

## **INSTRUCTIONS FOR NUMBERING OF BUILDINGS AND CENSUS HOUSES and UPDATING / PREPARATION OF LAYOUT MAP**

1. At the time of Census 2011, all buildings and census houses were assigned numbers. You have to check whether the building/census house numbers recorded in the abridged Houselist provided to you actually exist on the buildings/census houses. **You are required to update them wherever necessary.** If by any chance the numbers painted on the buildings/census houses are not visible at the time of your visit, you are required to re-number them with the help of abridged Houselist. **The update is to be done on the actual building / census house and the same is to be reflected on the AHL and the layout map as well.** For updating/re-numbering you are required to follow the following guidelines for numbering of buildings/census houses.

### **Guidelines for Numbering of Buildings/Census Houses**

2. House Numbering means ensuring that each and every Building and the Census House located in your Enumeration Block bears a systematically assigned number. While allotting numbers to buildings and Census houses in your Enumeration Block, you are likely to come across three situations:

- i) where buildings or Census houses are numbered systematically by the municipal or local authorities;
- ii) where numbers to open sites are given on property basis but there are number of sites where the buildings have not so far been constructed or where building numbers are existing but incomplete and not systematic, and
- iii) no numbering to buildings or Census houses exists.

In the first case you can adopt the numbering of buildings or Census houses already given by the municipal or local authorities. In all other case please follow the following instructions

#### **(a) Assigning number to buildings**

- (i) If an Enumeration Block consists of a number of streets, the buildings in various streets should be numbered continuously. Streets should be taken in uniform order from North-West to South-East. The best way of numbering buildings is to continue with one consecutive serial on one side of the street and complete numbering on that side before crossing over to the end of the other side of the street and continuing with the same series, stopping finally opposite to where the first number was allotted.
- (ii) If in an Enumeration Block or part of an Enumeration Block, the pattern of housing is such that the buildings are scattered or located in clusters or located in isolated parts like fields, boundaries of the village/Enumeration Block, along the side of a railway track or a canal/river/nala, then to the extent possible, building numbers should be assigned by following the method described at (i) above. However, if it is not possible to follow the

procedure laid down at (i) above, it should be ensured that all the buildings are numbered and the direction in which the building numbers are assigned should be indicated by arrow marks on the Layout Map wherever the number jumps.

- (iii) In an Urban Enumeration Block, the numbering will generally run along the axis of street and not in any arbitrary geographical direction.
- (iv) Arabic numerals, i.e., 1, 2, 3... etc., should be used for building numbers.
- (v) A building under construction, the roof of which has been completed should be given a number in the serial.
- (vi) If a new building is found after the house numbering has been completed or in the midst of buildings already numbered, it should be given a new number which may bear a sub-number. For example, if a building is found un-numbered or a new building has come up between building number 10 and 11, the same should be numbered as 10/1. These should not be numbered as 10(1) or 10(2) etc., as such numbering would apply to Census houses within the same building. On the other hand, 10/1 would mean a separate building that has come up after building number 10.

### **(b) Assigning number to Census houses**

Each Census house should be numbered. If a building by itself is a single Census house, then the number of the Census house will be the same as the building number. But if different parts or constituent units of a building qualify to be treated as separate Census houses, then each Census house should be given a sub-number within brackets after the building number as 10(1), 10(2), etc., or 11(1), 11(2), 11(3), etc.





### **3. INSTRUCTIONS FOR PREPARATION OF LAYOUT MAP:**

- i) Before going to field for identifying your Enumeration Block, you should ensure that full Location Particulars like Name of the State/UT, Name of the District, Name of the Tahsil/ Taluk/ P.S/ Development Block/ Circle/ Mandal etc., Name of the Town /Village, Number of the Ward, Enumeration Block and sub-block Number are with you. Normally, these particulars would be available in the order appointing you as the Enumerator issued by the Charge Officer (usually Municipal Commissioner in Urban areas and Tahsildar in Rural areas). For ensuring complete coverage of all Buildings, Census Houses and Households living in them, it is essential for you to ensure that the boundary of the area allotted to you is quite clear. This is possible by preparing a Layout Map of your Enumeration Block. Please remember that If you have been assigned more than one Enumeration Block, the Layout Map for each Enumeration Block would be prepared separately. Similarly, the other records of each Enumeration Block will also be prepared separately. The layout map is a free hand drawing, not drawn to scale containing building and house numbers. The layout map should depict not only the buildings occupied by households but all areas whether covered by buildings, fields, empty spaces etc. The objective of preparing layout map is to ensure complete coverage of the area assigned to you. In this map you have to show clearly the boundaries of the Enumeration Block and important features





