

Chapter One

Introduction: Concepts, Definitions and Procedures

1.0 Introduction

1.0.1 The National Sample Survey (NSS), set up by the Government of India in 1950 to collect socio-economic data employing scientific sampling methods, will start its sixty-first round from 1st July 2004. The survey will continue up to 30th June 2005.

1.1 Outline of Survey Programme

1.1.1 **Subject Coverage:** The 61st round (July 2004-June 2005) of NSS is earmarked for survey on 'Household Consumer Expenditure' and 'Employment and Unemployment'. The survey on 'household consumer expenditure' and 'employment and unemployment' is going to be the seventh quinquennial survey in the series, the last one being conducted in the 55th round (1999-2000) of NSS.

1.1.2 **Geographical coverage:** The survey will cover the whole of the Indian Union *except* (i) Leh (Ladakh) and Kargil districts of Jammu & Kashmir, (ii) interior villages of Nagaland situated beyond five kilometres of the bus route and (iii) villages in Andaman and Nicobar Islands which remain inaccessible throughout the year.

1.1.3 **Period of survey and work programme:** The period of survey will be of one year duration starting on 1st July 2004 and ending on 30th June 2005. The survey period of this round will be divided into four sub-rounds of three months duration each as follows:

sub-round 1	:	July - September 2004
sub-round 2	:	October - December 2004
sub-round 3	:	January - March 2005
sub-round 4	:	April - June 2005

In each of these four sub-rounds equal number of sample villages/blocks (FSUs) will be allotted for survey with a view to ensuring uniform spread of sample FSUs over the entire survey period. Attempt should be made to survey each of the FSUs during the sub-round to which it has been allotted. *Because of the arduous field conditions, this restriction need not be strictly enforced in Andaman and Nicobar Islands, Lakshadweep, rural areas of Arunachal Pradesh and Nagaland.*

1.1.4 **Schedules of enquiry:** During this round, the following schedules of enquiry will be canvassed:

Schedule 0.0	:	list of households
Schedule 1.0	:	consumer expenditure
Schedule 10	:	employment and unemployment

1.1.5 Participation of States: In this round all the States and Union Territories except Andaman & Nicobar Islands, Dadra & Nagar Haveli and Lakshadweep are participating at least on an equal matching basis. The following is the matching pattern of the participating States/UTs.

Nagaland (U)	: triple
J & K , Manipur & Delhi	: double
Goa, Maharashtra (U)	: one and half
Remaining States/UTs	: equal

1.2 Contents of Volume I

1.2.0 The present volume contains four chapters. Chapter one, besides giving an overview of the whole survey operation, discusses the concepts and definitions of certain important technical terms to be used in the survey. It also describes in detail the sampling design and the procedure of selection of households adopted for this round. Instructions for filling in Schedule 0.0, Schedule 1.0 and Schedule 10 are given in Chapters Two to Four respectively.

1.3 Sample Design

1.3.1 Outline of sample design: A stratified multi-stage design has been adopted for the 61st round survey. The first stage units (FSU) will be the 2001 census villages in the rural sector and Urban Frame Survey (UFS) blocks in the urban sector. The ultimate stage units (USU) will be households in both the sectors. In case of large villages/blocks requiring hamlet-group (hg)/sub-block (sb) formation, one intermediate stage will be the selection of two hgs/sbs from each FSU.

1.3.2 Sampling Frame for First Stage Units: *For the rural sector*, the list of 2001 census villages (panchayat wards for Kerala) will constitute the sampling frame. *For the urban sector*, the list of latest available Urban Frame Survey (UFS) blocks will be considered as the sampling frame.

1.3.3 Stratification: Within each district of a State/UT, two basic strata will be formed: i) rural stratum comprising of all rural areas of the district and (ii) urban stratum comprising of all the urban areas of the district. However, if there are one or more towns with population 10 lakhs or more as per population census 2001 in a district, each of them will also form a separate basic stratum and the remaining urban areas of the district will be considered as another basic stratum. There are 27 towns with population 10 lakhs or more at all-India level as per census 2001.

1.3.4 Sub-stratification:

1.3.4.1 Rural sector: If 'r' be the sample size allocated for a rural stratum, the number of sub-strata formed will be 'r/2'. The villages within a district as per frame will be first arranged in ascending order of population. Then sub-strata 1 to 'r/2' will be demarcated in such a way that each sub-stratum will comprise a group of villages of the arranged frame and have more or less equal population.

1.3.4.2 Urban sector: If 'u' be the sample size for a urban stratum, 'u/2' number of sub-strata will be formed. The towns within a district, except those with population 10 lakhs or more, will be first arranged in ascending order of population. Next, UFS blocks of each town will be arranged by IV unit no. × block no. in ascending order. From this arranged frame of UFS blocks of all the towns, 'u/2' number of sub-

strata will be formed in such a way that each sub-stratum will have more or less equal number of UFS blocks.

For towns with population 10 lakhs or more, the urban blocks will be first arranged by IV unit no. × block no. in ascending order. Then ‘u/2’ number of sub-strata will be formed in such a way that each sub-stratum will have more or less equal number of blocks.

1.3.5 Total sample size (FSUs): 12984 FSUs have been allocated at all-India level on the basis of investigator strength in different States/UTs for central sample and 14104 for state sample.

1.3.6 Allocation of total sample to States and UTs: The total number of sample FSUs is allocated to the States and UTs in proportion to population as per census 2001 subject to the availability of investigators ensuring more or less uniform work-load.

1.3.7 Allocation of State/UT level sample to rural and urban sectors: State/UT level sample is allocated between two sectors in proportion to population as per *census 2001* with 1.5 weightage to urban sector subject to the restriction that urban sample size for bigger states like Maharashtra, Tamil Nadu etc. should not exceed the rural sample size. A minimum of 8 FSUs will be allocated to each state/UT separately for rural and urban areas.

The sample sizes by sector for each State/UT are given in Table 1 at the end of this Chapter.

1.3.8 Allocation to strata: Within each sector of a State/UT, the respective sample size will be allocated to the different strata in proportion to the stratum population as per census 2001. Allocations at stratum level will be adjusted to a multiple of 4 with a minimum sample size of 4.

1.3.9 Selection of FSUs: Two FSUs will be selected with Probability Proportional to Size With Replacement (PPSWR), size being the population as per Population Census 2001 from each sub-stratum of a district of rural sector. For urban sector, from each sub-stratum two FSUs will be selected by using Simple Random Sampling Without Replacement (SRSWOR). Within each sub-stratum, samples will be drawn in the form of two independent sub-samples in both the rural and urban sectors.

1.3.10 Selection of hamlet-groups/sub-blocks/households - important steps

1.3.10.1 Proper identification of the FSU boundaries: The first task of the field investigators is to ascertain the exact boundaries of the sample FSU as per its identification particulars given in the sample list. For urban samples, the boundaries of each Urban Frame Survey (UFS) block may be identified by referring to the map corresponding to the frame code specified in the sample list (even though map of the block for a latter period of the UFS might be available).

1.3.10.2 Criterion for hamlet-group/sub-block formation: After identification of the FSU, it is to be determined whether listing will be done in the whole sample FSU or not. In case the population of the selected village or block is found to be 1200 or more, it will be divided into a suitable number (say, D) of ‘hamlet-groups’ in the rural sector and ‘sub-blocks’ in the urban sector as stated below.

approximate present population of the sample village/block	no. of hgs/sbs to be formed
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less than 1200	(no hamlet-groups/sub-blocks)	1
1200 to 1799		3
1800 to 2399		4
2400 to 2999		5
3000 to 3599		6
.....and so on		

For rural areas of Himachal Pradesh, Sikkim and Poonch, Rajouri, Udhampur, Doda districts of Jammu and Kashmir and Idukki district of Kerala, the number of hamlet-groups will be formed as follows.

approximate present population of the sample village		no. of hgs to be formed
less than 600	(no hamlet-groups)	1
600 to 899		3
900 to 1199		4
1200 to 1499		5
.....and so on		

Two hamlet-groups/sub-blocks will be selected from a large village/UFS block wherever hamlet-groups/sub-blocks have been formed, by SRSWOR. Listing and selection of the households will be done independently in the two selected hamlet-groups/sub-blocks.

1.3.10.3 Formation of hamlet-groups/sub-blocks: In case hamlet-groups/sub-blocks are to be formed in the sample FSU, the same should be done by more or less equalizing population (details are in Chapter Two). Note that while doing so, it is to be ensured that the hamlet-groups/sub-blocks formed are clearly identifiable in terms of physical landmarks.

1.3.10.4 Listing of households: Having determined the hamlet-groups/sub-blocks, i.e. area(s) to be considered for listing, the next step is to list all the households (including those found to be temporarily locked after ascertaining the temporariness of locking of households through local enquiry). The hamlet-group/sub-block with sample hg/sb number 1 will be listed first and that with sample hg/sb number 2 will be listed next.

1.4 Formation of Second Stage Strata and allocation of households

For both Schedule 1.0 and Schedule 10, households listed in the selected village/block/ hamlet-groups/sub-blocks will be stratified into three second stage strata (SSS) as given below.

1.4.1 Rural: The three second-stage-strata (SSS) in the rural sector will be formed in the following order:

- SSS 1: relatively affluent households
- SSS 2: from the remaining households, households having principal earning from non- agricultural activity

SSS 3: other households

1.4.2 **Urban:** In the urban sector, the three second-stage strata (SSS) will be formed as under:

Two cut-off points, say 'A' and 'B', based on MPCE of NSS 55th round, will be determined at **NSS Region level** in such a way that top 10% of households have MPCE more than 'A' and bottom 30% have MPCE less than 'B'. Then three second-stage-strata (SSS) will be formed in the urban sector in the following order:

- SSS 1: households with MPCE more than A (i.e. $MPCE > A$)
 SSS 2: households with MPCE equal to or less than A but equal to or more than B (i.e. $B \leq MPCE \leq A$)
 SSS 3: households with MPCE less than B (i.e. $MPCE < B$)

The values of A and B for each NSS Region are given in Table 2 of Chapter two.

The number of households to be surveyed in each FSU is 10 for each of the schedules 1.0 and 10. Composition of SSS with number of households to be surveyed for both schedule 1.0 and schedule 10 will be as follows:

SSS	composition of SSS	no. of hhs to be surveyed	
		without hg/sb formation	with hg/sb formation (for each hg/sb)
rural			
SSS 1:	relatively affluent households	2	1
SSS 2:	of the rest, households having principal earning from non- agricultural activity	4	2
SSS 3:	other households	4	2

urban			
SSS 1:	households with $MPCE > A$	2	1
SSS 2:	other households with MPCE equal to or less than A but equal to or more than B (i.e. $B \leq MPCE \leq A$)	4	2
SSS 3:	households with MPCE less than B	4	2

1.5 **Selection of households for Schedules 1.0 and 10:** From each SSS the sample households for both the schedules will be selected by SRSWOR. If a household is selected both for schedule 1.0 and schedule

10 only schedule 1.0 will be canvassed in that household and the household will be replaced by next household in the frame for schedule 10.

1.6 Shortfall of households to be compensated: Both for schedule 1.0 and 10, shortfall of households in the frame of any particular SSS will be compensated from the same SSS of the other hg/sb or from the other SSS of the same or other hg/sb where additional household(s) are available. The procedure is as follows:

Step 1: Allocate the required number of households to each SSS wherever possible and identify the SSS having shortfall.

Step 2: In case of hg/sb formation, compensate from the same SSS of the other hg/sb if available. Otherwise, go to Step 3.

Step 3: Find the SSS where additional households are available following the priority order of SSS 1, SSS 2, & SSS 3 and compensate.

The table given below will be useful for deciding the SSS from which the compensation is to be made.

SSS having shortfall	priority order of SSS for compensation
1	2, 3
2	1, 3
3	1, 2

If there is hg/sb formation, for each SSS as per priority order, compensation may be made from the hg/sb where shortfall occurs, failing which from other hg/sb and so on.

For example, if shortfall is in SSS 3 of hg/sb 1, first try to compensate from SSS3 of hg/sb 2, failing which try from SSS 1 of hg/sb 1, failing which try from SSS 1 of hg/sb 2. If the shortfall still remains then try from SSS 2 of hg/sb 1, failing which try from SSS 2 of hg/sb 2.

Similarly, if shortfall is in SSS 2 of hg/sb 2, first try to compensate from SSS 2 of hg/sb 1, failing which try from SSS 1 of hg/sb 2. If the shortfall still remains then try from SSS 1 of hg/sb 1 and so on.

The resulting number of households (h) for each SSS will be entered at the top of relevant column(s) of block 5 and also in col.(6) against the relevant SSS × (hg/sb) of block 6.

Some illustrations on compensation of shortfall are given below:

(a) FSU without hg/sb formation

Example 1

SSS	H	Step 1	Step 3	h
1	2	2		2
2	15	4	1	5
3	3	3*		3

total	20	9	1	10
shortfall	–	1	0	×

(b) FSU with hg/sb formation

Example 2

hg/sb	SSS	H	Step 1	Step 2	Step 3	h
1	1	0	0*			0
	2	2	2			2
	3	126	2			2
	total	128	4			4
2	1	5	1	1	1	3
	2	1	1*			1
	3	130	2			2
	total	136	4	1	1	6
total		264	8	1	1	10
shortfall		–	2	1	0	-

* indicates the SSS having shortfall

1.7 Concepts and Definitions:

1.7.0 Important concepts and definitions used in different schedules of this survey are explained below.

1.7.1 **House:** Every structure, tent, shelter, etc. is a house irrespective of its use. It may be used for residential or non-residential purpose or both or even may be vacant.

1.7.2 **Household:** A group of persons normally living together and taking food from a common kitchen will constitute a household. The members of a household may or may not be related by blood or marriage to one another. The following cases are to be noted while determining the group of persons to be considered as households for the current survey:

(i) Each inmate (including residential staff) of a hostel, mess, hotel, boarding and lodging house, etc., will constitute a single member household. If, however, a group of persons among them normally pool their income for spending, they together will be treated as forming a single household. For example, a family living in a hotel will be treated as a separate single household by itself.

(ii) Under-trial prisoners in jails and indoor patients of hospitals, nursing homes etc., are to be excluded, but residential staff therein will be listed while listing is done in such institutions. The persons of the first category will be considered as normal members of their parent households and will be counted there. Convicted prisoners undergoing sentence will be outside the coverage of the survey.

(iii) Floating population, i.e., persons without any normal residence will not be listed. But households residing in open space, roadside shelter, under a bridge etc. more or less regularly in the same place will be listed.

(iv) Foreign nationals will not be listed, nor their domestic servants, if by definition the latter belong to the foreign national's household. If, however, a foreign national becomes an Indian citizen for all practical purposes, he/she will be covered.

(v) Persons residing in barracks of military and paramilitary forces (like police, BSF etc.) will be kept outside the survey coverage for difficulty in conduct of survey therein. However, civilian population residing in their neighbourhood, including the family quarters of service personnel are to be covered, for which, of course, permission may have to be obtained from appropriate authorities.

(vi) Orphanages, rescue homes, ashrams and vagrant houses are outside the survey coverage. However, the persons staying in old age homes, the students staying in ashram/hostels and the residential staff (other than monks/nuns) of these ashrams may be listed. For orphanages, although orphans are not to be listed, the persons looking after them and staying there may be considered for listing.

1.7.3 Household size: The number of normally resident members of a household is its size. It will include temporary stay-aways (those whose total period of absence from the household is expected to be less than 6 months) but exclude temporary visitors and guests (expected total period of stay less than 6 months). Even though the determination of the actual composition of a household will be left to the judgment of the head of the household, the following procedures will be adopted as guidelines:

(i) In deciding the composition of a household, more emphasis is to be placed on 'normally living together' than on 'ordinarily taking food from a common kitchen'. In case the place of residence of a person is different from the place of boarding, he or she will be treated as a member of the household with whom he or she resides.

(ii) A resident employee, or domestic servant, or a paying guest (but not just a tenant in the household) will be considered as a member of the household with whom he or she resides even though he or she is not a member of the same family.

(iii) When a person sleeps in one place (say, in a shop or in a room in another house because of space shortage) but usually takes food with his or her family, he or she should be treated not as a single member household but as a member of the household in which other members of his or her family stay.

(iv) If a member of a household (say, a son or a daughter of the head of the household) stays elsewhere (say, in hostel for studies or for any other reason), he/she will not be considered as a member of his/her parent's household. However, he/she will be listed as a single member household if the hostel is listed.

1.7.4 Pucca structure: A pucca structure is one whose walls and roofs are made of pucca materials such as cement, concrete, oven burnt bricks, hollow cement / ash bricks, stone, stone blocks, jack boards (cement plastered reeds), iron, zinc or other metal sheets, timber, tiles, slate, corrugated iron, asbestos cement sheet, veneer, plywood, artificial wood of synthetic material and poly vinyl chloride (PVC) material.

1.7.5 **Katcha structure:** A structure which has walls and roof made of non-pucca materials is regarded as a katcha structure. Non-pucca materials include unburnt bricks, bamboo, mud, grass, leaves, reeds, thatch, etc. Katcha structures can be of the following two types:

- (a) **Unserviceable katcha structure** includes all structures with thatch walls and thatch roof i.e. walls made of grass, leaves, reeds, etc. and roof of a similar material and
- (b) **Serviceable katcha structure** includes all katcha structures other than unserviceable katcha structures.

1.7.6 **Semi-pucca structure:** A structure which cannot be classified as a pucca or a katcha structure as per definition is a semi-pucca structure. Such a structure will have either the walls or the roof but not both, made of pucca materials.

1.7.7 **Dwelling unit:** It is the accommodation availed of by a household for its residential purpose. It may be an entire structure or a part thereof or consisting of more than one structure. There may be cases of more than one household occupying a single structure such as those living in independent flats or sharing a single housing unit, in which case, there will be as many dwelling units as the number of households sharing the structure. There may also be cases of one household occupying more than one structure (i.e. detached structures for sitting, sleeping, cooking, bathing etc) for its housing accommodation. In this case, all the structures together constitute a single dwelling unit. In general, a dwelling unit consists of living room, kitchen, store, bath, latrine, garage, open and closed veranda etc. A structure or a portion thereof used exclusively for non-residential purposes or let out to other households does not form part of the dwelling unit of the household under consideration. However, a portion of a structure used for both residential and non-residential purposes is treated as part of the dwelling unit except when the use of such portion for residential purpose is very nominal. The dwelling unit covers all pucca, semi-pucca and katcha structures used by a household. Households living more or less regularly under bridges, in pipes, under staircase, in purely temporary flimsy improvisations built by the road side (which are liable to be removed at any moment) etc., are considered to have no dwelling.

1.7.8 **Independent house:** An independent house is one which has a separate structure and entrance with self-contained arrangements. In other words, if the dwelling unit and the entire structure of the house are physically the same, it should be considered as an independent house. In some parts, particularly in rural areas, two or more structures together may constitute a single housing unit. While the main residence may be in one of the structures, the other structures may be used for sleeping, sitting and for store, bath etc. In all such cases, all the structures together will form a single housing unit and will be treated as an independent house.

1.7.9 **Flat:** A flat, generally, is a part of the building and has one or more rooms with self-contained arrangements and normal housing facilities like water supply, latrine, toilet, etc., which are used exclusively by the household residing therein or jointly with other households. It also includes detached room or rooms with or without other housing facilities.

1.7.10 **Land possessed:** The area of land possessed will include land 'owned', 'leased in' and 'land neither owned nor leased in' (i.e. encroached) by the household but exclude land 'leased out'. The total land area possessed by the household as on the date of survey is taken into account. A piece of land is considered to be owned by the household if permanent heritable possession with or without the right to

transfer the title vests in a member or members of the household. Land held in owner-like possession say, under perpetual lease, hereditary tenure, long-term lease for 30 years or more, etc., will also be considered as land owned. For a piece of land under the possession of the household, if the household lacks title of ownership and also does not have lease agreement for the use of land transacted, either verbally or in writing, such land will be considered as 'neither owned nor leased in'. In collecting information regarding land possessed, the actual position as obtained on the date of survey will be considered. It may be noted that the 'area of land possessed' to be recorded should not include the area of land owned, leased-in, etc. by the servants/paying guests who are considered as normal members of the household.

1.7.11 Household monthly per capita expenditure: Household consumer expenditure is measured as the expenditure incurred by a household on domestic account during a specified period, called reference period. It also includes the imputed values of goods and services, which are not purchased but procured otherwise for consumption. In other words, it is the sum total of monetary values of all the items (i.e. goods and services) consumed by the household on domestic account during the reference period. The imputed rent of owner-occupied houses is excluded from consumption expenditure. Any expenditure incurred towards the productive enterprises of the households is also excluded from the household consumer expenditure. Monthly per capita expenditure (MPCE) is the household consumer expenditure over a period of 30 days divided by household size. A person's MPCE is understood as that of the household to which he/she belongs.

1.7.12 Meal: A 'meal' is composed of one or more readily eatable (generally cooked) items of food, the usually major constituent of which is cereals. The meals consumed by a person twice or thrice a day provide him/her the required energy (calorie) and other nutrients for living and for pursuing his/her normal avocations. A 'meal', as opposed to 'snacks', 'nashta' or 'high tea', contains larger quantum and variety of food. In rare cases, a full meal may contain larger quantity of non-cereal food. Even then, if the quantum of food in a plate is heavy as a meal, the contents of the food plate will also be considered as a 'meal'. Sometimes the contents of a 'nashta' may not be very different from the contents of a 'meal'. The difference in quantity will therefore be the guiding factor for deciding whether the plate is to be labelled as a 'meal' or a 'nashta'.

A person rendering domestic service (like cleaning utensils, dusting and cleaning of rooms, washing linen, carrying water from outside, etc.) to a number of households during the daytime gets some food from each of the households he/she serves. Although the quantum of food received from a single household may, by quantity, be far less than a full meal, the total quantity of food received from all the households taken together would often, if not more, be at least equivalent to a full meal. In this particular situation, the person will be considered to be consuming one meal every day under 'meal taken away from home'.

Subject to the guidelines given in the two preceding paragraphs, for the purpose of data collection on 'number of meals consumed' one has to depend on the judgement of the informant because, the informant would reckon the number on the basis of his/her own understanding of the concept of a meal/khana.

1.7.13 P.D.S.: This stands for Public Distribution System, which means the distribution of some essential commodities by the government at subsidised rates through ration shops, fair price shops and control shops. These shops may be owned by the government, local government, a government undertaking, the proprietor of a firm, co-operatives or private persons (individually or jointly) or other bodies like club, trust, etc. The following points may be noted while classifying a *purchase* as "PDS" or otherwise.

- "Super Bazaars" and co-operative stores will not generally be included under public distribution system. However, when these also sell rationed commodities at controlled prices against ration cards, they will be taken as ration shops for particular commodities.
- For kerosene, "PDS" will also include kerosene depots selling kerosene at controlled prices.
- Distribution of some controlled price commodities such as kerosene may in some areas be made without a system of presentation of ration card. Except in such situations, a purchase which is not made against a ration card will not qualify as a PDS purchase.
- A purchase will be considered as "PDS" irrespective of whether the household uses its own ration card or that of some other household.
- Purchase from PDS shops at prices higher than the PDS prices will also be considered as purchase from PDS as long as the price paid is perceptibly lower than the market price. (This is a departure from the practice followed in earlier rounds.)

1.7.14 **Antodaya:** Under this scheme, the 1 crore poorest families among the BPL families covered under the Targeted Public Distribution System are identified and 25 kg of foodgrain are made available to each eligible family at a highly subsidized rate of Rs. 2 per kg for wheat and Rs. 3 per kg for rice.

1.7.15 **Food for Work:** The Food for Work Programme was started in January 2000-01 as part of the Employment Assurance Scheme (EAS) in eight drought-affected States, viz., Chattisgarh, Gujarat, Himachal Pradesh, Madhya Pradesh, Maharashtra, Orissa, Rajasthan, and Uttaranchal. The Food for Work Programme (FWP) was later expanded to form a part of any wage employment scheme of the Central or State Governments being implemented in the notified districts during periods of natural calamities, such as drought, flood, cyclone or earthquake. The Government of India makes available an appropriate quantity of foodgrains to each of the affected States. Foodgrains are supplied to the States as an additional aid free of cost. The cost is borne by the Government of India with a view to enabling the State Governments to provide adequate wage employment opportunities to the needy rural poor. The eligibility criteria for employment are relaxed so as to include both BPL and APL (Above Poverty Line) families. The States may make payment of wages partly in kind (up to 5 kg of foodgrains per man-day) and partly in cash. The State Governments are free to calculate the cost of foodgrains paid in wages, at either BPL rates, or APL rates, or any rate between these two rates. The workers are paid the balance wages in cash, so that they are assured of the notified minimum wages. Supply of foodgrains is made to the workmen preferably at the worksite. It is stipulated that the payment of wages, cash as well as foodgrains, must be made weekly. Since the Food for Work Programme is meant for providing wage employment in the natural-calamity-affected States, preference is given to labour-intensive works, particularly those which would help in drought-proofing such as moisture conservation works, watershed development works, water harvesting, digging up and de-silting of village ponds/tanks and water courses, construction of rural link roads (*katcha* roads), etc. As far as possible, the works to be taken up are intended to result in durable assets.

1.7.16 **Annapoorna:** The Annapoorna Scheme was launched with effect from 1st April 2000. It aims at providing food security to meet the requirement of those senior citizens who, though eligible, have remained uncovered under the National Old Age Pension Scheme (NOAPS). The scheme is targeted to cover 20% (13.762 lakh) of persons eligible to receive pension under NOAPS. The Central assistance under the Annapoorna Scheme is, thus, provided to the beneficiaries on fulfilling the following criteria:

- The age of the applicant (male or female) should be 65 years or above.
- The applicant must be a destitute in the sense of having little or no regular means of subsistence from his/her own sources of income or through financial support from family

members or other sources. In order to determine destitution, the criteria, if any, in force in the States/UTs are to be followed.

- The applicant should not be in receipt of pension under the NOAPS or State Pension Scheme.

The beneficiaries are given 10 kg of foodgrains per month free of cost.

1.7.17 Integrated Child Development Services (ICDS) Scheme: The Integrated Child Development Services (ICDS) Scheme, launched in 1975, is a nationwide programme for the overall development of children below 6 years and of the expectant and nursing mothers. Thus, the scheme aims at improving the nutritional and health status of vulnerable groups including pre-school children, pregnant women and nursing mothers through providing a package of services including supplementary nutrition, pre-school education, immunization, health check-up, referral services and nutrition and health education. In addition, the Scheme envisages effective convergence of inter-sectoral services in the *anganwadi* centres. The Scheme targets the most vulnerable groups of population including children up to 6 years of age, pregnant women and nursing mothers belonging to the poorest of the poor families and living in disadvantaged areas, including backward rural areas, tribal areas and urban slums. The identification of beneficiaries is done through surveying the community and identifying the families living below the poverty line.

The objectives of the scheme are:-

- to improve the nutritional and health status of pre-school children in the age-group of 0-6 years;
- to lay the foundation of proper psychological development of the child;
- to reduce the incidence of mortality, morbidity, malnutrition and school drop-outs;
- to achieve effective coordination of policy and implementation amongst the various departments to promote child development; and
- to enhance the capability of the mother to look after the normal health and nutritional needs of the child through proper nutrition and health education.

1.7.18 Midday Meal: A large number children between the ages of 5 and 14 are victims of malnutrition, associated with food shortages, population expansion, lack of suitable food substitutes, poverty, ignorance, traditional beliefs and customs. The midday meal scheme was launched to lower the widespread incidence of malnutrition, primarily among children of poor families, and to increase their access to education. The scheme was aimed at boosting primary school attendance, by allowing children of parents living below subsistence levels to attain basic literacy levels instead of being pushed into the workforce at an early age.

1.7.19 Economic activity: The entire spectrum of human activity falls into two categories: economic activity and non-economic activity. Any activity that results in production of goods and services that adds value to national product is considered as an economic activity. The economic activities have two parts - market activities and non-market activities. Market activities are those that involve remuneration to those who perform it i.e., activity performed for pay or profit. Such activities include production of all goods and services for market including those of government services, etc. Non-market activities are those involving the production of primary commodities for own consumption and own account production of fixed assets.

The full spectrum of economic activities as defined in the UN System of National Accounts is not covered in the definition adopted for the Employment and Unemployment surveys of NSSO. Production of any good for own consumption is considered as economic activity by UN System of National Accounts but production of only primary goods for own consumption is considered as economic activity by NSSO. While the former includes activities like own account processing of primary products among other things, in the NSS surveys, processing of primary products for own consumption is not considered as economic activity.

The term 'economic activity' in the Employment and Unemployment survey of NSSO in the 61st round will include:

- (i) all the market activities described above, i.e., the activities performed for pay or profit which result in production of goods and services for exchange,
- (ii) of the non-market activities,
 - (a) all the activities relating to the primary sector (i.e. **industry Divisions 01 to 14 of NIC-98**) which result in production (including free collection of uncultivated crops, forestry, firewood, hunting, fishing, mining, quarrying, etc.) of primary goods for own consumption
and
 - (b) the activities relating to the own-account production of fixed assets. Own account production of fixed assets include construction of own houses, roads, wells, etc., and of machinery, tools, etc., for household enterprise and also construction of any private or community facilities free of charge. A person may be engaged in own account construction in the capacity of either a labour or a supervisor.

It is to be noted that as in earlier rounds, the activities like prostitution, begging, etc., which may result in earnings, by convention, will not be considered as economic activities. In earlier rounds, activities under 'smuggling' were kept outside the economic activity. In assigning the activity status of an individual in the field, probing is perhaps not extended to ascertain whether the production of goods and services is carried out in the form of smuggling. Thus in practice, production of goods and services in the form of smuggling have actually been considered as economic activity in NSS surveys. In view of this, activity status of a person may be judged irrespective of the situation whether such activity is carried out illegally in the form of smuggling or not.

1.7.20 Activity status: It is the activity situation in which a person is found during a reference period, which concerns with the person's participation in economic and non-economic activities. According to this, a person will be in one or a combination of the following three status during a reference period:

- (i) Working or being engaged in economic activity (work),
- (ii) Being not engaged in economic activity (work) and either making tangible efforts to seek 'work' or being available for 'work' if the 'work' is available and
- (iii) Being not engaged in any economic activity (work) and also not available for 'work'.

Activity statuses, as mentioned in (i) & (ii) above, are associated with 'being in labour force' and the last with 'not being in the labour force'. Within the labour force, activity status (i) is associated with 'employment' and that of (ii) with 'unemployment'. The three broad activity statuses have been further sub-divided into several detailed activity categories. These are stated below:

(i) *working or being engaged in economic activity (employed):*

- (a) worked in household enterprise (self-employed) as an own-account worker
- (b) worked in household enterprise (self-employed) as an employer
- (c) worked in household enterprise (self-employed) as 'helper'
- (d) worked as regular salaried/wage employee
- (e) worked as casual wage labour in public works
- (f) worked as casual wage labour in other types of works
- (g) did not work due to sickness though there was work in household enterprise
- (h) did not work due to other reasons though there was work in household enterprise
- (i) did not work due to sickness but had regular salaried/ wage employment
- (j) did not work due to other reasons but had regular salaried/wage employment

(ii) *not working but seeking or available for work (unemployed) :*

- (a) sought work
- (b) did not seek but was available for work

(iii) *not working and also not available for work (not in labour force) :*

- (a) attended educational institution
- (b) attended domestic duties only
- (c) attended domestic duties and was also engaged in free collection of goods, tailoring, weaving, etc. for household use
- (d) recipients of rent, pension, remittance, etc.
- (e) not able to work due to disability
- (f) prostitutes
- (g) others
- (h) did not work due to sickness (for casual workers only).

1.7.21 The various constituents of 'workers', 'unemployed', 'labour force', 'out of labour force' are as explained below:

(a) **Workers (or employed):** Persons who are engaged in any economic activity or who, despite their attachment to economic activity, have abstained from work for reasons of illness, injury or other physical disability, bad weather, festivals, social or religious functions or other contingencies necessitating temporary absence from work constitute workers. Unpaid helpers who assist in the operation of an economic activity in the household farm or non-farm activities are also considered as workers. All the workers are assigned one of the detailed activity status under the broad activity category 'working or being engaged in economic activity'.

(b) **Seeking or available for work (or unemployed):** Persons, who owing to lack of work, had not worked but either sought work through employment exchanges, intermediaries, friends or relatives or by

making applications to prospective employers or expressed their willingness or availability for work *under the prevailing condition of work and remuneration* are considered as those who are 'seeking or available for work' (or unemployed).

(c) **Labour force:** Persons who are either 'working' (or employed) or 'seeking or available for work' (or unemployed) during the reference period together constitute the labour force.

(d) **Out of labour force:** Persons who are neither 'working' and at the same time nor 'seeking or available for work' for various reasons during the reference period are considered to be 'out of labour force'. The persons under this category are students, those engaged in domestic duties, rentiers, pensioners, recipients of remittances, those living on alms, infirm or disabled persons, too young or too old persons, prostitutes, etc. and casual labourers not working due to sickness.

1.7.22 It may be noted that workers have been further categorized as *self-employed, regular salaried/wage employee and casual wage labour*. These categories are defined in the following paragraphs.

1.7.23 **Self-employed:** Persons who operate their own farm or non-farm enterprises or are engaged independently in a profession or trade on own-account or with one or a few partners are self-employed in household enterprises. The essential feature of the self-employed is that they have *autonomy* (i.e., regarding how, where and when to produce) and *economic independence* (i.e., regarding market, scale of operation and money) for carrying out operation. The fee or remuneration received by them consists of two parts - the share of their labour and profit of the enterprise. In other words, their remuneration is determined wholly or mainly by sales or profits of the goods or services which are produced.

The self-employed persons may again be categorised into the following three groups:

- (i) **own-account workers:** They are the self-employed who operate their enterprises on their own account or with one or a few partners and who during the reference period by and large, run their enterprise without hiring any labour. They may, however, have unpaid helpers to assist them in the activity of the enterprise.
- (ii) **employers:** The self-employed persons who work on their own account or with one or a few partners and by and large run their enterprise by hiring labour are the employers, and
- (iii) **helpers in household enterprise:** The helpers are a category of self-employed persons mostly family members who keep themselves engaged in their household enterprises, working full or part time and do not receive any regular salary or wages in return for the work performed. They do not run the household enterprise on their own but assist the related person living in the same household in running the household enterprise.

1.7.24 There is a category of workers who work at a place of their choice which is outside the establishment that employs them or buys their product. Different expressions like 'home workers', 'home based workers' and 'out workers' are synonymously used for such workers. For the purpose of this survey, all such workers will be commonly termed as 'home workers' and will be categorised as 'self-employed'. The 'home workers' have *some degree of autonomy* and *economic independence* in carrying out the work, and their work is not directly supervised as is the case for the *employees*. Like the other self-employed, these workers have to meet certain costs, like actual or imputed rent on the buildings in

which they work, costs incurred for heating, lighting and power, storage or transportation, etc., thereby indicating that they have some tangible or intangible means of production. It may be noted that *employees* are not required to provide such inputs for production.

1.7.25 It may further be elaborated that the 'putting out' system prevalent in the production process in which a part of production which is 'put out' is performed in different household enterprises (and not at the employers establishment). For example, *bidi* rollers obtaining orders from a *bidi* manufacturer will be considered as home workers irrespective of whether or not they were supplied raw material (leaves, *masala*, etc.), equipment (scissors) and other means of production. The fee or remuneration received consists of two parts - the share of their labour and profit of the enterprise. In some cases, the payment may be based on piece rate. Similarly, a woman engaged in tailoring or embroidery work on order from a wholesaler, or making *pappad* on order from some particular unit/contractor/trader at her home will be treated as 'home worker'. On the other hand, if she does the work in the employers premises, she will be treated as *employee*. Again, if she is not undertaking these activities on orders from outside, but markets the products by herself/other household members for profit, she will be considered as an own account worker, if of course, she does not employ any hired help more or less on a regular basis.

