



for official use only

CENSUS OF INDIA 2011

INSTRUCTION MANUAL FOR HOUSELISTING AND HOUSING CENSUS



OFFICE OF THE REGISTRAR GENERAL &
CENSUS COMMISSIONER, INDIA
MINISTRY OF HOME AFFAIRS,
GOVERNMENT OF INDIA, NEW DELHI





From the desk of the Census Commissioner of India



On behalf of the Office of the Registrar General & Census Commissioner, India I have great pleasure in extending my warm greetings and best wishes to all the enumerators, supervisors and other field functionaries who have been given the privilege of taking part in the great task of conducting the Census of India, 2011. Each one of you is a part of a historic national exercise, which started more than a century ago in 1872. It is on account of the hard work and sincerity of people like you that India has been lauded as having one of the biggest and best Census exercises in the world.

The work you do is extremely important for planned national development. The data that you collect on housing amenities and assets would help the government and the private sector to plan more scientifically; and thus provide a better future for the people of this country. In that sense you are contributing to the development of your Society, State as well as the Nation. I am confident that you would make sincere efforts to complete it with complete accuracy and in a timely manner. I once again wish you all the best in this great national duty.

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



DOS AND DON'TS

Dos :

1. Attend the training classes, study the Houselisting & Housing Census Schedule and the Manual carefully and understand them thoroughly.
2. Obtain all the material needed for Houselisting before you leave the training center at the end of the last training session.
3. Please ensure that you have been provided with the List of Scheduled Castes & Scheduled Tribes pertaining to your State/Union Territory and carry the same to the field.
4. Always carry and display your Identity Card while doing fieldwork.
5. Please get yourself familiar with the steps involved in Houselisting & Housing Census and Strictly follow the time frame and complete various activities involved well in time.
6. Go round the Houselisting Block and identify its boundaries and other landmarks. If you find any problem in identifying the Houselisting Block allotted, you are required to contact your Charge Officer/Supervisor and correctly identify the Houselisting Block allotted to you.
7. Before starting the work, meet prominent persons of the area and explain them the objective of Census and your purpose of visit and seek their cooperation.
8. Use blue or black ball-point pen only for making entries in the schedule.
9. Update/assign number to each building and Census house and prepare the layout map of your Houselisting Block.
10. It is important that every building and census house whether used as wholly residential, partly residential or wholly non-residential should be visited by you and relevant entries are to be made in the schedule.
11. Show respect and greet the respondents appropriately as they are the ones who will supply all necessary information for completion of the assignment.
12. Use only 'Arabic numerals' as shown below for recording codes and other numerical entries in the schedules.

0	1	2	3	4	5	6	7	8	9
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13. While entering the numerals, take extra care to write them in the prescribed manner in the center of boxes or columns without touching the sides as shown above.
14. Start canvassing the Schedule from Side-A. Whenever a fresh Schedule is used, always start from Side-A.

15. Give number to each page of the Houselisting & Housing Census Schedule. The page number will run serially from 01 within each Houselisting Block i.e., Side-A of first schedule will have 01 and Side-B will have 02, Side-A of the second schedule will have 03 and so on.
16. Enter Location Particulars of your Houselisting block on Side-A of each schedule. The schedules provided to you will already have the Name and Code of the State and District printed. Please check whether the names and codes printed in the schedule match with the names/codes given to you in your appointment letter. If there is a discrepancy, please bring it to the notice of your Charge Officer/ Supervisor. In case these names/codes have not been printed, you will be required to fill up the same.
17. If you have been allotted the work of more than one Houselisting Block (in cases of uninhabited villages, Slums etc where Houselisting Blocks would be smaller) you are required to prepare separate sets of records comprising of filled in Layout Map, filled in Houselisting & Housing Census Schedules and filled in Houselist Abstract for each Houselisting Block allotted to you.

Don'ts :

1. Do not fold the Houselisting & Housing Census Schedules in order to avoid occurrence of creases on them.
 2. Do not overwrite. If any correction is required to be made, strike out the entire line and write afresh in another line. However, while doing so, you should not change the series of the continuous number given under Column No.1 i.e., Line Number. For example, if you have to strike out the Line Number 024, the next Line Number will be 025.
 3. Do not make stray marks on the Houselisting & Housing Census Schedule.
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INTRODUCTION

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.
- 1.5 The Houselisting and Housing Census has immense utility as it will provide comprehensive data on the conditions of human settlements, housing deficit and consequently the housing requirement to be taken care of in the formulation of housing policies. This will also provide a wide range of data on amenities and assets available to the households, information much needed by various departments of the Union and State Governments and other non-Governmental agencies for development and planning at the local level as well as the State level. This would also provide the base for Population Enumeration.
- 1.6 Population Enumeration 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. The Census data are 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. One of the essential features of Population Enumeration is that each person is enumerated and her/his individual particulars are collected at a well-defined point of time.

Census of India 2011

- 1.7 The Census of India 2011 will be conducted in two phases, namely i) Houselisting and Housing Census and ii) Population Enumeration. The first phase of the Census will be conducted in the period April to September, 2010 in different States/Union Territories depending upon local conditions. The field work of the second phase (Population Enumeration) will be carried out during February-March, 2011.
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LEGAL PROVISIONS AND THE RIGHTS AND DUTIES OF ENUMERATORS AND SUPERVISORS

2

A. The Census Act, 1948 :

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.

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

2.2 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 Houselisting and Housing Census Schedule. [Section 8 (1)]
- (iv) To obtain the answers from the respondents, to all such questions printed in the schedule and asked by her/him. [Section 8 (2)]

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

2.3 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)]

2.4 The relevant extracts of the Census Act, 1948 are given in the Annexure-1 at the end of this chapter for your ready reference.

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

2.5 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.

C. Duties of an Enumerator :

2.6 In order to ensure complete coverage, it would be necessary to locate and identify each and every house and structure in your Houselisting Block. Therefore, it would be essential for you to go round the Houselisting Block assigned and become familiar with its features. The main duties of an Enumerator before, during and after conduct of the Houselisting are detailed below :

2.7 Duties before Houselisting

- (i) Attend the training classes, study the Houselisting Schedule and the 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 Houselisting before you leave the training centre at the end of the last training session.

2.8 Duties during Houselisting

- (i) Go round the Houselisting Block and identify its boundaries and other landmarks.
- (ii) Update/assign number to each building and Census house and prepare the layout map of your Houselisting Block in duplicate.
- (iii) Visit each and every house without exception and fill up the Houselisting Schedule.

2.9 Duties after Houselisting

- (i) Look through the filled in Houselisting Schedules and ensure that all the questions are completed correctly.
- (ii) Ensure that the entire area assigned to you is covered by visiting all the buildings, Census houses and the households falling within your Houselisting Block.
- (iii) See that you have prepared the Houselist Abstract.
- (iv) Handover all the documents filled in as well as blank documents to your supervisor within the stipulated time.

D. Duties of the Supervisor :

2.10 The Supervisor shall

- a. Help the Enumerators under her/his jurisdiction and ensure that work is done as per schedule and the coverage is complete; and
- b. Collect the filled in and blank forms and statements from each Enumerator and forward the documents along with such statements she/he may be required to prepare, duly signed to the Charge Officer within the stipulated time.

Honorarium/Awards

2.11 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.

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, obliterated, 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 nor 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.

- 15 A 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.

- 15 B 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.
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PREPARATION OF LAYOUT MAP AND NUMBERING OF BUILDINGS AND CENSUS HOUSES

3

This chapter is intended to familiarize you with the basic concepts like 'Houselisting Block', 'Premises', 'Building', 'Census House', 'Household', 'Normal Household', 'Institutional Household', 'Layout Map' etc. The procedure explained in this chapter includes the Numbering of Buildings and Census Houses and the preparation of Layout Map. Proper understanding of these concepts and procedures would enable you to complete the work allotted to you without omission or duplication.

Concepts and Definitions

Houselisting Block

- 3.2 '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. Please ensure that the number of the Houselisting Block allotted to you is clearly mentioned along with its description in your Appointment Letter. In case of any doubt, please clarify with your Supervisor or Charge Officer (Tahsildar, Municipal Commissioner etc.).

IMPORTANT NOTE

- 3.3 As an Enumerator, your first duty in the field is to identify the Houselisting Block allotted to you. While doing so, you should not omit any structure/building falling within the area allotted to you. If in a Houselisting Block or part of a Block, the pattern of housing is such that the buildings are scattered or located in clusters like Tribal thandas, Harijanwadadas, or hamlets predominantly occupied by Scheduled Caste/Scheduled Tribe population or located in isolated parts like fields, boundaries of the village/Houselisting 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 Houselisting 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 Houselisting 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 where the household normally resides during most part of the year.

Premises

- 3.4 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

- 3.5 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

- 3.6 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.
- 3.7 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

- 3.8 A '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 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, 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. 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 Houselisting, you are required to cover only the normal and institutional households.**
- 3.9 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

- 3.10 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

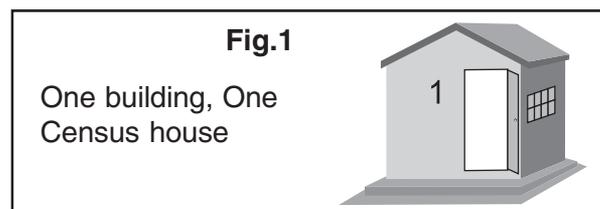
- 3.11 A group of unrelated persons who live in an institution and take their meals from a common kitchen is called an 'Institutional Household'. Examples of Institutional Households are boarding houses, messes, hostels, hotels, rescue homes, observation homes, beggars' homes, jails, ashrams, old age homes, children homes, orphanages, etc.
- 3.12 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.
- 3.13 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.
- 3.14 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

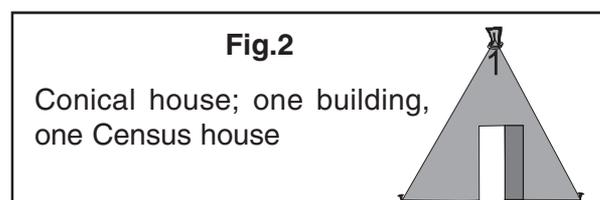
- 3.15 Households which do not live in buildings or Census houses but live in the open or roadside, pavements, in hume pipes, under fly-overs and staircases, or in the open in places of worship, mandaps, railway platforms, etc., are to be treated as Houseless households. Houseless Households are not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

Identification of Buildings and Census houses in different situations

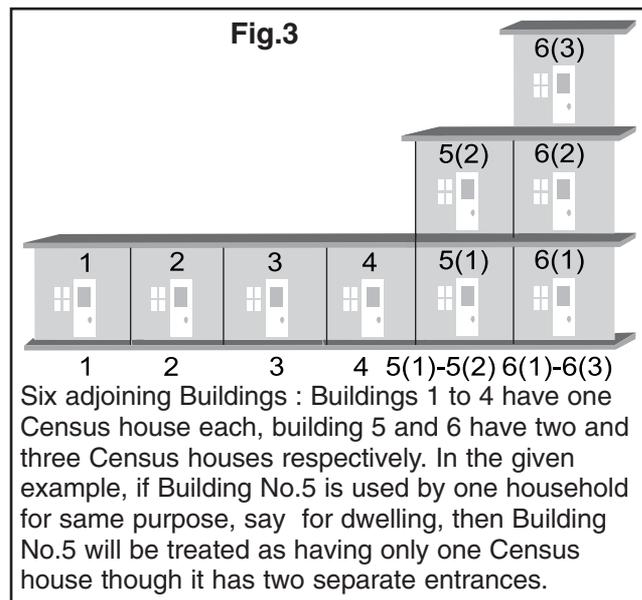
- 3.16 A 'building' is generally a single structure on the ground. Usually a structure will have four walls and a roof. A simple example of one building, one Census house is given in Fig.1.



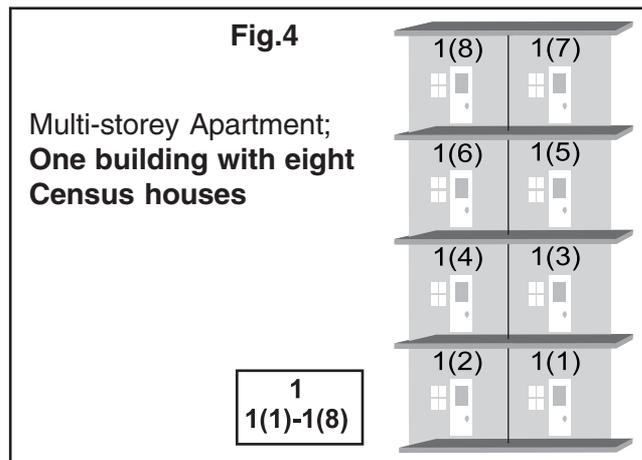
- 3.17 In some areas the very nature of construction of houses is such that apparently there may not be any wall. For example, a conical roof almost touches the ground and an entrance is also provided and there will be no four walls as such. Such structures should also be treated as buildings and Census houses, as the case may be. An example is given in Fig. 2.



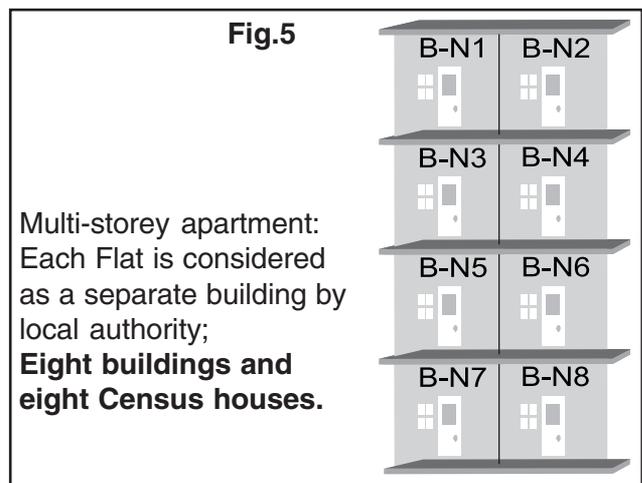
3.18 Sometimes a series of different buildings may be found along a street that are joined with one another by common walls on either side looking like a continuous structure. These different units are practically independent of one another and are likely to have been built at different times and owned 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).



3.19 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).



3.20 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).



3.21 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

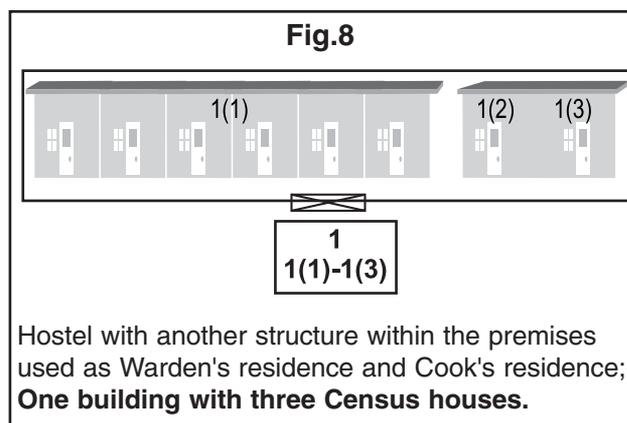
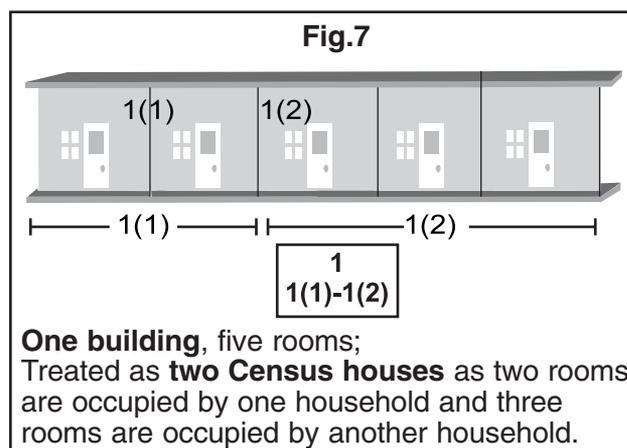
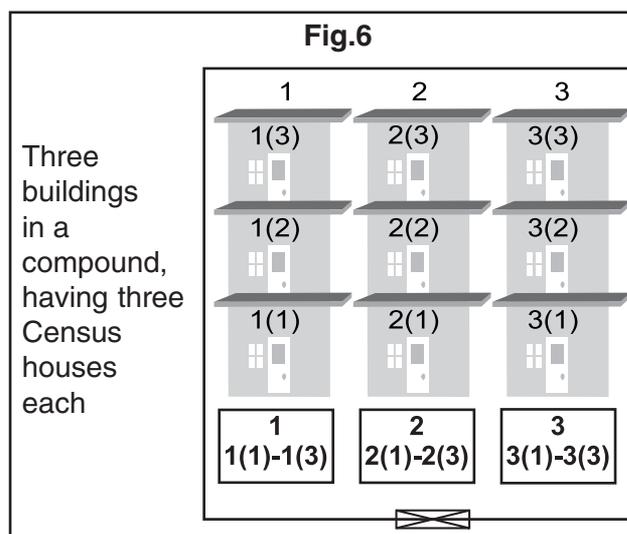
come across cases where within an enclosed compound there may be separate buildings owned by an undertaking or company or even government, actually in occupation of different persons. For example, I.O.C. colony, where the buildings are owned by the corporation but these are in occupation of their employees. Each such building should be reckoned as a separate building. But if in any one of these buildings there be flats in occupation of different

households, each such flat should be treated as a separate Census house (Fig. 6).

3.22 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).

