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भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
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CENSUS OF INDIA 2011 - CIRCULAR No. 21

No. 9/90/2010-CD(CEN) **Dated: July 12, 2010**

Subject : Preparation of the Abridged Houselist.

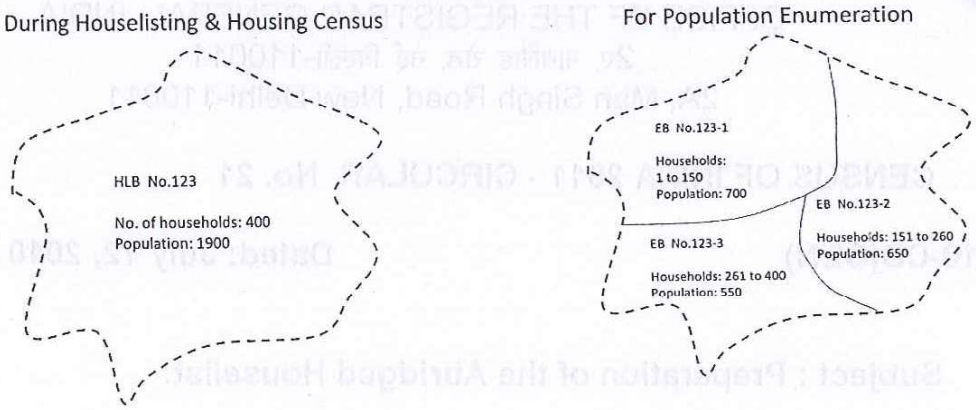
I presume you have already received Circular No. 20 that dealt with the subject of preparing Charge Registers for the Population Enumeration (PE) Phase of Census 2011. In the present circular, the subject of preparation of Abridged Houselist will be dealt with in detail.

The AHL is the document that provides the basic frame for carrying out the Population Enumeration. The details required for filling up the AHL are obtained from the Schedules filled up during the Houselisting and Housing Census. The AHL apart from providing a frame for the PE will help in ensuring an equitable work load to the enumerator. It will also assist the enumerator in ensuring complete coverage during the population enumeration.

General Principles for Formation of Enumeration Blocks:

2. An AHL is to be prepared for each Enumeration Block (EB). The method of carving out EBs has already been described in circular No.20. The methodology of assigning EB No. and Sub Block No. has also been described in this Circular. It is sufficient to recall here that the Blocks carved out during Houselisting would generally be kept intact. The EB No. would therefore be the same as the Houselisting Block (HLB) No. Only in cases where the population has exceeded 800 would the HLB be broken up into two or more EBs. In such cases, the EB no. would be the same as the HLB No. but in addition, there would be a Sub Block No.

Example: During HLO an HLB bearing No. 123 had 400 households with a population of 1900. This may be split into 3 Enumeration Blocks for Population Enumeration. In this case, while keeping the boundary of the HLB intact, the first EB may comprise of Household No. 1-150 with a population of 700; the second EB may comprise of Household No 151 - 260 consisting of a population of 650 and the third EB may comprise of Household No 261 - 400 consisting of a population of 550. The EB No(s) for the three EBs will be 123-1, 123-2 1nd 123-3.



3. The formation of the Population Enumeration Blocks on the basis of the Houselisting Blocks will be the personal responsibility of the Charge Officer concerned. It is also the Charge Officer who will be responsible for ensuring that the details of each Enumeration Block and sub-block if sub-divided in case of bigger Houselisting Blocks are copied out correctly in the corresponding "Abridged Houselist" and that the Charge Registers are correctly prepared for the Population Enumeration phase. To avoid any possibility of mistakes, it will be necessary for the Charge Officer to personally compare the new Charge Registers with the Houselist Schedule and also the Abridged Houselist and with the Charge Registers prepared for the Houselist. The sequence of the organizational steps would therefore be as follows:

4. Taking into consideration the norms given above, Charge Registers will be written afresh on the basis of the Sub-Blocks formed in bigger HLBs for each Charge and simultaneously the Abridged Houselist for each Enumeration Block will be prepared and compared to ensure that no building/ census house/household has been left out. 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.

