

**SECTION TWO**  
**HOUSE LIST**

**Introduction**

House List is meant for listing of all entrepreneurial units and households available in the census villages and UFS blocks. For listing of these units/households, enumerator has to visit all the houses/households/units of the village/UFS blocks. During the listing, basic information regarding the number of enterprises with the break up of 'with premises', 'without premises and without fixed location' & 'without premises but with fixed location' are collected wherever the unit/household is found engaged in entrepreneurial activity.

- In rural areas, all the census villages within the geographical boundary of the country will be covered in this Census. Usually, one enumerator is allotted the work of one Enumeration Block consisting of about 200 households. The work of the enumerator involves canvassing the House List (HL), Enterprise Schedule (ES) & Address Slip and preparation of Enterprise Abstract (EA) for the Enumeration Block allotted to him/her. It is possible that one enumerator is allotted two to three Enumeration Blocks so as to cover the whole village by him. Then the enumerator has to record the information separately for each Enumeration Block of that village in separate set of House List schedule. **The line number and page number should be given afresh for each Enumeration Block.**
- In Urban areas, all the cities/towns within the geographical boundary of the country will be covered. With the help of Urban Frame Survey (UFS) prepared by National Sample Survey Operation (NSSO), all the towns are divided into small areal units consisting of about 150 households called UFS blocks. A group of about 20-25 contiguous UFS blocks forms an Investigator unit **usually called an IV unit.** For identification of UFS blocks, maps for each Investigator unit and boundary details of each block within an investigator unit are available with the Regional and Sub-Regional Offices of the Field Operations Division (FOD) of NSSO. After completing the HL, ES and Address Slip schedules, the enumerator will complete the Enterprise Abstract (EA) for each of the UFS block.
- In the first step, each enumerator has to identify the geographical area of the Enumeration Block allotted to him for Census work. Identification of census village may not pose any problem. However, if any problem is faced, the help of local people may be taken to identify it correctly. For the urban areas the UFS maps of the Investigator units are given to the supervisors with the help of which the UFS block can be identified. **In case of any problem in identification of urban blocks the supervisor should contact the nearest NSSO office.**
- After identification of the allotted EB, each structure/building has to be visited starting from one corner of the EB. Before proceeding to visit the structures of the Enumeration Block it may be enquired if any list of houses with numbering etc. is available with any authority. This will help the enumerator in the identification and recording of the house numbers in the House List. If no such list/numbering system is available, he may start visiting from one corner of the Enumeration Block, preferably from North-West corner and proceed covering all houses. In case, the work of a census village is allotted to more than one enumerator, then the Supervisor/ Charge Officer should allot the house numbers and inform the Enumerator. Care should be taken to avoid duplication and omission of houses.
- The following paragraphs explain further the procedure to be followed to enter the information in the House List.
- At the top of the House List, provision has been made to write the identification particulars viz. names and code numbers of State/UT, District, Tehsil/PS/Dev.block/Circle/Panchayat, Village/Town, Ward, Investigator Unit, UFS Block, Enumeration Block. For rural areas use schedule No. 51 for which details of codes are as given below:

Box Space	Information
1-2	State Code
3-4	District Code
5-8	Tehsil/Taluk/PS/Dev.Block/Circle/Panchayat code
9-16	Village code
17-20	Enumeration Block No.

For Rural areas, the State Code, District Code, and Tehsil/Taluk/PS/Dev.Block/Circle/Panchayat code are to be copied from the Rural Directory, which is to be supplied by the Census authorities of the respective State/UT. In case a new village has come up after population census 2001, code should be entered in the 8<sup>th</sup> box as 1,2 etc. for 1<sup>st</sup> and 2<sup>nd</sup> and subsequent new villages respectively by the Census authorities of the State/UT.

