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CENSUS OF INDIA 2011 - CIRCULAR No. 15

Subject : Preparation of the Abridged Houselist

The Abridged Houselist (AHL) is a document that provides the basic frame for carrying out the Population Enumeration. An independent Abridged Houselist will be separately prepared for each Enumeration Block. The AHL establishes an essential link between the Houselisting and the Population Enumeration. It also serves as a frame for Post-Enumeration Surveys (PES) and other surveys which may be taken up in the future for the next 10 years till the next Census. The AHL is mainly used for the following purposes;

- a) As a frame for assigning the serial number to each household in an enumeration block.
- b) For ensuring an equitable work load to the enumerator.
- c) To assist the enumerator in ensuring complete coverage during the population enumeration.

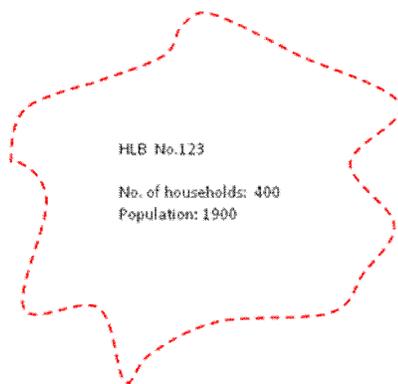
Methodology: The details required for filling up the AHL are obtained from the Houselisting Schedules filled up during the Houselisting and Housing Census undertaken during 1st May to 15th June, 2010 in Punjab. AHL is required to be prepared for each Population Enumeration Block for Census 2011, including those of the uninhabited blocks. It is reiterated that the AHL is an important permanent document and you must fill it up carefully after reading these instructions and after going through the AHL form itself.

General principles for formation of Enumeration Blocks (EBs):

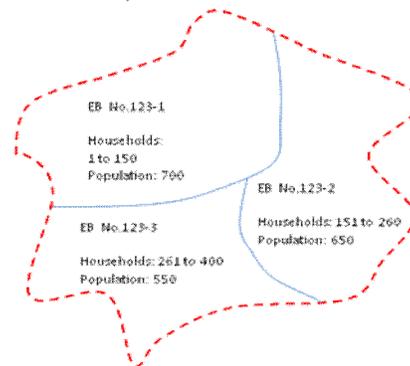
- 1- The method of carving out EBs and the methodology of assigning EB No. and Sub - Block No. have been detailed in Circular No. 14. It may be noted that the blocks carved out during houselisting operations would, generally, be kept intact. Therefore, the EB number for Population Enumeration Block shall generally be the same as the Houselisting Block (HLB) number so that a link is maintained between the two operations. Only in HLBs where population has exceeded 800, the HLB would be sub - divided into two or more EBs. Please note that if HLB has been split into more than one block, in such splitting-up cases, the EB number would be the same as the HLB number but in addition, there would be a Sub - Block number.

Example- If during HLO, the HLB bearing No. 123 had 400 households with a population of 1900, this may be split into 3 EBs for population enumeration. In this case, while keeping the boundary of the HLB intact, the first EB may comprise of household numbers 1-150 with a population of 700, the second EB may comprise of household numbers 151 - 260 consisting of a population of 650 and the third EB may comprise of household number 261 - 400 having a population of 550. The EB number(s) for the three EBs will be 123 - 1, 123 - 2 and 123 - 3 as is illustrated in the following Fig.