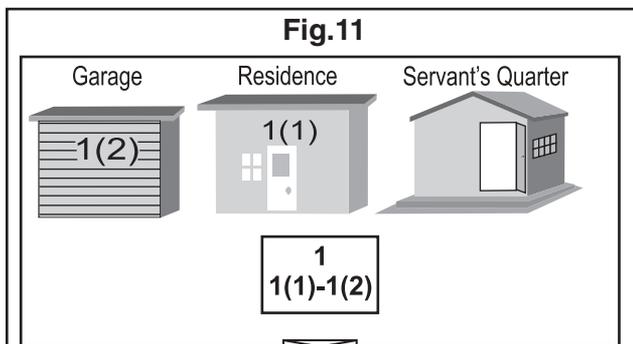
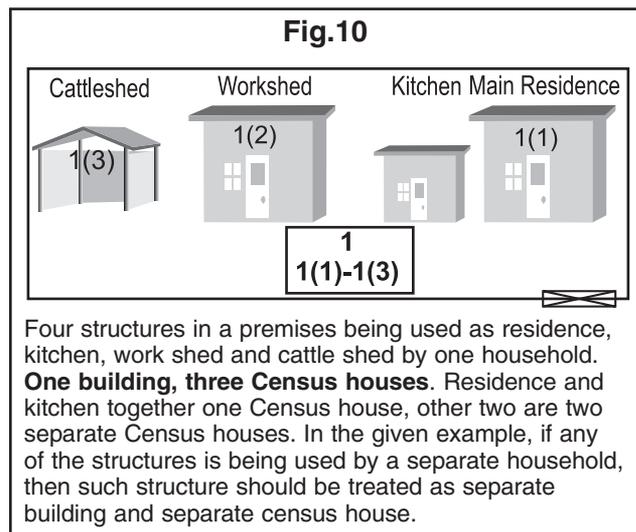
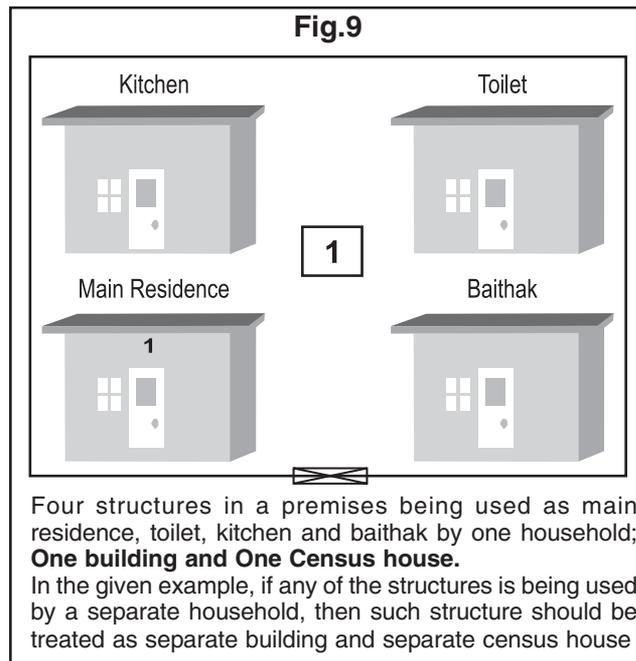
3.23 In case of hostels, hotels, etc., even if the door of each room in which an inmate lives opens to a common verandah, staircase, courtyard or a common room, as it happens almost invariably, the entire hostel/hotel building should be treated as one Census house. But if such hostels/hotels have out-houses 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).

3.24 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).

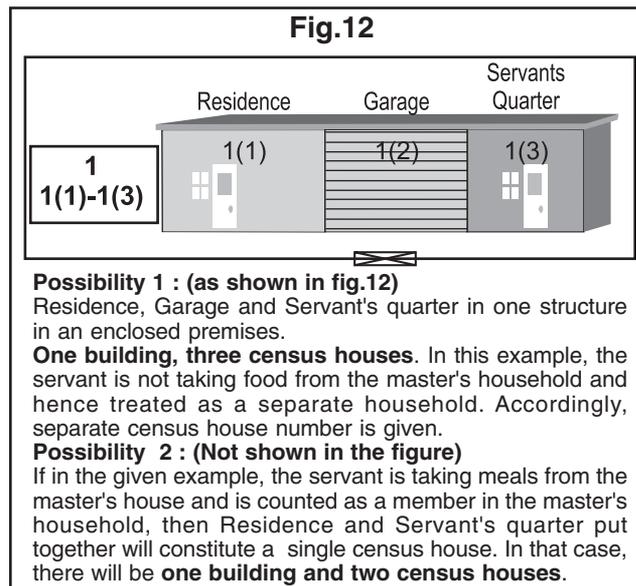
- 3.25 However, if there are also other huts in the premises used for other purposes and not as part of the household's residence such as, cattle shed, work-shed, etc., these should be treated as separate Census houses (Fig. 10).
- 3.26 On the other hand in Urban areas you may come across a situation 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 (Fig. 11 & 12).



Possibility 1 : (as shown in fig.11)
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 servant's quarter put together are shown as one building and one census house.

Possibility 2 : (not shown in the figure)
If in the given example, any of the structures is being used by 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 figure)
If in the given example the servant is not taking meals from the master's house and is treated as a separate household, then Residence and Servant's Quarter will have to be shown as separate buildings and separate census houses.



- 3.27 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.
- 3.28 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.
- 3.29 The objective of Houselisting is to identify any structure where human beings can live. Therefore, it is important to list out structures such as **Pump houses, temples, grain stores, temporary huts built in the fields** and other similar structures in which people can reside. These must also be treated as buildings and numbered appropriately. Structures need not be numbered if they are so small that no person can live in them.

Guidelines for House Numbering

- 3.30 For the purpose of Census, House Numbering means ensuring that each and every Building and the Census House located in your Houselisting 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 Houselisting 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.
- 3.31 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 a Houselisting Block it will have either municipal/local authority numbers or Census house numbers; it cannot be a mix of both.
- 3.32 **(a) Assigning number to buildings :**
- (i) If a Houselisting 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 a Houselisting Block or part of a Houselisting 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/Houselisting 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 Houselisting 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 :

- 3.33 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)

Preparation of Layout Map in the field and actual house numbering

- 3.34 Before going to field for identifying your Houselisting 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, Houselisting 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 Houselisting Block . Please remember that If you have been assigned more than one Houselisting Block, the Layout Map for each Houselisting Block would be prepared separately. Similarly, the other records of each Houselisting Block will also be prepared separately.

- 3.35 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 Houselisting 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 Houselisting Block. By doing so you will become thoroughly familiar with the area of the Houselisting 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. Since you will be using this sheet during Houselisting, strike out the entry 'Population Enumeration' on the top right hand corner.
- 3.36 The layout map will have to be prepared in duplicate for each Rural and Urban Houselisting Block.
- 3.37 It is important that the dividing lines between one Houselisting 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.
- 3.38 In case of bigger villages having more than one Houselisting Block, the concerned Supervisory Officer will ensure that boundaries of each Houselisting Block are clearly demarcated. It is important that layout map should clearly indicate the boundaries of the Houselisting 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 Houselisting 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 Houselisting. At the same time no part or cluster of houses should be accounted for simultaneously in two Houselisting Blocks.
- 3.39 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 Houselisting.

- 3.40 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.
- 3.41 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.
- 3.42 In Urban areas very detailed plans showing the location of every building along every road and street in your Houselisting Block should be clearly prepared. A layout map of your Houselisting Block should be prepared in which all the roads and streets should be clearly indicated and their names also written. Then each building 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.
- 3.43 For those Houselisting 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 Houselisting 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 Houselisting Block.

Note : In certain Urban areas (in respect of State/UT capital cities), you may have been provided with GIS based Houselisting 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.

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

- 3.44 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.
- 3.45 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.

3.46 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.

3.47 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.

3.48 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 Houselisting Block is a Pucca building used wholly or partly for residential purpose it will be shown as  while wholly non-residential Pucca building number 10 will be shown as  Similarly a Kutcha building number 15 used for wholly or partly residential purposes will be shown as  And wholly non-residential Kutcha building 6 will be shown as 

3.49 After having shown the boundary of the Houselisting 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 give number to each building and Census house in your Houselisting Block.** 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:

Building number alongwith the range of Census house numbers are to be written at the main gate/entrance of the building as shown in the box given below.

1
1(1)-1(3)

Census house numbers are to be written separately at the entrance of individual Census houses as shown in the boxes given below.

1(1)

1(2)

1(3)

- 3.50 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.
- 3.51 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 Houselisting 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.
- 3.52 Specimen layout map for Rural (Annexure-2) and Urban (Annexure-3) areas are given at the end of this chapter.
- 3.53 Now you are ready to take up the next task viz., the filling up of the Houselisting and Housing Census Schedule.
-

ANNEXURE-2

Specimen copy of layout map (Rural)

Houselisting & Housing/Population Enumeration

LAYOUT MAP

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



CENSUS OF INDIA 2011

Name of State/UT... Punjab
 Code No. ... 03
 Name of District... Rupnagar
 Code No. ... 07
 Name of Tehsil/Taluk/PT/DA/Block/Chaleta/Mandal/etc. Khajuri
 Code No. ... 030
 Name of Type/Village Bajheri
 Code No. ... 1176
 Number and / or Name of Ward...
 Code No. ...
 Houselisting/Enumeration Block Number 1379

LEGEND

Block Boundary, ...
 Note: Please give the number or name of neighboring houselisting/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 ...
- Kutcha Building (with number)
 - Residential ...
 - Non-residential ...
- Pucca road ...
- Kutcha Road ...
- Pathway ...
- Railway Line ...
- River ...
- Canal ...
- Pond ...
- Well Tap/ Handpump...
- Temple, Mosque, Church, Gurdwara, etc.
- School, Dispensary, Panchayat Ghar, Post Office, etc.

Note: (i) 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.
 (ii) Please indicate by an arrow the direction in which the numbering has been done in the block.

Name of Enumerator: R. S. H. SHANK
 Signature with date: R. S. H. SHANK 5/4/2011
 Signature with date of Supervisor: R. S. H. SHANK 5/4/2011

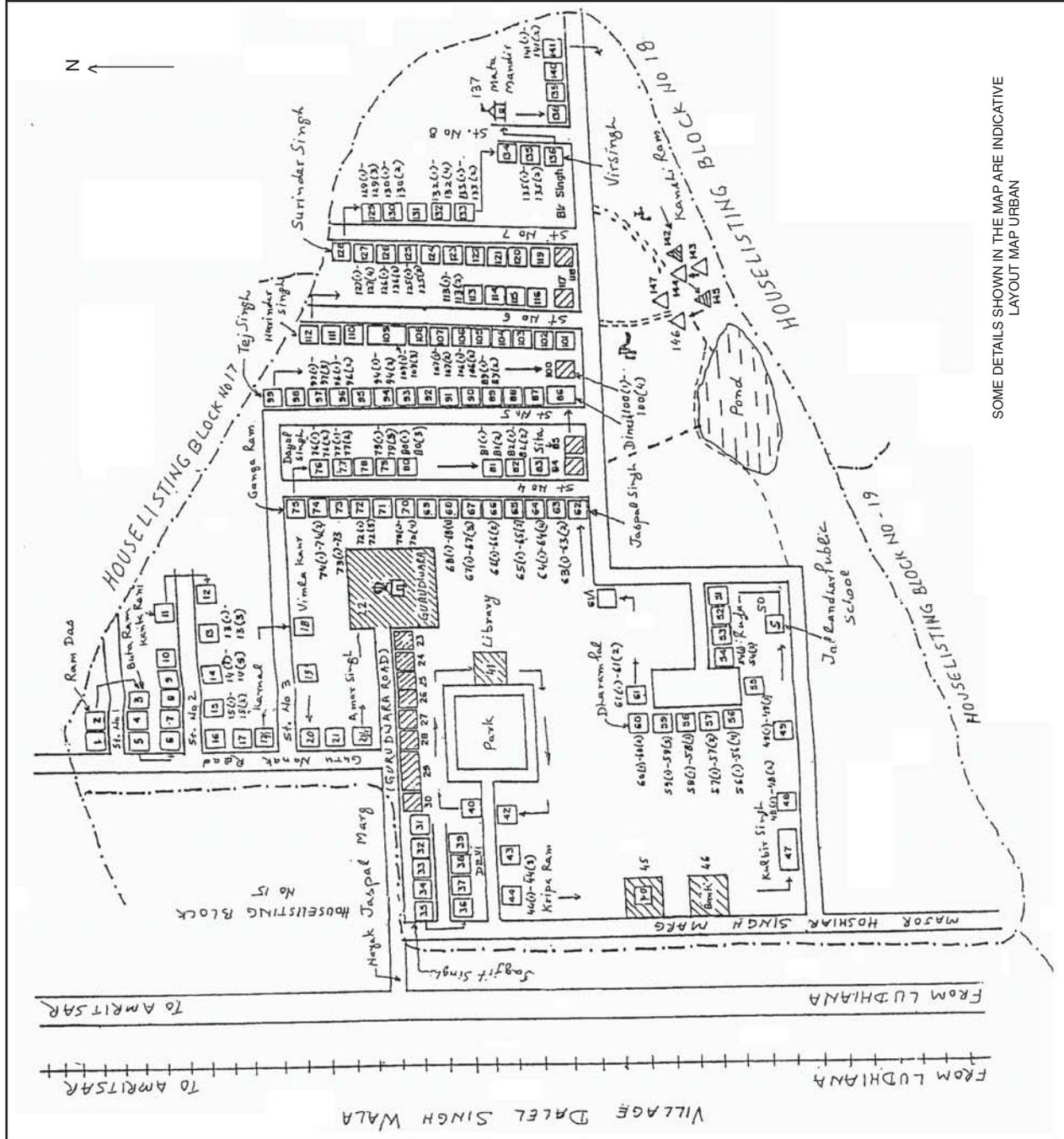
ANNEXURE-3

Specimen copy of layout map (Urban)

Houselisting & Housing/Population Enumeration

LAYOUT MAP

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



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE LAYOUT MAP URBAN

CENSUS OF INDIA 2011

Name of State/Territory..... Punjab 03

Name of District..... Jalandhar 04

Name of Tehsil/Taluk/PS/Devi-Bhadr/Girdoh/Mandoh/etc..... Jalandhar 040

Name of Town/Village..... Kohtar 012

Number and/or Name of Ward..... H 004

Code No..... 0016

Houselisting/Enumeration Block Number

LEGEND

Block Boundary.....
Note: Please give the number or name of neighboring houselisting/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.....
Kutcha Building (with number)
Residential.....
Non-residential.....
Pucca road.....
Kutcha 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 5/11/2010

Signature with date of Supervision..... R. Mohinder 8/11/2010

FILLING UP OF THE HOUSELISTING AND HOUSING CENSUS SCHEDULE

4

After the preparation of the layout map and the numbering of the buildings and Census houses, the next step is to list all the buildings, Census houses and households in the Houselisting and Housing Census Schedule hereinafter referred to as Houselisting Schedule.

- 4.2 Before you undertake the work of canvassing the Houselisting Schedule, it is absolutely essential to establish proper rapport with the people of your area.
- 4.3 This could be easily done by contacting elderly and prominent persons of your area. Impress upon them, the importance of this great national task by explaining the objective of your visit. This will definitely make your task pleasant and interesting. Always choose the right respondent to extract the accurate information. She/he should preferably be either the head or any responsible member in the household. Approach your respondent with a smile and proper salutation and then proceed with your brief introduction. Your judicious friendly appearance, courtesy and a few well-chosen words can put the respondent in a right state of mind to answer your questions willingly and correctly.
- 4.4 To ensure willing co-operation of the vast majority of population during the Houselisting Operations, you must be in a position to explain to the respondents the use to which the data collected through Census is put. The information collected during the Census is used to provide statistics which do not permit identification of any individual or household. Besides, secrecy is maintained during processing of the data collected through Census and it is an offence for anyone to disclose the particulars of any identified individual. Even after enactment of the Right to Information Act, 2005, the individual level information is confidential under Section 8(1)(j) of the RTI Act, 2005 which reads as follows: "information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information."
- 4.5 You are, therefore, requested to assure the households that these details would be kept confidential. The details collected in the Houselisting will prove useful for policy formulation to improve the overall quality of life for every person in the country.
- 4.6 At the Census of India 2011, a uniform Houselisting Schedule will be canvassed throughout the country during April-September, 2010 in different States/Union Territories depending upon their local conditions.
- 4.7 Houselisting Schedule consists of location particulars including Bar Code and the topics on Houses, Household Amenities and Assets for which information is to be collected during the Houselisting. In all there are 35 columns. Specimen of the Houselisting and Housing Census schedule is given at the end of this chapter (Annexure-4).



Form Number 2802 3734

Census of India 2011 Houselisting and Housing Census Schedule

Confidential when filled

Page No. SIDE- A

Location Particulars	State/UT	District	Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal	Town/Village	Ward Code No. (only for Town)	Houselisting Block No.
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

LOCATION PARTICULARS

4.8 On the top of the Side-A of the Houselisting Schedule, provision is made to enter the Location Particulars of your Houselisting Block. Location particulars consist of six elements i.e., Name of the State/UT with Code No.; Name of the District with Code No.; Name of Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal, etc. with Code No.; Name of Town/Village and Code No.; Ward Code Number and the Houselisting Block No. These Location Particulars are to be filled-in by you very carefully. For this purpose, every State/UT; District; Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal, etc.; Town/Village; Ward and Houselisting Block in your State would have been allotted code numbers or numbers for the purpose of collection, processing and dissemination of Census data. Your Charge Officer or Supervisor would have indicated to you the State/UT, District, Tahsil/Taluk, etc., Town/Village and Ward code numbers allotted to these administrative units together with the number of the Houselisting Block assigned to you. You will have to enter these numbers appropriately in the boxes against the names of the administrative units. Please note that while indicating these code numbers only the Arabic Numerals are to be used in the manner as indicated on the Houselist Schedule. The Schedules provided to you will already have the names and codes of the State and District printed. Please check whether the names and codes printed on the Schedule match with the names/codes given to you in your appointment letter. If there is a discrepancy please bring it to the notice of your Charge Officer/Supervisor. In case these names/codes have not been printed you will be required to fill up the same.

From Census 2001 :

The total number of:

- States - 28
- Union Territories - 7
- Districts - 593
- Sub-districts - 5,463
- Towns - 5,161
- Villages - 638,588

From Census 2001 :

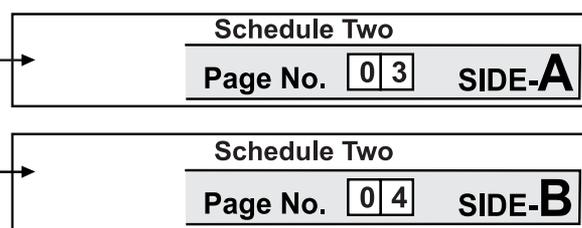
The Largest State area wise was Rajasthan with 342,239 Sq km where Goa was the Smallest State with 3,702 Sq km

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

4.9 On the top right hand corner of side 'A' as well as side 'B' of the schedule, two boxes are provided for entering the **page number**. Each page of the Houselisting Schedule used for your Houselisting Block is to be given a continuous serial number starting from 01. This number is to be entered in the boxes on each page of the schedule. Thus, the first Houselisting Schedule will have page numbers 01 on side 'A' and 02 on side 'B'. Similarly, the

Schedule One	
Page No.	<input type="text"/> 0 <input type="text"/> 1 SIDE-A
Schedule One	
Page No.	<input type="text"/> 0 <input type="text"/> 2 SIDE-B

second schedule will have page numbers 03 on side 'A' and 04 on side 'B'. Likewise, these numbers will run continuously for all subsequent pages used for listing of houses and their relevant details within the Houselisting Block.



