

Frequently Asked Questions and Clarifications

Schedule	Question No./ Col No., etc.	Query	Reply
Layout Map		One building has municipality allotted numbers on each flat (Fig 5 beside paragraph 3.20). How to show this in the layout map?	Assume that the entire structure is pucca. Then, the entire structure (building with all the flats) may be drawn as a big square and each flat inside it may be shown separately as smaller squares inside that big square. Building number may be written on each small square and each small square may be kept white or hatched depending on whether the flat is used as residence or the flat is wholly non-residential.
Houselisting and Housing Census Schedule	Building No.	In a vegetable market, there are shops, which have common roof but no walls on 4 sides. In some places, Only poles are erected with tarpaulin/plastic on top. The floors are about 3 feet high and, some of the shopkeepers sleep there at night. Will these be considered as building/ census house? If so, where shall we write the Building no./ Census House no.?	Please refer to the illustrative example written at Page 35 of the instruction manual regarding “big wholesale market places, such as Chandni Chowk in Delhi, Bara Bazar in Kolkata and Kalba Devi in Mumbai.....”. Similarly, in smaller markets also, there can be shops which are covered on top and on some of the sides. Some of the shopkeepers/ workers may use such shops as residence. Such places may also be identified as census houses and marked accordingly.
-do-	-do-	In commercial areas/ public houses, we find houses where people sleep at night on payment basis. The persons may or may not cook there. Should we list the households/ persons or treat these houses as non-residential and the persons as houseless?	No, they will not be houseless. These houses and households will be covered in Houselisting phase also. Please refer to the illustrations provided at Instruction manual page 35. A building can be used for many purposes. There may be offices/ shops where people will also sleep, e.g., guard, etc. These houses have to be recorded as residence-cum-shop, residence-cum-office, etc. as the case may be. Further, all households normally residing there should be recorded visiting the place at a time when these households are available.
-do-	-do-	At a place, building number 74 has been demolished by the municipality while building numbers 73 and 75, also numbered by the municipality exist. How to record the building number in layout map and Schedule?	As a systematic numbering exist, the same will be adopted. Systematic numbering does not mean that in all places, the number will start with 1 at the north-west corner. It means that building numbers, provided by the local authority, exists for most of the buildings in the Houselisting Block. In this example, in both layout map and Schedule, Building No. 75 will be recorded after Building No. 73.

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-do-	Col 7: Use of census house	The hostel and school are in the same building. How this is to be recorded?	<p>Remember that 'institutional household' is different from an 'institution' like school, college, hospital, etc. In this example, there can be two cases:</p> <p>i) The school and hostel are separate census houses in the same building. Then there will be 2 lines as under:</p> <table border="1"> <thead> <tr> <th>Col 7: Use of census house</th> <th>Col 9</th> <th>Col 10</th> </tr> </thead> <tbody> <tr> <td>4 Maulana Azad School</td> <td>-</td> <td>-</td> </tr> <tr> <td>1 Hostel of Maulana Azad School</td> <td>999</td> <td>Warden</td> </tr> </tbody> </table> <p>ii) The school and hostel are in same census house. The entry will be:</p> <table border="1"> <thead> <tr> <th>Col 7: Use of census house</th> <th>Col 9</th> <th>Col 10</th> </tr> </thead> <tbody> <tr> <td>2 Hostel and Maulana Azad School</td> <td>999</td> <td>Warden</td> </tr> </tbody> </table>	Col 7: Use of census house	Col 9	Col 10	4 Maulana Azad School	-	-	1 Hostel of Maulana Azad School	999	Warden	Col 7: Use of census house	Col 9	Col 10	2 Hostel and Maulana Azad School	999	Warden
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-do-	Col. 9 Household No.	In the first visit, we may not know the number of households in a locked house. What to do?	If during field enquiry, a house is found locked, revisit the house. The particulars for that house will be filled when the household is actually found there. In the first visit, building number, census house no. etc. will be noted. The remaining part may be noted when the household is found there. If it is not recorded in the beginning, there is a chance of missing it altogether. Even if it is recorded at a later stage in some other Schedule, the household may get missed during preparation of Abridged Houselist. However, the status will be recorded as 'locked' only after the house has been visited at least 4-5 times during the period of enumeration and was found locked till the last day of enumeration.															
-do-	Col 10: Total no. of members normally residing	Will 'normally residing' means the same definition used in Q 1(b) of NPR Schedule, as the terms are almost similar in the manual?	No. 'Normally residing' used in this column 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 language may be kept in mind. This has been done deliberately to show that the definitions are different.															
-do-	Col. 15 If SC, ST or others	The neo-Buddhists are also considered as SC by the State Govt. Shall they be considered as SC in this column?	The recording of this column will be exactly as per the instructions given at paragraph 4.65 of the instruction manual in this regard.															
-do-	Col. 18: number of married couples	Whether live-together will be considered as married couple?	Yes, if the respondent says so, as 'stable de-facto union' is also considered as married couple.															

