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INSTRUCTION MANUAL
FOR
UPDATION OF
NATIONAL POPULATION REGISTER
(NPR)

2020



Janganana se Jan Kalyan

Office of the Registrar General & Census Commissioner, India

Ministry of Home Affairs

Government of India

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1. INTRODUCTION

Background

- 1.1 National Population Register (NPR) of all the 'usual residents' in the country was created in 2010. The field work for NPR data collection was undertaken alongwith Houselisting and Housing Census 2010.
- 1.2 The electronic database of more than 119 crore usual residents of the country has already been created under NPR in English as well as the Regional Languages by collecting specific information of all usual residents.
- 1.3 As per decision of the Government of India, the NPR Database has been updated during 2015-16 in all States/UTs (except Assam and Meghalaya) to make a comprehensive resident database.

Legal Framework

- 1.4 The Scheme for creation of National Population Register is being undertaken under the provisions of The Citizenship Act, 1955 and The Citizenship Rules, 2003. The NPR will contain the details of all the 'usual residents' of the country regardless of whether they are citizens or non-citizens of India.
- 1.5 Some of the important provisions of the Citizenship Rules, 2003 define 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.
 - a. **Rule 3(4):** The Central Government may, by an order issued in this regard, decide a date by which the Population Register shall be prepared by collecting information relating to all persons who are usually residing within the jurisdiction of Local Registrar.
 - b. **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 family and every person, and in implementing the provisions of these rules.
 - c. **Rule 7: Head of family and individual to act as informant: ...**
 - (2) It shall be the responsibility of the head of every family, 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 the family of which he/she is the head.
 - ...

(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 family.

Updation of National Population Register (NPR) 2020

- 1.6 The Government has decided to update the NPR database alongwith Houselisting and Housing Census phase of Census of India 2021 during April-September 2020.
- 1.7 Updating the existing NPR database by verifying the details of all residents by conducting a house to house enumeration by the enumerator (designated Government official) and modifying/correcting the demographic data items.
- 1.8 Collecting Aadhaar number from each resident voluntarily.
- 1.9 Collecting Mobile number, Election Photo Identity Cards (EPIC) or Voter ID Card number, Indian Passport number and Driving License number, if available with the residents.
- 1.10 Inclusion of all new resident(s)/new household(s) found in the local area (HLB) during the field work.

Methodology

- 1.11 Publishing the intent of the Government for updation of NPR in the Gazette Notification in the Gazette of India and republishing of the same in State/UT Gazette by respective State Government /UT Administration.
- 1.12 Appointment of various field functionaries by States/UTs Government. The enumerator appointed for the work of Houselisting and Housing Census will also conduct the NPR updation exercise.
- 1.13 Creation of Houselisting Block (HLB) wise NPR database in pdf format by Office of Registrar General, India (ORGI). The NPR booklet would be available for downloading through the Census Management and Monitoring System (CMMS) web Portal for all the States/Districts/ Sub-districts (Charges) etc. An Index sheet will be available in the NPR booklet by listing the names of head of the household (with few members name), date of birth etc. in alphabetical order for facilitating searching of a household in the booklet. For mobile App, the search facility will be inbuilt in the App itself.
- 1.14 Printing of HLB wise NPR booklets including blank NPR forms, summary sheet etc. by the State/District/Sub-district/charge level officials.
- 1.15 Training of State/District/Sub-district/Charge level officers.
- 1.16 Training of enumerators and supervisors and handing over the material for the field work.

- 1.17 House-to-house enumeration by enumerator for updation of NPR database, collection of few new items of information and collection of various numbers like Aadhaar, mobile, Voter ID Card (EPIC), Passport and Driving License, if available with the residents.
- 1.18 The blank NPR forms attached with NPR booklet would be filled up for all new residents of existing households found in a household/ for all new households found in the EB during the field work. If space is available in the corresponding page of the booklet to accommodate the new member of the household, the same may be utilized for filling up the information.
- 1.19 Filling up of Summary Sheet attached with NPR booklet. Refer Annex I & II of this Manual.
- 1.20 Submission of the updated NPR booklet and other items to the Charge Officer through the supervisor.
- 1.21 A mobile app will also be available to the enumerators which can be downloaded from google play store for updating NPR database. The data of the allotted HLB will be provided in the mobile app. Updated data is to be uploaded to the Central Server by syncing the mobile phone as and when internet connectivity is available to enumerator.
- 1.22 Submission of the NPR booklet and other items to the Charge Officer (used or unused).
- 1.23 Finalisation and digitisation of updated NPR booklet by Office of the RGI through charge level.
- 1.24 No documents will be required to be given at the time of enumeration to the enumerator.
- 1.25 No biometrics will be collected under updation of NPR 2020.

2. ROLES AND RESPONSIBILITIES OF FIELD FUNCTIONARIES

2.1 General Instructions for Enumerators

1. Attend the training classes, study the NPR Schedule and the Manual carefully and understand them thoroughly.
2. Ensure the collection of following material before leaving the training centre :
 - i. Appointment Letter
 - ii. Identity Card
 - iii. Pre-printed NPR data booklet (Check that Name and location code of State, District, Sub-district, Town/Village/Ward etc. are correct)
 - iv. Stationary articles for field work
3. Always carry and display your Identity Card during the field work.
4. Before starting the work, meet prominent persons of the area like village headman, Gaon burah, Sarpanch, Municipal Councillors, representatives of RWAs etc. and explain them the objective of NPR updation and purpose of your visit and seek their cooperation.
5. Visit each household to get information for each member of the household as printed in the NPR booklet. Remember to cover all Households. In case of any difficulty, immediately inform your Supervisor/Charge Officer.
6. Special charges, Institutional households and Houseless households will be covered along with Houselisting and housing census phase of Census 2021.
7. Use blue ball-point pen only for making entries in the schedule.
8. While modifying/correcting the NPR booklet or while filling the new NPR schedule for a new member of the household or a new household, take extra care to write Letters and Numerals in the centre of boxes without touching the sides.
9. Make extra efforts to record name of the person and date of birth accurately. If need be, ask for Aadhaar Card, Voter ID card of the respondent for a reference.
10. If the work of more than one Houselisting Block is allotted, it is required to prepare separate sets of records for each Houselisting Block allotted.

2.2 Roles & Responsibilities of Various Stakeholders

2.2.1 State Co-ordinator

- i. Notification in the State Gazette for updation of NPR
- ii. Ensuring appointment of various level of functionaries within the State/UT
- iii. Co-ordinating the training of State/District level of functionaries
- iv. Exercising financial control over expenditure
- v. Coordinating publicity efforts at State level along with Directorate of Census Operations
- vi. Ensuring timely completion of field work by taking all necessary steps
- vii. Overall supervision & monitoring and any other issue

2.2.2 District Registrar/ District Magistrate/ District Collector

- i. Appointment of all functionaries at District level
- ii. Training of functionaries at District level
- iii. Ensuring availability of NPR data booklet for the area under her/his jurisdiction
- iv. Distribution of Material for field work
- v. Ensuring proper and wide publicity so as to create awareness and involvement of general public
- vi. Undertaking inspection of the field work
- vii. Ensuring and certifying full coverage
- viii. Getting NPR data booklets back from the field
- ix. Monitoring data entry at the District level centre
- x. Exercise financial control over expenditure
- xi. Any other task assigned by the Competent Authority

2.2.3 Sub-district Registrar/ Sub-district Magistrate

- i. Appointment of all functionaries at Sub-district level
- ii. Training of functionaries at Sub-district level
- iii. Distribution of Material for field work
- iv. Ensuring proper and wide publicity so as to create awareness to the general public. Publicity may be given that the numbers like Aadhaar number, Voter ID card number, mobile number, Passport number and Driving License number may be kept ready for the enumerator comes for data collection
- v. Undertaking inspection of the field work
- vi. Ensuring timely start and completion
- vii. Ensuring correctness and quality of data collection
- viii. Ensuring and certifying full coverage
- ix. Exercise financial control over expenditure
- x. Coordinating the field activities at Sub-district level
- xi. Any other task assigned by the Competent Authority

2.2.4 Tehsil/ Charge Officer

- i. Appointment of all functionaries at Charge level
- ii. Training of functionaries at Charge level
- iii. Printing of NPR data booklets after downloading from portal
- iv. Distribution of Material for field work to the enumerators
- v. Ensuring proper and wide publicity so as to create awareness to the general public. Publicity may be given that the numbers like Aadhaar number, Voter ID card number, mobile number, Passport number and Driving License number may be kept ready for the enumerator comes for data collection
- vi. Ensuring that the Institutional Households, Special Charges and Houseless population are identified.
- vii. Undertaking inspection of the field work
- viii. Ensuring timely start and completion