and landmarks such as roads, railway lines, hills, rivers, ponds, places of worship, important buildings such as school, dispensary, post office, panchayat ghar, etc. You also have to draw the different streets and lanes and mark structures in the Enumeration Block. By doing so you will become thoroughly familiar with the area of the Enumeration Block assigned to you. The symbols by which the important land marks in your Block are to be shown are indicated in the legend of the sheet provided to you for preparing the layout map.

- ii) The layout map will have to be prepared for each Rural and Urban Enumeration Block. It is important that the dividing lines between one Enumeration Block and another are clearly demarcated. Such dividing lines should follow some natural boundaries wherever possible and you should also indicate the survey numbers that fall on either side of the dividing line or the name(s) of the owner(s) of the land(s) or the name of the property etc., to indicate the Block's boundary line. In case of bigger villages having more than one Enumeration Block, the concerned Supervisory Officer will ensure that boundaries of each Enumeration Block are clearly demarcated. It is important that layout map should clearly indicate the boundaries of the Enumeration Block in such villages by way of permanent features such as road, river, canal, railway line, locality, street, etc., and of the number or name of neighbouring Enumeration Blocks or villages as the case may be. The very purpose is to ensure that no part or cluster of houses in such a village is left out from the Enumeration. At the same time no part or cluster of houses should be accounted for simultaneously in two Enumeration Blocks. In forest villages there may be clusters of habitation in different parts of the forest. The name of the habitation cluster, if any, should be written.
- iii) It would be also necessary to mark any nearby permanent feature such as a stream, hill, road, etc., to identify the cluster as it is likely that some of the tribal habitations may change their locations now and then. This is to ensure that all habitations in the forest areas are covered in the Enumeration.
- iv) In the case of estates, plantations etc., it would be advisable to contact and find out from the estate or plantation authorities about the boundaries of the village or area allotted to you. You should then visit the area and draw the layout map.
- v) The preparation of the layout maps in Urban areas should essentially follow the same procedure as in the Rural areas except that in most Urban units the draughtsman of the Municipal Administration might have already prepared town maps perhaps even to scale, and these may come in extremely handy. It has been found from experience that the boundaries of towns are sometimes loosely defined and not properly demarcated giving rise to several doubts regarding the areas lying on the outskirts of towns. It is important that the map should very clearly indicate the boundaries by means of definite survey numbers and also other permanent features. Sometimes, one side of the road may fall within the town limits and the other side gets excluded as it may be outside the defined boundary of the town. All these points should be carefully verified on the ground before the maps are certified to be correct by the supervising authorities. Cases of sub-urban growth adjoining the limits of a town and such cases as one

side of a street falling outside the limit of a town should be brought to the notice of the superior officers who will have to ensure that such built up areas are properly accounted for within the administrative unit in which they fall. In Urban areas very detailed plans showing the location of every building along every road and street in your Enumeration Block should be clearly prepared. A layout map of your Enumeration Block should be prepared in which all the roads and streets should be clearly indicated and their names also written. Then each building and house should be located on this map. It will facilitate your work and of others if the wholly non-residential houses are distinguished from the residential houses by hatching. Here again the important permanent buildings such as say, town hall, large office building, court building, post office, hospital, school, church, market building, shopping mall, etc., should be indicated on the map. For those Enumeration Blocks which already have a satisfactory house numbering system, you should adopt the same for preparation of Layout map referred to above and assign the same house numbers on the Layout Map. But if there is no proper house numbering system in the Enumeration Block, you will be required to assign numbers to the houses both on the buildings/Census houses as well as in the layout map of your Enumeration Block.