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-do-	-do-	What will be the no. of couples when there is one husband with 3 wives?	When the husband and the 3 wives are all members of the same household, the no. of married couples in that household will be 3.
-do-	Col 22: Latrine within the premises and Col 23: code	Some households in villages construct latrines to a nearby plot outside their home due to space constraint or other reasons. How to code these toilets?	If the latrine is used exclusively by the household or jointly by a limited set of households and they control its access, it will be considered as if they have latrine within premises and will be given code '1' in Col 22. Otherwise, it will be given code '2' in Col 22.
-do-	Col. 24: waste water outlet connected to	A household has prepared a soak pit outside the house and the waste water goes there. The pit is sometimes covered, sometimes uncovered. What will be the code?	This will not be considered as drainage system. It will be given code '3', no drainage.
-do-	-do-	A household is using waste water for plants in its garden. What will be the code?	If there is a drainage system and the household has made additional arrangements for redirecting the water to garden, the existing drainage system will be considered for coding. Otherwise, it will be given code '3', no drainage.
-do-	Col 28: Radio/transistor and Col 31: telephone/mobile phone	Now-a-days, mobile phones have FM radio. Will it be considered as radio?	Yes. If a household possesses mobile phone with FM radio, it will be considered that the household possesses radio.
-do-	-do-	In the above cases, advance mobile phones have facilities similar to TV, laptop, etc. Will these facilities be considered also for recording possession in questions 29 and 30?	No, 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.
-do-	Col 33: scooter/motor cycle and Col 34: car/jeep	Will the three wheelers like motorized cycle van, auto rickshaw, tempo, etc. will be considered in any of these columns? Similarly, will tractors, etc. be considered as car?	No. These (three wheelers and four wheelers like tractors, etc.) are not covered in this Schedule.
-do-	Col 34: car/jeep	Two households use the same car. How it will be recorded?	It will be recorded as returned by the respondents. Possession means the household who is in custody of the car and controls its use. If the second household is using the asset with permission of the first household, the possession will be recorded only against the first household.

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-do-	-do-	Will the car/Jeep used for commercial purpose be considered as available? (page 56, para 4.117)	Yes, they will be considered as available even if they are used for mainly commercial purposes (page 54, para 4.110)
-do-	Col 35: availing banking services	State Bank has started 'business correspondence' services recently. Other nationalised banks are also expected to launch it shortly. Here, in far-off rural areas, local recognised micro-finance organisations are allowed to interact with households not having any bank account. A machine installed by the bank is used to get the photo and ten finger biometry based on which, the SBI issues a card. For each transaction, the person visits the micro-finance institution, the card and finger biometry is used to authenticate a transaction and then the transaction takes place. If the total deposit exceeds 50,000 rupees, the account is transferred to nearest SBI branch. Will these be considered for recording code '1' here?	Yes.
-do-	Bottom right corner, writing last three digits of continued sheet	Shall we copy the form numbers of "original" forms while making the "duplicate"?	No. Suppose last three digits of "original" forms are from 123 to 130 and forms 131 to 137 are used to make the duplicate set. Then, in the original form 123, continued sheet number will be 124, etc. Suppose form 131 is the duplicate of form 123, form 132 is duplicate of form 124, etc. Then the continued sheet no. in form 131 will be 132, and so on.

