



for official use only

**NATIONAL
POPULATION REGISTER
(NPR)**

**MANUAL OF INSTRUCTIONS
FOR FILLING UP OF THE NPR
HOUSEHOLD SCHEDULE**



OFFICE OF THE REGISTRAR GENERAL &
CENSUS COMMISSIONER, INDIA
MINISTRY OF HOME AFFAIRS,
GOVERNMENT OF INDIA, NEW DELHI






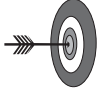

GENERAL INSTRUCTIONS

1. **Attend the training classes, study the NPR Schedule and the Manual carefully and understand them thoroughly.**
2. **Ensure that you have collected the following material before you leave the training centre :**
 - i. Appointment Letter
 - ii. Identity Card
 - iii. Blank NPR Schedules (Check that Names and location codes of State and District pre-printed on it are correct)
 - iv. Acknowledgement Slip Booklet(s)
 - v. Enumerator Abstract(s)
 - vi. Working sheet(s) for preparing Enumerator's Abstract
3. **Always carry and display your Identity Card during the fieldwork.**
4. **Before starting the work, meet prominent persons of the area and explain them the objective of NPR and your purpose of visit and seek their cooperation.**
5. **Before going for field work, ensure that you have entered complete location code particulars in 10 to 15 NPR Schedules.**
6. **Visit each household to get information for each member of the household as per eligibility criterion. Remember that you have to cover only Normal Households. Institutional Households and Houseless population would be covered later. In case of any difficulty, immediately inform your Supervisor/ Charge Officer.**
7. **Use only blue or black ball-point pen for making entries in the NPR Schedules.**
8. **Write the 'Arabic Numerals' in prescribed style as shown on bottom left of Side A and Side B of NPR Schedule.**

0	1	2	3	4	5	6	7	8	9
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9. **While filling the NPR schedule, take extra care to write Letters and Numerals in the centre of boxes without touching the sides.**
10. **Make extra efforts to record name of the person and her/his date of birth accurately.**
11. **Ensure that you give respondent's copy of the Acknowledgement Slip to each Household.**
12. **If you have been allotted the work of more than one Houselisting Block, you will be required to prepare separate sets of records for each Houselisting Block allotted to you.**
13. **Do not fold the NPR Schedules.**
14. **Do not overwrite. If any correction is required to be made, strike out the entire line and write afresh in another line. However, while doing so, you should not change the series of the continuous number given under Column No.1 i.e., Serial Number. For example, if you have to strike out the Serial Number 06, the next Serial Number will be 07.**
15. **You should read out the filled-in entries from the NPR schedule to the respondent before getting her/his signature/thumb impression.**

LEGENDS USED

The following symbols have been used in this manual as visuals to draw your attention and help you to be familiar with specific portions. The symbols have specific roles wherever they appear on the right margin against a particular paragraph or group of paragraphs. Please pay attention to them while you read through this manual and heed what they prompt. Each one of these symbols is discussed below for your convenience.

SL. NO.	LEGEND	WHAT IT MEANS	WHY IT IS IMPORTANT
1		Read Again and Again	This particular symbol is suggesting that you read this/ these portion(s) carefully and may be a couple of times as it is essential that you grasp the meaning clearly and completely. This will help you to understand and remember this important portion better.
2		Ask Question	Here you are prompted to ask questions to clarify your doubts if any as leaving anything to guesswork could prove disastrous especially when you are on your own canvassing the schedules.
3		Be Gender Sensitive	You are prompted to be alert towards the unfairness often displayed towards women intentionally or unintentionally by the respondents. Furthermore, you are to maintain prudence while asking questions of women respondents keeping in mind the cultural practices and norms of the area.
4		Probe Further	You may notice that during canvassing you may experience that respondents are rather casual (indifferent) with their responses. This symbol is reminding you that at times you may be required to ask further questions in order to get a clear answer to your question for this/these portions of the schedule.
5		Highlight	Often a question of this type may be taken casually by the respondents as they may not grasp the significance or its relevance to their lives. This symbol prompts you to lay emphasis to this/these portion(s) by explaining its significance or relevance to the respondents and to self.

Please Remember!

Reading is like cycling, when we go up a steep climb we tend to slow down just as we would when we come across a difficult portion that we are reading; similarly we tend to read fast when it is easy to understand portion just as we would take it easy and go fast when we cycle down a hill.



*From the desk of the Registrar General and
Census Commissioner, India*



On behalf of the Office of the Registrar General & Census Commissioner, India I have great pleasure in extending my warm greetings and best wishes to all the enumerators, supervisors and other field functionaries who have been given the privilege of taking part in the great task of preparation of the National Population Register (NPR). Each one of you should be proud to play an important part in this historic national exercise.

The work you are doing is extremely important not only for strengthening the security of our country but also for better targeting of the benefits and services under various Government schemes/programmes. In that sense you are contributing to the development of your Society, State as well as the Nation. I am confident that you would make sincere efforts to complete this task in a timely manner. I once again wish you all the best in this great national duty.

*Dr. C. Chandramouli, IAS
Registrar General and Census Commissioner, India*



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INTRODUCTION

1

The Government of India has decided to create a National Population Register (NPR) for the country. You are privileged to be associated with this project of great national importance.

OBJECTIVES OF NPR

1.2 The NPR envisages :

- Collection of personal details of all residents of the country.
- Capture of photograph and finger prints of all residents who are of age 15 years and above in villages/urban areas.

The methodology to be adopted is given in detail in the subsequent paragraphs.

1.3 The data collection for preparation of NPR will be undertaken along with the Houselisting Operations of Census 2011. The following information in respect of each individual will be collected for NPR :

1 Name of person	6 Sex	11 Present address of usual residence
2 Relationship to head	7 Date of birth	12 Duration of stay at present address
3 Father's name	8 Marital status	13 Permanent residential address
4 Mother's name	9 Place of birth	14 Occupation/ Activity
5 Spouse's name	10 Nationality as declared	15 Educational qualification

*Photograph and Fingerprint would also be collected for persons of age 15 years and above.

UTILITY OF NPR

1.4 The NPR when created would be a comprehensive identity database in the country. This would not only strengthen security of the country but also help in better targeting of the benefits and services under the Government schemes/programmes and improve planning.

LEGAL PROVISIONS

1.5 The Scheme for creation of National Population Register 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 the country regardless of whether they are citizens or non-citizens.

1.6 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 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.

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.

Rule 7 : Head of the Family and the 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 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:

Rule 16(4) : For the purposes of implementing and carrying out the provisions of these rules, the District Registrar, the Sub-District or Taluk Registrar and the Local Registrar of Citizen Registration shall be under the supervision and control of the Registrar General of Citizen Registration.

HIERARCHY OF STATE/DISTRICT/SUB-DISTRICT/TOWN/VILLAGE (LOCAL) LEVEL FUNCTIONARIES FOR NPR

- 1.7 The hierarchy of State/District/Sub-District/Town/Village functionaries is as follows :
- a. “State Co-ordinator” means an officer appointed by the State Government by whatever name she/ he is known, who shall act as the State Co-ordinator.
 - 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 Registrar” means an officer of the State Government appointed at every Sub-District, by whatever name she/he is known, who shall function as Sub-District Registrar.
 - d. “Local Registrar” means a local officer, appointed by the State Government at the lowest geographical jurisdiction, that is to say, of a revenue village or a pre-defined urban area, who shall function as Local Registrar.
 - e. “Supervisor” means a local official, appointed by the Sub-District Registrar at the level of a group of revenue villages/pre-defined urban areas, who shall supervise the work of the Enumerator.
 - f. “Enumerator” means a local official, appointed by the Sub-District Registrar at the Houselisting Block level in the revenue village or a pre-defined urban area.

The duties and functions of all the functionaries are described later in this manual.

CONCEPTS AND DEFINITIONS

- 1.8 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 for Houselisting and Housing Census. The procedures explained in that Manual 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 are, therefore, requested to fully familiarize yourself with all these concepts and procedures.

ROLES AND RESPONSIBILITIES

2

2.1 The roles and responsibilities of the various functionaries are given below:

2.1.1 **STATE COORDINATOR**

- a. Notification of the intention of the Central Government to create the NPR in the State Gazette.
- b. Ensuring the appointment of the various levels of functionaries within the State/UT.
- c. Coordinating the training of State/District functionaries.
- d. Exercising financial control over expenditure.
- e. Coordinating publicity efforts at State level along with Directorate of Census Operations.
- f. Coordinating all other activities at the State level in connection with the NPR.

2.1.2 **DISTRICT REGISTRAR**

- a. Appointment of all functionaries at the District level.
- b. Training of all functionaries at the District level.
- c. Distribution of material for the field work.
- d. Ensuring proper publicity.
- e. Undertaking inspection of the field work from time to time.
- f. Ensuring and certifying complete coverage.
- g. Disposing claims submitted by the individuals as per instructions issued from time to time.
- h. Authentication of the data as per instructions issued from time to time.
- i. Exercising financial control over expenditure.
- j. Coordinating NPR work at the District level.
- k. Any other task assigned from time to time.

