box provided under this question. Ascertain the sex of the person with reference to the name and relationship to the head recorded under Questions 1 and 2 respectively. In case the respondent wishes to return other than Code 1 and 2 then give code '3'. Please note that it is the respondents choice to opt for code '3' (Others). Do not argue or dispute in such cases (See Fig. b.34).

Fig. b.34		
Q. 3	Q. 3	Q. 3
Sex Male ... 1 Female. 2 In case the respondent wishes to return other than code 1 or 2 then give code '3' Other....3	Sex Male ... 1 Female. 2 In case the respondent wishes to return other than code 1 or 2 then give code '3' Other....3	Sex Male ... 1 Female. 2 In case the respondent wishes to return other than code 1 or 2 then give code '3' Other....3
1	2	3

- b.32 **A word of caution** : Page totals of number of Males, Females and Others are required. Therefore carefully enter the appropriate codes in the box. While working out 'Page Totals' for males count the number of 1's and write the total under the box 'M'. Similarly for females, count the number of 2's and write the total under the box 'F'. Finally, for others, count the number of 3's and write the total under the box 'O'. Unless correct codes are entered in the box it will become difficult for you to obtain totals for males, females and others separately (See Fig. b.35). Please note that in a page there can be a maximum of 8 persons only. Therefore the total of males, females and others in a page cannot exceed 8. Example : If there are 5 persons in a family Father, Mother, daughter, son and female servant. Then the appropriate codes would be Father - 1, Mother 2, Daughter- 2, Son 1, Female servant 2. In the page totals 2 will be filled up in the box **M**ale and 3 will be filled up in the box **F**emale and 0 will be filled up in box **O**thers.

Fig. b.35

Population		
M	F	O
2	3	0
(Total of '1's)	(Total of '2's)	(Total of '3's)

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Q. 4 : DATE OF BIRTH AND AGE

Q. 4(a) Date of Birth As per English Calendar (As declared or estimated)

Day - Month

Year

- b.33 Write date of birth of each person enumerated, indicating day, month and year in the relevant boxes provided under this question. For recording the 'Day', two boxes with marking 'D' have been provided. For recording the 'Month' also two boxes with marking 'M' have been provided. However, for recording the 'Year' four boxes with marking 'Y' have been provided. Date of birth is one of the most important items of information being collected at the Census of India 2011 (See Fig. b.3b). In most cases, the date of birth of a person may be known. In case the respondent does not know the exact date of birth the same could be ascertained from documents such as Birth Certificate, School Leaving Certificate or any other relevant document. In some cases the horoscope (Janampatry) may contain the date of birth in English or in the local language. In case this is written according to the local calendar then you might have to convert the same into the English calendar. In order to assist you the conversion sheet is given in **Annexure-VII**.

Q. 4 Fig. b.3b

Date of Birth and Age

4(a) Date of Birth
as per English calendar
(as declared or estimated)
Day-Month
Year

4(b) Age
Also write age on last birthday in completed years, in box against 4(b)

4(a)	D	D	-	M	M
	Y	Y	Y	Y	
4(b)					

- b.34 The exact date of birth may be ascertained with reference to birth certificate issued by the Office of the Registrar of Births & Deaths or Janampatry (horoscope) or as shown in the School Leaving Certificate issued by the school last attended by the person or any recognized educational institution or any other relevant document like driving license etc. There is no need to physically verify the documents for ascertaining the date of birth during the Population Enumeration.

- b.35 Some of the situations that an enumerator is likely to encounter while canvassing the question on date of birth of a person are discussed below :

- a) **The date of birth as per English calendar is known** : Record the day (2-digits), month (2-digits) and year (4-digits) as returned by the respondent. 12th May 1958 should be recorded as (See Fig. b.37) :

Q. 4 Fig. b.37

Date of Birth and Age

4(a) Date of Birth
as per English calendar
(as declared or estimated)
Day-Month
Year

4(b) Age
Also write age on last birthday in completed years, in box against 4(b)

4(a)	D	D	-	M	M
	1	2		0	5
	Y	Y	Y	Y	
	1	9	5	8	
4(b)					

b) The date of birth is known as per local calendar :

(i) In such cases, convert the date of birth as per local calendar to that as per English calendar to the extent possible. You may use the Ready Reckoner- I (Annexure VII given at the end of the manual) to arrive at the year of birth as per English calendar from the year of birth as per local calendar :

(ii) If the month of birth is known in the local calendar, record the English equivalent month (See Fig. b.38 & b.39) (e.g., “Vaisakh” as per Bengali calendar would be either April or May depending whether one has born in the first half of Vaisakh or the second half of Vaisakh. In the first case, you have to record “04” as month while in the second case, you would record “05” as month).

Q. 4 Fig. b.38

Date of Birth and Age

4(a) **Date of Birth**
as per English calendar
(as declared or estimated)
Day-Month
Year

4(b) **Age**
Also write age on last birthday in
completed years, in box against 4(b)

4(a)

D	0	D	0	-	M	0	M	4
Y	1	9	5	8				

4(b)

--	--	--

or

Q. 4 Fig. b.39

Date of Birth and Age

4(a) **Date of Birth**
as per English calendar
(as declared or estimated)
Day-Month
Year

4(b) **Age**
Also write age on last birthday in
completed years, in box against 4(b)

4(a)

D	0	D	0	-	M	0	M	5
Y	1	9	5	8				

4(b)

--	--	--

(iii) Since the local calendars vary from place to place, you may take the help of local people for converting the Month and Year of birth in local calendar to English calendar. A table showing months as per Indian National Calendar and corresponding Gregorian months is given at **Annexure-IX** for ready reference.

(iv) There is no need to convert the day of birth in these cases and you may record “00” as the day of birth.

c) Only year of birth is known : In such situations follow the step-wise approach as stated below :

(i) Record the year of birth through one of the procedures mentioned in (a) or (b) above.

(ii) If the informant is not sure about the month of birth, you may first probe and identify the season (winter/summer/rainy/agricultural) around which the birth had taken place (between winter and summer, during summer, between summer and rainy, during rainy ,between rainy and winter, during winter). This would give a guide about the probable month(s) of birth depending on the local climatic condition. For example, beginning of the winter season may be October in Kashmir but would be December in Orissa, rainy season may mean May-June in Assam but June-July in Madhya Pradesh, etc. Then use a list of local festivals, etc. which fall around that season to more accurately estimate the month of birth. For example, if the birth was during winter, you may ask whether the birth was around Christmas festival, New Years’ day,Holi etc. For your convenience, a list of important Festivals and corresponding Gregorian months in which they fall is given at **Annexure-X**.

(iii) In this case there is no need to estimate the day and you may record “00” as the day of birth.

d) Year of birth is not known but age in completed years is known : Here, you need not estimate the day of birth. To estimate the month of birth, follow the steps mentioned at (c ii) above. The year of birth (in 4-digits) may be recorded using the Ready Reckoner-2

(ANNEXURE-VIII given at the end of the manual) for converting age in completed years to year of birth as per English calendar. **For every single age the Reckoner-2 gives 12 months spread over two years. The month already estimated by you in step (cii) will determine the year.**

e) **Neither date of birth nor age is known** : In such cases, you have to estimate the month and year of birth through probing questions. There is no need to estimate the day and '00' may be recorded in each of the two boxes meant for recording the day. Some examples of probing methodology to estimate the year are depicted below. The month of birth may be estimated following the steps mentioned in (c ii) above.

- (i) The informant may be assisted to arrive at the correct year of birth by stimulating her/his memory with reference to any historical event, etc. well known in the area such as a war, flood, earthquake, change in political regime, etc. Examples include : First World War (1914 -1918), Dandi Salt march (1930), Quit India movement (1942), India's independence (1947), India's war with China (1962), war with Pakistan (1965), liberation of Bangladesh (1971), Asiad Games (1982), India's win in the cricket world cup (1983) etc. Relating the birth of a person with the year when an important event has occurred, you can arrive at the year of birth of the person (See Fig. b.40).

Q. 4 **Fig. b.40**

Date of Birth and Age

4(a) **Date of Birth**
as per English calendar
(as declared or estimated)
Day-Month
Year

4(b) **Age**
Also write age on last birthday in
completed years, in box against 4(b)

4(a)	D	D	b	-	M	M
	Y	Y	Y		Y	Y
	1	9	4		7	
4(b)						

This is an example of person who was born after three months of Independence

- (ii) Sometimes the year of birth/age can be ascertained with reference to the year of birth/age of another person of known year of birth/age, who may be living in the same household or in the neighbouring household or that of a well-known person of the village such as Headman of the village. A person can then easily say whether she/he was older or younger than such a person and by how many years. This will help you to find the year of birth/age more precisely. If you can estimate age but not the year of birth, use the Ready Reckoner-2 given at Annexure VIII to arrive at the year of birth from estimated age.
- (iii) In the case of women sometimes it becomes difficult to know the actual date of birth or age. If a woman is not aware about her age and is also unable to report the year of her birth, you will have to further probe to estimate her year of birth. One way of estimating it is to find the date of birth of her eldest living son or daughter and her own age at the time when she gave birth to this child. Subtract her age at the time of birth of her child from the 4-digit year of birth of the child to get a fair estimate of her year of birth.
- (iv) If a woman is not able to tell her age at the time when the first child was born, try to ascertain her age at the time of marriage (or her age at the time of consummation of marriage) and the interval between her marriage and the birth of her eldest child. Adding these two figures with the age of her eldest child will determine her current age.
- (v) If a woman does not know her age at marriage, try to find out the difference of her age from the age of her husband whose year of birth may be known. Use this to record the woman's year of birth.
- (vi) If the respondent does not know the age of any member of the household and probing also does not help in determining the age of that person, you will have to estimate her/his age by using your best judgment. Remember, this is a last resort to be used only when all your efforts at probing the age have failed. After determining the age, use the Ready Reckoner-2 given at Annexure-VIII below to record the year of birth.

- (vii) In all cases where month of birth is not known, estimate the month of birth through step (c ii) mentioned above. There is no need to estimate the day of birth.

Q. 4(b) Age

Also write age on last birthday in completed years, in box against 4(b)

b.36 Age is one of the most important items of demographic data and you should ascertain the age with the greatest care. **Record the age of the person in years completed last birthday. Three boxes are provided under this question to enter the age. Each box will have one digit** (See Fig. b.41). Prefix two '0's if the age is in single digit and prefix one '0', if the age of the person is in two digits. The age should be recorded in Arabic numerals. Wherever, a person is able to provide the exact date of birth in Q.No.4(a), record the age with reference to that date. Birth certificate is another medium to ascertain the precise age, particularly in the case of children.

b.37 **In respect of infants who might not have completed one year by the day of enumeration, their age in completed years must be shown as '000', as they have not yet completed one year of age.** All children born on or after 1st March, 2010 will necessarily come under this category (See Fig. b.42). As has been stated earlier make sure that infants even if one day old are invariably enumerated. **You should not enter the age in months.** The age of an infant who has not yet completed one year should invariably be noted as '000' under this question.

b.38 Many persons, particularly in the rural areas often do not remember their age correctly. They should be assisted to arrive at the correct age by stimulating their memory with reference to any historical event, etc. well known in the area. **By involving mothers you can get the correct age of their children. You should not try to assess the age of a person by her/his physical appearance even though the person may ask you to do so. In this regard, you may follow the instructions contained at e) i to e) vii in Para b.35.**

b.39 **Very often there is a tendency on the part of individuals to return 'years running' rather than the 'years completed'. Make sure that only the actual number of years completed is recorded as age. It has also been noticed that people usually tend to return their age with numeric figures ending in '0' or '5'. For example, if the age of the person is 43/46 years, she/he may return her/his age as 45 years or if the age is 39/41 years, one may say she/he is 40 years old. There is also a tendency among the elderly people to overstate their age. In all such cases careful probing as indicated in para b.35 should be done in order to closely estimate their age.**

b.40 A statement showing the age as on 1st March, 2011 and the corresponding year of birth according to English calendar for the last 100 years is given in **Annexure-VIII. This will serve as ready reckoner to quickly and correctly arrive at the exact age when the respondent is able to give you her/his date (year) of birth. Then you can ask the respondent whether the age worked out by you is correct.** This along with the list of important historical events and a query on the season/month/festival of birth will help you in bringing out the correct age of the member of the household.

Q. 4 Fig. b.41

Date of Birth and Age

4(a) **Date of Birth**
as per English calendar
(as declared or estimated)
Day-Month
Year

4(b) **Age**
Also write age on last birthday in completed years, in box against 4(b)

4(a)

D	1	D	5	-	M	0	M	9
Y	1	Y	9	Y	7	Y	0	

4(b)

0	4	0
---	---	---

Q. 4 Fig. b.42

Date of Birth and Age

4(a) **Date of Birth**
as per English calendar
(as declared or estimated)
Day-Month
Year

4(b) **Age**
Also write age on last birthday in completed years, in box against 4(b)

4(a)

D	2	D	2	-	M	0	M	6
Y	2	Y	0	Y	1	Y	0	

4(b)

0	0	0
---	---	---

Q. 5 : CURRENT MARITAL STATUS

Give code from list below

Never married-1, Currently married-2, Widowed-3, Separated-4, Divorced-5

Never married	1
Currently married....	2
Widowed	3
Separated	4
Divorced.....	5

b.41 The answer to this question will be entered in codes. The following codes have been prescribed for recording the current marital status of the person :

Never married... 1, Currently married...2, Widowed...3, Separated...4, Divorced...5

b.42 The entry under this question is to be made in the manner indicated below :

- For a person who has never married any time before, record code '1' in the box under this question.
- For a person currently married, whether for the first or another time and whose marriage is subsisting at the time of enumeration (the spouse is alive), record code '2' in the box under this question. Similarly, enter code '2' for persons who are recognised by custom or society as married and also for persons in stable de facto union. Even if a marriage is disputed, record code '2' if the person concerned says she or he is married or is in stable de facto union.
- For a widowed person whose husband or wife is dead, and who is not presently married, enter code '3' in the box under this question.
- For a person who has been separated from wife or husband and is living apart with no apparent intention of living together again, enter code '4' in the box under this question.

(e) For a person who is divorced either by decree of a law court or by an accepted social or religious custom but has not remarried, enter code '5' in the box under this question (See Fig. b.43).

Fig. b.43

Q. 5				
Current Marital status				
give code from list below				
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>

b.43 **This question must be answered for all persons irrespective of age.** For very young children, though we know that they may not be married, the appropriate code must be entered after enquiry. **You may be aware that in certain parts of the country child marriage or pre-puberty marriage is still prevalent.** The children are married even before they attain the age of puberty and the consummation of marriage takes place later. Therefore, if the person is married and even if she/he is living apart from her/his spouse till the Gauna is performed, the person will be treated as currently married and code '2' will be recorded under this question.

b.44 Code '2' is allotted to 'currently married'. The word 'currently' does not mean 'recently'. It only means 'at present'. For example, a man may be 80 years old and may have been married 60 years ago; if his wife is still alive and the marriage subsists, he is 'currently married'.

b.45 The conditions for the marital status to be reckoned as 'currently married' are that the husband and the wife are both alive and that their marriage subsists, i.e., they are not divorced or separated. Please note that we are not concerned with the legality of a marriage.

Q. 6 : AGE AT MARRIAGE

In completed years (not applicable for never married)

- b.46 **This question will be asked of all persons, whether male or female, who are currently married or widowed or separated or divorced and for whom you have recorded code '2' or '3' or '4' or '5' in reply to the previous question. It will not be asked for a person who is never married.**

Therefore, for a person for whom you have entered code '1' under Question 5, you have to record dash (-) in each of the two boxes provided under this question (See Fig. b.44 & b.45).

Fig. b.44

Q. 6
Age at Marriage
in completed years

↓
(not applicable for Never married)

3	0
---	---

Fig. b.45

<p>Q. 5 Current Marital status give code from list below</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 30px; height: 30px; text-align: center;">1</td> </tr> </table>	1	<p>Q. 6 Age at Marriage in completed years</p> <p style="text-align: center;">↓ (not applicable for Never married)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 30px; height: 30px; text-align: center;">-</td> <td style="width: 30px; height: 30px; text-align: center;">-</td> </tr> </table>	-	-
1				
-	-			

- b.47 Ascertain the age at which the person was married and record that age under this question in completed years. Enter one digit in each box. Prefix '0', if the age at marriage is returned in single digit. If a person has married more than once, the age at which she or he got married for the first time should be recorded.
- b.48 In para b.20 of the manual you have been told that Questions 1 to 6 under Individual particulars in the Household Schedule should be filled up first before you take up canvassing of the information under Questions 7 to 29. In paragraphs b.24 to b.47 you have been told how the information under Questions 1 to 6 is to be filled. You will now canvass questions 7 to 29, including the sub-questions for each member of the household, one-by-one, whose particulars you have already noted under Questions 1 to 6. The instructions for filling up information under these questions are given hereunder :

Q. 7 : RELIGION

(write name of the religion in full)

Also give code in box if found in the list below

For other religions, write name of the religion in full but do not give any code number.

Hindu	1
Muslim	2
Christian	3
Sikh	4
Buddhist	5
Jain	6

- b.49 **You have to record the religion of each member of the household as returned by the respondent in reply to this question.** Six religions together with their code numbers are listed below this question. While recording the response under this question, you have to write the name of religion in the place provided for and also enter its code number in the box appearing at the left hand side (See Fig. b.46). The codes for religions are only to facilitate data entry and has nothing to do with the number of persons professing that religion or its importance etc.

- b.50 While making entry for any religion other than Hindu, Muslim, Christian, Sikh, Buddhist and Jain, fully record the actual religion as returned for the person under this question. In such a case no entry needs to be made in the box meant for recording Code number. If the person says that she/he has no religion, record 'no religion'. In this situation too, the

Fig. b.46

Q. 7
Religion
(Write name of the religion in full)
Also give code in box if found in the list below
For other religions, write name of the religion in full but do not give any code number.

4	Sikh

Fig. b.47

Q. 7
Religion
(Write name of the religion in full)
Also give code in box if found in the list below
For other religions, write name of the religion in full but do not give any code number.

	Zoroastrian

box provided at the left of this column would be left blank for use in the office at a later stage. You should not enter into any argument with the household for recording entry under this question (See Fig. b.47). **You are bound to record faithfully whatever religion is returned by the respondent for herself/himself and for other members in the household.**

b.51 It is not necessary that all the members in the household profess the same religion (See Fig. b.48). Therefore, enquiry should be made for each member of the household independently. We should not presume that the religion of the head or the respondent is necessarily the religion of every member being enumerated in the household.

Fig. b.48

<i>Li Chang Chikouy</i>	<i>Head</i>	<input type="text" value="5"/>	<i>Buddhist</i>
<i>Linda Chang Chikouy</i>	<i>Wife</i>	<input type="text" value="3"/>	<i>Christian</i>
<i>Wang Peter Chikouy</i>	<i>Son</i>	<input type="text" value="3"/>	<i>Christian</i>
<i>Carmiya Chikouy</i>	<i>Son's Wife</i>	<input type="text" value="3"/>	<i>Christian</i>
<i>Lia Peter Chikouy</i>	<i>Son's Daughter</i>	<input type="text" value="3"/>	<i>Christian</i>

b.52 You should not mistake religion for caste names and also not try to establish any relationship between religion and mother tongue. If you have reasons to suspect that in any area due to any organised movement, the religion is not being truthfully returned, you should record them as actually returned by the respondent and make a report to your Supervisory Officer for verification.

Q. 8 : SCHEDULED CASTES(SC)/SCHEDULED TRIBE(ST)

Note : SC can be only among the Hindus, Sikhs and Buddhists. ST can be from any religion.

8(a) : Is this person SC/ST? If 'YES' give code in box :

SC-1, ST-2.

If 'NO' put '3' in box

b.53 This question is to be asked of all persons of the household and the entry made in this question for the head or the respondent may not be simply repeated for other members of the household.

b.54 You have been furnished with a list of the Scheduled Castes and the Scheduled Tribes in relation to your State/Union Territory. Ascertain from the respondent, whether the person enumerated belongs to Scheduled Caste (SC) or Scheduled Tribe (ST) and if she/he does, then you have to give appropriate code number i.e., for Scheduled Castes '1' and for Scheduled Tribes '2' in the box provided under Q.8(a) against the name of that person. If the person does not belong to SC or ST then put '3' in the box provided under Q.8(a) against the name of that person. Please ensure that the name of the Scheduled Caste/Scheduled Tribe returned by the respondent appears in the list of Scheduled Castes/Scheduled Tribes pertaining to your state supplied to you (See Fig. b.49). Only S.Cs and S.Ts are being canvassed in the present phase. A separate enumeration of all castes is proposed to be conducted separately.

b.55 You should ensure that the Name of Religion along with the relevant code is properly entered under Q.7 in respect of those persons for whom Code '1' i.e., Scheduled Caste is entered under this question. This is

Q. 8 Fig. b.49

Scheduled Caste (SC)/ Scheduled Tribe (ST)

8(a) Is this person SC/ST?
If 'YES' give code in box:
SC.....1
ST2
If 'NO' put '3' in box

8(b) If SC or ST
write name of the SC or
ST from the list supplied

8(a) 8(b)

Mina is Scheduled
Tribe in Rajasthan

essential because Scheduled Castes can be only among Hindus, Sikhs and Buddhists. However, Scheduled Tribes can be from any religion.

8(b) : If SC or ST write name of the SC or ST from the list supplied.

b.5b For the person recorded as a Scheduled Caste i.e., Code '1' under Q.8(a), write the name of Scheduled Caste in full as given in the List of Scheduled Castes pertaining to your state supplied to you in the space provided under this question (See Fig. b.50 & b.51).

b.57 For the person recorded as Scheduled Tribe i.e., Code '2' under Q.8(a), write the name of Scheduled Tribe in full as given in the List of Scheduled Tribes pertaining to your state supplied to you. **Please ensure that the name of the Scheduled Caste/ Scheduled Tribe written under this question appears in the list of Scheduled Castes/ Scheduled Tribes pertaining to your state supplied to you.**

b.58 For a person who is not a member of any Scheduled Caste or Scheduled Tribe, put a dash (–) under the Q.8(b) (See Fig. b.52).

b.59 If the person belonging to a Scheduled Caste or a Scheduled Tribe returns her/his caste or tribe by a synonym or generic name of a caste or a tribe, it should be reckoned as Scheduled Caste or Scheduled Tribe only if that name finds place in the list furnished to you. Similarly, if the answer to this question is in general terms, like Harijan/Girijan or Achhut/Adivasi, you should not record the person enumerated as belonging to the Scheduled Caste/Scheduled Tribe straight away. In such a case, you should ascertain the name of the caste/tribe fully and if that name finds place in your list, you should reckon the person as belonging to the Scheduled Caste or the Scheduled Tribe. If a person insists on calling herself/himself merely 'Harijan' or 'Achhut' or 'Adivasi' or 'Girijan' or repeats the synonym or generic name of a caste or tribe not appearing in the lists provided, please tell her/him that this description is not adequate for census purposes and persuade her/him to give the actual name of the Scheduled Caste or the Scheduled Tribe, as the case may be. This may bring out the actual name of the Scheduled Caste or the Scheduled Tribe. If the person merely claims to be a Scheduled Caste or a Scheduled Tribe, but says that she/he does not belong to any of the notified communities applicable to the area, as reflected in the list supplied to you, she/he will not be reckoned as belonging to a Scheduled Caste or a Scheduled Tribe.

b.b0 If you have reasons to suspect that in any area due to any organised movement, the Scheduled Castes or the Scheduled Tribes are not being truthfully returned, you should record them as actually returned by the respondent and make a report to your Supervisory Officer for verification.

b.b1 The Scheduled Tribes can belong to any religion. However, the Scheduled Castes can only belong to Hindu or Sikh or Buddhist religions. Here, Hindus or Sikhs or Buddhists would also include their sects and beliefs. If a religion returned by a person is a particular sect or belief of any of these

Q. 8 Fig. b.50

Scheduled Caste (SC)/ Scheduled Tribe (ST)

8(a) Is this person SC/ST?
If 'YES' give code in box:
SC.....1
ST2
If 'NO' put '3' in box

8(b) If SC or ST
write name of the SC or
ST from the list supplied

8(a) 8(b)

1

Adi Andhra

Adi Andhra is Scheduled Caste in Andhra Pradesh

Q. 8 Fig. b.51

Scheduled Caste (SC)/ Scheduled Tribe (ST)

8(a) Is this person SC/ST?
If 'YES' give code in box:
SC.....1
ST2
If 'NO' put '3' in box

8(b) If SC or ST
write name of the SC or
ST from the list supplied

8(a) 8(b)

2

Mina

Mina is Scheduled Tribe in Rajasthan

Q. 8 Fig. b.52

Scheduled Caste (SC)/ Scheduled Tribe (ST)

8(a) Is this person SC/ST?
If 'YES' give code in box:
SC.....1
ST2
If 'NO' put '3' in box

8(b) If SC or ST
write name of the SC or
ST from the list supplied

8(a) 8(b)

3

—

religions, she/he can belong to a Scheduled Caste. **Please note that in a household, some of the members may belong to the Scheduled Castes or the Scheduled Tribes while others may not.** Again, there may be situations where members do not belong to the same Scheduled Caste or the Scheduled Tribe or some of the family members may be Scheduled Caste and others Scheduled Tribe. **Therefore, this question is to be asked of all persons of the household and the entry made in this question for the head or the respondent may not be simply repeated for other members of the household** (See Fig. b.53).

Fig. b.53

Q. 1	Q. 7	Q. 8
Name of the person <small>start with head of household</small>	Religion <small>(Write name of the religion in full)</small>	Scheduled Caste (SC)/ Scheduled Tribe (ST)
	<small>Also give code in box if found in the list below</small> <small>For other religions, write name of the religion in full but do not give any code number.</small>	<small>8(a) Is this person SC/ST? If 'YES' give code in box: SC.....1 ST.....2 If 'NO' put '3' in box</small> <small>8(b) If SC or ST write name of the SC or ST from the list supplied</small>
<i>Rita Mary Nag</i>	<input type="text" value="3"/> <i>Christian</i>	<input type="text" value="2"/> <i>Oraon</i>
<i>Mumtaz Alam</i>	<input type="text" value="2"/> <i>Muslim</i>	<input type="text" value="3"/> _____
<i>Sukwinder Kumar Ram</i>	<input type="text" value="1"/> <i>Hindu</i>	<input type="text" value="1"/> <i>Adi Andhra</i>
<i>Shyam Kumar Menon</i>	<input type="text" value="1"/> <i>Hindu</i>	<input type="text" value="3"/> _____
<i>Jeroo Wadia</i>	<input type="text" value=""/> <i>Zoroastrian</i>	<input type="text" value="3"/> _____

Rita Mary Nag is Scheduled Tribe and Christian from Bihar
Sukhwinder Kumar Ram is Scheduled Caste and Hindu from Andhra Pradesh

Q. 9 : DISABILITY

9(a) Is this person mentally/physically disabled?

Yes-1/No-2

9(b) If 'Yes' in 9(a), give code in the box against 9(b) from the list below

9(c) If multiple disability (Code 8) in 9(b), give maximum three codes in the boxes against 9(c) from the list below

To whom this question will be asked :

b.b2 The question(s) on disability will be asked of all persons in the household. Please do not assume that just because someone looks 'alright' or 'normal', she/he may not have disability. Many disabilities are not visible. Sometimes elderly/old people are not asked the question. However, it is important to ask them also. With age, a lot of people acquire disability. Hence this data is important.

How to ask this question?

b.b3 This is a sensitive question and needs to be asked carefully/skillfully so that the feelings of the respondent and/or any other member of the household are

Fig. b.54

Q. 9

Disability

9(a) Is this person mentally/physically disabled
Yes-1/No-2

9(b) If 'Yes' in 9(a) give code in the box against 9(b) from the list below

9(c) If 'multiple disability' (code '8') in 9(b), give maximum three codes in boxes against 9(c) from the list below

9(a)

9(b)

9(c)

In Seeing.....	1	Mental Retardation.....	5
In Hearing	2	Mental Illness.....	6
In Speech	3	Any Other.....	7
In Movement	4	Multiple Disability.....	8

not hurt. At the outset explain that the data on disability would be useful for the following purposes :

- It will help the Government to plan policies, allocate adequate resources and provide support services for persons with disabilities and their families.
- It will help in taking adequate measures to provide equal opportunities in education and employment for people with disabilities.
- It will help in making public transportation, health services accessible to people with disabilities.

b.b4 Find out if any member of the household has any form of mental and/or physical disability. While the main respondent will be answering all the questions you have to make every possible effort to seek information from the disabled member of the household herself/himself, if she/he is present at the time of census taking and is able to provide correct information.

b.b5 Asking persons about their disabilities can be a very sensitive issue. While some respondents may openly share the information on disability, some may feel hesitant to disclose that there is a person with disability in the house. Some may feel angry or uneasy and instead may ask you why you are asking this question. You have to be very polite and effective while probing whether the person has any form of mental/physical disability. The quality of data will largely depend on your personal efforts. Hence, it is important that you ask the question in a sensitive manner. Please follow the guidelines listed below to effectively canvass the question on disability :

- **Build rapport with the respondent/s** : It is important to put the respondent at ease to answer the question related to disability. Your friendly and respectful manner and language will help you gain their confidence and respect.
- **Share the reason for asking question on disability** : It is extremely important to share it with the respondent proactively as to how the information on disability will help the Government (in formulating policies and in providing facilities for people with disabilities).
- **Make it simple : Use simple and non-derogatory language**. Explain disability in terms of difficulty in doing any functions of daily living (taking care of oneself, gaining education, taking up a job) or participating in all/some spheres of life. You may use terms that are more easily understood by the respondents in their local language to refer to persons with disabilities.
- **Assure confidentiality** : Reassure the respondents that the individual information will not be shared with anyone in the community and will be confidential. The exact number of disabled people at various administrative levels in the country would be important for the Government to plan for facilities and allocate money for the same.
- **Do not avoid or rush through the question** : It is important that you ask the question and give time for people to respond.

Remember :

- Do not change your expression or sympathize or laugh when the person says that she/he has a disability or their family member has a disability. Take that information as a fact and make a note of it.
- Do not try to diagnose or cross-question about disability. Do not try to investigate on the cause or cure or treatment or rehabilitation regarding the impairment. The person may not 'look' disabled, but may have difficulty in seeing, hearing or any other disability. You may not be able to 'see' all disabilities. The person's response should be taken as it is.
- Temporary impairments like limitation of movement due to fracture or temporary illness need not be counted as disability.

Remember :

- The disability of a person will be decided with reference to the date of enumeration;

- The informant's perception about the type (s) of disability will be taken as final.

How to record the codes in boxes?

b.bb You have to first establish if the person has any form of the mental/physical disability listed in the question. If the answer is 'Yes' write code-1 in the box against 9(a) and if the answer is 'No' put code-2 in the box. The illustrations for writing code in box against 9(a) are given hereunder :

If the answer to question in 9(a) is 'No' write code-2 in the box against 9(a) and put dashes (-) in boxes against 9(b) and 9(c).

9(a)	2		
9(b)	-		
9(c)	-	-	-

If the person answers 'No' and you have entered Code 2 in the box against 9 (a) move on to the next question Q10.

If the answer to question in 9(a) is 'Yes' put code-1 in the box against 9(a)

If the person has answered Yes then you have to note Code 1 in the box against 9 (a) and ascertain the type of disability that she/he has.

9(a)	1		
9(b)			
9(c)			

Example 1 : For example, if the person has disability in Movement, then record Code 4 in the box against Q 9 (b) and put dashes (-) in the boxes against 9(c) :

IMPORTANT :

Only in case of multiple disabilities (i.e., Code 8) in the box against 9 (b), the boxes against 9(c) will be filled. This means you are required to record a minimum of two codes and a maximum of three codes in the boxes against 9(c) in respect of multiple disabilities.

9(a)	1		
9(b)	4		
9(c)	-	-	-

Example 2 : In case if the person has two disabilities i.e. in Movement as well as in Seeing then code 8 should be given in the box against 9 (b) and two codes 4 and 1 should be filled in the first two boxes against 9 (c).

9(a)	1		
9(b)	8		
9(c)	4	1	-

Example 3 : In case if the person suffers from three disabilities i.e. in Seeing, in Hearing and in Speech, then the boxes will be filled up in the following manner :

9(a)	1		
9(b)	8		
9(c)	1	2	3

DEFINITIONS OF VARIOUS TYPES OF DISABILITIES

I. In Seeing

b.b7 A person will be considered as having disability 'In Seeing' if she/he :

- Cannot see at all; or
 - Has no perception of light even with the help of spectacles; or
 - Has perception of light but has blurred vision even after using spectacles, contact lenses etc.
- A simple test is whether the person can count the fingers of hand from a distance of 10 feet

in good daylight. Such persons can however, move independently with the help of remaining sight; or

- Can see light but cannot see properly to move about independently; or
- Has blurred vision but had no occasion to test if her/his eyesight would improve after taking corrective measures.
- In case it is found that the person has disability 'In Seeing' Code-1 will be given

Note : Persons with no vision in one eye but full vision in the other eye (one eyed persons) will not be considered as disabled in seeing.

Persons having night blindness alone will not be considered as disabled in seeing.

Persons having colour blindness alone will not be considered as disabled in seeing.

If a person is found to have a disability 'In Seeing' the boxes will be filled up in the following manner :

9(a)	1		
9(b)	1		
9(c)	-	-	-

2. In Hearing

b.b8 A person will be considered as having disability 'In Hearing' if she/he :

- Cannot hear at all; or
- Has difficulty in hearing day-to-day conversational speech (hard of hearing); or
- If she/he is using a hearing aid.

In case it is found that the person has disability 'In Hearing' Code-2 will be recorded in the box against 9(b).

Note : Persons having problem in only one ear will not be considered as having hearing disability. The condition of both the ears will be taken into consideration for treating a person as disabled 'In Hearing'.

If a person is found to have a disability "In Hearing" the boxes will be filled up in the following manner :

9(a)	1		
9(b)	2		
9(c)	-	-	-

3. In Speech

b.b9 A person will be considered having disability 'In Speech', if she/he is above the age of 3 years and:

- Can not speak at all or she/he is unable to speak normally on account of certain difficulties linked to speech disorder; or
- Able to speak in single words only and is not able to speak in sentences; or
- Stammers to such an extent that the speech is not comprehensible. However, persons who stammer but whose speech is comprehensible will not be treated as disabled in speech.

In case it is found that the person has disability 'In Speech' Code-3 will be recorded in the box against 9(b) in the following manner :

9(a)	1		
9(b)	3		
9(c)	-	-	-

Note : It is common that a person who is born with an hearing disability is also unable to speak (Deaf mute). For census purpose this will be treated as a Multiple Disability and appropriate codes entered in the boxes against 9(c).