- ix. Ensuring correctness and quality of data collection
- x. Ensuring and certifying full coverage
- xi. Coordinating the field activities at Charge level
- xii. Any other task assigned by the Competent Authority

2.2.5 Supervisor

- i. Overseeing the training of enumerators including self-training
- ii. Coordinate with charge officer and enumerator and ensure timely distribution of material to the enumerators
- iii. Ensuring that the Institutional Households and Houseless population are identified by the enumerators
- iv. Undertaking inspection of the field work
- v. Ensuring timely start and completion
- vi. Ensuring correctness and quality of data collection
- vii. Ensuring and certifying full coverage of all HLBs in the allotted supervisory circle
- viii. Coordinating the field activities of enumerators under her/him
- ix. Any other task assigned by the Competent Authority

2.2.6 Enumerator

- i. Collecting Appointment Letter and Identity Card
- ii. Attending training compulsorily with full attention
- iii. Collect all relevant materials (Layout map etc.) for field work including NPR data booklet, Blank NPR schedule (A4 size) and summary sheet etc. for the area allotted
- iv. Studying the manual carefully. If any doubt is there, get it clarified from your Charge Officer
- v. Going around the area assigned to you and familiarize yourself
- vi. All usual residents living in normal households within the boundary of the area assigned to you have to be covered including those staying in Institutional Households, Special Charges and the Houseless population
- vii. Identify the Institutions and locations while drawing the Lay Out Map where the houseless population generally resides
- viii. Visiting each household to update the demographic information as per process laid out in the manual. In case the house is locked at the time of your visit, please visit again. You may also inform the neighbours to inform the household
- ix. Inform the household while preparing the lay out map or canvassing the Houselisting schedule that the numbers like Aadhaar number, Voter ID card number, mobile number, Passport number and Driving License number may be kept ready for data collection under NPR
- x. Update the NPR database for each member of the household.

- xi. Inform the respondent that it is her/his duty to give correct particulars regarding each and every normal resident in the household.
- xii. Show the updated data to the respondent and obtain her/his signature/ thumb impression in the booklet.
- xiii. For the residents not found in the booklet, fill up fresh NPR schedule as per process indicated in the manual. For mobile App, new schedules are to be filled up as per process laid out in the respective Instruction Manual.
- xiv. Ensure that each and every normal resident of the area allotted to you has been covered.
- xv. Prepare summary sheet and sign. This is not applicable in mobile App. (In the event of collecting data through mobile app, the instructions have been elaborated in Instruction Manual of NPR mobile App.
- xvi. Submit updated NPR data booklet, NPR filled-in schedules and duly signed Summary sheet to the respective Charge Officer through supervisor.
- xvii. Submit the unused forms and other materials given for this work.

3. INSTRUCTIONS TO ENUMERATORS FOR UPDATING NPR

Concepts and Definitions

- 3.1 Please remember that you have to collect the details required for the NPR alongwith the details required for the Houselisting and Housing Census. Hence, the basic concepts like 'Houselisting Block', 'Premises', 'Building', 'Census House', 'Household', 'Layout Map' etc. remain the same. These are explained in the **Instruction Manual of Houselisting and Housing Census** given separately for Census wok. These are also explained below in brief:
- 3.2 **Houselisting Block:** 'Houselisting Block' means a specific area allotted to the Enumerator for the purpose of carrying out Census Operations relating to House Numbering and Houselisting. Please ensure that the number of the Houselisting Block allotted to you is clearly mentioned along with its location particulars in the Appointment Letter. In case of any doubt, please clarify with your Supervisor or Charge Officer (Tahsildar, SDM, BDO, Municipal Commissioner etc.).
- 3.3 **Premises:** Premises means Building along with the land and/or common places in case of apartments/ flats/multi-storey Buildings attached to it. A Building may not always have a compound wall or fencing. In such cases, the land or the common place as the case may be, that is available to the Household may be treated as 'Premises'.
- 3.4 **Building:** A 'Building' is generally a single structure on the ground. Normally, a structure will have four walls and a roof. Sometimes it is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such as shops, business houses, offices, factories, workshops, work sheds, schools, places of entertainment, places of worship, godowns, stores, etc.
- 3.5 **Census House:** A 'Census House' is a Building or part of a Building used or recognized as a separate unit because of having a separate main entrance from the road or common courtyard or staircase etc. It may be occupied or vacant. It may be used for a residential or non-residential purpose or both.
- 3.6 **Household:** A 'Household' is usually a group of persons who normally live together and take their meals from a common kitchen unless the exigencies of work prevent any of them from doing so. The persons in a Household may be related or unrelated or a mix of both. However, if a group of unrelated persons live in a Census House but do not take their meals from the common kitchen, then they will not collectively constitute a Household. Each such person should be treated as a separate Household.
- 3.7 **Normal Household:** A 'Normal Household' is usually a group of persons who normally live together and take their meals from a common kitchen unless the exigencies of work prevent any of them from doing so. Persons in a Normal

Household may be related or unrelated or a mix of both whereas in an Institutional Household the persons are unrelated.

- 3.8 **Institutional Household:** A group of unrelated persons who live in an institution and take their meals from a common kitchen is called an 'Institutional Household' e.g. boarding houses, messes, hostels, hotels, rescue homes, observation homes, beggars' homes, jails, ashrams, old age homes, children homes, orphanages, etc.
- 3.9 **Houseless Population:** Houseless Households are the households which do not live in Buildings or Census Houses but live in the open or roadside, pavements, in hume pipes, under fly-overs and staircase, or in the open in places of worship, mandaps, railway platforms, etc. Houseless Households are to be covered on the night of last day of the enumeration period in your State.
- 3.10 Further, the procedures explained in the **Instruction Manual for Houselisting and Housing Census** include the Numbering of Buildings and Census Houses and the preparation of Layout Map. Proper understanding of these concepts and procedures would enable you to complete the work without omission or duplication. You must familiarize yourself with all these concepts and procedures.

Approach to field work

- 3.11 The NPR updation exercise is to be done by the same enumerator, duly appointed for Houselisting and Housing Census of the allotted HLB by the respective local administration.
- 3.12 You would have already gone around the Houselisting Block and identified the boundaries and other land marks of the block and ensured that there is no confusion in identification of the Houselisting (HL) Block boundary. In case of any confusion, the Supervisor should be consulted and problem should be resolved before the commencement of work. After identification of HL Block boundary you would have been assigned, building and census house numbers as described in detail in the **Instruction Manual for Houselisting and Housing Census**. You would have also prepared Layout Map of the block assigned to you which would also be used for updation of NPR. Please ensure that the NPR data booklet provided corresponds with the location of the HLB allotted to you. If you have been assigned more than one block, the records of each block should be kept separately. You are now ready to update the NPR.
- 3.13 Please have the contact details of Supervisor/ Charge officer for any necessity during the field work.
- 3.14 As instructed in the training classes start the Houselisting Operations first and then undertake updating of NPR. Start at the first house and proceed systematically till you reach the last house. This will enable you to cover all the households without omission. The field work shall be monitored by State/District/Tehsil/Charge Level/Supervisor Authority for ensuring timely completion and quality. The overall supervision and control shall be exercised by the officers/officials of the Directorate of Census Operations/Registrar General Citizen Registration, India.

Field Work by Enumerator/ Supervisor

3.15 Step by Step modifying/correcting NPR data booklet and filling up of new NPR schedule and other forms by the Enumerator during field work:

- a) All the pages in the booklet are serially numbered. Ensure that the booklet contains all the pages with proper printing on each page. At the end of booklet, some blank NPR schedules and summary sheets have also been provided. If any discrepancy is there, immediately contact your supervisor/charge officer for rectifying the same.
- b) The cover page of the booklet (**Annex X**) contains the Location Particulars of the HLB (2020) or new HLB number which has been allotted to you. Please confirm that the NPR data booklet is of the same HLB for which you have to undertake the field work.
- c) All the particulars like Names of State, District/ Tehsil/Taluk/ P.S./ Dev.Block/ Circle/ Mandal, Town/Village with their respective codes will be pre-printed. The Ward code, Household Block Number and Sub- Block Number and the Pin Code Number will also be pre-printed. The mobile number of the Enumerator is to be recorded on the cover page (**Annex X**) of the booklet.
- d) The NPR updation will be undertaken through enquiries from the head of the household or any adult responsible member of the household. Choose the right respondent who is well informed, articulate and can provide the requisite information by herself/himself or after consulting other member(s) in the household. While recording the information in the NPR Schedule, you are advised to involve as many members in the household as possible. You will find that the NPR data booklet and Schedule is simple and easy to understand, once you are conversant and familiar with it. The questions included in the NPR are self-explanatory and mainly deal with name of members of the household and their place of residence. Please remember that every member in the household has different particulars and hence particulars of each and every member of the household should be correctly ascertained and recorded.
- e) The degree of accuracy in filling up of the NPR data during the enumeration largely depends on the interest taken by you in following the instructions contained in this manual. You are, therefore, advised to go through these instructions more than once because total grasp of the terms used and absolute command over the system of entering answers to various questions will form the foundation for systematic enumeration by modifying/correcting the entries in the booklet and canvassing of the NPR Schedule for new residents. This would also help you in avoiding pitfalls, duplication of efforts and unnecessary labour. In case of any doubt, never hesitate to ask your Supervisor or the Charge Officer.
- f) You have to only canvass the NPR booklet/new schedule in the households of your Houselisting Block(s) without omission or duplication. The next question is who are eligible for enumeration? The following persons are eligible to be enumerated in NPR:
 - i) Who are present in the household during the period of enumeration.