During Houselisting & Housing Census



For Population Enumeration



- 2- The formation of EBs for population enumeration on the basis of houselisting blocks will be the personal responsibility of the Charge Officer concerned. The Charge Officers are also responsible for ensuring that the details of each EB and Sub-Block, if sub-divided in case of bigger houselisting blocks, are copied out correctly in the corresponding AHL and that the Charge Registers for Phase 2 are correctly prepared. In order to avoid any possible mistakes, it will be necessary for the Charge Officer to personally compare the new Phase-2 Charge Registers with the Houselist Schedule and the AHL with the Phase-1 Charge Registers prepared for the

Houselisting Operations. The sequence of organizational steps in this regard would be as follows:

- (i) Taking into consideration the norms given above, Charge Registers will be written afresh as per guidelines given under Circular 14. The work of preparing the AHL by copying the particulars from the Houselist Schedules will be carried out by the clerical assistants appointed in every charge. They will be paid appropriately and instructions in this connection are being issued separately. In case, for any reason, the clerical assistant is not able to get this job done within the time stipulated, script writers may be engaged by the Charge Officer who can be paid at the same rate stated above.
- (ii) The preparation of AHL of those HLBs which have 800 or less population can be taken up immediately as these blocks would be kept intact for the population enumeration phase also. Therefore, AHL for such blocks can be prepared easily.
- (iii) Charge Registers will also incorporate the Sub - Blocks formed in bigger sized HLBs on the pattern of the example given above. Simultaneously the AHL for each EB will be prepared and compared to ensure that no building/ census house/household has been left out.
- (iv) The requirement of the enumerators and supervisors will be worked out on the basis of the total number of EBs formed along with their sizes within each charge.

PREPARATION OF THE ABRIDGED HOUSELIST IN THE CHARGE OFFICES

Note: A separate Abridged Houselist is to be prepared for each Population Enumeration Block of the Charge. The format of the AHL is enclosed with this circular. The Punjabi version will also be supplied in adequate numbers to be used for this purpose.

The AHL is comprised of six Sections.

- (i) Sections 1 and 2 of the AHL are required to be filled in the charge office by the clerical staff / UDC/LDC or script writers etc.
- (ii) Sections 3 and 4 are to be filled by the enumerator during population enumeration
- (iii) Sections 5 and 6 will be filled up by the enumerator just after the completion of the population enumeration.

Section 1: Location details

Section - 1 consists of the complete identification particulars of the EB alongwith the location codes. Since these location details are already available

in the charge office, there should be no difficulty in filling up these details. The location particulars must be filled in at the top of the each page of the AHL.

Please note that where Houselisting Block has been split into two or more Enumeration Blocks a concordance statement is also to be filled up in all such cases.

Section 2: Details of the EBs

Section 2 of the AHL has 10 Columns, which are described below -

- (i) Column no. 1: Serial number
- (ii) Column no. 2: Houselisting block number
- (iii) Column no. 3: Building number
- (iv) Column no. 4: Census house number
- (v) Column no. 5: Purpose for which census house is used
- (vi) Column no. 6: Household number
- (vii) Column no. 7: Name of the head of the household
- (viii) Column no. 8: Serial number of household
- (ix) Column no. 9: Date(s) of visit/re-visit
- (x) Column no.10: Remarks.

Column nos. 1 to 7 are to be copied from relevant columns of Houselisting Schedules. Col. 8 will contain serial number of all the households in continuation and will also be filled in charge office. **Cols. 9 and 10 will be filled during field work for the population enumeration.**

Section 3: Addenda to Section 2

Section 3 of the AHL is an addenda to Section 2. The columns under Section 2 and Section 3 are similar. Section 3 will contain particulars of the new buildings, census houses and households which were not covered during the houselisting or have come up after the houselisting operations. **This is to be filled up by the enumerator during the updation of AHL at the time of the population enumeration. Detailed instructions in this regard will** be given in the Instruction Manual for filling up the Household Schedule.

Section 4: Houseless Population

Section 4 of the AHL is to be used for identification and recording of places where the houseless population is found to be staying during the course of population enumeration by the enumerator during his/her field visit.

Section 5: Details of the population enumeration block regarding

- (A) Population of EB
- (B) Number of occupied residential houses
- (C) Total number of households in the EB.

These details will be filled by the enumerator after completion of population enumeration work in his/her EB, after the revisional round i.e. after 5th March, 2011.

