



GOVERNMENT OF INDIA

Ministry of Home Affairs

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“Our Census, Our Future”

CENSUS OF INDIA 2011 - CIRCULAR No. 18

Subject : Enumeration of Institutional Households during Census 2011

The counting of population of Institutional Households forms an integral segment of census count and special care needs to be taken to cover them. A pre-determined strategy needs to be followed during the Population Enumeration to enumerate the segment of population staying in institutions.

‘Institutional Household’ in Census implies a group of unrelated persons who live in an institution and take their meals from a common kitchen. Examples of Institutional Households are boarding houses, messes, hostels, rescue homes, observation homes, beggars homes, jails, ashrams, old age homes, children homes, orphanages, etc. Further, as you may have noticed that in certain cities and towns, especially in close proximity to educational/vocational institutions, universities, IT and other companies, business centers, corporations, etc, a number of housing units providing Paying Guest (PG) accommodation to students, trainees, employees, etc have sprung up. If a group of unrelated persons is found living and sharing a common kitchen in such Paying Guest accommodation, it will be considered as an Institutional Household only if such a PG accommodation is registered.

2. You may also recall that the Institutional Households have been listed during the Houselisting Operations and shown in Section 2 of the Abridged Houselist (AHL). These

can be identified at a glance in the AHL as these are indicated as 999 in the Column No.6 under the heading Household number. Any Institution that comes up after the Houselisting is to be incorporated in Section 3 of the AHL by the enumerator during the Population Enumeration.

3. Enumeration of Institutional Households is carried out during the entire period of population enumeration from 9th February to 28th February, 2011 as and when the enumerator comes across it during the normal course of enumeration in the enumeration block assigned. In Institutional Households there is a strong possibility of double counting as the person staying in an Institution might already have been enumerated at the place of his/her normal residence. To avoid duplication it must be ensured that the individuals have not been enumerated at their normal place of residence.

4. To ensure complete coverage of Institutional Households throughout your district/Corporation, some special efforts are required to be made at the PCO level. **To achieve this, it is necessary to identify and list out all the Institutional Households particularly in important cities and towns of your district/Corporation.** Such a compilation would be helpful in for man-power/security/ infrastructure planning for smooth conduct of enumeration well in time especially in EBs having large number of Institutional population which single enumerator would not be able to cover single handedly.

5. To ensure the correct identification of Institutional Households and their complete coverage the following arrangements are to be made by each PCO/SDM-

- i. Preparing a charge-wise list of Institutions and their types to ensure complete coverage. Lists of institutions and their population numbers may be obtained from the District social security officer / civil surgeon/ DEOs/district jails superintendent etc. This list shall include the ones being run privately.
- ii. PCOs should communicate with the Officer/Manager in-charge of the institutions well in advance, make them aware of the census taking and related activities and seek for their complete co-operation.
- iii. Advance liaison and permissions for access needs to be taken for areas like jails etc. where access may not be easy for the enumerator.

- iv. Formation of additional number of Enumeration Blocks in areas with big Institutions such as prisons, old age homes, orphanage, etc. may be considered.
- v. Augmentation of additional enumerators/supervisors in the areas having concentration of Institutional Households to completely capture, particularly in the bigger towns/ cities.
- vi. Inmates of Institutions such as Orphanage, Mental Asylum or patients in ICU/Coma in Hospitals may not be in a condition to give the response to the questions. The enumerator may record the available details from the office of the institutions concerned or may collect information from attendant if available.
- vii. In case of *Dharamshalas, Dak Bunglows, Hotels, Ashrams, Nursing Homes, Hospitals* etc. which are used for temporary stay or transit, only those persons will be eligible for enumeration who are expected to be away from the place of their usual residence during the entire period of enumeration and are not being covered at any other place.
- viii. Please note that if a group of unrelated persons, sharing a common kitchen is found living in a census house, not being an institution, such group of persons shall be treated as a Normal Household with relationship status as 'unrelated'.
- ix. In the endeavor to avoid double counting, every person in institutions should be asked whether he/she has been enumerated anywhere else.
- x. A focused and thorough training to the Enumerators and Supervisors may be imparted on enumeration of institutions.
- xi. Publicity strategy at district level should include institutions – pamphlet distribution, publicity through departments/ NGOs concerned etc.

All PCOs/ SDMs/ Charge officers shall systematically plan taking of census in Institutions and ensuring the complete coverage of Institutional Households within their respective jurisdictions.

(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
a. (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. All District Education Officers, Secondary and Primary (Additional District Census Officers)
5. The Assistant Commissioners of Municipal Corporations (City Census Officers)
6. All the Sub-Divisional Magistrates- (Sub-Divisional Census Officers)
7. All Executive Officers of Municipal Councils/Nagar Panchayats/Cantonment Boards in the State (Town Census Officers)
8. All Tehsildars 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, Home, Punjab, Chandigarh for coverage of residents and staff of jails/ rehabilitation homes etc.
5. The Principal Secretary, Information and Public Relations, Punjab, Chandigarh
6. The Principal Secretary, School Education, Punjab, Chandigarh – to direct the DEOs to provide the list of institutions such as boarding houses/ messes/hostels to the DCs and for coverage of these areas.
7. The Principal Secretary, Planning, Punjab, Chandigarh.
8. The Secretary, Local Government, Punjab, Chandigarh for issuing directions to the Executive officers of committees etc.

9. Director- General of Police, Jails for issuing instructions for the coverage of jail-inmates.
10. All the Divisional Commissioners in the State.
11. The Director, Local Government, Punjab, Chandigarh for issuing directions to the Executive officers of committees etc.
12. The Director, Public Instructions (Secondary), Punjab, Chandigarh.- to direct the DEOs to provide the list of institutions such as boarding houses/ messes/hostels to the DCs and ensure coverage of these areas.
13. The Director, Public Instructions (Elementary), Punjab, Chandigarh – to direct the DEOs to provide the list of institutions such as boarding houses/ messes/hostels to the DCs and ensure coverage of these areas.
14. The Director, (Rural Development and Panchayats), Punjab, S.A.S. Nagar (Mohali).
15. The concerned Divisional Head and District Incharge from the Census Directorate, Punjab.

(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.