5. The preparation of Abridged Houselist of those Houselist Blocks which have 800 or less population can be started immediately as these blocks would

be kept intact for the population enumeration phase also. Therefore, Abridged Houselist for such Blocks can be prepared easily.

6. 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; 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.

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

7. Instructions for preparation of the Abridged Houselist in Charge Offices are given hereunder. These instructions are directed towards the clerical and other staff entrusted to prepare the Abridged Houselist in the Charge Offices.

8. **The format of the Abridged Houselist is given at Annexure-I with this circular**. The Abridged Houselist comprises of six sections. While preparing Abridged Houselist in the Charge Office, the location particulars must be filled in at the top of the each page of the Abridged Houselist. These details are already available in the Charge Office. In addition to the identification particulars in Section 1, only section 2 of the abridged Houselist is required to be filled in the Charge Office. The remaining sections of the Abridged Houselist namely Sections 3, 4, 5 and 6 are not required to be filled in the Charge Office as these will be filled by the enumerator at the time of Population Enumeration or just after the completion of the Population Enumeration.

9. Section 1 of the Abridged Houselist is to be filled in the Charge Office and consists of the complete Identification Particulars along with the location codes. Since these are already available in the Charge Office there should not be any difficulty in filling up these details in section 1. A concordance statement is also to be filled in cases where Houselisting Block split into two or more Enumeration Blocks.

10. Section 2 of the Abridged Houselist contains 10 Columns. These are Column 1 (Serial number), Column 2 (Houselisting Block Number), Column 3 (Building Number), Column 4 (Census house number), Column 5 (Purpose for

which census house is used), Column 6 (Household Number) ,Column 7 (Name of the head of the household) , Column 8 (Serial number of household), Column 9 (date(s) of visit/re-visit) & Column 10 (Remarks). Columns 1 to 7 are to be copied from relevant columns of Houselisting and Housing Census Schedules. Column 8 will contain serial number of all the households in continuation and will also be filed in Charge Office. Columns 9 and 10 will be filled during field work for the Population Enumeration.

11. Section 3 of the Abridged Houselist is Addenda to Section 2 (containing the same columns) where particulars of the new buildings, census houses and households which were not covered during the Houselisting and Housing Census or have come up after the Houselisting Operations are to be filled. This is to be filled during the updation of Abridged Houselist at the time of the Population Enumeration. Detailed instructions in this regard are being included in the Instruction Manual for filling up the Household Schedule.

12. Similarly, Section 4 of the Abridged Houselist is to be used for identification and recording of places where the houseless population is found staying during the course of Population Enumeration by the enumerator during his/her field visit.

13. Section 5 contains details of the Population Enumeration Block regarding (A) Population of Enumeration Block, (B) Number of occupied residential houses and (C) Total number of households. These details will be filled by the enumerator after he/ she has completed the Population Enumeration work in his/her Enumeration Block after the Revisional Round is over i.e. on 5th October, 2010 in snowbound areas and 5th March, 2011 in the entire country.

14. Section 6 of the Abridged Houselist is a Certificate of complete coverage and inventory of used/unused material for Enumerator. This is to be submitted by the Enumerator to the Supervisor after the completion of Population Enumeration in his/her block. The inventory to be provided by the Enumerator regarding the material used/unused during Population Enumeration of 2011 Census includes the particulars of Layout Map, Household Schedules, Working Sheet for Preparing Enumerator's Abstract, Enumerator's 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 then to be duly signed by the Supervisor alongwith his/her name, place and date.

15. These instructions relating to the filling in of identification particulars under Sections 1 and Section 2 of the Abridged Houselist under the directions of the Charge Officer in the Charge Office are given below. These portions of the Abridged Houselist will be filled in by such clerks or assistants to whom the work is assigned by the Charge Officer. These instructions are meant for the staff who will prepare the Abridged Houselist in the initial stage in the Charge Office after the Houselisting Operations are over.

16. An Abridged Houselist will have to be prepared for each of the Population Enumeration Block at the Census of India 2011. The Abridged Houselist establishes itself as an essential link between the Houselist and the Population Enumeration. It serves as a frame for assigning the Household Serial Number to each household in an Enumeration Block. It will also serve as a frame for Post-Enumeration Surveys and other similar multipurpose surveys, which may be taken up in the future for the next 10 years until the next Census. It is an important permanent document and you must fill it up carefully after reading these instructions and the instructions given in the notes to the Abridged Houselist form itself.

