

Frequently Asked Questions and Clarifications

| | Schedule | Question No./ Col No., etc. | Query | Reply |
|-----|-------------------|--------------------------------|--|--|
| 43. | Layout Map | | <p>When GIS based Houselisting Blocks are to be provided in capital cities:</p> <p>(i) Should it be again re-drawn on the format of layout map supplied to enumerator?</p> <p>(ii) How the enumerator will prepare the second copy (photocopy or fresh drawing)?</p> | <p>Yes, the layout map will be drawn in the blank layout map given to the enumerators. The GIS based map is a guideline on boundaries, landmarks, building numbers, etc. This is to be updated as per actual situation prevailing in the field during the Houselisting Operations.</p> <p>The second copy of the layout map will be drawn afresh. Photocopy of any census material is completely prohibited.</p> <p>The enumerator may be advised to update the GIS map as well and submit the copy of GIS based map (or village map, in case of villages / ward map in case of other town areas where GIS based map is not provided) along with the duplicate copy of layout map. Both the maps should be kept together (one after other) in the Charge register docket which will be preserved at the DCO.</p> |

| | Schedule | Question No./ Col No., etc. | Query | Reply |
|-----|---|--------------------------------|---|--|
| 44. | Houselisting and Housing Census Schedule | Col. 2: Building number | <p>As per the instructions given at Para 3.30 in manual of House listing Census, the buildings are broadly categorized as:-</p> <p>(i) Having systematic numbering assigned by local bodies, (ii) Unsystematically numbered buildings, (iii) Totally unnumbered buildings.</p> <p>Now, as per the instruction at 3.31 in manual the category at (i) above is not required any further numbering for buildings.</p> <p>But if an enumerator found more than one Census house in the building (already allotted Municipal numbers) whether Census house number will be given to that Census house or not? And should it also be shown on the main entrance of the building that how many Census houses are there?</p> | <p>Please refer to paragraph 3.20 of the instruction manual where this case has been discussed in detail and corresponding numbering has been shown at Figure 5.</p> <p>The census house number will be given in each case. On main entrance, all the building numbers may be written to show that each flat has been treated here as a separate building.</p> |
| 45. | -do- | -do- | <p>Regarding categories (ii) and (iii) above, in-case the CN numbers to the buildings are already provided by DCO office; how the Census house number will be assigned?</p> | <p>Please refer to paragraph 3.19 of the instruction manual where this case has been discussed in detail and corresponding numbering has been shown at Figure 4. The numbers shown in the box (inside the figure) is to be written on the building.</p> |

| | Schedule | Question No./ Col No., etc. | Query | Reply |
|-----|----------|--------------------------------|--|--|
| 46. | -do- | -do- | <p>In an Urban Houselisting Block, there may be situations, where the numbering of the authorised buildings has already been given by the municipal or local authorities, say up to 120. After the authorised constructions, unauthorised buildings have come up, which are un-numbered. As per the instructions, the numbering of such buildings may be like 120/1, 120/2 and so on, i.e., sub-number of last number given by local authorities (page 13 of English instruction manual) Here, the problem anticipated is that allotment of sub-numbers may allow the residents of unauthorised buildings to claim for regularisation and the local municipalities will object to such numberings because of this.</p> <p>It is suggested that let there be independent numberings of the unauthorised buildings after the end of municipal numbering, e.g., C-1, C-2, etc. which will not pose any problem.</p> | <p>The procedure described at paragraph 3.31 of instruction manual says,</p> <ul style="list-style-type: none"> i) If unnumbered building(s) is(are) found between two numbered buildings, say between building numbers 10 and 11, it (these) will be numbered as 10/1 (10/1, 10/2, etc) ii) If unnumbered building(s) is(are) found after last numbered building, say after building number 120, it (these) will be numbered as 121 (121, 122, etc). <p>Note that in case (ii) here, the numbers are not 120/1, 120/2, etc. as written in the query.</p> <p>Further, the last line of paragraph 3.31 says “In a Houselisting Block, it will have either municipal/local authority numbers or Census house numbers, it cannot be a mix of both”. Thus, assigning a fresh series of census numbers cannot be done as has been proposed here.</p> <p>Census numbering does not create any legal claim on authorisation. Thus, it should not create any problem, as this procedure is being followed since long. Still, if the local authorities are not convinced at all and object very strongly, one way out could be to prefix these census numberings with C (e.g., C-121, C-122, etc.) while these are written on the wall of the building.</p> |

