

Location Particulars		State/UT	District	Taluk/Block/PS/SDM/Head Circle/Ward	To be copied from Abridged Household	Household Block Number (Column 2 of section 2)	Type of Household	Normal ...1 Institutional...2
		Town/Village	Postal Code No. (only for Town)	Enumeration Block Number & Sub-block No.	Household Number (Column 6 of section 2)	Serial Number of Household (Column 8 of section 2 or column 6 of section 4)	First scheduled household, give details	

Q. 1 Name of the person start with head of household	Q. 2 Relationship to head write the relationship in H/L	Q. 3 Sex Male...1 Female...2 Other...3	Q. 4 Date of birth and Age 4(a) Date of birth as per English calendar (as declared or returned) Day-Month-Year 4(b) Age Also write age on last birthday in completed years, in box against 4(b)	Q. 5 Current marital status give code from list below	Q. 6 Age at marriage In completed years ☑ (not applicable for Never married)	Q. 7 Religion (Write name of the religion in full) Also give code in box if found in the list below For other religions of the religion not given	Q. 8 Scheduled Caste (SC)/ Scheduled Tribe (ST) 8(a) In this person SC/ST? If 'YES' give code in box SC.....1 ST.....2 If 'NO' put 'S' in box 8(b) If 'Yes' in 8(a), give code in the box against 8(b) from the list below 8(c) If 'Multiple disability' (Code 'S') in 9(b), give maximum three codes in boxes against 9(c) from the list below	Q. 9 Disability 9(a) Is this person mentally/physical disabled? Yes-r/No-n2 9(b) If 'Yes' in 9(a), give code in the box against 9(b) from the list below 9(c) If 'Multiple disability' (Code 'S') in 9(b), give maximum three codes in boxes against 9(c) from the list below	Q. 10 Mother tongue write name of the mother tongue in H/L	Q. 11 Other languages known write upto two languages in order of proficiency excluding mother tongue	Q. 12 Literacy status Literate...1 Illiterate...2	Q. 13 Status of attendance in educational institution give code from list below	Q. 14 Highest educational level attained Write the H/L description. For diploma or degree holder, also write subject of special
---	--	---	---	--	--	--	--	--	---	---	---	--	---



2011

Module 6A to 6D (Houseless Population, Revisional Round, Page Totals, Working Sheet & Enumerator's Abstract)

Page totals: (To be filled after Revisional Round)	Population M F O Total of 10 Total of 20 Total of 30	0-6 years population M F O For ages less than 7 years on date of birth after 23rd February, 2011	Q.5 Current marital status Never married...1 Currently married...2 Widowed...3 Separated...4 Divorced...5	Q.7 Religion Hindu...1 Muslim...2 Christian...3 Sikh...4 Buddhist...5 Jain...6	Q.8 *NOTE SC can be only among the Hindus, Sikhs and Buddhists, ST can be from any religion	Q.9 Disability In Seeing...1 In Hearing...2 In Speech...3 In Movement...4 Mental Retardation...5 Mental...6 Any Other...7 Multiple Disability...8	Q.13 Status of attendance Attending...1 Time...2 Occasional...3 Special Institution for Disabled...4 Dropping out...5 Other Institution...6 Not attending attended before...7 Never attended...8
--	---	---	---	---	---	--	---

CENSUS 2011 TRAINING



Introduction

- Enumeration of Houseless population
- Revisional round
- Key requirements after filling up of HH schedule
- Striking Page Totals
- Filling up of working sheet
- Filling up of Enumerator's Abstract
- Submission of population enumeration records

CENSUS 2011 TRAINING



Enumeration of Houseless Population

(Please refer to chapter-7, pg.101 of manual)

- Persons / Households who do not have any house for shelter, known as Houseless Population, are to be enumerated on the night of 28th Feb., 2011 to ensure complete coverage.
- Examples of Houseless Population: People like beggars, lepers, vagrants, hawkers, vendors, labourers and persons in search of work etc. who don't live in buildings/houses.

CENSUS 2011 TRAINING



Enumeration of Houseless Population Contd...

- Night Rest Points: Houseless Population normally take night rest in the open on road side, pavement, railway platform, bus stations, parks, under staircases / bridges / fly-overs, in open at places of worship, in hume pipes, in buildings under construction, in & around big hospitals etc.