For Urban areas, use schedule No. 52 for which the details of codes are given below

Box Space	Information
1-2	State Code
3-4	District Code
5-6	Town Code
7-8	Frame Code (Year of updation).
9-13	Ward No.
14-18	Investigator Unit (IV) Number (within town)
19-20	(UFS) block number (Within IV Unit)

For urban areas, the State Code, District Code, Town Code, Frame code and UFS Block Number within IV Unit are to be copied from the Urban Directory of UFS Blocks to be supplied by the State/UT Census authorities.

The entries for these codes have to be made by the enumerators in the boxes provided. **Supervisors should scrutinise these entries, as these are very important for identification purposes.** Separate schedules will be utilized for rural and urban areas. Page number has to be recorded continuously for all the pages of the House Lists for the Rural Enumeration Block/UFS block in the right hand top most corner of the House List.

8. Separate House List is to be used for rural and urban areas. Care should be taken to avoid use of urban schedules in rural areas and vice-versa. House List broadly comprises of two parts viz. (i) Identification particulars of Rural Enumeration Block/UFS block; and (ii) Information on basic characteristics of units/households identified through house-to-house visit.

9. At the top of all the Schedules, used in the census, a unique Schedule No. ranging from 51 to 57 has been given to avoid mixing of schedules. Schedule No 51 only should be used for Rural House List and 52 for Urban House List. Enumerator/supervisor should ensure the use of correct schedule for collection of information. **The instructions are same for Schedule no 51 and 52**

**Col.1: Line number**

10. In this column continuous serial number will be given for all lines with entries in subsequent column(s) starting from 001. Suppose line no. is 1, then it is to be recorded as

0	0	1
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Suppose line no. is 112, then it is to be recorded as

1	1	2
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**The line number will be continuous for each of the Block allotted to the enumerator.**

**Col.2: Census House number**

11. House number has to be recorded in this column. House number may be the house number given **during the last population census** or by any other authority. But before using these numbers, it should be ensured that such numbering exists for most of the houses in the Enumeration Block. In the absence of any numbering system the enumerator may start giving house numbers of his own and record the same in this column.

**Col.3: House Category Code**

12. Code for the category of the house will be recorded in this column after giving the house number. Four categories of houses based on the use for which the house is put to have been identified for the purpose of this census. Their coding structure is given below:

**If the code of category of house is equal to 2, then all the information will come in one line only instead of filling up separate lines for enterprises within the household or outside without any fixed structure.**

Use category of houses	Code
Residential only	1
Residential-cum-enterprise unit	2
Enterprise unit only	3
Others including vacant	4

**The category of the house should be identified with care. Some entrepreneurial activity may not be visible to the enumerator. It may not be possible therefore to decide the house category without probing.** If the house is vacant i.e. code 4 is entered in col.3 then columns 4 to Col.11 should be left blank but Col.12 should be filled up. If the house belongs to any of the three categories (codes 1 to 3) then columns 4 onwards need to be filled.

**Col 4 and Col.5 Entrepreneurial Unit number and household number**

13. In these columns unit number/household number for each unit/household within the house has to be recorded one by one and further details are to be recorded in columns 6 onwards. One line will be used for each unit/household. Definitions of unit and household have been given in paragraphs 25 to 27 of Section one. Detailed procedures for giving numbers under these columns are given below:

14. For house category 1 in column 3 - i.e. **the house is used only for residential purpose**, column 4 will be left blank and in column 5 numbers are to be recorded for each household within the house. For example if there are 3 households in a house then 01,02 & 03 will be recorded in three lines under col.5 and for col.4 there will be no entries for these lines.

15. For house category 3 in column 3 - i.e. **the house is only an entrepreneurial unit with no persons residing in the house**, numbers for the units are to be recorded in column 4 for each unit. For example if there are two units in a house then 01 and 02 will be recorded in col.4 in two lines and in column 5 there will be no entries for these lines.

16. For house category 2 in column3, all the households are to be recorded in col.5 in separate lines.

17. In this case, there would be at least one enterprise in col. 8. Besides, if there are enterprises outside the premises without structure, the number of these enterprises is to be recorded in col. 9 & 10 accordingly.

