



Government of India

**Socio-Economic and Caste Census
2011- Urban**

Instruction Manual for Enumerators

**MINISTRY OF HOUSING & URBAN POVERTY
ALLEVIATION
Government of India**

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CHAPTER 1

Introduction

The Government of India has decided to conduct the Socio Economic and Caste Census in the year 2011. The Socio Economic and Caste Census would be carried out by the respective State/Union Territory Governments with the financial and technical support of the Government of India. The Socio-economic and Caste Census shall take place from 30th June, 2011 to 31st December, 2011 in different States and Union Territories. This is the first time that such an exercise is being conducted in the country.

You are privileged to have been chosen as an enumerator. As an enumerator, you are performing a duty which is of great national importance. While it is a matter of pride for you, it is at the same time, a great responsibility. You have to fulfill all the tasks assigned to you with sincerity and devotion. The main duties of an Enumerator before, during and after conduct of the Socio Economic and Caste Census are detailed below:

Before the Socio Economic and Caste Census

- Before undertaking the work of **Socio Economic and Caste Census** Enumeration, please establish proper rapport with the people of your area by contacting elderly and prominent persons and explaining to them the purpose of your visit.
- Ensure that you have been issued an Appointment Letter in the prescribed format and duly signed by the competent authority
- Ensure that you have been issued an Identity Card in the prescribed format and duly signed by the competent authority
- You should always carry your Appointment Letter and display your identity card whenever you go for enumeration work
- In order to ensure complete coverage of all the buildings and houses, households and persons during the Socio Economic and Caste Census, it would be necessary to locate and identify each and every house and structure in your Enumeration Block along with all such places where houseless population may live. Therefore, it would be essential for you to go round the block or Town or area assigned and become familiar with it and its main features

- Attend the training classes, study the Questionnaire and manual carefully and understand all the instructions thoroughly. If any part of the instructions are not clear, ask your trainer for clarification
- Obtain all the material needed for the Socio Economic and Caste Census which also includes the List of Scheduled Castes/Scheduled Tribes/Primitive Tribal Groups pertaining to your State/UT before you leave the training centre at the end of the last training session. The list of material that would be provided to you is at **Annexure -I**.

During the Socio Economic and Caste Census

- When you visit any household, never rush through the questionnaire. Always approach the respondent with a smile and proper salutation. Explain briefly the objective of your visit and then proceed with your brief introduction. Your friendly appearance, courtesy and a few well chosen words can put the respondent at ease and in a right state of mind to answer all your questions willingly and correctly. This will also make your job easier, interesting and useful
- Go round the Enumeration Block and identify its boundaries and other land marks with the help of the particulars contained in the Abridged Houselist (AHL) of your Enumeration Block
- Update/prepare the Layout Map of your Enumeration Block provided to you. The procedure for this is discussed in the subsequent Chapter
- Visit each and every house without exception and have the information entered in the Handheld Device correctly and completely
- Simultaneously update Section 2, 3 and 4 of the Abridged Houselist. The procedure for this is discussed in the subsequent Chapter
- Enumerate the houseless population on the designated days
- Ensure that the entire area assigned to you is covered by visiting all the buildings, houses and households falling within your Enumeration Block
- Prepare Enumerator's Abstract (in duplicate)
- Handover the updated Layout Map, updated AHL, Enumerator's Abstract, Certificate of complete coverage, filled in Acknowledgement Slip booklet (s) with all the unused slips and inventory of used/unused material to your supervisor

After the Socio Economic and Caste Census

- You will be paid a training allowance of Rs. --- for each day of Training that you attend (This will be paid to reserve enumerator also)
- You will be paid an Honorarium of Rs.----for each Enumeration Block that you are assigned to cover. (Honorarium will not be paid to reserve enumerators if they are not deployed for field work)
- You will also be paid a travelling allowance of Rs.--- for each day of field work (Travelling allowance will not be paid to reserve enumerators if they are not deployed for field work). The maximum travelling allowance allowable per enumeration block will be for 10 days.

During the course of your training all the points mentioned above will be explained to you in detail. It is essential that you should pay attention during the training sessions. Please ask your trainer to explain any concept that you find difficult to understand. In case you still have any doubts in the field, there will be a help line with a toll free number (1800-345-0111) available where you can ring up and clarify your doubts. Please also take down the mobile phone number of your supervisor and the Charge Officer so that you can also contact them in times of need. We wish you all the best. We are sure you will fulfill this important duty within the time assigned and with full attention to quality.

Chapter 2

UPDATING OF ABRIDGED HOUSELIST AND UPDATING / PREPARATION OF LAYOUT MAP AND NUMBERING OF BUILDINGS AND CENSUS HOUSES

You have been provided with an Abridged Houselist (AHL) and a copy of the Layout Map relating to the Enumeration Block assigned to you. In this chapter you will learn about these and how to update them.

Enumeration Block (EB)/Sub-Block: The Enumeration Block (EB) is the basic building Block for enumeration. 100-125 households with a population of 650-700 persons generally constitute an EB. The EBs carved out during the population enumeration phase of Census 2011 would be used for the Socio Economic and Caste Census also. The details of the Enumeration Blocks assigned to you are mentioned in your Appointment Letter. Please familiarize yourself with the details. In the rare event that a new EB has to be carved out please follow the instructions laid down later on in this Chapter.

Identification Particulars: Every State/UT, Tehsil/Taluk/Police Station/Development Block/Circle/Mandal, Village/Town and EB have a distinct code. The Codes of the area assigned to you is also mentioned in your Appointment Letter. It is important for you to familiarize yourself with all these Codes. Please ensure that the correct EB is loaded in the handheld device and that the data entry operator has entered the correct serial number of the household before you start asking the questions.

Abridged Houselist (AHL): The list of households with the name of the head of household, that were present in a particular EB during the Census 2011, called the Abridged Houselist (AHL) has been made available to you. You will have to update the AHL. Since the Census has just been completed, large scale variations from the AHL are generally not anticipated. However, in case large changes are noted, you should intimate your supervisor. The supervisor will personally inspect such EBs and ensure that the variations are genuine. The method of updating the AHL is explained later on in this Chapter.

House Numbering: At the time of Census 2011, all buildings, Census houses and households were assigned numbers. You have to check whether the building/Census house numbers recorded in the Abridged House List (AHL) provided to you actually exist on the buildings/Census houses. If the numbers are not visible at the time of your visit, you are required to re-write them with the help of Abridged Houselist. Please use the chalk or tailors marker provided in the kit to neatly number the house. There may be new houses/buildings or households that may be found during your visit, which are not found in the AHL provided to you. You will have to assign new numbers to such houses/buildings or households. **Here it is important to note that all such numbers assigned by you should be written down in the AHL.** The process of assigning new numbers and updating AHL is described later on in this Chapter. **Annexure. V**

Layout Map: A Layout Map is a free hand drawing, not drawn to scale containing building and house numbers. The Layout Map depicts not only the buildings occupied by households but also all areas whether covered by buildings, fields, empty spaces etc. The objective of the Layout Map is to ensure complete coverage of the area assigned to you. The Layout Map of the EB assigned to you has already been provided. Please ensure that it is the correct one before you leave the training class. In case, the Layout Map is not available for some reason or the EB is a newly formed one, then a new Layout Map will have to be prepared. The process of updating the Layout Map and preparing new Layout Map is described later on. **Annexure –V.**

It is important to note at this point that all new building/house numbers assigned by you should be marked in the Layout Map..

Enumeration Blocks

1. The Enumeration Block (EB) is the basic building Block for enumeration. The purpose of demarcating an EB is to ensure complete coverage of an area without omission or duplication as also equitable distribution of workload to the extent possible.
2. The Census 2011 was conducted in two phases. The first phase called the Houselisting and Housing Census was conducted between April and September 2010. During this phase,

each administrative area was divided into Houselisting Blocks (HLBs). The NPR Schedule was canvassed in all the normal households found at this phase in each HLB.

3. The second phase of Census 2011 was called Population Enumeration. This was conducted in February-March 2011. Enumeration Blocks (EB) and Sub-Blocks were formed during this field operation. The EB/Sub-Block assigned to you for the Socio Economic and Caste Census are the same ones that were carved out during the second phase of Census 2011.
4. Please note that the HLB number has four digits. An EB/Sub-Block number will have 5 digits; 4 digits for the EB and the last digit for the Sub-Block. If there is no Sub-Block of a HLB, the first four digits of the EB number will usually be the same as the corresponding HLB number.

Example:

EB No. -

5. 100-125 households with a population of 650-700 persons would generally constitute an EB/Sub-Block.
6. However, there may be a few cases where the Charge Officer may find locations which were not covered during the Population Enumeration phase of Census 2011. In such cases, the Charge Officer would have carved out a new EB or would have formed a Sub-Block. A distinct EB Number with or without Sub-Block Number would have been assigned and the jurisdiction/boundaries clearly demarcated. You should thoroughly familiarize yourself with the area assigned to you. Please clarify any doubts regarding the EB with your Supervisor and Charge Officer.
7. Your first task is to go round the EB and locate its boundaries. The details of prominent landmarks, houses, buildings and households will be available in the AHL and Layout Map provided to you. Please locate the starting point usually numbered as “1” in the Layout Map and systematically cover all the inhabitants of the EB without any omission or duplication. Arrow marks on the Layout Map will indicate the direction in which the original Census had been conducted. Follow the same route. This will make your task much easier and ensure systematic coverage of the area assigned to you.

Abridged House List

You will notice that the Abridged Houselist provided to you has several sections. On the cover page (Section 1), you will find the Identification Particulars of the EB assigned to you. The Identification Particulars consists of the following:

State Name and Code

District Name and Code

Tehsil/Taluk/Police Station/Dev.Block/Circle/Mandal Name and Code

Village/Town Name and Code

Ward Code (in Urban Area)

Enumeration Block Number/Sub-Block Number

Please ensure with reference to the Appointment Letter issued to you that the correct AHL has been given. Please also ensure from the Data Entry Operator that the NPR images of the correct Enumeration Block have been loaded on the hand-held device.

Section 2 of the AHL has the following 10 Columns

1. Serial No.
2. Houselisting Block Number
3. Building Number
4. Census House Number
5. Purpose for which the Census House is used
6. Household Number
7. Name of the Head of the Household
8. Serial No. of the Household
9. Dates of visit/re-visit
10. Remarks

All the households along with the name of the head of the household that had been present during the first phase of Census have been noted in this section. Scanned images of all such households have been loaded in the Hand Held Device (HHD). The following steps may then be followed:

- Please check the entry in the AHL and ascertain whether the present household is the same by asking the name of the head of the household.
- If the household is the same, please ask the data entry operator to enter the serial number of the household (Col. 8 of Sec. 2 of AHL) in the HHD.
- The scanned image of the household will appear on the screen of the HHD.
- Now proceed to confirm the presence of each member noted in the scanned image of the NPR form.
- The following four situations may arise:
 - a) **The same member exists:** in such a case ask the DEO to choose the appropriate option on the screen and enter the Name, Gender and Date of Birth of the member as written in the NPR form.
 - b) **The member noted in the NPR form has migrated out of the household but is present elsewhere in the same EB:** In such a case ask the DEO to choose the appropriate option on the screen and proceed to the next person. [Please note that servants, paying guests, workers etc. who had been included as part of the same household during the Census should be treated as separate household.](#) In such cases also this option can be used.
 - c) **The member noted in the NPR form has migrated out of the household and is not present in the same EB:** In such a case ask the DEO to choose the appropriate option on the screen and proceed to the next person.
 - d) **The member noted in the NPR form has expired:** In such a case ask the DEO to choose the appropriate option on the screen and proceed to the next person.
 - e) **Once you have exhausted all the persons noted in the NPR form, ask the respondent whether any new members need to be included in the household. If they say yes, then ask the DEO to enter the details of the new members systematically. Please confirm from the respondent that all the members of the household have been covered without any omission.**
- **Please note down the status of each member in the remarks column of the AHL against each household:**
 1. Available
 2. Migrated out of HH but present in EB

3. Migrated out of EB
4. Expired
5. New members added
6. House Locked
7. Refused to answer

Example:- The NPR form shows five members in the household. Out of this, three members found in the form continue to be members of the same household. Two others have migrated out of the household but are present within the same EB. There is also the addition of one new member in the household. In such a case, in the remarks col. the entry should be made as follows:

Col. 10 Remarks	
Code	No. of Persons
1	3
2	2
5	1

Section 3 of the AHL

This section of the AHL will have the details of the households that were not present at the time of the first phase of the Census (Houselisting) but were found during the second phase of the Census (Population Enumeration). In such cases, scanned images of the NPR form will not be available. Here the data entry operator will enter the serial number of the household as found in col. 8 of the AHL and enter the details in a blank schedule. Here too, enter the remarks in the AHL as explained in the example above.

New households found during the SECC which was not there during the Census should also be entered in Section 3 of the AHL. The procedure for this is explained below.

Procedure for entering details of new households found during the SECC

First, draw a line after the last entry in Section 3. Entries for all the new households should be made below this line. Note the last serial number before the line. The first new household should be given the next number. For example, if the last serial number entered

during the Census was 75 then the first new household should be given the serial number 76. Entries in other columns for such a new household will be as under:

- Column 2 (HLB number) is not valid for this Section.
- In Col. 3 to 5, enter the building number, census house number and purpose for which the census house is used respectively.
- Column 6 (Household number) is not valid for this Section.
- In Col. 7, write the name of the Head of the household.
- In Col. 8, the Serial number of the household has to be entered. This will be generated automatically in the hand-held device. Please copy the serial number from the HHD carefully.
- In Col. 10, enter appropriate codes, as explained above.

