

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 sixtieth round from 1st January 2004.

1.0.2 Sixtieth round of NSS is earmarked for survey on 'Household Consumer Expenditure', 'Employment and Unemployment' and 'Morbidity and Health care'. In this round two separate schedules will be canvassed for 'household consumer expenditure' and 'employment and unemployment'. The field operations of the survey will commence on 1st January 2004 and will continue up to 30th June 2004.

1.0.3 Survey on household consumer expenditure will be conducted as a part of annual series of data on the subject. Two types of schedule on annual household consumer expenditure will be canvassed in the current round. For information on employment-unemployment situation, a separate schedule will be canvassed. Information relating to morbidity, problems of aged persons, utilisation of health care services and expenditure on medical treatment will be collected through 'Morbidity and Health Care' schedule and survey on the same subject was conducted in 42nd round (1986-87) and 52nd round (1995-96).

1.1 Outline of Survey Programme

1.1.1 **Subject Coverage:** The 60th round (January-June 2004) of NSS will cover annual survey of consumer expenditure, employment-unemployment situation and morbidity and health care. In the current round a separate schedule will be canvassed for employment and unemployment.

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

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

sub-round 1 : January - March 2004

sub-round 2 : April - June 2004

In each of these two sub-rounds equal number of sample villages/blocks (FSUs) will be allotted for survey with a view to ensuring uniform spread of sample FSUs over the entire survey period. Attempt should be made to survey each of the FSUs during the sub-round to which it has been allotted. *Because of the arduous field conditions, this restriction need not*

be strictly enforced in Andaman and Nicobar Islands, Lakshadweep, rural areas of Arunachal Pradesh and Nagaland.

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

Schedule 0.0	: list of households
Schedule 1.0	: consumer expenditure
Schedule 10	: employment and unemployment
Schedule 25.0	: morbidity and health care

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 same as Schedule 1.0 of last few rounds including that of NSS 59th round. Schedule Type 2 has different reference period (7 days), for some items of food, pan, tobacco and intoxicants as compared to 30 days for block 6, Schedule Type 1.

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

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

1.2 Contents of Volume I

1.2.0 The present volume contains five chapters. Chapter one, besides giving an overview of the whole survey operation, discusses the concepts and definitions of certain important technical terms to be used in the survey. It also describes in detail the sampling design and the procedure of selection of households adopted for this round. Instructions for filling in Schedule 0.0, Schedule 1.0, Schedule 10 and Schedule 25.0 are given in Chapters Two to Five respectively.

1.3 Sample Design

1.3.1 Outline of sample design: A stratified multi-stage design has been adopted for the 60th round survey. The first stage units (FSU) will be the 1991 census villages in the rural sector and Urban Frame Survey (UFS) blocks in the urban sector. The ultimate stage units (USU) will be households in both the sectors. In case of large villages/blocks requiring hamlet-group (hg)/sub-block (sb) formation, one intermediate stage will be the selection of two hgs/sbs from each FSU.

1.3.2 Sampling Frame for First Stage Units: *For the rural sector*, the list of Census 1991 villages (panchayat wards for Kerala) and Census 1981 villages for J & K will constitute the sampling frame. *For the urban sector*, the list of latest available Urban Frame Survey (UFS) blocks will be considered as the sampling frame.

1.3.3 Stratification

1.3.3.1 **Rural sector:** Two *special strata* will be formed at the State/ UT level, viz.

Stratum 1: all FSUs with population between 0 to 50 and

Stratum 2: FSUs with population more than 15,000.

Special stratum 1 will be formed if at least 50 such FSUs are found in a State/UT. Similarly, special stratum 2 will be formed if at least 4 such FSUs are found in a State/UT. Otherwise, such FSUs will be merged with the general strata.

From FSUs other than those covered under special strata 1 and 2, *general strata* will be formed and its numbering will start from 3. Each district of a State/UT will normally be treated as a separate stratum. However, if the census rural population of the district is greater than or equal to 2.5 million as per population census 2001 or 2 million as per population census 1991, the district will be split into two or more strata, by grouping contiguous tehsils to form strata. However, in Gujarat, some districts are not wholly included in an NSS region. In such cases, the part of the district falling in an NSS region will constitute a separate stratum.

1.3.3.2 **Urban sector:** In the urban sector, strata will be formed within each NSS region on the basis of size class of towns as per Population Census 2001. The stratum numbers and their composition (within each region) are given below.

stratum 1 :	all towns with population less than 50,000
stratum 2 :	all towns with population 50,000 or more but less than 2 lakhs
stratum 3 :	all towns with population 2 lakhs or more but less than 10 lakhs
stratum 4, 5, 6,....:	each town with population 10 lakhs or more

The stratum numbers will remain as above even if, in some regions, some of the strata are not formed.

1.3.4 **Total sample size (FSUs):** 7612 FSUs have been allocated at all-India level on the basis of investigator strength in different States/UTs for central sample and 8260 for state sample.

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

1.3.6 **Allocation of State/UT level sample to rural and urban sectors:** State/UT level sample is allocated between two sectors in proportion to provisional population as per *Census 2001* with 1.5 weightage to urban sector subject to the restriction that urban sample size for bigger states like Maharashtra, Tamil Nadu etc. should not exceed the rural sample size. Earlier practice of giving double weightage to urban sector has been modified considering the fact that there has been considerable growth in urban population. A minimum of 8 FSUs will be allocated to each state/UT separately for rural and urban areas.

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

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

1.3.8 **Selection of FSUs:** FSUs will be selected with Probability Proportional to Size With Replacement (PPSWR), size being the population as per Population Census 1991 in all the strata for rural sector except for stratum 1. In stratum 1 of rural sector and in all the strata of urban sector, selection will be done using Simple Random Sampling Without Replacement (SRSWOR). Within each stratum, samples will be drawn in the form of two independent sub-samples in both the rural and urban sectors.

1.3.9 **Selection of hamlet-groups/sub-blocks/households - important steps**

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

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

approximate present population of the sample village/block	no. of hgs/sbs to be formed
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, Nagaland and Poonch, Rajouri, Udhampur, Doda districts of Jammu and Kashmir and Idukki district of Kerala, the number of hamlet-groups will be formed as follows.

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

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

1.3.9.3 **Formation of hamlet-groups/sub-blocks:** In case hamlet-groups/sub-blocks are to be formed in the sample FSU, the same should be done by more or less equalizing

population (details are in Chapter Two). Note that while doing so, it is to be ensured that the hamlet-groups/sub-blocks formed are clearly identifiable in terms of physical landmarks.

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

1.4 Formation of Second Stage Strata and allocation of households and schedule types for Schedule 1.0:

1.4.1 For Schedule 1.0 all the households in the selected village/block/hamlet-groups/sub-blocks will be stratified into two second stage strata (SSS) on the basis of land possessed by household in rural areas and household MPCE in urban areas.

For rural sector, a cut-off point ‘X’ (in hectares) has been determined at State/UT level from NSS 48th round data in such a way that top 20% of the rural households possessed land equal to or more than X. All the listed households possessing land less than X will be in SSS 1. Rest of the households will be in SSS 2.

Similarly, in the urban sector, a cut-off point ‘A’ (in Rs) has been determined at State/UT level from NSS 55th round data in such a way that top 20% of the households had MPCE equal to or more than ‘A’. All the listed households with MPCE less than ‘A’ will be in SSS 1 while the rest of the households will be in SSS 2.

The values of X and A for each State/UT are given in Table 1 of Chapter two.

Composition of SSS with number of households to be surveyed for Schedule 1.0 will be as follows:

SSS	composition of SSS	no. of hhs to be surveyed for schedule 1.0	
		without hg/sb formation	with hg/sb formation (for each hg/sb)
rural			
SSS 1:	households with land possessed < X	2	1
SSS 2:	other households	2	1
urban			
SSS 1:	households with MPCE < A	2	1
SSS 2:	other households	2	1

1.4.2 Both Schedule Type 1 and Schedule Type 2 would be canvassed in each FSU.

For FSUs without hg/sb formation: In this case, one each for both schedule types (one type 1 & one type 2) will be canvassed in each SSS. Type 1 schedule will be canvassed in the odd numbered sample households and type 2 will be canvassed in the even numbered

sample households. If after compensation of shortfall, there are 3 selected households in SSS 1 (or in SSS 2) and 1 household in SSS 2 (or in SSS 1) then type 1 will be canvassed in sample households 1 & 3 of SSS 1 (or SSS 2) and type 2 will be canvassed in the remaining sample households of both the SSS. If all 4 households belong to the same SSS, type 1 will be assigned to odd numbered sample households and rest to type 2.

For FSUs with hg/sb formation: Here Schedule Type 1 will be canvassed in SSS 1 of hg/sb 1 and SSS 2 of hg/sb 2 while type 2 will be canvassed in SSS 2 of hg/sb 1 and SSS 1 of hg/sb 2. If one SSS of a hg/sb is void, allocation will be done following the compensation rule and corresponding allocation of schedule type (type 1/type 2) will be transferred to the SSS of the hg/sb having more than 1 sample household. If each hg/sb has one SSS void, type 1 will be allocated to the odd numbered sample households of each remaining hg/sb × SSS and type 2 to the even numbered sample households.

Two schedule types would be canvassed by two different field workers. However, in the states where team approach is not followed for canvassing schedules, both the types may be canvassed by same investigator.

1.5 Formation of Second Stage Strata and allocation of households for Schedule 10: In each selected village/block/hamlet-group/sub-block, two second stage strata (SSS) will be formed for Schedule 10 as given below.

SSS	composition of SSS	no. of hhs to be surveyed for schedule 10	
		without hg/sb formation	with hg/sb formation (for each hg/sb)
SSS 1:	households with at least one member of age below 30 years with educational level secondary or above	4	2
SSS 2:	other households	4	2

1.6 Formation of Second Stage Strata and allocation of households for Schedule 25.0: In each selected village/block/hamlet-group/sub-block, four second stage strata (SSS) will be formed as given below.

SSS	composition of SSS	no. of hhs to be surveyed for schedule 25.0	
		without hg/sb formation	with hg/sb formation (for each hg/sb)
SSS 1:	households with at least one member hospitalised during last 365 days	4	2
SSS 2:	from the remaining households,	2	1

	households having at least one child of age below 5 years		
SSS 3:	from the remaining households, households with at least one member of age 60 years or above	2	1
SSS 4:	other households	2	1

1.7 Selection of households for Schedules 1.0, 10 and 25.0: From each SSS the sample households for all 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, Schedule 10 and Schedule 25.0 and in that case the household will be replaced for the other schedule. If a household is selected for Schedule 1.0 it will not be selected for Schedule 10 or Schedule 25.0. Similarly, if a household is not selected for Schedule 1.0 but selected for Schedule 10 it will not be selected for Schedule 25.0. However, for the household, selected from SSS1 of Schedule 25.0, the Schedule 25.0 will be canvassed even if the household is selected for other schedules.

1.8 Shortfall of households to be compensated: For schedule 1.0, 10 and 25.0, shortfall of households available in the frame of any SSS will be compensated from the same SSS of the other hg/sb or from the other SSS of the same or other hg/sb where additional household(s) are available. The procedure is as follows:

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

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

Step 3: Find the SSS where additional households are available following the priority order of SSS 1, SSS 2, SSS 3 & SSS 4 and compensate.

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

SSS having shortfall Schedule 25.0	priority order of SSS for compensation
1	2, 3, 4
2	1, 3, 4
3	1, 2, 4
4	1, 2, 3

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.

Similarly, if shortfall is in SSS 3 of hg/sb 1 for sch. 25.0, first try to compensate from SSS3 of hg/sb 2, failing which try from SSS 1 of hg/sb 1, failing which try from SSS 1 of hg/sb 2. If the shortfall still remains then try from SSS 2 of hg/sb 1, failing which try from SSS 2 of hg/sb 2 and so on.

For schedules 1.0 and 10, the procedure will be same except that choice will be limited to SSS 1 and SSS 2 only.

For example, if shortfall is in SSS 2 of hg/sb 2 for sch. 1.0 or sch. 10, first try to compensate from SSS 2 of hg/sb 1, failing which try from SSS 1 of hg/sb 2. If the shortfall still remains then try from SSS 1 of hg/sb 1.