**Col.6: Name of the enterprise / head of the household**

18. In this column, for each line having an entry in col.4 the name of the unit has to be recorded. Generally the name of the unit is displayed on signboard but in case it is not available, the name of the unit may be asked from the responsible person and recorded in this column. Where the enterprise has no name as it happens in many household enterprises, such enterprises may be named after the persons running the enterprise.

19. For each entry in column 5, the name of head of the household should be written. The head of the household for the purpose of Economic Census is a person who is recognized as such in the household. He or she is generally the person who bears the main responsibility for the management of the household and takes decisions on behalf of the household. The head of the household need not necessarily be the eldest male member, but may even be a female or a younger member of either sex. Care should be taken that the enumerator should not enter into any argument about the legality of the head of the household, but record the name of the person who is recognized by the household as its head. In case of an absentee de jure Head, the person on whom the responsibility of managing the affairs of the household rests at the time of house listing, should be regarded as the head.

20. In the case of institutions like boarding houses, messes, chumaries which should be regarded as households of unrelated persons living together, which may be called institutional households, the manager or superintendent or the person who is administratively responsible or who by common consent is regarded as head should be recorded as the head of the household. In the case of certain institutional households, such as hostels, jails, etc. where the head of the institutional households can be recognized by designation such as hostel warden, jailer etc., the enumerator may record this designation in this column.

**Col.7: Whether any member of the household is engaged in entrepreneurial activity within the premises or outside without fixed structure.**

21. Code 1 is to be recorded in this column if any entrepreneurial activity is carried out by any member of the household within the household or outside the household but where such enterprise has no fixed structure. Otherwise code 2 has to be recorded. This is to be done for each entry in Column 5.

22. For the units, reported in column 4, this column is to be left blank.

23. **The basic objective of this question is to identify and list the household entrepreneurial activities carried out within the house by the household members. Unless specifically asked such enterprises will be missed. Secondly the household members may be running enterprises without having a fixed structure outside the household. Unless these enumerated in the household these will also be missed, as they do not have any fixed structures.**

24. In the case of households, the enumerator has to ask the head of the household or any other responsible person about the activities of the members and then decide whether any activities fall under the purview of the Economic Census. If it is so, for one or more members of the household, then code 1 has to be recorded in this column otherwise code 2 may be recorded. In fact searching enquiry should be made to find out if any member is engaged in production of any goods or processing or repairing even to a household industry basis, as these are not likely to be apparent to a casual observer. The definition of an enterprise is already been given under Section One of this instruction booklet. **Enumerator should remember that** the activities which are kept outside the purview of the Economic Census are crop production and plantation and their details are also given in para 33 and 34 of Section one. The activities to be covered are as per NIC-2004 and enterprises engaged in these activities only are to be considered for this Census (except for the group 011). Economic activities carried out under the following situations (i) to (x) **are not to be covered** in this census.

- Enterprises of shelter-less and nomadic population which keep on moving from place to place and camp either without shelter or with make-shift shelter are not covered
- Enterprises engaged in some activities like smuggling, gambling, beggary, prostitution etc. are not covered
- Domestic servants whether they work in one household or in a number of households are not being considered as enterprises. Similarly drivers who undertake jobs for others on wages will also not be treated as enterprises.
- All wage paid employees are not considered to be running enterprises.
- Household members engaged in household chores are not considered to be running enterprises.
- Persons doing different types of jobs depending on the availability of work e.g. loading, unloading, helping a mason or a carpenter, doing earthwork for a contractor should not be taken as running enterprises since they do work on wages.
- Households working for others and earning some money (insignificant) should not be treated as engaged in entrepreneurial activity.
- Households in which none of the members is engaged in any gainful activity i.e. household depending on remittances, rent, interest, pension etc. will not be treated as engaged in entrepreneurial activity.
- Owners of tube wells, tractors and bullock carts who utilize their spare capacity to earn extra money should not be classified as running an enterprise if the spare capacity utilization is occasional and not on regular basis.

