



NATIONAL POPULATION REGISTER (NPR)

MANUAL OF INSTRUCTIONS

FOR CREATION OF

**NATIONAL POPULATION REGISTER (NPR)
IN COASTAL VILLAGES OF INDIA**

**CITIZEN REGISTRATION DIVISION
OFFICE OF THE REGISTRAR GENERAL, INDIA
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CHAPTER-1

INTRODUCTION

The Government of India had decided to create National Population Register (NPR) which would contain information on specified data items for every individual in the country along with photographs and finger prints of persons of age 15 and above. The data collection for this was to be undertaken alongwith the 2011 Census. However, as a part of the measures taken to strengthen the security on the coast of the country, the creation of NPR has been advanced to 2009 in the villages on the coastline of 9 maritime States and 4 UTs alongwith issue of Identity (smart) Cards to Usual Residents of these areas.

1.2 In the first phase, villages lying on the coast in Gujarat, Maharashtra, Karnataka, Goa, Kerala, Tamil Nadu, Andhra Pradesh, Orissa and West Bengal, Andaman & Nicobar, Lakshadweep, Puducherry and Daman & Diu are being covered. **In the case of Andaman and Nicobar Islands however, towns are also being covered in the first phase itself.** The towns in the rest of the coastal States, including towns and metropolitan cities on the coast will be covered in subsequent phases.

Legal Provisions

1.3 The Scheme for creation of National Population Register in coastal areas is being undertaken under the provisions of The Citizenship Act, 1955 and 'The Citizenship (Registration of Citizens and Issue of National Identity Cards) Rules, 2003. The NPR will contain the details of all the 'usual residents' of area regardless of whether they are citizens and/or non-citizens. ~~As a part of this exercise, only 'usual resident' status of each individual will be verified and which will not give anybody the right to citizenship.~~

1.4 Some of the important provisions of the Citizenship Rules, 2003 defining the duties and responsibilities of every official of the Central Government, State Government, Local bodies or their undertakings, the individuals and the head of the household are reproduced below for ready reference :

Rule 5 : Officials of the Central Government, State Governments and local bodies to assist the Registrar General of Citizen Registration -

Every official of the Central Government, State Government, local bodies or their undertakings shall assist the Registrar General of Citizen Registration or any person authorized by him in this behalf, in preparation of the database relating to each household and every person, and in implementing the provisions of these rules.

Rule 7 : Head of the Household and the individual to act as informant -

- (1) It shall be compulsory for every citizen of India to assist the officials responsible for preparation of the National Register of Indian Citizens (NRIC) under rule 4 of these rules and get himself registered in the Local Register of Indian Citizens during the period of initialization.*
- (2) It shall be the responsibility of the head of every household, during the period specified for preparation of the Population Register, to give the correct details of*

name and number of members and other particulars as specified in sub-rule (3) of rule 3 of these rules, of the household of which he is the head.

(3) *It shall be the responsibility of every citizen to register once with the Local Registrar of Citizen Registration and to provide correct individual particulars to that authority.*

(4) *In the case of dependents such as, minor who has not attained the age of eighteen years, or who is disabled, the responsibility of reporting the particulars under this rule shall be of the head of the household :*

Provided that in so far as inmates of institutions, such as orphanages, old age homes and mental asylums are concerned, the responsibility for providing the requisite details shall lie with the head of the Institution.

Rule : 17. Penal consequences in certain cases -

Any violation of the provisions contained in rules 5, 7, 8, 10, 11 and 14 of these rules shall be punishable with a fine which may extend to rupees one thousand.

Objectives of the scheme

1.5 The scheme envisages :

- preparation of database of all the persons in the villages on the coastline
- collecting photograph and finger prints of all the persons in these villages who are of age 15 years and above
- assigning a Unique Identity/National Identity Number to each and every individual
- issue Identity (smart) Cards to those who are of age 18 years and above (at a later stage).

Hierarchy of State/District/Sub-district/Village (Local) level functionaries

1.6 The hierarchy of various levels of State/District/Sub-district/village functionaries:

- a. "State Co-ordinator" means an officer appointed by the State Government who shall act as the State Co-ordinator for the Project.
- b. "District Registrar" means the District Magistrate of every revenue district by whatever name she/he is known, who shall act as the District Registrar.
- c. "Sub-district" means the Sub-district Magistrate of every sub-district, by whatever name she/he is known, as the case may be, who shall act as Sub-district Registrar.
- d. "Taluk Registrar" means the Taluk Executive Magistrate of every taluk, by whatever name she/he is known, as the case may be, who shall act as Taluk Registrar.
- e. "Local Registrar" means a local officer, or a revenue officer, appointed by the State Government at the lowest geographical jurisdiction, that is to say of revenue village or a pre-defined urban area, who shall act as Local Registrar for the purpose of preparation of Local Population Register.
- f. "Enumerator" means a local official, appointed by the District/Sub-District/Taluk Registrar at the Enumeration Block level in the revenue village or a pre-defined urban area, who shall be the primary worker for the purpose of preparation of Local Population Register.

CHAPTER-2

METHODOLOGY

The steps involved for creation of NPR are briefly as follows :

- **Formation of EBs** : Based on the population of Census 2001, the projected population of the village has been worked out along with the Enumeration Blocks to be formed in the villages. One EB will consist of approximately 120 households with a population of about 600. The Charge Officer i.e. the Tehsildar/Mamlatdar will visit the village and demarcate the geographical boundaries of the EBs and allot one EB to one enumerator.
- **Appointment of Enumerator** : Enumerators, duly appointed for this purpose, will do the data collection in the field. As the Enumerators will be performing a statutory duty, formal appointment letters specifying the Enumeration Block assigned to a particular Enumerator is a must.
- **Identity Cards** : The Enumerators would be given Identity Cards duly signed by the appointing authority. These Identity Cards should be worn by the Enumerators at all times during the field operations.
- **Training of Enumerators. Local Registrars and other officials** : The enumerators, Local Registrars and other officials, appointed for the purpose of enumeration of NPR, would be imparted training on the concepts, methodology, filling up of NPR schedule etc. at the District/Sub-district level before commencement of actual field work.
- **Publicity** : Adequate publicity would be made in the villages regarding the need and importance of NPR, the reasons for the persons to get enrolled in NPR etc. Local Registrars would make arrangements for announcements, drum-beating, pamphlets etc. before commencement of actual field work.
- **Preparation of Layout Map** : The Enumerator will be required at the outset, to prepare a lay out map of the enumeration block assigned to her/him.
- **Preparation of Houselist** : Following this, the Enumerator will visit every household in the area assigned to her/him and note down the names of the Heads of Household along with the number of members in the family in the proforma for Houselist.
- **Canvassing of NPR Schedules** : After preparing the layout map and the AHL the Enumerator will be required to visit each and every household in the area assigned to her/him and collect information about every individual in the prescribed format. The questions will be asked by the enumerator from the respondent in each household. She/he will be assisted by data entry operators, provided by the Central Government companies (Central Public Sector Undertakings - CPSUs), who would enter the information directly in laptops in the local language as well as English. **No manual filling up of NPR schedules is required to be undertaken by the enumerator.**