1.7.26 **Regular salaried/wage employee:** Persons working in others farm or non-farm enterprises (both household and non-household) and getting in return salary or wages on a regular basis (and not on the basis of daily or periodic renewal of work contract) are the regular salaried/wage employees. *The category not only includes persons getting time wage but also persons receiving piece wage or salary and paid apprentices, both full time and part-time.*

1.7.27 **Casual wage labour:** A person casually engaged in others farm or non-farm enterprises (both household and non-household) and getting in return wage according to the terms of the daily or periodic work contract is a casual wage labour. Usually, in the rural areas, a type of casual labourers can be seen who normally engage themselves in 'public works' activities. '*Public works*' are those activities which are sponsored by Government or local bodies for construction of roads, bunds, digging of ponds, etc. as 'test relief' measures (like flood relief, drought relief, famine relief, etc.) and also employment generation scheme under poverty alleviation programmes (NREP, RLEGP, etc.).

1.7.28 **Different approaches for determining activity status:** The persons surveyed are to be classified into various activity categories on the basis of activities pursued by them during certain specified reference periods. There are three reference periods for this survey viz. (i) one year, (ii) one week and (iii) each day of the reference week. Based on these three periods, three different measures of activity status are arrived at. These are termed respectively as *usual status*, *current weekly status* and *current daily status*. The activity status determined on the basis of the reference period of 1 year is known as the *usual activity status* of a person, that determined on the basis of a reference period of 1 week is known as the *current weekly status (cws)* of the person and the activity status determined on the basis of a reference period of 1 day is known as the *current daily status (cds)* of the person.

1.7.29 Identification of each individual into a unique situation poses a problem when more than one of three types of broad activity status viz. 'employed', 'unemployed' and 'not in labour force' is concurrently obtained for a person. In such an eventuality, unique identification under any one of the three broad activity status is done by adopting either the *major time criterion* or *priority criterion*. The former is used for classification of persons under 'usual activity status' and, the latter, for classification of persons under 'current activity status'. If, by adopting one of the two criteria mentioned above, a person

categorised as engaged in economic activity is found to be pursuing more than one economic activity during the reference period, the appropriate detailed activity status category will relate to the activity in which relatively more time has been spent. Similar approach is adopted for non-economic activities also.

1.7.30 Usual activity status: The usual activity status relates to the activity status of a person during the reference period of 365 days preceding the date of survey. The activity status on which a person spent relatively longer time (major time criterion) during the 365 days preceding the date of survey is considered the *usual principal activity status* of the person. To decide the usual principal activity of a person, he/she is first categorised as belonging to the labour force or not, during the reference period **on the basis of major time criterion**. Persons, thus, adjudged as not belonging to the labour force are assigned the broad activity status 'neither working nor available for work'. For the persons belonging to the labour force, the broad activity status of either 'working' or 'not working but seeking and/or available for work' is then ascertained again on the basis of the relatively longer time spent in the labour force during the 365 days preceding the date of survey. Within the broad activity status so determined, the detailed activity status category of a person pursuing more than one such activity will be determined again on the basis of the relatively longer time spent.

1.7.31 Subsidiary economic activity status: A person whose principal usual status is determined on the basis of the major time criterion may have pursued some economic activity **for 30 days or more** during the reference period of 365 days preceding the date of survey. The status in which such economic activity is pursued during the reference period of 365 days preceding the date of survey is the subsidiary economic activity status of the person. In case of multiple subsidiary economic activities, the major activity and status based on the relatively longer time spent criterion will be considered. It may be noted that engagement in work in subsidiary capacity may arise out of the two following situations:

i) a person may be engaged in a relatively longer period during the 365 days in economic (non-economic activity) and for a relatively minor period, which is not less than 30 days, in another economic activity (any economic activity).

(ii) a person may be pursuing an economic activity (non-economic activity) almost throughout the year in the principal status and also simultaneously pursuing another economic activity (any economic activity) for relatively shorter time in a subsidiary capacity. In such cases, since both the activities are being pursued throughout the year and hence the duration of both the activities are more than 30 days, the activity which is being pursued for a relatively shorter time will be considered as his/her subsidiary activity.

1.7.32 Current weekly activity status: The current weekly activity status of a person is the activity status obtaining for a person during a reference period of 7 days preceding the date of survey. It is decided **on the basis of a certain priority cum major time criterion**. According to the priority criterion, the status of 'working' gets priority over the status of 'not working but seeking or available for work', which in turn gets priority over the status of 'neither working nor available for work'. *A person is considered working (or employed) if he/she, while pursuing any economic activity, had worked for at least one hour on at least one day during the 7 days preceding the date of survey.* A person is considered 'seeking or available for work (or unemployed)' if during the reference week no economic activity was pursued by the person but he/she made efforts to get work or had been available for work any time during the reference week though not actively seeking work in the belief that no work was available. A person who had neither worked nor was available for work any time during the reference week, is considered to

be engaged in non-economic activities (or not in labour force). Having decided the broad current weekly activity status of a person on the basis of 'priority' criterion, the detailed current weekly activity status is again decided **on the basis of 'major time' criterion if a person is pursuing multiple economic activities.**

1.7.33 Current daily activity status: The activity pattern of the population, particularly in the unorganised sector, is such that during a week, and sometimes, even during a day, a person can pursue more than one activity. Moreover, many people can even undertake both economic and non-economic activities on the same day of a reference week. The current daily activity status for a person is determined on the basis of his/her activity status on each day of the reference week **using a priority-cum-major time criterion** (day to day labour time disposition). The following points may be noted for determining the current daily status of a person:

- i) Each day of the reference week is looked upon as comprising of either two 'half days' or a 'full day' for assigning the activity status.
- ii) A person is considered 'working' (employed) for the entire day if he/she had worked for 4 hours or more during the day.
- iii) If a person was engaged in more than one of the economic activities for *4 hours or more* on a day, he/she would be assigned two economic activities out of the different economic activities on which he/she devoted relatively longer time on the reference day. In such cases, one 'half day' work will be considered for each of those two economic activities (i.e. 0.5 intensity will be given for each of these two economic activities).
- iv) If the person had worked for *1 hour or more but less than 4 hours*, he/she is considered 'working' (employed) for half-day and 'seeking or available for work' (unemployed) or 'neither seeking nor available for work' (not in labour force) for the other half of the day depending on whether he was seeking/available for work or not.
- v) If a person was not engaged in 'work' even for 1 hour on a day but was seeking/available for work even for 4 hours or more, he/she is considered 'unemployed' for the entire day. But if he/she was 'seeking/available for work' for more than 1 hour and less than 4 hours only, he/she is considered 'unemployed' for half day and 'not in labour force' for the other half of the day.
- vi) A person who neither had any 'work' to do nor was available for 'work' even for half a day was considered 'not in labour force' for the entire day and is assigned one or two of the detailed non-economic activity status depending upon the activities pursued by him/her during the reference day.

It may be noted that while assigning intensity in Block 5.3, an intensity of 1.0 will be given against an activity which is done for 'full day' and 0.5, if it is done for 'half day'.

1.7.34 There are certain terms used in connection with collection of items of information relating to current activity status of persons. These are explained in the following paragraphs.

1.7.35 Manual work: A job essentially involving physical labour is considered as manual work. However, jobs essentially involving physical labour but also requiring a certain level of general, professional, scientific or technical education are not to be termed as 'manual work'. On the other hand, jobs not involving much of physical labour and at the same time not requiring much educational (general, scientific, technical or otherwise) background are to be treated as 'manual work'. Thus, engineers, doctors, dentists, midwives, etc., are not considered manual workers even though their jobs involve some amount of physical labour. But, peons, chowkidars, watchman, etc. are considered manual workers even though their work might not involve much physical labour. Manual work has been defined as work pursued in one or more of the following occupational groups of the National Classification of Occupations (NCO-68):

Division 5: Service workers:

- Group 52: cooks, waiters, bartenders and related workers (domestic and institutional)
- Group 53: maid and other housekeeping service workers (not elsewhere classified)
- Group 54: building caretakers, sweepers, cleaners and related workers
- Group 55: launderers, dry cleaners and pressers
- Group 56: hair dressers, barbers, beauticians and related worker
- Family 570: fire fighters
- Family 574: watchmen, gate keepers
- Family 579: protective service workers not elsewhere classified

Division 6: Farmers, Fishermen, Hunters, Loggers and related workers:

- Group 63: agricultural labourers
- Group 64: plantation labourers and related workers
- Group 65: other farm workers
- Group 66: forestry workers
- Group 67: hunters and related workers
- Group 68: fishermen and related workers

Division 7-8-9: Production and related workers, transport equipment operators and labourers:

All groups excluding Group 85 (electrical fitters and related workers) and Group 86 (broadcasting station and sound equipment operators and cinema projectionists).

1.7.36 Rural Labour: Manual labour working in agricultural and /or non-agricultural occupations *in return for wages* paid either in cash or in kind (excluding exchange labour) and *living in rural areas*, will be taken as rural labour.

1.7.37 Agricultural labour: A person will be considered to be engaged as agricultural labour, if he/she follows one or more of the following agricultural occupations in the capacity of a wage paid manual labour, whether paid in cash or kind or both:

- (i) farming
- (ii) dairy farming
- (iii) production of any horticultural commodity
- (iv) raising of livestock, bees or poultry

(v) any practice performed on a farm as incidental to or in conjunction with farm operations (including forestry and timbering) and the preparation for market and delivery to storage or to market or to carriage for transportation to market of farm produce.

Working in fisheries is excluded from agricultural labour. Further, 'carriage for transportation' refers **only to the first stage of the transport** from farm to the first place of disposal.

1.7.38 Wage paid-manual labour: A person who does manual work in return for wages in cash or kind or partly in cash and partly in kind (excluding exchange labour) is a wage paid manual labour. Salaries are also to be counted as wages. A person who is self-employed in manual work is **not treated** as a wage paid manual labour.

1.7.39 Cultivation: All activities relating to production of crops and related ancillary activities are considered as cultivation. Growing of trees, plants or crops as plantation or orchards (such as rubber, cashew, coconut, pepper, coffee, tea etc.) are not considered as cultivation activities for the purpose of this survey. In general, the activities covered under NIC-98 sub-classes 01111, 01112, 01113, 01115, 01119, 01121, 01122 and 01135 (excepting plantation of pepper and cardamom) are to be considered as cultivation.

1.7.40 Operation: It is the type of work performed by a person during a reference period such as manual, non-manual, agricultural, non-agricultural, etc. Operation has been combined with activity status and industry corresponding to the work performed. Information regarding the type of operation is collected **only for rural areas and relating to current status only**. The different types of operations are - ploughing, sowing, transporting, weeding, harvesting, others (manual) and others (non-manual). In the last two cases, the sector in which the work is performed is indicated by the industry. It may be noted, that for 'regular salaried/wage employees' on leave or on holiday, the 'operation' relates to their respective function in the work or job from which he/she is temporarily off. Similarly, for persons categorised as 'self-employed' but not working on a particular day inspite of having work on that day, the operation will relate to the work that he/she would have done if he/she had not enjoyed leisure on that day.

1.7.41 Nominal work: Work done by a person **for 1 - 2 hours in a day** during the reference week is said to be a day with nominal work for the person. In the day-to-day labour time disposition of the reference week, such a day's work is considered to be 'half-days' work (and it gets half intensity while accounting).

1.7.42 Earnings: Earnings refer to the wage/salary income (and not total earnings) receivable for the wage/salaried work done during the reference week by the wage/salaried employees and casual labourers. The wage/salary already received or receivable may be in cash or kind or partly in cash and partly in kind. For recording the wages and salaries:

- i) The kind wages are evaluated at the current retail price.
- ii) Bonus (expected or paid) and perquisites evaluated at retail prices and duly apportioned for the reference week are also included in earnings.
- iii) For any economic activity, amount received or receivable as 'over-time' for the additional work done beyond normal working time is excluded.

1.7.43 Household principal industry and occupation: To determine the household principal industry and occupation, the general procedure to be followed is to list all the occupations pertaining to economic activities pursued by the members of the household excluding those employed by the household and paying guests (who in view of their staying and taking food in the household are considered as its normal members) during the one year period preceding the date of survey, no matter whether such occupations are pursued by the members in their principal or subsidiary (on the basis of earnings) capacity. Out of the occupations listed that one which fetched the maximum earnings to the household during the last 365 days preceding the date of survey would be considered as the principal household occupation. It is quite possible that one or more members of the household may pursue the household occupation in different industries. In such cases, the particular industry out of all the different industries corresponding to the principal occupation, which fetched the maximum earnings, should be considered as the principal industry of the household. In extreme cases, the earnings may be equal in two different occupations or industry-occupation combinations. By convention, in such cases, priority will be given to the occupation or industry-occupation combination of the senior-most member.

1.7.44 Education Guarantee Scheme (EGS) and Alternative & Innovative Education (AIE): EGS & AIE support the following three broad kinds of strategies:

- (a) Setting up schools in the school-less habitations.
- (b) Intervention of mainstreaming of 'out of school' children, viz., bridge courses, back to school camps, etc.
- (c) Strategies for very specific, difficult groups of children who cannot be mainstreamed.

Strategy under (a) above refers to as the EGS component of EGS & AIE scheme and strategies under (b) and (c) above together refer to as AIE component of the EGS & AIE scheme.

EGS aims at setting up schools in the school-less habitations where no school exists within a radius of 1 k.m and at least 15 children in the age group 6-14 years who are not going to schools, are available. In exceptional cases, e.g., for remote habitations in hilly areas for Jammu and Kashmir and part of North-Eastern region, EGS schools could be supported even for 10 children. It may be noted that EGS & AIE is applicable throughout the country and not limited to the educationally backward states covered under the scheme of Non-formal Education (NFE). Such schools are in operation under various names in different states, as for example, 'Sishu Siksha Karmasuchi' in West Bengal, 'Bastishala' in Maharashtra, 'Rajiv Gandhi Swaran Jayanti Pathshala' in Rajasthan., 'Maabadi' in Andhra Pradesh. For the purpose of our survey, an individual who is attending or has become literate through schools under EGS & AIE scheme will be considered under the coverage of EGS.

1.7.45 Vocational Training: A vocational training may broadly be defined as a training, which prepares an individual for a specific vocation or occupation. The main objective of vocational education and training is to prepare persons, especially the youth, for the world of work and make them employable for a broad range of occupations in various industries and other economic sectors. It aims at imparting training to persons in very **specific fields** through providing significant '**hands on**' experience in acquiring necessary skill, which will make them employable or create for them opportunities of self-employment. Thus, the essential feature of the vocational training is that it lays more emphasis on development of skill in a specific vocation or trade rather than building knowledge.

1.7.46 Formal Vocational Training: The vocational training that takes place in education and training institutions which follow a structured training programme and lead to recognised certificates, diplomas or

degrees, will be treated as formal one. But when the vocational training neither follows a structured programme nor the training lead to recognised certificates, diplomas or degrees, those training programmes will be treated as non-formal vocational training. For the purpose of survey, formal vocational training will have the following characteristics:

- i) structured training programme towards a particular skill,
- ii) certificate/diploma/degree received should have a recognition by State/Central Government, Public Sector and other reputed concerns,

By structured training programme, it is meant that:

- (a) the training programme should have a definite title with prescribed syllabus and curriculum and a specified duration of the training, and
- (b) the training should have some entry level eligibility in terms of education and age.

1.7.47 Non-formal Vocational Training: The expertise in a vocation or trade is sometimes acquired by the succeeding generations from the other members of the households, generally the ancestors, through gradual exposures to such works as are involved in carrying out the profession by their ancestors. The expertise gained through significant ‘hands-on’ experience enables the individual to take up activities in self-employment capacity or makes him employable. Acquiring such marketable expertise by one, which enables him/her to carry out the trade or occupation of their ancestors over generations, may also be considered, for the purpose of survey, to have received ‘non-formal’ vocational training and that through ‘hereditary’ sources. Any other ‘non-formal’ vocational training received through some sources other than the household members to pursue a vocation that may either be hereditary or other profession, may be considered to have received the training through ‘other’ sources. The ‘other’ sources may also include the cases where the expertise for a vocation or trade has been developed even from the household members or ancestors, provided the said vocation or trade is different from the one relating to their ancestors. Thus a person may learn tailoring work from a master tailor or a person may learn book-binding work from a printing press. All such expertise will be considered to have received non-formal vocational training through ‘other’ sources. Mere possession of a skill, which neither creates opportunities for self-employment nor makes a person employable, will not be considered as having vocational training.

1.7.48 Non-Profit Institutions (NPI): NPIs are legal or social entities created for the purpose of producing goods and services whose status does not permit them to be a source of income, profit or other financial gain for the units that establish, control or finance them. In practice, their productive activities are bound to generate either surpluses or deficits but any surpluses they happen to make cannot be appropriated by other institutional units. The articles of association by which they are established are drawn up in such a way that the institutional units which control or manage them are not entitled to a share in any profits or other income which they receive.

1.7.49 Philanthropic Institution: These are the non-profit institutions consisting of charities, relief or aid agencies that are created for philanthropic purposes and not to serve the interests of the members of the association controlling them. Such institutions generally provide goods or services to households/institutions in need, including households affected by natural disasters or war. The resources of such institutions are provided mainly by donations in cash or in kind from the general public,

corporations or governments. They may also be provided by transfers from non-residents, including similar kinds of institutions resident in other countries.

1.7.50 Definitions of various types of enterprises:

(i) Proprietary: When an individual is the sole owner of an enterprise it is a proprietary enterprise. Own account production of fixed assets for own use, when produced by a single member, will be classified as proprietary enterprise.

(ii) Partnership: Partnership is defined as the "relation between persons who have agreed to share the profits of a business carried on by all or any one of them acting for all". There may be two or more owners, belonging to the same or different households, on a partnership basis, **with or without formal registration** (where there is a tacit understanding about the distribution of profit among the so-called partners). Own account production of fixed assets, when produced by two or more members belonging to the same or different households will be classified as partnership enterprises. Thus, own account production of fixed assets by a group of households for community use will be classified as partnership enterprise.

(iii) Government/public sector enterprise: An enterprise, which is wholly owned/ run/managed by Central or State governments, quasi-government, institutions, local bodies like universities, education boards, municipalities, etc. An enterprise should not be treated as a public sector enterprise if it is run on a loan granted by government, local body etc.

(iv) Private limited company: Private company means a company which by its articles:

- (a) restricts the right to transfer its shares, if any,
- (b) limits the number of its members to fifty not including-
 - (i) persons who are in the employment of the company, and
 - (ii) persons who, having been formerly in the employment of the company, were members of the company while in that employment and have continued to be members after the employment ceased; and
- (c) prohibits any initiation to the public to subscribe for any share in, or debentures of, the company.

[Where two or more persons hold one or more shares in a company jointly, they shall, for the purpose of this definition, be treated as a single member.]

(v) Public limited company: A public limited company is defined as a company that is not a private company. As such public companies can have an unlimited number of members and can invite the public to subscribe to its shares and debentures. The minimum number of members required to form a public company is seven.

(vi) Co-operative societies: Co-operative society is one that is formed through the co-operation of a number of persons, recognised as members of the society, to benefit themselves. In the process, the funds are raised by member's contributions/investments and the profits generated out of the society's activities are shared by the members. The government itself in a government agency can also be a member or shareholder of a registered co-operative society but this fact cannot render the society into a public sector enterprise for the purpose of this survey.

(vii) Trust: An arrangement through which one set of people, the trustees, are the legal owners of property which is administered in the interest of another set, the beneficiaries. Trusts may be set up to provide

support for individuals or families, to provide pensions, to run charities, to liquidate the property of the bankrupts for the benefit of their creditors, or for the safe keeping of securities bought by trusts with their investor's money. The assets, which trusts hold are regulated by law, these must be administered in the interests of the beneficiaries, and not for the profit of the trustees.

(viii) Employer Households (i.e. private households employing maid servant, watchman, cook etc.): The households which are employing maid servant watchmen, cook, private tutor, etc. will be considered notionally as enterprise for the purpose of this survey and will be classified as 'Employer households'.

Table 1: (Revised) Allocation of sample villages and blocks for NSS 61st round

state/u.t.	number of FSUs					
	central sample			state sample		
	total	rural	urban	total	rural	urban
(1)	(2)	(3)	(4)	(5)	(6)	(7)
ANDHRA PRADESH	864	556	308	864	556	308
ARUNACHAL PRADESH	216	156	60	216	156	60
ASSAM	432	340	92	432	340	92
BIHAR	576	436	140	576	436	140
CHHATTISGARH	280	200	80	280	200	80
GOA	40	16	24	60	24	36
GUJARAT	432	232	200	432	232	200
HARYANA	272	168	104	272	168	104
HIMACHAL PRADESH	256	216	40	256	216	40
JAMMU & KASHMIR	432	288	144	864	576	288
JHARKHAND	344	240	104	344	240	104
KARNATAKA	512	288	224	512	288	224
KERALA	560	364	196	560	364	196
MADHYA PRADESH	592	384	208	592	384	208

MAHARASHTRA	1008	504	504	1260	504	756
MANIPUR	320	220	100	640	440	200
MEGHALAYA	160	116	44	160	116	44
MIZORAM	192	80	112	192	80	112
NAGALAND	128	96	32	192	96	96
ORISSA	504	384	120	504	384	120
PUNJAB	432	244	188	432	244	188
RAJASTHAN	520	356	164	520	356	164
SIKKIM	112	92	20	112	92	20
TAMIL NADU	832	416	416	832	416	416
TRIPURA	232	176	56	232	176	56
UTTAR PRADESH	1128	792	336	2256	1584	672
UTTARANCHAL	224	148	76	224	148	76
WEST BENGAL	792	500	292	792	500	292
A & N ISLANDS	88	52	36	-	-	-
CHANDIGARH	40	8	32	40	8	32
D & N HAVELI	24	16	8	-	-	-
DAMAN & DIU	16	8	8	16	8	8
DELHI	128	8	120	256	16	240
LAKSHADWEEP	24	8	16	-	-	-
PONDICHERRY	72	16	56	72	16	56
ALL- INDIA	12784	8124	4660	14992	9364	5628

Chapter Two

Schedule 0.0: List of Households

2.0.0 Introduction: Schedule 0.0 is meant for listing all the houses and households residing in the sample first stage unit (FSU) / hamlet-groups/sub-blocks in case of large FSUs. Some household information like household size, relative affluence, earning from non-agricultural activities, MPCE etc. will also be collected in this schedule. These auxiliary information will be used for grouping the households into different second-stage-strata (SSS). The sampling frames for selection of households will be prepared and details of the selection of sample households will be recorded in this schedule. Whenever hamlet-groups / sub-blocks (hg's/sb's) are required to be formed, particulars relating to the formation and selection of hg's/sb's are also to be recorded in this schedule. Concepts and definitions of various items are given in Chapter One.

2.0.1 Unit of survey and sampling frame: The first stage unit (FSU) is the 2001 census village [panchayat ward for Kerala] in the rural sector. FSU in the urban sector is the Urban Frame Survey (UFS) block. *Latest list of UFS blocks will be used for selection of urban samples. Towns may, therefore, belong to different phases of UFS. It is indicated in the sample list under the head "frame code" as to which particular UFS phase has been used as the sampling frame for selection of FSUs belonging to a town.* The investigator, on arrival at a sample village (or panchayat ward for Kerala)/UFS block (hereinafter called block) will ascertain the exact boundaries of the sample FSU. This may be done with the help of the village officials like patwari, panchayat authorities etc. for rural areas and with the help of UFS maps / ward maps in the urban areas.

2.0.2 Formation of hamlet-groups (hg's) and selection of hamlet-groups 1 & 2: With a view to controlling the workload mainly at the stage of listing of households, hamlet-group formation will be resorted to in the large villages. A large village will be divided into a certain number (D) of sub-divisions called hamlet-groups (hg's). The number of hg's to be formed (i.e. the value of D) will depend on the *approximate present population* of the sample village. The criterion for deciding the number of hg's to be formed in a large village have been discussed in detail in Chapter One.

For the sample village without hg formation, entire village will be treated as *hamlet-group 1*. For large sample village, two hg's will be selected by the method of Simple Random Sampling Without Replacement (SRSWOR). *Listing and selection of households will be done separately and independently for each selected hamlet group.*

The procedure for listing hamlets and forming hamlet-groups is outlined below.

2.0.2.1 Procedure: In a large village, there exist usually a few localities or pockets where the houses of the village tend to cluster together. These are called 'hamlets'. In case there are no such recognised hamlets in the village, the census sub-divisions of the village (e.g. enumeration blocks or groups of census house numbers or geographically distinct blocks of houses) may be treated as 'hamlets'. Large hamlets may be divided artificially to achieve more or less equal population content for the purpose of hamlet-group formation. The procedure for

formation of hamlet-groups is best described, perhaps, by listing sequentially the steps involved:

- (i) Identify the hamlets as described above.
- (ii) Ascertain approximate present population of each hamlet.
- (iii) Draw a notional map in block 3 of schedule 0.0 showing the approximate location of the hamlets and number them in a serpentine order starting from the northwest corner and proceeding southwards. While drawing this map, uninhabited area (non-abadi area) of the village will be included as part of nearby hamlet, so that no area of the village is left out. The boundaries of the hamlets may be defined with the help of some landmarks like canals, footpaths, railway lines, roads, cadastral survey plot numbers etc., so that it would be possible to identify and locate the geographical boundaries of the hamlet-groups to be formed in the village.
- (iv) List the hamlets in block 4.1 of sch. 0.0 in the order of their numbering. Indicate the present population content in terms of percentages.
- (v) Group the hamlets into D hamlet-groups. *The criteria to be adopted for hamlet-group formation are equality of population content and geographical contiguity (numbering of hamlets is not to be adopted as a guideline for grouping). In case there is a conflict between the two aspects, geographical contiguity is to be given priority.* However, there should not be substantial difference between the population of the smallest and the largest hamlet-group formed. Indicate the grouping in the map.
- (vi) Number the hamlet-groups serially in column (1) of block 4.2, schedule 0.0. The hamlet-group containing hamlet no. 1 will be numbered as 1, the hamlet-group with next higher hamlet number not included in hg 1 will be numbered as 2 and so on. Indicate the numbers also in the notional map. It is quite possible that a hamlet-group may not be constituted of hamlets with consecutive serial numbers.

2.0.3 Formation of sub-blocks (sb's): In case sample UFS blocks are found to be large (in most cases they are not) in terms of population, they are subjected to sub-block formation. Procedure for formation of sub-blocks is, however, the same as that for the formation of hamlet-groups in the case of large villages. Here the sub-blocks are to be formed artificially by dividing the block into a certain number (say, D) of divisions *by more or less equalizing the population giving priority to geographical compactness* within each sub-block as per the criterion specified in Chapter One. The number of sb's to be formed (i.e. the value of D) will be determined according to the same criteria as adopted in the case of rural FSUs. Sub-blocks will be numbered serially in column (1) of block 4.2.

As in the case of villages, for the sample blocks without sub-block formation entire block will be treated as *sub-block 1*. For large sample blocks two sub-blocks will be selected by SRSWOR scheme. *Listing and selection of households will be done separately and independently for each selected sub-block.*

2.0.4 Starting point for listing: Having determined the areal unit to be surveyed, the investigator will proceed to list the houses and households in this areal unit. The listing may

be done in the same order as that of the 2001 Census order of house listing. If the census order of house listing is not available, the listing may be started from the northwest corner of the village and proceeding southwards in serpentine order. While listing the households, some essential minimum particulars about the households will be collected for the purpose of classification (i.e. second stage stratification).

2.0.5 Structure of the schedule: The schedule 0.0 contains the following blocks:

Block 0: descriptive identification of sample village/ block

Block 1: identification of sample village/ block

Block 2: particulars of field operations

Block 3: sketch map of hamlet-group (hg)/sub-block (sb) formation

Block 4.1: list of hamlets (only for rural samples with hg formation)

Block 4.2: list and selection of hg's/sb's

Block 5: list of households and record of selection for households (hg/sb 1 / 2)

Block 5.1: working sheet for identifying relatively affluent households (hg 1 / 2)
(rural only)

Block 6: particulars of sampling of households

Block 7: distance of the village from nearest facility

Block 8: remarks by investigator

Block 9: comments by supervisory officer(s)

2.0.6 Use of additional sheets of blocks 4.1, 4.2, 5, 5.1: Whenever one schedule booklet is not adequate to list all the hamlets and hamlet-groups/sub-blocks (blocks 4.1, 4.2) or all the households (block 5) or relatively affluent households (block 5.1) of the sample FSU or hg/sb, additional sheets containing the relevant block(s) shall be used and tagged firmly to the main schedule.

The procedures to be followed for filling up the various blocks of the schedule 0.0 are described in the following paragraphs.

Before filling in blocks, it is necessary to put tick-marks in the appropriate boxes at left hand and right hand top corners of the first page of the schedule.

Block 0: Descriptive identification of sample village/block (i.e. FSU)

2.0.7 General: This block is meant for recording descriptive identification particulars of the sample FSU. State/UT, district, tehsil / town name (tick-marking appropriately), village name, ward no. / investigator (IV) unit no., block no. are to be copied properly from the sample list in the appropriate places.

Block 1: Identification of sample village/block

2.1.0 General: This block is meant for recording the identification particulars of the sample FSU in terms of codes or numbers. The particulars relating to all the items will be recorded in box spaces provided in the block against each item (except for items 2 & 3, the codes of which are already printed). Each cell (box space) is meant for recording only one digit of the

entry. For multiple cells, the rightmost cell shall be used for recording the digit of the unit place, the next left cell for the tenth place digit and so on. If the number of digits of the entry to be recorded against an item is less than the number of box spaces provided, '0' shall be entered in the left most box space(s). For example, if the total number of hg's/sb's formed in the sample FSU is 5, the entry against item 16 should be recorded as 005. *Items 1, 4 to 11, 13 and 14 shall be copied from the sample list.*

2.1.1 Item 12: FOD sub-region: The four-digit code corresponding to the FOD sub-region to which the sample FSU belongs will be recorded against item 12. A '-' will be put against this item for the state samples and also for the central samples for the states of Arunachal Pradesh, Manipur, Mizoram and Tripura for which field work is carried out by the respective States.

2.1.2 Item 13: frame code: The different types of frames used for selection of FSUs are indicated by 'frame code' in the sample list. *Entry against item 13 shall be copied from the sample list.* The frame codes to be used are:

Rural: 1981 census – 05; 1991 census – 08; 2001 census – 13.

Urban: 1982-87 UFS – 06, 1987-92 UFS – 07, 1992-97 UFS – 09, 1997-2002 UFS – 11, 2002-2007 UFS – 14.

2.1.3 Item 14: frame population: The population of the sample FSU as given in the sample list will be copied here. This will be filled in for rural samples only. For urban samples, it is to be kept blank

2.1.4 Item 15: approximate present population: The investigator will first ascertain the approximate present population of the entire sample FSU taking into consideration the normal growth of population along with any abnormal influx of population into or exodus of population from the sample FSU. This may be ascertained mainly from the knowledgeable persons by putting certain probing questions. The starting point can be 2001 census population (1991 census population if 2001 census population is not available). In the case of large difference with census population, it may be asked whether there has been any abnormal influx into or exodus from the FSU after the census or the village has been split or partly merged with other village/urban area. If so, the approximate increase or decrease of population due to such events or any new settlements that have come up in the FSU after the census is to be ascertained.

2.1.5 Item 16: total number of hg's/sb's formed (D): The total number of hg's/sb's formed in the sample FSU will be the value of 'D' as recorded in block 4.2. If the sample FSU does not require any hg/sb formation, the entry against this item will be '001'.

2.1.6 Item 17: Survey code: The different survey codes are:

selected village/block has been surveyed:	
inhabited	1
uninhabited	2
zero case	3

selected village/block is casualty but a substitute village/block has been surveyed:

inhabited	4
uninhabited	5
zero case	6

selected village/block is casualty and no substitute has been surveyed7.

Some examples of zero cases are: FSUs comprising wholly the barracks of military and paramilitary forces (like CRPF, BSF etc.), rural areas declared as urban areas and now forming part of UFS frame used for urban sampling, FSUs wholly submerged under water in a dam or FSUs with the whole population evicted because of acquisition of land to construct a new factory or other project work etc. with no chance of habitation in future. As against this, the FSU whose entire population has shifted elsewhere due to some natural calamities like fire, cyclone etc., but is likely to return in the future, will be considered as uninhabited FSU and will be given code 2. If the substitute FSU cannot be surveyed, survey code will be 7.

2.1.7 Item 18: Reason for substitution of original sample: In all the cases where the *originally* selected sample FSU is a casualty irrespective of whether it has been substituted and subsequently surveyed or not surveyed (i.e. for codes 4 to 7 against item 17), the reason for its becoming a casualty will be recorded in terms of code against item 18. The codes are:

Original sample FSU:

not identifiable/traceable.....	1
not accessible.....	2
restricted area, survey of which is not permitted	3
others (specify).....	9

A ‘-’ may be put against this item if the entry against item 17 is 1 or 2 or 3. *Cases of FSUs comprising wholly the barracks of military and paramilitary forces will not be considered as restricted area for providing code 3 against item 18. As stated earlier, such cases will be considered as surveyed and will be treated as zero cases.*

2.2 Block 2: Particulars of field operations: The details of field operations will be recorded in this block. While recording the total time taken to canvass the sch. 0.0 (i.e. column 3, srl. no. 4 of this block), it may be noted that the time taken to reach the sample village and come back should not be considered for filling in this item. In other words, total time spent in identification of the boundaries of the sample village/block, hamlet-group/sub-block formation, listing of households, formation of second-stage strata, selection of households and filling in all other blocks of this schedule may be recorded in hours. All other items are self-explanatory.

2.3 Block 3: Sketch map of hamlet-groups (hg's)/sub-blocks (sb's) formation

2.3.0 For large FSUs requiring hg/sb formation, the space provided for in the block shall be used to draw a free hand sketch-map of the village (panchayat wards for Kerala)/ block showing the boundaries of the hamlets and hg's/sb's formed so that they may be identifiable in the field afterwards with the help of this map. It need not be drawn to scale. The serial numbers of the hamlets as given in column (1) of block 4.1 will be written down on the map against each hamlet. The hamlet-group number given in column (1) of block 4.2 to which the hamlet belongs will also be shown against each hamlet within brackets on the right side of the

hamlet number. Similarly, sub-blocks will also be numbered in the map. The areas for the selected hg's / sb's shall be shaded in the map.

2.4.1 **Block 4.1: List of hamlets (only for rural samples with hg formation)**

2.4.1.0 This block is to be filled in only for the rural samples requiring formation of hamlet-groups (i.e. for $D > 1$). All the hamlets located in the village will be listed in the specified order.

2.4.1.1 *Columns (1) to (3)*: A running serial number for the hamlets will be given in column (1). Name of the hamlets will be written in column (2). Present population of each hamlet expressed as percentage of the total village population will be given in column (3) in whole numbers. Entries in column (3) should add up to 100.

2.4.2 **Block 4.2: List and selection of hamlet-groups (hg's)/sub-blocks (sb's)**

2.4.2.0 **General**: This block is meant for recording the details of the hg/sb formation and their selection for FSUs requiring hg/sb formation (i.e. with $D > 1$). Reference may be made to paragraphs 2.0.2, 2.0.2.1 and 2.0.3 for the procedures of formation and numbering of hg's/sb's.

2.4.2.1 **Column (1): serial no. of hg/sb**: The hg's/sb's formed will be given a running serial number (starting from 1) in column (1) as per the guidelines given in paragraphs 2.0.2, 2.0.2.1 and 2.0.3. The last serial number in this column will be the value of 'D' which is to be recorded against 'D' below the block heading.

2.4.2.2 **Column (2): serial no. of hamlets in the hg (rural only)**: This column is to be filled up only for rural FSUs. The serial numbers of the hamlets recorded in column (1) of block 4.1 constituting each hamlet-group are to be recorded in column (2) separated by commas.