Section 4 of the AHL

- This section of the AHL contains the details of the Houseless population that were found during the second phase of Census 2011. They may or may not be present during your visit. No NPR images of such persons will be available. In case the same household is found during your survey, the data entry operator will enter the serial number of household written in Col. 6 of Section 4 and enter all the details systematically. In Col. 7, enter appropriate codes, as explained above.

Refer Annexure VI to know the procedure for Updating the Abridged Houselist (AHL)

Procedure for entering details of new Houseless households found during the SECC

First, draw a line after the last entry in Section 4. Entries for all the new Houseless households should be made below this line. Note the last serial number before the line. The first new household should be given the next number. For example, if the last serial number entered during the Census was 9 then the first new household should be given the serial number 10. Entries in other columns for such a new household will be as under:

- In Column 2, enter particulars of the place where the houseless household is found.
- In Col. 3, enter the name of the head of the houseless household.

- In Column 4, enter the approximate number of the persons in the houseless household.
- In Col. 5, enter whether the houseless household was found on the day designated for the enumeration of the houseless household. This would normally be last few days of enumeration in the EB/Sub-Block.
- In Col. 6, the Serial number of the household has to be entered. This will be generated automatically in the hand-held device. Please copy the serial number from the HHD carefully.
- In Col. 7, enter appropriate codes, as explained above.

Now you are ready to canvass the questions.

Canvassing the Questions

- Having entered all the names of the members of the household and having confirmed the same, start asking the questions regarding each member of the household in the order that they have been entered. The explanation for each question relating to each individual is given in the next Chapter.
- Once the individual particulars of all the members have been entered proceed to enter the details regarding the household. The explanation for each question relating to the household is also given in the next Chapter.
- After entering all the particulars, please show the respondent what you have entered in the HHD and confirm from her/him that all the particulars have been entered properly.
- In case the respondent is illiterate or cannot see, read out to the respondent and explain the entries. Only after the respondent confirms the details proceed to write out the Acknowledgement Slip.

Acknowledgement Slip

- Please ensure that you have adequate number of Acknowledgement Slip Booklets. Each Acknowledgement Slip Booklet will have a printed booklet number. Each Acknowledgment Slip will also have a slip number.

- Fill up the contents of the cover page carefully.
- Once the data has been entered you must show the entered data to the respondent and ask her/him to confirm that the data has been entered correctly. In case the respondent is not able to read, the details should be read out and explained to the respondent.
- After the respondent has confirmed the data the Acknowledgement slip duly signed by you should be provided to each household. The signature/thumb impression of the respondent should also be obtained on your copy of the Acknowledgement Slip.
- Please note that the Acknowledgement Slip has the following declarations that are made and signed by you and the data entry operator:
 - a) We declare that all the information provided by the respondent has been correctly entered in the hand-held device. The contents have been shown/ read out and has been verified by the respondent.
 - b) The individual/ household data on religion and Caste/ Tribe is confidential and will not be published.
 - c) The Caste/ Tribe is as declared by the respondent and it will not confer any right to claim any Caste/ Tribe / Community certificate.
- Please also note that the Acknowledgement Slip has the following declarations that are to be signed by the respondent:
 - a) I declare that all the information provided to the enumerator is true to the best of my knowledge and belief.
 - b) I have seen the information recorded/ the information has been read out to me and I certify that they have been entered correctly.
 - c) I am aware that the religion and Caste/ Tribe declared by me will not confer me any right to claim any Caste/ Tribe / Community certificate.
 - d) I am aware that my personal/ household level data, except religion and Caste/ Tribe will be published. I give my consent / I do not give my consent for the same* (*Strike off whichever is not applicable*). *** I am aware that by not giving my consent for publishing my data, I may not be considered for benefits under the welfare schemes of the Government.**

Please read out and explain all the above scrupulously before obtaining the signature of the respondent in your copy of the Acknowledgement Slip.

- Please also note that the name of each member of the household and gender should be noted on the reverse of the Acknowledgement Slip.
- If the respondent refuses to sign or affix the thumb impression, please write “Refused to sign”.
- **Only after the contents have been verified by the respondent and the Acknowledgement Slip has been signed by the respondent should the data be saved in the hand held device. In case of refusal to sign, the Enumerator should note this in the column provided in the hand-held device and then save the data. All such cases would be referred to the Supervisor for verification.**

Important points to be noted by the Enumerator during Enumeration

1. You have to **visit every household** and canvass the Schedule.
2. The information provided by the respondent should be noted down as such. No proof or document should be asked from the respondents in confirmation of any information provided by them. You must ask the questions, and ensure that the data entry operator enters the responses into the hand-held device correctly.
3. In case you feel that any information given by the household is incorrect, you can record the same in the space **(duly mentioning which information in which column is incorrect)** provided in the device within 6 hours of completion of interview and save it. This will then be verified by the Supervisor. Please do not argue with the respondent on this score.
4. Do not collect any information from respondents who are not members of the household
5. To the extent possible, collect the information from adult members of the household
6. Please do not discuss or reveal the information given by one household to others
7. Do not assume any information on your own. Ask the respondent and note down only the information that she/he provides. Do not prompt the respondent or ask

leading or suggestive questions. However, probe properly to get the responses as per the concepts and definitions of the Socio Economic and Caste Census.

8. Always be gender sensitive and ensure that no bias creeps in while canvassing the schedule.
9. The respondent may not know the answers to all the questions. In such cases, the respondent may be encouraged to consult with other knowledgeable members of the household.
10. Always keep the convenience of the respondent in mind. Approach them when it is convenient to them.

Steps to be followed after completing the Socio Economic and Caste Census

1. After completing the EB assigned to you ensure that the data is properly uploaded in the server at the Charge Office. Please get a signed acknowledgement from the in charge to this effect.
2. Please ensure whether any other EB is assigned to you. In case it is, repeat the process afresh for that EB. Separate sets of documents have to be prepared for each EB enumerated.
3. In case no other EB is being assigned to you please get a proper relieving order from the Charge Officer.

In the next chapter, the concepts, definitions & detailed instructions on filling-up the Schedules will be discussed.

Chapter 3

CONCEPTS AND DEFINITIONS

The Enumerator, Data Entry Operator and the Supervisor should have clear and correct knowledge of the terms used in the schedule. Read these concepts and definitions carefully before canvassing the schedule.

1. **Assigning new building/ census house number:** If a new building is found during the SECC 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. 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.
2. **Village/ Town:** In population census, some of the villages/ part-villages are called census towns/ outgrowths. For the purpose of Socio Economic and Caste Census these places will also be treated as village. There are two Schedules, namely, the rural and the urban Schedule. **The urban Schedule will be canvassed only in the Statutory Towns.** In the remaining areas, the 'rural' Schedule will be canvassed. The selection of the appropriate type of Schedule will be automatically done. The codes will be same as was used in the population enumeration phase.
3. **Household:** A 'household' is a group of persons who normally live together and take their meals from a common kitchen/common cooking unless the exigencies of work prevent any of them from doing so. The persons in a household may be related or unrelated or a mix of both. Even though the determination of the actual composition (normally living together persons) of a household will be left to the judgment of the head of the household, the following guidelines may be followed while determining the composition of a household:
 - Taking meals from a common kitchen/common cooking. In some situations two households might be using one physical space as kitchen but cooking separately as per the need and requirement of their household. In

such situation, both the households will be treated as separate households, though they are taking meals from a common physical kitchen but not from a common cooking.

- Generally household members are related to each other,
- In deciding the composition of a household, more emphasis is to be placed on 'normally living together' than on 'taking meals from a common kitchen/common cooking'.
- 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 single member household.
- Similarly, 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 reasons, will also constitute a household.
- If any **adult** female member of a household decides to declare herself as a separate household, she should be treated as a separate household.
- Similarly, though servants, paying guests, workers of the household are normally living together and taking food from her/his master's household, they are not eligible to be treated as a member of her/his master's household. For the purpose of this census, such persons are to be treated as a separate household(s) and fresh schedule(s) have to be filled.

2. **Type of household:** There are generally three types of household – Normal, Institutional and Houseless.

(i) **Normal household:** A 'Normal household' is usually a group of persons who normally live together and take their meals from a common kitchen/common cooking unless the exigencies of work prevent any of them from doing so.

- The persons in a normal household may be related or unrelated or a mix of both whereas in an institutional household all the persons are unrelated.
- Another difference between the normal and institutional household is that in case of institutional households, the persons live in an institution unlike in a normal household.

(ii) Institutional household: 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.
- If in a building which is occupied by an Institutional Household, the families of the warden and peon are also living in separate houses and cooking for themselves separately, then each family will be treated as a separate normal household and houses occupied by them will be treated as separate houses.
- Persons reside in Institutional households like inmates of jail, registered mess, hospitals, students' hostels etc. either on a short term or long term basis.
- **All the institutional households need to be covered in the SECC. All the persons who are normal members of the institutional household should be listed at the institutional household and not at the place where their families reside.**

(iii) Houseless household: Houseless household is defined as 'households which do not live in buildings or houses but live in the open or roadside, pavements, in hume pipes, under fly-overs and staircases, or in the open areas near places of worship, mandaps, railway platforms/stations etc.'

In SECC also, houseless households will be enumerated at the place where they are found on the last day of enumeration at the particular EB/sub-block, even if there is some possibility of duplication.

The questions on housing/dwelling need not be canvassed for the houseless households.

3. Who are eligible to be recorded as HH member

In a Household

1. All persons normally living together are to be recorded as HH members
2. All persons normally living together but staying away from the household on a short term seasonal migration and expected to come back within 6 months from the date of enumeration are to be recorded as member of the HH
3. Suppose, the Head works at place 'X' where she/he normally resides and occasionally visits place 'Y' where her/ his family, i.e., spouse and children reside.

In the current situation, the Head will be listed where she/ he normally resides, i.e., at place 'X' and not at place 'Y'.

However, for the purpose of ownership of assets, household income, land ownership, etc. the assets owned by the Head and physically available with the family will be considered. Thus, such entries will be made both for the family residing at place 'Y' as well as at place 'X' where the Head normally resides. Some duplication of entries on assets, etc. can not be completely avoided in such cases.

4. Normally considered as HH member (e.g child or grandchild or husband/wife or brother/ sister or other relative of HH head) who are otherwise normal members of the household but living in a hostel **for less than six months** in the last one year.

Thus, all the institutional households need to be covered in the SECC. All the persons who are normal members of the institutional household should be listed at the institutional household and not at the place where their families reside.

Note: In cases where new/additional members are found in the household, the enumerator should properly enquire about the period and purpose of stay of the new/additional household member in order to keep a check on double counting on account of seasonal/temporary migration especially applicable for urban area. If the conditions mentioned above are satisfied then only the new member(s) would be eligible to be recorded as HH member.

4. Who are not to be treated as HH member

- Temporary visitors and guests whose total period of stay is less than 6 months in the past one year
- Members who have permanently migrated or left the household on marriage, employment etc. even if they occasionally visit the HH
- A resident employee, or domestic servant or a paying guest taking common meal and living with the household
- Those who are not considered normal member

5. Household Head

The head should ordinarily be resident in the HH. In rare cases, the head can be non-resident (e.g, where the person identified as the household head migrates to work for more than 6 months. He/she works in the nearby city and visits home on weekends). In these cases, this person to be listed as

household head after getting oral declaration from the other family members. In the case of an Institutional household, there may be a non-resident 'Head'. She/He is not eligible to be enumerated as a member of the institutional household. In such a case, the first person in this Institutional household to be enumerated will be recorded as the 'Head'

The following two exceptional cases will also be treated as HH members:

- A HH member who may sleep elsewhere (e.g., in a shop, or room in another house because of space shortage) but normally takes meals with own HH. In this case, if place of residence differs from place of boarding – the person will be treated as a member of the household where he/she resides.
- On the other hand, a HH member may have a meal outside (e.g., lunch provided to agricultural workers as part of wage) but resides with the HH. In this case, normally living together will take precedence and the person will be treated as a member of the household where he/she resides.
- Note that a household may also be headed by a female member. Please ask from the household who is the head and record accordingly. On your own, you should not assume that the household is headed by a male member.

9. Occupation / Activity

For the workers, the occupation is to be recorded while for the non-workers, the activity of the person will be recorded. It may be the principal business life, vocation, employment, trade, household duties, student, etc.

10. Disability

A disability is a condition or function judged to be significantly impaired relative to the usual standard of an individual or group. The term is used to refer to individual functioning, including physical impairment, sensory impairment, cognitive impairment, intellectual impairment mental illness, and various types of chronic disease. Disability is

conceptualized as being a multidimensional. There may be effects on organs or body parts and there may be effects on a person's.

11. Chronic illness: a disease that is long lasting or recurrent & debilitating.

11. Dwelling Room

A room is treated as a dwelling room if it has walls with a doorway and a roof and should be wide and long enough for a person to sleep in. In other words, there is no minimum size of the dwelling room as it is any room mainly used by the household for sleeping.