- **Authentication of the data by the respondents** : The information about the individuals entered into the laptops would be shown to the respondent or read out to them and the respondent would be asked to verify its correctness. An "Acknowledgement slip" will be provided to the respondent and the counterfoil, signed by respondent, would be kept by enumerator.
- **Generation of a list of persons of age 15 years and above** : After the collection of data is completed, a list of persons of age 15 years and above would be electronically generated by the CPSUs.
- **Photography and Fingerprints** : The photographs and finger prints of all the residents of the village of age 15 years and above of the village, will be captured separately at a specified date which would be announced in advance. The Enumerators would be required to assist the Photography/Finger-print Team in identifying the residents in each of the households. The acknowledgement slip given during the canvassing of NPR schedule will be checked by the enumerator for authentication.
- **Left out cases for data collection to be included during photography camps** : Persons whose data could not be captured during the first round of data collection will be given a second opportunity for inclusion in the NPR database at the time of photography. For such persons the data as well as photograph/fingerprint would be captured at the same time.
- **Generation of list of cases left out from photography** : After the first round of photography is completed, a list of persons of whose data has been captured but photography/fingerprints are yet to be taken will be electronically generated by the CPSUs.
- **2nd round of photography for left out** : Another visit by the photography team will be done in the villages to capture the left out cases. Advance publicity for the left outs will be provided to the enumerator.
- **Publication of the Local Register of Residents in the Village** : The data collected from the villages after the second round of photography will be printed in prescribed format with the photograph of each individual and will be provided to the Local Registrars (Village Officer) for displaying the same at prominent places in the village like Gram Pradhan's Office, Panchayat Office etc. for public scrutiny and invitation of objections.
- **Verification of Non-usual residents** : The antecedents of persons other than 'Usual Residents' would be verified for which detailed instructions would be issued separately.
- **Disposal of Objections** : Any objection, either about the contents of the published information or regarding the inclusion/omission of persons could be made to the Local Registrar. The objections would be enquired into and disposed according to set procedures. The objections for changes in names etc. will be corrected.
- **Approval by the Gram Sabha** : The final list of Local Register of Usual Residents will be placed before the Gram Sabha and its approval sought.
- **Appeals** : A comprehensive system of disposal of appeals has also been laid down with the first appeal lying with the Sub-District Registrar and the final appeal with the District Registrar.

- **Authentication of the Local Register of Residents** : Once the objections are disposed off by the Competent Authority, the records will be authenticated by the Sub-District Registrar and counter signed by the District Registrar. After due authentication, the database would be sent to the Central Server.
- **De-duplication** : The database would be de-duplicated at the Sub-District, District, State and National levels.
- **Generation of Unique Identity/National Identity Numbers** : After de-duplication, each individual will be assigned a unique identification number.
- **Publication of Local Registers** : The final list of Usual Residents after removal of duplicates would be published and copies furnished to the Local Registrars.
- **Card Production** : The authenticated final data will be sent to the CPSUs for production of the Identity (smart) Cards.
- **Delivery of Identity Cards** : The Cards would be delivered from the Card Production Centres to the Sub-District Centres through the Department of Posts. The Local Registrars would be required to collect these and arrange for the delivery of the same to individuals under proper acknowledgement.
- **Supervision** : The supervision of the field work will be done by the Tehsildar/SDM and by the DM. The officers from Directorate of Census Operations (DCOs) in the States/UTs and from Office of RGI (ORGI), New Delhi will also monitor the work.

CHAPTER-3

ROLES AND RESPONSIBILITY OF VARIOUS STAKEHOLDERS

Role of Enumerator

- a. prepare the layout map of NPR enumeration block
- b. prepare the house list and do the house numbering of buildings/houses
- c. visit each household alongwith team of the Central Government company and get the information for each member of the household entered in the laptop alongwith photograph and finger biometry of persons of age 15 years and above
- d. ensure that details are entered correctly
- e. show the details to the respondent and provide the acknowledgement slip of completion of the data collection to the respondent
- f. get signature/thumb impression of the respondent on the counter-foil of acknowledgement slip
- g. ensure the full coverage of area under her/his jurisdiction and that no household/individual has been left
- h. submit the abstract to Local Registrar for authentication
- i. any other task assigned from time to time

3.2 Role of Local Registrar

- a. ensure awareness campaign in the village regarding the creation of NPR in the coastal villages by making drum beat, mike announcements and visit of the team for data collection in advance
- b. ensure the full coverage of area under his/her jurisdiction and that no household/individual has been left
- c. display the list of usual residents in some prominent places in the village
- d. mark correction in the list and submit the same to Sub-district Registrar after incorporating the changes/objections.
- e. authenticate the collected data in respect of 'usual residents' as per definition in the detailed instructions
- f. any other task assigned from time to time

3.3 Role of Sub-district/Taluk Registrar

- a. visiting the village and based on the projected number of EBs, carve out EBs with the geographical boundaries, allotment of EBs to the enumerators and their appointments
- b. arrange for proper publicity of the work of NPR to be carried out in the area under her/his jurisdiction
- c. undertake periodic inspection of the field work from time to time to ensure smooth and correct flow of data collection
- d. ensure and certify that area under enumeration has been covered completely and no household is left out in any village
- e. ensure that the duties assigned to the Enumerator and Local Registrar have been carried out by her/him as per the instructions
- f. dispose the claims submitted by the individuals as per instructions within the stipulated time as mentioned in the detailed instructions
- g. authenticate the collected data as per prescribed procedure

- h. coordinate with the team deployed by the Government Company for data collection
- i. any other task assigned from time to time

3.4 Role of District Registrar

- a. ensure the proper publicity of the work of NPR to be carried out in the area under his jurisdiction
- b. undertake inspection of the field work from time to time to ensure smooth and correct data collection
- c. ensure and certify that area under enumeration has been covered completely and no household is left out in any village
- d. ensure that the duties assigned to the Sub-District/Taluk/Local Registrar, enumerator and Government company have been carried out as per the instructions
- e. dispose the claims submitted by the individuals as per instructions within the stipulated time as mentioned in the detailed instructions
- f. coordinate with the team deployed by the Government Company for data collection
- g. any other task assigned from time to time

3.5 Role of Directorate of Census Operations (DCOs)

- a. provide the copy of Layout maps of the EBs of the villages under coverage and corresponding AHL, if available
- b. liaise with district administration for the proper publicity of the work of NPR to be carried out in the area under his jurisdiction
- c. associate in the field work for data collection
- d. check if the inspection of the field work is being done by the state functionaries from time to time to ensure smooth and correct data collection
- e. monitor the progress of the field work and submit the report to the ORGI on a regular basis
- f. coordinate with the team deployed by the Central Government Company for data collection
- g. any other task assigned from time to time

3.6 Role of Central Public Sector Undertakings (CPSUs)

- a. prepare the data entry module software to enable data entry in user friendly environment, both in official language of the State/UT as well as in English
- b. develop the module for capturing photographs and finger prints of all individuals in the household who are of 15 years of age and above as per the specifications
- c. deploy suitable experienced Data Entry Operators who are well conversant with data entry both in official language of the State/UT and in English to ensure better quality of data
- d. develop software modules for generating reports on the basis of data collected regarding coverage of population, left over eligible persons for data entry with codes, left over eligible persons for photographs and finger prints
- e. develop software modules for generating list of usual residents and non-usual residents for display in the villages on the basis of data collected
- f. ensure availability of all requisite equipments like laptops, cameras and fingerprint devices with the vendors as per specifications, vehicles, UPS, DG sets and spares
- g. any other task assigned from time to time

3.7 Role of Data Entry Operators

- a. assist the enumerator and enter data as per the data entry module both in official language of the State/UT as well as in English and ensure 100% correctness
- b. capture photographs and finger prints of all individuals in the household who are of 15 years of age and above as per the specifications
- c. any other task assigned from time to time.

CHAPTER-4

HOUSELISTING

Introduction

4.1 You are privileged to be associated with this historic task of national importance. As an enumerator, you will be required to undertake the house numbering of buildings/houses, preparation of Layout Map, house listing and conduct of survey in the EB assigned to you. For the sake of administrative and operational convenience, efforts would be made to provide the Layout maps of the EBs carved at the Census of India, 2001 for conduct of field work under the National Population Register (NPR) Project. During the survey, house numbering, preparation of Layout Map and house listing will be done in a period of 5 days. This will allow you to familiarize with the area and the people assigned to you. Based on the number of houses and the population to be covered, EBs would be carved out (detailed instructions are provided in subsequent paragraphs). You will be assigned 1 EB and will be assisted by 1 technical team to capture the data directly in the Laptops.

