

For Official Use

Instructions to Field Staff

Volume-I

Design, Concepts, Definitions and Procedures

SOCIO-ECONOMIC SURVEY

NSS 66th ROUND
(JULY 2009 - JUNE 2010)



National Sample Survey Organisation
Ministry of Statistics and Programme Implementation
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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-sixth round from 1st July 2009. The survey will continue up to 30th June 2010.

1.1 Outline of Survey Programme

1.1.1 **Subject Coverage:** The 66th round (July 2009-June 2010) 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 eighth quinquennial survey in the series, the last one being conducted in the 61st round (2004-2005) of NSS.

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

For Leh (Ladakh) and Kargil districts of Jammu & Kashmir there will be no separate sample first-stage units (FSUs) for 'central sample'. For these two districts, sample FSUs drawn as 'state sample' will also be treated as central sample. The state directorate of economics and statistics (DES) will provide a copy of the filled-in schedules to Data Processing Division of NSSO for processing.

1.1.3 **Period of survey and work programme:** The period of survey will be of one year duration starting on 1st July 2009 and ending on 30th June 2010. 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 2009
- sub-round 2 : October - December 2009
- sub-round 3 : January - March 2010
- sub-round 4 : April - June 2010

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 is allotted. *Because of the arduous field conditions, this restriction need not be strictly enforced in Andaman and Nicobar Islands, Lakshadweep and 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

It has been decided that two types of Schedule 1.0 viz. Schedule Type 1 and Schedule Type 2 will be canvassed in this round. Schedule Type 1 is similar to Schedule 1.0 of NSS 61st round. Schedule Type 2 has different reference period (7 days) for some items of food, pan, tobacco and intoxicants as compared to 30 days' reference period for these items in Schedule Type 1. For details, reference may be made to Chapter Three.

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

Nagaland (U)	: triple
J & K , Manipur & Delhi	: double
Maharashtra (U)	: one and half
Gujarat	: less than equal
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 sample 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 66th round survey. The first stage units (FSU) will be the 2001 census villages (Panchayat wards in case of Kerala) 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 FSUs, one intermediate stage of sampling will be the selection of two hamlet-groups (hgs)/ sub-blocks (sbs) from each rural/ urban FSU.

1.3.2 Sampling Frame for First Stage Units: *For the rural sector*, the list of 2001 census villages (henceforth the term 'village' would mean Panchayat wards for Kerala) will constitute the sampling frame. *For the urban sector*, the list of latest available UFS blocks will be considered as the sampling frame.

1.3.3 Stratification: Within each district of a State/ UT, generally speaking, 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, within the urban areas of a district, 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 form a separate basic stratum and the remaining urban areas of the district will be considered as another basic stratum.

1.3.4 Sub-stratification: There will be no sub-stratification in the urban sector. However, to net adequate number of child workers, for all rural strata, each stratum will be divided into 2 sub-strata as follows:

sub-stratum 1: all villages with proportion of child workers (p) $> 2P$ (where P is the average

proportion of child workers for the state/ UT as per Census 2001)

sub-stratum 2: remaining villages

1.3.5 Total sample size (FSUs): 12784 FSUs for central sample and 13724 FSUs for state sample have been allocated at all-India level.

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 a minimum sample allocation to each State/ UT. While doing so, the resource availability in terms of number of field investigators has been kept in view.

1.3.7 Allocation of State/ UT level sample to rural and urban sectors: State/ UT level sample size is allocated between two sectors in proportion to population as per *census 2001* with double 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 16 FSUs (to the extent possible) is allocated to each state/ UT separately for rural and urban areas. Further the State level allocations for both rural and urban have been adjusted marginally in a few cases to ensure that each stratum/ sub-stratum gets a minimum allocation of 4 FSUs.

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

1.3.9 Selection of FSUs: For the rural sector, from each stratum/ sub-stratum, required number of sample villages will be selected by probability proportional to size with replacement (PPSWR), size being the population of the village as per Census 2001. For urban sector, from each stratum FSUs will be selected by using Simple Random Sampling Without Replacement (SRSWOR). Both rural and urban samples will be drawn in the form of two independent sub-samples and equal number of samples will be allocated among the four sub rounds.

1.3.10 Selection of hamlet-groups/ sub-blocks - 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 FSU 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 boundaries 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 FSU 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 FSU	no. of hgs/sbs to be formed
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, Uttarakhand (except four districts Dehradun (P), Nainital (P), Hardwar and Udham Singh Nagar), Poonch, Rajouri, Udhampur, Doda, Leh (Ladakh), Kargil 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	

1.3.10.3 Formation and selection 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.

Two hamlet-groups (hg)/ sub-blocks (sb) will be selected from a large FSU wherever hamlet-groups/ sub-blocks have been formed in the following manner – one hg/ sb with maximum percentage share of population will always be selected and termed as hg/ sb 1; one more hg/ sb will be selected from the remaining hg's/ sb's by simple random sampling (SRS) and termed as hg/ sb 2. Listing and selection of the households will be done independently in the two selected hamlet-groups/ sub-blocks. The FSUs without hg/ sb formation will be treated as sample hg/ sb number 1. It is to be noted that if more than one hg/ sb have same maximum percentage share of population, the one among them which is listed first in block 4.2 of schedule 0.0 will be treated as hg/ sb 1.

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1.4 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 considered for listing first, to be followed by the listing of households within the sample hg/ sb number 2.

1.5 Formation of second stage strata and allocation of households

1.5.1 Two cut-off points 'A' and 'B' (in Rs.) are determined from NSS 61st round data for **each NSS region** for urban areas in such a way that top 10% of the population have MPCE more than 'B' and bottom 30% of the population have MPCE less than A. The values of A and B for each NSS Region are given in Table 2 of Chapter Two (see page B-10).

1.5.2: For both Schedule 1.0 and Schedule 10, households listed in the selected FSU/ hamlet-group/ sub-block will be stratified into three second stage strata (SSS). Composition of the SSS and number of households to be surveyed from different SSS for each of the three schedules of enquiry namely, Schedule 1.0 (Type 1), Schedule 1.0 (Type 2) and Schedule 10 will be as follows:

SSS	composition of SSS	number of households to be surveyed	
		FSU without hg/sb formation	FSU with hg/sb formation (for each hg/sb)
Rural			
SSS 1:	relatively affluent households	2	1
SSS 2:	of the remaining, households having principal earning from non- agricultural activity	4	2
SSS 3:	other households	2	1
Urban			
SSS 1:	households having MPCE of top 10% of urban population (MPCE > B)	2	1
SSS 2:	households having MPCE of middle 60% of urban population ($A \leq \text{MPCE} \leq B$)	4	2
SSS 3:	households having MPCE of bottom 30% of urban population (MPCE < A)	2	1

1.7 Selection of households: From each SSS the sample households for each of the schedules will be selected by SRSWOR. If a household is selected for more than one schedule, only one schedule will be canvassed in that household in the priority order of Schedule 1.0 (Type 1), Schedule 1.0 (Type 2) and Schedule 10 and in that case the household will be replaced for the other schedule. If a household is selected for Schedule 1.0 (Type 1) it will not be selected for Schedule 1.0 (Type 2) or Schedule 10.

Similarly, if a household is not selected for Schedule 1.0 (Type 1) but selected for Schedule 1.0 (Type 2) it will not be selected for Schedule 10.

1.8 Shortfall of households to be compensated: For any schedule, shortfall in required number of households in the frame of any second-stage stratum (SSS) will be compensated from other SSS. While making such compensation, the general principle will be to give top priority to the SSS 1 and then to the SSS 2. To clarify further, 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 for all the SSS having shortfall. If the shortfall still remains identify the SSS having shortfall and 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

To illustrate further, 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 in SSS 2 of hg/ sb 2 exists details of step 2 & step 3 are given below.

step 2: Try to compensate the shortfall of SSS 2 of hg/ sb 2 from SSS 2 of hg/ sb 1.

If the shortfall still remains in SSS 2 of hg/ sb 2

step 3: try to compensate from SSS 1 of hg/ sb 2, failing which try from SSS 1 of hg/ sb 1. If the shortfall still remains then try from SSS 3 of hg/ sb 2, failing which try from SSS 3 of hg/sb 1.

The resulting number of households (h) for each SSS will be entered at the top of relevant column(s) of block 4 and also in col.(6) against the relevant SSS × hg/ sb number of block 6 of schedule 0.0.

(a) FSU without hg/ sb formation

Example 1

SSS	H	Step 1	Step 3	h
1	3	2	1	3
2	2	2*		2
3	64	2	1	3
total	69	6	2	8
shortfall	–	2	0	×

(b) FSU with hg/ sb formation

Example 2

hg/ sb	SSS	H	Step 1	Step 2	Step 3	h
1	1	5	1	1	1	3
	2	1	1*			1
	3	123	1			1
	total	129	3	1	1	5
2	1	0	0*			0
	2	2	2			2
	3	118	1			1
	total	120	3			3
total		249	6	1	1	8
shortfall		–	2	1	0	-

* indicates the SSS having shortfall

1.9 Concepts and Definitions:

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

1.9.1 **Population coverage:** The following rules regarding the population to be covered are to be remembered in listing of households and persons:

1. 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.
2. 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.
3. 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 or she will be covered.
4. Persons residing in barracks of military and paramilitary forces (like police, BSF, etc.) will be kept outside the survey coverage due to difficulty in conduct of survey therein. However, civilian population residing in their neighbourhood,

including the family quarters of service personnel, are to be covered. Permission for this may have to be obtained from appropriate authorities.

5. Orphanages, rescue homes, *ashrams* and vagrant houses are outside the survey coverage. However, persons staying in old age homes, students staying in *ashrams*/ 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.

1.9.2 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.

1.9.3 Household: A group of persons normally living together and taking food from a common kitchen will constitute a household. 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) 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 will together be treated as forming a single household. For example, a family living in a hotel will be treated as a single household.

(ii) 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.

(iii) 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.

(iv) 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.

(v) If a member of a family (say, a son or a daughter of the head of the family) 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.

1.9.4 Household size: The number of members of a household is its size.

1.9.5 Household type: The household type, based on the means of livelihood of a household, is decided on the basis of the sources of the household's income during the 365 days preceding the date of survey. For this purpose, only the household's income (net income and not gross income) from economic activities is to be considered; but the incomes of servants and paying guests are not to be taken into account.

In **rural** areas, a household will belong to any one of the following five household types:

- self-employed in non-agriculture (SENA)
- agricultural labour (AL)
- other labour (OL)
- self-employed in agriculture (SEA)
- others (OTH)

For **urban** areas, the household types are:

self-employed (SE), regular wage/salary earning (RWS), casual labour (CL), others (OTH).

1.9.5.1 Procedure for determining household type in rural sector: For a rural household, if a single source (among the five sources of income listed above) contributes 50% or more of the household's income from economic activities during the last 365 days, it will be assigned the type corresponding to that source.

1.9.5.2 For a household to be classified as 'agricultural labour' (AL) or 'self-employed in agriculture' (SEA) its income from that source must be 50% or more of its total income. If there is no such source yielding 50% or more of the household's total income, it will be assigned one of the remaining types (SENA, OL or OTH) according to the following procedure.

1.9.5.3 To be classified as self-employed in non-agriculture (SENA), the household's income from that source must be greater than its income from rural labour (all wage-paid manual labour) as well as that from all other economic activities put together (a three-way division is to be considered here).

1.9.5.4 A household not assigned one of the types SENA, AL or SEA will be classified as other labour (OL) if its income from rural labour (all wage-paid manual labour) is greater than that from self-employment as well as that from other economic activities (again a three-way division). All other households will be classified under "others" (OTH).

1.9.5.5 For **urban** areas the different urban types correspond to four sources of household income, unlike the rural sector where five sources are considered. An urban household will be assigned the type SE, RWS, CL or OTH corresponding to the major source of its income from economic activities during the last 365 days. A household which does not have any income from economic activities will be classified under "others" (OTH).

1.9.6 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 roadside (which are liable to be removed at any moment) etc., are considered to have no dwelling.

1.9.7 Land owned: 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. Thus, in determining the ownership of a plot of land, the following basic concepts are involved:

- Land owned by the household i.e., land on which the household has the right of permanent heritable possession with or without the right to transfer the title e.g., Pattadars, Bhumidars, Jenmons, Bhumiswamis, Rayat, Sithibans etc. A plot of land may be leased out to others by the owner without losing the right of permanent heritable possession.
- Land held under special conditions such as the holder does not possess the title of ownership but the right for long-term possession of the land (for example, land possessed under perpetual lease, hereditary tenure and long-term lease for 30 years or more) will be considered as being held under owner-like possession. In the states where land reform legislation has provided for full proprietorship to erstwhile tenants, they are to be considered as having owner-like possession, even if they have not paid the full compensation.
- Sometimes a plot may be possessed by a tribal in accordance with traditional tribal rights from local chieftains or village/district council. Again a plot may be occupied by a tenant for which the right of ownership vests in the community. In both the cases the tribal or other individual (tenant) will be taken as owner; for in all such cases, the holder has owner-like possession of the land in question.
- Frequently, the land possessed by the household is *owned by the head of the family, who stays in a different town or village and therefore is not a member of the household*. In such cases the land should be regarded as not owned but *leased in* by the household.

1.9.8 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'. Note that

- As regards lease, land given to others on rent or free by owner of the land without surrendering the right of permanent heritable title is defined as land leased out. Land leased in is defined as land taken by a household on rent or free without any right of permanent or heritable possession. The lease contract may be written or oral.

- For a piece of public/institutional 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'. Private land (i.e. land owned by the household sector) possessed by the household without title of ownership and occupancy right will *not* be considered in the 'otherwise possessed' category. All private land encroached upon by the household will be treated as leased-in land.
- Land possessed by the household members by virtue of family ties with the owner who stays elsewhere (forms a different household), is also to be treated as a case of land leased in. For such owners (those found to be living away from their family members who are in possession of the land), the land is to be recorded as owned and leased out.
- It may be noted that land owned, leased in, etc., by a particular household does not include the area of land owned, leased in, etc., by the servants/paying guests who are considered as normal members of the household. However, land owned/cultivated jointly by two or more households may be apportioned to determine the land owned/cultivated by any one of them.
- Land possessed by the households living in a block of flats is to be calculated by apportioning the total area occupied by the building among the households in proportion to the size of the flats.

1.9.9 Land cultivated: Land cultivated is defined as the *net sown area* (area sown with field crops and area under orchards and plantations counting an area only once in an agricultural year) during the agricultural year. Land cultivated may be from the land 'owned', 'land leased in' or from 'land otherwise possessed (neither owned nor leased in)'.

1.9.10 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.

1.9.11 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.

1.9.11.1 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. However, it may be noted that 'production of agricultural goods for own consumption' covering all activities up to and including stages of thrashing and storing of produce for own consumption, comes under the coverage of the economic activities of NSSO.

1.9.11.2 The term 'economic activity' in the Employment and Unemployment survey of NSSO in this 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-2004**) which result in production (including free collection of uncultivated crops, forestry, firewood, hunting, fishing, mining, quarrying, etc.) of primary goods, including thrashing and storing of grains 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 labourer or a supervisor.

1.9.11.3 Determination of economic activities described above will be done irrespective of the situation whether such activity is carried out illegally in the form of smuggling or not. However, by convention, as in earlier rounds, the activities like prostitution, begging, etc., which may result in earnings, will not be considered as economic activities.

1.9.12 **Activity status:** It is the activity situation in which a person is found during a reference period, which concerns 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 statuses 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) above is associated with 'employment' and that of (ii) above 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 wage/ salaried employee
- (e) worked as casual wage labour in public works other than National Rural Employment Guarantee (NREG) works
- (f) worked as casual wage labour in National Rural Employment Guarantee (NREG) works
- (g) worked as casual wage labour in other types of works
- (h) did not work due to sickness though there was work in household enterprise
 - (i) did not work due to other reasons though there was work in household enterprise
- (j) did not work due to sickness but had regular wage/ salaried employment
- (k) did not work due to other reasons but had regular wage/ salaried 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) others
- (g) did not work due to sickness (for casual workers only).

1.9.13 The various constituents of 'employed', 'unemployed', 'labour force', 'out of labour force' are as explained below:

(a) **Workers (or employed):** Persons who, during the reference period, are engaged in any economic activity or who, despite their attachment to economic activity, have temporarily abstained from work for reasons of illness, injury or other physical disability, bad weather, festivals, social or religious functions or other contingencies 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, during the reference period, 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.

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

1.9.15 **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 deemed to be self-employed in household enterprises. The essential feature of the self-employed is that they have *autonomy* (i.e., how, where and when to produce) and *economic independence* (i.e., market, scale of operation and money) for carrying out their operation. The remuneration of the self-employed consists of a non-separable combination of two parts: a reward for their labour and profit of their enterprise. The combined remuneration is given by the revenue from sale of output produced by self-employed persons *minus* the cost of purchased inputs in production.

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.

1.9.16 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 generally used synonymously for such workers. For the purpose of this survey, all such workers 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.

1.9.17 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.

1.9.18 **Regular wage/ salaried employee:** Persons working in other's 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 wage/ salaried employees. *This 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.*

1.9.19 **Casual wage labour:** A person casually engaged in other's 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, one category of casual labourers can be seen who normally engage themselves in '*public works*' activities. The concepts related to '*public works*' are discussed later in this chapter.

1.9.20 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 each day of the reference week is known as the current daily status (CDS) of the person.

1.9.21 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 these two criteria, 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.

1.9.22 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.

1.9.23 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.

1.9.24 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**.

1.9.25 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, 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'.

1.9.26 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).

1.9.27 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, transplanting, 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 wage/ salaried 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 in spite 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.

1.9.28 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. A few examples of manual workers are cooks, waiters, building caretakers, sweepers, cleaners and related workers, launderers, dry cleaners and pressers, hair dressers, barbers, beauticians, watchmen, gate keepers, agricultural labourers, plantation labourers and related workers

1.9.29 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.

1.9.30 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. Further, 'carriage for transportation' refers **only to the first stage of the transport** from farm to the first place of disposal.

Working in fisheries is excluded from agricultural labour.

1.9.31 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.

1.9.32 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-2004 sub-classes 01111, 01112, 01113, 01115, 01119, 01121, 01122 and 01135 (excepting plantation of pepper and cardamom) are to be considered as cultivation.

1.9.33 Homestead land: (i) Homestead of a household is defined as the dwelling house of the household together with the courtyard, compound, garden, out-house, place of worship, family graveyard, guest house, shop, workshop and offices for running household enterprises, tanks, wells, latrines, drains and boundary walls

annexed to the dwelling house. All land coming under homestead is defined as homestead land.

(ii) Homestead may constitute only a part of a plot. Sometimes, gardens, orchards or plantations, though adjacent to the homestead and lying within the boundary walls, may be located on a clearly distinct piece of land. In such cases, land under garden, orchard or plantation will not be considered as homestead land.

1.9.34 Earnings: Earnings refer to the wage/ salary income (and not total earnings from other sources) 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 respective current retail price.
- ii) Bonus (expected or paid) and perquisites evaluated at respective 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.

1.9.35 Procedure for determining 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.

1.9.36 Public works: 'Public works' are those activities which are sponsored by Government or Local Bodies, and which cover local area development works like construction of roads, dams, bunds, digging of ponds, etc., as relief measures, or as an outcome of employment generation schemes under the poverty alleviation programme such as National Rural Employment Guarantee (NREG) works, Sampoorna Grameen Rozgar Yojana (SGRY), National Food for Work Programme (NFFWP), etc.

The coverage of schemes under ‘public works’ is restricted to those schemes under poverty alleviation programme, or relief measures through which the Government generates wage employment. It may be noted that the names of these schemes signify the Budget Heads under Plan from which funds are released for carrying out various ‘types of works’. The types of works that are generally undertaken through these schemes, are watershed development, drought proofing, land levelling, flood control, laying pipes or cables, sanitation, water harvesting, irrigation canal, development of orchard, road construction, building construction / repair, running crèche, etc.

There may be some schemes sponsored by the Government and in operation, which are conceived as self-employment generation schemes. Some such schemes of the Government are Swarnjayanti Gram Swarozgar Yojana (schemes under erstwhile IRDP merged with this), Rural Employment Generation Programme (REGP), Prime Minister’s Rozgar Yojana (PMRY), Valmiki Ambedkar Awas Yojana (VAMBAY), etc. Employment generated through these schemes is not to be considered within the purview of ‘public works’.

Sometimes, the Government may undertake various programmes, viz., Accelerated Rural Water Supply Programme (ARWSP), Rural Sanitation Programme (RSP), Drought Prone Areas Programme (DPAP), Desert Development Programme (DDP), Integrated Wastelands Development Programme (IWDP), Pradhan Mantri Gram Sadak Yojana (PMGSY), etc. The main objective of such programmes is on infrastructure development rather than poverty alleviation and generation of employment. Moreover, these programmes are executed as projects through contractors. Employment generated through these programmes, which are executed through contractors, is also kept outside the domain of ‘public works’. However, if similar activities relating to rural water supply, rural sanitation, desert development, wastelands development, etc. are undertaken by the State Government or Local Bodies to provide wage employment and without employing any contractor for its execution, those are to be considered under ‘public works’.

Classification of individuals as ‘casual labour in *public works*’ requires that the work in which they participate is ‘*public works*’ as defined above. To distinguish between ‘*public works*’ and works not classifiable as ‘*public works*’, some broad characteristics of ‘*public work*’ have been identified, viz. the primary objective is generation of wage employment and poverty alleviation, and creation of community asset as an outcome in achieving those main objectives. These features of *public works* along with the description of some wage employment generation schemes given above will be helpful in identification of ‘*public works*’.

A short description of the three schemes sponsored by the Central Government, which are in operation either in rural areas or in urban areas, and are covered under ‘*public works*’ is given below:

1.9.37 National Rural Employment Guarantee Act (NREGA): The National Rural Employment Guarantee Act, 2005 (NREGA) is an important step towards the realization of the right to work and to enhance the livelihood security of the households in the rural areas of the country. It extends to the whole of India except the state of Jammu & Kashmir. According to this Act, Rural Employment Guarantee Schemes

(REGS) are formed by the State Governments. The Scheme provides at least 100 days of guaranteed wage employment in every financial year to every household whose adult members volunteer to do unskilled manual work. Adult means a person who has completed his/ her eighteen years of age. Unskilled manual work means any physical work which any adult person is capable of doing without any special skill/ training. The implementing agency of the scheme may be any Department of the Central Government or a State Government, a Zila Parishad, Panchayat/ Gram Panchayat or any local authority or Government undertaking or non-governmental organization authorized by the Central Government or the State Government. If an applicant for employment under the scheme is not provided employment within 15 days of receipt of his application seeking employment or from the date on which employment has been sought, the applicant will be entitled for getting daily unemployment allowances.

1.9.38 Sampoorna Grameen Rozgar Yojana (SGRY): The primary objective of the Sampoorna Grameen Rozgar Yojana (SGRY) is to provide additional wage employment in all rural areas and thereby ensure food security and improve nutritional levels. The secondary objective is the creation of durable assets and infrastructural development in rural areas. This scheme was announced by the Prime Minister on 15.8.2001 and launched in September 2001. The schemes of Jawahar Gram Samridhi Yojana (JGSY), Employment Assurance Scheme (EAS) have been merged under this programme w.e.f. 1.4.2002. The SGRY is open to all rural poor who are in need of wage employment and desire to do manual and unskilled work in and around the village/ habitat. The programme is self-targeting in nature. While providing wage employment preference is given to agricultural wage earners, non-agricultural unskilled wage earners, marginal farmers, women, members of Scheduled Castes/ Scheduled Tribes, parents of child labour withdrawn from hazardous occupations, parents of handicapped children or adults with handicapped parents. The programme is implemented through the Panchayati Raj Institutions (PRIs). Thirty percent of employment opportunities are reserved for women under the programme.

The programme is implemented on cost sharing basis in the ratio of 75:25 between the Centre and the States for the cash component of the programme. However, foodgrains under the programme are provided to the States free of cost.

Five per cent of the funds and foodgrains under SGRY are retained in the Ministry of Rural Development for utilization in areas of acute distress arising out of natural calamities or by taking up preventive measures in the chronically drought or flood affected areas. In addition, a certain percentage of the allotted foodgrains under the SGRY is reserved for the Special Component to be used in any Central or State Government scheme with wage employment potential to meet exigencies arising out of any natural calamity. The remaining funds and foodgrains under SGRY are distributed among the Zila Parishad, Intermediate Panchayats and Village Panchayat in the ratio of 20:30:50.

Wages under the programme are paid partly in the form of foodgrains and partly in cash. The States and UTs are free to calculate the cost of foodgrains paid as part of wages, at a uniform rate, which may be either BPL rate or APL rate, or anywhere between the two rates. The workers are paid the balance of wages in cash so that they are assured of the notified minimum wages.

Under the programme, priority is given to works of soil and moisture conservation, minor irrigation, rejuvenation of drinking water resources and augmentation of ground water, traditional water harvesting structures, desiltation of village tanks/ ponds, durable assets such as schools, kitchen sheds for schools, dispensaries, community centers, and Panchayat Ghars. Development of Haats, which are labour intensive, is also to be given priority. The size, cost and nature of the work should be such that they may be completed within a period of one year and in exceptional situations within a maximum period of two years.

1.9.39 National Food for Work Programme (NFFWP): The National Food for Work Programme (NFFWP) is being implemented in 150 most backward districts of the country from November, 2004. The objective of the programme is to provide additional resources to 150 most backward districts of the country so that generation of supplementary wage employment and provision of food security through creation of need based economic, social and community assets in these districts is further intensified. Foodgrains are provided to the States free of cost. Works are taken up under the programme in accordance with the Five Year Perspective Plan. The Collector is responsible for preparation of the Perspective Plan and for programme implementation.

The above three schemes are sponsored by the Central Government for generation of wage employment. These apart, there may be similar schemes sponsored by the State Government or Local Bodies to provide wage employment, which are also to be considered under 'public works'.

1.9.40 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. 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.

1.9.41 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.

1.9.42 Non-formal Vocational Training:

(a) *Hereditary*: 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.

(b) *Self-learning*: The expertise in a vocation or trade when acquired by a person through his/her own effort, without any training under any person or organisation, may be considered to have acquired the non-formal vocational training through 'self-learning'. For example, a person who has learnt photography on his own effort will be considered to have acquired the non-formal vocational training through 'self-learning'.

(c) *Learning on the job*: The expertise acquired by a person while in employment (current and/or past), either through informal training by the employer or organisation or through the exposure to the type of job that he/she is/was performing, may be considered to have acquired the non-formal vocational training through 'learning on the job'. Note that if a person is provided with formal training in a vocation or trade even by the employer or organisation, while in employment, he will be considered to have received 'formal' vocational training.

(d) *Other*: 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.

1.9.43 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 jointly** one or more shares in a company, 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, must be administered in the interests of the beneficiaries, and not for the profit of the trustees.

(viii) *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.

(ix) *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: Allocation of sample villages and blocks for NSS 66th 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	492	372	864	492	372
ARUNACHAL PRADESH	216	140	76	216	140	76
ASSAM	432	332	100	432	332	100
BIHAR	576	416	160	576	416	160
CHHATTISGARH	280	188	92	280	188	92
GOA	56	20	36	56	20	36
GUJARAT	432	216	216	320	160	160
HARYANA	328	180	148	328	180	148
HIMACHAL PRADESH	256	208	48	256	208	48
JAMMU & KASHMIR	432	260	172	864	520	344
JHARKHAND	344	220	124	344	220	124
KARNATAKA	512	256	256	512	256	256
KERALA	560	328	232	560	328	232
MADHYA PRADESH	592	344	248	592	344	248
MAHARASHTRA	1008	504	504	1260	504	756
MANIPUR	320	172	148	640	344	296
MEGHALAYA	160	108	52	160	108	52
MIZORAM	192	80	112	192	80	112
NAGALAND	128	88	40	208	88	120
ORISSA	504	372	132	504	372	132
PUNJAB	392	196	196	392	196	196
RAJASTHAN	520	324	196	520	324	196
SIKKIM	96	76	20	96	76	20
TAMIL NADU	832	416	416	832	416	416
TRIPURA	232	164	68	232	164	68
UTTAR PRADESH	1128	740	388	1128	740	388
UTTARANCHAL	224	132	92	224	132	92
WEST BENGAL	792	448	344	792	448	344
A & N ISLANDS	72	36	36	0	0	0
CHANDIGARH	40	4	36	0	0	0
D & N HAVELI	24	12	12	0	0	0
DAMAN & DIU	16	8	8	16	8	8
DELHI	128	8	120	256	16	240
LAKSHADWEEP	24	8	16	0	0	0
PONDICHERRY	72	16	56	72	16	56
ALL- INDIA	12784	7512	5272	13724	7836	5888

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) or sample hamlet-groups/ sub-blocks in case of large FSUs. Some household information like household size, relative affluence, if principal earning from non-agricultural activity, 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 terms are given in Chapter One.

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

Block 0: descriptive identification of sample FSU

Block 1: identification of sample FSU

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 hamlet-groups (hg's)/ sub-blocks (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 to the nearest facility, availability of some amenities and participation in NREG work (for inhabited villages only)

Block 8: remarks by investigator

Block 9: comments by supervisory officer(s)

2.0.2 Unit of survey and sampling frame: The first stage unit (FSU) is the 2001 census village in the rural sector. FSU in the urban sector is the Urban Frame Survey (UFS) block. *Latest list of UFS blocks, to the extent possible, 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 FSU will ascertain the exact boundaries of it. 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/ town maps in the urban areas.

2.0.3 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 has been discussed in detail in Chapter One.

For large sample village, two hg's will be selected. Out of all hg's formed in the village, the one with the highest percentage population will be selected with probability 1. In case there is more than one hg with same highest percentage of population, the one among them which is listed first in block 4.2 will be selected with probability 1. This hg selected with certainty will be designated as hg 1. Another hg will be selected randomly (Simple Random Sampling) from the rest of hg's of the village and designated as hg 2. *Listing and selection of households will be done separately and independently for each selected hamlet-group.* For the sample village without hg formation, entire village will be treated as *hamlet-group 1*.

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

2.0.3.1 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 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 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. The hamlet-group containing hamlet number 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.

2.0.4 Formation of sub-blocks (sb's): In case urban sample FSUs are found to be large in terms of population, they are subjected to sub-block formation. Procedure for formation of sub-blocks is 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 FSU 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 large sample FSUs, two sub-blocks will be selected. The procedure of selection will be same as that given for villages with hg formation – one with probability 1 and the other with SRS. *Listing and selection of households will be done separately and independently for each selected sub-block.* For the urban sample FSUs without sub-block formation entire FSU will be treated as *sub-block 1*.

2.0.5 Starting point for listing: Having determined the area unit to be surveyed, the investigator will proceed to list the houses and households in this area 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 FSU and proceeding southwards in serpentine order. While listing the households, some essential minimum particulars about the households will be collected for the purpose of second stage stratification.

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 the working sheet for identifying affluent households (5.1) or all the households (block 5) 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 FSU

2.0.7 General: This block is meant for recording descriptive identification particulars of the sample FSU. State/ UT, district, tehsil/ town name (to be tick-marked 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 FSU

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). 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. *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 in respect of the states of Arunachal Pradesh, Manipur, Mizoram, Tripura, Leh (Ladakh) and Kargil districts of Jammu & Kashmir 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: 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. For villages, it will be the census 2001 population and for UFS blocks, it will be the UFS block population of the block as per UFS frame.

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. 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. **In case it is difficult to explain the large difference between frame population and approximate present population in terms of likely growth/decline of population during the intervening period, adequate remarks for such differences should be given in block 8/ 9.**

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 ‘1’.

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

selected FSU has been surveyed:

inhabited	1
uninhabited	2
zero case	3

selected FSU is casualty but a substitute FSU has been surveyed:

inhabited	4
uninhabited	5
zero case	6

selected FSU 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 or 5 as the case might be. If the substitute FSU cannot be surveyed, survey code will be 7.

2.1.7 Item 18: Reason code for substitution of original sample (for codes 4 – 7 in item 17): 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 schedule 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 FSU, 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-group (hg)/ sub-block (sb) 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 FSU 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 2.0.3, 2.0.3.1 and 2.0.4 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 2.0.3, 2.0.3.1 and 2.0.4. 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): sampling serial number of hg/ sb**: First locate the hg/ sb with maximum percentage of population in column (3) and enter '0' against this hg/ sb in column (4). If this

percentage population in column (3) is same for more than one hg/ sb, the one among them listed first in this block may be assigned '0' in this column. Then, other listed hg's/ sb's may be serially numbered from 1 to (D – 1) in this column starting from the top. These will be the sampling serial numbers for selecting another hg/ sb.

2.4.2.5 Column (5): sample hg/ sb number: Two hg's/ sb's will be selected from the large FSU for the purpose of survey. Enter '1' in this column against the sampling serial number '0' in column (4). This will be sample hg/ sb 1. The procedure for selecting sample hg/ sb 2 is as follows:

Draw a random number, say R, between 1 and (D – 1) using random number table. Enter 2 in column (5) against the sampling serial number in column (4) which equals R.

The selected serial numbers may be encircled in column (4). For all other hg's/ sb's (except the two selected), column (5) may be left blank.

2.5 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 (Type 1 and Type 2) 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 locked (including such households which are absent in the present place for a period of less than six months during last one year) 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 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 names 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 tick-mark the appropriate 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:

2.5.1 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.

2.5.2 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.

2.5.3 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.

2.5.4 Column (4): household size: The size of each household as defined in Chapter One will be recorded in this column. Two small box spaces are provided against this column at the end of each page to record the current page total for this column and the cumulative total for the pages.

2.5.5 Columns (5) – (6): no. of children in age-group 5 – 14 years: Particulars of children of age 5 years or more but less than or equal to 14 years will be recorded in these columns. Total number of such children in the household will be entered in column (5). Among the children recorded in column (5) for the household, the number of children who were engaged in economic activities for at least one hour during the last week will be ascertained and recorded in column (6). The term ‘economic activity’ has been defined in Chapter One. Two small box spaces are provided against these columns at the end of each page to record the current page total for these columns and the cumulative totals for the pages.