4. Movement

b.70 A person will be considered as having disability 'In Movement' if she/he has a disability of bones, joints or muscles of the limbs leading to substantial restriction of movement. This would cover persons who :

- Do not have both arms; or
- Do not have both legs; or
- Are paralysed and are unable to move; or
- Are unable to walk but crawl to move from one place to the other; or
- Are able to move only with the help of caliper/s, wheelchair, tricycle, walking frame, crutches etc.; or
- Have acute and permanent problems of joints/muscles that have resulted in limited movement; or
- Have lost all the fingers or toes or a thumb; or
- Are not able to move or pick up any small thing placed nearby; or
- Have stiffness or tightness in movement, or have loose, involuntary movements or tremors of the body or have fragile bones; or
- Have difficulty in balancing and coordinating body movements; or
- Have loss of sensation in the body due to paralysis or leprosy or any other reason; or
- Have any deformity of the body part/s like having a hunch back; or
- Are very short statured (dwarf).

In case it is found that the person has disability 'In Movement' Code-4 will be recorded in the box against 9(b) in the following manner :

9(a)	1		
9(b)	4		
9(c)	-	-	-

Note : Manifestation of disability arising out of 'Cerebral Palsy' will be recorded under this category and code '4' will be put in the box against 9(b).

5. Mental Retardation

b.71 Mental Retardation means a condition of arrested or incomplete development of mind of a person which is specially characterized by sub-normality of intelligence. The onset of mental retardation is usually from birth or in some cases before the age of 18 years.

A person will be considered as having the disability of 'Mental Retardation' if she/he :

- Lacks understanding/comprehension as compared to her/his own age group; or
- Is unable to communicate her/his needs when compared to other persons of her/his age group; or
- Has difficulty in doing daily activities like looking after toilet needs, cleaning teeth, bathing, wearing clothes, taking care of personal hygiene and nutrition and general household tasks; or
- Has difficulty in understanding routine instructions; or
- Has extreme difficulty in making decisions, remembering things or solving problems.

In case it is found that the person has disability of 'Mental Retardation' Code-5 will be recorded in the box against 9(b) in the following manner :

9(a)	1		
9(b)	5		
9(c)	-	-	-

Note : No test is required to assess Mental Retardation. It should be left to the respondent to report whether the member of the household has mental retardation.

Important : You have to clarify that all slow learners and persons with delayed development are not necessarily mentally retarded. Students who are slow learners in school should definitely not be considered as Mentally Retarded. Mental Retardation is generally from birth and its onset is well before the age of 18 years.

b. Mental Illness

b.72 A person will be considered as having Mental Illness if she/he has a psychological or behavioural pattern associated with distress or disability that is not a part of normal development. The affected person is generally not able to cope with the problem.

As per medical literature, there are many different types of mental illnesses like :

Anxiety Disorders	phobia, anxiety disorder, social anxiety disorder, panic disorder, obsessive compulsive disorder, post traumatic stress disorder etc.
Disorders Mood Disorders	intense and sustained sadness, melancholy or despair, manic depression
Perception Disorder	Delusions, Hallucinations, and Schizophrenia etc.
Personality Disorders	Eccentricity, Paranoia etc.

IMPORTANT :

These are medical terms and cannot be explained so easily. The above has been given as an illustration of the various types of mental illnesses that may be reported. As far as you are concerned, it is important that you record only what the respondent reports. Please do not dispute or enter into any kind of discussion or debate on the issue.

In general a person will be considered as having the disability of 'Mental Illness' if she/he :

- Is taking medicines or other treatment for mental illness; OR
- Exhibits unnecessary and excessive worry and anxiety, unexplained withdrawal or problems in sleep, loss of appetite and/or depression, thought of dying, unattended personal hygiene; or
- Exhibits repetitive (obsessive-compulsive) behaviour/thoughts; or
- Exhibits sustained changes of mood or mood swings (joy and sadness) leading to having many days or weeks of not being able to function and behave normally; or

- Has unusual experiences - such as hearing voices, seeing visions, experience of strange smells or sensations or strange taste; or
- Exhibits unusual behaviours like talking/laughing to self, staring in space, excessive fear and suspicion without reason; or
- Has difficulty in social interactions and adapting at home, at school, at workplace or generally in society.

Note : The onset or manifestation or realization of mental illness is not seen from birth unlike mental retardation. Please ascertain whether any person in the household has mental illness. In case it is found that the person has disability of 'Mental Illness' Code-b will be recorded in the box against 9(b) in the following manner :

9(a)	1		
9(b)	b		
9(c)	-	-	-

Note : No test is required to assess Mental Illness. It should be left to the respondent to report whether the member of the household has Mental Illness.

7. Any Other

b.73 Ask if the person has a disability that is not covered under any of the categories listed in the question. If the respondent/person reports that she/he or any member of her/his household has a disability other than those listed in the question, write code-7 in the box against 9(b). This category would include disabilities like Autism etc.

- Autism means a condition of uneven skills development primarily affecting the communication and social abilities of a person, marked by repetitive and ritualistic behaviour. A person suffering from Autism shows difficulty in communicating; interacting with others and having friends; may show unusual and repetitive behaviours; likes to stay aloof, shows inappropriate attachment to objects, has no understanding of fear and real danger, sometimes does not like to be touched or hugged etc. Such persons may otherwise be highly intelligent.

Code for the persons found to be suffering from 'Any Other' disability will be shown in the following manner :

9(a)	1		
9(b)	7		
9(c)	-	-	-

8. Multiple Disability

b.74 Multiple Disabilities means a combination of two or more disabilities. Persons suffering from any of the two or more disabilities bearing code nos. 1 to 7 listed in the question will be treated as having 'Multiple Disabilities'. The question has been designed to record a combination of maximum three types of disabilities. Please remember that codes in boxes against 9(c) will be written only if you have recorded code- 8 in the box against 9 (b). During canvassing of the schedule you will come across any number of combinations. You have to record these faithfully. You may come

across a situation where the person is disabled in 'Hearing' and 'Speech' as well. The disability in 'Speech' is most commonly seen as the indicator of disability in 'Hearing'. It is generally believed that actual disability in such cases is not speech disability but Hearing disability which prevents acquisition of a spoken language in a normal way and therefore, the person is considered to be suffering from Hearing disability. It is however, clarified that for the purpose of Census of India, 2011, disabilities in Hearing and Speech have been treated as separate categories for the reason that people also acquire disability in Hearing and Speech during their life span on account of accidents, illness and/or having attained old age. Therefore, in case you come across a situation where a person suffers from both 'Hearing' and 'Speech' disabilities, you have to record her/him under the category of 'Multiple Disability' and write codes 2 and 3 in the boxes against 9(c). After you have ascertained that the person suffers from any kind of mental and/or physical disability and have entered code-1 in the box against 9(a), also ascertain, if she/he is suffering from a single disability or from more than one disability. If it is reported that the person suffers from more than one disability write code- 8 for 'Multiple disability', in the box against 9(b) and also write appropriate codes in the boxes against 9(C) as far as possible in the order of severity as illustrated in the examples below :

Example-1

9(a)	1		
9(b)	8		
9(c)	2	3	-

Example-1 shows that the person is disabled and suffers from two types of disabilities namely, disability in Hearing (Code-2) and disability in Speech (Code-3).

Example-2

9(a)	1		
9(b)	8		
9(c)	1	4	6

Example-2 shows that the person is suffering from three types of disabilities namely, Disability in Seeing (Code-1), disability in Movement (Code-4) and Mental Illness (Code-6).

Q. 10 : MOTHER TONGUE

Write name of the Mother tongue in full.

- b.75 **Mother tongue is the language spoken in childhood by the person's mother to the person.** If the mother died in infancy, the language mainly spoken in the person's home in childhood will be the mother tongue. In the case of infants and deaf mutes, the language usually spoken by the mother should be recorded. In case of doubt, the language mainly spoken in the household may be recorded. It is not necessary that the language returned as mother tongue should have a script (See Fig. b.55, b.5b, b.57 & b.58).

Fig. b.55
Q. 10
Mother tongue
Write name of the mother tongue in full.

Sadri

Fig. b.5b
Q. 10
Mother tongue
Write name of the mother tongue in full.

Hindi

Fig. b.57
Q. 10
Mother tongue
Write name of the mother tongue in full.

Malayalam

Fig. b.58
Q. 10
Mother tongue
Write name of the mother tongue in full.

Bhojpur

- b.76 Record the name of the language returned by the respondent as mother tongue in full, whatever is the name of the language and do not use abbreviations Please note the following :
- (i) If you have reasons to suspect that in any area due to any organised movement, the mother tongue is not being truthfully returned, you should record the mother tongue as actually returned by the respondent and make a report to your supervisory officers for verification.
 - (ii) You are not expected to determine if the language returned by a person is a dialect of another language.
 - (iii) You should not try to establish any relationship between religion and mother tongue.
 - (iv) You are bound to record the language as returned for each person as her/his mother tongue and you should not enter into any argument. Do not try to record any language other than what is returned by the respondent.

b.77 **Since a household may consist of related or unrelated members or a mix of both, it is absolutely necessary to ask of every person about her/his mother tongue because the mother tongue of each member of a household need not necessarily be the same – these may be different for different members in the household (See Fig. b.59).**

Fig. b.59

Q. I	Q. 2	Q. 10
Name of the person start with head of household	Relationship to head write the relationship in full	Mother tongue Write name of the mother tongue in full.
<i>Pranab Sinha</i>	<i>Head</i>	<i>Bengali</i>
<i>Mamta Sinha</i>	<i>Wife</i>	<i>Hindi</i>
<i>Prashant Sinha</i>	<i>Son</i>	<i>Hindi</i>
<i>Shobha Tirkey</i>	<i>Son's Wife</i>	<i>Sadri</i>
<i>Vishaka</i>	<i>Son's Daughter</i>	<i>Sadri</i>

Q. II : OTHER LANGUAGES KNOWN

Write up to two languages in order of proficiency excluding mother tongue.

b.78 You have recorded the mother tongue under Question 10. Enquire whether the person knows any other languages, Indian or foreign, and record up to two languages in the order of proficiency as returned by her/him in the boxes below this question. In addition to mother tongue, if the person knows only one language, record this language in the upper box and put dash (–) in the lower box. In case she/he does not know any language apart from her/his mother tongue already returned in reply to Question 10, put dashes (–) in the boxes under this question (See Fig. b.b0).

Fig. b.b0

Q. I	Q. 10	Q. II
Name of the person start with head of household	Mother tongue Write name of the mother tongue in full.	Other Languages known Write up to two languages in order of proficiency excluding mother tongue.
<i>Pranab Sinha</i>	<i>Bengali</i>	<i>Hindi</i> —
<i>Mamta Sinha</i>	<i>Hindi</i>	— —
<i>Shobha Tirkey</i>	<i>Sadri</i>	<i>Hindi</i> <i>French</i>
<i>Vishaka</i>	<i>Sadri</i>	<i>Hindi</i> <i>English</i>

b.79 **The number of languages recorded under this question should not be more than two.** These languages should be other than the mother tongue of the person enumerated and be recorded, one after the other, below Question 11 in the order in which the person speaks and understands them best and can use with understanding in communicating with others. **The person need not necessarily be able to read and write these languages. It is enough if she/he has a working knowledge of these two languages to enable her/him to converse in those languages with understanding.**

Q. 12 : LITERACY STATUS

Literate-1, Illiterate-2

b.80 **Definition of literate** : A person aged 7 and above who can both read and write with understanding in any language is to be taken as literate. A person, who can only read but cannot write, is not literate. It is not necessary that to be treated as literate, a person should have received any formal education or passed any minimum educational standard. Literacy could also have been achieved through adult literacy classes or through any non-formal educational system. People who are blind and can read in Braille will be treated as literates (See Fig. b.b1).

Fig. b.b1

Q. 12	Q. 12	Q. 12
Literacy status	Literacy status	Literacy status
Literate..... 1 Illiterate 2	Literate..... 1 Illiterate 2	Literate..... 1 Illiterate 2
M F O	M F O	M F O
1 <input type="text"/> <input type="text"/>	<input type="text"/> 2 <input type="text"/>	<input type="text"/> <input type="text"/> 2
2 <input type="text"/> <input type="text"/>	<input type="text"/> 1 <input type="text"/>	<input type="text"/> <input type="text"/> 1

b.81 For a person who is literate, i.e., who can both read and write with understanding in any language enter code '1' in the box under this question. For males, females and others separate boxes are provided under this question. If there is any doubt about a person's ability to read or write, the test that may be applied for reading is her/his ability to read any portion of the printed matter in the Instruction Manual (provided the person is familiar with the language used in the manual) and similarly, for writing she/he should be able to write a simple sentence. The mere ability to sign one's name is not adequate to qualify a person as being able to write with understanding. If a person claims to be literate in some other language with which the enumerator is not acquainted, the respondent's word has to be taken as correct. Other members of the household may also be able to verify the literacy of the person enumerated.

b.82 For a person who is illiterate, i.e., who can neither read nor write or can merely read but cannot write in any language, enter code '2' in the appropriate box under this question. **All children of age 6 years or less should be treated as illiterate (code '2') even if the child is going to a school and may have picked up reading and writing** (See Fig. b.b2).

Fig. b.b2

Q. 4	Q. 12
Date of Birth and Age	Literacy status
4(a) Date of Birth (As per English calendar) Day-Month Year	Literate..... 1 Illiterate 2
4(b) Age Also write age on last birthday in completed years, in box against 4(b)	M F O
4(a) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> 2 <input type="text"/>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
4(b) <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Q. 13 : STATUS OF ATTENDANCE IN EDUCATIONAL INSTITUTION

Give code from list below

b.83 Human Resource Development is one of the top priorities of the Government. The Government and various other recognised and unrecognised institutions in our country offer endless educational, vocational and professional courses for the people irrespective of age and sex to enhance and enrich their skills. This question regarding the status of attendance in educational institution, therefore, aims to collect information on this aspect of the population which is essential for the overall development of the individual, the society and the country.

Attending:		Not attending:	
School.....	1	Attended before..	7
College	2	Never attended...	8
Vocational.....	3		
Special Institution For disabled....	4		
Literacy Centre...	5		
Other Institution..	b		

b.84 **You have to find out if the person you are enumerating is currently attending any educational institution.** If the answer is 'Yes', give the code of the type of educational institution which the person is attending from the codes 1 to b. If the answer is 'No', you should ask whether she or he had attended any educational institution in the past and if the answer to this question is 'yes', please record 7 in the box. If the answer is that she or he had never attended any educational institution in the past, then enter '8' in the box provided under this question.

Please note that illiterates (code 2 under Question 12) can be found attending school, literacy centre, etc. **Therefore, this question should be asked of all persons, including elderly men and women and children.** Please also note that for each individual, irrespective of sex and age, there will be an entry under this question.

Therefore never put a dash (–) or leave this column blank.

b.85 For persons currently not attending educational institution for reasons such as vacation, terminal tests, illness, etc., the type of educational institution they were attending prior to their temporary absence for any of the above reasons should be recorded. Similarly, the persons awaiting their results after appearing in a particular examination will also be treated as attending that particular educational institution, which she/he was attending earlier. **You are not required to ascertain whether the school or college or institute being attended by the person is recognised or not** (See Fig. b.63).

Fig. b.63		
Q. 11	Q. 12	Q. 13
Name of the person start with head of household	Literacy status Literate..... 1 Illiterate 2 M F O	Status of attendance in educational institution give code from list below
Manpreet Kaur	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	5
Morris Joseph	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2
Achutanand Malviya	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4
Manju Dhondiyal	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	3
Saira	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	1
Devendra Kishore	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	b
Shubhra Singh	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	7
Munni	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	8

Attending :

- b.86 In case the person is attending any educational institution presently, give one of the codes 1 to 5 depending on the type of educational institution being attended, as explained below.

School-1

- b.87 Persons attending Kindergarten/Nursery/Montessori Schools or Primary School or Lower/Middle/Secondary or Matriculation/Junior School Certificate/Secondary School or Higher Secondary/Intermediate/Pre-University/Senior Secondary School or any of their equivalent levels will come under this category. Children going to crèche will, however, not be treated as attending educational institution. School code '1' includes schools, whether recognised or not, run by Government, local bodies, private institutions or individuals. In other words for all persons attending educational institutions from Kindergarten/Nursery/Montessori level to XII standard (or XI standard as the case may be) will come under this category and code '1' be entered for them under this question. Persons receiving school level education through correspondence/open school as well as reformatory/certified schools will also be included under this category and code '1' entered under this question. In some States/UTs, the Plus 2 classes are called "Junior College". For Census purposes this will be treated as school.

College-2

- b.88 A person attending college or university or any such private (recognised or unrecognised) institution that ultimately result in awarding a Graduate Degree or Post Graduate Degree as recognised by government or university or any other agency authorised by Government will be considered as attending college. This will include the study of Arts, Science, Commerce, Home Science, Modern Indian/European languages, Theology, Public Administration, Statistics and other similar subjects. For persons attending college write code '2'. A person enrolled for Degree or Post Graduate Degree level education through correspondence course of a recognised university/open university or institute will also be treated as attending college and code '2' entered for her/him.

Vocational-3

- b.89 Persons receiving vocational training or attending vocational/professional courses will come under this category. It includes the study of courses which prepare students for various vocations/professions such as Agriculture, Teacher Training, Physical Education, Engineering and Technology, Architecture, Fine Arts (Music, Dancing, Sculpture, etc.), Journalism, Library Science, Law, Medicine, Business Management, etc. Therefore all persons attending vocational or professional courses such as electrician, plumber, carpenter, motor mechanic, fitter, stenography, typing, architecture, engineering, computers, nursing, midwifery, pathology, courses of ayurvedic, unani & other systems of medicine; agriculture, dairying, forestry, blacksmithy, dyeing, tanning, textile, teaching (JBT, B.Ed., M.Ed., etc.); physical education, journalism, library science, art, fine art, dress making, visual communication, etc. will be considered as attending Vocational Institutes. Persons attending computer and similar courses offered by different private institutions will also be covered under this category. Engineering Colleges, Medical colleges, IIT's, Institutes of Business Management, professional courses such as Company Secretary, Chartered Accountant, Law Colleges, etc. are also included under this category. For persons attending such educational institutions, record code '3'.

Special Institution for disabled-4

- b.90 In Q.No. 9(a), you might have recorded '1' for a person who is mentally/physically disabled. It is quite possible, that such a disabled person may be attending an institution specially meant for disabled persons. In such cases, you have to record '4' in the box against such person. You may also note that, in this question we are not concerned about the level of education. The special Institution for disabled could be of any level say Primary, Middle, Secondary, Higher Secondary, College, Vocational or Professional, Braille school etc.

Literacy Centre-5

b.91 For a person attending Adult Education Centres/Classes record code '5' under this question.

Other Institution-b

b.92 For persons attending any educational institution other than school or college or vocational institute or Special Institution for disabled or Literacy Centre, code 'b' will be entered. This will also cover religious courses such as Giani, Maulvi, etc. Please note persons attending dance, music, driving, cookery classes, etc. organised by a person or a group of persons on an informal basis as hobby will come under this category. It may please be noted that if a person is attending any of these courses for the purpose of seeking employment, she/he will be treated as attending Vocational Institute and code '3' will be entered for her/him.

Not attending :

b.93 In case the person is not attending any educational institution presently, give one of the codes 7 or 8 as explained below.

Attended before-7

b.94 In case the person had attended any educational institution in the past but presently she/he is not attending, please record 7 in the box.

Never attended-8

b.95 In case the person has never attended any educational institution, then enter '8' in the box provided under this question.

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Q. 14 : HIGHEST EDUCATIONAL LEVEL ATTAINED

Write the full description

For diploma or degree holder, also write the subject of specialisation

b.96 This question will be asked of only those who are literate and for whom '1' has been recorded under Question 12. For a person who is illiterate and for whom '2' has been recorded in the answer to Question 12, there is no question of ascertaining the highest educational level passed even if she/he had at some stage attended school and passed a standard and had relapsed into illiteracy. In such a case, you should put a dash (-) below this question. **We are insisting that a dash (-) should be put if there is no educational attainment and not a cross (X), because we want to avoid confusion with 10th standard which the cross may signify.** You will have to ascertain and record the highest educational level attained by a person for literate, i.e., for whom '1' is recorded in answer to Question 12.

b.97 For a person who is still studying in a particular class, the highest educational level attained by her/him will be the one that she/he has actually passed and not the one in which she/he is studying. For example, a person studying in 1st year B.A. should be recorded as only 'Pre-University' or 'Higher Secondary' or 'Senior Secondary (10+2)', as the case may be. Similarly, for a person studying say, in the 4th year of M.B.B.S., her/his highest educational level should be 3rd year of M.B.B.S., which is the highest level she/he has actually attained. You must record the

Q. 14 Fig. b.64

Highest Educational level attained

Write the full description.
For diploma or degree holder, also write the subject of specialisation

Pre University

Q. 14 Fig. b.65

Highest Educational level attained

Write the full description.
For diploma or degree holder, also write the subject of specialisation

3rd Year M.B.B.S

actual standard passed such as, III standard, VIII standard, 1st year B.Com., 2nd year B.C.A. (Bachelor of Computer Applications), etc. (See Fig. b.b4 & b.b5). However, if a person merely says that she/he passed primary, middle, matriculation, school final, higher secondary or senior secondary (10+2) or other definite levels, record her/him as such (See Fig. b.bb & b.b7). In any case the highest educational level attained under this question should not be below the first standard (class one).

b.98 The highest educational level passed by the person enumerated should be recorded. When a person holds general and technical qualifications, which are of equivalent level or of varying levels such as B.Sc. (Zoology) and M.B.B.S., M.Sc. (Maths.) and B.E. (Electronics), both the technical and general qualifications should be recorded under this question. In the case of pass courses, indicate the degree only (See Fig. b.b8 & b.b9).

b.99 In recording the educational level of a person holding diploma or degree, the subject(s) of specialisation such as B.Sc. (Maths.), M.A. (Economics), M.Sc. (Botany), B.Sc. (Agriculture), Diploma in Hotel Management, etc., should be noted. You should not use abbreviations which are not in common use. In such cases, the diploma or degree should be spelt out fully, for example, M.A. (Hindi) and Diploma in Library Science or M.A. (Sociology) and Diploma in Labour Relations (See Fig. b.70 & b.71). **Adequate space has**

been provided in the schedule and you are urged to record the qualification accurately and in sufficient detail. This information is vital for manpower planning and should receive your careful attention.

Q. 14 Fig. b.bb

Highest Educational level attained
Write the full description.
For diploma or degree holder, also write the subject of specialisation

Matriculation

Q. 14 Fig. b.b7

Highest Educational level attained
Write the full description.
For diploma or degree holder, also write the subject of specialisation

Passed Middle

Q. 14 Fig. b.b8

Highest Educational level attained
Write the full description.
For diploma or degree holder, also write the subject of specialisation

B.Sc. (Zoology)
M.B.B.S

Q. 14 Fig. b.b9

Highest Educational level attained
Write the full description.
For diploma or degree holder, also write the subject of specialisation

M.Sc. (Maths)
B.E. (Electronics)

Q. 14 Fig. b.70

Highest Educational level attained
Write the full description.
For diploma or degree holder, also write the subject of specialisation

M.A. (Economics)

Q. 14 Fig. b.71

Highest Educational level attained
Write the full description.
For diploma or degree holder, also write the subject of specialisation

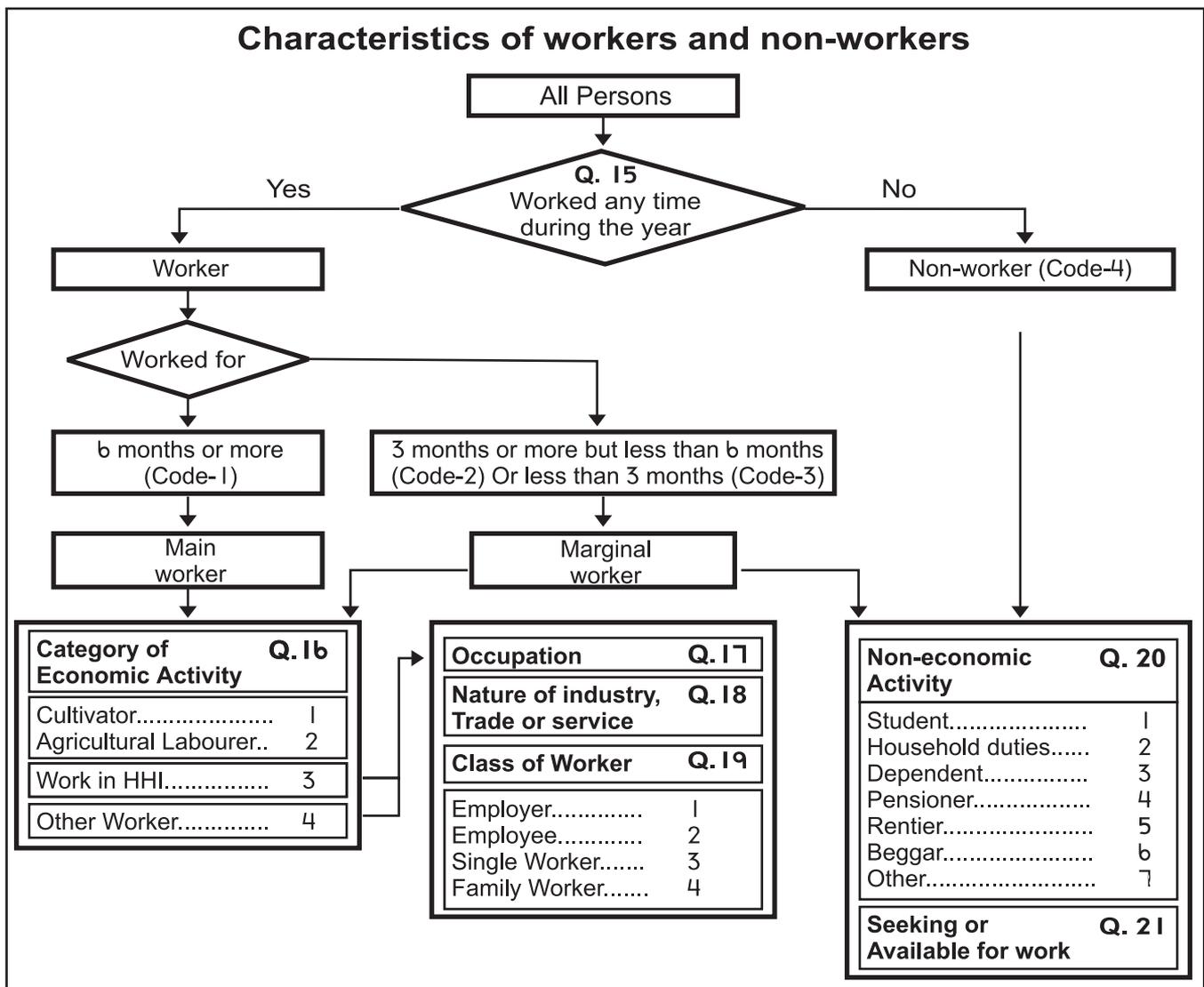
B.B.A (Finance)

FILLING UP OF THE SIDE B OF THE HOUSEHOLD SCHEDULE (QUESTIONS 15-29)

Note : Before you start filling up of Q.15 on Side - B, you are required to copy the Serial number and Name of the person (Q.1) from the Side A in the same order in which you have written them on Side A in the first two columns of Side B.

CHARACTERISTICS OF WORKERS AND NON-WORKERS (Qs. 15 to 22)

b.100 A set of eight questions will enable you to complete the inquiry on Workers and Non-Workers in the household. These are Questions 15 to 22 which are almost similar in nature as canvassed in 2001 Census. However, the wordings have been simplified to make these questions easy to understand.



- b.101 **Every person irrespective of age and sex must be asked Question 15, including the very young or the very old and the answer to this question must be filled in after careful probing.** The other questions in this series will have to be canvassed to whom these are applicable and appropriate responses recorded accordingly.
- b.102 **The purpose of these questions is to obtain details of the work (economic activity) done by each person with reference to last one year preceding the date of enumeration.** We may, therefore, first consider what is meant by 'work' and the 'reference period'. The questions on economic and non-economic activities and the definitions and concepts therein have to be fully and clearly understood by you so as to correctly probe and obtain proper response from the respondent.

Definition of Work (Economic Activity)

- b.103 **Work may be defined as participation in any economically productive activity with or without compensation, wages or profit.** Such participation may be physical and/or mental in nature. Work involves not only actual work but also includes effective supervision and direction of work. **It even includes part time help or unpaid work on farm, family enterprise or in any other economic activity.** The important point to note is that the activity should be economically productive

A brief overview of Questions on Workers and Non-Workers

- b.104 For clear understanding of Questions 15 to 21 you are requested to go through the chart depicting the flow of questions pertaining to the Characteristics of workers and non-workers.
- b.105 Question 15 seeks to find out if a person is a Worker or a Non-Worker. **In census, a person is categorised as 'Worker' when she/he has participated in any economically productive activity at any time during the reference period. Having found out that a person is a worker, it has to be ascertained whether she or he has worked for b months or more or less than b months. A person who has worked for b months or more during the last one year is termed as 'Main Worker' otherwise she/he is a 'Marginal Worker'. Further, the Marginal Workers have been classified into two categories viz., (1) worked for 3 months or more but less than b months (2) worked for less than 3 months.**
- b.106 If a person is categorised as worker in Question 15, whether Main or Marginal, the economic activity pursued by her/him during the reference period will be recorded in codes under Question 1b. Her/his work will be classified into one of the four categories of economic activity namely Cultivator, Agricultural Labourer, Worker in Household Industry and Other Worker. These categories have been explained in the later part of the manual. Please note that if a person has pursued more than one economic activity during the reference period, the economic activity in which she/he was engaged during the major part of the period, determines her/his economic activity for the purpose of this question.
- b.107 If a worker (whether Main or Marginal) has been classified under the category 'Worker in Household Industry' or 'Other Worker' in Question 1b, the occupation of this worker, and the nature of industry, trade or service or of self employment, she/he was engaged in will be recorded under Question 17 and 18 respectively.
- b.108 In Question 19, the 'Worker in Household Industry' or the 'Other Worker', will be classified into one of the four categories of class of workers namely; Employer, Employee, Single Worker and Family Worker.
- b.109 Questions 20 and 21 are meant for only Marginal Workers and Non-Workers. **Please note that the major part of the year spent, by a Non-Worker or Marginal Worker during the reference period, would be in non-economic activity.** The non-economic activities of Marginal Workers and Non-Workers will be recorded in codes under Question 20. The non-economic activities for which codes have been provided under this question are Student, Household duties, Dependent, Pensioner, Rentier, Beggar and Other. In Question 21, it would be ascertained for every Marginal Worker or Non-Worker as to whether she/he was seeking/available for work during the reference period. Questions 22(a) and 22(b) are to be canvassed for only those workers (Main as well as Marginal) who have been classified as 'Other Worker' in Question 1b. Question 22 seeks to elicit information on the distance from residence to the place of work and the mode of travel. **Please note that if the responses to any of these questions are not to be filled in for a person, put a dash (–). Do not leave these blank.**
- b.110 Certain points that need particular emphasis and should be remembered are listed below for your benefit :
- (i) Women and children may often be classified as Non-Workers because of non-reporting of their work. It also happens that women and children who work for six months or more are sometimes reported as working for less than six months. You should, therefore, make special efforts for listing women's and children's work by asking probing questions.
 - (ii) A person who normally works may be absent from work any time during the reference period on account of illness, holiday, temporary closure, strike, etc. Such period of absence should not be excluded while deciding whether she/he is Main or Marginal Worker and she/he must be treated as engaged in the work she/he would otherwise have been doing, but for her/his temporary absence.

- (iii) Persons under training such as apprentices, with or without stipends or wages, should be treated as workers.
- (iv) A person who is a Non-Worker throughout the reference period and has been offered work but not actually joined yet, should not be treated as a Worker.
- (v) **If a person is engaged in some economic activity but at the same time also attends to some household chores or attends a school/college, etc., she or he would be treated basically as a worker. For example, a woman may be attending to household duties regularly throughout the year and during agricultural season she may also be attending to agricultural work in their own field say for 2 months, then she should be treated as worker.**
- (vi) A person, who merely receives an income, such as a rent receiver or a pensioner, but does not have to work for receiving the income, will not be treated as worker unless the person is also engaged for part of the year in some economic activity. Similarly, receivers of agricultural or non-agricultural royalty or of rents or dividends who may be earning an income but are not participating in any productive work should not be treated as workers unless they also work in agriculture, industry, trade, profession, business or commerce, etc.
- (vii) Beggars are to be treated as Non-Workers. In this connection it may be noted that musicians, dancers, rope-dancers, acrobats, snake charmers, jugglers, etc., who entertain people in public places and earn livelihood are to be recorded as workers. Prostitutes and persons engaged in illicit work such as drug trafficking, smuggling, etc. should not be treated as workers even if they identify themselves as engaged in these activities.
- (viii) A person who engages herself/himself in work such as rice pounding for sale or wages, or in domestic services for wages for others or minding cattle or selling firewood or making and selling cowdung cakes or selling grass, etc., or any other work like cultivation, etc., she/he should be treated as worker under Question 15. However, any person who is engaged in household duties in her or his own house but does no other productive work should not be considered as worker for the purpose of census. **If we show the household duties as work, the real picture of unemployment/employment cannot be estimated from census data as majority of the population will fall under worker category.**
- (ix) A person may be providing some services or producing goods only for domestic consumption of the household and the services or products are not for sale. Such a person is not a worker, even though from her or his point of view the activity is productive. **However, persons engaged in cultivation and growing of crops (except plantation crops) solely for domestic consumption and persons engaged in rearing of animals for production of milk for their own use will be treated as workers.** There may be a situation where the household has a small kitchen garden in the rear or front portion of the house where some vegetables, flowers, fruits, etc. are grown purely for domestic consumption. The person working in this kitchen garden should not be treated as a worker unless she/he is also engaged in some other economic productive work.
- (x) For an undertrial prisoner enumerated in a jail, record the work she/he was doing before she/he was apprehended. Similarly, for a person temporarily in a hospital or similar institution, record the kind of work she/he was doing before she/he was admitted into hospital or institution. But for convicts in a prison or for long-term inmates of penal or charitable or mental institutions, the persons' previous work should not be recorded. For census purposes, inmates of penal or charitable or mental institutions, if detained for six months or more, should be treated as long term and if they are not engaged in any economic activity, code '4' under Question 15 and code '7' under Question 20 will be entered for such persons. However, if convicts in jails or inmates of charitable or mental institutions,

etc. are engaged in economic activities such as carpentry, carpet weaving, stitching clothes, making of baskets and other articles of bamboo, vegetable growing, etc. and are paid for the work they are doing in these institutions, record them as workers.