Numbering of buildings, houses and preparation of Layout Map

4.2 Your Appointment Letter will have the details of the Enumeration Block assigned to you. This will assist you in covering all the households in the area without any omission or duplication. At the outset, you must go round your block to familiarize yourself with the ground realities. After taking stock of the ground situation, you must give numbers to the structures/buildings, houses and prepare a Layout Map before you enter the details in the Houselist. You may first like to understand the definitions of a Building, House and Household, House numbering, preparation of Layout maps etc. These are provided in Chapter-4 of Manual-I.

Filling up of the Houselist

4.3 You have been supplied with blank Houselist forms in the form of a booklet containing sufficient pages to cover all the houses in the EB assigned to you. Specimen of the Houselist booklet is given separately. The instructions given below will guide you in filling up of the Houselist.

Identification Particulars

4.4 On the cover page of the Houselist, provision has been made to enter the Identification particulars of your EB. These include name of the State/UT with Code No., Name of District with Code No., Name of Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal, etc., and its Code No., Name of Town/Village and its Code No., Number and/or Name of Ward and its Code No., EB No. These Identification Particulars are to be filled-in by you very carefully. You may refer to your Appointment letter to know the exact codes. In case of doubt, please ask the Charge Officer.

4.5 The names and location codes for different administrative units will be recorded in the manner given below :

- i) The name of the State/UT; District; Tahsil/Taluk, etc.; Town/Village; Ward (for Urban Blocks) should be written neatly and correctly on the lines provided against each item.
- ii) If you are in-charge of a Rural Block, strike out Town printed against Item (4) and record dash (-) on line against the number and/or name of ward against Item (5) of identification particulars. In this case, the boxes appearing against Item (5) will also remain blank. If you are in-charge of an Urban Block, strike out Village appearing against Item (4).
- iii) Boxes have been provided for writing the code number of each administrative unit. The code numbers will be made available to you and you will have to record them in the appropriate boxes. In case the code number has less digits than the number of boxes, the number should be right aligned and '0' should be put on the left. For example write 6 in boxes as

0	0	0	6
---	---	---	---

 and 60 as

0	0	6	0
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4.6 The following illustrations will clarify the procedure of recording the location code numbers for various administrative units in the Rural and Urban Areas :

Rural Areas :

State/UT	District	Tahsil/Taluk	Town/Village																
<table border="1" style="display: inline-table;"><tr><td>0</td><td>6</td></tr></table>	0	6	<table border="1" style="display: inline-table;"><tr><td>1</td><td>7</td></tr></table>	1	7	<table border="1" style="display: inline-table;"><tr><td>0</td><td>0</td><td>0</td><td>3</td></tr></table>	0	0	0	3	<table border="1" style="display: inline-table;"><tr><td>0</td><td>0</td><td>0</td><td>2</td><td>3</td><td>7</td><td>0</td><td>0</td></tr></table>	0	0	0	2	3	7	0	0
0	6																		
1	7																		
0	0	0	3																
0	0	0	2	3	7	0	0												
Ward	EB No.																		
<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>					<table border="1" style="display: inline-table;"><tr><td>0</td><td>3</td><td>4</td><td>2</td></tr></table>			0	3	4	2								
0	3	4	2																

4.7 The above location codes represent EB No. '342' falling in village having code number '237' belonging to tahsil with code number 3 in district having code number '17' of state with code number '6'.

Urban Areas :

State/UT	District	Tahsil/Taluk	Town/Village																
<table border="1" style="display: inline-table;"><tr><td>0</td><td>6</td></tr></table>	0	6	<table border="1" style="display: inline-table;"><tr><td>1</td><td>7</td></tr></table>	1	7	<table border="1" style="display: inline-table;"><tr><td>0</td><td>0</td><td>0</td><td>3</td></tr></table>	0	0	0	3	<table border="1" style="display: inline-table;"><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>1</td><td>1</td><td>1</td></tr></table>	0	0	0	0	0	1	1	1
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1	7																		
0	0	0	3																
0	0	0	0	0	1	1	1												
Ward	EB No.																		
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0	0	0	2																
0	0	1	2																

4.8 The above location codes relate to EB No. '12' falling in ward number '2' of town having location code number '111' falling in tahsil with code number '3' of district with code number '17' of state code number '6'.

4.9 In addition to the identification particulars on the cover page, Houselist form has two sections. You will have to fill in the identification particulars and Section 1 of the form on the cover page. Sections 1 will be filled in by the enumerator after the completion of the houselisting for the EB. Sections 2 will be filled by the enumerator during the houselisting work.

Section-I

4.10 Section I is to be filled-in by you after you have completed the Houselisting work and derived the totals for columns 6, 7 and 8 in the abstract on the last page of the Houselist. You will have to prepare an abstract to derive total population of the block with sex-wise break up in the last page for page totals in the Houselist booklet. The total under Column 6 gives total population (persons), while columns 7 and 8 give totals for male and female population of the EB in each page of the Houselist. The totals for Persons, Males and Females from the page totals may be copied in Item (A) of the Houselist. For filling up Item (B) (No. of households) take the last serial number of household given in column 4 at the last filled up page of the Houselist.

Section 2 : Houselist Particulars

Column 1 : Serial number

4.11 Every entry in the Houselist is to be numbered serially. The serial numbers should be continuous within your block. Arabic numerals should be used for this purpose, e.g., 1, 2, 3, etc. In case later on if you strike out any entry due to any reason you need not change the series of the continuous number under this column.

Column 2 : Building number

4.12 While preparing the Layout Map in the manner described in Manual I, you would have assigned building numbers to each of the building shown in the Layout Map. The numbers assigned in the Layout Map and already put on the building by marker or by paint during the NPR enumeration and adopted by you should be entered in this column.

Column 3 : Census House number

4.13 Each Census house should be numbered. If a building by itself is a single Census house, then the number of the Census house will be the same as the building number. But if different parts or constituent units of a building qualify to be treated as separate Census houses, then each Census house should be given a sub-number within brackets after the building number as 10(1), 10(2),etc., or 11(1), 11(2), 11(3),etc. Determining of buildings and Census houses in different situations have been illustrated in details in Chapter 4 of Manual-I.

4.14 Sometimes there are servant quarters or garages occupied by servants, drivers or some other household who are not part of the main household. Such servants work as domestic help in the main household but cook their meals separately. As such they are qualified to be listed as separate household. Such households are likely to be missed unless some probing enquiries are made. You are, therefore, required to make thorough enquiries so that servant quarters or garages are not missed and listed as separate houses and the details of the occupant household are collected in the Houselist.

Column 4 : Household number

4.15 The household has already been defined in Chapter-4 of Manual-I. All the households in your block have to be numbered serially starting from 1. The serial number of the household is to be given in column 4 of the Houselist. In case the house is being used wholly for non-residential purpose, no number is to be given in column 4. In such cases, record the actual purpose for which the house is being used such as office, shop, factory, workshop etc. No details are required to be provided in columns 4 to 9 for such

buildings/houses and write the actual use of the house in column 10. If two or more than two households are found living in any house, separate number in column 4 will be given to each of such households and '-' will be put under column, 2 to 3 for these households. Each houseless person will be given separate household number unless she/he is found living with other members of her/his household. In such case give only one household number.

Column 5 : Name of the head of the household

4.16 The name of the head of each household should be written in column 6. The head of the household is a person who is recognized as such in the household. She or he is generally the person who bears the chief responsibility for the maintenance of the household and takes decisions on behalf of the household. The head of the household need not necessarily be the eldest male member, but can be a female or a younger member of either sex usually residing in the household.

4.17 In case of the Institutions such as hostel, jails, ashrams, orphanages, etc., the name of warden, jailor, manager etc. will be entered here while canvassing of NPR schedule will be done by treating each inmate as separate household. They need to be individually informed accordingly by the Head of the institution. Similarly each houseless person found in the EB, will be treated as head of household and listed accordingly in this column. If a group of persons related by blood are living as houseless population they should be treated as single household and given same treatment as to other normal households.

Cols. 6, 7 & 8 : Number of residents - Persons, Males, Females

4.18 In these columns you have to record the total number of residents residing in the household. The residents include persons of all ages including newly born and elderly persons of either sex.