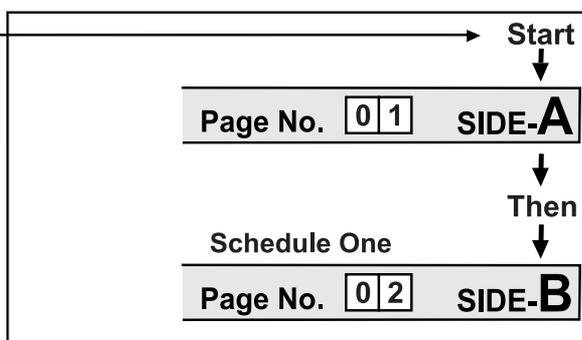
4.10 If you have, by any chance, been allotted the work of more than one Houselisting Block, please make sure that the page numbering of the schedules in respect of each Block will start from 01 and run continuously within each Houselisting Block.

4.11 In addition to Location Particulars and the Page Number, a **bar code as well as form number**, which is unique, is also printed at the top of the Schedule. The bar code along with unique Form Number facilitates the logistics of distribution and receipt of Houselisting and Housing Census Schedules. It also increases the accountability of schedules printed, utilized, spoiled and unutilized etc. **Since bar code will be read by bar code reader, you are requested to ensure that nothing is written in bar code area so that there will not be any problem in reading the bar code at a later date.**



4.12 While entering the location particulars of your Houselisting Block, **please note the following points for strict compliance :**

1. The information you collect in the Houselisting Schedule will be processed by computer to generate a variety of tables. It is, therefore, absolutely necessary to record the location particulars of your Houselisting Block on each and every Houselisting Schedule used.
2. The Houselisting Schedules used should be handled carefully to avoid any damage. Do not fold any schedule including the Houselist Abstract. Houselisting Schedule is printed on both sides of the sheet. 'A' is appearing on the front while 'B' on its back. Start the work of Houselisting from side 'A' of the Schedule. Whenever you begin the use of fresh schedule for listing of houses, always start from the side 'A'.
3. The name and code of the State/UT; District; Tahsil/Taluk etc., Town/Village, Ward Code No. (in the case of Urban Block) and the Houselisting Block number should be written neatly and correctly in the space/boxes provided.



From Census 2001 :

The largest District was Kachchh (Gujarat) with 45,652 Sq. km. and the Smallest District was Mahe (Pondicherry) with 9 Sq. Km.

Note : The codes shown in the examples are only indicative. The actual Codes pertaining to your Houselisting Block will be given in your appointment order.

4. If you are assigned an Urban Block, strike out 'Village' appearing against the fourth element. Contrary to it, if you are assigned a Rural Block, strike out 'Town'. The boxes appearing against fifth element i.e., Ward Code No. will remain blank if the Houselisting Block allotted to you is a Rural one.

Town/ Village	Rewa	0	3	9	2	Ward Code No. (Only for Town)	0	3	9	0
------------------	------	---	---	---	---	----------------------------------	---	---	---	---

Town/ Village	Chano	0	3	9	2	Ward Code No. (Only for Town)				
------------------	-------	---	---	---	---	----------------------------------	--	--	--	--

5. Two boxes are provided to record location codes of State/UT and District and you are required to write one digit in each box. For example if the location code of the State/UT or District Code is 27, write '2' in the first box and '7' in the second box. Similarly, if the location code of a State/UT or a District is 7, then write '0' in the first box and '7' in the second box. This will look as '07'. The Schedules provided to you will already have the names and codes of the State and District printed. Please check whether the names and codes printed on the Schedule match with the names/codes given to you in your appointment letter. If there is a discrepancy please bring it to the notice of your Charge Officer/Supervisor. In case these names/codes have not been printed you will be required to fill up the same.

State/ UT	Maharashtra	2	7
--------------	-------------	---	---

District	Amravati	0	7
----------	----------	---	---

6. 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 '004' write zeros in the first two boxes, 4 in the third box .

Tahsil/Taluk/ P.S./Dev. Block Circle/Mandal	Namkum	0	0	4
---	--------	---	---	---

7. 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.**

Town/ Village	Raghopur	0	0	3	2
------------------	----------	---	---	---	---

Town/ Village	Kanpur	0	1	5	8
------------------	--------	---	---	---	---

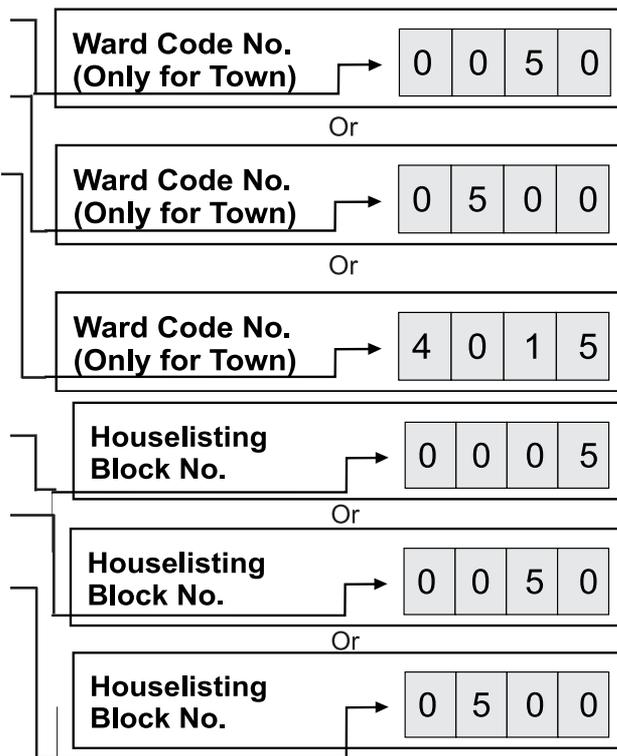
8. For recording the location code of the Ward, four boxes have been provided. You will have to enter one digit in one box. If the code number of a Ward is a single digit, this will be prefixed by '000'. For example, Ward code number 5 will have to be entered as '0005'. Similarly, Ward code number 50 will have to be

Ward Code No. (Only for Town)	0	0	0	5
----------------------------------	---	---	---	---

Or

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'.

9. For recording the Houselisting Block Number four boxes have been provided. If the Houselisting Block number is a single digit, this will be prefixed by '000'. For example, Houselisting Block number 5 will have to be entered as '0005'. Similarly, Houselisting Block number 50 will have to be entered as '0050'. If the Houselisting Block number is 500 then it will have to be recorded as '0500'. If the Houselisting Block number is in four digits, for example 5000 then it will have to be recorded as '5000'.



10. The location particulars to be entered on the top of the Houselisting and Housing Census Schedule are given in your letter of appointment. In case of doubt, ascertain it from your Supervisor or Charge Officer.

4.13 Houselisting Schedule contains a set of 35 items for assessing the quality of houses and living conditions of the households in terms of the type and condition of houses they live in, amenities available to them and the assets they possess. The schedule has in all 35 columns.

Columns 1 to 7 : To be filled for all Census houses whether residential or non-residential

Columns 8 to 15 : To be filled for wholly or partly residential Census houses (however, columns 14 and 15 need not be filled for institutional households)

Columns 16 to 35 : To be filled only in respect of Census houses occupied by the normal households. These columns, of course, are not applicable for the Institutional Households and wholly non-residential Census houses. Here it is important to note that even though columns 16 to 35 are not applicable for wholly non-residential houses and the houses occupied by the Institutional households, you should not leave these columns blank. Instead, in their case, you will have to enter dashes (–) under these columns.

4.14 Most of the columns in this schedule have either pre-coded numeric options or the information is to be entered in numerals. **Except columns 7 and 13 where use of Census house and name of the head of the household, respectively are to be entered, information in all other columns including the code number in column 7 will be entered in Arabic numerals, i.e. 0, 1, 2, 3, 4, 5, 6, 7, 8 and 9. The style in which these numerals are to be entered is indicated on the Houselisting and Housing Census Schedule. It would not be possible for the computer to read the information, if the numerals are written in any other form. It is, therefore, recommended that one must acquire the skill of expressing these numerals in the desired form before she / he actually starts the work of canvassing this schedule.**

4.15 The instructions given below will guide you in filling up the Houselisting and Housing Census Schedule.

Col. 1 : Line number

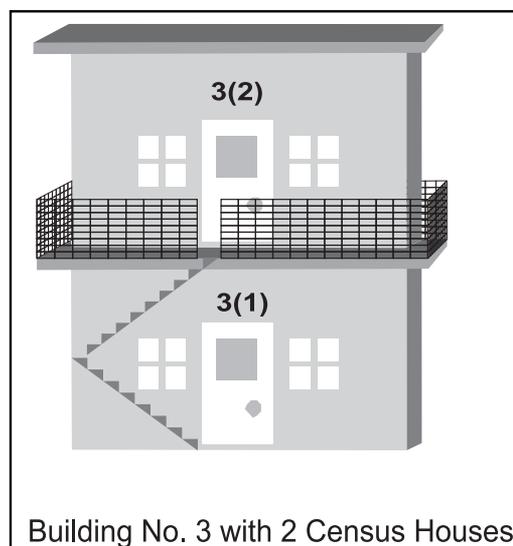
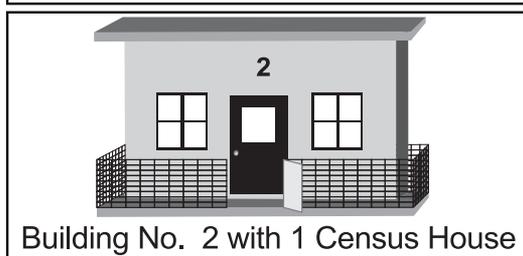
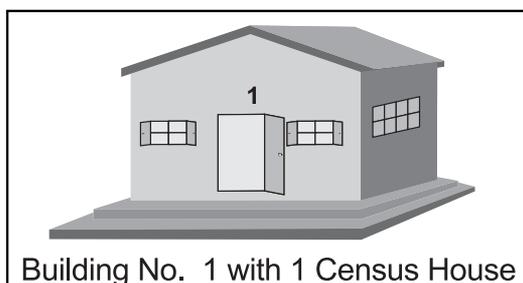
4.16 Every line in the Houselisting Schedule is to be numbered serially. The line numbers should be continuous for your Houselisting Block. Three boxes are provided under this column to write the line number. Start the line number from 001 followed by 002, 003 and so on. On reaching double digit line number, record line numbers as 010, 011, 012 ... etc. For three digit line numbers the entry under this column would be as 100, 101, 102 and so on. In case later on if you strike out any entry due to any reason you need not change the series of the continuous number under this column. Please remember that whenever you begin the use of fresh Houselisting schedule for listing of houses; always start from the side 'A'.

Line Number	Building Number (Municipal or local authority or census number)	Census house number
1	2	3
→ 0 0 1		
0 0 2		

Line Number	Building Number (Municipal or local authority or census number)	Census house number
1	2	3
→ 0 1 0		

Col. 2 : Building number (Municipal or local authority or Census number)

4.17 While preparing the layout map in the manner described in Chapter 3 of this manual, you



would have assigned building numbers to each of the buildings shown in the layout map. The number assigned in the layout map and already put on the building or painted by you on the building should be entered in this column.

4.18 If a building has more than one Census house, then the building number is to be recorded only for the first Census house and a dash (-) may be put for the other Census houses under this column.

Line Number	Building Number (Municipal or local authority or census number)	Census house number
1	2	3
0 0 1	1	1
0 0 2	2	2
0 0 3	3	3(1)
→ 0 0 4	—	3(2)

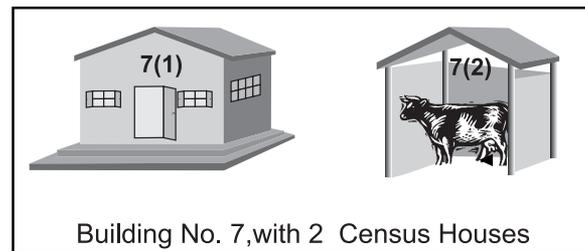
4.19 In many cases there may be large colonies or blocks of apartments where continuous serial numbering has been adopted by the local authorities. Strictly speaking, each building in which there may be a set of Flats should be given a building number and the Flats themselves given Census house numbers. However, local authorities may have numbered the Flats continuously without reference to the separate buildings. Such situations exist in Delhi, Chennai, Mumbai, etc., and in government colonies elsewhere. In such cases you need not change the numbering system and may adopt it as such. In such cases you will obviously have to enter the same number in columns 2 and 3 of the Houselisting Schedule since a separate building number is now not being given. However, to ensure that all buildings have been covered, you should put a bracket on the outer left hand side of Column 1 enclosing the Line numbers of all those Flats which are located in one single building unit. The manner in which this is to be done is indicated in the given example. You may note that brackets should not be put inside the columns either in Column 1 or in any other column. In the example given, each building consists of 4 Flats.



Line Number	Building Number (Municipal or local authority or census number)	Census house number
1	2	3
0 5 9	51	51
0 6 0	52	52
0 6 1	53	53
0 6 2	54	54
0 6 3	55	55
0 6 4	56	56
0 6 5	57	57
0 6 6	58	58

Col. 3 : Census house number

4.20 In accordance with the instructions, you would have already allotted number to each Census house in a building while preparing the layout map of your Houselisting Block. Under this column you are simply to enter the number of the Census house you have taken up for listing in the Houselisting Schedule.



4.21 If the building is by itself a single Census house, the Census house number to be noted in this column will be the same as the building number already noted in column 2. But if the building is made up of portions each of which has been treated as a separate Census house according to the definition, then each of these Census houses will bear the building number with a separate sub-number in brackets for each Census house, e.g. 7(1), 7(2)12(1), 12(2), 12(3) ... etc.

Line Number	Building Number (Municipal or local authority or census number)	Census house number
1	2	3
0 0 9	7	7(1) ←
0 1 0	—	7(2) ←
0 1 1	8	8(1)
0 1 2	—	8(2)
0 1 3	—	8(3)

Note : You should not inadvertently indicate the number as 7/1 or 7/2 etc., As this system will be adopted in the assignment of a number to a new building not previously numbered that has come up after building number 7 but before building number 8.

Line Number	Building	Census house number	Household number
1	2	3	9
0 0 9	7	7	0 1 0
0 1 0	—	—	0 1 1

4.22 If a Census house has more than one household, then the Census house number is to be recorded only for the first household and a dash (–) may be put for other households under this column as they constitute a single Census house.

4.23 It has been observed that sometimes there are servant quarters or garages occupied by servants or some other households who are not part of the main household. Such servants work as domestic help in the main household but are cooking their meals separately. As such they are qualified for listing as separate households. Such households are likely to be missed unless some probing enquiries are made. You are, therefore, required to make thorough enquiries so that servant quarters or garages are not missed and listed as separate Census houses and the details of the occupant households are collected in the Houselisting Schedule.

Line Number	Building Number (Municipal or local authority or census number)	Census house number	Household number
1	2	3	9
0 0 1	1	1(1)	0 0 1
0 0 2	—	1(2)	0 0 2

From Census 2001:

Out of 24.9 crores census houses in India, about 23.3 crores (or 93.7%) were found to be occupied at the time of 2001 Census

4.24 **After Houselisting is completed in the Houselisting Block assigned to you, count the number of entries of Census houses in each page of the Houselisting Schedule and give their number in the box separately provided at the bottom under column 3. You should remember not to count dashes (–) while counting the entries in this column.**

Cols. 4, 5 & 6 : Predominant material of the floor, wall and roof of the Census house

(Give code number from the respective lists below)

4.25 This question seeks to collect information on the predominant construction material of the Census house in three parts, viz. (a) material of floor, (b) material of wall, and (c) material of roof. The list of construction materials and code numbers has been indicated at the bottom of the Houselisting Schedule separately for floor, wall and roof. You should make enquiry about the material used for the floor, wall and roof and enter the appropriate code in columns 4, 5 and 6, respectively.

4.26 The information under these columns is to be recorded for each Census house in the Houselisting Block, whether this is used for a residential or non-residential purpose or both. But it is important to note that if in any Census house two or more households live, the entries regarding predominant material of the floor, wall and roof will be entered only for the first household and dashes (–) will be entered under these columns in the case of subsequent

household(s). In other words entries under columns 4 to 6 for any Census house will be made only once, even if it is occupied by more than one household. In respect of locked/Vacant Census houses dashes (-) are to be put in columns 4,5 and 6 i.e., for material of floor, wall and roof respectively while canvassing the Houselisting Schedule.

Col.4 : Floor (Predominant Material of Floor)

4.27 For ascertaining the material of floor, 7 codes have been provided at the bottom of the schedule.

4.28 For the material of floor you have to take the major portion of material out of which the floor of the house is made. For example, if in a house only the drawing room has mosaic floor while all other rooms and corridors have just cement flooring, the material of floor to be recorded here will be 'Cement', i.e., code '5'. If a house has cement floor in the bath room and all other rooms have mosaic flooring, the material of floor which will be entered in such a case would be 'Mosaic/ Floor tiles' i.e. code '6'. For multi-storeyed buildings, it may be noted that the material of the floors may be same or may be different. The floor of one does not automatically become the material of floor of the other storeys. For example, in a two storeyed building occupied by one household, the ground floor could be of 'Cement' while the floor material of the first floor could be 'Mosaic or Floor tiles'. In such cases the predominant material may be taken as the material of the floor. However, if each floor is occupied by different households the material of the floor should be determined separately for each household and noted as such. Granite and Marble are to be treated as stone and accordingly code '4' is to be assigned.

4 Floor	
Mud.....	1
Wood/ bamboo.....	2
Burnt brick.....	3
Stone.....	4
Cement.....	5
Mosaic/ floor tiles.....	6
Any other.....	7

Predominant material of floor, wall and roof of the Census house (Give Code number from the respective lists below)		
Floor 4	Wall 5	Roof 6
→ 5		
→ 6		

From Census 2001 :
110 million or 57 percent households had Mud floors in the country

Col. 5 : Wall (Predominant Material of Wall)

4.29 For ascertaining the material of wall, 1-9 and '0' codes have been provided at the bottom of the schedule.

4.30 In order to determine the material of wall you have to take into account the material out of which the major portion of the walls of the house is made and enter the appropriate code. You will notice that the material of wall bearing codes 1 to 5 denote materials that are not of a permanent nature. The remaining materials bearing codes 6 to 9 are of a permanent nature. Very often it is difficult to

5 Wall	
Grass/Thatch/Bamboo etc.	1
Plastic/ polythene	2
Mud/ Unburnt brick	3
Wood	4
Stone not packed with mortar	5
Stone packed with mortar	6
G I/ metal/ asbestos sheets	7
Burnt Brick	8
Concrete	9
Any other	0

determine the material of the wall on account of the outside surface being plastered and painted. In such cases you will have to ascertain from the respondent about the predominant material of the wall and note down the correct code. For example, the wall may be made of mud or unburnt brick. However, it may be plastered with cement and painted. In such cases it would be difficult to know whether the code to be given is '3' or '8'. Similarly, walls may be made of loose stones. If the stones are not packed with lime or cement mortar code '5' is to be given. If walls are made of stones duly packed with lime or cement mortar then code '6' is to be given. In some regions Ekra is used as a material for the construction of walls, in such cases code '4' (Wood) will be entered under this column. Ply boards/laminated boards etc. are to be considered as wood. If the wall is made of cement bricks, you have to give code '8'.