- ii) Who are normal residents of the household and have stayed there for part of the enumeration period
 - iii) Who are normal residents of the household but are not present at the time of your visit and are expected to return back.
- 3.16 Please note that visitors, domestic servants, tenants, drivers or other such person(s) who are found to be residing with the household and full fill the above three criteria's should be included in the enumeration. It is important that every person male or female, aged or infant is counted only once, without omission or duplication.
- 3.17 NPR will not cover foreign nationals having diplomatic status. However, foreign nationals not enjoying diplomatic status and Indian nationals employed and staying with them in the Foreign Missions will have to be covered. It would therefore, be necessary to cover every household found within your Houselisting Block

Enumeration of Defence and similar Service Personnel

- 3.18 Households of Defence and similar Service Personnel will be eligible for enumeration if they are residing in civilian areas. The enumeration of Defence and similar Service Personnel who are living in strictly military or restricted areas (special charges) will also be done while updating NPR. As there might have been huge displacement of previously enumerated defence personnel in NPR, it has been decided that for all special charges, fresh NPR forms will be filled up. Detailed Standard Operating Procedure (SoP) will be finalised after discussing the same with the concerned authorities.

Enumeration of Institutional Households

- 3.19 While preparing the Lay out map of the EB allotted to you, you have to identify all the Institutional households like boarding houses, messes, hostels, hotels, rescue homes, observation homes, beggars' homes, jails, ashrams, old age homes, children homes, orphanages, etc.
 - a) If in a Building which is occupied by an Institutional Household, the families of the warden, peon and gardener might also be living in separate Census Houses and cooking for themselves separately, then each family will be treated as a separate Household and houses occupied by them will be treated as separate Census Houses.
 - b) You must have noticed that in certain cities and towns, especially in close proximity to Educational institutions, IT and other companies, Business centers, Corporations, etc., a number of housing units providing Paying Guest (PG) accommodation to students, trainees, employees, etc. have come up. The service provider/owner of such accommodation receives fixed monthly charges for lodging, meals and other facilities provided to the inmates. If a group of unrelated persons is found living and sharing a common kitchen in such Paying Guest accommodation, it will be considered as an Institutional Household only if such a

PG accommodation is registered. If it is not registered, it may be treated as a Normal Household. If the inmates of the PG accommodation are not sharing meals from a common kitchen, then each such inmate should be treated as a separate Normal Household.

- c) If a group of unrelated persons, sharing a common kitchen, is found living in a Census House which is not an institution, such a Household will not form an Institutional Household. The listing of such Households will be done like other Normal Households.

Enumeration of Houseless Households

- a) Houseless population for NPR will also be enumerated during this phase by enumerating them in the evening on the last day i.e. of the notified period of NPR in respective State when these Houseless Households settle down for the night.
- b) The enumeration of Houseless population under NPR is one of the important steps of the population register in our Country. Unless the specific places where such population live are identified, they may be likely to be missed. This is mainly because little time is available at your disposal to locate and enumerate them on the last night of enumeration. Therefore, while canvassing the Houselisting Schedule and updating the NPR Schedules in respect of Normal and Institutional Households during the enumeration period, you should take note of all such places where the Houseless population usually resides/sleeps during the night. For this purpose you need to take note of the people like beggars, lepers, vagrants, hawkers, vendors, people migrated from other places in search of livelihood or similar other reasons taking night-rest in the open on roadside, pavements, railway platforms, bus stations, parks, under staircases or bridges or fly-overs, in the open at the places of worship, in hume pipes, etc. The Houseless Population can also be found in and around the premises of big hospitals. You will also take notice of nomadic population, if any, camping in your area in the open. You may record the particulars of all these places where Houseless population is found living in the Enumeration Block(s) during canvassing of Houselisting Schedule and updating of NPR work so that these households may be enumerated on the last night of NPR updation period. For example, the places may be noted separately as on the pavement near Shiva Electricals (Building Number 24), near Rescue Home (Building No. 41), near Hotel Moonlight (Building No. 39), near Metro pillar no 234 etc.

4. INSTRUCTIONS FOR UPDATING/FILLING UP SIDE 'A' OF NPR BOOKLET/ SCHEDULE

Enumeration of the Household:

- 4.1 On the left hand side of the NPR data booklet format, the Temporary Identification Number (TIN) of the household comprising the codes of State, District, Sub-district, Village/Town, Ward and HLB number of the household in NPR database shall be printed for each household who exist in the NPR database. For New Households, this space will be blank and nothing is to be filled up.
- 4.2 On the right hand side, you will see a box which is to be filled up for Type of Household i.e. for Normal-1, Institutional-2 and Houseless-3.

Type of Household	
Normal	1
Institutional	2
Houseless	3

For type-2, name of institution

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- 4.3 **Census House Number and Household Number:** The Census House Number and Household Number will be the same as canvassed in the HLO schedule for the same household and it should be filled on all pages used for that household. **A blank NPR schedule and a filled up schedule may be seen respectively at Annex VIII & IX of this manual while cover page of booklet may be seen at Annex X of this manual.**

Census House Number	0	0	0	1
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Household Number	0	0	1
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- 4.4 **Present Address:** The present address of the household was collected during data collection in 2010 and the same was updated in 2015. Verify the present address of the household as printed. As the names of Town/ Village, Sub District, District, State are already available on the cover page of booklet (**Annex X**), these has not been repeated in present address. Check that the items like House Number, Locality and PIN code are correctly printed. If not, please rectify the same. The present address need not to be repeated on subsequent pages used for the same household.

House Number/ Locality	213, B Block, Pashchim Bagh,
	New Delhi

- 4.5 **Pin code:** The Pin code is very important in the database for identifying the geographical identity of the household. All correspondences regarding NPR will

depend on the correct Pin code. Please ensure that the correct Pin code is printed on the data Booklet, otherwise encircle the printed one and write the correct one.

Pin code	1	1	0	0	6	3
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4.6 Household Status: On the top of the NPR data booklet format, availability of the household is to be noted as under:

- If the old household is available, enter code '1'
- If the house is closed, enter code '2'
- If the household is moved out, enter code '3'
- If the household could not be enumerated during the period enter code '4'
- If the household is a new one, enter code '5'.

4.7 Number of members: Total number of members as available in the NPR database in the household will be pre-printed. Please correct/ fill up data in this box after canvassing the booklet/ new schedule. This information needs to be updated after completing the updation of the NPR booklet. This information will be required only on the first page of each household.

4.8 Verify the details of particulars printed on Side A and B of the NPR Booklet from the respondent. If any correction is there, encircle the details and record/ update the details in the space provided.

4.9 Serial Number: The Serial number of the member of the household will be pre-printed as per database in the NPR booklet of the HLB. For new household, please allot serial number accordingly. For any addition in the existing household, give next serial number to the new member added. If the person is available then verify/ update all her/his details.

4.10 Questions under NPR

Q.1a. Name of the person in full: Ask whether name printed in NPR booklet is correct or not. If not correct, encircle the name (or part of name) to be corrected and record the correct name in the space available. For a new household member in an existing household/ for a new household in the HLB, please write her/his name in full in the space provided.

It is very important to write the person's name carefully and correctly. In case of the female members of the household, respondents may sometimes 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. For correctly recording the name, take the help of any document like ration card, Aadhaar Card, PAN card, voter ID card, school records, etc., if shown by the respondent. 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.

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 all members of the household should be enumerated and entered in a systematic order.