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-do-	Wrong entry found afterwards by enumerator/supervisor	What to do if mistakes are found in the form afterwards? For example, we find a mistake in 5 th line after another 10 lines are done. Can we strike off this line and add it at the end? What happens if the supervisor finds mistake in a form after filling up by enumerator?	Adding the line afterwards will create problems in continuity for preparing the AHL. So, if mistakes are found on a form, cancel it and copy it afresh on another form. Carry out the necessary corrections in all the forms with respect to 'continued sheet no.' at the bottom corner.
-do-	Copy and submission of HL Schedule	Where to write "ORIGINAL" / "DUPLICATE"	Write on top right corner of side A on each Schedule, above the area of recognition. With respect to Houselist Abstract, write on top of the abstract.
-do-	-do-	If some line number is cancelled in original form, how to copy it?	In the duplicate form, record corresponding line number and strike off the entire line. There is no need to copy all the wrong entries of that line.
-do-	-do-	Will it be OK to take Xerox for making duplicate copy?	No. Photocopy of any census material is not allowed.
-do-	-do-	Shall the duplicate forms be dispatched to data centre or the original forms?	The original forms will be dispatched to data centre.
NPR Household Schedule	Language of the filling-up of the Schedule	Many households staying at Mumbai may not know Marathi. They may insist to record the information in English so that they can read, check and then sign. Shall we write everything in Marathi or as requested by the respondent?	The LRUR will be published in local language. Moreover, correctly identifying the 'matra' used in our languages are sometimes difficult to predict from the English spelling. Hence, the recording may be done in local language to the extent possible. However, if some respondent insists for a specific language, Schedules of that language may be procured and the information may be filled in that language. Advance intimation may be sent to the Charge Officer and DCO representative for getting the blank forms in specified languages in those cases.
-do-	Serial number	Suppose wife of head is at serial no. 2, mistake is committed while recording and the line is struck off. What will be the serial no. wife of head, i) if it is written in the next line, ii) if it is written afterwards?	In both cases, give fresh serial number. If it is written in the next line, serial no. will be 03 and if it is written after a few more lines (say at row 7), serial number will be 07. In such cases, record and check the entries in Col 9 very carefully.

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-do-	Q 1 (a): Name of the person	If a normal member of the household is absent during the entire period of 45 days, will she/he be listed in this household?	No. He will be listed as a “visitor present throughout” at the place where he is available. However, if he is travelling at different places during that period (e.g. truck driver) and it is known that she/he is not listed at any other place, then she/he may be listed at her/his place of usual residence. The household members present may be advised to intimate her/him so that duplication is avoided.
-do-	-do-	Is it necessary that the ‘Head’ of the household for both the Houselisting Schedule and the NPR Schedule will be same and the number of members should match?	In most of the households, these will be the same. However, in some cases they may differ. For example, if the ‘husband’ normally residing and working elsewhere, he will not be a member of the household in the Houselisting Schedule and will not be a head. However, if he is a visitor present throughout, we may have to record him as the ‘Head’ in the NPR Schedule, as per the response of the household. The number of members may not match in such cases. Similarly, a married daughter who has come for childbirth and is satisfying the criteria of enumeration as per paragraph 3.4 (i), may not be a normal member of a household. She, thus, will not appear in Houselisting Schedule, but will appear in the NPR Schedule.
-do-	-do-	Will tenants be considered as part of the owner household? (Refer paragraph 3.5)	No. Please replace ‘tenant’ with ‘paying guest’ in this paragraph.
-do-	Q 9: Name of spouse	When a husband is having 3 wives, how to enter all the spouses?	When the husband and all the three wives are listed at the same household, first record all of them and record details up to column 8 for all of them. Suppose the husband is at serial no. 01 and the wives are at serial no.s 02, 05 and 07. In col. 9 of serial no.s 02, 05 and 07, enter 01 in Col.9 against spouse. However, against serial no. 01 (husband), there is space for only one spouse. Enter the wife appearing first (serial no. 02) or any other (05 or 07) which the husband prefers. This will not pose any problem as the database will show the same husband for all the three wives and this would identify him as a person with three wives.