Predominant material of floor, wall and roof of the Census house (Give Code number from the respective lists below)		
Floor	Wall	Roof
4	5	6
	5	
	6	
	4	
	8	

- 4.31 If the respondent expresses ignorance about the wall material and at the same time it is not identifiable, code '0' i.e., 'Any other' may be recorded. In short, the predominant material of the wall should be ascertained and the correct code assigned.

From Census 2001 :
61 million households had wall made of mud and unburnt bricks.

Col.6: Roof (Predominant Material of Roof)

- 4.32 For ascertaining the material of roof, 1-9 and '0' codes have been provided at the bottom of the schedule.
- 4.33 After ascertaining the predominant material of the roof, give the appropriate code under this column. If the roof is mainly made of bricks or stones duly packed with mud or cement or lime, the material of roof in such cases will not be mud or cement or lime but it will be bricks or stones, as the case may be, which constitute the fabric of the roof. Similarly, if the predominant roof material is shingle, this will be equated with slate and code '7' will be entered. For determining the material of the roof, you have to take into account the material used for the outer roof exposed to the weather, and not the inside ceiling. This is especially important in buildings having more than one floor. For example, in hill stations the roof of the ground floor is made of wood, however, the roof of the top floor which is exposed to the weather is made of concrete. In such cases the roof of the Census houses located in the

6 Roof	
Grass/Thatch/Bamboo/wood/mud etc. ..	1
Plastic/ polythene	2
Hand-made Tiles	3
Machine -made Tiles	4
Burnt brick	5
Stone	6
Slate	7
G I/ metal/ asbestos sheets	8
Concrete	9
Any other	0

Predominant material of floor, wall and roof of the Census house (Give Code number from the respective lists below)		
Floor	Wall	Roof
4	5 5	6
		→ 7
		4

building should be taken as 'Concrete'. In some cases the entire house may be having roof made of concrete. However, there may be a temporary construction whose roof is made of thatch. In such cases the roof material should be taken as concrete even though it is the thatch that is visible and exposed to the weather. Machine-made tiles at Code No. '4' refers to all those type of tiles used as material for roof, which are manufactured with the help of machines as against handmade (desi) tiles. Handmade tiles are also known by various names such as Penkulu, Kavelu, desi nalia, khaprail etc. in different parts of the country. If the roof is made of cement tiles, code '4' is to be given.

From Census 2001 :
42 million or 22 percent household had roof made of grass, thatch, mud etc.

Col. 7: Ascertain use of Census house

(Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)

4.34 The actual use to which a Census house is put has to be recorded in this column.

Write the actual use in the space provided on the right hand side of the box and then select the appropriate Code from the list given at the bottom of the Schedule and record the same in the box at the left hand side of this column. As you will recall, a Census house can be used for a single purpose or for various purposes at the same time. It is important for you to write the description of the purpose for which the Census house is used as fully as possible. For illustration, some of the uses of the Census houses are given as under :

- Residence;
- Residence-cum-Shop;
- Residence-cum-Workshop, etc.;
- Residence-cum-Temple, Residence-cum-Dispensary, etc.;
- Residence-cum-Old Age Home, Residence-cum-Orphanage, Residence-cum-Rescue Home, Residence-cum-Children Care Home, etc.
- Shop;
- Office;
- Bank;
- School, College, etc.;
- Hotel, Sarai, Dharamshala, Tourist Home, Inspection House, etc.;
- Hospital, Dispensary, Health Centre, Doctor's clinic, etc.;
- Restaurant, Sweetmeat shop, etc.;

7 Use of Census house	
Residence.....	1
Residence-cum-other use.....	2
Shop/ office.....	3
School/ college etc.....	4
Hotel/ lodge/ guest house etc.....	5
Hospital/ dispensary etc.	6
Factory/ workshop/ workshed etc.	7
Place of worship.....	8
Other non-residential use.....	9
Vacant.....	0

From Census 2001 :
Number of census houses used as schools, Colleges, etc were more than 15 lakhs

- Factory, Workshop, Workshed;
- Cinema house, Theatre, Community Hall, etc.;
- Temple, Church, Mosque, Gurudwara, etc.;
- Cattle shed, Garage, Godown, Petrol Pump, etc.;
- Vacant-under repair, Vacant-want of tenant, etc.

4.35 The uses of Census houses given above are only illustrative and therefore you should not feel that you should enter only what is mentioned above. You should give the description of the actual use of the Census house as fully as possible and enter the appropriate code. For example if the Census house is used as a shop, please indicate if it is a Kirana Shop or Cloth Shop or Chemist Shop, etc. Please do not simply write shop/office. In case if the Census house is used as an office or a bank or a school or a clinic or a club, etc., the name of the office or the bank or the school or the clinic or the club will also be recorded under this column. Similarly, if the Census house is used to run a factory or a workshop, etc., the nature or name of the factory or the workshop will be entered under this column. In case the house is vacant do not simply write 'Vacant'. Instead, write 'Vacant-under repair', 'Vacant-construction incomplete', 'Vacant-to let', 'Vacant-want of tenant', etc., as the case may be. If the Census house was found locked because the occupants have gone on a journey or pilgrimage, then it should not be treated as 'vacant' but the use to which it is put should be recorded here and the fact that the occupants have gone on journey or pilgrimage may be noted as 'House locked - occupants on journey/pilgrimage'. In such a case no details are to be filled-in under columns 8 to 35.

Ascertain use of Census house (Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)	
Code No.	Actual use
7	
→ 3	Lifeline Wholesale medicine shop
→ 3	Meena Retail Chemist Shop
→ 3	Chakraborty Grocery Shop

Ascertain use of Census house (Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)	
Code No.	Actual use
7	
→ 4	Maulana Azad Prep. School
→ 3	Madhya Gramin Bank
→ 7	Ayush Iron Grill Manufacturing Co.

Ascertain use of Census house (Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)	
Code No.	Actual use
7	
→ 0	Vacant, Roof Repairing being done
→ 0	Vacant, To Let
→ 1	House Locked - Occupants on pilgrimage
→ 7	House Locked Used as Workshop

4.36 The use of Census house should be recorded as 'Factory' if it is registered under the Indian Factories Act. A manufacturing/repairing/warehousing establishment using power and employing 10 or more persons or which is run without use of power and employing 20 or more persons is a factory. A 'workshop' is a place where any kind of production, repair or servicing goes on or where goods and articles are made and sold, but is not large enough to be a factory. It is not necessary that some machinery should exist. Even a place where some household industry such as handloom

Ascertain use of Census house (Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)	
Code No.	Actual use
7	
→ 7	Vikas Ball Bearing Manufacturing Company Ltd.
→ 7	Soanli Car Repairing Workshop

weaving, biri rolling, papad making, toy making, etc., is carried on, should be noted as a workshop. If it is also used as a residence, it should be noted as 'Residence-cum-Workshop'. Make proper probing to know if a house is used for the purpose of production of any goods or for some processing or repairing even on a household industry basis, as these are not likely to be apparent to a casual observer.

Ascertain use of Census house	
(Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)	
Code No.	Actual use
7	
2	Residence - cum - Vegetable Shop
2	Residence - cum - Cycle Repairing Shop
3	Madhya Gramin Bank

4.37 While listing of houses in your area, you are likely to come across houses where Institutional Households live. The definition of institutional household has already been discussed. While recording the purpose of the use of Census houses in which such Institutional Households live, the nature or the name of institution will be suffixed to residence such as Residence-cum-Old Age Home, Residence-cum-Boarding House, Residence-cum-Hostel, Residence-cum-Rescue Home, Residence-cum-Jail, Residence-cum-Lodge, etc. In many cases you will find that Dak bungalow or Dharamshala or Hotel or Ashram or Nursing Home, etc., are used only for temporary stay or stay in transit and none of the residents living in such institutions fulfill the criteria of Institutional Households. All houses where such institutions are found will be treated as used for totally non-residential purposes. In their case only the nature or the name of institution will be shown under column 7 and categorised them accordingly in the box under this column. However, if a group of persons normally residing in any such institution, they will be treated as such and the use of the Census house will be recorded as Residence-cum-Dak bungalow or Residence-cum-Dharamshala, etc.

Ascertain use of Census house	
(Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)	
Code No.	Actual use
7	
2	Residence - cum - Jail
1	Residence
3	Madhya Gramin Bank

4.38 If in a hotel or lodge the manager or servants or other persons are also living in separate rooms as normal residents, then such room(s) occupied by them will be treated as separate Census houses and assigned code '1', i.e. Residence. The remaining rooms rented out to visitors for temporary stay or stay in transit should be treated as a single Census house and code of Hotel/lodge/guest house etc., i.e., code '5' is to be given. If the Census house is found vacant, i.e. if no person is living in it or it is not being used for any purpose, write vacant together with reason of its vacancy in this column and enter code '0' in the box against this column. Remember, you have to write the description of the purpose for which the Census house is used clearly.

Building No.	Census house number	Ascertain use of Census house	
		Code No.	Actual use
2	3	7	
15	15(1)	1	Residence
—	15(2)	5	Jorbagh Guest House
—	15(3)	1	Residence

4.39 There may be cases where Census houses are used only for seasonal activities and at the time the Houselisting is carried out by you, this seasonal activity may not be taking place.

Such seasonal activities would be oil mills (Ghani), Gur making in sheds, etc. It is necessary that the seasonal use of such Census houses for running of an establishment is recognised and that this seasonal use is noted under this column. You should, therefore, make probing enquiries regarding such activities so that the complete picture regarding the use of the Census house is available.

4.40 **After recording the actual use of the Census house, enter the appropriate code number in the box provided at the left hand side of column 7.** The different uses have been comprehensively listed out at the bottom of the Houselisting and Housing Census Schedule along with their code numbers. These are shown in the box.

4.41 The other non-residential use will include all other non-residential uses not covered under codes '3' to '8' above. This may include places of entertainment like cinema house, theatre, etc.; cattle-shed, garage, godown, petrol pump, power station, pump house, granary, etc.

4.42 Code '3' i.e. 'Shop/office', will be assigned to the Census houses which are used for shops, office of firms or companies, banks, commercial and business houses, government offices as well as office of local bodies, insurance companies, co-operative societies, etc. In any case you must write the actual use to which a Census house is put in this column. Thereafter, choose the appropriate code number for that purpose from the list given below in the Houselisting Schedule and give that code in the box at the left hand side of this column.

Ascertain use of Census house	
(Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)	
Code No.	Actual use
7	
→ 7	Shed used as Oil ghani
→ 7	Gur making shed

7 Use of Census house	
Residence.....	1
Residence-cum-other use.....	2
Shop/ office.....	3
School/ college etc.....	4
Hotel/ lodge/ guest house etc.....	5
Hospital/ dispensary etc.	6
Factory/ workshop/ workshed etc.	7
Place of worship.....	8
Other non-residential use.....	9
Vacant.....	0

Ascertain use of Census house	
(Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)	
Code No.	Actual use
7	
→ 9	Pumphouse for irrigation
→ 9	Cattle Shed

Ascertain use of Census house	
(Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)	
Code No.	Actual use
7	
2	Residence - cum - Vegetable Shop
→ 3	Chintamoni Ad Agency Office
→ 3	Madhya Gramin Bank

4.43 **A few illustrations for making entries under column 7 are as under :**

Residence (Code-1) :

Residence will be entered under column 7 and Code '1' will be recorded in the box on the left side; where the Census house is used for residence only [and not in combination with one or more other purpose(s)].

Illustrations :

Census houses such as hut, apartment, kothi, out-house, tent, gangmen's hut, bungalow, military barrack, forest guards' hut, Juggi-Jhopri, etc., used exclusively for residential purposes.

Residence-cum-other use (Code-2) :

Residence separated by 'cum' with 'hyphens' and other use(s) of the Census house will be entered in column 7 together with Code '2' in the box on the left, if the Census house is used for residence in combination with one or more non-residential purpose(s). This situation will apply to those houses which have only one access but are used for residence in combination with non-residential use(s).

Illustrations :

Residence-cum-grocery shop, Residence-cum-cloth shop, Residence-cum-fruit shop, Residence-cum-vegetable shop, Residence-cum-pan biri shop, Residence-cum-cigarette shop, Residence-cum-general store, Residence-cum-milk stall, Residence-cum-stationery shop, Residence-cum-sweet shop, etc.

Residence-cum-Factory (registered manufacturing/repairing/warehousing establishment using power and employing 10 or more persons or without power but employing 20 or more persons) or Residence-cum-Workshop (where any kind of production, processing, repair or servicing goes on or where goods and articles are made and sold on small scale. This includes household industry such as bidi making at home, toy making at home, pottery making at home, tailoring at home, gold and silver smithy workshop at home, cycle repairing at home, book binding at home, black smithy at home, cloth weaving at home, making wooden articles at home, kangri (fire pot) manufacturing at home, making of paper mache at home, cloth printing/dyeing at home, atta chakki at home, manufacturing of bakery products at home, etc.).

Some of the occupations such as gold smithy, black smithy, tailoring, watch repairing, repairing of electrical goods, etc., are sometimes carried out with in a Census house which are used for both purposes i.e. residence as well as workshop. For example, if a Census house is used for residence as well as for silver smithy or for watch repairing or for toy making, etc., write, 'Residence-cum-workshop' under column 7.

Residence-cum-temple, Residence-cum-school, Residence-cum-creche, Residence-cum-Doctor's clinic, Residence-cum-office, Residence-cum-restaurant, Residence-cum-eating place, etc.

In big wholesale market places such as Chandni Chowk in Delhi, Bara Bazar in Kolkata and Kalba Devi in Mumbai, a large number of persons working in these shops or offices (Gaddis) also use it as residence during night time. Such places should be correctly identified and recorded as Residence-cum- shop or Residence-cum- office, etc.

Institutional Households: Residence-cum-old age home, Residence-cum-hostel, Residence-cum-boarding house, Residence-cum-rescue home, Residence-cum-jail, Residence-cum-lodge, Residence-cum-ashram, Residence-cum-guest house, Residence-cum-leprosy home, etc. Only such which qualify to be counted as Institutional Households in terms of the eligibility criteria spelt out in paras 3.11 3.14 and 4.59 needs to be included here.

Shop/Office (Code-3) :

For Census house exclusively used as a Shop (where articles are bought and / or sold in cash or credit) or an Office write the nature of shop or of the office under column 7 and assign Code '3' in the box on the left.

Illustrations :

Shop : *Cloth shop, general provision store, chemist shop, restaurant (without lodging facility), tea stall, vegetable shop, fruit shop, kabadi shop, plywood shop, eating place, coffee house, bhojanalay, canteen, jalpangrah, bar, tandoor-dhaba, chat shop, Udipi, etc.*

Office : *Census house which is used exclusively as government office, office of a firm or company, commercial or business house, office of the local body, bank, insurance company, co-operative society, advocates/lawyers, stock broker, transport company, etc. Government offices include police station, court, fire station, Tahsildar's office, office of ministry, etc.*

School/College etc. (Code-4) :

For a Census house used as educational institution or training centre (without lodging facilities or any residential use) write the nature of educational institute under column 7 and enter Code '4' in the box.

Illustrations :

Pathshala, music school, carpentry training centre, coaching centre, school, college, dancing school, agricultural training centre, adult literacy centre, shorthand and typing institute, computer training centre, vocational training centre, Industrial training institute, etc.

Hotel/lodge/guest house etc. (Code-5) :

For a Census house which is used exclusively for temporary stay or stay in transit and where no person is found normally residing, write the nature or name of such hotel/lodge/guest house etc., under column 7 and enter Code '5' in the box meant for the purpose.

Illustrations :

Dak bungalow, Inspection bungalow, Circuit house, State guest house, Ashram, Sarai, Dharamshala, Musafirkhana, Vishramgrah, Night Shelter, Hotel, Lodge, Community rest house, Chaultry, Travellers bungalow, etc.

If any of such hotel or lodge or guest house is used by the inhabitants as a normal residence then this should be recorded as 'Residence-cum-hotel'/ 'Residence-cum-lodge'/ 'Residence-cum-guest house' as the case may be, and code '2' assigned in the box.

Hospital/Dispensary etc. (Code-6) :

In case the Census house is exclusively used as a hospital or a dispensary or any other health or medical centre, write its name under column 7 and record Code '6' in the box. Please remember here only those institutes will be covered which do not qualify to be treated as Institutional Households.

Illustrations :

Hospital, pathological centre, doctors' clinic, nursing home, maternity home, dental clinic, dispensary, vaccination centre, X-ray clinic, first-aid centre, etc.

Factory/workshop/workshed etc. (Code-7) :

If the Census house is exclusively used for running a factory or a workshop or used as a workshed, record factory/workshop/workshed under column 7 and enter Code '7' in the box. These are places where manufacturing, production, processing, repairing or servicing takes place or where goods and articles are made and sold. They may be large scale industries/small workshops/worksheds.

Illustrations :

Spinning mills, cotton mills, fertilizer factory, hosiery manufacturing workshop, watch repairing centre, automobile servicing station, bakery, shoe making, furniture making, rice/flour/oil mills, printing press, dairy, aerated water factory, black smithy workshop, gold/silver smith's workshop (saraf shop), loco shed, etc.

Place of worship (Code-8) :

If the Census house is exclusively used as a temple or gurudwara or mosque or church or any other place of worship mention accordingly under column 7 and enter Code '8' in the box.

Illustrations :

Temple, gurudwara, mosque, church, prayer hall, satsangh hall, etc.

Other non-residential use (Code-9) :

This category will cover the Census houses used as places of entertainment and community gathering and all other non-residential miscellaneous uses of the Census houses which have not been covered in any of the above categories (Codes – 1 to 8). In their case write the actual use of the Census house under column 7 and enter Code '9' in the box.

Illustrations :

Community centre, cinema house, club, theatre, kalamandir, vyayamshala, stadium, museum, kalamanch, zoo, gymnasium, cattle shed, goshala, stable, bull breeding centre, poultry breeding centre, garage (for keeping automobile), passengers' shelter, waiting hall, power sub-station, pump house, godown, petrol pump, library, tube-well room, etc.