2.1.3 **SUB-DISTRICT REGISTRAR**

- a. Appointment of all functionaries at the Sub-District level.
- b. Training of all functionaries at the Sub-District level.
- c. Distribution of material for the field work.
- d. Ensuring proper publicity.
- e. Undertaking inspection of the field work from time to time.
- f. Ensuring timely start and completion of NPR work.
- g. Ensuring correctness and quality of data collection.
- h. Ensuring and certifying complete coverage.
- i. Disposing claims submitted by the individuals as per instructions issued from time to time.
- j. Authentication of the data as per instructions issued from time to time.
- k. Exercising financial control over expenditure.
- l. Coordinating NPR work at the Sub-District level.
- m. Any other task assigned from time to time.

2.1.4 **LOCAL REGISTRAR**

- a. Ensuring arrangements for publicity/awareness campaign in the village/urban area regarding the creation of NPR by making drum beat, mike announcements, etc.
- b. Ensuring the full coverage of area under her/his jurisdiction and that no household/individual has been left out.
- c. Displaying the list of 'usual residents' in some prominent places in the village/urban area.
- d. Marking correction in the list and submitting the same to Sub-District Registrar after incorporating the changes/objections.

- e. Authenticating the collected data in respect of 'usual residents' as per instructions from time to time.
- f. Any other task assigned from time to time.

2.1.5 SUPERVISOR

- a. Ensuring that all the Enumerators attached to her/him attend training and receive material at the end of training.
- b. Ensuring that the enumerators identify the block boundaries without any omission or duplication of areas and start work on scheduled date.
- c. Visiting the assigned Houselisting blocks and ensuring that the work is progressing well and gets completed in all the blocks in time. Taking remedial measures, if required, well in time in consultation with the Sub-District Registrar.
- d. Checking that the NPR schedules are filled strictly as per the instructions, the quality of work is exceptionally high and enumerator is putting signatures on each schedule.
- e. Should put her/his signatures at the prescribed place on each Schedule.
- f. Ensuring that enumerators under your charge do not face any problem and get material, if required, without any delay. Consult your Sub-District Registrar in case of any problem.
- g. Retrieving all documents relating to NPR from enumerators under you after checking and handing them over to Sub-District Registrar.
- H. Any other task assigned during the period of enumeration.

2.1.6 DUTIES OF ENUMERATOR DURING DATA COLLECTION

- a. Collect Appointment Letter and Identity Card.
- b. Check whether all particulars regarding the area assigned to you are clearly mentioned in the Appointment Letter and Identity Card.
- c. Find out the date and venue for training.
- d. Attend the training classes without fail.
- e. Study the NPR Schedule and Instruction Manual carefully.
- f. Understand all concepts thoroughly.
- g. If any part of instructions is not clear, ask your trainer.
- h. Collect the required number of NPR Schedules and the Acknowledgement Slip Booklet.
- i. Check the NPR Schedules and fill up the form numbers in the Enumerator's Abstract.
- j. Go around the area assigned to you and familiarize yourself.
- k. Please note that all normal residents within the boundary of the area assigned to you have to be covered. Therefore, ensure that all places where human beings reside whether within the main settlement or in scattered dwellings in the fields etc. are fully covered.
- l. The details regarding who has to be covered are given later on in this manual. Please be thorough with these instructions.
- m. Start work on the scheduled day.
- n. Wear your Identity card while on duty.
- o. Visit each household to get the information for each member of the household. In case, the house is locked at the time of your visit, please visit again. You may also request the neighbours to inform the household regarding the date of your next visit.
- p. Ensure that every day consistent progress is made and the work is completed in time. Do not pile up the work till the last date.
- q. Ensure that the details are recorded correctly as per the instructions. Inform the respondent that it is her/his duty to give correct particulars regarding each and every member residing in the household irrespective of whether they are related or not. Also explain that failure to provide information or providing incorrect information would invite legal penalty.
- r. Do not enter into arguments with the respondent. Inform your supervisor in case you feel that complete or correct information is not being furnished.
- s. Show the details to the respondent and obtain her/his signature/thumb impression in the NPR Schedule.

- t. Fill up both the portions of Acknowledgment Slip carefully and obtain respondent's signature/thumb impression on the office copy of the Acknowledgment Slip. Moreover you have to record the name(s) and sex (M/F) of all the members of the household at the space on back side of the office copy of the Acknowledgment Slip.
- u. Tear the respondent's copy of the Acknowledgment Slip carefully, sign it and hand it over to the respondent.
- v. Please explain to the respondent that the Acknowledgment Slip should be kept carefully as this would be required later at the time of photography.
- w. Ensure the full coverage of area under your jurisdiction.
- x. Meet your Supervisor frequently and inform her/him regarding your progress.
- y. Submit the utilized as well as unutilized NPR Schedules and Acknowledgment Slip Booklet, Enumerator's Abstract and Working Sheets to the Supervisor after completion of your work.
- z. Any other task assigned during the period of enumeration.

2.1.7 DUTIES OF ENUMERATOR DURING PHOTOGRAPHY

- a. Please note that you will be required to discharge some additional functions at the time of capture of photographs and finger prints which will be taken up at a later date. The Charge Officer/Supervisor will inform you well in advance regarding this. There will be two rounds of photography in every village/urban area. The duties at this stage are as follows :
 - i. Ascertain the date and venue of the photography camp.
 - ii. Reach the venue well in time.
 - iii. Collect the Acknowledgment Slip booklet from the camp in charge.
 - iv. Collect the respondent's copy of the Acknowledgment Slip from person and match it with the copy in the booklet.
 - v. Record how many persons from the household have come for the photography in the box provided in the office copy of the Acknowledgment Slip. Put a tick (✓)mark against the name at the space provided in the office copy of the Acknowledgment Slip.
 - vi. Return the respondent's copy of Acknowledgement Slip.
 - vii. Assist the officials to correctly identify whether the persons coming for photography are genuine or not to the extent possible.
- b. In case of any doubt regarding any individual the facts may be intimated to the officials who would then take necessary action as required.
- c. Please hand over all records to the photography camp in charge at the end of the camp under proper acknowledgment.
- d. Please leave the photography camp only after you have been properly relieved by the camp in charge.
- e. You will be paid honorarium separately for data collection and for each round of photography.

2.2 AT THE END OF TRAINING YOU WILL BE PROVIDED THE FOLLOWING :

- a) Appointment letter with details of the Houselisting block assigned.
- b) Identity Card
- c) Blank NPR Schedules
- d) Acknowledgment Slip Booklet(s)
- e) NPR Working Sheet
- f) Enumerator's Abstract

2.2.1 APPOINTMENT LETTER

An appointment letter for Houselisting & Housing Census and NPR duly signed by Charge Officer/Sub-District Registrar would be given to you. The appointment letter would contain the name of administrative areas and details of Houselisting Block assigned to you. In case you notice any discrepancy bring it to the notice of your Supervisor/Charge Officer. Please note that the NPR work is a statutory duty. Hence appointment letter issued by the competent authority is a must. Do not take up any work without a formal appointment letter.

2.2.2 **IDENTITY CARD**

Similarly you would be given an identity card which would be proof of your appointment as enumerator. You should always wear this card while on duty and display it when asked for during the NPR work.

2.2.3 **BLANK NPR SCHEDULES**

Blank NPR schedules will be provided to you in sufficient number. As these forms have been serially numbered, you are required to fill up the details of the forms in the Enumerator's Abstract. The serial number of the form is available on the top and bottom left hand corners of the form. You are required to check each and every form and note down the numbers. In case there are missing or damaged forms this may be brought to the notice of Supervisor/Charge Officer immediately. Please note that these forms will be computerized and therefore, they must be handled very carefully. Please do not fold or use any clip/pin/tag etc. Also ensure that overwriting, smudging etc. are avoided. Though you have been given a few extra forms, try not to waste these forms. In case you require additional forms due to some reason please collect them from your Supervisor. Please check that the pre printed details on NPR Schedules concerning State and District are correct and relate to the area assigned to you. Please note that the remaining identification particulars like Sub District, Town/Village, Ward Number in case of town, Houselist Block Number, and Household Number, have to be filled by you. Instructions regarding filling up of each of these are given in the subsequent paragraphs.

2.2.4 **ACKNOWLEDGMENT SLIP BOOKLET, WORKING SHEET AND ENUMERATOR'S ABSTRACT**

You would be given booklet (s) containing the Acknowledgment Slips. You would be required to give the respondent Acknowledgement Slip after you complete enumeration of a household. The household members of age 15 and above would have to bring the Acknowledgement Slip at the time of capture of photograph and finger prints. The detailed instructions regarding filling up of Acknowledgement Slip Booklet, Working Sheet and Enumerator's Abstract are given in Chapter 6 of this Instruction Manual.