- (xi) A public or social worker engaged in a public service activity or a political worker who is also engaged in furthering the political activity of her/his party will be recorded as a worker and entered accordingly. Such persons will also include Members of Parliament, State Legislatures, Local Authorities, Village Panchayat, etc.

Women, children and aged also work

- b.111 It has been the experience of the census organisation that the workers among females, children and the aged are not always properly identified. **A large number of farm and non-farm activities in our country are family based. Many male and female members of the cultivating households, irrespective of their age, work in the peak season of ploughing, sowing, harvesting and collection of farm produce. Some of them, particularly women, children and the aged withdraw themselves from the labour force in the slack season. But not all of them are enumerated as workers during the census.** Similarly, members of the household who work in the household industry intermittently and [according to census concept of Work] qualify to be treated as workers, some of them are omitted as workers. Members of the household also participate in other seasonal economic activities such as gur making, gathering of tendu leaves and collection of other wild growing forest materials, etc.; women and children giving tuition classes or attending to the family shop; tending cattle for the production of milk, etc. **These women and children are likely to be missed as workers during the enumeration. Therefore, whenever any person, especially children, women and the older persons in the household inform that they did not work at all during last year, never record her/him as Non-Worker straight away. You must make probing enquiries, if she/he was engaged in any such economic activities to elicit the correct information regarding her/his economic activity in which she/he might have been directly or indirectly engaged.**
- b.112 Elderly persons are often found to be working even after retirement. Therefore, if any such person says that she/he is retired, you must ask how she/he has engaged herself/himself after retirement. This may bring out her/his economic activity.
- b.113 **Sometimes from the respondent's point of view unpaid work in family cultivation or in family enterprise or in any other work may not be an economic activity. But for the purpose of census, participation of family workers in such activities is to be reckoned as an economic activity.** Certain economic activities in which children, women and the aged work but may not be reported as such either due to lack of proper probing on the part of enumerator or as a result of respondent's bias are listed below by way of illustrations :
- (i) **Help given by women, children and aged during ploughing, sowing, harvesting and collection of farm produce,**
 - (ii) **Women and children working as agricultural labourer for wages in cash or in kind,**
 - (iii) **Women and children self employed or engaged as unpaid family workers in industries that can be conducted on Household Industry. (See Annexure-VI).**
- b.114 Obviously, probing questions will have to be asked specially in the case of those who are not full time workers. It is particularly important to ask such probing questions regarding any work done last year or in any of the seasons during the reference period in the case of women, children and aged in rural and urban areas. As stated above, women and children in rural areas work in the fields in the sowing, harvesting or other seasons and this may be on their own land or as labourers on someone else's land. **Unless probing questions are asked about such work, the usual answer may be that they do not work.**

Reference Period

b.115 **For all Questions on Workers and Non-Workers, the reference period is one year preceding the date of enumeration.** Certain types of work such as agriculture, household industry like, gur making, etc., are carried on either throughout the year or only during certain seasons or parts of the year, depending on the local circumstances. In such cases what we are concerned with is the broad time-span of the agricultural seasons preceding the enumeration. **Therefore, we are not only interested in the current status in relation to economic activity but all the economic activities pursued by the person during the entire reference period of the preceding one year.**

Q. 15 : WORKED ANY TIME DURING LAST YEAR

Include part time help, unpaid work on farm, family enterprise or in any other economic activity give code from list below

Yes-Main worker...1 (If worked for b months or more) Or Marginal worker : If worked for 3 months or more but less than b months.....2, Or Less than 3 months.....3, No – Non worker.....4 (If not worked at all)

Yes	
Main worker (if worked for b months or more).....	1
Or	
Marginal worker	
If worked for 3 months or more but less than b months...2	
Or	
Less than 3 months.....	3
No	
Non-worker (if not worked at all).....	4

b.116 **This question is intended to classify the population into three broad streams. These are the 'Main Workers' who worked for b months or more, the 'Marginal Workers' who worked for less than b months and the 'Non-Workers' who did not work at all during the last year preceding the date of enumeration.** Further, Marginal Workers are divided in to two categories viz., 1) **Marginal workers who have worked for 3 months or more but less than b months,** 2) **Marginal workers who have worked for less than 3 months.**

b.117 You must enquire for each person already listed, whether she or he did any work any time last year. Even if the person has worked only for one day, you have to record her/him as a worker against this question.

b.118 Under this question one box has been provided to enter the appropriate code. You are required to enter the codes in the following manner :

Main Worker : Enter code '1' in the box for a person who had participated in any economically productive activity for six months or more during the last one year preceding the date of enumeration (See Fig. b.72).

Marginal Worker :

- Enter code '2' in the box for a person who had participated in any economically productive activity for 3 months or more but less than b months during the last one year preceding the date of enumeration (See Fig. b.73).
- Enter code '3' in the box for a person who had participated in any economically productive activity for less than 3 months

Fig. b.72

Q. 15

Characteristics of workers and non-workers

Worked any time during last year

include part time help, unpaid work on farm, family enterprise or in any other economic activity give code from list below

1

Fig. b.73

Q. 15

Characteristics of workers and non-workers

Worked any time during last year

include part time help, unpaid work on farm, family enterprise or in any other economic activity give code from list below

2

but at least one day during the last one year preceding the date of enumeration (See Fig. b.74).

- It is not necessary that the worker should have continuously worked for b months or 3 months. The person may have worked for 2 months, then after a gap of 2 months might have worked for another 4 months. In such a case, as the total period of work is b months she/he can be treated as Main Worker. Similarly, if the total period of work is less than b months she/he can be treated as a Marginal Worker.

Non-Worker : Enter code '4' in the box for a person who did not work at all in any economically productive activity during the last one year preceding the date of enumeration. This category includes students, persons engaged in household duties, dependents, pensioners, beggars, etc. provided they were not engaged in any economically productive activity during the last one year preceding the date of enumeration (See Fig. b.75).

Fig. b.74
Q. 15
Characteristics of workers and non-workers
Worked any time during last year
 include part time help, unpaid work on farm, family enterprise or in any other economic activity give code from list below

3

Fig. b.75
Q. 15
Characteristics of workers and non-workers
Worked any time during last year
 include part time help, unpaid work on farm, family enterprise or in any other economic activity give code from list below

4

b.119 Please go through the following points for proper understanding of worker and non-worker :

(A) Persons to be treated as 'Worker' :

- (i) Persons under training such as apprentices, with or without stipends or wages are workers.
- (ii) A person who is engaged in some economic activity but at the same time has also attended to some household chores or has attended school/college, etc. is a worker.
- (iii) Musicians, dancers, rope-dancers, acrobats, snake charmers, jugglers, etc. are workers.
- (iv) Persons engaged in work such as rice pounding for sale or wages, or in domestic services for wages or minding cattle for wages or selling firewood or making and selling cow dung cakes or selling grass, etc. or any other work like cultivation, etc. are workers.
- (v) Persons engaged in cultivation and growing of crops (except plantation crops) solely for domestic consumption are workers.
- (vi) Persons engaged in rearing of animals and production of milk for their own use are workers.
- (vii) A public or social worker engaged in a public service activity or a political worker engaged in furthering the political activity of her/his party is a worker.
- (viii) Participation of family members as part time helpers or unpaid workers in family cultivation or in family enterprise or in any other economic activity, however insignificant their monetary contribution may appear to be, are to be treated as workers.

(B) Persons to be treated as 'Non-Worker' :

- (i) A person who is engaged in household duties in her/his own house but does no other economically productive work should be treated as a non-worker.
- (ii) A person who was a non-worker throughout the reference period, and had been offered work but has not joined yet, is a non-worker.
- (iii) Rent receiver or a pensioner or receiver of agricultural or non-agricultural royalty or dividends or interest is a non-worker unless the person was also engaged in some economic activity for part of the year.

(iv) Prostitutes and persons engaged in illicit/unlawful activities such as drug trafficking, smuggling, beggars etc. are non-workers.

b.120 Women and children may often be classified as non-workers because of non-reporting of their work. It also happens that women and children who worked for six months or more are sometimes reported as working for less than six months. Therefore, make special efforts for listing women's and children's work by asking probing questions. Glimpses of paid and unpaid women's work occasionally not reported is given in (Annexure VI)

b.121 **Persons engaged in cultivation and growing of crops (except plantation crops) solely for domestic consumption and persons engaged in rearing of animals for production of milk for their own use will be treated as workers.**

b.122 A large number of farm and non-farm activities are family based. Many male and female members of the cultivating households irrespective of their age work in the peak season of growing, sowing, harvesting or collection of farm produce. Some of them particularly women, children and aged withdraw themselves from the labour force in the slack season. These women and children are likely to be missed as workers during the enumeration. Therefore, whenever any person especially children, women and the older persons in the household inform that they did not work at all during last year, do not record her/him as non-worker straightway. You must make probing enquiries as to whether she/he was engaged in self-economic activities and elicit the correct information regarding economic activity in which the person might have been engaged directly or indirectly.

Q.16 : CATEGORY OF ECONOMIC ACTIVITY

Fill for main or marginal worker

(If code '1' or '2' or '3' in Q.15)

Give code from list below

Cultivator	1
Agricultural labourer ...	2
Worker in	
Household industry.....	3
Other worker.....	4

Cultivator-1, Agricultural Labourer-2, Worker in household industry-3, Other worker-4.

b.123 You may recall that under Question 15 you have classified all people into three broad streams namely Main Workers, Marginal Workers and Non-Workers. **This question is only applicable to Main Workers and Marginal Workers** i.e., for whom you have recorded code '1' or code '2' or code '3' in reply to Question 15. The person who did not work at all and for whom you have entered code '4' under Question 15, this question will not apply. For them put dash (-) in the box below this question.

b.124 The workers have been classified into the following four categories based on the economic activity performed by them during the last one year. Ascertain the Work category of the person recorded as main worker or marginal worker and record its code in the box provided under this question.

Cultivator...1, Agricultural Labourer...2, Worker in Household Industry.....3, Other Worker...4

If a person who is classified as a main or marginal worker was engaged in more than one economic activity, record the economic activity in which she or he was mostly engaged for the greater part of the year. Example : A person cultivates his own or leased land for a major portion of the previous year she/he also works for others during sowing, harvesting etc. In such a case she/he should be treated as a cultivator (See Fig. b.7b).

Fig. b.7b			
Q. 1	Q. 2	Q. 15	Q. 16
Name of the person start with head of household	Relationship to head write the relationship in full	Characteristics of workers and non-workers	
		Worked any time during last year include part time help, unpaid work on farm, family enterprise or in any other economic activity give code from list below	Category of economic activity Fill for main or marginal worker If code '1' or '2' or '3' in Q. 15 give code from list below
<i>Kailash Jadhav</i>	<i>Head</i>	1	4
<i>Gazala</i>	<i>Wife</i>	2	3
<i>Kalpna</i>	<i>Daughter</i>	1	4
<i>Pramod</i>	<i>Son</i>	2	3
<i>Anil Jadhav</i>	<i>Brother</i>	2	1

IMPORTANT

b.125 **You must remember that a person can be classified as a cultivator or as an agricultural labourer only on the basis of the crops grown.** The growing of the following crops is considered as cultivation. Therefore, only a person who grows these crops or works on land on which these crops are grown can be classified either as a cultivator or an agricultural labourer as the case may be.

- (i) **Cereal and millet crops : Paddy, wheat, jowar, bajra, maize, ragi, barley, etc.**
- (ii) **Pulses : Arhar, gram, khesari, moong, masur, urd, etc.**
- (iii) **Fibre crops : Raw cotton, jute, mesta, sunhemp and kindred fibre crops.**
- (iv) **Oil seeds : Sesamum, sunflower, soyabean, ground-nut, rapeseed, mustard, linseed, castor, etc.**
- (v) **Cash crops : Sugarcane, tobacco, betel leaves, chillies etc.**
- (vi) **Edible nuts (other than ground-nut) : Walnut, almond, cashewnut, etc.**
- (vii) **Fruits : Bananas, apples, grapes, guava, jamun, mangoes, oranges, etc.**
- (viii) Ganja, cinchona, opium and medicinal plants.
- (ix) All types of flowers.
- (x) Roots and tubers, potatoes, sweet potatoes, turmeric, pepper, cardamom.
- (xi) All types of vegetables and singharas.
- (xii) Fodder crops.

b.126 The growing of plantation crops is not considered as agriculture. If a person is engaged in the growing of such crops she or he will not be considered as a cultivator or agricultural labourer but recorded as 'Other Worker'. **It is important to note that you will have to ask a specific question regarding the crops grown in all cases where one merely says that she/he is a cultivator or an agricultural labourer.**

b.127 The four categories of work have been explained in the following paragraphs :

Cultivator : Enter code '1' in the box under this question for a worker who is engaged in cultivation of land owned or held from government or from private person(s) or institution for payment in

money, kind or share. Cultivation also includes effective supervision or direction in cultivation. Please note that cultivation does not include plantation crops like tea, coffee, rubber, coconut and betel-nuts (areca). Cultivation involves ploughing, sowing, harvesting and production of cereals and millet crops such as wheat, paddy, jowar, bajra, ragi, etc., and other crops such as sugarcane, tobacco, ground-nuts, tapioca, etc., and pulses, raw jute and kindred fibre crop, cotton, cinchona and other medicinal plants, fruit growing, vegetable growing or keeping orchards or groves, etc. **Cultivation will not include plantation crops like tea, coffee, rubber, coconut and betel-nuts (areca).** The workers engaged in plantation crops will be recorded as 'Other Worker'.

Agricultural Labourer : Enter code '2' in the box under this question for a worker who works on another person's land for wages in kind or cash or share. Agricultural Labourer has no risk in the cultivation, but merely works on another person's land for wages. An agricultural labourer has no right of lease or contract on land on which she/he works.

Worker in Household Industry : Enter code '3' in the box under this question for a worker who works in a Household Industry. Household Industry is defined as an industry conducted by one or more members of the household at home or within the village in rural areas and only within the precincts of the house where the household lives in urban areas. The larger proportion of workers in the household industry should consist of members of the household. The industry should not be run on the scale of a registered factory which would qualify or has to be registered under the Indian Factories Act. The main characteristics of the Household Industry are the following :

- (i) **One or more members of the household must participate and the component of hired labour should be minimum.**
- (ii) **The activity should relate to production, processing, servicing, repairing or making and selling of goods.** It does not include professions such as a Pleader, Doctor, Musician, Dancer, Waterman, Astrologer, Dhobi, Barber, etc., or merely trade or business, even if such professions, trade or services are run at home by members of the household.
- (iii) **The goods produced should not be for consumption by the household itself but should be wholly or partly for sale.**
- (iv) **In an urban area the industry must be carried out in the precincts of the house in which the household lives. In the rural areas, the industry may be carried out anywhere within the limits of the village.**
- (v) **The activity should not be on the scale of a Registered Factory (Where more than 10 persons with power or 20 persons without power is in use).**

Other Worker : Enter code '4' for all those workers who have been engaged in some economic activity during the last one year, but are not Cultivators or Agricultural Labourers or Workers in Household industry. The type of workers that come under this category include all government servants, municipal employees, teachers, factory workers, plantation workers, those engaged in trade, commerce, business, transport, banking, mining, construction, political or social work, priests, entertainment artists, etc. **Certain activities even though conducted by members of the same household will not constitute a Household Industry.** These are indicated below and therefore the members of the family working in such industries will be classified as 'Other Worker' and not as 'Worker in Household Industry'.

- (i) Plantation work.
- (ii) Livestock maintenance and production such as cattle, goats, sheep breeding, poultry farms, bee-keeping, rearing of silk worm and production of cocoons and raw silk, production of milk, eggs, honey, wax, bones, etc.

- (iii) Hunting, trapping and selling of the catch.
- (iv) Forestry and logging : log, fuel, charcoal production, gathering and selling of fodder and other forest produce, etc.
- (v) Fishing including rearing of fish, collection of pearls, shells, sea products, etc.
- (vi) Mining and quarrying.

Note : Questions 17, 18 and 19 will be asked of the workers in Household Industry or Other Workers (If code '3' or '4' in Q.16)

Q. 17 : OCCUPATION

Describe the actual work

b.128 **The nature of occupation or the actual work that a person did during the last one year prior to the date of enumeration is to be ascertained and recorded under this question.** This description of work would be irrespective of the type of industry, trade or service, etc., in which she/he may be working. **In case of persons who are self employed, the description of the actual work in which they are engaged will be recorded.**

b.129 **The actual work or occupation of workers, main or marginal should always be given in sufficient detail.** If, for example, a person is merely recorded as 'clerk' with no other details, it will be impossible to properly categorise her/him by the type of work she/he does. She/he may be a clerk attending to correspondence or book-keeping or accounting. Similarly, if a person were merely to be recorded as a technician, it will not help to determine what type of technician/mechanic she/he is, whether computer-technician or a motor-mechanic or a locomotive-mechanic, etc. If a person is recorded as doing leather work, it will not be sufficient for census purposes. It should be clearly stated whether she or he is a carcass lifter, skinner of dead animals, tanner, etc. Similarly, if a person says she/he is a sweeper, you should find out whether she/he is a sweeper, dry; or a sweeper, wet; or a sweeper, sewer. Similarly, in a trading establishment there could be a proprietor, cashier, book-keeper, salesman, etc. **The description of the actual work done by a person should be ascertained in adequate detail and recorded under this question** (See Fig. b.77).

Fig. b.77

Q. 1	Q. 15		Q. 16	Q. 17
Name of the person start with head of household	Characteristics of workers and non-workers			
	Worked any time during last year <small>include part time help, unpaid work on farm, family enterprise or in any other economic activity give code from list below</small>	Category of economic activity <small>Fill for main or marginal worker If code '1' or '2' or '3' in Q. 15 give code from list below</small>	Fill for worker in household industry or other worker (if code '3' or '4' in Q. 16)	Occupation <small>Describe the actual work</small>
<i>Raju</i>	1	1	—	—
<i>Rani</i>	3	2	—	—
<i>Raj Kumari</i>	3	4	—	<i>Sheep Rearing</i>
<i>Raj Kumar</i>	4	4	—	—
<i>Uttam</i>	2	4	—	<i>Barber</i>

- b.130 It is necessary to describe the actual occupation adequately. It is not enough to say that one is a Government official. Whether one is a Bill-clerk or Section Officer, Tehsildar, Police Constable, Chowkidar or Research Officer, etc., has to be spelt out. There may be Assistant Directors, Deputy Directors, etc., doing different functions. It is necessary to describe the occupation adequately in their case for proper classification, e.g., Assistant Director (Agriculture), Deputy Director (Census), Sub-Inspector (Excise), Panchayat Secretary, Traffic Inspector (Transport Department), etc. For teachers please state if they are university teachers or secondary school teachers, middle school teachers, primary school teachers or kindergarten teachers. Similarly, Engineers can be described as Sales Engineer, Chemical Engineer, Computer Engineer (Software or Hardware), etc. **For those in defence and similar service, it is enough if it is merely noted as 'Service'. Other details need not be given.**
- b.131 **It has been found in the past that a very large number of persons are recorded merely as 'general labourers'. It is necessary to probe and find out in which type of work the person is mostly engaged as a labourer, such as a construction labourer (road), a loader or an unloader in a market, a construction labourer (residential building), etc.**
- b.132 In case of those who are self employed and working with or without any premises or in the open on road side or pavements such as rope makers, manufacturer of bamboo products, blacksmiths, persons engaged in painting, earth digging, selling fruits or vegetables or ground-nut and such other items, newspaper and ice-cream vendors, cobblers, bicycle repairers, hawkers, itinerant vendors, dhobies etc., the work particulars of the person is to be provided in detail. For example, for a person engaged as a labourer in brick laying in the construction of house, 'brick layerer in house construction' will be the work of the person; for a barber 'Barber' will be recorded as his work, 'Fisherman' will be the work of a person if she/he is engaged in fishing in inland waters or in ocean, sea etc.

Q. 18 : NATURE OF INDUSTRY, TRADE OR SERVICE

where the person works/worked or self employed.

- b.133 **For Main Workers or Marginal Workers whose Work Category is classified as Worker in Household Industry (code '3') or Other Worker (code '4') under Question 1b, the nature of industry, trade or service where they are engaged is to be recorded here. For self employed, the nature of the industry, trade or service will be the one to which her/his actual work recorded under Question 17 relates (See Fig. b.78).**
- b.134 **For the purpose of this question, the work place of the person is where she/he is engaged in some economic activity.** It may be an office, factory, firm, workshop, business house, bank, school, insurance company, hospital, company, shop, etc. or for that purpose any place even in the open where some economically productive activity is taking place. We are not concerned with the size of the work place. It can be in a small room having a space to sit for a person or two, or a big building in which a number of persons can sit or an open place where the person works.
- b.135 **Since the information recorded under this question will be utilised to enable proper classification of the sector of economy in which the person is working, the exact details of activity being carried out in the work place is to be recorded here.** The sector of economy in which a person works may relate to any of the classified economic activities given at Annexure-XI. **In order to enable us to classify a person properly, full details of the type of industry, trade or service in which the person is engaged will have to be recorded here. Please avoid recording of vague answers. It would be helpful if the name of establishment/institution is also recorded in brackets. It is not enough to record 'plantation' or 'livestock'.**

You should record whether it is tea plantation or rubber plantation or sheep rearing or cattle breeding. Similarly, it is not enough to record 'manufacturing' or 'textile manufacturing'. You should record to indicate whether it is manufacturing of cotton textile in handloom or manufacturing khadi textile or manufacturing silk textile. In the case of industries, the articles which are produced or serviced or processed should be given. Likewise recording mere 'trade' is not enough. It should be recorded as wholesale trading in food grains or pulses or retail trading in spices or grocery and so on. For those in services, the details such as whether the service belongs to public administration, central government, state government, quasi-government bodies, etc. as well as nature of service such as police service, sanitary services, health services, education services, scientific and research, etc. may be recorded. It is further clarified that in case of persons who are working in institutions which are directly providing services such as health, education, social and cultural services, etc., under the control of central government, state government, local bodies, etc., you have to record the activity of these institutions in detail. In

such cases, you are not to record 'Central Govt. Services', 'State Govt. Services', 'Local Body Services', etc., as these are to be recorded for those persons who are working in the administrative offices of the Central or State or Local Bodies who provide such regulatory services. For example, if an accounts clerk is working in a state government primary school, the entry for her/him under Question 18 should be recorded as 'Primary School Education (Govt. Primary School)'. In case this accounts clerk is working in the Office of the Director of Education, his nature of services will be recorded as 'State Govt. Services (Directorate of Education)'. **For defence and similar personnel, write 'Service' only.**

Important

- b.13b There need not be any confusion as to the scope of Questions 17 and 18. **Question 17 represents the occupation or the actual work the person performs at the work place in which she/he is engaged and Question 18 represents the nature of industry, trade, profession or service, i.e., the sector of economy in which the person is engaged.** Thus, for example, if the answer to Question 17 is 'chemical engineer' or 'bill clerk' or 'accountant' or 'labourer (loader)' or 'truck driver' or 'managing director' and so on, the answer to Question 18

Fig. b.78

Q. 15	Q. 16	Q. 17	Q. 18
Characteristics of workers and non-workers			
Worked any time during last year <small>include part time help, unpaid work on farm, family enterprise or in any other economic activity give code from list below</small>	Category of economic activity <small>Fill for main or marginal worker If code '1' or '2' or '3' in Q. 15 give code from list below</small>	Fill for worker in household industry or other worker (if code '3' or '4' in Q. 16) Occupation <small>Describe the actual work</small>	Nature of industry, trade or service <small>where the person works/worked or self employed Write the full description</small>
1	4	<i>Bill Clerk</i>	<i>Rail Transport</i>
2	4	<i>Middle School Teacher (Maths)</i>	<i>Middle School Education</i>
1	4	<i>Tutor (Primary Classes)</i>	<i>Private Tuition (Primary)</i>
2	4	<i>Rag Picker</i>	<i>Collection of waste paper, tins, bags, etc.</i>
2	3	<i>Pottery</i>	<i>Earthenware Pottery</i>

could be 'cotton textile manufacture in mill'. Similarly, under Question 17 the occupation of the person may be 'bill clerk' or 'accountant', 'director (administration)', 'jeep driver', etc., the entry in Question 18 could be State Government Service (Directorate Animal Husbandry). Again, under Question 17 the answer may be 'orthopaedic surgeon', or 'nurse' or 'sweeper (wet)', etc., and under Question 18 the answer could be 'private medical practice'. But in case of those Main or Marginal Workers who are self employed, the entry under Question 17 i.e., actual work of the person could be 'barber' or 'tending cattle' or 'tutor-middle classes' and the entry under Question 18 would be accordingly 'hair cutting' or 'livestock raising' or 'private tuition (middle classes)'. This has been further illustrated as hereunder :

Q. 17 : Occupation

Describe the actual work

Chemical Engineer
 Bill Clerk
 Accountant
 Labourer (loader)
 Truck Driver
 Managing Director

Bill Clerk

Accountant

Director (Administration)

Jeep Driver

Orthopaedic Surgeon

Nurse

Sweeper (Wet)

Barber

Tending Cattle

Tutor (Middle Classes)

Q. 18 : Nature of industry, trade or service

where the person works/worked or self employed

Example-I

Cotton Textile Manufacture in Mill
 Cotton Textile Manufacture in Mill

Example-II

State Government Service
 (Directorate of Animal Husbandry)
 State Government Service
 (Directorate of Animal Husbandry)
 State Government Service
 (Directorate of Animal Husbandry)
 State Government Service
 (Directorate of Animal Husbandry)

Example-III

Private Medical Practice
 Private Medical Practice
 Private Medical Practice

Example-IV

Hair Cutting
 Livestock Raising
 Private Tuition (Middle Classes)

Note : For more illustrations please refer to Annexure-V.

Q.19 : CLASS OF WORKER

give code from list below

Employer-1, Employee-2, Single Worker-3, Family Worker-4.

Employer.....	1
Employee.....	2
Single worker.....	3
Family Worker.....	4

b.137 The class of worker will be ascertained and recorded under this question in respect of those Main Workers and Marginal Workers whose Work Category is either classified as 'Worker in Household Industry' i.e., code '3' or 'Other Worker' i.e., code '4' under Q. 1b. **This will, however,**

exclude the workers who have returned their economic activity as 'Cultivator' or 'Agricultural Labourer' under Question 16. For them put dash (-) in the box under this question (See Fig. b.79).

b.138 The class of worker under this question will be recorded in a single box for both male workers and female workers. The workers are divided into four categories for the purpose of this question. For a person who is :

- (i) an Employer, that is, who hires one or more persons in her/his work described under Question 17 and does not draw salary, record 1 in the box.
- (ii) an **Employee**, that is, who does her/his work described under Question 17 for others for wages or salary in cash or kind, record-2 in the box.
- (iii) a **Single Worker**, that is, who does her/his work described under Question 17 by herself/himself without employing others or without the help of family members (except casually) or as a member of co-operative unit, record 3 in the box.

- (iv) a **Family Worker**, that is, who does her/his work described under Question 17 in a family enterprise along with other members of the family without wages or salary in cash or kind, record 4 in the box.

Explanation

b.139 An Employer is a person who has to employ other persons in order to perform the work mentioned in her/his case under Question 17. Such a person does not draw any salary for the work done by herself/himself. For example, if a manufacturer of **Ayurvedic** medicines has employed pharmacists, laboratory assistants, sales representatives, accountants, clerks, drivers, etc., for manufacturing and sale of Ayurvedic medicines, in such a situation while the manufacturer will be classified as an employer, all other workers employed in her/his enterprise on wages will be treated as employees. **Please note that a person who employs domestic servants for his/her household duties need not be an employer. Similarly, a person who has subordinates under her/him in an office where she/he herself/himself is employed by others, is not an**

Fig. b.79

Q. 15	Q. 16	Q. 17	Q. 18	Q. 19
Characteristics of workers and non-workers				
Worked any time during last year <small>include part time help, unpaid work on farm, family enterprise or in any other economic activity; give code from list below</small>	Category of economic activity <small>Fill for main or marginal worker If code '1' or '2' or '3' in Q. 15 give code from list below</small>	Occupation <small>Describe the actual work</small>	Nature of industry, trade or service <small>where the person works/worked or self employed Write the full description:</small>	Class of worker <small>give code from list below</small>
1	4	<i>Bill Clerk</i>	<i>Rail Transport</i>	2
2	4	<i>Middle School Teacher (Maths)</i>	<i>Middle School Education</i>	2
1	4	<i>Tutor (Primary Classes)</i>	<i>Private Tuition (Primary)</i>	3
2	4	<i>Rag Picker</i>	<i>Collection of waste paper, tins, bags, etc.</i>	3
2	3	<i>Potter</i>	<i>Earthenware Pottery</i>	4

employer, even if she/he has the power to appoint another person in her/his office on behalf of her/his own employer. A head of department or a local manager of a company may have the power to appoint people, but being herself/himself an employee of that department/company, the said person cannot be an employer. **A government servant irrespective of the post she/he holds is an 'Employee'.**

- b. 140 An Employee is a person who works for some other person for salary or wages in cash or kind. There may be persons who are employed as managers, superintendents, agents, etc., and in that capacity employ or control other workers on behalf of their own employers. Such persons are only employees, as explained above, and should not be regarded as employers. **Please note that a cook or a domestic servant engaged exclusively by someone is an employee.** The fact that the person who has hired her/him may herself/himself is an employee is not relevant. For example, a Deputy Director of Census Operations employed a domestic servant during the last one year. In this case, though the Deputy Director has employed the domestic servant, he himself is an employee.
- b. 141 Single worker is a person who works by herself/himself. She/he is not employed by any one else and in her/his turn does not employ anybody else. Cycle repairer, vegetable seller, owner of grocery shop, rickshaw puller, a person engaged in making of agarbattis or earthenware pottery, etc., who do their work without employing others or without the help of family workers will be classified as Single Workers. **This definition of a Single Worker will include a person who works in joint partnership with one or several persons hiring no employees and also includes a member of a co-operative which is involved in trading, production, processing and services. Each one of the partners or members of such co-operative should be recorded as 'Single Worker'.** Political workers (Members of Parliament, State Legislatures, Local Authorities, Village Panchayat, etc.) and social workers are to be treated as 'Single Worker'.
- b. 142 A Family Worker is a member of the family who works without receiving wages in cash or kind, in an industry, business, trade or service. For example, the working members in a family of dhobies where they all participate and each does not receive wages separately, will be family workers. There may be family workers in industry, trade or professions as well. Family workers must be related by ties of blood or marriage but such workers can belong to different households. Thus, what is important is that such workers must necessarily be related even though they may be living in different households. **The family workers may or may not be entitled to a share of the profits in the work or the business carried on either by the person or head of the household or other relative.**
- b. 143 Please note the following important cases :
- (i) For persons engaged in Household Industry, i.e., in the case of persons for whom the answer to Question 1b is Worker in Household Industry-3, generally there will be three classes of workers, viz. Family Worker, Single Worker and Employee. There may not be a formal 'Employer'. Household Industry by its very definition is conducted by the members of the household, the role of hired workers being secondary. If the head along with the members of the household is working in a Household Industry employing hired workers, the head and other family members who are working should be treated as 'Family Workers'. If the head alone is working with the occasional assistance of hired worker(s), whose role should be secondary as indicated above, she/he should be treated as a 'Single Worker', although one might argue that in effect she/he becomes an employer. The hired workers are of course employees.
 - (ii) Members of the household who help solely in household duties, i.e., non-economic activity, should not be treated as Family Workers. In fact, they are not workers.

- (iii) **Members of a co-operative society engaged in trading, production, processing and services who have no other occupation or work except this, should be categorised as Single Worker code '3'.**
- (iv) **In the case of partnership in which all the partners are related, treat them as Family workers and record code '4'. The partnership firm may or may not employ others, but this will not change the category of the partners. They would be Family Workers code '4'.**
- (v) **In the case of a partnership firm in which some of the partners are not related, treat all the partners, including those that may be related, as Single Worker and record code '3'. The firm may or may not employ others, but this will not change the category of the partners. They will all be Single Workers code '3'.**

Political workers and social workers should be treated as Single Workers code '3'.

- (vi) **Doctors and lawyers etc., who do not employ any person should be treated as Single Worker code '3'. One may come across doctors and lawyers employing certain persons on a regular basis in the doctor's dispensary or clinic or in the lawyer's office or chamber. In this case the doctor or lawyer would become an 'Employer' so code '1' should be recorded.** However, sometimes lawyers have been found to take the help of clerks who remain attached to them on a regular basis but without being formally employed on wages. The clerk usually earns his remuneration independently from the lawyer's clients. In such a case, both the lawyer and the clerk should be treated as Single Workers and code '3' will be assigned.

IMPORTANT : ILLUSTRATIONS FOR FILLING UP OF QUESTIONS 16, 17, 18 AND 19 ARE GIVEN AT THE END OF THIS MANUAL (ANNEXURE-V).

Q.20 : NON-ECONOMIC ACTIVITY

give code from list below

Student-1/ Household duties-2/ Dependent-3/ Pensioner-4/ Rentier-5/ Beggar-b/ Other-7

Note : To be filled only for Marginal and Non-workers (If code '2' or '3' or '4' in Q.15)

Student.....	1
Household duties.	2
Dependent.....	3
Pensioner.....	4
Rentier.....	5
Beggar.....	6
Other	7

- b. 144 If a person has returned that she/he worked for less than b months or did not work at all during the last year, i.e., if code '2' or code '3' is recorded under Question 15, it will be ascertained how she or he engaged herself or himself mostly. If the person has worked for less than b months, it implies that she or he was not engaged in any economically productive activity for most of the time during last year. Thus, under this question we are interested to know how she/he spent her/his time mostly in non-economic activity. If she or he is a Non-Worker throughout the year, ascertain the category of Non-Workers she or he belongs to and record the appropriate code in the box under this question. **The non-economic activities of Marginal Workers and Non-Workers are grouped into seven categories and assigned code numbers which will be used to record the responses under this question.** For your convenience these categories along with their codes are shown with the question itself.
- b. 145 A Marginal Worker or Non-Worker can be found engaged in two or more non-economic activities during the reference period. For example, a child may have been dependent for nine months had attended school for only three months or a girl had attended School/College for five months during the reference period and was engaged in household duties for the rest of the period. You will also come across situations where a person was found engaged in two or more non-economic

activities simultaneously during the period under reference. For example, a student may also be attending household duties, a pensioner may be doing household duties and also seeking work during the reference period. For the purpose of this question the main non-economic activity will be decided on the basis of precedence as indicated below. This means that a certain non-work category will find priority over others. For example, a person who was attending school was also engaged in household duties at the same time, will be categorised as 'Student' even though she/he may have spent more time on household duties than on attending school. Similarly, a pensioner who was attending to household duties regularly but was also looking for work and making efforts for a job will be categorised as 'Pensioner'. The prioritisation of non-economic activity has been indicated in the description of the non-work activities in the following paragraphs.