CENSUS 2011 TRAINING



Enumeration of Houseless Population Contd... Role of enumerator

- To locate & record places and household details of such persons in Section 4 of the Abridged Houselist while canvassing schedules for normal/Institutional households during 9th – 28th Feb, 2011;
- Fill up location particulars and col.1 to 4 in section-4 of AHL

CENSUS 2011 TRAINING



Enumeration of Houseless Population Role of enumerator Contd...

- In case there are many such households in the EB and can't be enumerated on the night of 28th Feb, 2011, inform the Supervisor / Charge Officer for arrangement of additional Enumerator;
- Visit to these households/locations on night of 28th February and fill in col.5 and 6 in section-4 of AHL

CENSUS 2011 TRAINING



Enumeration of Houseless Population Role of enumerator Contd...

- In col.6 of section-4(AHL), assign continuous Sl.No. of the HH after the Sl.No. in sec-3 of AHL
- To canvass Household Schedules for these persons/ households, as already recorded in AHL (Sec-4) or found extra/elsewhere in the EB, on the night of 28th Feb, 2011.
- It is to be ensured that the person (s) has not been enumerated any where else;

CENSUS 2011 TRAINING



Enumeration of Houseless Population Role of enumerator Contd...

- After the schedule is filled in, write Respondent's name, his/her sl. no., take his/her Signature/Thumb-impression with date at specified spaces (Part-B of the Schedule) like schedules for Normal/Institutional households .

Name of the Respondent	Serial Number
Signature/Thumb impression of Respondent with Date	

CENSUS 2011 TRAINING



Revisional Round

(Please refer to chapter-8, pg.102-103 of manual)

- To be carried out between 1st March to 5th March, 2011 during which Enumerator is to revisit all households in his EB and update filled-in data, wherever required.
- **Need** : Census moment and reference date for 2011 census being 00.00 hours of 1st March, 2011, data already collected/recorded by the Enumerator in Household schedules during 9th – 28th Feb, 2011 need to be updated keeping in view the following changed situation after actual date of enumeration and before 00.00 hours of 1st March, 2011:-

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Revisional Round Contd...



- Birth or unfortunate death in the household;
- Presence of member(s) in the household, who was not enumerated earlier in the household as he/she normally stays outside, but now found to have not been enumerated else where;
- Presence of visitor(s), who stayed away from his/her normal place for entire enumeration period and has not been enumerated else where;
- Movement of household(s) into the Enumerator's jurisdiction but not enumerated any where else.

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Revisional Round Contd... Role & Responsibilities of Enumerator:

- To revisit to all enumerated households in the entire Block and to ascertain if there is any birth or left-out member / visitor for addition, unfortunate death for deletion etc;
- For birth & addition of left-out members /visitors who qualify to be enumerated, individual particulars of the baby/persons to be entered in HH schedule. Also, entries under Q. 27, 28 & 29 for mother of the new born child to be updated;

CENSUS 2011 TRAINING



Revisional Round Contd...

Role & Responsibilities of Enumerator:

- In such addition cases, entries in same HH Schedule are to be made provided there is space
or
use a fresh HH Schedule by recording the Sl. no. of Household & other location particulars etc. Also, record 'C' (against the item 'Continued Sheet') and last three digits of fresh Form no. at specified spaces on side 'B' of last schedule used for the household;

CENSUS 2011 TRAINING



Revisional Round Contd...

Role & Responsibilities of Enumerator:

- For death, the 'Individual particulars' are to be cancelled by striking out entries made for the dead person from Q. 1 to 29;
- "DIED" is to be written under Q. 1;
- Also, entries under Q. 27 for the mother of the deceased, if enumerated, are to be updated;
- No change in sl.no. of members, relationship to head be made in the schedule;
- In all such addition & deletion cases, 'Page Totals' if struck earlier are to be correct.

CENSUS 2011 TRAINING



Signatures on Household Schedules Contd...

After filling of Household Schedule, the enumerator has to record / obtain the following at specified spaces on side-B of the Schedule.

- Signature of the Enumerator with date
- Tick (✓) the sex of enumerator male/female in relevant box.
- Signature of the Supervisor with date.