2.3 **ENUMERATION PERIOD**

The enumeration period for preparation of the NPR is same as that of Houselisting and Housing Census. During this period, you have to cover your entire jurisdiction and collect information for every person in all the normal households.

2.4 **APPROACH TO FIELD WORK**

- 2.4.1 The NPR schedules are to be filled up during Houselisting and Housing census. You would have already gone around the Houselisting Block and identified the boundaries and other landmarks of the block and ensured that there is no confusion in identification of the Houselisting (HL) Block boundary. In case there is confusion regarding omission or overlapping of any area of the HL Block, the Supervisor should be consulted and problem should be resolved before the commencement of work. After identification of HL Block boundary you would have 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. The same Layout Map prepared for the Houselisting Operations would also be used for NPR. Please ensure that if you have been assigned more than one block, the records of each block should be kept separately. You are now ready to fillup the Houselisting and Housing Census Schedule and also the NPR schedule.

As instructed in the training class, start filling up Houselisting and Housing Census Schedule and NPR Schedule at the first house and proceed systematically till you reach the last house. You have to fill up NPR Schedule in case you have given Code 1 or 2 under Column 7 of Houselisting and Housing Census Schedule. Donot fill up NPR Schedule for Institutional Households (Code 999 under Column 9 of Houselisting and Housing Census Schedule). This will enable you to cover all the households without omission. Please note that the NPR schedules have to be filled up for normal households only.

FILLING-UP OF NATIONAL POPULATION REGISTER SCHEDULE

3

- 3.1 You will notice that the NPR Household Schedule consists of two parts – Location Particulars and Individual Particulars. The Location Particulars are very important and should be filled in accurately without fail. The main details required for filling up this section are available in your appointment letter. Some of the particulars like the name and code of the State/UT and the name and code of the District have already been printed on NPR Schedules. Please check whether these particulars have been correctly printed. In case of discrepancy please bring it to the notice of your Charge Officer/Supervisor. You are required to fill in the remaining particulars viz., name and code of the Sub-District (Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal), name and code of the Town/Village and the Ward Code number, in case of town. In addition you have to fill up the Houselisting Block Number and the Serial Number of the Household. The first [HL Block Number] is available in your appointment letter. The second will have to be copied from column 9 of the Houselisting Schedule. Having filled up all these particulars you are now ready to canvass the individual particulars.

The NPR Schedule will be canvassed through enquiries from 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 Schedule is simple and easy to understand, once you are conversant and familiar with it. The questions included in the NPR Schedule have been worded in such a manner that most of these are self-explanatory and mainly deal with names of members of the household and their places 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.

- 3.2 Please note that each NPR Schedule bears a unique form number. You will, therefore, have to be extra careful that no filled in or blank NPR Schedule is inadvertently left anywhere in the field during enumeration. You should also maintain a proper account of the number of blank NPR Schedules received, used, spoiled and unused.
- 3.3 The degree of accuracy in filling up of the NPR Schedule 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 canvassing of the NPR Household Schedule. 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.

HOUSEHOLDS/PERSONS TO BE ENUMERATED

- 3.4 You have to only enumerate the normal households of your Houselisting Block(s) without omission or duplication. The institutional and houseless households are not to be covered now by you in the NPR. However, normal household within the institutions, for example the household of the warden of a hostel/jail/hospital, Principal etc., should be covered for NPR. 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 entire 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 within the period of enumeration.

- 3.5 Please note that visitors, domestic servants, tenants, drivers or other such person(s) who are found to be residing with the household and who satisfy the above three criteria 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.
- 3.6 NPR will not cover foreign nationals having diplomatic status. However, foreign nationals not enjoying diplomatic status and Indian nationals employed and staying with them will have to be enumerated. It would therefore, be necessary to cover every household found within your Houselisting Block.

Enumeration of Defence and similar Service Personnel

- 3.7 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 would be done by the enumerators specially deployed for this purpose.

ENSURING COMPLETE COVERAGE

- 3.8 You should enumerate the persons in a household in a systematic manner to ensure that no one is left out in the household. You should start with recording particulars of head of household. The head of household is a person who is recognized 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 of whether the person is male or female. For example, the male member who is generally regarded as head of the household is employed in different station say in Hyderabad. In such a case he will not be head of the household and wife or any other household member on whom the responsibility of managing the affairs of the household rests will be recorded as the head of the household. The head of household should be resident member and should be recognized as head by the household.
- 3.9 After entering the name and other particulars of the head of the household under Questions 1 to 8, you should ask about the other members living in the household. This would help you in recording Serial Number of Father, Mother and Spouse if they are enumerated in that household. If you find that only husband, wife and unmarried children are living in the household, you should enumerate spouse after the head followed by children in descending order of their ages. In case of joint households you should cover all the members of the household in a systematic manner to avoid any omission or duplication. For example after head, you should cover 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 under questions 1-8 in the NPR Schedule would ensure that there are no omissions particularly of small children, elderly persons. After making entries for all the members of the household, you should also ensure from the respondent that servant(s) and guest(s) who are eligible for enumeration are also included in the household. After recording particulars of all the members of the household under Questions 1-8, you should record particulars under remaining questions for each and every member of the household starting from head of the household.

Specimen copy of the NPR Schedule – 'Side B' (Back Side)

SIDE-B

National Population Register Household Schedule

Serial number	Q.1 Name of the person <small>Copy from Q.1 (a) of side A in same order</small>	Q.10 Place of birth <small>If within India, write the present name of the Village/Town, District and State. If outside India, write the present name of the Country and put '-' against Village/Town and District.</small>	Q.11 * Nationality as declared <small>Include - 1 Others write name of Country</small>	Q.12 Present address of usual residence <small>If the person resides or intends to stay for more than 6 months at this address Write complete address including the (i) Building Number and Name, House Number, (ii) Street name, (iii) Locality/Post Office, (iv) Village/Town, (v) District, State</small>	Q.13 Duration of stay at present address <small>(In completed years)</small>	Q.14 Permanent residential address <small>If same as Q.12 write 'Same' otherwise Write complete address including the (i) Building Number and Name, House Number, (ii) Street name, (iii) Locality/Post Office, (iv) Village/Town, (v) District, State</small>
	Village/Town District State/County					
	Village/Town District State/County					
	Village/Town District State/County					
	Village/Town District State/County					
	Village/Town District State/County					
	Village/Town District State/County					
	Village/Town District State/County					
	Village/Town District State/County					
	Village/Town District State/County					
	Village/Town District State/County					
	Village/Town District State/County					
	Village/Town District State/County					

Q.11 * NOTE
Nationality recorded in Q.11 is as declared by the respondent. This does not confer any right to Indian Citizenship.

Q.11 * NOTE
Providing any false information would attract penalties under the Citizenship Rules, 2003.
Use only arabic numbers as indicated here
0 1 2 3 4 5 6 7 8 9

Name of the Respondent: _____
Serial Number: _____
I declare that all the information provided above is true to the best of my knowledge and belief.
Signature/Thumb impression (for male left thumb and for female right thumb) of Respondent with Date: _____
Signature of the Investigator with Date: _____
Sex of Investigator: Male Female
Signature of the Supervisor with Date: _____
Conditional to Wills 'C' of another or another sheet: _____
When last these facts of the person number of the continued sheet: _____

FILLING UP OF LOCATION PARTICULARS AND HOUSELISTING BLOCK PARTICULARS IN NPR SCHEDULE



LOCATION PARTICULARS :

		Form Number 2802 3739	National Population Register		Household Schedule	SIDE- A
Start Here	Location Particulars State/UT <input type="text"/> <input type="text"/> District <input type="text"/> <input type="text"/>	Tehsil/Taluk P.S./Dev. Block Circle/Mandal <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		To be copied from Houselisting Schedule	Houselisting Block Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Household Number (from column 9) <input type="text"/> <input type="text"/>
	Town/Village <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Ward Code No. (Only for Town) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

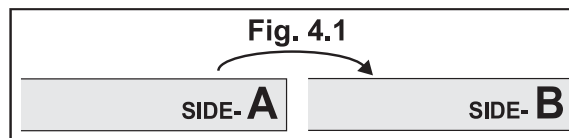
(Located on the Top of Side 'A')

- 4.1 The schedules provided to you may already have the name and code of the State and District. Please check whether the codes and names of State and District printed on the schedule match with the respective names/codes given to you in your appointment letter. If there is a discrepancy please bring it to the notice of your Charge Officer/Supervisor.

In case these codes/names have not been printed, you will be required to fill-up the same very carefully. The other Location Particulars to be filled by you will include Name of Tahsil/Taluk/P.S./Dev. Block/Circle/Mandal, etc., and its Code No.; Name of Town/Village and its Code No.; Ward Code No. (only for Town).