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

Some illustrations on compensation of shortfall are given below:

(a) FSU without hg/sb formation

Example 1 (schedule 25.0)

SSS	H	Step 1	Step 3	h
1	2	2*		2
2	15	2	2+2	6
3	0	0*		0
4	3	2		2
total	20	6	4	10
shortfall	–	4	0	×

(b) FSU with hg/sb formation

Example 2 (for schedule 1.0)

hg/sb	SSS	H	Step 1	Step 2	Step 3	h
1	1	110	1			1
	2	1	1			1
	total	111	2			2
2	1	112	1		1	2
	2	0	0*			0
	total	112	1		1	2
total		223	3	0	1	4
shortfall		–	1	1	0	-

Example 3 (for schedule 10)

hg/sb	SSS	H	Step 1	Step 2	Step 3	h
1	1	122	2		1	3
	2	1	1*			1
	total	123	3		1	4
2	1	125	2		2	4
	2	0	0*			0
	total	125	2		2	4
total		248	5	0	3	8
shortfall		–	3	3	0	-

Example 4 (for schedule 25.0)

hg/sb	SSS	H	Step 1	Step 2	Step 3	h
1	1	3	2	1		3
	2	0	0*			0
	3	1	1			1
	4	126	1		1	2
	total	130	4	1	1	6
2	1	1	1*			1
	2	1	1			1
	3	0	0*			0
	4	130	1		1	2
	total	132	3		1	4
total		262	7	1	2	10
shortfall		-	3	2	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 **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.

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

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

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

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

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

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

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

1.9.3 Household size: The number of normally resident members of a household is its size. It will include temporary stay-aways but exclude temporary visitors and guests. Even though the determination of the actual composition of a household will be left to the judgment of the head of the household, the following procedures will be adopted as guidelines:

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

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

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

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

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

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

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

(b) **Serviceable katcha structure** includes all katcha structures other than unserviceable katcha structures.

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

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

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

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

1.9.10 Land possessed: The area of land possessed will include land 'owned', 'leased in' and 'land neither owned nor leased in' (i.e. encroached) by the household but exclude land 'leased out'. The total land area possessed by the household as on the date of survey is taken into account. A piece of land is considered to be owned by the household if permanent heritable possession with or without the right to transfer the title vests in a member or members of the household. Land held in owner-like possession say, under perpetual lease, hereditary tenure, long-term lease for 30 years or more, etc., will also be considered as land owned. For a piece of land under the possession of the household, if the household lacks title of ownership and also does not have lease agreement for the use of

land transacted, either verbally or in writing, such land will be considered as ‘neither owned nor leased in’. In collecting information regarding land possessed, the actual position as obtained on the date of survey will be considered. It may be noted that the ‘area of land possessed’ to be recorded should not include the area of land owned, leased-in, etc. by the servants/paying guests who are considered as normal members of the household.

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

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

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

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

1.9.13 Public Distribution System (PDS): means the distribution of some essential commodities by the government at subsidised rate through ration shops, fair price shops and control shops. These shops may be owned by the government, local self-government, a government undertaking, the proprietor of a firm, co-operatives or private persons (individually or jointly) or other bodies like club, trust, etc. For kerosene, ‘public distribution system’ will also include kerosene depots selling kerosene at controlled prices. ‘Super bazaars’ and co-operative stores will not generally be included under public distribution system. However, when they sell rationed commodities also at controlled prices

against ration cards, they will be taken as ration shops for particular commodities. (Presentation of ration card may not, however, be obligatory for some controlled price commodities like kerosene, coal, etc.).

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

The full spectrum of economic activities as defined in the UN System of National Accounts is not covered in the definition adopted for the Employment and Unemployment surveys of NSSO. 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. In the NSS surveys, activities relating to the production of primary goods for own consumption is restricted to the agricultural sector only and does not include activities in the mining and quarrying sector.

The term 'economic activity' in the Employment and Unemployment survey of NSSO in the 60th 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 agricultural sector (i.e. **industry Divisions 01 to 05 of NIC 1998**) which result in production (including gathering of uncultivated crops, forestry, collection of firewood, hunting, fishing etc.) of agricultural produce for own consumption
 - and
 - (b) the activities relating to the own-account production of fixed assets. Own account production of fixed assets include construction of own houses, roads, wells etc., and of machinery, tools etc., for household enterprise and also construction of any private or community facilities free of charge. A person may be engaged in own account construction in the capacity of either a labour or a supervisor.

It is to be noted that as in earlier rounds, the activities like prostitution, begging, smuggling etc. which may result in earnings, by convention, will not be considered as economic activities.

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

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

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

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

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

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

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

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

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

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

(a) **Workers (or employed):** Persons who are engaged in any economic activity or who, despite their attachment to economic activity, have abstained from work for reason of

illness, injury or other physical disability, bad weather, festivals, social or religious functions or other contingencies necessitating temporary absence from work constitute workers. Unpaid helpers who assist in the operation of an economic activity in the household farm or non-farm activities are also considered as workers. All the workers are assigned one of the detailed activity status under the broad activity category 'working or being engaged in economic activity'.

(b) **Seeking or available for work (or unemployed):** Persons, who owing to lack of work, had not worked but either sought work through employment exchanges, intermediaries, friends or relatives or by making applications to prospective employers or expressed their willingness or availability for work *under the prevailing condition of work and remuneration* are considered as those who are 'seeking or available for work' (or unemployed).

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

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

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

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

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

(i) **own-account workers:** They are the self-employed who operate their enterprises on their own account or with one or a few partners and who during the reference period by and large, run their enterprise without hiring any labour. They may, however, have unpaid helpers to assist them in the activity of the enterprise.

(ii) **employers:** The self-employed persons who work on their own account or with one or a few partners and by and large run their enterprise by hiring labour are the employers, and

(iii) **helpers in household enterprise:** The helpers are a category of self-employed persons mostly family members who keep themselves engaged in their household enterprises, working full or part time and do not receive any regular salary or wages in

return for the work performed. They do not run the household enterprise on their own but assist the related person living in the same household in running the household enterprise.

1.9.19 There is a category of workers who work at a place of their choice which is outside the establishment that employs them or buys their product. Different expressions like 'home workers', 'home based workers' and 'out workers' are synonymously used for such workers. For the purpose of this survey, all such workers will be commonly termed as 'home workers' and will be categorised as 'self-employed'. The 'home workers' have *some degree of autonomy and economic independence* in carrying out the work, and their work is not directly supervised as is the case for the *employees*. Like the other self-employed, these workers have to meet certain costs, like actual or imputed rent on the buildings in which they work, costs incurred for heating, lighting and power, storage or transportation, etc., thereby indicating that they have some tangible or intangible means of production. It may be noted that *employees* are not required to provide such inputs for production.

1.9.20 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.

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

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

1.9.23 **Different approaches for determining activity status:** The persons surveyed are to be classified into various activity categories on the basis of activities pursued by them during certain specified reference periods. There are three reference periods for this survey

viz. (i) one year, (ii) one week and (iii) each day of the reference week. Based on these three periods, three different measures of activity status are arrived at. These are termed respectively as *usual status*, *current weekly status* and *current daily status*. The activity status determined on the basis of the reference period of 1 year is known as the *usual activity status* of a person, that determined on the basis of a reference period of 1 week is known as the *current weekly status (cws)* of the person and the activity status determined on the basis of a reference period of 1 day is known as the *current daily status (cds)* of the person.

1.9.24 Identification of each individual into a unique situation poses a problem when more than one of three types of broad activity status viz. 'employed', 'unemployed' and 'not in labour force' is concurrently obtained for a person. In such an eventuality, unique identification under any one of the three broad activity status is done by adopting either the *major time criterion* or *priority criterion*. The former is used for classification of persons under 'usual activity status' and, the latter, for classification of persons under 'current activity status'. If, by adopting one of the two criteria mentioned above, a person categorised as engaged in economic activity is found to be pursuing more than one economic activity during the reference period, the appropriate detailed activity status category will relate to the activity in which relatively more time has been spent. Similar approach is adopted for non-economic activities also.

1.9.25 **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 *principal usual activity status* of the person. To decide the principal usual 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.

1.9.26 **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 a relatively shorter time** (minor time) 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 for a **relatively longer period** during the last 365 days in some economic/ non-economic activity and for a **relatively shorter period** in another economic activity and

- (ii) a person may be pursuing one economic activity/ non-economic activity **almost through-out the year** in the principal usual activity status and also simultaneously pursuing another economic activity for a **relatively shorter period** in a subsidiary capacity.

1.9.27 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.**

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

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

- v) If a person was not engaged in 'work' even for 1 hour on a day but was seeking/available for work even for 4 hours or more, he/she is considered 'unemployed' for the entire day. But if he/she was 'seeking/available for work' for more than 1 hour and less than 4 hours only, he/she is considered 'unemployed' for half day and 'not in labour force' for the other half of the day.
- vi) A person who neither had any 'work' to do nor was available for 'work' even for half a day was considered 'not in labour force' for the entire day and is assigned one or two of the detailed non-economic activity status depending upon the activities pursued by him/her during the reference day.

It may be noted that while assigning intensity in Block 5, 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'.

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

1.9.30 **Manual work:** A job essentially involving physical labour is considered as manual work. However, jobs essentially involving physical labour but also requiring a certain level of general, professional, scientific or technical education are not to be termed as 'manual work'. On the other hand, jobs not involving much of physical labour and at the same time not requiring much educational (general, scientific, technical or otherwise) background are to be treated as 'manual work'. Thus, engineers, doctors, dentists, midwives, etc., are not considered manual workers even though their jobs involve some amount of physical labour. But, peons, chowkidars, watchman, etc. are considered manual workers even though their work might not involve much physical labour. Manual work has been defined as work pursued in one or more of the following occupational groups of the National Classification of Occupations (NCO 1968):

Division 5: Service workers:

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

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

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

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

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

1.9.31 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.

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

- (i) farming
- (ii) dairy farming
- (iii) production of any horticultural commodity
- (iv) raising of livestock, bees or poultry
- (v) any practice performed on a farm as incidental to or in conjunction with farm operations (including forestry and timbering) and the preparation for market and delivery to storage or to market or to carriage for transportation to market of farm produce.

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

1.9.33 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.

1.9.34 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 1998 sub-classes 01111, 01112, 01113, 01115, 01119, 01121, 01122 and 01135 (excepting plantation of pepper and cardamom) are to be considered as cultivation.

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

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

i) The kind wages are evaluated at the current retail price.

ii) Bonus and perquisites evaluated at retail prices and duly apportioned for the reference week are also included in earnings.

iii) Amount receivable as 'over-time' for the additional work done beyond normal working time is also included. This is a departure from the earlier practice.

1.9.37 **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.

1.9.38 Information on formal vocational training received by the members of the households is to be collected in a separate block of this schedule. Related concepts are discussed next.

1.9.39 **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.

1.9.40 **Formal Vocational Training:** For the purpose of this survey, only formal vocational training will be considered. Formal vocational training takes place in education and training institutions which follow a structured training programme, leading to recognised certificates, diplomas or degrees. But when the vocational training programme is organised by other agencies which are not specialised training institutes for imparting vocational education and training and the training does not lead to recognised certificates,

diplomas or degrees, those training programmes **will not be treated** as formal vocational training. For the purpose of our survey, formal vocational training **will have all** the following characteristics:

- i) structured training programme towards a particular skill having standard norms and syllabus and curriculum
- ii) more emphasis on skill development rather than building knowledge
- iii) certificate/diploma/degree received should have a recognition by State/Central Government, Public Sector and other reputed concerns.

By point (i) it is meant that:

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

In point (iii), the term ‘reputed concern’ means reputed business concern as well as NGOs.

It may be noted that the term skill is meant as any marketable expertise, however acquired, irrespective of whether it is marketed or not, or whether the intention is to market it or not.

1.9.41 Sources for receiving vocational trainings: Conventionally, vocational education and training has been oriented towards a number of engineering and technical trades. Though they continue to form the core of vocational education, its scope had been considerably widened to include many non-engineering trades also. Some of the major sources from where vocational training can be received are: (a) programmes within the mainstream educational system; (b) technician-level vocational programmes initiated by the Ministry of Labour; (c) programmes offered by government-sponsored training institutions outside the school and university systems; and (d) miscellaneous programmes.

1.9.42 Programmes within the mainstream education system: This category covers vocational courses at secondary level and higher secondary level, at first-degree level and in polytechnics. At the school level, students can opt for vocational subjects from an approved list. The University Grants Commission (UGC) introduced the scheme of vocationalisation at first degree level in the academic year 1994-95. Polytechnics have been set up by both the Governments and private agencies. A wide range of vocational courses are offered by polytechnics. Besides the general polytechnics, there are also polytechnic-level specialised institutions established by State Governments which offer diploma courses only in their respective areas of specialisations such as printing technology, leather technology, tool engineering etc. All India Council of Technical Education (AICTE) is responsible for regulating polytechnic education.