Persons eligible for listing during NPR

4.19 **All households (namely, Normal, Institutional and Houseless) must be covered to enumerate the entire population of your enumeration block(s) without omission or duplication.** The next question that arises is as to who are the persons to be enumerated in the household. In other words, it is necessary to know the persons who are eligible for enumeration. Generally speaking, persons who are present in the household during the entire period of enumeration or who are known to be normal residents of the household and have stayed there for part of the enumeration period or who are not present at the time of your visit but are expected to return back within the period of enumeration are eligible to be enumerated. So also, visitors, domestic servants, drivers or any other person(s) who are found to be residing with the household who may be present in the household enumerated by you and have been away from their place of normal residence during the entire enumeration period, will also be enumerated along with other member(s) of the household. **In the NPR, it is important that every person - male or female, aged or infant - is counted only once, without omission or duplication.**

4.20 **The NPR will not cover foreign nationals and their households who are having diplomatic status. Such persons/households, if found living in your block are not to be listed. However Indian nationals employed and staying with them will have to be listed in this survey. Other foreign nationals and their households who are staying in India**

for work/employment etc., and found living in your block are of course eligible for enumeration.

4.21 After having decided the eligibility of each resident in the household, you have to enter the total number of such persons in column 6. In columns 7 and 8 record the number of males and females respectively. Eunuchs and hermaphrodites will be reckoned with males and counted under column 7. The number of residents will include persons of all ages including infants and elderly persons of both sexes. After the entries are made in all the lines of page 1 you will derive the totals for columns 6, 7 and 8. Similarly, you will derive the totals for each filled-in page of the Houselist. Thereafter, you will prepare an abstract by copying totals of each page for columns 6, 7 and 8 and derive the grand total on the last blank page of the Houselist.

Enumeration of Defence and similar service personnel

4.22 Defence and similar service personnel will be eligible for enumeration if they are residing with their households in civil, defence, military or places of other household stations. In case of defence and similar service personnel who are living alone in civil, defence, military or border areas are not to be enumerated at these places of their postings. You are therefore, advised to take note of these instructions carefully and advise the defence or similar service personnel and their households accordingly.

Column 9 : Date of visit

4.23 Fill in the date (s) of your visit to the house/household in column 9. The date may be written in the format DD/MM/YYYY. A ~~maximum of two attempts~~ should be made to complete the houselisting work in your EB. The house/household which could not be covered in the first visit, may be covered in the second visit. If for any reason, any house/household is left out after the second visit due to various reason(s), write down the reason(s) in the remarks column.

Example : 23rd July, 2009 should be written as 23/07/2009

Column 10 : Remarks

4.24 This column will be used for recording important information, if any, relating to any building, house or household in your block.

4.25 In case some lines in the last page of Houselist are left blank after listing of all the buildings, houses and households in the EB allotted to you, score out these lines. The grand total will be derived by copying the totals of columns 6, 7 and 8 of each filled-in page of Houselist. The abstract will be prepared on the last blank page of the Houselist.

Page totals :

4.26 In each page of the Houselist, you have to derive the totals of persons, males and females under column 6,7 and 8. Page-wise entries will be copied in the first column in the page for totals provided at the end of the Houselist booklet. The total of all pages will be made in the last row to arrive at the total persons, males and females in your EB. This will be copied in Part (A) in Section I on the cover page after completion of Houselisting work in your EB.

CHAPTER-5

DIRECT DATA CAPTURE

After completion of the work of house numbering, preparation of Layout Map and filling up of the Houselist, you are required to take up the work of preparing the Population Register. Information of every resident of the EB is to be collected. Trained Technical persons will assist you in entering these details directly into Laptops. Specimen of the NPR Household Schedule is given at the end in Annexure-I.

Part I : Identification Particulars

5.2.1 As in the case of Houselist, you have to enter the identification particulars of your NPR Block in the data entry screen of the Population Register. The Identification particulars of your block include name of the State/UT with Code No., Name of District with Code No., Name of Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal, etc., and its Code No., Name of Town/Village and its Code No., Number and/or Name of Ward and its Code No., EB No. and NPR Centre No. These Identification Particulars are to be filled-in by you very carefully.

5.2.2 These code numbers are also given in your appointment order and have already been used by you in filling up Part A : Identification Particulars of Houselist. You may cause entry of these codes from the page 1 of the filled-in Houselist.

5.2.3 Please make sure that the location codes recorded in the NPR schedule tally with the identification particulars already entered in the Houselist.

Serial Number of the Household

5.3 For this purpose three boxes have been provided. Serial number of household will run continuously in your block/village starting from '001'. This will continue till the last household is covered in your village.

Type of the household

5.4 Three types of households have been defined viz., Normal households, Institutional households and the Houseless households in Chapter 4 of Manual I. Before starting filling up of NPR Schedule, you will have to ascertain the type of the household and ask the DEO to record the appropriate code of its type in the box. **If the household is a Normal household, record '1' in the box. For Institutional household, assign code '2' and for Houseless household, record '3' in the box provided.**

Part II : Individual Particulars

5.5 Under Individual particulars, record the particulars of each member of the household who is eligible for enumeration.

Serial Number

5.6 Every member within a household will be given a serial number. For this purpose two boxes are provided and you are required to enter one digit in one box. For example,

if you are recording the particulars of the first member of the household, then you must enter 01- '0' in the first box and '1' in the second box. The first person to be recorded against serial number 1 is the head of the household.

Q. 1 : Name of the person in full and Resident status

Q.1 (a) : Write Name of the Person in full (Start with head of household)

5.7.1 **The name of the person in full should be entered here. If the person is known by another name i.e. alias in the family or in the locality, the same may be also be collected.**

5.7.2 **It is very important to write the person's name very carefully and correctly.** For example, the respondent may tell that his name is S.K. Bhardwaj whereas his full name may be Subhash Kumar Bhardwaj. Ascertain from him the expansion of his initials and record the same in full. Leave one space blank between two words. The same person may be popularly known in the locality/family as "Netaji" this may be recorded as @ Netaji.

5.7.3 The head of household is a person who is recognised as such by the household. She or he is generally the person who bears the chief responsibility for managing the affairs of the household and takes decision on behalf of the household. The head of household need not necessarily be the oldest male member or an earning member, **but may be a female or a younger member of either sex.** It may be remembered that there are female-headed households and in such a case the name of the female-head should be recorded at serial number 1. You need not enter into any argument as to who is the actual head but record the person recognised by the household as its head. **In case of the actual 'Head' who is not eligible to be enumerated in the household, the person on whom the responsibility of managing the affairs of household rests should be regarded as the head irrespective whether the person is male or female.** For example, (the male member is away for permanent employment in Delhi but the wife and two children are left behind in Hyderabad. In such a case for the household enumerated in Hyderabad, the wife should be recorded as the head of the household if she is managing the affairs of the household.)

5.7.4 In the case of the female members of the household respondents may some times refuse to divulge the names. Similarly, female respondents may not give the name of their husband or of any other relation. **In such cases you must explain that the name of every person is extremely important for the creation of NPR.** Please ask for any document like ration card, voter id card etc., school records which would reveal the name of the person. If all such efforts fail, in all such cases, **you may record as so and so's wife or sister or mother or husband or father or son or daughter** as the case may be.

5.7.5 Sometimes the infants and children may not have been named yet. Please try to ascertain the intended name for the child by explaining to the respondent the importance of capturing the name of the individual in the NPR. However, if the respondent insists that the child has not been named you may in such cases, write so and so's son or daughter as the case may be. It hardly needs any re-emphasis that the members of the household should be enumerated and entered in a systematic order.