17. A separate Abridged Houselist is to be prepared for each Population Enumeration Block of the Charge assigned to you.

Filling Up of Section 1:

18. The identification particulars of the Enumeration Block are to be provided in Section 1. You should have 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/UT, District, Tahsil/Taluk/PS/Dev.Block/Circle/Mandal 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 such cases in which 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 it also has provision of giving the concordance statement required to be filled only in cases where Houselisting Block has been split into two or more EBs. If the Houselisting Block has been splitted then 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 only '-' against these items.

Filling Up of Section 2:

19. 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 the Houselisting Block has been divided into Sub-Block(s) (in case of bigger HLBs), you must 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.. 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 Lay out map prepared at the Houselisting stage should also be used for delineation of Sub-Blocks.

20. 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.

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

a. **Column 1:** Write the serial Number starting from 1. This serial number will run continuously within each Enumeration Block. Serial number may

differ from the line number of the Houselist Schedule only if the Houselisting block is split into Sub-Block(s).

b. **Column 2:** The information in Column 2 is to be copied from top right most item of the Location Code in the Houselist Schedule (HLS).

c. **Columns 3, 4 and 5:** These columns are identical with the columns 2 , 3 & 7 of the Houselist Schedule and thus should simply be copied into the columns of Abridged Houselist respectively.

d. **Columns 6 and 7:** These columns of the Abridged Houselist correspond to Columns 9 and 13, respectively, of the Houselist Schedule and these should be simply copied from the Houselist Schedule. For such cases in which no household number has been recorded in the Houselist Schedule, a '-' may be put under these two columns.

e. **Column 8** needs some explanation. It relates to the serial number of household and has to be given by you afresh starting from 1. It must be emphasized that this serial number is extremely important, as it will be entered in other census documents, particularly in Household Schedule during the Population Enumeration. Extreme care should, therefore, be taken in giving this serial number.

22. As the heading of Column 8 indicates, a 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 be continuous in ascending order for all the households within the Enumeration Block. This means that all the lines in which Column 6 is having '-'(dash) will be skipped for this serial number and '-' (dash) will be entered in column 8.

a. **Columns 9 and 10:** These columns will be filled up by the Enumerator during the Population Enumeration phase and therefore these are to be left blank while filling up Section 2 in the Charge Office.

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

24. It may be clarified here that the serial numbers to each household should be freshly given 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 case a Houselisting Block is split into two Sub-Blocks, it is obvious that separate Abridged Houselist will be prepared for the Sub-Block of the same Houselisting Block. In the Sub-Block, the Serial Numbers of the Households should be given freshly starting from 1.

25. **Thus, it is reiterated that only Section 1 having identification particulars and Section 2 of the Abridged Houselist are required to be filled in the Charge Office. The remaining sections of the Abridged Houselist are not required to be filled in the Charge Office as these will be filled by the enumerator during/after the Population Enumeration.**

26. After completing this Section, the Clerk who has filled the section 2 would put his /her signatures at the space provide at the bottom of last page of the Section 2 of AHL. The Charge Officer would also put his/her signature after verification of the filled in details.

27. 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:

28. The Abridged Houselist will be carried in the field by the enumerator for filling in Section 3 and also for updating the entries in Section 2, wherever necessary. 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 Manual for filling up the Household Schedule.

29. 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.

The supervisory level officials at the Directorates as well as the Charge Offices must be trained well in advance so that they will be able to supervise and ensure that the above instructions regarding formation of Enumeration blocks and writing of Abridged Houselist have been followed scrupulously. The Officials from the District as well as the Directorates should ensure that the Charge Registers as well as the AHL should be meticulously prepared. Any lapse in this important work will have serious consequences on the conduct of the Population Enumeration. I am sure you will leave no stone unturned to ensure that this item of work is attended to with sincerity and dedication.

(C. Chandramouli)
Registrar General and
Census Commissioner, India

Encl.: As mentioned above.