| | Schedule | Question No./ Col No., etc. | Query | Reply |
|-----|----------|--------------------------------|---|---|
| 47. | -do- | -do- | <p>In Navodaya Vidyalaya there are many hostels in the compound adjacent to each other but differently named as Krishna, Godavari etc for boys and girls separately but the mess is common for all the occupants of the Hostel.</p> <ul style="list-style-type: none"> • Whether it will be one institutional household or separate institutional household • In case every hostel in the compound has its separate mess how it will be dealt with? | <p>For consideration as a single household, both the criteria 'living together' and 'taking meal from a common kitchen' need to be satisfied. This will hold when each structure is considered as a separate building and all the inmates who are living in that building and using the mess (common kitchen) are considered as one institutional household. Thus, in both these cases, consider building (Krishna, Godavari, etc.) as a separate building and students of Krishna will be one institutional household, students of Godavari will be another institutional household, etc. even if there is a common mess building where all of them take food together.</p> <p>Care should be taken to record the warden, chowkidar, etc. living in the same building but taking food separately. They should be recorded as separate normal households.</p> |
| 48. | -do- | -do- | <p>A patient is admitted in a Hospital since last 6 months whether the hospital will be considered as institutional household or not?</p> | <p>There may be cases where terminally ill patients normally reside at hospital-like institutions. In such cases, recording as institutional households is necessary. Similarly, if there are specialised hospitals where the patients have to stay for long, these also will be considered as institutional household. In Col 7 (use of census house), this may be clearly written (residence-cum-hospital).</p> |
| 49. | -do- | Identification particulars | <p>As per instructions, the ward code is not to be furnished in case of Rural (village) but in NCT of Delhi all the territory is divided in wards whether it is Rural or Urban and there is no Village Panchayat; should we enter the ward codes no. or not.</p> | <p>Some such villages may be census towns. In that case, ward code for the entire village treated as a census town will be '0001'. If a village remains in rural area, entering the ward code is not required, as explained at paragraph 4.12 (sub-para 8).</p> |

| | Schedule | Question No./ Col No., etc. | Query | Reply |
|-----|----------|---------------------------------|---|---|
| 50. | -do- | Col. 18: No. of married couples | <p>It is stated that- If a husband & 3 wives all are members of the households, these will be considered as 3 couples. But if the case is vice-versa, i.e., 3 husbands & 1 wife, how many couples will be considered.</p> <p>- Probable reply is only one couple as only one nuclei can be formed by one wife. Please confirm it.</p> | Confirmed, provided all of them are normal members of the same household. |
| 51. | -do- | Col 26: Availability of Kitchen | <p>(a) Single person is living in a house having separate kitchen. He is preparing tea/milk and using LPG for it. But taking meal from hotel/mess etc. Whether it is to be considered as having kitchen in the house (code 1) or no cooking (code 5).</p> <p>(b) Similarly a household having kitchen separately in the house but cooking outside the house (specially in rural areas) , what will be the code (code 1 or code 4)</p> | With respect to kitchen, if a household does not cook, then code will be 5 (no cooking). Whenever the household cooks, codes will be any one of the codes 1 to 4, depending on the type of kitchen. We need not distinguish between the different extents of use. Thus, in (a), the code will be '1', as it seems that the household cooks its breakfast at home, which is also a meal. Similarly, in (b), if some of the items are cooked at a kitchen inside the house and the remaining are cooked outside, it will be considered as having kitchen inside the house (code 1). |

| | Schedule | Question No./ Col No., etc. | Query | Reply |
|------------|-----------------|--|---|--|
| 52. | -do- | Columns 28 to 30: | <p>It is stated that FM radio facility available on mobile will be considered as possession of Radio.</p> <p>- But regarding Q. No. 30, if a household has T.V facility on Computer, whether it will be considered as yes in Col. 29 or not if the household is not possessing the T.V exclusively.</p> <p>Note: As these columns relates to possession of a particular asset instead of availing the facility, please confirm the reply regarding Col. No. 28, 29 & 30</p> | <p>The reply is already available in FAQ set 1 (page 3, third from last). The reply is re-iterated here:</p> <p>Actual possession of TV / Computer is necessary for entry in these questions. For example, possession of mobile phone with computer-like facilities will not be considered as possession of Computer, possession of Computer with TV tuner card will not be considered as possession of TV, etc.</p> |
| 53. | -do- | Miscellaneous | If some code is wrongly entered in any column, whether to use white ink or stickers? | The line should be struck off and the next line should be used. |