Example : Son of Subhash Kumar Bhardwaj

5.7.6 **After entering the name and other particulars of the head of the household, you should cover the near relations** such as wife or husband of the head of the household; unmarried daughters and sons following the descending order of their ages; eldest married

daughter or son, her/his spouse and children in the descending order of their ages; other married daughters or sons (following the criterion of descending age), their spouses and children; then other relations of the head of the household such as father, mother, brothers, sisters, etc. Lastly enter the name of non-relatives such as paying guests (living and taking meals with the household), domestic servants, visitors, etc., if any, in the household. **Such a system of listing and entering of particulars in the NPR Household Schedule will ensure that omissions are avoided, particularly of small children and elderly persons.** After listing out all the members in the household, you may tell the respondent that you have listed (indicate the last serial number) members in the household to re-assure that you have missed none. Then ask her/him politely, "is this the total number of persons living in this household?"

Q.1 (b) : Write resident status code in box

- Usual Resident (Actual) - 1**
- Usual Resident (Intention) - 2**
- Others - 3**

5.8.1 'Usual Resident' for the purpose of NPR, is a person who has lived continuously at the place of enumeration for most of the last 12 months (that is, for at least six months and one day), not including temporary absences for holidays or work assignments, or intends to live for at least six months.

5.8.2 You will notice from the above definition that there are two categories of persons who are to be treated as Usual residents. The first category consists of persons who have actually lived at the place of enumeration for more than 6 months during the last 1 year. Such persons are to be categorized as Usual Resident (Actual). For such persons fill code '1' in the box provided in Q. 1(b).

5.8.3 The second category consists of persons who have not lived at the place of enumeration for 6 months during the last one year but intend to live for at least 6 months. Such persons are to be categorized as Usual Resident (Intention). For such persons fill code '2' in the box provided in Q. 1(b).

5.8.4 The third category consists of persons who have neither lived at the place of enumeration for 6 months during the last one year nor intend to live for at least 6 months. Such persons are to be categorized as 'Others'. For such persons fill code '3' in the box provided in Q. 1(b).

Q. 2 : Name of the person as should appear in Card (maximum 33 characters)

5.9 Here, the name of the person as would be written/displayed on the identity card (if issued in future) has to be filled in. There are three blocks each of 11 characters in which you have to write the name of the person in the sequence of first, middle and last name. **Do not abbreviate the full name of the respondent on your own rather ask him/her to tell you the sequence of First Name, Middle Name and Last Name and record the same in Q.2 by writing one letter in each space leaving one box blank between two words.**

Example : Subhash Kumar Bhardwaj may be written as

S	U	B	H	A	S	H		K	U	M
A	R		B	H	A	R	D	W	A	J

In Case the respondent wants to abbreviate his name as S.K. Bhardwaj, the same may be noted as follows :

S		K		B	H	A	R	D	W	A
J										

**Q. 3 : Relationship to head
(record the relationship in full)**

5.10 Against this question you will have to record the relationship of the member to head in full. **In the case of the head write 'Head' and not 'Self. For others, write the full relationship.** Do not use words like 'niece', 'nephew' or 'aunt', 'uncle' but state whether sister's or brother's daughter or son (for niece or nephew) or mother's or father's sister or mother's or father's brother's wife (for aunt), or mother's or father's brother, mother's or father's sister's husband (for uncle). Daughter or son will include adopted daughter or adopted son or step daughter or step son. For brother-in-law, write wife's brother or sister's husband as the case may be. For grand daughter, write daughter's daughter or son's daughter as the case may be. In the case of visitors, paying guest, boarders or domestic servants/cooks, etc., who are enumerated as members of the household, write visitor, paying guest, boarder or domestic servant/cook, as the case may be. In the case of an Institutional household, however, all the members of the household should be treated as unrelated. It is possible that in a hostel, the resident superintendent's daughter or son also happens to be a boarder, while the superintendent herself/himself is the head. **Even here the relationship of her/his daughter/son should be recorded as unrelated, because it is an Institutional household.**

Q.4 : Sex : Male-1/Female-2

5.11 For male, record '1' and for female record '2' under this question. For eunuchs and hermaphrodites, write '1'.

Q. 5 : Date of Birth (as per English Calendar)

Day

Month

Year

If the date of birth recorded has documentary evidence write 'A' otherwise write 'D' in the box

5.12.1 Write date of birth of each person enumerated, indicating day, month and year in the relevant boxes provided under this question. For recording the 'Day', two boxes with marking 'D' have been provided. For recording the 'Month' also two boxes with marking 'M' have been provided. However, for recording the 'Year' four boxes with marking 'Y' have been provided. Date of birth is one of the important items of information being collected at the NPR (Pre-test). In most cases the date of birth of a person may be known. In case the respondent does not know the exact date of birth the same could be ascertained from documents such as birth certificate, School Leaving Certificate or any other relevant document. In some cases the horoscope (Janampatry) may contain the date of birth in English or in the local language. In case this is written according to the local calendar

then you might have to convert the same into the English calendar. In order to assist you the conversion sheet is given in the Annexure II and III.

5.12.2 In the second part of this question you are required to ascertain from the respondent whether the date of birth given by her/him is based on some documentary evidence or not. If it is based on documentary evidence like birth certificate, school-leaving certificate etc., then write 'A' which stands for 'Actual'. In case there is no documentary evidence then write 'D' which stands for 'Declared'. There is, however, no need to physically verify the documents for ascertaining the date of birth during the Enumeration.

5.12.3 Some of the situations that an Enumerator is likely to encounter while canvassing the question on date of birth of a person, are discussed below :

- a) **The date of birth as per English calendar is known and there is documentary evidence of the same** : Record the day (2-digits), month (2-digits) and year (4-digits) as returned by the respondent. 12th May 1958 should be recorded as :

D 1	D 2	A	
M 0	M 5		
Y 1	Y 9	Y 5	Y 8

- b) **The date of birth is known as per local calendar** :

(i) In such cases, convert the date of birth as per local calendar to that as per English calendar to the extent possible. You may use the Ready Reckoner-1 (Annexure-II) to arrive at the year of birth as per English calendar from the year of birth as per local calendar.

(ii) If the month of birth is known in the local calendar, record the English equivalent month

Example : "Vaisakh" as per Bengali calendar would be either April or May depending whether one has born in the first half of Vaisakh or the second half of Vaisakh. In the first case, you have to record "04" as month while in the second case, you would record "05" as month.

(iii) Since the local calendars vary from place to place, you may take the help of local people for converting the Day, Month and Year of birth in local calendar to English calendar.

iv) In all such cases, write 'D' in the box provided.

- c) **Only year of birth is known** : In such situations follow the step-wise approach stated below :

(i) Record the year of birth through one of the procedures mentioned in (a) or (b) above.

(ii) If the informant tells only the year of birth but is not sure about the month of birth, ask whether the birth was before the rainy season or not. If the birth was before the rainy season, record "06" as the month of birth. Otherwise, record "08" as the month of birth.

- (iii) Also estimate the day in these cases appropriately and record the same in the space provided.
- (iv) In all such cases, write 'D' in the box provided.
- d) **Year of birth is not known but age in completed years is known** : To estimate the month of birth, follow the steps mentioned at steps (c ii) above. The year of birth (in 4-digits) may be recorded using the Ready Reckoner-2 (IV) for converting age in completed years to year of birth as per English calendar. Follow the steps mentioned above to arrive at the month and day of birth and record the same at the appropriate place.
- e) **Neither date of birth nor age is known** : In such cases, you have to estimate the day, month and year of birth through probing questions. Some examples of probing methodology to estimate the year are depicted below. The month of birth may be estimated following the step mentioned in (c ii) above.
- (i) The informant may be assisted to arrive at the correct year of birth by stimulating her/his memory with reference to any historical event, etc. well known in the area such as a war, flood, earthquake, change in political regime, etc. Examples include : First World War (1914-1918), Dandi Salt march (1930), Quit India movement (1942), India's independence (1947), India's war with China (1961), war with Pakistan (1965), liberation of Bangladesh (1971), India's win in the cricket world cup (1983), the assassination of Ex-Prime Minister Shri Rajiv Gandhi (1991), etc. Relating the birth of a person with the year when an important event has occurred, you can arrive at the year of birth of the person.
 - (ii) Sometimes the year of birth/age can be ascertained with reference to the year of birth/age of another person of known year of birth/age, who may be living in the same household or in the neighbouring household or that of a well-known person of the village such as Headman of the village. A person can then easily say whether she/he was older or younger than such a person and by how many years. This will help you to find the year of birth/age more precisely. If you can estimate age but not the year of birth, use the Ready Reckoner-2 (Annexure-III) to arrive at the year of birth from estimated age.
 - (iii) In the case of women sometimes it becomes difficult to know the actual date of birth or age. If a woman is not aware about her age and is also unable to report the year of her birth, you will have to further probe to estimate her year of birth. One way of estimating it is to find the date of birth of her eldest living son or daughter and her own age at the time when she gave birth to this child. Subtract her age at the time of birth of her child from the 4-digit year of birth of the child to get a fair estimate of her year of birth.
 - (iv) If a woman is not able to tell her age at the time when the first child was born, try to ascertain her age at the time of marriage (or her age at the time of consummation of marriage) and the interval between her marriage and the birth of her eldest child. Adding these two figures with the age of her eldest child will determine her current age.
 - (v) If a woman does not know her age at marriage, try to find out the difference of her age from the age of her husband whose year of birth may be known. Use this to record the woman's year of birth.