A dwelling room would include living room, bedroom, dining room, drawing room, study room, servant's room and other habitable rooms. Kitchen, bathroom, latrine, store room, passageway and verandah which are not normally usable for living are not considered as dwelling rooms. A room, used for multipurpose such as sleeping, sitting, dining, storing, cooking, etc. is regarded as a dwelling room. But if a garage or servant quarter is used by a servant and if she/he also lives in it as a separate household then this has been considered as a dwelling room available to the servant's household.

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. Tent or conical shaped hut if used for living by any household is also considered as dwelling room.

The room(s) used for purposes other than residence will not be recorded as a dwelling room. 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.

12. Deserted Women

If a deserted woman was living along with other family, members or relatives, she need not be treated as a separate household, but her vulnerability will be captured under marital status given in appropriate column of the questionnaire.

13. Literate

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

14. Illiterate

For a person who is illiterate, i.e., who can neither read nor write or can merely read but cannot write in any language. All children of age 6 years or less should be treated as illiterate even if the child is going to a school and may have picked up reading and writing.

16. *Wages earned:* A wage earner is a person engaged in any enterprise (agriculture or non-agriculture) and getting in return wage according to the terms of the daily or periodic work contract. He is not a permanent employee. Example: providing services for activities like loading/unloading of material, digging, house construction etc. Work done on public work projects on monthly/weekly/daily contractual basis will also be considered as a wage earner.

17. “Water-seal latrine” means a latrine in which waste is flushed by water into an underground disposable system and not required to be removed by human agency.

SOCIO-ECONOMIC AND CASTE CENSUS 2011 - SCHEDULE

Block numbers are not given in the Schedule. Suitable changes should be made in its schedule. The schedule has two parts – Side A and Side B.

Side A is divided into four Blocks, namely

Block A: Identification Particulars

Block B: To be reproduced from the National Population Register (NPR) Schedule

Block C: To be reproduced from the Abridged Houselist

Block D: Individual Particulars

Side B is divided into two blocks

Block E: Household Particulars

Block F: Mandatory Declaration

Block E: Household Particulars divided in to three sections:

. They are:

Section 1	Housing /Dwelling
Section 2	Amenities
Section 3	Assets

You have to start with information on Side A and once it is filled, then you move on to Side B. Note that, in any household, you have to first enquire about the name of all the members of the household and enter their name, sex and date of birth, one by one. After entries of these items are complete, the remaining questions are to be canvassed for each member.

After canvassing for all the members are complete, specific questions on housing characteristics of the household i.e. housing/dwelling, amenities and assets owned by the household will be canvassed. We will discuss all these questions in detail now.

SIDE - A

Block A: Identification Particulars & Type of Household

Identification Particulars

The information on **Identification Particulars regarding the location of EB** will be provided by Charge Office and will be loaded in the Tablet PC. You should check whether information is loaded properly. You need to take log in password from supervisor. The Ward Code will be pre-loaded and it need not be filled by you.

Block -A

Block A: Identification Particulars							Type of Household:		
State:	Code	<input type="text"/>	District:	Code	<input type="text"/>	Tahsil/Taluk/P.S./Dev.Block/Circle/Mandal	Code	<input type="text"/>	Normal.....1 <input type="checkbox"/>
									Institutional.....2 <input type="checkbox"/>
									Houseless.....3 <input type="checkbox"/>
Village/Town:	Code	<input type="text"/>	Ward code No. (Only for town)	<input type="text"/>					If 'Houseless', is the household living in shelter for homeless? (1=Yes, 2=No) <input type="checkbox"/>

Identify Type of Household (HH) - This is at the rightmost corner of the side A. HH could be either Normal or Institutional or Houseless. In all cases, identify the type of household as per the definition given in the previous chapter “Concepts and Definition ” and enter the code accordingly. If it is normal HH code (1) and an institutional household (Code 2) and code (3) for Houseless HH When the HH is houseless you should further probe the HH and write the appropriate code. If the houseless HH live in any shelter for homeless enter code (1) if reply is no enter the code (2)

Type of Household:	<input type="text" value="1"/>
Normal.....1	
Institutional.....2	
Houseless.....3	

Block B: This will be displayed automatically when you enter the HH no.from the Houselist hard copy available with you, provided the corresponding image is already loaded in the hand-held device from national population Register (NPR).

Block C: You have to enter the serial number of household from the AHL. The rest will get automatically populated

Block B:

Will be displayed, if the image is already loaded in the hand-held device

Block C:

You have to enter the serial number of household from the AHL. The rest will get automatically populated.

Block B: To be pre-printed from NPR Schedule		Block C: To be copied from the Abridged Houselist	
Houselist	Household No. <input type="text"/>	Enumeration <input type="text"/>	Serial Number of household <input type="text"/>
Block Number		Block Number &	(Column 8 of section 2 or 3 or column 6 of section 4)
		Sub-Block No.	Type of EB (Slum/Non-Slum) (For Statutory Towns)
		(Item-6, Section-1)	(To be obtained from col.17 of Supervisory Booklet of Charge Register for Population Enumeration)

The enumerator and the data entry operator should first verify whether all the households in the NPR and recorded in Section 3 and Section 4 of Abridged Houselist are available in the hand-held device. During the physical verification if new households are found, they should be also covered using a fresh schedule. Some of the households might have split into two or more households then they should be covered as new households, except the one where the erstwhile head resides. Fresh serial number of household is to be generated for all such new households which have come into being as a result of this split.

Information relating to Block B i.e. Houselist Block Number and Household No. is preloaded in Tablet PC. This will appear whenever images of the corresponding household is available, i.e., households which have appeared in Section 2 of the AHL. If you don't find the household in this list, then first refer to Section 3 and Section 4 of Abridged Houselist and copy those particulars in Block C, which is available in Hard Copy. While canvassing the SECC in the allotted EB in continues order the enumeration team may come across some HH which may not appear in any of these Sections, it is a new HH come in to existence in the EB after the AHH is prepared in the census 2011 operation then request for a fresh serial number of household and record all the details in the AHL before proceeding with the questionnaire.

In short, you have to request the data entry operator to enter only one number, i.e., serial number of household, for checking all the entries in Blocks A to C except new HH migrated to the EB after the AHL prepared.

Block D: Individual Particulars (Column 1-17)

Information for columns 1 to 9 will be available from NPR in image format. Although there is a likelihood of change in any of these items, it has been decided that changes, if any, will be incorporated in the questions on marital status and occupation/activity only. However, at first, enter the name of the person, sex and year of birth for each person whose status has been recorded as 'available', as shown in the image. In case of households/ persons for whom image is not available, entire information has to be entered afresh.

Block D: Individual Particulars (Column 1-17)

Block D: Individual Particulars																
Serial Number	Name of the person	Relationship to head (record the relationship in full)	Sex 1=Male 2=Female	Year of birth (as per English Calendar)	Marital status 1=Never married 2=Currently married 3=Widowed 4=Separated 5=Divorced	Name of father	Name of mother	Occupation/Activity Describe the actual work	Highest educational level completed 1=Illiterate 2=Literate but below primary 3=Primary 4=Middle 5=Secondary 6=Higher secondary 7=Graduate or higher 8=Other (Specify)	Main source of income/earnings from: 1=Beggar/rag-picker 2=Domestic worker 3=Street vendor/cobbler/hawker/other service provider working on streets 4=Construction worker/plumber/mason/labor/painter/welder/security guard/coolie and other head-load worker 5=Sweeper/sanitation worker/mali 6=Home-based worker/artisan/handicrafts worker/tailor 7=Transport worker/driver/conductor/helper to drivers and conductors/cart puller/rickshaw puller 8=Shop worker/assistant/peon in small establishment/helper/delivery assistant/attendant/waiter 9=Electrician/mechanic/assembler/repair worker 10=Washer-man/chowkidar 11=Other work Non-work 12=Non-work (Pension/Rent/Interest, etc.) 13=No income from any source	Are Wages earned (give code) 1=daily 2=weekly 3=monthly 4=irregularly 5=not wage earner	Disability 1=In Seeing 2=In Hearing 3=In Speech 4=In Movement 5=Mental Retardation 6=Mental illness 7=Other disability 8=Multiple disability 9=Not disabled	Chronic illness 1=Cancer 2=HIV/AIDS 3=TB 4=Leprosy 5=Other illness 6=No chronic illness	Religion (Write name of the religion in full)	Caste/Tribe Status Give Code Scheduled Caste (SC)-1 16, Write Name of Scheduled Tribe (ST)-2 Other-3 Caste/Tribe No Caste/Tribe-4 If code 4 in Col. 16, put 'X' (SC can be only among the Hindus, Sikhs and Buddhists. ST can be from any religion)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

Basic information about *all* HH members as per the definition of the household

Guidelines:

- Definition of HH and of HH head as per instructions mentioned under chapter “Concepts and definitions”
- First ask and record the names of all HH members in Col. 2
- Order of asking and recording names –
 1. HH head followed by wife/husband
 2. Parents or parents-in-law of HH head
 3. If there are married son/daughter of household head, eldest married child of the HH head, followed by wife/husband and children. Follow this until you record all married children.
 4. Unmarried child of HH head. Record the names in order starting from the eldest.
 1. Brother/sister or brother-in-law/sister-in-law of HH head
 2. Other relatives
 3. Unrelated persons

Let us discuss the questions column by column.

Column-1. Serial Number

In the Household Schedule provision has been made to record the information of individual members in the household

Column-2. Name of the person

- Names of all members in the household who are eligible to be enumerated are to be entered in this column. Then, details of each member are to be entered till all members are completed.
- First record the name of the household head as identified by the respondent.
- The head need not be male and need not be the eldest person in the household. He or she would typically be actively involved in household matters and who bears the chief responsibility of taking decisions.
- The names of the household members are available from NPR. In the case of households in Section 3 of the Abridged Houselist and new households, write complete name as reported by respondent without spelling mistake.

- **If the name of the person is long and this cannot be accommodated within the box, the preferable course in this situation would be to write this in short.** For example, if the name is Aparna Ramachandra Rao, this could be recorded as Aparna. R. R. as desired by the respondent. Similarly, 'Rachamalla Venkata Veeranjaneya Durga Prasad', could be recorded as ' R.V.V.Durga Prasad' or 'R.V.V.D. Prasad' as per the availability of space in the Household Schedule. (30 characters for name is specified in NPR Schedule)
- The head should ordinarily be resident in the HH. In rare cases, the head can be non-resident (e.g, where the person identified as the household head migrates to work for more than 6 months).
- Do not insist on the names of female members of the household if the respondent does not volunteer to tell their names. In such situation you need to act sensitively and give time for trust building. You may have to take help of her family members, neighbours, Anganwadi workers etc. Similarly, do not insist on a female respondent giving the name of her husband or of any other relation if by custom she is forbidden to do so. Sometimes the infants and children may not have been named yet.
- If for some reason you are not able to obtain the name of a person being enumerated, write 'No name'.
- In the case of an Institutional household, there may be a non-resident 'Head'. S/He is not eligible to be enumerated as a member of this household. In such a case, the first person in this Institutional household to be enumerated will be recorded as the 'Head'

After entering the name, sex and date of birth of eligible members of the household, record the details of each person as explained in the following paragraphs:

Column-3. Relationship to head–

Note that *only* the relation to the *head* is to be recorded, not to other HH members. Note that adopted and biological children will be treated alike. **In the case of the head write ‘Head’ and not ‘Self. For others, write the full relationship.** Write the relationship in full. Do not use words like ‘niece’, ‘nephew’ or ‘aunt’, ‘uncle’ but state whether sister’s or brother’s daughter or son (for niece or nephew) or mother’s or father’s sister or mother’s or father’s brother, mother’s or father’s sister (for aunt), or mother’s or father’s

brother, mother's or father's sister's husband (for uncle). Daughter or son will include adopted daughter or adopted son or step daughter or step son. For brother-in-law, write wife's brother or sister's husband as the case may be. For granddaughter, write daughter's daughter or son's daughter as the case may be. In the case of visitors etc., who are enumerated as members of the household, write visitor etc. as the case may be.

In the case of an Institutional household, however, all the members of the household should be treated as unrelated.

It is possible that in a hostel, the resident superintendent's daughter or son also happens to be a boarder, while the superintendent herself /himself is the head. Even here the relationship of her/his daughter/son should be recorded as unrelated, because it is an Institutional household.

Column-4. Sex– Enter 1 for male, 2 for female,

Column-5. Year of Birth –

Write Year of birth of each person enumerated as per English calendar.

In cases year of birth is known, you have to estimate the year of birth through probing questions and record only the year of birth in four digits. In the case of women not aware about her age and is also unable to report the year of her birth , you will have to further probe by asking the age when she got married, after marriage, in how many years first child was born and the present age of her first child and try to ascertain her age.

Column-6. Marital status:

Give code from list below

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

- For a person who has never married any time before, record code '1' in the box under this question.
- For a person currently married, whether for the first or another time and whose marriage is subsisting at the time of enumeration (the spouse is alive), record code '2'. The word 'currently' does not mean 'recently'. It only means 'at present'. For example, a man may be 80 years old and may have been married 60 years ago; if his wife is still alive and the marriage subsists, he is

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

Similarly, enter code '2' for persons who are recognised by custom or society as married and also for persons in stable de facto union (actually living together) . Even if a marriage is disputed, record code '2' if the person concerned says she or he is married or is in stable de facto union (actually living together).