Vacant (Code-0) :

If a Census house is found vacant at the time of Houselisting i.e. no person is living in it and it is not being used for any other non-residential purpose(s) write 'Vacant' in column 7 together with reason of vacancy and enter Code '0' in the box.

Illustrations :

Vacant -dilapidated, Vacant -want of repair, Vacant -under construction, Vacant -want of tenant, Vacant -awaiting demolition, Vacant-any other reason (specify).

- 4.44 **If a Census house has more than one household in it, do not repeat the word 'Residence' in subsequent lines in column 7. Similarly, in such cases, there will be no entries under columns 4 to 6 and 8 and only dashes (–) will be put under these columns.** This is mainly because this is a single house and the predominant material of its floor, wall and roof in columns 4 to 6; its use in column 7 and condition of the Census house under column 8 should appear only once.

From Census 2001 :

10 million households in the houses which were in dilapidated condition

Col. 8 : If code '1' or '2' in column 7, condition of this Census house:

Good-1/Livable-2/Dilapidated-3

4.45 The enquiry for this question will be restricted to normal households. This question intends to collect information from the respondent with regard to the condition of the Census house occupied by the household for residential/residence-cum-other use. This column is applicable if code '1' or code '2' is entered in the box in column 7, i.e., if the Census house is used for Residence or Residence-cum-other use. However, the Institutional Households do not come under the purview of this question. If the condition of the house is good give code '1', if livable give code '2' and if reported as dilapidated assign code '3'. If the Census house is used for wholly non-residential purposes and any of the codes between '3' to '9' or '0' is entered in the box at the left hand side of column 7, put dash (–) under this column.

Criteria for ascertaining the condition of the Census house :

- 4.46 Those houses which are showing signs of decay or those breaking down and require major repairs or those houses decayed or ruined and are far from being in conditions that can be restored or repaired may be considered as 'Dilapidated' and code '3' may be recorded.
- 4.47 Those houses which require minor repairs may be considered as 'Livable' and code '2' may be recorded.
- 4.48 Those houses which do not require any repairs and in good condition may be considered as 'Good' and code '1' may be recorded.
- 4.49 The above criteria for classification of a Census house into Good, Livable or Dilapidated is only to assist the respondent in answering this question. However, it is advised that whatever is finally returned by the respondent in reply to this question may be recorded.
- 4.50 If two or more than two households are found living in any Census house, the information for this column will be collected from the first household and dash (–) will be put under this column for the subsequent household(s)

Census house number	Ascertain use of Census house (Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)		If Code '1' or '2' in column 7, condition of this census house: Good-1/ Livable-2/ Dilapidated-3	Household number		
	Code No.	Actual use		8	9	
3	7	Residence	1	0	1	0
–	–	–	–	0	1	1

From Census 2001 :

50.0% of all the households in India categorized the condition of census houses occupied by them as 'Good'
Another 44.3% categorized as 'Livable'.

Ascertain use of Census house (Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)		If Code '1' or '2' in column 7, condition of this census house: Good-1 / Livable-2 / Dilapidated-3
Code No.	Actual use	
7		8
1	Residence	3
1	Residence	2
1	Residence	1
0	Vacant - Want of tenant	–

Ascertain use of Census house (Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)		If Code '1' or '2' in column 7, condition of this census house: Good-1 / Livable-2 / Dilapidated-3
Code No.	Actual use	
7		8
1	Residence	1
3	Madhya Gramin Bank	–
0	Vacant- Want of Tenant	–

Cols. 9-15 :

4.51 These columns are to be filled only if the Census house is used wholly or partly as a residence. Do not fill columns 14 and 15 for Institutional Households.

Col. 9: Household number

(Give separate serial number to each household and write '999' for every institutional household)

4.52 Household has already been defined earlier. All the normal households in the Houselisting Block are to be serially numbered starting from 001. Three boxes are provided under this column to write the household number. Start the household number from 001 followed by 002, 003 and so on. On reaching double digit household number, record household numbers as 010, 011, 012 ... etc. For three digit household numbers the entry under this column would be as 100, 101, 102 and so on.

4.53 **However, for institutional households '999' will be entered under this column to distinguish institutional households from normal households. Please remember that, if code 1 or 2 i.e. 'residence' or 'residence-cum-other use' is recorded in the box under column 7, invariably there should be an entry under column 9.**

4.54 Like Column 8, **Columns 9 to 35 will also not be applicable to the Census houses which are used for non-residential purposes.** Thus, dashes (-) will be entered under these columns in case the use of the Census houses is reported as wholly non-residential or if they are found vacant. **In the case of such households, you will find codes '3' to '9' or '0' in the box under column 7.**

4.55 As already described under the concept of the household, there may be more than one household in a Census house. Each such household should also be given a separate number. For example, if you have already assigned serial number 6 to the households up to building number 3 and you have taken up Census houses in building number 4 for listing in the Houselisting Schedule, and if in Census house number 4(1) there are three households, these are to be given separate household numbers in the continuous series, i.e., household numbers 7, 8 and 9. Similarly, if in Census house number 4(2), two households are living,

Census house number	Ascertain use of Census house (Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)		Household number
	Code No.	Actual use	
3	7		9
1	1	Residence	0 0 1
2	2	Residence-Cum-Hostel	9 9 9
3	0	Vacant- Want of Tenant	—
4	7	Factory Manufacturing Insulated Wires	—
5(1)	1	Residence	0 0 2
5(2)	2	Residence- cum- Book Binding Shop	0 0 3

Census house number	Code No.				
3	7	9	to	35	
2	3	—	—	—	
3	7	—	—	—	
4	9	—	—	—	
5	0	—	—	—	

From Census 2001 :

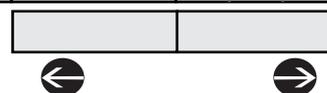
The total number of normal households were 192,671,652.

Whereas houseless households and Institutional households accounted to 447,585 and 460,717 households respectively.

these will be given separate household numbers 10 and 11. Each household will be entered in a separate line, since particulars of each household under columns 10 to 35 are to be shown separately for each household. If however, building number 5 is a Census house and has one household, the household number to be entered in this column will be 12.

- 4.56 The numbering of the buildings, the Census houses and the households are closely linked. This link is illustrated by the following example :

Particulars	Building number 2	Census house number 3	Household number 9
Situation 1 Building number 4 having one Census house and used for non-residential purposes	4	4	—
Situation 2 Building number 4 having one Census house and one household	4	4	0 0 7
Situation 3 Building number 4 having one Census house and two households	4	4	0 0 7
	—	—	0 0 8
Situation 4 Building number 4 having two Census houses and one household each	4	4(1)	0 0 7
	—	4(2)	0 0 8
Situation 5 Building number 4 having two Census houses and three household in one and two in the other	4	4(1)	0 0 7
	—	—	0 0 8
	—	—	0 0 9
	—	4(2)	0 1 0
	—	—	0 1 1
Situation 6 Building number 4 having three Census houses. In the first Census house there lives a normal household and in the second, an institutional Household and in the third a normal household	4	4(1)	0 0 7
	—	4(2)	9 9 9
	—	4(3)	0 0 8



Count the number of entries and give total

- 4.57 The example given in the previous paragraph shows that in case where the same building contains more than one Census house, the building number should not be repeated in the subsequent lines. Similarly, if a Census house contains more than one household, the Census house number should not be repeated in the subsequent lines. In the same way, the details under columns 4 to 8 will also not be repeated in the subsequent line(s), in case a Census house has more than one household.
- 4.58 **After canvassing the Houselisting and Housing Census Schedules for entire Houselisting Block you will have to count the number of entries under column 9 and give their total separately for each page at the bottom of the Houselisting and Housing Census Schedule. For this purpose, the entries of both the normal as well as the Institutional Households will be counted. These totals will be required for the preparation of the Houselist Abstract.**

Col. 10, 11 and 12 : Total number of persons normally residing in this household

(Col.10 : Persons, Col.11 : Males, Col.12 : Females)

4.59 These columns will provide total number of persons normally residing in each of the normal as well as the Institutional Households. Enter the total number of persons normally residing in the household in column 10. In columns 11 and 12 record the number of males and females, respectively. **If no male or female member is present in the household put zero '0' in the relevant column. Do not put dash (-) in such a case.** Eunuchs and hermaphrodites will be counted with males and entered under column 11. This will include persons of all ages including infants and elderly of both sexes. In these columns normal residents are to be counted even if some of them may be absent on the day of your visit. Casual visitors should be excluded as they will be considered at their respective places of normal residence. **After house numbering and Houselisting in the entire Houselisting Block is completed, the total of these columns may be added up and entered against 'Total' in the space provided for this purpose at the bottom under these columns.**

Total number of persons normally residing in this household		
Persons 10	Males 11	Females 12
13	7	6
3	2	1
4	4	0
4	0	4
1	1	0
1	0	1
7	7	0
7	2	5
40	23	17

 Total

Cols. 13, 14 & 15 : Information relating to the head of the household

4.60 Columns 13, 14 & 15 are required to be filled-in only in respect of the head of the household as per the instructions given below:

Col. 13 : Name of the head of the household

4.61 The name of the head of each household should be written. The head of the household for Census purposes is a person who is recognized as such in the household. She or he is generally the person who bears the chief responsibility for the maintenance of the household and takes decisions on behalf of the household. The head of the household need not necessarily be the eldest male member, but can be a female or a younger member of either sex normally residing in the household.

4.62 In the case of Institutional Households, such as hostels, old age homes, orphanages, rescue homes, jails, etc., where the head of the Institutional Household can be recognized by designation such as, hostel warden, manager, jailor, etc., you may enter her/his designation in this column.

4.63 Please remember that in the case of Institutional Households, the information regarding sex of the head of the household in column 14 and if its head belongs to SC or ST or other category in column 15, is not relevant and therefore, this is not to be recorded. Please remember that columns 16 to 35 are also not applicable in the case of Institutional Households. Thus, in their case, dashes (-) are to be put under columns 14 to 35.

Household number	Name of the head of the household	Do not fill columns 14 and 15 for Institutional Households			
		Sex: Male-1/Female-2	If SC* or ST* or Other: SC-1/ST-2/Other-3	16 to 35	
	13	14	15		
0 0 9	Shri. V.T.K. Pappu	1	1		
0 1 0	Shri. Mahavir Jain	1	3		
0 1 1	Smt. Mary Nyonge Lyngdoh	2	2		
0 1 2	Smt. Saraswati Kushwaha	2	1		
9 9 9	Warden Govt. Boys Hostel	-	-	-	-
9 9 9	Warden Govt. Girls Hostel	-	-	-	-
0 1 3	Shri. Surjit Singh Manan	1	3		
0 1 4	Smt. Saira Banu	2	3		
0 1 5	Shri. Ravin Patil	1	1		
0 1 6	Shri. Francis Santosh Lakra	1	2		

Col. 14 : Sex : Male-1/Female-2

4.64 If the head of the household is a male write '1' and if female write '2' in this column. For eunuchs and hermaphrodites, you have to write '1' in this column. For Institutional Households put dash (-) under this column.

Name of the head of the household	Do not fill columns 14 and 15 for institutional households	
	Sex: Male-1/Female-2	If SC* or ST* or Other: SC-1/ST-2/Other-3
13	14	15
Shri. V.T.K. Pappu	1	1
Smt. Mary Nyonge Lyngdoh	2	2
Warden Govt. Boys Hostel	-	-

Col. 15 : If SC* or ST* or Other : SC-1/ST-2/Other-3

*for col.15

Scheduled Caste can be only from Hindus, Sikhs and Buddhists and not from any other religion. Scheduled Tribe can be from any religion.

4.65 You will be supplied with a list of Scheduled Castes (SCs) and Scheduled Tribes (STs) applicable for your State/UT. Ascertain from the respondent whether the head of the household is a member of a Scheduled Caste or Scheduled Tribe. If in reply to this question, the answer is in the affirmative, ascertain the name of caste/tribe. **If the name of caste/tribe returned by the respondent appears in the list, you have to write '1' in case of Scheduled Caste or '2' in case of Scheduled Tribe in this column. If the head of household is returned as**

From Census 2001 :

Scheduled Castes was 16.2% of the total population amounting to 166,635,700 persons.

Scheduled Tribes was 8.2% of the total population amounting to 84,326,240 persons

Scheduled Caste, you also have to ascertain her/his religion because Scheduled Caste can be only from Hindus, Sikhs and Buddhists and not from any other religion. 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 religions, she/he can belong to a Scheduled Caste. Persons who belong to a religion other than Hinduism, Sikhism and Buddhism will not be treated as Scheduled Castes. But a member of Scheduled Tribe may belong to any religion. In case the head of the household is neither a Scheduled Caste nor a Scheduled Tribe, record '3' under this column. This column is not applicable for Institutional Households. For such households, dash (-) will be entered under this column.

Cols. 16-35 :

4.66 **Fill columns 16 to 35 for normal households. Put dash (-) in case of institutional households and non-residential Census houses.**

From Census 2001 :

Total number of census houses were 249,095,869

Out these total houses number of vacant houses were 15,811,192 and the rest 233,284,677 were occupied

4.67 Columns 16 to 35 are applicable for all normal households to whom a separate household number is given under column 9. These columns, however, are not applicable for the Institutional Households and the houses which are used for wholly non-residential purposes. Therefore, in the case of Institutional Households and wholly non-residential Census houses you will have to put dashes (-) under columns 16 to 35.

From Census 2001 :

Most of the households in India owned the house they were living in.

Only 10.5% households reported staying in rented houses.

4.68 **Please remember, in case of normal households, there will not be any dash (-) under any of the columns 16-35. In every column there must be either a code or a number recorded in Arabic Numerals.** Instructions for filling up of these columns are given below :

From Census 2001:

The total number of houseless population was found to be 1,943,766

Col. 16 : Ownership status of this house :

Owned-1/Rented-2/Any other-3

4.69 The ownership status of the Census house occupied by the household will be shown under this column. If a household is occupying the Census house owned by itself and is not making payments in the form of rent to anyone, then the household may be considered as living in owned house. A household living in a Flat or a house taken on 'ownership' basis on payment of installments, should also be regarded as owning the house, notwithstanding the fact that all the installments have not been paid. In all such cases, write '1' in this column.

4.70 If the household lives in a rented house write '2' in this column. A housing unit is rented if rent is paid or contracted for by the household in cash or even in kind. In a few cases, it may also be possible that the household has actually taken the house on rent but not paying the rent

on account of dispute with the owner or for some other reason. In this situation too, the household would be treated as living in a rented house. Rented accommodation provided by employer like Government quarters and similar accommodation, will be given code '2'.

4.71 If the household lives in a house which is neither owned nor rented, code '3' may be written in this column. This will include the cases where rent free accommodation is provided to employees by their employers or where the ownership either of the land or of the structure does not belong to the household, i.e., houses constructed on encroached land in unregularized slums or anywhere else. Also, the households living in unauthorized manner in abandoned buildings, buildings under construction and buildings identified for demolition for which they have not to pay any rent and the households living in caves and similar natural shelters are also covered under this category. In all such cases, code '3' will be entered under this column.

Household Number	Name of the head of the household	Ownership Status of this house: Owned-1/Rented-2/Other-3
9	13	16
7	Shri. V.T.K. Pappu	1
8	Shri. Mahavir Jain	2
9	Smt. Nyonge Lyngdoh	1
10	Smt. Saraswati Kuswaha	3
999	Warden Govt. Boys Hostel	—

4.72 For Institutional Households and all non-residential houses put dashes (–) in this column and subsequent columns.

Col.17 : Number of dwelling rooms# exclusively in possession of this household

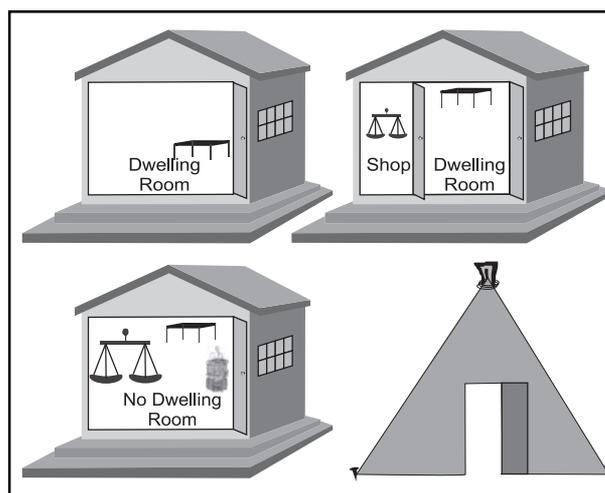
(Record 0, 1, 2, 3 ...)

for col.17

Do not include kitchen, bathroom, latrine, store room, passageway and verandah. Include living room, bedroom, dining room, drawing room, study room, servant's room and other similar rooms.

4.73 In this column you have to write the number of dwelling rooms exclusively in possession of the household. A room used for dwelling should have walls with a doorway and a roof and should be wide and long enough for a person to sleep in, i.e., it should have a length of not less than 2 metres, a breadth of at least 1.5 metres and a height of 2 metres.

4.74 A dwelling room would include living room, bedroom, dining room, drawing room, study room, servant's room and other habitable rooms provided they satisfy the criterion of their dimensions. Do not include kitchen, bathroom, latrine, store room, passageway and verandah which are not normally usable for living. A room, used for multipurposes such as sleeping, sitting, dining, storing, cooking, etc., should be regarded as a dwelling room. In all cases where a Census house is used as residence-cum-other use and code '2'



has been assigned in column 7, then the room(s) used for purposes other than residence will not be recorded as a dwelling room. In another situation when there is only one room in a Census house used as a shop or office but the household also stays in it then record zero ('0') in column 17.

- 4.75 One is likely to come across conical shaped hut or tent in which human beings reside. In such improvised accommodation, there will be no four walls to a room and therefore, the above definition would not strictly apply to such types of accommodation. But, in fact, in the conical shaped hut or tent, the roof itself is built up to the floor level which also serves as a wall. Thus, in such cases, the tent or conical hut, etc., may by itself construed to be a room.

Census house number	Ascertain use of Census house (Write the actual use and then choose the appropriate code from the list below and record the same in the box at the left hand side of the column)		Number of dwelling rooms # exclusively in possession of this household (Record 0,1,2,3....)
	Code No.	Actual use	
3	7		17
1	1	Residence	1
2	2	Residence-cum-kirana shop	1
3	2	Residence-cum-Kirana shop	0

- 4.76 If a garage or a servant quarter is used by a servant and she/he lives in it as a separate household, it should be reckoned as a dwelling room available to the servant's household. If the servant is considered as a member of the household then the garage room should be reckoned as an additional dwelling room of the household.