- b. 146 The explanation of the seven categories of non-economic activities are given in the following paragraphs :

Student-1

- b. 147 This category will cover all students including those attending part-time classes, correspondence course, attending literacy centres, etc. who are not engaged in any economically productive work. For such Non-Workers, record code '1' in the box under this question. For Marginal Workers who were mainly students during the major part of last year, their non-economic activity, i.e., 'Student' will be reflected by entering code '1' in the box under this question.

- b. 148 **If a student participates in some economically productive work, say, by helping sometimes as an unpaid family worker in family cultivation or in household industry, trade or business, you would have already treated such a person as Marginal Worker for the purpose of Question 15. Her/his non-economic activity, i.e., 'Student' (code '1') will be shown in the box under this question.**

- b. 149 **Please note that in many households, the daughters help in the household work though they are studying full-time. They should be recorded as 'Student' (Code '1') and not as doing 'Household duties' (code '2') in the box under Question 20.** Please remember that married women normally attending to household duties can also be full-time students and they should be recorded accordingly as students under this question.

Household duties-2

- b. 150 A person who is attending to daily household chores like cooking, cleaning utensils, looking after children, fetching water, collecting fire wood, going to market, etc. will be treated as doing household duties. Such persons should be allotted code '2' under this question. **A housewife who is also a pensioner will be classified as 'Pensioner' (code '4') and not under 'Household duties'. Similarly, a person attending to household duties but is also seeking/available for work would be categorised under 'Other' (code '7').**

- b. 151 A housewife may help as unpaid worker in family cultivation or in family enterprise or make and sell cow-dung cakes or prepare papad, achar, etc., at odd times and sell them or occasionally tend cattle for production of milk. She is only a Marginal Worker and for her code '2' would have been already assigned under Question 15 and her economic activity already appropriately reflected under Questions 16-19. Her non-economic activity 'Household duties' will now be shown under Question 20. **On the other hand, a woman may be working in a factory or an office or as a labourer or agricultural labourer for six months or more in the preceding year and may also be attending to household duties. For such a woman you have entered code '1' under Question 15 and her economic activity already appropriately recorded under Questions 16-19. In such a case, dash (-) will now be entered in the box under Question 20.**

- b. 152 **It will be necessary for you to ask probing questions, particularly in the case of women, to find out if they are engaged in any economic activity, apart from household duties. It**

may be noted that the 'work' as defined in the Census is as per the definition adopted in the System of National Accounts(S.N.A.) and as per international practice. Many persons engaged in household duties perform various activities which have considerable importance. However, since these activities are not accounted for in the SNA, these are not treated as Economic Activity.

Dependent-3

- b. 153 This category includes all dependents such as infants or children not attending school or persons permanently disabled from work because of illness or old age.
- b. 154 Dependents may include even able-bodied persons who cannot be categorised in any other category of Non-Workers but are dependent on others. **However, if such a person who is dependent on others for subsistence but is seeking/available for work, she or he should be categorised as 'Other' and assigned code '7' under this question.**
- b. 155 **If a girl or an old woman attends to household duties she should be categorized as doing 'Household duties' (code '2') rather than 'Dependent' (code '3').** As you are aware, many persons may be dependents in the general sense of the word but may also be studying or doing household duties or looking for work. **In such cases, they should be entered as student (code '1') or doing household duties (code '2') or other Non-Worker (code '7') as the case may be, and not as dependent (code '3').** It is, therefore, necessary for you to ask whether a person who is said to be a dependent is studying or looking for work, etc., and if so, categorize her or him accordingly rather than as dependent (code '3'). Such persons would particularly include unemployed sons, daughters, brothers, sisters, aged parents, etc.

Pensioner-4

- b. 156 **A person drawing pension after retirement from service and is doing no other work, i.e., not employed again in some work or not engaged in some other work such as cultivation, business, trade, etc., will come under this category.** Code '4' should be noted under this question for a person coming under this category. **Please note that all persons do not receive pension after retirement.** Some retired persons may have received a lump sum amount as retirement benefit and earning income from the interest or dividend on this money that she/he may have invested. **Such persons would be classified under the category of 'Other'.** However, this category will also include persons who receive 'old age pension' under some social benefit scheme of the government and persons receiving '**freedom fighters pension**', etc. **Widows receiving pension after their husband's death will also fall under this category.**
- b. 157 However, in such cases also a careful probe is necessary. A retired person may be drawing pension and also doing some work, for example, a retired engineer may be working as a contractor or a part-time consultant. Of course, in such cases, she/he has already been categorised appropriately as a Main Worker or Marginal Worker and entered as such under Question 15. If Marginal Worker, her/his non-economic activity, i.e., code '4' (pensioner) will be entered under this question.

Rentier-5

- b. 158 This category includes rentiers or persons living on remittances, agricultural or non-agricultural royalty, interest or dividend. For them enter code '5' under this question

Beggar-b

- b. 159 This category will cover beggars and vagrants not engaged in any economically productive work. if any person in this category is also a student, she/he will be classified as 'Student' (Code '1'). persons in this category may be attending to household duties also, in such cases these persons have to be included under this category and not under 'Household duties'. For such persons, record code 'b' in the box under this question.

Other-7

- b. 1b0 This category will include all Non-Workers and Marginal Workers who may not come under any of the above six categories. They include convicts in jails or inmates of penal, mental or charitable institutions doing no paid work, persons who are seeking/available for work, Prostitutes, persons having unidentified source of income and those with unspecified sources of subsistence not engaged in any economically productive work will come under this category. As already stated that if any person in this category is also a student, she/he will be classified as 'Student' (Code '1'). Persons under this category may be attending to household duties also, in such cases these persons have to be included under this category and not under 'Household duties'.
For such persons, enter code '7' in the box under this question.
- b. 1b1 **Before recording the non-economic activity of the undertrial prisoners and convicts in jails or inmates of penal, mental or charitable institutions, you are advised to go through the instructions already given under para b. 110 (some special circumstances) once again.** In a few cases, such persons can also be found engaged in some economically productive work and therefore they will have to be categorised accordingly as Main Workers or Marginal Workers.
- b. 1b2 **A boy or girl who has completed education or has stopped studying and is looking for work will also come under this category.** A person who is merely spending her/his time at home as a dependent and is not doing any work and is also not seeking or available for work will come under dependent (code '3') rather than code '7'. **A person irrespective of age and whether educated or not, if she or he reports that she or he is not engaged in any other activity but is seeking or available for work will come under this category.**
- b. 1b3 **It must be noted that this category includes only those who do not fall into any of the non-work categories discussed earlier.** There may be cases of students who may be seeking work/employment and quite prepared to give up studies if they got a job. Such persons are students, code '1', for Question 20. The fact that they are seeking jobs will be reflected under Question 21.
- b. 1b4 It is advisable to ask Questions 15 to 20 together for each person and then fill up the requisite details, otherwise, the full and precise answers will not be available and you may have to make corrections.
- b. 1b5 What is meant by economically productive activity that a person has been doing mostly can be easily understood from the following examples :
- (i) A person who is mainly a cultivator but during the non-agricultural season works as a construction worker or as a loader. For her/him code '1' will be recorded in the appropriate box under Question 15 and her/his main Work Category, i.e., cultivation (code '1') will be recorded under Question 1b.
 - (ii) A person may have worked for less than six months as a cultivator. For the major part of the year, this person may have been doing household duties. For this person, code '2' or code '3' i.e. one of the codes for Marginal Worker will be recorded under Question 15. Her/his Work Category, i.e., Cultivation (code '1') will be reflected under Question 1b and her/his engagement mostly during the last year i.e., doing household duties (code '2'), will be shown under Question 20.
 - (iii) A person may be mainly an agricultural labourer for over 8 months but may have worked, say for one or two months, in a Khandsari sugar factory during the lean season. She/he would be treated as Main Worker (code '1') for the purpose of Question 15 and her/his main Work Category i.e., agricultural labourer (code '2') will be entered under Question 1b.

(iv) A person may have worked as salesman for less than six months in a retail grocery shop. For the major part of the year, this person might have been a student. This person will be categorised as Marginal Worker (code '2') under Question 15 and her/his Work Category i.e., Other Worker (code '4') will be reflected under Question 1b. Her or his non-economic activity in which she or he was mainly engaged i.e., code '1' (Student) would be entered under Question 20.

(v) A person who is mainly a cultivator, also keeps cows

and produces milk for use in the household and/or for sale. This person will be categorised as Main Worker (code '1') under Question 15 and his main Work Category i.e., cultivation (code '1') will be shown under Question 1b (See Fig. b.80).

Fig. b.80

Q. 15	Q. 1b	Q. 17	Q. 18	Q. 19	Q. 20
Characteristics of workers and non-workers					
Worked any time during last year <small>include part time help, unpaid work on farm, family enterprise or in any other economic activity; give code from list below</small>	Category of economic activity <small>Fill for main or marginal worker If code '1' or '2' or '3' in Q. 15 give code from list below</small>	Occupation <small>Describe the actual work</small>	Nature of industry, trade or service <small>where the person works/worked or self employed Write the full description</small>	Class of worker <small>give code from list below</small>	Non-economic activity <small>give code from list below</small>
1	4	<i>Bill Clerk</i>	<i>Rail Transport</i>	2	-
2	4	<i>Middle School Teacher (Maths)</i>	<i>Middle School Education</i>	2	7
1	4	<i>Tutor (Primary Classes)</i>	<i>Private Tuition (Primary)</i>	3	-
2	4	<i>Rag Picker</i>	<i>Collection of waste paper, tins, bags, etc.</i>	3	6
2	3	<i>Potter</i>	<i>Earthenware Pottery</i>	4	2

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Q. 21 : SEEKING OR AVAILABLE FOR WORK? YES-I/NO-2

Note : To be filled only for Marginal and Non-workers (If code '2' or '3' or '4' in Q. 15)

b. 1bb This question is to be replied for only those who are returned as Marginal Workers or Non-Workers under Question 15. **If an individual in reply to Question 15 has replied that she/he has worked for 3 months or more but less than 6 months or has worked for less than 3 months or did not work at all and you have recorded code '2' or code '3' or code '4' under Question 15, you have to ask from her or him whether she or he is seeking work or available for work.** Seeking work means that the person may have got herself/himself registered in the employment exchange or she/he may be applying for jobs or she/he may have made other efforts for a job, such as looking in the newspaper advertisements with a view to applying for a job with the intention to offer herself/himself for employment. **It may be remembered that seeking work is more applicable in urban areas where there are facilities**

of employment exchanges and greater aware-ness about availability of jobs. In rural areas, there may be no facilities of employment exchanges. The person may be available for work but not actually seeking work either because of lack of knowledge of work being available or absence of employment exchanges. Thus, for rural areas where there is no formal mechanism of seeking employment, any Marginal Worker or Non-Worker, if available when offered work, should be considered as seeking work. However in urban areas, all such Marginal Workers or Non-Workers who are actually making some efforts for employment will be recorded as seeking work (See Fig. b.81).

Fig. b.81

Q. 15	Q. 16	Q. 17	Q. 18	Q. 19	Q. 20	Q. 21
Characteristics of workers and non-workers						
Worked any time during last year <small>include part time help, unpaid work on farm, family enterprise or in any other economic activity. give code from list below</small>	Category of economic activity <small>Fill for main or marginal worker. If code '1' or '2' or '3' in Q. 15. give code from list below</small>	Occupation <small>Describe the actual work</small>	Nature of industry, trade or service <small>where the person works/worked or self employed. Write the full description.</small>	Class of worker <small>give code from list below</small>	Non-economic activity <small>give code from list below</small>	Seeking or Available for work <small>Yes ... 1 No 2</small>
<small>Fill for worker in household industry or code '3' or '4' in Q. 16)</small>	<small>Fill for marginal worker and non-worker (if code '2' or '3' or '4' in Q. 15)</small>					
1	4	<i>Bill Clerk</i>	<i>Rail Transport</i>	2	-	-
2	4	<i>Middle School Teacher (Maths)</i>	<i>Middle School Education</i>	2	7	2
1	4	<i>Tutor (Primary Classes)</i>	<i>Private Tuition (Primary)</i>	3	-	-
2	4	<i>Rag Picker</i>	<i>Collection of waste paper, tins, bags, etc.</i>	3	b	1
2	3	<i>Potter</i>	<i>Earthenware Pottery</i>	4	2	2

b. 167 You may come across people who already hold jobs (Main Workers) or do not normally want to take up employment but may give you general answers that they would not mind taking up work if the salary is attractive enough. We are not interested in such persons since they obviously are already employed or are not really job seekers. You will have to make a probe to get the facts. However, if in answer to this question, a Marginal Worker or Non-Worker says that she or he is seeking work or available for work, you must enter code '1' in the box under this question. In case her/his reply is 'No', you have to record code '2' in the box under this question.

b. 1b8 Dash (–) may be put for Main Workers for whom this question is not applicable. In fact, these are the workers for whom you have already entered code '1' under Question 15.

Q. 22 : TRAVEL TO PLACE OF WORK

Note : Q.22(a) and Q.22(b) are to be filled only for "Other Worker" (If code '4' in Q. 1b)

b. 1b9 **Question 22 is applicable to only those Main Workers and the Marginal Workers who have been classified as 'Other Workers', i.e., for whom code '4' has been entered under Question 1b. Thus, Question 22 is not applicable to the persons who have returned their economic productive activity as Cultivator or Agricultural Labourer or Worker in Household Industry in reply to Question 1b and for whom you have entered codes '1' or '2' or '3' under Question 1b. Similarly, if the person is reported to have not worked at all (code '4') during last year in reply to Question 15, this question will also not apply. In addition, for defence and similar paramilitary personnel, these questions are also not applicable. In all such cases dashes (–) will be put under Questions 22(a) and 22(b).**

b. 170 If the person was engaged in more than one economic activity during the last year, this question will obviously be asked with reference to the main economic activity entered under Question 17. **For visitors who qualify to be enumerated in the household in terms of the eligibility criteria, this question will be canvassed with reference to the normal place of residence and the place of work from where she/he has come to live with this household (See Fig. b.82).**

Fig. b.82

Q. 15	Q. 1b	Q. 22
Characteristics of workers and non-workers		
Worked any time during last year <small>include part time help, unpaid work on farm, family enterprise or in any other economic activity. give code from list below</small>	Category of economic activity <small>Fill for main or marginal worker. If code '1' or '2' or '3' in Q. 15 give code from list below</small>	Fill for other worker (if code '4' in Q. 1b) Travel to place of work 22(a) One-way distance : of work in kilometers 22(b)* Mode of travel to place of work : give code from list below
2	4	a) distance in km. <div style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">0 9 2</div> b) mode of travel <div style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">7</div>
2	4	a) distance in km. <div style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">0 2 0</div> b) mode of travel <div style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">b</div>
2	4	a) distance in km. <div style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">0 0 3</div> b) mode of travel <div style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">1</div>

Q. 22(a) : One-way distance from residence to place of work in kilometres

b. 171 For workers other than those engaged in cultivation or as agricultural labourer or in household industry, 'place of work' may be defined as premises or an institution or an office or an establishment where the person is engaged in some economic productive activity. These could be the places where mining and quarrying or manufacturing, processing, servicing or repairs (other than in the household industry) are carried out. The following also are work places where economic activities relating to generation and transmission and distribution of gas, steam, water supply, etc., construction, wholesale or retail trade, hotels and restaurants, transport, storage, warehousing, communication, financing, insurance, real estate and business services, community, social and personal services, public administration, offices such as banks, post offices, police station, court, etc., schools, hospitals, recreation and cultural services, community services such as temples, etc., takes place. In addition, you must note that the places where economic activities such as rearing of cattle and production of milk, rearing of sheep for production of wool, rearing of other animals such as pigs, rearing of bees and production of honey, rearing of silk-worms and production of cocoons and raw silk, hunting, trapping, collection of fuel and other forest products and their sale, gathering of materials such as herbs, resins, etc., catching and selling of fish, etc., are carried on are also work places.

- b.172 For such persons whose work place is not fixed, the entire area of operation including the field of her/his economic activity will be treated as her/his place of work.
- b.173 **One way distance from residence to the place of work will be considered for entry under this question. The distance from residence to the place of work will always be recorded in Arabic numerals.** Three boxes are provided to enter the distance under this column. If the distance is in one digit prefix two '0's and if it is in two digit, prefix one '0'. If the distance is returned in three digits, enter one digit in each box. In case the journey is carried out through any mode of land transport, the road distance from the residence to the place of work may be recorded in Kilometres (Km.) rounded to the nearest unit. If the distance of the work place from the residence is less than 0.5 Km., '000' may be noted under Question 22(a). But the distance, if varies from 0.5 Km. to 1.4 Km., '001' will be recorded under this question and so on. In case the journey is performed by any of the modes relating to water transport such as ship, ferry-boat, boat, etc., the aerial distance for the journey performed in waters combined with the road distance, if any, will be indicated under this question. For a person whose place of work is same as the place of residence, '000' will be entered below this question.
- b.174 For peddlers and persons who have no fixed place of work, distance will be reckoned as the distance from residence to the nearest point of the area of operation. If there are two different areas of operation then the area which is farthest will be considered. For persons commuting to more than one place in connection with her/his economic activity, the place which is farthest from the residence will be considered as work place for recording distance under this question. If a person has to commute to different places on different days, then the place of work to which she/he goes more frequently will be considered for making entry under this question. If the nature of work of the person is such that she/he has to travel long distances temporarily on tour or she/he has to make field visits on a few days in a month, then this distance should not be taken into account for recording answer to this question. In such cases the normal distance from his regular place of work should be recorded.
- b.175 If a person has to use more than one mode of travel to reach her/his place of work from her/his residence, the distance she/he travels by each of these modes will have to be added in order to arrive at the distance to the place of work.

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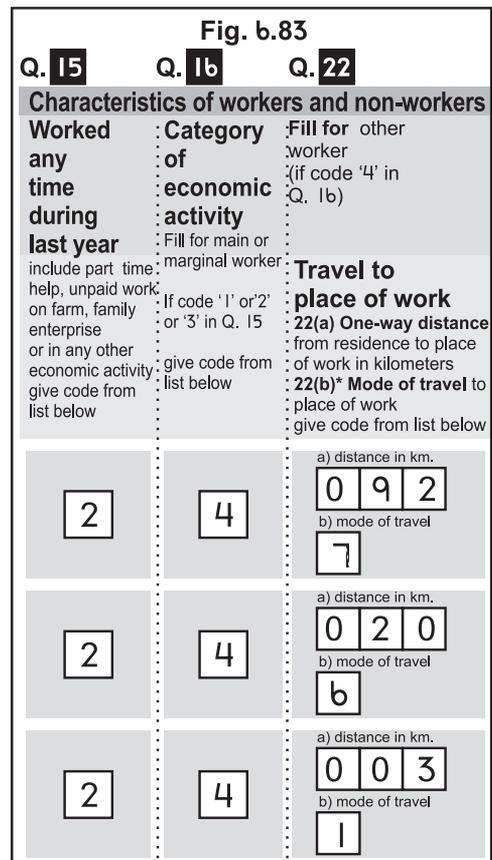
Q. 22(b) : Mode of travel to place of work

give code from list below

- b.176 **After you have found out the distance from residence to the place of work, enquire how this distance is covered by the person to reach her or his place of work.** The appropriate code will be entered in the appropriate box below this question to indicate the mode of travel. 'Mode' here refers to the mode of transport normally used for commuting. It is not necessary that the mode of travel used to reach the place of work is owned by the person. Reaching the place of work 'on foot' is also included as a possible mode. The following ten modes with their codes which are self explanatory have been prescribed to record the responses under Question 22(b) :
- b.177 These codes are provided at the bottom of the Household Schedule. You must enter the appropriate code of the mode of travel to reach the place of work after ascertaining the same from the person concerned. **If the person has to use more than one mode of travel to reach her/his work place, the mode accounting for the longest distance will be considered** to record the information under this question.

On foot.....	1
Bicycle.....	2
Moped/Scooter/ Motor cycle...	3
Car/Jeep/Van.....	4
Tempo/Autorickshaw/Taxi.....	5
Bus.....	6
Train.....	7
Water transport.....	8
Any other.....	9
No travel.....	0

b.178 Code '9', 'Any Other', will include mode of travel not covered by codes '1' to '8'. These could be rickshaw, tonga, cart, tractor trolley, etc., owned or hired to reach the place of work. **If the main economic activity of the person is carried on at her/his own place of residence i.e., she/he has not to travel to undertake her/his economic activity, code '0' will be entered under this question.** (See Fig. b.83)



MIGRATION CHARACTERISTICS (Qs. 23 to 2b)

b.179 **Questions 23 and 24 are aimed at capturing the details of migration characteristics of the people. For example, rural to urban migration or migration from one part of the country to another.** As you know there are a large number of persons who change their residence from one village or town to another village or town for work, marriage or other reasons. This movement, which involves change of residence from one village/town to another village/town, is known as migration. The movement, which are purely temporary in nature, like, visiting religious places, official tour, sight seeing, medical treatment etc., are not to be treated as migration as they do not involve change in residence. Any change of residence from one part of village/town to another part of the same village/town will also not be considered as migration. The persons who migrate are termed as migrants. In recent years with increased mobility of population the study of migration characteristics has assumed significant importance. **For Census purposes, there are two types of migrants, namely (i) migrants by place of birth and (ii) migrants by place of last residence.** While Question 23 captures the details of the migrants by place of birth, Questions 24 to 2b will provide details on migrants by place of last residence.

Q.23 : BIRTH PLACE

If within India, write the present name of the village/town, district and state. Also write '1' for Village or '2' for Town in the box.

If outside India, write the present name of the country and put '-' against village/town and district.

Note : This question is to be filled only in respect of the persons whose birth place is outside this village/town where she is being enumerated. For a person whose birth place is the same as the place of enumeration, put dashes (-) in all the 3 parts under this question.

b.180 Certain details regarding the place where the person enumerated was born are to be collected and entered in 3 parts viz., village/town, district and state/country under Questions 23. **For defence and similar paramilitary personnel, this question is not applicable.** For them put dash (-) under this question. The explanation and instructions as to how the information against these questions is to be filled are as follows :

Village/Town :

b.181 **For every person there can be one and only one place of birth. Find out the birth place of each person already listed. For a person who was born in the village or town where she/he is being enumerated, put dashes (-) in all the 3 parts under this question. If the**

person is born in some part (hamlet) of the same village or in another locality of the same town where she/he is being enumerated, the village or town of enumeration would be considered as the place of her/his birth. The detailed entries against these questions will be made only if the person says that she/he was born in any place other than the place where she/he is being enumerated. **Please note that different persons in the same household can have different places of birth.**

- b. 182 For every person enumerated, three parts have been provided under this question to record the present name of the Village/Town of the birth place, District and State/Country in which the birth place of the person falls. In the first part, meant for recording the name of Village/Town, you are required to write '1', if the birth place is a village and write '2', if the birth place is a town in the box provided for before writing the name of the village/town where the person has born (See Fig. b.84).

Q. 23 Fig. b.84

Migration characteristics
Fill for person born outside this village/ town

Birth place
If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box
If outside India, write the present name of the country and put '-' against village/ town and district

1	Village/Town <i>Devrukhi</i>

Q. 23 Fig. b.85

Migration characteristics
Fill for person born outside this village/ town

Birth place
If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box
If outside India, write the present name of the country and put '-' against village/ town and district

	Village/Town _____

- b. 183 For a person born outside India, put dash (-) in the part meant for village/town under this question (See Fig. b.85).

District :

- b. 184 The information against this question is to be recorded only if the person was born outside the village or town of enumeration but within the country. Write the present name of the district where the person was born. This could even be the district where the person is being enumerated. If the person cannot name the district, write 'not known'. The name of the District is to be entered in the second part provided under this question (See Fig. b.8b).

Q. 23 Fig. b.8b

Migration characteristics
Fill for person born outside this village/ town

Birth place
If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box
If outside India, write the present name of the country and put '-' against village/ town and district

1	Village/Town <i>Devrukhi</i>
	District <i>Ratnagiri</i>

Q. 23 Fig. b.87

Migration characteristics
Fill for person born outside this village/ town

Birth place
If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box
If outside India, write the present name of the country and put '-' against village/ town and district

	Village/Town _____
	District _____

- b. 185 For a person born outside India, put dash (-) in the part meant for district under this question (See Fig. b.87).

- b. 18b If a person was born in a train or bus or boat or aircraft, etc., within the country, enter the present name of the Village/Town, District and State/Union territory under this Question where the birth was registered. If not registered, enter the particulars under this Question with reference to the administrative territory where the event occurred.

State/Country :

- b. 187 For a person born outside the village or town of enumeration but within the country, find out the present name of the state/union territory where she/he was born and record it in the third part which is meant for recording state/country under the Question 23. This could even be the state/union territory, where the person is being enumerated (See Fig. b.88).

b. 188 For those born outside India, note merely the present name of the country and there is no need to enter the name of the constituent state of the foreign country. Where a person cannot name the country, the name of the continent may be noted

Q. 23 Fig. b.88

Migration characteristics
Fill for person born outside this village/ town

Birth place
If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box
If outside India, write the present name of the country and put '-' against village/ town and district

1	Village/Town <i>Deurmukh</i>
District <i>Ratnaqiri</i>	
State/Country <i>Maharashtra</i>	

Q. 23 Fig. b.89

Migration characteristics
Fill for person born outside this village/ town

Birth place
If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box
If outside India, write the present name of the country and put '-' against village/ town and district

	Village/Town —
District —	
State/Country <i>Sudan</i>	

Q. 23 Fig. b.90

Migration characteristics
Fill for person born outside this village/ town

Birth place
If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box
If outside India, write the present name of the country and put '-' against village/ town and district

	Village/Town —
District —	
State/Country <i>Bangladesh</i>	

(See Fig. b.89 & Fig b.90).

b. 189 For a person born on the high seas, record 'born at sea', against this question and put dash (–) in the parts meant for writing the name of Village/Town and District of birth.

Important

b. 190 Please note that name of the Village/Town, District or State/Union territory or country of her/his birth place may have changed since the time of her/his birth. This can be due to two reasons a) change in the name itself and b) jurisdictional change as a result of the creation or re-organisation of state/union territory or district or country. **The present name of the Village/ Town, District and country has to be entered here and not the name by which they were known at the time of her/his birth.**

Q. 24 : PLACE OF LAST RESIDENCE

Fill for person who has come to this village/town from elsewhere

b. 191 It refers to the village/town from where a person has migrated to this village/town where she/ he is being enumerated. The question seeks information on the 'Place of Last Residence'. For example, if a person is born in Village 'A' from where she/he had moved to Village 'B' and again from there she/he had arrived at Village 'C' and had set up her/his residence, where she/he is being enumerated, then in this case Village B is the place of last residence.

Please note that if she/he had moved directly from her/his place of Birth (village/town) to the village/town where she/he is being enumerated, then in that case the place of last residence is same as the place of birth. In this case, you have to record the same name of village/town, district and state against both Q.23 & Q.24. Do not leave the space provided for recording information on Q. 24 blank in these cases.

Question 24 has two sub-questions i.e. Questions 24(a) and 24(b). Responses to Question 24(a) give the details of the place of last residence of the person, and are to be recorded in three parts, namely, the Village/Town, the district and the State/Country. Response to Question 24(b) will provide the status of the place of last residence (whether Rural and Urban) at the time of migration.

b. 192 **Questions 24(a) and 24(b) will be asked of only those persons who have come to this village/town from elsewhere i.e. outside the village/town of enumeration irrespective of their age.** If a person is living at the place of enumeration since her/his birth and never gone out except on **temporary visit** to their relatives, pilgrimage, tour, etc., she/he will be deemed

to be a non-migrant by place of last residence and dashes (–) will be entered in Questions 24(a) and 24(b). **Detailed response in these questions will have to be filled in respect of all those persons who had another place as the place of residence (irrespective of her/his place of birth) before she/he came to the present place where she/he is being enumerated.** Even if a person was born at the place of enumeration but because of her/his work or for studies, etc., she/he had **shifted** subsequently to another village or town and had come back again to the place of enumeration, she/he should be deemed to have come from elsewhere to reside in this village/town.

- b. 193 Put dash (–) against Questions 24(a) and 24(b) for **defence and similar personnel** as these questions are not applicable for them.
- b. 194 Migration of persons in search of job is high in our country. In many cases such migrations are only seasonal in nature. **People migrate to other places for work in a particular season and come back to their usual place of residence after three or four months. For the purpose of this question all such workers will be treated as migrants.** Similarly, if a person moved to any other place for attending a short-term vocational course or for attending particular educational course that lasted for only a few months of a year, she/he too will be recorded as a migrant. Thus, in both these situations, the person will be deemed to have come from other places to live in the village or town of enumeration.
- b. 195 **The immediate previous village or town of residence is relevant only if she/he had been outside the village or town of enumeration and not simply in another house or locality in the same place.** For example, if a person born in one part of Mumbai City is found residing in another part of Mumbai at the time of enumeration, the change of residence should not be treated as change of place of residence because both the areas are within the same city of Mumbai. Similarly, a person born in hamlet 1 of village Rampur and found in hamlet 2 of the same village at the time of enumeration, is not a migrant. Where a person had merely gone out to another place or had been shifting from place to place purely on tour or pilgrimage or for temporary business purposes, she/he should not be deemed to have had another residence different from the place where she/he or her/his family is residing at the time of Population Enumeration. **In case of a visitor who is being enumerated in the household, the place of her/his usual residence will be recorded as the place of last residence.** Similarly, if a person is enumerated at a place other than her or his place of birth and if she or he had no other place of normal residence before coming to the place of enumeration, the place of birth would be the place from where she/he had come to reside in this village/town.
- b. 196 It would not be possible to specify the duration of stay which will qualify for reckoning the change of residence. The circumstances of each case would have to be taken into consideration in deciding whether a person has had come from elsewhere or not. For example, an officer who has been transferred for a short period must be considered as moving from her/his place of previous posting which would become her/his place of last residence, irrespective of her/his stay in the new posting. However, temporary movement like women moving into a hospital for delivery, a person moving into a hospital for treatment, etc., at a place other than their usual residence, will be ignored and these places will not be treated as the last residence. **When a woman temporarily moves into a hospital or to her parents or other relative's house for delivery and if the hospital or the parents/relatives house is in a place different from usual place of residence, the place where the hospital or parents/relative's house is will be the place of last residence of the child but not of the mother.**
- b. 197 For a person who has been in the village or town of enumeration continuously since birth (except for shifting to other place outside the village or town of enumeration for a purely temporary stay), put dash (–) in Questions 24(a) to 24(b) as she/he has never changed her/his residence since birth. **But for a person who had her/his last previous residence at any place outside**

the village or town of enumeration (irrespective of her/his place of birth), fill-in the requisite details, where applicable, in Questions 24(a) and 24(b).

Place of last residence

Q.24(a) : If within India, write the present name of the village/town, district and state. Also write '1' for Village or '2' for Town in the box.

If Outside India, write the present name of the country and put '-' against village/town and district

Village/Town :

b.198 For every person enumerated, three parts, namely Village/Town, District and State/Country have been provided under this question to record the details of the place of last residence of the person. You are required to record only the present name of the Village/Town, District and State/Country of the place of last residence. In the first part, meant for recording the name of Village/Town, you are required to write '1' if the place of last residence is a village, write '2' if it is a town in the box before writing the name of the village/town where the person has come from (See Fig. b.91).

Q. 24 Fig. b.91

Migration characteristics
Fill for person who has come to this village/ town from elsewhere

Place of last residence

24(a) If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box

24(b) at the time of migration

If outside India, write the present name of the country and put '-' against village/ town and district

Rural ... 1
Urban .. 2

2 Village/Town
Asansol

Q. 24 Fig. b.92

Migration characteristics
Fill for person who has come to this village/ town from elsewhere

Place of last residence

24(a) If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box

24(b) at the time of migration

If outside India, write the present name of the country and put '-' against village/ town and district

Rural ... 1
Urban .. 2

Village/Town

b.199 For a person whose place of last residence located **outside India**, put dash (-) against this part of the question (See Fig. b.92).

District :

b.200 The information against this question is to be recorded only if the person has come from a place outside the village or town of enumeration but within the country. Write the present name of the district of the place of last residence. This could even be the district where the person is being enumerated. If the person cannot name the district, write 'not known'. The name of the District is to be entered in the second part provided under this question (See Fig. b.93).

Q. 24 Fig. b.93

Migration characteristics
Fill for person who has come to this village/ town from elsewhere

Place of last residence

24(a) If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box

24(b) at the time of migration

If outside India, write the present name of the country and put '-' against village/ town and district

Rural ... 1
Urban .. 2

2 Village/Town
Asansol

District
Burdwan

Q. 24 Fig. b.94

Migration characteristics
Fill for person who has come to this village/ town from elsewhere

Place of last residence

24(a) If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box

24(b) at the time of migration

If outside India, write the present name of the country and put '-' against village/ town and district

Rural ... 1
Urban .. 2

Village/Town

District

b.201 For a person whose place of last residence is located **outside India**, put dash (-) against this part of the question (See Fig. b.94).

State/Country :

b.202 For a person whose place of last residence is located outside the village or town of enumeration but within the country, find out the present name of the state/union territory

in which it falls and record it in the third part provided under the Question 24(a). This could even be the State/ Union territory, where the person is being enumerated (See Fig. b.95).

b.203 For those persons whose place of last residence is located outside India, note merely the present name of the country and there is no need to enter the name of the constituent state of the foreign country. Where a

person cannot name the country, the name of the continent may be noted (See Fig. b.9b).

Important

b.204 Please note that name of the Village/Town, District or State/Union territory or country from where she/he has come may have changed since the time her/his migration. This can be due to two reasons a) change in the name itself and b) jurisdictional change as a result of the creation or re-organisation of state/union territory or district or country. **The present name of the Village/ Town, district and State or country has to be entered here and not the name by which they were known at the time of her/his migration.**

Q.24(b) : At the time of migration

Rural-1/Urban-2

b.205 For a person who had previously resided outside the place of enumeration, ascertain if the place of her/his last previous residence from where migrated was rural or urban and record the answer. **Rural or urban status has to be determined with reference to the status existing at the time of migration.** Broadly, if the place was city or town and had any local body such as municipality, municipal corporation, cantonment board, notified town area committee, etc., to administer its affairs, this would be treated as urban. If it was a village, this would be treated as rural.

b.206 For a person whose immediate last residence was a village, record code '1' in the box under this question, and for 'Urban', enter code '2' in the box (See Fig. b.97).

b.207 For a person who last resided in a foreign country, put dash (–) in the box under this question (See Fig. b.98).