2.5.6 Columns (7) – (8): These two columns are to be filled-in for rural samples only.

2.5.6.1 Column (7): 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 relatively 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 etc., consumer durables like DVD/ VCP/ refrigerator/ washing machine/ spacious pucca house in good condition 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, buffaloes and camels. 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 for SSS1.

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 (7) 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 (7) of block 5 against all the households listed in block 5.1. Code '2' will be entered in column (7) 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.

2.5.6.2 Column (8): 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 Sections A and B of NIC 2004), 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.

2.5.7 Columns (9) – (11): These columns are relevant for urban samples only.

2.5.7.1 Column (9): average monthly total consumer expenditure for the entire household (Rs): The household consumer expenditure has been explained in Chapter One. The average of total monthly consumer expenditure incurred by the household during last 12 months may be recorded in this column in whole number of rupees.

For locked household, a '–' may be recorded in this column.

2.5.7.2 Column (10): MPCE (Rs. in whole numbers): Monthly per capita expenditure of the household will be recorded in this column. The figure will be derived by dividing the average

monthly expenditure (column 9) by the household size (column 4) and rounding it off to the nearest whole number.

For locked household, a ‘–’ may be recorded in this column.

2.5.7.3 Column (11): MPCE code: Two cut-off points ‘A’ and ‘B’ (in Rs.) have been determined from NSS 61st round data for **each NSS region** for urban areas in such a way that top 10% of the population have monthly per capita expenditure (MPCE) more than ‘B’ and bottom 30% of the population have MPCE less than ‘A’. The values of ‘A’ and ‘B’ are given in Table 2.

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

State/UT	NSS Region	description	cut-off values	
			A	B
(1)	(2)	(3)	(4)	(5)
Andhra Pradesh	281	Coastal Northern	600	2,543
	282	Coastal Southern	623	1,702
	283	Inland North Western	566	2,687
	284	Inland North Eastern	554	1,562
	285	Inland Southern	467	1,598
Arunachal Pradesh	121	Arunachal Pradesh	629	1,463
Assam	181	Plains Eastern	748	2,363
	182	Plains Western	695	1,999
	183	Cachar Plain	492	1,309
	184	Central Brahmaputra Plains	553	1,863
Bihar	101	Northern	386	1,324
	102	Central	418	2,206
Chhattisgarh	221	Northern Chhattisgarh	655	2,050
	222	Mahanadi Basin	472	2,049
	223	Southern Chhattisgarh	355	1,598
Goa	301	Goa	773	2,807
Gujarat	241	South Eastern	819	2,284
	242	Plains Northern	679	2,300
	243	Dry areas	675	1,314
	244	Kachchh	494	1,941
	245	Saurashtra	643	1,649
Haryana	061	Eastern	683	2,447
	062	Western	553	1,887
Himachal Pradesh	021	Central	828	2,756
	022	Trans Himalayan & Southern	878	2,442

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

State/UT	NSS Region	description	cut-off values	
			A	B
(1)	(2)	(3)	(4)	(5)
Jammu & Kashmir	011	Mountainous	850	2,226
	012	Outer Hills	759	1,685
	013	Jhelam Valley	740	1,554
	014	Ladakh*	*740	*1,554
Jharkhand	201	Ranchi Plateau	552	1,873
	202	Hazaribagh Plateau	557	2,000
* No previous data for Ladakh is available as there was no consumer expenditure survey done earlier in the region. Cut-off values are taken as that of the neighbouring region.				
Karnataka	291	Coastal & Ghats	482	3,403
	292	Inland Eastern	587	1,690
	293	Inland Southern	741	2,588
	294	Inland Northern	438	1,542
Kerala	321	Northern	534	2,181
	322	Southern	754	2,904
Madhya Pradesh	231	Vindhya	491	1,644
	232	Central	436	1,588
	233	Malwa	536	2,741
	234	South	449	1,527
	235	South Western	462	1,518
	236	Northern	438	1,608
Maharashtra	271	Coastal	844	2,912
	272	Inland Western	608	2,119
	273	Inland Northern	506	1,998
	274	Inland Central	400	1,414
	275	Inland Eastern	516	1,816
	276	Eastern	588	1,589
Manipur	141	Plains	595	1,072
	142	Hills	485	901
Meghalaya	171	Meghalaya	770	2,063
Mizoram	151	Mizoram	834	2,126
Nagaland	131	Nagaland	1,035	2,446
Orissa	211	Coastal	448	1,766
	212	Southern	389	1,470
	213	Northern	426	1,566

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

State/UT	NSS Region	description	cut-off values	
			A	B
(1)	(2)	(3)	(4)	(5)
Punjab	031	Northern	734	2,023
	032	Southern	697	2,501
Rajasthan	081	Western	594	1,955
	082	North-Eastern	529	2,076
	083	Southern	604	2,078
	084	South-Eastern	606	2,934
	085	Northern	479	1,557
Sikkim	111	Sikkim	812	2,614
Tamil Nadu	331	Coastal Northern	663	2,715
	332	Coastal	622	1,907
	333	Southern	523	1,514
	334	Inland	599	2,084
Tripura	161	Tripura	588	1,961
Uttarakhand	051	Uttarakhand	580	1,966
Uttar Pradesh	091	Northern Upper Ganga Plains	505	1,412
	092	Central	537	2,479
	093	Eastern	439	1,698
	094	Southern	401	1,390
	095	Southern Upper Ganga Plains	453	2,153
West Bengal	191	Himalayan	495	1,767
	192	Eastern Plains	454	1,796
	193	Southern Plains	698	2,831
	194	Central Plains	535	1,925
	195	Western Plains	557	1,681
A & N Islands	351	A & N Islands	1,009	3,161
Chandigarh	041	Chandigarh	897	3,818
D & N Haveli	261	D & N Haveli	1,019	2,707
Daman & Diu	251	Daman & Diu	777	3,008
Delhi	071	Delhi	794	2,881
Lakshadweep	311	Lakshadweep	840	2,479
Pondicherry	341	Pondicherry	611	2,200

For entry in column (11), MPCE of the household in column (10) may be compared with the values of 'A' and 'B'. The criteria for MPCE codes to be entered in this column are as follows:

<u>Criteria</u>	<u>MPCE code to be entered</u>
$MPCE > B$	1
$A \leq MPCE \leq B$	2
$MPCE < A$	3

For locked household, MPCE code 2 may be given.

2.5.8 Columns (12) – (14): sampling serial number: SSS: It may be recalled that for each of the schedules 1.0 (Type I), 1.0 (Type II) and 10, there will be three SSS. Column (12), (13) and (14) will provide the sampling frames for SSS 1, 2 & 3 pertaining to all the three schedules. Each household will be tick-marked (✓) in one and only one of these three columns.

For rural samples, if col. (7) has code 1, a tick-mark (✓) will be given in column (12). Households with code 2 in col. (7) will not be tick-marked in column (12). For these households col. (8) will be considered. If entry in col. (8) is 1, a tick-mark (✓) will be given in column (13). Otherwise, tick-mark (✓) will be given in column (14).

In case of urban samples, col. (11) will be considered. If the entry in col. (11) is 1, tick-mark (✓) will be given in column (12). For code 2 in col. (11), tick-mark (✓) will be given in column (13) and column (14) will be tick-marked for code 3 in col. (11).

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 numbers 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.

2.5.9 Columns (15) – (17): schedule 1.0 (Type 1): 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 by SRSWOR, the following procedure will be followed. Suppose 'H' denotes the total number of households in the frame [i.e. the highest entry in column (12)/ (13)/ (14)] 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 (12)/(13)/(14)] will be the selected households and be given sample household numbers as 1, 2,....., h respectively in columns (15)/ (16)/ (17). Encircle the corresponding sampling serial numbers in columns (12)/ (13)/ (14).

2.5.10 Columns (18) – (20): schedule 1.0 (Type 2): sample household number: SSS: Required number of sample households (h) will be drawn from each $(hg/sb) \times SSS$. The values are to be recorded in the space under the column headings. The sample households will be selected with SRSWOR in each $hg/sb \times SSS$. The procedure is similar to that described for schedule 1.0 (Type 1) in para 2.5.9 with the modification that if the sample household is found to have been already selected for schedule 1.0 (Type 1), 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.

2.5.11 Columns (21) – (23): schedule 10: sample household number: SSS: Required number of sample households (h) will be drawn from each $(hg/sb) \times SSS$ by SRSWOR. The values of 'h' are to be recorded in the space under the column headings. The procedure for selecting the sample households is similar to that described for schedule 1.0 (Type 2) in para 2.5.10. If the sample household is found to have been already selected for schedule 1.0 (Type 1) or 1.0 (Type 2), 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 and also a '*' may be given to indicate that it has been replaced for Schedule 10. However, if the number of households in frame is small, one or more sample households may be common for different schedule types. In such cases more than one schedule will be canvassed in the same household.

2.6 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/ etc.; consumer durables like DVD/ VCD/ refrigerator/ washing machine etc.; ownership of large business/ highly remunerative profession/ high salaried income etc.; ownership of spacious 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, buffaloes and camels (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 (9) 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, buffaloes and camels 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. Code '1' will be given against these households in col. (7) of block 5 for each hg.

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

2.7 Block 6: particulars of sampling of households: Particulars of sampling of households, separately for schedules 1.0 (Type 1 & Type 2) 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.

2.7.1 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 (Type 1).

2.7.2 Column (4): no. of children in age-group 5 – 14 years: total: Total number of children in the age-group 5 – 14 years as obtained by summing up the page totals of column (5) 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 (Type 1).

2.7.3 Column (5): no. of children in age-group 5 – 14 years: engaged in eco. activity during last week: Out of the children recorded in column (4), number of children engaged in economic activity during last week as obtained by summing up the page totals of column (6) 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 (Type 1).

2.7.4 Columns (7) to (12): number of households: Total number of households in the frame of all the SSS of schedule 1.0 (Type 1) will be recorded in the corresponding cells of column (7) for each hg/sb. Value of 'H' for each SSS will be same for Schedules 1.0 (Type 1), 1.0 (Type 2) and 10. Number of selected households will be copied in column (8). These are to be copied from the relevant columns of block 5. References are as below:

Schedule 1.0 (Type 1): Column (7) entries for SSS are same as the value of 'H' recorded in heading spaces of columns (12), (13) & (14) of block 5 for each hg/sb. Column (8) entries will be equal to the value of 'h' recorded in heading spaces of columns (15), (16) & (17) for Schedule type 1 of block 5.

Schedule 1.0 (Type 2): Column (8) entries will be the value of 'h' recorded in heading spaces of columns (18), (19) & (20) of block 5.

Schedule 10: Column (8) entries will be the value of 'h' recorded in heading spaces of columns (21), (22) & (23) of block 5.

Columns (9), (10) and (12) 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 (9), (10) & (12) 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 (11). It may be seen that (i) column (11) = column (9) + column (10) and (ii) column (12) = column (8) - column (11).

2.7.5 Column(13): number of households replaced: Total number of households for schedule 1.0 (Type 2) replaced (being already selected for schedule 1.0, Type 1) will be reported for all SSS separately for hg/sb 1 & 2 against the rows for schedule 1.0, Type 2. Entries will be the number of double circles in columns (12), (13) & (14) of block 5 for each hg/sb. Entry against 'all' will be sum of all SSS for hg/sb 1 & 2. Similarly, total number of households replaced for Schedule 10 (being already selected either for Schedule 1.0, Type 1 or Schedule 1.0, Type 2) may be recorded against the different rows for Schedule 10. Entries will be the number of double circles along with '*' in columns (12), (13) & (14) of block 5 for each hg/sb.

Entry against 'all' will be sum of SSS 1 – 3 for hg/ sb 1 & 2 for each schedule type.

2.8 Block 7: distance of the village to the nearest facility, availability of some amenities and participation in NREG work: In this block, it is aimed to collect information on the availability of some specific facilities like communication, educational institutions, health institutions, banks, credit societies, drainage, participation in NREG works etc. in rural FSUs. *In case of hamlet-group formation, information are to be collected in respect of the entire sample FSU.*

If a facility is available in general to the residents of an FSU, 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.

*The block will be filled-in for **rural inhabited FSUs** and will be kept blank for FSUs that are uninhabited or are zero cases.*

This block may be filled in after completion of listing of households.

2.8.1 Items 1- 22: Column (3): distance code:

Distance in terms of code will be entered in this column against items 1 to 22. Distance from the nearest facility available to the villagers will be considered. The distance will be measured from the geographical centre of the village irrespective of whether hamlet-groups have been formed or not. 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 or 3 will be applicable when the facility is available at a place outside the village. If a facility is available at two different places, the distance 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 education and the nearest primary school is farther away than the secondary school then the distance code of the secondary school is to be recorded for the primary school also. The codes for distances are:

within village.....	1
outside village:	
less than 5 kms	2
5 kms. or more	3

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

2.8.1.1 Items 1- 3: These items are self – explanatory.

2.8.1.2 Item 4: metalled road: This will include roads made of pucca materials like asphalt, cement, concrete, bricks, stones, etc.

2.8.1.3 Item 5: school having primary level classes: 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.

2.8.1.4 Item 6: school having secondary level classes: Secondary level means education up to class - X. A school providing secondary level education will be considered for entry against this item.

2.8.1.5 Item 7: 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.

2.8.1.6 Item 8: 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.

2.8.1.7 Item 9: 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.

2.8.1.8 Item 10: community health centre: 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.

2.8.1.9 Item 11: government hospital: 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.

2.8.1.10 Item 12: 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.

2.8.1.11 Item 13: 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.

2.8.1.12 Item 14: anganwadi centre (ICDS): The Integrated Child Development Services (ICDS) scheme is the primary government programme providing health and nutrition services for children under age 6, pregnant women, and nursing mothers. These services are provided through community-based *anganwadi* centres.

2.8.1.13 Items 15: post office: The item is self-explanatory.

2.8.1.14 Item 16: 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.

2.8.1.15 Item 17: 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.

2.8.1.16 Item 18: 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.

2.8.1.17 Item 19: 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.

2.8.1.18 Item 20: veterinary hospital/ dispensary: A veterinary hospital/ dispensary has provision for the treatment of animals.

2.8.1.19 **Item 21: fertiliser/ pesticide shop:** Fertiliser/ pesticide shop is one which sells fertiliser and / or pesticide.

2.8.1.20 **Item 22: agricultural produce market/rural primary market:** This category would include periodical markets regulated/linked to regulated markets and markets owned by local bodies i.e. panchayats in the rural areas popularly called haats, painths, and shandies etc.

2.8.2 **Items 23 - 25: Column (3): availability of amenities in the village (code):**

2.8.2.1 **Item 23: Major source of drinking water:** Major source of water used for drinking by the residents of the village may be identified and recorded in codes here. The codes are:

<u>major source</u>	<u>code</u>
bottled water	01
tap	02
tube well/ hand pump	03
well:	
protected	04
unprotected	05
tank/ pond (reserved for drinking)	06
other tank/ pond	07
river/ canal/ lake	08
spring	10
harvested rainwater	11
others	19

2.8.2.2 Item 24: type of drainage arrangement: The information may be recorded in codes. The codes are:

<u>type of drainage</u>	<u>code</u>
underground	1
covered pucca	2
open pucca	3
open katcha	4
no drainage	5

2.8.2.3 Item 25: electricity connection (code): The information is to be recorded in code. The codes are:

<u>availability of electricity connection</u>	<u>code</u>
yes:	
percentage (P) of households connected:	
$P < 25\%$	1
$25\% \leq P < 50\%$	2
$P \geq 50\%$	3
no:	4

If no household is using electricity, code will be 4.

2.8.3 Item 26: whether the villagers participated in NREG programme during last 365 days: It may be enquired if the villagers participated in NREG programme during last 365 days. Status of participation will be recorded, participation need not be within the village, it may be in any neighbouring villages also. If the answer is yes then code 1 may be recorded, otherwise code 2 may be entered.

2.8.4 Item 27: 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
patwari/gram sewak	4
teacher.....	5
health personnel.....	6
others.....	9

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

2.10 Block 9: comments by other supervisory officer(s): The supervising officer inspecting the work relating to this schedule may give comments here.

2.11 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 will be the one having smallest sampling serial number within the same SSS. 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 for each schedule type (i.e. Schedules 1.0 (Type 1), 1.0 (Type 2), 10), 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 (blocks 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.

2.12 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, as the cases may be, where random number ‘0’ will stand for ‘10’ and random number ‘00’ for ‘100’.

The first random number 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 (Type 1), households for three SSS of schedule 1.0 (Type 2), households for three SSS of schedule 10 and then (ii) for hg/ sb 2 – households for three SSS of schedule 1.0 (Type 1), households for three SSS of schedule 1.0 (Type 2), 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 are exhausted, then the first column will be used.

2.13 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: dpd_tc@yahoo.co.uk
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/ sub-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, 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 after Census 2001 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.

2.14 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:

2.14.1 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-groups/ sub-blocks selected afresh. Of course, sample hg/ sb number '1' will remain the same. For the selection of households, the usual procedure as suggested in case (a) 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 in Block 5 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-agri activity (yes – 1, no – 2)				Schedule 1.0 (Type 1)			Schedule 1.0 (Type 2)			Schedule 10		
					SSS			SSS			SSS			SSS		
					1	2	3	1	2	3	1	2	3	1	2	3
			H=10	H=16	H=24	h=2	h=4	h=2	h=2	h=4	h=2	h=2	h=4	h=2		
(1)	(2)	(4)	(7)	(8)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)
12	1	3	2	2			√1									
13/1	2	5	2	1		√1										
14	3	6	2	2			√2									
–	4	1	2	1		(√2)									4	
15B	5	5	1	2	(√1)									2		
9	6	2	2	2			√3									
10	7	4	2	2			(√4)									2
16	8	6	2	1		√3										
17	9	2	1	1	(√2)			1								
18	10	3	1	2	(√3)									1		
19	11	6	2	2			√5									
20	12	5	2	1		(√4)			1							
21	13	3	1	2	√4											
(1)	Temple															
22/3	14	4	2	2			(√6)			2						
23	15	8	1	2	√5											
24	16	4	1	2	(√6)			2								
(2)	17	3	1	1	((√7))						2					
25	18	6	2	2			(√7)						2			
26	19	5	2	1		(√5)						2				
27	20	2	2	2			√8									
28	21	3	2	1		√6										
29	22	1	2	2			(√9)									1
30	23	2	2	1		(√7)						3				
31	24	5	2	2			√10									
(3)	25	3	1	2	√8											
(4)	26	4	2	1		(√8)									3	

page total	101
cum. total	101

random nos			random nos			random nos		
2	4	12	9	15	19	3	13	9
6	12	6	6	5	7	1	15	4
	9			7			8	
	13			11			2	

An example showing selection of households in Block 5 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-agrl activity (yes – 1, no – 2)				Schedule 1.0 (Type 1)			Schedule 1.0 (Type 2)			Schedule 10		
					SSS			SSS			SSS			SSS		
					1	2	3	1	2	3	1	2	3	1	2	3
					H=10	H=16	H=24	h=2	h=4	h=2	h=2	h=4	h=2	h=2	h=4	h=2
(1)	(2)	(4)	(7)	(8)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)

32	27	3	2	2			√11									
33	28	5	2	1		(√9)			3							
34	29	6	2	2			(√12)			1						
35	30	2	2	2			√13									
35A/1	31	4	1	1	(√9)						1					
35A/2	32	3	2	1		√10										
35A/2	33	3	2	2			√14									
35A/3	34	5	2	2			√15									
36A	35	3	2	2			√16									
36B	36	4	2	1		(√11)					4					
42	37	3	1	2	√10											
43	38	4	2	1		(√12)			2							
44	39	3	2	2			√17									
45	40	4	2	1		(√13)			4							
46A	41	5	2	2			√18									
47A	42	2	2	2			(√19)						1			
48	43	7	2	2			√20									
49	44	4	2	1		((√14))*									1	
50	45	3	2	2			√21									
51/1	46	5	2	1		(√15)					1					
51/2	47	1	2	2			√22									
53	48	2	2	1		((√16))*									2	
54	49	7	2	2			√23									
55	50	5	2	2			√24									

page total	93
cum. total	194

rural			
col. 7	col. 8	SSS	
1	1 / 2	→	1
2	1	→	2
2	2	→	3

Chapter Three

Schedule 1.0: Consumer Expenditure

Introduction

3.0.0.0 The programme of quinquennial surveys on consumer expenditure and employment & unemployment has been adopted by the National Sample Survey Organisation (NSSO) since 1972-73. Under the programme, the survey on consumer expenditure provides a time series of household consumer expenditure data, which is the prime source of statistical indicators of level of living, social consumption and well-being, and the inequalities thereof. Apart from the quinquennial series (QS), there also exists an “annual series”, comprising consumer expenditure surveys conducted in the intervening periods between QS rounds – starting from the 42nd round (July 1986 - June 1987) and using a smaller sample.

3.0.0.1 The last survey - the seventh - of the quinquennial series was conducted during the 61st round (July 2004 – June 2005). The eighth will be conducted in the 66th round during July 2009 – June 2010.

Defining household consumer expenditure

3.0.0.2 **Consumption goods and services:** This term refers to goods and services used (without further transformation in production) by households, NPISHs¹ or government units for the direct satisfaction of individual needs and wants or the collective needs of members of the community. (SNA 93)

3.0.0.3 **Household consumer expenditure (HCE)** during a specified period, called the reference period, may be defined as the total of the following:

- (a) expenditure incurred by households on consumption goods and services during the reference period
- (b) imputed value of goods and services produced as outputs of household (proprietary or partnership) enterprises owned by households and used by their members themselves during the reference period
- (c) imputed value of goods and services received by households as remuneration in kind during the reference period
- (d) imputed value of goods and services received by households through social transfers in kind received from government units or non-profit institutions serving households (NPISHs) and used by households during the reference period.

Some clarifications need to be made at this stage.

3.0.0.4 Firstly, it follows from the above that any expenditure incurred by households towards the productive enterprises (farm or non-farm) owned by them is excluded from household consumer expenditure. Also, expenditure on purchase of residential land or building is excluded, as land and building are excluded from consumption goods and services in national accounting.

Not to be included in Consumer Expenditure

- ◆ Enterprise expenditure (farm, non-farm)
- ◆ Cost of purchase & construction of land & building
- ◆ Payment of interest on loan taken
- ◆ Insurance premium payments
- ◆ Lottery tickets, gambling expenses
- ◆ Money given as charity, remittances, donations, fines, direct taxes

Instructions to Field Staff, Vol. I: NSS 66th Round

The following are part of Consumer Expenditure and should not be missed

3.0.0.5 Consumer expenditure vs. transfer payments: Expenditures made by a household to acquire any good or service should be distinguished from transfer payments made by the household. A transfer is a transaction in which one unit provides a good, service or asset to another without receiving any good, service or asset in return, or, in other words, transactions in which there is no counterpart. Transfers are unrequited (unreciprocated or one-way). Examples are fines and forcibly extracted payments such as ransom.

3.0.0.6 Treatment of direct taxes: In national accounting, all taxes based on income or wealth (the ownership of assets) are transfers because they are compulsory unrequited payments to government. However, “house tax” is at present being recorded in the NSS HCE schedule and included in HCE on the grounds that the government provides some services in return, though strictly speaking the condition that the services received are in return for the payment (or from the counterpart of the payment) is not satisfied here.

3.0.0.7 Insurance: Insurance premium payments by households are being considered as outside the scope of HCE, as was the practice in the 61st and earlier rounds. Hence no information on insurance premium of any kind paid by the household will be collected in the schedule.

3.0.0.8 Second-hand purchases: Second-hand purchases of clothing, bedding, footwear, books and periodicals, and durable goods are included in the NSS concept of HCE.

3.0.0.9 Intermediate consumption vs. HCE: Goods and services are sometimes provided by employers to employees as remuneration in kind or as perquisites (see paragraph 3.0.0.3(c) above). These should be distinguished from inputs of the enterprise. The general guiding principle is that if employees are obliged to use such goods and services for performing their duties, then these are intermediate inputs. If employees are free to use the goods and services at their own discretion, then these goods and services are perquisites or remuneration in kind and therefore part of HCE.

Counting of consumption at the household level: the three approaches

1 To make the definition of household consumption operational, clear guidelines are needed not only on what is included in household consumer expenditure and what is excluded, but also on

- (a) the identification of the household performing each act of consumption
- (b) the assigning of a time to of each act of consumption.

Only then can one attempt to record the consumption of a household H within a reference period P.

3.0.1.2 It has been found convenient to assign different meanings to the word “consumption” to different categories of consumption items. Thus the survey does not define food consumption in the same way as consumption of furniture. As a result, in measuring the consumption of any single household, NSS has always used not one but three different approaches to the measurement of consumption², the approach varying with the category of consumption items.

3.0.1.3 The three main approaches are the Use Approach, the First Use Approach, and the Expenditure Approach.

Use Approach (also called Consumption Approach)

3.0.1.4 When food and fuel are used (used up), we say that they are consumed. Note that items of food and fuel can be used only once.

3.0.1.5 Whenever there is any intake of food, the intake is made by an individual, who is identifiable. The household to which that individual belongs is called the consuming household. The same rule is followed for pan, tobacco and intoxicants.

3.0.1.6 When fuel is used for household cooking and lighting and other household purposes except conveyance, the household in which the fuel is used is called the consuming household.

3.0.1.7 Food cooked in the household and consumed by its members is accounted against the ingredients in the consumer expenditure schedule. But when such cooked food is served to non-household members, there is a problem of apportioning the quantities and values of the ingredients if one attempts to record the consumption in the household of the persons who eat the food. For simplicity of data collection and to avoid duplication in recording consumption, certain exemptions are accorded in the approach. The consumption of food cooked in a household is recorded in the preparing household, irrespective of who consumes the food. Thus, when a guest or a beggar is served food prepared in a household, it is the preparing household which is considered as the consuming household. Also, if a household makes a payment to a person in the form of meals prepared in its kitchen, it is considered to be the consumption of the preparing household.

3.0.1.8 When cooked meals are purchased from the market (hotels, restaurants, canteens or catering agency), the purchaser household is considered to be the consuming household, regardless of who eats the food. This again is a departure from the Use Approach. In such conditions, it is the Expenditure Approach (see paragraph 3.0.1.16) that is to be followed. However, if the meals purchased are then

² This is the case even when a single reference period (see paragraph 3.0.2.1) is used. Here we are not talking of different reference periods of data collection.

used by the purchaser as means of payment (say, to the provider of a service), then they will be accounted in the household receiving the meals as payment.

3.0.1.9 Food expenditure incurred by employees of private or public sector on official tour and reimbursed by their organization will not be considered as household consumer expenditure (again a departure from the Use Approach).

3.0.1.10 When a person consumes meals received as assistance from the Government or a non-Government agency such as a charitable organisation (for example, meals received under the Midday Meal scheme), it will be considered to be the consumption of the household to which the person belongs (Use Approach). (When recording such consumption, the value is to be imputed at the local price of the meals received.) **This procedure is being followed from the 64th round onwards.**

3.0.1.11 The Use Approach is also to be followed for food in the case of a person (usually a student in a hostel) whose food bills are regularly paid by a person (usually, a parent) belonging to a different household. **Prior to the 64th round, the Expenditure Approach was considered to be applicable in such cases.**

First Use Approach

3.0.1.11 Clothing, bedding and footwear can be used more than once. An item of clothing or footwear is usually used repeatedly by the same person. An item of bedding is also used repeatedly, and often shared by household members. For items of clothing, bedding and footwear, consumption of an item is said to occur when it is first used.

3.0.1.12 An exception is made in case of second-hand purchase of clothing and footwear. Second-hand purchase of clothing or footwear occurs when an item of clothing or footwear is purchased by a household after it has been used by another household, without alteration. When such a purchase occurs, we say that consumption (out of second-hand purchase) has occurred *at the moment of purchase*. That is, in case of second-hand purchase, the use approach is not followed; in other words, whether the purchased item has been used or not after purchase is not relevant.

3.0.1.13 Note that for nearly all items of food, and some items of fuel for cooking and lighting, both quantity and value of consumption are recorded in the schedule. For a few items, where reporting of quantity is difficult, only value of consumption is required to be recorded.

3.0.1.14 **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:

- The value of goods and services received in exchange of goods and services – including those received as perquisites by the members of the household from their employers - 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.
- 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.
- 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.
- The value of consumption out of purchase will be the value at which the purchase was made.

Expenditure Approach

3.0.1.15 For items of consumption other than food, pan, tobacco, intoxicants, clothing, bedding, footwear, and

fuel for cooking and lighting, the expenditure approach is followed to identify the consuming household and the time at which consumption takes place.

3.0.1.16 The expenditure approach says that consumption of these items takes place when expenditure is incurred on the item (good or service). The household incurring the expenditure is the consuming household, regardless of whether the item is used by the household or not.

3.0.1.17 When a household H obtains an item as gift or charity, or by free collection, no expenditure is incurred by the household H on the item.

3.0.1.18 **When a household W obtains an item as perquisite from the employer, or as payment in kind from a household or enterprise for services rendered by W, then W is considered to incur an expenditure on the item received as perquisite or payment in kind.** The value of the item at local retail prices is considered to be the amount of expenditure incurred by W.³ Examples are accommodation, newspapers and telephone services provided free to employees by employers, and any expenses on domestic account, such as medical expenses, that are reimbursed by employers. Leave Travel Concession (LTC) is another example of perquisites. The time of consumption will be the time of acquisition of the perquisite if it is a good (e.g. newspapers) and the time of use if it is a service (e.g. telephone facility).

3.0.1.19 When a household H acquires an item through cash purchase, the time of incurring expenditure is clear. In case of payment by cheque or through a credit card, the household is considered to incur expenditure at the moment when the cheque is handed over or the credit card is presented to the seller as means of payment. If the seller agrees to accept payment in instalments, it is called hire purchase. In case of hire purchase, only the payment made to the seller during the reference period is regarded as the expenditure incurred. Note that in case of purchase (e.g. of a car) fully financed by a loan from some person or institution other than the seller, where full payment is made to the seller, the entire sale value of the commodity (the principal borrowed to make the payment to the seller) is considered to be the expenditure incurred by the household. This expenditure (payment to the seller), however, takes place *before* the durable comes into the buyer's possession. On the other hand, the repayment of the loan in instalments to the financier goes on for several months or years. The repayment of the loan to the financier is not relevant in recording consumer expenditure.

3.0.1.20 **Payments for tuition fees and rent of household dwelling regularly made by another household:** It is not uncommon for a person's rent or tuition expenses to be **regularly** paid by a household different from his own, directly to the provider of the accommodation or educational services. A common example is a student in a hostel. Such a person's rent and educational fees are often paid by his or her parents' household directly to the hostel authorities. Here, going by the expenditure approach would mean that the (regularly occurring) consumption of accommodation or educational services would not be accounted in the user household. As a departure from the expenditure approach normally applicable to rent and educational expenses, therefore, the use approach is to be followed. Thus the household making use of the accommodation or the educational goods and services is to be considered as the consuming household, and not the household making the payment. **This procedure was introduced in the 64th round.**

Summary of rules to determine the consuming household and the time of consumption

FOOD, PAN, TOBACCO, INTOXICANTS, FUEL: **use approach**

Exception:

- (a) Food cooked and served to non-household members: Preparing household is consumer
- (b) Meals purchased from market and served to guests or as charity: Purchasing household is consumer

CLOTHING, BEDDING & FOOTWEAR: **first use approach**

(Exception: Second-hand purchase of clothing & footwear: Consumed at the moment of second-hand purchase)

OTHER ITEMS: **expenditure approach**

(Exception: Rent and tuition fee payments regularly made by another household: Follow use approach)

³ Except for perquisites and payments in kind, the question of imputation of value does not arise in case of items which are governed by the expenditure approach.

3.0.2.1 Reference period and schedule type: The reference period is the period of time to which the information collected relates. In NSS surveys, the reference period often varies from item to item. Data collected with different reference periods are known to exhibit certain systematic differences. In this round, two schedule types have been drawn up to study these differences in detail. Sample households will be divided into two sets – Schedule Type 1 will be canvassed in one set and Schedule Type 2 in the other. The reference periods to be used for different groups of consumption items are given below, separately for each schedule type.

Category	Item groups	Reference period for	
		Schedule Type 1	Schedule Type 2
I	Clothing, bedding, footwear, education, medical (institutional), durable goods	'Last 30 days' and 'Last 365 days'	Last 365 days
II (F2+)	Edible oil; egg, fish & meat; vegetables, fruits, spices, beverages and processed foods; pan, tobacco & intoxicants	Last 30 days	Last 7 days
III	All other food (F1), fuel and light, miscellaneous goods and services including non-institutional medical; rents and taxes	Last 30 days	Last 30 days

3.0.2.2 It will be noticed that Schedule Type 1 uses the same reference period system as used in the 61st and 50th round consumer expenditure surveys (where there was only one schedule type). Schedule Type 1 requires that for certain items (Group I items), the same household should report data for two reference periods – 'Last 30 days' and 'Last 365 days'.

3.0.2.3 Schedule Type 2 has the same reference periods as Schedule Type 2 (Sch.1.0) of NSS 60th round. For Group I items, the reference period used in Schedule Type 2 is 'Last 365 days'.

3.0.2.4 As in the 60th round, items of food, pan, tobacco and intoxicants (Food-plus category) are split into 2 blocks instead of being placed in a single block.

- The first block (Block 5.1) consists of the item groups cereals, pulses, milk and milk products, sugar and salt (the "F1" category). This block has a reference period of 30 days in both Schedule Type 1 and Schedule Type 2.
- Block 5.2 consists of the other items of food, along with pan, tobacco and intoxicants (the item category "F2+"). This block is assigned a reference period of 'Last 30 days' in Schedule Type 1 and a reference period of 'Last 7 days' in Schedule Type 2.

3.0.2.5 Thus Schedule Type 1, like Schedule 1.0 of NSS 61st round, uses the 'Last 30 days' reference period for all items of food, and for pan, tobacco and intoxicants.