Section 6: Certificate of complete coverage and inventory of used/unused material

Section 6 of the AHL is a certificate of complete coverage and inventory of used/unused material for Enumerator. This is to be submitted by the enumerator to his supervisor after the completion of population enumeration in his block. The inventory to be provided by the enumerator for the material used/unused during population enumeration of 2011 Census also includes the particulars of Layout Map, Household Schedules, Working Sheet for preparing Enumerators' Abstract and Enumerators' Abstract (in duplicate). In addition to this the Enumerator has to provide detailed information about the number of blank Schedules/Forms received from the Supervisor, Number of filled-in Schedules/Forms returned to the Supervisor and the number of Blank/Spoiled Schedules/Forms returned to Supervisor. The Enumerator must put his/her signatures along with the name in block letters, place and date. This certificate is to be duly signed by the Supervisor.

INSTRUCTIONS FOR FILLING UP THE IDENTIFICATION PARTICULARS IN SECTION- 1 AND PREPARATION OF SECTION - 2 OF THE ABRIDGED HOUSELIST IN THE CHARGE OFFICES

These instructions are directed towards the UDCs/LDCs, clerical and other staff entrusted to prepare the AHL in the charge offices.

Filling up of section – 1

The identification particulars of the Enumeration Block are to be given in Section -1. There should be no difficulty in filling in this section, as the identification particulars including the location code of the Enumeration Blocks are available in the Charge Office. These include; Name of State, District, Tahsil/ etc., Town/Village and Ward, Enumeration Block number and Sub-Block number. Only in case of bigger HLBs where Sub-Block would have been formed, Sub-Block number is to be given. In those cases in where Houselisting Block has not been divided and Houselisting and Population enumeration Blocks are same, dash (±%) may be recorded in the box against the Sub-Block number.

In addition to the identification particulars, a Concordance Statement is also required to be filled in cases where Houselisting Block has been split into two or more EBs. If the Houselisting Block has been split into more than one EB, give the Houselisting Block number out of which the EB has been carved out and the household numbers covered under the EB. If the Houselisting Block has been kept intact then put dash (-) against these items.

Filling Up of Section - 2

In Section 2 certain details of census houses and households in the Enumeration Block as listed in the Houselist Schedule are to be copied. This section will be filled in by copying the relevant details directly from the filled in Houselist Schedules available in the charge office. The Houselist Schedule, however, covers an entire Houselisting Block. Where the Enumeration Block may comprise the whole Houselisting Block, details of all the buildings/census houses/households in the Houselist Schedule will be copied for this Enumeration Block.

In case of bigger Houselisting Block which has been divided into Sub-Block(s), copy the details of only those census houses which fall in a particular Sub-Block of the Houselisting Block. In other words, for each Enumeration Block an independent Abridged Houselist will be separately prepared. This can be done by clearly identifying the part of the Houselist Schedule pertaining to the particular Sub-Block by the red lines drawn at the time of carving out the Sub-Blocks to divide the Houselist Schedule and relating it to the appropriate Sub-Block. The Sub-Block Number like 1,2,3, etc may also be indicated in red ink on the relevant portion of Houselist Schedule. It must be ensured that details of all the buildings, census houses and households in the Houselist Schedule which fall in that Enumeration Block only are copied into the Abridged Houselist form.

Further, it is reiterated here that the boundaries of a Sub-Block should be identifiable on the ground and therefore, the Layout map prepared at the Houselisting stage should also be used for delineation of Sub-Blocks.

Section 2 should be filled up very carefully. The instructions that follow regarding filling up of this section should be studied carefully before this section is filled up. Section 2 must contain all the entries regarding buildings, census houses and households recorded in the Houselist Schedule of the concerned Enumeration Block you are dealing with. In other words, all the entries in columns 2,3,7,9 and 13 of the Houselist Schedule must find a place in Section 2 of the Abridged Houselist of the Enumeration Block concerned. Therefore, in filling Section 2 you will start with the first census house in the Houselist Schedule pertaining to Enumeration Block. All the rows, without any exception, are to be copied in Abridged Houselist from the Houselist Schedules.