| | Schedule | Question No./ Col No., etc. | Query | Reply |
|-----|------------------------|---|---|---|
| 54. | NPR Household Schedule | Coverage of households | <p>In the coastal districts of Tamil Nadu, all the formalities including photography have been completed. After that, many families have migrated to Chennai (from Kanchipuram) and other places. When NPR forms will be filled-up at the place where they reside now, whether they will be enumerated again.</p> <p>Here, the solution is that they may not be enumerated again. But there should be some documentation regarding their non-enumeration supported by the signature of the head of the household. One way could be to fill up the particulars of the head of the household and reasons for non enumeration of other members may be provided by the enumerator with the signature of the respondent. Simple non-enumeration may lead to inadvertent/ deliberate skipping of more households and it will be difficult for further checking.</p> | <p>Even for the migrated households, there may be changes in the household composition and there may be members who have not been covered in the coastal NPR. Similarly, there may be persons in other households who have been covered in coastal NPR as a part of some other household (newly married ladies, etc.).</p> <p>If any such person is found during the enumeration, please note the coverage in both the copies of the acknowledgement slip (i.e., in Columns 4 and 5 of the respondent's copy of acknowledgement slip, write that these persons have already been covered in coastal NPR). Write "COVERED IN COASTAL NPR DISTRICT" below the name of the person at Column 1 of the NPR Household Schedule (within the same box). If possible, also note the place (village and tehsil) where the person has been covered earlier. For all households found in the non-coastal areas, the entire NPR Schedule should be filled.</p> |
| 55. | | Question 1(a): Name of the person in full | <p>What will be the serial of recording Father, Mother, Grand Father, Grand Mother, Brothers & sisters etc as it is not mentioned in Schedule NPR, Q. No. 1, Para 3.9 (page 8): Where the system of recording the members of household is mentioned</p> | <p>According to the general principle given at Paragraph 3.9 of NPR Instructions, for other relatives also, the descending order by age will be considered along-with the family-nuclei. For example, in a household, grand-father, grand-father's brother and grand-mother (grand-father's wife) are all members. Suppose grand-father is oldest, followed by grand-father's brother and then grand-mother. Then, record name of the grand-father followed by name of the grand-mother (as they together form a family nucleus) and then record the name of grand-father's brother.</p> |

| | Schedule | Question No./ Col No., etc. | Query | Reply |
|-----|----------|--------------------------------|---|--|
| 56. | -do- | -do- | A visitor is staying in a hotel during HLO and intends to stay there for 45 days how this type of case will be dealt with? | In hotels, etc., there is a possibility that normal households stay (like workers, guard, etc.). They will be considered for filling up the NPR. Similarly, this person will also be considered here. However, he/she may be advised to intimate her/his family members so that duplication is avoided. |
| 57. | -do- | -do- | What is the specific meaning of term normally residing? Please clarify as in case of usual resident that a usual resident is a person who live at a place more than 6 months. Should a person who stayed during the whole 45 days at a particular address but his usual residence is other than the place of enumeration may be considered as normally residing? | This has been answered in FAQ 1 (page 2, third question). It says: 'Normally residing' used in column 10 of Houselisting and Housing Census Schedule is different from 'usual resident' defined in Q 1(b) of NPR Schedule. These should be clearly borne in mind. The marginal difference in the terms used in local languages may be kept in mind. This has been done deliberately to show that the definitions are different. The term 'normally residing' is as per the perception of the respondent household on the members who 'normally' reside there. Suppose you normally reside at Noida both before and after enumeration (which is in Uttar Pradesh), but during the entire period of 45 days you are at Sarojini Nagar (which is at Delhi), your 'normal' residence will remain as "Noida". |
| 58. | -do- | -do- | Parents, who live elsewhere, have come to son's household and stayed there continuously for more than six months including entire period of enumeration. As per instructions, they will be enumerated at the son's place and will be categorised as 'usual residents'. After HLO, they returned to their native place. At the time of photography, they are required to be present at their son's house. They will not be photographed at their native place. Whether there is any alternative solution to this since the aged parents may not be in a position to travel again to their son's place for photography. | If the parents stay at their son's place for more than six month every year, they will be usual resident at the son's household. In that case, they will be usually available in one of the photography rounds and will not face any hardship. However, if they intend to stay at their native place for more than six months, then they can be recorded as a visitor and their place of usual residence will be recorded at Question 12. |

| | Schedule | Question No./ Col No., etc. | Query | Reply |
|-----|----------|---|---|---|
| 59. | -do- | Question 9: Name(s) of father, mother and spouse in full | For unmarried children how it will be shown in Col.9, as it is written in 5.19.1 that leave blank in such case, but in figure 5.24 regarding this a dash '___' has been given. Which is correct and how it will be recorded? Similarly for Orphans, who are unable to report the name of their Father & Mother whether dash '___' will be recorded or leave blank? please confirm | The reply is already available in FAQ set 1 (page 7, first question). The reply is re-iterated here: Keep the space blank, as has been written in paragraph 5.19.1. |
| 60. | -do- | -do- | A person has more than one wife and some of the wives are not members of husband's household, since the husband stays away in another place. There is provision of putting the name of one spouse in the NPR Schedule. Whose name will be included? | If the husband/ informant intimates about the other wives who are not members of the husband's household, record their names in column 9. More than one name will be recorded separated by commas. Do not forget to write the serial number of the wife who is a member of the household. |
| 61. | -do- | Thumb impression | Why we take LTI for males and RTI for females? | The same procedure is followed in the application for passports also. |