3.0.3 Schedule design: Schedule 1.0 consists of several blocks to obtain detailed information on the consumption expenditure and other particulars of the sample household.

Block 0: Descriptive identification of sample household

3.0.4 This block is meant for recording descriptive identification particulars of a sample household. All the items are self-explanatory. A dash (-) may be recorded against not applicable items (e.g., village name is not applicable for urban sample).

What is new in the schedule

(compared to the 61st/64th round)

- There are two schedule types. Schedule Type 1 is similar to the 61st round schedule. It uses, for some blocks, a double reference period – “last 30 days” and “last 365 days”. Schedule Type 2 uses different reference periods of 7, 30 and 365 days for different items. For any particular block, it uses only one reference period.
- Unlike the 61st round schedule (Block 3), there is no question on possession of ration card or on ration card type.
- Unlike the 61st round (Block 3), there is no question on food assistance schemes of the Government from which the household has benefited.
- Block 3 will have a question on use of the internet by household members during the last 30 days.
- In both schedule types, the food-plus item category (food, pan, tobacco & intoxicants) has been split into 2 blocks: Block 5.1 and Block 5.2. For Block 5.1 (cereals, pulses, milk & milk products, sugar and salt), both schedule types use a 30-day reference period. For the remaining food groups, and for pan, tobacco and intoxicants, Schedule Type 1 uses “last 30 days” and Schedule Type 2 uses “last 7 days”.
- Foodgrains such as *chira*, *khoi*, etc., if reported as obtained from home-produced paddy, may be recorded as consumption out of home produce against *chira*, *khoi*, etc., instead of against “rice”.
- In Block 5.2, the items “supari”, “lime”, “katha”, and “other ingredients for pan” have been merged to form a single item (312) “ingredients for pan (gm)”.
- ‘Cornflakes’, ‘soyabean’, ‘sunflower/ soyabean oil’ and ‘rice bran oil’ have been dropped from the list of food items.
- In Block 5.2, item 334, the description “foreign liquor or refined liquor” has been replaced by “foreign/ refined liquor or wine”.
- All second-hand purchases of books and journals (and magazines) will be recorded against a separate item (401) in Block 9.
- A new item (406) for “educational CD” has been introduced in the block on education and institutional medical care (Block 9).
- In Block 9, the item (404) “stationery, photocopying charges” has replaced the old item “stationery”.
- No information on insurance premium paid will be collected in the schedule.
- In Block 10, there is only one item (420) for medicine. In the 64th round, medicine in Block 10 was split into five items.
- In Block 10, the item (436) “VCD/DVD hire (incl. instrument)” has replaced the item “video cassette/VCR/VCP hire”.
- “Telephone charges: mobile” (item 488) in Block 10 will be an unstarred item, that is, actual expenditure incurred during the last 30 days will be recorded. “Telephone charges: landline” (item 487) will remain a starred item, i.e., entry = amount last paid divided by no. of months for which paid.
- The item “tape recorder, CD player” has been dropped from Block 11. Item 562 has been modified slightly to “VCR/VCD/DVD player”.
- The item (622) “PC/laptop/other peripherals incl. software” has replaced the old item “personal computer” (Block 11).
- Schedule Type 2 has a block (Block 13) on “Perception of household regarding sufficiency of food”.

Block 1: Identification of sample household

3.1.0 The identification particulars for items 1, 4-12 will be copied from items 1, 4-12 of Block 1 of the listing schedule (Schedule 0.0). The entries against items 2, 3 and 20 have already been printed in the schedule.

3.1.1 Item 13: sample hamlet-group/ sub-block number: This item is to be recorded from the heading of Block 5 of Schedule 0.0.

3.1.2 Item 14: second-stage stratum: This item will be copied from the heading of column (12) or (13) or (14) of Block 5 of Schedule 0.0.

3.1.3 Item 15: sample household number: The sample household number (i.e., order of selection) of the selected household is to be copied from column (15) or (16) or (17) of Block 5 of Schedule 0.0 in case of Type 1 schedules and from column (18) or (19) or (20) of Block 5 of Sch.0.0 in case of Type 2 schedules.

3.1.4 Item 16: srl. no. of informant (as in col. 1, block 4): The serial number of the person recorded in column 1 of Block 4, Schedule 1.0, from whom the bulk of the information is collected will be entered. Information has to be collected from one of the household members. In an extreme case, information may be collected from a person other than the household member who is supposed to know all the requisite information. In such a case, '99' should be recorded against this item.

3.1.5 Item 17: response code: This item is to be filled in at the end of the interview. It is meant to classify the informant according to the degree of his co-operation as well as his capability to provide the required information. The codes are:

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

3.1.6 Item 18: survey code: Whether the originally selected sample household has been surveyed or a substituted household has been surveyed will be indicated against this item by recording '1', if the sample household is the one originally selected, and '2', if it is a substituted household. If neither the originally selected household nor the substituted household could be surveyed i.e., if the sample household is a casualty, code '3' will be recorded. In such cases only blocks 0, 1, 2, and the last two (remarks and comments) blocks will be filled in and on the top of the front page of the schedule the word 'CASUALTY' will be written and underlined.

3.1.7 Item 19: reason for substitution of original household (code): In case the originally selected sample household could not be surveyed, the reason for not surveying the original household will be recorded against this item, irrespective of whether a substituted household could be surveyed or not. The codes are:

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

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

Block 2: Particulars of field operations

3.2.0 The identity of the Investigator and supervisory officer associated with the work, date of survey/inspection/scrutiny of schedules, date of 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 canvassing the schedule takes more than one day, the first day of survey is to be recorded against the item srl. no. 2(i). The "total time taken to canvass the schedule" means the actual time spent in canvassing the schedule and will not include the time taken by the investigator/senior investigator to finalise the schedule. It is recorded in minutes.

Block 3: Household characteristics

3.3.0 Characteristics which are mainly intended to be used to classify the households for tabulation will be recorded in this block.

3.3.1 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 the same as the last serial number recorded in column 1 of Block 4.

3.3.2 Item 2: principal industry (NIC-2004): The description of the principal household industry will be recorded in the space provided. The description of the principal industry should be recorded in as specific terms as possible based on the description given by the informant. In other words, the industry description should not be copied from the NIC booklet if the informant's description gives a clearer idea of the industrial activity which determines the principal industry of the household. The entry cell for item 2 has been split into five parts for recording each digit separately. The appropriate five-digit industry code of the NIC-2004 will be recorded here. For households deriving income from non-economic activities only, a dash (-) may be put against this item. For the definition of principal household industry see paragraph 1.9.35, Chapter One.

3.3.3 Item 3: principal occupation (NCO-2004): The description of the principal household occupation will be recorded in the space provided. As in case of principal household industry, the description of the principal occupation, too, should be recorded in as specific terms as possible based on the description given by the informant. In other words, the occupation description should not be copied from the NCO booklet if the informant's description gives a clearer idea of the principal occupation pursued by the household. The appropriate three-digit occupation code of the NCO-2004 is to be recorded in the entry cell, which has been trisected for recording each digit separately. For households deriving income from non-economic activities only, a dash (-) may be put against this item. For the definition of principal household occupation see paragraph 1.9.35, Chapter One.

3.3.4 Item 4: household type (code): The household type code based on the means of livelihood of a household will be decided on the basis of the sources of the household's income during the 365 days preceding the date of survey. (For the definition of household type, see paragraph 1.9.5, Chapter One.) Note that the codes are not the same for rural and urban areas. For rural households, the household type codes are:

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

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

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

3.3.5 Item 5: religion (code): The religion of the household will be recorded against this item in code. 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

3.3.6 Item 6: social group (code): Whether or not the household belongs to Scheduled Tribes, Scheduled Castes or Other Backward Classes will be indicated against this item in terms of the specified codes which are:

Scheduled Tribes - 1, Scheduled Castes - 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.

3.3.7 Item 7: whether owns any land (yes -1, no-2): It is to be ascertained whether the household owns any

* see paragraph 1.9.3 and 1.9.4 of Chapter One

land or not as on the date of survey. The instructions in paragraph 1.9.7 and 1.9.8 in Chapter One are to be read in full before making any entries against items 7-12.

3.3.7.1 There will be many situations when the land possessed by the household is *owned by the head of the family, who stays in a different town or village and therefore is not a member of the household*. In such cases the land should be regarded as not owned but *leased in* by the household. But it is very likely that the household in such cases will tend to report the land as 'owned'. Before any entry is made in item 7 (whether owns any land) as well as items 8-12, therefore, proper probing is necessary to ascertain whether all the land reported as owned by the household is actually owned by the household *members*.

3.3.8 Item 8: type of land owned (homestead only-1, homestead and other land - 2, other land only - 3):

The definition of homestead land is given in Chapter One, paragraph 1.9.33. Codes will be recorded against the item depending on the type of land owned. If the household owns only homestead and no other land, the appropriate code will be 1. But if the household owns some other piece of land along with homestead land, code 2 will be entered against this item. Code 3 will be applicable when a household owns a piece of land but not the homestead land.

3.3.9 **Items 9-13: land possessed (in 0.000 hectares):** The area of land 'owned', 'leased-in', 'otherwise possessed (neither owned nor leased-in)' and 'leased-out' by the household as on the date of survey will be ascertained and recorded against items 9, 10, 11 and 12 respectively in hectares, in 3 places of decimals. The total area of land possessed by the household will be worked out as item 9 + item 10 + item 11 – item 12 and recorded against item 13. The entry cells have been split into two parts – one for the integer part and the other for the fractional i.e., decimal part. The instructions in paragraph 1.9.7 and 1.9.8 in Chapter One are to be read carefully before making any entries here.

3.3.10 **Item 14-15: land cultivated and irrigated (in 0.000 hectares):** Land cultivated is defined as the *net sown area* (area sown with field crops and area under orchards and plantations counting an area only once in an agricultural year) during the agricultural year 2008-09 i.e., July 2008 to June 2009. Land cultivated may be from the land 'owned', 'land leased in' or from 'land otherwise possessed (neither owned nor leased in)'. It will be recorded against item 14 in hectares in three places of decimals. Against item 15, the net area irrigated out of the land cultivated during the agricultural year 2008-09 will be recorded in hectares in three places of decimals. As in items 9-13, separate provision has been made for recording integral and decimal parts.

3.3.11 **Items 16 and 17: primary source of energy used for cooking and lighting:** Against these two items, the code corresponding to the primary source of energy that is used by the household for cooking and the primary source of energy used for lighting during the *last 30 days preceding the date of survey* will be recorded. If more than one type of energy is used, the primary or principal one on the basis of its extent of use will have to be identified and the corresponding code will be noted in the appropriate box. The codes are:

cooking: coke, coal and charcoal- 1, firewood and chips- 2, LPG- 3, gobar gas - 4, dung cake- 5, kerosene- 6, electricity- 7, others- 9, no cooking arrangement- 8

lighting: kerosene -1, other oil -2, gas - 3, candle - 4, electricity - 5, others -9, no lighting arrangement – 6

3.3.12 **Item 18: dwelling unit (code):** This item refers only to the dwelling unit or the actual residence of the sample household. The dwelling unit may be an entire structure or may be only a part of a structure. Accordingly, the investigator will ask the informant if it is owned, hired or otherwise occupied. If the occupant owns the dwelling unit, code 1 will be recorded against item 18. If it is taken on rent, code 2 will be entered and if it is occupied otherwise, code 9 will apply. However, if any household is found living under trees, bridges, in pipes, etc. it will not be treated as living in dwelling unit. For such households code 3 will be recorded. It may be noted that a dwelling unit constructed on a plot of land which is taken under long-term lease, usually 30 years or more, will be considered as being held in owner-like possession. Similarly, a dwelling unit itself possessed by a household under a long-term lease may be treated as in owner-like possession and code 1 will be applicable in such cases also. The codes for this item are as follows:

owned	1
hired	2
no dwelling unit	3

others

9

3.3.13 Item 19: is any member of the household a regular salary earner? (yes-1, no-2): The distinction between a casual wage labourer and a regular salary earner lies in whether a daily or periodic renewal of work contract takes place in the normal course of employment or not. A daily or periodic renewal of the work contract is a normal feature of a casual wage labourer's employment, but not of a regular salary earner. Sometimes financial constraints of the employer may prevent a salary earner from *receiving his/her salary regularly*; but this will not change his/her status as a regular salary earner. Again, a regular salary earner may receive wages monthly or weekly; what is important is that his/her *work contract* does not require a daily, weekly, monthly or annual renewal. Whether a person is receiving time wage or piece wage is also not relevant in deciding whether the person is a regular salary earner. Paid apprentices may also be regular salary earners.

3.3.14 Item 20: did the household perform any ceremony during the last 30 days? A ceremony for the purpose of this item is an occasion on which a large number of meals (not just snacks) were served to non-household members, which significantly affects the household's total expenditure during the last 30 days. The occasion need not be religious. If the household is found to have performed any ceremony during the last 30 days, code '1' will be recorded against this item. Otherwise, '2' will be recorded.

3.3.15 Item 21: no. of meals served to non-household members during the last 30 days: The total number of meals served to non-household members during the last 30 days will be recorded against this item. The definition of meal is given in paragraph 3.4.9 below. It may be noted that if a ceremony was performed (code 1 in item 20), the entry in item 21 will be positive. But item 21 (meals served to non-household members) may be positive even if no ceremony was performed.

INTERNET

The **Internet** is a global network of interconnected computers, enabling users to share information along multiple channels. Typically, a computer that connects to the Internet can access information from a vast array of available servers and other computers by moving information from them to the computer's local memory. The same connection allows that computer to send information to servers on the network; that information is in turn accessed and potentially modified by a variety of other interconnected computers. A majority of widely accessible information on the Internet consists of inter-linked hypertext documents and other resources of the World Wide Web (WWW). Computer users typically manage sent and received information with web browsers; other software for users' interface with computer networks includes specialized programs for electronic mail, online chat, file transfer and file sharing.

Source: Wikipedia

3.3.16 Item 22: whether the household has access to internet at home on the date of survey (yes-1, no-2): Here access to the internet will mean scope for browsing the internet through devices possessed by the household/ household members such as computer, iPod, Blackberry, or any such internet accessing device. The question should be put to the most knowledgeable among the available household members.

Block 4: Demographic and other particulars of household members

3.4.0 All members of the sample household will be listed in this block. For each member, name, relation to head, sex, age, marital status, general education level, and particulars of meals consumed will be recorded.

3.4.1 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). 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.

3.4.2 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).

3.4.3 Column (3): relation to head (code): The relationship of each member of the household to the head of the household (for the head, the relationship is 'self') 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/	
spouse of married child	4	sister-in-law/ other relatives	8
unmarried child	5	servant/ employees/ other non-relatives	9

3.4.4 Column (4): sex (male-1, female-2): The sex of each member of the household will be recorded in this column. For eunuchs, code '1' will be recorded.

3.4.5 Column (5): age (years): The age in completed years of all the members listed will be ascertained and recorded in this column. For infants below one year of age, '0' will be entered. Ages above 99 will be recorded in three digits.

3.4.6 Column (6): marital status (code): The marital status of each member will be recorded in this column. The codes are:

never married - 1, currently married - 2, widowed - 3, divorced/separated - 4.

3.4.7 Column (7): general educational level (code): Information regarding the level of general education attained by the members of the household listed will be recorded in this column. For the purpose of making entries in this column, only the course successfully completed will be considered. For instance, for a person who has studied up to say, first year B.A., educational attainment will be considered as "higher secondary" (code 10). For a person who has studied up to 12th standard but has not appeared for the final examination or has failed, educational attainment will be considered under "secondary" (code 08). The relevant codes to be used for recording entries in this column are as follows:

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

3.4.7.1 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. Those who achieved literacy through Total Literacy Campaign (TLC) will be given code 03. Other literates without formal schooling will be given code 04.

3.4.7.2 Those who achieved literacy through formal schooling (excluding schools created under EGS) but are yet to pass the primary standard examination will be assigned code 05. Similarly codes 06-08 and 10-13 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. Those who have completed

some diploma or certificate course in general, technical education or vocational education which is equivalent to below-graduation level, will be assigned code 11. On the other hand, those who have obtained degree or diploma or certificate in general, technical education or vocational education, which is equivalent to graduation level, will be given code 12. Code 13 will be assigned to those who have obtained degree or diploma or certificate in general or technical education which is equivalent to post-graduation level and above.

3.4.8 Column (8): number of days stayed away from home during last 30 days: The number of days for which the member 'stayed away from home' during the 30 days preceding the date of enquiry should be recorded here. A continuous absence from home for 24 hours will be reckoned as a 'day stayed away'. That is, the entry will be made in completed number of days and any fraction of a day will be ignored. The location of the place where the person stayed, while away from his/her household, may also be within the same village/town. Staying away will mean not only physical absence but also non-participation in food consumption from one's own household. For example, if a member stayed away for two days, but consumed food prepared at home during these two days, then that member will not be considered as having stayed away. For members who did not stay away for even 1 day during the last 30 days, 0 will be recorded.

3.4.9 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*'.

3.4.9.1 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'.

3.4.9.2 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.

3.4.10 Column (9): number of meals usually taken in a day: The number of meals consumed by a person is usually reported as 2 or 3. For a person who takes food only once in a day, the entry will be 1. One may also come across a person who takes food more than three times a day. For such persons, however, only 3 should be entered. That is, in this column, the recorded number of meals taken in a day, even if it is reported to be higher, should not exceed 3. In addition, for infants of age '0' as well as for children who subsist on milk only, '0' may be recorded against this item. To have a clear idea of what constitutes a meal, paragraphs 3.4.9 to 3.4.9.2 above should be read carefully.

3.4.11 Columns (10), (11), (12), (13) and (14): number of meals taken during last 30 days: It is important to note that the entries are to be made in these columns depending on the place from where food is served irrespective of where it is consumed.

3.4.12 Columns (10), (11) and (12) pertain to meals taken away from home without payment. Number of meals taken outside home on payment and at home during last 30 days preceding the date of survey, for each member of the household will be recorded against columns (13) and (14). There are schools/*balwadis*, etc. which provide standard food to all or some students as midday meal, tiffin, etc. free or at subsidised rate. Such meals are to be considered as meals taken away from home. If such food is received free it will be recorded in column (10). Meals received at subsidised rate will be recorded in column (13). There are institutions which provide canteen facilities to their students. Students can purchase food of their choice and to their requirements from these canteens on payment. In such cases also entry will be made in column (13).

3.4.13 Sometimes meals are provided by the employer. These may be as perquisites or as part of wages in kind. These meals are generally consumed at the place of work and are to be considered as meals taken away from home. It may not be rare that meals provided by the employer are brought home by the employees and consumed there. Such meals are also to be considered as meals taken away from home. In column (11), the number of such meals received and consumed during the reference period by an individual member will be recorded. Similarly meals consumed as guests in other households, will also be taken into account while making entries in column (12). For the purpose of making entry in column (13), 'meals received on payment' will mean that the informant has to incur some expense or part with a certain portion of his salary/wage for getting the meals. Meals purchased from hotel, restaurant or eating-house will be considered as 'meals taken away from home on payment' and will have to be counted also for making entry in column (13). Hostel students receiving meals from the hostel mess against meal charges will also be considered as taking meals away from home on payment. Meals taken away from home during the days of absence from the household should also be accounted in making entries in these columns. Such meals are to be accounted under either of the columns (10) to (12) or (13).

3.4.14 In column (14), the number of meals taken at home by each member of the household during the period of 30 days preceding the date of survey will be recorded. A meal will be considered to be taken at home if the meal is prepared at home irrespective of the place where it is consumed.

Blocks 5 to 11: Consumer expenditure: General instructions

3.5.0.0 Information on consumer expenditure on various items/groups of items will be collected in these blocks. The titles of the blocks and the reference periods for data collection are given in tabular form below. For simplicity, the following short forms are used: Week for "last 7 days", Month for "last 30 days", and Year for "last 365 days".

Title	Block	Reference period	
		Sch. Type 1	Sch. Type 2
Consumption of cereals, pulses, milk, sugar and salt ("F1 items")	5.1	Month	Month
Consumption of edible oil, egg, fish, meat, vegetables, fruits, spices, beverages, processed food, pan, tobacco and intoxicants ("F2+ items")	5.2	Month	Week
Consumption of energy (fuel, light and household appliances)	6	Month	Month
Consumption of clothing, bedding, etc.	7	Month, Year	Year
Consumption of footwear	8	Month, Year	Year
Expenditure on education and medical (institutional) goods and services	9	Month, Year	Year
Expenditure on miscellaneous goods and services including medical (non-institutional), rents and taxes	10	Month	Month
Expenditure for purchase and construction (including repair and maintenance) of durable goods for domestic use	11	Month, Year	Year

Week: last 7 days

Month: last 30 days

Year: last 365 days

3.5.0.1 **Consumption: some general remarks:** The consumption data should be strictly confined to the domestic consumption of the household; in other words, expenditure on any enterprise belonging to the household will be excluded. All consumption expenditure of a domestic servant who is also a member of the household will be included. The expenditure incurred on account of pet animals will be recorded under item 496 (pet animals incl. birds and fish) of Block 10. It may be noted that consumption by livestock of the household will not be included in household consumption. However, products like milk, meat, egg, etc., obtained from such livestock and consumed by the household are to be included. While recording consumption, care should be taken to include consumption on ceremonial occasions, parties, etc.

3.5.0.2 The rules given below follow from the definition of household consumer expenditure (page C-1) and the approaches adopted by NSS consumer expenditure survey to measure consumption at the household level (pages C-3 to C-6).

3.5.0.3.1 **Transfers in cash made by a household** (e.g., cash gifts to relatives, etc., fines and penalties paid, charity to beggars, cash offerings to deities at temples, other donations, alimony paid, etc.) are not part of consumer expenditure of the household. (However, services of priests and other persons provided on payment to devotees at a temple are not transfers; they come under “consumer services” purchased by the devotees.)

3.5.0.3.2 **Transfers in kind** (gifts or charity in kind): No consumption takes place at the moment of transfer.

(a) If the good transferred by a household G to a household R comes under Blocks 9-11 (e.g. a book, a pen or a watch), then the household giving the gift (G) will normally have incurred expenditure to acquire the good. If this expenditure occurred during the reference period, it will be accounted as G’s consumer expenditure.

(b) If the good transferred by G to R comes under Blocks 5-8, it cannot be the consumption of household G, as household G does not use it. Exceptions to this rule are:

(i) *meals prepared by G and served to guests or as charity: Such meals are regarded as G’s consumption (recorded against the ingredients of the meals)*

(ii) *cooked meals purchased from the market and served to guests or as charity: Such meals are considered as G’s consumption (recorded against item 303, Block 5.2).*

3.5.0.4 **Payment in kind:** When, instead of cash, a commodity is used as mode of payment, some guidelines are required regarding the accounting of consumption. The rules are to be followed are stated below. These are the same as the procedures followed in the 64th round.

(i) Suppose a household A makes a payment in kind to a person B (say, by giving a commodity whose purchase value or imputed value is Rs.100 to a domestic servant, or a priest). The following points are to be noted.

If A is the sample household: *No entry against the item (commodity) used as means of payment* is to be made in household A. Instead, an entry of Rs.100 is to be entered in A’s schedule against the item “domestic servant” or “priest”, as the case may be.

An important exception to this rule is that ingredients of meals prepared and used as payment in kind by A will be treated as part of A’s consumption (entries against the ingredients will include the priest’s/ servant’s meals). But entry against the consumer service “priest” or “domestic servant” will be made in this case as well.

If B’s household is the sample household: Case 1: The commodity is a meal prepared in A. No entry will be made in B’s household. Case 2: The commodity received comes under Blocks 5-8 (and is not a meal prepared in A, but may be a meal purchased from the market). The commodity will be considered as consumed (by B’s household) *when it is used*. Case 3: The commodity comes under Blocks 9-11. Goods will be considered to be consumed when they are acquired. Services will be considered to be consumed when they are used.

(ii) Suppose a person B receives the payment in kind not from a household A but as a perquisite from a firm where he is employed (e.g. newspapers, electricity, livery, free canteen meals, meals purchased by the firm and provided free, etc.). Then entries will be made in B’s household in a similar manner to the situation in (i) above. Canteen meals will be accounted like meals purchased from the market in (i) above.

3.5.0.5 **Goods received free with goods purchased:** Manufacturers may provide some free goods as incentives to buyers of their products. To illustrate the method for accounting consumption in such cases, suppose a household purchases a packet of rice for Rs.60 and gets a packet of salt free of cost with the rice. In this case, the household will be considered to have paid part of the Rs.60 for the salt and only the remaining part for the rice. The two parts will be calculated by apportioning Rs.60 to salt and rice in proportion to the market values (imputed if not known) of the salt and rice. If, now, the household reports that 75% of the rice and 20% of the salt was consumed during the reference period, then these percentages are to be applied to the values calculated above to record the value of consumption of rice and salt. Note that if a cake of soap had been obtained free with the rice instead of a packet of salt, then value of consumption of the soap (Expenditure Approach) would have to be recorded as 100% (not 20%) of the value of the soap calculated by the method of apportioning described above. The source code for goods obtained free with purchased goods will be 1 - the same as that for goods actually purchased.

3.5.0.5.1 However, in case of talk time received free on purchase of a cellphone, the entire amount may be shown against item 623 (mobile handset), with no attempt to separate out the expenditure incurred on talk time. The same rule may be followed for all services provided free with purchase of goods.

3.5.0.6 **Consumption from PDS:** For four consumption goods – rice, wheat, sugar and kerosene – consumption from “PDS purchase” and consumption from “other sources” are to be entered against separate items. Here PDS 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.

3.5.0.7 **Blocks 5.1 and 5.2:** In most NSS rounds, consumption of food, pan, tobacco and intoxicants is recorded in a single block, usually called Block 5. In this round, Block 5 is split into Block 5.1 and Block 5.2. *However, for convenience, the term “Block 5” will occasionally be used in the instructions to refer to Block 5.1 and Block 5.2 collectively.*

3.5.0.7.1 **Block 5.1: Consumption of cereals, pulses, milk and milk products, sugar and salt during last 30 days:** The reference period for this block is “last 30 days” both in Schedule Type 1 and in Schedule Type 2.

3.5.0.7.2 **Block 5.2: Consumption of edible oil, egg, fish and meat, vegetables, fruits, spices, beverages and processed food:** The reference period for this block is “last 30 days” in Schedule Type 1 and “last 7 days” in Schedule Type 2.

Block 5 (5.1+5.2): Consumption of food, pan, tobacco and intoxicants

General instructions

3.5.0.8 In general, the Use Approach (see page C-3) is followed for food, pan, tobacco and intoxicants. However, there are some special rules for meals which are obtained by the sample household in cooked form from outside, or cooked by the household and served to non-members.

3.5.0.9 When a person consumes meals cooked in a different household from his own, the preparing household is considered to be the consuming household. This is, obviously, a departure from the Use Approach. Thus, when a guest or a beggar is served food prepared in a household H, it is household H which is considered as the consuming household. Also, if a household H makes a payment to a person in the form of meals cooked in H’s kitchen, it is considered to be the consumption of household H.

3.5.0.10 However, when a person consumes meals received as assistance from the Government or charitable organisation (e.g. meals received under the Midday Meal scheme), or as payment in kind from an organisation (except a household enterprise which serves the meals from the household kitchen), it is considered to be the consumption of the household to which the person receiving the meal belongs. (When recording such

consumption, the value is to be imputed at the local price of the meals received and recorded against item 302: “cooked meals received as assistance or payment”). **This procedure is being followed from the 64th round onwards.**

3.5.0.11 The Use Approach is also to be followed for food in the case of a person (usually a student in a hostel) whose food bills are regularly paid by a person (usually, a parent) belonging to a different household. Prior to the 64th round, the Expenditure Approach was considered to be applicable in such cases.

3.5.0.12 When cooked meals are purchased from the market (hotels, restaurants, canteens or catering agency), the purchaser household is considered to be the consuming household, regardless of who eats the food (entry against item 303). This is a departure from the Use Approach. However, if the meals purchased are then used by the purchaser as means of payment (say, to the provider of a service), then they will be accounted in the household receiving the meals as payment (entry against item 302).

3.5.0.13 **Consumption from home produce: the concept:** Both Block 5 and Block 6 are provided with a pair of columns to record quantity and value of total consumption of each item. In addition, there are a pair of columns to record quantity and value (at ex farm prices) of consumption out of home produce for each item. Note that home produce here means the produce of cultivation or produce of livestock (e.g. milk) and not food obtained in the home by processing of other food items (e.g. curd from milk, or pickles from vegetables, spices, etc., or milk-based sweets from milk and sugar). Thus there is no concept of home produce of curd or ghee, home produce of pickles, or home produce of liquid tea. On the other hand *atta* obtained in the home from home-grown wheat, or *chira* and other grains produced in the home from home-grown paddy, may be treated as “home produce” of wheat, *chira*, etc. (See also paragraph 3.5.5.3: home produce and home processing.)

3.5.0.14 **Shaded cells:** There are many items for which the cells for quantity are shaded, usually because quantity data for these items is difficult to obtain. There are also items for which home production is by definition not possible (see preceding paragraph), or so very rare that the information is not considered worthy of collection. For such items the cells for both quantity and value of home produce are shaded.

3.5.1 **Columns (1) and (2): item and code:** It may be noted that for accounting of items a 3-digit coding system is used in all these blocks. Descriptions of the items and their codes are printed in columns (1) and (2), respectively.

3.5.2 **Unit:** Each line of this block relates to a particular item of consumption. The unit in which the quantity is to be recorded is, in case of some items, shown within brackets after the description of the item in col.(1). For items where no unit is specified after the item description in col.(1), the quantity must be recorded in kilograms (kg).

3.5.3 **Columns (3), (4), (5) and (6): quantity and value:** In columns (5) and (6) total consumption of the item by the household during the reference period is to be recorded. This includes all consumption out of monetary and non-monetary purchases and of goods received as gift or charity, obtained through free collection, or as payment in kind. On the other hand, columns (3) and (4) relate only to the imputed value of consumption of home produce. For a number of items, the quantity cells in the schedule are shaded; this means that no quantities

are to be recorded. For some items, consumption from home produce is not to be recorded; this, too, is indicated by shading the appropriate cells.

3.5.3.1 Column (3) and (5): quantity: Against most of the items of Block 5, there is provision to record the quantity figure in the appropriate unit. In Blocks 5 and 6, a quantity figure has two parts – an integer part and a fractional or decimal part. The integer part will be recorded in the left-hand cell and the fractional part will be entered in the right-hand cell in three places of decimals, in case the units are reported either in ‘kg’ or ‘litre’. If the specified unit of quantity is ‘gm’, ‘no.’, ‘box’ or ‘std. unit’ (‘kwh’), the right-hand cell of the space for quantity has been shaded, meaning that a whole number entry is required for quantity.

3.5.4 Columns (4) and (6): value: As in the previous round, all value figures are to be recorded in *whole number of rupees*, after rounding off paise figures, if any.

3.5.5 Column (7): source code: Consumption of an item during the last 30 days may be made out of one or more of several possible sources: namely, purchase, home produce, exchange of goods and services, gifts or charities, and free collection. The source from which the item has been obtained and consumed by the household will be recorded in code. The codes to be used are:

only purchase	1	only exchange of goods and services...	5
only home-grown stock.....	2	only gifts/ charities.....	6
both purchase and home-grown stock ..	3	others	9
only free collection	4		

3.5.5.1 Code 3 will be applicable if consumption is made out of both purchase and home-grown stock but not from any other sources. Any other combination of sources will get code 9. Consumption out of transfer receipts or commodities received in exchange of goods and services will also get code 9.

3.5.5.2 Home processing of food: Some food items listed in Block 5 may be prepared in the home from other food items listed in Block 5. For example, *ghee* (item 164) may be prepared in the home from milk: liquid (item 160). Pickles (item 305) may be prepared in the home from chillies, mangoes, salt, etc. In all such cases the question of where to record the consumption of such food preparations is answered as follows: against the ingredient items. Thus consumption of purchased *ghee* (or *ghee* received as gift, say) is recorded against “*ghee*” but that of home-made *ghee* against “milk: liquid”; consumption of purchased *muri* is recorded against “*muri*” but that of home-made *muri* against “rice”; consumption of purchased pickles is recorded against “pickles” but that of home-made pickles against “salt”, “mango”, “chilli”, etc. Similarly, *gur* made in the home from sugarcane will be reported not against “*gur*” in Block 5.1 but against “other fresh fruits” (item 268) in Block 5.2.

3.5.5.3 Home produce and home processing: To repeat what has been explained in paragraph 3.5.0.13 above, home produce means the produce of cultivation or produce of livestock (e.g. milk) and not food made in the home by processing of other food items listed in the schedule. Thus there is no question of home produce of curd or ghee, home produce of pickles, or home produce of liquid tea. However, *chira*, *khori* and rice obtained in the home from paddy are considered as home produce of *chira*, *khori* and rice, as paddy is not an item listed in the schedule.

3.5.5.4 It follows from the above that source codes 2 (consumption from home-grown stock only), 3 (consumption from both purchase and home-grown stock) and 4 (consumption from free collection) are not permissible for items of Block 5 such as *muri*, curd, *ghee*, butter, ice-cream, *gur*, pickles, tea (cup), etc., which are created by processing of other items of Block 5 (rice, milk, sugar, sugarcane, vegetables, fruits, salt, etc.). Only source codes 1, 5, 6 and 7 can be entered against these items. In Sch.1.0, an asterisk (*) appears in the source code column against all items of this kind. Note that the purpose of the asterisk is not to block the entry from being made in the source code column, but to remind the investigator that source codes 2, 3 and 4 are not applicable for the item concerned (the * mark directs the reader to a footnote at the bottom of the page which mentions this).

3.5.6 Storing of home-processed food before consumption: Some home-made items such as pickles and ghee may be stored in the home for a number of months before they are consumed. Data collection on consumption during any particular month becomes difficult in such cases. *For simplicity of data collection, therefore, the ingredients may be regarded as consumed at the moment when they are used up in the process of preparation of the final food product. This applies to all items of Block 5 which may be prepared in the home from other Block*

5 items. It follows that home-made items such as ghee and pickles, if received by the sample household as gift from the household which prepared the item, and subsequently consumed, should not be accounted as consumption of the sample household. This procedure is a departure from the use approach otherwise followed for food items.