To

All Directorates of Census Operations

Copy to:

1. DRG(C&T), DRG(PKB), DRG(Map), DRG(CRS/SRS), JD(AKS), JD(DP), JD(A.K.Samal), JD(M.S.Thapa), JD(A.K.Srivastava), JD(Anil Kumar), ARG(SS), JRGI, DS(A), SRO(Language Division)
2. JD(OL) for immediate Hindi translation
3. PS to RGI, PS to Addl. RGI, PS to DDG(MNIC), PS to DDG(D. Rastogi)
4. Census Cell (15 copies)
5. Guard File

Annexure - I

CENSUS OF INDIA 2011

ABRIDGED HOUSELIST

Section 1

Identification particulars:

(1) Name of State/UT .....Code No. ☐☐ (2) Name of the District.....Code No. ☐☐

(3) Name of the Tahsil/Taluk/PS/ Dev.Block/Circle/ Mandal etc.....Code No. ☐☐☐ (4) Name of Town/ Village.....Code No. ☐☐☐☐

(5) Number of Ward.....Code No. ☐☐☐☐ (6) Enumeration Block Number... ☐☐☐☐ Sub-Block Number.... ☐

Concordance statement to be filled in cases where Houselisting Block has been split into two or more EBs

(if the Houselisting Block is kept intact, put dashes (-))

This EB has been carved out from the following Houselisting Block:

Houselisting Block No..... **Household numbers: From..... To.....**

NOTE : Generally Houselisting Blocks should be kept intact

CENSUS OF INDIA 2011
ABRIDGED HOUSELIST

Page No. .....

Identification particulars:

(1) Name of State/UT ..... Code No. ☐☐

(2) Name of the District..... Code No. ☐☐

(3) Name of the Tahsil/Taluk/PS/ Dev.Block/Circle/ Mandal etc..... Code No. ☐☐☐

(4) Name of Town/Village..... Code No. ☐☐☐☐

(5) Number of Ward..... Code No. ☐☐☐☐

(6) Enumeration Block Number..... ☐☐☐☐ Sub-Block No. ☐

SECTION 2: Houselist particulars (Columns 2 to 7 of section 2 are to be copied from the relevant Houselisting and Housing Census Schedules(HLS):

Serial number (start from1, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (start afresh from 1)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10

Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS))

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB NO. | Sub-Block No.

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
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Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

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Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
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Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

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Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

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Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
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Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

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Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
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Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB NO. | Sub-Block No.

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
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Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

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Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
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Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

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Location Code: State/UT [ ][ ] District [ ][ ] Tahsil/Taluk, etc. [ ][ ][ ] Town/Village [ ][ ][ ][ ] Ward [ ][ ][ ][ ] EB NO. [ ][ ][ ][ ] Sub-Block No. [ ]

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
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Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

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1	2	3	4	5	6	7	8	9	10

Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB NO. | Sub-Block No.

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10

Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB NO. | Sub-Block No.

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10

Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB NO. | Sub-Block No.

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10

Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB NO. | Sub-Block No.

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10

Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB number | Sub-Block No.

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars)	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10

Dated Signature of

Charge Office Clerk .....

Checked and found correct.

Dated Signature of Charge Officer.....

CENSUS OF INDIA 2011
ABRIDGED HOUSELIST

Page No. .....

Identification particulars:

(1) Name of State/UT ..... Code No. ☐☐

(2) Name of the District..... Code No. ☐☐

(3) Name of the Tahsil/Taluk/PS/ Dev.Block/Circle/ Mandal etc..... Code No. ☐☐☐

(4) Name of Town/Village..... Code No. ☐☐☐☐

(5) Number of Ward..... Code No. ☐☐☐☐

(6) Enumeration Block Number..... Sub Block No. ☐

SECTION 3: Addenda to Section 2 (To record buildings/ census houses/ households not covered in Section 2 but found by the enumerator during Population Enumeration) :

Serial number (continue from last page of Section 2)	Houselisting Block Number (not applicable for Section 3)	Building number	Census house number	Purpose for which census house is used (Describe Actual use)	Household number (not applicable for Section 3)	Name of the head of the household (write full name)	Serial number of household (continue from last page of Section 2)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
								....	
								....	
								....	
								....	
								....	
								....	
								....	
								....	