Q. 24 Fig. b.95

Migration characteristics
Fill for person who has come to this village/ town from elsewhere

Place of last residence

24(a) If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box

24(b) at the time of migration

If outside India, write the present name of the country and put '-' against village/ town and district

2	Village/Town <i>Asansol</i>
	District <i>Burdwan</i>
	State/Country <i>West Bengal</i>

Q. 24 Fig. b.9b

Migration characteristics
Fill for person who has come to this village/ town from elsewhere

Place of last residence

24(a) If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box

24(b) at the time of migration

If outside India, write the present name of the country and put '-' against village/ town and district

	Village/Town —
	District —
	State/Country <i>Nepal</i>

Q. 24 Fig. b.97

Migration characteristics
Fill for person who has come to this village/ town from elsewhere

Place of last residence

24(a) If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box

24(b) at the time of migration

If outside India, write the present name of the country and put '-' against village/ town and district

2	Village/Town <i>Asansol</i>	
	District <i>Burdwan</i>	
	State/Country <i>West Bengal</i>	2

Q. 24 Fig. b.98

Migration characteristics
Fill for person who has come to this village/ town from elsewhere

Place of last residence

24(a) If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box

24(b) at the time of migration

If outside India, write the present name of the country and put '-' against village/ town and district

	Village/Town —	
	District —	
	State/Country <i>France</i>	—

Q.25 : REASON FOR MIGRATION

Work/Employment... 1, Business ... 2, Education ... 3, Marriage...4, Moved after birth...5, Moved with household...b, Any other...7 (See Fig. b.99)

b.208 The question will be asked of a person who has come from elsewhere to reside in the village/town where she/he is being enumerated and for whom there is an entry against Question 24(a). This question will not be canvassed in the case of those for whom you may have entered dash (-) against Question 24(a) and 24(b). This is because they have had no change in the place of last residence. In all the other cases you

must find out the reasons for migration from the place of last residence and note the reasons by entering the appropriate code as given in the question.

b.209 These codes have been printed in the question itself in the Household Schedule. You must enter the appropriate code depending on the reason for migration under this question in the box provided. **For defence and similar paramilitary personnel, this question will also not apply**, since you will not have canvassed the Questions 24(a) and 24(b) for such personnel. Dash (-) may be put under this question in case the question is not applicable.

b.210 The reason for migration will be determined as applicable at the time of migration and not in reference to any point of time after that. For example, if a person had moved from the place of her/his last residence for the purpose of education and subsequently at some point of time got employment there only, the reason for migration would be 'education' and not 'work/employment'.

b.211 A person can be said to have moved for work/employment, if she or he has moved into the village/town of enumeration in the following cases :

- (i) If she or he has moved in search of a job.
- (ii) Because she/he has been offered a job and moved to take up the job.
- (iii) Already having a job, she/he has moved due to a transfer, even if this is on promotion.
- (iv) Due to a change in her/his job.

Q. 23		Q. 24 Fig. b.99		Q. 25	
Migration characteristics					
Fill for person born outside this village/ town		Fill for person who has come to this village/ town from elsewhere		Reason for migration	
Birth place		Place of last residence			
<p>If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box</p> <p>If outside India, write the present name of the country and put '-' against village/ town and district</p>		<p>24(a) If within India, write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box</p> <p>24(b) at the time of migration</p> <p>Rural ... 1 Urban ... 2</p>		<p>Work/ Employment... 1 Business..... 2 Education..... 3 Marriage..... 4 Moved with birth..... 5 Moved with Household..... b Any other..... 7</p>	
2	Village/Town <i>Asansol</i> District <i>Burdwan</i> State/Country <i>West Bengal</i>	2	Village/Town <i>Patna</i> District <i>Patna</i> State/Country <i>Bihar</i>	2	3
	Village/Town — District — State/Country <i>Germany</i>	2	Village/Town <i>Mumbai</i> District <i>Mumbai</i> State/Country <i>Maharashtra</i>	2	7
1	Village/Town <i>Trinjalakuda</i> District <i>Thrissur</i> State/Country <i>Kerala</i>	2	Village/Town <i>Silli</i> District <i>Ranchi</i> State/Country <i>Jharkhand</i>	1	b
1	Village/Town <i>Chak Mehboob</i> District <i>Vaishali</i> State/Country <i>Bihar</i>	1	Village/Town <i>Chak Bibi</i> District <i>Vaishali</i> State/Country <i>Bihar</i>	1	1

Place of Enumeration - New Delhi

- b.212 As regards situation (i) above, this will cover the people who migrate to urban areas in search of employment and take up jobs like rickshaw pullers, coolies, masons, domestic servants, care takers of buildings or to work as labourers for construction of roads and buildings, etc. for their livelihood. A few others migrate to another rural area to earn their livelihood and work as farm labourers, diggers, construction workers, etc. All such persons who migrate to other places in search of work or employment even without receiving any formal offer for a job or for service will be covered in this category.
- b.213 If a person has moved for any of the above reasons record code '1' in the box under this question.
- b.214 A person can be said to have moved for 'business' if she or he has moved to the place of enumeration from her/his place of last residence for joining a business or setting up/running a business. The word 'business' refers to an economic activity involving some risk-taking either on own account or in partnership with others. Please note 'business' is different from work or employment for which wages/salary is received in cash or kind. For 'business' you have to enter code '2' in the box under this question.
- b.215 A person can be said to have moved for educational purposes if she or he has moved to the place of enumeration from her/his place of last residence, for joining a school/college or any other type of educational institution either for the first time or for continuing her/his studies. For such a person, code '3' has to be given. **However, if a person has moved along with her/his family because the entire household has moved due to any reason and she/he has joined a school/college at the new place of residence, the reason for migration will be 'moved with household' and not 'education'.**
- b.216 If a person has moved consequent on getting married, record code '4' for that person.
- b.217 **The reason 'moved after birth' (code '5') is to cover all cases referred to in para b.19b. The important point here is that the person new born returned within a short period after her/his birth (usually) along with her/his mother (who had temporarily moved for the purpose of delivery) and is living in the place of enumeration ever since. In this case record code 5 (i.e. Moved after birth) as the reason for migration against the new born baby. For the mother the temporary stay/hospitalization will not be treated as migration.** Please note for a person born in a place different from the place of enumeration but moved from that place after a longer stay say, a year or more, in such a case the reason for migration cannot be 'moved after birth'.
- b.218 **The reason 'moved with household', code 'b' will refer mainly to cases where the entire household moves.** Such cases will come up if the head of the household or the person on whom the family is dependent has moved due to any reason such as transfer, shifting of business, etc. There are cases where one or more members of the household move along with the person who has moved in search of employment or education or for other reasons. While the person who has moved for a particular reason will be assigned the appropriate code, the other members who moved as a consequence along with that person will be assigned code 'b', i.e., 'moved with household'.

You might have noticed that when a person migrates in search of work, the entire household comprising of her/his spouse, children, other relatives present, also accompanies her/him. In many cases it is not that the head of the household migrates for work, rather other members also have the same intention while they accompany the head of the household, for example construction and other unskilled workers, etc. Therefore, the reason for the migration of only the head of the household as 'work/employment' and for other members, as 'moved with household' may not be correct. This is particularly so in case of the wife who accompanies the husband both for 'work/employment'. You should ascertain the reason for migration of each member of the household correctly.

- b.219 Code '7' 'any other reason' will include all other reasons for migration not covered under codes '1' to '6' i.e., work/employment, business, education, marriage, moved after birth and moved with household. This may include cases like movement due to natural calamities like drought, floods, etc.; medical or health reasons; retirement; displacement; social or political turmoil; etc.
- b.220 **It is important to note that the reasons for migration are being noted for each person separately. Therefore, in the same household, there may be cases where the reasons for migration are different for different members of the household.** For example, if the head of the household is promoted and transferred, in her/his case code '1' will have to be assigned under this question, because her/his movement is consequent on employment while the spouse and other dependants should be assigned code '6' because the household moves. There are also cases of migration, particularly from the rural areas to urban areas, where a girl or a boy moves to a town or city for higher studies and in order to look after her or him an elderly person also moves. In such a case, for the person who moves for higher studies the reason for migration will be 'education' i.e., code '3' while in the case of the elderly person, it will be 'any other reason', code '7'. If in case the entire household has moved along with the student, for all the other members of the household you will have to assign code '6' 'moved with household'. **It is, therefore, necessary for you to make careful enquiries and not to get confused with the different reasons that may be applicable to different persons of the same household.**
- b.221 **Some persons move to other places only during certain seasons for work or search of work (seasonal migrants) and return to their usual place of residence during the lean season. This is a common phenomenon in certain parts of our country. For example, agriculture labour migrates from Bihar to Punjab. When such persons return to their usual place of residence in Bihar and enumerated there, the reason of migration for such persons would be 'other', code '7' and not 'work/employment'. However, if such persons are enumerated in Punjab, the reason for migration would be 'work/employment', code '1'.**
- b.222 In particular, please note that you must make detailed enquiries in the case of any unrelated members of the households, such as cook, servant, etc. **In their cases, their movement from the place of last residence may have been due to employment.** Similarly, in the case of those members of the household who are rather distantly related to the head of the household, you must also make such detailed enquiries.
- b.223 Please note that in case of every person who has come into village or town of enumeration from any other country as a result of partition or been repatriated, the reasons for migration will be noted as 'any other reason', code '7' and not any other code.

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Q. 2b : DURATION OF STAY IN THIS VILLAGE/TOWN SINCE MIGRATION IN COMPLETED YEARS (write '00' if less than a year)

- b.224 **Enquire and note the period in completed years of the continuous residence in the village or town where the person is being enumerated. The duration of stay in this village or town since migration will be entered in the boxes provided under this question.** Enter one digit in each box. If the number of years of continuous stay in the village or town of enumeration is in single digit, you have to prefix '0'.
- b.225 This question will apply even to a person born at the place of enumeration who had subsequently moved to some other place and come back again to reside in the same village or town because of the reason noted against Question 25. **But this question does not apply to defence and similar personnel.** For them put dash (–) under this question.
- b.226 **If the person had left this village or town and lived elsewhere for sometime and has come back to this village or town, then the duration of residence to be noted under this**

question is the period of the latest continuous residence. But if a person had been away on a temporary visit or tour, etc., that should not be taken as a break in the period of her/his continuous residence here.

b.227 If the person was born at the place of enumeration and also had no other place of residence, i.e., for whom dash (–) has been noted under Question 24(a), then dash (–) will also be put under Question 2b (See Fig. b.100)

Q. 23	Q. 24	Fig. b.100	Q. 25	Q. 2b
Migration characteristics				
Fill for person born outside this village/ town Birth place If within India , write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box If outside India , write the present name of the country and put '-' against village/ town and district	Fill for person who has come to this village/ town from elsewhere Place of last residence 24(a) If within India , write the present name of the village/ town, district and state. Also write '1' for village or '2' for town in the box If outside India , write the present name of the country and put '-' against village/ town and district	24(b) at the time of migration Rural ... 1 Urban .. 2	Reason for migration Work/ Employment... 1 Business..... 2 Education..... 3 Marriage..... 4 Moved with birth..... 5 Moved with Household..... 6 Any other..... 7	Duration of stay in this village/ town since migration in completed years (write '00' if less than a year)
2 Village/Town <i>Asansol</i> District <i>Burdwan</i> State/Country <i>West Bengal</i>	2 Village/Town <i>Patna</i> District <i>Patna</i> State/Country <i>Bihar</i>	2	3	1 8
Village/Town _____ District _____ State/Country <i>Germany</i>	2 Village/Town <i>Mumbai</i> District <i>Mumbai</i> State/Country <i>Maharashtra</i>	2	7	0 0
1 Village/Town <i>Prinjalkuda</i> District <i>Thrissur</i> State/Country <i>Kerala</i>	2 Village/Town <i>Silli</i> District <i>Ranchi</i> State/Country <i>Jharkhand</i>	1	6	0 7
1 Village/Town <i>Chak Mehboob</i> District <i>Vaishali</i> State/Country <i>Bihar</i>	1 Village/Town <i>Chak Bibi</i> District <i>Vaishali</i> State/Country <i>Bihar</i>	1	1	2 2
Place of Enumeration - New Delhi				

b.228 For a person whose duration of continuous residence at the place of enumeration is less than one year, put '00' in the boxes under this question. The duration of residence for visitors would generally be '00'.

b.229 Seasonal migrants who move to other places to earn their livelihood and also those who go to other places to attend short term educational or vocational courses and come back to their usual place of residence, the duration of their continuous stay at the place of enumeration will necessarily be reckoned from the date of their latest arrival in the place of enumeration.

FERTILITY PARTICULARS (Questions 27, 28 and 29)

- b.230 Of late, fertility in India is declining at a steady pace. This is yet another important aspect of demographic characteristics of the population. A set of three questions on fertility, similar to those canvassed during the 2001 Census are being repeated in the present census. Questions 27 and 28 will be asked of all ever married women and are meant to elicit information till date on the number of children (daughters and sons) surviving and the total number of children (daughters and sons) born alive, respectively. The recent fertility of currently married women will be ascertained through Question 29 by recording the number of children (daughters and sons) born during the last one year. These set of questions are sensitive and you are expected to exercise caution and tact while obtaining the responses against these set of questions. In respect of Questions 27, 28 and 29, if any respondent returns the sex of a child as 'Other', i.e., Code '3' in Question 3, then for the purpose of these questions, such child will be shown as son.

Qs. 27 and 28 : Fill for Currently Married, Widowed, Divorced or Separated woman

- b.231 **These questions will be asked in the case of all ever-married women only. It will not be asked for a woman who has never been married. Please note that the term 'ever-married' does not necessarily mean 'currently married'.** The 'ever-married' would include all women who may be currently married, the widowed, the divorced and the separated and for whom code '2' or '3' or '4' or '5' is entered under Question 5 of the Household Schedule. This question, in other words, will be asked of all women except those who are 'never married'. In the case of women who are never married, i.e., for whom code '1' is recorded under Question 5 and for all male members enumerated in the household, put dash (-) under Questions 27 and 28.
- b.232 **For these questions, it would be advisable to obtain the information directly from the concerned female members of the household. Therefore, If your respondent is any male member of the household, you may request him to invite the concerned woman to provide information on these questions.**

Q.27 : CHILDREN SURVIVING

No. of children surviving at present (also include daughters and sons presently not staying)

- b.233 In this question, you will have to find out how many of the daughters and sons born to the woman are still surviving at the time of enumeration. The daughters and sons surviving at present should include all daughters and sons surviving from the time she first got married, if married more than once. Obviously, this will not include the adopted children and the children her husband had from his earlier marriage(s).
- b.234 **Please note that all the surviving daughters and sons need not necessarily be staying with the mother, i.e., the woman you are enumerating. Some or all of them may be elsewhere due to any reason. What is important is whether they are alive and not where they live currently. They may be anywhere, even outside the country. The important point is the number of children alive at the time of enumeration. It has been our experience that many persons, especially older women may not count daughters and sons not currently present in the household. Therefore, before recording information under this question, it is necessary to specifically find out the number of children that are presently living in the household and the number living elsewhere (See Fig. b.101).**
- b.235 Having ascertained their number, enter the details of daughters and sons in the appropriate boxes under this question.
- b.236 If there are no daughters or sons surviving at the time of enumeration, write '0' in the appropriate boxes.

Fig. b.101

Q. 1	Q. 5	Q. 4	Q. 27																									
Name of the person start with head of household	Current Marital status give code from list below	Date of Birth and Age 4(a) Date of Birth (As per English calendar) Day-Month Year 4(b) Age Also write age on last birthday in completed years, in box against 4(b)	Fertility particulars Fill for currently married widowed, divorced or separated woman Children surviving No. of children surviving at present (also include daughters and sons presently not staying)																									
<i>Salma Sultana</i>	2	4(a) <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>D</td><td>-</td><td>M</td><td>M</td></tr><tr><td>0</td><td>6</td><td></td><td>1</td><td>1</td></tr><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr><tr><td>1</td><td>9</td><td>5</td><td>1</td><td></td></tr></table> 4(b) <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>5</td><td>9</td></tr></table>	D	D	-	M	M	0	6		1	1	Y	Y	Y	Y	Y	1	9	5	1		0	5	9	Daughter Son <table border="1" style="display: inline-table; text-align: center;"><tr><td>3</td><td>2</td></tr></table>	3	2
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<i>Janki Iyer</i>	3	4(a) <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>D</td><td>-</td><td>M</td><td>M</td></tr><tr><td>2</td><td>0</td><td></td><td>0</td><td>6</td></tr><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr><tr><td>1</td><td>9</td><td>7</td><td>5</td><td></td></tr></table> 4(b) <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>3</td><td>5</td></tr></table>	D	D	-	M	M	2	0		0	6	Y	Y	Y	Y	Y	1	9	7	5		0	3	5	Daughter Son <table border="1" style="display: inline-table; text-align: center;"><tr><td>2</td><td>3</td></tr></table>	2	3
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<i>Margaret Wheeler</i>	4	4(a) <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>D</td><td>-</td><td>M</td><td>M</td></tr><tr><td>0</td><td>9</td><td></td><td>0</td><td>5</td></tr><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr><tr><td>1</td><td>9</td><td>9</td><td>0</td><td></td></tr></table> 4(b) <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>2</td><td>0</td></tr></table>	D	D	-	M	M	0	9		0	5	Y	Y	Y	Y	Y	1	9	9	0		0	2	0	Daughter Son <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>0</td></tr></table>	0	0
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<i>Meera Kumari</i>	1	4(a) <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>D</td><td>-</td><td>M</td><td>M</td></tr><tr><td>3</td><td>0</td><td></td><td>0</td><td>7</td></tr><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr><tr><td>2</td><td>0</td><td>0</td><td>0</td><td></td></tr></table> 4(b) <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>1</td><td>0</td></tr></table>	D	D	-	M	M	3	0		0	7	Y	Y	Y	Y	Y	2	0	0	0		0	1	0	Daughter Son <table border="1" style="display: inline-table; text-align: center;"><tr><td>-</td><td>-</td></tr></table>	-	-
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Y	Y	Y	Y	Y																								
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<i>Manoj Kumar</i>	2	4(a) <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>D</td><td>-</td><td>M</td><td>M</td></tr><tr><td>1</td><td>6</td><td></td><td>0</td><td>1</td></tr><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr><tr><td>1</td><td>9</td><td>7</td><td>1</td><td></td></tr></table> 4(b) <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>4</td><td>0</td></tr></table>	D	D	-	M	M	1	6		0	1	Y	Y	Y	Y	Y	1	9	7	1		0	4	0	Daughter Son <table border="1" style="display: inline-table; text-align: center;"><tr><td>-</td><td>-</td></tr></table>	-	-
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Y	Y	Y	Y	Y																								
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Q.28 : CHILDREN EVER BORN

Total No. of children ever born alive (include both living and dead daughters and sons)
(See Fig. b.102)

b.237 In Question 27 you have entered the number of surviving daughters and sons of the ever-married woman you are enumerating. In this question, you will have to record the number of daughters and sons that was ever born alive to the woman. **In order to ascertain the number of children born alive, you will have to necessarily find out whether any other daughters and/or sons were born alive to the woman but unfortunately died later and then add their numbers to the corresponding numbers recorded in Question 27. Please note that the question on number of children dead is a very sensitive one, especially if the mother herself is reporting or if the death of the child is a recent one in the family. Therefore, you will have to be very careful while eliciting this information from the household. This question has to be asked even if the number of daughters and sons surviving, already entered under Question 27, is zero ('0').**

Fig. b. 102

Q. 1	Q. 5	Q. 4	Q. 27	Q. 28
Name of the person start with head of household	Current Marital status give code from list below	Date of Birth and Age 4(a) Date of Birth (As per English calendar) Day-Month Year 4(b) Age Also write age on last birthday in completed years, in box against	Fertility particulars Fill for currently married widowed, divorced or separated woman Children surviving No. of children surviving at present (also include daughters and sons presently not staying)	Children ever born Total no. of children ever born alive (include both living and dead daughters and sons)
<i>Salma Sultana</i>	2	4(a) D ⁰ M ⁰⁶ - M ¹¹ M ¹¹ Y ¹⁹ Y ⁹⁵ Y ¹¹ 4(b) 0 5 9	Daughter Son 3 2	Daughter Son 4 4
<i>Janki Iyer</i>	3	4(a) D ² M ⁰ - M ⁰⁶ M ⁰⁶ Y ¹⁹ Y ⁷⁵ Y ¹¹ 4(b) 0 3 5	Daughter Son 2 3	Daughter Son 2 4
<i>Margaret Wheeler</i>	4	4(a) D ⁰ M ⁰⁹ - M ⁰⁵ M ⁰⁵ Y ¹⁹ Y ⁹⁰ Y ¹¹ 4(b) 0 2 0	Daughter Son 0 0	Daughter Son 0 0
<i>Meera Kumari</i>	1	4(a) D ³ M ⁰ - M ⁰⁷ M ⁰⁷ Y ²⁰ Y ⁰⁰ Y ¹¹ 4(b) 0 1 0	Daughter Son - -	Daughter Son - -
<i>Manoj Kumar</i>	2	4(a) D ¹ M ⁰⁶ - M ⁰¹ M ¹¹ Y ¹⁹ Y ⁷¹ Y ¹¹ 4(b) 0 4 0	Daughter Son - -	Daughter Son - -

- b.238 The number of daughters and sons ever born alive to a mother will include the children born to her out of her earlier marriage(s), if any. The children that her husband had from his earlier marriage(s) will not be included. Adopted daughter(s) or son(s) will also not be counted for the purpose of this question.
- b.239 A child, who lived for a few moments after birth, i.e., showed any sign of life, should be counted as live born. Still births, i.e., children born dead should not be included.
- b.240 Ascertain the number of daughters and sons ever born alive and record appropriately in the boxes under this question.
- b.241 **If the woman reports that she has had no daughter or son born alive, write '0' in the appropriate boxes under this question.**

Census 2011

Note : Q.29 is to be canvassed for currently married women only.

- b.242 This question has to be canvassed in respect of all currently married women only, i.e., all women for whom you have entered code '2' under Question 5. For all others, including male members, in the household put dashes (-) in the boxes under this question.

Q. 29 : NUMBER OF CHILDREN BORN ALIVE DURING LAST ONE YEAR

b.243

Find out the number of daughter(s) or son(s) born to a currently married woman in the last one year prior to the date of enumeration and record the number in the appropriate boxes. Initially ascertain if the currently married woman, whom you are enumerating, gave birth to a daughter or a son in the last one year prior to the date of enumeration. You should enquire if a daughter or a son was born alive after 1st March, 2010 but before 28th February, 2011 to the woman you are enumerating. If the daughter or son was born alive, and even if died soon after birth, the answer would be 'Yes', to this question. Stillbirth, i.e., a child that is born dead should not be taken into account for this question.

b.244

It is common experience that the birth of the daughter or son may not be reported readily if she or he is not actually surviving at the time of enumeration. Infant deaths are still high in our country. There is a chance of a number of such cases being missed unless specifically questioned about. It is necessary to record all live births even if the child has died soon thereafter or had not survived to the day of enumeration. Therefore, where the initial answer to this question is 'No', you should ask a specific question if there has been a case of a child born alive in the last one year and later dying before the enumeration

Fig. b.103

Q. 1	Q. 4	Q. 27	Q. 28	Q. 29																									
<p>Name of the person start with head of household</p>	<p>Date of Birth and Age</p> <p>4(a) Date of Birth (As per English calendar) Day-Month-Year</p> <p>4(b) Age Also write age on last birthday in completed years, in box against</p>	<p>Fertility particulars</p> <p>Fill for currently married, widowed, divorced or separated woman</p> <p>Children surviving No. of children surviving at present ☺ (also include daughters and sons presently not staying)</p>	<p>Children ever born Total no. of children ever born alive ☺ (include both living and dead daughters and sons)</p>	<p>Fill for currently married woman</p> <p>Number of children born alive during last one year (1st March 2010 to 28th February 2011) ☺</p>																									
<p><i>Salma Sultana</i></p>	<p>4(a) <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>0</td><td>D</td><td>6</td><td>-</td><td>M</td><td>M</td></tr><tr><td>Y</td><td>1</td><td>Y</td><td>9</td><td>Y</td><td>5</td><td>Y</td><td>1</td></tr></table></p> <p>4(b) <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>5</td><td>9</td></tr></table></p>	D	0	D	6	-	M	M	Y	1	Y	9	Y	5	Y	1	0	5	9	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>3</td><td>2</td></tr></table>	3	2	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>4</td><td>4</td></tr></table>	4	4	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>0</td></tr></table>	0	0	
D	0	D	6	-	M	M																							
Y	1	Y	9	Y	5	Y	1																						
0	5	9																											
3	2																												
4	4																												
0	0																												
<p><i>Janki Iyer</i></p>	<p>4(a) <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>2</td><td>D</td><td>0</td><td>-</td><td>M</td><td>M</td><td>6</td></tr><tr><td>Y</td><td>1</td><td>Y</td><td>9</td><td>Y</td><td>7</td><td>Y</td><td>5</td></tr></table></p> <p>4(b) <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>3</td><td>5</td></tr></table></p>	D	2	D	0	-	M	M	6	Y	1	Y	9	Y	7	Y	5	0	3	5	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>2</td><td>3</td></tr></table>	2	3	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>2</td><td>4</td></tr></table>	2	4	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>-</td><td>-</td></tr></table>	-	-
D	2	D	0	-	M	M	6																						
Y	1	Y	9	Y	7	Y	5																						
0	3	5																											
2	3																												
2	4																												
-	-																												
<p><i>Margaret Wheeler</i></p>	<p>4(a) <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>0</td><td>D</td><td>9</td><td>-</td><td>M</td><td>M</td><td>5</td></tr><tr><td>Y</td><td>1</td><td>Y</td><td>9</td><td>Y</td><td>9</td><td>Y</td><td>0</td></tr></table></p> <p>4(b) <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>2</td><td>0</td></tr></table></p>	D	0	D	9	-	M	M	5	Y	1	Y	9	Y	9	Y	0	0	2	0	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>0</td></tr></table>	0	0	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>0</td></tr></table>	0	0	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>-</td><td>-</td></tr></table>	-	-
D	0	D	9	-	M	M	5																						
Y	1	Y	9	Y	9	Y	0																						
0	2	0																											
0	0																												
0	0																												
-	-																												
<p><i>Meera Kumari</i></p>	<p>4(a) <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>3</td><td>D</td><td>0</td><td>-</td><td>M</td><td>M</td><td>7</td></tr><tr><td>Y</td><td>2</td><td>Y</td><td>0</td><td>Y</td><td>0</td><td>Y</td><td>0</td></tr></table></p> <p>4(b) <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>1</td><td>0</td></tr></table></p>	D	3	D	0	-	M	M	7	Y	2	Y	0	Y	0	Y	0	0	1	0	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>-</td><td>-</td></tr></table>	-	-	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>-</td><td>-</td></tr></table>	-	-	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>-</td><td>-</td></tr></table>	-	-
D	3	D	0	-	M	M	7																						
Y	2	Y	0	Y	0	Y	0																						
0	1	0																											
-	-																												
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-	-																												
<p><i>Manoj Kumar</i></p>	<p>4(a) <table border="1" style="display: inline-table; text-align: center;"><tr><td>D</td><td>1</td><td>D</td><td>6</td><td>-</td><td>M</td><td>M</td><td>1</td></tr><tr><td>Y</td><td>1</td><td>Y</td><td>9</td><td>Y</td><td>7</td><td>Y</td><td>1</td></tr></table></p> <p>4(b) <table border="1" style="display: inline-table; text-align: center;"><tr><td>0</td><td>4</td><td>0</td></tr></table></p>	D	1	D	6	-	M	M	1	Y	1	Y	9	Y	7	Y	1	0	4	0	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>-</td><td>-</td></tr></table>	-	-	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>-</td><td>-</td></tr></table>	-	-	<p>Daughter Son</p> <table border="1" style="display: inline-table; text-align: center;"><tr><td>-</td><td>-</td></tr></table>	-	-
D	1	D	6	-	M	M	1																						
Y	1	Y	9	Y	7	Y	1																						
0	4	0																											
-	-																												
-	-																												
-	-																												

date. This is a delicate question and should be asked with tact in a manner not to offend the sentiments of the respondent. When a currently married woman answers that she had no daughter or son born in the last one year, you may perhaps further probe as follows :

It has been found in some households that a child was born and died soon after or a few days or months later and such cases had not been reported. It is my hope that there are no such cases here. Am I right?"

b.245 This may bring the required response. If she reports 'No' then you can be sure that no birth has been missed. A similar probe to eliminate stillbirths may also be necessary. For example, when the answer is 'Yes' for this question, you might ask if the child is present in the house. If the answer is 'Yes', no further question is needed. However, you should ascertain that individual particulars of this child are already entered in the Household Schedule and if not, make the appropriate entries. If 'No', you might ask where the child has gone. The answer may be 'dead' or that it has gone elsewhere. If dead, then you might ask when the child died and this will bring out the fact whether or not it was a stillbirth.

b.246 If the answer is 'Yes', ascertain the sex of the child and record '1' under the appropriate box below this question, while recording zero '0' in the other box that is not applicable. **If the woman reports that she had not given live birth to any child during last one year, record zero '0' in both the boxes under this question. Do not put dashes (-)** (See Fig. b.103).

b.247 In a case where the woman has had twins or multiple births, please write the number of male and/or female children in the appropriate boxes under this question. At this juncture you should also ascertain that individual particulars of these children are already entered in the Household Schedule. If these are not entered, you will record these in the Household Schedule that you are canvassing.

Note : If during the revisional round you have found a new birth in a household and entered the individual particulars of the child in the Household Schedule, then entries under Questions 27,28 and 29 for her/his mother are also required to be updated.

Name of the respondent and Serial Number

b.248 After having canvassed the Household Schedule, the name of the respondent and her/his Serial Number will be provided at the bottom on side 'B' of the Household Schedule (See Fig. b.104). Usually the respondent here refers to the principal person from whom you are collecting the information on all the questions included in the Household Schedule. She/he should be normal resident of the household. The respondent should preferably be any responsible member of the household. Write her/his name in the box given below the name of the respondent. In case there are more than one respondent, record the name of person who is elder among them. You are also required to copy her/his Serial Number in the boxes provided for the purpose from Side-A just by the side of her/his name.

Fig. b.104

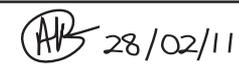
Name of the Respondent	Serial number
<i>Raj Gantam Mitra</i>	0 : 0 : 2

Signature/Thumb impression of the Respondent with date

b.249 You should request the respondent to put the signature or thumb impression on the filled-in Household Schedule which bears the requisite details of all the members of that household. In case of any very special and rare situation, it is not prudent to obtain the signature of the respondent, please record in writing the reason for not obtaining the signature of the respondent. You should however immediately inform your Supervisor and Charge Officer, about this development and submit your special report while returning the census schedules. A signature may be described as the writing of a person's name on the specified place in the Household Schedule with the intention of authenticating the information provided to the enumerator by the respondent. A literate person, while putting signature on the Household Schedule, will be required

to write her/his name, i.e., both her/his name and surname in full or in any case her/his surname in full or by means of initials of that name. The preferable course in the case of literate respondent will be to request her/him to sign as she/he has furnished her/his name during canvassing of the Household Schedule and which you have already recorded against 'Name of the respondent' (See Fig. b.105).

Fig. b.105

Signature/Thumb impression of the Respondent with Date	
	

b.250 If the respondent is unable to sign her/his name, the impression of her/his left thumb may be obtained. If the left thumb of the respondent is missing, then the impression of right thumb should be taken. If both the thumbs are missing, the signature or thumb impression of any other member being enumerated in the household may be obtained. If no other person is available in the household write 'nobody available to put thumb impression'. If the respondent refuses to put her/his signature or thumb impression, just record 'refused to sign' or 'refused to put thumb impression', as the case may be (See Fig. b.10b).

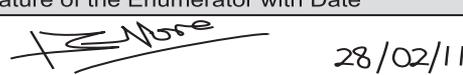
Fig. b.10b

Signature/Thumb impression of the Respondent with Date	
Munni 28/02/11	

b.251 While taking thumb impression, the enumerator will also write the name of the respondent (or of the concerned member of the household in case the respondent has no thumbs) in brackets below her/his thumb impression.

After having made all the entries the enumerator is required to put her/his dated

Fig. b.107

Signature of the Enumerator with Date	
	

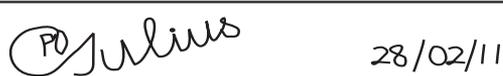
signature in the box provided for this purpose and also tick mark the appropriate box for recording of the sex of the enumerator (See Fig. b.107 & b.108).

Fig. b.108

Sex of Enumerator	
Male	<input checked="" type="checkbox"/>
Female	<input type="checkbox"/>
(Put ✓ at appropriate box)	

The Supervisor on receipt of completely filled in Household Schedules and after thorough scrutiny should put her/his dated signature in the box provided for this purpose, just below the signature of the Enumerator (See Fig. b.109).

Fig. b.109

Signature of the Supervisor with Date	
	

PAGE TOTALS

b.252 Page Totals are to be arrived after incorporating the changes during Revisional Round. As mentioned earlier, 'Page Totals' for each Household Schedule form will have to be compiled with reference to the entries made under specific questions. With a view to strike the 'Page Totals', **boxes have been provided under Questions 3, 4 and 12.**

b.253 **To arrive at the Page totals for Males, Females and Others, 0-6 population, literates and illiterates**, you will have to count the number of entries regarding the names of persons or entries of Dates of birth after 28th February, 2004 (or for age less than 7 years) or specific codes recorded under these columns. The totals arrived at, for each column will be shown accordingly in the appropriate box of the relevant 'Page Totals'. If in any household the number of members exceeds 8, obviously you would have entered the individual particulars in more than one Household Schedule form in the manner described in **para b.21**. In such a case the 'Page Totals' will be derived for each Household Schedule form independently for transferring these to the Working Sheet for preparing Enumerator's Abstract in separate lines.

b.254 The instructions that follow will indicate how the entries from the 'Individual particulars' should be carried over to the appropriate 'Page Totals' provided at the bottom of the Household Schedule. Put dash (-) in the boxes for which no data are to be shown. Do not write '0'.