Q.1b. Availability of member of the household: In case a member is available as per the printed data, put code '1'; if any person in the data booklet has expired or died, put code '2'; if a member of the household has moved out then put code '3' and for a new member put code '4'. **For a completely new household, skip this information.**

Q1a. Name of the Person	
Q1b. (Skip for new household) else	
Available- 1, Died-2, Moved out-3, New member-4	
Vinod Kumar Bhardwaj	
	1

Q.2 Relationship to Head: Record the relationship of the respective member with the head of the household in 2 digit codes in the boxes. The codes are given at the bottom of the schedule. The codes are reproduced as under:

Relationship	Code
Head/Self	01
Spouse	02
Daughter/Son	03
Granddaughter/Grandson	04
Mother/Father	05
Sister/Brother	06
Daughter-in-law/Son-in-law	07
Grandmother/Grandfather	08
Mother-in-law/Father-in-law	09
Other related person	10
Domestic servant	11
Other unrelated person	12

Q.3 Sex: Ascertain the gender of the respondent and correct, if any mismatch is there as reported by the respondent. For new NPR schedule, please record the code from the code list given in the schedule. For male record '1', for female record '2' and for Transgender person record '3'.

Q.4 Marital Status: Verify the marital status of the member of the household being enumerated. Please record the appropriate code as per the status given in the code

list below. The codes are: Never Married-1, Currently Married-2, Widowed-3, Separated-4, Divorced-5.

- a) For a person who has never married any time before, record code '1' in the box under this question.
- b) 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.
- c) 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.
- d) For a person who has been separated from wife or husband and is living separately with no apparent intention of living together again, enter code '4' in the box under this question.
- e) 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.
- f) **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 may still be prevalent.**
- g) 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.
- h) **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'.**
- i) The condition for the marital status to be reckoned as 'currently married' is that the husband and the wife both are 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.5 Date of Birth: Verify the date of birth of the member. If not matched, record the correction in the space provided. Record the day (2 digits), month (2 digits) and year (4 digits) in the space provided in the format DD-MM-YYYY. If the respondent is unable to provide the date and month of her/his birth, then record only year.

Date of birth is one of the important items of information being collected in the NPR. In most of the 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 like Aadhaar Card, Voter ID card, PAN card, Passport etc., if shown by respondent. In some cases, the horoscope (*Janampatry*) may contain the date of birth in English or in the local language. In case it is written according to the local calendar then you might have to convert the same into the English (Gregorian) calendar. In order to assist you, the conversion sheet is given in the **Annex III**.

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 actual date of birth as per English Calendar is known:** Record the day (2 digits), month (2 digits) and year (4 digits) as returned by the respondent, example-12th May,1958 should be recorded as shown below:

12-05-1958

- 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 the English calendar to the extent possible. You may use the Ready Reckoner-1 (Annex III) 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.
 - iii. Since the local calendar varies 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. A table showing months as per National Calendar and corresponding Gregorian months is given at **Annex IV** for ready reference.
- c. **Only year of birth is known:** In such situations follow the step-wise approach stated below:
 - i. Record the year of birth.
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, you may further ask whether the birth was in the month during which some important festivals like New Year's Day, Guru Gobind Singh Jayanti, Makara Sankranti, Pongal, Republic Day, Basant Panchami, Maharishi Dayanand Saraswati Jayanti, Maha Shivratri, Holi, Gudi Padwa, Ramnavmi, Vaisakhi, Bihu, Mahavir Jayanti, Good Friday, Buddha Purnima are celebrated and estimate the month of birth. Similarly, if the birth was during or after the rainy season, you may probe and estimate the month of birth by asking whether the birth was in the

month during which some important festivals like, Nagapanchami, Janamashtmi, Raksha Bandhan, Independence Day, Ganesh Chaturthi, Onam, Dussehra, Gandhi Jayanti, Diwali, Bhai Duj, Maharishi Valmiki Jayanti, Chhath Puja, Guru Nanak Jayanti, Ayyappa Festival, Christmas festival are celebrated. For your convenience, a list of important Festivals and corresponding Gregorian months in which they fall is given at **Annex V**.

- ii. Also estimate the day in these cases appropriately and record the same in the space 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 above para c(i). The year of birth (in 4 digits) may be recorded using the **Ready Reckoner (Annex VI)** 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, 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 above para c(i).
- 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 March (1930), Quit India(1942), Independence (1947), India's war with China (1962), war with Pakistan (1965), liberation of Bangladesh (1971), Asiad Games (1982), India's first win in the cricket world cup (1983) 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 (Annex VI) to arrive at the year of birth from estimated age.
 - iii. In the case of woman, 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 her child. Subtract her age at the time of birth or 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 between 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 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 (Annex VI)** 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 i & ii) mentioned above.

For these 4 questions, the layout of the schedule/ format of NPR booklet shall look as under:

Q 2. Relationship to Head	
Q 3. Sex: Male - 1, Female - 2, Transgender person - 3	
Q 4. Marital Status	
Q 5. Date of Birth as per English Calendar (DD-MM-YYYY)	
Q 2	0 1
Q 3	1
Q 4	2
(DOB as DD-MM-YYYY)	
Q 5	12-05-1958

- Q.6 Place of birth:** Ask whether the place of birth provided in the NPR booklet is correct or not. If any correction is required, record the correct name in the available space. For all new entries, if place of birth is within India, write the present name of the State and District. *For a person whose birth place is the same as the place of enumeration, put dashes (-) in both the parts under this question.* If outside India, write the present name of the country and put a '-' against District.

Note : Record the latest/ present name of the Country/State or District. (and not the erstwhile name i.e., name at the time of birth.)

Example- (Born within India)

Q 6. Place of Birth if within India,

write the name of the state and district. If outside India, write the name of the country and put ' - ' for district	
State/ Country	Uttar Pradesh
District	Banda

Example- (Born outside India)

Q 6. Place of Birth if within India, write the name of the state and district If outside India, write the name of the country and put ' - ' for district	
State/ Country	United Kingdom
District	-

- Q.7 (i) Nationality as declared:** Ask whether the 'Nationality as declared' printed in the booklet is correct or not. In the booklet, the 'Nationality as declared' for all Indians will be printed as '1', for others, it would be the name of the country reported earlier. If any correction is required, record the correct name in the available space. For new members/ new households, if the respondent replies that she/he is an Indian, then record '1', otherwise record the name of the country of the respondent. *Nationality recorded is as declared by the respondent. This does not confer any right to Indian Citizenship.*

Nationality for each of the enumerated person has to be asked from the respondent and recorded. 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 record 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. Please inform the respondent to give correct Nationality of each person in the household.

- Q.7 (ii) Passport number :** If a resident informs that she/he is Indian and has Indian passport, then ask for Passport number. If the respondent provides the passport number, record the same in the boxes provided.

Q 7(i). Nationality as declared Indian-1, Others write name of country							
(ii). If Indian, Passport Number							
1							
J	8	3	6	9	8	5	4

Q 7(i). Nationality as declared Indian-1, Others write name of country (ii). If Indian, Passport Number							
United Kingdom							
			-				

- Q.8 Educational Qualification:** The highest educational level attained is to be recorded here. For example, if a person says that he is studying in graduation level, then code for his educational qualification shall be 12. That means codes according to highest class passed is to be recorded here. Please record the code from the code list given at the bottom of the schedule. The codes are reproduced as under:

Educational Qualification	Code	Educational Qualification	Code
Pre-primary	00	Bachelor/ Undergraduate	18
Class 1-12	01-12	PG Diploma	19
ITI	13	Masters/Post Graduate	20
Polytechnic	14	M. Phil	21
Nursing Diploma	15	Doctorate and above	22
Teacher Training Diploma	16	Without formal education	23
Certificate/Other Diploma	17	Illiterate	99

In the NPR Data booklet/schedule, the filled up question will look as under:

Q 8. Educational Qualification
12

- Q.9 Occupation/Activity:** The nature of occupation/activity or the actual work that a person does is to be recorded here. Please record the code from the code list given at the bottom of the schedule for each of the member. The codes are reproduced as under:

Occupation/Activity	Code
Cultivator	1
Agriculture Labourer	2
Daily Wage Earner (Other than Agriculture labourer)	3
Single/Family Worker/Self Employed	4
Employer	5

Government Employee	6
Private employee (Other than Domestic helper)	7
Domestic Helper	8
Non-Worker	9

If a person was engaged in more than one economic activity, record the code for the economic activity in which she or he was mostly engaged.

In the NPR Data booklet/schedule, the question will look as under:

Q 9. Occupation/ Activity
6

Q.10 Mother Tongue: Write name of the mother tongue in full and give code from code directory: Ask what the mother tongue of the respondent is and record the code from the Code Directory given in this manual at Annex VII.