Signature of the Enumerator with Date <input type="text"/>	Sex of Enumerator Male <input type="checkbox"/> Female <input type="checkbox"/>
Signature of the Supervisor with Date <input type="text"/>	(Put ✓ at appropriate box)

CENSUS 2011 TRAINING

Striking Page Totals in HH Schedule- Qns.3,4 & 12

(Refer: Side-A of HH Schedule and pg.99-100 of manual)

- Page Totals to be worked out for every filled-in HH Schedule separately after revisional round.
- To arrive at Page Totals for Population (Q.3), 0-6 Population (Q.4), Literates & Illiterates (Q.12) by sex (Males, Females and Others), count number of persons and entries as given below:



2011

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Striking Page Totals in HH Schedule- Qns.3,4 & 12 contd...

Population

- Count total of 1's, 2's & 3's under Q.3 and write the respective number in the box for M, F & O.

0-6 Population

- Identify the entries where DOB is after 28th Feb. 2004 against Q.4(a) or age less than 7 years in Q. 4(b). Then write the number of such children by sex (from Q.3) in the box for M, F & O.

CENSUS 2011 TRAINING



Striking Page Totals in HH Schedule- Qns.3,4 & 12 contd...

Number of Literates (Total of 1s)

- Count no. of 1's under Q.12 by sex (Q.3) and write the respective number in the box for M, F & O.

Number of Illiterates (Total of 2s)

- Count no. of 2's under Q.12 by sex (Q.3) and write the respective number in the box for M, F & O.

Page Totals:
Total
Male
Female

Populatio
M F O
Total

14 year populatio
M F O
Total

Q3 Current marital status
Never married
Currently married
Separated
Divorced

Q7 Religion
Hindu
Muslim
Sikh
Buddhist
Jain

Q11 *NOTE
SC can be only among the Hindus, Sikhs and Buddhists. ST can be from any religion

Q10 Disability
In Sighting
In Hearing
In Speech
In Movement

Illiterates (Total of 1s)
Illiterates (Total of 2s)

Q13 Status of attendances
Attendance
Not attending
Special Instruction
No Answer

CENSUS 2011 TRAINING

Working Sheet for preparing Enumerator's Abstract



CENSUS OF INDIA 2011

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WORKING SHEET FOR PREPARING THE ENUMERATOR'S ABSTRACT (To be compiled from the Page Totals given at the bottom of Household Schedule.)

Location Particulars :

Page No.

Name of State/UT Code No.

Name of the district Code No.

Name of the taluk/Taluk/PS/ Div./Block/Circle/Mandal etc Code No.

Name of Town/Village Code No.

Number of ward Code No.

Enumeration Block Number & Sub-Block No.

Number of households by type:
(Strike out whichever is not applicable)

Normal

Institutional

Houseless

Line number	Form Number (Last four digits of the Form Number)	Serial Number of Household	Number of persons, males, females and others				Number of children in age-group 0-6				Number of literates				Number of illiterates			
			P (Total of Col. 4, 5 and 6)	M	F	O	P (Total of Col. 8, 9 and 10)	M	F	O	P (Total of Col. 12, 13 and 14)	M	F	O	P (Total of Col. 17, 18 and 19)	M	F	O
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

(Please refer to Format at pg.104 and chapter-9 of the manual)

- To be prepared separately for Normal, Institutional and Houseless Households.

13 Status of attendance
 13.1 Status of attendance
 13.2 Status of attendance
 13.3 Status of attendance
 13.4 Status of attendance



CENSUS 2011 TRAINING

Working Sheet for preparing Enumerator's Abstract Contd...

CENSUS OF INDIA 2011

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**WORKING SHEET
FOR PREPARING THE ENUMERATOR'S ABSTRACT**
(To be compiled from the Page Totals given at the bottom of Household Schedule)

Location Particulars :

Page No.

Name of State/UT Code No.

Name of the taluk/Tehsil/PS/Div. Block/Circle/ Mandal etc Code No.

Number of ward Code No.

Name of the district Code No.

Name of Town/Village Code No.