- For a widowed person whose husband or wife is dead, and who is not presently married, enter code '3'.
- For a person who has been legally or otherwise separated from wife or husband and is living apart with no apparent intention of living together again, enter code '4'. A person deserted by her spouse against her/his wishes and without her/his consent should also be given code '4'.
- For a person who is divorced either by decree of a court or by an accepted social or religious custom and is not remarried at present, enter code '5'.

This column must be answered for all persons irrespective of age. For very young children, though we know that they may not be married, the appropriate code must be entered after enquiry. You may be aware that in certain parts of the country child marriage or pre-puberty marriage is still prevalent. The children are married even before they attain the age of puberty and the consummation of marriage takes place later. Therefore, if the person is married and even if she/he is living apart from her/his spouse till the *Gauna*¹ is performed, the person will be treated as currently married and code '2' will be recorded under this question.

Column-7. Name of father:

Write the full name of the father.

Write the name of the father even if the father does not live in this household or has passed away.

¹ A marriage ceremony followed by a gauna ceremony. The bride does not join the husband and his family until her gauna is done a few years after the marriage. In the meanwhile, her education, vocational training can go on as usual.

Column-8. Name of mother:

Write the full name.

Write the name of the mother even if the mother does not live in this household or has passed away.

Column-9. Occupation/Activity:

This is to be recorded for all persons, worker or non-worker. In this column, record the details of the occupation of a worker or activity of non-worker, as the case may be. The occupation or activity of a person will be ascertained with respect to date of enumeration. However, it does not matter if a person is not working on the date of enumeration and is on leave, it is her/his usual working status that is important. Working or non-working activities of the persons may be written as told by the respondent. Examples of occupation/ activity are:

- a. Doctor/ CA/ Lawyer/ Consultant/ Engineer/Shopkeeper, etc.
- b. household duties
- c. Cultivator
- d. Agricultural labourer/ manual labourer,
- e. student
- f. dependent
- g. Pensioner/ retired person
- h. begger
- i. Rentier

The nature of occupation or the actual work that a person did during the last one year prior to the date of enumeration is to be ascertained and recorded under this column. Write the actual work of the members of household in which they are occupied or engaged their time and attention and may or may not be paid (e.g. student) for that. It may be the principal business, vocation, employment, trade or service etc. In case of persons who are self employed, the description of the actual work in which they are engaged will be recorded.

A person can pursue one or more of the above activities. For example a worker can be a student also. Similarly, a teacher can also be attending Household activities. Working status should always find priority over non-working status. Similarly, a person may be engaged in more than one working activity. The occupation

currently being pursued by the person for **most** of the time in a year [last 365 days] may be recorded.

Column-10. Highest educational level completed:

This column seeks to get answers about the educational attainment of the members. The highest educational level completed refers to the educational category successfully completed. For example, if the HH member studied upto class 10 but could not pass the 10th Board examination, she/he will be coded as middle.

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

Illiterate: a person who can neither read nor write or can merely read but cannot write in any language. All children of age 6 years or less should be treated as illiterate even if the child is going to a school and may have picked up reading and writing

Write the codes as per the following Table:

Code	Level	Description
1	Illiterate	A person aged below 7 years (i.e. up to 6 years 11 months and 29 days), or A person aged 7 years and above and who can neither read nor write or can merely read but cannot write in any language.
2	Literate but below primary	A person aged 7 years and above and can read and write with understanding in any language but not passed 5 th standard.
3	Primary	Passed 5 th Standard but not passed 8 th Standard.
4	Middle	Passed 8 th Standard but not passed 10 th Standard.
5	Secondary	Passed 10 th Standard but not passed 12 th Standard.
6	Higher Secondary	Passed 12 th Standard but not completed graduation.
7	Graduate or	Completed graduation (degree holder)

	higher	
8	Other	Please specify (e.g. diploma holder, polytechnic, vocational training etc.)

Some of these categories differ by name from state to state. However, these are broad categories which are used in most states. Also, note that some of the members may have studied in religious educational institutions such as Madarsa, Mosque or Monastery. Find the equivalent levels for these educational institutions and fill up the codes. No test has to be administered to checking whether a person is literate or not. Record the response as given by the respondent.

Column-11. Main Source of income/earning from work

This column refers to information on main source of income for the household member.

Guidelines

- A household member may have multiple sources of income but record only his/her main source of income.
- Record code as per the categories listed
- Do not record the amount of income earned.

The main sources of income have been classified as originating from the following occupations:

Occupation	Code
Beggar/Rag-picker	1
Domestic Worker	2
Street Vendor/Cobbler/Hawker/other service providers working on streets	3
Construction Worker/plumber/mason/labour/painter/welder/security guard/coolie/other head-load worker	4
Sweeper/sanitation worker/mali	5
Home-based worker/artisan/handicrafts worker/tailor	6
Transport Worker/driver/conductor/helper to drivers	7

and conductors/cart pullers/rickshaw pullers	
Shop worker/assistant/peon in small establishments/helper/delivery assistant/attendant/waiter	8
Electrician/mechanic/assembler/repair workers	9
Washermen/ chowkidar	10
Other Work	11
Non-Work (pension/rent/interest, etc.)	12
No income from any source	13

1. **Beggar/rag-picker** – If the main source of income of the household member is by begging, rag picking (To wander in search of food or provisions and picking up rags from trash cans and public dumps as a means of livelihood) record code 1.
2. **Domestic Worker** – If the main income of the household member is earned by engaging in part time or full time domestic services then give code 2. Part time or full time domestic services include employment of hired worker by private households for tasks including housecleaning, cooking, child care, and personal service. It also includes the performance of similar tasks for hire in public institution and business, including hotels and boardinghouses etc.
3. **Street Vendor/Cobbler/Hawker/ other Service providers working on streets** - If a household member is Street Vendor or Cobbler or Hawker or a service provider working on streets and earns his main income by these activities then give code 3.
4. **Construction Worker/plumber/mason/labour/painter/welder/securityguard/coolie and other head-load worker** – If the main source of income of the household member is by engaging in any of these activities then give code 4.
5. **Sweeper/sanitation worker/Mali**: If a household member is engaged as a Sweeper or Sanitation Worker or Mali/Gardener and his/her main incomes is earned by any of these activities then give code 5.

6. *Home based workers/ Artisans/ Handicrafts worker/tailor*: If a Household member is engaged as home based worker/Artisan/Handicraft worker/tailor for earning his/her main income then give code 6.
7. **Transport Worker/driver/conductor/helper to drivers and conductors/cart puller/rickshaw puller**- If the main income of the household member is earned by engaging in any of these activities then give code 7.
8. **Shop worker/assistant/peon in small establishment/helper/delivery assistant/attendant/waiter**: If the main income of the household member is earned by engaging in any of these activities then give code 8.
9. **Electrician/mechanic/assembler/repair worker**: If the main source of income of the household member is earned by engaging in any of these activities then give code 9.
10. **Washermen/Chowkidar**: If a household member is a Washer man the persons engaged in washing and ironing of clothes or Chowkidar and his/her main income is earned by any of these activities then give code 10.
11. *Other Work* – If the household member has main source of income not covered in code 1 to code 10 give code 11 which specifies others.
12. **Non-Work (pension/Rent/interest etc.)**- If main income of a household member is not earned by any means of work but accrues nevertheless as income by way of remittances, pension, rent, dividend, interest etc. give code 12.
13. **No income from any source.** - Persons not earning anything from any source either through salary/wages or through any other work like own business or through remittances. Some examples are infants, students, old age person who are dependent on others, persons engaged in household duties at their own household etc.

Column-12: Are Wages earned -

Guidelines

- Do not record the amount of wages earned.
- **Give code 1**, if the household member is earning his/her wage on daily basis.
- **Give code 2**, if the household member is earning his/her wage on weekly basis.
- **Give code 3**, if the household member is earning his/her wage on monthly basis.
- **Give code 4**, if the wages earned by the household member is irregular.
- **Give code 5**, if the household member is not a wage earner.

Column-13. Disability:

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

This is a sensitive question and needs to be asked carefully/skillfully so that the feelings of the respondent and/or any other member of the household are not hurt. At the outset explain that the data on disability would be useful for the following purposes:

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

Disability: The concepts, criteria and instructions for identifying disabled persons are taken from the guidelines of 2011 population Census.

This question seeks to get answers about the status of disability. If the member is not suffering from any disability code 9 can be given. The nature of disability can be entered as per code list. In case there is more than one form of disability, enter code 8 which stands for multiple disability. Disability codes are as follows

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

- Cannot see at all; or
- Has no perception of light even with the help of spectacles; or
- Has perception of light but has blurred vision even after using spectacles, contact lenses etc.
- Can see light but cannot see properly to move about independently; or
- Has blurred vision but had no occasion to test if her/his eyesight would improve after taking corrective measures.

In case it is found that the person has disability 'In Seeing' Code-1 will be given

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

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

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

In case it is found that the person has disability 'In Hearing' Code-2 will be recorded.

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

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

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

In case it is found that the person has disability 'In Speech' Code-3 will be recorded

Note : It is common that a person who is born with an hearing disability is also unable to speak (Deaf mute). For census purpose this will be treated as a Multiple Disability and appropriate code (8) entered.

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

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

In case it is found that the person has disability 'In Movement' Code-4 will be recorded.

Note : Manifestation of disability arising out of 'Cerebral Palsy' will be recorded under this category and code '4'.

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

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

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

- Has difficulty in understanding routine instructions; or
- Has extreme difficulty in making decisions, remembering things or solving problems.

In case it is found that the person has disability of 'Mental Retardation' Code-5 will be recorded.

Note: No test is required to assess Mental Retardation. It should be left to the respondent to report whether the member of the household has mental retardation. You have to clarify that all slow learners and persons with delayed development are not necessarily mentally retarded. Students who are slow learners in school should definitely not be considered as Mentally Retarded. Mental Retardation is generally from birth and its onset is well before the age of 18 years.

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

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

- Is taking medicines or other treatment for mental illness; OR
- Exhibits unnecessary and excessive worry and anxiety, unexplained withdrawal or problems in sleep, loss of appetite and/or depression, thought of dying, unattended personal hygiene; or
- Exhibits repetitive (obsessive-compulsive) behaviour/thoughts; or
- Exhibits sustained changes of mood or mood swings (joy and sadness) leading to having many days or weeks of not being able to function and behave normally; or
- Has unusual experiences - such as hearing voices, seeing visions, experience of strange smells or sensations or strange taste; or
- Exhibits unusual behaviours like talking/laughing to self, staring in space, excessive fear and suspicion without reason; or
- Has difficulty in social interactions and adapting at home, at school, at workplace or generally in society.

Note: Drug addicts will not be treated as mentally ill. The onset or manifestation or realization of mental illness is not seen from birth unlike mental retardation. Please

ascertain whether any person in the household has mental illness. In case it is found that the person has disability of 'Mental Illness' Code-6 will be recorded. No test is required to assess Mental Illness. It should be left to the respondent to report whether the member of the household has Mental Illness.

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

h. Multiple disability Multiple Disabilities means a combination of two or more disabilities. Persons suffering from any of the two or more disabilities bearing code nos. 1 to 7 listed in the question will be treated as having 'Multiple Disabilities. In case you come across a situation where a person suffers from both 'Hearing' and 'Speech' disabilities, you have to record her/him under the category of 'Multiple Disability' and write 8

i. Not disabled: if the person is normal without any disability enter the code 9

Note: The exceptional cases like Siamese twins or persons with one body and two heads will be treated as disabled in movement. In case they also suffer from any other disability, they will be considered having multiple disability and appropriate codes will be recorded

Column 14: Chronic Illness

Chronic illness is defined as a disease that is long lasting or recurrent. Please give the code as mentioned below:

Cancer – Code 1

HIV/AIDS – Code 2

TB-Code 3

Leprosy-Code 4

Other Illness (Specify) -Code 5

No Chronic Illness-Code 6

Column :15. Religion (Write the name of the religion in full)

You have to record the name of the religion of each member of the household as returned by the respondent in reply to this question. You should not enter into any

argument with the respondent or any member of the household for recording entry under this question. You are bound to record faithfully whatever religion is returned by the respondent for herself/himself and for other members in the household.

You might come across situations wherein a person would like to mention the name of her/his sect, denomination, belief as the name of her/his religion. In such cases also, please do not attempt to classify the religion on your own but record faithfully whatever name of the religion that the person states.

Similarly, do not try to establish any relationship between religion, mother tongue, language spoken, caste, tribe etc. Record whatever the respondent states as her/his religion.

Please note that it is not necessary that all the members in the household profess the same religion. Therefore, enquiry should be made for each member of the household independently. You should not presume that the religion of the head of the household or the respondent is necessarily the religion of every member being enumerated in the household. If you have reasons to suspect that the religion is not being truthfully reported, you should record whatever the respondent says, but make a report to your Supervisory officer for verification.

In case a person says that she/he has no religion, please record as “no religion”.

Column :16 CASTE/TRIBE STATUS

Column :16. Give Code

SC-1, ST-2, Other-3, No Caste/Tribe-4

(SCs can be only among the Hindus, Sikhs and Buddhists.

STs can be from any religion.)