1.9.43 Technician level vocational programmes initiated by Ministry of Labour: These programmes are mainly implemented by Central/ State Governments and Union Territory Administrations. The Central Government is advised by National Council of Vocational Training (NCVT). Similar Councils at the state level are known as State Council of Vocational Training (SCVT). Some of the more important programmes in this category are:

- (a) **Craftsmen Training:** This training is imparted through the Industrial Training Institutes (ITIs)/Industrial Training Centres (ITCs) established by both government and private agencies. In all the states there are exclusive ITIs for women and special women wings in general ITIs. Trainings are imparted in both engineering and non-engineering trades.
- (b) **Women’s Vocational Training:** The DGE&T, through its Women’s Occupational Directorate, launched the Women’s Vocational Training Programme in 1977 through a network of exclusive training institutes. The courses are open to women who have passed the Class 10 or Class 10+2, depending upon the nature of the courses.
- (c) **Apprenticeship Training:** The Apprentices Act, 1961, makes it obligatory on the part of the employers, both in public and private sector industries, to engage apprentices. The Act initially envisaged training of Trade Apprentices including ITI-passed candidates. The qualification requirements for trade apprentices vary from class VIII-passed to Class 10+2-passed. It was amended in 1973 to include the training of engineering diploma holders and graduate engineers as “technician” and “graduate” Apprentices, respectively. By a further amendment in 1986, the training of candidates passing out of the 10+2 vocational stream as “Technician (Vocational) Apprentices”, was also brought within the purview of the Act. The overall responsibility of monitoring the implementation of the provisions of the Act is vested in the DGE&T. Ordinance Factory Board, Ministry of Defence, operates a large number of trade apprentice training programmes.

1.9.44 Programmes in Government-sponsored Institutions: Many specialised institutions have been established mostly by the Central government to offer training programmes in a number of areas. They offer courses only in their respective areas of specialisation. The entry requirements range from a pass in Class 10 examination to graduation. While these institutions are under the administrative control of the government, many courses offered by them are regulated by the All India Council of Technical Education (AICTE) if the subjects fall under its jurisdiction.

1.9.45 Miscellaneous Programmes:

- (a) **Open vocational education:** This is launched by National Open School (NOS). Need-based and job-oriented courses are offered through NOS, basically to suit the requirements of the unorganised sector to prepare skilled manpower for self-employment, entrepreneurship, and income-generating work. The programme is targeted at persons who cannot get admission in ITIs, polytechnics and other vocational education and training institutes. Training is provided at accredited vocational institutions (AVIs) and NOS conducts examinations and issue certificates.
- (b) **AICTE-CEP:** The All India Council for Technical Education has introduced a scheme of continuation of education programme(AICTE-CEP) under which it recognizes job-oriented short term programmes offered by various private institutions.

1.9.46 Ailment - illness or injury: Ailment, i.e. illness or injury, mean any deviation from the state of physical and mental well being. An ailment may not cause any necessity of hospitalisation, confinement to bed or restricted activity. An ailing member is a normal member of the household who was suffering from any ailment during the reference period. For the purpose of survey, **one will be treated as sick if one feels sick.** This will also include among other things:

- Cases of visual, hearing, speech, locomotor and mental disabilities;
- Injuries will cover all types of damages, such as cuts, wounds, haemorrhage, fractures and burns caused by an accident, including bites to any part of the body;
- Cases of abortion - natural or accidental;

This will not include:

- Cases of sterilisation, insertion of IUD, getting MTP etc.,
- Cases of pregnancy and childbirth.

1.9.47 Hospitalisation: One will be considered hospitalised if one has availed of medical services as an indoor patient in any hospital. Hospital, for the purpose of survey, refers to any medical institution having provision for admission of sick persons as indoor patients (inpatients) for treatment. Hospital covers public hospitals, community health centres and primary health centres (if provided with beds), ESI hospitals, private hospitals, nursing homes, etc. In this context it may be noted that admission for treatment of ailment and discharge thereof from the hospital will be considered as case of hospitalisation irrespective of the duration of stay in the hospital. It may also be noted that hospitalisation in the cases of normal pregnancy and childbirth will not be treated as hospitalisation cases as mentioned in the paragraph 1.9.46.

1.9.48 Confinement to bed: It refers to a state of health where the ailing person is required or compelled to mostly stay in bed at his/her residence/home.

1.9.49 Restriction of activity: By disability or restricted activity is meant the state of health which prevents the ailing person from doing any of his/her normal avocation. For economically employed persons, restricted activity will mean abstention from the economic activity. In case of a housewife, this will mean cutting down of the day's chores. In case of retired persons, this will refer to the pruning of his/her normal activity. In case of students attending educational institution, this will refer to abstention from attending classes. For infants below school going age and for the very old, restricted activity is not to be considered in view of the fact that their usual activities are of restricted nature.

1.9.50 Spell of ailment: A continuous period of sickness owing to a specific ailment will be treated as a spell of ailment.

1.9.51 Duration of ailment: Duration of ailment is the period between the commencement of the ailment and termination of it by recovery. For ascertaining the period of ailment during the reference period, commencement will be taken as on the first day of the reference period if it was on a day beyond the reference period. Similarly, if the ailment is

found to be continuing on the date of enquiry, the day of termination of the ailment will be taken as the last day of the reference period.

1.9.52 Medical treatment: A person will be considered to have received medical treatment if he/she has consulted a doctor anywhere (in OPD of a hospital, community health centre, primary health centre/sub-centre, dispensary, doctor's chamber, private residence, etc.) and obtained medical advice on his ailment. The doctor consulted may follow any system of medicine, viz. allopathic, homeopathic, ayurvedic, unani, hakimi or some other recognised system. Treatment taken on the basis of medical advice/prescription of a doctor obtained earlier for similar ailment(s) will also be considered as medical treatment. Self-doctoring or acting on the advice of non-medical persons such as friends, relatives, pharmacists, etc., will not be considered as treatment.

1.9.53 Disability: A person with restrictions or lack of abilities to perform an activity in the manner or within the range considered normal for a human being is treated as having disability. It excludes illness/injury of recent origin (morbidity) resulting into temporary loss of ability to see, hear, speak or move.

1.9.54 Mental disability: Persons who have difficulty in understanding routine instructions, who do not carry out their activities like others of similar age or exhibit behaviours like talking to self, laughing / crying, staring, violence, fear and suspicion without reason would be considered as mentally disabled for the purpose of the survey. The "activities like others of similar age" will include activities of communication (speech), self-care (cleaning of teeth, wearing clothes, taking bath, taking food, personal hygiene, etc.), home living (doing some household chores) and social skills.

1.9.55 Visual disability: By visual disability, it is meant, loss or lack of ability to execute tasks requiring adequate visual acuity. For the survey, visually disabled will include (a) those who do not have any light perception - both eyes taken together and (b) those who have light perception but cannot correctly count fingers of hand (with spectacles/contact lenses if he/she uses spectacles/contact lenses) from a distance of 3 metres (or 10 feet) in good day light with both eyes open. Night blindness is not to be considered as visual disability.

1.9.56 Hearing disability: This refers to persons' inability to hear properly. Hearing disability is to be judged taking into consideration the disability of the better ear. In other words, if one ear of a person is normal and the other ear has total hearing loss, then the person is to be judged as normal in hearing for the purpose of the survey. Hearing disability will be judged without taking into consideration the use of hearing aids (i.e., the position for the person when hearing aid is not used). Persons with hearing disability may have different degrees of disability, such as profound, severe or moderate. A person will be treated as having 'profound' hearing disability if he/she cannot hear at all or can only hear loud sounds, such as, thunder or understands only gestures. A person will be treated as having 'severe' hearing disability if he/she can hear only shouted words or can hear only if the speaker is sitting in the front. A person will be treated as having 'moderate' hearing disability if his/her disability is neither profound nor severe. Such a person will usually ask to repeat the words spoken by the speaker or will like to see the face of the speaker while he/she speaks or will feel difficulty in conducting conversations.

1.9.57 **Speech disability:** This refers to persons' inability to speak properly. Speech of a person is judged to be disordered if the person's speech is not understood by the listener. Persons with speech disability will include those who cannot speak, speak only with limited words or those with loss of voice. It also includes those whose speech is not understood due to defects in speech, such as stammering, nasal voice, hoarse voice and discordant voice and articulation defects, etc.

1.9.58 **Locomotor disability:** A person with - (a) loss or lack of normal ability to execute distinctive activities associated with the movement of himself/herself and objects from place to place and (b) physical deformities, other than those involving the hand or leg or both, regardless of whether the same caused loss or lack of normal movement of body – will be considered as disabled with locomotor disability. Thus, persons having locomotor disability will include those with (a) loss or absence or inactivity of whole or part of hand or leg or both due to amputation, paralysis, deformity or dysfunction of joints which affects his/her “normal ability to move self or objects” and (b) those with physical deformities in the body (other than limbs), such as, hunch back, deformed spine, etc. Dwarfs and persons with stiff neck of permanent nature who generally do not have difficulty in the normal movement of body and limbs will also be treated as disabled.

1.9.59 **Abortion:** Abortion is the case of foetus born before the completion of 28 weeks since conception and showing no sign of life at birth.

1.9.60 **Live-birth:** When a child shows any evidence of life at birth, irrespective of the interval since conception, it is the case of a live-birth. The child may, however, expire within a very short time after birth.

1.9.61 **Still-birth:** It is the case of a baby born after completion of 28 weeks and showing no sign of life. The birth of a foetus caused by abortion is not considered a 'still-birth'.

Table 1: Allocation of sample villages and blocks for NSS 60th 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	512	328	184	512	328	184
Arunachal pradesh	108	76	32	108	76	32
Assam	268	220	48	268	220	48
Bihar	424	360	64	424	360	64
Chhattisgarh	152	112	40	152	112	40
Goa	20	8	12	32	12	20
Gujarat	284	152	132	284	152	132
Haryana	144	88	56	144	88	56
Himachal pradesh	152	132	20	152	132	20
Jammu & kashmir	204	136	68	408	272	136
Jharkhand	204	144	60	204	144	60
Karnataka	344	192	152	344	192	152
Kerala	300	200	100	300	200	100
Madhya pradesh	360	232	128	360	232	128
Maharashtra	540	272	272	680	272	408
Manipur	160	108	52	320	216	104
Meghalaya	80	56	24	80	56	24
Mizoram	108	44	64	108	44	64
Nagaland	36	24	12	60	24	36
Orissa	268	212	56	268	212	56
Punjab	152	84	68	152	84	68
Rajasthan	344	236	108	344	236	108
Sikkim	52	44	8	52	44	8
Tamil nadu	520	260	260	520	260	260
Tripura	108	84	24	108	84	24
Uttar pradesh	944	680	264	944	680	264
Uttaranchal	56	36	20	56	36	20
West bengal	512	324	188	512	324	188
Andaman & nicobar islands	28	16	12	28	16	12
Chandigarh	44	8	36	44	8	36
Dadra & nagar haveli	16	8	8	16	8	8
Daman & diu	16	8	8	16	8	8
Delhi	108	8	100	216	16	200
Lakshadweep	16	8	8	16	8	8
Pondicherry	28	8	20	28	8	20
All- india	7612	4908	2708	8260	5164	3096

Chapter Two

Schedule 0.0: List of Households

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

2.0.1 Unit of survey and sampling frame: The first stage unit (FSU) is the 1991 census village (panchayat ward for Kerala and 1981 census villages for Jammu & Kashmir) in the rural sector. FSUs in the urban sector are the Urban Frame Survey (UFS) blocks. *Latest list of UFS blocks will be used for selection of urban samples. Towns may, therefore, belong to different phases of UFS. It is indicated in the sample list under the head "frame code" as to which particular UFS phase has been used as the sampling frame for selection of FSUs belonging to a town.* The investigator, on arrival at a sample village (or panchayat ward for Kerala)/UFS block (hereinafter called block) will ascertain the exact boundaries of the sample FSU. This may be done with the help of the village officials like patwari, panchayat authorities etc. for rural areas and with the help of UFS maps / ward maps in the urban areas.

2.0.2 Formation of hamlet-groups (hg's) and selection of hamlet-groups 1 & 2: With a view to controlling the workload mainly at the stage of listing of households, hamlet-group formation will be resorted to in the large rural villages. A large village will be divided into a certain number (D) of sub-divisions called hamlet-groups (hg's). The number of hg's to be formed (i.e. the value of D) will depend on the *approximate present population* of the sample village. The criterion for deciding the number of hg's to be formed in a large village have been discussed in detail in para 1.3.9.2 of Chapter One.

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

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

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

- (i) Identify the hamlets as described above.
- (ii) Ascertain approximate present population of each hamlet.

(iii) Draw a notional map in block 3 of schedule 0.0 showing the approximate location of the hamlets and number them in a serpentine order starting from the northwest corner and proceeding southwards. While drawing this map, uninhabited area (non-abadi area) of the village will be included as part of nearby hamlet, so that no area of the village is left out. The boundaries of the hamlets may be defined with the help of some landmarks like canals, footpaths, railway lines, roads, cadastral survey plot numbers etc., so that it would be possible to identify and locate the geographical boundaries of the hamlet-groups to be formed in the village.