While entering the location particulars of your Houselisting Block on NPR schedule, the following points should be noted for strict compliance:

- The information you collect in the NPR Household Schedule will be processed on computer to prepare the database of all the residents in the country. It is, therefore, absolutely necessary to record the location particulars of your Block on each NPR Schedule.
- The NPR Schedules used during enumeration should be handled carefully to avoid any damage to them. Do not fold the NPR Schedules. NPR Schedule is printed on both sides of the sheet. The front side of the schedule is marked 'A' while the back side is marked 'B' [Figure-4.1]. Start the work of enumeration from side 'A' of the NPR Schedule.



Whenever you use fresh NPR Schedule, always start canvassing from side 'A'.

- The names and codes of Tahsil/Taluk, etc.; Town/Village, Ward for towns should be written in the respective boxes provided neatly and correctly.
- Two boxes each are provided to record Code No. Of the State/UT and Code No. of the District. The name and code of State and District would be required to be filled only in case when these are not pre-printed. If the Code No is in two digits both the boxes will have one digit in each box. For example, if the Code No. of the State/UT or District code is 23, write '2' in the first box and '3' in the second box. [Figure 4.2]
- Similarly, if the Code No. of the State/UT or District is in single digit, it should be prefixed by a '0'. For example, if the State/UT or District Code No. is 8, write '0' in the first box on the left and '8' in the second box on the right. This will look as '08' [Figure. 4.3].

- vii) For recording the Code No. of the Tahsil/Taluk, etc., three boxes have been provided. If Code No. of any of these administrative or jurisdictional units is in single digit, this will be prefixed by Zeros [Figure. 4.4].

Fig. 4.4

Tahsil/Taluk	Mahmas	0	2	4
P.S./Dev. Block				
Circle/Mandal				



- viii) The system for recording the Code No. of Town/Village will remain the same. Four boxes are provided for recording the Town/Village Code No. You have to enter one digit in each box.



- ix) If you are in charge of an urban block, strike out the 'Village' appearing against Name of Town/Village [Figure-4.5] and if in charge of a Rural Block, strike out 'Town' while recording the name of the Town/Village [Figure-4.6].

Fig. 4.5

Town/Village	Amravati	0	4	6	9
--------------	----------	---	---	---	---

Fig. 4.6

Town/Village	Raghopur	0	0	0	9
--------------	----------	---	---	---	---

- x) In case of village, boxes against Ward Code Number would remain blank [Figure-4.7 (a)]. However, in case of town, Ward Code Number should be recorded [Figure-4.7 (b)].

Fig. 4.7 (a)

Town/Village	Raghopur	0	0	0	9	Ward Code No. (Only for Town)			
--------------	----------	---	---	---	---	-------------------------------	--	--	--

Fig. 4.7 (b)

Town/Village	Amravati	0	4	6	9	Ward Code No. (Only for Town)	0	0	1	2
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HOUSELISTING BLOCK NUMBER AND HOUSEHOLD NUMBER

(Located on the Top Right Corner of Side 'A')

- 4.2 On the Top Right Corner of the NPR Household Schedule, on side 'A', provision has been made to enter the Houselisting Block Number and Household Number. These particulars are to be copied from filled in Houselisting Schedule.

HOUSELISTING BLOCK NUMBER

- 4.3 You have to copy Houselisting Block Number from your appointment letter/Houselisting Schedule. It must be ensured that the Houselisting Block Number is copied accurately. Write one digit in one box [Figure. 4.8].

Fig. 4.8

Houselisting Block Number	2	6	3	8
Houselisting Block Number	0	0	4	7



HOUSEHOLD NUMBER

- 4.4 You have to copy the Household Number from column 9 of the Houselist Schedule. Example :- 001, 012, 112, etc. Write one digit in one box [Figure. 4.9].

- 4.5 It would be convenient for you to record the location particulars on 10 to 15 NPR Schedules, as per your daily requirement, in advance at home before leaving for actual enumeration in the field. This will certainly save your valuable time in the field in filling up these particulars. At the same time, by doing so, the chances of committing any mistake in writing their names and code numbers could be minimised. It may also be noted that these location particulars should also tally with the Location particulars indicated in your letter of appointment.

Fig. 4.9

Household Number (from column 9)	0	0	1
Household Number (from column 9)	0	1	2
Household Number (from column 9)	1	1	2




RECORDING THE PARTICULARS OF INDIVIDUAL MEMBERS OF THE HOUSEHOLD

5

- 5.1 The NPR Schedule has in all 14 Questions. Question nos. 1-9 are on Side 'A' and Question nos. 10-14 are on Side 'B'.

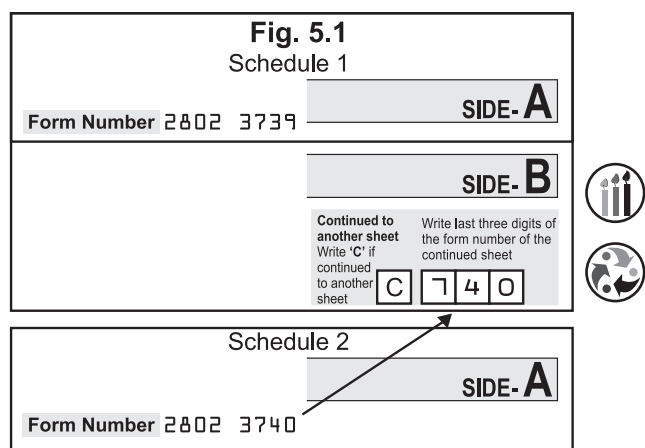
The information under these questions is not to be recorded in one go for each member of the household. General information in respect of each individual under Questions 1 to 8 will be filled up first before entering other individual particulars under Questions 9 to 14. This will help you in counting all members in the household, missing none, and in recording the date of birth of each individual more precisely as also in recording Serial Number of Father, Mother and Spouse under question 9, if enumerated in the same household.

- 5.2 In the NPR Schedule, provision has been made to record the individual information up to 8 members in each Schedule. Normally for one household, one NPR Schedule would suffice.


In case of small sized household although there will be enough space to enter particulars of another household, you should not make further use of that NPR Schedule but take up a fresh NPR Schedule for the next household. 

However, if any household comprises more than 8 members, then fill in the particulars of the remaining household members in additional NPR Schedules in continuation of the previous NPR Schedule(s).

In such a case write “C” in the box provided against the item 'Continued Sheet' (in Side 'B' of the NPR Schedule) and also write the last three digits of the Form Number (printed on Side 'A' left hand top and bottom corners) of the additional NPR Schedule on which individual particulars of a household are continued [Figure-5.1].

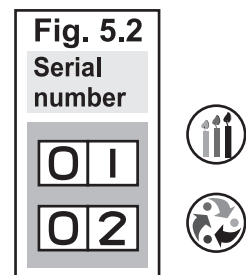


SERIAL NUMBER

- 5.3 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 [Figure-5.2]. **You should not change the serial number in case you delete the entries in any row due to any reason.**

- 5.4 The first person to be recorded against serial number 01 is the 'head' of the household. Having entered the name of the head of the household under Question 1, continue to record information under Questions 2 to 8 for the said person. Now record the name of the second person under



Question 1 against serial number 02 and continue to fill in other particulars under Questions 2 to 8 of this person. The same procedure will be followed for subsequent members until all the members of the household are covered. The procedure for systematically covering all members of the household has already been described in Chapter 3.

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)

5.5 **The name of the person in full should be entered here. Please write the name within the space provided without touching its sides for which three lines have been provided in the NPR Household Schedule.**

5.6 **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 [Figure-5.3].

5.7 Similarly, a female respondent may tell her name as V.K. Hota while her full name may be Varsha Kapur Hota [Figure-5.4]. Ascertain from her the expansion of her initials and record the same in full.

Leave sufficient space between the two words. Please ensure that the particulars are filled up legibly.

5.8 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 relative. **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, school records, etc. 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.

5.9 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.

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

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

Q. 1 Fig. 5.3

Name of the person in full and resident status

1(a) Write name of the person in full (start with head of household)	1(b) Write resident status code in box
Usual Resident (Actual).....1	Usual Resident (Intention).....2
Usual Resident (Intention).....2	Others3

Subhash Kumar
Bhardwaj

Q. 1 Fig. 5.4

Name of the person in full and resident status

1(a) Write name of the person in full (start with head of household)	1(b) Write resident status code in box
Usual Resident (Actual).....1	Usual Resident (Intention).....2
Usual Resident (Intention).....2	Others3

Varsha Kapur
Hota



5.11.1 As was noted earlier, the NPR would cover all usual residents of the country. A '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.

5.11.2 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 6 months and more 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) [Figure-5.5].

