Census Circular No. 52

During the training of Charge Officers and Master Trainers the procedure regarding updating of Section-2 of Abridged Houselist (AHL) and filling of other sections was explained. It was informed during training that AHL for each enumeration block is being generated through a software and dully filled in column 1 to 8 of section -2 of AHL will be provided for each enumeration block. Since the information in respect of column -8 (Sl.No. of Household) is not available in the Houselist, from which the AHL is being generated, the AHL will have information up to column-7 only and Serial Number of Household in column-8 will have to given manually by each enumerator, for each enumeration block, as per the procedure explained during the course of training. As soon as the AHL is handed over to the enumerator it will be her/his first task to give Sl.No.of household in column -8. The supervisors should be made responsible to check whether all enumerators under her/his charge have completed the column -8 of AHL as per the instructions.

However to reiterate it is informed that serial number of household in column-8 will start from 1 and will continue in consecutive order of Arabic number for all residential/party residential households in that enumeration block. In case of Institutional Households for whom Household Number in column -6 is given as 999 they will also have a running serial number in column-8. It is explained below with a simple example;

**Section-2 Houselist Particular**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Houselisting Block Number</th>
<th>Building Number</th>
<th>Census house Number</th>
<th>Purpose for which census house is used</th>
<th>Household Number</th>
<th>Name of the Head of Household</th>
<th>Serial number of the household</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0003</td>
<td>10</td>
<td>10</td>
<td>Residence</td>
<td>001</td>
<td>Santosh</td>
<td>1</td>
</tr>
<tr>
<td>002</td>
<td>0003</td>
<td>11</td>
<td>11</td>
<td>Shop</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>003</td>
<td>0003</td>
<td>12</td>
<td>12(1)</td>
<td>Residence</td>
<td>002</td>
<td>Ram</td>
<td>2</td>
</tr>
<tr>
<td>004</td>
<td>0003</td>
<td>-</td>
<td>12(2)</td>
<td>School</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>005</td>
<td>0003</td>
<td>13</td>
<td>13</td>
<td>Hostel</td>
<td>999</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>006</td>
<td>0003</td>
<td>14</td>
<td>14</td>
<td>Residence cum shop</td>
<td>003</td>
<td>Mamta</td>
<td>4</td>
</tr>
</tbody>
</table>
In case any EBs has been bifurcated in two or more sub block separate AHL for each sub block is being supplied. In case of bifurcated EBs it is possible that some houses may not appear in AHL of one sub block and may exist in another sub block from which it has been bifurcated. This is possible due to the reason that bifurcation of EBs into sub block has been done in continuation of House number and during Houselisting the houses might have not been covered in sequential order. In such cases all the enumerators of each sub block must tally entries of AHL with her/his extent and if anomaly persists that must be removed by deleting extra houses/ households from Section-2 of AHL of that sub block in which such houses/households does not fall and transferring to Section-2 of AHL of that sub block to which they have been actually allotted.

Apart from above if any Building/ Census house/ Household which has not been covered during Houselisting operations must be covered by the enumerator after making suitable entry in Section-3 of AHL at the time of updation. It is also possible that a large area might have not be covered during first phase due to any reason that must be covered by the Charge officer now by making fresh enumeration blocks of suitable population size and such blocks may be given the EB number after the last EB number in the Charge. In all such cases all additions will be made in Section-3 of AHL because AHL of such EBs will not be available.

Yours sincerely,

VARSHA JOSHI, L.A.S
DIRECTOR, CENSUS OPERATIONS, DELHI

To: All Charge Officers
Copy To:

1. The Commissioner, MCD, Principal Census Officer, Municipal Corporation of Delhi, Ambedkar Stadium, Delhi Gate, Delhi
2. The Additional Commissioner (Engg.), MCD, City Census Officer, Municipal Corporation, of Delhi, Ambedkar Stadium, Delhi Gate, Delhi
3. The Chairman, NDMC, Principal Census Officer, NDMC, Palika Kendra, New Delhi
4. The Secretary, NDMC, City Census Officer, NDMC, Palika Kendra, New Delhi
5. The Director (Admin), NDMC, Additional City Census Officer, NDMC, Palika Kendra, New Delhi.
6. The Chief Executive Officer, Delhi Cantonment Board, Town Census Officer, Delhi Cantonment, New Delhi.
7. All the Dy. Commissioners, MCD Zones, Zonal Census Officers.
8. All Sub Divisional Magistrates of Govt. of NCT of Delhi. (Rural Charges)
9. The Registrar General India, 2A Man Singh Road, New Delhi
10. The Director, Economics and Statistics, Govt. of NCT of Delhi
11. The Directorate of Census Operations, of all States and UTs
13. The Director (Trg.&Tech. Edu), O/o Director, Training & Technical Education, Muni Maya Marg, Pitampura, Delhi-110035
14. Hindi Translator

VARSHA JOSHI, L.A.S
DIRECTOR, CENSUS OPERATIONS, DELHI