Males, Females and Others :

b.255 Check the entries made under Question 3. Obviously, if the person is a male, code '1' must have been recorded under Question 3 and if the person is a female, you must have entered code '2' under this question. Count the 1s under this question and enter their number in the corresponding box for Males. Similarly, for females, count the 2s and enter their number in the box for Females under this column. For 'Others', count the 3s and enter their number in the box for 'Others' (See Fig. b.110)

Fig. b.110

Population		
M	F	O
2	3	1
(Total of '1's)	(Total of '2's)	(Total of '3's)

0-6 Years Population :

b.256 To find out the number of children in age-group 0-6, look into the entries made under Question 4 Date of Birth and identify the entries where Date of Birth recorded is after 28th February, 2004 (or for age less than 7 years against Q.4(b)). You will then check the sex of the person recorded under Question 3 against these entries. If code '1' is recorded in Question 3, the child will be reckoned as male child and if code '2' is entered the child will be reckoned as female child and if code '3' is entered the child will be reckoned as 'Other' in age-group 0-6. After having ascertained the number of male, female and other children in this age-group, the corresponding entries may be made in the relevant boxes meant for Males, Females and Others. (See Fig. b.111)

Fig. b.111

0-6 years population		
M	F	O
1	1	0
For age less than 7 years or date of birth after 28th February 2004		

Number of literates (Totals of 1s)

b.257 For males, count the 1s in the box meant for Males under Question 12 and enter their number in the corresponding box. To derive figure for females, count the 1s in the box meant for females under Question 12 and record their number in the corresponding box. Similarly, derive the figure of 'Others' by counting 1s in the box meant for Others (See Fig. b.112).

Fig. b.112

	M	F	O
Literates (Total of '1's)	2	1	1
Illiterates (Total of '2's)	1	1	0

Number of illiterates (Total of 2s)

b.258 For illiterates among males count the number of 2s entered in the box meant for males under Question 12 and for females count the 2s in the box meant for females under Question 12 and for 'Others' count 2s in the box meant for Others and record their number in the corresponding boxes at the bottom (See Fig. b.113).

Fig. b.113

	M	F	O
Literates (Total of '1's)	0	1	0
Illiterates (Total of '2's)	1	1	0

b.259 Remember having struck the 'Page Totals' for each Household Schedule form in your enumeration block(s), your job in respect of canvassing Household Schedules is over. After the revisional round, the 'Page Totals' for each Household Schedule form will be transferred to the Working Sheet for preparing the Enumerator's Abstract by incorporating necessary changes regarding any new births that took place after your last visit but before 00 :00 hours of 1st March, 2011 and any visitor(s) that had moved into the household who had been away from her/his/their place of usual residence throughout the enumeration period provided such visitor(s) has or have not been enumerated elsewhere.

ENUMERATION OF THE HOUSELESS POPULATION



- 7.1 **The enumeration of the houseless population will have to be carried out in the block assigned to you. The houseless population can be found in any place and they should be necessarily covered during the Population Enumeration.**
- 7.2 As stated earlier in **para 1.8** of this manual, you will be required to enumerate the houseless population in your enumeration block(s) on the night of 28th February, 2011. In order to do this, it would be necessary for you to complete the enumeration of all the persons in all the normal and institutional households in your jurisdiction between 9th February to 28th February, 2011 **During this period, you will have also taken note of the places where houseless population was found living, such as on the roadside, pavements, in hume pipes, under fly-overs, bridges and staircases, or in the open, in temples, mandaps, railway platforms and the like. You must have entered the particulars of all these places and the names of the heads of houseless households in Section 4 of the Abridged Houselist while canvassing the Household Schedules in respect of Normal and Institutional households. On the night of 28th February, 2011 but before 00:00 hrs. of 1st March, 2011, you will have to quickly cover these and all other such places where houseless population is likely to live and enumerate them.** In case a very large number of houseless persons have been identified in your jurisdiction whom you may not be able to enumerate single-handedly in one night, make a report to your Supervisor in advance, so that one or more extra enumerators can be deputed to assist you in the one-night enumeration of such houseless persons. You should keep particular watch on the nomadic population living in the open within the boundaries of your enumeration block. These people will have to be covered on the night of 28th February, 2011. You should, of course, make sure that these persons have not been enumerated elsewhere.
- 7.3. At this point, please read again the instructions about updating and filling up of the Abridged Houselist, given in **Chapter-5**. You will be required to enter the details of the Houseless households in **Section 4** of the Abridged Houselist in the manner described therein. Please also recall the instructions given in **para b.16 and b.17** of this manual where you have been told that for Houseless households, you should record code '3' in the box on the top of side 'A' of the Household Schedule.
- 7.4 Please remember that Individual particulars of the Household Schedule will be filled for each person of the Houseless household in the manner explained in **paragraphs b.13 to b.251** of this manual. Thereafter, you will be required to strike the 'Page Totals' in the Household Schedule as per instructions given under **paragraphs b.252 to b.259**. For such households, however, the details of non usual residents need not be filled.

8

REVISIONAL ROUND

- 8.1 **The Revisional Round, the instructions for which are given below, must be carried out in the block(s) assigned to you. It is an extremely important and essential step in the total process of Population Enumeration and it is only after the revisional round is over that the correct and updated population figures will be available. Therefore, you must undertake the revisional round in the block(s) assigned to you.**
- 8.2 Between 1st March to 5th March, 2011, you will have to revisit all the households in your jurisdiction and record any new births that took place after your last visit, but before 00:00 hours of 1st March, 2011. Similarly, any visitor(s) that had moved into the household and who had been away from her/his/their place of normal residence throughout the enumeration period i.e., from 9th February to 28th February, 2011 or an entire household that has moved into your jurisdiction during this period and which has not been enumerated anywhere before also needs to be recorded. During your revisit in the enumeration block, if you also find that any member of the household including a visitor or the entire household has been left out from enumeration, you should cover them during the revisional round. At this point, you may recall the instructions given in **para b.5 to b.10** of this manual regarding persons eligible to be enumerated in a particular household.
- 8.3 It is important to remember the following points in this connection :
- (1) If you are enumerating a new household in your block during the revisional round, please recall the instructions given about serial number of household and updating and filling up of Abridged Houselist, as **given in Chapter-5**
 - (2) In respect of every new birth, make sure that you fill up the individual particulars of the new born in the concerned Household Schedule form. Also update the entries under **Questions 27, 28 and 29** of 'Individual particulars' in the Household Schedule pertaining to the mother of the child whom you are enumerating during the revisional round. Please make sure that the birth has taken place before 00:00 hours of 1st March, 2011. Please also remember to make necessary corrections in the 'Page Totals' of the concerned Household Schedule form if you have already struck the Page Totals.
 - (3) **You will have to ascertain if any death had unfortunately occurred in any of the households since your last visit and on or before 00:00 hours of 1st March,2011. You should cancel the 'Individual particulars' by striking out the entries made under Questions 1 to 29 of the dead person in the concerned Household Schedule. Also write 'DIED' in capital letters under Question 1. You will also be required to make necessary corrections in the 'Page Totals' of the Household Schedule concerned, if you have already struck the Page Totals.** In case the mother of the deceased has also been enumerated in that household, certain entries already made against her name below **Questions 27, 28 and 29**, may also have to be updated. In case of any death in the household, you need not change the serial number of other persons under the first column of the Household Schedule who are enumerated subsequent to the deceased. **Similarly, if the head of the household dies, you should not make any change in**

relationship to head of other members in the household entered under Question 2.

In case of the death of the respondent, no change needs to be made against her/his name and Serial Number already recorded in the bottom of side 'B' of the Household Schedule form. Also, no effort will be made to obtain the signature/thumb impression of any other member in the household owing to her/his death.

- 8.4 **If you have exhausted the entire Household Schedule form for recording the particulars of any additional member in the household and it becomes necessary to record a new birth or visitor(s), then you will fill in another Household Schedule form in continuation of the previous Household Schedule form.** In this situation make it a point to record the location particulars, schedule number, serial number of household and type of household in the second Household Schedule form properly. In such a case, **write “C” in the box provided against the item 'Continued Sheet' and also write the last three digits of the form number (printed on Side 'A' near the bar code) of the additional Household Schedule on which individual particulars of a household are continued.** It may be noted that for such households, the **'Page Totals' be struck for each Household Schedule form separately and these will not be carried forward to the next or subsequent Household Schedule forms.**
- 8.5 Changes made in the Household Schedule like additions for new births or recording of visitor(s) or deletion of entry in respect of deaths should be done neatly. The consequential changes in the Household Schedule referred to in **para 8.3** above should also be made and the 'Page Totals' are corrected, if you have already struck the Page Totals. These are the 'Page Totals' that will be transferred to the Working Sheet for preparing the Enumerator's Abstract.
- 8.b. **You are now set for taking up the deskwork at home in connection with the Population Enumeration of the enumeration block(s) that you have just completed. These are (1) Striking of Page Totals (2) filling up of the Working Sheet for preparing the Enumerator's Abstract, (3) preparation of the Enumerator's Abstract, (4) filling up of Section 5 & b of the Abridged Houselist and (5) handing over all documents to your Supervisor.**

FILLING UP OF THE WORKING SHEET FOR PREPARING THE ENUMERATOR'S ABSTRACT



- 9.1 Soon after you have finished the job of canvassing the Household Schedules, won't you like to let us know how many occupied residential houses and households are there in your enumeration block(s)? How many persons you have enumerated? How many among them were males and females or literates and illiterates? We shall consolidate these results as quickly as possible and let the country and the world know about these number in different districts of States and Union Territories. Is this not something exciting and fascinating? **Of course you know that this information is confidential and you are not authorised to reveal this to anyone except your Supervisor and the Charge Officer.**
- 9.2 To arrive at the sum totals of all households in your enumeration block(s), the 'Page Totals' derived at the bottom of Side-A of each Household Schedule form will have to be copied in the Working Sheet for preparing the Enumerator's Abstract and strike totals. **In compiling this information, two requirements have to be met. These are accuracy in arriving at the 'Page Totals' and copying of these totals to the Working Sheet for preparing the Enumerator's Abstract without any distortion. Since the data in the Household Schedules are to be transferred to the computers for generating tables on different aspects, the totals arrived at by you in the Working Sheet and the Enumerator's Abstract, therefore, should be comparable with the computerised data.**
- 9.3 The specimen form of the Working Sheet for preparing the Enumerator's Abstract is given at the beginning of this Chapter. This form will be supplied to you in sufficient quantities. **You will be required to use separate form(s) for Normal households, Institutional households and Houseless households. On these Working Sheets you will have to strike totals for Normal households, Institutional households and Houseless households separately. Thereafter, on the last page of the Working Sheet relating to the Normal households, you will have to carry over the totals of each page of the Normal households and derive totals of all the Normal households. Then the totals relating to the Institutional households and the Houseless households in that order will be carried over in separate lines under the totals of Normal households to strike a grand total for all households in your enumeration block.** For particular type of households, totals for columns 4 to 19 are simple arithmetic totals, while the total for column 3 will have to be derived by counting the entries and not just totalling the figures. At the end of your revisional round, you will have all the filled in Household Schedule forms comprising Normal households, Institutional households and Houseless households. As for the type of households, you will have already entered code '1' for Normal households or code '2' or code '3' respectively for Institutional households or Houseless households at the right hand top of side 'A' of the Household Schedule forms. **Sort out these Household Schedule forms and make three separate bundles for Normal households, Institutional households and Houseless households. Arrange these forms in ascending order of the serial number of household as shown on the top of side 'A' of the Household Schedule forms.** If for any household, you have used more than one Household Schedule form to note the Individual particulars, the Household Schedule forms relating to this Household will be arranged according to serial number allotted to the members in the households. You will now be required to take the Household Schedule forms one-by-one and fill up the Working Sheet. The Working Sheet has 19 columns. While transferring the totals to the Working Sheet from the 'Page Totals' derived at the bottom of side 'A' of Household Schedule forms, you will be required to deal with Normal

households, Institutional households and Houseless households in separate sheets. Further, while transferring Page Totals to Working Sheet, you need to transfer the figures in the boxes meant for 'Males', 'Females' and 'Others' in Columns 5,6,7, 9,10,11, 13,14,15 and 17,18,19. However, you have to arrive at the figure relating to 'Persons' under Columns 4, 8, 12 and 16 by adding Males, Females and Others. **Each line in the Working Sheet will contain the totals for one Household Schedule form.**

Page No.

- 9.4. On the right hand top corner of the Working Sheet, you will have to indicate the page number. **The page number will run continuously for each type of household. That is to say, for Normal households, the page number of the Working Sheet will start from 1, for Institutional households again the page number will start from 1 and similarly for Houseless households, the page number will start from 1.**
- 9.5. Pick up the bundle of Household Schedule forms relating to Normal households for transferring the 'Page Totals' to the Working Sheet. You should take up the Household Schedule form of the first Normal household and pick up a form of Working Sheet for entering its 'Page Totals'. While dealing with a Household Schedule relating to Normal households, you should enter the 'Page Totals' in the Working Sheet pertaining to Normal households. **After transferring all the details relating to Normal households, pick up the bundle of Institutional Household Schedule forms and transfer the 'Page Totals' to the fresh Working Sheet meant for Institutional households after assigning the page number and location particulars separately. Similarly, for Houseless households, please use a fresh Working Sheet and enter the 'Page Totals' in that sheet.** Before doing so please give page number and location particulars separately.

Location particulars

- 9.6. By now you must have become familiar with the system of entering Location Particulars. The name of the State/UT; District; Tahsil/Taluk, etc.; Town/Village; should be written on the dotted lines neatly and correctly. Please follow the system described in para b.11 for entering the code numbers in the boxes appearing against these jurisdictional units and the Number of Ward and Enumeration Block Number. Location Particulars should be repeated on every page of Working Sheet used for transferring the 'Page Totals'.

Number of households by type (Normal/Institutional/Houseless)

- 9.7. **It will be noticed that exactly the same form is being supplied for transferring the 'Page Totals' in respect of Normal/ Institutional/ Houseless households. At the right hand top corner of Working Sheet, three types of households have been indicated. Score out the entry which is not applicable.** For example, if dealing with Normal households, please score out the entries 'Institutional' and 'Houseless'. Again, if you are dealing with 'Institutional households', please score out the entries 'Normal' and 'Houseless'. Similarly, when you deal with Houseless households, score out 'Normal' and 'Institutional'. **If using more than one sheet for a particular type of household, please do not forget to score out inapplicable types on each sheet, as indicated above.**
- 9.8. For recording the number of households by type separately for Normal households, Institutional households and Houseless households, count the number of entries shown under column 3 (serial number of household) of the working sheet relating to each type of household and enter the figure here. **For example, in determining the number of Normal households, you will count the number of entries in column 3 of the set of Working Sheets dealing with Normal households and enter the figure on the first page of the set dealing with Normal households. Similar procedure will have to be followed for entering the number of Institutional households and Houseless households in the appropriate Working Sheets.**

Col. 1 : Line number

9.9 While preparing Working Sheet each line will have to be numbered serially starting from 1, for each type of households, i.e., Normal households, Institutional households and Houseless households. The last line number incidentally will give you the total number of Household Schedule forms of a particular type entered in the working sheet. In case you have scored out any entry owing to some mistake and not changed the number in subsequent lines, then this tally will not be achieved.

Col. 2 : Form Number (Last four digits of the Form Number)

9.10 While transferring the 'Page Totals' to the Working Sheet, the last four digits of the Form Number are to be recorded under this column. **It may be possible that for certain households with more than 8 persons, you might have used more than one Household Schedule form. The 'Page Totals' in all such cases will have to be struck independently for each Household Schedule form and entered in the Working Sheet separately in separate lines.**

Col. 3 : Serial number of household

9.11 This number will be copied from the top of side 'A' of the Household Schedule form you are dealing with. For households having more than 8 members, you must have used more than one Household Schedule form for recording Individual particulars of the members under Questions 1 to 29 of the Household Schedule. In all such cases, the serial number of the household will be entered only for the first form and dash (–) will be put under this column for second or subsequent Household Schedule forms. This has been illustrated by the following example relating to the Normal households :

Line No.	Schedule Number/ Form No. (Last four digits of the Form Number)	Serial number of household	Number of persons, males, female and others			
			P	M	F	O
1	2	3	4	5	6	7
10	3739	010	7	3	4	-
11	3740	012	5	2	3	-
12	3741	013	8	6	2	-
13	3742	-	8	3	5	-
14	3743	014	8	5	3	-
15	3744	-	8	4	4	-
16	3745	-	3	1	2	-
17	3746	015	5	1	4	-

9.12 The example given above shows that households bearing serial number 013 and 014 have 16 and 19 household members in that order and, therefore, the Individual particulars of the members in these households are entered in 2 and 3 Household Schedule forms, respectively. This is because in a single Household Schedule form, Individual particulars of only 8 members can be entered. Thus, while transferring the 'Page Totals' to the Working Sheet in respect of these Normal households, the serial number of household under column 3 has been entered only once against line numbers 12 and 14 and dash (–) is entered under column 3 while transferring the 'Page Totals' of second and subsequent Household Schedule forms used in the case of these households. **If this system of entering serial number of household is not followed scrupulously, there is always a possibility of counting such households more than once while striking their totals at the bottom of the Working Sheet. It would also be difficult for you to tally their number after adding the total of all Normal, Institutional and Houseless**

households, as the case may be, with the Total number of households shown in Section 5 of the Abridged Houselist.

Cols. 4 to 19 of Working Sheet

- 9.13 You have already struck the 'Page Totals' for Males, Females and Others, 0-6 Years Population (Males, Females and Others), Literates (Males, Females and Others) and Illiterates (Males, Females and Others) at the bottom of Side-A in respect of each Household Schedule form. You are merely to copy these totals under columns 4 to 19 of the Working Sheet.
- 9.14 The column headings are self-explanatory. Under columns are the characteristic of the population, i.e., Number of persons, males, females and others; Number of children in age-group 0-6; Number of literates; Number of illiterates. Further, while transferring Page Totals to Working Sheet, you need to transfer the figures in the boxes meant for 'Males', 'Females' and 'Others' in Columns 5, 6, 7, 9, 10, 11, 13, 14, 15 and 17, 18, 19. However, you have to arrive at the figure relating to 'Persons' under Columns 4, 8, 12 and 16 by adding Males, Females and Others. In case there are no data to be shown under particular column(s), dash (-) may be entered in the column(s).

Total

- 9.15 A separate line has been provided in the Working Sheet for entering the totals of columns 3 to 19. Total for columns 4 to 19 are simple totals. Total for column 3 will have to be derived by counting the number of entries, as indicated in the footnote. Thus, you will have to derive the total for each page in respect of Normal households, Institutional households and Houseless households.
- 9.16 It is expected that usually you will be using more than one Working Sheet for Normal households. Therefore, you will have to derive the totals for all the Normal households on a separate page by transferring the totals of each page one-by-one on a fresh Working Sheet. These totals will be either transferred on the back of the last page of filled-in Working Sheet for Normal households or on the additional page of Working Sheet to be attached to the set of Working Sheets for Normal households at the end. Before transferring the totals of each page, please write 'Summary Totals' in the first line across columns 1 to 19 of this Working Sheet. Now record page 1 in column 2 of second line and transfer the totals of columns 3 to 19 of this page. Following this procedure, transfer the totals of each page in ascending order of pages and derive the totals for all Normal households. Identify this line (i.e. total) by writing 'Normal' in column 2 meaning thereby that these totals relate to Normal households.
- 9.17 Having struck totals relating to Normal households, Institutional households and Houseless households separately, carry over the totals relating to Institutional households and Houseless households on to the page meant for deriving 'Summary Totals' and strike grand total for all the three types of households. For doing so, please write 'Institutional' in column 2 in the line next to 'Normal' and transfer the totals of columns 3 to 19 in respect of Institutional households. Thereafter, write 'Houseless' in column 2 and transfer the totals of columns 3 to 19 for Houseless households in the same manner and **then strike the grand total and write 'Grand Total' in column 2**. Please note even if there are no Institutional households or Houseless households in your Enumeration Block, you will record dashes (-) in columns 3 to 19 of the concerned row.
- 9.18 After having struck the 'Grand Total' of all households that will include all Normal households, Institutional households and Houseless households; you are to verify the column totals. Please ascertain that following totals tally in the 'Grand Total' line :
- Males** : Totals of col. 5 = Totals of cols. 13+17
Females : Totals of col. 6 = Totals of cols. 14+18
Others : Totals of col. 7 = Totals of cols. 15+19

ENUMERATOR'S ABSTRACT

(To be prepared from the 'Summary Totals' compiled on the last page of the Working Sheet of the Normal Households)

Location Particulars :

Name of State/UT Code No.

Name of the district..... Code No

Name of the tahsil/Taluk/PS/Dev.Block/Circle/ Mandal etc..... Code No.

Name of Town/Village..... Code No.

Number of ward Code No. Enumeration Block Number & Sub-Block No. -

Occupied residential houses and households:

Total number of occupied residential houses

(Copy the figures from sub-section (B) of Section 5 of the Abridged Houselist)

Number of Normal households.....

Number of Institutional households.....

Number of Houseless households.....

Total Number of Households

Serial Number	Particulars	Persons	Males	Females	Others
1	2	3	4	5	6
1	Population of Normal Households (Cols. 4, 5,b and 7 of the 'Normal line of Summary Totals)				
2	Population of Institutional Households (Cols. 4, 5,b and 7 of the 'Institutional line of Summary Totals)				
3	Population of Houseless Households (Cols. 4, 5,b and 7 of the 'Houseless line of Summary Totals)				
4	Total Population of the Enumeration Block (Cols. 4, 5,b and 7 of the 'Grand Total' line of Summary Totals)				
5	Number of children in age-group 0-6 (Cols. 8, 9, 10 and 11 of the 'Grand Total' line of Summary Totals)				
6	Number of literates (Cols. 12, 13, 14 and 15 of the 'Grand Total' line of Summary Totals)				
7	Number of Illiterates (Grand Total of Cols. 11 and 12) (Cols. 16, 17, 18 and 19 of the 'Grand Total' line of Summary Totals)				

Note: Columns mentioned within brackets against Serial numbers 4 to 7 refer to columns of the 'Grand Total' line of the last page of the Working Sheet meant for Normal Households from which data have to be posted.

Checked and found correct

Dated signature of Supervisor Dated signature of Enumerator.....

Name of Supervisor Name of Enumerator.....

10

FILLING UP OF THE ENUMERATOR'S ABSTRACT

- 10.1 A specimen of the Enumerator's Abstract may be seen at the beginning of this chapter. This will be prepared (in duplicate) from the 'Summary Totals' derived on the last page of the Working Sheet for Normal households. The following are the instructions for filling up the Enumerator's Abstract.

Location particulars :

- 10.2 You are required to provide the full locational particulars of your enumeration block. This will help your Charge Officer in quick identification of your enumeration block for building up the totals for the Charge Abstract. Name and Code No. of the State/UT, District, Tahsil/ Taluk/ P.S./ Dev. Block/ Circle/ Mandal, etc., Town/Village and the number of Ward and Enumeration Block will be indicated in the space provided on the top of the Enumerator's Abstract. The manner in which these location particulars are to be shown has already been described.

Census 2011

Occupied residential houses and households :

Total number of occupied residential houses

- 10.3 You have to copy the figure in the box, which has already been shown against sub-section (B) of Section 5 of the Abridged Houselist.

Number of Normal households

- 10.4 You will recall that you have noted the number of households by type on the right hand top corner of the first page of the Working Sheet relating to Normal households. You have to take this figure for Normal households and post it in the box provided for this purpose.

Number of Institutional households

- 10.5 You will again recall that you have noted the number of Institutional households on the right hand top corner of the first page of the Working Sheet relating to Institutional households. You have to simply copy the number of Institutional households in the box.

Number of Houseless households

- 10.6 As in the case of Normal and Institutional households, you have to take the figure pertaining to Houseless households from the right hand top corner of the Working Sheet of Houseless households and record here in the box.

NOTE : Please put a zero ('0') in the box against the items 'Number of Institutional households' or 'Number of Houseless households', as the case may be, if there are no such households in your enumeration block.

Total number of households

- 10.7 You have already noted the number of Normal households, Institutional households and Houseless households separately. You have merely to add them up and enter this number in the box.

Census 2011

Cols. 1 to 6

- 10.8 The next section deals with 7 items and 6 columns. The particulars of each item are given under column 2 and the column numbers of line representing particular type of the household of 'Summary Totals' to which the particulars relate have been indicated within brackets in each case. **For particulars noted against serial numbers 1 to 4, you have to take the figures of the relevant columns concerning the particular type of the household from the 'Summary Totals' derived on last page of the Working Sheet dealing with Normal households and post them under columns 3, 4, 5 and 6 of this form appropriately. The figures for items listed at serial number 5 to 7 will be found in the 'Summary Totals' on last page of the Working Sheet dealing with Normal households against the line representing 'Grand Total'.**

Census 2011

Serial numbers 1 to 4

- 10.9 In the 'Summary Totals' derived on the last page of the Working Sheet dealing with Normal households, you have entered the totals in respect of the Normal households. You have to take the figures of columns 4, 5, 6 and 7 of the line in the Working Sheet representing the 'Normal' and enter the same in columns 3, 4, 5 and 6 of the item listed at serial number 1 of the Enumerator's Abstract form.
- 10.10 Similar procedure will be followed for transferring the population of Institutional households, Houseless households and Total Population of the Enumeration Block from columns 4, 5, 6 and 7 of the 'Summary Totals' to columns 3, 4, 5 and 6 of the Enumerator's Abstract form. However, the population figures for Institutional households will be taken from the 'Institutional' line, Houseless households from the 'Houseless' line and that for Total Population of the Enumeration Block these figures will be taken from the line representing 'Grand Total'. **In the Enumerator's Abstract the figures of columns 3, 4, 5 and 6 for Normal households, Institutional households and Houseless households when added together should correspond to the Total Population of the Enumeration Block.**

Census 2011

Serial numbers 5 to 7

- 10.11 These entries are simple and hardly call for any explanation. **The column numbers are indicated within brackets against each entry. You have merely to take the appropriate figure from the line representing 'Grand Total' (total of Normal households, Houseless households and Institutional households) in 'Summary Totals' on the last page of the Working Sheet dealing with Normal households and post the appropriate figure under columns 3, 4, 5 and 6, as the case may be.**
- 10.12 It is needless to add that you have checked the entries carefully and after satisfying yourself that everything is in order, you should sign with date all the filled in Working Sheets and the Enumerator's Abstract form. **If you have, by any chance been put in charge of more than one enumeration block, please remember that you will have to prepare separate sets of Working Sheets and the Enumerator's Abstract for each of the enumeration block assigned to you.**
- 10.13 After 'Population Enumeration' is completed in your enumeration block, you will have to arrange your records in three sets, as described hereunder :
- (i) The first set will comprise (a) Enumerator's Abstract of your Enumeration Block, and (b) Working Sheets for preparing the Enumerator's Abstract – three sets for Normal

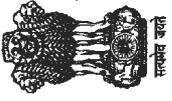
households, Institutional households and Houseless households tagged together. **The Enumerator's Abstract will, however, be kept on the top.**

- (ii) The second set will comprise (a) Layout Map and (b) filled in and updated Abridged Houselist (Sections 2, 3, 4, 5 and 6 duly bunched together with plastic coated clip. The Layout Map will remain on the top.
- (iii) The third set should comprise (a) Enumerator's Abstract of your Enumeration Block, and (b) loose filled in Household Schedule forms for Normal households, Institutional households and Houseless households arranged in that order. The Enumerator's Abstract will, however, be kept on the top of these Household Schedules forms. **Please note that this bundle is neither to be tied with sutli (thread) nor to be tagged.**

- 10.14 All these three sets will be arranged in the ascending order of the sets (i.e., set 1, set 2 and set 3) and should be kept in the carry bag provided and deposited along with all unused/spoiled Household Schedule forms etc., separately to your Supervisor. **While handing over the materials to the Supervisor, the enumerator will secure a receipt on the inventory of the records handed over to the Supervisor which also contains the Certificate of complete coverage. This should invariably contain the number of filled in Household Schedule forms deposited to the Supervisor. The Supervisor in her/his turn will check the contents of the folder and ensure that everything is in order. It will be the personal responsibility of the Supervisor to deliver the folders of each of the enumeration block in her/his Supervisory Circle to the Charge Officer or her/ his representative at the collection centre along with blank forms and Household Schedules separately and obtain a receipt.**

IMPORTANT : ENUMERATORS AND SUPERVISORS ARE REQUESTED TO USE THE CERTIFICATE OF COMPLETE COVERAGE AND INVENTORY OF USED AND UNUSED MATERIAL FOR ENUMERATOR AS WELL AS THE SUPERVISOR APPENDED TO THIS MANUAL AT THE END. NO SEPARATE FORMS WILL BE SUPPLIED.

- 10.15 Having completed all the steps indicated above, you have completed your job in so far as the Population Enumeration in connection with Census of India 2011 is concerned and you can reasonably take pride in having performed a national task well. We gratefully acknowledge your participation in the Census of India 2011.



CENSUS OF INDIA 2011
ABRIDGED HOUSELIST

Section I

Identification of Particulars

- (1) Name of State/~~UT~~ *Haryana* Code No. 06 (2) Name of the district *Gurgaon* Code No. 18
- (3) Name of the Tahsil/~~Taluk/PS/~~ *Gurgaon* Code No. 002 (4) Name of Town/
~~Dev. Block/Circle/Mandat~~, etc. *Gurgaon* Code No. 71069
- (5) Number of Ward *2* Code No. 0002 (b) Enumeration Block Number..... 0008 Sub Block-Number.

Concordance statement to be filled in cases where Houselisting Block has been split into two or more Ebs

(If the Houselisting Block is kept intact, put dashes (-))

The EB has been carved out from the following Houselisting Block:

Houselisting Block No. _____ Household numbers: From _____ To _____

NOTE : Generally Houselisting Blocks should be kept intact

**CENSUS OF INDIA 2011
ABRIDGED HOUSELIST**

Page No.

Identification of Particulars

(1) Name of State/~~UT~~ *Haryana* Code No. **06** (2) Name of the district *Gurgaon* Code No. **18**
 (3) Name of the Tahsil/ ~~Taluk~~ P.S. *Gurgaon* Code No. **002** (4) Name of Town/Village *Gurgaon* Code No. **7069**
~~Dev. Block/Girdler/Mandal, etc.~~
 (5) Number of Ward **2** Code No. **0002** (b) Enumeration Block Number **0008** Sub Block-No.

SECTION 2: Houselist particulars (Columns 2 to 7 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS):

Serial number from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7. Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
1	8	1	1 (1)	<i>Residence</i>	001	<i>Janaki Devi</i>	1	
2	8	—	1(2)	<i>Cattle Shed</i>	—	—	—	
3	8	2	2(1)	<i>Residence-cum- Workshop</i>	002	<i>Ganga Singh</i>	2	
4	8	—	2(2)	<i>Kirana Shop</i>	—	—	—	
5	8	3	3	<i>Tea Shop</i>	—	—	—	

ANNEXURE-I (Contd.)

SECTION 2 Continued: (Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS) Page No.2.....

Location Code:	State/UT	District	Tahsil/ Taluk, etc.	Town/Village	Ward	EB Number	Sub-Block No.		
	06	118	002	71069	0002	0008			
Serial number from previous page, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Continue from previous page)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
6	8	4	4	Residence	003	Chandan Singh Meena	3	
7	8	—	—	—	004	Nathu Ram	4	
8	8	5	5(1)	Residence	005	Ram Pal	5	
9	8	—	5(2)	Residence	006	Narpat Singh	6	
10	8	6	6	Baithak	—	—	—	
11	8	7	7	Shiv Mandir	—	—	—	
12	8	8	8(1)	Residence-cum-Vegetable Shop	007	Bimla Devi	7	
13	8	—	8(2)	Vacant- Wani of Tenant	—	—	—	
14	8	9	9	Ayurvedic Dispensary	—	—	—	
15	8	10	10(1)	Workshop	—	—	—	

Serial number from previous page, give number at each line)	Housing Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Continue from previous page)	Date(s) of visit/visit	Remarks
1	2	3	4	5	6	7	8	9	10
16	8	—	10(2)	Residence	008	Chanda Devi	8	
17	8	—	—	—	009	Dhani Ram	9	
18	8	11	11	Panchayat Ghar	—	—	—	
19	8	12	12	Residence-cum- Pottery	010	Jai Singh	10	
20	8	13	13	Ghani (Oil Mill)	—	—	—	
21	8	14	14	Residence-cum - Temple	011	Pt. Rameshwar Doyal	11	
22	8	8/1	8/1(1)	Residence	012	Sant Ram	12	
23	8	—	8/1(2)	Rural Bank	—	—	—	
24	8	15	15	Vacant- Dilapidated	—	—	—	
25	8	16	16	Govt. Primary School	—	—	—	

Location Code: 06 118 002 7069 0002 0002 0008

State/UT District Tahsil/Taluk, etc. Town/Village Ward EB Number Sub-Block No.

SECTION 2 Continued: (Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No. 4

Serial number (Continue from previous page, give number at each line)	Housing Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	District	Tahsil/Taluk, etc.	Town/Village	Ward	EB Number	Sub-Block No.	Remarks
1	2	3	4	118	002	7069	0002	00018		10
26	8	17	17		Residence.	Salman Khan	13	9		
27	8	18	18		Pump House	—	—			
28	8	19	19(1)		Residence	Prem Chand	14			
29	8	—	19(2)		Fodder Shed	—	—			
30	8	20	20(1)		Residence	M.M. Gupta	15			
31	8	—	20(2)		Residence	S. Chakravorty	16			
32	8	21	21		Residence-cum-Shop	Syed Karim	17			
33	8	22	22		Power Sub-Station	—	—			
34	8	23	23		Residence	Jagdish Singh	18			
35	8	—	—		—	Smt. Harjit Kaur	19			

SECTION 2 Continued: (Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.5

Location Code:	State/UT	District	Tahsil/Taluk, etc.	Town/Village	Ward	EB Number	Sub-Block No.		
	06	18	002	7069	0002	0008			
Serial number (Continue from previous page, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Continue from previous page)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
36	8	24	24(1)	Shop (Shiva Electrical)	—	—	—	
37	8	—	24(2)	Shop-cum-Workshop (Hero Honda)	—	—	—	
38	8	25	25	Residence	020	Venkat Subramaniam	20	
39	8	26	26	Tea Shop	—	—	—	
40	8	27	27(1)	Cloth Shop	—	—	—	
41	8	—	27(2)	State Bank of India	—	—	—	
42	8	28	28(1)	Residence	021	John Fernandes	21	
43	8	—	28(2)	Residence	022	Kishori Lal	22	
44	8	—	—	—	023	Joginder	23	
45	8	29	29	Residence-cum-Temple	024	Hari Om Sharma	24	

SECTION 2 Continued: (Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS) Page No.b.....