3	7		17
5	1	Residence	1
6	2	Residence - cum - Shop	2
7	1	Residence	0

- 4.77 A dwelling room which is shared by more than one household will not be counted for any of them. In other words, only dwelling room exclusively in the possession of the household will be counted. For example, if two households share a single dwelling room and therefore neither has a dwelling room exclusively, enter zero ('0') under this column for each of the households. If two households have a dwelling room each but in addition also share a common dwelling room, then the common room will not be counted for either of the households.

Col.18 : Number of married couple(s) living in this household

(Record 0, 1, 2, 3 ...)

- 4.78 **You have to enter the number of married couples living together in the household under this column.** A 'couple' is formed through marriage. All currently married couples living in the household irrespective of their age are to be included in the number of married couples in column 18. Count those couples who are normal residents even if one of the spouses is temporarily absent. If the person is living all alone or if no married couple is present in the household, record zero ('0') under this column.

Household number	Name of the head of the household	Number of married couple(s) living in this household (Record 0,1,2,3....)
9	13	18
7	Shri Charan Singh	2
8	Smt. Shanti Rai	0
9	Smt. Sudha Varghese	3
10	Shri Babulal Popat	4

Col. 19 : Main source of drinking water

(Give Code number from the list below)

4.79 Ten main sources of drinking water have been listed at the bottom of the Houselisting and Housing Census Schedule along with code numbers as shown in the box.

4.80 You have to enter the appropriate code number in column 19. **If a household gets drinking water from two or more sources, the source availed of more or during the greater part of the year should be recorded.** For better understanding, the distinctiveness of the drinking water sources listed above is depicted hereunder:

19 Main source of drinking water	
Tap water from treated source.....	1
Tap water from un-treated source.....	2
Covered well.....	3
Un-covered well	4
Handpump	5
Tubewell/ borehole.....	6
Spring	7
River/canal	8
Tank/ pond/ lake.....	9
Other sources.....	0

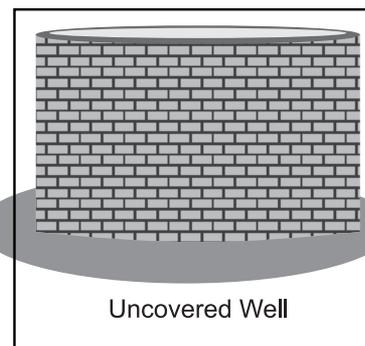
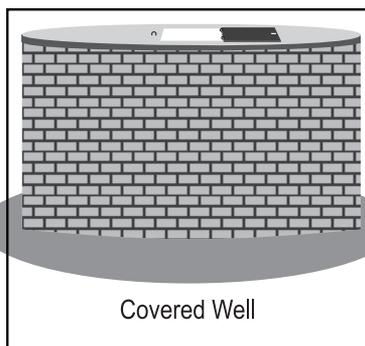
4.81 **Tap Water from treated source** : The mere fact that drinking water is flowing from a tap does not automatically mean that the water is safe for drinking. Only after proper treatment which involves the removal of impurities by filtration and disinfection by chemical treatment, can the water be considered safe. Thus the water being supplied by tap may be directly from a well (covered or uncovered), tubewell, borehole, tank, pond etc. It is important to ascertain whether the tap water is being supplied from a treated source or not. Tap Water from treated source refers to a source of drinking water which is provided to individual households through pipes within the premises or to a group of households through common taps (public taps / community water points) by the Govt. departments, local bodies, panchayats, public or private estate agencies, etc. **after treatment.** Only such water should be considered as tap water from treated source and given code number '1'. If a household is drawing untreated water through pipes either directly from a well or bore well or after pumping the well or tubewell water to a overhead water tank, such a source should not be construed as Tap water from treated source. Where, drinking water is supplied through pipes to individual flats/ apartments from a common R.O.System or any other type of treatment plant installed in the Building/local area should also be considered as tap water from treated source. However, in case individual houses are getting untreated water and are using some local means of improving the quality of water by simple filtration, boiling or even using small equipment like water purifiers etc. this should not be treated as tap water from treated source.

From Census 2001 :
The main sources of drinking water in the country were Tap and Hand pump

From Census 2001 :
In the urban, 68.7% households reported using Tap water

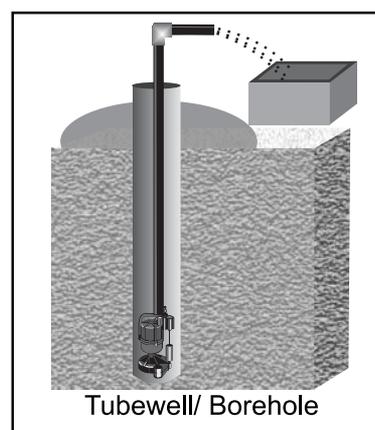
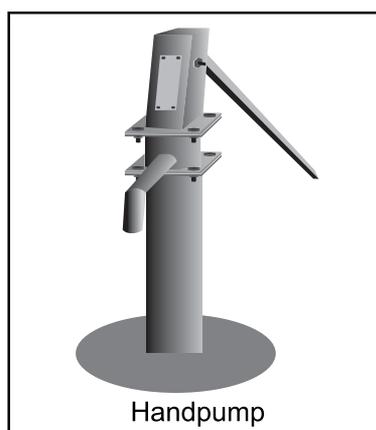
4.82 **Tap water from un-treated source** : If a household is drawing drinking water through pipes either directly from a well or bore well or after pumping the well or tube well water to a overhead water tank, or the water is supplied through pipes to individual household within the premises or to a group of households through common taps by Residents Welfare Association or any other agency without treatment, such a source should be treated as Tap water from Un-treated source.

4.83 **Covered Well** : A well that is (1) covered on sides from run-off water (i.e., excess water, from rain, snowmelt, or other sources flows over the land) through a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well and (2) covered so that bird droppings and animals can not fall down the hole. Both conditions must be observed for a well to be considered as covered.



4.84 **Un-covered Well** : A well which is (1) un-covered on sides from run-off water, (2) un-covered from bird droppings and animals; or (3) both.

4.85 **Hand pump** : Hand pump means where the ground water is taken out manually by operating a hand pump. Hand pumps are constructed with casing, or pipes, which prevent the small diameter hole from caving in and protects the water source from infiltration by run-off water. Hand pumps are usually protected by a platform around the well, which leads spilled water away from the deep hole made in the ground.



4.86 **Tube well/Borehole** : Tube well denotes the ground water source from where ground water is taken out through electrical or diesel pump. Tube wells/Boreholes are constructed with casing, or pipes, which prevent the small diameter hole from caving in and protects the water source from infiltration by run-off water. Tube wells/Boreholes are usually protected by a platform around the well, which leads spilled water away from the deep hole made in the ground.

4.87 The sources of drinking water such as Spring, River/canal, Tank/pond/lake are self-explanatory. For the drinking water source not covered in any of the categories under codes '1' to '9', like drinking water supplied through tankers/carts, bottled water, rainwater etc. enter code '0'.

Household number	Name of the head of the household	Main source of drinking water: (Give code number from the list below)
9	13	19
7	Shri. Jhanda Singh Manan	2
8	Shri. Sushanto Bhowmick	0
9	Smt. Ayesha Khatoon	1
10	Smt. Bilal Mufti	4

Col.20 : Availability of drinking water source

Within the premises-1/Near the premises-2/Away-3

4.88 If the drinking water source shown under column 19 is available within the premises write '1' in column 20. If the drinking water source is near the premises write '2' and write '3' if the source is away. **The drinking water source available 'Near the premises', i.e., code '2' will be considered only if the available source is within a range of 100 metres from the premises in Urban areas and within a distance of 500 metres in the case of Rural areas. Therefore, if the available drinking water source for the household living in Urban area is 100 metres or more from the premises, code '3' will be entered. For the households living in Rural areas, the drinking water source will be considered 'Away' i.e. code '3', if it is located at a distance of 500 metres or more from the premises.**

Household number	Name of the head of the household	Availability of drinking water source (Within the premises-1/ Near the premises-2/ Away-3)
9	13	20
5	Shri. Mohit Goel	1
6	Shri. Y. Reddy	3
7	Smt. Mary K. Silva	3
8	Miss Sarojini Panda	2

Col.21 : Main Source of lighting :

Electricity-1/Kerosene-2/Solar-3/Other oil-4/Any other-5/No lighting-6

4.89 Six main sources of lighting are given in the Column 21 of the Houselisting and Housing Census Schedule itself. These are :
 Electricity... .. 1, Kerosene.....2,
 Solar... .. 3, Other oil 4 ,
 Any other... ..5, No lighting 6

4.90 You have to find out the actual source of lighting used by the household for greater part of the last 12 months and give the appropriate code in this column. **Enter code '1' (electricity), whether the electric connection for lighting is legal or not. Other oil (code '4') as a source of lighting includes both edible and non-edible oils used for lighting. If, in exceptional circumstances, the household does not use any source of lighting enter code '6'.**

Household number	Name of the head of the household	Main Source of lighting:Electricity-1/ kerosene-2/ Solar-3 /Other Oil-4/any Other-5/ no Lighting-6.
9	13	21
5	Smt. Nikita Malkhija	1
6	Shri. M. R. Yedaruppy	4
7	Shri. Basudeo Yadav	3
8	Smt. Aashmin Jalal	6

4.91 **Column 22 and Column 23 relate to the availability and type of latrine facility to the Household.**

From Census 2001 :

87.6% of the households in the urban reported using electricity as the source of lighting and in the rural the main sources were kerosene (55.6%) and electricity (43.5%)

Col.22 : Latrine within the premises :

Yes-1/No-2

4.92 The information on availability of latrine within the premises is to be collected through this column. 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'. The latrine facility can be exclusive or it may be combined with the place for bathing. In this situation both the facility of latrine and bathroom will be treated as available. It may be noted that several households may be sharing a common latrine. All such common latrines cannot be treated as public latrines. The essential point of difference between a common latrine and a public latrine is that while a common latrine is available only for the exclusive use of the households concerned, a public latrine is accessible to any member of the public, either on payment or free. For example, a group of households of an apartment complex are sharing a common set of latrines which are available on each floor. In such case the latrine will be treated as available within the premises and Code 1 should be given. Similarly, in case the latrine facility is located outside the main house but within the compound of the building, it may be treated as available within the premises and Code 1 is to be given.

4.93 If the latrine facility is not available to the household within the premises you have to record Code 2 under this column. Examples of such latrines outside the premises are public latrine, sulabh souchalaya, common latrine available outside the premises, mobile toilet, open defecation, etc.

Household number	Name of the head of the household	Latrine within the premises: Yes-1/No-2
9	13	22
1	Shri. Md. Azharruddin	1
2	Smt. Chinamma	2

Col. 23 : If '1' in Col.22, give code from 1 to 8; If '2' in Col.22, give code 9 or 0 from the list below

4.94 The information on the type of latrine is to be collected through this column. If latrine facility is available to the household within the premises, you have to find out its type and record the appropriate code properly (i.e. code 1 to 8).

4.95 If the latrine facility is not available within the premises you have to find out if the household is using public latrine or it is defecating in the open, then record Code 9 or 0.

Flush/pour flush latrine connected to :

4.96 A flush/pour flush latrine has a water seal, which is a U-shaped pipe, below the seat or squatting pan, that prevents the passage of

23 Type of latrine facility	
Flush/pour flush latrine connected to	
Piped sewer system	1
Septic tank	2
Other system	3
Pit latrine	
With slab/Ventilated improved pit	4
Without slab/ open pit	5
Night soil disposed into open drain	
Service Latrine	
Night soil removed by human	7
Night soil serviced by animals	8
No latrine within premises	
Public latrine	9
Open	0

flies and odour. The waste is removed by flushing water from a tank or by pouring. It is important to ascertain to what system the pour flush or flush latrine is connected. There are three types of systems to which a flush/pour flush latrine may be connected. These are explained below :

- **Piped Sewer System** - Enter Code '1' if the flush/pour flush latrine is connected to piped sewer system. This is a system of sewer pipes (also called sewerage), that is designed to collect human excreta and wastewater and remove them from the household environment. Sewerage system consists of facilities for collection, pumping, treating and disposing of human excreta and wastewater. It is usually underground and maintained by the public authorities.
- **Septic tank** - Enter Code '2' if the flush/pour flush latrine is connected to **Septic tank**. Septic tank is an excreta collection device consisting of a water-tight settling tank normally located underground, away from the house or latrine. Septic tanks are cleaned periodically (usually after a few years) either manually or by machines. This should not be confused with Code 7 (night soil removed by humans).
- **Other System** - Enter code '3' if the flush/pour flush latrine is connected to any other system other than Piped sewer system or Septic tank, e.g., excreta may be flushed to the street, yard/plot, drainage ditch or other location.

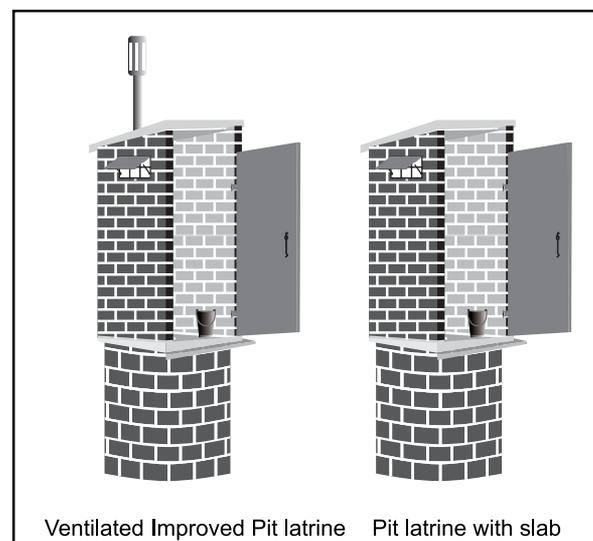
Household number	Name of the head of the household	
9	13	23
3	Shri. Md. Azharruddin	1
4	Smt. Chinamma	2
4	Smt. Rukamma Rao	3

If '1' in col. 22, give Code 1 to 8; if 2 in col. 22 give code 9 or 0 from the list below

Pit latrine :

4.97 Defecation into pits dug into the ground for the reception of night soil directly without flushing are reckoned as pit latrines. These may be of the following types :

- **With slab/Ventilated Improved Pit** : A pit latrine with a squatting slab or platform or seat firmly supported on all sides which is raised above the surrounding ground level to prevent surface water from entering the pit and is easy to clean is called a 'Pit latrine with Slab'. Such **pit latrines are some times** ventilated by a pipe extending above the latrine roof and the open end of the vent pipe is covered with mesh or fly-proof net. This is referred to as Ventilated Improved Pit latrine. If the latrine available within the premises is either a Pit latrine with slab or a Ventilated Improved Pit latrine, then enter code '4'.
- **Without slab/open pit** : A pit latrine without a squatting slab or platform or seat is called a pit latrine without slab. An open pit is a rudimentary hole in the ground where night soil is collected. If the latrine available within the premises is a Pit latrine without slab then enter code '5'.



Night soil disposed into open drain :

4.98 In some parts of the country there is facility of a latrine within the premises but the waste material is disposed directly into the open drain. In such cases, Code '6' should be entered.

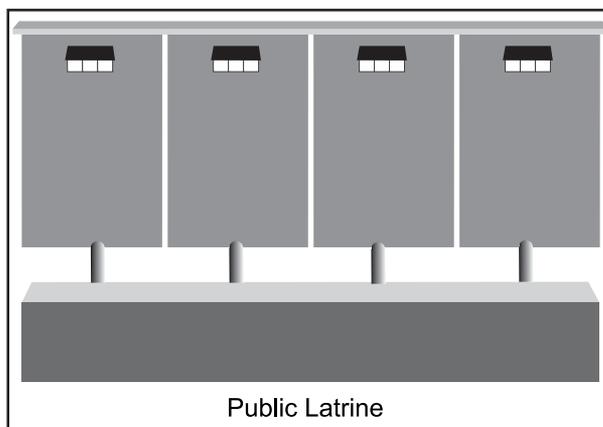
Service latrine :

4.99 In many parts of the country, the concept of flush/pour flush or even pit latrine which does not involve the physical removal of waste matter by human or animal intervention does not exist. In such cases, the waste material collects in a bucket or other container or even allowed to collect in the open and is removed physically by human beings or animals. In such cases, enter Code '7' if the household has the type of latrine from where night soil is removed manually by human beings. In case if the night soil is serviced by animals, enter code '8'.

No latrine within the premises :

4.100 For the households using public latrine enter code '9' and if they are using open area such as open fields, bush, river, stream, railway tracks, etc. for defecating, code '0' is to be entered.

4.101 If the inhabitants of more than one Census house/households are sharing a common latrine available within the premises, in such a situation it will be construed that latrine is available to all of them and code of appropriate type of latrine available within the premises will be entered in this column. Similarly, if in any house latrine and bathing facilities are available collectively in a single enclosure, the household will be considered having both the facilities available.



From Census 2001 :

63.6% households did not have any latrine within the house

Col.24 : Waste water outlet connected to : Closed drainage-1/Open drainage-2/ No drainage-3

4.102 The system of disposal of waste water and other liquid wastes from the house is known as drainage system. It may be understood that waste water may consist of kitchen waste water, bath and wash water. However, it does not include the wastes from the latrines. If the Census house has water outlet connected to some form of drainage system to carry away the waste water generated by the household(s) living in it, find out if it is connected to closed drainage or open drainage. If this waste water outlet is connected to closed drainage, enter code '1' and if it is connected to open drainage

Household number	Name of the head of the household	Waste water outlet connected to: Closed drainage-1/ Open drainage-2/ No drainage-3
9	13	24
7	Shri. S. Bangarappa	1
8	Smt. Sudha Hazare	2
9	Shri. Doman Shah Bhai	3

record code '2'. If the waste water outlet is not connected to any drainage system and the water flows in an unregulated manner, enter code '3' under this column. It is also possible that there is a common disposal of both waste and latrine water. In such cases also give appropriate code.

From Census 2001 :

More than half the households in the country did not have any drainage connectivity for waste water outlet

Col.25: Bathing facility available within the premises :

Yes : Bathroom-1, Enclosure without roof-2/
No-3

4.103 The information regarding availability of bathing facility within the premises will be shown under this column. If an exclusive room within the premises is used for bathing, write '1' in this column. If an enclosure without roof for taking bath is available within the premises, you are required to enter code '2' in this column. If neither bathroom nor an enclosure without roof for taking bath is available within the premises, write '3'. The household may have more than one bathroom within the premises; in such a situation we are mainly concerned with the availability of the facility and not the number of bathrooms.