(vi) If the respondent does not know the age of any member of the household and probing also does not help in determining the age of that person, you will have to estimate her/his age by using your best judgment. Remember, this is a last resort to be used only when all your efforts at probing the age have failed. After determining the age, use the Ready Reckoner-2 (Annexure-III) below to record the year of birth.

(vii) In all cases where day and month of birth are not known, estimate the day and month of birth through step (c ii) mentioned above.

Q. 6 : Current marital status

Never married-1, Currently married-2, Widowed-3, Separated-4, Divorced-5

5.13.1 The answer to this question will be entered in codes. The following codes have been prescribed for recording the current marital status of the person :

Current marital status	Codes
Never married	1
Currently married	2
Widowed	3
Separated	4 ✓
Divorced	5

5.13.2 The entry under this question is to be made in the manner indicated below :

- For a person who has never married any time before, record code '1' in the box under this question.
- For a person currently married, whether for the first or another time and whose marriage is subsisting at the time of enumeration (the spouse is alive), record code '2' in the box under this question. Similarly, enter code '2' for persons who are recognised by custom or society as married and also for persons in stable *de facto* union. Even if a marriage is disputed, record code '2' if the person concerned says she or he is married or is in stable *de facto* union.
- For a widowed person whose husband or wife is dead, and who is not presently married, enter code '3' in the box under this question.
- For a person who has been separated from wife or husband and is living apart with no apparent intention of living together again, enter code '4' in the box under this question.
- For a person who is divorced either by decree of a law court or by an accepted social or religious custom but has not remarried, enter code '5' in the box under this question.

5.13.3 **This question must be answered for all persons irrespective of age.** For very young children, though we know that they may not be married, the appropriate code must be entered after enquiry. **You may be aware that in certain parts of the country child**

marriage or pre-puberty marriage is still prevalent. The children are married even before they attain the age of puberty and the consummation of marriage takes place later. Therefore, if the person is married and even if she/he is living apart from her/his spouse till the Gauna is performed, the person will be treated as currently married and code '2' will be recorded under this question.

5.13.4 Code '2' is allotted to 'currently married'. The word 'currently' does not mean 'recently'. It only means 'at present'. For example, a man may be 80 years old and may have been married 60 years ago; if his wife is still alive and the marriage subsists, he is 'currently married'.

5.13.5 The conditions for the marital status to be reckoned as 'currently married' are that the husband and the wife are both alive and that their marriage subsists, i.e., they are not divorced or separated. Please note that we are not concerned with the legality of a marriage.

Q. (7) : Nationality of the person

5.14.1 Nationality for each of the enumerated person has to be asked from the respondent and recorded in the schedule. You may come across cases where the nationality of the persons in the same household would be different. Therefore, you must probe this question for each individual carefully to get the correct information. Please note the nationality of the respondent as declared by her/him for each of the persons being enumerated. Do not get into any argument with the respondent regarding this.

**Q. (8) : UID/EPIC Number (whichever is available)
(otherwise leave the boxes blank)**

5.15 The Unique Identification (UID) number is a 11 digit number issued by the UID Authority of India. In case, such a number has been issued to any member of the household being enumerated for NPR, please fill the same in the relevant box starting from the left. The EPIC Number refers to Election Photo Identity Card Number issued by the Election Commission of India. This contains a mix of English alphabets and numerals. Ask the respondent about the availability of EPIC card of each individual and note down her/his number starting from the left. In case the UID/EPIC number is less than 16 characters, leave the remaining boxes blank. Please note that UID/EPIC number would be available only for persons aged 18 years and above.

Example : 1. WB/01/554323

W	B	0	1	5	5
4	3	2	3		

2. UP/56430/209684

U	P	5	6	4	3
0	2	0	9	6	8
4					

Q. (9) : Highest educational level attained

(for diploma or degree holder, also write the subject of specialisation)

5.16.1 You will have to ascertain and record the highest educational level attained by every person. **For a person who is still studying in a particular class, the highest educational level attained by her/him will be the one that she/he has actually passed and not the one in which she/he is studying.** For example, a person studying in 1st year B.A. should be recorded as only 'Pre-University' or 'Higher Secondary' or 'Senior Secondary (10+2)', as the case may be. Similarly, for a person studying in the 4th year of M.B.B.S., her/his highest educational level should be 3rd year of M.B.B.S., which is the highest level she/he has actually attained. You must record the actual standard passed such as, III standard, VIII standard, 1st year B.Com., 2nd year B.C.A. (Bachelor of Computer Applications), etc. However, if a person merely says that she/he passed primary, middle, matriculation, school final, higher secondary or senior secondary (10+2) or other definite levels, record her/him as such.

5.16.2 The highest educational level passed by the person enumerated should be recorded. When a person holds general and technical qualifications, which are of equivalent level or of varying levels such as B.Sc. (Zoology) and M.B.B.S., M.Sc. (Maths) and B.E. (Electronics), both the technical and general qualifications should be recorded under this question. In the case of pass courses, indicate the degree only. You should not use abbreviations which are not in common use. In such cases, the diploma or degree should be spelt out fully, for example, M.A. (Hindi) and Diploma in Library Science or M.A. (Sociology) and Diploma in Labour Relations.

5.16.3 **If the person has not attained any educational level, a '-' may be put in such cases.**

Q. (10) : Name (s) of the Father, Mother and Spouse in full

5.17 In this question, in the first row, name of the Father of each member of the household being enumerated, is to be recorded. Similarly, in the second and third row, you have to write the names of Mother and Spouse (for married persons only) for each member of the household. You have to write the full name of the Father, Mother and Spouse of the person whose details are being collected in the NPR Household Schedule. In a household the name of the father/mother would be repeated in the case of their children. It is not necessary to repeat the same names again and again. It would be sufficient to write down their respective serial numbers from column 1 in the boxes 'F' and 'M'. In case of orphans or persons who are unable to tell the name of her/his father, record '-' in the space provided in this column. Similarly, for Husband and Wife, corresponding serial numbers recorded in col 1 for wife and Husband should be written in the box 'S'. For unmarried persons, leave the space against 'S' blank.

Example : A family consists of four members - 1. Sunil Kumar (Husband), 2. Sonal (Wife), 3. Deepak (Son) and 4. Sarita (Daughter). While against Sunil Kumar and Sonal the names of their father and mother would be different, in case of Deepak and Sarita, it would be sufficient to write '01' against the box marked 'F' and '02' against the box marked 'M'. Similarly, in the box marked 'S' in the case of Sunil Kumar it would be sufficient to write '02' and in the case of Sonal, it would be sufficient to write '01' against box marked 'S'.