IMPORTANT:

1. These two columns are to be filled for all persons in the household irrespective of their Religion.
2. These are sensitive questions and need to be canvassed carefully without hurting the feelings of the respondent or other members of the household.
3. You have to record the name of the Caste/Tribe of each member of the household as reported by the respondent in reply to this question. You should not enter into any

argument with the respondent or any member of the household for recording entry under this question. You are bound to record faithfully whatever Caste/Tribe is returned by the respondent for herself/himself and for other members in the household.

4. You might come across situations wherein a person would like to mention the name of her/his sub-caste, sub-tribe, clan name, sect, sub-sect, surname, title etc. In such cases also, please do not attempt to classify the Caste/Tribe on your own but record faithfully whatever name of the Caste/Tribe that the person states.
5. Similarly, do not try to establish any relationship between Caste/Tribe and mother tongue, language spoken, occupation, profession, etc. Record whatever the respondent states as her/his Caste/Tribe.
6. Please note that it is not necessary that all the members in the household are of the same Caste/Tribe. Therefore, enquiry should be made for each member of the household independently. We should not presume that the Caste/Tribe of the head of the household or the respondent is necessarily the Caste/Tribe of every member being enumerated in the household.
7. Please note that no documents are to be asked in support of the claim of any Caste/Tribe. The name of Caste/Tribe as reported should be faithfully recorded. If you have reasons to suspect that the Caste/Tribe is not being truthfully reported, you should record whatever the respondent says, but make a report to your Supervisory Officer for verification.
8. In case a person says that she/he has no Caste/Tribe, please record as “no Caste/Tribe”.

Scheduled Caste (SC)-1

Please note that every State/Union Territory has specific list of Scheduled Castes (SCs). The name of a SC of one State/UT may not be found in another State/UT. You have therefore been furnished with **a list of the SCs pertaining to your State/UT**. First, ascertain from the respondent, whether the person enumerated belongs to Scheduled Caste (SC). If the respondent says that the person being enumerated is SC ask for the name of SC to which she/he belongs. Now, check the list furnished and ensure that the name of the SC reported by the respondent appears in it. If the name is found in the List, also check the religion returned in Column 12 against that person. If she/he has returned the religion as

Hindu, Sikh or Buddhist, then give for Scheduled Castes - '1' under this question against the name of that person. Here, Hindus or Sikhs or Buddhists would also include their sects and beliefs.

If the name of the SC reported by the respondent is not in the List furnished or if the religion reported is other than Hindu, Sikh or Buddhists, then the person should be treated as "Others" and Code - '3' should be assigned.

Scheduled Tribe (ST)-2

As in the case of SCs, please note that every State/Union Territory has specific lists of Scheduled Tribes (STs). The name of a ST of one State/UT may not be found in another State/UT. You have therefore been furnished with a list of the STs pertaining to your State/UT. First, ascertain from the respondent, whether the person enumerated belongs to Scheduled Tribe (ST). If the respondent says that the person being enumerated is ST, ask for the name of ST to which she/he belongs. Now, check the list furnished and ensure that the name of the ST appears in it. If the name is found in the List, give Code - '2'.

If the name of the ST reported by the respondent is not in the List furnished then the person should be treated as "Others" and Code - '3' should be assigned.

Other-3

If the respondent says that she/he does not belong to SC or ST then record '3' under this question against the name of that person.

In some religions, there may not be identifiable groups called 'Castes/Tribes' but at the same time, there may exist identifiable groups known by different names that are equivalent to 'Castes/Tribes'. If the respondent says that she/he or any member of her/his household belongs to particular group and wishes to return the name of that particular group as her/his Caste/Tribe, in such a case, record '3' against that person in Col.16.

There may be situations where the respondent does not know the Caste/Tribe of some member being enumerated in the household. In such cases, first try to ascertain the name of Caste/Tribe from that member, if she/he is present in the household during your visit. However, if all the efforts to ascertain the name of the Caste/Tribe of that person have failed, then record '3' under this question.

No Caste/Tribe-4

Some respondents may state that she/he or any member of her/his household has no Caste/Tribe. In such cases record Code - '4' under this question.

Please note that all persons should be assigned one of the Codes 1 to 4 in this question. The classification of the Castes and Tribes will be done later by an expert group.

Col.17: If code 1, 2 or 3 in Col.16, write the Name of Caste/Tribe. If code 4 in Col.16, put "X"

For the person recorded as a Scheduled Caste i.e., Code '1' in column 16, write the name of Scheduled Caste in full as given in the List of Scheduled Castes pertaining to your State/UT supplied to you in the space provided under this question.

For the person recorded as Scheduled Tribe i.e., Code '2' in column 16, write the name of Scheduled Tribe in full as given in the List of Scheduled Tribes pertaining to your State/UT supplied to you in the space provided under this question.

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

Scheduled Tribe.

For the person who is neither Scheduled Caste nor Scheduled Tribe and for whom you have recorded Code '3' i.e., 'Others' in column 16, write the Caste/Tribe name as reported by the respondent.

In some religions, there may not be identifiable groups called 'Castes/Tribes' but at the same time, there may exist identifiable groups known by different names that are equivalent to 'Castes/Tribes'. If the respondent says that she/he or any member of her/his household belongs to particular group and wishes to return the name of that particular group as her/his Caste/Tribe, please record the same against that person in Col.17.

If the respondent says that the Caste/Tribe name of the person being enumerated is not known and for whom you have recorded code '3' in Column 16, write 'Not known' in Column 17.

For the person recorded as 'No Caste/Tribe' i.e., Code '4' in column 16, put a cross "X" in column 17.

It is difficult to define 'Caste' or 'Tribe' in the changing social situation. Persons may report the sub-caste, sub-tribe, clan name, sect, sub-sect, surname, title etc. as their Caste/Tribe name. You should not attempt to classify or categorise. For the purposes of this question you have to write whatever name is reported by the respondent.

SIDE B: Household Particulars

Block: E. There are three section and each section has multiple questions with reply to be entered at probing the household

Section-1 Housing/ Dwelling				Section-2 Amenities					Section - 3 Assets Does the household own the following assets (Give code)					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Predominant material of wall of the dwelling room (s) (Give code)														
Predominant material of roof of the dwelling room (s) (Give code)														
Ownership status of this house (Give code) 1=Owned, 2=Rented, 3=Shared, 4=Living on premises with employer, 5=House provided by employer, 6=Any other														
Number of dwelling rooms exclusively in possession of this household (Record 0,1,2,3...)														
Availability of drinking water source: 1=Within the premises, 2=Near the premises, 3=Away														
Main source of lighting: 1=Electricity, 2=Kerosene, 3=Solar, 4=Other oil, 5=Any other, 6=No lighting														
Water-seal latrine exclusively for the household (1=Yes, 2=No)														
Waste water outlet connected to 1=Closed drainage, 2=Open drainage, 3=No drainage														
Separate room used as kitchen exclusively for the household (1=Yes, 2=No)														
Refrigerator (1=Yes; 2=No)														
Telephone/Mobile phone: Yes: 1=Landline only, 2=Mobile only, 3=Both/ 4=No														
Computer/Laptop: Yes: 1=With internet, 2=Without Internet/ 3=No														
Motorized Wheelers (1=Two, 2=Three wheeler, 3=Four wheeler; 4=No)														
A. C. (1=Yes; 2=No)														
Washing machine (1=Yes; 2=No)														

Block F: Mandatory declaration

At the end of the canvassing the enumerator should ask the following specific question to the respondent:

“Is the Household giving its consent to place the information in public domain, except data on religion and Caste/Tribe? (1=Yes, 2=No)” Then appropriate code should be given. Yes-1, No-2.

Block: E
SECTION -1:

HOUSING/ DWELLING CHARACTERISTICS
(Q 1-4)

This section (Q.No1-4) collects information about the house in which the household resides.

The questions on housing/dwelling need not be canvassed for the houseless households.

Column 1 – Predominant material of wall of the dwelling room (s)

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

Note: In North-Eastern & Hilly States, you may find walls of dwelling rooms with half concrete and half bamboo and mud with plaster. It is a prevalent practice

especially in North- East which may be non-conventional but permanent in nature. In such cases you will have to ascertain from the respondent about the predominant material of the wall and note down the correct code which denote materials that are of a permanent nature i.e. code '9'.

Material of wall of the room	Code
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

Column-2 – Predominant material of roof of the dwelling room (s)

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

Material of wall of the room	Code
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

Col 3: Ownership status of the house- Record the ownership status of the household dwelling. Give the code 1 if the house is owned by the household, 2 if the house is Rented and 3 if the house is Shared, 4 for living on premises with employer, 5 for House provided by employer, and 6 for any other (like rent free accommodation or occupied the unused houses etc)

Owned House - 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.

Rented House - 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.

Shared House – If the Census House is shared or jointly owned by more than one household (e.g., in the case of a joint family of two married brothers that form separate households but jointly own /occupy the house or a married son staying with his parents but forming a separate household), give code 3.

Living on premises with employer – If the household is living with the employer his premises, give code 4.

House provided by employer: If a Household is living in a Census House provided by the employer for which he is not paying rent, give code '5'. This will include the cases where rent free accommodation is provided to employees by their employers.

Others - If the household lives in a house which is not covered in any of the above 5 categories, give code 6. This will include the cases where the household is living in abandoned buildings, buildings under construction, caves and similar natural shelters etc.

Col. 4: Number of dwelling rooms exclusively in possession of this household

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

Write down the total number of rooms exclusively under his possession. In the case of multiple households living in one house (but with separate kitchens), the total number of rooms will include those for exclusive use by the household and common rooms shared with other households that common rooms will not be counted with any household. In case the household owns more than one house, enter the total number of rooms exclusively in his possession in the house in which the household currently resides.

Record the number of dwelling rooms as 0,1,2,3,4-----.

Dwelling Room

A room is treated as a dwelling room if it has walls with a doorway and a roof and should be wide and long enough for a person to sleep in. In other words, there is no minimum size of the dwelling room as it is any room mainly used by the household for sleeping.

A dwelling room would include living room, bedroom, dining room, drawing room, study room, servant's room and other habitable rooms. Kitchen, bathroom, latrine, store room,

passageway and verandah which are not normally usable for living are not considered as dwelling rooms. A room, used for multipurpose such as sleeping, sitting, dining, storing, cooking, etc. is regarded as a dwelling room. But if a garage or servant quarter is used by a servant and if she/he also lives in it as a separate household then this has been considered as a dwelling room available to the servant's household.

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. Tent or conical shaped hut if used for living by any household is also considered as dwelling room.

A room used for multi purposes such as sleeping, sitting, dining, storing, cooking, etc., should be regarded as a dwelling room. 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 4, Side B.

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.

Section - 1			
Housing/Dwelling			
Predominant material of wall of dwelling room (Give code)	Predominant material of roof of dwelling room (Give code)	Ownership status of this house (Give code) 1=Owned, 2=Rented, 3=Any other	Number of dwelling rooms exclusively in possession of this household (Record 1,2,3...)
1	2	3	4
3	3	1	3

Codes

Sanjay has a own 3 room house with mud/unburnt brick wall and roof with handmade tiles

Col.1 Predominant material of Wall of dwelling room
1=Grass/thatch/bamboo etc.
2=Plastic/polythene
3=Mud/unburnt brick
4=Wood
5=Stone not packed with mortar
6=Stone packed with mortar
7=G.I./metal/asbestos sheets
8=Burnt brick
9=Concrete
0=Any other

Col.2 Predominant material of Roof of dwelling room
1=Grass/thatch/bamboo/wood/mud etc.
2=Plastic/polythene
3=Hand made tiles
4=Machine made tile
5=Burnt brick
6=Stone
7=Slate
8=G.I./metal/asbestos sheets
9=Concrete
0=Any other

SECTION 2

Housing Amenities of Household (Col. 5-9)

This section (Col. 5-9) focuses on household amenities available with the household like

Column 5: Availability of Drinking Water Source

Please give the codes as mentioned below for availability of drinking water source:

Within Premises - Code 1 : The type of drinking water source is treated as available within the premises, if the drinking water source is located within the house or within the premises of the census house where the household lives.

Near the Premises – Code 2 : The type of drinking water source is considered available 'Near the premises' only if the drinking water source is located within a range of 100 meters from the premises of the census house in urban areas.

Away - Code 3: For the households living in urban areas, the type of drinking water source is considered 'Away' if the drinking water source is located beyond 100 metres from the premises of the census house.

Column 6: Main Source of Lighting

Please give the codes as mentioned below for main sources of lighting:

1= Electricity

2=Kerosene

3=Solar

4=Other Oil

5= Any other

6=No Lighting

You have to find out the main source of lighting used by the household 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'.

Column 7: Water-seal latrine exclusively for the household

Please give the codes as mentioned below for availability of water-seal latrine exclusively for the household:

1=Yes

2=No

“**Water-seal latrine**” means a latrine in which waste/ excreta is flushed by water **into an underground disposable system and** not required to be removed by human agency..

Column 8: Waste Water-Outlet connections

Please give the codes as mentioned below:

1= *Closed drainage*

2= *Open drainage*

3= *No drainage*

Connectivity to closed drainage: The house is considered as having connectivity to closed drainage, if it has water outlet connected to a closed drainage to carry away the waste generated by the households living in it.

Connectivity to Open Drainage: The house is considered as having connectivity to open drainage, if it has water outlet connected to an open drainage to carry away the waste generated by the households living in it.

