MOST IMMEDIATE

2011

भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
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CENSUS OF INDIA 2011 - CIRCULAR No. 26

Subject : Enumeration of Institutional Households during Census 2011

The counting of population of Institutional Households forms an integral segment of census count. Special care should be taken to cover the Institutional Households.

2. In Institutional Households there is every possibility of double counting as the person staying in an Institution might be already 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. A pre-determined strategy needs to be followed during the Population Enumeration to enumerate this segment of population.

3. 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.

4. 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 finds it in his/her normal course of enumeration in his/her enumeration block.

5. To ensure complete coverage of Institutional Households throughout your State/UT, some special efforts are required to be made at the DCO level. To achieve this, it is necessary to identify and list out all the Institutional Households particularly in important cities and towns of your State/UT. Lists of Institutions like Hostels, Hospitals, Jails, Homes, Orphanages etc. can be compiled by contacting concerned Departments like Social Welfare, Social Defence, Jails, Health, School Education, Collegiate Education SC/ST Welfare etc.

6. 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 enumerators would not be able to cover single handedly.

7. To ensure the correct identification of Institutional Households and their complete coverage it is important to follow or consider the following. The strategy may vary from State to State, depending on local requirement.

- Advance information about the Institutions and their types in an area will definitely ensure the easy and complete coverage

- DCOs 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
- Formation of more number of Enumeration Blocks in areas with big Institutions such as prisons, old age homes, orphanage, etc.
- Augmentation of additional enumerators/supervisors in the areas having concentration of Institutional Households to completely capture particularly in the big cities
- All census staff of ORGI and DCOs may provide assistance to the enumerator, in case of any problem with the management of institutions. Supervisor's responsibility should be fixed.
- Care must be taken in considering a PG accommodation as Institutional Household, if such PG accommodation is registered.
- Group of unrelated persons, sharing a common kitchen is found living in a census house which is not an institution will not form an Institutional Household and will be treated as a Normal Household.
- Inmates of Institutions such as Orphanage, Mental Asylum or patients in ICU/Comma 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 or if any attendant is available they may collect information from them.
- In case of Dharamshalas, Dak Bunglow, Hotel, Ashrams, Nursing Homes, Hospitals etc. that 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 already being enumerated at any other place.
- In the endeavor to avoid double counting every person in institutions should be asked whether he/she has been enumerated anywhere else.

- A focused and thorough training to the Enumerators and Supervisors may be imparted

10. I, therefore, suggest that you may systematically plan for identifying the Institutions and ensuring the complete coverage of Institutional Households in your State/Ut.

Please acknowledge receipt.

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

To

All Directorates of Census Operations

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