Location Code:	State/UT	District	Tahsil/Taluk, etc.	Town/Village	Ward	EB Number	Sub-Block No.		
	06	18	002	7069	0002	0008			
Serial number (Continue from previous page, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7. Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Continue from previous page)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
46	8	30	30	Doctor's Clinic (Allopathic)	—	—	—	
47	8	31	31	Residence	025	Gummi Devi	25	
48	8	32	32(1)	Residence-cum-Old Age Home	999	Warden	26	
49	8	—	32(2)	Residence	026	Ashish Kapur	27	
50	8	33	33	Vacant-incomplete Construction	—	—	—	
51	8	34	34	Vegetable Shop	—	—	—	
52	8	35	35	Residence-cum-Creche	027	Mrs. N. K. Singh	28	
53	8	36	36	Residence-cum-Hotel	999	Manager	29	
54	8	37	37(1)	Residence-cum-Shop	028	S. P. Yadav	30	
55	8	38	38(1)	Petrol Pump	—	—	—	

SECTION 2 Continued: (Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS) Page No. 7

Location Code:	State/UT	District	Tahsil/ Taluk, etc.	Town/Village	Ward	EB Number	Sub-Block No.		
	06	18	002	7069	0002	0008			
Serial number from previous page, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household from previous page)	Date(s) of visit/visit	Remarks
1	2	3	4	5	6	7	8	9	10
56	8	—	38(2)	Residence	029	J. P. Meena	31	
57	8	39	39(1)	Hotel Moon light	—	—	—	
58	8	—	39(2)	Residence	030	P. Gopalswamy	32	
59	8	40	40	Post Office	—	—	—	
60	8	41	41	Residence	031	Kishan Lal	33	
61	8	42	42	Vacant - want of Repair	—	—	—	

Dated signature of Charge Office Clerk
Lakshman Singh 14/7/2010Checked and found correct.
Dated signature of Charge Officer
Ram Singh 15/7/2010

**CENSUS OF INDIA 2011
ABRIDGED HOUSELIST**

Identification of Particulars

(1) Name of State/UT Code No. (2) Name of the district Code No.

(3) Name of the Tahsil/ Taluk/P.S./ Code No. (4) Name of Town/Village..... Code No

Dev. Block/ Circle/ Mandal, etc.

(5) Number of Ward Code No. (b) Enumeration Block Number..... Sub Block-No.

SECTION 3: Addenda to Section 2 (To record buildings/census houses/ households not covered in Section 2 but found by the enumerator during Population Enumeration)

Serial number (continue from last page of Section 2)	Houselisting Block Number (Not applicable For Section 3)	Building number	Census house number	Purpose for which the census house is used (Describe actual use)	Household number (Not applicable for Section 3)	Name of the head of the household (write full name)	Serial number of household (continue from last page of Section 2)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
								
								
								
								
								
								
								
								
								

State/UT District Tahsil/ Taluk, etc. Town/Village Ward E.B. Number Sub-Block No.

Location Code:

SECTION 5: To be filled only after completion of revisional round of Population Enumeration
 (A) Population of the Enumeration Block..... (B) Number of Occupied residential houses..... (C) Total Number of Households.....

Section b:

**CENSUS OF INDIA 2011
 POPULATION ENUMERATION**

Certificate of complete coverage and inventory of used / unused material for Enumerator

- I. This is to certify that:
- i. I have prepared the layout map as per the instructions and as per the boundaries shown/provided by my Charge Officer/Supervisor
 - ii. I have included all the buildings in the layout map and no area is left out
 - iii. I have updated the house numbering and Abridged Houselist
 - iv. I have personally filled in all the Schedules, forms, layout map etc as per the instructions.
 - v. I have covered all the buildings, Census houses viz. fully residential, fully non-residential and partly residential and all the households, including the institutional households and the houseless households found on the night of February 28th 2011 in my Enumeration Block without omission or duplication.
- Instruction manual and enumerator's kit items have been provided to me.

The inventory of material used / unused during Census of India, 2011 Population Enumeration is as under:

Particulars	No. of blank Schedules/ Forms Received from the Supervisor	No. of Filled-in Schedules/forms returned to Supervisor	No. of Blank/Spoiled Schedules/ Forms returned to Supervisor
Layout Map			
Household Schedules	From		
	To		
Enumerator's Abstract (2 copies)			

Signature of Enumerator..... Name in block letters Place Date

ACKNOWLEDGMENT BY THE SUPERVISOR

Received the filled-in as well as blank schedules etc. as stated above.

Signature of Supervisor Name in block letters Place Date

ANNEXURE-II

The situations that may arise in the field and the necessary guidelines for recording the changes in Section 2 and filling up of section 3 of AHL are detailed below along with the examples based on Annexure I.

Situation I : A household listed in Section 2 might have moved out leaving the census house or part occupied by it vacant.

Action to be taken : “Delete the entries in columns 5 to 8 relating to the household and write 'Household left' in column 10.”

Note : **Please note that when any census house or household is deleted in Section 2, the serial number in column 1, building number, census house number, household number and serial number of the household in column 8 of the subsequent buildings, census houses and households should not be changed.**

Example : Suppose, household at Serial No. 2b (Col. 1) of Section 2 of AHL (Annexure I) headed by one Mr. Salman Khan has left and the Census House is vacant for want of tenant.

Section 2 : Before updating (Refer Annexure I)

Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
2b	8	17	17	Residence	013	Salman Khan	13		

Section 2 : After updating (Refer Annexure III)

Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
2b	8	17	17	Residence Vacant for want of tenant	013	Salman Khan	13	17-2-11	Household left. Census house is vacant now.

Situation 2 : A building or census house listed in Section 2 might no longer exist.
Action to be taken : "Delete all lines relating to the Building or Census house."
Example : Suppose, the household at Serial No.38 of Section 2 headed by one Mr. Venkat Subramaniam has left as the Building No.25 is demolished.
Section 2 : Before updating (Refer Annexure I)

Serial number from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
38	8	25	25	Residence	020	Venkat Subramaniam	20		

Section 2 : After updating (Refer Annexure III)

Serial number from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
38	8	25	25	Residence	020	Venkat Subramaniam	20	18-2-11	Household left. Building demolished for reconstruction

Situation 3 : A household listed in Section 2 might have moved out and a new household might have moved in, in its place.

Action to be taken : “Change the name of the head of the household in column 7 of Section 2.”

Example : Suppose, the household at Serial No. 42 of Section 2 headed by one Mr. John Fernandes has left the Census house and a new household headed by one Mr. Ramesh Chander has moved in to the same Census house.

Section 2 : Before updating (Refer Annexure I)

Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7. Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
42	8	28	28(1)	Residence	021	John Fernandes	21		

Section 2 : After updating (Refer Annexure III)

Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7. Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
42	8	28	28(1)	Residence	021	John Fernandes Ramesh Chander	21	19-2-11	Earlier household left. New household moved in.

- Situation 4** : The use of census house listed in Section 2 might have changed.
- Action to be taken** : “Score out the entry in column 5 in Section 2 for that census house and enter the current use to which census house is put.”
- Example** : Suppose, the use of Census house at Serial No. 43 headed by one Mr. Kishori Lal has changed from fully residential to partly residential.
- Section 2** : Before updating (Refer Annexure I)

Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7. Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
43	8	-	28(2)	Residence	022	Kishori Lal	22		

Section 2 : After updating (Refer Annexure III)

Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7. Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
43	8	-	28(2)	Residence- cum-Workshop	022	Kishori Lal	22	19-2-11	Use changed from fully residential to partly residential.

- Situation 5** : The head of the household listed in Section 2 might have changed.
- Action to be taken** : “Score out the entry in column 7 (Name of head of the household) in Section 2 and enter the name of the current head of the household.”
- Example** : Suppose, the existing head of the household namely Mr. J.L.Meena at Serial No.5b of Section 2 has been changed and the new head of the household is Mr. M.L.Meena
- Section 2** : Before updating (Refer Annexure I)

Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7: Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
5b	8	-	38(2)	Residence	029	J.L.Meena	31		

Section 2 : After updating (Refer Annexure III)

Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7: Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
5b	8	-	38(2)	Residence	029	J.L.Meena M.L.Meena	31	20-2-11	Head of the household is changed.

- Situation b** : A new household might have moved in to a vacant or non-residential census house.
- Action to be taken** : “Score out the entries (except the serial number and the building number) in Section 2 and fresh entries be made in Section 3.”
- Example** : Suppose, in a vacant Census house No.8(2) at Serial No. 13 in Section 2, a new household headed by one Mr. Surinder Mohan has moved in. This requires updating of Section 2 as well as entering the particulars of the new household in Section 3.
- Section 2** : Before updating (Refer Annexure I)

Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col.2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
13	8	-	8(2)	Vacant - want of tenant	-	-	-		

Section 2 : After updating (Refer Annexure III)

1	2	3	4	5	6	7	8	9	10
13	8	-	8(2)	Vacant - want of tenant	-	-	-	14-2-11	Since occupied. See Serial No.b3 in Section 3.

Section 3 : After making fresh entries of the details of the new household (Refer Annexure III)

Serial number ((continue from last page of section 2)	Houselisting Block Number (HLS top right most item of Location	Building number (HLS Col.2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (write full name)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
b3		-	8(2)	Residence		Surinder Mohan	35	14-2-11	New Household

Situation 1 : A New Building, which is not listed in Section 2, might have come up within the boundaries of your Enumeration Block.

Action to be taken : "Fill Section 3 in respect of such a new building."

Example : Suppose, a new building has come up between Building No. 13 and Building No. 14

Section 3 : After making fresh entries of the details of the new building (Refer Annexure III)

Serial number (continue from last page of section 2)	Houselisting Block Number (HLS top right most item of Location	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (write full name)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
b4		13/ 1	13/ 1	Sweet shop (Halwai)		-	-	15-2-11	New building with one fully non-residential census house

Situation 8 : A New Census house might have come up in a building already listed in Section 2.
Action to be taken : "Update Section 2 by suitably correcting the Census House number in Col.4 along with remarks in col. 10 and fill Section 3 in respect of the new Census House."

Example : Suppose, in Building No.37 at Serial No.54 of Section 2, two new Census Houses have come up. One Census House is occupied by a new household and the other is occupied by a shop.

Section 2 : Before updating (Refer Annexure I)

Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
54	8	37	37	Residence-cum shop	028	S.P.Yadav	30		

Section 2 : After updating (Refer Annexure III)

Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
54	8	37	37(1)	Residence-cum shop	028	S.P.Yadav	30	20-2-11	Two extra census houses have come up. See Serial No.71 and 72 in Section 3

Section 3 : After making fresh entries of the details of the new Census house and the new household (Refer Annexure III)

Serial number (Continue from last page of Section 2)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (write full name)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
71		-	37(2)	Residence		Balbir Singh	41	20-2-11	New Census house And new household.
72		-	37(3)	Cigarette-Pan -Bidi Shop		-	-	20-2-11	New Census house

Situation 9 : A new household might have moved into an already occupied residential Census house or an existing household split and staying in the same Census house.

Action to be taken : “Make suitable remarks in Column No.10 in Section 2 pertaining to the already occupied residential census house and also fill Section 3 of the AHL.”

Example : Suppose, a new household headed by one Mr.P.Janardhan has moved in to the existing occupied residential census house No.39(2) headed by one Mr.P.Gopaldaswamy at Serial No.58 of the Section 2 of AHL.

Section 2 : Before updating (Refer Annexure I)

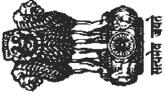
Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
58	8	-	39(2)	Residence	030	P. Gopaldaswamy	32		

Section 2 : After updating (Refer Annexure III)

Serial number	Houselist block	Building number	Census house	Purpose for which the census house is used	Household number	Name of the head of the household	Serial number of household	Date off Date(s) of visit/ revisit	Remarks
1									
58	8	-	39(2)	Residence	030	P. Gopaldaswamy	32	21-2-11	Another household moved in. See Sl.No. 73 in Section 3.

Section 3 : After making fresh entries of the details of the new household (Refer Annexure III)

Serial number (continue from last page of section 2)	Houselisting Block Number (HLS top right most item of Location	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (write full name)	Serial number of household (Start afresh from 1)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
73		-	-	-		P. Janardhan	42	21-2-11	New household in Census House No.39(2)



**CENSUS OF INDIA 2011
ABRIDGED HOUSELIST**

Section I

Identification of Particulars

- (1) Name of State Haryana Code No. 016 (2) Name of the district Gurgaon Code No. 118
- (3) Name of the Tahsil/ Taluk/P.S./
~~Dev. Block/Circle/Mandal~~, etc. Gurgaon Code No. 002 (4) Name of Town/
Village Gurgaon Code No. 7069
- (5) Number of Ward Code No. 0002 (b) Enumeration Block Number 0008 Sub Block-Number.

Concordance statement to be filled in cases where Houselisting Block has been split into two or more EBs

(If the Houselisting Block is kept intact, put dashes (-))

The EB has been carved out from the following Houselisting Block:

Houselisting Block No. Household numbers: From To

NOTE : Generally Houselisting Blocks should be kept intact

**CENSUS OF INDIA 2011
ABRIDGED HOUSELIST**

Page No.

Identification of Particulars

(1) Name of State *Haryana* Code No. **06** (2) Name of the district *Gurgaon* Code No. **18**
 (3) Name of the Tahsil/ *Fatehpur S.* Code No. **002** (4) Name of Town/Village *Gurgaon* Code No. **7069**
 Div. Block/Circle/Mandal, etc. *2* Code No. **0002** (b) Enumeration Block Number **0008** Sub Block-No.
 (5) Number of Ward

SECTION 2: Houselist particulars (Columns 2 to 7 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS):

Serial number from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7. Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
1	8	1	1 (1)	<i>Residence</i>	001	<i>Janaki Devi</i>	1	11-2-11	
2	8	—	1(2)	<i>Cattle Shed</i>	—	—	—	11-2-11	
3	8	2	2(1)	<i>Residence-cum-Workshop</i>	002	<i>Ganga Singh</i>	2	12-2-11	
4	8	—	2(2)	<i>Kirana Shop</i>	—	—	—	12-2-11	
5	8	3	3	<i>Tea Shop Stationery Shop</i>	—	—	—	12-2-11	<i>Use has Changed</i>

Serial number (Continue from previous page, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Continue from previous page)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
6	8	4	4	Residence	003	Chandan Singh Meena	3	12-2-11 18-2-11	House found locked Revisited and Enumerated
7	8	—	—	—	004	Anshu Ram	4	18-2-11	Household left
8	8	5	5(1)	Residence	005	Ram Pal	5	13-2-11	
9	8	—	5(2)	Residence	006	Narpat Singh	6	13-2-11	
10	8	6	6	Baitbate	—	—	—	14-2-11	Use changed to Residence See Sl. No. b2 in Sec. 3
11	8	7	7	Shiv Mandir	—	—	—	14-2-11	
12	8	8	8(1)	Residence-cum- Vegetable Shops	007	Bimala Devi	7	14-2-11	Use has changed
13	8	—	8(2)	Vasant-Plant of Farm	—	—	—	14-2-11	Since Occupied See Sl. No. b3 in Sec. 3
14	8	9	9	Ayurvedic Dispensary	—	—	—	14-2-11	
15	8	10	10(1)	Workshop	—	—	—	14-2-11	

Serial number (Continue from previous page, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Continue from previous page)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
16	8	—	10(2)	Residence	008	Chanda Devi	8	15-2-11	
17	8	—	—	—	009	Dhani Ram	9	15-2-11	
18	8	11	11	Panchayat Ghar	—	—	—	15-2-11	
19	8	12	12	Residence-cum-Pattang Village Co-operative Society	010	Jat Singh	10	15-2-11	Use has changed and household moved out
20	8	13	13	Ghani (Oil Mill)	—	—	—	15-2-11	
21	8	14	14	Residence-cum - Temple	011	Pt. Rameshwar Dayal	11	16-2-11 17-2-11	Requested to come again Revisited and Enumerated
22	8	8/1	8/1(1)	Residence	012	Sant Ram	12	16-2-11	
23	8	—	8/1(2)	Rural Bank	—	—	—	16-2-11	
24	8	15	15	Vacant- Dilapidated	—	—	—	16-2-11	
25	8	16	16	Govt. Primary School	—	—	—	16-2-11	

Location Code: **06** District **118** Tahsil **012** Town/Village **7069** Ward **0002** EB Number **0008** Sub-Block No.

SECTION 2 Continued: (Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS))

Serial number (Continue from previous page, give number at each line)	Housing Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Continue from previous page)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
26	8	17	17	Residence. Vacant. Want of Tenant	013	Sahman Khan	13	17-2-11	Household left Census House is now vacant
27	8	18	18	Pump House	—	—	—	17-2-11	
28	8	19	19(1)	Residence	014	Prem Chand	14	17-2-11	
29	8	—	19(2)	Fodder Shed	—	—	—	17-2-11	
30	8	20	20(1)	Residence	015	M.M. Gupta	15	18-2-11 25-2-11	House found locked. Revisited and Enumerated
31	8	—	20(2)	Residence	016	S. Chakravorty	16	18-2-11	
32	8	21	21	Residence-cum-Shop	107	Syed Karim	17	18-2-11	
33	8	22	22	Power Sub- Station	—	—	—	18-2-11	
34	8	23	23	Residence Adult Literacy Center	018	Jagdish Singh	18	18-2-11	Use has Changed Household left
35	8	—	—	—	019	Smt. Harjit Kaur	19	18-2-11	Household left

SECTION 2 Continued: (Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS))

ANNEXURE-III (Contd.)

Location Code:	State	District	Tahsil/Taluk, etc.	Town/Village	Ward	EB Number	Sub-Block No.		
016	118	002	7069	0002	0008				
Serial number (Continue from previous page, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Continue from previous page)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
36	8	24	24(1)	Shop (Shiva Electrical)	—	—	—	18-2-11	
37	8	—	24(2)	Shop-cum-Workshop (Aero Honda)	—	—	—	18-2-11	
38	8	25	25	Residence	020	Venkat Subramanian	20	18-2-11	Household left. Building Demolished for reconstruction
39	8	26	26	Tea Shop	—	—	—	18-2-11	
40	8	27	27(1)	Cloth Shop	—	—	—	18-2-11	
41	8	—	27(2)	State Bank of India	—	—	—	18-2-11	
42	8	28	28(1)	Residence	021	John Permentes Ramesh Chander	21	19-2-11	Earlier Household left. New household moved in
43	8	—	28(2)	Residence-cum-Workshop	022	Kishori Lal	22	19-2-11	Use changed from fully residential to partly residential
44	8	—	—	—	023	Joginder	23	19-2-11	
45	8	29	29	Residence-cum-Temple	024	Hari Om Sharma	24	19-2-11	

Serial number (Continue from previous page, give number at each line)	Housing Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Continue from previous page)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
46	8	30	30	Doctor's Clinic (Allopathic)	—	—	—	19-2-11	
47	8	31	31	Residence General Provision Store	025	Gummi Devi	25	19-2-11	Converted to non-residential Use
48	8	32	32(1)	Residence-cum-Old Age Home	999	Warden	26	19-2-11	
49	8	—	32(2)	Residence	026	Ashish Kapur	27	19-2-11	
50	8	33	33	Vacant- incomplete Construction	—	—	—	19-2-11	Since completed and Occupied. See Sl. No. 69 in Sec. 3
51	8	34	34	Vegetable Shop	—	—	—	19-2-11	Use changed. See Sl. No. 70 in Sec. 3
52	8	35	35	Residence-cum-Creche	027	Mrs. N. K. Singh	28	20-2-11	
53	8	36	36	Residence-cum-Hotel	999	Manager	29	20-2-11	
54	8	37	37(1)	Residence-cum-Shop	028	S. P. Yadav	30	20-2-11	Two extra Census houses have come up. See Sl. No. 71 and 72 in Sec. 3
55	8	38	38(1)	Petrol Pump	—	—	—	20-2-11	

SECTION 2 Continued: (Columns 2 to 7 of Section 2 are to be copied from the relevant Householding and Housing Census Schedules (HLS) Page No. 7 Sub-Block No.)

Location Code:	State/UT	District	Tahsil/Taluk, etc.	Town/Village	Ward	EB Number	Sub-Block No.		
	06	18	002	1069	0002	0008			
Serial number from previous page, give number at each line)	Housing Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Continue from previous page)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
56	8	—	38(2)	Residence	029	J. L. Meena M. L. Meena	31	20-2-11	Head of the Household is changed
57	8	39	39(1)	Hotel Moon light	—	—	—	20-2-11	
58	8	—	39(2)	Residence	030	P. Gopalwamy	32	21-2-11	Another Household moved in See Sl. No. 73 in Sec. 3
59	8	40	40	Post Office	—	—	—	21-2-11	
60	8	41	41	Residence - cum- Rescue Home	031 999	Kishan Lal Superintendent	33	21-2-11	Normal Household replaced by an Institutional Household
61	8	42	42	Vacant - want of Repair	—	—	—	21-2-11	Since repaired and occupied. See Sl. No. 74 and 75 in Sec. 3

Dated signature of Charge Office Clerk Lakshman Singh 14/7/2010
 Checked and found correct.
 Dated signature of Charge Officer Ram Singh 15/7/2010

**CENSUS OF INDIA 2011
ABRIDGED HOUSELIST**

Page No. 8

Identification of Particulars

(1) Name of State/UT Haryana Code No. 06 (2) Name of the district Gurgaon Code No. 118
 (3) Name of the Tahsil/ Taluk/PS./ Code No. 002 (4) Name of Town/Village..... Code No. 71069
 Dev. Block/Circle/Mandal, etc. 2 (5) Number of Ward Code No. 0002 (b) Enumeration Block Number..... 0008 Sub Block-No.

SECTION 3: Addenda to Section 2 (To record buildings/census houses/ households not covered in Section 2 but found by the enumerator during Population Enumeration)

Serial number (continue from last page of Section 2)	Houselisting Block Number (Not applicable For Section 3)	Building number	Census house number	Purpose for which the census house is used (Describe actual use)	Household number (Not applicable for Section 3)	Name of the head of the household(write full name)	Serial number of household (continue from last page of Section 2)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
b2		—	b	Residence		Raja Ram	34	14-2-11	From Sl. No. 10. New Household
b3		—	8(2)	Residence		Surinder Mohan	35	14-2-11	New Household
b4		13/1	13/1	Sweet Shop (Halwai)		—	—	15-2-11	New Building with one fully non-residential Census House
b5		—	20(3)	Residence		S. P. Singh	3b	18-2-11	New Census house and New Household
bb		27/1	27/1(1)	Residence		U. K. Jain	37	19-2-11	New Census house and New Household
b7		—	27/1(2)	Residence		M. P. Kuriakose	38	19-2-11	New Census house and New Household
b8		—	27/1(3)	Barber Shop		—	—	19-2-11	New Census house
b9		—	33	Residence - cum-Vegetable Shop		Banwari Lal	39	19-2-11	From Sl. No. 50. Now occupied by new Household

**CENSUS OF INDIA 2011
ABRIDGED HOUSELIST**

Page No.10.....

Identification of Particulars

(1) Name of State/~~st~~ *Haryana* Code No. **06** (2) Name of the district *Gurgaon* Code No. **18**
 (3) Name of the Tahsil/~~Taluk~~/~~P.S.~~ *Gurgaon* Code No. **002** (4) Name of Town/~~Village~~ *Gurgaon* Code No. **7069**
 Dev-Block/~~Girde~~/~~Mandal~~, etc.
 (5) Number of Ward **2** Code No. **0002** (b) Enumeration Block Number..... **0008** Sub Block-No.

SECTION 4: Identification of places where houseless population was found staying during Population Enumeration

Serial number (Start afresh from 1)	Particulars of the place	Name of the Head of the Houseless Household (write full name)	Approximate number of persons in The Household	Whether found the household on the night of February 28, 2011 in this EB (Yes/No)	Serial number of household (Continue from Column 8, last row, last page of Section 3, Give the serial number if 'Yes' in Column 5)	Remarks
1	2	3	4	5	6	7
1	<i>On the pavement near Shiva Electrical (Bldg. No. 24)</i>	<i>Lehlu</i>		<i>Yes</i>	<i>45</i>	
2	<i>Near Rescue Home (Bldg. No. 41)</i>	<i>Mungeri Lal</i>		<i>No</i>	<i>—</i>	
3	<i>Near Rescue Home (Bldg. No. 41)</i>	<i>Ram Charan</i>		<i>Yes</i>	<i>46</i>	
4	<i>Near Hotel Moon Light (Bldg. No. 39)</i>	<i>Jabbar</i>		<i>Yes</i>	<i>47</i>	
5	<i>Near Temple (Bldg. No. 29)</i>	<i>Vishnu</i>		<i>Yes</i>	<i>48</i>	
6	<i>Near Temple (Bldg. No. 29)</i>	<i>Gian Singh</i>		<i>Yes</i>	<i>49</i>	
7	<i>Near Temple (Bldg. No. 29)</i>	<i>No Name (Jusane)</i>		<i>Yes</i>	<i>50</i>	
8	<i>Near Shiva Mandir (Bldg. No. 7)</i>	<i>Basantha</i>		<i>No</i>	<i>—</i>	
9	<i>Near Shiva Mandir (Bldg. No. 7)</i>	<i>Chameli</i>		<i>No</i>	<i>—</i>	

State/UT **06** District **118** Tahsil/ Taluk, etc. **002** Town/Village **7069** Ward **0002** E.B. Number **0008** Sub-Block No.

Location Code: **06** **118** **002** **7069** **0002** **0008** **0000**

SECTION 5: To be filled only after completion of revisional round of Population Enumeration

(A) Population of the Enumeration Block..... **213** (B) Number of Occupied residential houses..... **33** (C) Total Number of Households..... **43**

Section b:

CENSUS OF INDIA 2011
POPULATION ENUMERATION

Certificate of complete coverage and inventory of used / unused material for Enumerator

I. This is to certify that:

- i. I have prepared the layout map as per the instructions and as per the boundaries shown/provided by my Charge Officer/Supervisor
- ii. I have included all the buildings in the layout map and no area is left out
- iii. I have updated the house numbering and Abridged House list
- iv. I have personally filled in all the Schedules, forms, layout map etc as per the instructions.
- v. I have covered all the buildings, Census houses viz. fully residential, fully non-residential and partly residential and all the households, including the institutional households and the houseless households found on the night of February 28th 2011 in my Enumeration Block without omission or duplication.

Instruction manual and enumerator's kit items have been provided to me.

The inventory of material used / unused during Census of India, 2011 Population Enumeration is as under:

Particulars	No. of blank Schedules/Forms Received from the Supervisor	No. of Filled-in Schedules/forms returned to Supervisor	No. of Blank/Spoiled Schedules/Forms returned to Supervisor
Layout Map	1	1	—
Household Schedules	Number of forms: 120	43	77
	From 28023739 To 28023858		
Enumerator's Abstract (2 copies)	2	2	2

Signature of Enumerator..... *R. Shashank* Name in block letters **R. SHASHANK** Place *Gurgaon* Date **5/3/2011**

ACKNOWLEDGMENT BY THE SUPERVISOR

Received the filled-in as well as blank schedules etc. as stated above.

Signature of Supervisor *R. Prasad* Name in block letters **R. PRASAD** Place *Gurgaon* Date **5/3/2011**

ILLUSTRATIONS FOR FILLING UP THE QUESTIONS 16, 17, 18 and 19

Q.16 Category of Economic Activity	Fill for Worker in Household Industry or Other Worker		
	Q.17 Occupation Describe the actual work	Q18 Nature of industry, trade or Service where the person works/ worked or self employed Write the full description	Q.19 Class of worker: Employer 1 Employee 2 Single Worker ..3 Family Worker.. 4
1 Cultivator 1 Agricultural Labourer .. 2 Worker in Household Industry 3 Other Worker 4	2	3	4
1	—	—	—
2	—	—	—
2	—	—	—
1	—	—	—
3	Spinning yarn	Spinning yarn in Ambar Charkha	4
3	Dyeing and spinning yarn	Cotton handloom weaving	4
3	Winnowing and cleaning grains	Flour making chakki	2
3	Running oil ghani	Oil Ghani	3
3	Tempering and Polishing Implements	Blacksmithy (making Agricultural implements)	4
3	Making pottery on the wheel	Earthenware pottery	4
3	Making and firing kiln	Earthenware pottery	2
3	Carpenter	Carpentry -manufacturing of wooden doors and windows	4
3	Filling gold ornaments With lac	Goldsmithy	4
3	Operator, hosiery machine	Production of hosiery goods	2
4	Accounts Clerk	Production of hosiery goods	2
3	Scraping and polishing Metal	Electroplating	4
3	Putting iron hoop on cart wheels	Production of cart wheel rings	2
3	Bidi maker	Manufacture of Bidi	4
3	Rope making	Making of jute rope	4
3	Basket maker	Making of Bamboo baskets	4
3	Cups and plates making	Making of leaf cups and Plates	3
3	Doll making	Making of dolls from paper pulp	4
4	Boatman	Inland water transport	3
4	Barber	Hair cutting	3
4	Bee - keeping	Production of honey	3
4	Tending cattle	Production of milk for sale	4
4	Cutting trees in forest	Logging in forest	2

ANNEXURE-V (Contd.)

Q.16 Category of Economic Activity Cultivator 1 Agricultural Labourer .. 2 Worker in Household Industry 3 Other Worker 4	Fill for Worker in Household Industry or Other Worker		
	Q.17 Occupation Describe the actual work	Q.18 Nature of industry, trade or Service where the person works/ worked or self employed Write the full description	Q.19 Class of worker: Employer 1 Employee 2 Single Worker .. 3 Family Worker.. 4
1	2	3	4
4	Tutor (primary classes)	Private tuition (primary classes)	3
4	Farm labourer	Coffee plantation	2
4	Travelling Ticket Inspector	Rail transport	2
4	Senior Scientific Officer (Ceramic Research)	Research in manufacturing of ceramic products	2
4	Senior Research Officer (Vital Statistics)	Central Govt. service	2
4	Contractor supplying Gypsum to Sindri Fertilizer Factory	Supplying gypsum on orders	1
4	Accountant	Locomotive factory	2
4	Goods shed porter	Rail transport	2
4	Manual labourer (on muster roll), digging earth	Road construction	2
4	Labourer, brick laying	House construction	2
4	General labourer	Retail vegetable market Labourer carrying goods	3
4	Machine Operator, electricity	Transmission of electricity with the help of transformer	2
4	Shop Assistant	Retail shop in stationery stores	4
4	Proprietor, wholesale Trade	Wholesale trade in grains and Cereals	4
4	Salesman	Retail shop of readymade Garments and hosiery	4
4	Sales Manager	Manufacture of general Hardware	2
4	Boiler room foreman	Manufacturer of iron and steel Structural	2
4	Air Pilot	Air Transport (Indian Airlines)	2
4	Bus Driver	Motor Transport Service (DTC)	2
4	Working Proprietor	Goods Transport by Motor Truck	1
4	Radiologist	State Govt. Health Services (District Hospital)	2
4	Plant Nutritionist	Plant Protection Research	2
4	Chemist	Sugar Factory	2
4	Chemist	Manufacturer of antibiotics	2
4	Secretary (Administration)	Life insurance business	2

ANNEXURE-V (Contd.)

Q.16 Category of Economic Activity Cultivator 1 Agricultural Labourer .. 2 Worker in Household Industry 3 Other Worker 4	Fill for Worker in Household Industry or Other Worker		
	Q.17 Occupation Describe the actual work	Q.18 Nature of industry, trade or Service where the person works/ worked or self employed Write the full description	Q.19 Class of worker: Employer 1 Employee 2 Single Worker ..3 Family Worker.. 4
1	2	3	4
4	Assistant Secretary	State Govt. Police Service	2
4	Upper Division Clerk	State Govt. Health Service (Directorate of Health Services)	2
4	Supervisor	Jewellery works	4
4	Cook	Domestic service	2
4	Cook	Residential hotel	2
4	Bearer	Recreation club	2
4	Working proprietor	Retail trade in grocery	3
4	Chartered Accountant	Steel production	2
4	Accountant	Manufacture of jute products in mill	2
4	Cinema Actor	Production of feature films	3
4	Sign Painter	Commercial sign painting	2
4	Canvass bag maker	Cement manufacturing	2
4	Share broker in tea & jute	Selling and buying of shares	3
4	Managing Director	Discounting of bills of business Firms	1
4	Die Caster	General engineering works	2
4	Ochra Grinder	Manufacture of paints	2
4	Distillation Plant Operator	Brewery factory	2
4	Grinder	Manufacturing of Hydro chloric Acid	2
4	Cleaner	Steel re-Rolling works	2
4	Gate Keeper	Cinema house	2
4	Moulder	Iron and steel foundry	2
4	Foreman, Packing Department	Manufacture of mustard oil	2
4	Foreman, Saw Mill	Motor body building factory	2
4	Foundry Caster	Aluminium Factory	2
4	Furnaceman, Boiler Shop	Iron foundry works	2
4	Mono Operator	Printing works	2
4	Brass Turner	Small tool production	2
4	Honorary Social Worker	Social welfare organisation	3
4	Member of Parliament	Parliamentary work	3

ANNEXURE-V (Contd.)

Q.16 Category of Economic Activity Cultivator 1 Agricultural Labourer .. 2 Worker in Household Industry 3 Other Worker 4	Fill for Worker in Household Industry or Other Worker		
	Q.17 Occupation Describe the actual work	Q18 Nature of industry, trade or Service where the person works/ worked or self employed Write the full description	Q.19 Class of worker: Employer 1 Employee2 Single Worker ..3 Family Worker.. 4
1	2	3	4
4	Freelance Journalist	Writing for newspapers and periodicals	3
4	Political worker	Promotion of party's political work	3
3	Polishing silver ornaments	Manufacture of silver jewellery	2
3	Making of silver ornament	Manufacture of silver jewellery	4
4	Proprietor	Manufacture of silver jewellery	1
—	Accountant	Manufacture of silver jewellery	2
4	Sales Worker	Manufacture of silver jewellery	4
4	Accounts Clerk	Rail transport (Agra Railway Station)	2
4	Accounts Clerk	Central Govt. Service (Ministry Of Railways)	2
4	Proprietor	Readymade garment shop (Retail)	1
—	Sales Worker	Readymade garment shop (Retail)	4
4	Owner and seller	Grocery shop (Retail)	3
4	Working Partner*	Wholesellers in cotton textile	3
4	Purchase Clerk	Wholesellers in cotton textile	2
4	Machine Operator	Manufacture of mineral water	2
4	Raising poultry birds	Raising of poultry for production of eggs	4
4	Fisherman	Fishing in sea	3
4	Pumpman	Underground mining of coal (Tava Mines)	2
4	Tailor and Dress Maker	Retail sale of Readymade Garments (Boutique)	2
4	Beautician	Beauty treatment (Beauty Parlour)	1
4	STD/ISD Booth attendant	Running of STD/ISD Booth	4
4	Glass Bangle joiner	Manufacture of glass bangles	2
4	Vendor (supply of LPG cylinders)	Retail sale of cooking gas (LPG) cylinders	2

ANNEXURE-V (Concl.)