2.4.2.3 **Column (3): percentage (%) population in the hg/sb**: Approximate present population of the hg/sb in terms of percentage to total FSU population will be recorded in column (3) in whole number. Entries in this column should always add up to 100.

2.4.2.4 **Column (4): sample hg/sb number**: Two hg's/sb's will be selected from the large FSU for the purpose of survey by the method of SRSWOR. The procedure is as follows:

First draw a random number, say R_1 , between 1 and D using random number table. Enter 1 in column (4) against the serial number in column (1) which is equal to R_1 . Next draw another random number between 1 and D . If it is equal to R_1 , reject it and draw another random number. Continue until a random number, say R_2 , different from R_1 , is drawn. Enter 2 in column (4) against the serial number in column (1) which is equal to R_2 . These are the two selected hg/sb. The selected serial numbers may be encircled in column (1).

For all other hg's/sb's (except the two selected), column (4) may be left blank.

2.5.0 Block 5: List of households and record of selection of households (hg/sb 1 / 2)

2.5.0.1 In this block, various information are to be recorded separately for each selected hg/sb. When there is no hg/sb formation in the FSU, the hg/sb number will be '1'.

2.5.0.2 This is the main block of the schedule. Listing of all houses and households along with collection of a few particulars for identification, preparation of sampling frame, formation of second stage strata and selection of sample households for the schedules 1.0 and 10 are to be carried out in this block.

2.5.0.3 It is essential to ensure that there is no omission or duplication of any house or household. A house to house enquiry will be made to list all the houses and households. *Households which are found to be temporarily absent at the time of listing are also to be listed and included in the frame of households before sample selection.* After obtaining from the neighbours as much details as possible about the absentee households, attempt should be made to contact the households at the appropriate hours (even outside the normal working hours of the investigators) and if need be by revisiting the households during the survey period in the sample FSU. While listing a house the investigator shall find out how many households (including temporarily absent i.e. locked households) reside there and list all of them. After this, the investigator will proceed to list the next house. In order to ensure complete listing of houses/households, it is better to follow some definite order for listing. The order followed in 2001 Population Census may be adopted, wherever possible, taking care that any house that has come up later is not omitted; otherwise, listing may be done in serpentine manner starting from the north-west corner and moving southwards. The name of any natural grouping of the houses like hamlet, street, mohalla, etc. and date of listing may be written at the top before the listing of houses starts. This will help in checking completeness.

2.5.0.4 If there is hg/sb formation in the FSU, listing of houses and households will be done for sample hg/sb no. 1 first. The serial number of sample hg/sb and the names of hamlets will be written before the listing of households starts. After completing the listing of houses/households of each hamlet of the sample hg, one line will be left blank. On completion of the job for sample hg/sb 1, listing for sample hg/sb 2, if formed in the FSU, will be taken up in a separate page of block 5.

First mark the hg/sb number (1 or 2) in the heading of the block 5 correctly and cross the one not applicable.

Various columns of block 5 are described below:

2.5.0.5 **Column (1): house number:** All houses including vacant ones shall be listed by giving a house number. The 2001 Population Census house number or the number given by the local panchayat, municipality or other local bodies, may be used if available. The houses without such numbers will be given a separate running serial number starting from 1 within brackets. Wherever house numbers are available, even if not for all the houses, the actual house numbers shall be recorded without any brackets. After listing all the households associated with a house, the next house shall be listed. If the house is used solely for non-residential purposes or is vacant, the purpose to which it is put will be written across the line, e.g. temple, vacant structure, etc. For family living under a tree or bridge etc. (i.e. without any house), a '-' may be put in this column.

2.5.0.6 Column (2): household serial number: The household(s) normally residing in the house or in a fixed location (e.g. under a tree/bridge/open space etc.) listed in column (1) will be numbered in column (2). All households (including those found temporarily absent) will be given a running serial number in this column starting from 1. In case of persons staying, say, in hostels and forming single member households, each of them will be listed in separate lines giving a household serial number. Continuous serial number starting from 1 will be given in column (2) for each of the sample hg's/sb's 1 & 2 separately. This column will be left blank for the lines meant for vacant houses, non-residential buildings, etc.

2.5.0.7 Column (3): name of head of household: For a household having serial number in column (2), the name of the head shall be recorded here.

2.5.0.8 Column (4): household size: The size of each household as defined in Chapter One will be recorded in this column. A small box space is provided against this column at the end of each page to record the total for this column.

2.5.0.9 Columns (5) – (6): These two columns are to be filled-in for rural samples only.

2.5.0.9.1 Column (5): relatively affluent household (yes – 1, no – 2): This column prepares the frame for the second-stage stratum (SSS) 1 which consists of the households identified as affluent as per particulars in block 5.1.

This column will be filled-in after completion of listing of all affluent households in block 5.1.

A household will be classified as affluent in block 5.1 if (i) it owns any of the items such as motor car/jeep/tractor/combine-harvester/truck/bus/van etc., consumer durables like telephone/mobile phone/colour TV/DVD/VCP/fridge/washing machine etc. or (ii) a household member is a professional such as doctor/ advocate or has a high salaried job or (iii) the household owns 7 hectares or more cultivable land or 3.5 hectares or more irrigated land or (iv) owns at least 10 heads of cattle and buffaloes. If no affluent household could be identified, SSS 1 will be void. But in case the number of affluent households as per block 5.1 exceeds 10 for a hamlet-group, the top ten among them in order of their relative affluence (as per the judgement of investigator) will form the frame.

At the listing stage, if a household is observed to satisfy at least one of the criteria for affluent household, block 5.1 will be filled-in for the household. After completion of the listing of all households, 10 most affluent households will be *identified* in block 5.1 for each hamlet-group and code '1' will be entered in column (5) of block 5 against the corresponding households. If the number of households listed in block 5.1 does not exceed 10, code '1' will be entered in column (5) of block 5 against all the households listed in block 5.1. Code '2' will be entered in column (5) of block 5 against all other households.

For locked households, efforts must be made to get the information from the neighbours. If no information is available even from the neighbours, code 2 will be entered in this column.

Table 2: The values of cut-off points A and B (urban MPCE in Rs) for

state/u.t.	SR	description	B	A
(1)	(2)	(3)	(4)	(5)
Andhra Pradesh	281	Coastal	470	1360
	282	Inland Northern	510	1390
	283	South Western	390	1160
	284	Inland Southern	440	1240
Arunachal Pradesh	121	Arunachal Pradesh	510	1350
Assam	181	Plains Eastern	500	1370
	182	Plains Western	490	1450
	183	Hills	520	1150
Bihar	101	Northern	340	830
	102	Central	380	1010
Chhattisgarh	221	Chhattisgarh	440	1130
Goa	301	Goa	770	1870
Gujarat	241	Eastern	550	1940
	242	Plains	600	1590
	243	Plains Southern	590	1610
	244	Dry areas	560	1100
	245	Saurashtra	560	1270
Haryana	061	Eastern	630	1570
	062	Western	530	1270
Himachal Pradesh	021	Himachal Pradesh	810	2060
Jammu & Kashmir	011	Mountainous	720	1670
	012	Outer Hills	830	1480
	013	Jhelam Valley	690	1150
Jharkhand	201	Jharkhand	390	1270
Karnataka	291	Coastal & Ghats	480	1480
	292	Inland Eastern	540	1190
	293	Inland Southern	690	1820
	294	Inland Northern	430	1180
Kerala	321	Northern	480	1220
	322	Southern	670	1890
Madhya Pradesh	231	Vindhya	380	1040
	232	Central	450	1200
	233	Malwa	470	1320
	234	South	400	1130
	235	South Western	430	1050
	236	Northern	420	1220

Table 2: The values of cut-off points A and B (urban MPCE in Rs) for

state/u.t.	SR	description	B	A
(1)	(2)	(3)	(4)	(5)
Maharashtra	271	Coastal	720	1970
	272	Inland Western	560	1750
	273	Inland Northern	440	1550
	274	Inland Central	410	1020
	275	Inland Eastern	390	1410
	276	Eastern	560	1360
Manipur	141	Plains	530	1040
	142	Hills	520	850
Meghalaya	171	Meghalaya	760	1520
Mizoram	151	Mizoram	790	1600
Nagaland	131	Nagaland	940	1850
Orissa	211	Coastal	400	1110
	212	Southern	380	1140
	213	Northern	410	950
Punjab	031	Northern	570	1520
	032	Southern	610	1510
Rajasthan	081	Western	550	1310
	082	North Eastern	520	1490
	083	Southern	670	1570
	084	South Eastern	460	1100
Sikkim	111	Sikkim	650	1490
Tamil Nadu	331	Coastal Northern	570	1790
	332	Coastal	520	1220
	333	Southern	500	1400
	334	Inland	550	1430
Tripura	161	Tripura	540	1570
Uttaranchal	051	Uttaranchal	580	1410
Uttar Pradesh	091	Western	420	1360
	092	Central	390	1180
	093	Eastern	410	1110
	094	Southern	380	1060
West Bengal	191	Himalayan	470	1260
	192	Eastern Plains	410	1230
	193	Central Plains	530	1510
	194	Western Plains	470	1430
A & N Islands	351	A & N Islands	780	1820

Table 2: The values of cut-off points A and B (urban MPCE in Rs) for

state/u.t.	SR	description	B	A
(1)	(2)	(3)	(4)	(5)
Chandigarh	041	Chandigarh	830	2450
D & N Haveli	261	D & N Haveli	840	1880
Daman & Diu	251	Daman & Diu	700	1750
Delhi	071	Delhi	790	2510
Lakshadweep	311	Lakshadweep	730	1560
Pondicherry	341	Pondicherry	520	1340

2.5.0.9.2 Column (6): principal earning from non-agricultural activity (yes – 1, no – 2): This column prepares the frame for the second-stage stratum 2. If principal earning of the household is from non-agricultural activities (i.e. activities other than those under Tabulation Categories A and B of NIC 1998), code 1 will be entered in this column. Otherwise, code 2 will be entered. For ascertaining the source of principal earning, incomes of all the household members may be taken into account.

For locked households, efforts must be made to get the information from the neighbours. If no information is available even from the neighbours, code 2 will be entered in this column.

2.5.0.10 Columns (7) – (9): These columns will be filled in only for *urban* samples.

2.5.0.10.1 Column (7): monthly household consumption expenditure (Rs): The household consumer expenditure has been explained in Chapter One. The amount of monthly consumer expenditure normally incurred by the household may be recorded in this column in whole number of rupees.

2.5.0.10.2 Column (8): monthly per capita expenditure (MPCE) (Rs): The entry for this column will be derived as entry in col. (7) divided by the household size in col. (4). This will be recorded in whole number of rupees.

2.5.0.10.3 Column (9): MPCE (code): Each household having a serial no. in col. (2) will get a code in this column. The codes are as follows:

MPCE (in rupees)	code
more than A.....	1
equal to or more than B but equal to or less than A.....	2
less than B.....	3

The values of ‘A’ and ‘B’ for each NSS region are given in Table 2.

For locked households, efforts must be made to get the information from the neighbours. If no information is available even from the neighbours, a ‘-’ may be entered in columns (7) & (8) and code 2 will be entered in column (9).

2.5.0.11 Columns (10) – (12): sampling serial number: SSS: It may be recalled that for each of the schedules 1.0 and 10, there will be three SSS. Column (10), (11) and (12) will provide the sampling frames for SSS 1, 2 & 3 pertaining to both the schedules. Each household will be tick-marked (✓) in one and only one of these three columns.

For rural samples, if col. (5) has code 1, a tick-mark (✓) will be given in column (10). Households with code 2 in col. (5) will not be tick-marked in column (10). For these households col. (6) will be considered. If entry in col. (6) is 1, a tick-mark (✓) will be given in column (11). Otherwise, tick-mark (✓) will be given in column (12).

In case of urban samples, col. (9) will be considered. If the entry in col. (9) is 1, tick-mark (✓) will be given in column (10). For codes 2 or 3 in col. (9), tick-mark (✓) will be given in column (11) or column (12) respectively.

Then all the tick-marks will be given running serial numbers from the top starting from 1 in each column independently. These will be the sampling serial numbers for SSS 1, 2 and 3 respectively. For SSS 1 of a rural FSU/hg, highest serial number will be less than or equal to 10.

The highest serial nos. in each of these columns will be the value of ‘H’ for the respective SSS for both the schedules. This value will be recorded against ‘H’ in the space provided in the column headings.

2.5.0.12 Columns (13) – (15): schedule 1.0: sample household number: SSS: The number of households to be selected (h) for each combination of hg/sb × SSS has been given in Chapter One. The value of ‘h’ may be recorded in the space provided in the column headings. For selecting the sample households of any particular (hg/sb) × SSS, the following procedure will be followed. Suppose ‘H’ denotes the total number of households in the frame [i.e. the highest entry in column (10)/(11)/(12)] and ‘h’ the number of households to be selected. If $H = h$, all the households will be selected and no random number need to be drawn. Otherwise, first draw a random number, say R_1 , between 1 and H. Next, draw another random number, say, R_2 , also between 1 and H. If $R_2 = R_1$, then reject R_2 and draw a fresh R_2 . Continue this way till requisite number of distinct R’s [i.e. $R_1, R_2, \dots, R(h)$] have been drawn. Then the households with sampling serial numbers $R_1, R_2, \dots, R(h)$ [in column (10)/(11)/(12)] will be the selected households and be given sample household numbers as 1, 2,....., h respectively in columns (13)/(14)/(15). Encircle the corresponding sampling serial numbers in columns (10)/(11)/(12).

2.5.0.13 Columns (16) – (18): schedule 10: sample household number: SSS: Required number of sample households (h) will be drawn from each (hg/sb) × SSS by SRSWOR. The values are to be recorded in the space under the column headings. The sample households will be selected with SRSWOR in each hg/sb × SSS. The procedure is similar to that described for schedule 1.0 in para 2.5.0.12 with the modification that if the sample household is found to have been already selected for schedule 1.0, it will be *replaced* by the next non-selected

household in the frame. The household selected after replacement will be treated as an originally selected household. The sampling serial number of this household will be encircled twice. This modification has been done with a view to select separate households for the two schedule types. However, if the number of households in frame is small, one or more sample households may be common for both the schedule types. In such cases both schedules will be canvassed in the same household.

2.5.1 Block 5.1: working sheet for identifying relatively affluent households (hg 1 / 2) (rural only): This block will be used for identifying the relatively affluent households in the FSU / selected hg. This will be done by taking into account the factors generally associated with affluent households such as: ownership of motor car/jeep/tractor/combine-harvester/truck/bus/van etc.; consumer durables like telephone/mobile phone/colour TV/DVD/VCP/fridge/washing machine etc.; ownership of large business/highly remunerative profession/high salaried income etc.; ownership of large pucca house in good condition; ownership of 7 hectares or more of cultivable land; ownership of 3.5 hectares or more of irrigated land; ownership of a good number of cattle and buffaloes (10 or more in number). A household will qualify for classification as affluent if it owns any one of the items listed in cols. (4) to (10) of this block or the household has a member as doctor/advocate etc. or a household member has a high salaried job or the household owns cultivable land / irrigated land / cattle and buffaloes equal to or more than the limits specified above. However, in case majority of the households in the selected village / hg satisfy some specific criterion, then it need not be considered for identification of the relatively affluent household.

At the time of listing of households in block 5, if it is found that a household satisfies at least one of the criteria, it will be considered as an affluent household and will be listed in block 5.1. In other words, the investigator will record the particulars in block 5.1 only for those households that fulfil the criteria for affluent households as described above. If the number of such households exceeds 10, the investigator will have to rank them in descending order of their affluence. The ranks may be assigned by the investigator on the basis of his judgement of the relative affluence. The top ranking 10 households will constitute the frame for SSS 1. The rank assigned to the household may be indicated on the left margin of the block against the household. If the number of such households is less than or equal to 10, all of them will be included in the frame of SSS 1.

For columns (4) to (11), the entry will be either 1 or 2. For columns (12) / (13), the entries will be either blank or more than or equal to 7 hectares / 3.5 hectares and these will be recorded in three places of decimals. Similarly, column (10) will have entry blank or more than or equal to 10.

2.6 Block 6: particulars of sampling of households: Particulars of sampling of households, separately for schedules 1.0 and 10 for each of the hg/sb 1 & 2 will be recorded in this block. If there is no hg/sb formation, entry will be made against hg/sb 1.

2.6.1 Column (3): population: Population as obtained by summing up the page totals of household sizes in column (4) of block 5 over all the listed households may be recorded in this column separately for hg/sb 1 & 2 against the rows for schedule 1.0. The total of populations of hg/sb 1 & 2 will be recorded in the cell against 'all'.

2.6.2 Columns (5) to (10): number of households: Total number of households in the frame of all the SSS of schedules 1.0 and 10 will be recorded in the corresponding cells of column (5) for each hg/sb. Number of selected households will be copied in column (6). These are to be copied from the relevant columns of block 5. References are as below:

Schedule 1.0: Column (5) entries for SSS are same as the value of 'H' recorded in heading spaces of columns (10), (11) & (12) of block 5 for each hg/sb. Column (6) entries will be equal to the value of 'h' recorded in heading spaces of columns (13), (14) & (15) of block 5 for that combination of hg/sb × SSS.

Schedule 10: Column (6) entries will be the value of 'h' recorded in heading spaces of columns (16), (17) & (18) of block 5.

Columns (7), (8) and (10) of block 6 may be filled up on the basis of survey codes given in item 18, block 1 of the respective schedules. The entries in columns (7), (8) & (10) will be the number of filled-in schedules with the survey codes 1, 2 & 3 in the corresponding schedules respectively. Total number households surveyed will be entered in column (9). It may be seen that (i) column (9) = column (7) + column (8) and (ii) column (10) = column (6) - column (9).

2.6.3 Column(11): number of replaced household: Total number of households for schedule 10 replaced (being already selected for schedule 1.0) will be reported for all SSS separately for hg/sb 1 & 2 against the rows for schedule 10. Entries will be the number of double circles in columns (10), (11) & (12) of block 5 for each hg/sb. Entry against 'all' will be sum of all SSS for hg/sb 1 & 2.

2.7 Block 7: distance of the village from nearest facility: In this block, it is aimed to collect information on the availability of some specific facilities like communication, markets, institutional agencies providing aid, assistance and credit to the villagers. *In case of hamlet group formation information are to be collected in respect of the entire sample village (panchayat ward in Kerala).*

If a facility is available in general to the villagers, it will be considered as a facility. The required information has to be obtained by contacting the village officials and / or other knowledgeable person(s). In case they are not aware of the existence of a particular facility, the nearest Block Development Officer or other related Agencies may be contacted for collection of the relevant information.

This block may be filled in after completion of listing of households. The block has to be filled in for all surveyed villages including uninhabited/depopulated/zero cases also.

2.7.1: Items 1- 32: Column (3): distance code: Distance in terms of code will be entered in this column against items 1 to 32. Distance from the nearest facility available to the villagers will be considered. The distance will be measured from the geographical centre of the village. However, if a particular facility is available within the village, the distance code will always be 1 irrespective of its distance from the centre of the village. One of the codes 2 to 6 will be applicable when the facility is available at a place outside the village. If a facility is available at two different places, the distances of the nearest place will be considered for recording the distance code. In this connection, it may be noted that if at a particular location, more than one facility is available in a combined form and if that location is the nearest one to the

village in respect of all the facilities under consideration, then the distance code of that location is to be recorded against all the facilities. For example if the nearest secondary school also provides primary as well as middle level education and the nearest primary school or the middle school is farther away than the secondary school then the distance code of the secondary school is to be recorded for both the primary school and middle school also. The codes for distances are:

within village.....	1
outside village:	
less than 2 kms.....	2
2 kms. or more but less than 5 kms.....	3
5 kms. or more but less than 10 kms.....	4
10 kms. or more but less than 20 kms.....	5
20 kms. or more.....	6

Most of the items listed in the block are self-explanatory. However, some of the terms are explained below.

2.7.1.1 Items 1- 6: These items are self - explanatory. In States/UTs where districts do not have block/mandal, block/mandal headquarters will mean headquarters of immediately lower administrative unit under the district.

2.7.1.2 Item 7: metalled road: This will include roads made of pucca materials like asphalt, cement, concrete, bricks, stones, etc.

2.7.1.3 Item 8: all weather road: This is the road usable for all seasons of a year irrespective of the material used for the road.

2.7.1.4 Item 9: primary school: Generally, up to the standard of class IV is considered as primary education. However, the practices differ in some states where education of class V is also included under 'primary' level. For the purpose of this survey, education up to class IV or V, as the local practice may be, will be considered as primary education. This item will cover institutions providing such educational facilities.

2.7.1.5 Item 10: secondary school: Secondary school provides education up to class X.

2.7.1.6 Item 11: higher secondary school / junior college: Higher secondary school provides education up to 10+2 standard. In some places it is also known as junior college. Institutions providing education up to 10+2 standard will be covered under this item.

2.7.1.7 Item 12: college: Colleges providing degree courses with a minimum of bachelor degree recognised by a university or equivalent will be covered under this item. Colleges providing diploma courses which are equivalent to degree courses are also to be covered under this item.

2.7.1.8 Item 13: health sub-centre / dispensary: A health sub-centre is the most peripheral contact point in the primary health care system. It covers around 5,000 populations in plain area and 3,000 populations in hilly / tribal area. It is run by government and located in the rural area. It is manned by two multi-purpose health workers – one male and one female. A sub-centre usually does not have facilities for treatment as in-patients. Dispensary is the

consulting place / chamber which does not generally have facilities for treatment of in-patients.

2.7.1.9 Item 14: primary health centre: Primary health centre (PHC) is the first contact point between a village community and the medical officer. It has a medical officer and other paramedical staff. It is run by the Government and usually has in-patient and out-patient facilities. A PHC has jurisdiction over 6 Sub-centres and serves about 30,000 populations in plain area and 20,000 populations in hilly / tribal area.

2.7.1.10 Item 15: community health centre / government hospital: Community Health Centres (CHC) serves about 1.2 lakh populations in plain area and 80,000 in the hilly / tribal area. The CHC functions as referral centre for the PHC. It is manned by medical specialists and paramedical staff and has in-patient and out-patient facilities. Medical institutions having provision of admission of sick persons as in-door patients (in-patients) for treatment are called hospitals. Hospital run by the central / state government or local bodies like municipalities will be covered under this item.

2.7.1.11 Item 16: private clinic / doctor: Private clinic is the consulting place / chamber of private doctors. Doctors are those having degrees/diploma in medicine and also registration from recognised universities / institutions deemed to be universities. These doctors may follow any of the systems - allopathic, homeopathy, ayurvedic, unani.

2.7.1.12 Item 17: medicine shop: A shop which sells drugs and medicines of any system of medicine viz. allopathic, homeopathic, ayurvedic or unani medicines, will be considered as a medicine shop.

2.7.1.13 Item 18: community centre: It is a place accessible to the villagers where facilities of viewing TV, video, etc., arranging ceremonies like marriage, festivals and other community programmes, etc., are available. The centre is generally located at a fixed place. The villagers will have access to the centre.

2.7.1.14 Items 19 – 20: post office, police station/police outpost: The items are self-explanatory.

2.7.1.15 Item 21: wholesale market: Wholesale market is a market where the buying and selling of goods or merchandise is done to retailers and other merchants and commercial users but generally not to ultimate consumers. Thus, it is a market where wholesaler acts as a middleman between producer and retailer or ultimate consumer. The operations like sales, purchases and prices etc. of a wholesale market are sometimes supervised/controlled by market committee or some other agency.

2.7.1.16 Item 22: cooperative credit society: Co-operative credit society is a society that is formed through the co-operation of a number of persons (members of the society) for the benefit of the members. The funds are raised through contributions / investments by the members and the profits are shared by the members. Cooperative banks will also be considered here.

2.7.1.17 Item 23: commercial bank: This includes all nationalised banks including the State Bank of India and its subsidiaries. All other scheduled and non-scheduled banks, other than co-operative banks, should also be considered here.

2.7.1.18 **Item 24: land development bank:** Land development banks are co-operative societies established for advancing loans for acquiring assets of capital nature connected with land improvements, productivity of land and agricultural development. The land development banks sanction long terms loans, which are repayable over a period exceeding five years. If a cooperative bank performs the activities of a land development bank in addition to the usual activities of a cooperative bank, it will be considered under item 22 and not under this item.

2.7.1.19 **Item 25: marketing society:** Co-operative marketing society means a registered society established for the purpose of promoting marketing facilities primarily of agricultural produce. The marketing society receives the produce directly from the producers or through primary credit societies. The produce is then sold in different markets or to the high level marketing organisations etc. In addition to the marketing function, the societies may also undertake supply of agricultural requisites such as seeds, manure and fertilizer, pesticides and insecticides etc.

2.7.1.20 **Item 26: PCO:** Distance of the facility which is nearest to the village among telegraph office/ public call office (PCO) / e-mail centre will be recorded in this item in code. A public call office or e-mail centre will refer to a place accessible to the villagers with or without payment of fee. E-mail is the electronic mail which is sent through network (internet) from one place to another.

2.7.1.21 **Item 27: video parlour/cinema hall:** Distance of the nearest video parlour/cinema hall will be recorded in terms of codes.

2.7.1.22 **Item 28: veterinary hospital / dispensary:** A veterinary hospital / dispensary has provision for the treatment of animals.

2.7.1.23 **Item 29: fertiliser / pesticide shop:** Fertiliser / pesticide shop is one which sells fertiliser and / or pesticide.

2.7.1.24 **Item 30: fair price shop:** Fair price shop is the shop which sells some essential commodities at subsidised rate. This may be owned by the government, local self-government, a government undertaking, the proprietor of a firm, co-operative(s) or private persons (individually or jointly) or other bodies like club, trust, etc.

2.7.1.25 **Items 31-32: cold storage, Industrial training institute:** These items are self-explanatory.

2.7.2.1 **Item 33: electricity connection (yes – 1, no – 2):** If electricity is used in any part of the village for any purpose (agriculture, industry, street light, domestic etc.), it will be considered that the facility is available for the villagers and code 1 will be recorded in col. (3).

2.7.2.2 **Item 34: informant code:** The information in block 7 is to be collected from one or more knowledgeable person(s) of the village. The source of such information collected is to be reported in this item. In case there is more than one source then the code will relate to the informant from whom maximum information has been collected. The codes are:

sarpanch (male).....	1
sarpanch (female).....	2

other panchayat member.....	3
gram sewak.....	4
school teacher.....	5
health personnel.....	6
others.....	9

2.8 Block 8: remarks by investigator: The investigator may give his remarks here on any abnormal situation or entry in the schedule.

2.9 Block 9: comments by supervisory officer(s): The Assistant Superintendent, the Superintendent or any other officer inspecting the work relating to this schedule, may give his comments here.

2.10 Substitution of sample households:

If a sample household of a particular schedule type cannot be surveyed due to some reason or the other, it will be substituted by the next one having higher sampling serial number (provided not already selected) of the same SSS. The substitute for the one having last sampling serial number of an SSS in a column will be the one having first sampling serial number within the same column. If the substituted household becomes a casualty, *it will be substituted by another in the same manner. If this household also turns out to be a casualty, further substitute need not be taken. However, it must be ensured that a minimum of one sample household is always surveyed for each SSS if H>0 and for each hg/sb. Substitution may be attempted more than twice in a few cases to adhere to this restriction.* In such cases, the fact has to be recorded in the remarks block (block 8 & 9).

It is to be noted that in the case of a substitution of a household, the word “SUBSTITUTED” should be written at the top of the front page of schedule.

2.11 Random numbers: A table of random numbers is supplied to each investigator. The n-th column of the table will be consulted in the case of the central sample and (n + 1) th column in the case of the state sample, where n is the last two digits of the serial number of the sample FSU. When n = 00, it will be taken as 100. The number of digits to be used will be the same as that of the highest number of the range within which the random number is to be selected. However, if random number is required to be drawn between 1 and 10 or between 1 and 100, only one or two digit random numbers may be used where random number '0' will stand for '10' and random number '00' for '100'.

The first two random numbers will be used for hamlet-group/sub-block selection whenever required. The subsequent random numbers may be used for selection of households in the order: (i) for hg/sb 1 – households for three SSS of schedule 1.0, households for three SSS of schedule 10 and then (ii) for hg/sb 2 – households for three SSS of schedule 1.0, households for three SSS of schedule 10. If the particular column of random numbers is exhausted in the process, next column may be used. Similarly, if all the columns of the Random number table is exhausted, then the first column will be used.

2.12 Substitution of sample FSU:

- (a) If a sample FSU cannot be surveyed due to say, it being not uniquely identifiable or traceable, not accessible or for any other reason, it will be substituted. All such cases will be referred to:

The Director (TC), DPD, NSSO,
 Mahalanobis Bhavan,
 164, Gopal Lal Tagore Road, Kolkata- 700108.
 e-mail address: dpdnsso@cal.vsnl.net.in
 fax: 033-25771025

A copy of the letter may be given to:

The Director (Coordination), SDRD, NSSO
 Mahalanobis Bhawan
 164, Gopal Lal Tagore Road, Kolkata- 700108.
 e-mail address: sdrd@cal2.vsnl.net.in
 fax: 033-25776439, Tele: 033-25781495

If the substituted FSU has same problem as the original, correspondences may be made immediately so that another substitute can be provided to prevent voidness of stratum. In case no substitute FSU could be surveyed even with best efforts [i.e. code 7 in item 17, block 1], a blank schedule 0.0 will be submitted with only blocks 0, 1, 2, 8 and 9 filled in. The word 'CASUALTY' is to be written at the top of the front page of the schedule in such cases.

All efforts must be made to ensure that at least one FSU is always surveyed from each stratum for each sub-sample so as to prevent occurrences of void strata.

(b) If a sample FSU is found to be depopulated at the time of survey, or its population has shifted elsewhere due to some natural calamity, or it is treated as a "zero-case", it will not be substituted. It will be treated as a valid sample and blank schedule 0.0 with only blocks 0, 1, 2, 7, 8 and 9 filled in will be submitted in such cases. The word/words 'UNINHABITED' or 'ZERO CASE', as appropriate will be written on the top of the front page of the schedule in such cases. However, in Arunachal Pradesh and possibly elsewhere also in the hill tracts of North Eastern states where, for example, jhum cultivation is prevalent, whole village may shift from place to place. In such cases the sample village will be surveyed in the place where it is currently located and not treated as uninhabited if found absent in its original location.

(c) If a sample village is found to have been declared as urban (as a town by itself or as merged in another town) either by State Govt. notification or by Census authorities and if it is covered in the urban frame used for selection of FSUs, it will be treated as a zero case and the procedure given in the previous para will be followed in this case. However, if it is not covered in the urban frame of FSUs, it is to be surveyed as per the rural programme. In such cases, however, if the boundaries of the original village are not identifiable, it may be substituted. If only a part of the village has been merged in the town, the remaining part will be surveyed as per rural programme even in this situation. *It is suggested* to write to SDRD before treating any sample as a zero case.

(d) *It is important* to note that a listing schedule 0.0 has to be submitted for every sample FSU irrespective of whether it is surveyed/substituted (including uninhabited and zero cases) or a casualty.

2.13 Repetition of FSUs: If a sample FSU is repeated in the sample list, *it will be surveyed as many times as it has been selected*. The procedures to be followed in respective cases are described below:

2.13.1 Repetition within state or central sample FSUs:

Case (a): without hamlet-group/sub-block formation: If repetition is in the *same sub-round*, listing is to be done only once. The listing schedule will be copied with the identification particulars changed to those of the serial number against which it is found repeated. (The items that may change are only these: serial number and sub-sample). The sample households will be selected afresh. However, if any household already selected is selected again, it is to be substituted. If the required number of fresh households (i.e. not selected in the first occasion) is not available in the frame as a result of which some households are reselected in the second/subsequent occasion, entries in various blocks for such household may be copied. If, however, repetition of the FSU takes place in a different sub-round, it is to be surveyed just like a new sample with fresh listing and sample selection.

Case (b): With hamlet-group/sub-block formation: If repetition is in the *same sub-round*, the hamlet-groups/sub-blocks formed during the first occasion will be used for all subsequent repetitions. However, on the second and subsequent occasions, the survey will be conducted in the hamlet-group/ sub-block selected afresh. If one or both hg/sb are repeated, random number may be drawn afresh to get different hamlet-group/sub-block not selected earlier. For the selection of households, the usual procedure as suggested for fresh FSUs may be followed. If, however, repetition of the FSU takes place in a *different sub-round*, it is to be surveyed just like a new sample with fresh listing and sample selection.

An example showing selection of households for a rural FSU without hg formation

[5] list of households and record of selection for households (hg/sb 1 / 2)*													
house number	household serial number	household size	rural only		sampling serial number			sample household number					
			relatively affluent household (yes -1, no -2)	principal earning from non-agricultural activity (yes -1, no -2)	SSS			Schedule 1.0			Schedule 10		
					SSS			SSS			SSS		
					1	2	3	1	2	3	1	2	3
H= 10	H= 9	H= 21	h=2	h=4	h=4	h=2	h=4	h=4					
(1)	(2)	(4)	(5)	(6)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
12	1	3	2	1		√ 1						2	
13/1	2	5	2	2			√ 1						
14	3	6	1	2	√ 1								
15A	4	8	2	1		√ 2							
15B	5	1	2	2			√ 2						3
9	6	2	2	1		√ 3			4				
10	7	4	2	1		√ 4						1	
16	8	6	2	2			√ 3			1			
17	9	2	1	2	√ 2			1					
(1)	10	3	1	2	√ 3								
19	11	6	2	2			√ 4						
20	12	5	2	2			√ 5			3			
21	13	3	2	1		√ 5			2				
22/1	VACANT HOUSE												
22/2	14	5	2	1		√ 6						3	
-	15	1	1	2	√ 4						1		
23	16	8	2	2			√ 6						
24	17	4	2	1		√ 7						4	
(2)	18	3	2	2			√ 7			2			
25	19	6	2	1		√ 8			1				
26	20	5	2	2			√ 8						4
27	21	2	2	2			√ 9						
28	22	1	2	2			√ 10						
29	23	4	1	2	√ 5			2					
30	24	2	2	2			√ 11						
31	25	5	2	2			√ 12						2
	26	1	2	2			√ 13			4			
	27	4	1	2	√ 6						2		
32	28	3	1	1	√ 7								
33	29	5	2	2			√ 14						
34	30	6	2	2			√ 15						
35	31	2	1	2	√ 8								
35A/ 1	32	4	2	2			√ 16						
35A/ 2	33	3	1	2	√ 9								
35A3	34	5	2	1		√ 9			3				

36A	35	3	2	2			$\sqrt{17}$						
36C	36	4	2	2			$\sqrt{18}$						
42	37	3	1	2	$\sqrt{10}$								
43	38	4	2	2			$\sqrt{19}$						1
44	39	3	2	2			$\sqrt{20}$						
45	40	4	2	2			$\sqrt{21}$						

Chapter Four

Schedule 10: Employment and Unemployment

INTRODUCTION

4.0.0 The first quinquennial survey on employment – unemployment, carried out by the NSSO in the 27th round (September 1972 - October 1973), made a marked departure from the earlier employment surveys of NSSO in procedure and content. The concepts and procedures followed in this survey were primarily based on the recommendations of the 'Expert Committee on Unemployment Estimates' (1970). Since then, the five successive quinquennial surveys conducted in the 32nd, 38th, 43rd, 50th and 55th rounds have, more or less, followed an identical approach in the measurement of employment and unemployment. The basic approach in all these five quinquennial surveys have been the collection of data to generate the estimates of employment and unemployment according to the 'usual status' based on a reference period of one year, the 'current weekly status' based on a reference period of one week, and the 'current daily status' based on each day of the seven days preceding the date of survey. In order to reveal the multi-dimensional aspects of the employment-unemployment situation in India, information on several correlates were also gathered in these surveys. Sets of probing questions on some of these aspects have also been one of the basic features of these surveys. The seventh quinquennial survey on employment-unemployment is to be carried out along with the surveys on household consumer expenditure during the 61st round survey operations (July 2004 - June 2005) of the NSSO.