Sr. No		Name of the person	Relationship	Name of Father, Mother, Spouse	
0	1	Sunil Kumar	Head	F	Sushil Yadav
				M	Meera Kumari
				S	02
0	2	Sonal	Wife	F	Makhan Lal
				M	Lajo Devi
				S	01
0	3	Deepak	Son	F	01
				M	02
				S	-
0	4	Sarita	Daughter	F	01
				M	02
				S	-

Q.(11) Occupation/Activity
(Describe the actual work)

5.18.1 In this column you have to record the details of the occupation of a worker or activity of non-worker as the case may be. The occupation or activity of a person will be ascertained with reference to date of enumeration. It does not matter if a person is not working on the date of enumeration and is on leave, it is her/his usual working status that is important. Working or non-working activities of the persons may be written as told by the respondent.

Examples of Occupation/Activity :

- (a) Cultivator
- (b) Agriculture labourer/manual labourer
- (c) Doctors/CA/Lawyers/Consultant/Engineer/Shopkeeper etc.
- (d) Household Duties
- (a) Student
- (b) Dependent
- (c) Pensioner
- (d) Beggar
- (e) Rentiers etc.

5.18.2 A person can pursue one or more of the above activities. For example a worker can be a student also. Similarly, a teacher can also be attending Household duties. Working status should always find priority over non-working status. Similarly, a person may be engaged in more than one working activity. The occupation currently being pursued by the person for most of the time may be recorded. -

Q.(12) : Place of Birth

5.19.1 If within India, write the present name of the village/town, district and state. (write 'V' or 'T' for village/town and 'S' for state in given boxes)

If outside India, write the present name of the country and put '-' against village/town, district and state. (write 'C' for country in given box)

Note : This question is to be filled only in respect of the persons whose birth place is outside this village/town. For a person whose birth place is the same as the place of enumeration, put dashes (-) in all the 3 sub-parts under this question.

5.19.2 Certain details regarding the place where the person enumerated was born are to be collected and entered in 3 parts viz., village/town, district and state/country under Questions 12. The explanation and instructions as to how the information against these questions is to be filled are as follows :

Village/Town :

5.19.3 **For every person there can be one and only one place of birth. Find out the birth place of each person already listed. For a person who was born in the village or town where she/he is being enumerated, put dashes (-) in all the 3 parts under this question.** If person is born in some part (hamlet) of the same village or in another locality of the same town where she/he is being enumerated, the village or town of enumeration would be considered as the place of her/his birth. The detailed entries against these questions will be made only if the person says that she/he was born in any place other than the place where she/he is being enumerated. **Please note that different persons in the same household can have different places of birth.**

5.19.4 For every person enumerated, three parts have been provided under this question to record the name of the Village/Town of the birth place, District in which the birth place falls and State/Country of birth place of the person. In the first part, meant for recording the name of Village/Town, you are required to write 'V', if the birth place is a village and write 'T', if the birth place is a town before writing the name of the village/town where the person has born.

5.19.5 For a person born **outside India**, put dash (-) in the part meant for village/town under this question.

District :

5.19.6 **The information against this question is to be recorded only if the person was born outside the village or town of enumeration but within the country. Write the present name of the district where the person was born. This could even be the district where the person is being enumerated. If the person cannot name the district, write 'not known'. The name of the District is to be entered in the second part provided under this question.**

5.19.7 For a person born **outside India**, put dash (-) in the part meant for district under this question.

5.19.8 If a person was born in a train or bus or boat or aircraft, etc., within the country, enter the present name of the Village/Town, District and State/Union territory under this Question where the birth was registered. If not registered, enter the particulars under this Question with reference to the administrative territory where the event occurred.

State/Country :

5.19.9 **For a person born outside the village or town of enumeration but within the country, find out the present name of the state/union territory where she/he was born**

and record it in the third part which is meant for recording state/country under the Question 12. This could even be the state/union territory, where the person is being enumerated.

5.19.10 For those born outside India, note merely the present name of the country and there is no need to enter the name of the constituent state of the foreign country. Where a person cannot name the country, the name of the continent may be noted. For persons born within India you have to write 'S' in the box meant for state/country. In case of persons born outside the country, you have to write 'C' in the box meant for state/country.

5.19.11 For a person born on the high seas, record 'born at sea', against this question and put dash (-) in the parts meant for writing the name of Village/Town and District of birth.

Important

5.19.12 Please note that name of the Village/Town, District or State/Union territory or country of her/his birth place may have changed since the time of her/his birth. This can be due to two reasons a) change in the name itself and b) jurisdictional change as a result of the creation or re-organisation of state/union territory or district or country. The present name of the Village/Town, District and country has to be entered here and not the name by which they were known at the time of her/his birth.

Q. (13) : Present address of usual residence

5.20.1 In this column you will enter the present address of usual residence of each member of the household. You will notice that there are six lines provided in the question. Each of these lines has a particular significance.

- a. Address Line 1 - (House No, Building number/Building name)
- b. Address Line 2 - (Street name/Locality Name)
- c. Address Line 3 - (Post office/Police Station)
- d. Address Line 4 - Name of the village/town
- e. Address line 5 - Taluka or Tehsil/District/State
- f. Address line 6 - PIN Code

5.20.2 In most of the cases the present address of the head including that of other members of the household may be same. However, in case any member of the household has different present residential address than that of head of the household, the same will be recorded against her/his name. The format of writing address is as follows :

5.20.3 In case the address of usual residence is in a rural area, number/name of the building if any, Street name/Mohalla/, Post Office/Thana, name of the village, Tahsil/Taluka/Development Block, District and State/UT along with PIN Code of the area in which the village is located will be recorded. Generally in a village in rural areas, building number, house number etc. are not available. In such cases, leave the Address line 1 blank. Write the street name/Area name/Mohalla/locality in the village, if any, of the household enumerated in Address line 2, otherwise leave the space blank. Write name Post Office/Police Station in address line 3, name of village in address line 4. Write the name of Tehsil, District and State in address line 5. Ascertain the Postal Index Number code (PIN code) and record in the boxes. Similarly, if the present residential address is in an

urban area, you will record the Building number/building name/House number in address line 1, name or number of street/Mohalla/Block/Ward/Sector etc. in address line 2, name of the locality in the town in address line 3, name of the Town in address line 4, name of District and State/UT in address line 5. Ascertain the Postal Index Number code (PIN code) and record in the boxes. **You must ensure that the PIN CODE for the address written in Q. (13) is also provided.**

5.20.4 The following illustrations, may help you to record the correct present residential address :

Rural Block :	
(1) ----- Nutun Talla, P.O. Poorva Sailpur Block Bishrampur Manik Chowk, Malda, West Bengal PIN-732202	(2) ----- P.O. Ekma Marbani Ekma, Chapra, Bihar PIN-841208

Urban Block :	
(1) Bhargana Villa, Lower Flat No. 2 Tuti Khandi, ----- Shimla, Himachal Pradesh PIN-171004	(2) Quarter No. A-6 Divemardanga Government Housing Complex, P.O. Gondalpana, Chandannagar Hoogly, West Bengal PIN-712137

5.20.5 It may be ensured that correct and complete present address of usual residence of each individual is recorded in Q.(13). **In case the usual residence of the head of household and of the immediate next person or persons in the family is the same, in such cases there is no need to write the full details of present address for every person. It will suffice to indicate the present address by writing '-do-'**. In case of defense and similar service personal details of present address are not required to be enquired. Put '-' for such personal.

5.20.6 For persons enumerated in NPR with usual resident status code '3', ask her/him the address of usual residence and record the same in Q.13 in the same method as explained above.

Q. 14 : Duration of stay at the present address (in completed years)

5.21.1 Here you have to record the period since when person is staying at the address provided in Q.(13). It may be possible that person is born in this village and he says that he is living here since birth. In that case, you have to probe whether he has moved out for study/job/work or for any other reasons. In this case, period of his continuous stay at the place of enumeration will be recorded in completed years. If the person was born in the village or town of enumeration and has never changed his residence or moved out, duration of stay will be equivalent to his age.