Q. 1 **Fig. 5.5**

Name of the person in full and resident status

1(a) Write name of the person in full (start with head of household)

1(b) Write resident status code in box

Usual Resident (Actual).....1
Usual Resident (Intention).....2
Others3

Sudha Nayak

1

5.11.3 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 in future. Such persons are to be categorized as Usual Resident (Intention). For such persons fill code '2' in the box provided in Q. 1(b) [Figure-5.6].

Q. 1 **Fig. 5.6**

Name of the person in full and resident status

1(a) Write name of the person in full (start with head of household)

1(b) Write resident status code in box

Usual Resident (Actual).....1
Usual Resident (Intention).....2
Others3

Chintan Nayak

2

Example : A person has moved into the HL block recently [2 months ago]. He intends to stay in the same house for next 6 months at least.

A new housing colony has been constructed and the respondent has moved in two weeks before the enumeration but intends to stay at least for six months in the new house.

5.11.4 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 THE NPR (MAXIMUM OF 30 BOXES, ABBREVIATE IF REQUIRED)

5.12.1 Here, the name of the person should be written as she/he would like it to appear in the NPR. There are thirty boxes provided for this purpose. In case the schedule is being filled in regional languages the combined character [including matras] should be written in one box. Do not abbreviate the full name of the respondent on your own rather ask her/him to tell you the name as she/he would like it to be included in NPR. In case the person is having more than one word in her/his name, a blank box may be left between each word.

Example : Subhash Kumar Bhardwaj may be written as depicted in Figure-5.7.

Fig. 5.7

SUBHASH KU
MAR BHARDW
AJ

Fig. 5.8

S KU BHARDW
AJ

Q. 5 : DATE OF BIRTH (AS PER ENGLISH CALENDAR)

Day, Month, Year (Write in box Actual as 'A' or Declared as 'D')

5.15.1 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 in the NPR. 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 end of this manual at the **Annex-I**.



5.15.2 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 actual or not. If it is actual then write 'A' which stands for 'Actual' [Figure. 5.15(a)]. In case it is not actual and is declared then write 'D' which stands for 'Declared' [Figure. 5.15(b)]. There is, however, no need to physically verify the documents for ascertaining the date of birth during the enumeration.

Fig. 5.15(a)
Q. 5

Date of Birth
as per English calendar
Day
Month
Year
Write in box Actual as A
or Declared as D

D	D	A	
M	M		
Y	Y	Y	Y

Fig. 5.15(b)
Q. 5

Date of Birth
as per English calendar
Day
Month
Year
Write in box Actual as A
or Declared as D

D	D	D	
M	M		
Y	Y	Y	Y



5.15.3 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 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, 12th May 1958 should be recorded as shown in **Figure-5.16**

Fig. 5.16
Q. 5

Date of Birth
as per English calendar
Day
Month
Year
Write in box Actual as A
or Declared as D

D	1	2	A
M	0	5	
Y	1	9	5
			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 (Annex I) 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 was 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 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 Indian National Calendar and corresponding Gregorian months is given at **Annex II** 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.
- 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, 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, Mahabir Jayanti, Good Friday, Budh 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 III**.
- 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 (**Annex 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. In all such cases, write 'D' in the box provided.

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 (1962), war with Pakistan (1965), liberation of Bangladesh (1971), Asiad Games (1982), India's 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 as shown in **[Figure. 5.17]**. In all such cases, write 'D' in the box provided.

Fig. 5.17
Q. 5
Date of Birth
 as per English calendar
 Day
 Month
 Year
 Write in box Actual as A
 or
 Declared as D

0	9		D
M	M		
Y	1	9	6
			2

- 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 IV) to arrive at the year of birth from estimated age. In all such cases, write 'D' in the box provided. 
- 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 or her child from the 4 digit year of birth of the child to get a fair estimate of her year of birth. In all such cases, write 'D' in the box provided.   
- 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. In all such cases, write 'D' in the box provided.
- 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. In all such cases, write 'D' in the box provided.
- 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-IV) to record the year of birth. In all such cases, write 'D' in the box provided.
- vii. In all cases where day and month of birth are not known, estimate the day and month of birth through steps (c ii & iii) mentioned above. In all such cases, write 'D' in the box provided. 

Q. 6 : MARITAL STATUS

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

5.16.1 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:

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

5.16.2 The entry under this question is to be made in the manner indicated as shown in **[Figures. 5.18(a) to (e)]** :

- 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 apart 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 court of law or by an accepted social or religious custom but has not remarried, enter code '5' in the box under this question.



5.16.3 **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.



5.16.4 **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**

Fig. 5.18(a)	Fig. 5.18(b)	Fig. 5.18(c)	Fig. 5.18(d)	Fig. 5.18(e)
Q. 6	Q. 6	Q. 6	Q. 6	Q. 6
Marital status	Marital status	Marital status	Marital status	Marital status
Never married 1	Never married 1	Never married 1	Never married 1	Never married 1
Currently married 2	Currently married 2	Currently married 2	Currently married 2	Currently married 2
Widowed 3	Widowed 3	Widowed 3	Widowed 3	Widowed 3
Separated 4	Separated 4	Separated 4	Separated 4	Separated 4
Divorced 5	Divorced 5	Divorced 5	Divorced 5	Divorced 5
1	2	3	4	5



may have been married 60 years ago; if his wife is still alive and the marriage subsists, he is 'currently married'.

5.16.5 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 : EDUCATIONAL QUALIFICATION

5.17.1 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

Fig. 5.19(a) Q. 7 Educational qualification Pre University	Fig. 5.19(b) Q. 7 Educational qualification 3 rd year of M.B.B.S	Fig. 5.19(c) Q. 7 Educational qualification Middle School pass	Fig. 5.19(d) Q. 7 Educational qualification V ^U Standard pass
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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 [Figures-5.19(a) to (d)].

5.17.2 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 as in [Figure-5.20]. 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.

Q. 7 Fig. 5.20

Educational qualification

B. Sc. Zoology
 M. B. B. S

5.17.3 If the person has not attained any educational level, a dash '-' may be put in such cases as shown in [Figure-5.21].

Q. 7 Fig. 5.21

Educational qualification

—

Q.8 : 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. However, it does not matter if a person is not working on the date of enumeration and is on leave, it is her/his usual

Q. 8 Fig. 5.22

Occupation/ Activity
 Describe the actual work

Cultivator

Q. 8 Fig. 5.23

Occupation/ Activity
 Describe the actual work

Dependent

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) Doctor/CA/Lawyer/Consultant/Engineer/Shopkeeper etc.
- (d) Household Duties
- (e) Student
- (f) Dependent
- (g) Pensioner
- (h) Beggar
- (i) Rentier 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 in a year [last 365 days] may be recorded as shown in [Figures-5.22 and 5.23].

Q. 9 : NAME (S) OF FATHER, MOTHER AND SPOUSE IN FULL

If father, mother and spouse are not enumerated in this household or not alive write Father's name against 'F', Mothers's name against 'M', Spouse's name against 'S'

OR

If they are enumerated in this household write serial number of the father, mother and spouse as recorded in column 1.



- 5.19.1 In this question, in the first row, the 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 ever 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 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(s) of her/his father and/or mother, 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. Do not write 'Late' or any other prefixes before the names of Father, Mother and Spouse.

Example : A family consists of four members as depicted in [Figure. 5.24] 1. Sunil Kumar (Husband), 2. Sonal (Wife), 3. Deepak (Son) and 4. Sarita (Daughter).

Fig. 5.24			
Q. 1	Q. 3	Q. 9	
Serial number	Name of the person in full and resident status	Relationship to head	Name(s) of father, mother and spouse in full
	1(a) Write name of the person in full (start with head of household) 1(b) Write resident status code in box Usual Resident (Actual).....1 Usual Resident (Intention).....2 Others3	(record the relationship in full)	If father, mother and spouse are not enumerated in this household or not alive write Father's name against 'F', Mothers's name against 'M', Spouse's name against 'S' OR If they are enumerated in this household write serial number of the father, mother and spouse in the boxes as recorded in column 1
0 1	Sunil Kumar I	Head	F M S 0 2 Sushil Yadav Meera Kumari
0 2	Sonal I	Wife	F M S 0 1 Makhanlal Lajo Devi
0 3	Deepak I	Son	F 0 1 M 0 2 S - -
0 4	Sarita I	Daughter	F 0 1 M 0 2 S - -

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'.

FILLING UP OF THE SIDE B OF THE NPR SCHEDULE (QUESTIONS 10-14)

Note : - Before you start filling up of Q.10 on Side – B, you are required to copy the Serial number and Name of the person (Q.1(a)) from the Side A in the same order in the first two columns of Side B.

Q.(10) PLACE OF BIRTH

5.20.1 If within India, write the present name of the Village/Town, District and State.

If outside India, write the present name of the country and put '-' against Village/Town and District

Note :- This question is to be filled only in respect of the persons whose birth place is outside the Village/Town of enumeration. 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.