4.0.1 A Working Group was set up for the purpose of finalising the survey methodology and schedules of enquiry of the 61st round. Considering all the aspects of current data demand and usefulness of the survey results, the Group has suggested a few improvisations, additions and deletions in the content of the schedule of enquiry for the present survey. The major changes made in the schedule for employment and unemployment survey vis-à-vis the previous quinquennial survey are given below:

- a) In the earlier rounds, a person, whose usual principal status was determined on the basis of the major time criteria, was considered as engaged in subsidiary economic activities if he/she had pursued economic activities for a relatively 'shorter time'. Though, in this definition of subsidiary economic activity, quantification of the duration of 'shorter time' was not done, nevertheless, had implicit hint that the 'shorter time' is not insignificant. The Working Group has now decided that a minimum of 30 days work in the subsidiary capacity, during the last 365 days, will be required for a person to be considered as having subsidiary economic activity.
- b) Instead of recording the details for two usual subsidiary economic activities of all the members of the household, as was done in the 55th round, the details of only one usual subsidiary economic activity pursued for relatively more time will be recorded, when there is more than one subsidiary economic activity.
- c) In the previous rounds, separate activity status code (code 96) was assigned for the 'beggars, prostitutes'. In the current round, no separate activity status code will be assigned to 'beggar, prostitutes', instead 'beggars, prostitutes' will be included in activity status 'others' (code 97).
- d) Activity situation of a person will be judged irrespective of whether the production of goods and services have been carried out in the form of smuggling or not.

- e) Certain probing questions to collect information on informal employment will be asked to all the workers, whether engaged in the usual principal status or in the subsidiary status, engaged in non-agricultural sector as well as in the agricultural sector as covered in the Economic Census 1998, i.e., excluding growing of crops, market gardening, horticulture (industry group 011 of NIC -98) and growing of crops combined with farming of animals (industry group 013 of NIC -98) of the agricultural sector.
- f) To assess the quality of employment in terms of earning, two probing questions will be asked to those employed in self-employment status. These are ‘do you regard the current earning from the self-employment as remunerative?’ and ‘what amount (Rs) per month would you regard as remunerative?’
- g) For persons of age 15 to 29 years, information on ‘whether receiving/received any vocational training’ will be collected. Further, among those who have received or are receiving ‘formal vocational training’, information on ‘source from where degree/diploma/certificate received’, ‘duration of training’ and ‘field of training’ will be collected.
- h) Information on ‘voluntary participation without remuneration in production of goods and services’ will be collected for those members of the household who are not workers, considering both principal and subsidiary status, as per existing production boundary followed by in the employment and unemployment survey of NSSO.
- i) Instead of collecting information on skill, information on ‘seeking or available or suitable for the type of occupation’ will be collected for persons of age below 75 years who are either unemployed or are out of labour force in the usual principal status.
- j) Separate industry codes are to be given for renting of building for residential and non-residential purposes.
- k) As in the 55th round, information on current attendance in educational institution will be collected in this round for persons of age below 30 years. Besides, for those who are currently attending any educational institution, information on ‘type of institution’ will be collected.
- l) In the 55th round, to get data on participation of persons in specified activities probing questions were put to females usually engaged in household chores while in the current round these questions will be asked to all the members of the household usually engaged in household chores.
- m) Information on ‘period of seeking/availability for work during the last 365 days’ will be collected for all the persons of age 5 years and above. In the earlier quinquennial rounds, this information was collected for those who were unemployed in the usual principal status.
- n) Migration particulars of the members of the sample household, which were collected in the 55th round, would not be collected in the current round.

SUMMARY DESCRIPTION OF THE SCHEDULE

4.0.2 In the present round, Schedule 10 on employment-unemployment consists of 16 blocks. The first three blocks, viz. Blocks 0, 1 and 2, are used to record identification of sample households and particulars of field operations, as is the common practice in usual NSS rounds. Similarly, the last two blocks, viz., Blocks 10 & 11, are again the usual blocks to record the remarks of investigator and comments by supervisory officer(s), respectively. Block 3 will be for recording the household characteristics like household size, religion, social group, land possessed and cultivated, monthly per capita consumer expenditure, etc., and Block 3.1 for recording particulars of indebtedness of rural labour households. Block 4 is used for recording the demographic particulars and attendance in educational institutions of all the household members. Particulars of vocational training receiving/received by the household members will also be collected in block 4. In Block 5.1, particulars of usual principal activity of all the household members will be recorded along with some particulars of the enterprises in which the usual status workers (excluding those in crop and plantation activities) are engaged. Information on informal employment will also be collected in block 5.1. Similarly, the particulars of one subsidiary economic activity of the household members along with some particulars of the enterprises and informal employment in their subsidiary activity will be recorded in Block 5.2. The daily time disposition for the seven days preceding the date of survey along with the corresponding activity particulars will be recorded for each household member in Block 5.3. Besides this, the CWS will be derived from the daily time disposition data and will be recorded in this block. As in the past, wage and salary earnings and mode of payment will also be collected for regular salaried/wage employee and for the casual labours in this block. Block 6 will be used to record the responses to the probing questions to the persons who were unemployed on all the seven days of the reference week. Blocks 7.1 and 7.2 contains the probing questions which are related to the under-utilisation of labour time and labour mobility, respectively. For the members of the household classified as engaged in 'domestic duties' as per their usual principal status, some follow-up questions have been framed and listed in Block 8, with a view to collecting some additional information which might explain as to whether their usual attachment to domestic duties was voluntary or involuntary and also to throw light on their participation in some specified activities for family gain. A worksheet to obtain the total monthly household consumer expenditure has been provided in Block 9.

4.0.3 **Concepts and definitions:** Concepts and definitions for various terms, viz., economic activity, activity status, procedure for determining the activity status by different approaches, vocational training and other related terms used in this schedule have been discussed in Chapter One.

DETAILS OF SCHEDULE

4.0.4 **Block 0: Descriptive identification of sample household:** This block is meant for recording descriptive identification particulars of the sample household and the sample village/block to which the sample household belongs. All the items in this block are self-explanatory. Items 4 and 5 are applicable to rural areas only and a dash '-' will be put against this item in urban schedule. The name of the hamlet to which the sample household belongs will be recorded against the fifth item 'hamlet name'. On the other hand, for a sample village with no hamlet group selection, a dash (-) is to be recorded against this item. Item 6 is applicable to urban areas only and a dash (-) will be put against this item in rural schedules. The entry against the last item, viz., 'name of informant', will be the name of the principal informant, i.e., the person from whom the bulk of the information is collected.

4.1.0 **Block 1: Identification of sample household:** The identification particulars of the sample household are to be recorded against items 1, 4 to 15. The entries against items 2 and 3 are already

printed in the schedule. Items 1 and 4-12 will be copied from the relevant items of block 1 of schedule 0.0.

4.1.1 **Item 13: Sample hamlet group/ sub-block number:** This item will be obtained from the heading of block 5 of schedule 0.0.

4.1.2 **Item 14: Second stage stratum number:** This will be taken from headings of columns (16) to (18) of block 5 of schedule 0.0. Entries will be any of 1, 2 or 3.

4.1.3 **Item 15: Sample household number:** This is same as the order of selection of the sample household and will be copied from columns (16) to (18) of block 5 of schedule 0.0.

4.1.4 **Item 16: Serial number of informant:** The serial number of the person recorded in column 1 of block 4 from whom the bulk of the information is collected will be entered here. Information is to be collected from members of the household. However, under the compelling circumstances if bulk of the information is collected from a person who is not a member of the household, '99' will be recorded against this item.

4.1.5 **Item 17: Response code:** This item will be filled in after collecting information for all items in the schedule. The entry is to be made in terms of codes on the basis of the impression formed by the investigator regarding the overall response of the informant. The codes are:

informant co-operative and capable	1
informant co-operative but not capable	2
informant busy	3
informant reluctant	4
others	9

4.1.6 **Item 18: Survey code:** Whether the originally selected sample household or a substitute household has been surveyed will be indicated against this item by recording code '1' if the originally selected household has been surveyed and code '2' if the substitute household has been surveyed. If neither the originally selected household nor a substitute household could be surveyed, i.e., if the sample household is a casualty, code '3' will be recorded. In case of a casualty only the blocks 0, 1, 2, 10 and 11 are to be filled up and on the top of the front page of the schedule the word 'CASUALTY' will be written in block capitals.

4.1.7 **Item 19: Reason for substitution of original household (code):** For an originally selected sample household, which could not be surveyed, irrespective of whether a substituted household could be surveyed or not, the reason for not surveying the original household will be recorded against item 19 in terms of codes. The codes are:

informant busy	1
members away from home	2
informant non-cooperative	3
others	9

This item is applicable if the entry against item 18 is either 2 or 3. Otherwise, this item is to be left blank.

4.2.0 Block 2: Particulars of field operation: The identity of the Investigator, Assistant Superintendent and Superintendent associated, date of survey/ inspection/ scrutiny of schedules, despatch, etc., will be recorded in this block against the appropriate items in the relevant columns. Besides, from the 46th round onwards, person codes of field officials have been introduced which are to be recorded against item 1(ii) (for central sample only). If the schedule is required to be canvassed for more than one day, the first day of survey is to be recorded against the item serial number 2(i). Total time taken to canvass schedule 10, which will include time taken to canvass block 9 also, will be recorded in item 4. Time taken to canvass block 9 only will be recorded against item 5. Entries in item 4 and 5 will be made in whole number in minutes. The time required to canvass the schedule should be the actual time to canvass the schedule and will not include the time needed by the investigator to finalise the schedule.

4.3.0 Block 3: Household characteristics: Certain household characteristics, such as, household size, household type, religion, social-group, household industry, household occupation, monthly household consumer expenditure, number of members who got work for at least 60 days in public works during the last 365 days, land owned/ land possessed as on the date of survey, land cultivated (including orchard and plantation) during July 2003 - June 2004, etc., which are intended to be used mainly as classificatory characteristics in studying the indicators of employment and unemployment will be recorded in this block.

4.3.1 Item 1: Household size: The size of the sample household, i.e., the total number of persons normally residing together (i.e., under the same roof) and taking food from the same kitchen (including temporary stay aways and excluding temporary visitors) will be recorded against this item. This number will be same as the last serial number recorded in column 1 of block 4.

4.3.2 Item 2: Principal industry (NIC-1998): The description of the principal household industry will be recorded in the space provided. The appropriate five-digit industry code of the NIC-1998 is to be recorded against 5 cells provided for recording NIC codes putting one digit in each cell. For households deriving income from non-economic activities only, (e.g. for a pensioner/ beggar/ prostitute household) a dash (-) may be put against this item.

4.3.3 Item 3: Principal occupation (NCO-1968): The description of the principal household occupation will be recorded in the space provided. The appropriate three-digit occupation code of the NCO -1968 is to be recorded against 3 cells provided for recording the NIC codes putting one digit in each cell. For households deriving income from non-economic activities only, a dash (-) may be put against this item.

4.3.4 The procedure for determining principal industry and principal occupation of the household has been discussed in Chapter One.

4.3.5 Item 4: Household type (code): For the **rural** areas, the selected household will be assigned appropriate type code out of the following five different household type codes:

self-employed in non-agriculture ...	1	self-employed in agriculture	4
agricultural labour	2	others	9
other labour	3		

For **urban** areas, the household type codes are as follows:

self-employed	1	casual labour	3
regular wage/salary earning...	2	others	9

4.3.6 The procedure for assigning household type codes for both rural and urban areas has been discussed in Chapter Three. A household, which does not have any income from economic activities, will get type code 9 (others).

4.3.7 **Item 5: Religion (code):** The religion of the household will be recorded against this item in codes. If different members of the household claim to belong to different religions, the religion of the head of the household will be considered as the religion of the household. The codes are:

Hinduism	1	Jainism	5
Islam	2	Buddhism	6
Christianity	3	Zoroastrianism	7
Sikhism	4	others	9

4.3.8 **Item 6: Social group (code):** Whether or not the household belongs to scheduled tribe, scheduled caste or other backward class will be indicated against this item in terms of the specified codes, which are:

scheduled tribe	1
scheduled caste	2
other backward classes ...	3
others	9

Those who do not come under any one of the first three social groups will be assigned code 9, meant to cover all other categories. In case different members belong to different social groups, the group to which the head of the household belongs will be considered as the 'social group' of the household.

4.3.9 **Item 7: Land owned as on date of survey:** The land area owned by the household as on the date of survey will be recorded in hectares in three places of decimal. Separate provision has been kept for recording integral and decimal parts. For 'nil' entry a dash (-) may be recorded here. A piece of land is considered 'owned by the household' if permanent heritable possession with or without the right to transfer the title is vested in a member or members of the household. Land held in owner-like possession under long-term lease or assignment is also considered as land owned. Detailed discussion regarding ownership of land has been made in Chapter Three.

4.3.10 **Item 8: Land possessed as on date of survey:** Land possessed is given by land owned (including land under 'owner like possession') + land leased in – land leased out + land held by the household but neither owned nor leased in (e.g., encroached land). The land area possessed by the household as on the date of survey will be recorded in hectares in three places of decimal. Separate provision has been kept for recording integral and decimal parts. For 'nil' entry a dash (-) may be recorded here. Detailed discussion regarding possession of land has been made in Chapter Three.

4.3.11 **Item 9: Land cultivated (including orchard and plantation) during July 2003-June 2004:** Land cultivated (including orchard and plantation) during the agricultural year 2003-2004, i.e., July 2003 to June 2004 will be recorded against this item. Land cultivated may be from the land 'owned', 'land leased-in' or from 'land neither owned nor leased-in'. It will be recorded against item 9 in hectares in three places of decimal. Separate provision has been kept for recording integral and decimal parts. For 'nil' entry a dash (-) may be recorded here. It may be noted that area with field crops and area under orchards and plantations will be counted only once in the same year/ season.

4.3.12 **Items 10 & 11: Number of members who got work for at least 60 days in 'public works' during last 365 days:** It will be first ascertained if any member of the household got any work for at least 60 days during last 365 days preceding the date of survey in 'public works'. Public works covers local area development works like construction of roads, dams, bunds, digging of ponds etc. as relief measures, or as an outcome of the employment generation schemes under the poverty alleviation programmes such as National Rural Employment Programme (NREP), Rural Landless Employment Guarantee Programme (RLEGP), Jawahar Rozgar Yojana (JRY), Minimum Needs Programme (MNP), etc. The number of male and female members who got work in 'public works' will be recorded against items 10 & 11, respectively. If no member got any such work '0' will be recorded against these items.

4.3.13 **Item 12: Monthly household consumer expenditure (Rs):** This item will be copied from item 40 of block 9.

4.3.1.0 **Block 3.1: Household indebtedness:** This block is intended to collect information on the extent of indebtedness of the rural labour households, i.e., those with household type code 2 or 3 against item 4 of block 3 of rural schedules. The information pertaining to the household indebtedness as on the date of survey will be collected in this block. For the purpose of this survey, **loans will include borrowing in cash and/or kind (including hire purchases/credit purchase)**. Borrowings in **kind should be evaluated at current retail price** prevalent in the local market. An advance payment received for forward delivery of goods **should also be** regarded as loan. Attempts will be made to record each loan separately irrespective of the type of loan and amount outstanding. Each loan will have a separate serial number against which the information on nature, source, purpose and amount outstanding of the loan will be recorded. If, however, the nature, source and purpose of two or more loans are similar, they may be entered as a single loan.

4.3.1.1 **Column (1): Serial number of loan:** As mentioned above, entries are to be made for each loan separately. Thus, each loan outstanding on the date of survey will get a separate serial number and that has to be recorded under this column.

4.3.1.2 **Column (2): Nature of loan:** For each loan listed in column (1), the 'nature of loan' in terms of codes will be recorded in this column. The relevant codes are:

hereditary loan	1	loan contracted in kind	3
loan contracted in cash ...	2	loan contracted partly in cash and partly in kind	4

4.3.1.3 **Column (3): Source:** The information regarding the source of each loan will be recorded in this column in terms of the following codes:

government	1	agricultural/professional money lender	5
co-operative society	2	shop-keeper/trader	6

bank	3	relative/friends	7
employer/landlord	4	others	9

If any relative/ friend charges interest, the proper source code should be 5 and not 7. Co-operative banks will be considered as banks and not co-operative society.

4.3.1.4 **Column (4): Purpose:** The purpose for which the loan has been contracted, irrespective of the actual use of the loan, by the household will be recorded in this column in terms of codes. If a particular loan is taken to meet more than one purpose, the purpose for which large part of the loan is intended to be utilised will be considered for recording entries in this column. The relevant codes are:

household consumption :

medical expenses	1
Educational expenses	2
legal expenses	3
other consumption expenses	4
marriage and other ceremonial expenses	5
purchase of land / construction of building.....	6
productive purpose	7
repayment of debt	8
others	9

The purpose of loan taken for legal expenses for the enterprise will get code 7. Code 4 will cover for loans taken for the purpose of food consumption, consumption of clothing, purchase of durable goods, etc.

4.3.1.5 **Column (5): Amount outstanding including interest as on date of survey:** For each loan, the total amount due on the date of survey (i.e. the outstanding principal plus the interest due) will be recorded in column (5) in whole number of rupees. Initial discount allowed, if any, in the principal should be taken into account while recording the total amount of loan outstanding on the date of survey. Suppose the value of an item of hire purchases is Rs. 5,000/- and 10% off-season discount is allowed, then the loan under this situation will be considered as Rs. 4500/- only. Account should also be taken of any advance deduction made at the time of giving loan. Thus, for a loan of Rs. 100/-, if Rs. 10/- is deducted as interest at the time of receiving the loan, the entry against this column will be Rs. 100/- and not Rs. 90/-. If only one loan is recorded in column (5), the amount of that loan should be repeated in the line meant for recording 'total'. If information is recorded for two or more loans, the total amount of all such loans taken together should be recorded in the line meant for recording 'total'.

4.3.1.6 The procedure adopted for making entries in regard to credit purchase requires elaboration. In the case of credit purchase, it should first be ascertained whether such credits are really due on the date of survey or not. Thus, in case of milk and some other items purchased on credit, the payments are usually made at the end of the month, whereas, the payments are in fact due on the dates of purchases and not at the end of the month. Therefore, on the date of survey all credit purchases made of such items, till that date is due and hence they will be treated as outstanding loans. On the other hand, since

the payments of wages to domestic servants or payments of the amounts on account of house rent or electricity charges are usually made after a given period, say one month, the amount of payment should be considered as loan only after expiry of the stipulated date of payment of such charges.

4.4.0 Block 4: Demographic particulars of household members: This block is meant to record the demographic particulars like sex, age, marital status, educational level, current attendance in educational institution, current registration with employment exchange and receipt of vocational training, etc., of all the household members. The description of the items and the procedure for recording them are explained below:

4.4.1 Column (1): Serial number: All the members of the sample household will be listed in block 4 using a continuous serial number in column (1). In the list, the head of the household will appear first followed by head's spouse, the first son, first son's wife and their children, second son, second son's wife and their children and so on. After the sons are enumerated, the daughters will be listed followed by other relations, dependants, servants, etc.

4.4.2 Column 2: Name of member: The names of the members corresponding to the serial numbers entered in column (1) will be recorded in column (2).

4.4.3 Column 3: Relation to head: The family relationship of each member of the household with the head of the household (for the head, the relationship is 'self') expressed in terms of specified codes will be recorded in this column. The codes are:

self	1	grandchild	6
spouse of head.....	2	father/mother/father-in-law/mother- in-law	7
married child	3	brother/sister/brother-in-law/sister-in-law	
spouse of married child ..	4	/other relatives.....	8
unmarried child	5	servant/employees/other non-relatives	9

4.4.4 Column 4: Sex: For each and every member of the household, sex in terms of the code (male-1, female-2) will be recorded in this column. For eunuch, code '1' will be recorded.

4.4.5 Column 5: Age (years): The age in completed years of all the members listed, will be ascertained and recorded in column (5). For infants below one year of age at the time of listing, '0' will be entered in column (5). Similarly for persons of age 105 years, entry under this column will be 105.

4.4.6 Column (6): Marital status: The marital status of each member will be recorded in this column in codes. The codes for different marital statuses are as follows:

never married	1
currently married	2
widowed	3
divorced/ separated	4

4.4.7 **Educational level:** Information on the highest level of education successfully completed by each member of the household considering his/ her all general/ technical/ vocational educational level will be recorded in terms of codes in column (7), whereas in column (8), the highest level of technical education successfully completed will be recorded. A person who has studied up to say, first year B.A. or has failed in the final B.A. Examination, his educational attainment will be considered only as 'higher secondary', for the purpose of column (7).

4.4.8 **Column (7): General:** In column (7), the highest level of education successfully completed by the members of the household considering general/ technical/ vocational education will be recorded in codes which are given below:

not literate	01
literate without formal schooling:	
EGS/NFEC/AEC.....	02
TLC.....	03
others.....	04
literate but below primary	05
primary	06
middle	07
secondary.....	08
higher secondary	10
diploma/certificate course	11
graduate.....	12
postgraduate and above.....	13

A person who can both read and write a simple message with understanding in at least one language is to be considered literate. Those who are not able to do so, are to be considered not literate and will be assigned code 01. Some persons achieve literacy by attending Non-formal Education Courses (NFEC) or Adult Education Centres (AEC) or by attending primary schools created under Education Guarantee Scheme (EGS). Such persons will be given code 02. Persons who have become literate through attending Total Literacy Campaign (TLC) will be given code 03. Persons who are literate through means other than formal schooling or the two enumerated above will be given code 04. Those, who are by definition literate through formal schooling but are yet to pass primary standard examination will be assigned code 05. Similarly codes 06, 07, 08, and 10 to 13 will be assigned to those who have passed the appropriate levels. The criteria for deciding primary, middle, secondary, etc. levels will be that followed in the concerned states/union territories. Persons who have attained proficiency in Oriental languages (e.g., Sanskrit, Persian, etc.) through formal but not through the general type of education will be classified appropriately at the equivalent level of general education standard. For them who have completed some diploma or certificate course in general or technical education, which is equivalent to below graduation level, code 11 will be assigned. Whereas, code 12 will be recorded for them who have obtained degree or diploma or certificate in general or technical education, which is equivalent to graduation level. Similarly, code 13 will be assigned for them who have obtained degree or diploma or certificate in general or technical education, which is equivalent to post-graduation level and above.

4.4.9 **Column (8): Technical:** Technical education standard achieved by the members of the household will be recorded in one of the following codes:

no technical education	01
technical degree in agriculture / engineering / technology / medicine etc.	02
diploma or certificate (below graduate level) in:	
agriculture	03
engineering/technology.....	04
medicine.....	05
crafts	06
other subjects	07
diploma or certificate (graduate and above level) in:	
agriculture.....	08
engineering/technology.....	09
medicine	10
crafts.....	11
other subjects...	12

Technical diploma or certificate in ‘other subjects’ will cover diploma or certificate in management, applied arts, etc. If more than one of the codes 03 to 07 are applicable, the code indicating the diploma/certificate **last received** will be considered. Similar will be the treatment when more than one of the codes 08 to 12 are applicable for a person. It may be noted that the technical certificate/ diploma obtained by the person **need not necessarily be recognised** by the Government.

4.4.10 **Column (9) & (10): Current attendance in educational institution:** Columns (9) & (10) will be used to record the particulars of current attendance in educational institution **for persons of age below 30 years**. Column (9) will be used to record ‘status of current attendance’. Column (10) will be used to record ‘type of institution’ for those who are currently attending educational institution, i.e., with entry 21-40 in column (9). Procedure for recording the particulars in these columns is explained in the subsequent paragraphs.

4.4.11 **Column (9): Status of current attendance.** It will be first ascertained if the person is currently attending any educational institutions (government or private) or not. Persons who are registered for any regular correspondence courses or distance education courses for a stipulated period at the end of which, are allowed to appear in the examination for the course, **will also be** considered as ‘currently attending’. Persons who are awaiting results will be considered as ‘currently attending’ and the

appropriate code for the level for which they have appeared in the examinations will be recorded. Persons who are not currently attending any educational institutions, reason for not attending will be ascertained and will be given any of the codes 01 to 05 if they have never attended and 11 to 15, if they ever attended but currently not attending. For those who are found 'currently attending', the course of study pursued by them will be further ascertained and codes will be assigned depending on the course of study pursued by them. For persons attending more than one courses, the one which is of full time will be considered for recording current attendance, in case only one of the courses is full time. In case more than one of the courses are full time, the one, which is of higher level will be considered for current attendance. If the full time courses are of same level, the one with longer duration will be considered. If the person is pursuing only part time courses, the course to be considered for current attendance will be determined in the similar way as is done for full time course.

The code structure for status of current attendance is as follows:

status of current attendance	code	status of current attendance	code
currently not attending			
never attended:		ever attended but currently not attending:	
school too far.....	01	school too far.....	11
to supplement hh. income	02	to supplement hh. income.....	12
education not considered necessary.....	03	education not considered necessary...	13
to attend domestic chores.....	04	to attend domestic chores.....	14
others	05	others.....	15
currently attending			
EGS/NFEC/AEC	21	diploma or certificate (below graduate level) in:	
TLC	22	agriculture.....	31
pre-primary (nursery/Kinder garten, etc.)..	23	engineering/technology	32
primary (class I to IV/V).....	24	medicine	33
middle.....	25	crafts	34
secondary and higher secondary.....	26	other subjects.....	35
graduate and above in:		diploma or certificate (graduate and above level) in:	
agriculture.....	27	agriculture	36
engineering/technology	28	engineering/technology	37
medicine	29	medicine	38
other subjects	30	crafts	39
		other subjects.....	40

4.4.12 **Column (10): Type of institution:** Those with code 21-40 in column (9) will be considered for recording entries here. The type of institution refers to the type of management by which the institution is run. It may be government, local body, or private body receiving government aid. Thus the type may be (a) Government, (b) Local body, (c) Private aided or (d) Private unaided. All schools/ institutions run

by the State, Central Government, Public Sector Undertakings or Autonomous Organisations, which are completely financed by the Government will be treated as government institutions. Schools/ institutions where some intervention of government is in the management and are mainly financed by the government will also be treated as government institutions. All institutions run by municipal corporations, municipal committees, notified area committees, zilla parishads, panchayat samitis, cantonment boards, etc. will be treated as local body institutions. Private aided institution is one, which is run by an individual or a private organisation and receives maintenance grant partly or fully from the Government or local body. Private unaided institution is one that is managed by an individual or a private organisation and not receiving maintenance grant either from a Government or a local body.

Relevant codes to be given are:

government	1	private unaided	4
local body	2	not known	5
private aided	3		

4.4.13 **Column (11): Currently registered with employment exchange: For persons of age below 65 years** listed in column (1) of this block, it is to be ascertained whether or not they are currently on the live register of the employment exchange. For a person to be currently on the live register, he or she should renew his/her registration before it lapses, i.e. when the renewal becomes due. The period specified for renewal varies from state to state and also perhaps, from one employment category to the other. The investigator, therefore, should ascertain from some knowledgeable sources, the period specified for such renewal in the particular region where he has to carry out the field work. With this background information, the investigator should find out when the person has registered in the employment exchange, whether he has renewed the registration, etc. and thus determine whether or not he or she was currently on the live register of the employment exchange. If the name of the person is in the live register of the employment exchange, code 1 and if not, code 2 will be recorded in this column.

4.4.14 **Column (12) to (15): Particulars of vocational training:** Columns (12) to (15) will be used to record particulars of vocational training received/ being received by **persons of age 15 to 29 years**. Procedure for recording the particulars in these columns is explained in the subsequent paragraphs.

4.4.15 **Column (12): Whether receiving/received any vocational training:** Information on whether the household member is receiving or has received any vocational training will be collected in this column in codes given below:

receiving formal vocational training.....	1
received vocational training:	
formal.....	2
<i>non-formal</i> : hereditary	3
<i>non-formal</i> : others	4
did not receive any vocational training	5

Only those who are currently receiving 'formal vocational training' will be given code 1 and if the vocational training, which is formal, is received, i.e., if the training course is successfully completed,

then code will be 2. Code 3 will be applicable for those who have received ‘hereditary’ non-formal vocational trainings and code 4 for those who have received ‘other’ non-formal vocational trainings. Persons who have failed in formal vocational training after completion of the full duration of the course will be given code 4 provided they have acquired competency through this training to employ themselves as wage salary employee or self-employed. Concepts of formal and non-formal vocational trainings have been discussed in Chapter One. Examples of some formal vocational trainings have been given in Annexure 1.

Columns (13) to (15) will be filled in for those who are receiving/received formal vocational training, i.e., for code 1 or 2 in column (12)

4.4.16 Column (13): Field of training (code): Field of training in this column refers to the broad area/trade, say, ‘Mechanical engineering trades’, ‘Electrical and electronic trades’, ‘Leather related work’, etc. on which the formal vocational training has been received/being received by the household member. ‘Field of training’ **will be recorded in terms of 2 digit codes.**

The codes for the field of training to be used for making entry in this column are given below:

field of training	codes
Mechanical engineering trades	01
Electrical and electronic engineering trades.....	02
Computer trades.....	03
Civil engineering and building construction related works.....	04
Chemical engineering trades.....	05
Leather related work.....	06
Textile related work.....	07
Catering, nutrition, hotels and restaurant related work.....	08
Artisan/ craftsman/ handicraft and cottage based production work.....	09
Creative arts/ artists.....	10
Agriculture and crop production related skills and food preservation related work.....	11
Non-crop based agricultural and other related activities.....	12
Health and paramedical services related work.....	13
Office and business related work.....	14
Driving and motor mechanic work.....	15
Beautician, hairdressing and related work.....	16
Work related to tour operators/ travel managers.....	17
Photography and related work.....	18

Work related to childcare, nutrition, pre-schools and crèche.....	19
Journalism, mass communication and media related work.....	20
Printing technology related work.....	21
Other.....	99

For a formal vocational training, if the ‘field of training’ is not covered by any of the codes 01 to 21, code 99 will be assigned to that field of training. It may be noted that under a particular broad area of the training stated above, an individual may have received the vocational training for development of skill in specific area(s).

For example, a vocational training may develop skill in specific area(s) like ‘blacksmithy’, ‘fitter’, etc. under the broad area ‘Mechanical engineering trades’ or in the specific area ‘Cutting and Tailoring’ under the broad area ‘Textile related work’ or in the specific area ‘Cane & Bamboo work’ under the broad area ‘Artisan/ craftsman/ handicraft and cottage based production work’. Specific areas and broad areas of the vocational training, in most cases, will be understood from the name of trade/training course.

To facilitate the collection of data on ‘field of training’, an indicative list of specific areas on which one can receive the vocational training and the broad area covering the specific area(s) is given in Annexure 2. There may be cases where broad area of training can be understood from the specific area of training but the specific area is not covered under any of the broad areas in the list given in Annexure 2. For a person when more than one of the codes are applicable, last training received will be considered for giving code for ‘field of training’.

Some instances for recording field of training are being illustrated with the help of the following examples:

1. A person has received a vocational training for which the name of the training course is ‘**Fitter**’. In this case the specific area of the training is ‘**Fitter**’ and the broad area will be ‘**Mechanical engineering trades**’. In this case, the entry against ‘field of training’ will be the code for the broad area of training ‘Mechanical engineering trades’, i.e., 01.
2. For the vocational training course ‘**Cutting and Tailoring**’, the specific area is ‘**Cutting and Tailoring**’, and the broad area will be ‘**Textile related work**’. In this case, the entry against ‘field of training’ will be the code for the broad area of training ‘Textile related work’, i.e., 07.

4.4.17 **Column (14): Duration of training:** Duration of the **formal vocational training**, in weeks, will be entered here. The stipulated duration that the training may take for successfully completing the course will be recorded for those who are receiving the training on the date of survey. In case, the duration of formal vocational training received/being received is in months or in years then it will be rounded off to the nearest week. For this purpose, one month will be considered as 4 weeks, three months will be considered as 13 weeks, 6 months will be considered as 26 weeks and one year will be

considered as 52 weeks. If the duration of training is in terms of days then it will be converted to weeks and entry will be made in whole number.

4.4.18 **Column (15): Source from where degree/diploma/certificate received/to be received:** This column will be used to record the source, i.e., agency/authority from where degree/diploma/certificate received/to be received by the members of the household who have received or are receiving **formal vocational training**, i.e, those with code 1 or 2 in column (12).

The relevant source codes that are to be used for recording the information are given next.

source	code
Industrial Training Institutes (ITIs) / Industrial Training centres (ITCs).....	01
School offering vocational courses (Secondary, Higher Secondary level).....	02
UGC (first degree level).....	03
Polytechnics.....	04
Community Polytechniques/ Jansiksha Sansthan.....	05
National Open School.....	06
Hotel Management Institutes.....	07
Food craft and Catering Institutes.....	08
Small Industries Service Institutes/ District Industries Centres/ Toll Room Centres.....	09
Fashion Technology Institutes.....	10
Tailoring, Embroidery and Stitch Craft Institutes.....	11
Nursing Institutes.....	12
Rehabilitation/Physiotherapy/Ophthalmic and Dental Institutes.....	13
Institutes giving Diploma in Pharmacy.....	14
Hospital and Medical Training Institutes.....	15
Nursery Teachers' Training Institutes.....	16
Institutes offering training for Agricultural Extension.....	17
Training provided by Carpet Weaving Centers.....	18
Handloom/ Handicraft Design Training Centers/ KVIC.....	19
Recognised Motor Driving Schools	20
Institute for Secretariat Practices.....	21
Recognised Beautician Schools.....	22
Institutes run by Companies/ Corporations.....	23

Institutes for Journalism and Mass Communication.....	24
Other Institutes.....	99

4.4.19 **Column (16): Whether beneficiary of the scheme during last 365 days:** In this column information on whether the household member is a beneficiary of any of the schemes, viz., Annapurna, ICDS, Midday Meal and Food for Work will be recorded in code. Details about these schemes have been given in Chapter One. The following codes will be used to record entry in this column:

yes:

Annapurna

ICDS

midday meal

food for work

no.....

If the member is not beneficiary of any of the above schemes (codes 1 to 4), then code 5 will be assigned. It may be noted that if more than one code is applicable, then the code appearing first in the code list will be recorded.

4.5.1.0 **Block 5.1: Usual principal activity particulars of household members:** The usual principal activity particulars of each member of the household will be collected in this block. This will include information on industry-occupation of the working members, some particulars of the enterprises in which they are working and conditions of employment for the persons employed as regular wage/salaried employee and casual labour. The particulars of usual activity are collected with reference to a period of 365 days preceding the date of survey. The relevant concepts like 'activity status', 'economic activity', 'usual principal activity', 'usual subsidiary economic activity', etc. are explained in Chapter One. The description of the items and the procedure for recording them are explained below:

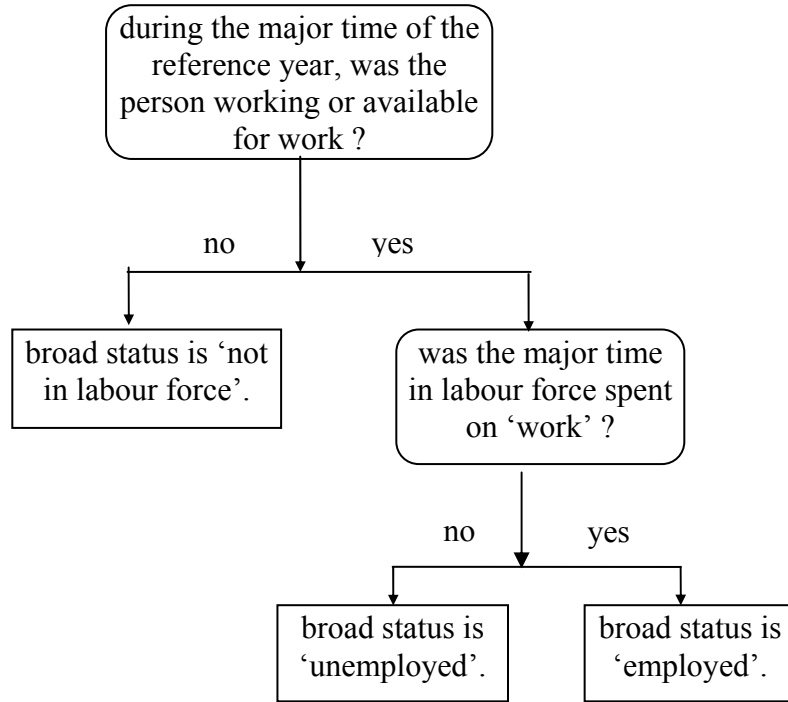
4.5.1.1 **Columns (1) & (2): Srl. no. & age, as in cols. (1) & (5) of block 4:** The entries in these two columns are to be copied from columns (1) and (5) of block 4, for each of the members of the household.