- vi) NOTE : In certain urban areas (in respect of State/UT capital cities), you may have been provided with GIS based Enumeration Block map. In such a case you are also required to carry them to the field and update the Map as per the guidelines given along with the GIS maps.
- vii) In rural areas, Supervisors have been provided with Maps showing the Village Boundaries. It is essential that all the Enumeration Blocks carved out during Population Enumeration stage should be shown in the Village Map. In case the Enumeration Blocks assigned to a Supervisor spread across more than one village, then the Supervisor should get copies of all these villages and depict the Enumeration Blocks correctly.
- viii) In the layout map every single building will be shown. The idea behind depicting each building on the layout map is to identify each type of building by showing Pucca and Kutcha structure denoted by a particular box described hereinafter. Pucca buildings will be shown by a square  and Kutcha building by a triangle . You will find that some of these buildings are used as wholly or partly residential while others are wholly non-residential. In case of wholly non-residential Pucca buildings the square will be hatched such as  while in case of non-residential Kutcha buildings the triangle will be hatched such as .





Examples of different situations along with the boxes are given below :

-  - Pucca building, whether wholly or partly residential
-  - Pucca building, wholly non-residential
-  - Kutcha building, whether wholly or partly residential
-  - Kutcha building, wholly non-residential.

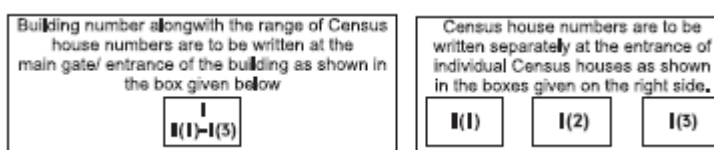
- ix) **For the purpose of preparation of layout map**, a Pucca building may be treated as one which has its walls **and** roof made of the following materials:

**Wall material** : Stones (duly packed with lime or cement mortar),  
G.I/metal/asbestos sheets, Burnt bricks, Cement bricks,  
Concrete.

**Roof material** : Machine-made tiles, Cement tiles, Burnt bricks, Cement bricks,  
Stones, Slate, G.I./Metal/Asbestos sheets, Concrete.

- x) Once you are familiar with the system of classifying buildings as Pucca or Kutcha, it would be easier to show them in the layout map. If building number 9 in your Houselisting Block is a Pucca building used wholly or partly for residential purpose it will be shown as  while wholly non-residential Pucca building number 10 will be shown as . Similarly a Kutcha building number 15 used for wholly or partly residential purposes will be shown as  and wholly non-residential Kutcha building 6 will be shown as .

- xi) After having shown the boundary of the Enumeration Block and the permanent features and landmarks such as roads, railway line, river, canal, places of worship, important buildings like school, dispensary, etc. on the layout map, you have to update/re-number buildings and Census houses and ensure that each and every building and census house in your Enumeration Block is assigned a number. The manner in which the buildings and Census houses are to be numbered is given in the preceding paragraphs. You have to give numbers with long lasting material supplied to you. These numbers will be shown at the prominent places on the buildings and Census houses and simultaneously shown on the layout map. For example, if building number 1 has 3 Census houses, then it should be shown as follows :



- xii) You have to assign the number to each building on the Layout Map, whether Pucca or Kutcha and show building number in the square/triangle. If the building has more than one Census house, the number of Census houses comprising that building will be shown immediately below the appropriate square/triangle of that building. For example, if building number 5 has four Census houses, then while showing 5 within the square/triangle of the building, Census houses 5(1) – 5(4) will be indicated below the square/triangle of that building. In case the building has only one Census house, the building and the Census house will be same and therefore the Census house number need not be separately shown below the prescribed square/triangle of that building. In case the building has one Census house, which is wholly used for non-residential purpose, the prescribed square/triangle of the building will be hatched and the building/Census house number shown in it. Remember that the building or