Mother tongue is the language spoken in childhood by the person's mother to the person. If the mother died in infancy, the language mainly spoken in the person's home in childhood will be the mother tongue. **In the case of infants and deaf mutes, the language usually spoken by the mother should be recorded.** In case of doubt, the language mainly spoken in the Household may be recorded. It is not necessary that the language returned as mother tongue should have a script.

Please note the following:

- (i) If you have reasons to suspect that in any area due to any organised movement, the mother tongue is not being truthfully returned, you should record the mother tongue as actually returned by the respondent and make a report to your supervisory officers for verification.
- (ii) You are not expected to determine if the language returned by a person is a dialect of another language.
- (iii) Record the code of the language as returned for each person as her/his mother tongue. Do not try to record code of any language other than what is returned by the respondent. **Ask every person about her/his mother tongue because the mother tongue of each member of a Household need not necessarily be the same. These may be different for different members in the Household**

Q 10. Mother tongue (Fill codes as per list provided in manual)
088

Refer "Code directory of mother tongue" given at Annex VII of this manual.

5. INSTRUCTIONS FOR UPDATING/FILLING UP SIDE 'B' OF NPR BOOKLET/ SCHEDULE

Serial Number: The serial number of the member of the household will be pre-printed here in NPR booklet. For new member/ new household copy the serial number from Side A of the schedule.

Q. 11. Permanent Residential Address: Ascertain whether the permanent address printed in the NPR booklet is correct or not. If any correction is required, record the correction in the space available. If for any member of household, the Permanent Residential address is different from the head of household, then make the required entry/correction in the box provided else put tick in the box provided below the sl. no.

Q 11. Permanent Address					
Permanent Residential Address (for members other than head of household if Permanent address is same as head of the household, put √ mark below S.No. and no need to repeat the address)					
House Number & Locality					
<i>A/ 36, MIG Housing</i>					
Town/Village					
<i>Kankarbagh, Patna</i>					
Sub-district & District					
<i>Patna</i>					
State/Country					
<i>Bihar</i>					
Pin Code					
<i>8</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>0</i>

Q 12. Duration of stay and place of last residence: In this data item, you have to ask a question whether the member is staying at present address since birth. If the reply is 'Yes', write 'Yes' in Q12 (a) and duration of stay at present address and place of last residence is to be left blank. If the reply is 'No', write 'No' in Q12 (a) and record the duration in completed years in 12(b)(i) below. For them, ask the last place of residence and the State and District is to be recorded in 12(b)(ii) if within India. If the place of last residence is outside India, then write the name of the country in 12(b)(ii) and put a ' - ' against District.

Q 12. Whether Staying at present place since birth 12 (a) Yes/No, if No, fill 12(b), else skip

12 (b) (i) Duration of stay at present place in years	
12 (b) (ii) Place of Last residence	
12(a)	Yes
12 (b) (i)	-
12 (b) (ii)	-
State/Country	-
District	-

Whether Staying at present place since birth	
12(a) Yes/No,	
if No, fill 12(b), else skip	
12 (b) (i) Duration of stay at present place in years	
12 (b) (ii) Place of Last residence	
12 (a)	No
12 (b) (i)	5
12 (b) (ii)	Patna
State/Country	Bihar
District	Patna

Q. 13 Details of father, mother and spouse

- If father, mother and spouse are not enumerated in this household or not alive, write their names and date(s) of birth in the space provided. In case of spouse write only name.
- If they are enumerated in this household, write the serial no. in the space provided.
- If place of birth is within India record the State and District of birth place for father & mother in the space provided. If place of birth is outside India then write the present name of the country and put a '-' against District.
- If parents' Date of Birth and/or Place of birth can not be ascertained, then put '-' in the respective spaces.

Q13.If enumerated in this household , write serial number of the father, mother and spouse in the box	
Q.13(i) If father, mother and spouse are not enumerated in this household or not alive, write their names along with date of birth else write serial number	Q.13(ii) Place of Birth of Father & Mother If within India, write the name of the state and district if outside India, Write the name of the country and put '-' for district

Father's Name <i>Ashok Kumar Bhardwaj</i> (DOB as DD-MM-YYYY)								State/Country <i>Uttar Pradesh</i> District <i>Banda</i>			
2	5	1	1	1	9	3	0				
Mother's Name 04 (DOB as DD-MM-YYYY)								State / Country <i>Uttar Pradesh</i> District <i>Sitapur</i>			
Spouse's Name <i>Naina Bhardwaj</i>											

In the above example, father of the individual is not alive and mother is staying in the same household and is listed at serial number 04.

Q14. (If available)

- (i) Aadhaar Number
- (ii) Mobile Number
- (iii) Voter ID Card Number
- (iv) Driving License Number

- (i) **Aadhaar number:** For many households, the 12 digit Aadhaar number was collected during the updation of NPR in 2015-16. Those Aadhaar numbers will be printed in the space provided in Side B of the NPR booklet. But the first 8 digits of the Aadhaar number will be **masked** and only the last 4 digits will be visible/pre-printed. If the four digits printed are not correct, record the 12 digits in the space below by cutting out the printed number. Aadhaar number is to be collected if provided by the resident voluntarily. For all new members/new households, if Aadhaar number is available, record carefully the same in the boxes provided.

- (i) Aadhaar Number
(Already printed- example)

x	x	x	x	x	x	x	x	9	6	2	1
---	---	---	---	---	---	---	---	---	---	---	---

(fresh collection-example)

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

- Q. 14 (ii) **Mobile Number:** For many households, the mobile number was collected during the updation of NPR in 2015-16. Those mobile numbers will be printed in the boxes. If not correct, record/update the mobile number in the space below by cutting out the printed number. For all new members/new

households, if mobile number is available, record carefully the same in the boxes provided. No landline number needs to be recorded here.

(ii) Mobile Number

7	8	6	2	1	4	5	2	1	2
---	---	---	---	---	---	---	---	---	---

Q.14 (iii) Voter ID Card Number : Record the Voter ID card number or EPIC (Election Photo Identity Card) number of all residents, who are in possession of the same, carefully in the space provided for this.

(iii) Voter ID Card Number

X	P	D	6	2	7	8	2	1	2
---	---	---	---	---	---	---	---	---	---

Q.14 (iv) Driving License Number: Record the Driving License number of all residents, who are in possession of the same, carefully in the boxes given.

(iv) Driving License Card Number

D	L	0	4	2	4	5	8	6	7	6	4	0	0	2
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Note :

- If any of the above number is not available, it may be left blank.
- Follow the above process for each member of the household.
- After completing a page, please sign in the space provided at the bottom of side A. Also get the signature or thumb impression of the respondent at the bottom of side A. The process is to be repeated for all households in the EB.

For Institutional households and Houseless households, fresh NPR schedule will be canvassed.

6. INSTRUCTIONS FOR FILLING UP OF SUMMARY SHEET

6. Filling up of Summary Sheet (Refer Annex I of this manual)

- i. At the end of the NPR data booklet, one summary sheet has been provided.
- ii. The item-wise details have to be filled for your HLB.
- iii. This sheet is to be filled separately for normal households, Institutional households and Houseless households.

6.1 Step-by-step filling up of Summary sheet

- iv. **Household no. (Col. No. 2):** Fill the household number from top of page of the NPR data booklet.
- v. **Total members of the household as per NPR (Col. No. 3):** Note down the total number of members from left hand side of NPR data booklet which will be pre-printed in col 2 of the summary sheet.
- vi. **Number of Members found during field work (Col no. 4):** Count code '1's (i.e. available) from Q 1b for the members of the household and note down the number in col 4 of the summary sheet.

6.2 Number of Members not found during field work-

- vii. Moved out (Col. 5) : Count code 3's (i.e. 'Moved out' due to any reason) from Q 1 b for the members of the household and note down the number in col. 5 of the summary sheet.
- viii. Died (Col. 6) : Count code 2's (i.e. 'Died') from Q 1 b for the members of the household and note down the number in col. 6 of the summary sheet.
- ix. Col.7 : Enter the subtotal of Col. Nos. 5 & 6.

6.3 New Members found in the existing household/new household during field work (Col. No 8):

- x. Count and note down the no. of new members of the households from the booklet.

6.4 Total members actually found during the field work (Col. 9) :

- xi. Count and note down the number of members actually found during the field work. (Col. 4 +Col. 8) from the NPR booklet.
- xii. Col. No. 10 : Remarks if any, may be entered in this Column.
- xiii. The page totals may be done for each page at the end.
- xiv. In another fresh summary sheet (**Annex II**) note down all the page totals of the HLB and write down the Grand total.
- xv. In every page of the summary report the enumerator have to put his signature.