SECTION 3: Contd.

Page No.....

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB number | Sub Block No.

Serial number (continue from previous page)	Houselisting Block Number (not applicable for Section 3)	Building number	Census house number	Purpose for which census house is used (Describe Actual use)	Household number (not applicable for Section3)	Name of the head of the household (write full name)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10

Page No.....

SECTION 3: Contd.

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB number | Sub Block No.

Serial number (continue from previous page)	Houselisting Block Number (not applicable for Section 3)	Building number	Census house number	Purpose for which census house is used (Describe Actual use)	Household number (not applicable for Section3)	Name of the head of the household (write full name)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10

Page No.....

SECTION 3: Contd.

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB number | Sub Block No.

Serial number (continue from previous page)	Houselisting Block Number (not applicable for Section 3)	Building number	Census house number	Purpose for which census house is used (Describe Actual use)	Household number (not applicable for Section3)	Name of the head of the household (write full name)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10

CENSUS OF INDIA 2011
ABRIDGED HOUSELIST

Page No. .....

Identification particulars:

(1) Name of State/UT ..... Code No. ☐☐ (2) Name of the District..... Code No. ☐☐

(3) Name of the Tahsil/Taluk/PS/ Dev.Block/Circle/ Mandal etc..... Code No. ☐☐☐ (4) Name of Town/Village..... Code No. ☐☐☐☐

(5) Number of Ward..... Code No. ☐☐☐☐ (6) Enumeration Block Number..... ☐☐☐☐ Sub Block No. ☐

SECTION 4: Identification of places where houseless population was found staying during Population Enumeration :

Serial number (start afresh from 1`)	Particulars of the place	Name of the head of the Houseless household (write full name)	Approximate number of persons in the household	Whether found the household on the night of February 28, 2011 in this EB (Yes / No)	Serial number of household (continue from Column 8, last row, last page of Section 3. Give the Serial Number if 'Yes' in Column 5)	Remarks
1	2	3	4	5	6	7

Page No. .....

SECTION 4: Continued.

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB number | Sub Block N

Serial number (continue from previous page)	Particulars of the place	Name of the head of the household (write full name)	Approximate number of persons in the household	Whether found the household on the night of February 28, 2011 in this EB (Yes / No)	Serial number of household (continue from previous page. Give the Serial Number if 'Yes' in Column 5)	Remarks
1	2	3	4	5	6	7

SECTION 4: Continued.

Page No. .....

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB number | Sub Block No.

Serial number (continue from previous page)	Particulars of the place	Name of the head of the household (write full name)	Approximate number of persons in the household	Whether found the household on the night of February 28, 2011 in this EB (Yes / No)	Serial number of household (continue from previous page. Give the Serial Number if 'Yes' in Column 5)	Remarks
1	2	3	4	5	6	7

Checked and found correct.
Dated signature of Supervisor.....

Dated Signature of
Enumerator.....

Location Codes : State/UT | District | Tahsil/Taluk etc. | Town/Village | Ward | E.B.Number | Sub-block No.

Section 5 : To be filled only after completion of revisional round of Population Enumeration

(A) Population of the Enumeration Block..... (B) Number of occupied residential houses..... (C) Total Number of households.....

Section 6

CENSUS OF INDIA 2011
POPULATION ENUMERATION

Certificate of complete coverage and inventory of used / unused material for Enumerator

1. This is to certify that:

i. I have prepared the layout map as per the instructions and as per the boundaries shown/provided by my Charge Officer/Supervisor
ii. I have included all the buildings in the layout map and no area is left out
iii. I have updated the house numbering and Abridged Houselist
iv. I have personally filled in all the Schedules, forms, layout map etc as per the instructions.
v. I have covered all the buildings, Census houses viz. fully residential, fully non-residential and partly residential and all the households, including the institutional households and the houseless households found on the night of February 28th 2011 in my Enumeration Block without omission or duplication.
Instruction Manual/s and the Enumerator's kit items have been provided to me.