(iv) List the hamlets in block 4.1 of sch. 0.0 in the order of their numbering. Indicate the present population content in terms of percentages.

(v) Group the hamlets into D hamlet-groups. *The criteria* to be adopted for hamlet-group formation are *equality of population content and geographical contiguity* (numbering of hamlets is not to be adopted as a guideline for grouping). *In case there is a conflict* between the two aspects, *geographical contiguity is to be given priority*. Indicate the grouping in the map.

(vi) Number the hamlet-groups serially in column (1) of block 4.2, schedule 0.0. The hamlet-group containing hamlet no. 1 will be numbered as 1, the hamlet-group with next higher hamlet number not included in hg 1 will be numbered as 2 and so on. Indicate the numbers also in the notional map. It is quite possible that a hamlet-group may not be constituted of hamlets with consecutive serial numbers.

2.0.3 Formation of sub-blocks (sb's): In case sample UFS blocks are found to be large (in most cases they are not) in terms of population, they are subjected to sub-block formation. Procedure for formation of sub-blocks is, however, the same as that for the formation of hamlet-groups in the case of large villages. Here the sub-blocks are to be formed artificially by dividing the block into a certain number (say, D) of divisions *by more or less equalizing the population giving priority to geographical compactness* within each sub-block as per the criterion specified in para 1.3.9.2 of 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 rural villages, for the sample blocks without sub-block formation entire block will be treated as *sub-block 1*. For large sample blocks two sub-blocks will be selected by SRSWOR scheme. *Listing and selection of households will be done separately and independently for each selected sub-block*.

2.0.4 Starting point for listing: Having determined the areal unit to be surveyed, the investigator will proceed to list the houses and households in this areal unit. The listing may be done in the same order as that of the 2001 Census order of house listing. If the census order of house listing is not available, the listing may be started from the northwest corner of the village and proceeding southwards in serpentine order. While listing the households, some essential minimum particulars about the households will be collected for the purpose of classification (i.e. second stage stratification).

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

Block 0: descriptive identification of sample village/ block

- Block 1: identification of sample village/ block
- Block 2: particulars of field operations
- Block 3: sketch map of hamlet-group (hg)/sub-block (sb) formation
- Block 4.1: list of hamlets (only for rural samples with hg formation)
- Block 4.2: list and selection of hg's/sb's
- Block 5: list of households and record of selection for households (hg/sb 1 / 2)
- Block 6: particulars of sampling of households
- Block 7: distance of the village from nearest facility
- Block 8: remarks by investigator
- Block 9: remarks by supervisory officer(s)

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

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

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

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

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

Block 1: Identification of sample village/block

2.1.0 General: This block is meant for recording the identification particulars of the sample FSU in terms of codes or numbers. The particulars relating to all the items will be recorded in box spaces provided in the block against each item (except for items 2 & 3, the codes of which are already printed). Each cell (box space) is meant for recording only one digit of the entry. For multiple cells, the rightmost cell shall be used for recording the digit of the unit place, the next left cell for the tenth place digit and so on. If the number of digits of the entry to be recorded against an item is less than the number of box spaces provided, '0' shall be entered in the left most box space(s). For example, if the total number of hg's/sb's formed in the sample FSU is 5, the entry against item 15 should be recorded as 005. *Items 1, 4 to 10, 12 and 13 shall be copied from the sample list.*

2.1.1 Item 11: FOD sub-region: The four-digit code corresponding to the FOD sub-region to which the sample FSU belongs will be recorded against item 11. A '–' will be put against this item for the state samples and also for the central samples for the states of Arunachal Pradesh, Manipur, Mizoram and Tripura for which field work is carried out by the respective States.

2.1.2 Item 12: frame code: The different types of frames used for selection of FSUs are indicated by 'frame code' in the sample list. *Entry against item 12 shall be copied from the sample list.* The frame codes to be used are:

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

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

2.1.4 Item 14: 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 1991 census population (2001 census population if available). In the case of large difference with census population, it may be asked whether there has been any abnormal influx into or exodus from the FSU after the census. If so, the approximate increase or decrease of population due to such events or any new settlements that have come up in the FSU after the census is to be ascertained.

2.1.5 Item 15: total number of hg's/sb's formed (D): The total number of hg's/sb's formed in the sample FSU will be the value of 'D' as recorded in block 4.2. If the sample FSU does not require any hg/sb formation, the entry against this item will be '001'.

2.1.6 Item 16: Survey code: The different survey codes are:

selected village/block has been surveyed:

inhabited 1
uninhabited2
zero case3

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

inhabited 4
uninhabited5
zero case6

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

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

2.1.7 Item 17: Reason for substitution of original sample: In all the cases where the *originally* selected sample FSU is a casualty irrespective of whether it has been substituted and subsequently surveyed or not surveyed (i.e. for codes 4 to 7 against item 16), the reason for its becoming a casualty will be recorded in terms of code against item 17. 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 16 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 17. As stated earlier, such cases will be considered as surveyed and will be treated as zero cases.*

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

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

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

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.

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

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

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

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

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

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

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

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

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

2.5.0 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'.

2.5.0.1 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, 10 and 25.0 are to be carried out in this block.

2.5.0.2 It is essential to ensure that there is no omission or duplication of any house or household. A house to house enquiry will be made to list all the houses and households. *Households which are found to be temporarily absent at the time of listing are also to be listed and included in the frame of households before sample selection.* After obtaining from the neighbours as much details as possible about the absentee households, attempt should be made to contact the households at the appropriate hours (even outside the normal working hours of the investigators) and if need be by revisiting the households during the survey period in the sample FSU. While listing a house the investigator shall find out how

many households (including temporarily absent i.e. locked households) reside there and list all of them. After this, the investigator will proceed to list the next house. In order to ensure complete listing of houses/households, it is better to follow some definite order for listing. The order followed in 2001 Population Census may be adopted, wherever possible, taking care that any house that has come up later is not omitted; otherwise, listing may be done in serpentine manner starting from the north-west corner and moving southwards. The name of any natural grouping of the houses like hamlet, street, mohalla, etc. and date of listing may be written at the top before the listing of houses starts. This will help in checking completeness.

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

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

Various columns of block 5 are described below:

2.5.1 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 para 1.9.3 of Chapter One will be recorded in this column. A small box space is provided against this column at the end of each page to record the total for this column.

2.5.5 Column (5): land possessed code (rural only): This column will be filled in for rural FSUs only. Each household having a serial no. in col.(2) will get a code in this column. First, the information on area of land possessed, as defined in para 1.9.10 of Chapter One, as on the date of survey will be obtained from the household. The area will be determined in hectares and rounded off to two places of decimals. After that appropriate code will be given in this column. The codes are as given below:

area of land possessed (in hectares)	code
less than X.....	1
more than or equal to X.....	2

The value of 'X' for each State/UT is given in Table 1.

For locked households, efforts must be made to get the information from the neighbours. If no information is available even from the neighbours, code 1 will be entered in this column.

(conversion factors for different area units: 1 acre \approx 0.4047 hectare, 1 hectare = 10,000 sq metre and 0.01 hectare = 100 sq metre)

Table 1: The values of cut-off points X (rural land possessed in hectares) & A (urban MPCE in Rs) by State/UT		
state/u.t.	X	A
(1)	(2)	(3)
Andhra Pradesh	1.22	1055
Arunachal Pradesh	2.02	955
Assam	1.08	1134
Bihar	0.81	732
Chhattisgarh	2.02	881
Goa	0.48	1496
Gujarat	2.07	1175
Haryana	2.23	1191
Himachal Pradesh	1.05	1678
Jammu & Kashmir	1.53	1217
Jharkhand	1.23	898
Karnataka	2.04	1219
Kerala	0.41	1258
Madhya Pradesh	3.00	873
Maharashtra	2.44	1275
Manipur	1.04	789
Meghalaya	1.21	1254
Mizoram	1.21	1296
Nagaland	1.21	1640
Orissa	1.21	814
Punjab	2.03	1141
Rajasthan	3.80	1016

Table 1: The values of cut-off points X (rural land possessed in hectares) & A (urban MPCE in Rs) by State/UT		
state/u.t.	X	A
Sikkim	1.70	1239
Tamil Nadu	0.63	1176
Tripura	0.65	1217
Uttar Pradesh	1.26	1097
Uttaranchal	0.63	893
West Bengal	0.77	1140
A & N Islands	0.81	1465
Chandigarh	0.01	1962
D & N Haveli	1.01	1748
Daman & Diu	0.41	1336
Delhi	0.05	1902
Lakshadweep	0.18	1291
Pondicherry	0.14	1041

2.5.6 **Columns (6) – (8):** These columns will be filled in only for *urban* samples.

2.5.6.1 **Column (6): normal monthly household consumption expenditure (Rs):** The household consumer expenditure has been explained in para 1.9.11 of Chapter One. The amount of monthly consumer expenditure normally incurred by the household may be recorded in this column.

2.5.6.2 **Column (7): monthly per capita expenditure (MPCE) (Rs):** The entry for this column will be derived as entry in col. (6) divided by the household size in col. (4). This will be recorded in whole number of rupees.

2.5.6.3 **Column (8): MPCE code:** Each household having a serial no. in col. (2) will get a code in this column. The codes are as follows:

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

The value of ‘A’ for each State/UT is given in Table 1.

For locked households, efforts must be made to get the information from the neighbours. If no information is available even from the neighbours, code 1 will be entered in this column.

2.5.7 **Columns (9) – (10): Schedule 1.0: sampling serial number: SSS:** It may be recalled that for schedule 1.0, there will be only two SSS. Columns (9) and (10) will provide the sampling frames for SSS 1 & 2 pertaining to schedule 1.0. Households with code 1 in

col.(5)/col.(8) will be tick-marked (\checkmark) in column (9) while households with code 2 in col.(5)/col.(8) will be given tick-marks (\checkmark) in column (10). Then all the tick-marks will be given running serial numbers starting from 1 in each column independently. These will be the sampling serial numbers for SSS 1 and SSS 2 respectively.

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

2.5.8 Columns (11) – (12): schedule 1.0: sample household number: SSS: Required number of sample households (h) will be drawn from each (hg/sb) \times SSS by SRSWOR. 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) \times SSS, the following procedure will be followed. Suppose 'H' denotes the total number of households in the frame [i.e. the highest entry in column (9)/(10)] 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 (9)/(10)] will be the selected households and be given sample household numbers as 1, 2,....., h respectively in columns (11)/(12). Encircle the corresponding sampling serial numbers in columns (9)/(10).

As mentioned in Chapter One, after selecting the sample households for sch. 1.0, the households for canvassing Schedule Type 1 and Schedule Type 2 are to be decided. The allocation of Schedule Type 1 and Schedule Type 2 will be as follows:

a) *For FSUs without hg/sb formation:* In this case, both the schedule types will be canvassed in each SSS. Schedule Type 1 will be canvassed in the odd numbered sample households and Schedule Type 2 will be canvassed in the even numbered sample households. If there are 3 selected households in SSS 1 (or in SSS 2) and 1 household in SSS 2 (or in SSS 1) then Schedule Type 1 will be canvassed in sample households 1 & 3 of SSS 1 (or SSS 2) and Schedule Type 2 will be canvassed in the remaining sample households of both the SSS. If all 4 households belong to the same SSS, Schedule Type 1 will be assigned to odd numbered sample households and rest to Schedule Type 2.

b) *For FSUs with hg/sb formation:* Here Schedule Type 1 will be canvassed in SSS 1 of hg/sb 1 and SSS 2 of hg/sb 2 while Schedule Type 2 will be canvassed in SSS 2 of hg/sb 1 and SSS 1 of hg/sb 2. If one SSS of a hg/sb is void, first allocation of sample households will be made following the compensation rule given in Chapter one. Then corresponding allocation of schedule type (Type 1/Type 2) for the void SSS will be transferred to the SSS of the hg/sb having more than 1 sample household. If each hg/sb has one SSS void, Schedule Type 1 will be allocated to the odd numbered sample households of each remaining hg/sb \times SSS and Schedule Type 2 to the even numbered sample households.

After deciding the allocation of Schedule Types 1 and 2 to the selected households, 'T1' or 'T2' may be recorded within brackets against the corresponding sample households in columns (11) and (12).

2.5.9 Columns (13) – (14): Schedule 10: sampling serial number: SSS: There will be two SSS for the schedule 10. Sampling frames for SSS 1 & 2 will be prepared through these two columns. If there is any household member with age below 30 years and educational level secondary or above, a tick-mark (\checkmark) will be given against the household in col.(13). Remaining households will be tick-marked in col.(14). The tick-marks (\checkmark) in cols.(13)/(14) will then be serially numbered starting from 1 independently in each of the two columns.