4.5.1.2 **Usual principal activity particulars of household members:** The usual principal activity particulars of each member of the household will be collected in columns (3) to (6) of this block. This will include information on industry-occupation of the working members.

4.5.1.3 **Column (3): Status:** For each of the members, the usual principal activity status will be recorded in this column. In the first instance, the broad usual principal activity of the person will be identified based on the various activities pursued by the person during the reference period of last 365 days adopting a 'relatively long time (or major time)' criterion, not necessarily for a continuous period. The broad usual principal activity status will be one of the three categories viz. 'employed' (working), 'unemployed' (available for work) or 'not in labour force' (neither working nor available for work). *It is to be noted that in deciding this, only the period normally available in a day for pursuing various activities need to be considered, and not the 24 hours of a day.*

4.5.1.4 **Identification of broad usual principal activity status:** The broad usual principal activity status will be obtained on the basis of a two stage dichotomous classification depending on the major time spent. Persons will be classified in the first stage into (i) those who are engaged in any economic activity (i.e. employed) and / or available for any economic activity (i.e., unemployed) and (ii) who are not engaged and also not available for any economic activity (i.e., not in labour force). Thus, the persons will be first classified as those in the labour force and those not in the labour force depending on in which status, out of these two, the person spent major part of the year. In the second stage, those who are found in the labour force will be further classified into working (i.e., engaged in economic activity or employed) and seeking and/or available for work (i.e., unemployed) based on the major time spent. Thus, we can obtain the broad usual principal status as one of the three viz. employed, unemployed and out of labour force.

Flow Chart 1: Determination of Broad Usual Principal Status



unemployed and out of labour force. Flow chart 1 explains the procedure for determining the broad usual principal activity status.

4.5.1.5 The following examples will help in clarifying the procedure for identifying broad usual principal activity status of individual.

person	labour force		not in labour force	usual principal activity status	remarks
	employed	unemployed			
A	5	4	3	<i>employed</i>	
B	4	5	3	<i>unemployed</i>	<i>employed in subsidiary status (SS)</i>
C	4	3	5	<i>employed</i>	
D	4	1	7	<i>not in labour force</i>	<i>employed in SS</i>
E	3	3	6	<i>employed</i>	
F	1	0	11	<i>not in labour force</i>	<i>employed in SS</i>

4.5.1.6 Detailed usual principal activity status: With the broad activity status identified for a person, detailed activity categories will be assigned on the basis of relatively longer time spent on a detailed activity. For example, suppose person A, in the example given above worked in household enterprises without hiring labour for 3 months and worked as casual labour for 2 months, then his usual principal activity status would be, worked in household enterprise (own account worker).

The detailed usual principal status activity codes are as given below:

activity status	code
worked in hh. enterprise (self-employed) as own account worker	...11
worked in hh. enterprise (self-employed) as employer	...12
worked as helper in hh. enterprises (unpaid family worker)	...21
worked as regular salaried/wage employee	...31
worked as casual wage labour : in public works	...41
in other types of work	...51
did not work but was seeking and/or available for work	...81
attended educational institutions	...91
attended domestic duties only	...92
attended domestic duties and was also engaged in free collection of goods (vegetables, roots, firewood, cattle-feed etc) sewing, tailing, weaving, etc. for hh. use	...93
rentiers, pensioners, remittance recipients, etc.	...94
not able to work due to disability	...95
others (including begging, prostitution, etc.)	...97

Codes 11, 12, 21, 31, 41 & 51 refer to the 'employed', 81 to the 'unemployed' and the remaining viz. 91 to 97 refer to the 'not in labour force'. For children of age 0 - 4 years, code 97 may be given.

4.5.1.7 Some special cases for determining usual principal activity status are listed below:

(i) It is to be noted that availability for work being more of a status than an activity, a person being available for work may well be engaged in one or more of the activities denoted by codes 91 to 97. In all such cases except those engaged as students (code 91), persons will be categorised as 'unemployed' if he/she reports to be available for work for a relatively longer period, inspite of his/her being engaged simultaneously in a non-economic activity. But, if a person who is available for work is reported to have attended educational institution more or less regularly for a relatively longer period during the preceding 365 days, further probing as to whether he will give up the study if the job is available is to be made before considering him as 'unemployed'.

(ii) Again, it also needs to be emphasised that the procedure to be followed in ascertaining the activity status of a domestic servant who is a member of the employer's household is different from that adopted for other members of the household. It may be noted that engagement in domestic duties by such household members is not considered economic activity as defined for the survey. On the other hand, although a domestic servant staying in the employer's household and taking food from the common kitchen is, by definition, a member of the employer's household, he/she is also *engaged in domestic duties in return for wages* in cash and/or kind. Thus, *as a special case, domestic duties pursued by a domestic servant will be considered as an economic activity* and the activity status code as is applicable will be assigned to him/her.

(iii) Carpenters, masons, plumbers, etc., who move from place to place in search of work and carry out the work on a contract basis (not on wage basis) whenever work is available, will be considered as

‘own-account worker’. But if such persons are working on a wage basis under a contractor, they will be considered as employee.

4.5.1.8 Columns (4) to (6): Principal industry-occupation: Columns (4) to (6) will be filled-in for those who are 'working', i.e., those with any one of codes 11, 12, 21, 31, 41, or 51 in column (3). The description of the industry-occupation relevant to the type of economic activity pursued by the person in the status recorded in column (3) will be given in column (4). The corresponding 5-digit industry code (NIC-98) and the 3-digit occupation code (NCO-68) will be entered in columns (5) and (6), respectively. In case, two or more industry-occupation combinations corresponding to the status code given in column (3) have been reported by a person, the principal industry-occupation will be the one in which **relatively more time** has been spent during the preceding 365 days by the person.

4.5.1.9 Care is to be taken regarding an important point in this connection. **To identify certain category of workers separately, NIC-98 industry class code 9500 (tabulation category P) has been split into the following sub-classes, for the purpose of the survey, as given below:**

Division 95: PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

housemaid/servant	95001	gatekeeper/chowkidar/watchman	95004
cook	95002	governess/baby-sitter	95005
gardener	95003	others	95009

These additional codes are to be used, wherever necessary, in **recording five digit industry codes in column 5 of block 5.1**. In assigning the industry code under Division 95, it should be kept in mind that the work is to be performed predominantly in the premises of the household irrespective of whether it is performed in one or more than one household. If services provided by individuals to the household originate and terminate in the same household, they will be classified under Division 95.

For example, all persons who collect electric bills from the households for payment, who provide potable water in the container made available by the household, who collect grocery items from the shops/market as per the list of items supplied by the household, who give tuition to the members of the household at the residence of the household members, etc., **will be** classified under this division. On the other hand, if the households avail these services by approaching such persons (providing these services) in their establishment/house, then those services **will not be** classified under Division 95. They will be classified under appropriate division. For example, for a person giving tuition in his own coaching center or in his own house, his activity will be classified under NIC 80904. Similarly, a person who is supplying potable water to one or more households (and uses his own container - which is his asset) will be classified under NIC 93090.

Note that the persons classified under NIC division 95 in the above example will be considered as ‘wage earners/employees’, while those not classified under division 95 will be considered as ‘self-employed’.

Renting of machinery and equipment, building is considered as economic activity if those are performed as a business activity, for which substantial amount of time is spent. In the current round, separate industry codes are to be given for renting of building for residential and non-residential purposes. For this purpose, 5-digit NIC-98 code 70101, which was for ‘purchase, sale, letting and operating of real

estate- residential and non-residential building' has been specially restructured into three 5-digit codes. The specially structured three codes are:

purchase, sale and operating of real estate- residential and non-residential building	70101
letting of building for residential purposes.....	70104
letting of building for non-residential purposes.....	70105

Note that the activity of letting of residential and non-residential building has now been excluded from the coverage of 5-digit NIC-98 code 70101.

4.5.1.10 **Column (7): Whether engaged in any work in a subsidiary capacity (yes-1, no-2):** For each member of the household listed in this block, it has to be ascertained whether he/she worked in a subsidiary capacity during the 365 days preceding the date of survey or in other words if he had any subsidiary economic status. A person will be considered to have worked in the subsidiary capacity if he/she has worked for a minimum period of 30 days, not necessarily for a continuous period, during the last 365 days, and for them code 1 will be recorded in this column. Otherwise, code will be 2.

4.5.1.11 The identification of those working in a subsidiary capacity will be done as follows:

(i) For example, a person categorised as working and assigned the usual principal activity status as own account worker may also be engaged for a relatively minor time, but not less than 30 days, during the reference year as casual wage labour. In such a case, he will be considered to have worked also in a subsidiary capacity, i.e., having a subsidiary economic status which is different from the principal economic status. A person may be own account worker in trading for a relatively longer period and simultaneously also engaged in agricultural production for a relatively minor time, say for at least 30 days. In such a case, the usual principal status will be own account worker in trade and usual subsidiary economic status will be own account worker in agriculture.

(ii) Similarly, persons categorised as 'unemployed' or 'not in labour force' on the basis of relatively long time criterion might have pursued some economic activity for relatively minor time, say for at least 30 days, during the year (as in the case of persons 'B', 'D' and 'F' in the example cited earlier). In such cases, they will be treated as having subsidiary economic activity and code 1 will be recorded in column (7).

It may be stated again that engagement in work in subsidiary capacity may arise out of two situations:

(i) a person may be engaged in a relatively longer period during the 365 days in economic (non-economic activity) and for a relatively minor period, which is not less than 30 days, in another economic activity (any economic activity). 30 days of work need not necessarily be for a continuous period but may be distributed over the last 365 days.

(ii) a person may be pursuing an economic activity (non-economic activity) almost throughout the year in the principal status and also simultaneously pursuing another economic activity (any economic activity) for relatively shorter time in a subsidiary capacity. In such cases, since both the activities are being pursued throughout the year and hence the duration of both the activities are more than 30 days, the activity which is being pursued for a relatively shorter time will be considered as his/her subsidiary activity.

Differentiation between usual principal economic activity and usual subsidiary economic activity will be made by considering activity status and industry at 2-digit level of NIC-98. Thus, while for a person with two or more economic activities pursued at different activity status, one of the economic activity will be considered as usual principal economic activity on the basis of major time criteria, another activity will be considered as usual subsidiary economic activity. On the other hand, if a person pursues two or more economic activities in the same activity status but if the industry at 2-digit level of NIC-98 are different, then the person will be considered to have different usual principal and usual subsidiary economic activity.

4.5.1.12 **Columns (8) to (15): Particulars of enterprise and conditions of employment:** For persons with **industry groups 012, 014, 015 and divisions 02 to 99 in col. (5)**, particulars of the enterprises where the household members are usually engaged will be recorded in columns (8) to (11), and conditions of employment will be recorded in columns (12) to (15) for those with **status codes 31, 41 or 51 in column (3)**. **Note that in this block the particulars to be collected in columns (8) to (15) will pertain to the principal status (col. 3) and industry (col. 5) obtained for the person.**

4.5.1.13 **Column (8): Location of workplace (code):** The location of the workplace will be recorded in terms of code under this column. The detailed codes are:

no fixed workplace	10
workplace in rural areas and located in:	
own dwelling	11
own enterprise/unit/office/shop but outside own dwelling	12
employer's dwelling	13
employer's enterprise/unit/office/shop but outside employer's dwelling	14
street with fixed location	15
street without fixed location	16
construction sites.....	17
others	19
workplace in urban areas and located in:	
own dwelling	21
own enterprise/unit/office/shop but outside own dwelling	22
employer's dwelling	23
employer's enterprise/unit/office/shop but outside employer's dwelling	24
street with fixed location	25
street without fixed location	26
construction sites.....	27
others	29

It may be noted that the location of the sample household (rural or urban) is not to be considered for entry in this column; location of the enterprise will be determined and appropriate code is to be recorded. A workplace will be considered as 'street without fixed location' if the enterprise changes its location from time to time, e.g., a trading enterprise may shift its location from one market to the other on different days of the week although operates in a fixed place of the market. For such enterprises code will be 16 or 26 depending on whether the workplace is in rural areas or in urban areas. For the working members, if the enterprise in which they are working does not have a fixed premises and is not covered by the codes 16 or 26 or in other words if these enterprises do not have fixed workplace (as in the case of a hawker or an artisan like carpenter, cobbler, knife-grinder, own-account carpenters, etc. who moves from place to place and goes to the customers) will be assigned code 10, irrespective of whether the enterprise is operational in rural or urban areas. For those working in enterprises with fixed location, two sets of codes have been provided, one for the enterprises, which are located in the rural areas and the other for those that are in the urban areas. The two sets are identical in their classification. In the case, where the sector of location is both rural and urban, appropriate code is to be given on the basis major time criterion. Code 17/ 27 is relevant only for persons engaged in construction industry. The workplace of the workers engaged in construction activity is normally the site of construction and may change frequently. For them appropriate entry will be 17 / 27 and not 10.

4.5.1.14 **Column (9): Enterprise type:** The type of enterprise in which the household member is working is to be recorded under this column. The entry is to be made in terms of codes as given below:

enterprise type:

proprietary: male.....	1
female	2
partnership: with members from same hh.....	3
with members from different hh.....	4
Government/public sector	5
Public/Private limited company	6
Co-operative societies/trust/ other non profit institutions.....	7
Employer's households (i.e. private households employing maid servant, watchman, cook etc.)	8
others.....	9.

If the informant does not know the type of enterprise in which the household member works and the investigator is unable to collect such information in spite of his/her best efforts, code 9 will be recorded for such working member against type of enterprise. For persons engaged in own account production of fixed assets the enterprise type will be either proprietary or partnership, i.e, any of the codes 1 to 4.

4.5.1.15 **Column (10): Whether uses electricity for its production (yes -1, no -2, not known -9):** The information as to whether the enterprise in which the person works, uses electricity for its production purposes is to be recorded here. It may be mentioned here that use of electricity exclusively for purposes

other than production like, for comfort, security, illumination, etc., will not be considered as the use of electricity by the enterprise for its production.

Code 1 will be assigned if the enterprise uses electricity for its production. If the enterprise does not use electricity for its production code will be 2. If the informant does not know whether the enterprise uses electricity for its production, code 9 will be recorded.

4.5.1.16 Column (11): Number of workers in the enterprise: Number of workers would mean the number of workers employed in the enterprise on an average on a day of operation, irrespective of whether they are hired worker or household members working in the enterprise. The number of workers that includes working owner(s), will be recorded in terms of codes as detailed below:

less than 6	1
6 to 9	2
10 & above but less than 20	3
20 & above	4
not known	9

In case the informant is not able to provide information on the number of workers, code 9 will be recorded.

4.5.1.17 Column (12): Type of job contract: It is to be ascertained for each employee (i.e., those with code 31, 41, or 51 in column 3) whether for the job in which he/she is engaged, there is any written contract or agreement in respect of duration of employment with his/her employer. For those who reports to have written job contract with their employer, further probing may be done in respect of the length of duration contracted, and the information so obtained may be recorded in terms of the code 2, 3 or 4 depending upon the length as given below:

no written job contract.....	1
written job contract:	
for 1 year or less.....	2
for more than 1 year to 3 years.....	3
more than 3 years.....	4

If the contract of employment specifies a particular date of termination which is more than 3 years or if the type of job contracted is such that no time is fixed but the contract can only be terminated for certain administrative reasons such as incompetence, misconduct or for economic reasons then code 4 will be recorded. However, if no written contract exists, then irrespective of the duration of employment code 1 will be recorded.

4.5.1.18 Column (13): Whether eligible for paid leave: If the employee is eligible for paid leave then code 1 will be entered, otherwise code will be 2. Paid leave may include leave during sickness,

maternity, or such leaves, as the employee is eligible to take without loss of pay as per the conditions of employment. The situation will be obtained excluding the paid off days/holidays which an enterprise normally allows to its employees.

4.5.1.19 Column (14): Availability of social security benefits: It will be ascertained from the employees whether they are covered under any of the specified social security benefits or a combination of them which are arranged or for which contribution is made by the employer. The following code structure is to be adopted for recording the entry against this column:

eligible for:

only PF/ pension (i.e., GPF, CPF, PPF, pension, etc.)	1
only gratuity	2
only health care & maternity benefits.....	3
only PF/ pension and gratuity.....	4
only PF/ pension and health care & maternity benefits.....	5
only gratuity and health care & maternity benefits.....	6
PF/ pension, gratuity and health care & maternity benefits	7
not eligible for any of above social security benefits	8

The term Provident Fund (PF) will include General Provident Fund, Contributory Provident Fund, Public Provident Fund, Employees Provident Fund, etc. It may be mentioned that coverage under any of these social security schemes will mean that the employer contributes/ arranges/ pays in implementing the social security benefits for the worker. If an employee operates, in his/ her individual capacity, a PPF account and the employer is not contributing in that account then it will not be considered a social security benefit. On the contrary, a scheme, in which both the employee and the employer contribute, will be considered a social security benefit. When benefits are given by the employer for treatment of illness/ injury or an employee is eligible for paid leave for a specified period of pre-natal/ childbirth/ post-natal stages or the expenditure for maternity care or childbirth is borne by the employer as per the conditions of employment, then such benefits will be considered as health care & maternity benefits. There may be cases where the employer is not directly contributing in a social security scheme for the employees, but being the member of the welfare association or organization or scheme in relation to the specific activity carried out by the employer, the employees get the benefit from that welfare association/ organization/ scheme. Such cases will also be considered as social security benefits availed through the employer and appropriate code will be assigned. If availability of social security benefits is not known to the employee, a dash (-) may be put in this column.

4.5.1.20 Column (15): Method of payment: The method of payment received by the person for work done will be recorded in codes. The applicable codes are:

regular monthly salary.....	1
regular weekly payment	2

daily payment	3
piece rate payment.....	4
others	5

4.5.1.21 **Column (16): Period of seeking/ available for work during last 365 days:** For persons of age 5 years and above, it is to be ascertained whether they were seeking/ available for work for some period during last 365 days. The period, which need not necessarily be continuous, for which the person was seeking/ available for work during last 365 days will be first rounded off to the nearest number of months and then appropriate code is to be given. For example, a person may be employed in his/ her principal usual activity status based on the major time criterion. But he/ she may have been looking for work for some period. Similarly, a girl may have been looking for job for sometime but subsequently got married and was engaged in the domestic duties. The latter activity might have been pursued for a relatively longer period. In all such cases, one of the codes 1 to 5, applicable for the situation, will be given. If a person was not seeking or available for work any time during the preceding 365 days, the appropriate code will be 6.

The code structure for period of seeking/ availability for work is as given below:

sought/ available for:

less than 1 month.....	1
1 to 2 months	2
3 to 6 months	3
7 to 9 months	4
10 to 12 months	5

did not seek/ not available.....6

4.5.1.22 **Column (17): Seeking or available or suitable for the type of occupation:** This column is applicable for persons of age below 75 years and with codes 81-97 in column (3), i.e., for those who did not work but was seeking/ available for work or those who were out of labour force. Probing may be done to ascertain the type of occupation for which one was seeking or available or suitable and information so obtained may be recorded in terms of the appropriate 3-digit NCO-68 code. It is expected that a person who is seeking a particular job, will generally opt for an occupation in which he/ she is proficient. Similarly, there may be a person who is not looking for a job effectively but may be available to do a particular type of job if the job is available to him/ her. The type of job for which he/ she is available will largely determine the type of occupation. In case a person is seeking/ available for more than one job, the type of occupation will be determined in respect of the job in which the person considers himself/herself most suitable based on his/ her proficiency, educational background, interest, etc. There may be a third category of persons who are neither available nor are seeking job, i.e., who are out of labour force. For them, type of occupation will be decided considering their opinion regarding the type of job that they feel suitable for them - had they been given an opportunity, which may depend upon educational qualification, interest, aptitude, skill of the individual.

4.5.1.23 **Column (18) and (19): Voluntary participation without remuneration in production of goods and services:** Information in columns (18) and (19) will be collected for **persons with code 81 -**

97 in column (3) along with code 2 in column (7), i.e., for persons who are not employed in usual principal status and also in usual subsidiary status. These columns will be used to record information on voluntary participation without remuneration in production of goods and services in philanthropic organization/ institutions or in any other organization/ institution or even in the individual capacity. It may be noted that ‘production of goods and services’ relates to the activities those are economic in nature when they are not done voluntarily. Voluntary participation will mean that the household member has performed these activities without coercion or obligation but has participated in his/ her own volition. Moreover, the voluntary participation in the work should be without remuneration, which means that the person does not become entitled to receive, in respect of the work performed by him/ her, any compensation including honorarium from the institution/ organization. For the purpose of the survey, minor contingencies/ honorarium received from the institution/ organization against the voluntary work done may not be considered as remuneration.

4.5.1.24 Column (18): Whether participated voluntarily without remuneration in production of goods and services: It is to be first ascertained whether the household member has participated voluntarily without remuneration, at least for 30 days during last 365 days, in production of goods and services. The production of goods and services may be done in a philanthropic organization/ institution or in any other organization/ institution or in own account capacity. For example, one might have given tuition to some individuals without remuneration for a period of, say, 30 days in his own residence or in a place arranged by him/ her. In such a case, the person will be considered to have engaged in the voluntary production of goods and services.

The following codes will be used to record entry in this column:

yes: _____	
<u>production of goods in:</u>	
<u>philanthropic organization/ institution</u>	<u>1</u>
.....	
<u>others</u>	<u>2</u>
.....	
<u>production of services in:</u>	
<u>philanthropic organization/ institution</u>	<u>3</u>
.....	
<u>others</u>	<u>4</u>
.....	
<u>no</u>	<u>5</u>
.....	
.....	

If the household member has participated voluntarily without remuneration in production of goods and services, one of the codes 1 to 4 will be recorded in this column, otherwise code 5 will be recorded. Note that codes 1 and 2 relate to the production of goods and codes 3 and 4 to the production of

services. On the other hand, codes 1 and 3 are applicable for voluntary participation in production of goods and services, respectively, in philanthropic organization/ institution, and codes 2 and 4 for voluntary participation in production of goods and services, respectively, in other organization/ institutions or in the individual capacity.

4.5.1.25 Column (19): Industry group: This column will be used for those members of the household with code 1 to 4 in column (18). 3-digit industry group code as per NIC-98 will be recorded in this column depending on the industry of activity of the individual or institution/ organization in which the household member has performed the voluntary activity. In the case of multiple industry of activity, major time criteria may be adopted in deciding the appropriate industry group for the person.

4.5.2.0 Block 5.2: Usual subsidiary economic activity particulars of household members: This block will be filled in for those who have reported to have carried out some *economic* activity in the subsidiary capacity, i.e., **for those with code 1 in col. 7 of Block 5.1**. Information in this block will be recorded for each and every member of the household reporting subsidiary economic activity (i.e., for those with code 1 in col. 7 of Block 5.1) irrespective of whether in the usual principal activity status the person is employed or not. This will include information on industry-occupation of the working members, the particulars of the enterprises in which they are working in subsidiary status and conditions of employment for those who are employed as regular salaried/wage employee or casual labour. The particulars of usual activity are collected with reference to a period of 365 days preceding the date of survey. The relevant concepts like 'activity status', 'economic activity', 'principal usual activity', 'subsidiary economic activity', etc. are explained in Chapter One. In the situation where a person has been found to have pursued more than one economic activity during the last 365 days in his or her subsidiary capacity, the details of the subsidiary economic activity on which more time has been spent would be considered for recording entry in this block. The description of the item and the procedure for recording them are explained below:

4.5.2.1 Columns (1) & (2): Srl. no. & age, as in cols. (1) & (2) of block 5.1: The entries in these two columns are to be copied from columns (1) and (2) of block 5.1, for each of the members of the household reported to have carried out some economic activity in the subsidiary capacity, i.e., with code 1 in column (7) of block 5.1.

4.5.2.2 Column(3): Usual subsidiary economic activity status: For all persons engaged in any 'work' in subsidiary capacity, i.e., **for those with code 1 in col. 7 of Block 5.1**, the status code corresponding to the economic activities pursued by them in their subsidiary capacity will be recorded in column (3). Activity status codes 11, 12, 21, 31, 41 and 51 relate to economic activity and only these codes are applicable for column (3).

4.5.2.3 Columns (4) to (6): Subsidiary industry-occupation: For the economic activities pursued in the subsidiary capacity, the particulars of industry-occupation will be entered in columns (4) to (6). The procedure for making entry in these columns is similar to that given for block 5.1.

4.5.2.4 Columns (7) to (14): Particulars of enterprise and conditions of employment: These columns are applicable for persons with **industry groups 012, 014, 015 and divisions 02 to 99 in column (5)**. Particulars of the enterprises where the household members are usually engaged in the subsidiary capacity will be recorded in columns (7) to (10). This apart, conditions of employment will be recorded in columns (11) to (14) for those with **status codes 31, 41 or 51 in column (3)**. **Note that in this block the particulars to be collected in columns (7) to (14) will pertain to the subsidiary status (col. 3) and industry (col. 5) obtained for the person.** The detailed instructions for columns (7) to (14) of

Block 5.2 are similar to that given for block 5.1 for the relevant columns, and therefore, those are not repeated here.

4.5.3.0 Block 5.3: Time disposition of members during the week: This block is meant for recording the time disposition for all the 7 days preceding the date of survey, the current weekly status based on the 7 days time disposition, wage and salary earnings during the week, etc. *Time disposition will be recorded for every member of the household listed in block 4.* This involves recording of different activities pursued by the members along with the time intensity in quantitative terms for each day of the reference week. The different activities will be identified and recorded in terms of 'status' and 'industry' codes for persons in urban areas and 'status', 'industry' and 'operation' codes for persons in rural areas. The time intensity will be measured in half-day units. Since a person may be engaged in more than one type of activity on a single day, (in which case two such activities will be considered for that day) and different activities may be carried out on different days of the week, more than one line have been provided for each person in this block to record information on different activity particulars which have been carried out by the person in the week in separate lines.

4.5.3.1 Columns (1) & (2): Serial number and age: In columns (1) and (2) of this block, serial number of each person and his/her age recorded in columns (1) and (5), respectively of block 4, will be copied. The serial numbers in block 5.3 will be entered sequentially as they appear in column (1) of block 4. Provision has been made to record particulars of five persons in one page. Three such sheets have been provided. In case more pages are required to record the particulars of all the persons listed in block 4, additional sheets of block 5.3 may be used. These sheets should be firmly stapled with the main schedule at the appropriate place.

4.5.3.2 Since a person may pursue more than one activity during the seven days of the reference week, four lines have been provided for each serial number recorded in column (1) for making separate entries relevant to the different activities on a day (two such activities) on different days of the reference week. Past experience indicates that provision of four lines will cover almost all the situations. However, if a person reports more than four different activities during the reference week the block of four lines meant for the next serial number of persons may be utilised by putting cross (x) marks in columns (1) and (2), and continuous serial numbers in column (3). Obviously, the particulars of the next person will be entered in the cell meant for serial number of persons subsequent to the cell already utilised for the previous person. In the case of children of age 0 - 4 years, their particulars will be entered and status code 97 will be assigned to them with intensity 1.0 for all the seven days preceding the date of survey without any probing.

4.5.3.3 Column(3): Serial number of activity: For each persons listed in column (1) of this block (which will be same as listed in column (1) of block 4), different activities pursued by them during all the seven days of the reference week will be serially numbered and this serial number of activity will be recorded in column (3). Presuming that the likelihood of one person pursuing more than four different activities in a week is rather remote, only four lines are provided for each person. As stated earlier, if a person pursues more than four different activities, the lines meant for the next person may be utilised. **The current activity of a person in the rural areas is denoted by his status-cum-industry-cum-operation.** Thus, for a person in the rural areas with the same status, if the industry division (2-digit NIC-98 code) or operation are different on the same or different days, he will be considered to have pursued different activities and these activities will be entered in different lines. Similarly, **in urban**

areas, the current activity of a person is denoted by his status-cum-industry. Thus, if a person in urban area ploughs his own field in the first half of the day and sows in the second half of the day, he will be considered to have only one activity during the day. But, in rural areas, he will be considered to have two activities.

4.5.3.4 Column (4): Status: The current activity 'status' codes corresponding to the serial number of activity entered in column (3) will be recorded in this column. The status codes which will be used in recording daily activity particulars and the weekly activity particulars are as follows:

activity status	code
situation of working or being engaged in economic activities (employed)	
worked in hh. enterprise (self-employed) as own account worker.....	11
worked in hh. enterprise (self-employed) as employer	12
worked as helper in hh. enterprises (unpaid family worker)	21
worked as regular salaried/wage employee	31
worked as casual wage labour : in public works	41
in other types of work	51
had work in h.h. enterprise but did not work due to: sickness	61
other reasons	62
had regular salaried/wage employment but did not work due to :	
sickness	71
other reasons	72
situation of being not engaged in work but available for work (unemployed)	
sought work	81
did not seek but was available for work	82
situation of being not available for work (not in labour force)	
attended educational institutions	91
attended domestic duties only	92
attended domestic duties and was also engaged in free collection of goods (vegetables, roots, firewood, cattle-feed etc.) sewing, tailoring, weaving etc. for hh. use	93
rentiers, pensioners, remittance recipient, etc.	94
not able to work due to disability	95
others (including begging, prostitution, etc.).....	97

did not work due to sickness (for casual workers only) 98

These are same as the usual status codes except that codes 61, 62, 71, 72, 82 and 98 are not applicable for usual status and code 81 in usual status is used to indicate both the situations of seeking and being available for work. Further, the current weekly activity status for each individual will be identified based on the daily activity status codes. The procedure for doing this will be explained later in this chapter. The following paragraphs describe in details the procedure to be followed in making entries in each of the columns.

4.5.3.5 Column (5): Industry division (2-digit NIC-98 code): For each status code grouped under the activity category 'working' (i.e., for the status codes 11-72 recorded in column 4), the 2-digit NIC-98 code will be entered in column (5) in terms of the specified code numbers.

4.5.3.6 Column (6): Operation (for rural areas): This column will be filled in for persons belonging to the rural households only. The actual working operation performed by the persons relevant to the status codes grouped under the activity category working (i.e., status codes 11-72) will be entered in terms of codes in this column. It may be noted that for regular salaried/wage employees on leave or holiday, the 'operation' will relate to their respective function in the work or job from which he is temporarily off in view of his taking leave or holiday. Similarly for persons categorised 'self-employed' (status codes 11, 12 & 21) if they are not at work on a particular day inspite of their having work on that day, operation to be recorded will relate to the work they would have done if they had not enjoyed leisure on that day. The relevant codes to be used for making entries in this column are:

a) manual work in cultivation :

ploughing - 01	sowing - 02	transplanting - 03
weeding - 04	harvesting -05	other cultivation activities - 06;

b) manual work in other agricultural activities :

forestry - 07	plantation - 08	animal husbandry- 10
fisheries - 11	other agricultural activities - 12;	

c) manual work in non-agricultural activities - 13;

d) non-manual work in :

cultivation - 14	activities other than cultivation- 15.
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4.5.3.7 Although it may be theoretically possible that **on a particular day of the reference week, a person may have any number of activities, the particulars relating to two activities identified on the basis of priority cum major time criterion need only be considered for making entries in this column**. Thus, on a day, a person may either have only one activity with 'full' intensity or two activities with 'half' intensity for each. If the activity is pursued with intensity 'half' on a particular day, the entry will be 0.5 against that activity and if that is pursued with intensity more than half, 1.0 will be recorded against that activity in the relevant columns (7) to (13). Generally, an activity, which is pursued for more than 1 hour but less than 4 hours is considered to have been pursued with 'half' intensity. If it is

pursued for more than 4 hours, the activity is considered to have been pursued with 'full' intensity. However, for some persons, less than four hours of work daily is their normal working hours for the work or profession. In such cases he will be considered to have worked with 'full' intensity.

4.5.3.8 The decision whether the intensity to be recorded for an activity will be 0.5 or 1.0 has to be taken by the investigating staff making careful probes into the actual situation obtaining for the person on a particular day. Mere declaration made by the informants, that less than four hours of work daily is their normal working hours for the work or profession, should not be the basis for recording the intensity as 1.0. In the case of a cultivator, a village artisan or a small trader, it should not be presumed that a few hours on a day, say during the lean periods of the year, is their normal work, and the intensity 1.0 need not necessarily be recorded for them. Since this particular block of the schedule is meant for recording the information on periodical or seasonal under-utilisation of available labour time, careful probes about the nature of work performed by a person during the day has to be made before recording the relevant entries.

To illustrate, in so far as the daily activity pattern of a person is concerned, the following seven different situations can be visualized for a person on a single day:

- (i) he/she may be engaged fully in one economic activity;
- (ii) he/she may be engaged in two different types of economic activities;
- iii) he/she may be partly engaged in economic activity and for the rest of the day he may be seeking or available for work and at the same time may or *may not be doing some non-economic activities*;
- (iv) he/she may be partly engaged in economic activity and during the rest of the day he is not available for work and *may be doing some non-economic activities*;
- (v) he/she may be available for work for the entire day;
- (vi) he/she may be available for work for part of the day and for the remaining part he may not be available for work and may be pursuing some non-economic activity and
- (vii) he/she may be fully engaged in non-economic activities.

4.5.3.9 Which of the status codes are to be entered in column (4) will depend on whichever of the above situations are obtaining for a person on the different days of the reference week. The investigator is to first ascertain the exact situation from the informant and will then record the appropriate status code or codes, as the case may be, in this column using the priority-cum-major time criterion. The relevant codes to be used for recording the status are already given. The following illustrations may be noted for general guidance.

- (a) A person found to be engaged in domestic duties should not be categorised 'engaged in domestic duties' (code 92) if the person reports that he/she has also been available for work concurrently.
- (b) A person engaged in regular salaried/wage employment but currently not at work will be assigned code 71 or 72 irrespective of whether he is engaged in any other 'economic or non-economic' activity.
- (c) Unpaid apprentices will be treated as 'students' while paid apprentices will be treated as employees.

(d) 'Free collection for sale' will be treated as self-employment.