Household number	Name of the head of the household	Bathing facility available within the premises: Yes: Bathroom-1, Enclosure without Roof-2/ No -3
9	13	25
7	Smt. Lalmuni Devi	1
8	Shri. Pranopam	2
9	Shri Sanjay Sandilya	3

From Census 2001 :

Only 6.93 crore out of 19.17 crore households in India had bathroom facility

4.104 In case more than one household lives in any Census house and they are sharing a common bathroom/Enclosure without roof for taking bath available within the premises, it will be considered that the facility is available to all the households and code '1' or '2' as the case may be will be entered under this column for the respective households. Similarly, if in any house bathing and latrine facilities are available collectively in a single room/enclosure without roof within the premises, the household will be considered to have both the facilities available.

Col.26: Availability of Kitchen :

(Give Code number from the list below)

4.105 If meals are cooked by the household in a kitchen available as a separate room within the house (Census house) record code '1' under this column. If the household cooks meals within the house in an unenclosed space (i.e., a separate room is not available

26 Availability of kitchen	
Cooking inside house:	
Has kitchen	1
Does not have Kitchen	2
Cooking outside house:	
Has kitchen	3
Does not have Kitchen	4
No Cooking	5

for cooking) record code '2' under this column. If meals are cooked by the household outside the house in a kitchen (i.e., a separate room is available for cooking), then record code '3' under this column. If meals are cooked by the household outside the house in the open, then record code '4' under this column. In case due to exigencies of work or any other reason if the household does not cook, record '5' under this column irrespective of the fact whether the household has a kitchen or not.

4.106 If the available kitchen is shared by two or more households living in a common Census house, this will be considered as available to all the households in this house.

Household number	Name of the head of the household	Availability of kitchen: (Give Code number from the list below)
9	13	26
7	Smt. Soni	1
8	Shri. Nitin Kulkarni	2
9	Shri Ravi Nayyar	3
10	Smt. Nidhi Khare	4
11	Smt. Suman	5

Col.27: Fuel used for cooking

(Give Code number from the list below)

4.107 Types of fuel used mostly for cooking along with their codes have been given at the bottom of the Houselisting and Housing Census Schedule. These are given in the box.

4.108 **You have to ascertain from the respondent the type of fuel used mostly for cooking and write the appropriate code number in this column.** If the household is using more than one fuel for cooking, the predominant fuel used for cooking is to be recorded. If no cooking is done, Code '0' is to be recorded. In this connection please note that while recording no cooking (Code '0') under this column, it must be ascertained that corresponding entry under the previous column is also no cooking (Code '5').

27 Fuel used for cooking		
Firewood	1
Crop residue	2
Cowdung cake	3
Coal/Lignite/charcoal	4
Kerosene	5
LPG/PNG	6
Electricity	7
Bio gas	8
Any other	9
No cooking	0

4.109 In the above classification of fuels, firewood (Code '1') includes woods of different types such as timber, branches and trunk of trees and shrubs, etc. Similarly, crop residue (Code '2') includes leftovers of crops such as cotton or pulse stems, paddy or wheat or maize straws, coconut husks, groundnut shells, etc. In code '6' i.e. "LPG/PNG", LPG refers to Liquefied Petroleum Gas supplied in cylinders and PNG refers to Piped Natural Gas where natural gas is supplied to households by pipes.

Household number	Name of the head of the household	Fuel used for cooking: (Give code number from the list below)
9	13	27
7	Smt. Suman Sinha	1
8	Shri. Manoj Kitta	2
9	Shri Bholaram Das	1
10	Smt. Radha Reddy	3
11	Smt. Lizi Thomas	4
12	Smt. Arti Sinha	5
13	Shri J. S. Barnwal	6
14	Shri J. Dhondiyal	7
15	Smt. Kujeet Kaur	8
16	Shri Rajesh Thadani	9
17	Shri Kirti Gupta	9

Filling up of columns 28-34 : Assets possessed by the household

4.110 Under columns 28 to 34, we intend to know if Radio/Transistor, Television, Computer/Laptop, Telephone/Mobile Phone, Bicycle, Scooter/Motor Cycle/Moped and Car/Jeep/Van are available to the household and we are not concerned with their number. For the particular item, if available in the household enter the appropriate code. Such items will be treated as available only if these are in reasonable working order. We are mainly concerned with the availability of the asset and not the source/ownership. Thus, an asset may have been provided to one or more members of the user household by the corporate office or any other company, government, etc. In such cases the asset will be deemed to have been available with the household and code '1' will be entered. Assets possessed and available to the household will be considered as 'available' even if it is mainly used for commercial purposes.

From Census 2001 :

6.62 crore out of 19.17 crore households in India did not possess any of the assets.

From Census 2001 :

In the beginning of this millennium 67 million [35.1%]households had radio/transistor

From Census 2001 :

In the beginning of this millennium 61 million households had television

From Census 2001 :

18 million or 9 per cent households reported having telephone facility

Col. 28 : Radio/Transistor : Yes-1/No-2

4.111 If the household has a radio or a transistor or both write '1' and if none of these are available with the household write '2' in this column.

Household number	Name of the head of the household	Radio/ Transistor: Yes-1/ No-2
9	13	28
7	Smt. Gunjan Mehta	1
8	Shri. Abdur Razzak	2

Col. 29: Television : Yes-1/No-2

4.112 If the household has a television set, colour or black & white, write '1' in this column. If not, write '2'.

Household number	Name of the head of the household	Television: Yes-1/ No-2
9	13	29
7	Smt. Renu G. Menon	1
8	Shri. Bipin Minz	2

Col. 30 : Computer/Laptop :

Yes : With internet-1, Without internet-2/No-3

4.113 If the household has a computer, desktop or laptop **with internet**, for use by one or more members in the household, code '1' will be entered under this column. If the household has a computer, desktop or laptop **without internet**, for use by one or more members in the household, code '2' will be entered under this column. In case if computer, desktop or laptop **is not available** in the household enter code '3'. Computer includes the monitor with color or black and white screen.

Household number	Name of the head of the household	Computer: Yes with Internet-1/ Without internet-2/ No-3
9	13	30
7	Smt. Falguni Pathak	1
8	Shri. Kundan Moitra	2
9	Smt. Kasmir Kaur	3

Col. 31 : Telephone/Mobile phone :

Yes : Landline only-1, Mobile only-2, Both-3/No-4

4.114 If the household has a Landline Telephone only, record code '1'. If the household has Mobile Phone only, record code '2'. If the household has both the Landline Telephone as well as the Mobile Phone, record code '3'. If the household has neither Landline Telephone nor Mobile Phone then code '4' is to be recorded under this column. Landline Telephone includes wireless landline telephones.

Household number	Name of the head of the household	Telephone/ Mobile phone: Yes Landline only -1/ Mobile only-2/ Both -3/ No-4
9	13	31
7	Smt. Mary Kulupura	1
8	Shri. M. S. Gony	2
9	Smt. Jiten Hazarika	3
10	Shri. Jyoti Rao	4

Col. 32 : Bicycle :**Yes-1/No-2**

4.115 If the household has a bicycle write '1' in this column. If not, write '2'. Tricycle used by disabled persons will also be considered as bicycle and code '1' is to be given if the household possesses a Tricycle.

Household number	Name of the head of the household	Bicycle: Yes-1/ No-2
9	13	32
7	Smt. Sarojini Devi	1
8	Shri. M. V. Rao	2

Col. 33 : Scooter/Motor Cycle/Moped :**Yes-1/No-2**

4.116 The availability of scooter or motor cycle or moped will be ascertained from the respondent. If the household has a scooter or a motor cycle or a moped write '1' in this column. If not, write '2'. This asset will be treated as available if the household has any type of two wheeled motorized vehicle having 50 CC or above.

Household number	Name of the head of the household	Scooter/ Motor cycle/ Moped: Yes-1/ No-2
9	13	33
7	Smt. Kanan V.	1
8	Shri. S. Ganjawala	2

Col. 34 : Car/Jeep/Van :**Yes-1/No-2**

4.117 A car or jeep or van will be treated as available to the household, if this is put to use by the member(s) of the household for her/his/their own use. Code '1', if it is available and code '2' if it is not available will be entered under this column. This asset will also be treated as available to the household, if any member(s) of the household possess a multi utility vehicle (MUV) or sports utility vehicle (SUV) or sports car.

Household number	Name of the head of the household	Car/ Jeep/ Van: Yes-1/ No-2
9	13	34
7	Smt. Malti Bein	1
8	Shri. R. F. Rathod	2

Col. 35 : Availing Banking Services :**Yes-1/No-2**

4.118 If the head of the household or any other member in the household is availing banking services provided by the bank or post office bank as a holder of any type of bank account, write '1' in this column. If not, write '2'. **This will cover all types of commercial banks such as nationalized banks, private banks,**

Household number	Name of the head of the household	Availing Banking Services: Yes-1/ No-2
9	13	35
7	Smt. Veena Roy	1
8	Shri. Naresh Singh	2

foreign banks and the co-operative banks. It is clarified that credit and thrift societies, Self-help Groups, Primary Agricultural Credit Societies etc. do not form part of the banking system and as such these services are not covered under banking services.

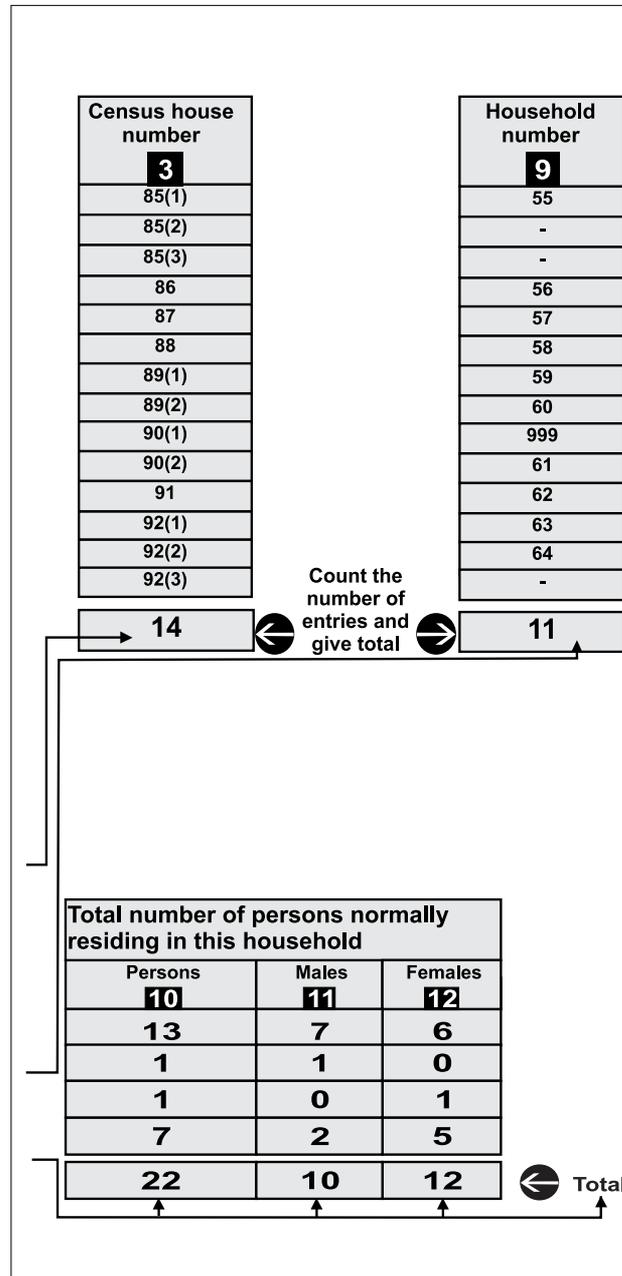
From Census 2001 :

68 million households (35.5%) availed banking services

General :

4.119 **You are required to give totals of columns 3 and 9 to 12 for each page of the Houselisting and Housing Census Schedule. These totals will be utilized for preparing the Houselist Abstract.** The manner in which the totals are to be derived has been explained in the foot-note of the Houselisting and Housing Census Schedule. However, this is recapitulated below :

- (i) The total of Census houses in column 3 will be the number of entries for each page of the Houselisting and Housing Census Schedule. For example, if the entries under column 3 of page number 01 of the Houselisting and Housing Census Schedule are 85(1), 85(2), 85(3), 86, 87, 88, 89(1), 89(2), 90(1), 90(2), 91, 92(1), 92(2) and 92(3), then the total number of Census houses at the bottom in column 3 of this page would be entered as 14.
- (ii) Similarly for total in column 9, if the entries are 55, 56, 57, 58, 59, 60, 999, 61, 62, 63 and 64, then the total number of households in this column for this page will be shown as 11.



- (iii) For arriving at the totals of columns 10, 11 and 12 there should be no difficulty. It will be simple total for each column separately.

4.120 **You must fill in the training Schedules immediately after the first training class to get these checked by your Supervisor / Charge Officer during the second round of training.**

4.121 It may please be ensured that each filled-in Houselisting and Housing Census Schedule has been **duly signed with date** both by the enumerator as well as the supervisor. The place for signature has been provided near the right bottom corner of both the sides of the Houselisting and Housing Census Schedule.

4.122 Provision has been made to record the information of up to 12 households on each side of the Houselisting and Housing Census Schedule. When you need to use another schedule in continuation, write 'C' in the box provided at the right bottom corner of Side-B of the schedule. In such a case, you have also to write the last three digits (one in each box) of the form number of the continued sheet.

The diagram shows a two-page form labeled 'SIDE-A' and 'SIDE-B'. At the top right of Side A is 'Page No. 0 1 SIDE-A'. Below it is a row of boxes for digits 0-9. The form has two signature boxes: 'Signature of the Enumerator with Date' containing 'PO Julius 24/6/10' and 'Signature of the Supervisor with Date' containing 'AS 29/6/10'. Side B has a similar signature section. At the bottom right of Side B is a box labeled 'Continued to another sheet' with the instruction 'Write 'C' if continued to another sheet' and a box containing 'C'. Below this is the instruction 'Write last three digits of the form number of the continued sheet' and three boxes containing the digits '1', '0', and '5'.

PREPARATION OF THE HOUSELISTING AND HOUSING CENSUS ABSTRACT AND SUBMISSION OF RECORDS

5

After making entries for all the houses in the Houselisting and Housing Census Schedule, i.e., after completing Houselisting for your entire Block and having derived the totals for columns 3 and 9 to 12 for each page, you have to prepare the Houselist Abstract. As already described in the instructions for canvassing the information under these columns, totals for columns 3 and 9 will be derived by counting the number of entries while totals for 10 to 12 will be arrived at by simply adding the figures in the respective columns.

A. Preparation of the Houselisting and Housing Census Abstract (referred to as Houselist Abstract)

- 5.2 As the data under these columns mainly based on information relating to listing of the houses with their use, number of households and number of persons living therein, the schedule for extracting this information for the entire Houselisting Block is referred to as Houselist Abstract. The specimen of the Blank Houselist Abstract is given at the end of this chapter. (Annexure-7)
- 5.3 There should be no difficulty in preparing the abstract. A separate line has been provided in the Houselist Abstract for generating the totals of each page of the Houselisting and Housing Census Schedule. However, certain indications as to how the abstract should be prepared are given hereunder. In particular, you are requested to carefully read the instructions regarding filling of columns 3 to 8 of the Houselist Abstract which relate to the number of Census houses by use.

Location Particulars :

- 5.4 On the top of the Houselist Abstract, provision is made to enter the name of the State/ UT with Code No.; Name of District with Code No.; Name of Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal, etc., and its Code No.; Name of Town/Village and its Code No.; Number of Ward and its Code No. and the Houselisting Block No. The manner in which these particulars are to be entered has already been described in chapter-4.

Col. 1 : Page No. of Houselisting and Housing Census Schedule

- 5.5 You may recall that while filling up of the Houselisting and Housing Census Schedule, you have indicated in boxes the page number allotted to each Houselisting and Housing Census Schedule used in the field. You will have to arrange them serially in increasing order of the page numbers. **After doing so, you have to merely enter these page numbers, one below the other, under this column.**

Col. 2 : Total No. of Census houses (from Col. 3 of the Houselisting and Housing Census Schedule)

- 5.6 Please recall that in the Houselisting and Housing Census Schedule, you were advised to count the number of entries in column 3 and indicate their total in the box at the bottom of the corresponding column. The number so derived at the bottom under column 3 of every page of Houselisting and Housing Census Schedule will be entered in this column.

Cols. 3 to 8 : Number of Census houses by use

- 5.7 Columns 3 to 7 : The purpose for which each Census house is used has been noted by you in column 7 of the Houselisting and Housing Census Schedule along with the relevant code number. Count the number of entries for codes '1', '2' and '0' under column 7 of each page of the Houselisting and Housing Census Schedule and enter their totals under columns 3, 4 and 6 respectively of the Houselist Abstract. Column 3 of the Abstract is the total of 1's (residence) in column 7 of each page of the Houselisting and Housing Census Schedule. Column 4 of the Houselist Abstract is the total of 2's (Residence-cum-other use) in column 7 of each page of the Houselisting and Housing Census Schedule. Similarly column 6 of the Houselist Abstract is the total of 0's (vacant) in column 7 of each page of the Houselisting and Housing Census Schedule. Column 5 of the Houselist Abstract is the total of columns 3 and 4 of the Houselist Abstract. Likewise column 7 of the Houselist Abstract is the total of columns 5 and 6 which are to be worked out and entered.

5.8 Column 8 : Column 8 refers to Census houses put to only non-residential uses like shop, office, hotel, factory, etc. The figure to be noted under this column will be derived merely by subtracting the figure in column 7 from the figure in column 2 of the Houselist Abstract.

Col. 9 : Total No. of households (from Col. 9 of the Houselisting and Housing Census Schedule)

5.9 This figure will be obtained from the total arrived at the bottom of column 9 of each page of the Houselisting and Housing Census Schedule.

Cols. 10 to 12 : Total Population (from Cols. 10, 11 and 12 of the Houselisting and Housing Census Schedule)

5.10 Under these columns please enter the total number of persons, males and females given at the bottom of columns 10, 11 and 12 respectively of each page of the Houselisting and Housing Census Schedule.

5.11 Totals of the columns 2 to 12 of the Houselist Abstract will be arrived at by adding up the figures entered in the respective columns. Normally, one page of the Houselist Abstract with provision of 15 lines will be enough for striking the totals for entire Houselisting Block. If in any extra ordinary situation the total number of filled-in pages relating to Houselisting and Housing Census Schedule exceeds 15, you will have to carry forward the totals of pages 1 to 15 on the similar format appearing on the back and enter the totals of subsequent page(s) and derive the grand total at the end.