The values of H, the highest serial nos. in each of these columns will be recorded against 'H' in the space provided in the column headings.

2.5.10 Columns (15) – (16): Schedule 10: sample household number: SSS: The number of households to be selected (h) for each combination of hg/sb \times SSS has been given in Chapter One. 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 in para 2.5.8. However, some modification is necessary in the event of a household already selected for schedule 1.0 is also selected for schedule 10. In such a situation, the common sample household will be replaced by the next household (not selected for schedule 1.0) in the frame. *Thus there will be no common sample households between schedules 1.0 and 10.* However, this restriction need not be followed if the compositions of the SSS of the two schedules are such that there are not enough households in the frame to select distinct sample households.

2.5.11 Columns (17) – (20): Schedule 25.0: sampling serial number: SSS: These columns are meant for preparation of frames for the four SSS of schedule 25.0. All the households with a serial number in col. (2) will be tick-marked (\checkmark) in one and only one of the four columns following the procedure given below.

First, it will be enquired from the household whether any member had been hospitalised (as defined in para 1.9.47 of Chapter one) during the last 365 days preceding the date of survey. If the answer is affirmative then a tick-mark (\checkmark) will be given in column 17.

If the answer is negative, then it will be asked whether there is any child member with age less than 5 years. If there is such a member then tick-mark (\checkmark) will be given in column 18.

If not, it will be ascertained whether there is any member of age 60 years or more. Tick-mark (\checkmark) in column (19) if such a member is present.

If there is no member satisfying the above three criteria, tick-mark (\checkmark) will be given in column (20).

2.5.12 Columns (21) – (24): Schedule 25.0: sample household number: SSS: Sample households to be selected (h) for each combination of hg/sb \times SSS has been given in Chapter One. The values of 'h' 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 in para 2.5.8. As in the case of schedule 10, it must be ensured that none of the selected households in SSS 2, SSS 3 and SSS 4 is common with any selected household for either schedule 1.0 or schedule 10. Common household(s) will be replaced by the next household in the frame as many times as required to avoid the situation of a sample household being selected either for schedule 1.0 and SSS

2/SSS 3/SSS 4 of schedule 25.0 or for schedule 10 and SSS 2/SSS 3/SSS 4 of schedule 25.0. *However, it is to be noted that such restriction do not apply for SSS 1 of schedule 25.0.* If a selected household of SSS 1 becomes common with that of schedule 1.0 or schedule 10, it should not be replaced. The restriction is not enforced here since number of households in SSS 1 of schedule 25.0 is not likely to be high.

Similarly, the restriction is not applicable when the compositions of the SSS of different schedules (say, 1.0 and 25.0 or 10 and 25.0, etc.) are such that there is not enough number of households in frame of SSS to select distinct sample households.

2.6 Block 6: particulars of sampling of households: Particulars of sampling of households, separately for schedules 1.0, 10 and 25.0 for each of the hg/sb 1 & 2 will be recorded in this block. If there is no hg/sb formation, entry will be made against hg/sb 1.

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

2.6.2 Columns (6) to (11): number of households: Total number of households in the frame of all the SSS of schedules 1.0, 10 and 25.0 will be recorded in the corresponding cells of column (6) for each hg/sb. Number of selected households will be copied in column (7). These are to be copied from the relevant columns of block 5. References are as below:

Schedule 1.0: Column (6) entries for SSS are same as the value of 'H' recorded in heading spaces of columns (9) & (10) of block 5 for each hg/sb. The value of 'H' will be same for schedule type 1 and schedule type 2 for a particular hg/sb × SSS. Column (7) entries will be recorded after counting the number of sample households marked for schedule types 1 & 2 in columns (11) & (12) of block 5 for each combination of hg/sb × SSS. *It is to be noted that the sum of the entries in column (7) for a particular combination of hg/sb × SSS will be equal to the value of 'h' recorded in heading spaces of columns (11) & (12) of block 5 for that combination of hg/sb × SSS.*

Schedule 10: Column (6) entries for SSS will be equal to the value of 'H' recorded in heading spaces of columns (13) & (14) of block 5 for each hg/sb while column (7) entries will be the value of 'h' recorded in heading spaces of columns (15) & (16) of block 5.

Schedule 25.0: Column (6) entries for SSS will be equal to the value of 'H' recorded in heading spaces of columns (17) – (20) of block 5 for each hg/sb while column (7) entries will be the value of 'h' recorded in heading spaces of columns (21) – (24) of block 5.

Columns (8), (9) and (11) of block 6 may be filled up on the basis of survey codes given in item 17/item 18, block 1 of the respective schedules. The entries in columns (8), (9) & (11) 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 (10). It may be seen that (i) column (10) = column (8) + column (9) and (ii) column (11) = column (7) - column (10).

2.7 Block 7: distance of the village from nearest facility: In this block, it is aimed to collect information on the availability of some specific facilities like communication, markets, institutional agencies providing aid, assistance and credit to the villagers. *In case*

of hamlet group formation information are to be collected in respect of the entire sample village (panchayat ward in Kerala).

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

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

2.7.1 Items 1- 32: Column (3): distance code: Distance in terms of code will be entered in this column against items 1 to 32. Distance from the nearest facility available to the villagers will be considered. The distance will be measured from the geographical centre of the village. However, if a particular facility is available within the village, the distance code will always be 1 irrespective of its distance from the centre of the village. One of the codes 2 to 6 will be applicable when the facility is available at a place outside the village. If a facility is available at two different places, the distances of the nearest place will be considered for recording the distance code. In this connection, it may be noted that if at a particular location, more than one facility is available in a combined form and if that location is the nearest one to the village in respect of all the facilities under consideration, then the distance code of that location is to be recorded against all the facilities. For example if the nearest secondary school also provides primary as well as middle level education and the nearest primary school or the middle school is farther away than the secondary school then the distance code of the secondary school is to be recorded for both the primary school and middle school also . The codes for distances are:

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

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

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

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

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

2.7.1.4 Item 9: primary school: Generally, up to the standard of class IV is considered as primary education. However, the practices differ in some states where education of class V is also included under 'primary' level. For the purpose of this survey, education up to class

IV or V, as the local practice may be, will be considered as primary education. This item will cover institutions providing such educational facilities.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.7.1.30 **Items 31 – 32: cold storage, rice mill:** These items are self-explanatory.

2.7.2.1 **Item 33: electricity:** If electricity is used in any part of the village for any purpose (agriculture, industry, street light, domestic etc.), it will be considered that the facility is available for the villagers and code 1 will be recorded in col. (3).

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

sarpanch (male).....	1
sarpanch (female).....	2
other panchayat member.....	3
gram sewak.....	4
school teacher.....	5
health personnel.....	6
others.....	9

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

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

2.10 **Substitution of sample households:**

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

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

2.11 **Random numbers:** A table of random numbers is supplied to each investigator. The n-th column of the table will be consulted in the case of the central sample and (n + 1) th column in the case of the state sample, where n is the last two digits of the serial number of the sample FSU. When n = 00, it will be taken as 100. The number of digits to be used will be the same as that of the highest number of the range within which the random

number is to be selected. However, if random number is required to be drawn between 1 and 10 or between 1 and 100, only one or two digit random numbers may be used where random number '0' will stand for '10' and random number '00' for '100'.

The first two random numbers will be used for hamlet-group/sub-block selection whenever required. The subsequent random numbers may be used for selection of households in the order: (i) for hg/sb 1 – households for two SSS of schedule 1.0, households for two SSS of schedule 10, households for four SSS of schedule 25.0 and then (ii) for hg/sb 2 – households for two SSS of schedule 1.0, households for two SSS of schedule 10, households for four SSS of schedule 25.0. If the particular column of random numbers is exhausted in the process, next column may be used. Similarly, if all the columns of the Random number table is exhausted, then the first column will be used.

2.12 Substitution of sample FSU:

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

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

A copy of the letter may be given to:

The Director (Coordination), SDRD, NSSO
Mahalanobis Bhawan
164, Gopal Lal Tagore Road
Kolkata- 700108.
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 16, block 1], a blank schedule 0.0 will be submitted with only blocks 0, 1, 2, 8 and 9 filled in. The word 'CASUALTY' is to be written at the top of the front page of the schedule in such cases.

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

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

prevalent, whole village may shift from place to place. In such cases the sample village will be surveyed in the place where it is currently located and not treated as uninhabited if found absent in its original location.

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

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

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

2.13.1 Repetition within state or central sample FSUs:

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

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

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

[5] list of households and record of selection for households (hg/sb 1 / 2)*																			
house number	household serial number	household size	land possessed (code) (rural only)	Schedule 1.0				Schedule 10				Schedule 25.0							
				sampling serial number		sample household number		sampling serial number		sample household number		sampling serial number				sample household number			
				SSS		SSS		SSS		SSS		SSS				SSS			
				1	2	1	2	1	2	1	2	1	2	3	4	1	2	3	4
				H=19	H=6	h=2	h=2	H=8 age 30 yrs with edu. level second. or above	H=17 others	h=4	h=4	H=4 hospit- alised during last 365 days	H=9 child of age less than 5 yrs	H=3 age 60 yrs or more	H=9 others	h=4	h=2	h=2	h=2
(1)	(2)	(4)	(5)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
12	1	5	1	√ 1				√ 1					√ 1						
13	2	2	2		√ 1			√ 2		1					√ 1				
14/1	3	3	1	√ 2					√ 1						√ 2				
14/2	4	10	1	√ 3		1 (T1)			√ 2				√ 2						
21	5	4	1	√ 4				√ 3							√ 3				1
22	6	8	1	√ 5					√ 3		3			√ 1				1	
(1)	7	7	1	√ 6					√ 4				√ 1			1			
(2)	8	1	1	√ 7					√ 5						√ 4				
23	9	2	1	√ 8				√ 4		2					√ 5				
24A	10	4	2		√ 2		2 (T2)		√ 6				√ 3						
24B	11	6	1	√ 9		2 (T2)			√ 7				√ 4						
(-)	12	1	1	√ 10					√ 8		2			√ 2					
(3)	vacant																		
25	13	2	1	√ 11					√ 9				√ 2			2			
26	14	3	2		√ 3			√ 5		4			√ 5						
31	15	5	1	√ 12					√ 10				√ 6			2			
32	16	3	1	√ 13					√ 11		4		√ 7						
	17	4	2		√ 4				√ 12						√ 6				2
	18	1	2		√ 5		1 (T1)	√ 6					√ 3			3			
33/1	19	7	1	√ 14					√ 13		1		√ 4			4			
33/2	20	2	1	√ 15					√ 14					√ 3				2	
33/3	21	6	1	√ 16				√ 7		3					√ 7				
34	22	4	1	√ 17					√ 15						√ 8				
(4)	mosque																		
37	23	7	2		√ 6				√ 16				√ 8			1			
38	24	5	1	√ 18				√ 8							√ 9				
	25	5	1	√ 19					√ 17				√ 9						
Page total	107																		

* T1 indicates type 1 and T2 indicates type 2 schedules for 1.0.

Chapter Three

Schedule 1.0: Consumer Expenditure

Introduction

3.0.0 Household consumer expenditure is measured as the expenditure incurred by a household on domestic account during a specified period, called reference period. It 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 household consumer expenditure.

3.0.1 The word “consumption” is used in different senses. The main reason for this is that some items can be used only once while others can be used repeatedly. A household consumer expenditure survey, therefore, needs to assign different meanings to consumption for different items. The NSS traditionally uses three different definitions or approaches to consumption of different items: Consumption approach, Expenditure approach and First-use approach. Items of consumption have been classified into four groups. The Consumption approach is used for Group I, the First-use approach for Group II and the Expenditure approach for Groups III and IV. The four groups of items are:

Group I: Items of **food other than ‘cooked meals*’, pan, tobacco and intoxicants and fuel and light**: Consumption is the actual consumption during the reference period. Both quantity and value of such consumption are collected.

Group II: Items of **clothing and footwear**: 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 through purchase or home production, or as gift or charity. Both quantity and value are collected.

Group III: **Durable goods**: Any expenditure incurred on an item for purchase or towards cost of raw materials and services for its construction and repair during the reference period is treated as consumption of the item.

Group IV: **Cooked meals*; Miscellaneous goods and services including education, medical, rent, taxes and cesses**: Any expenditure incurred on the item during the reference period is treated as consumption of the item. Consumption is recorded in value terms only.