The inventory of material used / unused during Census of India, 2011 Population Enumeration is as under:

Particulars	No. of blank Schedules/Forms Received from the Supervisor		No. of Filled-in Schedules/forms returned to Supervisor	No. of Blank/Spoiled Schedules/forms returned to Supervisor
Layout Map				
Household Schedules	Number of forms : Form No.			
	From	To		
Enumerator's Abstract (2 copies)				

Signature of Enumerator..... Name in block letter..... Place..... Date.....

ACKNOWLEDGEMENT BY THE SUPERVISOR

Received the filled-in as well as blank/spoiled schedules etc. as stated above.

Signature of Supervisor..... Name..... Place:..... Date:.....

(in block letters)

Annexure - II

CENSUS OF INDIA 2011

ABRIDGED HOUSELIST

Section 1

Identification particulars:

(1) Name of State/UT Haryana Code No. 0 6 (2) Name of the District Gurgaon Code No. 1 8

(3) Name of the Tahsil/~~Taluk/PS/~~ ~~Dev.Block~~/~~Circle~~/ ~~Mandal~~ etc. Gurgaon Code No. 0 0 2

(4) Name of Town/ ~~Village~~ Gurgaon Code No. 7 0 6 9

(5) Number of Ward 2 Code No. 0 0 0 2 (6) Enumeration Block Number 0 0 0 8 Sub-Block Number —

Concordance statement to be filled in cases where Houselisting Block has been split into two or more EBs

(if the Houselisting Block is kept intact, put dashes (-))

This EB has been carved out from the following Houselisting Block:

Houselisting Block No. — **Household numbers: From** — **To** —

NOTE : Generally Houselisting Blocks should be kept intact

CENSUS OF INDIA 2011
ABRIDGED HOUSELIST

Page No. 1

Identification particulars:

(1) Name of State/UT Haryanaw Code No. 06

(2) Name of the District Gurgaon Code No. 18

(3) Name of the Tahsil/~~Taluk/PS/ Dev.Block/Circle/ Mandal~~ etc. Gurgaon Code No. 002

(4) Name of Town/~~Village~~ Gurgaon Code No. 7069

(5) Number of Ward 2 Code No. 0002

(6) Enumeration Block Number 0008 Sub-Block No.

SECTION 2: Houselist particulars (Columns 2 to 7 of section 2 are to be copied from the relevant Houselisting and Housing Census Schedules(HLS):

Serial number (start from1, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (start afresh from 1)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
1	8	1	1(1)	Residence	1	Janaki Devi	1		
2	8	—	1(2)	Cattle Shed	—	—	—		
3	8	2	2(1)	Residence-cum Work shop	2	Ganga Singh	2		
4	8	—	2(2)	Kirana shop	—	—	—		
5	8	3	3	Tea shop	—	—	—		

Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No..... 2

Location Code: State/~~UT~~ 06 | District 18 | Tahsil/~~Taluk~~, etc. 002 | Town/~~Village~~ 7069 | Ward 0002 | EB NO. 0008 | Sub-Block No. ☐

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
6	8	4	4	Residence	3	Chandan Singh Meena	3		
7	8	—	—	—	4	Nathu Ram	4		
8	8	5	5(1)	Residence	5	Ram Pal	5		
9	8	—	5(2)	Residence	6	Narpat Singh	6		
10	8	6	6	Baithak	—	—	—		
11	8	7	7	Shiv Mandir	—	—	—		
12	8	8	8(1)	Residence-cum-Vegetable shop	7	Bimala Devi	7		
13	8	—	8(2)	Vacant-want of Tenant	—	—	—		
14	8	9	9	Ayurvedic Dispensary	—	—	—		
15	8	10	10(1)	Work Shop	—	—	—		

Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No.....3

Location Code: State/~~UT~~ 0 6 | District 1 8 | Tahsil/~~Taluk, etc.~~ 0 0 2 | Town/~~Village~~ 7 0 6 9 | Ward 0 0 0 2 | EB NO. 0 0 0 8 | Sub-Block No. ☐