The instructions for filling up each of the columns of Section 2 of the Abridged Houselist are given below :

Column 1: Write the serial Number starting from 1. This serial number will run continuously within each Enumeration Block or the Sub . Block where the Houselisting block is split into Sub-Block(s).

Column 2: The information in column 2 is to be copied from the Location Code particulars given in the Houselist Schedule.

Columns 3, 4 and 5: These columns are correspond with the columns 2 , 3 & 7 of the Houselist Schedule and should be copied in the columns of Abridged Houselist.

Columns 6 and 7: These columns of the Abridged Houselist correspond with Columns 9 and 13 of the Houselist Schedule and are to be simply copied from the Houselist Schedule. If in any case no household number has been recorded in the Houselist Schedule, put dash (-) under col. 6 and 7.

Column 8: This column relates to the serial number of household and has to be given by you afresh starting from 1. As the heading of Column 8 itself indicates, serial number is to be given to each household. Every household entered in Column 6 of the Abridged Houselist (including Institutional Households with code 999) should be given a serial number in Column 8. Starting with the first household in Column 8, this serial number will run continuously in ascending order for all the households within the Enumeration Block. Please note that if there is dash (-) against column 6, there will be no serial number of the household and simply put dash (-) in col. 8.

(Please note - this serial number is extremely important, as it will be entered in other census documents, particularly in Household Schedule during the Population Enumeration and should be given very carefully.)

Columns 9 and 10: These columns will be filled up by the Enumerator during the Population Enumeration phase.

1- In the subsequent pages of Section 2 continue serial number in column 1 and column 8 from the previous page.

2- The serial number to each household should be given afresh in column 8 of Abridged Houselist starting from 1 onward within each Enumeration Block. However, in case of those Enumeration Blocks which coincide exactly with the Houselisting Blocks and where there is no Institutional Household (999) given in column 9 of the Houselist Schedules, the household number given under column 9 of the Houselist Schedule may be repeated in column 8 of the Abridged Houselist. In all

those cases where Houselisting Block has been split into two Sub-Block (s), separate Abridged Houselist will be prepared for the Sub-Block of that Houselisting Block and the Serial Numbers of the Households in the sub . block will start from 1 onwards.

3- It is reiterated that only Section 1 and Section 2 of the Abridged Houselist are required to be filled in the Charge Office. The remaining Sections 3, 4, 5 and 6 of the Abridged Houselist will be filled by the enumerator during/after the Population Enumeration.

4- After completing this Section 2, the Clerk or the script writer who has filled the Section 2, would put his/her signatures at the space provide at the bottom of each page of the Section 2 of AHL and is to be countersigned by the Charge Officer after verification of the filled in details.

5- The specimen form of the blank Abridged Houselist, which contains all the six sections, has been given at Annexure I of this Circular. Annexure II enclosed with this circular contains specimen of filled in identification particulars in Section 1 and Section 2 of Abridged Houselist with specimen entries. These entries are not exhaustive but will help the officials engaged in preparation of the Abridged Houselist to some extent. Since Section 3 and 4 of the Abridged Houselist are to be filled by census enumerator during Population Enumeration and Sections 5 & 6 are to be filled by the enumerator after completion of Population Enumeration in his/her Enumeration Blocks specimens of the filled in entries of these sections are not given.

Sections 3 and 4:

6- Each enumerator will carry the Abridged Houselist of the block assigned in the field for updating the entries given in Section 2 and filling of Section 3, 4, 5 and 6. The manner in which Sections 3, 4, 5 & 6 of the Abridged Houselist form will be filled by the enumerator will be given in the ~~Instruction~~ Instruction Manual for filling up the Household Scheduleq

7- Please ensure that the location code number comprising of the State/ District/ Tahsil/ Town /Village, Ward and Enumeration Block is indicated on each page of Sections 2, 3, 4, 5 and 6.