3.5.7 Imputation of value: The method of imputing values of items which are consumed but not purchased has been given in paragraph 3.0.1.14.

3.5.8 Wastage and normal discard of food in the process of consumption: It may be mentioned that for all the items in Block 5.1/5.2, the quantity reported to have been actually consumed is to be recorded. However, normal day-to-day wastage like thrown-away cooked food will not be excluded from the quantity of consumption. Similarly, for recording quantities, discard due to normal cleaning, peeling, etc. will be ignored. Thus a kilogram of jackfruit bought from the market and cooked after throwing away the skin will be entered as 1 kg of jackfruit. But the quantity of impure item, like husk mixed with rice, will be netted out while recording quantity of rice consumed, while no adjustment will be made in value of rice consumption. For example, suppose the weight of a mixture of rice and husk originally weighing 10 kg becomes only 8 kg after its cleaning, etc. Then the quantity of rice consumed is to be recorded as 8 kg only. The value of rice, however, will be considered to remain unchanged.

3.5.9 Losses of food: On the other hand, an item which is not brought into the consumption process will not be treated as consumed. For example, suppose that 10 kg of rice is purchased for consumption at Rs.100, out of which, 5 kg is either stolen, or damaged by insects, infection, etc., or eaten by rats, and the remaining 5 kg is consumed. Then the quantity of consumption will be 5 kg and the value of consumption, Rs.50.

3.5.10 Items 101 and 102: rice: Rice will mean the grain obtained after husking and cleaning paddy.

3.5.11 Items 103-106: Rice products like chira, khoi, lawa, muri, rice powder, etc. which are obtained by splitting, frying, powdering, parching of the grain are covered by these items. However, if such products (e.g. muri) are made from rice in the home, their consumption will be recorded against "rice" (item 101 or 102) and not against the rice product (here, muri). Food preparations out of rice viz., pastries, cakes, sweets, etc., should not be considered as rice products. These items will be put under the appropriate item of the food group "beverages, refreshments and processed food", unless they are prepared at home, in which case consumption will be accounted against the ingredients (rice, sugar, etc.).

3.5.12 Items 107 and 108: wheat/atta: This will mean wheat in its whole grain form, broken wheat (not powdered) and also atta used for food preparation.

3.5.13 Items 110-114: Maida is wheat flour, that is, wheat in its powdered form (which is purchased as "maida"), will be included under item 110 (maida). Other wheat products will either be accounted against the specific listed items or against item 114 (other wheat products). It may be noted that while consumption of bakery bread will be recorded against item 113, those for other wheat preparation like biscuits, cakes, etc., will be accounted for in food group: beverages, etc. (items 290 to 308).

3.5.14 Items 115-122: This series of items has been provided for recording details of consumption of jowar, bajra, maize, barley, small millets, ragi and other cereals. Each of these items will include their products also. Maize (item 117) will include cornflakes and popcorn. Sattu prepared by frying and powdering of barley will be included against item 118 (barley and products). Like food preparations out of rice, food preparations of these cereals will be recorded against appropriate items of food group: beverages, etc.

3.5.15 Item 129: cereal: sub-total: This is a sub-total item. The sum of all the cereal items will be obtained for columns (3) and (4) and recorded in the respective columns of this line. In other words, the entry will be the sum of the entries recorded in that column against each of the constituent items (cereals and cereal products). Similarly, all other sub-total items will be derived.

3.5.16 Item 139: cereal substitutes (tapioca, etc.): Cereals are usually a person's staple food. But sometimes by choice or due to scarcity, a person may not consume much of cereals or may consume no cereal at all. The food requirement is partially or wholly met in such cases by consumption of food items which could be treated as substitutes for cereals. Tapioca, for example, is consumed in some parts of the country as a substitute for cereals. Similarly, jackfruit seed, mahua, etc. are also consumed as substitute for cereals. Potato or sweet potato consumed as substitutes for cereals will not however be shown here. These will be recorded under the vegetables

group. Sometimes mixed cereal flour, like *idli* flour, which is a mixture of cereals, pulses and also of spices, is purchased and consumed. In such a case if the proportion of different constituents of the mixture is not known and/or might be difficult to obtain, the quantity and value of it will be recorded against the major constituent item of the mixed cereal flour.

3.5.17 Item 150: gram products: This relates to items like *sattu* obtained by frying and powdering of gram (whole grain). However, *besan* made out of gram will not be considered here. Instead, it will be recorded against item 151 (*besan*).

3.5.18 Item 152: other pulse products: This includes soyabean meal and soya flour.

3.5.19 Items 160-167: milk and milk products: These items relate to liquid milk, baby food, and products of milk obtained on transforming milk by heating, churning milk or adding chemicals like acid drops or fermenting agent, in the form of *ghee*, butter, curd (*dahi*), casein (*chhana*), buttermilk, etc. Sweetmeats like '*khoya*', '*rasagolla*', '*pera*', etc. prepared at home out of milk purchased or home-produced will not be treated as milk products and hence will not be accounted against these items. In case a household prepares these sweetmeats from liquid milk, its consumption will be recorded against milk: liquid (item 160) and against other constituent items of the preparations. Similarly, when milk products like *ghee*, butter, curd, etc. are obtained from liquid milk by the household and consumed, consumption will be recorded against milk: liquid and not against the particular milk product. For example, suppose a household purchased 30 litres of milk, out of which 15 litres was converted into curd and consumed. In this case the entire amount of 30 litres will be shown against "milk: liquid" only. But if the curd is purchased from the market and consumed by the household, the quantity and value will be recorded against "curd".

3.5.20 Item 160: milk: liquid: This will mean milk as directly obtained from cow, buffalo, goat or any other livestock. Milk sold in bottle or polypack will also be treated as 'milk: liquid'. The unit of quantity for "milk: liquid" is 'litre'. Readily drinkable flavoured and bottled milk should be considered as "milk: liquid" and should also be recorded against this item. Milk transformed into curd, casein, *ghee*, etc. during the reference period for the purpose of household consumption should also be included in this item even if the milk products are not actually consumed during the reference period (a departure from the consumption approach) The same procedure will be followed even if the milk product is intended to be gifted to some other household.

3.5.21 Item 161: baby food: This relates to such baby food the principal constituent of which is milk e.g. Lactogen, Milk Care, Amulspray, etc. Other foods meant for babies like Farex, Cerelac, etc. whose principal constituent is not milk will not be accounted here. Such items should be recorded against 'other processed food' (item 308).

3.5.22 Item 166: ice-cream: Ice-cream for which major component is milk will be included against this item. Ice with syrup but without milk sold in the villages as ice-cream will not be included against this item. Instead, it will be accounted against item 297 (other beverages).

3.5.23 Item 171: sugar – other sources: This will include *khandsari*.

3.5.24 Item 189: salt: This will include all edible salt, whether iodised or not.

3.5.25 Items 190 to 194: edible oil: Oils such as mustard oil, groundnut oil, etc. will be considered as "edible oil" when they are used in cooking. The same oils, when used for toilet purpose, will not be accounted against any of these items in this block, but will be recorded against item 453 (hair oil, shampoo, hair cream) or item 457 (other toilet articles) of Block 10.

3.5.26 Some edible oils, such as groundnut oil, etc., are sold in the market after refining the raw oil obtained by crushing the seeds by some chemical process of neutralisation, bleaching and decolourisation. No distinction will be made between raw and refined oils.

3.5.27 Item 242: other vegetables: This includes green fruits like mango, watermelon, etc. consumed after preparing processed food besides the vegetables listed in the schedule.

3.5.28 **Item 268: other fresh fruits:** This will include all fresh fruits which are not listed in the schedule. It will include sugarcane consumed like fruits. It will also include sugarcane used by the household to prepare *gur*.

3.5.29 **Item 272: dates:** This item will also include dates used by the household to prepare *gur*.

3.5.30 **Items 280-288: spices:** There are a large variety of spices which are generally used in food preparations. Of these items, turmeric and chillies are most commonly used. Items not listed here are mostly purchased in the villages as mixed spice and it may be difficult to collect information on expenditure and consumption of each individual item of spices. For such spices item 288 (other spices) has been provided.

3.5.31 **Item 294: mineral water:** The term “mineral water” will be understood to mean all packaged drinking water regardless of its mineral content.

3.5.32 **Item 295: cold beverages: bottled/canned:** This includes cold drinks like *Thums Up*, *Pepsi*, *Coca-Cola*, *Frooti*, etc. The unit of quantity, both for this item and for item 296 (fruit juice and shake), is ‘litre’.

3.5.33 **Item 297: other beverages (cocoa, etc.)** will include soda water, but not packaged drinking water (“mineral water”), which will be recorded against item 294.

3.5.34 **Item 298: biscuits:** This item will include not only biscuits but confectionery such as chocolate, toffee and lozenges, and sugar substitutes such as saccharine and sugar-free sweeteners.

3.5.35 **Item 300: cake, pastry, etc:** This is a separate item and will not include biscuits. Quantity should be recorded in kg, not number.

3.5.36 **Item 301: prepared sweets:** This item will include sweets made of sugar, cereals, milk, coconut, etc. obtained by purchase or as gift. Sweets made at home will be accounted not against this item but against the items for the ingredients.

3.5.37 **Items 302 and 303: cooked meals:** The rules to be followed are stated below. Note that the term “cooked meals” here does not refer to food cooked in the sample household or in any other household. Such food is always accounted against the ingredients in the household where it is cooked.

3.5.38 **Item 302: cooked meals received as assistance or payment:** Entries (number and imputed value of cooked meals) will be recorded against this item in the following situations:

- There are factories and offices which have their own canteen providing meals to the employees. Consumption of meals from the canteen by the employees of such institutions, if these are received free of cost, will be considered as perquisites, and their number and imputed value will be recorded in the employee households against **item 302**. This practice is being followed from the 64th round onwards.
- For inmates of hostels where meals are provided free of cost by the Government or other organization which runs the hostel, the cost of meals will be imputed at local prices and recorded against **item 302** in the students’ (single-member) households. This, too, is a practice being followed from the 64th round onwards.
- Number and imputed value of cooked meals received as assistance (Government or charitable organization), as, for example, under the Midday Meal scheme) will be recorded against **item 302**. This again is a procedure being followed from the 64th round onwards.

3.5.39 **Item 303: cooked meals purchased:** For cooked meals purchased from market, i.e., from hotel, restaurant, canteen, catering agency, etc., entry will be made against **item 303** in the household which purchased the cooked meals, which might have been consumed by household members, guests and other persons. This is a departure from the “use approach” followed for food generally. However, if such meals are served to employees of an enterprise operated by the household, or otherwise used as means of payment (e.g. to some service provider such as a barber) they will be regarded as means of payment for services rendered and, according to the procedure given in paragraph 3.5.0.4, will be considered as consumption of the employees’ households against **item 302**. Payment for meals received by a hostel student from the hostel mess will be recorded in all cases

(even when the payment is made directly by the parents of the student) **in the student's household against item 303.**

3.5.40 Items 305 to 307: pickles, sauce, jam, jelly: Pickles (305), sauce (306) and jam/jelly (307) may be purchased or prepared at home. The usual ingredients approach will be followed for accounting of home-made jam, pickles, etc. (see paragraph 3.5.5.2). However, to simplify reporting, consumption of the ingredients (e.g., sugar) of a home-made item such as pickles will be considered as taking place at the moment the ingredients are used up in preparing the food product (e.g., pickles) and not at the time when the food product is actually eaten or ingested (see paragraph 3.5.6).

3.5.41 Item 308: other processed food: Items like purchased snacks, food packets, chow mein (cooked), soup powder, etc. which have not been covered under items 298-307 will be recorded against this item.

3.5.42 Item 312: ingredients for pan: This includes *supari*, lime, *katha*, and all other ingredients used for preparing *pan*. *Supari* (betelnuts) in various forms is available in the market. These are fresh *supari*, sundried *supari*, fermented *supari*, boiled and coloured *supari* and scented *supari*. Tobacco, *zarda*, *surti*, *kimam*, etc. which are also consumed with *pan*, should not be included in item 312. Provision for them has been made in the tobacco group. However, products such as "Pan Parag" (*pan masala*) will be included in this item.

3.5.43 Item 321: cigarettes: Cigarette paper and tobacco are sometimes purchased separately for making cigarettes. In such cases value to be recorded would be the value of tobacco plus the value of paper taken together. The corresponding entry in quantity column will be in terms of number of cigarettes actually made and consumed. Sometimes ganja is consumed in the form of cigarettes. Such cigarettes will be considered under item 330: ganja.

3.5.44 Item 322: leaf tobacco: This will include all leaf tobacco consumed during the reference period in any form. Tobacco leaf burnt and powdered for brushing teeth will also be included against this item.

3.5.45 Item 330: ganja: This will also include ganja consumed in the form of cigarettes.

3.5.46 Item 332: country liquor: This will exclude country liquor prepared at home from its ingredients and consumed. Consumption entries will be made against the ingredients.

3.5.47 Item 335: other intoxicants: This will include drugs used for intoxication but exclude drugs used for medicinal purposes.

Block 6: Consumption of energy (fuel, light and household appliances) during the last 30 days

3.6.0.0 This block will record information on consumption of energy for cooking, lighting and other household purposes with the exception of conveyance during the 30 days prior to the date of survey. The columns are similar to those of Block 5. The "consumption out of home produce" columns are shaded for most of the items.

3.6.0.1 Note that some items such as petrol and kerosene may be used for cleaning as well as for energy. In this block, only the part used for energy, excluding use in vehicles, will be recorded. The amount of petrol, kerosene, etc. used in vehicles will be reported in the conveyance sub-group of Block 10. The amount used for cleaning purposes may be entered in item 473 of the "household consumables" sub-group of Block 10.

3.6.1 Item 342: electricity: The consumption will include meter rent and surcharge for electricity also. Quantity in "standard units" (kwh) actually consumed during the reference period is to be ascertained as far as possible. Usually, the household will be able to report the monthly expenditure accurately but not the number of units. Note that all commodities *purchased* by the household, including electricity, are to be valued at the purchase price. This means that the entry in the value column will be the expenditure actually incurred, if it is a case of purchase. ("Hooking" is not purchase.) Two common special cases of purchase are discussed below:

- (a) Sometimes a fixed amount is charged from the household every month by the electricity board or supply agency, assuming an average consumption level which the agency calculates in some manner using past

information, or otherwise. For example, the bill every month may show consumption as 50 units and charges as Rs.150. In this case the entry in the value column will be Rs.150. As for quantity, if the household knows that its consumption during the last 30 days was about 80 units and not 50, then 80 will be recorded. On the other hand, if it has absolutely no idea of the number of units consumed, then 50 may be recorded.

(b) Sometimes the meter is shared with the landlord and the landlord charges a fixed amount X every month from the sample household. This is a case of purchase of electricity from the landlord. Here X will be recorded in the value column and the number of units actually consumed will be ascertained as far as possible and recorded in the quantity column. If the household has absolutely no idea of the quantity then it may be assumed that the landlord is charging at the same rate as the electricity board or supply agency. This rate should then be ascertained and used to calculate the quantity consumed.

3.6.1.1 Hooking: In case of “hooking”, the quantity will have to be approximately ascertained and recorded. Value of this quantity will be imputed at the local price, that is, the price that would have been charged if the connection had been legal.

3.6.1.2 Generation of electricity: For a household to which electricity is supplied by some person or agency generating electricity by means of a generator, the charges will be shown against item 342: electricity. But if the household generates its own electricity using a diesel or petrol generator, then the fuel charges will be shown against “diesel” or “petrol”. Charges for repair and maintenance of such generator will be shown in Block 11 against item 591 (other cooking/ household appliances), in the column(s) for cost of materials and services for construction and repair (col. (7) & (13) for Sch. Type 1, col. (7) for Schedule Type 2).

3.6.2 Item 341: firewood and chips: It may be noted that firewood and chips collected free from forests, etc., should not be shown as consumption from home produce.

3.6.3 Item 348: LPG: Usually a fixed quantity of liquefied petroleum gas (LPG) is filled in a gas cylinder and supplied for domestic consumption. To find out the value of consumption of LPG during the reference period, the number of days normally taken by the household to use up one full cylinder of gas will have to be first ascertained. Suppose the price of a cylinder of gas is Rs. ‘V’ and the household usually consumes one full cylinder in ‘D’ days. Then the value of gas consumed during the last 30 days will be calculated as $(V \times 30)/D$ and rounded off to the nearest whole number of rupees. However, caution money deposited for getting a gas cylinder should not be considered as consumer expenditure and should not be recorded in this schedule.

3.6.4 Item 352: gobar gas: The value of gobar gas is to be imputed on the basis of value of inputs used for manufacturing gobar gas.

3.6.5 Item 353: petrol (litre) and item 354: diesel (litre): Petrol, diesel, etc. used for generating electricity for lighting, fans, etc., will be recorded here, but not fuel used for one’s vehicle.

3.6.6 Item 355: other fuel: This will include any other item used *as fuel* for cooking, lighting or other household purposes. It will include fuel used for *puja*, etc., but not fuel used for one’s vehicle.

Block 7: Consumption expenditure on clothing, bedding, etc.

3.7.0 This block has a reference period of last 365 days for Schedule Type 2. In Schedule Type 1, information is to be recorded for two reference periods: “last 30 days” and “last 365 days”.

3.7.0.1 For items of clothing, bedding and footwear, consumption of an item is said to occur when it is first used. Consumption is accounted in the household of the person who is the first user.

3.7.0.2 Second-hand purchase: An exception is made in case of second-hand purchase of clothing and footwear. Second-hand purchase of clothing or footwear occurs when an item of clothing or footwear is purchased by a household after it has been used by another household, without alteration. When such a purchase occurs, we say that consumption (out of second-hand purchase) has occurred *at the moment of purchase*. That is, in case of second-hand purchase, the use approach is not followed; in other words, whether the purchased item has been used or not after purchase is not relevant.

3.7.0.3 Entries regarding consumption of clothing items will be the total of consumption out of purchase, out of home produce, out of transfer receipts such as gift, charity, and out of receipts in exchange of goods or services, etc. Care should, however, be taken to exclude purchases made on account of household productive enterprises.

3.7.0.4 Clothing purchased first-hand will be reported against items 360 to 373. The total value of clothing purchased second-hand will be recorded against item 374.

3.7.0.5 **Imported second-hand ready-made garments** will be treated not as second-hand but as first-hand purchase and as such will be included against item 368.

3.7.0.6 In line with previous practice, quantity and value of **livery supplied by the employer** will be recorded as household consumption even if used during duty hours only.

3.7.0.7 Consumption of clothing out of home production during the reference period will be evaluated at the producer's price. But consumption of clothing items made out of transfer receipts and receipts in exchange of goods and services will be evaluated at the retail price prevailing in the local market.

3.7.0.8 For 'ready-made' garments, the unit of quantity will be "number". But if a household prepares a garment out of cloth purchased, then the item of consumption will be recorded as "cloth" and the quantity will be recorded in 'metres'. 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 runs a tailoring shop**. In case the household does have such a shop and a garment is sewn there, the value of cloth will be recorded against item 362 or 363 and the tailoring charge will be shown against item 485 of Block 10. Similarly, for a quilt made at home of which the materials (viz., cloth, stuffing, cotton, thread, etc.) were purchased, the quantity and value of the materials used will be shown against the respective items. The service charge paid to a hired person for making the quilt will be entered as tailoring charge against item 485 in Block 10.

3.7.1 **Columns (1) and (2):** In these two columns, description and code of the clothing items are printed in the block. The unit of quantity for an item is shown within brackets after the name of the item in the list.

3.7.2 **Columns (3) to (4)/(6): quantity and value:** In Schedule Type 2, which has a reference period of 365 days, column (3) relates to the quantity of consumption and column (4) to the corresponding value during the last 365 days. In Schedule Type 1, columns (3)-(4) record quantity and value of consumption during the last 30 days while columns (5)-(6) record quantity and value of consumption during the last 365 days.

3.7.3 **Column (3)/(5): quantity:** Against most of the items of Block 7, there is provision to record the quantity figure in the appropriate unit in the quantity column(s). For most items, the unit is "no." or "gm", and the decimal part of the quantity cell is shaded, meaning that the entry is to be made in whole number. For a few items, the unit of quantity is "metre"; here the integer part of quantity will be recorded in the left-hand cell and the fractional part will be entered in the right-hand cell in three places of decimals. For a few items, the quantity is not required to be entered and the quantity cells are shaded.

3.7.4 **Item 360: dhoti and Item 361: saree:** The quantity will be recorded in "number" for these two items.

3.7.5 **Item 374: clothing (second-hand):** All clothing items, like dhoti, saree, ready-made garments, etc., purchased second-hand during the reference period, irrespective of whether used after purchase or not, will be recorded against this item.

3.7.6 **Item 384: mosquito net:** Cloth purchased for making mosquito nets will also be included here. The quantity entry will be the number of mosquito nets made or intended to be made.

Block 8: Consumption of footwear

3.8.0 While filling in this block on purchase and consumption of footwear, the general instructions given for filling in the block on clothing will be followed. Both quantity (number of pairs) and value (Rs.) are to be entered in whole number. All footwear purchased second-hand during this period will be recorded against

“footwear: second-hand” (item 395). Like Block 7, Block 8 has a reference period of last 365 days in Schedule Type 2, and a double reference period - “last 30 days” and ‘last 365 days” - in Schedule Type 1, for which the block in Schedule Type 1 has two additional columns.

- Note:**
1. If materials are purchased and footwear is got made by a cobbler, the cost of footwear will be imputed as the cost of raw materials plus service charges paid to the cobbler.
 2. If a one-legged person purchases only one shoe or gets only one shoe made, quantity will be taken as one pair.
 3. Plastic footwear will be included against item 393: rubber/PVC footwear.
 4. Straps for slippers will not be included in this block. Such items will be included in Block 10 (item 473: other petty articles).

Blocks 9, 10 and 11: General instructions

3.9.0.0 These blocks relate to education and medical care, miscellaneous goods and services, and durable goods. All three blocks are governed by the expenditure approach. The expenditure approach says that consumption of these items takes place when expenditure is incurred on the item (good or service). The household incurring the expenditure is the consuming household, regardless of whether the item is used by the household or not.

3.9.0.1 When a household H obtains an item as gift or charity, or by free collection, no expenditure is incurred by the household H on the item.

3.9.0.2 When a household W obtains an item as perquisite from the employer, or as payment in kind from a household or enterprise for services rendered by W, then W is considered to incur an expenditure on the item received as perquisite or payment in kind. The value of the item at local retail prices is considered to be the amount of expenditure incurred by W. Examples are free provision of accommodation, newspapers and telephone services by employers to employees, and any expenses on domestic account, such as medical expenses, that are reimbursed by employers. Leave Travel Concession (LTC) is another example of perquisites.

3.9.0.3 **Credit purchase:** In case of credit purchase of any item of Blocks 9, 10 or 11, the actual expenditure made during the reference period will be recorded. If any payment is made during the reference period for any credit purchase made earlier, then that amount will also be included. If the household makes a lumpsum payment against the credit purchase of several items, apportionment will be made for each of the items in proportion to their value.

3.9.0.4 When a household H acquires an item through cash purchase, the time of incurring expenditure is clear. In case of payment by cheque or through a credit card, the household is considered to incur expenditure at the moment when the cheque is handed over (or sent by post) or the credit card is presented to the seller as means of payment.

Block 9: Expenditure on education and medical (institutional) goods and services

3.9.1 This block has a reference period of last 365 days for Schedule Type 2. In Schedule Type 1, information is to be recorded for two reference periods: “last 30 days” and ‘last 365 days”. In this block, information will be collected on educational and institutional medical expenses. The institutional category will include payments made for goods and services availed of *as an inpatient* in both private as well as Government medical institutions like nursing homes, hospitals, etc. All other medical expenses will be treated under non-institutional category and will be recorded separately in Block 10.

3.9.2 **Columns (1) and (2):** Item descriptions and codes are printed in these two columns.

3.9.3 **Column (3)/(4): value (Rs):** There are two value columns in this block in Schedule Type 1 for the two reference periods but only one in Schedule Type 2. Expenditure will include both cash and kind.

3.9.4 Items 400-408: education: This is meant for recording expenses incurred in connection with education. It will include expenditure on goods purchased for the purpose of education, viz., books and journals, newspapers, paper, pencil, etc. It also includes fees paid to educational institutions (e.g., schools, colleges, universities, etc.) on account of tuition and other fees like game fees, library fees, development fees, etc. and payment to private tutors.

3.9.5 Donations: Only donations for charity made voluntarily will be excluded from household consumer expenditure. True donations are (voluntary) transfer payments and will not be recorded anywhere in the schedule. But, frequently, compulsory payments collected by educational institutions at the time of admission or along with the regular fees are termed “donations” by such institutions. These are not really donations as they are not voluntary, and should be reported against “tuition and other fees” (item 405). Even occasional payments to the school fund made on account of charities provided for indigent students, if demanded from the student, are not real donations. They are part of the price paid for education and should be reported against “other educational expenses” (item 408).

3.9.6 Items 400 and 401: Books, journals: first-hand and books, journals, etc.: second-hand: It may be noted that all kinds of books, magazines, journals, etc. including novels and other fiction will be covered under these items. Newspapers and periodicals purchased second-hand will be recorded against item 401 and not against item 402. Thus all second-hand purchase of books, journals, newspapers and periodicals will be recorded against a single item (item 401).

3.9.7 Photocopying charges for educational purposes will be recorded against **item 404**. Other photocopying charges during the last 30 days will be recorded against item 491 in Block 10.

3.9.8 Item 407: educational CD: This will include expenditure on any CD purchased or hired for educational purposes.

3.9.9 Item 408: other educational expenses: This item will include expenditure on computer training, internet (exclusive of telephone charges); fees for music, dancing, swimming schools, etc; schools for typing, shorthand, etc; and training in physiotherapy, nursing, etc.

3.9.10 Money sent to a son or daughter studying away from the parents’ household is a remittance made by the parents’ household and should not be recorded in the parents’ household even if the details of how the money is spent are known fully by the parents. In addition, tuition fees for a child staying in a hostel are not to be recorded in the parents’ household. They are to be recorded in the student’s household, even in cases where the fees are paid directly by the parents (or guardians) to the educational institution. Suitable questions should be put to the household to ascertain if the educational expenditure reported by it includes any expenditure (made on a regular basis) on tuition fees of a non-household member, so that such expenditure can be excluded. This procedure, introduced in the 64th round, is a departure from the expenditure approach generally followed for education.

3.9.11 Items 410-424: medical (institutional and non-institutional): This includes expenditure on medicines of different types and on medical goods; also, payments made to doctor, nurse, etc., on account of professional fees and those made to hospital, nursing home, etc. for medical treatment. For Central government employees receiving medicines and medical services from CGHS dispensaries, only the monthly contribution made will be recorded. If, however, some medicine or service is purchased from outside during the reference period, the expenditure, even if reimbursed, is to be included. The distinction between institutional and non-institutional medical expenses, as mentioned in paragraph 3.9.1 above, lies in whether the expenses were incurred on medical treatment as an in-patient of a medical institution or otherwise.

3.9.12 Expenditure incurred for clinical tests, X-ray, etc. will be recorded against items 411 or 421 (X-ray, ECG, pathological test, etc.). Likewise, expenditure incurred on MTP (medical termination of pregnancy) may be recorded against item 414 or 424 depending on whether hospitalisation is necessary for MTP or not.

3.9.13 Hiring charges for ambulance may likewise be recorded against item 414 or 424. However, transport expenses other than hiring charges of ambulance will be considered as travelling expenses and not as medical expenses.

3.9.14 Medical insurance premium payment is not considered as consumer expenditure. On the other hand, when an insurance company makes a payment to the sample household (or directly to a hospital under the

“cashless” system) in settlement of a claim made by the household for medical reimbursement, the amount is to be shown as medical expenditure of the household against items 410 to 414. In other words, the value of medical goods and services on which expenditure is incurred will be recorded in Block 9 or Block 10, EITHER

- if incurred by the household itself, whether or not reimbursed by employer or insurance company, OR
- if paid by the employer or by the insurance company directly to the hospital.

Block 10: Expenditure on miscellaneous goods and services including medical (non-institutional), rents and taxes during the last 30 days

3.10.0 In this block, information will be collected on the expenditure for purchase of miscellaneous goods and services during the last 30 days prior to the date of survey. If any such goods are purchased for gift or transfer, it is to be accounted against the payer household and not against the recipient household.

3.10.1 **Column (3): value (Rs.):** The amount of expenditure incurred on an item during the reference period of **30 days preceding the date of enquiry** will be recorded in this column. As in Block 9, expenditure will include both cash and kind. For some items, however, a different approach is followed. Items of this category include “telephone charges: landline” (item 487), “house rent, garage rent” (item 520), “residential land rent” (item 522), “water charges” (item 540), and “other consumer taxes and cesses” (item 541). For these items, the entry to be made is the amount last paid divided by the number of months for which paid. Thus there may be positive entries against these items even if no expenditure is incurred on them during the last 30 days.

3.10.2 **Items 420: medicine (non-institutional):** Unlike in the previous round, non-institutional expenditure on medicine will be recorded against item 420 regardless of type or school of medicine. It may be noted that in the rural areas, doctors often charge a consolidated amount for consultation plus the medicines which they give to the patient. In such cases, the total amount will be recorded against item 420.

3.10.3 **Item 423: family planning appliances:** This will include condoms, IUD (intra-uterine device), oral pills such as Mala-D, Mala-N, etc., diaphragm, spermicide (jelly, cream, foam tablet), etc.

3.10.4 **Items 430-438: entertainment:** This stands for entertainment and sports. Here consumption is represented by purchase of entertainment services or articles catering to entertainment. It is possible that on the occasion of attending sports or cinema/video show some expenditure is incurred on travelling and conveyance and/or on refreshment. Such expenditure will be excluded from this item group and will come under appropriate items reserved elsewhere in the schedule. Expenditure incurred on processing, developing, etc., of photographic film will be shown against item 435. Expenses incurred for hiring of VCD/DVD players and cassettes will be recorded against item 436. But the expenditure incurred for viewing a video show will be recorded against item 430 (cinema, theatre). For item 433 (club fees) the last payment made divided by the number of months for which the amount was paid will be noted. But in case of payment of fees for lifetime membership, the entire amount paid for such membership during the reference period of 30 days will be recorded against this item. Expenses incurred on subscription to dish antenna, cable TV facilities, etc. will be included in item 437.

3.10.5 **Item 457: other toilet articles:** This will include cooler perfume, body perfume, room perfume, etc.

3.10.6 **Item 467: washing soap/soda:** This will include washing soap in cake form, powdered form and also in liquid form (detergent powder is also to be reported) and washing soda.

3.10.7 **Item 468: other washing requisites:** This includes brushes, utensil cleaners, “Scotch Brite”, steel wool, toilet cleaners, floor cleaning chemicals such as “Pheneol”, etc.

3.10.8 **Item 481: domestic servant/ cook:** Wages paid to domestic servant/cook may be recorded against this item. It will include the value of both cash and kind payment. (This is a departure from instructions given in earlier rounds.) However, meals prepared in the household and consumed by a domestic servant will be accounted against the ingredients and will not be shown separately as payment to domestic servant/ cook against item 481. *Entries against items used as means of payment* (kind payment) to a domestic servant/ cook, such as

clothing and miscellaneous goods, will be made in the household of the domestic servant/ cook and not in the employer household.

3.10.9 Item 482: attendant: This item is meant for recording the expenditure incurred on persons engaged by the household to look after an ailing member, or a child, or an aged person in the household. However, medical services rendered by a nurse, even if performed within the household, will be recorded against item 424 (other medical expenses). In case a person's duties include those usually performed by domestic servants as well as those of an attendant, the payment made to him/ her may be recorded against item 482.

3.10.10 Item 483: barber, beautician, etc.: The actual expenditure incurred for availing of the services of barber, beautician, etc. will be considered as the consumer expenditure of the household. Expenditure both in cash and in kind will be taken into account. In the villages the barber charges might be paid in kind annually. In such cases, if the payment in kind for the year is made during the reference month, the entire payment is to be evaluated at the local retail price and accounted for. On the other hand, if no payment was made during the reference month then no expenditure should be recorded.

Note: If a sample household runs a barber's shop and a member of the household has availed himself of the service, then the barber charges will be imputed at the prevailing rate and recorded against item 483.

3.10.11 Item 487: telephone charges: landline: For domestically installed landline phones, the telephone bill last cleared divided by the period in months for which it was charged (i.e., monthly average payable) will be considered as the expenditure to be recorded even if the expenditure was not incurred during the reference period of 30 days. Security deposit made for the installation of telephone connection is excluded. Cases of new telephone connections for which no bill has been paid till the date of survey may be ignored. However, installation charges paid to the telephone department like labour charges, cost of wire, etc. will be included under this item. In addition, expenditure incurred during the reference period of last 30 days for making telephone calls from STD/PCO booth or other shops on payment will be accounted against this item.

3.10.12 Item 488: telephone charges: mobile: For mobile phones, only the actual expenditure incurred during the month will be recorded, unlike the procedure for landline phones explained in the last paragraph. **This procedure is being introduced in this round to simplify data collection.** Expenditure incurred on the purchase of mobile phone (instrument) will not be included in this item. Instead, it will be included against item 623 of Block 11.

3.10.13 Item 491: miscellaneous expenses: This item will include expenses such as application fees for employment, etc., subscriptions to societies and similar organisations, and generally, expenditure on any other 'miscellaneous' items relevant to the block and not provided in the list of items. If water is purchased through tanker, porter, etc., the expenditure incurred will also be recorded here. It will also include e-mail charges, fax charges, photocopying charges (other than for education), etc. Insurance premium payments will not be recorded.