3.0.2 **Special Features of the Survey**: The present survey is the sixteenth of an annual series of surveys of household consumer expenditure. It will be conducted during January to June 2004. In this round, two types of consumer expenditure schedules will be canvassed. This is because 7 days reference period was recommended for items of edible oil, egg, fish and meat, vegetables, fruits, spices, beverages, processed food, *pan*, tobacco and intoxicants on the basis of results of ‘Pilot Survey on Suitability of Different Reference Periods for Measuring Household Consumption (January – June 2000)’. Since the usual reference period for these items is 30 days, it is necessary to build up adjustment factors for

* See paragraphs 3.6.11 and 3.6.12

comparing the estimates of earlier rounds. The two schedule types differ only in respect of reference period of these items. Schedule Type 1 uses 30 days reference period while Schedule Type 2 uses 7 days reference period. For all other items, the reference period used in Schedule Type 1 is the same as that used in Schedule Type 2. Full details are given in Paragraph 3.0.6: Reference period.

3.0.3. Another experiment devised for this round intends to see whether an estimate of total consumption expenditure for using as classificatory variable can be obtained by putting a very small number of questions to the informant.

3.0.4 **Sources of consumption:** An item of consumption may be acquired by a household or become available to a household in different ways:

- through purchase;
- from home-grown/home-produced stock;
- receipt in exchange of goods and services;
- transfer receipts such as gifts, loans, charities, etc., and
- from free collection.

3.0.5 **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 received in exchange of goods and services will be imputed at the rate of average local retail prices prevailing during the reference period. However, the judgement of the respondent about the price of the goods purchased in exchange is to be taken into account;
- 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.

3.0.6 Reference period: This is the period of time to which the information collected relates. It may vary from item to item. The reference periods to be used during the present survey for different groups of consumption items are given below:

Srl. No.	Item	Reference period for	
		Schedule type 1	Schedule type 2
1	education, medical (institutional), clothing, bedding, footwear and durable goods	‘last 365 days’	‘last 365 days’
2	edible oil, egg, fish and meat, vegetables, fruits, spices, beverages and processed foods and pan, tobacco and intoxicants	‘last 30 days’	‘last 7 days’
3	all other items (viz all food except those mentioned against Srl. No. 2., fuel and light, miscellaneous goods and services including non-institutional medical, rents and taxes)	‘last 30 days’	‘last 30 days’

Details of Schedule

3.1.0 Schedule design: Schedule 1.0 has been split into several blocks to obtain detailed information on the expenditure incurred on domestic consumption and other particulars of the sample household. No account will, however, be taken of any expenditure incurred towards the productive enterprises of the households.

3.1.1 Block 0: Descriptive identification of sample household: 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.)

3.1.2 Block 1: Identification of sample household: items 1, 5 to 12: The identification particulars for items 1,5-12 will be copied from the corresponding items of block 1 of listing schedule (Schedule 0.0). The particulars to be recorded in items 2, 3 and 4 have already been printed in the schedule.

3.1.3 Item 13: sample hamlet-group/sub-block no.: This item will be copied from column 4 of block 4.2 of Schedule 0.0.

3.1.4 Item 14: second stage stratum: This item will be copied from the heading of column (11) or (12) of block 5 of Schedule 0.0.

3.1.5 Item 15: sample household number: The sample household number (i.e., order of selection) of the selected household is to be copied from column (11) or (12) of block 5 of Schedule 0.0.

3.1.6 Item 16: srl. no. of informant (as in col. 1, block 4): The srl. no. 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 case, '99' should be recorded against this item.

3.1.7 Item 17: response code: This item is to be filled-in after canvassing the schedule. The type of informant, considering his co-operation and capability in providing the required information, will be recorded against this item in terms of specified response codes. The codes are:

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

3.1.8 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 it is the originally selected sample household, and '2', if it is the substituted one. If neither the originally selected household nor the substituted household can be surveyed i.e., if the sample household is a casualty, code '3' will be recorded. In such cases only blocks 0, 1, 2, 14 and 15 will be filled-in and on the top of the front page of the schedule the word 'CASUALTY' will be written and underlined.

3.1.9 Item 19: reason for first 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 this item in code. 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.

3.2.0 Block 2: Particulars of field operation: The identity of the Investigator, the Assistant Superintendent and the Superintendent 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 the schedule is required to be canvassed for more than one day, the first day of survey is to be recorded against the item srl. no. 2(i). The time required to canvas the schedule should be the actual time to canvass the schedule. It will not include the time taken by the investigator to finalise the schedule and this is to be recorded in minutes.

3.3.0 Block 3: Household characteristics: 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 stayaways 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.

3.3.2 **Item 2: principal industry (NIC-1998)**: The description of the principal household industry will be recorded in the space provided. The entry cell for item 2 has been split for recording each digit separately. The appropriate five-digit industry code of the NIC 1998 will be recorded here. For households deriving income from non-economic activities only, a dash (-) may be put against this item. For details please see paragraph 1.9.37.

3.3.3 **Item 3: principal occupation (NCO-1968)**: The description of the principal household occupation will be recorded in the space provided. The appropriate three-digit occupation code of the NCO 1968 is to be recorded 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 details please see paragraph 1.9.37.

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 this purpose, only the household's income (net income and not gross income) from economic activities will be considered; but the incomes of servants and paying guests will not be taken into account. 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		

The procedure for assigning type codes is laid down in paragraphs 3.3.5 to 3.3.8. For **urban** areas, the household type codes are as follows:

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

3.3.5 **Procedure for assigning household type codes in rural sector**: For a rural household, if a single source (among the five sources of income listed in preceding paragraph) contributes 50% or more of the household's income from economic activities during the last 365 days, it will be assigned the type code (1, 2, 3, 4 or 9) corresponding to that source.

3.3.6 For a household to be classified as 'agricultural labour' or 'self-employed in agriculture' (code 2 or 4) 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 given code 1, 3 or 9 according to the following procedure.

* see paragraph 1.9.3 of Chapter One

3.3.7 To be classified as self-employed in non-agriculture (code 1), 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).

3.3.8 A household not getting code 1, 2 or 4 will be classified as other labour (code 3) 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 get type code 9.

3.3.9 For **urban** areas the different urban type codes correspond to four sources of household income, unlike the rural sector where five sources are considered. An urban household will be assigned the type code 1, 2, 3 or 9 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 get type code 9 (others).

3.3.10 **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

3.3.11 **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 class - 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.

3.3.12 **Item 7: land possessed:** The total land area possessed by the household as on the date of survey will be worked out and recorded against this item in code. The codes are:

class interval	code	class interval	code
less than 0.005 hectares	01	2.01 to 3.00 hectares	07
0.005 to 0.01 "	02	3.01 to 4.00 "	08
0.02 to 0.20 "	03	4.01 to 6.00 "	10
0.21 to 0.40 "	04	6.01 to 8.00 "	11
0.41 to 1.00 "	05	greater than 8.00 "	12
1.01 to 2.00 "	06		

(1 acre \approx 0.4047 hectare and 0.01 hectare = 100 sq. metre)

For details please see paragraph 1.9.10.

3.3.13 Item 8: dwelling unit: This item refers only to the dwelling unit or the actual residence of the sample household. The dwelling unit may be the entire structure for one household or may be only a part of it. 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 8. 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 under owner-like possession. Similarly, a dwelling unit itself possessed by a household under a long-term lease may be treated as under owner-like possession and code 1 will be applicable in such cases also.

3.3.14 Item 9: type of dwelling: A dwelling unit may be in an independent house, a flat or of some other type. The appropriate code will be entered against the item. The codes are:

independent house-	1
flat-	2
others-	9
no dwellings	3

For details please see paragraphs 1.9.8 and 1.9.9.

3.3.15 Item 10: type of structure: The structures have been classified into four categories, namely, pucca, semi-pucca, serviceable katcha, unserviceable katcha on the basis of materials used for construction. This item is to be filled in code. The codes are:

pucca-1, semi-pucca-2, serviceable katcha -3, unserviceable katcha – 4, no structure-5.

For details please see paragraphs 1.9.4 to 1.9.6.

3.3.16 Item 11: covered area (square metre): This will be the sum of the floor areas of all the rooms, kitchen, etc., and verandah of the building. The area will be recorded (to nearest integer) in square metre. The verandah will mean a roofed space adjacent to living/other rooms which is not walled from all sides. In other words, at least one side of such space is either open or walled only to some height or protected by grille, net, etc. If entry against item 10 is 5, a dash (-) may be put against this item.

(1 square metre = 10.76 square feet)

3.3.17 Items 12 and 13: 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 **last 30 days preceding the date of survey** will be recorded. If more than one type of energy is utilised, 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- 01, firewood and chips- 02, LPG- 03, gobar gas - 04, dung cake- 05, charcoal- 06, kerosene- 07, electricity- 08, others- 99, no cooking arrangement- 10

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

3.3.18 Items 14 to 19: household consumer expenditure during last 30 days: These items have been introduced for a methodological study to find the suitability of using them for deriving monthly per capita consumer expenditure to be used as a classificatory variable in a household schedule other than consumer expenditure schedule. These are deliberately placed here in Block 3, before the detailed blocks on food, clothing, etc. and should be filled first, before taking up the detailed consumption blocks. In no case, the entries against these items be changed based on the information collected in the detailed blocks.

3.3.19 Basically, the five items 14-18 constitute a break-up of monthly household consumer expenditure (item 19) corresponding to five different ways – cash payment and four alternatives - in which an item of consumption may be acquired by a household or may become available to a household. Suitable questions of the following kinds may be put to the informant for collecting the information on these items.

3.3.20 For **item 14: purchase:** How much did the household spend on purchases and other cash payments made for its members' needs during the last 30 days?

3.3.21 Here 'purchase' includes not only purchases of goods but also cash payments for 'purchase' of services such as all kinds of transport expenses, educational expenses including school fees and tutors' fees, medical expenses including expenses of diagnostic tests, doctors' fees and hospital/ nursing home charges, rent, and electricity and telephone bill payments. Instalment payments for household durables are to be included, as well as repairs and construction expenditure of household durables, and expenditure on repair and maintenance of dwelling unit. For households having an enterprise, any amount spent for enterprise purposes; for households owning livestock, any amount spent on food consumed by livestock; for cultivator households, any farm expenditure will be excluded. Further, any expenditure incurred towards purchase of immovable properties like land, building, etc will also be excluded.

3.3.22 For **item 15: home-produced stock:** Did the household members use any goods grown/produced by the household for their own consumption during the last 30 days? If so, how much? What was the estimated value of such goods consumed at ex farm/factory price? Goods may be cereals, pulses, vegetables, milk, firewood & chips, cow dung, footwear, clothes, etc.

3.3.23 For **item 16: receipts in exchange of goods and services:** Whether the household consumed any goods and services which have been procured or received against some goods or services of the household during the last 30 days? What is the estimated value of these goods and services at local retail prices? For wage/salaried households such items may be perquisites like free electricity, free telephone services, free medical services, etc. Agricultural labourer may receive payments in kind such as in the form of crops/goods produced by the cultivator. A cultivator may make any payment for goods and services in

terms of foodgrains, vegetables, etc. A barber may receive his payment in foodgrains, vegetables, etc. These are to be considered while recording information against this item.

3.3.24 For **item 17: gifts and loans:** Whether any goods and services were procured by way of gift or loan for household consumption during the last 30 days? What is the estimated value of these items at local retail prices? These items may be items of food, pan, tobacco and intoxicants, fuel and light, clothing and footwear.

3.3.25 For **item 18: free collection:** Whether any item was procured by the household through free collection during the last 30 days for its consumption? What is the estimated value of these items at local retail prices? Normally, such items are firewood, cow dung, vegetables, honey or other forest products.

3.3.26 **Item 19: total:** This will be obtained as the sum of items 14-18.

3.3.27 **Item 20: monthly per capita expenditure (Rs 0.00):** This item will be filled in only after completing blocks 5 to 13. It will be copied from column 7 of item srl. no. 39 of block 13. (The sum total of the relevant sub-total items (as indicated in block 13) adjusted for 30 days will be divided by the household size to obtain the monthly per capita expenditure.)

3.3.28 **Item 21: did the household perform any ceremony during the last 30 days?** If the household performs any ceremony during the last 30 days, then code '1' will be recorded against this item. Otherwise, '2' will be recorded. The concept of ceremony is explained below:

3.3.29 Ceremonies are performed to solemnize some events of life like birth, marriage, etc. There are also rites consequent upon the death of a person. For various religious faiths, there are some days in a year, which are observed with ceremonial performances like offering puja, prayer, ritual performances etc. Such ceremonies may be performed by household members as required under the social/religious customs and not incurring expenditure for entertaining guests. On the other hand, some households may spend considerable amount of money for entertaining guests with meals. The former type will not be considered as ceremonies performed but the latter type will be considered as ceremonies. Only those ceremonies on which guests are entertained with meals should be considered here.

3.3.30 **Item 22: 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 1.9.12.