No Drainage Connectivity: Such of the houses where waste water outlets are not connected to any drainage system to carry away the waste water are included in this category.

Column 9: Separate Kitchen exclusively available for the household

If a Separate Kitchen room is exclusively available for use of the household only i.e. not shared with any other household give code 1 otherwise give code 2.

SECTION 3

ASSETS

(Col 10-15)

This section captures information on assets owned by the household.

Guidelines

What to include:

- Assets that are separately or shared/jointly owned by the household (e.g., in the case of a joint family of two married brothers that live separately and form separate households but jointly own a Four Wheeler – Col. 13 for both households will record that the household owns a Four Wheeler)
- Assets bought on loans/installments but owned by the household
- Assets received as gifts by the household
- Assets that worked or were in working condition at least at some point in the past one year (even if not working at the time of the survey)

What *not* to include:

- Community owned assets are not to be included
- Assets that have not been functional even once in the past one year

Note: Do not enter the number of assets – only need to know whether or not the household

(taking all members together) owns each of the listed types of assets.

Explanation of codes

There are six type of assets listed to be filled. Please give the codes as mentioned below for availability of different types of assets owned by the household.

Column No.	Asset	Description
10	Refrigerator : 1=Yes;2= No	Refrigerators which work on electricity irrespective of number of doors, technology (frost-free etc), size
11	Telephone/Mobile Phone : Yes : 1= Landline only;	Landline telephone (corded or cordless set). This will include GSM, CDMA, WLL

	2=Mobile only; 3=both; 4=No	(Wireless in Local Loop) or 3G mobile phones. It can be post-paid or prepaid.
12	Computer/Laptop : Yes :1=with internet; 2=without internet; 3=No	Computer (Personal Computer or Laptop) of any make and/or configuration.
13	Motorised Wheelers : 1=Two, 2=Three Wheeler; 3=Four Wheeler; 4=No	Two-Wheeler - Motor-cycle, scooter, battery operated two-wheelers etc. Three-Wheeler - Auto-rickshaw (Vikram, Magic, Ace, Force), any other three wheeler (CNG/Petrol/Diesel/Battery operated etc). Four Wheeler - Cars, mini-vans, mini-cabs, mini-trucks (four wheeler), trucks etc.
14	Air Conditioner AC : 1=Yes; 2=No	Air Conditioner of any make and/or configuration
15	Washing Machine : 1=Yes; 2=No	Washing Machine of any make and/or configuration

Block F : Mandatory declaration

At the end of the canvassing the enumerator should ask the following specific question to the respondent:

“Is the Household giving its consent to place the information in public domain, except data on religion and Caste/Tribe? (1=Yes, 2=No)” Then appropriate code should be given. Yes-1, No-2.

Then, the enumerator should record appropriate code on whether she/he agrees with the responses given by the respondent. This will be recorded in Question 2 of Block F, “Does the enumerator agree with the responses given by the respondent? (1=Yes, 2=No). If the answer is No, the detailed reason should be recorded in Question 3 of Block F within 100 characters.

List of material in the Enumerators toolkit

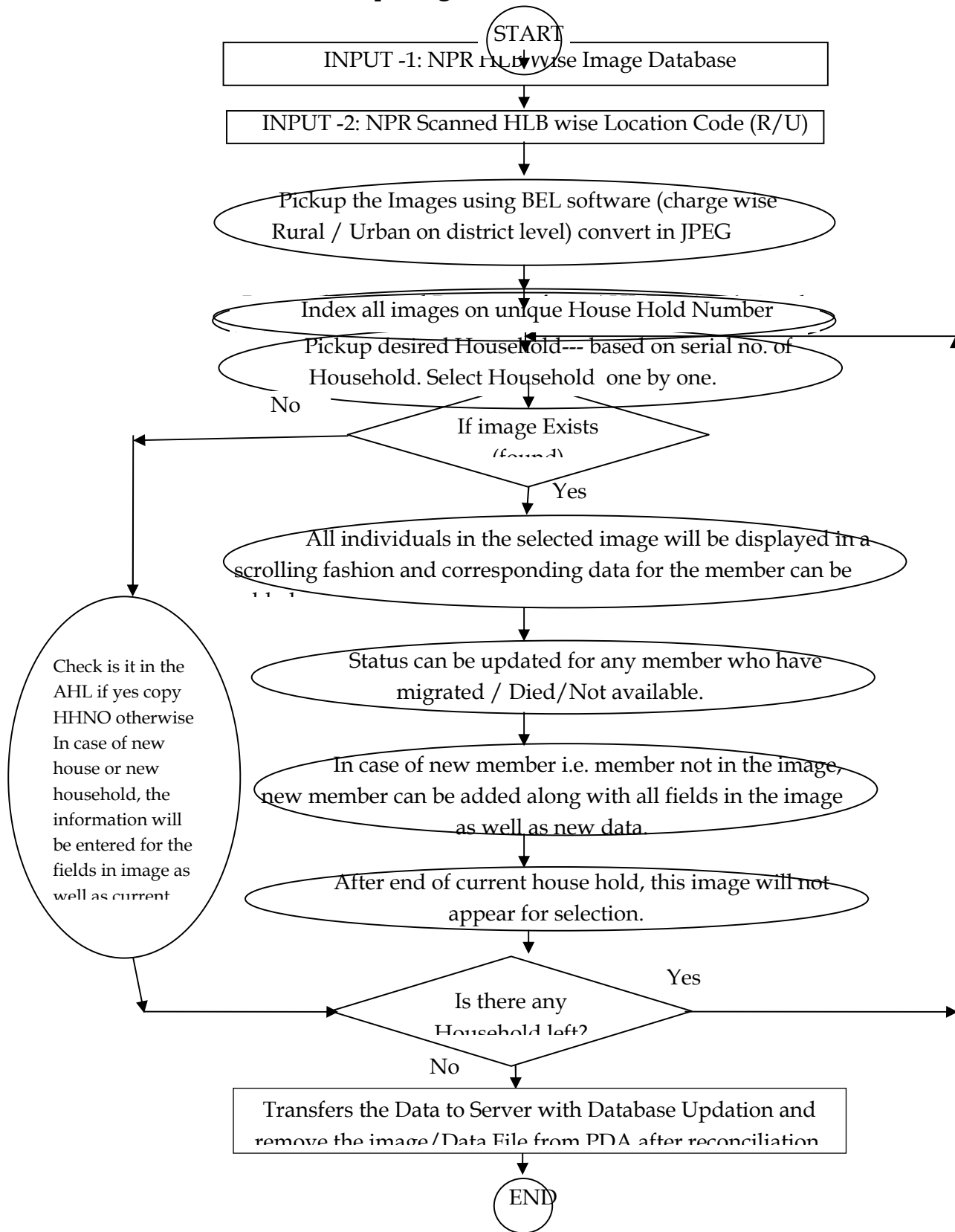
- Cloth Bag for carrying all the items,
- Board for keeping the Hand held device – A4 size,
- Ball pen of good quality (not gel pen) for writing acknowledgement slip – 2,
- Colored Chalk – 1 Box (for House-numbering),
- Ink pad – 1 (for thumb impression from respondents, if required),
- Small marker pen for writing building number/ census house number – 1,
- Stickers for showing completion of Census work (150 stickers, to be supplied to enumerators engaged in Socio-Economic and Caste Census)
- Interact and plan with Data Entry Operator
- Identify EB
- Reach the EB prior to start of enumeration

Basic steps for Socio Economic and Caste Census 2011

1. All the operations are based on Login ID & password.
2. Master Directory for the location code up-to House Listing Block level is already loaded in the server.
3. All the NPR images of all the House Listing Block of that Charge are loaded on the server.
4. Images are converted in JPEG format.
5. Now you have to select the household wise images from the Houselisting Block. Following things have to be entered from the Abridge House List (AHL):
 - a. If there is any code/Image/Directory mismatch that should be corrected on the basis of the Name of the Village/Town. This has to be recorded on the Database/logs.
 - b. Enter the Slum Block Code for this sub-EB from Charge register (only for Statutory town)
 - c. Index the Image with Household Number written in column 6 of Section 2 of AHL and check the name of the Head. For an existing Household, name of the Head in AHL should generally match with the name of Head or any other member of the household during NPR. If not, then this must be recorded in the database.
 - d. Enter EB Number and Sub-Block from Cover-page/ Section-1 / Top of Section 2 of the AHL.
 - e. Enter Serial number of household from Column 8 of Section 2 or 3 or Column 6 of Section 4 of AHL as the case may be.
 - f. Ensure the highest serial number of Household available in section 3 / section 4 of AHL is entered in the Database of each EB and sub-block. However, images will be available only for households written in Section 2 of the AHL. The same for households in Section 3 or Section 4 will not be available.
 - g. Ensure that all the information as listed above is entered for all the households of this House Listing Block.
 - h. Generate the statistics for number of Households for each EB and Sub-Block.
 - i. Register the MAC address of the Tablet PC (recording into Database) along-with the Enumerator, operator ID and export the JPEG Images (Encrypted Image), Index, Directory of the Household of the EB/Sub-Block to the Tablet PC. In any case there should not be more than one EB/Sub-Block in one Tablet PC at a given point of time.
6. On Tablet PC, Login should be ID and Password based. Based on the location code, Rural or Urban Questionnaire will be displayed. All the images of the EB/sub-block will be loaded in the Tablet. In addition, all images of the Houselisting Block which could not be tagged to any EB/sub-block will also be loaded in the Tablet, for checking and identifying at field.
7. Once login id and password is entered into client, Tablet PC will show the screen for inputting/selecting the Serial no. of household from AHL. In case of any confusion, operators will be able to see the images of the other households in that EB/sub-block.
8. Based on Serial no. of household entered, either image will be displayed or a fresh screen will be displayed depending on whether the serial no. is in Section 2 / 3 or 4

of the AHL. If any new household has come after Population Enumeration, enumerator will specifically seek fresh serial number of household. This will be in continuation to the highest serial no. entered against that EB/sub-block. The new Household number will be Plus one of the Highest serial no. of household and now this will become the Highest serial no. of household. A similar procedure will also be followed for split households found in the same EB/sub-block. Rest of the things are already listed in the flow chart.

Flow Chart for Direct Capturing of Socio Economic Data from Field



Roles and Responsibilities of Enumerator in the Socio Economic and Caste Census

As an enumerator, you are performing a duty which is of great national importance. You are privileged to be an enumerator. At the same time, your responsibilities are great. You have to fulfil them with a sense of pride and devotion to duty. Before undertaking the enumeration work, you are expected to establish proper rapport with the people of your area by contacting elderly and prominent persons and explaining to them the purpose of your visit. You have been issued an Appointment Letter and an Identity Card. You should always display your identity card whenever you go for enumeration work. When you visit any household, never rush through the questionnaire. Always approach the respondent with a smile and proper salutation. Explain briefly the objective of your visit and then proceed with your brief introduction. Your friendly appearance, courtesy and a few well chosen words can put the respondent at ease and in a right state of mind to answer all your questions willingly and correctly. This will also make your job easier, interesting and useful.

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

Duties before the Socio Economic and Caste Census

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

Duties during the Socio Economic and Caste Census

- (i) Go round the Enumeration Block and identify its boundaries and other land marks with the help of the particulars contained in the Abridged Houselist (AHL) of your Enumeration Block.

- (ii) Update and prepare the layout map of your Enumeration block with the Census layout Map provided to you.
- (iii) Visit each and every house without exception and have the information entered in the handheld Device correctly and completely.
- (iv) Simultaneously update Section 3 of the Abridged Houselist, record buildings/census Houses/households not covered in any of the Sections 2, 3 or 4 but found by you during the Socio Economic and Caste Census in Section 3 of the AHL, also update Section 4 by identifying the places where houseless population was found staying during the Socio Economic and Caste Census.
- (v) Enumerate the houseless population on the designated days.
- (vi) Serial number of household is to be assigned for each newly found households. For normal and institutional households, assign serial number(s) after the highest serial number of household already noted in Section 3 of the AHL. For newly found houseless households, assign serial numbers in continuation to the highest serial number assigned during the Socio-Economic and Caste Census in Section 3.

Duties after the Socio Economic and Caste Census

- (i) Ensure that the entire area assigned to you is covered by visiting all the buildings, houses and households falling within your Enumeration Block.
- (ii) Fill up the Working Sheet for preparing Enumerator's Abstract (three separate sets; one each for normal, institutional and houseless households).
- (iii) Prepare Enumerator's Abstract (in duplicate).
- (iv) Handover the Certificate of complete coverage, acknowledgement slip booklet (s) with all the used and unused slips and inventory of used/unused material to your supervisor.

-----O-----

Guidelines for Numbering of Buildings/Census Houses

House Numbering means ensuring that each and every Building and the Census House located in your Enumeration Block bears a systematically assigned number. While allotting numbers to buildings and Census houses in your Enumeration Block, you are likely to come across three situations:

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

In the first case you can adopt the numbering of buildings or Census houses already given by the municipal or local authorities. In all other case please follow the following instructions

(a) Assigning number to buildings

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

given a new number which may bear a sub-number. For example, if a building is found un-numbered or a new building has come up between building number 10 and 11, the same should be numbered as 10/1. 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

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.