6.5 For Institutional households and Houseless households, the entry will start from Col 8 only as there will be no previous data from NPR.

****_****

Annex I

Summary Sheet NPR Update - 2020

Household wise

Type of household - 1/2/3

[illegible]

(Signature of the Enumerator)

Annex II

Summary Sheet NPR Updation - 2020

(To be prepared from Annex I)

Type of household - 1/2/3

[illegible]

(Signature of the Enumerator)

Annex III

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
2019	1941	1440	2076	1436	1981	1903	1402	2038	1388
2018	1940	1439	2075	1425	1980	1902	1401	2037	1387
2017	1939	1438	2074	1424	1979	1901	1400	2036	1386
2016	1938	1437	2073	1423	1978	1900	1399	2035	1385
2015	1937	1436	2072	1422	1977	1899	1398	2034	1384
2014	1936	14135	2071	1421	1976	1898	1397	2033	1383
2013	1935	1434	2070	1420	1975	1897	1396	2032	1382
2012	1934	1433	2069	1419	1974	1896	1395	2031	1381
2011	1933	1432	2068	1418	1973	1895	1394	2030	1380
2010	1932	1431	2067	1417	1972	1894	1393	2029	1379
2009	1931	1430	2066	1416	1971	1893	1392	2028	1378
2008	1930	1429	2065	1415	1970	1892	1391	2027	1377
2007	1929	1428	2064	1414	1969	1891	1390	2026	1376
2006	1928	1427	2063	1413	1968	1890	1389	2025	1375
2005	1927	1426	2062	1412	1967	1889	1388	2024	1374
2004	1926	1425	2061	1411	1966	1888	1387	2023	1373
2003	1925	1424	2060	1410	1965	1887	1386	2022	1372
2002	1924	1423	2059	1409	1964	1886	1385	2021	1371
2001	1923	1422	2058	1408	1963	1885	1384	2020	1370
2000	1922	1421	2057	1407	1962	1884	1383	2019	1369
1999	1921	1420	2056	1406	1961	1883	1382	2018	1368
1998	1920	1419	2055	1405	1960	1882	1381	2017	1367
1997	1919	1418	2054	1404	1959	1881	1380	2016	1366
1996	1918	1417	2053	1403	1958	1880	1379	2015	1365
1995	1917	1416	2052	1402	1957	1879	1378	2014	1364
1994	1916	1415	2051	1401	1956	1878	1377	2013	1363
1993	1915	1414	2050	1400	1955	1877	1376	2012	1362
1992	1914	1413	2049	1399	1954	1876	1375	2011	1361
1991	1913	1412	2048	1398	1953	1875	1374	2010	1360
1990	1912	1411	2047	1397	1952	1874	1373	2009	1359
1989	1911	1410	2046	1396	1951	1873	1372	2008	1358
1988	1910	1409	2045	1395	1950	1872	1371	2007	1357
1987	1909	1408	2044	1394	1949	1871	1370	2006	1356
1986	1908	1407	2043	1393	1948	1870	1369	2005	1355
1985	1907	1406	2042	1392	1947	1869	1368	2004	1354
1984	1906	1405	2041	1391	1946	1868	1367	2003	1353
1983	1905	1404	2040	1390	1945	1867	1366	2002	1352
1982	1904	1403	2039	1389	1944	1866	1365	2001	1351

ENGLISH	SAKA	ISLAMIC	VIKRAM SAMVAT	BENGALI		ENGLISH	SAKA	ISLAMIC	VIKRAM SAMVAT	BENGALI
1943	1865	1364	2000	1350		1930	1852	1351	1987	1337
1942	1864	1363	1999	1349		1929	1851	1350	1986	1336
1941	1863	1362	1998	1348		1928	1850	1349	1985	1335
1940	1862	1361	1997	1347		1927	1849	1348	1984	1334
1939	1861	1360	1996	1346		1926	1848	1347	1983	1333
1938	1860	1359	1995	1345		1925	1847	1346	1982	1332
1937	1859	1358	1994	1344		1924	1846	1345	1981	1331
1936	1858	1357	1993	1343		1923	1845	1344	1980	1330
1935	1857	1356	1992	1342		1922	1844	1343	1979	1329
1934	1856	1355	1991	1341		1921	1843	1342	1978	1328
1933	1855	1354	1990	1340		1920	1842	1341	1977	1327
1932	1854	1353	1989	1339		1919	1841	1340	1976	1326
1931	1853	1352	1988	1338		1918	1840	1339	1975	1325

Months as per Indian Calendar and corresponding English / Gregorian Calendar

Months as per Indian calendar	Corresponding English / Gregorian Months
PAUSH	December/January
MAGH	January/February
PHALGUN	February/March
CHAITRA	March/ April
VAISHAKH	April/May
JYAISHTHA	May/June
ASHADHA	June/July
SHRAVANA	July/ August
BHADRAPAD	August/September
ASHWIN	September/October
KARTIK	October/November
AGRAHAYANA	November/December

Important Festivals corresponding to English / Gregorian Months

Name of Festival	Corresponding English/ Gregorian Month
NEW YEAR'S DAY, GURU GOBIND SINGH JAYANTI, MAKARA SANKRANTI, PONGAL, REPUBLIC DAY	January
BASANT PANCHAMI	January / February
MAHARISHI DAYANAND SARASWATI JAYANTI, MAHA SHIVRATRI, HOLI	February/ March
GUDI PADWA, RAMNAVMI	March/ April
VAISAKHI, BIHU, MAHAVIR JAYANTI, GOOD FRIDAY	April
BUDH PURNIMA	May
RATH YATRA	June / July
NAGAPANCHAMI	July/ August
JANAMASHTMI, RAKSHA BANDHAN	
INDEPENDENCE DAY	August
GANESH CHATURTHI	August/September
ONAM	September
DUSSEHRA, DURGA PUJA, NAVRATRA	September/ October
GANDHI JAYANTI	October
DIWALI, BHAI DUJ, MAHARISHI VALMIKI JAYANTI, CHHATH PUJA, GURU NANAK JAYANTI	October/November
APPAPPA FESTIVAL, CHRISTMAS	December

Note: The festivals listed above are to determine the month of birth in case year of birth is known but the exact date/month of birth is unknown. Some of the festivals which generally occur in fixed month(s) are listed.

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	2020		34	1986		68	1952
1	2019		35	1985		69	1951
2	2018		36	1984		70	1950
3	2017		37	1983		71	1949
4	2016		38	1982		72	1948
5	2015		39	1981		73	1947
6	2014		40	1980		74	1946
7	2013		41	1979		75	1945
8	2012		42	1978		76	1944
9	2011		43	1977		77	1943
10	2010		44	1976		78	1942
11	2009		45	1975		79	1941
12	2008		46	1974		80	1940
13	2007		47	1973		81	1939
14	2006		48	1972		82	1938
15	2005		49	1971		83	1937
16	2004		50	1970		84	1936
17	2003		51	1969		85	1935
18	2002		52	1968		86	1934
19	2001		53	1967		87	1933
20	2000		54	1966		88	1932
21	1999		55	1965		89	1931
22	1998		56	1964		90	1930
23	1997		57	1963		91	1929
24	1996		58	1962		92	1928
25	1995		59	1961		93	1927
26	1994		60	1960		94	1926
27	1993		61	1959		95	1925
28	1992		62	1958		96	1924
29	1991		63	1957		97	1923
30	1990		64	1956		98	1922
31	1989		65	1955		99	1921
32	1988		66	1954		100	1920
33	1987		67	1953		101	1919

Code Directory for Mother tongue

Mother tongue	Code	Mother tongue	Code
Adi	001	Bhotia	036
Adi Gallong/ Gallong	002	Bhuiya/ Bhuyan[Ori]	037
Adi Miniyong/ Miniyong	003	Bhumij	038
Afghani/ Kabuli/ Pashto	004	Bhumijali	039
Ahirani	005	Bilaspuri Kahluri	040
Anal	006	Bishnoi	041
Angami	007	Bishnupriya Manipuri/ Manipuri Bishnupriya	042
Ao	008	Bishnupuriya	043
Apatani	009	Bodo/ Boro	044
Arabic/ Arbi	010	Brajbhasha	045
Are	011	Bundeli/ Bundel khandi	046
Assamese	012	Chakhesang	047
Awadhi	013	Chakma	048
Badaga	014	Chakru/ Chokri	049
Baghati/ Baghati Pahari	015	Chambeali/ Chamrali	050
Bagheli/ Baghel Khandi	016	Chang	051
Bagri	017	Chhattisgarhi	052
Bagri Rajasthani	018	Chirr	053
Bahawal Puri	019	Chodhari	054
Balti	020	Chungli	055
Banjari	021	Churahi	056
Baori	022	Coorgi/ Kodagu	057
Barel	023	Dangi	058
Bauti	024	Dardi	059
Bengali	025	Deori	060
Bhadrawahi	026	Desia	061
Bhagoria	027	Dhodia	062
Bhansari	028	Dhundhari	063
Bharmauri/ Gaddi	029	Dhurwa	064
Bhateali	030	Dimasa	065
Bhatia	031	Dogri	066
Bhatri	032	Dorli	067
Bhilali	033	English	068
Bhili/ Bhilodi	034	Gadaba	069
Bhojpuri	035	Gamti/ Gavit	070