3.10.14 Item 493: legal expenses: This will include charges like lawyer's fees, legal and court fees, etc.

3.10.15 Item 494: repair charges for non-durables: This will include service charges paid to artisans for repairing any item of miscellaneous goods not used for productive purposes but used as items of domestic consumption.

3.10.16 Item 495: pet animals (incl. birds, fish): This item will include expenditure incurred for purchase and maintenance of pet animals. Pet animals include cats, dogs, rabbits, monkeys, mongoose, birds, fish, etc., but not farm animals or poultry. Maintenance expenses will include cost of feed, treatment expenses, etc.

3.10.17 Item 496: other consumer services excluding conveyance: All other consumer services excluding conveyance will be reported here. Examples are: (i) the services of driver, coachman, cleaner, cobbler, blacksmith, unskilled labourers, etc., (ii) commission paid to the broker for purchase or sale of second-hand car/scooter etc., (iii) reconnection charge for electric/telephone line.

3.10.18 Items 500-513: conveyance: Expenditure incurred on account of journeys undertaken and/or transportation of goods made by airways, railways, bus, tram, steamer, motor car (or taxi), motor-cycle, auto-rickshaw, bicycle, rickshaw (hand-drawn and cycle) horse carriage, bullock cart, hand-cart, porter or any other

means of conveyance will be recorded against the respective items of conveyance. The expenditure will be the actual fare paid. Expenditure on journeys undertaken by household members as part of official tours will not be considered as consumer expenditure of the household. But journeys to commute to and from place of work are to be included here. The expenditure incurred on journeys undertaken under LTC, etc., even if reimbursed, is to be included. In case of owned conveyance, the cost of petrol and diesel are to be shown against items 508 and 510 respectively, and cost of all other fuels (including CNG) and lubricants against item 511. Expenses for animal feed for animal-drawn carriage used for domestic purposes will be recorded under item 513. For item 501 (railway fare), season tickets valid for more than a month will be treated differently from other railway fare expenditure. Value of season tickets valid for more than a month and held during the reference period by a household member, will be divided by the number of months covered by the ticket to get the amount to be recorded. For all other railway fare expenditure, the amount actually paid during the reference period will be recorded.

3.10.19 Item 502: bus/tram fare: This includes expenditure incurred by the members of the household during the reference period in a public/private/government bus/tram in the capacity of individual passenger. If a bus is hired by the sample household for transportation of guests, the hiring charges will not be included against this item; instead they will be accounted against item 513 (other conveyance expenses).

3.10.20 The expenditure incurred on any form of conveyance used during the reference period partly for household enterprise and partly for domestic purposes will be apportioned on the basis of the number of kilometres travelled for each type of use. In case the information on distance travelled is not available, the apportionment will be done on the basis of duration of use, say, number of hours or days used for enterprise and domestic purposes. In case information on actual number of days engaged in enterprise or in domestic use is also not available, it will be done on the basis of 'normal use'. The word 'normal' refers to a period beyond the reference period.

3.10.21 Item 520: house rent, garage rent (actual): This item consists of rent for residential building and garage rent for private vehicle(s) 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 (i.e., forfeited by) the employee plus the license fee deducted per month from the salary for the quarters. The same procedure will be followed for imputation of house rent if the employer is a private sector firm; here it will be necessary to rely on the judgement of the informant regarding the amount of salary he is forfeiting by staying in accommodation provided by the employer. If some amount of money was paid by the household as advance at the time of hiring the house, only that part of the advance which is being deducted every month plus the actual amount paid every month towards rent, will be the amount to be recorded as house rent. *Salami/ pugree* will not be considered anywhere in the schedule.

3.10.22 Money sent to a dependant forming a different household from the sender's household is a remittance and should not be recorded in the sender's household even if the details of how the money is spent are known fully by the sender. In addition, rent paid regularly for a dependant who is a non-household member is not to be recorded in the payer household even if paid directly to the landlord (or to the hostel authorities, in case of a student living in a hostel). Such expenditure is to be recorded in the household of the person using the accommodation (e.g., in case of a student in a hostel, charges for accommodation are to be recorded against item 520 in the student household). Suitable questions should be put to the sample household to ascertain if the rent expenditure reported by it includes any expenditure on rent for the dwelling of a non-household member, so that such expenditure can be excluded. This procedure, introduced in the 64th round, is a departure from the expenditure approach followed for miscellaneous goods and services generally. **It follows that for a household living in a rented dwelling (code 2 in item 18, Block 3), the entry in Block 10, item 520, should be positive.**

3.10.23 Item 521: hotel lodging charges: The lodging charges paid by any household member for staying in a hotel, etc. will be recorded under this item. Expenditure on hotel stay during official tours covered by travelling allowance paid by the employer is excluded.

3.10.24 Item 522: other consumer rent: Hiring charges for consumer goods like furniture, electric fans, crockery, utensils and charges for decoration on ceremonial occasions are to be recorded here. If any item is hired on monthly/quarterly/annual basis then the amount of last payment on such goods divided by the number of months for which the payment was made will be taken into account. Note that hiring of a vendor cart by the sample household to run an enterprise will be excluded. But monthly maintenance charges payable to co-operative societies, etc. will be included in this item.

3.10.25 Item 539: house rent, garage rent (imputed – urban only): This item will be filled in for urban households residing in a house which is either owned or otherwise occupied (excluding accommodation provided by the employer) by the household, without paying any rent. Otherwise a dash (-) may be recorded. Rent of the house/garage will be imputed on the basis of prevailing rate of rent for similar accommodation in the locality or surrounding areas. A household may occupy a dwelling unit which is neither owned, nor hired in. In such cases also the imputed rent will be recorded.

3.10.26 Item 540: water charges: Water charges last paid to the municipality or other local bodies divided by the number of months for which the amount was paid may be recorded against this item. If water is purchased through tanker, etc., the expenditure incurred will not be recorded here - even if the water is solely used for household consumption - but against item 492: miscellaneous expenses.

3.10.27 Item 541: other consumer taxes & cesses: This item is for recording the expenditure on taxes and cesses paid by the household as a domestic consumer. Road cess, *chowkidari* tax, municipal rates are some examples. Consumer licence fees are also included. Examples are fees paid for possession of firearms, vehicles, etc. "House tax", though a direct tax based on ownership of property, is, by convention, recorded in the NSS consumer expenditure schedule against this item.

3.10.27.1 Sometimes, while purchasing a new vehicle, road tax for the whole life of the vehicle is paid. In such cases, the proportionate tax for the reference period is to be calculated by dividing the life tax last paid by the life of the vehicle in months. The life may be taken as per norm decided by the local transport authority, or, if this is not known, as 15 years (180 months). For taxes and cesses paid on monthly/quarterly/annual/quinquennial basis, the entry will be the amount last paid divided by the number of months for which it was paid.

Note: Professional tax and income tax are not part of consumer expenditure.

Block 11: Expenditure for purchase and construction (including repair and maintenance) of durable goods for domestic use

3.11.0 Information on expenditure incurred for purchase and cost of raw materials and services for construction and repairs of durable goods for domestic use will be collected in this block. Expenditure will include both cash and kind. Purchase will include both first-hand and second-hand purchase and will be recorded in separate columns of this block. A purchase will qualify for consideration in this block only if some expenditure – whether in cash or kind or both - is incurred towards the purchase during the reference period. Expenditure incurred on purchase of durable goods for gifts or transfer is to be included in the giver household and not against the recipient household. In case of credit purchase of any item of this block, the actual expenditure made during the reference period will be recorded (see paragraphs 3.9.0.3 and 3.9.0.4). The following points may be noted:

1. If the seller agrees to accept payment in instalments, it is called hire purchase. In case of hire purchase, only the payment made to the seller during the reference period is regarded as the expenditure incurred.
2. The term "hire-purchase" does not cover the case of purchase (e.g. of a car) fully financed by a loan from some person or enterprise other than the seller, where full payment is made to the seller. Here the household is considered to incur consumer expenditure at one stroke – not in instalments – by paying the entire sale value of the commodity (the principal borrowed from the financier) to the seller. This expenditure (payment to the seller) takes place *before* the durable comes into the buyer's possession, not after. On the other hand, the repayment of the loan in instalments to the financier goes on for several months or years. The repayment of the loan to the financier is not relevant in recording consumer expenditure. In recording consumer expenditure incurred during the reference period, repayment of loan is not to be confused with consumer expenditure.
3. The time at which the item purchased comes into the possession of the household is not relevant. If the sample household incurred some expenditure on purchase of an asset during the reference period, then the expenditure incurred will be *accounted* in this block even if the household has not yet received it till the date of survey. Likewise, suppose a sample household acquired an asset (durable goods) during the reference period and it is in possession of the household but no payment has been made during the reference period. Such purchases are to be *excluded*.
4. Purchases made by the household during the reference period using a credit card will be included.

5. Suppose an asset which was purchased during the reference period for domestic use is reported to have been sold out during the reference period. Such a purchase will also be *accounted*.

3.11.0.1 Like Blocks 7, 8 and 9, Block 11 has a reference period of last 365 days in Schedule Type 2, and a double reference period - "last 30 days" and "last 365 days" - in Schedule Type 1. As a result, Block 11 in Schedule Type 1 has several additional columns compared to Schedule Type 2.

3.11.1 **Columns (1) and (2):** The three-digit code of the items and the names of the items are already printed in these columns of the block.

3.11.2 **Column (3): whether possessed on the date of survey:** In answering this question, out-of-order and likely-to-be-discarded items are to be left out of consideration. But items currently out of order which are likely to be put into use after repair are to be considered as "possessed". The code is 1 if the item is possessed and 2 otherwise. If the relevant cell is shaded, it means that column (3) need not be filled in.

3.11.3 **Column (4) (and column (10) in Sch. Type 1): first-hand purchase: number purchased:** The number of each item of durable goods purchased (first-hand) for which some consumer expenditure has been incurred during the reference period will be recorded in this column. However, repayments of loan taken to finance the purchase of consumer durables are not to be considered as consumer expenditure incurred.

3.11.4 **Column (5) (and column (11) in Sch. Type 1): whether hire-purchased:** If the seller agrees to accept payment in instalments, it is called hire-purchase. Purchase financed by loan (as frequently happens in case of cars) is not a case of hire-purchase but a case of outright purchase.

3.11.5 **Column (6) (and column (12) in Sch. Type 1): first-hand purchase: value:** Value of first-hand purchase during the reference period will be entered in this column. In case of hire-purchase, only the payment made to the seller during the reference period is regarded as the expenditure incurred. In case of purchase financed by loan (which is not a case of hire-purchase), the question is whether the transaction with the seller, giving the household the right to possess the durable, took place within the reference period. If so, the full market value of the durable at the time of purchase is to be entered here. Otherwise, nothing is to be entered. Loan repayments to the bank/financier are not to be entered here.

3.11.6 **Column (7) (and column (13) in Sch. Type 1): cost of raw materials and services for construction and repair:** This column is for recording expenditure on materials and services for construction, assemblage, repair and maintenance of all durable goods - first-hand as well as second-hand. Value of durable goods constructed will comprise value of raw materials, services and/or labour charges and any other charges. The total value of raw materials, services and labour charges will be recorded in these columns. Here, expenditure incurred towards repair and maintenance of items purchased second-hand will also be accounted.

- Note:** 1. The purchase value of a consumer durable constructed or repaired by an artisan for his/her domestic use will be the aggregate of the purchase value of the raw material components used and imputed value of his/her services for its construction/repairs.
2. If an article is repaired during the reference period by one of the sample household members then the repair charges will be imputed and recorded against the appropriate item only if the household member is a professional for that repairing job.

3.11.7 **Column (14) (Type 1)/ column (8) (Type 2): second-hand purchase: number purchased:** The number of each item of second-hand durable goods purchased during the reference period will be recorded in this column. An imported item of durables, even if second-hand, will be treated as first-hand purchase and information will be recorded against the relevant columns.

3.11.8 **Columns (8) and (15) (Type 1)/ column (9) (Type 2): second-hand purchase: value:** Value of second-hand purchase during the reference period will be entered in this column.

3.11.9 **Column (9) and (16) (Type 1)/ column (10) (Type 2): total expenditure:** It is the sum of value of first-hand purchase, cost of raw materials and services for construction and repair and value of the second-hand purchase.

In Sch. Type 1, column (9) = column (6) + column (7) + column (8).

column (16) = column (12) + column (13) + column (15).

In Sch. Type 2, column (10) = column (6) + column (7) + column (9).

3.11.10 **Item 550: bedstead:** This is usually called a “cot” in India. It is the wooden or metal structure on which the mattress or bedding of a bed rests. Its surface may be made of coir rope or nylon. The item will include folding beds but not baby cots or perambulators.

3.11.11 **Item 551: almirah, dressing table:** Full-size wardrobes will be included against this item.

3.11.12 **Item 554: foam, rubber cushion:** Only foam cushions are to be included and not cushions made of cotton, coir, etc. The latter will come under “pillow, quilt, mattress” in Block 7 (item 382).

3.11.13 **Item 555: carpet, daree and other floor mattings:** This will include carpet, *daree* and other floor mattings which are more or less fixed in position. Doormats, mats used as single-person seats, and other small mats will not be included here. They will come under “mats and matting” in Block 7 (item 385).

3.11.14 **Item 557: other furniture & fixtures (couch, sofa, etc.):** Waist-high (usually wooden) almirahs will be included under this item. Kitchen cupboards (free-standing) and complete sofa-sets will also be included.

3.11.15 **Item 560: radio, 2-in-1:** This includes transistor radios. It also includes radio-cum-tape-recorders (two-in-ones). Pure tape recorders (without radio facility) are to be shown against item 566: other goods for recreation.

3.11.16 **Item 566: other goods for recreation:** This item will include dish antenna, video games, etc. It will also include tape recorders without radio facility. Sports goods and toys are not to be included here but under item 432 in Block 10.

3.11.17 **Item 582: lantern, lamp, electric lampshade:** This will exclude electric lamp.

3.11.18 **Item 583: sewing machine:** Machines used mainly for household enterprise purposes will not be included here.

3.11.19 **Item 588: water purifier:** This item will include “Aquaguard”-type (filtration-cum-ultra-violet radiation) purifiers as well as the older “filter candle” type (filtration only). It will also include resin-based purifiers.

3.11.20 **Item 590: electric iron, heater, toaster, oven & other electric heating appliances:** Geysers will be included here.

3.11.21 **Item 591: other cooking/household appliances:** This will include ice-cream maker, mixer-grinder, juicer, microwave oven, vacuum cleaner, etc.

3.11.22 **Item 603: tyres & tubes:** This will include all those tyres and tubes which are purchased for replacement in vehicles. If repairs are done only on tyres and tubes then the expenditure incurred on repair will be taken into account against this item in column (7)/(13). But, if repair of tyres and tubes is carried out along with other repairs of the vehicle then the expenditure will be accounted in column (7)/(13) against the corresponding listed item.

3.11.23 **Item 604: other transport equipment:** This item includes all transport equipment not covered by items 600-602, including all hand- and cycle-drawn vans. Livestock animals like horses and bullocks used for transportation, and conveyance such as horse cab, bullock cart, etc., when used exclusively for non-productive domestic purposes, will be included against this item. Maintenance for these livestock animals will be accounted in column (7)/(13). If these animals and means of conveyance are used both for household enterprise and for domestic use, only the part ascribable to the latter purpose will be considered for recording the value of purchase. Purchase of animals will always be recorded under “first-hand purchase”.

3.11.24 **Item 622: PC/ laptop/ other peripherals incl. software:** Purchases of software are included in this item in this round.

3.11.25 Item 632: residential building and land (cost of repair only): It should be noted that the purchase of residential building and land, whether first-hand or second-hand, should not be entered in this block. The total expenditure incurred by the household towards repairs and maintenance of dwelling unit (only) during the reference period would be entered against this item.

3.11.26 Item 640: gold ornaments: If gold ornaments are purchased in exchange of gold and some amount of cash, only the cash payment made will be taken into account. But if they are purchased in lieu of cash or cash and kind (other than gold), the total value of cash/cash and kind will be accounted.

Note: For many durables such as TV, refrigerator, etc., “exchange offers” are frequently availed of by households whereby the household, by giving an old, used durable such as an old TV set to a company, receives a new durable at a price lower than the market price. For such transactions the household’s expenditure will be recorded as the market price (not the reduced price) of the new durable, the expenditure being understood as incurred partly in cash and partly in kind. Note that the approach followed for gold ornaments purchased in exchange of some gold and some cash, as set out in the previous paragraph, is a special case which is not treated in the same way as these exchange offers.

3.11.27 Sub-total items 559, 569, 579, 599, 609, 619, 629, 639, 649: Expenditure made on purchase and construction and repair of durable goods for domestic use during the reference period will be entered against these items. The entry against each sub-total item in each of columns (6)-(9), (12)-(13), and (15)-(16) will be derived by adding the entries in the column against the corresponding constituent items.

3.11.28 Item 659: durable goods: total: Total expenditure for purchase, construction and repairs of household durable goods will be recorded against this item. The entry against this item in each of columns (6)-(9), (12)-(13), and (15)-(16) will be derived by adding all the entries in the column against the sub-total items of the block.

Block 12: Summary of consumer expenditure

3.12.0 This block is meant to derive the value of per capita consumption expenditure for a period of 30 days. Most entries in this block are transfer entries from Blocks 5.1 to 11. References for transfer are provided in columns (3) to (5).

3.12.1 In Schedule Type 1, Block 12 provides for the computation of two measures of monthly per capita consumer expenditure (MPCE). One is the Uniform Reference Period (URP) measure of MPCE based on data collected with a 30-day reference period for all items. The other is the Mixed Reference Period (MRP) measure of MPCE based on data with a 365-day reference period wherever available and a 30-day reference period for other items. The two measures of MPCE are to be worked out and shown against sl. nos. 47 and 48 respectively.

3.12.2 In Schedule Type 2, which is a “one item, one reference period” schedule, only one measure of MPCE is possible. This will be calculated in Block 12 and shown against sl. no. 42.

3.12.3 Transfer entries: In Schedule Type 1, entries in Block 12 against sl. nos. 1-26, 28-33, 35-40, and 45-46 will be made by transfer from Blocks 5.1 to 11. References for transfer are provided in columns (3) to (5). In Schedule Type 2, entries in Block 12 against sl. nos. 1-6, 8-17, 20-29, 31-36, and 40-41 will be transfer entries.

3.12.4 Sub-totals: In Schedule Type 1, entries against sl. nos. 27, 34 and 41 are sub-totals. In Schedule Type 2, the entries against sl. nos. 7, 18, 30 and 37 are sub-totals.

3.12.5 Conversion entries: In Schedule Type 1, the entry against sl. no. 42 is obtained by converting the entry against sl. no. 41, a 365-day figure, to its 30-day equivalent, by multiplying by 30/365. In Schedule Type 2, the entries against sl. nos. 18 and 37, which are 7-day and 365-day figures respectively, are similarly converted to 30-day figures by multiplying by suitable factors to obtain the entries against sl. nos. 19 and 38.

3.12.6 Total monthly household consumer expenditure is obtained in Schedule Type 1 by adding (1) the entries against sl. nos. 27 and 34 for the URP measure and (2) the entries against sl. nos. 27 and 42 for the MRP measure. In Schedule Type 2, total monthly household consumer expenditure is obtained by adding the entries against sl. nos. 7, 19, 30 and 38.

3.12.7 Finally, division by household size yields the two measures of MPCE from Schedule Type 1 and the single measure of MPCE from Schedule Type 2.

Block 13 (Schedule Type 2 only): Perception of household regarding sufficiency of food

3.13.0 This block appears only in Schedule Type 2. It will be filled after completion of the enquiry on all the preceding blocks. The expression ‘getting two square meals a day’ – as used in common parlance – conveys that the concerned person gets, by and large, sufficient food to eat. This question is asked in order to know the perception of the household regarding sufficiency of food. While putting this question to the informant, it is thus presumed that the informant has a clear understanding of its meaning. There are equivalent phrases conveying the same meaning in regional languages. It is, therefore, important to put the proper question in the local language and record the answer given by the informant in the appropriate code.

3.13.1 Care should be taken to see that the informant is not offended by this question. The question should, in fact, not be asked to those whose reported consumption would obviously indicate that they get sufficient food to eat. Also, it may not be asked to those households who either fall in the second stage stratum comprising “relatively affluent households” in rural areas and “households with MPCE>B” in urban areas or for whom one or more of the following criteria are satisfied:

- (i) if the household resides in *pucca* building which is **not** obtained from any institution/government under subsidised housing scheme or as charity
- (ii) if the household owns or possesses two-wheeler or car or fridge or colour TV or uses electric appliances.

3.13.2 Periods where, for religious or social provisions such as Ramzan period, etc., persons did not partake of two square meals a day, are not to be considered as periods of unavailability of adequate food for such households.

3.13.3 **Item 1: Do all members of your household get “two square meals every day?”** In item 1, if the members of the household are reported as getting two square meals a day, throughout the year, the code to be entered in the box space of this block is 1. If adequate food is available in only a few months of the year code 2 will be noted. Code 3 will indicate that the household does not usually get two square meals a day for all its members. Here the reference period is last 12 calendar months preceding the date of enquiry.

3.13.4 **Item 2: If code is 2 in item 1, during which calendar months did any member of the household not get “two square meals every day?”** If adequate food was available in only some months of the year i.e. if code 2 is recorded in item 1, those calendar months in which all members of the household did not have two square meals a day will be recorded in cells provided against item 2 in codes. For example, suppose all members of a sample household did not have two square meals a day in the months of January and March during the reference period. The entries to be made are 01 & 03 in first two cells out of the 12 cells provided in the block against item 2.

3.13.5 **Item 3: Whether information on item 1 was actually obtained from the informant:** If for the purpose of making an entry in item 1, the investigator has actually put the relevant question to the informant and got his answer, then code 1 will be entered in item 3. Otherwise, i.e., if he has inferred the answer to item 1 from the schedule entries or otherwise without actually asking the informant, code 2 will be recorded against item 3.

Block 13/14: Remarks by investigator

3.14.0 This block is numbered 13 in Schedule Type 1 and 14 in Schedule Type 2. Any remark which is considered necessary for explaining any peculiarity in the consumption pattern of the household or any other characteristic of the household will be noted here. Such remarks will help understanding the entries made in different blocks of the schedule, especially when any entry is very high or very low.

Block 14/15: Comments by supervisory officer(s)

3.15.0 This block is numbered 14 in Schedule Type 1 and 15 in Schedule Type 2. The supervisory officers should note their views on any aspect relating to the household and on any observed peculiarity in the consumption pattern of the household.

Frequently asked questions and their replies, Sch.1.0

sl. no.	block	subject	query	reply
(1)	(2)	(3)	(4)	(5)
1.	General	alimony	Due to divorce, a person has to give a fixed monthly amount of money to his ex-wife. Is this to be entered in Sch. 1.0?	No, this is not consumer expenditure.
2.	General	satta	Can expenditure on satta and lottery activities be taken as consumer expenditure?	No.
3.	General	penalties	Where are penalties imposed for not having insurance of vehicle or pollution control certificate to be recorded?	These will not be included in this schedule.
4.	3	NIC code	A school is run by the Railways. What NIC code is to be assigned for those who work in the school?	Only activity is relevant and not ownership. Hence code corresponding to educational activity is to be given.
5.	3	hh type	What will be the household type (code) for regular salaried people in rural areas like 'Graduate teacher'?	Code 9 (others).
6.	3	hh type	What is the household type code for a government peon in rural areas?	Household type code will be 3 (other labour).
7.	3	land owned	The domestic servant is a member of the household. He owns some land. Is his land to be included in land owned by the household?	No.
8.	3	land possessed	How is land possessed to be assessed for a household occupying a rented flat in a block of flats?	Total area occupied by the building has to be apportioned in proportion to the flat sizes to get the land possessed by a flat-occupying household.
9.	3	cooking energy	If coal briquette (<i>gul</i>) is the primary source of energy for cooking then what is the appropriate code for this item?	Appropriate code is 1, i.e., coke/coal.
10.	3	cere-mony	What is meant by ceremony performed?	If a large no. of meals is served to non-household members and thereby household MPCE is affected significantly, that occasion may be considered as a ceremony. It may or may not be a religious function.

sl. no.	block	subject	query	reply
(1)	(2)	(3)	(4)	(5)
11.	4	days stayed away	A person left home at 7 a.m. in the morning and returned at 6 a.m. next day. Will this be considered as one day stayed away from home?	Yes, if he has taken meal outside. But if he consumed only meals taken from home, it will not be considered as a day stayed away.
12.	5	home produce	A student forms a single-member household at his educational place. To this place he brings for his consumption a number of consumable items like foodgrains, pulses, vegetables, etc., from his parents' household's home-grown stock. Will these items be treated as home-grown stock for the student's household?	Yes.
13.	5	school meals	Uncooked rice is given as mid-day meals to school students. How and where will it be reported?	Entry will be made in Block 5, item 102, provided the rice is consumed during the reference period. Value may be imputed at local retail prices.
14.	5	cooked meals	A beggar takes his meals from different households. Will the value be imputed and come under item 302?	Meals cooked in <u>households'</u> kitchens, if served to beggars, will be recorded in the serving households against the ingredients. However, meals received by beggars from other institutional sectors, i.e., other than household sector, say, government or NGOs, will be reported against item 302 in the beggars' households.
15.	5	cooked meals	Cooked meals are received free of cost by a servant as a part of payment in kind. Is the value to be reported against item 302 in the servant household?	No, meals cooked in another household's kitchen cannot be entered against item 302. Meals cooked in a household's kitchen will be recorded in the server household against the ingredients (usual NSS practice).
16.	5	cooked meals	A person employed in a corporate firm is frequently served free meals in the office. Are such meals to be reported in Block 5?	Yes, the imputed value of such meals is to be reported against item 302 in Block 5.
17.	5	process-	A person takes a meal at home consisting of chapattis purchased	The chapattis may be reported against "other wheat products"

sl. no.	block	subject	query	reply
(1)	(2)	(3)	(4)	(5)
		ed food	from outside and <i>sabzi</i> prepared at home. Will the chapattis be reported against “cooked meals”?	(item 114) unless they have other ingredients such as spices, in which case they should be reported against “other processed food” (item 308).
18.	5	milk products	A household purchased milk and prepared ghee & curd and consumed it. Will the entry be recorded against ghee/curd or milk?	Entry will be recorded against milk only.
19.	5	PDS	10 kg of Annapurna rice is being given free to BPL families in a month. Will this quantity of rice be included? If yes, at what rate will the value be calculated?	Yes. At market prices.
20.	5	PDS	A household is getting 10 kg wheat free from PDS. What is to be recorded for value?	As per existing practice, value will be imputed at market prices and recorded against item 107.
21.	5,6	PDS	A PDS shopkeeper gives kerosene oil only to those who purchase wheat also. Therefore, people are compelled to purchase wheat from the PDS shop though wheat is available in the market at a lower price. Will this be treated as PDS purchase?	Kerosene will be reported against item 344 (PDS) and wheat against item 108 (other sources).
22.	5	<i>gur</i>	If home-produced <i>gur</i> is consumed, what should be the source code?	Home-produced <i>gur</i> consumption will not be recorded against <i>gur</i> . It will be reported against the ingredient with appropriate code.
23.		pickles	Will consumption of home-produced/prepared pickles be recorded against this item?	No, it will be recorded against the ingredient items.
24.	5	country liquor	If country liquor is prepared at home, how will the entries be made?	Entries will be made against the ingredient items.

25.	5	free	While purchasing a packet of rice	Suppose the normal market price
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sl. no.	block	subject	query	reply
(1)	(2)	(3)	(4)	(5)
		goods	a household receives a packet of salt free. He pays Rs.94. How will entries be made against rice and salt?	of the rice is Rs. 90 and, of the salt, Rs. 10. Then apportion Rs.94 among rice and salt in the <u>ratio 90:10, i.e. 9:1</u> . i.e. record against rice Rs. $94 \times 9/10 \approx \text{Rs.}85$ and record against salt Rs. $94 \times 1/10 \approx \text{Rs.}9$. The above is assuming all the rice and all the salt is consumed in the reference month. If only 50% of the salt is consumed in the reference month, only 50% of Rs.9 should be recorded against salt. Similarly for rice.
26.	5	free goods	While purchasing a packet of rice a household receives a cake of soap free. How will entries be made against rice and soap if the normal market prices of the rice and the soap are in the ratio 9:1 and only 50% of the rice is consumed during the reference period?	Suppose the total amount paid = Rs.60. One-tenth of the amount, i.e. Rs.6, will be recorded against soap (irrespective of how much of the soap is consumed) and 50% of the rest, i.e. 50% of Rs.(60-6) = Rs.27, against rice.
27.	6	solar energy	A household has infrastructure for solar energy and uses it for cooking/ lighting. How will the value of consumption be recorded?	The solar energy freely collected from nature does not command any price in the market. Therefore "value at local prices" is zero. No entry need be made in Block 6.
28.	6	generator	A household has a generator connection (for supply of electricity from a generator operated by an enterprise), for which it incurs expenditure every month, where will this expenditure be accounted?	Expenditure will be recorded against item 342 (electricity).
29.	6	electricity	If a household paid Rs. 120/- for electricity consumption at fixed rate, but the consumption of electricity in the reference month is more than Rs.120/- then how will it be recorded?	Record Rs.120/- as value of electricity consumed. (In case of purchase, valuation is at the price at which purchase is made.)
30.	7	second-hand clothing	Will the consumption of second-hand clothing received as gift be considered here?	No. Only second-hand clothing purchased will be considered.

sl. no.	block	subject	query	reply
(1)	(2)	(3)	(4)	(5)
31.	9,10, 11	credit purchase	Will expenditure on items of Blocks 9, 10 and 11 through credit purchase be recorded or not?	No; in Blocks 9, 10, and 11, expenditure made through credit purchase will not be recorded.
32.	5-11	credit card	Cloth costing Rs.1000 has been purchased through credit card. However, at the time of payment the bill was paid for Rs.1100, which includes Rs.100 as bank and other charges. Is entry of Rs. 1100 to be made or are separate entries to be made?	Enter Rs.1000 against cloth and Rs.100 against other consumer services excluding conveyance (item 496). Note: <i>In general, any purchase made on a given date by credit card will be treated at par with cash purchases made on that date. Subject to this, entries for consumption will as usual be made adopting the appropriate approach (use/ first use/expenditure).</i>
33.	9	donation	Huge amount of compulsory donation was paid for admission to engineering college. Will it be included in Sch. 1.0?	Yes.
34.	9	books	Books are purchased by the head of the household for the use of his son who is residing in a hostel. Will the cost of such books come under the parent's household or the son's household?	It will be considered in the parent's household. But tuition fees, even if paid directly by the parent, will be recorded in the student's household.
35.	9	medical expenses	If a household spent Rs.8000/- for medical expenses in the last 365 days of which Rs.7000/- is reimbursed by the employer, which amount is to be considered for recording the entry?	The full amount i.e. Rs.8000/- is to be reported, according to the expenditure approach.
36.	9	medical expenses	If the informant could not provide the item-wise break- up for items 410 to 414, can the total expenditure be recorded against item 419 or will it be recorded first in item 414 (other medical expenses) and then in item 419?	The expenditure must be entered in one of items 410 to 414, as well as in item 419. It should preferably be entered against the item(s) on which <u>major expenditure</u> is incurred.
37.	10	CGHS	Will the amount of CGHS contribution made by the household be recorded anywhere?	This entry will be recorded in item 424, i.e. (non-institutional) other medical expenses.
38.	10	transport	Where is expenditure on private rickshaw for a student to be recorded?	It will appear in Block 10, conveyance sub-group.
39.	10	car fuel	Where will consumption of LPG used for car fuel be recorded?	It will be recorded in Block 10, conveyance sub-group, against item 511.
40.	10	wages of dom-	A domestic servant is staying with the household and getting a salary	Yes, the salary will be recorded against item 480 in Block 10.

sl. no.	block	subject	query	reply
(1)	(2)	(3)	(4)	(5)
		estic	in cash. Will the amount be reported in Block 10 or not?	
41.	10	rail, bus	Are expenses on railway/bus fare under LTC to be recorded?	Yes, though reimbursable, those are to be recorded in item 501/502.
42.	10	rail fare	Does the amount charged for meals along with the rail fare have to be apportioned?	No, it need not be apportioned; actual amount of fare charged will be reported against item 501.
43.	10	rail fare	In A.P. there is a system of concession for the commuters by RTC. Those who purchase a "CAT CARD" valid for 12 months are eligible for 10% concession in the fare each time they travel. The expenditure for purchase of this card is about Rs.200 per year. How should the bus fares paid be reported?	The expenditure may be derived as: apportioned part of the card expenditure for the month under reference + the actual fares paid by the commuters.
44.	10	rail fare	If the ticket is cancelled, should the cancellation charge be recorded against this item?	No, as it is in the nature of a fine rather than payment for a service enjoyed.
45.	10	barber etc.	In a village, the barber, blacksmith and one other artisan are all paid in kind twice a year. Each household has to incur considerable expenditure in kind for payment to these three persons in those two months. If all this expenditure is shown in the month in which it occurred, it will significantly affect household MPCE. Should it not be apportioned over months?	According to current Vol. I instructions, the whole amount is to be shown in the month in which it was paid. But if this procedure significantly affects MPCE, the expenditure should be apportioned over months. In particular, if payments for several services are made in this way, then it is best to apportion over months so that household MPCE is not unduly affected.
46.	10	debit card	How to account for debit card and other similar charges?	Against "other consumer services excluding conveyance" (against item 496).
47.	10, 11	dish antenna	Where should expenses for purchase of DTH instrument during last 30 days be shown?	The expenses for purchase of dish antenna will be shown in Block 11 against "other goods for recreation" (item 566) and the monthly subscription towards DTH services in Block 10 against "cable TV" (item 437).
48.	11	inverter	Where will expenditure on	It may be recorded against "other

sl. no.	block	subject	query	reply
(1)	(2)	(3)	(4)	(5)
			distilled water used in an inverter to be recorded in this block?	durables", col. 7 or 13, as applicable.
49.	11	maintenance	Where to record recurring/maintenance expenditure incurred on solar energy?	It should be recorded against "other durables", col. 7 or cols. 7 & 13, as applicable.
50.	11	instalment purchase	A washing machine was purchased on instalment basis. How will the entry be recorded?	Only the value of the instalment(s) paid during the reference period will be recorded in Block 11. But if a loan was taken for the purchase and the seller was paid in full, then the entire market price of the machine will be recorded.
51.	11	free DVD with TV	While purchasing a television set, a household also receives free a DVD. How are the entries to be recorded?	Expenditure incurred will be apportioned among TV and DVD in proportion to the market prices of the two commodities.
52.	11	free talktime with mobile set	A mobile set has been purchased during reference year and free talk value provided with the handset is more than the cost of the mobile, e.g., cost of the mobile set is Rs.1274 and value of free talk time is Rs.2000. What value of mobile set is to be recorded?	The entry of Rs.1274 will be recorded against item 633 supplemented by suitable remarks. This procedure may be followed in all cases of services received free with goods purchased.
53.	11	gold ornaments	A household has purchased some gold ornaments in exchange of gold and some amount of cash. In this case, is the total amount or the cash payment made alone to be considered for this item?	Only the cash payment made has to be considered for this item.
54.	11	gold	A sample household joins a gold saving scheme with provision of a bumper through lottery and lucky draw, wins gold worth Rs.25000 after paying two instalments of Rs.1000 each. In this situation what entry should be made against item 570?	Expenditure on lottery and gambling is not consumer expenditure. Hence no entry is necessary. The gold is a transfer receipt for the household.