INSTRUCTIONS FOR PREPARATION OF LAYOUT MAP:

- i) Before going to field for identifying your Enumeration Block, you should ensure that full Location Particulars like Name of the State/UT, Name of the District, Name of the Tahsil/ Taluk/ P.S/ Development Block/ Circle/ Mandal etc., Name of the Town /Village, Number of the Ward, Enumeration Block and sub-block Number are with you. Normally, these particulars would be available in the order appointing you as the Enumerator issued by the Charge Officer (usually Municipal Commissioner in Urban areas and Tahsildar in Rural areas). For ensuring complete coverage of all Buildings, Census Houses and Households living in them, it is essential for you to ensure that the boundary of the area allotted to you is quite clear. This is possible by preparing a Layout Map of your Enumeration Block. Please remember that If you have been assigned more than one Enumeration Block, the Layout Map for each Enumeration Block would be prepared separately. Similarly, the other records of each Enumeration Block will also be prepared separately. In this map you have to show clearly the boundaries of the Enumeration Block and important features and landmarks such as roads, railway lines, hills, rivers, ponds, places of worship, important buildings such as school, dispensary, post office, panchayat ghar, etc. You also have to draw the different streets and lanes and mark structures in the Enumeration Block. By doing so you will become thoroughly familiar with the area of the Enumeration Block assigned to you. The symbols by which the important land marks in your Block are to be shown are indicated in the legend of the sheet provided to you for preparing the layout map.
- ii) The layout map will have to be prepared for each Rural and Urban Enumeration Block. It is important that the dividing lines between one Enumeration Block and another are clearly demarcated. Such dividing





lines should follow some natural boundaries wherever possible and you should also indicate the survey numbers that fall on either side of the dividing line or the name(s) of the owner(s) of the land(s) or the name of the property etc., to indicate the Block's boundary line. In case of bigger villages having more than one Enumeration Block, the concerned Supervisory Officer will ensure that boundaries of each Enumeration Block are clearly demarcated. It is important that layout map should clearly indicate the boundaries of the Enumeration Block in such villages by way of permanent features such as road, river, canal, railway line, locality, street, etc., and of the number or name of neighbouring Enumeration Blocks or villages as the case may be. The very purpose is to ensure that no part or cluster of houses in such a village is left out from the Enumeration. At the same time no part or cluster of houses should be accounted for simultaneously in two Enumeration Blocks. 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.

- iii) It would be also necessary to mark any nearby permanent feature such as a stream, hill, road, etc., to identify the cluster as it is likely that some of the tribal habitations may change their locations now and then. This is to ensure that all habitations in the forest areas are covered in the Enumeration.
- iv) 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.
- v) 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. In Urban areas very detailed plans showing the location of every building along every road and street in your Enumeration Block should be clearly prepared. A layout map of your Enumeration Block should be prepared in which all the roads and streets should be clearly indicated and their names also written. Then each building and house should be located on this map. It will facilitate your work and of others if the wholly non-residential houses are distinguished from the residential houses by

hatching. Here again the important permanent buildings such as say, town hall, large office building, court building, post office, hospital, school, church, market building, shopping mall, etc., should be indicated on the map. For those Enumeration Blocks which already have a satisfactory house numbering system, you should adopt the same for preparation of Layout map referred to above and assign the same house numbers on the Layout Map. But if there is no proper house numbering system in the Enumeration Block, you will be required to assign numbers to the houses both on the buildings/Census houses as well as in the layout map of your Enumeration Block.

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

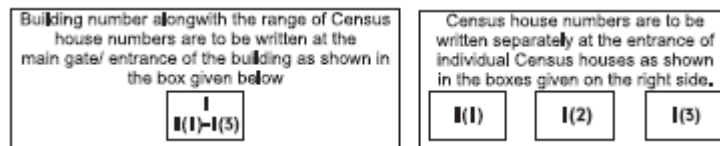
-  - Pucca building, whether wholly or partly residential
-  - Pucca building, wholly non-residential
-  - Kutcha building, whether wholly or partly residential
-  - Kutcha building, wholly non-residential.

- ix) **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.

- x) 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 \square_9 while wholly non-residential Pucca building number 10 will be shown as \triangle_{10} . Similarly a Kutcha building number 15 used for wholly or partly residential purposes will be shown as \triangle_{15} and wholly non-residential Kutcha building 6 will be shown as \square_6 .
- xi) After having shown the boundary of the Enumeration Block and the permanent features and landmarks such as roads, railway line, river, canal, places of worship, important buildings like school, dispensary, etc. on the layout map, you have to update/re-number buildings and Census houses and ensure that each and every building and Census house in your Enumeration Block is assigned a number. The manner in which the buildings and Census houses are to be numbered is given in the preceding paragraphs. You have to give numbers with long lasting material supplied to you. These numbers will be shown at the prominent places on the buildings and Census houses and simultaneously shown on the layout map. For example, if building number 1 has 3 Census houses, then it should be shown as follows :



- xii) 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. The number allotted to each building should be marked on the layout map and with the help of arrow marks at convenient intervals, especially where the building number jumps, the direction in which the building numbers run should be indicated. This is particularly important when streets cut across one another and the building numbering series along a street get interrupted. It will be of advantage if before giving number to buildings and Census houses, the numbers for a group of buildings in one locality are roughly marked in pencil on the layout map before moving to another group of buildings or

locality within that Enumeration Block. This must be later verified with the actual situation on the ground to see if the order of numbering given in the layout map is as per the guidelines given in the preceding paragraphs or any change is needed. Having satisfied yourself that the numbering has gone on right lines for that locality or group of buildings you should ink them. Thereafter you may move to next locality or group of buildings for house numbering in the prescribed manner.

- xiii) Specimen layout map for Rural and Urban areas are given at the end of this chapter.

Specimen Layout Map (Urban)

CENSUS OF INDIA 2011

Name of State: Punjab

Name of District: Jalandhar

Name of Tehsil/Taluk: Jalandhar-II

Name of Town/Village/Kantonment: Kartarpur

Enumeration Block No. & Sub-Block No. 0016

Population Enumeration

LAYOUT MAP

Population Enumeration

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

VILLAGE DATEL SINGH WALA

TO AMRITSAR

FROM LUDHIANA

SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE LAYOUT MAP URBAN

LEGEND

Block Boundary

Note: Please give the number of adjoining neighbouring population enumeration blocks or villages on all the four directions (North, South, East and West) of layout map.

Pucca Building (with number)

Non-pucca Building (with number)

Well/Tap Handpump

Temple, Mosque, Church, Gurdwara, etc.

School, Dispensary, Postoffice, etc.

Post Office, etc.

Note: (1) Please write the name of prominent roads, streets, markets, etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Postoffice, etc., etc.

(2) Please indicate by an arrow the direction in which the numbering has been done in the Block.

Name of Enumerator: R. SHASHANK

Signature with date: R. Shashank 2/13/2011

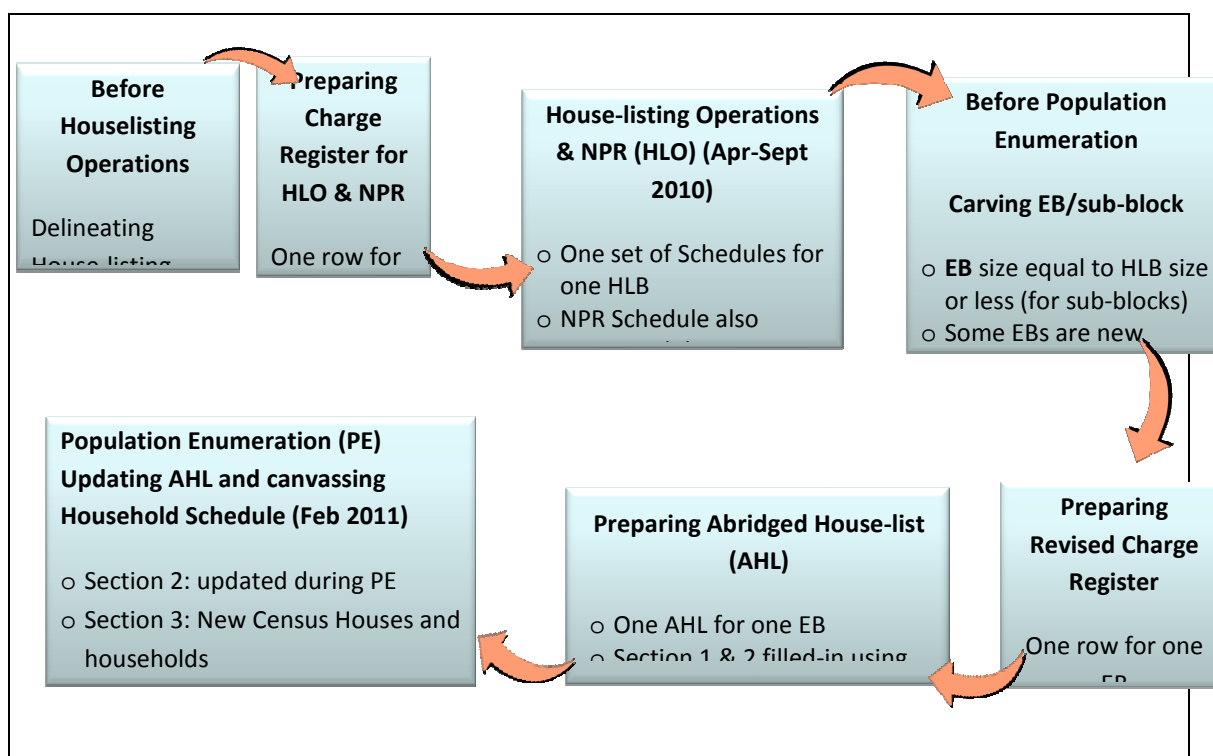
Name of Supervisor: R. PRASAD

Dated signature of Supervisor: R. Prasad 4/13/2011

Residential	[Symbol]
Non-residential	[Symbol]
Well/Tap Handpump	[Symbol]
Temple, Mosque, Church, Gurdwara, etc.	[Symbol]
School, Dispensary, Postoffice, etc.	[Symbol]
Post Office, etc.	[Symbol]

Updating the Abridged Houselist (AHL)

The EBs carved out during the **population enumeration phase of** Census 2011 would be used for the Socio Economic and Caste Census also. For easier understanding, a small flow-chart is given below to describe the two stages of field-work of the Population Census 2011, preparation and updating of the AHL.



8. During the HLO phase of Census, the Houselisting and Housing Census Schedule was canvassed in each household (excluding the houseless) and the NPR Schedule was canvassed in each normal household of a HLB. As already explained, after Houselisting, EB/sub-blocks were formed for population enumeration. Using the information of the Houselisting Operations, for every EB/sub-block, an Abridged Houselist (AHL) was prepared. This was updated during the field-work of population enumeration. A photocopy of this updated AHL will be available for the SEC. The different Sections of the AHL are:

- a. **Section 1:** It contains all the location codes, namely, State, district, tehsil, village/town, ward, EB and sub-block codes. It also contains the codes necessary to link the HLB with the EB/sub-block.
- b. **Section 2:** There are 10 columns in this Section. Each row of this Section corresponds to one household. The columns give the building number, census house number, name of the Head of the household, etc. The column headings are self explanatory. All the census houses and

households listed during the HLO phase have been written here before the population enumeration. During the population enumeration, the enumerator went with this list and updated it based on actual field situation during the population enumeration phase with accompanying remarks in Column 10 of this Section. Thus, against each household noted in this Section and found during the PE, there is a 'household number' in Column 6 and a serial number of household' in Column 8. The entry in Column 6, i.e., 'household number' corresponds to NPR image of that household. The entry in Column 8, i.e., 'serial number of household' is a fresh serial number assigned to all the households, normal, institutional or houseless, found in the EB/sub-block during the PE. The highest serial number of household, noted in the AHL will give the total number of households found in the EB/sub-block during the PE.