25. Where the structure of an enterprise covers more than one village the enterprise may be considered belonging to that village where the main entrance of the enterprise lies.

**Number of enterprises by location**

**Col. 8: Number of enterprises within the household/unit**

**No of enterprises OUTSIDE the household/unit and NOT having any structure**

**Col. 9: without fixed location**

**Col. 10: With fixed location**

Columns 8,9 and 10 are closely related and the following instructions should be read very carefully.

26. As mentioned in the earlier paragraphs, for those household members who are engaged in at least one entrepreneurial activity, code 1 has to be recorded in column7. For each such household the number of enterprises has to be counted and that number has to be recorded in columns 8,9 and 10 as applicable. Location of the enterprises operated by units/households may be classified in two broad categories i.e. those being operated within the census house/premises and others operated outside the census house/premises. All former type of enterprises are to be counted and number has to be recorded in column 8 of House List and Enterprise Schedule has to be filled for all such enterprises immediately after identifying them. An enterprise outside the census house where house listing is being carried out may be of two types:

- With premises/structures and
- Without premises/structures

The enterprise mentioned in (i) above will not be covered if this household because it has to be covered during house listing of that premises which may fall in the same Enumeration Block or in any other Enumeration Block. The enterprises of category (ii) above need to be enquired from the household for counting and recording their number and for completing the Enterprise Schedule. Such enterprises may be run in a market place or may be of a moving type.

All enterprises of moving type, for example ice cream vendors/vegetable sellers who moves from one place to another, are to be counted and numbered in col.9 of the House List.

27. Similarly for all those entrepreneurial units reported in column 4 for which column 7, column 8, 9, 10 are to be filled up. The enterprises outside premises of the units and having fixed location but no structure like in the open air in a market place and cannot be attached/linked to any shop/census house are to be counted and numbered in col.10.

28. The examples of this category are: vegetable sellers, cobblers etc sitting on the pavement. For all the enterprises identified and numbered in columns 8,9 and 10 of House List, Enterprise Schedule will be canvassed. Details of the Enterprise Schedule will be given in the next section of this instruction booklet.

29. Brick-kilns are generally operated in the open air and are to be listed through column 10 of House List. In cases where one household reports brick-kiln activity, it has to be enquired whether the activity is done on partnership basis or not. If the partners are in the same Enumeration Block then the enterprises particulars are to be recorded against one household only with suitable remarks to avoid duplication. If, however, the partners are living in different Enumeration Blocks then the enterprise particulars will be recorded against that household which is located in or nearest to the Enumeration Block where the brick-kiln is located. **Similar treatment is to be given to units functioning like the brick-kiln units.**

**Col 11: Total No. of Enterprises**

30. The total number of enterprises is equal to the sum of enterprises recorded in columns 8, 9 and 10.

**Col. 12: Type of the structure occupied by the household/unit:**

31. Code for type of the structure occupied by the household/unit is to be recorded in this column. Structure has been classified into four categories for the purpose of this census based on the type of materials used for its construction. Odes for different structures are given below:

- Pucca House -1
- Kutcha House -2
- Semi Pucca House-3
- Others -9

**Pucca House:** A pucca house is one, which has walls and roof made of the following material.

Wall material: Burnt bricks, stones (packed with lime or cement), cement concrete, timber, ekra etc

**Roof Material:** Tiles, GCI (Galvanised Corrugated Iron) sheets, asbestos cement sheet, RBC,(Reinforced Brick Concrete), RCC ( Reinforced Cement Concrete) and timber etc.

**Kutcha House:** The walls and/or roof of which are made of material other than those mentioned above, such as un-burnt bricks, bamboos, mud, grass, reeds, thatch, loosely packed stones, etc. are treated as kutcha house.

**Semi-Pucca house:** A house that has fixed walls made up of pucca material but roof is made up of the material other than those used for pucca house.

**Others:** The houses, which are not covered by the types mentioned above, are to be treated as of 'others' type.