Enumeration Block Number & Sub-Block No. -

Number of Households by type:
(Strike out whichever is not applicable)

Normal

Institutional

Non-resident

Line number	Form Number (Last four digits of the Form Number)	Serial Number of Household	Number of persons, males, females and others				Number of children in age-group 0-6				Number of literates				Number of illiterates			
			P (Total of Col. 4, 5 and 6)	M	F	O	P (Total of Col. 8, 9 and 10)	M	F	O	P (Total of Col. 12, 13 and 14)	M	F	O	P (Total of Col. 17, 18 and 19)	M	F	O
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

- Household Schedules for each category are to be arranged in ascending order of the serial number of household.
- In case of more than one schedule for same household, arrange them as per sl. no. of members.



CENSUS 2011 TRAINING

Working Sheet for preparing Enumerator's Abstract Contd...

CENSUS OF INDIA 2011 Confidential when filled

WORKING SHEET
FOR PREPARING THE ENUMERATOR'S ABSTRACT
(To be compiled from the Page Totals given at the bottom of Household Schedule)

Location Particulars : Page No.

Name of State/UT Code No. Name of the district Code No.

Name of the taluk/Taluka/PS/ Dev. Block/Circle/Mandal etc Code No. Name of Town/Village Code No.

Number of ward Code No. Enumeration Block Number & Sub-Block No. -

Number of households by type: (Strike out whichever is not applicable)

Normal
Institutional
Miscellaneous

Line number	Form Number (Last four digits of the Form Number)	Serial Number of Household	Number of persons, males, females and others				Number of children in age-group 0-6				Number of literates				Number of illiterates			
			P (Total of Col. 4, 5 and 6)	M	F	O	P (Total of Col. 8, 9 and 10)	M	F	O	P (Total of Col. 12, 13 and 14)	M	F	O	P (Total of Col. 17, 18 and 19)	M	F	O
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

- Every row in the working sheet corresponds to one Household Schedule.

CENSUS 2011 TRAINING

Working Sheet for preparing Enumerator's Abstract Contd...



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WORKING SHEET FOR PREPARING THE ENUMERATOR'S ABSTRACT (To be compiled from the Page Totals given at the bottom of Household Schedule)

Particulars :

Page No.

State/UT Code No.

Taluk/Tehsil/PS/..... Code No.

District/Mandal etc Code No.

Block Code No.

Name of the district Code No.

Name of Town/Village Code No.

Enumeration Block Number & Sub-Block No. -

Number of households by type:
(Strike out whichever is not applicable)

Normal

Institutional

Houseless

Form Number (Last four digits of the Form Number)	Serial Number of Household	Number of persons, males, females and others				Number of children in age-group 0-6				Number of literates				Number of illiterates		
		P (Total of Col. 4, 5 and 6)	M	F	O	P (Total of Col. 8, 9 and 10)	M	F	O	P (Total of Col. 12, 13 and 14)	M	F	O	P (Total of Col. 15, 16 and 17)	M	F
1	1	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

- The columns in every row are to be filled up basing on the page totals (derived at the bottom of Side-A) of every Household Schedule.
- The value of 'P' under col.4, 8,12 & 16 is to be arrived by adding M, F & O in respective category.

CENSUS 2011 TRAINING

Working Sheet for preparing Enumerator's Abstract Contd...



- On the last page of the Working Sheet relating to the Normal households (if space available or use a fresh sheet), the totals of each page of working sheet for Normal households have to be carried over and then derive totals for all the Normal households by adding up page wise totals.
- Working out of page totals for cols 4 to 19 are simple summation of figures under respective columns.
- Page total for Col. 3 (total no. of Households) is to be derived by counting the number of entries.



CENSUS 2011 TRAINING

Working Sheet for preparing Enumerator's Abstract Contd...

- The totals relating to the Institutional households and the Houseless households in that order will be carried over in separate lines under the totals for Normal households.