Mother tongue	Code
Gangte	071
Garasia	072
Garhwali	073
Garo	074
Gawari	075
Gojri/ Gujjari/ Gujar	076
Gondi	077
Gorboli/ Goru/ Gorwani	078
Gujarati	079
Gujari	080
Gujrao/ Gujrau	081
Haijong/ Hajong	082
Halabi	083
Halam	084
Handuri	085
Hara/ Haraudi	086
Haryanvi	087
Hindi	088
Hindi Multani	089
Hmar	090
Ho	091
Irula/ Irular Mozhi	092
Jatapu	093
Jaunpuri/ Jaunsari	094
Juang	095
Kabui	096
Kachari	097
Kachchhi	098
Kaikadi	099
Kalari	100
Kangri	101
Kannada	102
Karbi/ Mikir	103
Karmali	104

Mother tongue	Code
Kashmiri	105
Khandeshi	106
Khari Boli	107
Kharia	108
Khasi	109
Khezha	110
Khiemnungan	111
Khond/ Kondh	112
Khortha/ Khotta	113
Kinnauri	114
Kisan	115
Kishtwari	116
Koch	117
Koda/ Kora	118
Kodava	119
Kodu	120
Kokbarak	121
Kokna/ Kokni/ Kukna	122
Kol	123
Kolami	124
Koli	125
Kom	126
Konda	127
Konkani	128
Konyak	129
Koraku	130
Korava	131
Korku	132
Korwa	133
Koya	134
Kudubi/ Kudumbi	135
Kui	136
Kuki	137
Kulehiya	138

Mother tongue	Code
Kulvi	139
Kumauni	140
Kurmali Thar	141
Kuruba/ Kurumba	142
Kurukh/ Oraon	143
Kuvi	144
Ladakhi	145
Lahauli	146
Lahnda	147
Lakher	148
Lalung	149
Lamani/ Lambadi	150
Laria	151
Lepcha	152
Liangmei	153
Limbu	154
Lodhi	155
Lohara	156
Lotha	157
Lushai/ Mizo	158
Lyngngam	159
Magadhi/ Magahi	160
Mahili	161
Maithili	162
Malayalam	163
Malto	164
Malvi	165
Malwani	166
Mandeali	167
Manipuri	168
Mao	169
Mara	170
Maram	171
Marathi	172
Maria/ Muria	173
Maring	174

Mother tongue	Code
Marwari	175
Mawchi	176
Mech/ Mechhia	177
Mewari	178
Mewati	179
Miri/ Mishing	180
Mishmi	181
Mogh	182
Mongsen	183
Monpa	184
Munda	185
Mundari	186
Muwasi	187
Nagpuria	188
Nawait	189
Nepali	190
Nicobarese	191
Nimadi	192
Nissi/ Dafla	193
Nocte	194
Odia	195
Padari	196
Pahari	197
Pahariya	198
Paite	199
Palmuha	200
Panch Pargania	201
Pando/ Pandwani	202
Pangwali	203
Pania	204
Paola	205
Paradhi	206
Parji	207
Pattani	208
Pawari/ Powari	209
Pawi	210

Mother tongue	Code
Pawri	211
Phom	212
Pnar/Synteng	213
Pochury	214
Ponchi	215
Prakritha/ Prakritha Bhasha	216
Proja (Ori)	217
Punjabi	218
Puran/ Puran Bhasha	219
Purbi Maithili	220
Purkhi	221
Rabha	222
Rai	223
Rajasthani	224
Rajbangsi	225
Rathi	226
Reang	227
Relli	228
Rengma	229
Rongmei	230
Sadan/Sadri	231
Sambalpuri	232
Sangtam	233
Sanskrit	234
Santali	235
Saurashtra/ Saurashtri	236
Savara	237
Sema	238
Sherpa	239
Shina	240
Sindhi	241
Siraji	242
Sirmauri	243
Sondwari	244

Mother tongue	Code
Sugali	245
Surgujia	246
Surjapuri	247
Tadavi	248
Tagin	249
Talgalo	250
Tamang	251
Tamil	252
Tangkhul	253
Tangsa	254
Telugu	255
Thado	256
Tharu	257
Thati	258
Tibetan	259
Tikhir	260
Tripuri	261
Tulu	262
Tutcha Tangsa	263
Urdu	264
Vadari	265
Vaiphei	266
Varli	267
Vasava	268
Wagdi	269
Wancho	270
War	271
Yerava	272
Yerukala/Yerukula	273
Yimchungre	274
Zeliang	275
Zemi	276
Zou	277
Other Mother Tongue (Please specify)	999

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Side-A

ANNEX VIII

To be copied from HLO Schedule

Census House Number

Household number

Present Address

House Number and Locality

Number of Members

Household Status:

Type of Household

Available-1, Not Available-4

Locked-2 New - 5

Moved Out-3

Normal 1

Institutional 2

Houseless 3

PIN CODE

For type-2, name of institution

S. No.	Q1a. Name of the Person Q1b. (Skip for new household) else Available -1 Died - 2 Moved Out-3 New Member -4	Q2.Relationship to Head Q3. Sex Male-1 Female-2 Transgender person-3 Q4. Marital Status Q5. Date of birth as per English calendar - Day Month Year (DD-MM-YYYY)	Q6. Place of Birth if within India, write the name of the state and district. If outside India, write the name of the country and put ' - ' for district	Q7.* (i) Nationality as declared Indian - 1 Others - write name of the country. (ii) If Indian, Passport Number.	Q8. Educational Qualification	Q9. Occupation / Activity	Q10. Mother Tongue (Fill code as per Annex VII given in manual)
		Q2 Q3 Q4 (DOB as DD-MM-YYYY) Q5	State/Country District	Passport Number			
		Q2 Q3 Q4 (DOB as DD-MM-YYYY) Q5	State/Country District	Passport Number			
		Q2 Q3 Q4 (DOB as DD-MM-YYYY) Q5	State/Country District	Passport Number			

Q.2 Relationship to Head:		Q4.Marital Status:	Q8. Educational Qualification :		Q9. Occupation/Activity :	
Head / Self--01	Daughter-in-Law / Son-in-law--07	Never Married--1	Pre-Primary--00	Bachelor / Undergraduate--18	Cultivator--1	Employer--5
Spouse--02	Grandmother / Grandfather--08	Currently Married--2	Class (1-12) -- 01-12	PG Diploma--19	Agricultural Labourer--2	Government Employee--6
Daughter / Son--03	Mother-in-law / Father-in-law--09	Widowed--3	ITI--13	Masters / Post graduate --20	Daily Wages Earner (other than Agricultural Labourer)--3	Private Employee (Other than Domestic Helper)--7
Granddaughter/Grandson--04	Other Related Person--10	Separated--4	Polytechnic--14	M.Phil--21	Single/Family Worker/Self Employed--4	Domestic Helper--8
Mother / Father--05	Domestic Servant--11	Divorced--5	Nursing Diploma--15	Doctorate & above--22		Non-Worker--9
Sister / Brother--06	Other Unrelated Person--12		Teacher Training Diploma--16	Without formal education--23		
			Certificate / Other Diploma--17	Illiterate--99		

* Nationality recorded is as declared by the respondent. This does not confer any right to Indian Citizenship.

I declare that all the information provided in side A and side B is true to the best of my knowledge and belief.