Q.16 Category of Economic Activity Cultivator 1 Agricultural Labourer .. 2 Worker in Household Industry 3 Other Worker 4	Fill for Worker in Household Industry or Other Worker		
	Q.17 Occupation Describe the actual work	Q.18 Nature of industry, trade or Service where the person works/ worked or self employed Write the full description	Q.19 Class of worker: Employer 1 Employee 2 Single Worker ..3 Family Worker.. 4
1	2	3	4
	LPG cylinders)	(LPG) cylinders	
4	Branch Manager	Banking services (State Bank Of India	2
4	Property dealer	Sale and purchase of Residential buildings and plots	3
4	Data Entry Operator	Central Government Service (Staff Selection Commission)	2
4	Computer Engineer	Repair & maintenance of Computers	1
4	Cycle repairing	Repairing of all types of cycles	3
4	Drum Beater	Playing music in ceremonial function	2
4	Safai Karamchari (dry)	Local Body Service	2
4	Time Keeper	Manufacture of cars	4
4	Priest	Religious activities	3
4	Rag picker	Collection of waste polythene Bags, tins and papers, etc.	3
4	Plumber	Plumbing and drainage	3

* A sleeping partner is not a worker.

GLIMPSES OF PAID AND UNPAID WOMEN'S WORK**Occasionally not reported**

1. **Help given by women, children and aged during ploughing, sowing, harvesting and collection of farm produce on their own farm,**
2. **Women and children working as agricultural labourer for wages in cash or in kind,**
3. **Women and children self employed or engaged as unpaid family workers in industries that can be conducted on Household Industry basis, such as illustrated below :**
 1. Sun-drying and artificial dehydration of fruits and vegetables
 2. Production of fruit/vegetable juices, squashes, sauces, jams, jellies, marmalades, etc.
 3. Production of pickles, papad, masala, etc.
 4. Production of butter, cream, ghee, cheese and khoya, etc.
 5. Making of sweetmeats
 6. Making of bakery products
 7. Making of gur from sugar cane
 8. Making of bidi
 9. Making of cattle/poultry feed
 10. Spinning and weaving of textile fibre
 11. Making of clothes/garments.
 12. Embroidering
 13. Making of handbags, purses, etc.
 14. Knitting woollen sweaters, caps, etc.
 15. Carpet weaving
 16. Making of newar, wicks, rope, fishing nets, etc.
 17. Making of leaf cups and plates
 18. Making of articles of palm leaf, screw-pine leaf and khajoor leaf
 19. Making of paper cups, saucers, plates, etc.
 20. Book binding
 21. Making of plaster statues and other plaster products
 22. Making of earthenware/pottery
 23. Making of bricks and roofing tiles
 24. Making of dolls
 25. Making of brooms
 26. Making of paper bags
 27. Making of gas mantles
 28. Production of glass bangles
 29. Tanning, dressing and dyeing of leather
 30. Shoe makers and repairers
 31. Making of agarbattis

GLIMPSES OF PAID AND UNPAID WOMEN'S WORK

Occasionally not reported

32. Making of knives, choppers, scissors, etc.
33. Making of agricultural implements like ploughs, harrows, weeders, hoes, seeders, etc.
34. Making of cow-dung cakes
35. Repairing of bicycles, children's bicycle and cycle-rickshaws
36. Repairing of bullock-carts, tongas and hand carts
37. Making of cane, wooden and reed furniture
38. Making of baskets, grain storage bins and other articles of bamboo and reed
39. Making of wooden toys, wooden lamp stand, etc.

4. Other Women Workers :

Women and children working as unpaid family worker in retail sale of sweetmeats, flowers or other goods in weekly markets, fairs, festivals, religious and social functions :

1. Working as unpaid worker in a family shop
2. Sale of home-made dairy products
3. Sale of fruit juices, salad, kulfi, ice-cream, eggs, sandwiches, etc.
4. Sale of fruits, vegetables, including part time help
5. Sale of fish
6. Sale of cattle and animals in cattle fairs
7. Waiters in hotels, restaurants, lodges, tea shops, etc.
8. Running music, dance, cookery, arts, craft classes at home
9. Giving tuitions
10. Newspaper/Magazine delivery
11. Activities relating to video parlours
12. Rag pickers, bottle pickers, etc.
13. Laundry services by family members
14. Domestic servants, cooks and gardeners working part time
15. Untrained midwives
16. Loaders and unloaders in vegetable markets/railway stations, bus stations, etc.
17. Puppet shows and road shows by acrobats, dancers, musicians, magicians, etc.
18. General labourers for construction of residential and non-residential buildings
19. Earth diggers, masons, plumbers, electricians and other construction workers
20. Gathering of tendu leaves and other minor forest produce
21. Cattle rearing for production of milk and milk products
22. Rearing of sheep for production of wool for sale
23. Rearing of horses, camels, mules and other pack animals for commercial use
24. Raising of poultry and other domesticated birds for production of eggs, meat, etc., for sale
25. Collection of honey from forests or bee keeping for production of honey for sale

ANNEXURE-VI (Contd.)

GLIMPSES OF PAID AND UNPAID WOMEN'S WORK

Occasionally not reported

- 26. Sericulture
- 27. Collection of fuel wood, fodder, grass and other produce from the forests for sale

5. Paid women's work :

There are certain activities where small scale manufacturers in un-organised sector outsource/subcontract them to home based workers who are mostly women and children. The following are some of the examples of such activities :

- 1. Agarbatti making
- 2. Making of Artificial jewellery and fashion accessories with brass, beads and wood
- 3. Cutting hair ribbon from the reels
- 4. Kite making
- 5. Garments for toys, puppets
- 6. Leaf cup making
- 7. Making design on bangles and necklace
- 8. Making design on bindi by pasting art work, pasting bindis inside flaps
- 9. Making of rubber bands
- 10. Making of paper containers
- 11. Assembling of toys
- 12. Dyeing of garments
- 13. Repair of garment rejects
- 14. Finishing and decoration of ready made garments like cutting of remnants, making button
- 15. Holes and fixing buttons
- 16. Packing of kitchen ware
- 17. Preparation and/or Packing of glass slides for blood testing
- 18. Envelope making
- 19. Sorting of paper waste for recycling
- 20. Packing of paper napkins
- 21. Lock making
- 22. Spinning of thread
- 23. Hosiery and knitting
- 24. Polishing and sorting of nuts and bolts and their packing
- 25. Data entry on computer
- 26. Editing or scrutiny of written matter
- 27. Tiffin or food service

GLIMPSES OF PAID AND UNPAID WOMEN'S WORK

Occasionally not reported



1. Work in the family farm



2. Agricultural activities - Labour



3. Collection of crop residue/fodder for sale



4. Plantation workers



5. Basket weaving



b. Milching for sale or self consumption



7. Preparing cow dung cake for sale



8. Rearing of Goat, sheep

WOMEN ARE ALSO WORKERS

ANNEXURE-VI (Contd.)

GLIMPSES OF PAID AND UNPAID WOMEN'S WORK

Occasionally not reported



9. Selling fish



10. Packing vegetables, cereals etc for sale



11. Making leaf bowls, rolling Bidis etc.



12. Assisting in Black smithy



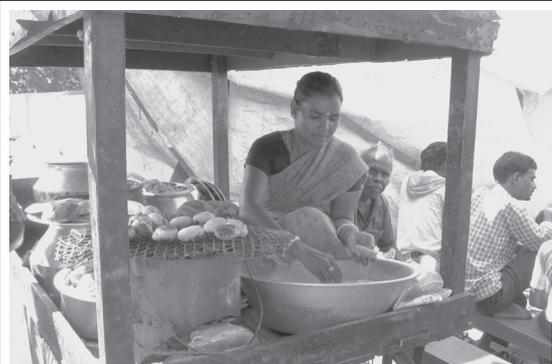
13. Weaving Niwar, Durri, Carpet & Saari



14. Making clay images, toys, pottery etc.



15. Selling vegetables



16. Preparing snacks and food for sale

WOMEN ARE ALSO WORKERS

GLIMPSES OF PAID AND UNPAID WOMEN'S WORK

Occasionally not reported



17. Construction labourer



18. Tilling ground, earth workers



19. Applying mehendi



20. Data entry/web designing etc from home



21. Managing family shop



22. Selling newspaper



23. Embroidery, zari/chikan work from home



24. Tailoring, knitting, sari falls, etc.

WOMEN ARE ALSO WORKERS

ANNEXURE-VI (Concl.)

GLIMPSES OF PAID AND UNPAID WOMEN'S WORK

Occasionally not reported



25. Beautician/ beauty parlour



26. Tuition in the home



27. Attendant in Petrol Pump



28. Garbage collection and cleaner



29. Rag pickers



30. Making garlands/benis for sale



31. Assisting in cutting fodder for sale



32. Agarbati making home based workers

WOMEN ARE ALSO WORKERS

READY RECKONER I:

Estimated Year of Birth as per English calendar from Year of birth as per local calendar

ENGLISH	SAKA	ISLAMIC	VIKRAM SAMVAT	BENGALI	ENGLISH	SAKA	ISLAMIC	VIKRAM SAMVAT	BENGALI
2011	1933	1432	2068	1418	1984	1906	1405	2041	1391
2010	1932	1431	2067	1417	1983	1905	1404	2039	1390
2009	1931	1430	2066	1416	1982	1904	1403	2038	1389
2008	1930	1429	2065	1415	1981	1903	1402	2037	1388
2007	1929	1428	2064	1414	1980	1902	1401	2036	1387
2006	1928	1427	2063	1413	1979	1901	1400	2035	1386
2005	1927	1426	2062	1412	1978	1900	1399	2034	1385
2004	1926	1425	2061	1411	1977	1899	1398	2033	1384
2003	1925	1424	2060	1410	1976	1898	1397	2032	1383
2002	1924	1423	2059	1409	1975	1897	1396	2031	1382
2001	1923	1422	2058	1408	1974	1896	1395	2030	1381
2000	1922	1421	2057	1407	1973	1895	1394	2029	1380
1999	1921	1420	2056	1406	1972	1894	1393	2028	1379
1998	1920	1419	2055	1405	1971	1893	1392	2027	1378
1997	1919	1418	2054	1404	1970	1892	1391	2026	1377
1996	1918	1417	2053	1403	1969	1891	1390	2025	1376
1995	1917	1416	2052	1402	1968	1890	1389	2024	1375
1994	1916	1415	2051	1401	1967	1889	1388	2023	1374
1993	1915	1414	2050	1400	1966	1888	1387	2022	1373
1992	1914	1413	2049	1399	1965	1887	1386	2021	1372
1991	1913	1412	2048	1398	1964	1886	1385	2020	1371
1990	1912	1411	2047	1397	1963	1885	1384	2019	1370
1989	1911	1410	2046	1396	1962	1884	1383	2018	1369
1988	1910	1409	2045	1395	1961	1883	1382	2017	1368
1987	1909	1408	2044	1394	1960	1882	1381	2016	1367
1986	1908	1407	2043	1393	1959	1881	1380	2015	1366
1985	1907	1406	2042	1392	1958	1880	1379	2014	1365

ANNEXURE-VIII

READY RECKONER 2:

**Age to year of birth conversion sheet - Estimated Year of Birth from age/estimated age
Population Enumeration 2011**

Age in completed years	Year of Birth as per English Calendar	Age in completed years	Year of Birth as per English Calendar	Age in completed years	Year of Birth as per English Calendar
0	Mar 2010 to Feb 2011	39	Mar 1971 to Feb 1972	78	Mar 1932 to Feb 1933
1	Mar 2009 to Feb 2010	40	Mar 1970 to Feb 1971	79	Mar 1931 to Feb 1932
2	Mar 2008 to Feb 2009	41	Mar 1969 to Feb 1970	80	Mar 1930 to Feb 1931
3	Mar 2007 to Feb 2008	42	Mar 1968 to Feb 1969	81	Mar 1929 to Feb 1930
4	Mar 2006 to Feb 2007	43	Mar 1967 to Feb 1968	82	Mar 1928 to Feb 1929
5	Mar 2005 to Feb 2006	44	Mar 1966 to Feb 1967	83	Mar 1927 to Feb 1928
6	Mar 2004 to Feb 2005	45	Mar 1965 to Feb 1966	84	Mar 1926 to Feb 1927
7	Mar 2003 to Feb 2004	46	Mar 1964 to Feb 1965	85	Mar 1925 to Feb 1926
8	Mar 2002 to Feb 2003	47	Mar 1963 to Feb 1964	86	Mar 1924 to Feb 1925
9	Mar 2001 to Feb 2002	48	Mar 1962 to Feb 1963	87	Mar 1923 to Feb 1924
10	Mar 2000 to Feb 2001	49	Mar 1961 to Feb 1962	88	Mar 1922 to Feb 1923
11	Mar 1999 to Feb 2000	50	Mar 1960 to Feb 1961	89	Mar 1921 to Feb 1922
12	Mar 1998 to Feb 1999	51	Mar 1959 to Feb 1960	90	Mar 1920 to Feb 1921
13	Mar 1997 to Feb 1998	52	Mar 1958 to Feb 1959	91	Mar 1919 to Feb 1920
14	Mar 1996 to Feb 1997	53	Mar 1957 to Feb 1958	92	Mar 1918 to Feb 1919
15	Mar 1995 to Feb 1996	54	Mar 1956 to Feb 1957	93	Mar 1917 to Feb 1918
16	Mar 1994 to Feb 1995	55	Mar 1955 to Feb 1956	94	Mar 1916 to Feb 1917
17	Mar 1993 to Feb 1994	56	Mar 1954 to Feb 1955	95	Mar 1915 to Feb 1916
18	Mar 1992 to Feb 1993	57	Mar 1953 to Feb 1954	96	Mar 1914 to Feb 1915
19	Mar 1991 to Feb 1992	58	Mar 1952 to Feb 1953	97	Mar 1913 to Feb 1914
20	Mar 1990 to Feb 1991	59	Mar 1951 to Feb 1952	98	Mar 1912 to Feb 1913
21	Mar 1989 to Feb 1990	60	Mar 1950 to Feb 1951	99	Mar 1911 to Feb 1912
22	Mar 1988 to Feb 1989	61	Mar 1949 to Feb 1950	100	Mar 1910 to Feb 1911
23	Mar 1987 to Feb 1988	62	Mar 1948 to Feb 1949	101	Mar 1909 to Feb 1910
24	Mar 1986 to Feb 1987	63	Mar 1947 to Feb 1948	102	Mar 1908 to Feb 1909
25	Mar 1985 to Feb 1986	64	Mar 1946 to Feb 1947	103	Mar 1907 to Feb 1908
26	Mar 1984 to Feb 1985	65	Mar 1945 to Feb 1946	104	Mar 1906 to Feb 1907
27	Mar 1983 to Feb 1984	66	Mar 1944 to Feb 1945	105	Mar 1905 to Feb 1906
28	Mar 1982 to Feb 1983	67	Mar 1943 to Feb 1944	106	Mar 1904 to Feb 1905
29	Mar 1981 to Feb 1982	68	Mar 1942 to Feb 1943	107	Mar 1903 to Feb 1904
30	Mar 1980 to Feb 1981	69	Mar 1941 to Feb 1942	108	Mar 1902 to Feb 1903
31	Mar 1979 to Feb 1980	70	Mar 1940 to Feb 1941	109	Mar 1901 to Feb 1902
32	Mar 1978 to Feb 1979	71	Mar 1939 to Feb 1940	110	Mar 1900 to Feb 1901
33	Mar 1977 to Feb 1978	72	Mar 1938 to Feb 1939	111	Mar 1899 to Feb 1900
34	Mar 1976 to Feb 1977	73	Mar 1937 to Feb 1938	112	Mar 1898 to Feb 1899
35	Mar 1975 to Feb 1976	74	Mar 1936 to Feb 1937	113	Mar 1897 to Feb 1898
36	Mar 1974 to Feb 1975	75	Mar 1935 to Feb 1936	114	Mar 1896 to Feb 1897
37	Mar 1973 to Feb 1974	76	Mar 1934 to Feb 1935	115	Mar 1895 to Feb 1896
38	Mar 1972 to Feb 1973	77	Mar 1933 to Feb 1934	116	Mar 1894 to Feb 1895

ANNEXURE-IX**MONTHS AS PER INDIAN NATIONAL CALENDAR AND
CORRESPONDING MONTHS AS PER GREGORIAN CALENDAR**

Months as per Indian National Calendar	Corresponding Gregorian Months
PAUSH	December/January
MAGH	January/February
PHALGUN	February/March
CHAITRA	March/April
VAISHAKH	April/May
JYAISHTHA	May/June
ASHADHA	June/July
SHRAVANA	July/August
BHADRAPAD	August/September
ASHWIN	September/October
KARTIK	October/November
AGRAHAYANA	November/December

ANNEXURE-X**IMPORTANT FESTIVALS CORRESPONDING TO GREGORIAN MONTHS**

Name of Festival	Corresponding Gregorian Months
NEW YEAR'S DAY, GURU GOBIND SINGH JAYANTI, MAKARA SANKRANTI, PONGAL, REPUBLIC DAY, AYYAPPA FESTIVAL	January
BASANT PANCHAMI	January/February
MAHARISHI DAYANAND SARASWATI JAYANTI, MAHA SHIVRATRI, HOLI	February/March
GUDI PADWA, RAMNAVMI	March/April
VAISAKHI, BIHU, MAHABIR JAYANTI, GOOD FRIDAY	April
BUDH PURNIMA	May
RATH YATRA	June/July
NAGPANCHAMI, JANAMASHTMI, RAKSHA BANDHAN	July/August
INDEPENDENCE DAY	August
GANESH CHATURTHI	August/September
ONAM, DUSSEHRA/DURGA PUJA/NAVRATRA	September/October
GANDHI JAYANTI, DIWALI, BHAI DUJ, MAHARISHI VALMIKI JAYANTI, CHHATH PUJA, GURU NANAK JAYANTI	October/November
CHRISTMAS/ AYYAPPA FESTIVAL	December

CLASSIFIED LIST OF BROAD ECONOMIC ACTIVITIES**A. Agriculture, forestry and fishing**

Crop and animal production, hunting and related service activities, Forestry and logging, Fishing and aquaculture.

B. Mining and quarrying

Mining of coal and lignite, Extraction of crude petroleum and natural gas, mining of metal ores, Other mining and quarrying, mining support service activities.

C. Manufacturing

Manufacture of food products, Manufacture of beverages, Manufacture of tobacco products, Manufacture of textiles, Manufacture of wearing apparel, Manufacture of leather and related products, Manufacture of wood and products of wood and cork, Manufacture of paper and paper products, Printing and reproduction of recorded media, Manufacture of coke and refined petroleum products, Manufacture of chemicals and chemical products, Manufacture of pharmaceuticals, medicinal chemical and botanical products, Manufacture of rubber and plastics products, Manufacture of other non-metallic mineral products, Manufacture of basic metals, Manufacture of fabricated metal products, except machinery and equipment, Manufacture of computer, electronic and optical products, Manufacture of electrical equipment, Manufacture of machinery and equipment n.e.c., Manufacture of motor vehicles, trailers and semi-trailers, Manufacture of other transport equipment, Manufacture of furniture, Other manufacturing, Repair and installation of machinery and equipment.

D. Electricity, gas, steam and air conditioning supply

Electricity, gas, steam and air conditioning supply.

E. Water supply; sewerage, waste management and remediation activities

Water collection, treatment and supply, Sewerage, Waste collection, treatment and disposal activities, materials recovery, Remediation activities and other waste management services.

F. Construction

Construction of buildings, Civil engineering, Specialized construction activities.

G. Wholesale and retail trade; repair of motor vehicles and motorcycles

Wholesale and retail trade and repair of motor vehicles and motorcycles, Wholesale trade, Retail trade.

H. Transportation and storage

Land transport like passenger bus transport, freight transport, etc. and transport via pipelines, Water transport, Air transport, Warehousing and support activities for transportation, Postal and courier activities.

I. Accommodation and Food service activities

Accommodation, Food and beverage service activities, hotel, restaurant, guest house, catering, mobile food service, etc.

J. Information and communication

Publishing activities, Motion picture, video and television programme production, sound recording and music publishing activities, Broadcasting and programming activities,

Telecommunications, Computer programming, consultancy and related activities, Information service activities like data processing, web portal, web hosting, etc.

K. Financial and insurance activities

Financial services like bank, self-help group, microfinance, life insurance, non-life insurance, pension funding, other financial activities.

L. Real estate activities

Real estate activities like real estate agents, brokers, operating hotels, buying or selling of property

M. Professional, scientific and technical activities

Legal and accounting activities, Activities of head offices; management consultancy activities, Architecture and engineering activities; technical testing and analysis, Scientific research and development, Advertising and market research, Other professional, scientific and technical activities, Veterinary activities.

N. Administrative and support service activities

Rental and leasing activities, Employment activities, Renting vehicles with or without drivers, renting of tractor or other agricultural machinery, renting of utensils, textile, sleeping bag, rucksack or other personal or household goods, employment placement agencies, providing human resources for clients, Travel agency, tour operator and other reservation service activities, Security and investigation activities, Services to buildings and landscape activities, Office administration, offset printing, DTP, photocopying, call centre, office support and other business support activities,

O. Public administration and defence; compulsory social security

Public administration and defence; compulsory social security.

P. Education

Primary school, secondary school, vocational institution, College, University, sports education, music or drama school, private tuition, private tutorial institutes, etc.

Q. Human health and social work activities

Human health activities, Residential care activities, Social work activities without accommodation, hospital, asylum, sanatorium, nursing home, allopathic private practice, homeopaths, unani practice, nurse, midwife, physiotherapy, pathological laboratory, blood bank, shelter for homeless, old-age home, orphanage, hostel, boarding home, child day-care centre

R. Arts, entertainment and recreation

Creative, arts and entertainment activities, Libraries, archives, museums and other cultural activities, Gambling and betting activities, Sports activities and amusement and recreation activities, Selling Lottery tickets, amusement parks

S. Other service activities

Activities of temples, mosques, church, gurdwara, monastery, etc., political organizations, repair of cycle, shoe, TV, refrigerator, watch and other personal or household goods, washing of clothes, astrological service, ayah, dhai, governess, baby sitter, cleaning floor, cleaning utensils, cook, barber, repair of computers and services of other membership organizations.

T. Private Households with employed persons

Private Households with employed persons (includes the activities of private households employing all kinds of domestic personnel such as maids, cooks, gardeners, gate keepers, secretaries etc.)

U. Activities of extraterritorial organizations and bodies

Activities of extraterritorial organizations and bodies, UN organizations, IMF, World Bank, ADB, etc.

SPACE FOR NOTES

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SPACE FOR NOTES

A large rectangular area with a dotted grid pattern, intended for taking notes. The grid consists of 25 horizontal rows of small dots, spaced evenly across the page. The area is enclosed by a thin black border.

Census of India 2011 Household Schedule

Form Number 2802 3739
 State/UT Haryana
 District Gurgaon
 Town/Village Gurgaon

Household Block Number (Column 2 of section 2) 0008
 Household Number (Column 6 of section 2) 001
 Type of Household: Institutional 2 1
 Normal 1
 Houseless 3

Serial number	Name of the person start with head of household	Relationship to head write the relationship in full.	Sex Male...1 Female...2	Date of birth and Age 4(a) Date of birth as per English calendar (as declared or estimated) Day - Month Year 4(b) Age Also give age as last birthday in completed years in box against 4(b)	Current marital status give code from list below	Age at marriage In completed years (not applicable for Never married)	Religion (Write name of the religion in full) Also give code in box if found in the list below	Scheduled Caste (SC) / Scheduled Tribe (ST) 8(a) If 'YES' person SC/ST SC...1 ST...2 If 'NO' put '3' in box write name of the SC or ST from the list supplied. 8(b)	Disability 9(a) Is this person mentally / physically disabled? Yes/No-2 9(b) If 'Yes' in 9(a), give code in the box against 9(b) from the list below 9(c) If 'multiple disability' (Code '8') in 9(b), give maximum 9(c) codes in boxes against 9(c) from the list below	Mother tongue write name of the mother tongue in full.	Other languages known write upto two languages in order of proficiency excluding mother tongue	Literacy status Literate...1 Illiterate...2	Status of attendance in educational institution Write the full description. For diploma or degree holder, also write the subject of specialisation.	Highest educational level attained
01011	Janki Devi	Head	2	0010-1015 11/9/15/8 052	3	16	1 Hindu	3 -	90 2 90 - 90 -	Haryanvi	Hindi	2 -	9	-
01012	Ramesh Kumar	Son	1	0104-1011 11/9/17/7 034	2	24	1 Hindu	3 -	90 2 90 - 90 -	Haryanvi	Hindi	1 -	7	9th class
01013	Neelam	Son's wife	2	0002-1012 11/9/18/3 028	2	18	1 Hindu	3 -	90 2 90 - 90 -	Haryanvi	Hindi	1 -	7	5th class
01014	Bhanu	Son's son	1	0106-1012 12/10/10/2 008	1	-	1 Hindu	3 -	90 2 90 - 90 -	Haryanvi	Hindi	1 -	1	2nd class
01015	Shanti	Son's daughter	2	0201-1110 12/10/10/5 005	1	-	1 Hindu	3 -	90 2 90 - 90 -	Haryanvi	-	2 -	8	-
01016	Rajesh	Son's son	1	0106-1013 12/10/11/0 000	1	-	1 Hindu	3 -	90 2 90 - 90 -	Haryanvi	-	2 -	8	-
01017	Reeti Devi	Husband's mother	2	0010-1011 11/9/13/9 072	3	15	1 Hindu	3 -	90 2 90 - 90 -	Haryanvi	Hindi	2 -	8	-

Page totals: (To be filled after revisional Round)

Population: M 3, F 4, Total 7

0-6 years population: M 1, F 1, Total 2

Q.5 Current marital status: Never married 2, Currently married 3, Widowed 3, Separated 4, Divorced 5

Q.7 Religion: Hindu 1, Muslim 1, Christian 3, Buddhist 1, Jain 6

Q.8 *NOTE: SC can be only among the Hindus, Sikhs and Buddhists. ST can be from any religion

Q.9 Disability: In Seeing 1, In Hearing 2, In Speech 3, In Movement 4, Multiple Disability 8

Q.13 Status of attendance: Attending School 1, Attending Vocational Special Institution for disabled 2, Literacy centre 5, Other institution 6, Not attending 7, Never attended 8

Literates (Total of 1-3) -> 2
 Illiterates (Total of 7-8) -> 1

Census of India 2011 Household Schedule

Use only arabic numbers 0 1 2 3 4 5 6 7 8 9 as indicated here

Serial number	Name of the person	Q.15 Worked any part time last year	Q.16 Category of economic activity	Q.17 Characteristics of workers and non-workers	Q.18 Nature of industry, trade or service where the person worked	Q.19 Class of worker	Q.20 Non-Economic activity	Q.21 Seeking for work	Q.22 Distance to place of work	Q.23 Birth place	Q.24 Migration characteristics	Q.25 Reason for migration	Q.26 Duration of stay in this village	Q.27 Children surviving ever born	Q.28 Children ever born	Q.29 Fertility particulars	
0 0 1 1	Janki Devi	1	4	Peer	Govt. Primary School	2	-	-	0 0 1	2 Jalandhar District Punjab	2 Jalandhar District Punjab	4	3 6	3 2	4 2	-	
0 0 1 2	Ramesh Kumar	1	4	Supervisor Road Construction	Govt. Public Work Dept.	2	-	-	0 1 5	2 Jalandhar District Punjab	-	-	-	-	-	-	
0 0 1 3	Neelam	2	4	Sales Worker	Retrance Mobile Store	2	2	2	0 0 1	2 Faridabad District Haryana	2 Faridabad District Haryana	4	1 0	1 2	1 2	0 1	
0 0 1 4	Bhanu	4	-	-	-	-	1	2	-	2 Faridabad District Haryana	2 Faridabad District Haryana	5	0 8	-	-	-	
0 0 1 5	Shanti	4	-	-	-	-	1	2	-	2 Faridabad District Haryana	2 Faridabad District Haryana	-	-	-	-	-	
0 0 1 6	Rajesh	4	-	-	-	-	3	2	-	2 Faridabad District Haryana	2 Faridabad District Haryana	-	-	-	-	-	
0 0 1 7	Kirti Devi	4	-	-	-	-	3	2	-	1 Raipure District Gurgaon Haryana	1 Raipure District Gurgaon Haryana	4	5 7	3 5	4 5	-	
1 1																	

Q.15 Workers and non-workers
 1 Main worker (if worked for 6 months or more)
 2 Or (if worked for 3 months or more but less than 6 months)
 3 Or (if worked for less than 3 months)
 4 Non-worker (if not worked at all)

Q.16 Category of economic activity
 1 Cultivator
 2 Agricultural Labourer
 3 Worker in household industry
 4 Other worker

Q.17 Class of worker
 1 Employee
 2 Single worker
 3 Family worker
 4 Other

Q.20 Non-Economic activity
 1 Student
 2 Household duties
 3 Pensioner
 4 Renter
 5 Beggar
 6 Other

Q.21 Seeking for work
 1 Yes
 2 No

Q.22 Distance to place of work
 1 Distance in km.
 2 Mode of travel

Q.23 Birth place
 1 Within India
 2 Outside India

Q.24 Migration characteristics
 1 Within India
 2 Outside India

Q.25 Reason for migration
 1 Work/employment
 2 Business
 3 Education
 4 Marriage
 5 Moved after birth
 6 Moved with household
 7 Any other

Q.26 Duration of stay in this village
 1 In completed years since migration
 2 In completed months since migration
 3 In completed days since migration
 4 In completed days since migration
 5 In completed days since migration
 6 In completed days since migration
 7 In completed days since migration

Q.27 Children surviving ever born
 1 Total no. of children ever born alive during last one year
 2 Total no. of children ever born alive during last one year
 3 Total no. of children ever born alive during last one year
 4 Total no. of children ever born alive during last one year

Q.28 Children ever born
 1 Total no. of children ever born alive during last one year
 2 Total no. of children ever born alive during last one year
 3 Total no. of children ever born alive during last one year
 4 Total no. of children ever born alive during last one year

Q.29 Fertility particulars
 1 Male
 2 Female

Signature/Thumb Impression of Respondent with Date
 Neelam
 10.2.2011

Signature of the Supervisor with Date
 Rajesh Kumar
 10.2.2011

Serial Number
 0 0 1 3

Name of the Enumerator with Date
 Neelam
 10.2.2011

Sex of Enumerator
 Male Female

Continued to another sheet
 Write 'C' if continued to another sheet
 Write last three digits of the sheet number of the continued sheet

**CENSUS OF INDIA 2011
POPULATION ENUMERATION**

**Certificate of complete coverage and inventory of used/unused material for Enumerator
(Supervisor's Copy)**

State/UT..... Code..... District..... Code.....
Tahsil/Taluk/P.S./Dev.Block/
Circle/Mandal etc..... Code.....
Village/Town.....Code..... Enumeration Block No. and Sub -Block No

I. This is to certify that

- i. I have prepared the layout map as per the instructions and as per the boundaries shown/provided by my Charge Officer/Supervisor
- ii. I have included all the buildings in the layout map and no area is left out
- iii. I have updated the house numbering and Abridged Houselist
- iv. I have personally filled in all the Schedules, forms, layout map etc as per the instructions.
- v. I have covered all the buildings, Census houses viz. fully residential, fully non-residential and partly residential and all the households, including the institutional households and the houseless households found on the night of February 28th 2011 in my Enumeration Block without omission or duplication.

Place:
Date:

.....
Signature of Enumerator

Name.....

..... ✂ Cut Here ✂

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POPULATION ENUMERATION**

**Certificate of complete coverage and inventory of used / unused material for Enumerator
(Enumerator's Copy)**

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Place:
Date:

.....
Signature of Enumerator

Name.....

2. The inventory of material used/unused during Census of India, 2011 Population Enumeration is as under :

Particulars	No. of blank Schedules/ Forms Received from the Supervisor	No. of Filled-in Schedules/forms returned to Supervisor	No. of Blank/Spoiled Schedules/forms returned to Supervisor
1. Layout Map			
2. Household Schedules	Number of forms : Form No.		
	From	To	
3. Enumerator's Abstract (2 copies)			
4. Working Sheets for preparing Enumerator's Abstract			
5. Abridged Houselist (Sections 2, 3, 4, 5 & b duly Updated/filled in)			

Instruction Manual has been provided to me.

Place:

.....
Signature of Enumerator

Date:

Name

ACKNOWLEDGMENT BY THE SUPERVISOR

Received the filled-in as well as blank schedules etc. as stated above.

Place:

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Signature of Supervisor

Date:

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**CENSUS OF INDIA 2011
POPULATION ENUMERATION**

**Certificate of complete coverage and inventory of used/unused material for Supervisor
(Charge Officer's Copy)**

State/UT..... Code..... District..... Code.....
Tahsil/Taluk/P.S./Dev.Block/
Circle/Mandal etc..... Code.....
Village/Town.....Code.....Ward No.....
Supervisory Circle No.Consisting of E.B. No.s

I. This is to certify that

- i). All the Enumeration Blocks in my Supervisory Circle have been clearly identified and the boundaries of which were physically shown to the Enumerators concerned in the field.
- ii) The field work in all the Enumeration Blocks in my Supervisory Circle has been completed as per the time schedule notified.
- iii) All the households living in the Supervisory Circle have been covered without omission or duplication.
- iv) Houseless population has been enumerated on the last day of the Enumeration.
- v) I have collected the field material both filled in and blank from all the Enumerators under my charge and verified them as per the instructions.
- vi) I have submitted all the field material collected from Enumerators to the Charge Officer after due verification as per the instructions and within the time schedule.

Place:

Signature of Supervisor

Date:

Name.....

✂ Cut Here ✂

**CENSUS OF INDIA 2011
POPULATION ENUMERATION**

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(Supervisor's copy)**

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Signature of Supervisor

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Place:

Signature of Supervisor

Date:

Name

ACKNOWLEDGMENT BY THE CHARGE OFFICER

Received the filled-in as well as blank schedules etc. as stated above.

Place:

Signature of Charge Officer

Date:

Name

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Name