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
16	8	—	10(2)	Residence	8	Chando Devi	8		
17	8	—	—	—	9	Dhani Ram	9		
18	8	11	11	Panchayat Ghar	—	—	—		
19	8	12	12	Residence - cum - Pottery	10	Jai Singh	10		
20	8	13	13	Ghani (oil mill)	—	—	—		
21	8	14	14	Residence - cum - Temple	11	Pt. Rameshwar Dayal	11		
22	8	8/1	8/1(1)	Residence	12	Sant Ram	12		
23	8	—	8/1(2)	Rural Bank	—	—	—		
24	8	15	15	Vacant - dilapidated	—	—	—		
25	8	16	16	Govt. Primary School.	—	—	—		

Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No. 4

Location Code: State/~~UT~~ 06 | District 18 | Tahsil/~~Taluk~~, etc. 002 | Town/~~Village~~ 7069 | Ward 0002 | EB NO. 0008 | Sub-Block No.

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
26	8	17	17	Residence	13	Salman Khan	13		
27	8	18	18	Pump House	—	—	—		
28	8	19	19(1)	Residence	14	Prem chand	14		
29	8	—	19(2)	Fodder Shed	—	—	—		
30	8	20	20(1)	Residence	15	M. M. Gupta	15		
31	8	—	20(2)	Residence	16	S. Chakravorty	16		
32	8	21	21	Residence-cum-Shop	17	Syed Karim	17		
33	8	22	22	Power Sub-Station	—	—	—		
34	8	23	23	Residence	18	Jagdish Singh	18		
35	8	—	—	—	19	Smt. Harjit Kaur	19		

Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No. 5

Location Code: State/~~UT~~ 06 | District 18 | Tahsil/~~Taluk~~, etc. 002 | Town/~~Village~~ 7069 | Ward 0002 | EB NO. 0008 | Sub-Block No.

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
36	8	24	24(1)	Shop (Shiva Electrical)	—	—	—		
37	8	—	24(2)	Shop-cum-Workshop (Hero Honda)	—	—	—		
38	8	25	25	Residence	20	Venkat Subramanium	20		
39	8	26	26	Tea shop	—	—	—		
40	8	27	27(1)	cloth shop	—	—	—		
41	8	—	27(2)	State Bank of India	—	—	—		
42	8	28	28(1)	Residence	21	John Fernandes	21		
43	8	—	28(2)	Residence	22	Kishori Lal	22		
44	8	—	—	—	23	Jogindar	23		
45	8	29	29	Residence-Cum-Temple	24	Hariom Shaima	24		

Section 2 Continued:(Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No. 6

Location Code: State/~~UT~~ 06 District 18 Tahsil/~~Taluk,~~ etc. 002 Town/Village 7069 Ward 0002 EB NO 0008 Sub-Block No.

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
46	8	30	30	Doctor's clinic (Allopathic)	—	—	—		
47	8	31	31	Residence	25	Ghummi Devi	25		
48	8	32	32(1)	Residence-cum-old age home	999	Warden	26		
49	8	—	32(2)	Residence	26	Ashish Kapur	27		
50	8	33	33	Vacant-incomplete construction	—	—	—		
51	8	34	34	vegetable shop	—	—	—		
52	8	35	35	Residence-cum-crech	27	Mrs. N.K. Singh	28		
53	8	36	36	Residence-cum-Hotel	999	Manager	29		
54	8	37	37	Residence-cum-shop	28	S.P. Yadav	30		
55	8	38	38(1)	Petrol Pump	—	—	—		

Section 2 Continued: (Columns 2 to 7 of Section 2 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS)) Page No. 7

Location Code: State/~~UT~~ 06 District 18 Tahsil/~~Taluk~~, etc. 002 Town/~~Village~~ 7069 Ward 0002 EB number 0008 Sub-Block No. [ ]

Serial number (continue from previous page, give number at each line)	Houselisting Block Number (HLS top right-most item of Location Particulars).	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10
56	8	—	38(2)	Residence	29	J.L. Meena	31		
57	8	39	39(1)	Hotel Moonlight	—	—	—		
58	8	—	39(2)	Residence	30	P. Gopal Swamy	32		
59	8	40	40	Post office	—	—	—		
60	8	41	41	Residence	31	Kishan Lal	33		
61	8	42	42	Vacant - want of repair	—	—	—		