Summary/Action Points:

- Please take note of instructions given under Circular no. 14.
- An independent Abridged Houselist will be separately prepared for each Enumeration Block, including those of the uninhabited blocks.
- The AHL establishes an essential link between the Houselisting and the Population Enumeration.
- The AHL must be filled up very carefully.
- The blocks carved out during houselisting operations would, generally, be kept intact.
- EB number for Population Enumeration shall generally be the same as the Houselisting Block (HLB) number so that a link is maintained between the two operations.
- Only in HLBs where population has exceeded 800, the HLB would be sub . divided into two or more EBs.
- Where the HLB has been split, the EB number would be the same as the HLB number but in addition, there would be a Sub - Block number.
- The AHL is comprised of six Sections. Sections 1 and 2 of the AHL are required to be filled in the charge office by the clerical staff / UDC/LDC or script writers etc.
- Section -1 will contain identification particulars of the Enumeration Block.
- In Section 1, in addition to the identification particulars, a Concordance Statement is also required to be filled in cases where Houselisting Block has been split into Sub . Blocks.
- In Section 2 certain details of census houses and households in the Enumeration Block as listed in the Houselist Schedule are to be copied.
- Section 2 of the AHL has 10 Columns.
- Cols. 1 to 7 are to be copied from relevant columns of Houselisting Schedules. Col. 8 will contain serial number of all the households in continuation and will also be filled in charge office. Cols. 9 and 10 will be filled during field work for the population enumeration.

(Seema Jain, IAS)
Director, Census Operations, Punjab
(Chief Principal Census Officer)

No. Q-27001/IV/2002-Pb

Dated:

Copy forwarded to the following with the request to go through the contents of the circular meticulously and to ensure timely action:-

1. All the Deputy Commissioners/Commissioners of Municipal Corporation (Principal Census Officers)
2. All the Additional Deputy Commissioners in the State (District Census Officers)
3. All the Deputy Economic and Statistical Advisors in the State (Additional District Census Officer)
4. The Assistant Commissioners of Municipal Corporations (City Census Officers)
5. All the Sub-Divisional Magistrates (civil)(Sub-Divisional Census Officers)
6. All the Executive Officers of Municipal Councils/Nagar Panchayats/Cantonment Boards in the State (Town Census Officers)
7. All Tahsildars in the State (Charge Census Officers)

(Bhagirath Singh)
Deputy Director

No. Q-27001/IV/2002-Pb

Dated:

Copy for information and necessary action to :-

1. The Chief Secretary to Government of Punjab
2. The Financial Commissioner (Revenue), Punjab, Chandigarh.
3. The Financial Commissioner (Rural Development and Panchayats), Punjab, Chandigarh.
4. The Principal Secretary, Local Government, Punjab, Chandigarh.
5. The Principal Secretary, School Education, Punjab, Chandigarh.
6. The Principal Secretary, Planning, Punjab, Chandigarh.
7. The Principal Secretary, Home, Punjab, Chandigarh.
8. The Principal Secretary, Information and Public Relations, Punjab, Chandigarh.
9. All the Divisional Commissioners in the State.
10. The Director, Local Government, Punjab, Chandigarh.
11. The Director, Public Instructions (Secondary), Punjab, Chandigarh.
12. The Director, Public Instructions (Elementary), Punjab, Chandigarh.
13. The Director, (Rural Development and Panchayats), Punjab, S.A.S. Nagar (Mohali).

(Bhagirath Singh)
Deputy Director

No. Q-27001/IV/2002-Pb

Dated:

Copy for information to :-

1. The Registrar General & Census Commissioners of India, 2/A, Mansingh Road, New Delhi
2. All the Directors of Census Operations in the States/Union Territories

(Bhagirath Singh)
Deputy Director