3.3.31 **Item 23: did the household purchase any cereal from ration/fair price shop during the last 30 days?** The answer against this question will be recorded in code. The codes are: yes-1, no-2. Purchase of foodgrains by workers from shops run by their employer at concessional or subsidised rates (this is prevalent, for example, in tea garden areas) will not be considered as purchase from ration/fair price shop.

3.4.0 **Block 4: Demographic and other particulars of household members:** All members of the sample household will be listed in this block. Demographic particulars

(viz., relation to head, sex, age, marital status and general education) and number of meals taken will be recorded for each member using one line for one member.

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). 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.

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 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

3.4.4 Column (4): sex (male-1, female-2): 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.

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. As a departure from earlier rounds, the age 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 terms of the specified code 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 in terms of the specified codes. 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., his/her educational attainment will be considered as higher secondary (code 07). For a person who has studied up to 12th standard but has not appeared for the final examination or has failed, his/her educational attainment will be considered under 'secondary' (code 06). The relevant codes to be used for recording entries in this column are:

not literate -01, literate without formal schooling -02, literate but below primary -03, primary -04, middle -05, secondary -06, higher secondary -07, diploma/certificate course -08, graduate - 10, post graduate and above -11

3.4.8 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. Those who are literate but never attended any school will be assigned code 02. Those who are by definition literate but are yet to pass a primary standard examination will get code 03. Similarly, codes 04, 05, 06 and 07 etc. will indicate the successive higher standards of examinations passed.

3.4.9 Persons who have attained proficiency in Oriental languages (e.g. Sanskrit, Persian, etc.) through formal but not the general type of education will be classified appropriately at the equivalent level of general education standard.

3.4.10 **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, having been away from his/her own household, may also be within the same village/town and staying away will not only mean physical absence but also non-participation in food consumption from his/her 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 for this item as staying away. For members who did not stay away for even 1 day during the last 30 days, zero (0) will be recorded.

3.4.11 **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. In rare cases, one may come across a person who may be taking food only once in a day or more than three times a day. While in the former case the number of meals for the person will be 1 per day, in the latter case, 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. A breast-fed baby does not directly share the food consumed by members of the household. Hence for such babies the entry in this column will be '0'. To have a clear idea of what constitutes a meal, paragraph 1.9.12 may be referred to.

3.4.12 **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.

3.4.13 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 those canteens on payment. In such cases also entry will be made in column (13).

3.4.14 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 an 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). Meals taken away from home during the days of absence from the household should also be accounted for in making entries in these columns. Such meals are to be counted under either of the columns (10) to (12) or (13).

3.4.15 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.

3.5.0.0 Blocks 5 to 12: Blocks on Consumer Expenditure: There will be two types of schedules. In both the schedule types information on consumer expenditure on various items/groups of items will be collected in these blocks. The only difference between the two schedule types is the reference period for items of block 6 – last 30 days for schedule type 1 and last 7 days for schedule type 2. The titles of the blocks are:

- Block 5 : Consumption of cereals, pulses, milk, sugar and salt during the last 30 days ended on
- Block 6 : Consumption of edible oil, egg, fish and meat, vegetables, fruits, spices, beverages and processed food and pan, tobacco and intoxicants during the last 30/7 days ended on
- Block 7 : Consumption of fuel & light during the last 30 days ended on
- Block 8 : Consumption of clothing, bedding, etc. during the last 365 days ended on
- Block 9 : Consumption of footwear during the last 365 days ended on
- Block 10 : Expenditure on education and medical (institutional) goods and services during the last 365 days ended on
- Block 11 : Expenditure on miscellaneous goods and services including medical (non-institutional), rents and taxes during the last 30 days ended on
- Block 12 : Expenditure for purchase and construction (including repair and maintenance) of durable goods for domestic use during the last 30 days ended on

3.5.0.1 Credit purchase: In case of credit purchase of any item of blocks 10, 11 or 12 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.

3.5.0.2 Payment in kind: If payment in kind is made against consumer services like payment to priests, domestic servants, barbers, washermen, etc. in terms of items of food, pan, tobacco, intoxicants, fuel, clothing and footwear, the value of the item will be recorded against the particular service consumed and not against the respective items of block 5, 6, 7, 8 or 9. But if such payment in kind is made in terms of miscellaneous goods or durable goods, it will not be recorded against consumer service, but instead, will have to be recorded against the respective items of blocks 10, 11 or 12. However, if an old (used) durable good (say, an almirah), is given to a person (say, a priest) for the services rendered by him, the present (imputed) value of the good may be recorded against the appropriate item of block 11 (e.g. priest).

3.5.0.3 If a household member receives any item of blocks 10, 11 or 12 as a part of wages and salaries or perquisites from the employer (enterprise) then that is to be accounted for as expenditure incurred against the corresponding item even if a part of the said receipt is given away to others. However, an item of miscellaneous goods received by a domestic servant (household member) from his or her employer household will not be included in the recipient household. Such expenditure will be considered in the employer household.

3.5.1 Block 5: Consumption of cereals, pulses, milk, sugar and salt during the last 30 days: In this block information on consumption of each item of cereals, pulses, milk, sugar and salt by the household will be collected for a reference period of 30 days preceding the date of survey in both types of schedule.

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

3.5.3 Unit: Each line of this block will relate to a particular item of consumption. Generally, the unit of quantity for the majority of the listed items is kilogram (kg). However, if 'kg' is not the appropriate unit for any item then the appropriate unit has been shown within brackets after the description of the item. The unit should be 'kg' for all items for which the unit has not been mentioned in the list.

3.5.4 Against each item of blocks 5 to 9 and 12, there is a provision to record the quantity figure in terms of the respective standard unit. Value figure will be recorded in rupees. Each of these columns of blocks 5, 6, 7, 8, 10 and 11 has been bifurcated in two parts. A quantity or value figure, in terms of the specified standard unit for an item, will usually have two parts - one integral part and the other fractional i.e., decimal part. The integral part will be recorded in the left-hand part and the decimal part will be entered in the right-hand part. It may be noted that against the items printed on the schedule for which the specified unit is 'gram'/'number'/'box'/'pair'/'standard unit', two zeros (00) have already been printed in the decimal part. This means only the integral part of these units is to be recorded for such items. Similarly, '00' has been printed in the decimal part of value figure of those items for which the value is preferred to be in whole rupees.

3.5.5 Columns (3) and (4): quantity and value: These columns relate to the consumption of the household during the reference period of last 30 days. Column (3) relates to the quantity of consumption and column (4) to the corresponding value. Here, consumption includes all consumption out of monetary and non-monetary purchases and of goods received as gift, loan, etc. However, the consumption data should be strictly confined to the domestic consumption of the household. The expenditure incurred on account of pet animals will be recorded under item 493 (pet animals (incl. birds, fish)) of block 11. It may be noted that consumption by livestock belonging to the household will not be included in household consumption. Accounting should, however, be made of the livestock products like milk, meat, egg, etc., obtained from such livestock and consumed by the household. While making entries on household consumption care should be taken not to include any transfer payment in kind, like loans, advances, charities, gifts and other payments in kind, if any. But consumption from transfer receipts will be included.

3.5.6 Column (5): source code: Consumption of an item during the last 30 days may be made out of one or more sources mentioned in the preceding paragraph. The source from which the item has been procured and consumed by the household will be recorded in terms of codes. The codes to be used are:

only purchase	1	only free collection ...	4
.....			
only home-grown stock.....	2	others	9
both purchase and home-grown stock	3		

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.

3.5.7 While recording consumption, care should be taken to include consumption on ceremonials, parties, etc. Note that if the household made any transfer payment in terms of commodities like rice, wheat, pulses, etc., the quantity of commodity so paid should not be shown under domestic consumption of the payer household. The portion out of that receipt consumed by the recipient household during the reference period will be shown against the consumption of the recipient household. However, if the transfer payment is made in terms of cooked meals then that will be shown as consumption of the payer household. If the meals were prepared by the household then the consumption will be shown under the respective items used for preparing the meals and if ready meals were purchased by the household and transferred, then the number of meals served and the value of those will be recorded under cooked meals (item 303) against the payer household. For such meals nothing is to be recorded against the recipient household.

3.5.8 Imputation of value: The method of imputing values of items which are consumed but not purchased has been given in paragraph 3.0.5.

3.5.9 It may be mentioned that for all the items in block 5, 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 measuring weights, loss due to normal cleaning, peeling, etc. will be ignored. But the quantity of impure item, like rice mixed with husk, will be netted i.e. actual quantity of rice should be considered although value of rice will remain unchanged. For example, if the weight of the mixture of rice and husk originally weighing 10 kg becomes only 8 kg after its cleaning, etc., the quantity of rice consumed is to be recorded as 8 kg only. The value of rice, however, will remain unchanged. On the other hand, an item which is not brought into the consumption process will not be treated as consumed. For example, 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 remaining 5 kg is consumed. Then the quantity of consumption will be 5 kg and 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. 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 food group: beverages, etc. Rice purchased in the form of 'cooked rice' (not cooked meal) will also be treated as processed food and will be recorded against item 308 (other processed food).

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 - 121: This series of items has been provided for recording details of consumption of jowar, bajra, maize, barley, small millets, ragi. Each of these items will include their products also. Item 117 will include cornflakes, pop-corn, etc. (made of maize). 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: s.t.: This is a sub-total item. ('s.t.' stands for sub-total.) 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, jackfruit seed, 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 151: 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 152 (besan).

3.5.18 Items 160 - 167: milk and milk products: These items relate to milk: liquid, 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 'sandesh', '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, then 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 has consumed 30 litres of milk, out of which 15 litres was converted into curd and consumed. In this case 30 litres of milk will be shown against milk: liquid only. But if the milk product is purchased from the market and consumed by the household, the quantity and its corresponding value will be recorded against the particular milk product.

3.5.19 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. only for the purpose of consumption and actually consumed during the reference period should also be included in this item. If ghee is prepared at home from 'milk: liquid' and a part of it has been consumed during the reference period then the quantity and value of 'milk: liquid' required for preparing the ghee actually consumed will be recorded against item 160 (milk: liquid). But sometimes household accumulates cream of milk for a number of days and prepare ghee out of it. Consumption of such ghee will be ignored.

3.5.20 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).

3.5.21 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 298 (other beverages).

3.5.22 **Item 189: salt:** It will include all edible salt irrespective of whether it is iodised or not.

3.6.0 **Block 6: Consumption of edible oil, egg, fish and meat, vegetables, fruits, spices, beverages and processed food and pan, tobacco and intoxicants during the last 30/7 days:** The information on consumption of edible oil, egg, fish and meat, vegetables, fruits, spices, beverages and processed food and pan, tobacco and intoxicants will be collected through this block. The approach is 'consumption' for all the items in this block except cooked meals. For 'cooked meal' the approach is expenditure*. This block is having different reference periods in Schedule type 1 and Schedule type 2. The information on consumption of the items of this block in Schedule Type 1 will be collected for the last 30 days preceding the date of survey; while the same in *Schedule Type 2 will be collected for the last 7 days*. Columns are similar to block 5.

3.6.1 **Items 190 to 194: edible oil:** Oil used in food preparation will be considered as 'edible oil' such as mustard oil, groundnut oil, etc. Such oil 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, lotion, shampoo, hair cream) or item 458 (other toilet articles) of block 11.

3.6.2 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.

3.6.3 If oilseeds purchased or grown for extracting edible oil by crushing and the oil is consumed then the entry will be shown against the appropriate item of edible oil.

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

3.6.5 **Item 267: other fresh fruits:** It will include all fresh fruits which are not listed in the schedule. It will also include sugarcane consumed like fruits.

3.6.6 **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.

3.6.7 **Item 294: ice:** It includes only ice purchased for household consumption. It excludes ice procured otherwise, e.g., made by refrigerator at home.

3.6.8 **Item 295: cold beverages-bottled/canned:** It will include cold drinks like *thumsup, pepsi, coca cola* and *frooti*, etc.

* See paragraphs 3.6.11 and 3.6.12

3.6.9 Item 298: other beverages (cocoa, etc.): Mineral water, soda water, etc. will also be included against this item.

3.6.10 Item 300: biscuits: This will include all types of biscuits and other confectionery items like chocolate, toffee, lozenge, etc and sugar substitutes like saccharine. Cake and pastry have been separated from confectionery items and these will be recorded against item 304.

3.6.11 Item 303: cooked meals: 'Cooked meals' may be (i) purchased from market, i.e., from hotel, restaurant, canteen, etc. (ii) obtained by paying a lump sum to an agency providing catering services for serving meals to guests attending a ceremony performed by the household, (iii) received as perquisites from employer's household, or (iv) received as gift or charity.