Census house numbers marked on the layout map should conform with the number put on some prominent place like door, front wall, main gate, etc., of the building or the Census house. The number allotted to each building should be marked on the layout map and with the help of arrow marks at convenient intervals, especially where the building number jumps, the direction in which the building numbers run should be indicated. This is particularly important when streets cut across one another and the building numbering series along a street get interrupted. It will be of advantage if before giving number to buildings and Census houses, the numbers for a group of buildings in one locality are roughly marked in pencil on the layout map before moving to another group of buildings or locality within that Enumeration Block. This must be later verified with the actual situation on the ground to see if the order of numbering given in the layout map is as per the guidelines given in the preceding paragraphs or any change is needed. Having satisfied yourself that the numbering has gone on right lines for that locality or group of buildings you should ink them. Thereafter you may move to next locality or group of buildings for house numbering in the prescribed manner.

- xiii) Specimen layout map for Rural and Urban areas are given at the end of this chapter.

# Specimen Layout Map (Rural)

## CENSUS OF INDIA 2011

Name of Block: Punjabi Code No: 013

Name of District: Sahibzadar Ajit Singh Code No: 118

Name of Taluqa/Tehsil/Na: Nangal

Name of Block/Center/Mauza etc.: Khadraji Code No: 001

Name of Village/Village: Bajheri Code No: 01414

Number and / or Name of Ward:           

Enumeration Block No. & Sub-Block No.: 0130-

LAYOUT MAP

This is an important Census document. Please draw this map neatly and correctly

**LEGEND**

Block Boundary: Note: Please give the number or name of neighboring bounding population enumeration blocks/villages on all the four directions (north, east, south and west) of layout map.

Police Station (with number): Residential: Non-residential:

Machine Building (with number): Residential: Non-residential:

Police post: Mainline Road: Pathway: Railway Line: River: Canal: Pond: Well/Tank/Handpump:

Temple, Mosque, Church, Gurdwara, etc.: School, Dispensary, Panchayat Ghar, Post Office, etc.:

Note: (i) Please write the name of prominent roads, streets, markets, etc. in the Block. Also indicate the names of institutions like Temples, Schools, Dispensaries, Panchayat Ghar, Post Office, etc.

(ii) Please indicate by an arrow the direction in which the remaining has been done in the block.

Name of Enumerator: R. SHASHANK  
Signature with date: R. Shashank 2-15/2011

Name of Supervisor: R. PRASAD  
Date: 4/3/2011

Date: Signature of Supervisor: R. Prasad

# Specimen Layout Map (Urban)

**CENSUS OF INDIA 2011**

Name of State Punjab

Name of District Jalandhar

Name of Taluk/Tehsil/Township Jalandhar-II

Name of Census/Enumeration Area Kartarpur

Name and I or Name of Ward 4

Enumeration Block No. & Sub-Block No. 0016

This is an important Census document. Please draw this map neatly and correctly.

**LAYOUT MAP**

Population Enumeration

SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE LAYOUT MAP URBAN

**LEGEND**

Block Boundary: - - - - -

Note: Please give the number or name of neighbouring housing population enumeration blocks or villages on all the four directions (North, East, South and West) of layout map.

Police Station (with number)	Residential	Non-residential
Masjid Building (with number)	Residential	Non-residential
Public well	Residential	Non-residential
Nucleus Road	Residential	Non-residential
Primary	Residential	Non-residential
Railway Line	Residential	Non-residential
River	Residential	Non-residential
Canal	Residential	Non-residential
Pond	Residential	Non-residential
Weld Type Handicrafts	Residential	Non-residential
Temple, Mosque, Church, Gurdwara, etc.	Residential	Non-residential
School, Dispensary, Postoffice, etc.	Residential	Non-residential
Post Office, etc.	Residential	Non-residential

Note: (i) Please write the name of prominent roads, streets, markets, etc. in the block. Also indicate the name of institutions like Temples, Schools, Dispensaries, Handicrafts, etc. Post Office, etc.

(ii) Please indicate by an arrow the direction in which the numbering has been done in the block.

Name of Enumerator R. SHASHANK

Signature with date R. Shashank 21/12/2011

Name of Supervisor R. PRASAD

Date and Signature of Supervisor R. Prasad 11/12/2011