- c. **Section 3:** In this Section also, there are 10 columns, of which two are shaded, since these are not applicable for the Population enumeration phase. All the new households found during the population enumeration, were recorded in Section 3. This also includes households formed due to splitting of an existing household, provided the new household also resided within the same EB/sub-block.
 - d. **Section 4:** This Section has 6 columns. All the houseless households found during the population enumeration phase of Census were recorded in this Section. In this Section, Column 3 gives the name of the Head of the Household and Column 6 gives the serial number of the household.
 - e. **Note that there is no 'household number' against households noted in Section 3 and Section 4 of the AHL.** However, each of these households will have a unique 'serial number of household'.
 - f. **Section 5:** This gives a summary of the EB/sub-block, namely, total number of households, total population, etc. as per the population enumeration, i.e., as on 00.00 hours of 1st March 2011.
 - g. **Section 6:** This Section is for the mandatory certificate to be furnished by the enumerator assigned with the field-work of the EB/sub-block.
9. During the Socio-Economic and Caste Census, a copy of the updated AHL will be supplied to the Charge Officer. The tasks assigned at the Charge Level and subsequently by the enumerator are mentioned in the following paragraphs.
 10. In the tehsil office, there will be a server where images of the NPR Schedule will be loaded. As the NPR Schedules were canvassed during the HLO phase, these images have the Houselisting Block number and household number noted during the HLO phase.
 11. Usually, most of the households listed in the updated AHL will be available in Section 2 of the AHL. This means that these households were found during both the HLO and the PE phases. At the tehsil office, personnel from the Bharat Electronics Limited (BEL) or authorized by the BEL will compare the entries in the AHL with the images of the NPR. Against each image, they will enter the following:

- a. the household number recorded during the HLO,
 - b. the EB/sub-block number in which the household was listed in the AHL and
 - c. serial number of household recorded in Section 2 Column 8 of the AHL.
- 12.** There may be a few households in Section 3 and Section 4 of the AHL which were found during the PE. For these households, there will not be any image. There may also be a few households in Section 2 which have moved in a census house after the HLO phase was over, but before the PE. For all these three types, no image will be available from the NPR. For these households, only the EB/sub-block number (from Section 1), name of the head of the household as per updated AHL (Column 7 of Section 2/ Column 7 of Section 3/ Column 5 of Section 4) and serial number of household (Column 8 of Section 2/ Column 8 of Section 3/ Column 6 of Section 4) will be entered at the Charge Office server. This will tag all the households found during the PE to the EB/sub-block.
- 13.** There may be a few images of a HLB which could not be tagged to any EB/sub-block. Please note that usually, the first four digits of the EB/sub-block code will be same as the 4-digit HLB code. Thus, these images will have the HLB code and the household number as per HLO but will not have any EB/sub-block no. and serial no. of household.
- 14.** All the images tagged to a particular EB/sub-block along with all the name of head of household and serial number of household tagged to that EB/sub-block, as explained above, will be loaded in the hand-held device before commencement of field-work in an EB/sub-block.
- 15.** The enumerator will visit the field with the AHL and the accompanying data entry operator will go with the hand held device pre-loaded with the images, name of head and serial number of household. The enumerator will update the AHL and canvass the questionnaire during the field-work of the Socio-Economic and Caste (SEC) Census.
- 16.** Immediately after receipt of the AHL, the enumerator will put a red line after the last household recorded in Section 3 and the last household recorded in Section 4 of the AHL. If no household is listed in either of these Sections, the enumerator will put a red line on the first row of both Section 3 and Section 4 of the AHL.
- 17. First, note that whenever a household listed in the AHL is found during the SEC within the same EB/sub-block, its household number and serial number of household will be kept same.** The procedure of updating the AHL, using this fundamental principal, in different field situations which one may encounter during the SEC is depicted below:
- a. **A household found in AHL is also found during the SEC in the same Census house or another census house within the same EB/sub-block:** This is expected to be the most frequent case. In such a case, the enumerator will put a ✓ on the left side (in Column 1) of the AHL against that household and continue to canvass the questionnaire. There may be a few incidences where the head of the household or some other members of the household have moved out the EB/sub-block or might have

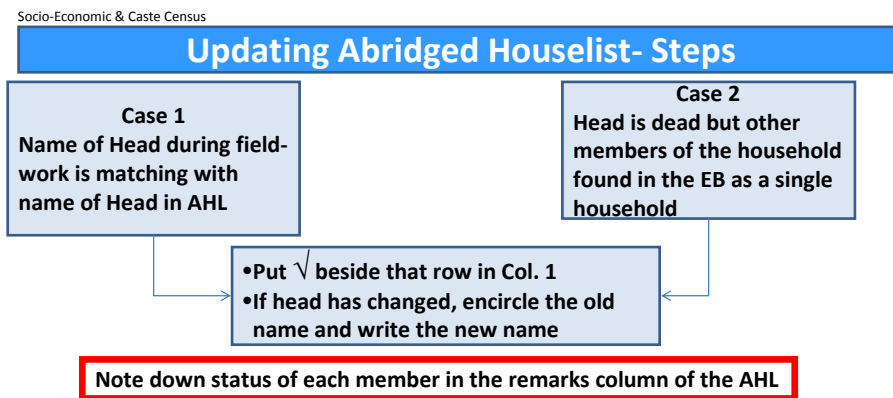
unfortunately died and the remaining part of the household is in the EB/sub-block. In such cases also, put a \surd in Column 1. If the head of the household has changed, encircle the old name and write the name of the new head in Column 7 of Section 2/3 (or Column 5 of Section 4) of the AHL.

- b. **A household found in AHL is also found during the SEC in the same EB/sub-block, but some of the members of the household have mean-while formed another household which also resides within the same EB/sub-block:** In such a case, the enumerator will first find the household which is living in the same census house, failing which, the household where the head of the household is currently a member. After finding the same, a tick is to be given on the left hand side and remark is also to be written as illustrated in Chapter 2. For the new household, a fresh number is to be assigned which will be higher than the highest serial number recorded so far in the AHL (and the Hand-held device), This serial number will be generated when that remaining household is found in the EB/sub-block. If the remaining part of the old household also resides in the same census house, canvassing for this part may be done immediately after canvassing of the old household is over. The entry for this new household is to be made in Section 3 of the AHL. In the remarks column of Section 3 also, write the remarks as illustrated in Chapter 2. Writing remarks in both the places is mandatory since it will help to subsequently identify both the part-households in subsequent visits. **Also note that there may be a few households where paying guests, domestic servants or other workers were listed as members of the same household. During the SEC, these paying guests, domestic servants or other workers have to split from the parent household and fresh entry for them are to be incorporated in the AHL with appropriate remarks as explained in Chapter 2.**
- c. **A new household has moved in the EB/sub-block and there is no entry for this household in the AHL:** For these households, a new row will have to entered in Section 3 of the AHL. For these households, fill-in all the columns like building number, census house number, name of the head of the household and serial number of the household (as generated in the hand-held device).
- d. **A new building/ census house is found in the EB/sub-block which is non-residential:** For each of these census houses, a fresh row will have to entered in Section 3 of the AHL and all the columns like building number, census house number and use of the census house is to be written. The columns 7 and 8 of the AHL, i.e., name of the head of household and serial number of the household will remain blank in these cases. Care may be taken to ensure that no person resides in these census houses.
- e. **A census house is found in the EB/sub-block which was earlier residential but has now become non-residential:** Here, if the household

has moved to another census house within the same EB/sub-block, locate the household in the new census house and rectify the entry regarding census house number in the AHL against that household. However, if the household has moved out of the EB/sub-block, put a 'x' in Column 1 against the row where the household has been noted and specifically write the same in remarks as with codes as explained in Chapter 2. Note that the household number and serial number of household will remain same in this case.

- f. **A household listed in the AHL has moved out of the EB/sub-block:** For all such households, put a 'x' in Column 1 and specifically write the remarks as explained in Chapter 2. Also ensure that, in the hand-held device, similar observation is noted against each member of the household.
- g. **New houseless households are found in the EB/sub-block:** For such households, write the details in Section 4 of the AHL following the same procedure as explained in c above.

Some examples of different cases on how to update the AHL is given below.



Section 2/ Section 3: Making entries for a household already recorded in AHL and also found during SECC

Sl.No (Continue from last page of Section 2)	Houselisting Block No. (not applicable for Section 3)	Bldg. No.	Census House No.	Purpose for which census house is used (Describe Actual use)	Household No. (not applicable for Section 3)	Name of the head of the household (Continue from last page of Section 2)	Sl.No. of the house-hold (Continue from last page of Section 2)	Date(s) of visit/ revisit	Remarks	
									Code	No. of Persons
1	2	3	4	5	6	7	8	9	10	
✓ 75		-	-	-		Jasbir Singh	44	26-2-11	1	3
									2	2
									5	1

Updating Abridged Houselist- Steps

Case:
Entry in AHL for new household which was not in this EB during Population Enumeration
Part of a household which has split from another household of same EB

Section 3: Making fresh entries for a new household found after Population Enumeration

Sl.No (Continue from last page of Section 2)	Houselisting Block No. (not applicable for Section 3)	Bldg. No.	Census House No.	Purpose for which census house is used (Describe Actual use)	Household No. (not applicable for Section 3)	Name of the head of the household (Continue from last page of Section 2)	Sl.No. of the household (Continue from last page of Section 2)	Date(s) of visit/ revisit	Remarks	
									Code	No. of Persons
1	2	3	4	5	6	7	8	9	10	
75	-	-	-	-	-	Jasbir Singh	44	26-2-11		
76	-	40	40 (2)	residential	-	J. Sinha	51	3-7-11	5	4

Section 4: Before making fresh entries

Sl.No (start afresh from 1)	Particulars of the place	Name of the head of the household (Write full name)	Approximate number of persons in the household	Whether found the household on the night of February 28 2011 in this EB (Yes/ No)	Sl.No. of the household (Continue from Column 8, last row, last page of Section 3 Give the serial number if 'Yes' in Column 5)	Remarks	
						Code	No. of Persons
1	2	3	4	5	6	7	
7				Yes	50		
8				No			
9	Near Shiv Mandir (Bldg. No. 7)	Chameli	1	No	-		

Notes:

- In Column 1, entry is in continuation of highest Sl. No.
- In Col. 8, entry is to be made as per the new Serial No. of household generated in the Hand-Held Device. This number will be after the highest serial number of household already recorded for this EB/sub-block during population enumeration considering all the Sections together.
- The first new entry in Section 3 will have Serial no. of household as 51, which is after the highest serial number of household entered in Section 4 during population enumeration.

Updating AHL - Case 6

A household listed in the AHL has moved out of the EB/sub-block

- For all such households, put a 'x' in Column 1
- Specifically note the same in remarks
- If this household was in Section 2, in the hand-held device, similar observation should be noted against each member of the household (if image is available)
- If household was noted in Section 3 or Section 4, this should be noted against that serial number of household
- Example: A household with 2 members have completely moved out of the EB

Section 2: Making entries for a household which has moved out of the EB/ sub-block

Sl.No (Continue from last page of Section 2)	Houselisting Block No. (not applicable for Section 3)	Bldg. No.	Census House No.	Purpose for which census house is used (Describe Actual use)	Household No. (not applicable for Section 3)	Name of the head of the household (Continue from last page of Section 2)	Sl.No. of the household (Continue from last page of Section 2)	Date(s) of visit/ revisit	Remarks	
									Code	No. of Persons
1	2	3	4	5	6	7	8	9	10	
x 28	8	19	19 (1)	Residence	014	Prem Chand	14	28 July 2011	3	2

Updating AHL - Case 7

Section 4: Making fresh entries for a new houseless household found after Population Enumeration

Sl.No (start afresh from 1)	Particulars of the place	Name of the head of the household (Write full name)	Approximate number of persons in the household	Whether found the household on the night of February 28 2011 in this EB (Yes/ No)	Sl.No. of the household (Continue from Column 8, last row, last page of Section 3 Give the serial number if "Yes" in Column 5)	Remarks	
						Code	No. of Persons
1	2	3	4	5	6	7	
7				Yes	50		
8				No			
9	Near Shiv Mandir (Bldg. No. 7)	Chameli	1	No	-		
10	Near foot overbridge (Bldg. No. 21)	Mohit	3			5	3

Note: Fill up the remarks on designated day(s) of enumeration

SOCIO-ECONOMIC AND CASTE CENSUS 2011 - QUESTIONNAIRE - URBAN

Block E: Household Particulars

Side - **B**

Section-1 Housing/ Dwelling				Section-2 Amenities				Section - 3 Assets Does the household own the following assets (Give code)						
Predominant material of wall of the dwelling room (s) (Give code)	Predominant material of roof of the dwelling room (s) (Give code)	Ownership status of this house (Give code) 1=Owned, 2=Rented, 3=Shared, 4=Living on premises with employer, 5=House provided by employer, 6=Any other	Number of dwelling rooms exclusively in possession of this household (Record 0, 1,2,3...)	Availability of drinking water source: 1=Within the premises, 2=Near the premises, 3=Away	Main source of lighting: 1=Electricity, 2=Kerosene, 3=Solar, 4=Other oil, 5=Any other, 6=No lighting	Water-seal latrine exclusively for the household (1=Yes, 2=No)	Waste water outlet connected to 1=Closed drainage, 2=Open drainage, 3=No drainage	Separate room used as kitchen exclusively for the household (1=Yes, 2=No)	Refrigerator (1=Yes; 2=No)	Telephone/Mobile phone: Yes: 1=Landline only, 2=Mobile only, 3=Both/ 4=No	Computer/Laptop: Yes: 1=With internet, 2=Without internet/ 3=No	Motorized Wheelers (1=Two,2=Three wheeler, 3=Four wheeler; 4=No)	A. C. (1=Yes; 2=No)	Washing machine (1=Yes; 2=No)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

Codes for Block E

Col.1 Predominant material of Wall of dwelling room

- 1=Grass/thatch/bamboo etc.
- 2=Plastic/polythene
- 3=Mud/unburnt brick
- 4=Wood
- 5=Stone not packed with mortar
- 6=Stone packed with mortar
- 7=G.I./metal/asbestos sheets
- 8=Burnt brick
- 9=Concrete
- 0=Any other

Col.2 Predominant material of Roof of dwelling room

- 1=Grass/thatch/bamboo/wood/mud etc.
- 2=Plastic/polythene
- 3=Hand made tiles
- 4=Machine made tile
- 5=Burnt brick
- 6=Stone
- 7=Slate
- 8=G.I./metal/asbestos sheets
- 9=Concrete
- 0=Any other

Block F: Mandatory declarations

1. Is the household giving its consent to place the information in public domain, except data on religion and Caste/Tribe? (1=Yes, 2=No)

2. Does the enumerator agree with the responses given by the respondent? (1=Yes, 2=No)

3. If 'No' in Q. 2 of Block F, give detailed reason (Max 100 characters)