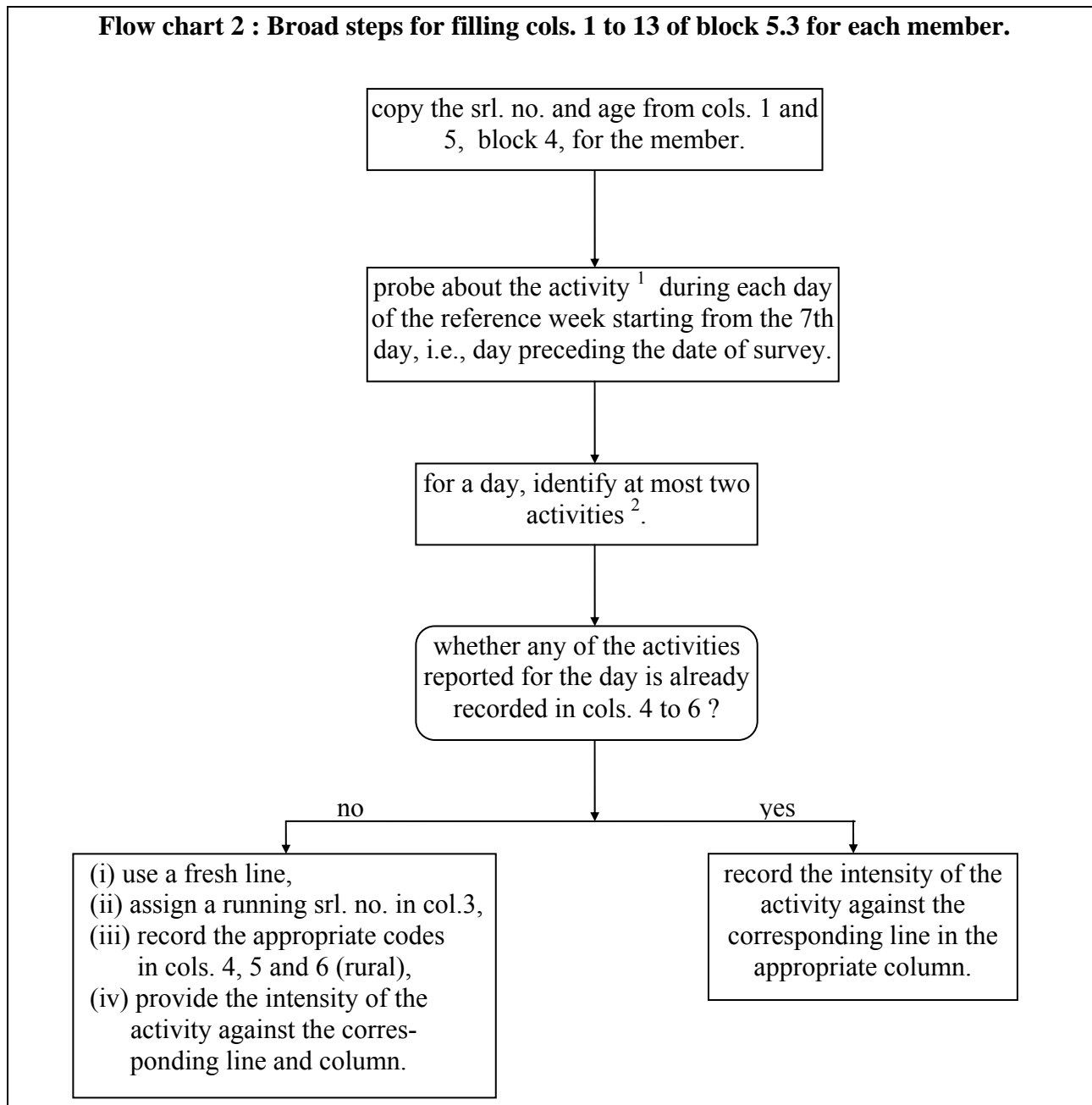
4.5.3.10 Columns (7) to (13): Intensity of activity: For each activity recorded in column (3), the intensity with which the particular activity is performed on the different days of the reference week will be recorded in quantitative terms 'half' or 'full' in these columns. As described earlier, for each activity listed in column (3) either one 'full' intensity or two 'half' intensity may be assigned to a person on any one of the seven days of the reference week. For a particular activity, the recording of entries in columns (7) - (13) should start from column (7) which is provided for recording the intensity of that activity on the seventh day of the reference week, i.e., the day preceding the date of survey. Similarly, the intensity of that activity on the sixth, fifth and earlier days of the week will be recorded in columns (8), (9), (10), (11), (12) and (13) respectively. If the intensity of an activity is 'full' on a particular day, '1.0' will be recorded in the relevant column. On the other hand, if the intensity is 'half', the entry will be '0.5'. If that particular activity is not pursued on some other days of the reference week, the corresponding columns provided in the block for those days will be left blank against that activity. Thus, for each day, for a person, there will be either only one entry with intensity 1.0 in any one of the lines or two entries with intensity 0.5 each in any two of the lines. Procedure for recording different activities and the intensities of the activities on different days are explained in the Flow charts 2 and 3.

4.5.3.11 For determining the various activities pursued by a person during the reference week and their intensities, the following thumb rule may be adopted:

- (a) If a person had worked or was employed, that is, if he was engaged in any one or more of the activities 11-72 for four hours or more on a day he would be considered 'working' or 'employed' for the whole day and assigned the one or two out of the different work activities on which he devoted relatively long time. In the former case, intensity will be 1.0 and in the latter cases, 0.5 for each of the two activities recorded.
- (b) A person, who had worked for 1 hour or more but less than 4 hours on a day, would be considered 'working' for half day and for the other half he would be considered either 'seeking or available for work', i.e., 'unemployed' (code 81 or 82) or as 'neither working nor available for work', i.e., 'not in labour force' (91-98) depending on whether or not the person was seeking/available for work. The person will be assigned the relevant work status code (11-72) with 'half' intensity and non-work status code 81 or 82 if 'unemployed' and any one of the relevant codes 91-98 if 'not in labour force', with 'half' intensity. If the nature of work is such that, (when employed in a full day) he/she works for less than 4 hours, full intensity will be given (e.g, a doctor may practice for 3 hours only on each day).
- (c) If a person had not worked even for an hour on the day but had sought work or was available for work for four hours or more, he/she would be considered unemployed for the whole day and assigned the code 81 or 82 as the case might be with 'full' intensity. But if he/she sought work or was available for work for one hour or more but less than four hours, he/she would be considered 'unemployed' for half day and assigned the activity status code 81 or 82 with 'half' intensity and 'not in labour force' with 'half' intensity for the other half of the day, for which the relevant code (any one of the codes 91-98) would be assigned.
- (d) A person not so considered 'employed', or 'unemployed' either for 'full' day or 'half' day as shown in (a), (b) or (c), would be given activity codes 91-98 with intensity 'full' or two of them with each having intensity 'half', as the case may be.

4.5.3.12 A few special cases are stated below regarding assigning of intensity.

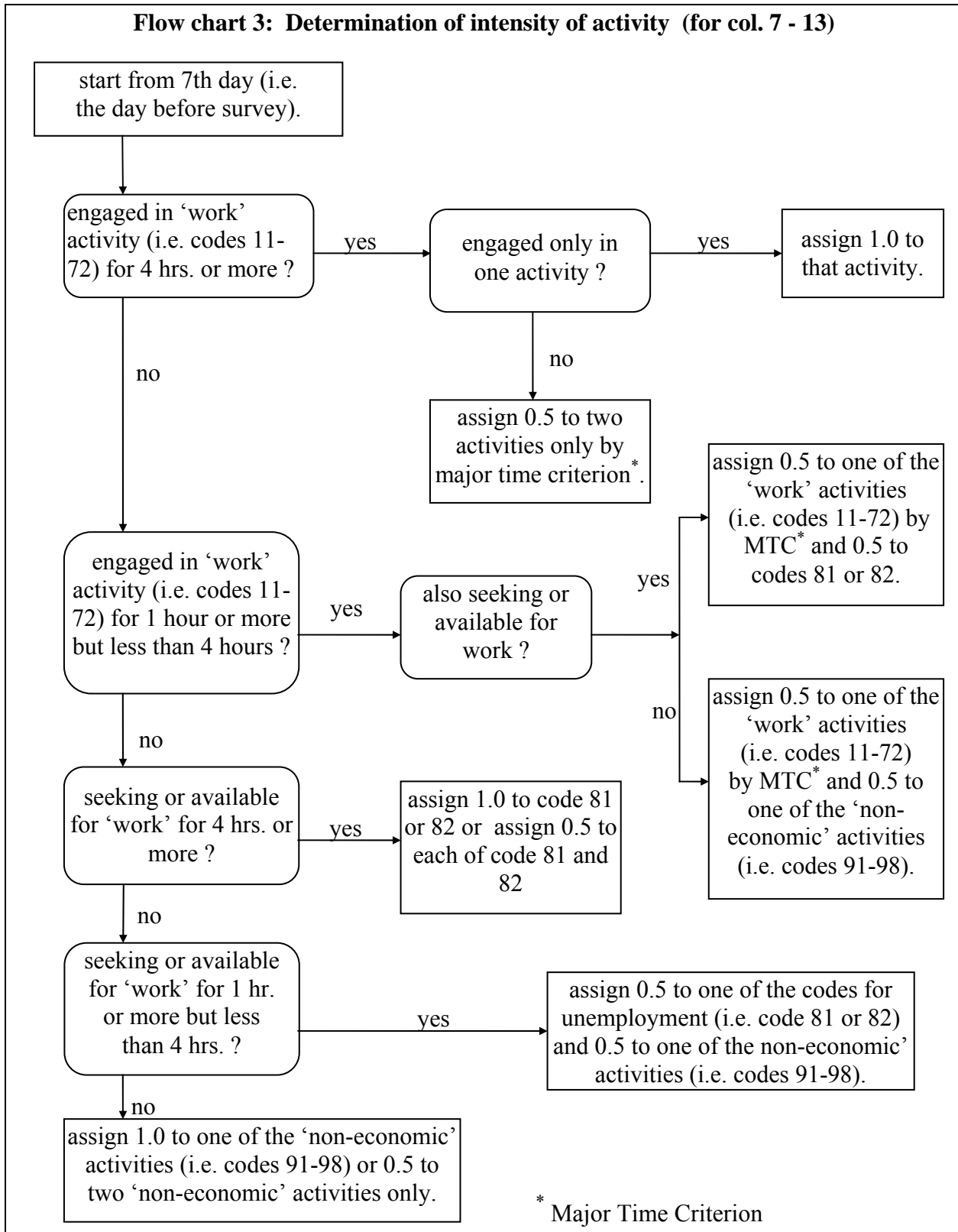
- (a) In the case of a person engaged in self-employment, such as a doctor, a stationary or peripatetic trader or vendor, a freelance artisan or a mason or a carpenter, etc. the following may be kept in view while recording entries on intensity.
- (i) A doctor sitting in his chamber for 4 hours or more, no matter whether he examined and prescribed medicine for a single patient or not, intensity 1.0 should be recorded.
 - (ii) For stationary or peripatetic vendor or trader moving around in his professional rounds for 4 or more hours, intensity 1.0 should be recorded whatever little business is done by the person.
 - (iii) For recording intensity (entries 1.0 or 0.5) in columns (7) - (13) in the cases of masons or carpenters in their professional rounds, similar procedure is to be adopted.
- (b) In the case of regular or casual salaried or wage employees, the activity beyond the normal working hours need not be considered for recording entries in these columns. On the other hand, if a person pursues two economic activities of duration, say 4-5 hours each, both are to be recorded with 0.5 intensity for each. In the case of self-employed persons, time spent on any ancillary activity relating to the actual activity of production of goods or services, will also be considered as time spent on 'work'. In this connection, it may be noted '**exchange labour**' will be considered as 'work' performed in 'self-employed' capacity.

Flow chart 2 : Broad steps for filling cols. 1 to 13 of block 5.3 for each member.

Note: 1. An activity relating to work will be identified on the basis of the status-cum-industry-cum-operation in the rural areas and on the basis of status-cum-industry in the urban areas. An activity relating to other than work will be identified on the basis of status only both in rural and urban areas.

2. On a day, a person will be considered to have been engaged in one activity with full intensity (1.0) or in two activities with half intensity (0.5). Of the many activities, two activities to be chosen based on priority-cum-major time criterion.

Flow chart 3: Determination of intensity of activity (for col. 7 - 13)



4.5.3.13 **Column (14): Total number of days in each activity:** The number of days for which a particular activity was pursued during the seven days, i.e., the total of columns (7) to (13) will be recorded in one place of decimal in column (14) separately for each activity listed in column (3). It may be noted that the total number of days for all the activities taken together should always be 7.0 for each individual entered in column (1).

4.5.3.14 **Columns (15) to (17): Wage and salary earnings (received or receivable) for the work done during the week (Rs):** The wage and salary earnings (not total earnings) receivable for the wage/salaried work done during the reference week, separately for each of the relevant activities pursued by each person, will be recorded in these columns. The wage and salary earnings are collected for regular salaried/wage employees and casual wage labours, the relevant status codes for which wages & salary are to be recorded are 31, 41, 51, 71 and 72. The wages and salaries receivable for the work done during the reference week may be already received or may still be due to be received in cash or in kind or partly in cash and partly in kind. The total wage or salary receivable for the week in cash will be recorded in column (15) and the value of salary or wages in kind (**evaluated at the current retail price**) receivable for the week will be recorded in column (16). The total of columns (15) and (16) will be entered in column (17). *The entries for all these columns will be made in whole number in rupees.* For recording the wages or salaries, amount receivable as 'overtime' for the additional work done even from the same economic activity beyond normal working time will be **excluded**. Bonus (expected or paid) and perquisites evaluated at retail prices duly apportioned for the reference week, will be considered as wages and **included** for making entries in these columns. For the activity status '71' and '72', the amount receivable for the week will be worked out on the basis of the number of days reported under the activity during the week.

4.5.3.15 **Column (18): Mode of payment:** This column will be filled in for those members with status codes 31, 41, 51, 71, and 72 in column (4). The mode of payment made by the employer will be recorded in this column in terms of codes. The codes to be used for recording entries are given below:

- piece rate in cash:* daily-01, weekly-02, fortnightly-03, monthly-04, other-05.
- piece rate in kind:* daily-06, weekly-07, fortnightly-08, monthly-09, other-10.
- piece rate in both cash and kind:* daily-11, weekly-12, fortnightly-13, monthly-14, other-15.
- other (non-piece) rate in cash:* daily-16, weekly-17, fortnightly-18, monthly-19, other-20.
- other (non-piece) rate in kind:* daily-21, weekly-22, fortnightly-23, monthly-24, other-25.
- other (non-piece) rate in both cash and kind:* daily-26, weekly-27, fortnightly-28, monthly-29, other-30.

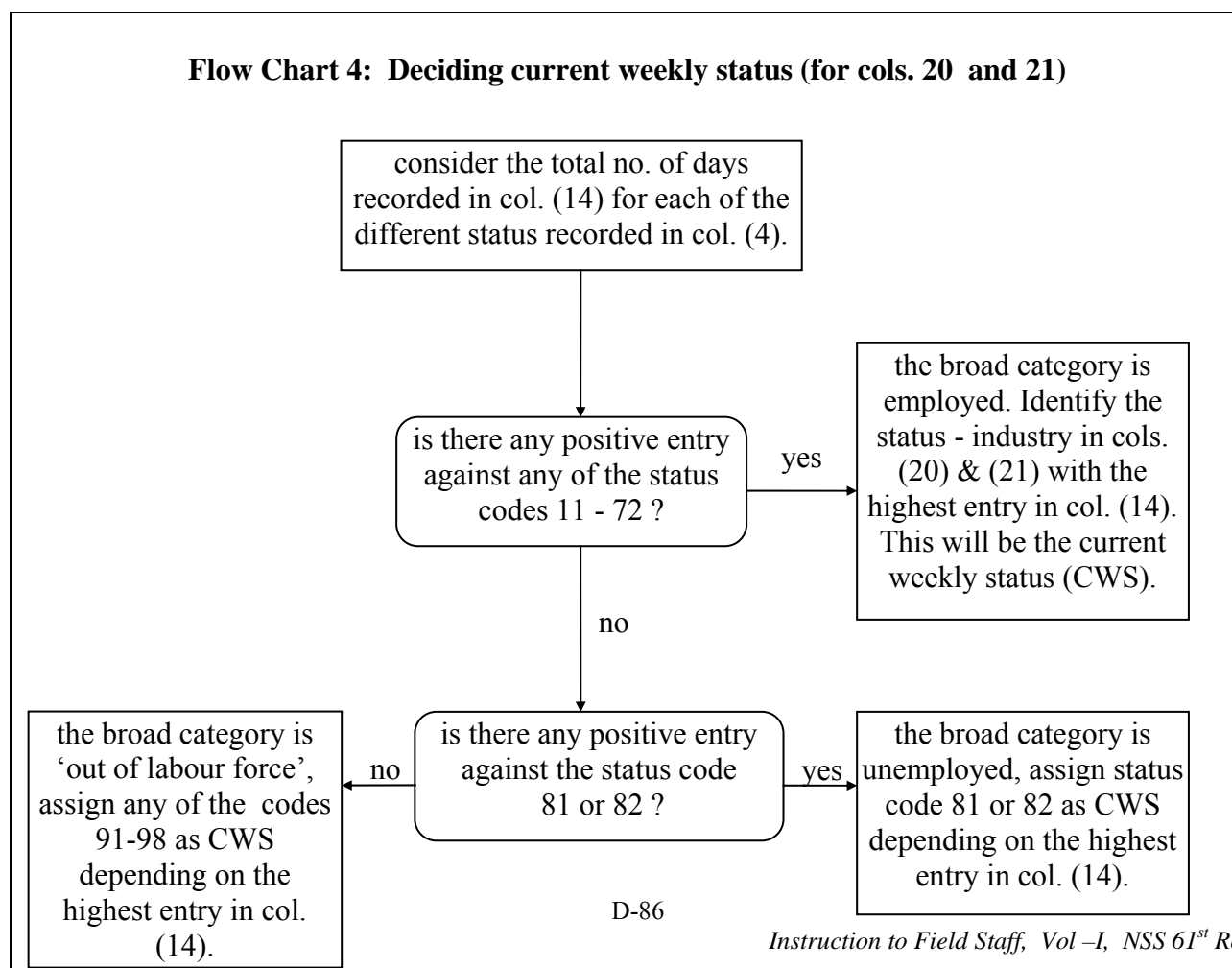
4.5.3.16 **Column (19): Total number of days with nominal work:** This column will be filled in for the persons with status code 11 to 72 recorded in column (4) against any 'serial number of activity' in column (3). Some of these persons who have reported intensity of work as 'half', for some of the days might have had work only for say, 1-2 hours on certain days out of them. Such days would be considered as days with nominal work. For each person, total number of days with only nominal work out of the 7 days reference period, for which intensity has been collected in columns (7) to (13) would be recorded in this column against the first line for the person. If for a person with status code 11 to 72, none of the days in the week are with nominal work entry in this column will be made as 0.

4.5.3.17 **Column (20): Current weekly status (codes):** Based on the activity status obtaining for a person on the seven days of the reference week, the current weekly status is to be identified and the status code so obtained is to be recorded here. This will be done as follows.

4.5.3.18 As already explained the activity status of a person falls into one of three broad categories, viz. employed (any of codes 11-72), unemployed (any of codes 81 or 82) and out of labour force (any of codes 91-98). The activity status for any day of the seven days is recorded in column (4). If any of these is a work related activity code, i.e., any of 11 to 72 the person will fall in the employed category on the current weekly status. In other words, if the person is found to have been assigned a work status code on any of the day of the last week he will be considered as working in the current weekly status. For assigning the unemployed status code (i.e., either 81 or 82) to a person as his weekly activity status code, the person *should not have had any work activity status codes* on any of the days of the last week but should have one of codes 81 or 82 on at least one day of the last week (i.e., the entry in column (4) should not be any of 11-72 but should be 81 or 82 against one of the serial nos. of activity). Persons without any of codes 11-82 in column (4) will be those who will be treated as out of labour force in the current weekly status.

4.5.3.19 Further, within the three broad activity status categorisation, the detailed activity status codes will be assigned taking into account the number of days in each activity recorded in column (14) in terms of the aggregate of intensities obtaining on various days. Within the broad activity status category identified for a person, the activity status code in column (4), which has the highest value in column (14), corresponding to a serial number of activity within the broad activity status, will be recorded in column (20). The entries for column (20) will be made in the line corresponding to the first line for each person, i.e., the line in which serial no. of activity in col. (3) is 1. The procedure for assigning the

Flow Chart 4: Deciding current weekly status (for cols. 20 and 21)



CWS to a person is explained in the form of Flow chart 4.

4.5.3.20 A few examples for determination of current weekly status are given below :

reference to block 5.3 columns					
srl. no. of person <i>col.(1)</i>	srl. no. of activity <i>col.(3)</i>	status col. (4)	industry division <i>col.(5)</i>	total no. of days in each activity <i>col.(14)</i>	current weekly activity status <i>col.(20)</i>
(1)	(2)	(3)	(4)	(5)	(6)
1	1	51	01	3.5	51
	2	41	50	2.0	
	3	98	-	1.5	
2	1	82	-	1.0	82
	2	92	-	6.0	
3	1	11	01	0.5	11
	2	81	-	6.5	
4	1	11	01	3.0	11
	2	11	61	3.0	
	3	92	-	1.0	

4.5.3.21 **Columns (21) & (22): Industry and occupation:** For persons with any of codes 11-72 in column (20), the 5-digit industry (NIC-98) and 3-digit occupation (NCO-68) will be recorded in these two columns. **Note that to identify certain category of workers separately, NIC-98 industry class code 9500 has been split. Also, separate code has been provided for renting of building for residential and non-residential purposes.** Those are to be considered here also. The industry and occupation will correspond to the economic activity in which the highest number of days have been spent as explained in the previous paragraph. In the cases where equal number of days is spent on two or more activities (like in case of person with serial number 4 in the above example) the industry and occupation corresponding to the activity appearing first in the code list in terms of status and industry (in urban areas) or in terms of status, industry and operation (in rural areas) will be noted in columns (21) & (22).

4.5.3.22 **Column (23): Whether unemployed on all the 7 days of the week:** From the daily time disposition recorded in columns (7) to (13), it is to be ascertained whether the person was unemployed on all the seven days, i.e., if he/she had total intensity 1.0 against code 81/82 in column (4) on all the seven days of the week. Code 1 or 2 will be recorded in this column depending on the situation.

4.6.0 **Block 6: Follow-up questions for persons unemployed on all the seven days of the week:** This block is meant for collecting information on persons who are found to be unemployed on all the seven days of the week preceding the date of survey, i.e., for those persons with entry 1 in column (23) of block 5.3. Information to be recorded in this block broadly includes their present spell of unemployment and particulars of last employment for those who are unemployed on all the 7 days of the week but were ever employed. The item-wise description of the block is given below.

4.6.1 **Columns (1) & (2): Serial number and age (years):** The serial number and age of persons with code 1 in column (23) of block 5.3 will be copied in columns (1) & (2) in the same order as they appear in block 5.3.

4.6.2 Column (3): Duration of present spell of unemployment: The spell of unemployment means the continuous period for which the person remains unemployed. The present spell will, therefore, refer to the period starting from the day the person became unemployed to the survey date, without any change in his/ her activity status. In the case of persons who are first entrants to the labour force, the present spell will be equal to the entire length of unemployment starting from the day such person joins the labour force, i.e., the day since when he/ she was seeking/ available for work. For those who had any previous employment, the present spell will be the period starting from the day they were seeking or available for work after losing their last employment to the survey date. The spell will be recorded in terms of codes indicating various durations as follows:

duration	code	duration	code
only 1 week.....	1	more than 2 months to 3 months....	5
More than 1 week to 2 weeks.....	2	more than 3 months to 6 months....	6
More than 2 weeks to 1 month.....	3	more than 6 months to 12 months...	7
More than 1 month to 2 months....	4	more than 12 months.....	8

4.6.3 Column (4): Whether ever employed: The purpose of this item is to separate first time job seekers from persons who worked sometime in the past but are now unemployed. As the subsequent columns will be used to record the details of last employment, this last employment will mean having more or less regular work at least for some time in the past. Thus, among the unemployed, those who had worked at least for sometime in the past according to either the usual principal activity status or the usual subsidiary economic activity status, i.e., those who worked at least for 30 days in a long reference period of 365 days will be given code 1 in column (4).

4.6.4 Columns (5) to (10): Particulars of last employment: Columns (5) to (10) will be used to record the particulars of the last employment of those who had some employment in the past, i.e., **entry 1 in column (4)**. Procedure for recording the particulars are explained in the subsequent paragraphs.

4.6.5 Column (5): Duration of last employment: The duration of last employment will be recorded in codes, which are:

duration	code	duration	code
only 1 month.....	1	more than 3 months to 6 months.....	4
more than 1 month to 2 months.....	2	more than 6 months to 12 months....	5
more than 2 months to 3 months.....	3	more than 12 months.....	6

4.6.6 Column (6): Status: Status refers to the usual status during the period he/ she was employed like self-employment, casual labour, etc. and the codes used for usual status relating to employment (i.e. codes 11-51) only will be applicable. The activity status and corresponding codes are as follows:

worked in household enterprise(self-employed):	
own account worker.....	11
employer.....	12
worked as helper in household enterprise (unpaid family worker).....	21
worked as regular salaried/wage employee.....	31
worked as casual wage labour:	
in public works.....	41

in other types of work..... 51

4.6.7 **Columns (7) & (8): Industry & Occupation:** 2-digit industry code as per NIC-98 and 3-digit occupation code as per NCO-68, respectively, applicable to the last employment will be entered in these two columns.

4.6.8 **Column (9): Reason for break in employment:** This column is meant for recording the reason for break in or termination of the last job held by the persons. These reasons are coded as follows:

loss of earlier job	1
quit earlier job	2
lay-off without pay	3
unit has closed down	4
lack of work in the enterprise (for self-employed persons)	5
lack of work in the area (for casual labour)	6
others	9

The appropriate reason has to be identified through suitable probes. Loss of earlier job will include cases where person is removed from service or work due to temporary nature of work contract, on disciplinary grounds, retrenchment, retirement and all such involuntary breaks other than those covered under codes 3, 4 or 6. Quit earlier job (code 2) will be applicable for persons who have left the job on their own volition, may be owing to compelling circumstances. (The reason for doing so will be further recorded in column 9). Lay-off is defined as 'failure/refusal/inability of an employer to give employment to a workman whose name is borne on the master rolls and who has not been retrenched'. Those laid-off with some pay are treated as employed. Those laid-off without any pay will be considered as unemployed and for such persons code 3 will be given. If the unit in which the person was working has closed down due to lack of demand, difficulties in running the unit or any other reason and consequently person is thrown out of employment, code 4 will be applicable. For those who were self-employed and are now out of job as there is lack of work in the enterprise due to fall in demand, scarcity of raw materials, etc., code 5 will be recorded. Persons who are engaged as self-employed in the seasonal enterprises and are unemployed during the off season owing to lack of work in the enterprise will also be given code 5. However, if such an enterprise is closed down permanently, applicable code will be 4 and not 5. For those employed as casual workers and are out of work as there is no work in his/her area, code 6 will be given. This should be distinguished from those casual labour employed in enterprises with some regularity and coming under reasons 1, 2, 3 or 4. Thus, one of the reasons should be identified in a sequential manner starting with reason code 1. Reasons which cannot be coded in 1 to 6 will be given code 9.

4.6.9 **Column (10): Reason for quitting job:** For those persons who have quit their job (i.e., code 2 in column 9) the reason for quitting the job will be recorded as follows:

work was not remunerative enough	1
unpleasant environment.....	2
employer harsh.....	3
health hazard.....	4
to avail benefits of voluntary retirement.....	5

others..... 9

Codes are self-explanatory. Unpleasant environment will be **excluding** the factor mentioned for codes 3 & 4. In case more than one code is applicable, the code, which appears first in the code list will be given.

4.7.1.0 Block 7.1: Follow-up questions on availability of work to persons working in the usual principal or subsidiary status (i.e. those with codes 11-51 in col. 3 of bl. 5.1 or bl. 5.2): In this block an attempt is made to collect information on certain qualitative aspects of employment of those who are categorised as employed either in the principal or subsidiary status. The procedure for recording the information under each column is described below.

4.7.1.1 Column (1) & (2): Srl no. and age as in block 5.1: As already stated, this block will be filled in only for those who are employed either in the principal status or in the subsidiary status (i.e., codes 11-51 in col. 3 of block 5.1 or block 5.2). The serial number and age of such persons will be copied from block 5.1 in the same order in columns (1) and (2), respectively.

4.7.1.2 Columns (3) & (4): Usual Principal activity status and usual subsidiary activity status: The usual principal activity status and usual subsidiary activity status will be copied from column (3) of block 5.1 and 5.2 to columns (3) and (4), respectively, as described below.

- (i) For persons having one of the codes 11-51 in column (3) of block 5.1, the entry in column (3) of block 7.1 will be same as that in column (3) of block 5.1. For these persons, the subsidiary status will also be recorded in column (4) and will be copied from column (3) of block 5.2. For persons with one of the codes 11-51 in column (3) of block 5.1 and not having any subsidiary economic activity, put a 'x' mark in col. (4).
- (ii) For persons engaged in economic activity in subsidiary capacity only, their subsidiary status will be copied from column (3) of block 5.2 and recorded in column (4), and principal status will be copied from column (3) of block 5.1 and recorded in column (3).

4.7.1.3 Column (5): Whether engaged mostly in full time or part time work during last 365 days: In column (5), it will be ascertained if the person was engaged mostly in full time work or part time work during last 365 days. Those who are mostly engaged in full time work will be given code 1 and those who are mostly engaged in part time work will be given code 2. The codes are:

full time 1
part time 2

4.7.1.4 Column (6): Whether worked more or less regularly during last 365 days: According to the usual principal status approach, the broad activity category has been determined on the basis of the major time criterion. Thus, the persons, who are 'employed' in their usual principal status may or may not be employed throughout the last 365 days. By virtue of the procedure adopted for classification of activity statuses it is possible that some of them were not employed for considerable length of time. In the case of those, who were employed only in the subsidiary status, this will be the situation most often. Thus, this item will be filled in both for usual principal status workers and usual subsidiary status workers. Those who have worked more or less regularly, considering both principal economic activity

and subsidiary economic activity, during the reference year will be given code 1. Others will be given code 2.

4.7.1.5 Column (7): Approximate no. of months without work: In column (7), the number of months a person was without work will be recorded. The months without work need not be continuous. It is quite possible that a person was without any work for a couple of months, then in employment for some months and again out of work for a couple of months. The ‘approximate number of months without work’ will include the months in which a person was unemployed and also the months in which he/she was out of labour force, i.e., neither seeking/ available for work. Part of month will be rounded off to the nearest month. Hence, for a month if the period without work is reported to be less than 30 days but 15 days or more, it should be recorded as 1 month without work. Situation is to be assessed for all the months separately to get number of months without work during the reference year. Note that some of those, who have reported to have worked more or less regularly during the reference year, i.e., code 1 in column (6), may be found to be without work for some months, after deep probing. For such persons also, number of months without work will be recorded in column (7) and entry in col. (6) **should not be changed.**

4.7.1.6 Column (8): If entry ≥ 1 in column (7), whether sought/available for work during those months: Column (8) will be filled in for persons who were without work for at least one month, i.e., entry greater than or equal to 1 in column (7). The codes for column (8) are given below:

yes : on most days 1
 on some days2
 no 3

4.7.1.7 Column (9): Whether made any efforts to get work: For those who were not at work for some months and sought or were available for work on most or some days of those months (i.e., with codes 1 or 2 in col. 8), the efforts made by them to get work, viz., whether they registered their name in the employment exchange, or made other efforts, will be recorded here. Relevant codes to be entered in this column are:

yes:
 registered in employment exchange 1
 made other efforts 2
 no efforts 3

4.7.1.8 Column (10) & (11): Earning from employment: Columns (10) and (11) will be filled in for the persons, whose status is self-employed either in the principal status or in the subsidiary status, i.e., codes 11, 12 or 21 either in column (3) or in column (4). Columns (10) & (11) will be used to have some idea about earning from self-employment. The procedure for filling up column (10) & column (11) are stated below.

4.7.1.9 Column (10): Do you regard the current earning from self-employment as remunerative: In this column, perception of the self-employed member of the household, either in the principal status or in the subsidiary status, (i.e., for the member of the household having codes 11, 12 or 21 in column 3 or

4) on whether the current earning from self-employment is regarded as remunerative will be recorded. Here the earning of the individual is to be judged considering all his/ her farm and non-farm businesses together in which he/ she is engaged in self-employment capacity during the last 365 days, either in principal status or subsidiary status

or in both the status. The current earning from self-employment will be regarded as remunerative if total earnings from self-employment are able to meet the desired level of income of the individual under the existing situation in respect of type of activity, scale of operation of the business (s), market condition, location of the business, etc. If the actual earnings from the self-employment activities fall short of the desired level, the employment may not be regarded as remunerative. It may be noted that the situation for the 'helpers' may be judged in the similar manner as for the 'own account workers' or 'employers' and no distinction should be made for them in this regard. If the owners of the enterprise are from the same household, earning will be judged by considering equal distribution of income among all the owners including the helpers irrespective of the shares hold by the individual member. If the owners of the enterprise are from the different households, earning from the partnership business will be distributed first, according to the agreement (verbal or written), among the partner households. Then, the share of the earning from self-employment hold by a household will be distributed among its owners including the helpers equally. If the employment is regarded as remunerative by the individual, code will be 1. Otherwise, code will be 2.

4.7.1.10 **Column (11): What amount (Rs) per month would you regard as remunerative:** This column is to be filled-in for all the self-employed members of the household for whom column (10) is filled in. The desired level of earnings in a month from all the activities carried out by them in the self-employment capacity, considering the existing situation in respect of type of activity, scale of operation of the business (s), market condition, location of the business, etc., is to be ascertained and recorded in terms of the codes as given below:

less than or equal to Rs.1000.....	1
Rs 1001 to Rs. 1500	2
Rs, 1501 to Rs. 2000	3
Rs. 2001 to Rs. 2500	4
Rs. 2501 to Rs, 3000	5
more than Rs. 3000	6

4.7.1.11 **Column (12): Whether sought/ available for additional work during the days he/ she had work:** The time reference to record whether the person was seeking/ available for additional work (i.e., work in addition to the present work) will be that period of last 365 days during which the person was employed either in principal status or in subsidiary status or in both the status. Thus for a person, whose usual principal status is unemployed but had subsidiary work for a relatively short period, the availability for additional work will refer only to the short period he/ she was working. This criterion will be applicable to column (14) also. The entries will be made in codes given below:

yes : on most days	1
on some days	2

no 3

4.7.1.12 **Column (13): Reason for seeking/ available for additional work:** For codes 1 and 2 in column (12), the reason for seeking/ available for additional work will be entered in this column in terms of codes as follows:

to supplement income 1
 not enough work 2
 both 3
 others 9

4.7.1.13 **Column (14): Whether sought/ available for alternative work during the days he/ she had work:** As in the case of availability for additional work, information in respect of a person's availability for alternative work (i.e., work instead of the present work) will be collected with reference to that period of last 365 days during which he/ she was employed either in principal status or in subsidiary status or in both the status. The entry will be made in codes as given below.

yes : on most days 1
 on some days 2
 no 3

4.7.1.14 **Column (15): Reason for seeking/ available for alternative work:** For the persons who 'sought/ available' for alternative work at least for some days, i.e., for persons with codes 1 and 2 in column (14), the reason for doing so will be recorded in codes as follows:

present work not remunerative enough 1
 no job satisfaction 2
 lack of job security 3
 work place too far 4
 wants wage/salary job 5
 others 9

When more than one code is applicable, the code **appearing first in the list** may be given.

4.7.2.0 **Block 7.2: Follow-up questions on change of nature of work and/ or establishment to persons working in the usual principal or subsidiary status (i.e., with codes 11-51 in col. 3 of bl. 5.1 or 5.2):** This block will be filled in only for the persons categorised as employed either in usual principal or usual subsidiary status. Attempt is made to collect information on certain qualitative aspects of mobility - changes in status, occupation, industry, establishment, etc., for the persons employed in the usual principal status and membership in trade unions, nature of employment, etc. for the employed either in the principal or subsidiary status.

4.7.2.1 **Column (1) & (2): Serial no. and age as in block 5.1:** This block will be filled in only for those who are employed either in the principal status or subsidiary status (i.e. codes 11-51 in col. 3 of

block 5.1 or 5.2). The serial number and age of such persons will be copied from block 5.1 in the same order in columns (1) and (2), respectively.

4.7.2.2 Columns (3) & (4): Usual Principal activity status and usual subsidiary activity status: The usual principal activity status and usual subsidiary activity status will be copied from column (3) and column (4) of block 5.1/5.2 to columns (3) and (4), respectively in block 7.2, as described below.

(i) For persons having one of the codes 11-51 in column (3) of block 5.1, the entry in column (3) of block 7.2 will be same as that in column (3) of block 5.1. For such persons, a cross (x) mark will be put in column (4) of block 7.2.