5.21.2 If a person is staying at the present address for less than one year, put a '0' in this column.

Q. 15 : Permanent residential address

5.22.1 You have to record in this column the complete details of the permanent residential address of each member of the household. Permanent residential address may be defined as the address where the person being listed is living permanently or still has his/her roots. It may be place of birth or place where permanently settled or where a person's forefathers live/lived and have ancestral property. However, you will come across some cases where some members of the household will be having different permanent residential address. For each such member of the household record her/his permanent residential address in this column.

5.22.2 **In case the permanent address of the head of household and of the immediate next person or persons in the family is the same as their present address, in such cases there is no need to write the full details of permanent address for every person. It will suffice to indicate the permanent address by writing 'same'.** The procedure and manner in which the permanent residential address of the head of the household and other members is to be recorded in Q. (15) will be the same as explained for recording the present residential address Q. (13) in the foregoing paragraphs.

5.22.3 For persons enumerated in NPR with usual resident status code '3', ask her/him their permanent address and record the same in Q.15 in the same method as explained in Q.13 above.

Checking the entries in the laptop

5.23 Having completed the entries in the laptop by data entry operator for all members of the household, you may find it rewarding to go through all the entries. This will enable you to cross check the information and gaps, if any, can be completed then and there. This will obviate the need to visit the household again to collect the missing information.

Authentication of the details entered in the Population Register

5.24 After you have completed the work of collection of personal details of all the individuals/households in the Population Register in your EB, you will be required to authenticate the details collected for each household by means of an "Acknowledgement slip". For this purpose, an acknowledgement book would be given to each Enumerator with printed location particulars. You will be required to fill the EB number, household number, number of members of the household who have been enumerated for NPR. Put your signature and date and hand it over to the respondent. Fill the details in the counterfoil also which would be retained by you. Also get signature of the respondent on the counterfoil.

5.25 After completing the direct data capture and authentication of the data, you will be left with the following documents :

- 1 Layout Map prepared by you
- 2 Filled-in Houselist
- 3 Counter foil of the Acknowledgement slips
- 4 Layout Map of Census of India, 2001, if supplied to you for reference.

5.26 You are required to retain the above documents till the time capturing of photography and finger prints for persons of age 15 years and above is completed in the EB allotted to you.

CHAPTER-6

PHOTOGRAPHY/BIOMETRY

After collection of information of all the members of a household in the EB is over, capture of photographs and finger biometry of all the eligible persons of age 15 years and above in respect of the EB will be collected by the vendors provided by the Government Companies within 7-10 days of enumeration. The list of persons eligible for photography and finger prints will be provided by the Government Companies. In case of household members below 15 years, the photograph and finger biometry will not be taken. In their case these details will be collected later on when they attain the age of 18 years. You must reiterate that each and every member of age 15 years and above in the household must have their photograph taken and finger prints recorded. Unless they do so their names will not appear in the Local Register of Usual Residents. They will also not be entitled for issue of Identity Cards. In case of household members of age 15 years and above in the household whose details have already been collected in the Population Register but are temporarily away and it is not possible to capture their photograph and biometry, they may be asked to be present during the second round of photography. If they are still absent, they may have to visit the NPR Centre at the State headquarters of DCOs in future.

6.2 Persons who could not be enumerated during the data collection will be provided a second chance for inclusion in the NPR at the time of second round of capture of photography and finger prints. Identification of such persons will have to be done by you.

CHAPTER-7

PUBLICATION OF THE LOCAL REGISTER OF USUAL RESIDENTS

The details capture during Direct data entry will be published in the form of a Local Register of Usual Residents (LRUR). On receipt of the printed copy, you will be required to display this prominently in the concerned Village. The lists will be displayed at prominent places and will be available with the Local Registrar. The usual residents would be required to view the particulars so published and do the following :

- a) Check the details of entries in the list and bring out to the Local Registrar any discrepancies in the list.
- b) In case of any corrections in the entries, they must indicate these corrections in the prescribed proforma.
- c) In case of any objections regarding the inclusion of any person in the LRUR the same can be intimated in the prescribed proforma.

Disposal of Objections : Any objection, either about the contents of the published information or regarding the inclusion/omission of persons could be made to the Local Registrar. You would be responsible to collect the objections and pass the same to Government Companies for corrections. The objections for changes in names, address etc. will be corrected. The final list of Local Register of Usual Residents will be placed before the Gram Sabha and its approval sought.

Detailed instructions for disposal of claims and objections, verification of non-usual residents etc. will be issued separately.

Ready Reckoner 1

Estimated Year of Birth as per English calendar from Year of birth as per local calendar

English	Saka	Islamic	Vikram Samvat	Bengali	English	Saka	Islamic	Vikram Samvat	Bengali
2009	1931	1430	2066	1416	1983	1905	1404	2040	1390
2008	1930	1429	2065	1415	1982	1904	1403	2039	1389
2007	1929	1428	2064	1414	1981	1903	1402	2038	1388
2006	1928	1427	2063	1413	1980	1902	1401	2037	1387
2005	1927	1426	2062	1412	1979	1901	1400	2036	1386
2004	1926	1425	2061	1411	1978	1900	1399	2035	1385
2003	1925	1424	2060	1410	1977	1899	1398	2034	1384
2002	1924	1423	2059	1409	1976	1898	1397	2033	1383
2001	1923	1422	2058	1408	1975	1897	1396	2032	1382
2000	1922	1421	2057	1407	1974	1896	1395	2031	1381
1999	1921	1420	2056	1406	1973	1895	1394	2030	1380
1998	1920	1419	2055	1405	1972	1894	1393	2029	1379
1997	1919	1418	2054	1404	1971	1893	1392	2028	1378
1996	1918	1417	2053	1403	1970	1892	1391	2027	1377
1995	1917	1416	2052	1402	1969	1891	1390	2026	1376
1994	1916	1415	2051	1401	1968	1890	1389	2025	1375
1993	1915	1414	2050	1400	1967	1889	1388	2024	1374
1992	1914	1413	2049	1399	1966	1888	1387	2023	1373
1991	1913	1412	2048	1398	1965	1887	1386	2022	1372
1990	1912	1411	2047	1397	1964	1886	1385	2021	1371
1989	1911	1410	2046	1396	1963	1885	1384	2020	1370
1988	1910	1409	2045	1395	1962	1884	1383	2019	1369
1987	1909	1408	2044	1394	1961	1883	1382	2018	1368
1986	1908	1407	2043	1393	1960	1882	1381	2017	1367
1985	1907	1406	2042	1392	1959	1881	1380	2016	1366
1984	1906	1405	2041	1391	1958	1880	1379	2015	1365

Ready Reckoner 2

Estimated Year of Birth from estimated age

Estimated Age in completed years	Year of Birth as per English Calendar	Estimated Age in completed years	Year of Birth as per English Calendar	Estimated Age in completed years	Year of Birth as per English Calendar
0	2009	37	1972	74	1935
1	2008	38	1971	75	1934
2	2007	39	1970	76	1933
3	2006	40	1969	77	1932
4	2005	41	1968	78	1931
5	2004	42	1967	79	1930
6	2003	43	1966	80	1929
7	2002	44	1965	81	1928
8	2001	45	1964	82	1927
9	2000	46	1963	83	1926
10	1999	47	1962	84	1925
11	1998	48	1961	85	1924
12	1997	49	1960	86	1923
13	1996	50	1959	87	1922
14	1995	51	1958	88	1921
15	1994	52	1957	89	1920
16	1993	53	1956	90	1919
17	1992	54	1955	91	1918
18	1991	55	1954	92	1917
19	1990	56	1953	93	1916
20	1989	57	1952	94	1915
21	1988	58	1951	95	1914
22	1987	59	1950	96	1913
23	1986	60	1949	97	1912
24	1985	61	1948	98	1911
25	1984	62	1947	99	1910
26	1983	63	1946	100	1909
27	1982	64	1945	101	1908
28	1981	65	1944	102	1907
29	1980	66	1943	103	1906
30	1979	67	1942	104	1905
31	1978	68	1941	105	1904
32	1977	69	1940	106	1903
33	1976	70	1939	107	1902
34	1975	71	1938	108	1901
35	1974	72	1937	109	1900
36	1973			110	1899