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-do-	-do-	In paragraph 5.19.1, it has been written that “for unmarried persons, leave the space against ‘S’ blank” But in the example, ‘-’ has been shown. What is to be followed?	Keep the space blank, as has been written in paragraph 5.19.1.			
-do-	Q 10 and Q 12: birth place and Present address	If birth place, present address and the place of enumeration is same village, will these need to be recorded?	If birth place and place of enumeration is same village/ town, there will be ‘-’ in all three sub-parts of Q 10 (see example beside paragraph 5.20.3). But, the full address must be written in Q 12 for her/him also.			
-do-	Q 12 and Q 14: Present address and permanent address	In Maharashtra, villages with same name exist in different tehsils of the same district. Without the tehsil name, it will not be possible to distinguish between them. Should we write the tehsil name also in the address?	Yes. Record the tehsil name also in 9 (v) before the district and State names, e.g., tehsil: Ner district: Yavatmal, State: Maharashtra may be recorded as v) Ner , Yavatmal , Maharashtra.			
-do-	-do-	Suppose present address of usual residence of member 01 is Cuttack and permanent address is in Banki. Present address of member 02 is Cuttack and permanent address is also Banki. Whether we can write ‘do’ in Col 14?	Sl. No.	Col. 12		Col. 14
			01	Cuttack		Banki
			02	-do-		Banki (Should not be written as “Same” or “do”)
			No. In this example, “do” is written in Col.12 as the present address is same for both persons at serial no. 01 and 02. In col 14, we have written the name ‘Banki’, since the present address and permanent address are different for serial no. 02. If the permanent address would have been Cuttack, we could have written ‘same’ for serial no. 01. However, “Same” is to be written in Col.14 if entry in Col.12 and col 14. are same for that person. In Col 14, ‘do’ will never be written. If there are similarity of addresses between member serial no. 08 and 09, who are at different forms, full addresses should be written for member no. 09 as there is nothing on the top of the second sheet to verify the entry.			

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-do-	Q 14: Permanent address	A household has sold the properties at native place in UP and is currently working at Chandigarh. They stay at rented accommodation and change it after a few years. What will be their permanent address?	In such cases, the household may be asked to provide the address where they will be found during the photography and biometry round which will be held after a few months. That address may be recorded as their permanent address, even if it is a rented accommodation.															
-do-	-do-	Another household, similar to above, informed that they have purchased a house and will be moving there after a few weeks. What will be their permanent address?	Here, the address of the house which they have purchased and will be moving can be recorded as permanent address.															
-do-	-do-	A married girl stays at her parents place as gauna has not been performed. What will be her permanent address?	If she is going to her husband's/ in-laws place within a few days and will be there during the photography round, the permanent address of the in-laws may be recorded here. Otherwise, the address at parents place will be recorded. The informant may be told that the address is necessary for future correspondence also and recording will be done as per their declaration.															
-do-	Bottom of Schedule: Phone/mobile no. of respondent	Whether STD code will also be recorded in this?	<p>Yes, this will be recorded for landlines only. This is not necessary for mobile telephones. As there are 10 boxes, '022-22615494' will be recorded as:</p> <table border="1" style="margin-left: 40px;"> <tr> <td>0</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>6</td> <td>1</td> <td>5</td> <td>4</td> <td>9</td> <td>4</td> </tr> </table> <p>Note the recording of '0' just outside the left-most box to show that it is a land-line no. with STD code.</p>	0	2	2	2	2	6	1	5	4	9	4				
0	2	2	2	2	6	1	5	4	9	4								
-do-	Working sheet	How to fill up the working sheet when a household is issued more than one acknowledgement slip?	<p>In such cases, each row of the working sheet will correspond to one acknowledgement slip. For example, suppose there are 10 members in household number '001' and acknowledgement slip numbers are '001' and '002'. In acknowledgement slip no. '001', there are 4 males and 4 females, in slip '002' there are 2 females. Here, the entries will be:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Ack. Slip no.</th> <th>Household no.</th> <th>total</th> <th>male</th> <th>female</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>001</td> <td>8</td> <td>4</td> <td>4</td> </tr> <tr> <td>002</td> <td>001</td> <td>2</td> <td>0</td> <td>2</td> </tr> </tbody> </table>	Ack. Slip no.	Household no.	total	male	female	001	001	8	4	4	002	001	2	0	2
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-do-	Acknowledgement slip	In col (1) of acknowledgement slip, Sl. No. in the Schedule is printed from 01 to 08. When a household has more than 8 persons, it will be issued more than one slip and the serial numbers of some persons will be 09, 10, etc. How to write this?	Cut the printed serial numbers in Col (1) of acknowledgement slip neatly and write the actual serial numbers as per the NPR Schedule (09, 10, etc.) in such cases. As all the slips will be issued from the same booklet, the correctness of the entry can be verified from office copy of the previous slip(s) of the booklet.
-do-	-do-	Where the acknowledgement slip booklet will be dispatched? Shall it be sent to the data centre?	The booklet will not be dispatched to the data centre. It will be kept at Charge Office. The booklets will be required during the photography and biometry operation. Instructions on how to handle this at the Charge Office, who will be the registrars in urban areas, etc. will be issued subsequently.

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