5.20.2 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

Question 10. The explanation and instructions as to how the information against these questions is to be filled are as follows [Figure. 5.25 and 5.26]:

Q. 10 **Fig. 5.25**

Place of Birth
If within India, write the present name of the Village/Town, District and State.
If outside India, write the present name of the Country put '-' against Village/ Town and District.

Village/ Town	Asansol
District	Bardhaman
State/Country	West Bengal

Q. 10 **Fig. 5.26**

Place of Birth
If within India, write the present name of the Village/Town, District and State.
If outside India, write the present name of the Country put '-' against Village/ Town and District.

Village/ Town	—
District	—
State/Country	Holland

Village/Town :

5.20.3 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 [Figure.5.27]. 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.**

Q. 10 **Fig. 5.27**

Place of Birth
If within India, write the present name of the Village/Town, District and State.
If outside India, write the present name of the Country put '-' against Village/ Town and District.

Village/ Town	—
District	—
State/Country	—

5.20.4 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 strike off 'Town', if the birth place is a village [Figure-5.28] and similarly strike off 'Village', if the birth place is a town before writing the name of the village/town where the person was born [Figure-5.29].

Q. 10 **Fig. 5.28**

Place of Birth
If within India, write the present name of the Village/Town, District and State.
If outside India, write the present name of the Country put '-' against Village/ Town and District.

Village/ Town	Injalakuda
District	Thrissur
State/Country	Kerala

District

5.20.5 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

Q. 10 **Fig. 5.29**

Place of Birth
If within India, write the present name of the Village/Town, District and State.
If outside India, write the present name of the Country put '-' against Village/ Town and District.

Village/ Town	Hardasbar
District	Chandigarh
State/Country	Chandigarh

of the District is to be entered in the second part provided under this question [Figure. 5.29].

- 5.20.6 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 birth occurred.

State/Country

- 5.20.7 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 10. This could even be the State/Union Territory, where the person is being enumerated.

- 5.20.8 For those born outside India, note only the present name of the country and there is no need to enter the name of the constituent state of the foreign country. [Figure.5.30]. In case of persons born outside the country, you have to write name of the 'Country' in the box meant for State/Country and strike off the word 'State'. Put dash (-) in the parts meant for writing the name of Village/Town and District.

Fig. 5.30

Village/ Town	-
District	-
State/Country	<i>Australia</i>



- 5.20.9 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

- 5.20.10 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-organization of state/union territory or district or Country. **The present name of the Village/Town, District and State/Country has to be entered here and not the name by which they were known at the time of her/his birth.**

Q.11: NATIONALITY AS DECLARED*

Indian-1, Others write name of Country

- 5.21.1 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 [Figure. 5.31 and 5.32].

Fig. 5.31

Q. 11

Nationality as declared

Indian1
Others
Write name of Country

Fig. 5.32

Q. 11

Nationality as declared

Indian1
Others
Write name of Country

Australia



Please inform the respondent to give correct Nationality of each person in the household. She/he can be penalised for giving any incorrect/false information.

***Note : It may be noted that nationality declared by respondent does not confer any right to Indian Citizenship**

Q. 12 : PRESENT ADDRESS OF USUAL RESIDENCE

If the person resides or intends to stay for more than 6 months at this address (Write complete address including the (i) Building Number and Name, House Number, (ii) Street Name, (iii) Locality/Post Office, (iv) Village/Town, (v) District, State)

5.22.1 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 - Building Number and Name, House Number
- b. Address Line 2 - Street Name
- c. Address Line 3 - Locality/Post Office
- d. Address Line 4 - Village/Town
- e. Address Line 5 - District/State
- f. Address Line 6 - PIN Code



5.22.2 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.



5.22.3 In case the address of usual residence is in a rural area, Number/Name of the Building if any, Street Name, Mohalla/Locality/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, if any, of the household enumerated in Address line 2, otherwise leave the space blank. Write name of Mohalla/Locality/Post Office in address line 3, name of village is to be written in address line 4. Write the name of 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/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. (14) is also provided.**



5.22.4 The illustrations given in **Figures 5.33 to 5.36**, may help you to record the correct present residential address.

5.22.5 **It may be ensured that correct and complete present address of usual residence of each individual is recorded in Q.(12). 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 defence and similar service personnel details of present address is not required to be enquired. Put '-' for such personnel.**



5.22.6 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.12 in the same method as explained above.

Fig. 5.33
Rural Block

Q. 12

Present address of usual residence
If the person resides or intends to stay for more than 6 months at this address
(Write complete address including the(i) Building Number and Name, House Number,
(ii) Street name (iii) Locality/ Post Office (iv) Village/Town, (v) District/ State)

(i) Nutun Talla	(ii) Manik Chowk
(iii) P.O. Purba Saliepur	(iv) Bishrampur
(v) Malda, West Bengal	PIN 732202

Fig. 5.34
Rural Block

Q. 12

Present address of usual residence
If the person resides or intends to stay for more than 6 months at this address
(Write complete address including the(i) Building Number and Name, House Number,
(ii) Street name (iii) Locality/ Post Office (iv) Village/Town, (v) District/ State)

(i) Matoshee	(ii) Chaurasie Chowk
(iii) P.O. Alipur	(iv) Alipur
(v) Bhogpur, Bihar	PIN 802161

Fig. 5.35
Urban Block

Q. 12

Present address of usual residence
If the person resides or intends to stay for more than 6 months at this address
(Write complete address including the(i) Building Number and Name, House Number,
(ii) Street name (iii) Locality/ Post Office (iv) Village/Town, (v) District/ State)

(i) Jivan Bhawan	(ii) Huchuk Para
(iii) Lower chelidanga	(iv) Asansol
(v) Bardhaman, West Bengal	PIN 713304

Fig. 5.36
Urban Block

Q. 12

Present address of usual residence
If the person resides or intends to stay for more than 6 months at this address
(Write complete address including the(i) Building Number and Name, House Number,
(ii) Street name (iii) Locality/ Post Office (iv) Village/Town, (v) District/ State)

(i) A/36-B MIGH	(ii) Postal Park Road
(iii) Kankarbagh	(iv) Patna
(v) Patna, Bihar	PIN 800020

Q. 13 : DURATION OF STAY AT THE PRESENT ADDRESS (IN COMPLETED YEARS)

5.23.1 Here you have to record the period in completed years since when person is staying at the address provided in Q. (12). It may be possible that person is born in this village and she/he says that she/he is living here since birth. In that case, you have to probe whether she/he had moved out for study/job/work or for any other reason. In this case, period of her/his continuous stay at the place of enumeration will be recorded in

Fig. 5.37

Q. 13

Duration of stay at present address
(In completed years)

02

Fig. 5.38

Q. 13

Duration of stay at present address
(In completed years)

12



completed years. If the person was born in the village or town of enumeration and has never changed her/his residence or moved out, duration of stay will be equivalent to her/his age [Figure. 5.37 and 5.38].

- 5.23.2 If a person is staying at the present address for less than one year, put a '00' in the boxes and if it is 100 years or more then write "99" only.

Q. 14 : PERMANENT RESIDENTIAL ADDRESS

If same as Q. 12 write 'Same' otherwise

(Write complete address including the (i) Building Number and Name, House Number, (ii) Street Name, (iii) Locality/Post Office, (iv) Village/Town, (v) District, State)

- 5.24.1 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 has ancestral property. However, you will come across some cases where some members of the household will be having different permanent residential addresses. For each such member of the household record her/his permanent residential address in this column.

- 5.24.2 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'. [Figure.5.39]

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. (14) will be the same as explained for recording the present residential address in Q. (12) in the foregoing paragraphs.

Q. 14 **Fig. 5.39**

Permanent residential address
 if same as Q.12 write 'Same' otherwise
 (Write complete address including the (i) Building Number and Name, House Number, (ii) Street name, (iii) Locality/ Post Office, (iv) Village/Town, (v) District, State)

(i) Same	(ii)
(iii)	(iv)
(v)	PIN

- 5.24.3 For persons enumerated in NPR with usual resident status code '3', ask her/him their permanent address and record the same in Q.14 following, the same method as explained for Q.12 above.

CHECKING THE FILLED-IN SCHEDULE

- 5.25 Having filled in the complete NPR Household Schedule 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, and the gaps can be filled in then and there. This will obviate the need to visit the household again to collect the missing information.

DATED SIGNATURE OR THUMB IMPRESSION OF THE RESPONDENT

- 5.26 **After filling up the NPR Schedule you should read out the filled in entries of the schedule to the respondent. This is particularly important in case the respondent is illiterate/blind.** Thereafter, you should request the respondent to put the signature or thumb impression on the filled-in NPR schedule and write name of respondent and

her/his Serial Number in the space provided. In case of any very special and rare situation, when it is not prudent to obtain the signature of the respondent, please record in writing the reason for not obtaining the signature of the respondent. You should however immediately inform your Supervisor and Charge Officer, about this development and submit your special report while returning the NPR schedules. A signature may be described as the writing of a person's name on the specified place in the NPR Schedule with the intention of authenticating the information provided to the Enumerator by the respondent. A literate person, while putting signature on the NPR Household Schedule, will be required to write her/his name, i.e., both her/his name and surname in full or in any case his surname in full or by means of initials of that name. The preferable course in the case of literate respondent will be to request her/him to sign as she/he has furnished her/his name during canvassing of the NPR Schedule and which you have already recorded against 'Name of the respondent'.



5.27.1 If the respondent is unable to sign her/his name, the impression of right thumb for female and left thumb for male may be obtained. If the relevant thumb of the respondent is missing, then the impression of other thumb should be taken. If both the thumbs are missing, the signature or thumb impression of any other member being enumerated in the household may be obtained. If no other person is available in the household write 'nobody available to put thumb impression'. If the respondent refuses to put her/his signature or thumb impression, just record 'refused to sign' or 'refused to put thumb impression', as the case may be. While taking thumb impression, the Enumerator will also write the name of the respondent (or of the concerned member of the household in case the respondent has no thumbs) in brackets below her/his thumb impression.



5.27.2 You should also write the phone/mobile number of the respondent. You should explain to the respondent that it will facilitate communication later if required. After having made all the entries the Enumerator is required to put her/his dated signature in the box provided for this purpose and also tick mark (✓) the appropriate box for recording of the sex of the Enumerator. The Supervisor on receipt of completely filled in NPR Schedules and after thorough scrutiny should put her/his dated signature in the box provided for this purpose.



5.27.3 **After enumeration, the respondent would be given the Acknowledgement Slip which the members of the household would be required to produce at the time of photography.**



6

FILLING UP OF ACKNOWLEDGEMENT SLIP, WORKING SHEET AND ENUMERATOR'S ABSTRACT

6.1 Acknowledgement Slip Booklet

You are provided with the Acknowledgement Slip Booklet which you will be required to fill up for each of the household in your Houselisting Block. Each Booklet contains 150 Acknowledgement Slips numbered serially from 1 to 150. The Booklet is an important document which will not only ensure coverage of all the residents in the Block allotted to you but also help in identification of eligible persons at the time of capture of photographs and finger prints. You may, therefore, carefully go through the instructions for filling up of the Acknowledgement Slip Booklet.

Cover Page

- 6.1.1 The space for filling up the identification particulars of the Houselisting Block is provided on the Cover Page of Acknowledgement Slip Booklet. You are required to fill the Name of the State/UT, District, Tahsil/Taluk/PS/Development Block/Circle/Mandal, Town/Village along with the codes and also Ward Number and Houselisting Block Number. These particulars have already been provided to you in your Appointment Letter. You should record the details of these Identification Particulars at the appropriate space provided on the cover page.
- 6.1.2 You have to fill up your name and put your signature with date. After you submit the Acknowledgement Slip Booklet to your Supervisor, she/he has to enter her/his name in the space provided on the Cover Page and put her/his signature with date.

Acknowledgement Slip

- 6.1.3 The Acknowledgement Slip Booklet contains a total of 150 Acknowledgement Slips numbered serially from 1 to 150. The Acknowledgement Slip for each household is divided into two parts both bearing the same number. After filling up the Acknowledgement Slip, the office copy of the Acknowledgement Slip will be retained by you and the respondent's copy will be given to her/him.
- 6.1.4 The Acknowledgement Slip is to be filled in for each of the household which is covered by you in NPR. Once you have filled all the details of a household in NPR schedule, fill in the relevant details in both the copies of the Acknowledgement Slips meant for that household. Item-wise instruction for filling up the Acknowledgement Slip is as follows :-
- Form Number** : Form Number has been printed on each NPR schedule at left hand top and bottom corners. You have to copy the Form Number of NPR schedule used for the household on both the copies of the Acknowledgement Slip. There may be cases where more than one NPR schedule would have been used for the same household. In such cases, the separate Acknowledgement Slip would be filled up for same household with the respective Form Number.
 - Houselist Block Number and Household Number** : Please copy the Houselist Block Number and Household Number from NPR schedule on both copies of the Acknowledgement Slip. Please note that there will be only one household number for each household.
 - Name of Head of the household** : While filling up of NPR schedule, you have filled the name of the head of the household. Please write down the name of the head as written in Q.1(a) of NPR schedule for the household.
 - Number of persons covered in the NPR Schedule** : There are three boxes : Total, Male and Female. In the first box, you have to write the total number of persons in the household for whom you have collected details in the NPR schedule. Similarly in the second box, write the total number of males and in the third box the total number of females. Please note that the sum of Males and Females would be equal to the total number of persons in the household.

- e) **Name of persons in the household** : You have to write the Serial Number and name of the persons enumerated in the household at the back of the office copy of the Acknowledgement Slip. For this, space has been provided there. Please note that the names have to be copied from Q.1(a) of NPR Schedule for the household. Also write the M/ F for male or female as the case may be for all the persons. Please note that only first three columns are to be filled up by you during the enumeration. Other two columns i.e. persons covered in two rounds of photography will be filled at a later stage.
- f) **Persons eligible for photography** : Here, you have been again provided with three boxes: Total, Male and Female. In these boxes, you have to write the total number of persons, males and females in the household who would be of age 15 years and above as on 01.03.2011. For this, you should follow a simple approach of counting the number of persons whose date of birth has been recorded as on or before 01-03-1996.
- g) **Persons covered during first round of photography** : Three boxes have been again provided to you to fill up: Total, Male and Female. In these boxes, you have to write the total number of persons, males and females in the household who would be of age 15 years and above as on 01.03.2011 and who have been covered during the first round of photography. It is not necessary that all the persons of 15 years of age in the household would be covered in the first round of photography. Please also tick against the name(s) of the person, who have been covered in this round, at the back of office copy of Acknowledgement Slip.
- h) **Persons covered during second round of photography** : In the second round of photography, all those persons would be covered who were left out during the first round. In the boxes, you have to write the total number of persons, males and females in the household who would be of age 15 years and above on 01.03.2011 and who are covered during the second round of photography. Please also tick against the name (s) of the person, who have been covered in this round, at the back of office copy of Acknowledgement Slip.
- i) **Name of Respondent:** Here, you have to write the name of the respondent who has helped you in filling up the details of NPR schedule and whose name has been written and who has signed on side B in the bottom of NPR Schedule.
- j) **Signature/Thumb impression of Respondent with date** : Please obtain the signature/ thumb impression of the respondent at the space provided in the office copy of Acknowledgement Slip.
- k) **Name of Enumerator** : On the respondent's copy of Acknowledgement Slip, you have to write your name.
- l) **Signature of Enumerator with date:** Please sign on the respondent's copy of Acknowledgement Slip along with the date at the prescribed space.

6.1.5 **Handing over of Respondent's copy of Acknowledgement Slip**

Please tear the respondent's copy of Acknowledgement Slip and hand it to her/him and inform that it has to be kept safely as it would be required to be produced during photography for identification of members of the households.

6.1.6 **Handing over of the Acknowledgement Slip Booklet to the Supervisor**

You have to handover the Acknowledgement Slip Booklet used in your Block to your Supervisor. Please check carefully that every detail has been filled up correctly, signed and all the office copies of the acknowledgement slips are there in the Booklet.

A specimen has been provided at the end of the Chapter.

6.2 **Filling up of the Working Sheet for preparing the Enumerator's Abstract**

- 6.2.1 The Working Sheet contains 8 columns. In the Working Sheet, the details on Household Number, Number of persons in the NPR Schedule and persons eligible for photography are to be recorded.

One row has been provided for each NPR Schedule. For each filled in NPR schedule, you have to write the Household Number, number of persons (total, male, female) in the household. You have to find out the number of persons (total, male, female) eligible for photography (i.e. whose date of birth is on or before 01-03-1996) and write their number after canvassing NPR Schedule. At the bottom of each page, you have to give the page total. You have to write number of household under column 2 while under columns 3-8 arithmetic totals should be given. After having filled details of all the households in your Houselisting Block, you should copy page totals on a new working sheet and provide the grand total.

A specimen of the Working Sheet has been provided at the end of the Chapter.

6.3 Filling up of the Enumerator's Abstract

6.3.1 A specimen of the Enumerator's Abstract may be seen at the end of the Chapter. You have to prepare it in triplicate. The 'Summary Totals' derived on the last page of the Working Sheets should be used for filling up of Enumerator's Abstract. The instructions for filling up the Enumerator's Abstract are given hereafter.