B. Submission of records :

5.12 **It is important to note that you are required to prepare the Layout Map, Houselisting and Housing Census Schedules and the Houselist Abstract in duplicate.** The copy prepared/filled-in during field operations should be marked as 'Original' and the second copy prepared by you should be marked as 'Duplicate'. **It may please be ensured that each filled-in Houselisting and Housing Census Schedule, Houselist Abstract and Layout map has been duly signed by you with date.**

5.13 Please do not forget to enter the location particulars of your Block on the layout maps and on side-A of the Houselisting and Housing Census Schedules and on both sides of the Houselist Abstracts.

5.14 **After you have completed the Houselisting and Housing Census of your Block, you will have with you the following documents :**

- **Layout map (2 copies)**
- **Houselisting and Housing Census Schedules (2 sets)**
- **Houselisting and Housing Census Abstract (2 copies)**
- **Unused/Spoiled Census material**

5.15 It should be ensured that the Houselisting and Housing Census Schedules and layout map are not folded while preparing sets of documents. The enumerators are required to prepare two separate sets comprising the filled-in Houselisting and Housing Census Schedules, the Houselist Abstract and the Layout map. Each set of documents will be bunched by a plastic coated (rust proof) clip. In each of the sets, the Houselist Abstract prepared by you will be kept on the top followed by the filled-in Houselisting and Housing Census Schedules and the Layout map. Please hand over both the sets to your Supervisor in a plastic cover so as to protect them from dust and dampness. If you are allotted more than one Houselisting Block, prepare separate two sets for each block.

Certificate of complete coverage and inventory of used/unused material :

5.16 The Certificate of complete coverage of the area of Houselisting Block(s) with details of used and unused/spoiled Houselisting and Housing Census Schedule, Houselist Abstract and Layout map will be prepared in duplicate. A specimen copy of the Certificate for Enumerator is given at the end of this chapter (Annexure-5). On receipt of the filled in census material as per guidelines from the Enumerator, the supervisor will hand over the Enumerator's copy after duly affixing his/her signature in token of having received the same. Similarly, the Certificate of complete coverage of the area of the Supervisory Circle with details of used and unused/spoiled Census material will be prepared in duplicate. On receipt of the filled in census material pertaining to the Supervisory Circle, the Charge Officer will hand over the Supervisor's copy after duly affixing his/her signature in token of having received the same. A specimen copy of the Certificate for Supervisor is given at the end of this chapter (Annexure-6).

CENSUS OF INDIA 2011
Houselisting and Housing Census
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, Houselisting Block No.

1. 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 as per the instructions
 - iv. I have personally filled in all the Schedules, forms, layout maps 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 living in them in my Houselisting Block without omission or duplication.
 - vi. Instruction Manual/s and the Enumerator's kit items have been provided to me.

Place : Signature of the Enumerator
 Name

Date : (In block letters)

CENSUS OF INDIA 2011
Houselisting and Housing Census
Certificate of complete coverage and inventory of used/unused material for Enumerator
(ENUMERATOR'S COPY)

State/UT..... Code, District Code

Tahsil/Taluk/P.S./Dev.Block/
 Circle/Mandal etc. Code

Village/Town Code, Houselisting Block No.

1. 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 as per the instructions
 - iv. I have personally filled in all the Schedules, forms, layout maps 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 living in them in my Houselisting Block without omission or duplication.
 - vi. Instruction Manual/s and the Enumerator's kit items have been provided to me.

Place : Signature of the Enumerator
 Name

Date : (In block letters)

2. The inventory of material used/unused during Houselisting and Housing Census 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 Maps (2 copies)			
2. Houselisting and Housing Census Schedules (2 sets)	Number of forms : Form No.		
	Form	To	
3. Houselist Abstracts (2 copies)			

Place : Signature of the Enumerator

Name

Date : (In block letters)

ACKNOWLEDGEMENT BY THE SUPERVISOR

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

Place : Signature of the Supervisor

Name

Date : (In block letters)

2. The inventory of material used/unused during Houselisting and Housing Census 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 Maps (2 copies)			
2. Houselisting and Housing Census Schedules (2 sets)	Number of forms : Form No.		
	Form	To	
3. Houselist Abstracts (2 copies)			

Place : Signature of the Enumerator

Name

Date : (In block letters)

ACKNOWLEDGEMENT BY THE SUPERVISOR

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

Place : Signature of the Supervisor

Name

Date : (In block letters)

CENSUS OF INDIA 2011
Houselisting and Housing Census
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
 Town (for urban areas) Code Ward No.
 Supervisory Circle No. Consisting of Houselisting Block No.s

1. This is to certify that

- i. All the Houselisting 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 Houselisting Blocks in my Supervisory Circle has been completed as per the time schedule notified.
- iii. All the buildings, Census Houses fully residential, fully non-residential and partly residential and all the households living in them have been covered without omission or duplication.
- iv. 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
- v. I have submitted all the field material after due verification to the Charge Officer as per the instructions and within the time schedule.
- vi. Instruction Manual/s and the Supervisor's kit items have been provided to me.

Place :

.....
 Signature of the Supervisor

Date :

.....
 Name

(In block letters)

CENSUS OF INDIA 2011
Houselisting and Housing Census
Certificate of complete coverage and inventory of used/unused material for Supervisor
(SUPERVISOR'S COPY)

State/UT..... Code District Code
 Tahsil/Taluk/P.S./Dev.Block/
 Circle/Mandal etc.Code
 Town (for urban areas) Code Ward No.
 Supervisory Circle No. Consisting of Houselisting Block No.s

1. This is to certify that

- i. All the Houselisting 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 Houselisting Blocks in my Supervisory Circle has been completed as per the time schedule notified.
- iii. All the buildings, Census Houses fully residential, fully non-residential and partly residential and all the households living in them have been covered without omission or duplication.
- iv. 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
- v. I have submitted all the field material after due verification to the Charge Officer as per the instructions and within the time schedule.
- vi. Instruction Manual/s and the Supervisor's kit items have been provided to me.

Place :

.....
 Signature of the Supervisor

Date :

.....
 Name

(In block letters)

2. The inventory of material used/unused during Houselisting and Housing Census is as under :

Particulars	No. of blank Schedules/ Forms Received from the Charge Officer	No. of Filled-in Schedules/ Forms returned to Charge Officer	No. of Blank/Spoiled Schedules/Forms returned to Charge Officer
Layout Maps (2 copies per Houselisting Block)			
Houselisting and Housing Census Schedules (2 sets per Houselisting Block)	Number of forms : Form No.		
	Form	To	
Houselist Abstracts (2 copies per Houselisting Block)			

Place : Signature of the Supervisor
 Date : Name
 (In block letters)

ACKNOWLEDGEMENT BY THE CHARGE OFFICER
 Received the filled-in as well as blank/spoiled schedules etc. as stated above

Place : Signature of the Charge Officer
 Date : Name
 (In block letters)

2. The inventory of material used/unused during Houselisting and Housing Census is as under :

Particulars	No. of blank Schedules/ Forms Received from the Charge Officer	No. of Filled-in Schedules/ Forms returned to Charge Officer	No. of Blank/Spoiled Schedules/Forms returned to Charge Officer
Layout Maps (2 copies per Houselisting Block)			
Houselisting and Housing Census Schedules (2 sets per Houselisting Block)	Number of forms : Form No.		
	Form	To	
Houselist Abstracts (2 copies per Houselisting Block)			

Place : Signature of the Supervisor
 Date : Name
 (In block letters)

ACKNOWLEDGEMENT BY THE CHARGE OFFICER
 Received the filled-in as well as blank/spoiled schedules etc. as stated above

Place : Signature of the Charge Officer
 Date : Name
 (In block letters)

Census of India 2011 Houselisting and Housing Census Schedule

Line number	Building number (Municipal or local authority or census number)	Predominant material of floor, wall and roof of the census house	Ascertain use of Census house	Household number	Total number of persons normally residing in this household	Name of the head of the household	Ownership status of this house		Amenities available to the household		Assets possessed by the household																													
							Owned/1/None/2/Any other/3	If SC or ST or Other	Main source of drinking water	Availability of drinking water source	Latrines within the premises	Waste water outlet connected to	Bathing facility available within the premises	Availability of kitchen	Fuel used for cooking	Radiator/Transistor	Television	Computer/Laptop	Telephone/Mobile phone	Bicycle	Scooter/Motor Cycle/Moped	Car/Jeep/Van	Availing Banking Services																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35						
0,1,3	~	8(2)	0	Vacant - for want of tenant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
0,1,4	9	9	4	6	4	6	4	6	4	6	4	6	4	6	4	6	4	6	4	6	4	6	4	6	4	6	4	6	4	6	4	6	4	6						
0,1,5	10	10(1)	1	3	7	7	1	3	7	7	1	3	7	7	1	3	7	7	1	3	7	7	1	3	7	7	1	3	7	7	1	3	7	7	1	3	7			
0,1,6	~	10(2)	1	3	7	1	3	7	1	3	7	1	3	7	1	3	7	1	3	7	1	3	7	1	3	7	1	3	7	1	3	7	1	3	7	1	3	7		
0,1,7	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~		
0,1,8	11	11	5	8	4	3	5	8	4	3	5	8	4	3	5	8	4	3	5	8	4	3	5	8	4	3	5	8	4	3	5	8	4	3	5	8	4	3	5	
0,1,9	12	12	1	3	1	2	1	3	1	2	1	3	1	2	1	3	1	2	1	3	1	2	1	3	1	2	1	3	1	2	1	3	1	2	1	3	1	2	1	3
0,2,0	13	13	1	3	8	7	Oil mill (Ghani)	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	
0,2,1	14	14	5	8	3	2	Residence - Cum - Temple	1	3	3	1	4	1	2	2	0	3	2	2	1	1	2	3	4	1	2	2	1	2	3	4	1	2	3	4	1	2	2	1	
0,2,2	8/1	8/(1)	5	7	8	1	Residence	2	0	1	2	2	0	1	1	1	1	2	2	1	1	5	1	2	3	2	1	2	3	2	1	2	2	1	2	2	1	2		
0,2,3	~	8/(2)	5	7	8	3	Gramen Bank	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~		
0,2,4	~	8/(3)	5	7	8	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~			

Note: * for col. 15 Scheduled Caste can be only from houses, Shikhs and Business and not from any other religion. Scheduled Tribe can be from any religion. # for col. 17 Do not include kitchen, bathroom, latrine, store room, passageway and verandah, include living room, bedroom, dining room, drawing room, study room, servant's room and other similar rooms.

Count the number of entries and give total

Floor	1	2	3	4	5	6	7	8	9	10
Wall	1	2	3	4	5	6	7	8	9	10
Roof	1	2	3	4	5	6	7	8	9	10
Use of census house	1	2	3	4	5	6	7	8	9	10
Main source of drinking water	1	2	3	4	5	6	7	8	9	10
Type of latrine facility	1	2	3	4	5	6	7	8	9	10
Availability of kitchen	1	2	3	4	5	6	7	8	9	10
Fuel used for cooking	1	2	3	4	5	6	7	8	9	10

Total

Persons	0	0	5	12	7	5
---------	---	---	---	----	---	---

Signature of the Enumerator with Date
 Signature of the Supervisor with Date
 Signature of the Head of the household

Location start Here: **Rajasthan** District: **Ajmer** Tehsil/Block: **Ajmer** Town/Village: **Kothi**

Household Block No.: **0085** Word Code No. (only for Town): **0173**

Line number	Building number	Census house number	Predominant material of floor, wall and roof of the census house	Ascertain use of Census house	Household number	Total number of persons normally residing in this household	Name of the head of the household	Ownership status of this house:		Number of dwelling rooms exclusively in possession of this household (Record 0, 1, 2, 3)	Number of married couples living in this household (Record 0, 1, 2, 3)	Main source of drinking water:	Availability of drinking water sources:	Latter within the premises:	Waste water outlet connected to:	Fuel used for cooking:	Radio/ Transistor:	Television:	Computer/Laptop:	Telephone/mobile phone:	Bicycles:	Scooter/ Motor Cycle/ Moped:	Car/ Jeep/ Van:	Avaling Banking Services:								
								Owned-1/ Rented-2/ Any other-3	If SC/ ST or Other-4																1/ 2/ In col. 22, give Code from 1 to 8	1/ 2/ 3/ 4/ 5/ 6/ 7/ 8/ 9/ 10/ 11/ 12/ 13/ 14/ 15/ 16/ 17/ 18/ 19/ 20/ 21/ 22/ 23/ 24/ 25/ 26/ 27/ 28/ 29/ 30/ 31/ 32/ 33/ 34/ 35						
0.2.5	15	15		Vacant-Dilapidated	0																											
0.2.6	16	16	1 3 3 4	Govt. Primary School																												
0.2.7	17	17	6 8 4 1	Residence	1	0, 1, 3	11	6	5	Salman Khan	1	1	1	1	2	2	1	1	3	2	2	1	2	1								
0.2.8	18	18	3 7 7 9	Pump House																												
0.2.9	19	19(0)	5 7 8 1	Residence	1	0, 1, 4	2	1	1	Prem chand	1	1	1	1	2	0	3	2	1	5	1	2	3	4	1	2	2					
0.3.0	-	19(2)	4 7 8 9	Fodder shed																												
0.3.1	2.0	2.0	5 8 8 9	Prasad Cinema																												
0.3.2	2.1	2.1	4 8 8 9	Bus stand																												
0.3.3	2.2	2.2	2 7 8 2	Residence - Cum - FansShop	2	0, 1, 5	1	1	0	Rajan	1	3	1	0	0	5	2	2	7	3	3	4	5	1	2	3	4	1	2	2		
0.3.4	2.3	2.3(0)	5 1 1 3	Punjabi Dhaba																												
0.3.5	-	2.3(0)	5 1 1 1	Residence	2	0, 1, 6	7	4	3	Gobind Singh	1	3	3	2	1	5	1	1	2	7	2	2	5	0	1	2	3	4	1	2	2	
0.3.6	2.4	2.4	4 8 4 2	Residence - Cum - Kirana Shop	1	0, 1, 7	3	2	1	Laxman chetty	1	3	1	1	1	2	2	2	1	5	1	2	3	1	1	2	3	1	1	2	2	1

12. Count the number of entries and give total

12	0	0	5	24	14	10
----	---	---	---	----	----	----

7. Use of census house

1	Residence	1
2	Shop/office	2
3	School/college etc.	5
4	Hotel/lodge/guest house etc.	4
5	Hospital/dispensary etc.	6
6	Factory/workshop/workshed etc.	7
7	Piece of worship	8
8	Other non-residential use	9
9	Vacant	0

8. Roof

1	Grass/hatch/bamboo/wood/mud etc.	1
2	Plastic/polythene	2
3	Mud/slab/brick	3
4	Machine made tiles	5
5	Stone not packed with mortar	6
6	Stone packed with mortar	7
7	G.I./metal/ asbestos sheet	8
8	Concrete	9
9	Any other	0

9. Floor

1	Mud	1
2	Wood/bamboo	2
3	Burnt brick	3
4	Stone	4
5	Cement	5
6	Mosaic/ floor tiles	6
7	Any other	7

10. Wall

1	Grass/hatch/bamboo/wood/mud etc.	1
2	Plastic/polythene	2
3	Mud/slab/brick	3
4	Machine made tiles	4
5	Stone not packed with mortar	5
6	Stone packed with mortar	6
7	G.I./metal/ asbestos sheet	7
8	Concrete	8
9	Any other	9

11. Main source of drinking water

1	Tap water from treated source	1
2	Tap water from untreated source	2
3	Covered well	3
4	Uncovered well	4
5	Hand Pump	5
6	Tubewell/borehole	6
7	Spring	7
8	Night soil removed by human	8
9	Night soil serviced by animals	9
0	No latrine within premises	0

12. Type of latrine facility

1	Flush-pour flush latrine connected to septic tank system	1
2	Other system	2
3	Pit latrine	3
4	With slab ventilated improved pit	4
5	Without slab/improved pit	5
6	Surface latrine	6
7	Night soil removed by human	7
8	Night soil serviced by animals	8
9	No latrine within premises	9

13. Availability of kitchen cooking

1	Firewood	1
2	Crop residue	2
3	Cowdung cake	3
4	Coal/ignite/charcoal	4
5	Kerosene	5
6	LPG/LNG	6
7	Electricity	7
8	Biogas	8
9	Any other	9
0	No cooking	0

14. Availability of latrine facility

1	Has kitchen	1
2	Does not have kitchen	2
3	Has kitchen	3
4	Does not have kitchen	4
5	No cooking	5

15. Fuel used for cooking

1	Firewood	1
2	Crop residue	2
3	Cowdung cake	3
4	Coal/ignite/charcoal	4
5	Kerosene	5
6	LPG/LNG	6
7	Electricity	7
8	Biogas	8
9	Any other	9
0	No cooking	0

16. Assets possessed by the household

1	Yes	1
2	No	2

Note: * For col. 15 Scheduled Caste can be any from Hindu, Sikh and Buddhist and not from any other religion. Scheduled Tribe can be from any religion. If for col. 17 do not include kitchen, bathroom, latrine, store room, passageway and verandah, middle living room, bedroom, dining room, assembly room, study room, service room, other similar rooms.

Form Number 2802 3739

CENSUS OF INDIA 2011 - HOUSELISTING AND HOUSING CENSUS ABSTRACT

Location Particulars:

(1) Name of State/UT..... Rajasthan Code No.

0	8
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 (2) Name of the District..... Ajmer Code No.

2	1
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 (3) Name of Tahsil/Taluk/P.S./Dev Block/Circle/Mandal etc..... Ajmer Code No.

0	0	2
---	---	---

 (4) Name of Town/Village Kothi Code No.

0	1	7	3
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 (5) Number of Ward Code No.

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 (6) Houselisting Block No.

0	0	8	5
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Page Number of House-listing and Housing Census Schedule	Total number of census houses (from column 3 of the Houselisting and Housing Census Schedule)	Number of census houses by use						Total number of households (from column 9 of the House-listing and Housing Census Schedule)	Total Population (from columns 10, 11 and 12 of the Houselisting and Housing Census Schedule)		
		Occupied residential census houses			Vacant census houses	Total of columns 5 and 6	Census houses put to other uses (column 2 minus column 7)		Persons	Males	Females
		Wholly residential	Partly residential	Total of columns 3 and 4							
1	2	3	4	5	6	7	8	9	10	11	12
01	11	4	2	6	-	6	5	007	25	13	12
02	10	2	2	4	1	5	5	005	12	7	5
03	12	3	2	5	1	6	6	005	24	14	10
Total	33	9	6	15	2	17	16	17	61	34	27

Checked and found correct.

Dated signature of the Supervisor R. Meena 30/04/2010
 Dated signature of the Enumerator..... [Signature] 30/04/2010