Chapter Four

Schedule 10: Employment and Unemployment

INTRODUCTION

4.0.0 The survey on employment and unemployment is the prime source of statistical indicators and estimates of various parameters of labour force and activity participation of the population. 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 six successive quinquennial surveys conducted in the 32nd, 38th, 43rd, 50th, 55th and 61st rounds have, more or less, followed an identical approach in the measurement of employment and unemployment. The basic approach in all these six 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 eighth quinquennial survey on employment-unemployment is to be carried out along with the surveys on household consumer expenditure during the 66th round survey operations (July 2009 - June 2010) 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 66th 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 (NSS 61st round) are given below:

- a) Instead of collecting information on number of members who got work for at least 60 days in public works during last 365 days, in the household characteristics block, a few questions will be put to the rural households for collection of information related to NREG works, such as 'whether the household has NREG job card', 'whether got work in NREG works during last 365 days', 'number of days worked' and 'mode of payment of the wages earned in NREG works'.
- b) At the request of Department of Posts, Government of India, information on a few items related to holding of some specified Post Office accounts and use of some specified postal services will be collected in the household characteristics block.
- c) Information on 'whether the household member is a beneficiary of the specified schemes', such as, 'Annapurna', 'ICDS', 'mid-day meal', and 'food for work', will not be collected.

d) Information on 'whether currently registered with employment exchanges' will be collected for all persons of age 15 to 45 years instead of persons of age below 65 years earlier.

e) The information on 'whether receiving/received any vocational training' will be collected for persons of age 15 to 59 years, instead of persons of age 15 to 29 years. Besides collecting information on 'source from where degree/diploma/certificate received', 'duration of training' and 'field of training' from those who have received or are receiving 'formal vocational training, as was done in NSS 61st round, information on 'whether the vocational training was ever helpful in getting a job' will be collected from those who have received formal vocational training

f) Information on 'voluntary participation without remuneration in production of goods and services' will not be collected in this round.

g) Some probing questions, similar to those canvassed in NSS 55th round, have been re-introduced to the self-employed persons in usual status to identify Home Based Workers (HBW). This time, this information will be collected for the self-employed engaged in non-agriculture sector as well as for those engaged in agricultural sector excluding only growing of crops, market gardening, horticulture (i.e., NIC-2004 code 011) and growing of crops combined with farming of animals (i.e., NIC-2004 code 013). Besides, the codes and its the description for 'location of the enterprise' in which they are engaged, have been suitably modified to facilitate the generation of information on HBW according to the recommendation of the Independent Group on Home-Based Workers in India.

h) NIC-2004 will be used for collection and recording of household principal industry and industry of work of household members. It is important to note that the industry Divisions 96 and 97 of NIC-2004 will not be used for the purpose of collection of information on industry of activity. The entire activities described under Division 97 are not under the production boundary of ISNA and are not also considered as economic activities in the employment and unemployment surveys of NSSO. A part of the activities under Division 96 (viz. hunting and gathering, farming and the production of shelter), which is within the production boundary of ISNA, is also considered as economic activities in NSS surveys and the industry of these undifferentiated activities will be judged in the usual manner as is done now, by considering the industry in which major time is spent. Thus, this part of activities will get classified against the respective industries under divisions 01-14 relating to the primary sector or 45 relating to construction. The rest of Division 96 is outside the production boundary of ISNA and will not be considered as economic activity for the NSS survey.

i) Information on household principal occupation and on the type of occupation for the workers according to usual status and current status will be collected using 3-digit NCO-2004 codes.

j) It is to be noted that the activity status code 41 (casual wage labour in *public works*) has been split into two codes for assigning activity status codes as per current daily activity status and current weekly activity status, as follows:

- a) worked as casual wage labour in *public works* other than National Rural Employment Guarantee (NREG) *works* – 41.

- b) worked as casual wage labour in National Rural Employment Guarantee (NREG) works – 42.

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. The last two blocks, viz., Blocks 10 and 11 are to record the remarks of investigator and comments by supervisory officer(s), respectively. Block 3 will be used for recording the household characteristics, like household size, religion, social group, land possessed, land cultivated, etc. For the rural households information will also be collected, in Block 3, on whether the household has NREG job card, whether got work in NREG works during the last 365 days, number of days got work in NREG works and mode of payment of the wages earned in NREG works. Besides, some particulars about holding of specified Post Office accounts and use of specified Postal services will also be collected in this block. Block 3.1 is for recording particulars of indebtedness of rural labour households. Block 4 will be used for recording the demographic particulars and attendance in educational institutions of the household members. Particulars of vocational training being received/received by the household members will also be collected in this block. 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. In this block information for all the workers about the location of workplace will also be collected. For the self-employed persons who are working under specifications (wholly or mainly), information will also be collected about 'who provided credit/raw materials/equipments', 'basis of payment' and 'number of outlets of disposal'. 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, informal employment and details of the self-employed persons 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 current weekly status (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 employees and for the casual labourers 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 contain 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 to 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 (21) to (23) 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 (21) to (23) 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 and Supervisory officer(s) 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).

4.2.1 Items 4 and 5: Total time taken to canvass schedule 10 (in minutes): 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.

4.2.2 Item 6: Whether the schedule contains remarks? (yes –1, no-2): In blocks 10 and 11, remarks of (i) investigator and (iii) other supervisory officer(s) are to be recorded when some difficulty is encountered in collection of data or if some of the items of information seem doubtful in nature. Besides, the remarks blocks, sometimes remarks are also recorded in the available blank spaces in the schedules. These remarks may help to make proper assessment of the entries made in the schedule. Entry will be 1 against the appropriate cell if relevant remarks are recorded, else entry will be 2. If remarks have been recorded in block 10/11 entry will be 1 against the relevant cell, otherwise entry will be 2. If remarks are recorded elsewhere in the schedule, entry will be 1 in against the relevant cell, else entry will be 2.

4.3.0 Block 3: Household characteristics: Certain household characteristics, such as, household size, household type, religion, social-group, household industry, household occupation, land owned/ land possessed as on the date of survey, land cultivated (including orchard and plantation) during July 2008 - June 2009, 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. For the households in the rural areas information will also be collected on some items related to NREG works. Besides, for all the households, information will be collected on whether any member of the household is holding any specified post office account, number of such accounts in the household, and whether any member of the household has used any of the specified services in any post office.

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-2004): The description of the principal household industry will be recorded in the space provided. The appropriate five-digit industry code of the NIC-2004 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-2004): The description of the principal household occupation will be recorded in the space provided. The appropriate three-digit occupation code of the NCO -2004 is to be recorded against 3 cells provided for recording the NCO 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 Para. 1.9.35 of 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 Para. 1.9.5 of Chapter One. 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, including homestead land, owned by the household as on the date of survey will be recorded in hectares in three places of decimal. Special care is to be taken so that for urban households land owned in rural areas and for rural households land owned in urban areas are not excluded. 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 Para. 1.9.7 of Chapter One.

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 Para. 1.9.8 of Chapter One.

4.3.11 Item 9: Land cultivated (including orchard and plantation) during July 2008-June 2009: Land cultivated is defined as *net sown area* (areas sown with field crops and area under orchards and plantations counting an area only once in an agricultural year) during the agricultural year 2008-09, i.e., July 2008 to June 2009. Land cultivated (including orchard and plantation) during the agricultural year 2008-2009, i.e., July 2008 to June 2009 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.

4.3.12 Items 10 to 13: Information for these items will be collected from the households in the rural areas and for urban samples, dash (-) may be put in these items.

4.3.13 Item 10: Whether the household has NREG job card?: Under the provisions of the NREGA, the Gram Panchayat is to issue job cards to every registered household. The Photographs of the adult members ("adult" means a person who has completed his eighteenth years of age) who are applicants have to be attached to the job cards. The application for registration may be given on plain paper to the local Gram Panchayat. It should contain names of those adult members of the household who are willing to do unskilled manual work. The job cards shall be valid for a period of five years and will have provision for the addition/deletion of members eligible for work. If the household has a NREGA job card, entry will be 1 in this item, otherwise entry will be 2.

4.3.14 **Item 11: Whether got work in NREG works during last 365 days:** In this column, for each household in the rural areas, situation in respect of whether the household member(s) got work in NREG works at least for a day, or sought but did not get work in NREG works, or did not seek work in NREG works, during the last 365 days, is to be ascertained and will be recorded in terms of the following codes:

got work in NREG works	1
sought but did not get work in NREG works	2
did not seek work in NREG works	3

4.3.15 **Items 12 and 13:** Information for these items will be collected from the households in the rural areas who have got work in NREG works during the last 365 days, i.e., for those household with entry 1 in item 11.

4.3.16 **Item 12: Number of days worked:** The total number of days worked in NREG works, during the last 365 days, by all the household members will be recorded in this item. Number of days worked in NREG works is to be arrived at considering all the days worked by different household members irrespective of the duration of NREG works done by the household member(s) in those days.

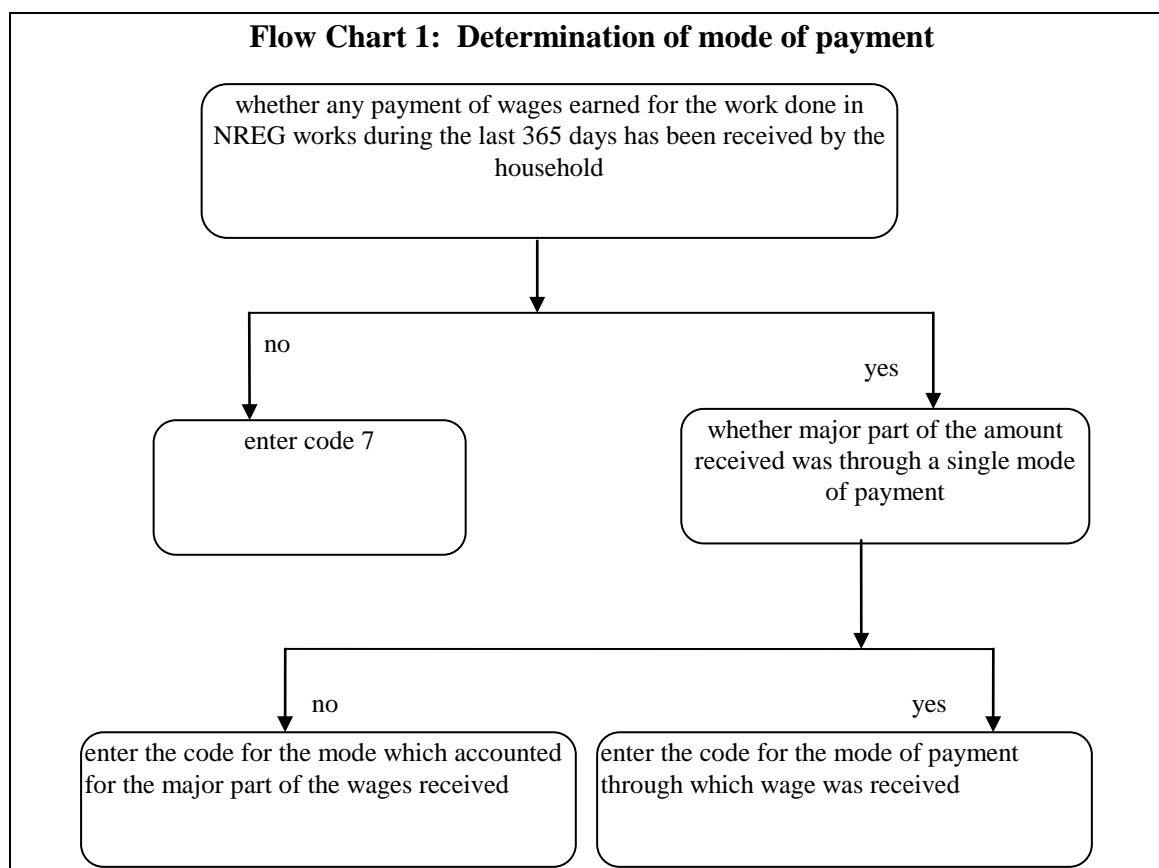
4.3.17 **Column 13: Mode of payment:** The 'operational guideline' of NREGA recommends that wages should be paid on weekly basis on a pre-specified day of the week in each Gram Panchayat. The mode of payment of wages earned for the work in NREG works by considering the total wages of all the household members during the last 365 days will be recorded in terms of the following codes:

paid:

directly into post office account.....	1
directly into bank account.....	2
in a gram sabha meeting.....	3
by the field assistant/mate.....	4
by an SHG member.....	5
through a smartcard.....	6
others.....	9

not yet paid..... 7

To determine the mode of payment, the wages earned by all household members in NREG works during the last 365 days will be considered. If some members of a household have worked in NREG work for which no payment of wages earned has yet been received by them, code 7 may be recorded in this item. On the other hand, if the household has received some payment (either fully or partly) for the work done by its members in NREG works during the last 365 days, appropriate code will be assigned considering the mode through which the major part of the wages earned have already been received by the household. For example, if an amount of Rs.



2000/- was earned by a household as wages in NREG works and of which an amount of Rs. 500/- was paid directly into post office account, another amount of Rs. 200/- was given in Gram Sabha meeting, and Rs. 1300/- is due to be received, then the entry will be 1 in this item. The determination of the mode of payment may be made through the Flow Chart 1 given below:

4.3.18 Items 14 to 17: Is any member of the household the holder of post office account (yes-1, no-2, don't know-9) and number of such accounts in the household as on the date of survey: In items 14 to 17, information will be collected on whether any member(s) of the household is a holder of specified Post Office account(s) or savings instruments of Department of Post, Government of India, and if any member(s) of the household is a holder of specified Post Office account(s), number of such accounts held by all the members of the household as on the date of survey will be recorded. The specified accounts for which information will be collected are:

- i) saving bank account,
- ii) recurring deposit account,
- iii) monthly income account, and
- iv) any other accounts or savings instruments, such as public provident fund account, national savings certificate, kisan vikas patra, time deposit, senior citizens savings scheme, etc.

For each type of account listed against items 14 to 17, two columns have been provided. In the first column, information on whether any member of the household has the specified account will be recorded. If any household member has the specified account entry will be 1 and entry will be 2 if no member of the household has the specified account. On the other hand, if the informant reports that he/she does not know whether any member of the household has the

specified post office account entry will be 9 against that item. For the item(s) with entry 1, i.e., if any household member is holding the specific type of account, the number of such accounts held by all the household members will be recorded in the next column against that item. It may be noted that in item 17, besides the types of accounts listed in items 14 to 16, information will be recorded for any other type of accounts or savings instruments.

Brief descriptions of the specified Post Office accounts are given in BOX 1:

BOX 1

Savings bank account can be opened either as an individual account or a joint account. The savings bank provides for cheque facility also. In the recurring deposit account, deposit should be made every month and default fee is chargeable for delayed deposit. The recurring deposit has a provision for premature closure on completion of three years after opening the account. Monthly Income Scheme (MIS) is viewed as safe and sure way to get a regular monthly income. This scheme is specially suited for retired employees/ senior citizens or any one with high sum for investment. The maturity period for MIS is six years. MIS has provision for auto credit facility to savings bank account. Only one public provident fund (PPF) account can be opened in the name of a person. Deposits in PPF account qualify for Income Tax rebate subject to a maximum limit of Rs. 70,000. The maturity period of the National Savings Certificate (NSC) is 6 years. No premature encashment of NSC is permitted in the normal course. However premature encashment of NSC can be allowed after the expiry of three years from the date of purchase of certificate. A single time deposit account or joint time deposit account can be opened for 1 year, 2 year, 3 year and 5 year period. 2 year, 3 year and 5 year time deposit accounts can be closed after one year at a discount. Money doubles in 8 years and 7 months for kisan vikas patra and it has a provision for premature encashment. The Senior Citizens Savings Scheme (SCSS) is a new avenue of investment and return for Senior Citizen. The account may be opened by an individual, (i) who has attained age of 60 years or above on the date of opening of the account, or (ii) who has attained the age 55 years or more but less than 60 years and has retired under a voluntary retirement scheme or a special voluntary retirement scheme on the date of opening of the account within three months from the date of retirement. However, there is no age limit for the retired personnel of defence services. Under SCSS no withdrawal is permitted before the expiry of a period of five years from the date of opening of the account and the depositor may extend the account for a further period of 3 years. Premature closure of account is permitted after deduction at specified rates.

4.3.19 Items 18 to 20: Has any member used the following services in any Post Office during last 3 months account (yes-1, no-2, don't know-9): In items 18 to 20, information will be collected on whether any member of the household has used any of the specified services in any Post Office of the Department of Post, Government of India, during the last 3 months. If any household member has used any of the specified services during the last 3 months entry will be 1 and entry will be 2 if no member of the household has used any of the specified services during the last 3 months. On the other hand, if the informant reports that he/she does not know whether any member of the household has used any of the specified services during the last 3 months entry will be 9 against that item. The household member can avail of these services in the capacity of either as a sender of money or as a receiver of money. A brief description of the specified services on which information will be collected is given below:

- i) Money order:* A money order is an order issued by the Post Office for the payment of a sum of money to the person in whose name the money order is sent through the agency of the Post Office.
- ii) Instant Money Order:* IMO is an instant web based money transfer service through Post Offices (IMO Centre) in India between two resident individuals in Indian territory.
- iii) International Money Transfer Service:* As a result of the collaboration of the Department of Posts, Government of India with the Western Union Financial Services, USA, a state of the art International Money Transfer Service is now available through the Post Offices in India, which enables instantaneous remittance of money from nearly 185 countries to India.

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
marriage and other ceremonial expenses	4
other household consumption expenses	5
purchase of land / construction of building.....	6
other 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 5 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 purchase 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. Sometimes the payments are usually made to shopkeepers (for purchases of some items like milk, news paper, etc.), or for house rent, electricity charges, doctors, maid servants, etc. once in a month or at the end of the month or after a fixed period of time, in all such cases, dues will be considered only after the expiry of the stipulated due 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 this block 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:
 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 to 43 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 course, 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.....	33
pre-primary (nursery/Kinder garten, etc.)..	23	engineering/technology	34
primary (class I to IV/V).....	24	medicine	35
middle.....	25	crafts	36
secondary.....	26	other subjects.....	37
higher secondary.....	27	diploma or certificate (graduate level) in:	
graduate in:		agriculture	38
agriculture.....	28	engineering/technology	39

engineering/technology	29	medicine	40
medicine	30	crafts	41
other subjects	31	other subjects.....	42
post graduate and above.....	32	diploma or certificate in post graduate and above level.....	43

4.4.12 Column (10): Type of institution: Those with code 21 to 43 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 and 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 and 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 and unaided	4
local body	2	not known	5
private and aided	3		

4.4.13 Column (11): Currently registered with employment exchange: For persons of age 15 to 45 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 (16): Particulars of vocational training: Columns (12) to (16) will be used to record particulars of vocational training received/ being received by **persons of age 15 to 59 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
non-formal:	

hereditary	3
self-learning	4
learning on the job.....	5
others	6
did not receive any vocational training	7

Only those who are currently receiving ‘formal vocational training’ will be given code 1 and if the vocational training, which is formal, has already been received, i.e., if the training course is successfully completed, then code will be 2. Codes 3 to 6 relate to non-formal vocational training. Code 3 will be applicable for those who have received ‘hereditary’ non-formal vocational trainings and code 4 for those who have received non-formal vocational trainings through ‘self-learning’. Persons who have received non-formal vocational training through ‘learning on the job’ will be given code 5. All other cases of non-formal vocational training received will be assigned code 6. Persons who have failed in formal vocational training after completion of the full duration of the course will also be given code 6 provided they have acquired competency through this training to employ themselves as wage salary employee or self-employed. Note that if one has already received some vocational training, formal or informal, and also currently receiving some formal vocational training, then the vocational training already received will be recorded for him/her. In case, he/she has received more than one vocational training, then the one among the applicable codes that appears first will be recorded. Concepts of vocational training, formal and non-formal vocational trainings have been discussed in Paras. 1.9.40, 1.9.41 and 1.9.42, respectively, of Chapter One. Examples of some formal vocational trainings have been given in Annexure 1.

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

4.4.17 **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.**

4.4.17.1 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.

4.4.17.2 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’.

4.4.17.3 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.

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

4.4.18 **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.

4.4.19 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 is 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	00

4.4.20 Column (16): Whether the vocational training was ever helpful in getting a job: This column will be applicable to those with code 2 in column 12, i.e., for those who have received formal vocational training. **The term 'getting a job' implies getting engaged in economic activity.** The usefulness of the vocational training received will be recorded in terms of the following codes:

yes:

was helpful in taking up self-employment activity.....	1
was helpful in taking up wage/salaried employment.....	2
was not helpful.....	3
not applicable.....	4

It may be noted that if an individual reports that the vocational training received by him/her had been helpful in getting a job in the past, whether or not the expertise gained through the vocational training was required for executing the job, then any of the codes 1 or 2 will be applicable for him/her. On the other hand, if the individual reports that the vocational training received had not been helpful in getting a job in the past, irrespective of whether he/she was employed in the past or not, but at least sought some job, for them code 3 will be recorded. For others who did not seek job at all, although had received formal vocational training, for reasons of engagement in some other non-economic activities, code 4 will be assigned. The following situations may arise in recording code 1 or 2:

- (i) Vocational training received was helpful in taking up only one type of economic activity (self-employment or wage/salaried employment) in the past. In this case, code will be 1 if the activity taken up was self-employment activity, and code will be 2 if the activity taken up was wage/salaried employment.
- (ii) If the vocational training received was helpful in taking up both self-employment as well as regular wage salaried employment and both of these activities were terminated some time in the past, then the code corresponding to the one which was terminated last will be recorded. However, if both of these activities were terminated simultaneously then the code appearing first in the code list will be recorded.
- (iii) If the vocational training received was helpful in taking up both self-employment as well as regular wage salaried employment and one of these activities are still being pursued and the other was terminated, then the code corresponding to the one which is still being pursued will be recorded.
- (iv) If the vocational training received was helpful in taking up both self-employment as well as regular wage salaried employment and both of these activities are still being pursued 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. Besides, for the self-employment persons, information will be collected regarding whether worked under given specifications, and if worked under given specifications, who provided credit/raw materials, equipments, etc., number of outlets of disposal and type of specifications. The particulars of usual activity are collected with reference to a period of 365 days preceding the date of survey. The relevant concepts like 'economic activity', 'activity status', 'usual principal activity', 'usual

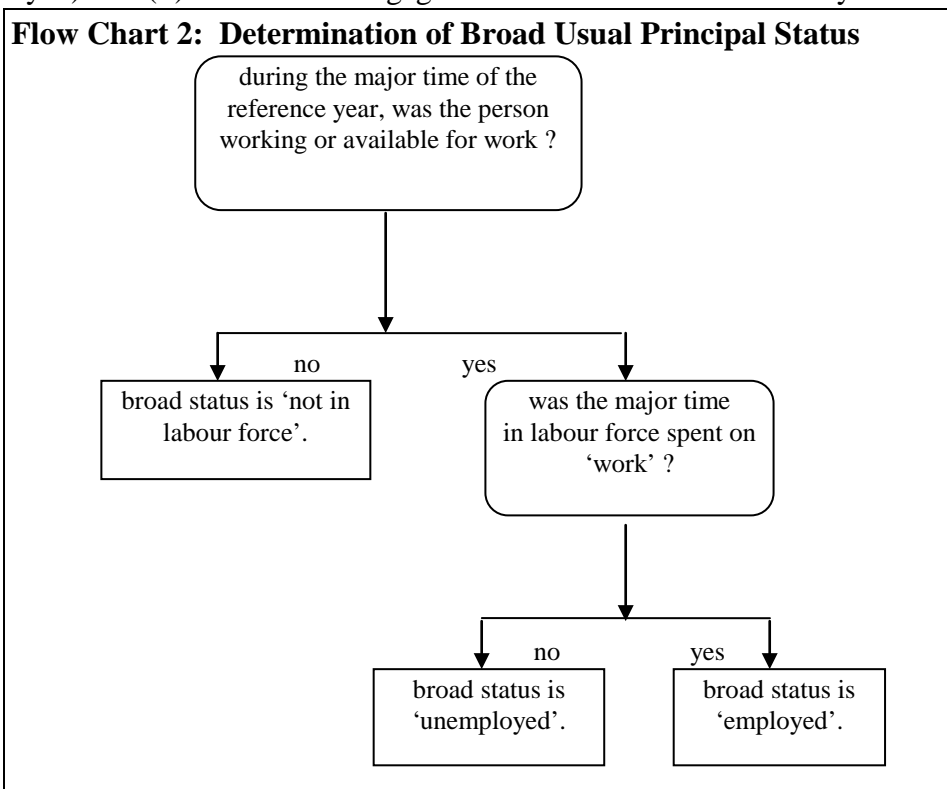
subsidiary economic activity', etc., are explained in Paras. 1.9.11, 1.9.12, 1.9.22 and 1.9.23, respectively, of Chapter One. The description of the items and the procedure for recording them are explained below:

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 2 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	number of months		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-2004) and the 3-digit occupation code (NCO-2004) 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 To identify certain category of workers separately, NIC-2004 industry class code 9500 (Division 95) has been split, for the purpose of the survey, into the following sub-classes as given below:

Division 95: ACTIVITIES OF PRIVATE HOUSEHOLDS AS EMPLOYERS OF DOMESTIC STAFF

housemaid/servant	95001	governess/baby-sitter	95005
cook	95002	tutor	95006
gardener	95003	driver	95007
gatekeeper/chowkidar/watchman	95004	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 the 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 coaching center or in his own house, his activity will be classified under NIC 80902 or NIC 80903, respectively. 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 93093. **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’.**

4.5.1.10 It may be noted that in determining the usual principal status of a person, it is not essential to consider the time disposition in respect of various activities pursued by the person on a day-to-day basis - which is generally done in the case of current status. What is important is that the activity, which a person usually performed or the status in which the person usually belonged for a longer period during the reference period, is to be assessed. In order to determine the usual principal status, the dominant activity of the individual that kept the person engaged for a longer period during the reference period, may be identified. This may largely be understood by the functional role of the individual in daily life or normal attachment of the individual to an activity or the activity situation in which an individual disposes himself or herself. This may even be understood by the response to the question generally asked ‘what he/she normally does or did during the reference period?’ such as, teaching or housekeeping or tutoring others or studying or farming or renting or prostitution. For example, the dominant activity of a person whose normal attachment is with household chores, even though gives tuition for some time – maybe for three/ four hours in a day, will be considered as performing ‘domestic duties’ or, that of a boy who disposes himself as a student though performs some work activity regularly will be considered as ‘student’. Note that the dominant activity of a person during the reference period is determined irrespective of the activity situation on a specific point of time (say, 1 day) or during a short period of time (say, 1 week).

4.5.1.11 There may be several situations for a person during the reference period. The individual might be engaged in a single dominant activity throughout the year or, the dominant activity might be carried out with other activities simultaneously or in succession or in alternation. In the first situation, the dominant activity for the person, which did not change during the reference period, will determine his/her usual principal activity status. In the second situation, where the dominant activity changed, the usual principal status for the person will be determined by the activity that prevailed for a longer period for the person during the reference period, that is, by major time criteria. For example, the dominant activity situation for a person may be employed through out the year, with or without any other activity carried out simultaneously, and accordingly, his/her usual principal activity status will be assigned as employed. On the other hand, the dominant activity situation for a person may be out side the labour force for some period, unemployed for some period and employed for the remaining period during the year. The broad usual principal status of the person will be the activity that prevailed for the person for a longer period during the year, which is obtained following a two-stage dichotomous classification depending on the major time spent on the different broad activities. However, if a

person who did any economic activity for a period of 30 days or more, he/she will be considered as worker either in the principal status or in the subsidiary status depending upon the situation during reference period.

4.5.1.12 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.

4.5.1.13 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-2004. 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-2004 are different, then the person will be considered to have different usual principal and usual subsidiary economic activity.

4.5.1.14 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)**. The data recorded in these columns will provide indicators of Home-based Workers (HBW), informal sector and informal employment. **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.**

4.5.1.15 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:

description	code
workplace in rural areas and located in:	
own dwelling unit.....	10
structure attached to own dwelling unit.....	11
open area adjacent to own dwelling unit.....	12
detached structure adjacent to own dwelling unit.....	13
own enterprise/unit/office/shop but away from own dwelling.....	14
employer's dwelling unit.....	15
employer's enterprise/unit/office/shop but outside employer's dwelling	16
street with fixed location.....	17
construction site.....	18
others.....	19
workplace in urban areas and located in:	
own dwelling unit.....	20
structure attached to own dwelling unit.....	21
open area adjacent to own dwelling unit.....	22
detached structure adjacent to own dwelling unit.....	23
own enterprise/unit/office/shop but away from own dwelling.....	24
employer's dwelling unit	25
employer's enterprise/unit/office/shop but outside employer's dwelling.....	26
street with fixed location.....	27
construction site.....	28
others	29
no fixed workplace.....	99

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 is to be ascertained and appropriate code is to be recorded. For the purpose of the survey, the term 'adjacent' area/structure will be restricted within *homestead land* only. For the working members, if the enterprise in which they are working does not have a fixed premises 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), code 99 will be assigned, irrespective of whether the enterprise is operation 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 18/ 28 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 18 / 28 and not 99. 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, code will be 19 or 29 depending on whether the workplace is in the rural areas or in the urban areas. Similarly for the own account workers such as, rickshaw pullers, auto drivers, taxi drivers, lorry drivers, etc., code 19 or 29 will be assigned on the basis major time of operation of such enterprises.

4.5.1.16 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.

4.5.1.17 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.

4.5.1.18 Column (11): Number of workers in the enterprise: Number of workers would mean the number of workers employed in the enterprise on an average in 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 & above but less than 10.....	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.

4.5.1.19 Column (12) to Column (15): Columns 12 to 15 will be filled in for each employee (i.e., those with code 31, 41, or 51 in column 3) working in industry groups 012, 014, 015 and divisions 02 to 99 of NIC 2004 in col. (5).

4.5.1.20 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, whether protected under national legislation or not, 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 of job contracted, and the information so obtained may be recorded in terms of the code 2, 3 or 4, depending upon the length of such contract, 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.

4.5.1.21 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.

4.5.1.22 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 stage 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.

4.5.1.23 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

4.5.1.24 Columns (16) to (20): These items are meant for identification of home-based workers/home-workers and study of their characteristics, and are to be canvassed for the self-employed persons, i.e., for code 11, 12 or 21 in col. 3, with industry groups/divisions 012, 014, 015 and divisions 02 to 99 (in col. 5). The item-wise details are given below.

4.5.1.25 Column (16): Whether worked under given specifications: It is to be ascertained whether in relation to the activity recorded in col. 3, the person carried out the production (i.e., goods and services) on the basis of given or laid product-specifications of the 'employer'. The term 'employer' means a person, natural or legal, who, either directly or through an intermediary, whether or not intermediaries are provided for in national legislation, gives out home work in pursuance of his or her business activity. When a person procures the order/contract from the 'employer' for his or her household enterprise to supply goods, normally an implicit or explicit specification of the product, written or oral, is laid by the 'employer'. Sometimes, the whole activity is carried out under the specifications of the 'employer', or a part

under the specifications of the 'employer' and rest of his own specification. The appropriate situation is to be ascertained and be recorded in codes. Note that most of the self-employed carry out activities on their own specification and for all the customers. They will get code 4. The relevant codes are given below:

worked under given specifications: yes: wholly	1
mainly	2
partly	3
no.....	4
not known	9

The situation of whether the self-employed person has worked under given specification of the 'employer', is to be adjudged corresponding to the activity status (recorded in col. 3) and the industry (recorded in col. 5) at 2 -digit level of NIC-2004. If the production of the whole range of products/services corresponding to the activity of the self-employed person is carried out according to the product specification of the 'employer', code 1 will be recorded. On the other hand, if majority of the production, in terms of value of output (i.e., more than or equal to 50 per cent), is carried out according to the product specification of the 'employer', applicable code will be 2. However, if only a part of the production is carried out according to the product specification of the 'employer', code will be 3. If the self-employed person does not work under the product specification of any 'employer' code will be 4.

4.5.1.26 Columns 17, 18, 19 and 20 are to be filled in for those who are self-employed and working wholly or mainly under the given product-specifications, i.e., for those with code 1 or 2 in col. 16.