(ii) For persons having one of the codes 81-97 in column (3) of block 5.1 and one of the codes 11-51 in column (3) of block 5.2, the entry in columns (3) and (4) of block 7.2 will be copied from column (3) of blocks 5.1 and 5.2, respectively.

4.7.2.3 Column (5): Is there any union/association in your activity?: Union/association will mean any registered/recognised body whose membership is open to a section of those engaged in a specific activity or trade and whose main objective is to look into the interests of its members. **‘Trade’ here refers to any occupation under the usual statuses 11-51.** Thus, besides the usual trade unions, association of owners, self-employed persons, etc., will also be covered. The union/association sometimes may be a large body like a factory union looking after the welfare of different types/levels of workers. Depending on the respondents reply, codes 1, 2 or 9 will be recorded in this column. It is to be noted that even if a self-employed person is aware of an association which looks after the interests of those of his kind, the answer to the question will be 'no' (code-2) if the membership of such an association is not open to him or the association does not cover the locality where he/she runs the enterprise. It is possible that some of the self-employed persons are not aware of the existence of any association of the kind described above relating to his trade. In such cases, code 9 will be entered in column (5).

The relevant entries for column (5) are:

yes	1
no	2
not known	9

4.7.2.4 Column (6): Whether a member of union/association: If the respondent reports that a union/association exists in his/her activity, i.e, if entry is 1 in column (5), it is to be ascertained if he/she is a member of that union/association. If the household member is a member of that union/association, code 1 will be recorded, otherwise code will be 2.

4.7.2.5 Column (7): Nature of employment: In column (7), the nature of employment (i.e., whether permanent or temporary) will be recorded in terms of code. Nature of employment will be considered as permanent if the person is, in normal course, likely to continue in the same employment. If the nature of employment is permanent code will be 1 and if the nature of employment is temporary code will be 2.

4.7.2.6 Columns (8) to (14): Change in work activity status, industry, occupation and establishment during last 2 years: These columns will be filled in only for those **who are employed in the usual**

principal status (i.e., persons with code 11-51 in col. 3). In columns (8) to (14) information on whether during the last 2 years, the person has changed - usual principal work activity status, industry associated with usual principal work activity, occupation associated with usual principal work activity and establishment will be ascertained and if a change in respect of work activity status, industry and occupation is reported, the earlier position in that regard would also be ascertained.

4.7.2.7 Columns (8) & (9): During last 2 years, whether changed work activity status and if changed, last activity status: It will be ascertained whether or not the person has changed his/ her usual principal **work** activity status (i.e., work statuses 11-51) during the last 2 years. In column (8), code 1 will be assigned, if he has changed the work status and code 2 if not. For persons with code 1 in column (8), i.e., those reporting a change in work status, the last usual principal work activity status prior to this change will be recorded in column (9). The codes applicable in column (9) are any of 11 to 51 only. (The detailed code structure is given for col. 3, block 5.1). Note that during the last 2 years, if a person was initially unemployed or out of labour force and he/ she is now employed according to usual principal status, then he/she **will not be** considered to have changed his/ her activity status as the work activity status did not change. It is quite possible that during the period in between the changes in the work activity status, a person was unemployed or out of labour force. Such a person **will be** considered to have changed his/her work activity status and code 1 will be recorded here. In the case of more than one change in work statuses during last 2 years, the work status relating to the **last change** (i.e., work status prior to the present status) will be recorded in column (9).

4.7.2.8 Columns (10) & (11): During last 2 years, whether changed industry and if changed, last industry: Whether the person has changed his/her industry of work, associated with usual principal work activity, at 2-digit code as per NIC-98 during the last 2 years will be ascertained. If the person has changed industry of work at 2-digit code as per NIC-98 then in column (10) entry will be code 1, otherwise, code 2 will be entered in column (10). For persons with code 1 in column (10), that is, those reporting a change in industry, the last industry of work in terms of 2-digit code as per NIC-98 will be recorded in column (11).

4.7.2.9 Columns (12) & (13): Whether during last 2 years changed occupation and if changed, last occupation: Whether the person has changed his/her occupation, associated with usual principal work activity, as per NCO-68, during the last 2 years will be ascertained. If the person has changed occupation then in column (12) entry will be code 1, otherwise, code 2 will be entered in column (12). For persons with code 1 in column (12), that is, those reporting a change in occupation, the last occupation in terms of 2-digit code as per NCO-68 code will be recorded in column (13).

4.7.2.10 Column (14): Whether during last 2 years changed establishment: For the workers in the usual principal status, it will be ascertained whether they have changed their establishment (of work) during the last 2 years. The term establishment is used in a broad sense and will **include all producing units including household enterprises**. In this sense, a person changing from one government department or organisation to another on a routine transfer/ promotion posting will not be considered as having changed establishment. However, if his nature of work has changed consequent to this, it **will be** considered as change of establishment. In case he/ she has lost or quit the earlier job and taken up a fresh job in another department or organisation, it **will be** taken as a change in establishment. Those reporting a change in establishment will be assigned code 1 and others will be assigned code 2.

4.7.2.11 **Column (15): Reason for last change:** In this column, the reason for the last change will be recorded for those who have either changed their industry or occupation or both during the last 2 years, i.e., **those with codes 1 in column (10) and/or (12) of this block.** The reason codes are as follows.

loss of earlier job due to:	
retrenchment/lay-off	1
closure of unit	2
for better income / remuneration	3
no job satisfaction	4
lack of work in the enterprise	5
(for self-employed)	
lack of job security	6
work place too far	7
promotion/transfer	8
others	9

If more than one code is applicable to a person, the one, which appears first in the code list will be recorded.

4.8.0 **Block 8: Follow-up questions for persons with usual principal activity status code 92 or 93 in column (3) of block 5.1:** In order to study the pattern of activities carried out along with domestic chores of the persons classified as engaged in domestic duties, a separate set of special follow-up questions have been designed. These follow-up questions will be asked to all the members of the household classified as engaged in domestic duties according to usual principal status (i.e. those with usual principal status codes 92 or 93 in column 3 of block 5.1) and the relevant answers will be recorded in terms of the specified codes.

4.8.1 **Items 1 & 2: Serial number and age as in column (1) & (2) of block 5.1:** For all members categorized as 'engaged in domestic duties' according to usual principal status, i.e., those assigned the usual status codes 92 or 93 in column (3) of block 5.1, their serial number and age as in columns (1) and (2) of block 5.1 will be entered against items 1 and 2. Different columns will be used for different members.

4.8.2 **Item 3 to 5:** It will be ascertained whether the members are “required to spend most of their time on domestic duties during 365 days preceding the date of survey”. If the answer is in the affirmative, code 1 and if the answer is in the negative, code 2 will be recorded against item 3 for each of the members. If the answer is 'yes', i.e., if the entry against item 3 is code 1 for a member, the reason for his/her participation in the household duties will be ascertained and recorded in terms of the specified codes against item 4.

The relevant codes to be used for item 4 are:

no other member to carry out the domestic duties	1
--	---

cannot afford hired help	2
for social and/or religious constraints	3
others	9

For persons with code 1 in item 3, item 5 will be left blank. On the other hand, if the entry against item 3 is 2 for a person, (i.e., such participation was not required but still the he/she participated in the household chores) the reason for his/her voluntary participation in household chores will be ascertained and the code relevant to the answer obtained will be recorded against item 5. In such a case, item 4 will be left blank.

The codes to be used for making entries against item 5 are:

non-availability of work	1
by preference	2
others	9

4.8.3 Items 6 to 19: These 14 questions relate to the participation in 14 specified activities, which are self-explanatory. It will be ascertained whether the person along with his/her normal domestic duties also participated, during the 365 days preceding the date of survey, *more or less regularly* in the specified activities listed. For the questions 6 to 9 and 15 to 19, if the answer is 'yes', code '1' and if the answer is 'no', code '2' will be recorded against the relevant items for the particular person. It may be noted that item 19 and 20 will be filled in for rural areas only. On the other hand, for the items 10 to 14, if the answer is in the affirmative, it will be further ascertained whether the person participated in the processing of mainly own farm/free collected commodities or processing of commodities procured otherwise and the code relevant to the situation will be recorded. The codes to be used are:

<i>yes:</i>	commodities produced in own farm/free collection	1
	commodities acquired otherwise	2
<i>no</i>	3

4.8.4 Item 20: This item will be used for rural areas only. If for a particular person the answer to the question listed against item 19 (i.e. whether the person brings water from outside the village), is 'yes' (i.e., code 1), the distance (rounded off to the nearest kilometre) he/she had to travel from the household premises to the source of water will be recorded against this item.

4.8.5 Item 21: For all those categorised as 'usually engaged in domestic duties' and listed against item '1' it will be ascertained whether they will be prepared to accept work if work is made available at their household premises. If the answer is in the affirmative, code 1 and if the answer is in the negative, code 2 will be recorded against this item.

Information on items 22 to 25 is to be collected for those with code 1 in item 21.

4.8.6 Item 22 to 25 (for persons with code 1 in item 21): The questions listed against these items will be put only to those who have answered in the affirmative for the question listed against item 21 (i.e., persons with entry 1 against item 21). The codes appropriate for the answers obtained will be recorded against the relevant items. For items 22, 23 and 25, if more than one code is found to be applicable, the

code which appears first in the code list only will be recorded. The relevant codes to be used for filling in the items 22, 23 and 25 are as under:

(i) *Item 22*: nature of work acceptable:

regular full time	1
regular part time	2
occasional full time	3
occasional part time	4

(ii) *Item 23*: type of work acceptable:

dairy	1
poultry	2
other animal husbandry	3
food processing ..	4
spinning & weaving	5
manufacturing wood & cane products.....	6
tailoring	7
leather goods manufacturing	8
others ...	9

(iii) *Item 25*: assistance required to undertake that work:

no assistance.....	1
yes:	
initial finance on easy terms	2
working finance facilities	3
easy availability of raw materials	4
assured market	5
training	6
accommodation	7
others.....	9

(iv) *Item 24*: In this item information on whether the person have any skill/experience to undertake the work which is acceptable to him/her as mentioned in item 23, will be recorded. If the person has any skill/experience the work code will be 1, otherwise code will be 2.

4.9.0 Block 9: Household consumer expenditure: Household consumer expenditure is the sum total of monetary values of all goods and services consumed (out of purchase or procured otherwise) by the household on domestic account during a specific reference period. The definition of household consumer expenditure and the procedure for evaluating it will be the same as for Schedule 1.0.

4.9.1 A worksheet has been designed to collect information on household consumer expenditure in Schedule 10. The aim of this worksheet is to arrive at an approximate value of household consumer expenditure, which will serve as proxy for total expenditure that could be obtained through the detailed consumer expenditure Schedule. This approximate value of consumer expenditure would be used for classifying sample households into different levels of living for studying employment characteristics of households in different levels of living. The worksheet contains 36 different components of household consumer expenditure. Considering that an item group may contain different items, an attempt has been made to indicate, in parenthesis, some of the items included in a particular group, so as to facilitate collection of consumer expenditure data for an item group. Two reference periods, viz., 30 days and 365 days, will be used to record consumption of different groups of items and those are indicated in the headings of columns (3) and (4).

4.9.2 The items of consumption have been classified into four groups and three different approaches, viz (i) consumption approach, (ii) expenditure approach and (iii) first-use approach, are followed for defining consumption of items. The different items in the groups and the approaches followed for defining consumption of the four groups are as follows:

group	items in the group	serial number of items in the worksheet	definition of consumption
I	food(other than ‘cooked meals’), pan, tobacco & intoxicants and fuel & light	1 to 10, 11 (excluding cooked meals), 12,13	Consumption is the value of actual consumption during the reference period. The value of home-produce will be imputed at the ex-farm or ex-factory rate. This should not include any element of distributive service charges.
II	cooked meals, miscellaneous goods and services including education, medical, rent, taxes and cess	11 (cooked meals only), 14 to 22, 24 to 26	Expenditure incurred on the item during the reference period.
III	clothing and footwear	27 and 28	An item is consumed if it is brought into first-use during the reference period. The item may or may not be procured within the reference period. It can be procured by purchase, home-production, gift, charity, etc. Purchase and use of second hand clothing materials will also be included.
IV	durable goods	29 to 37	Expenditure incurred on the items for

			purchase or towards cost of raw materials and services for its construction and repair during the reference period.
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4.9.3 **Sources of consumption:** A household procures different items for its consumption by different ways. The different ways of collecting items of consumption are:

- 1) purchase
- 2) receipt in exchange of goods and services
- 3) home-grown/home-produced stock
- 4) transfer receipts such as gifts, loans, charities, etc., and
- 5) free collection

4.9.4 **Imputation of value:** If an item is purchased and consumed by a household, the value of consumption can be taken as its purchase value. But, the value of an item consumed out of commodities received in exchange of goods and services, home-grown/home-produced stock, transfer receipts or free collection requires imputation. The rule for imputation of value of consumption of commodities is given below:

- 1) the value of goods received in exchange of goods and services will be imputed at the rate of average local retail prices prevailing during the reference period. However, the judgement of the respondent about the price of the goods purchased in exchange is to be taken into account;
- 2) the value of home-produce will be imputed at the ex-farm or ex-factory rate. This should not include any element of distributive service charges;
- 3) the value of consumption out of gifts, loans, free collection, etc., will be imputed at the average local retail prices prevailing during the reference period;
- 4) the value of consumption out of purchase will be the value at which the purchase was made.

4.9.5 Special care is to be taken to ensure that the items which are consumed by the household out of home grown stock as well as from other sources like free collection, gifts, loans, etc. do not get missed out and necessary probing is to be done to include such consumption, if any, in the total consumption of the household.

Value of consumption during last 30 days

4.9.6 **Item 1: Cereals & cereal products:** This will include items like rice, wheat/atta, jowar, bajra, maize, barley, small millets and their products like chira, khoi, lawa, muri, maida, suji, rawa, sewai, noodles, bread (bakery), cornflakes, pop-corn, etc. and sattu prepared from barley/ other cereals. Besides these, tapioca, jackfruit seed, mahua, etc, which are consumed as substitutes for cereals will also be included here.

4.9.7 **Item 2: Pulses & pulse products:** This includes pulses such as arhar, gram, moong, masur, urd, peas, soyabean, khesari, etc. and pulse products such as besan, sattu, papad, badi, etc.

4.9.8 **Item 3: Milk:** This will mean milk as directly obtained from cow, buffalo, goat or any other livestock, milk sold in bottle or polypack. If the household purchases milk and prepares sweetmeats or transforms milk into curd, casein, ghee, etc. at home these will be included here.

4.9.9 **Item 4: Milk products:** This will include condensed/powder milk, curd, ghee, butter and also baby food, ice-creams, etc., the principal constituent of which is milk.

4.9.10 **Item 5: Edible oil and vanaspati:** Oil used in food preparation will be considered as 'edible oil' such as vanaspati, margarine, mustard oil, groundnut oil, etc. If oil is extracted by crushing purchased or grown oilseeds and the oil is consumed then the entry will be shown against this item.

4.9.11 **Item 6: Vegetables:** This item will include potato, onion, radish, carrot, turnip, beet, sweet potato, arum, leafy vegetables, tomato, peas, etc. It will also include green fruits like mango, watermelon, etc. consumed after preparing processed food.

4.9.12 **Item 7: Fruits & nuts:** This includes fresh fruits such as mango, banana, jackfruit, watermelon, pineapple, sugarcane coconut, guava, orange, etc. and also dry fruits and nuts.

4.9.13 **Item 10: Salt and spices:** It will include all edible salt irrespective of whether it is iodised or not. This item will also include spices such as turmeric, black pepper, dry chillies, garlic, oilseeds which are generally used in food preparations.

4.9.14 **Item 11: Other food items:** This will include prepared tea, coffee, tea leaf, coffee powder, ice, cold beverages, fruit juice, green coconut, biscuits, salted refreshments, prepared sweets, cake, pastry, pickles, sauce, jam, jelly, cooked meals, prepared rice, snacks, tiffin, food packets, etc. Food items for babies like Farex, Cerelac, etc. whose principal constituent is not milk will also be included here.

4.9.15 **Item 12: Pan, tobacco & intoxicants:** This will include pan leaf, finished pan, supari, lime, katha, bidi, cigarettes, snuff, cheroot, zarda, ganja, toddy, country liquor, beer, foreign liquor, etc.

4.9.16 **Item 13: Fuel & light:** This will include coke, firewood and chips, electricity, dung cake, kerosene, match box, coal, LPG, gobar gas, candle, etc. and petrol, diesel, etc. used for generating electricity.

4.9.17 **Item 20: Rent/house rent:** This item consists of rent for residential building and garage rent for private vehicle of the household. Amount last paid divided by the number of months for which the payment was made will be recorded here. The rent for government quarters will be the amount of house rent allowance (HRA) per month not paid to the employee plus the licence fee deducted per month from the salary for the quarters. Salami/pugree will not be considered anywhere in the schedule. No imputation of rent will be done for owner occupied dwellings.

4.9.18 **Item 21: Consumer taxes and cesses:** This will include road cess, chowkidari tax, municipal rates, water charges, etc.. Sometimes, while purchasing a new vehicle, life tax is paid. In such case, monthly average of tax & cess will be recorded against this item.

4.9.19 **Item 22: Medical expenses (non-institutional):** This includes expenditure which were incurred on medical treatment not as an in-patient of a medical institution. This includes expenses on medicine, clinical tests, X-ray, pathological tests, payments made to doctor, nurse, etc., on account of professional fees. Expenditure on family planning appliances such as IUD, oral pills, condoms, diaphragm, spermicide. Expenditure incurred on MTP (medical termination of pregnancy) may be recorded against here if hospitalisation is not necessary. Similarly, hiring charges for ambulance may be recorded here if hospitalization is not necessary. Reference period for medical expenses (non-institutional) is 30 days.

Value of consumption during last 365 days

4.9.20 **Item 24: Medical expenses (institutional):** This includes expenditure which were incurred on medical treatment as an in-patient of a medical institution. Expenditure incurred on MTP (medical termination of pregnancy) may be recorded against here if hospitalisation is necessary. Similarly, hiring charges for ambulance may be recorded here if hospitalization is necessary. Expenditure incurred for clinical tests, X-ray, etc. will be recorded against this item if hospitalisation was necessary.

4.9.21 **Item 25: Tuition fees and other fees:** It also includes fees paid to educational institutions (e.g., schools, colleges, universities, etc.) on account of tuition (inclusive of minor items like game fees, fan fees, etc.) and payment to private tutor. Occasional payments to the school fund made on account of charities provided for indigent students and ‘donations’ generally will not be included here as these are regarded as transfer payments.

4.9.22 **Item 26: School books and other educational articles:** Expenditure on all kinds of books, magazines, journals, etc. including novels and other fiction will be covered under this item Expenditure on Internet other than telephone charges will also be covered here. Besides these, expenses on library charges, stationery, etc. will also be covered here.

4.9.23 **Item 27: Clothing and bedding:** In this item, information on value of consumption of all items of clothing and bedding during the last 365 days will be collected. When any garment is sewn at home by a household member, its value will be equal to the value of cloth only. No labour charges for sewing of the garment need be included unless the sample household itself is running a tailoring shop. Similarly, for a quilt made at home of which the materials (viz., cloth, stuffing, cotton, thread, etc.) were purchased the value of the materials used will be shown against this item. All second-hand clothing items, like dhoti, saree, ready-made garments, etc., purchased and brought into first-use will be recorded against this item.

4.9.24 **Durables goods (items 29 to 37):** Information on expenditure incurred for purchase and cost of raw materials and services for construction and repairs of durable goods for domestic use during the last 365 days will be collected in items 29 to 37. Expenditure will include both cash and kind. Purchase will include both first-hand and second-hand purchase. Only if some expenditure is incurred towards purchase of an item, may be in cash or kind or both, the item will be considered as purchased. Expenditure incurred on purchase of durable goods for giving gifts will also be included. In case of credit/ hire-purchase, the actual expenditure made during the reference period will be recorded.

4.9.25 It should be noted that the purchase of residential building and land, whether first-hand or second-hand, should not be entered in item 37, since such purchases are considered capital expenditure on real estate. Any new construction of building is also an expense on capital account and should not be entered in item 37. The total expenditure incurred by the household towards repairs and maintenance of dwelling unit (only) during the reference period would be entered against item 37.

4.9.26 Investigators should not spend too much time for filling up the worksheet. Unless the respondents themselves ask for clarifications, they are not to ask about quantities consumed item by item to arrive at sub-total figure. The idea is to fill up the worksheet in about half an hour per household. Experience shows that one can obtain a fair enough estimate of household consumer expenditure in half an hour per household.

4.10.0 **Block 10: Remarks by investigator:** Any remark which is considered necessary for explaining any peculiarity in the consumption pattern of the household or any other item-specific unusual feature of the household or of any member thereof will be noted here. Such remarks will help understanding the

entries made in different blocks of the schedule, especially when any entry is numerically very high or very low or entry is unusual.

4.11.0 Block 11: Comments by supervisory officer(s): The supervisory officers should note their views on any aspect pertaining to the characteristics under enquiry in this schedule relating to the household or any member thereof.

4.12.0 Some Important Clarifications for determining activity status:

1. Engagement in domestic duties by a member of the household is not considered economic activity but the domestic duties performed by the domestic servant staying in the employer's household and taking food from the common kitchen and thereby being a member of the household is to be considered as an economic activity, as a special case. Activity status code 31 will be assigned to domestic servants.
2. 'Free collection for sale' will be treated as self-employment. In the case of primary products in the agricultural sector, even if the products collected are not for sale but for household consumption, persons engaged in these activities will be considered as self-employed. If the products collected relate to agricultural sector, the NIC-98 tabulation category will be 'A' and for other goods like rag, waste paper, tins, etc., the NIC-98 tabulation category will be 'G'.
3. A disabled person/ pensioner will be considered as 'employed' according to usual principal status if he/she is engaged in an economic activity for a relatively long time during the reference year. He/she will be treated as unemployed if reported to be seeking/available for work for a relatively long time during the reference year, and not as a disabled person/pensioner.
4. Any person carrying out domestic duty for major part of the day and additionally doing some economic activity for 1 to 2 hours only, both on a regular basis, will be considered as engaged in domestic duties according to the usual principal status. Similarly, a pensioner/ student doing agricultural activities in household agricultural enterprise for less than or equal to 2 hours daily, his usual principal activity status will be pensioner/ student, and not worker in the usual principal status. But, according to the usual subsidiary status they will be considered as worker.
5. Sometimes it is found that a regular student is currently on live register of the Employment Exchange and such a situation creates confusion in deciding his usual activity status. Normally, the person will be categorised as a student. But before categorising him/her as a student, further probes should be made as to whether he/she will give up his/her studies the moment he/she gets a job. If it is found that he/she will leave his studies to take up the type of job for which he/she has registered, he/she will be considered as unemployed.
6. Current weekly activity status of a student/ disabled person/ pensioner/person engaged in domestic duties will be 'employed' if he/she is engaged in an economic activity for at least 1 hour on any day during the reference week (i.e at least 0.5 intensity against any of the activity status codes 11 to 72 in column 14 of block 5.3).
7. A Government servant who is on extraordinary leave or suspended, his/her usual principal status code will be 31. Other economic activities pursued by him/her during the period will not be considered for determining his usual principal activity status but those activities will be considered as subsidiary economic activities.
8. According to the current status approach, for a regular salaried/wage employee, activity status code 31 is to be given on holidays and code 71/72 for the days he is on leave depending on the reason. Additional economic activity carried out on these days by a regular wage/ salaried employee will not be considered to determine his current daily status, e.g., for a Govt. employee who is on leave for 1 week and does agricultural activity during that week, his current daily status code for all the 7 days of the week will be 72.
9. According to the current status approach, for a self-employed person, activity status code 11 is to be given on holidays or weekly-off days and code 61 or 62 for the days he is on leave depending on the reason.

10. If a casual worker works for 4 days in a week and remains without work for the other 3 days, then for the days he did not work, his current activity status codes will be 81, 82 or any of 91 to 98 depending upon the situation on those days.
11. For regular salaried/wage employees on leave or holiday, the 'operation' will relate to their respective function in the work or job from which he is temporarily off in view of his taking leave or holiday. Similarly for persons categorised 'self-employed' (status codes 11, 12 & 21) if they are not at work on a particular day inspite of their having work on that day, operation to be recorded will relate to the work they would have done if they had not enjoyed leisure on that day.
12. If a person performed 3 economic activities in a day then number of hours spent on each activity is to be considered to assign intensity for the different activities.
 - (a) If only 1 of the activities is done for 4 hours or more, 1.0 intensity to be given for that activity.
 - (b) If any of the 2 activities are done for 4 hours or more, then 0.5 intensity is to be given to each of these two activities.
 - (c) If all activities are done for more than 4 hours then two of the activities by major time criteria (MTC) will be given intensity 0.5.
 - (d) If all the activities are performed for less than 4 hours but the total is more than 4 hours then 2 activities by MTC will be assigned 0.5 intensity.
 - (e) If all the activities are performed for less than 4 hours and the total is less than 4 hours but more than 1 hour, then 1 activity by MTC will be assigned 0.5 intensity.
13. If a person is engaged in 2 economic activities each of less than 1 hour duration but the total duration is 1 to 4 hours, then one of the activities will be assigned intensity 0.5 by MTC.
14. When a female casual labourer reports that she is not able to work due to pregnancy, she will be treated as 'casual labour not working due to sickness' and will be given current activity code 98.
15. Exchange labour will be considered as 'self-employed'. But a regular employee, on holiday or while on leave, working as 'exchange labour', will be assigned status code 31/71/72. On the other hand, a casual labourer working as 'exchange labour' on some days will be categorised as 'self-employed' for those days.
16. The 'meal carriers' (who collects meals from respective households and delivers the same at various offices), 'night watchmen' of a locality, 'cowherd', etc. are normally employed by a group of households on a regular monthly wage. The 'activity status' of such workers will be the same as that of maid servant/male servant, etc., i.e., 'wage/salaried employee'.
17. Carpenters, masons, plumbers, etc. who move from place to place in search of work and carry out the work on contract basis whenever work is available will be considered as own account worker. But if such persons are working on a wage basis or so under a contractor, they will be considered as regular salaried/wage employee.
18. Unpaid apprentices will be treated as 'students' while paid apprentices will be treated as employees.

19. Persons under 'paid lay-off' will be considered 'employed'. Those under 'unpaid lay off' will not be considered as employed and they will be considered 'unemployed' if they are seeking and/or available for work. Persons who are under lay-off without any payment from the establishment but gets some benefits from other sources because of the lay-off will not be considered as worker.
20. MPs and MLAs will be considered as regular salaried worker. Party functionaries not getting salaries are not to be considered as economically active if they are not engaged in any other economic activity.
21. In the earlier rounds, a porter or a coolie was treated as casual labour. A porter/ coolie in their professional rounds to search jobs contracts with several clients for the amount of remuneration depending upon the quantity and volume of goods to be carried for a given distance. Thus in a day, he/ she, in fact, serves several clients and generally, posses some tangible assets to perform these activities. Moreover, they decide the scale of operation of their own. In view of this, a porter/ coolie may be considered as self-employed and may be given the industry code 93090 as per NIC-98.

Annexure-1

Examples of some formal vocational trainings

Name of the trade/training course	Duration	Educational qualification required
ADVANCE WELDING	12 Months	8th standard passed
BOOK BINDER	12 Months	8th standard passed
CARPENTRY	12 Months	7th standard passed
CUTTING & SEWING	12 Months	8th standard passed
EMBROIDERY & NEEDLE WORK	12 Months	8th standard passed
FASHION DESIGN	12 Months	10th standard passed
FITTER	24 Months	10th standard passed
SURVEYOR	24 Months	10th standard passed with Science & Maths
TELEPHONE OPERATOR CUM RECEPTIONIST	12 Months	10th standard passed
SANITARY HARDWARE FITTER	6 Months	8th standard passed
TOURIST GUIDE	6 Months	12th standard passed
DENTAL LABORATORY TECHNICIAN	24 Months	10th standard passed and typing speed of 30 WPM in English / Hindi / any local language
TOOL & DIE MAKER	36 Months	10th standard passed with Science & Maths
HANDICRAFT	12 Months	7th standard passed
HOSIERY & KNITTING	12 Months	7th standard passed
SHORT TERM COMPUTER COURSES (DATA ENTRY OPERATOR)	3 Months	10th standard passed with English
SHORT TERM COMPUTER COURSES (DESK TOP PUBLISHING OPERATOR)	3 Months	10th standard passed with English
MEDICAL TRANSCRIPTION	6 Months	12th standard passed with Biology/ Physiology as major subject. Knowledge of English Language is essential.
MECHANIC WATCH & CLOCK	12 Months	10th standard passed

Annexure-2

An indicative list of specific areas and the broad area covering the specific area(s) associated with formal vocational training to be used for identification of ‘field of training’

Broad area: Mechanical engineering trades (01)

Specific areas:

- Blacksmithy
- Denting & Painting
- Draftsman (mechanical)
- Drilling and Boring
- Fitter
- Forger and Heat Treater
- Foundry man
- Grill Maker
- Grinder
- Instrument Mechanic
- Lock Repairer and Key Maker
- Machinist
- Mechanic (Agriculture machinery)
- Mechanic Bio-gas
- Mechanic Farm Machinery
- Mechanic machine tools Maintenance
- Mechanic (Watch and Clock)
- Millwright/Maintenance Mechanic
- Pattern Maker
- Pump Operator cum mechanic
- Repair Cart, Cycle, Cycle Rickshaw
- Repairer–Umbrella, Stove, Cooker etc.
- Repair Watch
- Sheet Metal Worker
- Tools & Die Maker
- Turner
- Upholster
- Rural Engineering Technology
- Moulder

Broad area: Electrical and electronic engineering trades (02)

Specific areas:

- Audio Visual Technician
- Battery Maintenance
- Cable Operator
- Choke Making
- Electrician
- Electroplater
- Fitter electronics
- Radio & TV Repairer
- Refrigerator & Air conditioner repairer
- Repair Fans, Cooler
- Servicing Phones, Tape recorder
- Stabilizer Assembling
- Transformer Coil Rewinding
- Welder
- Wireless Mechanic
- Wireman
- Mechanic-cum-operator electronics communication system

Broad area: Computer trades (03)

Specific areas:

- Computer Operator & Programme Assistant
 - Data Entry Operator
 - Electronic System Maintenance
 - Information Technology
 - Office Assistant
 - Phototype Setter & Desktop Publishing Operator
 - Technician Computer
 - Desk top publishing operator
 - Data preparation & Computer Software
 - Networking Technician
 - Computer repairing
-

Broad area: Civil engineering and building construction related works (04)

Specific areas:

- Bar Bending
- Brick Making
- Carpenter
- Cement Block and Article Making
- Colour Washing, Distemper, White Wash
- Construction worker
- Draftsman (Civil)
- Ferro Cement Work
- Floor Furnishing and Grinding
- Mason
- Painter
- Plumber
- Polishing of Furniture
- Soil Testing
- Surveyor
- Tiles Work
- Waste Water Disposal System
- Water Shed Management
- Wood Work
- Building and Road Construction
- Building Maintenance

Broad area: Chemical engineering trades (05)

Specific areas:

- Candle making
- Instrument Mechanic (Chemical Plant)
- Laboratory Assistant (Chemical Plant)
- Maintenance Mechanic (Chemical Plant)
- Match Box & Sticks making
- Pest Control Operator
- Phenyl making
- Plastic Processor
- Soap & Detergent Maker
- Soap making
- Vegetable Dyeing
- Attendant operator (chemical plant)
- Agricultural Chemicals
- Ceramic Technology

Broad area: Leather related work (06)

Specific areas:

- Flaying and Carcass

- Leather Goods Maker
- Manufacture of Footwear
- Shoe/Chappal making
- Tanning
- Tanneries
- Making of leather & Rubber sports goods
- Rubber mats making

Broad area: Textile Related work(07)

Specific areas:

- Bleaching, Dyeing and Calico Printing
- Cutting & Tailoring
- Cotton Classifier
- Dress Designing
- Dress Making
- Embroidery & Needle Work
- Fabric Painting
- Fabric Printing
- Hand Weaving of Newar, Tape and Carpet
- Knitting Technology
- Knitter (Hosiery)
- Knitting with Machine
- Screen Printing
- Spinning (Power looms)
- Textiles Wet Process
- Weaving (Handlooms)
- Weaving Silk & Woolen Fabrics
- Structure and Fabrication Technology
- Winder (Textile)

Broad area: Catering, nutrition, hotels and restaurant related work (08)

Specific areas:

- Baker & Confectioners
- Catering and Restaurant Management
- Cooking – Selling networking
- Craftsman Food Production
- Drying and Dehydration of vegetables
- Food Processing (Papad, Achar etc.)
- Fruit and Vegetable Processing
- House keeping
- Hotel Clerk or Front office Assistant
- Preservation of Fruits & Vegetables
- Steward

Broad area: Artisan/ craftsman/ handicraft and cottage based production work(09)Specific areas:

- Aggarbati Making
- Bee keeping and related skills
- Cane & Bamboo work
- Chalk Making
- Coir Products
- Crewel Work
- Flower making
- Glass Painting
- Gur Making
- Handmade paper work
- Jute Work
- Oil making skills
- Packing Skills
- Pottery Making
- Toy Making

Broad area: Creative arts/ artists (10)Specific areas:

- Dance
- Folk Arts
- Music Instrumental
- Music Vocal
- Oil Painting
- Interior Design
- Classical Dance (Kathak)
- Commercial Art

Broad area: Agriculture, crop production related skills and food preservation work(11)Specific areas:

- Agricultural Chemicals
- Crop cultivation/Production
- Food Preservation
- Medicinal and Aromatic Plant industry
- Plant Protection
- Seed Production Technology
- Plantation Crops & Management
- Vegetable Seed Production
- Repair & Maintenance of Power Driven Farm Machinery
- Agro Based food Industries (Crop based)
- Post Harvest Technology
- Soil Conservation
- Sugar Technology

Broad area: Non-crop based agricultural and other related activities(12)Specific areas:

- Apiculture
- Dairying
- Fish Farming
- Fish Processing
- Fish seed Production
- Floriculture
- Poultry Farming
- Sericulture
- Sheep and Goat Husbandry
- Inland Fisheries
- Swine Production
- Agro Based Food Industries (Animal based)
- Fishing Technology
- Horticulture

Broad area: Health and paramedical services related work (13)Specific areas:

- Health Sanitary Inspector
- Health Worker
- Hospital Documentation
- Hospital House Keeping
- Medical Laboratory Assistant
- Medical Transcription
- Multi Rehabilitation Worker
- Nursing
- Ophthalmic Technician
- Physiotherapy and Occupational therapy
- X-Ray Technician
- Health Care and Beauty Culture
- Bio Medical Equipment and Technician
- Dental Hygienist
- Dental Technician
- ECG and Audiometric Technician
- Nutrition and Dietetics
- Auxiliary Nurse and Midwives
- Primary Health Worker
- Physical Education

Broad area: Office and business related work (14)Specific areas:

- Accountancy & Auditing
- Basic Financial Service
- Banking
- Cooperation
- Export-Import Practices and Documentation
- Insurance
- Industrial Management
- Marketing and Salesmanship
- Office Management
- Purchasing & Store Keeping
- Receptionist
- Secretarial Practice
- Stenography
- Taxation Practices/taxation Laws/
Tax Assistant

Broad area: Driving and motor mechanic work (15)Specific areas:

- Mechanic (Diesel)
- Mechanic (Motor Vehicle)
- Mechanic tractor
- Repairer (Scooter, Car)
- Driving motor vehicle
- Motor vehicle body builder

Broad area: Beautician, hairdressing and related work (16)Specific areas:

- Beautician
- Barber/ Hair Cutter / Dresser
- Beautician Assistant
- Hair and Skin Care
- Hair Dresser
- Health and Slimming Assistant

Broad area: Work related to tour operators/ travel managers (17)Specific areas:

- Tour Operators
- Travel Managers
- Tourism and Travel Techniques
- Tourist Guide

Broad area: Photography and related work (18)Specific areas:

- Cameraman
- Photography

Broad area: Work related to childcare, nutrition, pre-schools and creche (19)Specific areas:

- Child care & Nutrition
- Pre-Play School Management
- Preschool & Creche Management

Broad area: Journalism, mass communication and media related work (20)**Broad area: Printing technology related work (21)**Specific areas:

- Engraver
- Hand Compositor
- Offset Machine Minder
- Photocopying
- Plate Maker (Lithographic)
- Printer
- Retoucher Lithographic

Broad area: Other (99)Specific areas:

- Book Binder
- Call Centre Assistant
- Entrepreneurship skills
- Financial Skills
- Gardening
- Maintenance Library
- Marketing skills
- Office Gum Paste making
- Sign Board Painting
- Tat Patti Making

APPENDIX - I

LIST OF FOD SUB-REGIONS

regional office		sub-regional office			name of district & code		state/u.t. name & code	
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Cuddapah (281)	1.	Cuddapah	2810	1.	Cuddapah	20	Andhra Pradesh
					2.	Chittoor	23	(28)
		2.	Anantapur	2811	3.	Anantapur	1722	Tezpur 1814
		3.	Guntur	2812	4.	Guntur	17	
		4.	Kurnool	2813	5.	Kurnool	21	
		5.	Nellore	2814	6.	Prakasam	18	
					7.	Nellore	19	
					5.	Muzaffarpur	18.	Muzaffarpur 1010
2.	Hyderabad (282)	6.	Hyderabad	2820	8.	Hyderabad	05	Andhra Pradesh
					9.	Rangareddi	06	(28)
					10.	Mahbubnagar	07	
					11.	Nalgonda	08	
		7.	Karimnagar	2821	12.	Karimnagar	1903	Darbhanga 1011
					13.	Medak	04	
		8.	Nizamabad	2822	14.	Adilabad	01	
					15.	Nizamabad	02	
		9.	Warangal	2823	16.	Warangal	2009	Motihari 1012
					17.	Khammam	10	
3.	Vijayawada	10.	Vijayawada	2830	18.	West Godavari	15	Andhra Pradesh
					19.	Krishna	2116	Purnia (28) 1013
		11.	Kakinada	2831	20.	East Godavari	14	
					21.	Yanam	01	Pondicherry
								(34)
		12.	Visakhapatna	2832	22.	Srikakulam	11	Andhra Pradesh
					23.	Vizianagaram	12	(28)
					24.	Visakhapatnam	13	
4.	Guwahati (181)	13.	Guwahati	1810	25.	Kokrajhar	01	Assam
					26.	Dhubri	02	(18)
					6.	Patna (102)	22	Patna 1020
					27.	Goalpara	03	
					28.	Bongaigaon	04	
					29.	Barpeta	05	
					30.	Kamrup	06	
					31.	Nalbari	07	
		14.	Dibrugarh	1811	32.	Tinsukia	14	
					33.	Dibrugarh	15	
					6.	Patna (102)	23.	Bhagalpur 1021
4.	Guwahati (181)	15.	Jorhat	1812	34.	Marigaon	09	Assam
					35.	Nagaon	10	(18)
					36.	Sibsagar	16	

regional office		sub-regional office			regional office & code			sub-regional office & code			name of
sl. no	name (code)	sl. no.	name	code	sl. no.	name (code)	sl. no.	code	name	code	sl. no.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(4) (9)	(5)	(6)	
		24.	Gaya	1022	81.	Jehanabad	33				121.
					82.	Aurangabad	34				122.
					83.	Gaya	3735	Surat	2423		123.
					84.	Nawada	36				124.
							38.	Valsad	2424		125.
7	Raipur (221)	25.	Raipur	2210	85.	Raipur	11	Chhattisgarh			126.
					86.	Mahasamund	12	(22)			127.
					87.	Dhamtari	13				128.
					88.	Kanker	14				
					89.	Bastar	15				
					90.	Dantewada	3916	Chandigarh	0610		129.
		26.	Ambikapur	2211	91.	Koriya	01				
					92.	Surguja	4002	Ambala	0611		130.
					93.	Jashpur	03				131.
					94.	Raigarh	04				132.
		27.	Bilaspur	2212	95.	Korba	05				133.
					96.	Janjgir-Champa	06				134.
					97.	Bilaspur	4107	Bhiwani	0612		135.
		28.	Durg	2213	98.	Kawardha	08				136.
					99.	Rajnandgaon	09				137.
					100.	Durg	4210	Hisar	0613		138.
											139.
8.	Ahmedabad	29.	Ahmedabad	2410	101.	Gandhinagar	06	Gujarat			140.
					102.	Ahmedabad	4307	Karnal	0614		141.
		30.	Bhavnagar	2411	103.	Amreli	13				142.
					104.	Bhavnagar	14				143.
					105.	Diu	01	Daman & Diu			144.
							44.	Rohilkhand	0615		145.
		31.	Jamnagar	2412	106.	Jamnagar	10	Gujarat			146.
					107.	Porbandar	11	(24)			147.
		32.	Rajkot	2413	108.	Rajkot	09				148.
					109.	Junagadh	12				
		33.	Surendranaga	2414	110.	Surendranagar	08				
					111.	Kachchh	01				
					11.	Shimla (021)	45.	Shimla	0210		149.
											150.
											151.
9.	Baroda (242)	34.	Baroda	2420	112.	Panch Mahals	17	Gujarat			152.
					113.	Dohad	4618	Bilaspur	0211		153.
					114.	Vadodara	19				154.
					115.	Narmada	20				155.
					116.	Bharuch	4721	Dharamshala	0212		156.
		35.	Mahesana	2421	117.	Bans Kantha	02				157.
					118.	Patan	4803	Mandi	0213		158.
					119.	Mahesana	04				159.
		36.	Nandiad	2422	120.	Sabar Kantha	05				160.

regional office		sub-regional office			regional office & code			sub-regional office & code			name of
sl. no	name (code)	sl. no.	name	code	sl. no.	name (code)	sl. no.	code	name	code	sl. no.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(5)	(6)	
		77.	Khandwa	2312	247.	W. Nimar (Khargwan)	27				290.
					248.	Barwani	28				291.
					249.	E. Nimar (Khandwa)	29	89.	Nashik	2713	292.
		78.	Sagar	2313	250.	Sagar	11				293.
					251.	Mumbai (272)	12	90.	Mumbai	2720	294.
					252.	Narsimhapur	40				295.
					253.	Seoni	44	91.	Thane	2721	296.
											297.
20.	Gwalior (232)	79.	Gwalior	2320	254.	Sheopur	01		Madhya Pradesh		298.
					255.	Nagpur (273)	02	92.	Nagpur (23)	2730	299.
					256.	Bhind	03				300.
					257.	Gwalior	04				301.
					258.	Datia	05				302.
		80.	Indore	2321	259.	Dhar	25				303.
					260.	Indore	26				304.
		81.	Ratlam	2322	261.	Neemuch	18	93.	Akola	2731	305.
					262.	Mandsaur	19				306.
					263.	Ratlam	20				307.
					264.	Jhabua	24	94.	Amravati	2732	308.
		82.	Shivpuri	2323	265.	Shivpuri	06				309.
					266.	Pune (274)	07	95.	Pune	2740	310.
					267.	Tikamgarh	08				311.
					268.	Chhatarpur	09				312.
20.	Gwalior (232)	83.	Ujjain	2324	269.	Ujjain	21	96.	Madhya Pradesh Kollhapur (23)	2741	313.
					270.	Shajapur	22				314.
					271.	Dewas	23				315.
					272.	Rajgarh	30	97.	Solapur	2742	316.
											317.
21.	Jabalpur (233)	84.	Jabalpur	2330	273.	Katni	38		Madhya Pradesh (23)		318.
					274.	Jabalpur	39				319.
					275.	Shillong (171)	41	98.	Shillong	1710	320.
					276.	Mandla	42				321.
		85.	Rewa	2331	277.	Panna	10				322.
					278.	Satna	13				323.
					279.	Rewa	14	99.	Tura	1711	324.
					280.	Umaria	15				325.
					281.	Shahdol	16				326.
					282.	Sidhi	17	100.	Agartala	1712	327.
											328.
22.	Aurangabad	86.	Aurangabad	2710	283.	Jalna	18		Maharashtra (27)		329.
					284.	Aurangabad	19				330.
					285.	Bid	27				331.
		87.	Jalgaon	2711	286.	Kohima (131)	01	101.	Kohima	1310	332.
					287.	Nandurbar	02				333.
					288.	Dhule	03				334.
					289.	Jalgaon	03				335.
		88.	Nanded	2712	289.	Nanded	15				336.

regional office		sub-regional office			name of district & code			sub-regional office & code			name of
sl. no	name (code)	sl. no.	name	code	sl. no.	name (code)	sl. no.	code	code	code	sl. no.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
					333.	Jalandhar (031)	1005	Jalandhar	0310		376.
					334.	Dimapur		06			377.
					335.	Kohima		07			378.
					336.	Phek	1108	Amritsar	0311		379.
		102.	Imphal	1311	337.	Senapati	1101	Imphal	0312		380.
					338.	Tamenglong		02	(14)		381.
					339.	Churachandpur		03			382.
					340.	Bishnupur		04			383.
					341.	Thoubal	1105	Hoshiarpur	0313		384.
					342.	Imphal West		06			385.
					343.	Imphal East		07			
					344.	Ludhiana (032)	1108	Ludhiana	0320		386.
					345.	Chandel		09			387.
							114.	Bathinda	0321		388.
28.	Bhubaneswar	103.	Bhubaneswar	2110	346.	Nayagarh		16	Orissa		389.
					347.	Ludhiana (032)	1157	Patiala	0322		390.
					348.	Puri		18			391.
											392.
28.	Bhubaneswar(211)	104.	Baripada	2111	349.	Kendujhar		06	Orissa		
					350.	Ajmer (081)	1107	Ajmer	0810		393.
					351.	Baleshwar		08			394.
		105.	Berhampur	2112	352.	Ganjam		19			395.
					353.	Gajapati	1120	Jodhpur	0811		396.
					354.			21			397.
					355.	Baudh		22			398.
		106.	Cuttack	2113	356.	Bhadrak		09			399.
					357.	Kendrapara		10			400.
					358.	Jagatsinghapur	1181	Udaipur	0812		401.
					359.	Cuttack		12			402.
					360.	Jajapur		13			403.
					361.	Dhenkanal		14			404.
					362.	Anugul		15			405.
											406.
29.	Sambalpur (212)	107.	Sambalpur	2120	363.	Bargarh		01	Orissa		
					364.	Jaisanguda	1102	Jaisanguda	0820		407.
					365.	Sambalpur		03			408.
					366.	Debagarh		04			409.
					367.	Sundargarh		05			410.
					368.	Sonapur		23			411.
					369.	Balangir		24			412.
		108.	Bhawanipatn	2121	370.	Nuapada	1205	Alwar	0821		413.
					371.	Kalahandi		26			414.
					372.	Rayagada		27			415.
					373.	Nabarangapur	1218	Ganganagar	0822		416.
					374.	Koraput		29			417.
					375.	Malkangiri		30			418.
							122.	Kota	0823		419.

regional office		sub-regional office			regional office & code			sub-regional office & code			name of
sl. no	name (code)	sl. no.	name	code	sl. no.	name (code)	sl. no.	code	name	code	sl. no.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
					320.	Dehradun (115)	1360	Dehradun	0510		461.
					421.	Bundi	23				462.
					422.	Kota	30				463.
					423.	Baran	31				464.
					424.	Jhalawar	32				465.
34.	Gangtok (111)	123.	Gangtok	1110	425.	North (Mongam)	01	Sikkim			
					426.	West (Gyalshing)	02	(11)			
					427.	South (Nimachai)	03				
					328.	Almora (15k)	1374	Almora	0511		466.
											467.
											468.
35.	Coimbatore	124.	Coimbatore	3310	429.	The Nilgiris	11	Tamil Nadu			469.
					430.	Erode	10	(33)			470.
					431.	Coimbatore	12				471.
		125.	Dharmapuri	3311	432.	Dharmapuri	05				472.
		126.	Salem	3312	433.	Salem	08				473.
					434.	Namakkal	09				474.
		127.	Tiruchirappal	3313	335.	Agra (091)	1384	Agra	0910		475.
					435.	Tiruchirappalli	15				476.
					436.	Perambalur	16				477.
					437.	Ariyalur	17				478.
					438.	Pudukkottai	22				479.
36.	Chennai (332)	128.	Chennai	3320	440.	Thiruvallur	01	Tamil Nadu			480.
					441.	Chennai	02	(33)			481.
					442.	Kancheepuram	1393	Aligarh	0911		482.
		129.	Cuddalore	3321	443.	Viluppuram	07				483.
					444.	Cuddalore	18				484.
		130.	Vellore	3322	445.	Vellore	04				485.
					446.	Tiruvanmalai	1406	Meerut	0912		486.
		131.	Pondicherry	3323	447.	Pondicherry	02	Pondicherry			487.
					448.	Karaikal	04	(34)			488.
											489.
37.	Madurai (333)	132.	Madurai	3330	449.	Dindigul	14113	Saharapur	0913		490.
					450.	Madurai	24	(33)			491.
					451.	Theni	25				492.
		133.	Thanjavur	3331	40.	Allahabad (092)	1425	Allahabad	0920		493.
					452.	Nagapattinam	19				494.
					453.	Thiruvarur	20				495.
					454.	Thanjavur	1431	Azamgarh	0921		496.
		134.	Tirunelveli	3332	455.	Toothukudi	28				497.
					456.	Tirunelveli	29				498.
					457.	Kanniyakumari	30				499.
		135.	Virudhunagar	3333	458.	Sivaganga	1443	Faizabad	0922		500.
					459.	Virudhunagar	26				501.
					460.	Ramanathapuram	27				502.

regional office		sub-regional office			regional office & code			sub-regional office & code			name of
sl. no	name (code)	sl. no.	name	code	sl. no.	name (code)	sl. no.	code	name	code	sl. no.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(4)	(5)	(6)
					503.	Basti	1575	Chinsura	1912		547.
					504.	S. Kabir Nagar	56				548.
		145.	Gorakhpur	0923	505.	Maharajganj	1557	Medinipur	1913		549.
					506.	Gorakhpur	1558	Kolkata	1920		550.
					507.	Kushinagar	59				551.
					508.	Deoria	60				552.
40.	Allahabad (092)	146.	Varanasi	0924	509.	Ghazipur	1605	Uttar Pradesh	1921		553.
					510.	Chandauli	66	(09)			
					511.	Varanasi	1617	Maldah	1930		554.
					512.	S. R. Nagar	68				555.
					513.	Mirzapur	69				556.
					514.	Sonbhadra	1620	Barhampur	1931		557.
											558.
41.	Bareilly (093)	147.	Bareilly	0930	515.	Budaun	1631	Uttar Pradesh	1932		559.
					516.	Bareilly	20	(09)			560.
					517.	Pilibhit	21				561.
					518.	Shahjahanpur	22				
		148.	Moradabad	0931	519.	Port Blair (351)	1640	Port Blair	3510		562.
					520.	Moradabad	04				563.
					521.	Rampur	05				
					522.	Delhi (071) Nagar	1650	Delhi	0710		564.
		149.	Sitapur	0932	523.	Kheri	23				565.
					524.	Sitapur	24				566.
					525.	Hardoi	25				567.
											568.
42.	Lucknow (094)	150.	Lucknow	0940	526.	Unnao	26	Uttar Pradesh			569.
					527.	Lucknow	27	(09)			570.
					528.	Barabanki	46				571.
		151.	Fatehpur	0941	529.	Rae Bareli	28				572.
					530.	Banda	40				
					531.	Chitrakoot	41				
					532.	Fatehpur	42				
		152.	Gonda	0942	533.	Bahraich	50				
					534.	Shrawasti	51				
					535.	Balrampur	52				
					536.	Gonda	53				
		153.	Jhansi	0943	537.	Jalaun	35				
					538.	Jhansi	36				
					539.	Lalitpur	37				
					540.	Hamirpur	38				
					541.	Mahoba	39				
		154.	Kanpur	0944	542.	Kanpur Dehat	33				
					543.	Kanpur Nagar	34				
43.	Barddhaman	155.	Barddhaman	1910	544.	Barddhaman	09	West Bengal			
		156.	Bankura	1911	545.	Bankura	13	(19)			
					546.	Puruliya	14				

APPENDIX - II

LIST OF NSS REGIONS AND THEIR COMPOSITION

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Andaman & Nicobar Islands (35)	351	Andaman & Nicobar Islands	Andamans	(01)	Nicobars	(02)
2.	Andhra Pradesh (28)	281	Coastal	Srikakulam	(11)	Krishna	(16)
				Vizianagaram	(12)	Guntur	(17)
				Visakhapatnam	(13)	Prakasam	(18)
				East Godavari	(14)	Nellore	(19)
				West Godavari	(15)		
3.		282	Inland Northern	Adilabad	(01)	Rangareddi	(06)
				Nizamabad	(02)	Mahbubnagar	(07)
				Karimnagar	(03)	Nalgonda	(08)
				Medak	(04)	Warangal	(09)
				Hyderabad	(05)	Khammam	(10)
4.		283	South - Western	Kurnool	(21)	Anantapur	(22)
5.		284	Inland Southern	Cuddapah	(20)	Chittoor	(23)
6.	Arunachal Pradesh (12)	121	Arunachal Pradesh	Tawang	(01)	East Siang	(08)
				West Kameng	(02)	Upper Siang	(09)
				East Kameng	(03)	Dibang Valley	(10)
				Papum Pare	(04)	Lohit	(11)
				Lower Subansiri	(05)	Changlang	(12)
				Upper Subansiri	(06)	Tirap	(13)
				West Siang	(07)		
7.	Assam (18)	181	Plains Eastern	Lakhimpur	(12)	Jorhat	(17)
				Dhemaji	(13)	Golaghat	(18)
				Tinsukia	(14)	Cachar	(21)
				Dibrugarh	(15)	Karimganj	(22)
				Sibsagar	(16)	Hailakandi	(23)
8.		182	Plains Western	Kokrajhar	(01)	Nalbari	(07)
				Dhubri	(02)	Darrang	(08)
				Goalpara	(03)	Marigaon	(09)
				Bongaigaon	(04)	Nagaon	(10)
				Barpeta	(05)	Sonitpur	(11)
				Kamrup	(06)		
9.		183	Hills	Karbi Anglong	(19)	North Cachar Hills	(20)

sl. no.	state/u.t. (code)	SR	detailed composition of region		state/u.t.		SR	detailed composition of region		description	name of district
			(1)	(2)	(3)	(4)		(5)	(6)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
10.	Bihar (10)	101	Northern	Champanan(W) Champanan(E) Sheohar Sitamarhi Madhubani Supaul Araria Kishanganj Purnia Katihar	(01) (02) (03) (04) (05) (06) (07) (08) (09) (10)	Madhepura Saharsa Darbhanga Muzaffarpur Gopalganj Siwan Saran Vaishali Samastipur	(11) (12) (13) (14) (15) (16) (17) (18) (19)	[Khedbarh Panch Mahals [Kadana, Sa Dohad Vadodara [Jetpur Pav Narmada Bharuch [Jhagadia , Surat [Mangrol, U Mandvi, Pal			
11.		102	Central	Begusarai Khagaria Bhagalpur Banka Munger Lakhisarai Sheikhpura Nalanda Patna	(20) (21) (22) (23) (24) (25) (26) (27) (28)	Bhojpur Buxar Kaimur (Bhabua) Rohtas Jehanabad Aurangabad Gaya Nawada Jamui	(29) (30) (31) (32) (33) (34) (35) (36) (37)	[The Dangs Navsari [Chikhli, Ba Valsad Patan [Vagdod, Si Mahesana Sabar Kantha [Vadali, Ida Modasa, Dh Gandhinagar Ahmedabad Anand Kheda			
12.	Chandigarh (04)	041	Chandigarh	Chandigarh	(01)						
13.	Chhattisgarh (22)	221	Chhattisgarh	Koriya Surguja Jashpur Raigarh Korba Janjgir-Champa Bilaspur Kawardha	(01) (02) (03) (04) (05) (06) (07) (08)	Rajnandgaon Durg Raipur Mahasamund Dhamtari Kanker Bastar Dantewada	(09) (10) (11) (12) (13) (14) (15) (16)	Plains Northern Southern			
14.	Dadra & Nagar Haveli (26)	261	Dadra & Nagar Haveli	Dadra & Nagar Haveli	(01)						
15.	Daman & Diu (25)	251	Daman & Diu	Diu	(01)	Daman	(02)				
16.	Delhi (07)	071	Delhi	North West North North East East New Delhi	21. (01) (02) (03) (04) (05)	Central West South West South	244 (06) (07) (08) (09)	Dry areas			
17.	Goa (30)	301	Goa	North Goa	22. (01)	South Goa	245 (02)	Saurashtra			
18.	Gujarat	241	Eastern	Sabar Kantha	23. (06)	Haryana	061	Eastern			
											Panchkula Ambala Yamunanagar

sl. no.	state/u.t. (code)	SR	detailed description			position of district			SR	detailed description					
			description	name of district	no.	code	name of district	code		description	name of district				
(1)	(2)	(3)	(4)	(5)	(1)	(6)	(2)	(7)	(3)	(8)	(5)				
24.		062	Western	Kurukshetra	34.	(04)	Jhajjar	321	Northern	(15)	Raichur				
				Kaithal		(05)	Gurgaon			(18)	Koppal				
				Karnal		(06)	Faridabad			(19)					
				25.	Himachal Pradesh (02)	021	Himachal Pradesh	Jind	35.	(09)	Bhiwani	322	Southern	(13)	Kasaragod
								Fatehabad		(10)	Mahendragarh			(16)	Kannur
								Sirsa		(11)	Rewari			(17)	Wayanad
26.	Jammu & Kashmir (01)	011	Mountainous					Hisar	36.	(12)		311	Lakshadweep	(10)	Thirissur
								Chamba		(01)	Una			(07)	Ernakulam
								Kangra		(02)	Bilaspur			(08)	Idukki
				27.	Jammu & Kashmir (01)	012	Outer Hills	Lahul & Spiti	37.	(03)	Solan	231	Vindhya	(09)	Kottayam
								Kullu		(04)	Simpur			(10)	Lakshadweep
								Mandi		(05)	Shimla			(11)	
28.	Jammu & Kashmir (01)	013	Jhelam Valley					Hamirpur	38.	(06)	Kinnaur	232	Central	(12)	Thirissur
								Jammu		(23)				(14)	Ernakulam
								Doda		(09)	Punch			(11)	Idukki
				29.	Jharkhand (20)	201	Jharkhand	Udhampur	39.	(10)	Rajauri	233	Malwa	(12)	Kottayam
								Kupwara		(01)	Pulwama			(05)	Thirissur
								Baramula		(02)	Anantnag			(06)	Ernakulam
30.	Karnataka (29)	291	Coastal & Ghats					Srinagar	40.	(03)	Leh* (Ladakh)	234	Southern	(07)	Thirissur
								Badgam		(04)	Kargil*			(08)	Ernakulam
								Garhwa		(01)	Pakaur			(10)	Thirissur
				31.	Karnataka (29)	292	Inland Eastern	Palamu	41.	(02)	Dumka	235	Southern	(11)	Thirissur
								Chatra		(03)	Dhanbad			(12)	Ernakulam
								Hazaribag		(04)	Bokaro			(13)	Thirissur
32.	Karnataka (29)	293	Inland Southern					Kodarma	42.	(05)	Ranchi	236	Northern	(14)	Thirissur
								Giridih		(06)	Lohardaga			(15)	Ernakulam
								Deoghar		(07)	Gumla			(16)	Thirissur
				33.	Karnataka (29)	294	Inland Northern	Godda	43.	(08)	Singhbhum(W)	271	Coastal	(17)	Thirissur
								Sahibganj		(09)	Singhbhum(E)			(18)	Ernakulam
								Uttara Kannada		(10)	Dakshina Kannada			(24)	Thirissur
34.	Karnataka (29)	294	Inland Northern					Udupi	44.	(16)		272	Inland Western	(22)	Thirissur
								Shimoga		(15)	Hassan			(23)	Ernakulam
								Chikmagalur		(17)	Kodagu			(25)	Thirissur
				35.	Karnataka (29)	294	Inland Northern	Tumkur	45.	(18)	Mandya	273	Inland Northern	(22)	Thirissur
								Kolar		(19)	Mysore			(26)	Ernakulam
								Bangalore		(20)	Chamarajanagar			(27)	Thirissur
36.	Karnataka (29)	294	Inland Northern					Bangalore (Rural)	46.	(21)		274	Inland	(27)	Thirissur
								Belgaum		(01)	Gadag			(08)	Thirissur
								Bagalkot		(02)	Dharwad			(09)	Ernakulam
				37.	Karnataka (29)	294	Inland Northern	Bijapur	47.	(03)	Haveri	275	Inland	(11)	Thirissur
								Gulbarga		(04)	Bellary			(12)	Ernakulam
								Bidar		(05)	Chitradurga			(13)	Thirissur
38.	Karnataka (29)	294	Inland Northern					Bidar	48.	(05)	Chitradurga	276	Inland	(13)	Thirissur
								Belgaum		(01)	Gadag			(08)	Thirissur
								Bagalkot		(02)	Dharwad			(09)	Ernakulam
				39.	Karnataka (29)	294	Inland Northern	Bijapur	49.	(03)	Haveri	277	Inland	(11)	Thirissur
								Gulbarga		(04)	Bellary			(12)	Ernakulam
								Bidar		(05)	Chitradurga			(13)	Thirissur
40.	Karnataka (29)	294	Inland Northern					Bidar	50.	(05)	Chitradurga	278	Inland	(13)	Thirissur
								Belgaum		(01)	Gadag			(08)	Thirissur
								Bagalkot		(02)	Dharwad			(09)	Ernakulam
				41.	Karnataka (29)	294	Inland Northern	Bijapur	51.	(03)	Haveri	279	Inland	(11)	Thirissur
								Gulbarga		(04)	Bellary			(12)	Ernakulam
								Bidar		(05)	Chitradurga			(13)	Thirissur
42.	Karnataka (29)	294	Inland Northern					Bidar	52.	(05)	Chitradurga	280	Inland	(13)	Thirissur
								Belgaum		(01)	Gadag			(08)	Thirissur
								Bagalkot		(02)	Dharwad			(09)	Ernakulam
				43.	Karnataka (29)	294	Inland Northern	Bijapur	53.	(03)	Haveri	281	Inland	(11)	Thirissur
								Gulbarga		(04)	Bellary			(12)	Ernakulam
								Bidar		(05)	Chitradurga			(13)	Thirissur
44.	Karnataka (29)	294	Inland Northern					Bidar	54.	(05)	Chitradurga	282	Inland	(13)	Thirissur
								Belgaum		(01)	Gadag			(08)	Thirissur
								Bagalkot		(02)	Dharwad			(09)	Ernakulam
				45.	Karnataka (29)	294	Inland Northern	Bijapur	55.	(03)	Haveri	283	Inland	(11)	Thirissur
								Gulbarga		(04)	Bellary			(12)	Ernakulam
								Bidar		(05)	Chitradurga			(13)	Thirissur
46.	Karnataka (29)	294	Inland Northern					Bidar	56.	(05)	Chitradurga	284	Inland	(13)	Thirissur
								Belgaum		(01)	Gadag			(08)	Thirissur
								Bagalkot		(02)	Dharwad			(09)	Ernakulam
				47.	Karnataka (29)	294	Inland Northern	Bijapur	57.	(03)	Haveri	285	Inland	(11)	Thirissur
								Gulbarga		(04)	Bellary			(12)	Ernakulam
								Bidar		(05)	Chitradurga			(13)	Thirissur
48.	Karnataka (29)	294	Inland Northern					Bidar	58.	(05)	Chitradurga	286	Inland	(13)	Thirissur
								Belgaum		(01)	Gadag			(08)	Thirissur
								Bagalkot		(02)	Dharwad			(09)	Ernakulam
				49.	Karnataka (29)	294	Inland Northern	Bijapur	59.	(03)	Haveri	287	Inland	(11)	Thirissur
								Gulbarga		(04)	Bellary			(12)	Ernakulam
								Bidar		(05)	Chitradurga			(13)	Thirissur
50.	Karnataka (29)	294	Inland Northern					Bidar	60.	(05)	Chitradurga	288	Inland	(13)	Thirissur
								Belgaum		(01)	Gadag			(08)	Thirissur
								Bagalkot		(02)	Dharwad			(09)	Ernakulam

* not yet covered by NSS

sl. no.	state/u.t. (code)	SR	detailed description			state/region			SR	detailed description		
			description	name of district	no.	code	name of district	code		description	name of district	
(1)	(2)	(3)	(4)	(5)	(1)	(6)	(2)	(7)	(3)	(8)	(5)	
			Central	Hingoli		(16)	Bid		(27)			
				Parbhani	58.	(17)	Punjab	Latur	031	Northern	Gurdaspur	
				Jalna		(18)		Osmanabad		(28)	Amritsar	
47.		275	Inland	Buldana		(04)	Wardha		(08)		Kapurthala	
			Eastern	Akola		(05)	Nagpur		(09)		Jalandhar	
				Washim	59.	(06)	Yavatmal	032	Southern	(10)	Fatehgarh Sahib	
				Amravati		(07)				(11)	Moga	
48.		276	Eastern	Bhandara		(10)	Gadchiroli		(12)		Firozpur	
				Gondiya		(11)	Chandrapur		(13)		Muktsar	
											Faridkot	
49.	Manipur (14)	141	Plains	Bishnupur	60.	(04)	Rajasthan	Imphal West	081	Western	(06)	Ganganagar
				Thoubal		(05)		Imphal East		(07)	Hanumangarh	
50.		142	Hills	Senapati		(01)	Ukhrul		(08)		Bikaner	
				Tamenglong		(02)	Chandel		(09)		Churu	
				Churachandpur		(03)					Nagaur	
											Jodhpur	
51.	Meghalaya (17)	171	Meghalaya	West Garo Hills	61.	(01)	Ri Bhoi	082	Northern	(05)	Jhunjhunun	
				East Garo Hills		(02)	East Khasi Hills		Eastern	(06)	Alwar	
				South Garo Hills		(03)	Jaintia Hills		(07)		Bharatpur	
				West Khasi Hills		(04)					Dhaulpur	
52.	Mizoram (15)	151	Mizoram	Mamit		(01)	Serchip		(05)		Karauli	
				Kolasib		(02)	Lunglei		(06)		Sawai Madhopur	
				Aizwal	62.	(03)	Lawngtlai	083	Southern	(07)		
				Champhai		(04)	Saiha		(08)		Rajsamand	
											Udaipur	
53.	Nagaland (13)	131	Nagaland	Mon	63.	(01)	Wokha	084	Southern	(05)	Bundi	
				Tuensang		(02)	Dimapur		Eastern	(06)	Chittaurgarh	
				Mokokchung		(03)	Kohima		(07)		Kota	
				Zunheboto		(04)	Phek		(08)			
					64.		Sikkim	111	Sikkim		North (Mongam)	
54.	Orissa (21)	211	Coastal	Baleswar		(11)					West (Gyalshing)	
				Bhadrak		(08)	Nayagarh		(16)			
				Kendrapara	65.	(09)	Khordha		(17)			
				Jagatsinghapur		(10)	Puri	331	Coastal	(18)	Thiruvallur	
				Cuttack		(11)	Ganjam		Northern	(19)	Chennai	
				Jajapur		(12)	Gajapati		(20)		Kancheepuram	
						(13)					Vellore	
55.		212	Southern	Kandhamal	66.	(21)	Rayagada	332	Coastal	(27)	Karur	
				(Phoolbani)			Nabarangapur		(28)		Tiruchirappalli	
				Baudh	67.		Tamil Nadu	Koraput	333	Southern	(29)	Perambalur
				Nuapada		(22)		Malkangiri		(30)	Ariyalur	
				Kalahandi		(23)					Dindigul	
56.	Orissa (21)	213	Northern	Bargarh		(01)	Mayurbhanj		(07)		Sivaganga	
				Jharsuguda		(02)	Dhenkanal		(14)		Madurai	
				Sambalpur		(03)	Anugul		(15)		Theni	
				Debagarh	68.	(04)	Sonapur	334	Inland	(23)	Virudhunagar	
				Sundargarh		(05)	Balangir		(24)		Dharmapuri	
				Kendujhar		(06)					Salem	
											Namakkal	
57.	Pondicherry (34)	341	Pondicherry	Yanam	69.	(01)	Mahe		(03)		West Tripura	
				Pondicherry		(02)	Karaikal	161	Tripura			

sl. no.	state/u.t. (code)	SR	detailed composition of state/region			SR	detailed composition of district				
			description	name of district	no.		code	name of district	description	name of district	
(1)	(2)	(3)	(4)	(5)	(1)	(6)	(2)	(7)	(3)	(8)	(5)
	(16)		South Tripura	77.	(02)	North Tripura	78.	Central Plains	(04)	Bardhaman	2.
70.	Uttaranchal (05)	051	Uttaranchal	1	(01)	Champawat	(08)	North Parganas	Hugli		
			Chamoli		(02)	Almora	(09)	Bankura	Puruliya		
			Rudraprayag		(03)	Bageshwar	(10)				
			Tehri Garhwal	78.	(04)	Nainital	194	Western Plains	(12)		
			Dehradun		(05)	Udham Singh					
			Garhwal		(06)	Nagar					
			Pithoragarh		(07)	Hardwar	(13)				
71.	Uttar Pradesh (09)	091	Western		(01)	Mathura	(14)				
			Muzaffarnagar		(02)	Agra	(15)				
			Bijnor		(03)	Firozabad	(16)				
			Moradabad		(04)	Etah	(17)				
			Rampur		(05)	Mainpuri	(18)				
			J Phule Nagar		(06)	Budaun	(19)				
			Meerut		(07)	Bareilly	(20)				
			Baghpat		(08)	Pilibhit	(21)				
			Ghaziabad		(09)	Shahjahanpur	(22)				
			G. Buddha Nagar		(10)	Farrukhabad	(29)				
			Bulandshahr		(11)	Kannauj	(30)				
			Aligarh		(12)	Etawah	(31)				
			Hathras		(13)	Auraiya	(32)				
72.		092	Central		(23)	Rae Bareli	(28)				
			Kheri		(24)	Kanpur Dehat	(33)				
			Sitapur		(25)	Kanpur Nagar	(34)				
			Hardoi		(26)	Fatehpur	(42)				
			Unnao		(27)	Barabanki	(46)				
			Lucknow								
73.		093	Eastern		(43)	Gorakhpur	(58)				
			Pratapgarh		(44)	Kushinagar	(59)				
			Kaushambi		(45)	Deoria	(60)				
			Allahabad		(46)	Azamgarh	(61)				
			Faizabad		(47)	Mau	(62)				
			Ambedkar Nag.		(48)	Ballia	(63)				
			Sultanpur		(49)	Jaunpur	(64)				
			Bahraich		(50)	Ghazipur	(65)				
			Shrawasti		(51)	Chandauli	(66)				
			Balrampur		(52)	Varanasi	(67)				
			Gonda		(53)	S.R.Nagar(Bhadohi	(68)				
			Siddharthnagar		(54))					
			Basti		(55)	Mirzapur	(69)				
			S. Kabir Nagar		(56)	Sonbhadra	(70)				
			Maharajganj		(57)						
74.	Uttar Pradesh (09)	094	Southern		(35)	Mahoba	(39)				
			Jalaun		(36)	Banda	(40)				
			Jhansi		(37)	Chitrakoot	(41)				
			Lalitpur		(38)						
			Hamirpur								
75.	West Bengal (19)	191	Himalayan		(01)	Koch Bihar	(03)				
			Darjiling		(02)						
			Jalpaiguri								
76.		192	Eastern Plains		(04)	Murshidabad	(07)				
			Uttar Dinajpur		(05)	Birbhum	(08)				
			Dakshin Dinajpur		(06)	Nadia	(10)				
			Maldah								