Dated Signature of Charge Office Clerk ..... Lakshmanan Singh 14/7/2010

Checked and found correct.
Dated Signature of Charge Officer... Kaur Singh 15/7/2010

7. Fill up these.

CENSUS OF INDIA 2011
ABRIDGED HOUSELIST

Identification particulars:

(1) Name of State/UT ..... Code No. ☐☐

(2) Name of the District..... Code No. ☐☐

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(5) Number of Ward..... Code No. ☐☐☐☐

(6) Enumeration Block Number..... ☐☐☐☐ Sub Block No. ☐

SECTION 3: Addenda to Section 2 (To record buildings/ census houses/ households not covered in Section 2 but found by the enumerator during Population Enumeration) :

Serial number (continue from last page of Section 2)	Houselisting Block Number (not applicable for Section 3)	Building number	Census house number	Purpose for which census house is used (Describe Actual use)	Household number (not applicable for Section 3)	Name of the head of the household (write full name)	Serial number of household (continue from last page of Section 2)	Date(s) of visit/ revisit	Remarks
1	2	3	4	5	6	7	8	9	10

~~SECTION 3:~~ ~~Contd.~~

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB number | Sub Block No.

Serial number (continue from previous page)	Houselisting Block Number (not applicable for Section 3)	Building number	Census house number	Purpose for which census house is used (Describe Actual use)	Household number (not applicable for Section3)	Name of the head of the household (write full name)	Serial number of household (continue from previous page)	Date(s) of visit/ revisit	Remarks
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CENSUS OF INDIA 2011
ABRIDGED HOUSELIST

Page No. .....

Identification particulars:

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SECTION 4: Identification of places where houseless population was found staying during Population Enumeration :

Serial number (start afresh from 1`)	Particulars of the place	Name of the head of the Houseless household (write full name)	Approximate number of persons in the household	Whether found the household on the night of February 28, 2011 in this EB (Yes / No)	Serial number of household (continue from Column 8, last row, last page of Section 3. Give the Serial Number if 'Yes' in Column 5)	Remarks
1	2	3	4	5	6	7

Page No. .....

SECTION 4: Continued.

Location Code: State/UT | District | Tahsil/Taluk, etc. | Town/Village | Ward | EB number | Sub Block No.

Serial number (continue from previous page)	Particulars of the place	Name of the head of the household (write full name)	Approximate number of persons in the household	Whether found the household on the night of February 28, 2011 in this EB (Yes / No)	Serial number of household (continue from previous page. Give the Serial Number if 'Yes' in Column 5)	Remarks
1	2	3	4	5	6	7

Checked and found correct.
Dated signature of Supervisor.....

Dated Signature of
Enumerator.....

Location Codes :	State/UT	District	Tahsil/Taluk etc.	Town/Village	Ward	E.B.Number	Sub-block No.
	☐☐	☐☐	☐☐☐	☐☐☐☐	☐☐☐☐	☐☐☐☐	☐

Section 5 : To be filled only after completion of revisional round of Population Enumeration

(A) Population of the Enumeration Block..... **(B) Number of occupied residential houses.....** **(C) Total Number of households.....**

Section 6

CENSUS OF INDIA 2011
POPULATION ENUMERATION

Certificate of complete coverage and inventory of used / unused material for Enumerator

1. This is to certify that:

i. I have prepared the layout map as per the instructions and as per the boundaries shown/provided by my Charge Officer/Supervisor
ii. I have included all the buildings in the layout map and no area is left out
iii. I have updated the house numbering and Abridged Houselist
iv. I have personally filled in all the Schedules, forms, layout map etc as per the instructions.
v. I have covered all the buildings, Census houses viz. fully residential, fully non-residential and partly residential and all the households, including the institutional households and the houseless households found on the night of February 28th 2011 in my Enumeration Block without omission or duplication.
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Layout Map				
Household Schedules	Number of forms : Form No.			
	From	To		
Enumerator's Abstract (2 copies)				

Signature of Enumerator..... Name in block letter..... Place..... Date.....

ACKNOWLEDGEMENT BY THE SUPERVISOR

Received the filled-in as well as blank/spoiled schedules etc. as stated above.

Signature of Supervisor..... Name..... Place:..... Date:.....

(in block letters)