4.5.1.27 **Column (17): Who provided credit / raw material / equipment:** Three questions are integrated under this column: credit, raw material and equipment. A composite code structure has been provided for recording the entries under this column. It is to be ascertained from the self-employed persons whether the 'employer' who gives product-specifications (in terms of the order/contract) also provides credit/raw material/equipment to them. Here, 'credit' means cash advance for a particular order or a group of orders and for working capital only (i.e., for purchase of raw material and meeting other running expenses). However, credit provided for purchase of equipment will not be considered as 'credit' and instead will be considered as 'provided for equipments'. The entry is to be recorded in terms of codes as given below:

own arrangement	1
provided by the enterprise: credit only	2
raw material only	3
equipments only	4
credit and raw material only.....	5
credit and equipment only	6
raw material and equipment only	7
credit, raw material and equipment.....	8
not known	9

4.5.1.28 **Column (18): No. of outlets of disposal:** Here, the outlet means the ‘employer’ for whom the self-employed is working. There may be cases where the self-employed may be working under the specifications of more than one ‘employers’. Appropriate code depending upon the cases may be recorded as given below:

one outlet	1
two outlets	2
three or more outlets	3
not known	9

4.5.1.29 **Column (19): Basis of payment:** In most cases, the payment received for the work done on order/contract is on the basis of piece rate. For those cases, code 1 will be recorded, otherwise code 2.

piece rate	1
contract rate	2

4.5.1.30 **Column (20): Type of specifications:** The specifications laid by the ‘employer’ may be written one or oral and accordingly, code 1 or 2 will be recorded..

written	1
oral	2
not known	9

4.5.1.31 **Column (21): 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 may be 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 month & above but less than 3 months	2
3 months & above but less than 7 months.....	3
7 months & above but less than 10 months	4
10 months to 12 months	5
did not seek/ not available.....	6

4.5.1.32 Column (22): 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 to 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-2004 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.

4.5.2.0 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, 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. Besides, for the self-employment persons, information will be collected regarding whether worked under given specifications, and if worked under given specifications, who provided credit/raw materials, equipments, etc, number of outlets of disposal and type of specifications. 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.**

4.5.2.5 Columns (15) to (19): These columns are meant for identification of home-based workers/home-workers and study their characteristics and to be canvassed for the self-employed persons, i.e., for code 11, 12 or 21 in col. 3, with industry groups/divisions 012, 014, 015 and divisions 02 to 99 (in col. 5). The detailed instructions for columns (15) to (19) 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: The data compiled in this block will generate various estimates of employment and unemployment based on the approach of current daily status (CDS) and current weekly status (CWS). 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-2004 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)	
<i>worked in hh. enterprise (self-employed) as own account worker.....</i>	11
<i>worked in hh. enterprise (self-employed) as employer</i>	12
<i>worked as helper (unpaid family worker) in hh. enterprises(self-employed).....</i>	21
<i>worked as regular salaried/wage employee</i>	31
<i>worked as casual wage labour in public works other than NREG works.....</i>	41
<i>worked as casual wage labour in NREG works.....</i>	42
<i>worked as casual wage labour in other types of work</i>	51
<i>had work in h.h. enterprise but did not work due to: sickness</i>	61
<i>other reasons</i>	62
<i>had regular salaried/wage employment but did not work due to :</i>	
<i>sickness</i>	71
<i>other reasons</i>	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
.....		
attended	domestic	duties
.....		
attended domestic duties and was also engaged in free collection of goods (vegetables, roots, firewood, cattle-feed, etc.), sewing, tailoring, weaving, etc. for household use		93
rentiers,	pensioners,	remittance
.....	recipient,	etc.
not	able	to
.....	work	due
.....	to	disability
others	(including	begging,
etc.)		prostitution,
.....		
did not work due to sickness (for casual workers only)		98
.....		

It may be noted that these are same as the usual activity status codes, except the codes 42, 61, 62, 71, 72, 82 and 98 which are not applicable for usual status. Moreover, **activity status code 41 in the usual status is used for casual wage labour in all types of public works**, whereas in the current activity status, code 41 is for casual wage labour in public works other than NREG works and code 42 is for casual wage labour in NREG works. It may be noted that though under NREG Act persons of age 18 years and above in rural areas willing to do unskilled manual work are entitled to get NREG public works, for this survey, activity status code 42 may be assigned to those who have worked under NREG works irrespective of the age and place of residence of the person. Besides, code 81 in usual status is used to indicate both the situations of seeking and being available for work, while in the current activity status, code 81 is for the persons 'seeking work' and code 82 is for the persons who 'did not seek but was available for work'. 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-2004 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-2004 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 4 hours or more, 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:

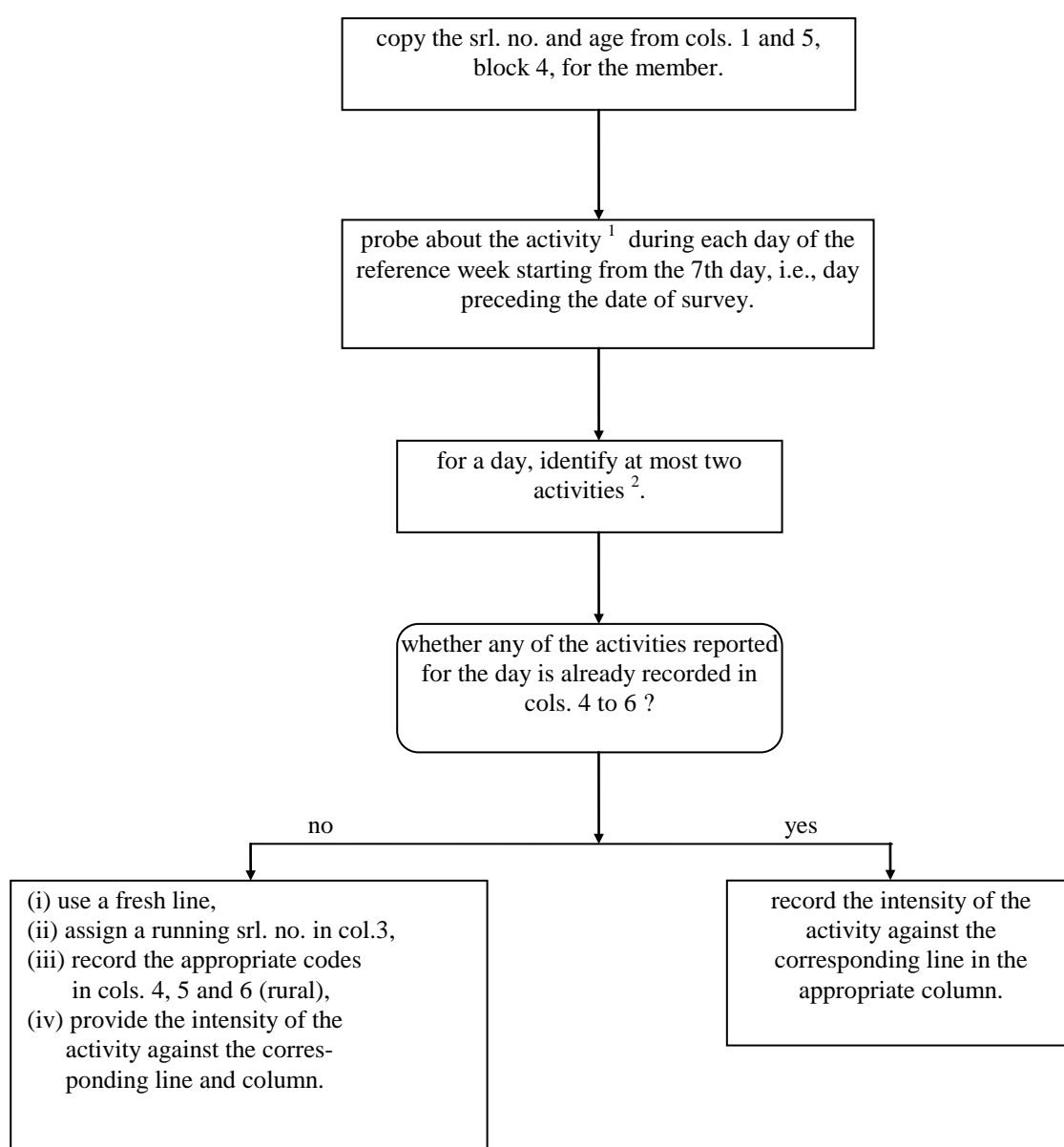
- (i) he/she may be engaged fully in one economic activity;
- (ii) he/she may be engaged in two different types of economic activities;
- iii) he/she may be partly engaged in economic activity and for the rest of the day he may be seeking or available for work and at the same time may or *may not be doing some non-economic activities*;

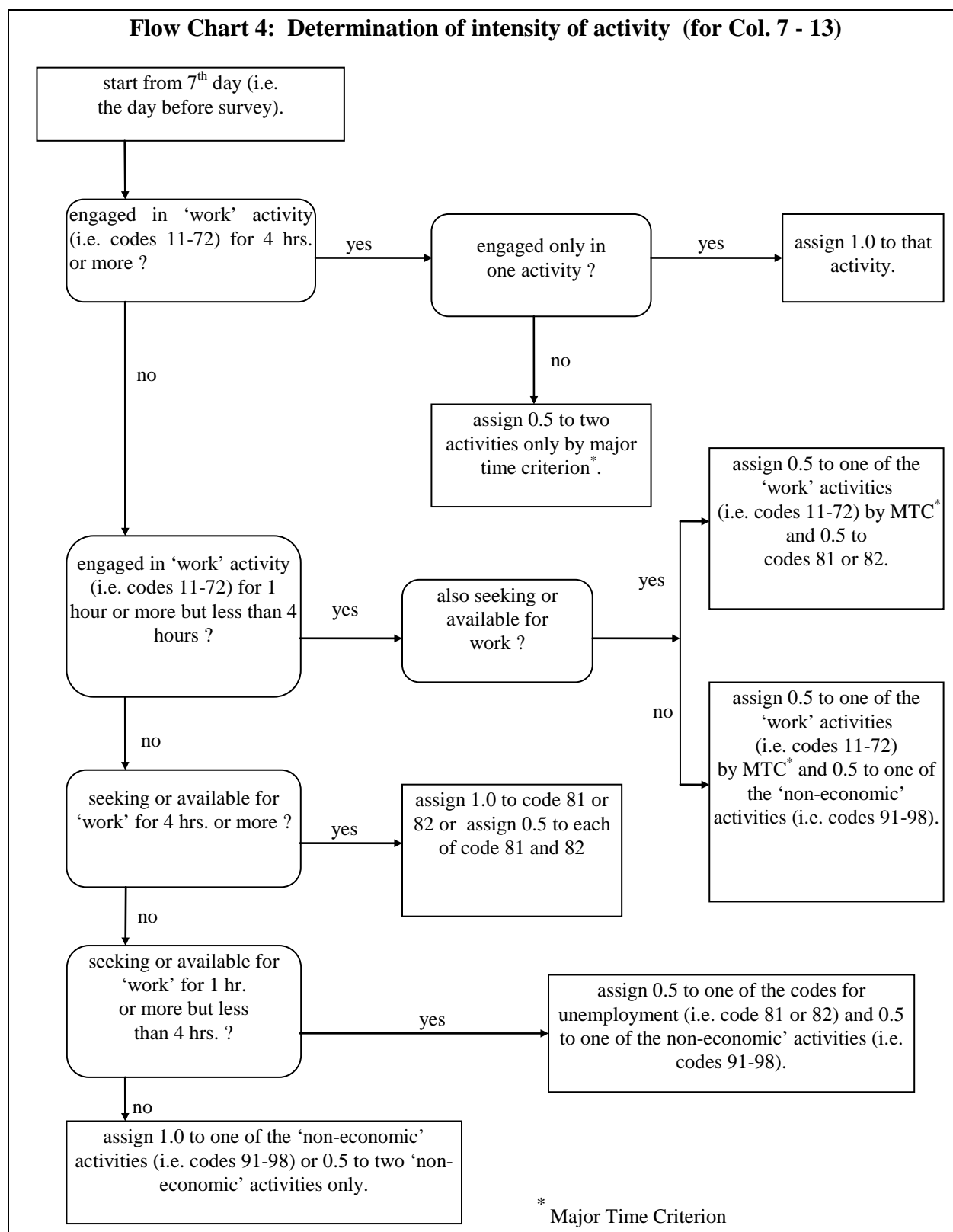
- (iv) he/she may be partly engaged in economic activity and during the rest of the day he is not available for work and *may be doing some non-economic activities*;
- (v) he/she may be available for work for the entire day;
- (vi) he/she may be available for work for part of the day and for the remaining 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) to (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 3 and 4.

Flow Chart 3: Main steps for filling cols. 1 to 13 of block 5.3 for each member.

Flow Chart 4: Determination of intensity of activity (for Col. 7 - 13)

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.

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) to (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.

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 wage/salaried employees and casual wage labours, the relevant status codes for which wages & salary are to be recorded are 31, 41, 42, 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 statuses '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, 42, 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.

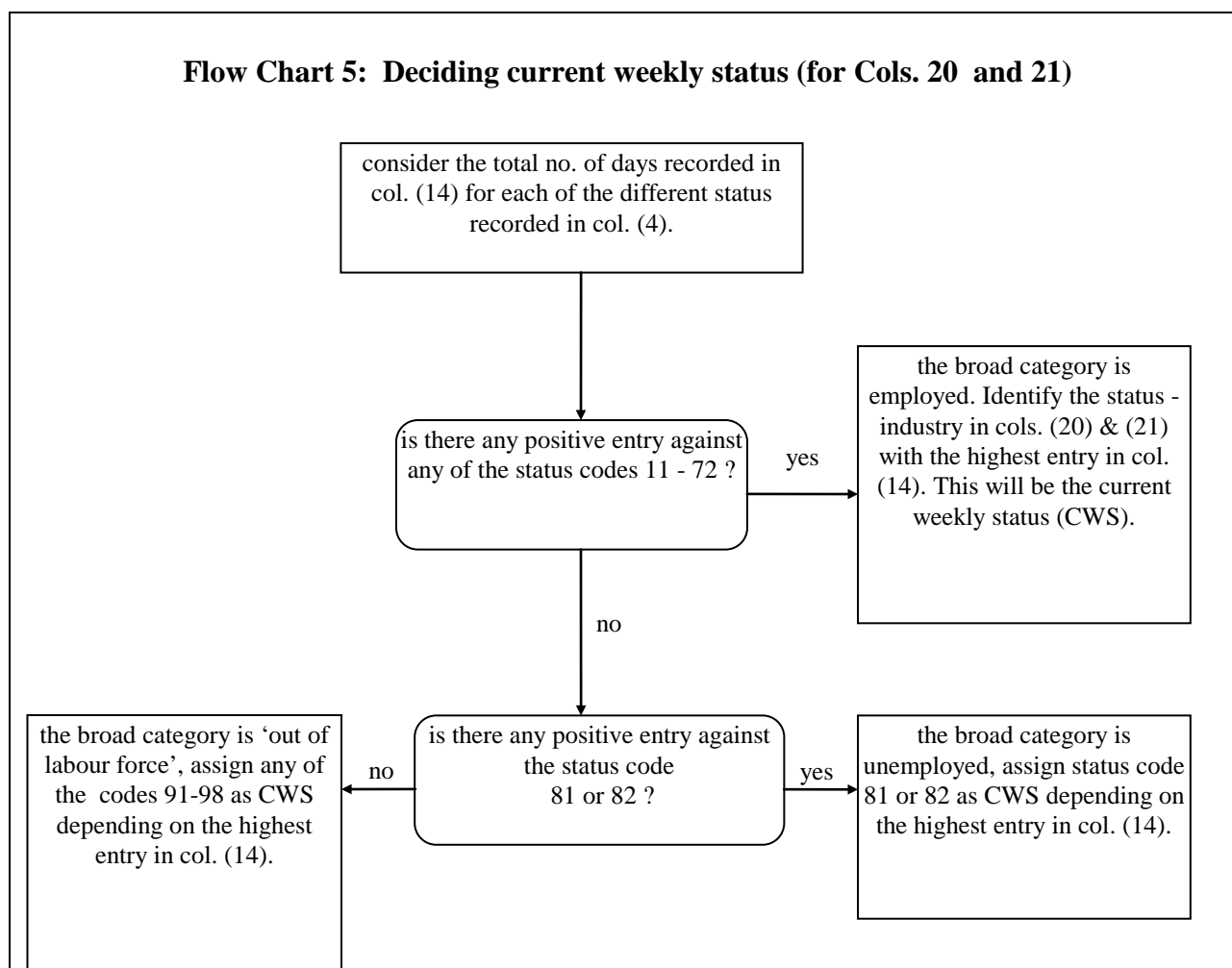
4.5.3.19 Further, within the three broad activity status categorisation, the detailed activity status codes will be assigned taking into account the number of days in each activity recorded in column (14) in terms of the aggregate of intensities obtaining on various days. Within the broad activity status 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 CWS to a person is explained in the form of Flow Chart 5.

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	

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

4.5.3.21 **Columns (21) & (22): Industry and occupation:** For persons with any of codes 11-72

Flow Chart 5: Deciding current weekly status (for Cols. 20 and 21)



in column (20), the 5-digit industry (NIC-2004) and 3-digit occupation (NCO-2004) will be

recorded in these two columns. **Note that to identify certain category of workers separately, NIC-2004 industry class code 9500 has been split.** 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 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 work activity status during the period he/ she was employed like self-employment, casual labour, etc., and the codes used for usual work activity 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-2004 and 3-digit occupation code as per NCO-2004, 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 10). 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 labours 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. Persons working for less than or equal to half of the normal working hours of the enterprise on a fairly regularly basis will be considered as part time workers and others will be considered as full time workers. 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 days 2
 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-2004 during the last 2 years will be ascertained. If the person has changed industry of work at 2-digit code as per NIC-2004 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-2004 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-2004, 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-2004 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 section/department/organisation to another of the same establishment on a transfer/promotion posting will not be considered as having changed establishment. However, if his/her nature of work in respect of NIC (at 2-digit level) or NCO (at 2-digit level) has changed consequent to this transfer/promotion, 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 enterprise5

(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:

yes:	commodities produced in own farm/free collection	1
	commodities acquired otherwise	2
no	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 to undertake 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. Care should be taken to exclude (i) expenditure on purchase of land and building (ii) expenditure on household enterprise including farm (iii) interest payments (iv) cash transfers (one-way transactions where the household does not receive any consumer goods and services in return), as all these may be mistakenly reported by the household as “consumer expenditure”.

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 will be used for classifying sample households into different levels of living for studying employment characteristics of households at 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 parentheses, 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; these are indicated in the headings of columns (3) and (4).

4.9.2 The items of consumption have been classified into four groups and the definition of consumption differs from group to group, as explained in tabular form below.

group	items in the group	serial numbers items in the worksheet	definition of consumption
I	food (other than purchased cooked meals), pan, tobacco & intoxicants, fuel & light	1 to 13	Consumption is the value of actual amount used 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. <u>Exception:</u> When a person consumes food cooked in a different household, the preparing household is considered to be the consuming household. But when a person consumes meals received as assistance from the Government or a non-Government agency, it will be considered to be the consumption of the household to which the person belongs.
II	purchased cooked meals, miscellaneous goods and services including education, medical, rent, taxes and cesses	11, 14 to 22, 24 to 26	Expenditure incurred on the item during the reference period. <u>Exceptions:</u> 1. If cooked meals are purchased and then used by the purchaser as means of payment, they will be accounted in the household receiving the meals as payment. 2. If payments of tuition fees and rent of household dwelling are regularly made by another household, the household making use of the accommodation or receiving the education is to be considered as the consuming household, and not the household making the payment
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. <u>Exception:</u> When second-hand purchase of clothing and footwear occurs, consumption is considered to occur <i>at the moment of purchase</i> , irrespective of whether and when the article is used.
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.

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: Consider the items of Group I and Group III in the table above. 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:

- The value of goods and services received in exchange of goods and services – including those received as perquisites by the members of the household from their employers - 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.
- 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.
- 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.
- 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.

4.9.6 Note: For items of Group II and Group IV, the question of imputation of value normally does not arise, as value of consumption is, for these groups, defined as expenditure incurred, and is zero when zero expenditure is incurred. However, in case of items of Group II and Group IV received from employer or any creditor as perquisite or payment, imputation of value is necessary because for such items it is considered as if the receiver incurs expenditure on them. Imputation in such cases should be done at local retail prices.

Value of consumption during last 30 days

4.9.7 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.

4.9.8 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.

4.9.9 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.

4.9.10 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.

4.9.11 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.

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

4.9.13 **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.

4.9.14 **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, oilseeds which are generally used in food preparations.

4.9.15 **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.

4.9.16 **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.

4.9.17 **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.

4.9.18 **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.

4.9.19 **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.

4.9.20 **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

4.9.21 **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.

4.9.22 **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.

4.9.23 **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.

4.9.24 **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.

4.9.25 **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.

4.9.26 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.

4.9.27 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.

4.9.28 In case both Schedule 1.0 (Type 1) and Schedule 10 are canvassed in the same household, then the entries in the worksheet (Block 9) of Schedule 10 for item groups 1 to 22 (which has a reference period of last 30 days) and 24 to 37 (which has a reference period of last 365 days) will be obtained from the corresponding items of Schedule 1.0 (Type 1). On the other hand, if Schedule 1.0 (Type 2) and Schedule 10 are canvassed in the same household, then the entries in the worksheet for item groups 1 to 22 and 24 to 37 of Schedule 10 will be copied from the corresponding **items bearing same reference period obtained for Schedule 1.0 (Type 2)**. For the other items, for which the reference period is different, the information in the worksheet of Schedule 10 will be collected afresh from the household corresponding to the reference period for these item groups.

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 in 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. Production of primary goods for own consumption is considered as economic activity. It may be noted that 'production of agricultural goods for own consumption' covers all activities up to and including stages of thrashing and storing of produce.
2. 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.
3. 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-2004 section will be 'A' and for other goods like rag, waste paper, tins, etc., the NIC-2004 section will be 'G'.
4. 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.
5. Any person carrying out domestic duty for major part of the day and additionally doing some economic activity for three/ four hours in a day, 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 three/ four hours in a day, his usual principal activity status will be pensioner/ student, and not worker in the usual principal status. However, according to the usual status considering principal status and subsidiary status together, they will be considered as worker.
6. 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.
7. 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).
8. 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.
9. 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.

10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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'.

18. Carpenters, masons, plumbers, etc., who in their professional rounds, 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 or for a household, they will be considered as regular salaried/wage employee.
19. Unpaid apprentices will be treated as 'students' while paid apprentices will be treated as employees.
20. 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.
21. 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.
22. A porter/ coolie in their professional rounds in search of 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, possesses 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 93093 as per NIC-2004.
23. Renting of machinery and equipment, building for residential or non-residential purposes is considered as economic activity, if those are performed as a business activity, for which substantial amount of time is spent.

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

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Cuddapah (281)	1.	Cuddapah	2810	1.	Cuddapah	20	Andhra Pradesh (28)
					2.	Chittoor	23	
		2.	Anantapur	2811	3.	Anantapur	22	
		3.	Guntur	2812	4.	Guntur	17	
		4.	Kurnool	2813	5.	Kurnool	21	
		5.	Nellore	2814	6.	Prakasam	18	
					7.	Nellore	19	
2.	Hyderabad (282)	6.	Hyderabad	2820	8.	Hyderabad	05	Andhra Pradesh (28)
					9.	Rangareddi	06	
					10.	Mahbubnagar	07	
					11.	Nalgonda	08	
		7.	Karimnagar	2821	12.	Karimnagar	03	
					13.	Medak	04	
		8.	Nizamabad	2822	14.	Adilabad	01	
					15.	Nizamabad	02	
		9.	Warangal	2823	16.	Warangal	09	
					17.	Khammam	10	
3.	Vijayawada (283)	10.	Vijayawada	2830	18.	West Godavari	15	Andhra Pradesh (28)
					19.	Krishna	16	
		11.	Kakinada	2831	20.	East Godavari	14	Pondicherry (34)
					21.	Yanam	01	
		12.	Visakhapatna	2832	22.	Srikakulam	11	Andhra Pradesh (28)
					23.	Vizianagaram	12	
					24.	Visakhapatnam	13	
4.	Guwahati (181)	13.	Guwahati	1810	25.	Kokrajhar	01	Assam (18)
					26.	Dhubri	02	
					27.	Goalpara	03	
					28.	Bongaigaon	04	
					29.	Barpeta	05	
					30.	Kamrup rural	06	
					31.	Nalbari	07	
					32.	Chirang	24	
					33.	Baksa	25	
					34.	Kamrup metro	26	
		14.	Silchar	1811	35.	Karbi Anglong	19	
					36.	North Cachar Hills	20	
					37.	Cachar	21	
					38.	Karimganj	22	

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					39.	Hailakandi	23	
5.	Dibrugarh (182)	15.	Dibrugarh	1820	40.	Tinsukia	14	Assam (18)
					41.	Dibrugarh	15	
		16.	Jorhat	1821	42.	Marigaon	09	
					43.	Nagaon	10	
					44.	Sibsagar	16	
					45.	Jorhat	17	
					46.	Golaghat	18	
		17.	Tezpur	1822	47.	Darrang	08	
					48.	Sonitpur	11	
					49.	Lakhimpur	12	
					50.	Dhemaji	13	
					51.	Udalguri	27	
6.	Muzaffarpur (101)	18.	Muzaffarpur	1010	52.	Sheohar	03	Bihar (10)
					53.	Sitamarhi	04	
					54.	Muzaffarpur	14	
					55.	Saran	17	
					56.	Vaishali	18	
		19.	Darbhanga	1011	57.	Madhubani	05	
					58.	Darbhanga	13	
					59.	Samastipur	19	
					60.	Begusarai	20	
		20.	Motihari	1012	61.	Champan(W)	01	
					62.	Champan(E)	02	
					63.	Gopalganj	15	
					64.	Siwan	16	
		21.	Purnia	1013	65.	Supaul	06	
					66.	Araria	07	
					67.	Kishanganj	08	
					68.	Purnia	09	
					69.	Katihar	10	
					70.	Madhepura	11	
					71.	Saharsa	12	
					72.	Khagaria	21	
7.	Patna (102)	22.	Patna	1020	73.	Nalanda	27	Bihar (10)
					74.	Patna	28	
					75.	Bhojpur	29	
					76.	Buxar	30	
					77.	Kaimur (Bhabua)	31	
					78.	Rohtas	32	
		23.	Bhagalpur	1021	79.	Bhagalpur	22	
					80.	Banka	23	
					81.	Munger	24	
					82.	Lakhisarai	25	

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					83.	Sheikhpura	26	
					84.	Jamui	37	
7.	Patna (102)	24.	Gaya	1022	85.	Jehanabad	33	Bihar
					86.	Aurangabad	34	(10)
					87.	Gaya	35	
					88.	Nawada	36	
					89.	Arwal	38	
8.	Raipur (221)	25.	Raipur	2210	90.	Raipur	11	Chhattisgarh
					91.	Mahasamund	12	(22)
					92.	Dhamtari	13	
					93.	Kanker	14	
					94.	Bastar	15	
					95.	Dantewada	16	
		26.	Ambikapur	2211	96.	Koriya	01	
					97.	Surguja	02	
					98.	Jashpur	03	
					99.	Raigarh	04	
		27.	Bilaspur	2212	100.	Korba	05	
					101.	Janjgir-Champa	06	
					102.	Bilaspur	07	
		28.	Durg	2213	103.	Kawardha	08	
					104.	Rajnandgaon	09	
					105.	Durg	10	
9.	Ahmedabad (241)	29.	Ahmedabad	2410	106.	Gandhinagar	06	Gujarat
					107.	Ahmedabad	07	(24)
		30.	Bhavnagar	2411	108.	Amreli	13	
					109.	Bhavnagar	14	
					110.	Diu	01	Daman & Diu (25)
		31.	Jamnagar	2412	111.	Jamnagar	10	Gujarat
					112.	Porbandar	11	(24)
		32.	Rajkot	2413	113.	Rajkot	09	
					114.	Junagadh	12	
		33.	Surendranaga	2414	115.	Kachchh	01	
					116.	Surendranagar	08	
10.	Baroda (242)	34.	Baroda	2420	117.	Panch Mahals	17	Gujarat
					118.	Dohad	18	(24)
					119.	Vadodara	19	
					120.	Narmada	20	
					121.	Bharuch	21	
		35.	Mahesana	2421	122.	Bans Kantha	02	
					123.	Patan	03	
					124.	Mahesana	04	
		36.	Nadiad	2422	125.	Sabar Kantha	05	

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					126.	Anand	15	
					127.	Kheda	16	
10.	Baroda (242)	37.	Surat	2423	128.	Surat	22	Gujarat
					129.	The Dangs	23	(24)
		38.	Valsad	2424	130.	Navsari	24	
					131.	Valsad	25	
					132.	Daman	02	Daman & Diu (25)
					133.	D & N Haveli	01	D & N Haveli (26)
11.	Panaji (301)	39.	Panaji	3010	134.	North Goa	01	Goa
					135.	South Goa	02	(30)
12.	Chandigarh (061)	40.	Chandigarh	0610	136.	Chandigarh	01	Chandigarh (04)
					137.	Panchkula	01	Haryana
		41.	Ambala	0611	138.	Ambala	02	(06)
					139.	Yamunanagar	03	
					140.	Kurukshetra	04	
					141.	Kaithal	05	
		42.	Bhiwani	0612	142.	Bhiwani	13	
					143.	Mahendragarh	16	
					144.	Rewari	17	
		43.	Hisar	0613	145.	Fatehabad	10	
					146.	Sirsa	11	
					147.	Hisar	12	
		44.	Karnal	0614	148.	Karnal	06	
					149.	Panipat	07	
					150.	Sonipat	08	
					151.	Jind	09	
		45.	Rohtak	0615	152.	Rohtak	14	
					153.	Jhajjar	15	
					154.	Gurgaon	18	
					155.	Faridabad	19	
					156.	Mewat	20	
13.	Shimla (021)	46.	Shimla	0210	157.	Solan	09	Himachal Pradesh
					158.	Sirmaur	10	(02)
					159.	Shimla	11	
					160.	Kinnaur	12	
		47.	Bilaspur	0211	161.	Hamirpur	06	
					162.	Una	07	
					163.	Bilaspur	08	
		48.	Dharamshala	0212	164.	Chamba	01	
					165.	Kangra	02	
		49.	Mandi	0213	166.	Lahul & Spiti	03	
					167.	Kullu	04	
					168.	Mandi	05	
14.	Jammu (011)	50.	Jammu	0110	169.	Punch	11	Jammu &

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					170.	Rajauri	12	Kashmir (01)
					171.	Jammu	13	
					172.	Kathua	14	
14.	Jammu (011)	51.	Udhampur	0111	173.	Doda	09	Jammu & Kashmir (01)
					174.	Udhampur	10	
15.	Srinagar (012)	52.	Srinagar	0120	175.	Srinagar	03	Jammu & Kashmir (01)
					176.	Badgam	04	
					177.	Leh (Ladakh)	07	
					178.	Kargil	08	
		53.	Anantnag	0121	179.	Pulwama	05	
					180.	Anantnag	06	
		54.	Baramula	0122	181.	Kupwara	01	
					182.	Baramula	02	
16.	Ranchi (201)	55.	Ranchi	2010	183.	Garhwa	01	Jharkhand (20)
					184.	Palamu	02	
					185.	Ranchi	14	
					186.	Lohardaga	15	
					187.	Gumla	16	
					188.	Latehar	19	
					189.	Simdega	20	
		56.	Dumka	2011	190.	Deoghar	07	
					191.	Godda	08	
					192.	Sahibganj	09	
					193.	Pakaur	10	
					194.	Dumka	11	
					195.	Jamtara	21	
		57.	Hazaribag	2012	196.	Chatra	03	
					197.	Hazaribag	04	
					198.	Kodarma	05	
					199.	Giridih	06	
					200.	Dhanbad	12	
					201.	Bokaro	13	
		58.	Jamshedpur	2013	202.	Singhbhum(W)	17	
					203.	Singhbhum (E)	18	
					204.	Saraikela Khaireswan	22	
17.	Bangalore (291)	59.	Bangalore	2910	205.	Tumkur	18	Karnataka (29)
					206.	Kolar	19	
					207.	Bangalore	20	
					208.	Bangalore (Rural)	21	
		60.	Mangalore	2911	209.	Udupi	16	
					210.	Dakshina Kannada	24	
					211.	Kodagu	25	

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		61.	Mysore	2912	212.	Mandya	22	
					213.	Mysore	26	
					214.	Chamarajanagar	27	
17.	Bangalore (291)	62.	Shimoga	2913	215.	Shimoga	15	Karnataka
					216.	Chikmagalur	17	(29)
					217.	Hassan	23	
18.	Hubli (292)	63.	Hubli	2920	218.	Gadag	08	Karnataka
					219.	Dharwad	09	(29)
					220.	Uttara Kannada	10	
					221.	Haveri	11	
					222.	Davanagere	14	
		64.	Belgaum	2921	223.	Belgaum	01	
					224.	Bagalkot	02	
					225.	Bijapur	03	
		65.	Bellary	2922	226.	Raichur	06	
					227.	Koppal	07	
					228.	Bellary	12	
					229.	Chitradurga	13	
		66.	Gulbarga	2923	230.	Gulbarga	04	
					231.	Bidar	05	
19.	Kozhikode(321)	67.	Kozhikode	3210	232.	Wayanad	03	Kerala
					233.	Kozhikode	04	(32)
					234.	Malappuram	05	
					235.	Mahe	03	Pondicherry (34)
		68.	Kannur	3211	236.	Kasaragod	01	Kerala
					237.	Kannur	02	(32)
		69.	Palakkad	3212	238.	Palakkad	06	
		70.	Thrissur	3213	239.	Thrissur	07	
20.	Thiruvananthapuram(322)	71.	Thiruvananthapuram	3220	240.	Thiruvananthapuram	14	Kerala (32)
		72.	Kochi	3221	241.	Ernakulam	08	
					242.	Lakshadweep	01	Lakshadweep (31)
		73.	Kollam	3222	243.	Alappuzha	11	Kerala
					244.	Pathanamthitta	12	(32)
					245.	Kollam	13	
		74.	Kottayam	3223	246.	Idukki	09	
					247.	Kottayam	10	
21.	Bhopal (231)	75.	Bhopal	2310	248.	Vidisha	31	Madhya Pradesh
					249.	Bhopal	32	(23)
					250.	Sehore	33	
					251.	Raisen	34	