Page
Totals:
Total
Residential
Rural

Populatio
M F O
Total
Total
Total

14 year populatio
M F O
Total
Total
Total

Q.6 Current
marital status
Never married
Currently married
Widowed
Separated
Divorced

Q.7 Religion
Hindu
Muslim
Christian
Sikh
Buddhist
Jain

NOTE
SC can be only among
the Hindus, Sikhs and
Buddhists, ST can be
from any religion

Q.8 Disability
In Sighting
In Hearing
In Speech
In Movement

Mental Retardation
Multiple Disabilities

Q.13 Status of attendances
Attending
Not attending
Special facilities
to be provided

Q.13 Status of attendances
Attending
Not attending
Special facilities
to be provided

Q.13 Status of attendances
Attending
Not attending
Special facilities
to be provided

CENSUS 2011 TRAINING

Working Sheet for preparing Enumerator's Abstract Contd...



- Grand total of all households of the EB is to be derived by summing up the totals for all Normal, Institutional and Houseless households. These figures are to be verified with the help of check points as given below:
- Males: Totals of col. 5 = Totals of cols. 13 + 17
- Females: Totals of col. 6 = Totals of cols. 14+18
- Others: Totals of col. 7 = Totals of cols. 15+19

CENSUS 2011 TRAINING



Filling up of Enumerator's Abstract (Refer: Format at pg.109 and chapter-10 of manual)

- This will be prepared (in duplicate) from the 'Summary Totals' derived on the last page of the Working Sheet for Normal households.
- Full location Particulars are to be written.

CENSUS 2011 TRAINING



Filling up of Enumerator's Abstract - contd. (Refer: Format at pg.109 and chapter-10 of manual)

- Total number of Occupied residential houses to be copied from Sub-section (B) of Section 5 of the AHL.
- Number of Normal, Institutional & Houseless Households to be copied from the right hand top corner of the 1st page of the respective Working Sheet.
- In case of no household of any category in the Block, Zero is to written in the box.
- Number of households in three categories to be added up to get total no. of households.

CENSUS 2011 TRAINING



Filling up of Enumerator's Abstract - contd. (Refer: Format at pg.109 and chapter-10 of manual)

- For particulars noted against serial numbers 1 to 4, figures are to be posted respectively from cols. 4,5,6 & 7 of the lines meant for 'Normal', 'Institutional', 'Houseless' and 'Grand Total' of the 'Summary Totals' in Working Sheet.
- The figures for items listed at serial number 5 to 7 will be taken from Cols. 8 to 19 of the 'Grand Total' line of 'Summary Totals' in the Working Sheet.



CENSUS 2011 TRAINING

Submission of Records for Population Enumeration

- Records are to be arranged in 3 sets
- SET 1
- Enumerator's Abstract of the EB (On Top)
- Working Sheets for preparing the Enumerator's Abstract - three sets for Normal households, Institutional households and Houseless households tagged together.



CENSUS 2011 TRAINING

Submission of Records for Population Enumeration contd...

- Records are to be arranged in 3 sets

- SET 2
- Layout Map (On Top)
- filled in and updated Abridged Houselist (all Sections duly bunched together).

CENSUS 2011 TRAINING



Submission of Records for Population Enumeration contd....

- Records are to be arranged in 3 sets

- SET 3

- Enumerator's Abstract of the EB (On Top)
- loose filled in Household Schedule forms for Normal households, Institutional households and Houseless households arranged in that order.
- **Please note that this bundle is neither to be tied with sutli (thread) nor to be tagged**



CENSUS 2011 TRAINING



Submission of Records for Population Enumeration contd...

- Records are to be arranged in 3 sets
- All these three sets are to be arranged in ascending order, kept in a Plastic Folder already supplied and then be handed over to the supervisor along with the Certificate of Complete Coverage and Inventory of materials used/un-used.

Census of India 2011 Household Schedule

Confidential when filled use only arabic numbers as indicated here

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

Location Particulars		State		District		Taluk		Village		Household Number		Serial Number		Type of household		Normal		Institutional	
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0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	0.10	0.11	0.12	0.13	0.14
Name of the person	Relationship to head	Sex	Date of birth and Age	Current marital status	Age at marriage	Religion	Scheduled Caste (SC) / Scheduled Tribe (ST)	Disability	Mother tongue	Other languages known	Literacy status	Status of attendance in educational institutions	Highest educational [level] attained



2011

Thank You

Page totals:	Populace	0-4 years population	0-5 Current marital status	0-7 Religion	0-8 *NOTE	0-9 Disability	0-13 Status of attendanc
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