Serial Number of Respondent	Signature/Thumb impression of Respondent with date	Signature of Enumerator with date	Signature of Supervisor with date
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Page No:

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Side B

S.No	Q.11. Permanent Residential Address (for member other than head of household if Permanent address is same as head of the household, Put V mark below S.No. and no need to repeat the address)	Q12.Whether staying at present place since birth (a) Yes/No, if No, fill 12(b) else skip. (i) Duration of stay at present place in years (ii) Place of last residence	Q13.If enumerated in this household, write serial number of the father, mother and spouse in the box Q13.(i) If father, mother and spouse are not enumerated in this household or not alive, write their names along with date of birth else write serial number Q.13(ii) Place of Birth of Father & Mother If within India, write the name of the state and district if outside India,Write the name of the country and put '-' for district	Q14. (If available) (i) Aadhaar Number (ii) Mobile Number (iii) Voter ID Card Number (iv) Driving License Number
	House Number & Locality	12(a)	Father's Name	(i) Aadhaar Number
	Town/Village	12(b)(i)	(DOB as DD-MM-YYYY)	District
	Sub-district & District	12(b)(ii) State/Country	Mother's Name	(ii) Mobile Number
	State/Country		(DOB as DD-MM-YYYY)	District
	District			(iii) Voter ID card Number
	Pin Code		Spouse's Name	(iv) Driving License Number
	House Number & Locality	12(a)	Father's Name	(i) Aadhaar Number
	Town/Village	12(b)(i)	(DOB as DD-MM-YYYY)	District
	Sub-district & District	12(b)(ii) State/Country	Mother's Name	(ii) Mobile Number
	State/Country		(DOB as DD-MM-YYYY)	District
	District			(iii) Voter ID card Number
	Pin Code		Spouse's Name	(iv) Driving License Number
	House Number & Locality	12(a)	Father's Name	(i) Aadhaar Number
	Town/Village	12(b)(i)	(DOB as DD-MM-YYYY)	District
	Sub-district & District	12(b)(ii) State/Country	Mother's Name	(ii) Mobile Number
	State/Country		(DOB as DD-MM-YYYY)	District
	District			(iii) Voter ID card Number
	Pin Code		Spouse's Name	(iv) Driving License Number

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Side-A

Annex IX

To be copied from HLO Schedule

Census House Number

0 0 0 1

Household number

0 0 1

Present Address

House Number and
Locality

213, B Block Pashchim Bagh

Number of Members

New Delhi

Household Status:

1

Type of Household

1

Available-1, Not Available-4

Locked-2 New - 5

Moved Out-3

Normal

1

Institutional

2

Houseless

3

PIN CODE

1 1 0 0 6 3

For type-2, name of institution

S. No.	Q1a. Name of the Person Q1b. (Skip for new household) else Available -1 Died - 2 Moved Out-3 New Member -4	Q2.Relationship to Head Q3. Sex Male-1 Female-2 Transgender person-3 Q4. Marital Status Q5. Date of birth as per English calendar - Day Month Year (DD-MM-YYYY)	Q6. Place of Birth if within India, write the name of the state and district. If outside India, write the name of the country and put ' - ' for district	Q7.* (i) Nationality as declared Indian - 1 Others - write name of the country. (ii) If Indian, Passport Number.	Q8. Educational Qualification	Q9. Occupation / Activity	Q10. Mother Tongue (Fill code as per Annex VII given in manual)
1	Vinod Kumar Bhardwaj	Q2 0 1 Q3 1 Q4 2 (DOB as DD-MM-YYYY) Q5 12-05-1958	State/Country Uttar Pradesh District Banda	1 Passport Number J 8 3 6 9 8 5 4	1 2 6	0 8 8	
2	Naina Bhardwaj	Q2 0 2 Q3 2 Q4 2 (DOB as DD-MM-YYYY) Q5 21-11-1964	State/Country Uttar Pradesh District Ghaziabad	1 Passport Number -	0 5 9	0 8 8	
3	Naveen Bhardwaj	Q2 03 Q3 1 Q4 1 (DOB as DD-MM-YYYY) Q5 21-06-1985	State/Country New Delhi District West	1 Passport Number -	1 4	0 8 8	

Q.2 Relationship to Head:		Q4.Marital Status:	Q8. Educational Qualification :		Q9. Occupation/Activity :	
Head / Self--01	Daughter-in Law / Son-in-law--07	Never Married--1	Pre-Primary--00	Bachelor / Undergraduate--18	Cultivator--1	Employer--5
Spouse--02	Grandmother / Grandfather--08	Currently Married--2	Class (1-12) -- 01-12	PG Diploma--19	Agricultural Labourer--2	Government Employee--6
Daughter / Son--03	Mother-in-law / Father-in-law--09	Widowed--3	ITI--13	Masters / Post graduate --20	Daily Wages Earner (other than Agricultural Labourer)--3	Private Employee (Other than Domestic Helper)--7
Granddaughter/Grandson--04	Other Related Person--10	Separated--4	Polytechnic--14	M.Phil--21	Single/Family Worker/Self Employed--4	Domestic Helper--8
Mother / Father--05	Domestic Servant--11	Divorced--5	Nursing Diploma--15	Doctorate & above--22		Non-Worker--9
Sister / Brother--06	Other Unrelated Person--12		Teacher Training Diploma--16	Without formal education--23		
			Certificate / Other Diploma--17	Illiterate--99		

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I declare that all the information provided in side A and side B is true to the best of my knowledge and belief.

Serial Number of Respondent	Signature/Thumb impression of Respondent with date	Signature of Enumerator with date	Signature of Supervisor with date
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Side B

S.No	Q.11. Permanent Residential Address (for member other than head of household if Permanent address is same as head of the household, Put v mark below S.No. and no need to repeat the address)	Q12.Whether staying at present place since birth (a) Yes/No, if No, fill 12(b) else skip. (i) Duration of stay at present place in years (ii) Place of last residence	Q13.If enumerated in this household, write serial number of the father, mother and spouse in the box Q13.(i) If father, mother and spouse are not enumerated in this household or not alive, write their names along with date of birth else write serial number	Q.13(ii) Place of Birth of Father & Mother If within India, write the name of the state and district if outside India, Write the name of the country and put '-' for district	Q14. (If available) (i) Aadhaar Number (ii) Mobile Number (iii) Voter ID Card Number (iv) Driving License Number
01	House Number & Locality	12(a)	Father's Name	State/Country	(i) Aadhaar Number
	A / 36, MIG Housing	Yes	Ashok Kumar Bhardwaj	Uttar Pradesh	x x x x x x x x 9 6 2 1
	Town/Village	12(b)(i)	(DOB as DD-MM-YYYY)	District	
	Kanherbagh Patna	-	2 4 1 1 1 9 3 0	Banda	
	Sub-district & District	12(b)(ii) State/Country	Mother's Name	State/Country	(ii) Mobile Number
	Patna,	-	0 4	Uttar Pradesh	7 8 6 2 1 4 5 2 1 2
	State/Country	District	(DOB as DD-MM-YYYY)	District	(iii) Voter ID card Number
Bihar	-		Varanasi	XP6278212	
Pin Code		Spouse's Name		(iv) Driving License Number	
8 0 0 0 2 0		0 2		DL042458674002	
02	House Number & Locality	12(a)	Father's Name	State/Country	(i) Aadhaar Number
		No	Bachhu Lal	Uttar Pradesh	9 8 6 4 2 2 1 4 0 2 3 1
	Town/Village	12(b)(i)	(DOB as DD-MM-YYYY)	District	
		2 1	- - - - 1 9 3 2	Sitapur	
	Sub-district & District	12(b)(ii) State/Country	Mother's Name	State/Country	(ii) Mobile Number
		Uttar Pradesh	Ahiri Devi	Uttar Pradesh	-
	State/Country	District	(DOB as DD-MM-YYYY)	District	(iii) Voter ID card Number
	Sitapur	- - - - 1 9 3 6	Ghaziabad	DLE2489425	
Pin Code		Spouse's Name		(iv) Driving License Number	
		0 1		-	
03	House Number & Locality	12(a)	Father's Name	State/Country	(i) Aadhaar Number
		Yes	0 1		5 3 4 8 9 1 0 5 6 0 2 7
	Town/Village	12(b)(i)	(DOB as DD-MM-YYYY)	District	
	Sub-district & District	12(b)(ii) State/Country	Mother's Name	State/Country	(ii) Mobile Number
		-	0 2		8 0 2 4 0 6 1 8 3 5
	State/Country	District	(DOB as DD-MM-YYYY)	District	(iii) Voter ID card Number
	-			DLE6425193	
Pin Code		Spouse's Name		(iv) Driving License Number	
				-	



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Location particulars

(1) Name of the State

Code No

(2) Name of the District

Code No

(3) Name of the Tahsil/Taluk/P.S/Dev. Block/Circle/Mandal

Code No

(4) Name of Town/Village

Code No

(5) Ward Code

(6) Houselisting Block Number

Sub HLBlock No

(7) Pin Code

(8) Enumerator Mobile Number

Enumerator Name.....

Enumerator Signature.....