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		76.	Chhindwara	2311	252.	Hoshangabad	37	
					253.	Betul	35	
					254.	Harda	36	
					255.	Chhindwara	43	
					256.	Balaghat	45	
21.	Bhopal (231)	77.	Indore	2312	257.	Dhar	25	Madhya Pradesh (23)
					258.	Indore	26	
		78.	Khandwa	2313	259.	W. Nimar (Khargaoan)	27	
					260.	Barwani	28	
					261.	E. Nimar (Khandwa)	29	
					262.	Burhampur	48	
22.	Gwalior (232)	79.	Gwalior	2320	263.	Sheopur	01	Madhya Pradesh (23)
					264.	Morena	02	
					265.	Bhind	03	
					266.	Gwalior	04	
					267.	Datia	05	
		80.	Ratlam	2321	268.	Neemuch	18	
					269.	Mandsaur	19	
					270.	Ratlam	20	
					271.	Jhabua	24	
		81.	Shivpuri	2322	272.	Shivpuri	06	
					273.	Guna	07	
					274.	Tikamgarh	08	
					275.	Chhatarpur	09	
					276.	Ashoknagar	46	
		82.	Ujjain	2323	277.	Ujjain	21	
					278.	Shajapur	22	
					279.	Dewas	23	
					280.	Rajgarh	30	
23.	Jabalpur (233)	83.	Jabalpur	2330	281.	Katni	38	Madhya Pradesh (23)
					282.	Jabalpur	39	
					283.	Dindori	41	
					284.	Mandla	42	
		84.	Rewa	2331	285.	Panna	10	
					286.	Satna	13	
					287.	Rewa	14	
					288.	Umaria	15	
					289.	Shahdol	16	
					290.	Sidhi	17	
					291.	Anuppur	47	
		85.	Sagar	2332	292.	Sagar	11	
					293.	Damoh	12	
					294.	Narsimhapur	40	

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					295.	Seoni	44	
24.	Aurangabad (271)	86.	Aurangabad	2710	296.	Jalna	18	Maharashtra
					297.	Aurangabad	19	(27)
					298.	Bid	27	
24.	Aurangabad (271)	87.	Jalgaon	2711	299.	Nandurbar	01	Maharashtra
					300.	Dhule	02	(27)
					301.	Jalgaon	03	
		88.	Nanded	2712	302.	Nanded	15	
					303.	Hingoli	16	
					304.	Parbhani	17	
					305.	Latur	28	
		89.	Nashik	2713	306.	Nashik	20	
25.	Mumbai (272)	90.	Mumbai	2720	307.	Mumbai Suburban	22	Maharashtra
					308.	Mumbai	23	(27)
		91.	Thane	2721	309.	Thane	21	
					310.	Raigarh	24	
26.	Nagpur (273)	92.	Nagpur	2730	311.	Wardha	08	Maharashtra
					312.	Nagpur	09	(27)
					313.	Bhandara	10	
					314.	Gondiya	11	
					315.	Gadchiroli	12	
					316.	Chandrapur	13	
		93.	Akola	2731	317.	Buldana	04	
					318.	Akola	05	
					319.	Washim	06	
		94.	Amravati	2732	320.	Amravati	07	
					321.	Yavatmal	14	
27.	Pune (274)	95.	Pune	2740	322.	Pune	25	Maharashtra
					323.	Ahmadnagar	26	(27)
					324.	Satara	31	
					325.	Ratnagiri	32	
		96.	Kolhapur	2741	326.	Sindhudurg	33	
					327.	Kolhapur	34	
					328.	Sangli	35	
		97.	Solapur	2742	329.	Osmanabad	29	
					330.	Solapur	30	
28.	Shillong (171)	98.	Shillong	1710	331.	West Khasi Hills	04	Meghalaya
					332.	Ri Bhoi	05	(17)
					333.	East Khasi Hills	06	
					334.	Jaintia Hills	07	

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		99.	Tura	1711	335.	West Garo Hills	01	
					336.	East Garo Hills	02	
					337.	South Garo Hills	03	
		100.	Agartala	1712	338.	West Tripura	01	Tripura
					339.	South Tripura	02	(16)
					340.	Dhalai	03	
					341.	North Tripura	04	
29.	Kohima (131)	101.	Kohima	1310	342.	Mon	01	Nagaland
					343.	Tuensang	02	(13)
					344.	Mokokchung	03	
					345.	Zunheboto	04	
					346.	Wokha	05	
					347.	Dimapur	06	
					348.	Kohima	07	
					349.	Phek	08	
					350.	Kiphire	09	
					351.	Longleng	10	
					352.	Peren	11	
		102.	Imphal	1311	353.	Senapati	01	Manipur
					354.	Tamenglong	02	(14)
					355.	Churachandpur	03	
					356.	Bishnupur	04	
					357.	Thoubal	05	
					358.	Imphal West	06	
					359.	Imphal East	07	
					360.	Ukhrul	08	
					361.	Chandel	09	
30.	Bhubaneswar (211)	103.	Bhubaneswar	2110	362.	Nayagarh	16	Orissa
					363.	Khordha	17	(21)
					364.	Puri	18	
		104.	Baripada	2111	365.	Kendujhar	06	
					366.	Mayurbhanj	07	
					367.	Baleswar	08	
		105.	Berhampur	2112	368.	Ganjam	19	
					369.	Gajapati	20	
					370.	Kandhamal	21	
					371.	Baudh	22	
		106.	Cuttack	2113	372.	Bhadrak	09	
					373.	Kendrapara	10	
					374.	Jagatsinghapur	11	
					375.	Cuttack	12	
					376.	Jajapur	13	
					377.	Dhenkanal	14	
					378.	Anugul	15	

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
31.	Sambalpur (212)	107.	Sambalpur	2120	379.	Bargarh	01	Orissa
					380.	Jharsuguda	02	(21)
					381.	Sambalpur	03	
					382.	Debagarh	04	
					383.	Sundargarh	05	
					384.	Sonapur	23	
					385.	Balangir	24	
31.	Sambalpur (212)	108.	Bhawanipatna	2121	386.	Nuapada	25	Orissa
					387.	Kalahandi	26	(21)
					388.	Rayagada	27	
					389.	Nabarangapur	28	
					390.	Koraput	29	
					391.	Malkangiri	30	
32.	Jalandhar (031)	109.	Jalandhar	0310	392.	Kapurthala	03	Punjab
					393.	Jalandhar	04	(03)
					394.	Nawanshahr	06	
		110.	Amritsar	0311	395.	Amritsar	02	
		111.	Firozpur	0312	396.	Moga	10	
					397.	Firozpur	11	
					398.	Muktsar	12	
					399.	Faridkot	13	
		112.	Hoshiarpur	0313	400.	Gurdaspur	01	
					401.	Hoshiarpur	05	
33.	Ludhiana (032)	113.	Ludhiana	0320	402.	Rupnagar	07	Punjab
					403.	Ludhiana	09	(03)
					404.	S.A.S. nagar (Mohali)	18	
		114.	Bathinda	0321	405.	Bathinda	14	
					406.	Mansa	15	
		115.	Patiala	0322	407.	Fatehgarh Sahib	08	
					408.	Sangrur	16	
					409.	Patiala	17	
34.	Ajmer (081)	116.	Ajmer	0810	410.	Nagaur	14	Rajasthan
					411.	Ajmer	21	(08)
					412.	Bhilwara	24	
		117.	Jodhpur	0811	413.	Jodhpur	15	
					414.	Jaisalmer	16	
					415.	Barmer	17	
					416.	Jalor	18	
					417.	Pali	20	

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		118.	Udaipur	0812	418.	Sirohi	19	
					419.	Rajsamand	25	
					420.	Udaipur	26	
					421.	Dungarpur	27	
					422.	Banswara	28	
					423.	Chittaurgarh	29	
35.	Jaipur (082)	119.	Jaipur	0820	424.	Churu	04	Rajasthan (08)
					425.	Jhunjhun	05	
					426.	Dausa	11	
					427.	Jaipur	12	
					428.	Sikar	13	
					429.	Tonk	22	
		120.	Alwar	0821	430.	Alwar	06	
					431.	Bharatpur	07	
					432.	Dhaulpur	08	
		121.	Ganganagar	0822	433.	Ganganagar	01	
					434.	Hanumangarh	02	
					435.	Bikaner	03	
		122.	Kota	0823	436.	Karauli	09	
					437.	Sawai Madhopur	10	
					438.	Bundi	23	
					439.	Kota	30	
					440.	Baran	31	
					441.	Jhalawar	32	
36.	Gangtok (111)	123.	Gangtok	1110	442.	North (Mongam)	01	Sikkim (11)
					443.	West (Gyalshing)	02	
					444.	South (Nimachai)	03	
					445.	East (Gangtok)	04	
37.	Coimbatore (331)	124.	Coimbatore	3310	446.	The Nilgiris	11	Tamil Nadu (33)
					447.	Erode	10	
					448.	Coimbatore	12	
		125.	Dharmapuri	3311	449.	Dharmapuri	05	
					450.	Krishnagiri	31	
		126.	Salem	3312	451.	Salem	08	
					452.	Namakkal	09	
		127.	Tiruchirappall	3313	453.	Karur	14	
					454.	Tiruchirappalli	15	
					455.	Perambalur	16	
					456.	Ariyalur	17	
					457.	Pudukkottai	22	
38.	Chennai (332)	128.	Chennai	3320	458.	Thiruvallur	01	Tamil Nadu

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					459.	Chennai	02	(33)
					460.	Kancheepuram	03	
		129.	Cuddalore	3321	461.	Viluppuram	07	
					462.	Cuddalore	18	
		130.	Vellore	3322	463.	Vellore	04	
					464.	Tiruvanamalai	06	
		131.	Pondicherry	3323	465.	Pondicherry	02	Pondicherry
					466.	Karaikal	04	(34)
39.	Madurai (333)	132.	Madurai	3330	467.	Dindigul	13	Tamil Nadu
					468.	Madurai	24	(33)
					469.	Theni	25	
		133.	Thanjavur	3331	470.	Nagapattinam	19	
					471.	Thiruvarur	20	
					472.	Thanjavur	21	
		134.	Tirunelveli	3332	473.	Toothukudi	28	
					474.	Tirunelveli	29	
					475.	Kanniyakumari	30	
		135.	Virudhunagar	3333	476.	Sivaganga	23	
					477.	Virudhunagar	26	
					478.	Ramanathapuram	27	
40.	Dehradun (051)	136.	Dehradun	0510	479.	Uttarkashi	01	Uttarakhand
					480.	Chamoli	02	(05)
					481.	Rudraprayag	03	
					482.	Tehri Garhwal	04	
					483.	Dehradun (P)	05	
					484.	Garhwal	06	
					485.	Hardwar	13	
					486.	Dehradun (H)	15	
		137.	Almora	0511	487.	Pithoragarh	07	
					488.	Bageshwar	08	
					489.	Almora	09	
					490.	Champawat	10	
					491.	Nainital (P)	11	
					492.	U. Singh Nagar	12	
					493.	Nainital (H)	14	
41.	Agra (091)	138.	Agra	0910	494.	Mathura	14	Uttar Pradesh
					495.	Agra	15	(09)
					496.	Firozabad	16	
					497.	Mainpuri	18	
					498.	Farrukhabad	29	
					499.	Kannauj	30	
					500.	Etawah	31	
					501.	Auraiya	32	

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		139.	Aligarh	0911	502.	Bulandshahr	11	
					503.	Aligarh	12	
					504.	Hathras	13	
					505.	Etah	17	
		140.	Meerut	0912	506.	Meerut	07	
					507.	Baghpat	08	
					508.	Ghaziabad	09	
					509.	G. Buddha Nagar	10	
42.	Allahabad (092)	141.	Allahabad	0920	510.	Pratapgarh	43	Uttar Pradesh (09)
					511.	Kaushambi	44	
					512.	Allahabad	45	
		142.	Azamgarh	0921	513.	Azamgarh	61	
					514.	Mau	62	
					515.	Ballia	63	
					516.	Jaunpur	64	
		143.	Faizabad	0922	517.	Faizabad	47	
					518.	Ambedkar Nagar	48	
					519.	Sultanpur	49	
					520.	Siddharthnagar	54	
					521.	Basti	55	
		144.	Gorakhpur	0923	522.	S. Kabir Nagar	56	
					523.	Maharajganj	57	
					524.	Gorakhpur	58	
					525.	Kushinagar	59	
					526.	Deoria	60	
		145.	Varanasi	0924	527.	Ghazipur	65	
					528.	Chandauli	66	
					529.	Varanasi	67	
					530.	S. R. Nagar Bhadohi	68	
					531.	Mirzapur	69	
					532.	Sonbhadra	70	
43.	Bareilly (093)	146.	Bareilly	0930	533.	Budaun	19	Uttar Pradesh (09)
					534.	Bareilly	20	
					535.	Pilibhit	21	
					536.	Shahjahanpur	22	
		147.	Moradabad	0931	537.	Bijnor	03	
					538.	Moradabad	04	
					539.	Rampur	05	
					540.	J. Phule Nagar	06	
		149.	Saharanpur	0932	541.	Saharanpur	01	
					542.	Muzaffarnagar	02	
		148.	Sitapur	0933	543.	Kheri	23	
					544.	Sitapur	24	

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					545.	Hardoi	25	
44.	Lucknow (094)	150.	Lucknow	0940	546.	Unnao	26	Uttar Pradesh (09)
					547.	Lucknow	27	
					548.	Barabanki	46	
		151.	Fatehpur	0941	549.	Rae Bareli	28	
					550.	Banda	40	
					551.	Chitrakoot	41	
					552.	Fatehpur	42	
44.	Lucknow (094)	152.	Gonda	0942	553.	Bahraich	50	Uttar Pradesh (09)
					554.	Shrawasti	51	
					555.	Balrampur	52	
					556.	Gonda	53	
		153.	Jhansi	0943	557.	Jalaun	35	
					558.	Jhansi	36	
					559.	Lalitpur	37	
					560.	Hamirpur	38	West Bengal (19)
					561.	Mahoba	39	
		154.	Kanpur	0944	562.	Kanpur Dehat	33	
					563.	Kanpur Nagar	34	
45.	Bardhaman (191)	155.	Bardhaman	1910	564.	Bardhaman	09	
		156.	Bankura	1911	565.	Bankura	13	
					566.	Puruliya	14	
		157.	Chinsura	1912	567.	Nadia	10	
					568.	Hugli	12	West Bengal (19)
		158.	Medinipur	1913	569.	Paschim Midnapur	15	
					570.	Purba Midnapur	19	
46.	Kolkata (192)	159.	Kolkata	1920	571.	North 24-Parganas	11	
					572.	Kolkata	17	
					573.	South 24-Parganas	18	
		160.	Howrah	1921	574.	Howrah	16	
47.	Maldah (193)	161.	Maldah	1930	575.	Uttar Dinajpur	04	West Bengal (19)
					576.	Dakshin Dinajpur	05	
					577.	Maldah	06	
		162.	Barhampur	1931	578.	Murshidabad	07	
					579.	Birbhum	08	
		163.	Siliguri	1932	580.	Darjiling	01	
					581.	Jalpaiguri	02	
					582.	Koch Bihar	03	A & N Islands (35)
48.	Port Blair (351)	164.	Port Blair	3510	583.	South Andaman	01	
					584.	Nicobars	02	
					585.	North and Middle	03	

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	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Andaman								
49.	Delhi (071)	165.	Delhi	0710	586.	North West	01	Delhi
					587.	North	02	(07)
					588.	North East	03	
					589.	East	04	
					590.	New Delhi	05	
					591.	Central	06	
					592.	West	07	
					593.	South West	08	
					594.	South	09	

APPENDIX - II

LIST OF NSS REGIONS AND THEIR COMPOSITION

sl. no	state/u.t. (code)	NSS region		detailed composition of region			
		code	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	South Andaman Nicobars	(01) (02)	North and Middle Andaman	(03)
2.	Andhra Pradesh (28)	281	Coastal Northern	Srikakulam Vizianagaram Visakhapatnam	(11) (12) (13)	East Godavari West Godavari	(14) (15)
3.		282	Coastal Southern	Krishna Guntur	(16) (17)	Prakasam Nellore	(18) (19)
4.		283	Inland North Western	Adilabad Nizamabad Medak	(01) (02) (04)	Hyderabad Rangareddi Mahbubnagar	(05) (06) (07)
5.		284	Inland North Eastern	Karimnagar Nalgonda	(03) (08)	Warangal Khammam	(09) (10)
6.		285	Inland Southern	Cuddapah Kurnool	(20) (21)	Anantapur Chittoor	(22) (23)
7.	Arunachal Pradesh (12)	121	Arunachal Pradesh	Tawang West Kameng East Kameng Papum Pare Lower Subansiri Upper Subansiri West Siang East Siang	(01) (02) (03) (04) (05) (06) (07) (08)	Upper Siang Dibang Valley Lohit Changlang Tirap Anjaw Kurungkumey Lower Dibang Valley	(09) (10) (11) (12) (13) (14) (15) (16)
8.	Assam (18)	181	Plains Eastern	Lakhimpur Dhemaji Tinsukia Dibrugarh	(12) (13) (14) (15)	Sibsagar Jorhat Golaghat	(16) (17) (18)
9.		182	Plains Western	Kokrajhar Dhubri Goalpara Bongaigaon Barpeta	(01) (02) (03) (04) (05)	Kamrup rural Nalbari Chirang Baksa Kamrup metro	(06) (07) (24) (25) (26)
10.		183	Cachar Plain	Karbi Anglong North Cachar Hills Cachar	(19) (20) (21)	Karimganj Hailakandi	(22) (23)
11.		184	Central Brahmaputra Plains	Darrang Marigaon Nagaon	(08) (09) (10)	Sonitpur Udalguri	(11) (27)

sl. no.	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
12.	Bihar (10)	101	Northern	Champaran(W)	(01)	Saharsa	(12)
				Champaran(E)	(02)	Darbhangha	(13)
				Sheohar	(03)	Muzaffarpur	(14)
				Sitamarhi	(04)	Gopalganj	(15)
				Madhubani	(05)	Siwan	(16)
				Supaul	(06)	Saran	(17)
				Araria	(07)	Vaishali	(18)
				Kishanganj	(08)	Samastipur	(19)
				Purnia	(09)	Begusarai	(20)
				Katihar	(10)	Khagaria	(21)
				Madhepura	(11)		
13.		102	Central	Bhagalpur	(22)	Kaimur (Bhabua)	(31)
				Banka	(23)	Rohtas	(32)
				Munger	(24)	Jehanabad	(33)
				Lakhisarai	(25)	Aurangabad	(34)
				Sheikhpura	(26)	Gaya	(35)
				Nalanda	(27)	Nawada	(36)
				Patna	(28)	Jamui	(37)
				Bhojpur	(29)	Arwal	(38)
				Buxar	(30)		
14.	Chandigarh (04)	041	Chandigarh	Chandigarh	(01)		
15.	Chhattisgarh (22)	221	Northern Chhattisgarh	Koriya	(01)	Surguja	(02)
16.		222	Mahanadi Basin	Jashpur	(03)	Rajnandgaon	(09)
				Raigarh	(04)	Durg	(10)
				Korba	(05)	Raipur	(11)
				Janjgir-Champa	(06)	Mahasamund	(12)
				Bilaspur	(07)	Dhamtari	(13)
				Kawardha	(08)		
17.		223	Southern Chhattisgarh	Kanker	(14)	Dantewada	(16)
				Bastar	(15)		
18.	Dadra & Nagar Haveli (26)	261	Dadra & Nagar Haveli	Dadra & Nagar Haveli	(01)		
19.	Daman & Diu (25)	251	Daman & Diu	Diu	(01)	Daman	(02)
20.	Delhi (07)	071	Delhi	North West	(01)	Central	(06)
				North	(02)	West	(07)
				North East	(03)	South West	(08)
				East	(04)	South	(09)
				New Delhi	(05)		
21.	Goa (30)	301	Goa	North Goa	(01)	South Goa	(02)

sl. no.	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
22.	Gujarat (24)	241	South Eastern	Panch Mahals Dohad Vadodara Narmada Bharuch	(17) (18) (19) (20) (21)	Surat The Dangs Navsari Valsad	(22) (23) (24) (25)
23.		242	Plains Northern	Mahesana Sabar Kantha Gandhinagar	(04) (05) (06)	Ahmedabad Anand Kheda	(07) (15) (16)
24.		243	Dry areas	Bans Kantha	(02)	Patan	(03)
25.		244	Kachchh	Kachchh	(01)		
26.		245	Saurashtra	Surendranagar Rajkot Jamnagar Porbandar	(08) (09) (10) (11)	Junagadh Amreli Bhavnagar	(12) (13) (14)
27.	Haryana (06)	061	Eastern	Panchkula Ambala Yamunanagar Kurukshetra Kaithal Karnal Panipat	(01) (02) (03) (04) (05) (06) (07)	Sonipat Rohtak Jhajjar Gurgaon Faridabad Mewat	(08) (14) (15) (18) (19) (20)
28.		062	Western	Jind Fatehabad Sirsa Hisar	(09) (10) (11) (12)	Bhiwani Mahendragarh Rewari	(13) (16) (17)
29.	Himachal Pradesh (02)	021	Central	Kangra Kullu Mandi	(02) (04) (05)	Hamirpur Una	(06) (07)
30.		022	Trans Himalayan & Southern	Chamba Lahul & Spiti Bilaspur Solan	(01) (03) (08) (09)	Sirmaur Shimla Kinnaur	(10) (11) (12)
31.	Jammu & Kashmir (01)	011	Mountainous	Jammu	(13)	Kathua	(14)
32.		012	Outer Hills	Doda Udhampur	(09) (10)	Punch Rajauri	(11) (12)
33.		013	Jhelam Valley	Kupwara Baramulla Srinagar	(01) (02) (03)	Badgam Pulwama Anantnag	(04) (05) (06)
34.		014	Ladakh	Leh (Ladakh)	(07)	Kargil	(08)

sl. no.	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
35.	Jharkhand (20)	201	Ranchi Plateau	Garhwa Palamu Ranchi Lohardaga Gumla	(01) (02) (14) (15) (16)	Singhbhum(W) Singhbhum (E) Latehar Simdega Saraikela Khaireswan	(17) (18) (19) (20) (22)
36.		202	Hazaribagh Plateau	Chatra Hazaribag Kodarma Giridih Deoghar Godda	(03) (04) (05) (06) (07) (08)	Sahibganj Pakaur Dumka Dhanbad Bokaro Jamtara	(09) (10) (11) (12) (13) (21)
37.	Karnataka (29)	291	Coastal & Ghats	Uttara Kannada Udupi	(10) (16)	Dakshina Kannada	(24)
38.		292	Inland Eastern	Shimoga Chikmagalur	(15) (17)	Hassan Kodagu	(23) (25)
39.		293	Inland Southern	Tumkur Kolar Bangalore Bangalore (Rural)	(18) (19) (20) (21)	Mandya Mysore Chamarajanagar	(22) (26) (27)
40.		294	Inland Northern	Belgaum Bagalkot Bijapur Gulbarga Bidar Raichur Koppal	(01) (02) (03) (04) (05) (06) (07)	Gadag Dharwad Haveri Bellary Chitradurga Davanagere	(08) (09) (11) (12) (13) (14)
41.	Kerala (32)	321	Northern	Kasaragod Kannur Wayanad	(01) (02) (03)	Kozhikode Malappuram Palakkad	(04) (05) (06)
42.		322	Southern	Thrissur Ernakulam Idukki Kottayam	(07) (08) (09) (10)	Alappuzha Pathanamthitta Kollam Thiruvananthapuram	(11) (12) (13) (14)
43.	Lakshadweep (31)	311	Lakshadweep	Lakshadweep	(01)		
44.	Madhya Pradesh (23)	231	Vindhya	Tikamgarh Chhatarpur Panna Satna Rewa	(08) (09) (10) (13) (14)	Umariya Shahdol Sidhi Anuppur	(15) (16) (17) (47)
45.		232	Central	Sagar Damoh Vidisha	(11) (12) (31)	Bhopal Sehore Raisen	(32) (33) (34)

sl. no.	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
46.	Madhya Pradesh (23)	233	Malwa	Neemuch	(18)	Dewas	(23)
				Mandsaur	(19)	Jhabua	(24)
				Ratlam	(20)	Dhar	(25)
				Ujjain	(21)	Indore	(26)
				Shajapur	(22)	Rajgarh	(30)
47.		234	South	Katni	(38)	Mandla	(42)
				Jabalpur	(39)	Chhindwara	(43)
				Narsimhapur	(40)	Seoni	(44)
				Dindori	(41)	Balaghat	(45)
48.		235	South Western	W. Nimar (Khargoan)	(27)	Betul	(35)
				Barwani	(28)	Harda	(36)
				E. Nimar (Khandwa)	(29)	Hoshangabad	(37)
						Burhampur	(48)
49.		236	Northern	Sheopur	(01)	Datia	(05)
				Morena	(02)	Shivpuri	(06)
				Bhind	(03)	Guna	(07)
				Gwalior	(04)	Ashoknagar	(46)
50.	Maharashtra (27)	271	Coastal	Thane	(21)	Raigarh	(24)
				Mumbai	(22)	Ratnagiri	(32)
				Suburban		Sindhudurg	(33)
				Mumbai	(23)		
51.		272	Inland Western	Pune	(25)	Satara	(31)
				Ahmadnagar	(26)	Kolhapur	(34)
				Solapur	(30)	Sangli	(35)
52.		273	Inland Northern	Nandurbar	(01)	Jalgaon	(03)
				Dhule	(02)	Nashik	(20)
53.		274	Inland Central	Nanded	(15)	Aurangabad	(19)
				Hingoli	(16)	Bid	(27)
				Parbhani	(17)	Latur	(28)
				Jalna	(18)	Osmanabad	(29)
54.		275	Inland Eastern	Buldana	(04)	Wardha	(08)
				Akola	(05)	Nagpur	(09)
				Washim	(06)	Yavatmal	(14)
				Amravati	(07)		
55.		276	Eastern	Bhandara	(10)	Gadchiroli	(12)
				Gondiya	(11)	Chandrapur	(13)
56.	Manipur (14)	141	Plains	Bishnupur	(04)	Imphal West	(06)
				Thoubal	(05)	Imphal East	(07)
57.		142	Hills	Senapati	(01)	Ukhrul	(08)
				Tamenglong	(02)	Chandel	(09)
				Churachandpur	(03)		

sl. no.	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
58.	Meghalaya (17)	171	Meghalaya	West Garo Hills East Garo Hills South Garo Hills West Khasi Hills	(01) (02) (03) (04)	Ri Bhoi East Khasi Hills Jaintia Hills	(05) (06) (07)
59.	Mizoram (15)	151	Mizoram	Mamit Kolasib Aizwal Champhai	(01) (02) (03) (04)	Serchip Lunglei Lawngtlai Saiha	(05) (06) (07) (08)
60.	Nagaland (13)	131	Nagaland	Mon Tuensang Mokokchung Zunheboto Wokha Dimapur	(01) (02) (03) (04) (05) (06)	Kohima Phek Kiphire Longleng Peren	(07) (08) (09) (10) (11)
61.	Orissa (21)	211	Coastal	Baleshwar Bhadrak Kendrapara Jagatsinghapur Cuttack	(08) (09) (10) (11) (12)	Jajapur Nayagarh Khordha Puri	(13) (16) (17) (18)
62.		212	Southern	Ganjam Gajapati Kandhamal (Phoolbani) Baudh Sonapur Balangir	(19) (20) (21) (22) (23) (24)	Nuapada Kalahandi Rayagada Nabarangapur Koraput Malkangiri	(25) (26) (27) (28) (29) (30)
63.		213	Northern	Bargarh Jharsuguda Sambalpur Debagarh Sundargarh	(01) (02) (03) (04) (05)	Kendujhar Mayurbhanj Dhenkanal Anugul	(06) (07) (14) (15)
64.	Pondicherry (34)	341	Pondi- cherry	Yanam Pondicherry	(01) (02)	Mahe Karaikal	(03) (04)
65.	Punjab (03)	031	Northern	Gurdaspur Amritsar Kapurthala Jalandhar	(01) (02) (03) (04)	Hoshiarpur Nawanshahr Rupnagar S.A.S. nagar (Mohali)	(05) (06) (07) (18)
66.		032	Southern	Fatehgarh Sahib Ludhiana Moga Firozpur Muktsar	(08) (09) (10) (11) (12)	Faridkot Bathinda Mansa Sangrur Patiala	(13) (14) (15) (16) (17)

sl. no.	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
67.	Rajasthan (08)	081	Western	Bikaner Jodhpur Jaisalmer Barmer	(03) (15) (16) (17)	Jalor Sirohi Pali	(18) (19) (20)
68.		082	North-Eastern	Alwar Bharatpur Dhaulpur Karauli Sawai Madhopur	(06) (07) (08) (09) (10)	Dausa Jaipur Ajmer Tonk Bhilwara	(11) (12) (21) (22) (24)
69.		083	Southern	Rajsamand Udaipur	(25) (26)	Dungarpur Banswara	(27) (28)
70.		084	South-Eastern	Bundi Chittaurgarh Kota	(23) (29) (30)	Baran Jhalawar	(31) (32)
71.		085	Northern	Ganganagar Hanumangarh Churu	(01) (02) (04)	Jhunjhunun Sikar Nagaur	(05) (13) (14)
72.	Sikkim (11)	111	Sikkim	North (Mongam) West (Gyalshing)	(01) (02)	South (Nimachai) East (Gangtok)	(03) (04)
73.	Tamil Nadu (33)	331	Coastal Northern	Thiruvallur Chennai Kancheepuram Vellore	(01) (02) (03) (04)	Tiruvanamalai Viluppuram Cuddalore	(06) (07) (18)
74.		332	Coastal	Karur Tiruchirappalli Perambalur Ariyalur	(14) (15) (16) (17)	Nagapattinam Thiruvarur Thanjavur Pudukkottai	(19) (20) (21) (22)
75.		333	Southern	Dindigul Sivaganga Madurai Theni Virudhunagar	(13) (23) (24) (25) (26)	Ramanathapuram Toothukudi Tirunelveli Kanniyakumari	(27) (28) (29) (30)
76.		334	Inland	Dharmapuri Salem Namakkal Erode	(05) (08) (09) (10)	The Nilgiris Coimbatore Krishnagiri	(11) (12) (31)
77.	Tripura (16)	161	Tripura	West Tripura South Tripura	(01) (02)	Dhalai North Tripura	(03) (04)
78.	Uttarakhand (05)	051	Uttarakhand	Uttarkashi Chamoli Rudraprayag Tehri Garhwal Dehradun (P) Garhwal Pithoragarh Bageshwar	(01) (02) (03) (04) (05) (06) (07) (08)	Almora Champawat Nainital (P) Udham Singh Nagar Hardwar Nainital (H) Dehradun (H)	(09) (10) (11) (12) (13) (14) (15)

sl. no.	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
79.	Uttar Pradesh (09)	091	Northern Upper Ganga Plains	Saharanpur	(01)	J Phule Nagar	(06)
				Muzaffarnagar	(02)	Meerut	(07)
				Bijnor	(03)	Baghpat	(08)
				Moradabad	(04)	Ghaziabad	(09)
				Rampur	(05)	G. Buddha Nagar	(10)
80.		092	Central	Sitapur	(24)	Kanpur Dehat	(33)
				Hardoi	(25)	Kanpur Nagar	(34)
				Unnao	(26)	Fatehpur	(42)
				Lucknow	(27)	Barabanki	(46)
				Rae Bareli	(28)		
81.		093	Eastern	Pratapgarh	(43)	Gorakhpur	(58)
				Kaushambi	(44)	Kushinagar	(59)
				Allahabad	(45)	Deoria	(60)
				Faizabad	(47)	Azamgarh	(61)
				Ambedkar Nag.	(48)	Mau	(62)
				Sultanpur	(49)	Ballia	(63)
				Bahraich	(50)	Jaunpur	(64)
				Shrawasti	(51)	Ghazipur	(65)
				Balrampur	(52)	Chandauli	(66)
				Gonda	(53)	Varanasi	(67)
				Siddharthnagar	(54)	S.R.Nagar(Bhadohi)	(68)
				Basti	(55)	Mirzapur	(69)
				S. Kabir Nagar	(56)	Sonbhadra	(70)
				Maharajganj	(57)		
82.		094	Southern	Jalaun	(35)	Mahoba	(39)
				Jhansi	(36)	Banda	(40)
				Lalitpur	(37)	Chitrakoot	(41)
				Hamirpur	(38)		
83.		095	Southern Upper Ganga Plains	Bulandshahr	(11)	Bareilly	(20)
				Aligarh	(12)	Pilibhit	(21)
				Hathras	(13)	Shahjahanpur	(22)
				Mathura	(14)	Kheri	(23)
				Agra	(15)	Farrukhabad	(29)
				Firozabad	(16)	Kannauj	(30)
				Etah	(17)	Etawah	(31)
				Mainpuri	(18)	Auraiya	(32)
				Budaun	(19)		
84.	West Bengal (19)	191	Himalayan	Darjiling	(01)	Koch Bihar	(03)
				Jalpaiguri	(02)		
85.		192	Eastern Plains	Uttar Dinajpur	(04)	Murshidabad	(07)
				Dakshin Dinajpur	(05)	Birbhum	(08)
				Maldah	(06)	Nadia	(10)
86.		193	Southern Plains	North 24-Parganas	(11)	South 24-Parganas	(18)
				Kolkata	(17)		
87.		194	Central Plains	Bardhaman	(09)	Howrah	(16)
				Hugli	(12)		
88.		195	Western Plains	Bankura	(13)	Paschim Midnapur	(15)
				Puruliya	(14)	Purba Midnapur	(19)