3.6.12 As a general principle, for cooked meals, consumption will be reported against the purchaser household. Thus, in case of (i) entry will be made against the household reporting purchase of cooked meals which might have been consumed by household members, employees, guests and other persons. There are factories and offices which have their own canteen providing meals to the employees. Consumption of meals by the employees of such institutions, if these are received free of cost, will not be considered in the employee households for making entries against this item. Case (ii) will also be treated as case (i), i.e., accounting will be made in the purchaser household as far as block 6 is concerned. No entry will be made in the schedule of the recipient households against this item for case (iii) and (iv). Sometimes a catering agency is engaged to provide meals only on per plate basis but items like sweets, ice-cream, beverages etc., are purchased separately and served to the guests. The purchase and consumption of such other items will be shown against the respective items and should be excluded from the item 'cooked meals'.

3.6.13 Items 304 to 307: cake, pastry, etc.: Cake, pastry (304), pickles (305), sauce (306) and jam/jelly (307) may be purchased or prepared at home. If ingredients like fruits, spices, sugar, egg, atta, maida, salt, fuel and light, etc. required for preparing the product at home, are already accounted against their respective items, care should be taken to avoid repetition of the same against these items.

3.6.14 Item 308: other processed food: Items like snacks, tiffin, food packets, Chowmein, soup, etc. which have not been covered under items 300-307 of the list of food items, will be recorded against this item.

3.6.15 Item 312: supari: Supari (betelnuts) in various forms are available in the market. These are fresh supari, sundried supari, fermented supari, boiled and coloured supari and scented supari. Supari consumed in any of the forms will be accounted for against this item.

3.6.16 Item 315: other ingredients for pan: All other ingredients excepting items 312 - 314, used for preparing pan, should be included in this item. But tobacco, zarda, surti, kimam, etc. which are also consumed with pan should not be included. Provision for them has been made in tobacco group. However, products such as pan-parag will be included in this item.

3.6.17 **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. Some times ganja is consumed in the form of cigarettes. Such cigarettes will be considered under item 330:ganja.

3.6.18 **Item 322: leaf tobacco:** It 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.

3.6.19 **Item 330: ganja:** It will also include ganja consumed in the form of cigarettes.

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

3.6.21 **Item 335: other intoxicants:** It will include drugs used for intoxication but exclude drugs used for medicinal purposes.

3.7.0 **Block 7: Consumption of fuel and light during the last 30 days:** In this block of both Schedule type 1 and Schedule type 2, information on consumption of fuel and light for the household during the last 30 days, prior to the date of survey, will be collected. Columns are similar to blocks 5 and 6.

3.7.1 **Item 342: electricity:** It will also include meter rent and surcharge for electricity.

3.7.2 **Item 348: LPG:** A fixed quantity of liquefied petroleum gas (LPG) is filled in a gas cylinder and supplied for domestic consumption. If, for example, price of a cylinder of gas is Rs. 270 and usually the household consumes one full cylinder in 'D' days then the value of gas consumed during the last 30 days will be $(270 \times 30)/D$. This will be calculated up to two places of decimal. However, caution money deposited for getting a gas cylinder should not be considered as consumer expenditure and should not be recorded in this schedule.

3.7.3 **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.

3.7.4 **Item 353: other fuel:** It will include all items of fuel and light not listed in the schedule. It will also include petrol, diesel, etc. used for generating electricity.

3.8.0 **Block 8: Consumption expenditure on clothing, bedding, etc. during the last 365 days:** In this block, information on quantity and value of consumption of all items of clothing will be collected. The information in this block is required to be collected for a reference period of last 365 days. Consumption of clothing is defined as an item of clothing being brought into first-use. Clothing purchased first-hand will be considered for reporting against items 360 to 373 and items 380 to 387 (bedding, etc.). However, in case of second-hand purchase, total value of clothing purchased second-hand will be recorded against item 374: clothing (second-hand). But, second-hand imported ready-made garments will not be considered as second-hand. Instead, it will be treated as first-hand purchase and as such

these will be included against item 368. Liveries supplied by the employer even if it is used during duty-hours **only** will be taken into account.

3.8.1 Columns (1) and (2): In these two columns, the item code and the description of the clothing items are already printed in the block.

3.8.2 The unit of quantity for an item, as shown within brackets after the name of the item in the list, is printed in the schedule itself. For detailed instructions, refer to paragraphs 3.5.3 and 3.5.4.

3.8.3 Columns (3) and (4): quantity and value: These columns relate to the consumption of the household during the reference period. Column (3) relates to the quantity of total consumption and column (4) to the corresponding value. 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.

3.8.4 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.

3.8.5 For 'ready-made' garments, the unit of quantity will be number. But if a household prepared 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 is running 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 484 of block 11. 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 against item 484 as tailoring charge in block 11.

3.8.6 Item 361: saree: In the country a variant of the saree is commonly used. Assamese ladies wear 'mekhla'. Similarly, in Garo hills ladies use 'dakbanda'. The length of the cloth used in 'mekhla' and 'dakbanda' is generally 1.50 metres. These dresses may be treated as sarees of shorter length. Sarees used in some areas on the other hand are much longer than the standard ones. Hence, the unit for saree has been prescribed as metre and not number. The length of saree, mekhla, dakbanda etc. should be recorded in 'metre' with two places of decimal against this item.

3.8.7 Item 374: clothing (second-hand): All second-hand clothing items, like dhoti, saree, ready-made garments, etc., purchased and brought into first-use will be recorded against this item.

3.8.8 Item 384: mosquito net: Cloths purchased for making mosquito net will also be included here.

3.9.0 Block 9: Consumption of footwear during the last 365 days: 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. The quantity (number of pairs) and value (Rs) to be recorded are to be entered in whole number only. The reference period is 365 days for both the schedule types.

Note: 1. If materials are purchased and footwear is made by taking service of a cobbler then cost of footwear will be imputed as the cost of raw materials plus service charges paid to the cobbler.

2. A handicapped not having a limb purchased or got made only one shoe. In such case, 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 11(item 473:other petty articles).

3.10.0 Block 10: Expenditure on education and medical (institutional) goods and services during the last 365 days: Under this block, information will be collected on educational and institutional medical expenses incurred during the **last 365 days** preceding the date of survey. Non-institutional medical expenses will be recorded separately in block 11. 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. The actual expenditure incurred during the reference period on the items listed in the block will be recorded.

3.10.1 Columns (1) and (2): In these columns the three digit code of the items and the name of the items are already printed in the block.

3.10.2 Column (3): value (Rs 0.00): The amount of expenditure incurred on an item during the reference period of **365 days preceding the date of enquiry** will be recorded in this column. Expenditure will include both cash and kind.

3.10.3 Items 400 - 406: 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, fan fees, etc. and payment to private tutors. 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. It may be noted that all kinds of books, magazines, journals, etc. including novels and other fiction will be covered under item 400. Expenditure on Internet other than telephone charges will be covered under item 406.

3.10.4 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. Item 423 (family planning appliances) will include IUD (intra-uterine device), oral pills, condoms, diaphragm, spermicide (jelly, cream, foam tablet), etc. Expenditure incurred for clinical tests, X-ray, etc. will be recorded against items 411 or 421 (X-ray, ECG, pathological test, etc.). 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 3.10.0 above, lies in whether the expenses were incurred on medical treatment as an in-patient of a medical institution or otherwise. Expenditure incurred on MTP (medical termination of pregnancy) may be recorded against item 414 or 424 depending on the category of treatment availed of, i.e. if hospitalisation is necessary for MTP then it has to be recorded against 414, otherwise against 424. 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 expense and not as medical expense.

3.11.0 Block 11: Expenditure on miscellaneous goods and services including medical (non-institutional), rents and taxes during the last 30 days: In this block, relating to miscellaneous goods and services, information will be collected on the expenditure for purchase of these items during the reference period. The reference period will be the last 30 days prior to the date of survey in both the schedule types 1 and 2.

3.11.1 Column (3): value (Rs. 0.00): 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 10, expenditure will include both cash and kind.

3.11.2 Items 420 - 424: medical (non-institutional): See paragraph 3.10.4.

Note: In the rural areas, doctors charge a consolidated amount for consultation as well as giving medicines to the patient. In such case, the total amount will be recorded against item 420 (medicine).

3.11.3 Item 423: family planning appliances: It will also include various contraceptives such as tablets like Mala-D, Mala-N, etc.

3.11.4 Items 430-437: 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 video cassette/VCR/VCP 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, entire amount of club fees paid for lifetime 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: other entertainment.

3.11.5 Item 458: other toilet articles: It will include cooler perfume, body perfume, room perfume, etc.

3.11.6 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.

3.11.7 Item 468: other washing requisites: It includes brushes, utensil cleaners, steelwool, etc.

3.11.8 Item 473: other petty articles: It will also include purchase of flower plant with pot.

3.11.9 Item 480: domestic servant/ cook: Wages paid to domestic servant/cook may be recorded against this item. Wages paid in cash to domestic servant or cook who is also a member of the household by definition during the reference period will be taken into account. However, wages paid in kind to such domestic servant or cook will not be included in this item. Any expenditure incurred by a domestic servant who is also a member of the household should be treated as consumption expenditure of the household and recorded as such against the appropriate items of different blocks.

3.11.10 Item 482: 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. In this context, it may be noted that if the kind payment is in terms of an item of blocks 5 to 9, then the entry is to be made against item 482. But if it is in terms of an item of block 10, 11 or 12, then the entry will be made against that particular item.

Note: If a sample household is running a barber's shop and a member of that household has availed of the service then the barber charges will be imputed at the prevailing rate and recorded against item 482.

3.11.11 Item 486: legal expenses: This will include charges like lawyer's fees, legal and court fees, etc.

3.11.12 Item 488: telephone charges: For domestically installed telephones, 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. Cases like new telephone connections for which no bill has been paid till the date of survey may be ignored. Security deposit made for the installation of telephone connection is excluded. 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's telephone will be accounted against this item. Expenditure incurred on the purchase of mobile phone (instrument) will not be included in this item. Instead, it will be included against item 600 of block 12.

3.11.13 Item 490: 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.

3.11.14 Item 492: 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, etc.

3.11.15 Item 493: pet animals (incl. birds, fish): This item will include expenditure incurred for purchase and maintenance of pet animals. Pet animals may be cat, dog, rabbit, monkey, mongoose, bird, fish, etc. Maintenance expenses will include cost of feed, treatment expenses, etc.

3.11.16 Item 494: other consumer services excluding conveyance: This item will stand for services of driver, coachman, cleaner, cobbler, blacksmith, unskilled labourers, etc.

Note: 1. Commission paid to the broker for purchase or sale of second-hand car/scooter will be accounted here.
2. It will include reconnection charge for electric line.

3.11.17 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) horsecab, 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. The expenditure incurred on journeys undertaken under LTC, etc., even if reimbursed, is to be included. In case of owned conveyance, the cost of fuel (petrol, mobile oil, diesel, etc.) for power driven transport and animal feed for animal-drawn carriage will be recorded. 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 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.

3.11.18 Item 502: bus/tram fare: It 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 hired for bringing guests by the sample household, the hiring charges will not be included against this item; instead it will be accounted against item 513 (other conveyance expenses).

3.11.19 The expenditure incurred on any 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 it 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 purpose. 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.

3.11.20 **Item 520: house rent, garage rent (actual):** 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 procedure laid down for recording payment of telephone charges is also applicable to other starred items of this block. 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. If some amount of money was paid in advance at the time of hiring the house, only that part of the advanced amount which is being deducted every month from that advance payment added up with 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.

3.11.21 **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. However, hiring out of a vendor cart to run business by the sample household will be excluded. But, monthly maintenance charges payable to co-operative society, etc. will be included in this item.

3.11.22 **item 539: house rent, garage rent (imputed - urban only):** This item will be filled in for urban households residing in the house which it either owns or otherwise occupies 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 houses 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.

3.11.23 **Items 540 and 541: consumer taxes and cesses:** This is for recording the expenditure on taxes and cesses paid by the household as a domestic consumer. Only taxes and cesses which are considered to be levied on the household as a consumer unit are included. Road cess, chowkidari tax, municipal rates are some examples. Sometimes while purchasing a new vehicle life tax is paid. In such case, monthly average of tax and cess will be recorded against this item. Consumer licence fees will also be included. Examples are fees paid for possession of firearms, vehicles, etc. For taxes and cesses to be paid monthly/quarterly/annual basis entries will be the amount last paid divided by the number of months for which paid.

Note: Professional tax and Income tax will not be taken into account in the survey.

3.11.24 **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 charged 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.

3.12.0 **Block 12: Expenditure for purchase and construction (including repair and maintenance) of durable goods for domestic use during the last 365 days:** 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 this block of both the schedule types 1 and 2. Expenditure will include both cash and kind (see paragraph 3.5.0.2). