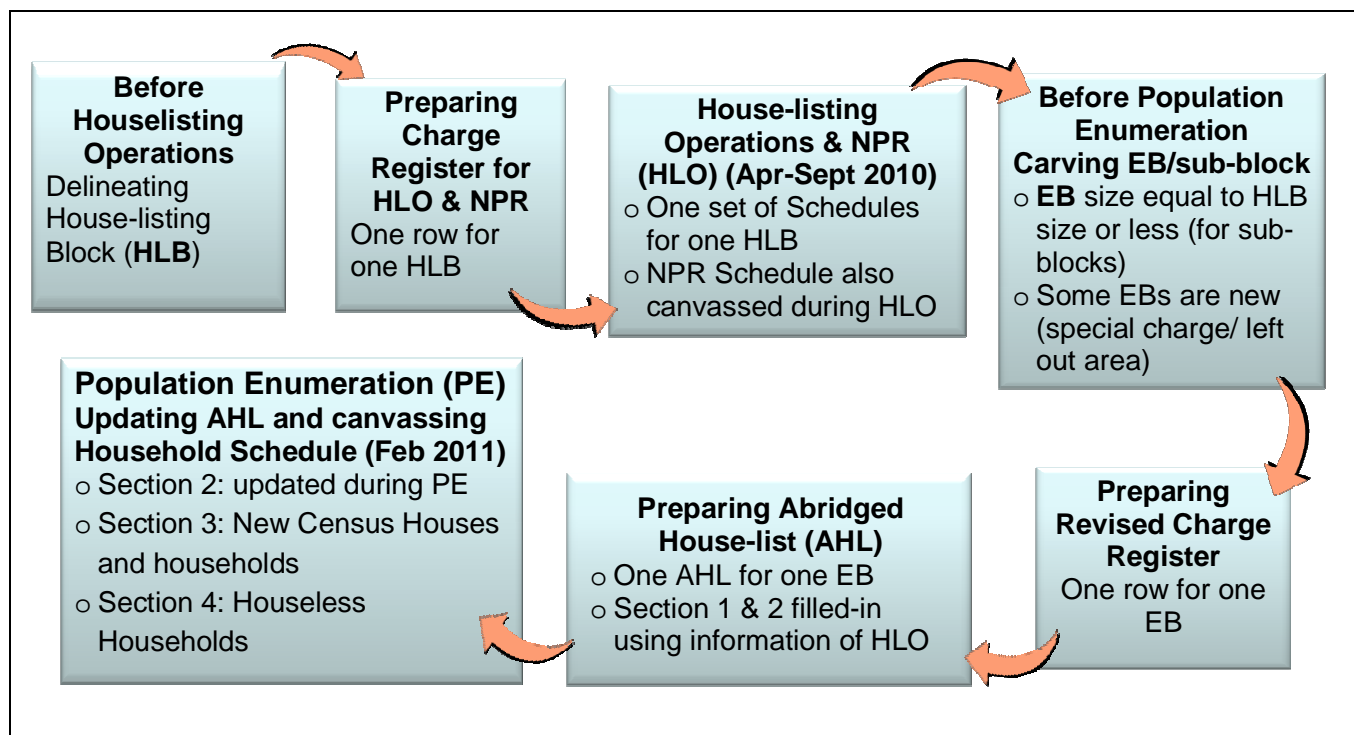


Updating the Abridged Houselist (AHL)

1. The EBs carved out during the **population enumeration phase of** Census 2011 would be used for the Socio Economic and Caste Census also. For easier understanding, a small flow-chart is given below to describe the two stages of field-work of the Population Census 2011, preparation and updating of the AHL.



2. During the HLO phase of Census, the Houselisting and Housing Census Schedule was canvassed in each household (excluding the houseless) and the NPR Schedule was canvassed in each normal household of a HLB. As already explained, after Houselisting, EB/sub-blocks were formed for population enumeration. Using the information of the Houselisting Operations, for every EB/sub-block, an Abridged Houselist (AHL) was prepared. This was updated during the field-work of population enumeration. A photocopy of this updated AHL will be available for the SEC. The different Sections of the AHL are:
- Section 1:** It contains all the location codes, namely, State, district, tehsil, village/town, ward, EB and sub-block codes. It also contains the codes necessary to link the HLB with the EB/sub-block.
 - Section 2:** There are 10 columns in this Section. Each row of this Section corresponds to one household. The columns give the building number, census house number, name of the Head of the household, etc. The column headings are

self explanatory. All the census houses and households listed during the HLO phase have been written here before the population enumeration. During the population enumeration, the enumerator went with this list and updated it based on actual field situation during the population enumeration phase with accompanying remarks in Column 10 of this Section. Thus, against each household noted in this Section and found during the PE, there is a 'household number' in Column 6 and a serial number of household' in Column 8. The entry in Column 6, i.e., 'household number' corresponds to NPR image of that household. The entry in Column 8, i.e., 'serial number of household' is a fresh serial number assigned to all the households, normal, institutional or houseless, found in the EB/sub-block during the PE. The highest serial number of household, noted in the AHL will give the total number of households found in the EB/sub-block during the PE.

- c. **Section 3:** In this Section also, there are 10 columns, of which two are shaded, since these are not applicable for the Population enumeration phase. All the new households found during the population enumeration, were recorded in Section 3. This also includes households formed due to splitting of an existing household, provided the new household also resided within the same EB/sub-block.
 - d. **Section 4:** This Section has 6 columns. All the houseless households found during the population enumeration phase of Census were recorded in this Section. In this Section, Column 3 gives the name of the Head of the Household and Column 6 gives the serial number of the household.
 - e. **Note that there is no 'household number' against households noted in Section 3 and Section 4 of the AHL.** However, each of these households will have a unique 'serial number of household'.
 - f. **Section 5:** This gives a summary of the EB/sub-block, namely, total number of households, total population, etc. as per the population enumeration, i.e., as on 00.00 hours of 1st March 2011.
 - g. **Section 6:** This Section is for the mandatory certificate to be furnished by the enumerator assigned with the field-work of the EB/sub-block.
3. During the Socio-Economic and Caste Census, a copy of the updated AHL will be supplied to the Charge Officer. The tasks assigned at the Charge Level and subsequently by the enumerator are mentioned in the following paragraphs.
 4. In the tehsil office, there will be a server where images of the NPR Schedule will be loaded. As the NPR Schedules were canvassed during the HLO phase, these images have the Houselisting Block number and household number noted during the HLO phase.
 5. Usually, most of the households listed in the updated AHL will be available in Section 2 of the AHL. This means that these households were found during both the HLO and the PE phases. At the tehsil office, personnel from the Bharat Electronics Limited (BEL) or authorized by the BEL will compare the entries in the AHL with the images of the NPR. Against each image, they will enter the following:

- a. the household number recorded during the HLO,
 - b. the EB/sub-block number in which the household was listed in the AHL and
 - c. serial number of household recorded in Section 2 Column 8 of the AHL.
6. There may be a few households in Section 3 and Section 4 of the AHL which were found during the PE. For these households, there will not be any image. There may also be a few households in Section 2 which have moved in a census house after the HLO phase was over, but before the PE. For all these three types, no image will be available from the NPR. For these households, only the EB/sub-block number (from Section 1), name of the head of the household as per updated AHL (Column 7 of Section 2/ Column 7 of Section 3/ Column 5 of Section 4) and serial number of household (Column 8 of Section 2/ Column 8 of Section 3/ Column 6 of Section 4) will be entered at the Charge Office server. This will tag all the households found during the PE to the EB/sub-block.
 7. There may be a few images of a HLB which could not be tagged to any EB/sub-block. Please note that usually, the first four digits of the EB/sub-block code will be same as the 4-digit HLB code. Thus, these images will have the HLB code and the household number as per HLO but will not have any EB/sub-block no. and serial no. of household.
 8. All the images tagged to a particular EB/sub-block along with all the name of head of household and serial number of household tagged to that EB/sub-block, as explained above, will be loaded in the hand-held device before commencement of field-work in an EB/sub-block.
 9. The enumerator will visit the field with the AHL and the accompanying data entry operator will go with the hand held device pre-loaded with the images, name of head and serial number of household. The enumerator will update the AHL and canvass the questionnaire during the field-work of the Socio-Economic and Caste (SEC) Census.
 10. Immediately after receipt of the AHL, the enumerator will put a red line after the last household recorded in Section 3 and the last household recorded in Section 4 of the AHL. If no household is listed in either of these Sections, the enumerator will put a red line on the first row of both Section 3 and Section 4 of the AHL.
 11. **First, note that whenever a household listed in the AHL is found during the SEC within the same EB/sub-block, its household number and serial number of household will be kept same.** The procedure of updating the AHL, using this fundamental principal, in different field situations which one may encounter during the SEC is depicted below:
 - a. **A household found in AHL is also found during the SEC in the same Census house or another census house within the same EB/sub-block:** This is expected to be the most frequent case. In such a case, the enumerator will put a ✓ on the left side (in Column 1) of the AHL against that household and continue to canvass the questionnaire. There may be a few incidences where the head of the household or some other members of the household have moved out the EB/sub-block or might have unfortunately died and the remaining part of the household is

in the EB/sub-block. In such cases also, put a ✓ in Column 1. If the head of the household has changed, encircle the old name and write the name of the new head in Column 7 of Section 2/3 (or Column 5 of Section 4) of the AHL.

- b. **A household found in AHL is also found during the SEC in the same EB/sub-block, but some of the members of the household have mean-while formed another household which also resides within the same EB/sub-block:** In such a case, the enumerator will first find the household which is living in the same census house, failing which, the household where the head of the household is currently a member. After finding the same, a tick is to be given on the left hand side and remark is also to be written as 'split-household, see serial number --- of Section 3). For the new household, a fresh number is to be assigned which will be higher than the highest serial number recorded so far in the AHL (and the Hand-held device), This serial number will be generated when that remaining household is found in the EB/sub-block. If the remaining part of the old household also resides in the same census house, canvassing for this part may be done immediately after canvassing of the old household is over. The entry for this new household is to be made in Section 3 of the AHL. In the remarks column of Section 3 also, write 'split-household, see serial number --- of Section 2/3). Writing remarks in both the places is mandatory since it will help to subsequently identify both the part-households in subsequent visits. **Also note that there may be a few households where paying guests, domestic servants or other workers were listed as members of the same household. During the SEC, these paying guests, domestic servants or other workers have to split from the parent household and fresh entry for them are to be incorporated in the AHL with appropriate remarks as explained in this paragraph.**
- c. **A new household has moved in the EB/sub-block and there is no entry for this household in the AHL:** For these households, a new row will have to entered in Section 3 of the AHL. For these households, fill-in all the columns like building number, census house number, name of the head of the household and serial number of the household (as generated in the hand-held device).
- d. **A new building/ census house is found in the EB/sub-block which is non-residential:** For each of these census houses, a fresh row will have to entered in Section 3 of the AHL and all the columns like building number, census house number and use of the census house is to be written. The columns 7 and 8 of the AHL, i.e., name of the head of household and serial number of the household will remain blank in these cases. Care may be taken to ensure that no person resides in these census houses.
- e. **A census house is found in the EB/sub-block which was earlier residential but has now become non-residential:** Here, if the household has moved to another census house within the same EB/sub-block, locate the household in the new census house and rectify the entry regarding census house number in the

AHL against that household. However, if the household has moved out of the EB/sub-block, put a 'x' in Column 1 against the row where the household has been noted and specifically write the same in remarks as 'household moved out of the EB/sub-block'. Note that the household number and serial number of household will remain same in this case.

- f. **A household listed in the AHL has moved out of the EB/sub-block:** For all such households, put a 'x' in Column 1 and specifically write the same in remarks as 'household moved out of the EB/sub-block'. Also ensure that, in the hand-held device, similar observation is noted against each member of the household.
- g. **New houseless households are found in the EB/sub-block:** For such households, write the details in Section 4 of the AHL following the same procedure as explained in c above.

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