Location particulars

6.3.2 You are required to provide the full location particulars of your Houselisting Block in the Enumerator's Abstract. Name and Code No. of the State/UT, District, Tahsil/Taluk/P.S./Dev. Block/ Circle/Mandal, etc., Town/Village, Ward number and Houselisting Block number will be written by you in the space provided on the top of the Enumerator's Abstract. The manner in which these location particulars are to be recorded has already been described.

a. Summary Totals

Here you have to copy the summary totals from the last page of the Working Sheet relating to total number of households in your Houselisting Block, number of persons- total, male and female and number of persons who are eligible for photography- total, male and female.

b. Inventory Details

Before the start of the field work during the training, you have received NPR schedules meant for canvassing in your Houselisting Block. Each NPR schedule has been continuously numbered. You have to fill up the form numbers in the Enumerator's Abstract and fill in the total number of NPR schedules received under column 3. There may be a possibility that you might have exhausted all NPR schedules and require more NPR schedules for completion of your work. For this, you will be provided with NPR schedules which do not have pre-printed State/District names and codes. The number of such free NPR schedules received by you will be filled up in the respective inventory column against item 4. Similarly, you have to provide inventory details of filled in and also waste/unused NPR schedules in the space provided against items 5 and 6 in the Enumerator's Abstract.

You should check all the entries carefully in the Enumerator's Abstract before handing the material to your supervisor. Write your name and put your dated signature in the space provided. All these details will be checked by your supervisor who will write her/his name and sign with date at the relevant space.

After completion of work, hand over the following documents to the Supervisor :

- i) Filled in NPR Schedules.
- ii) Unused/waste NPR Schedules.
- iii) Acknowledgement Slip Booklet(s).
- iv) NPR Working sheets for Enumerator.
- v) Enumerator's Abstract (Three Copies)



NATIONAL POPULATION REGISTER (NPR) ACKNOWLEDGEMENT SLIP BOOKLET

Book No. _____
Serial No. 001-150

Location Particulars :

(1) Name of State/UT Code No.

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

(3) Name of Tahsil/ Taluk/
P.S./Dev.Block/
Circle/Mandal etc. Code No.

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

(5) Ward Code Code No.

(6) Houselisting
Block No. Code No.


Name of the Enumerator

Name of the Supervisor

Signature Date

Signature Date

National Population Register
Acknowledgement Slip
(Office Copy)




Form Number (as printed on NPR schedule)		Household Number	
Household Block Number			
Name of Head of the household			
Number of persons covered in NPR Schedule	Total	Male	Female
Persons eligible for photography (whose DOB is on or before than 01-03-1996)	Total	Male	Female
Persons covered in first round of Photography	Total	Male	Female
Persons covered in second round of Photography	Total	Male	Female

Name of Respondent:.....

Signature /Thumb impression of Respondent with date

National Population Register
Acknowledgement Slip
(Respondent's Copy)



Form Number (as printed on NPR schedule)		Household Number	
Household Block Number			
Name of Head of the household			
Number of persons covered in NPR Schedule	Total	Male	Female

Name of Enumerator

Signature of Enumerator with Date

Number of persons covered in NPR Schedule

Sl. No. in Schedule	Name as written in Q.1(a)	Sex (M/F)	Covered in Photography	
			1st round	2nd round
(1)	(2)	(3)	(4)	(5)
01				
02				
03				
04				
05				
06				
07				
08				
Total				



To be filled in Triplicate

ENUMERATOR'S ABSTRACT

Location Particulars:

(1) Name of State/UTCode No.

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

(3) Name of Tahsil/ Taluk/ P.S./Dev.Block/ Circle/Mandal etc. Code No.

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

(5) Ward CodeCode No.

(6) Houselisting Block No.

Serial number	Particulars	Total
1	2	3
A. SUMMARY TOTALS		
1	Total number of Households in Houselisting Block	
2	Number of persons in Houselisting Block	Total
		Male
		Female
3	Number of persons eligible for photography	Total
		Male
		Female
B. INVENTORY DETAILS		
4	Number of NPR schedules received FORM NO.to FORM NO. Free forms	
5	Number of filled in NPR schedules returned to Charge Officer FORM NO.to FORM NO. Free forms....	
6	Number of waste/ unused NPR schedules returned to Charge Officer FORM NO.to FORM NO. Free forms...	

Checked and found correct

Item	Enumerator	Supervisor
Name		
Signature		
Date		

PHOTOGRAPHY AND BIOMETRY



- 7.1 After collection of information in the NPR Schedule, they would be retrieved back from the field. All the filled in NPR schedules would be scanned and subsequently data entry would be done. After data entry, photographs and finger prints of all the eligible persons of age 15 years and above in respect of each EB will be captured by the vendors. The list of persons eligible for photography and finger prints will be provided to the vendors along with personal data. The photograph and finger biometry will not be taken of household members below 15 years of age. 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. 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 at the time of first round of photography, they may be asked to be present during the second round of photography.
- 7.2 Identification of persons during the two rounds of photography will have to be done by you. You should reach at the venue of photography in time and collect the acknowledgement slip booklet from the camp in charge. You would check the names of individuals with the names recorded in the acknowledgement slip and note the number of persons from each household covered who turned up for photography and finger prints. You should return the acknowledgement slip to the respondent. Assist officials to identify whether the persons coming for photography are genuine or not. In case of any discrepancy, please bring it into the notice of camp in charge and your supervisor/ Sub-district Registrar.
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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
2010	1932	1431	2067	1417
2009	1931	1430	2066	1416
2008	1930	1429	2065	1415
2007	1929	1428	2064	1414
2006	1928	1427	2063	1413
2005	1927	1426	2062	1412
2004	1926	1425	2061	1411
2003	1925	1424	2060	1410
2002	1924	1423	2059	1409
2001	1923	1422	2058	1408
2000	1922	1421	2057	1407
1999	1921	1420	2056	1406
1998	1920	1419	2055	1405
1997	1919	1418	2054	1404
1996	1918	1417	2053	1403
1995	1917	1416	2052	1402
1994	1916	1415	2051	1401
1993	1915	1414	2050	1400
1992	1914	1413	2049	1399
1991	1913	1412	2048	1398
1990	1912	1411	2047	1397
1989	1911	1410	2046	1396
1988	1910	1409	2045	1395
1987	1909	1408	2044	1394
1986	1908	1407	2043	1393
1985	1907	1406	2042	1392
1984	1906	1405	2041	1391

ENGLISH	SAKA	ISLAMIC	VIKRAM SAMVAT	BENGALI
1983	1905	1404	2040	1390
1982	1904	1403	2039	1389
1981	1903	1402	2038	1388
1980	1902	1401	2037	1387
1979	1901	1400	2036	1386
1978	1900	1399	2035	1385
1977	1899	1398	2034	1384
1976	1898	1397	2033	1383
1975	1897	1396	2032	1382
1974	1896	1395	2031	1381
1973	1895	1394	2030	1380
1972	1894	1393	2029	1379
1971	1893	1392	2028	1378
1970	1892	1391	2027	1377
1969	1891	1390	2026	1376
1968	1890	1389	2025	1375
1967	1889	1388	2024	1374
1966	1888	1387	2023	1373
1965	1887	1386	2022	1372
1964	1886	1385	2021	1371
1963	1885	1384	2020	1370
1962	1884	1383	2019	1369
1961	1883	1382	2018	1368
1960	1882	1381	2017	1367
1959	1881	1380	2016	1366
1958	1880	1379	2015	1365

ANNEX-II**MONTHS AS PER INDIAN NATIONAL CALENDAR AND
CORRESPONDING GREGORIAN CALENDER**

Months as per Indian National Calender	Corresponding 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 GREGORIAN MONTHS****ANNEX-III**

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

READY RECKONER 2 :

Estimated Year of Birth from estimated age : Houselisting & Housing Census 2010

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	2010	38	1972	76	1934
1	2009	39	1971	77	1933
2	2008	40	1970	78	1932
3	2007	41	1969	79	1931
4	2006	42	1968	80	1930
5	2005	43	1967	81	1929
6	2004	44	1966	82	1928
7	2003	45	1965	83	1927
8	2002	46	1964	84	1926
9	2001	47	1963	85	1925
10	2000	48	1962	86	1924
11	1999	49	1961	87	1923
12	1998	50	1960	88	1922
13	1997	51	1959	89	1921
14	1996	52	1958	90	1920
15	1995	53	1957	91	1919
16	1994	54	1956	92	1918
17	1993	55	1955	93	1917
18	1992	56	1954	94	1916
19	1991	57	1953	95	1915
20	1990	58	1952	96	1914
21	1989	59	1951	97	1913
22	1988	60	1950	98	1912
23	1987	61	1949	99	1911
24	1986	62	1948	100	1910
25	1985	63	1947	101	1909
26	1984	64	1946	102	1908
27	1983	65	1945	103	1907
28	1982	66	1944	104	1906
29	1981	67	1943	105	1905
30	1980	68	1942	106	1904
31	1979	69	1941	107	1903
32	1978	70	1940	108	1902
33	1977	71	1939	109	1901
34	1976	72	1938	110	1900
35	1975	73	1937	111	1899
36	1974	74	1936		
37	1973	75	1935		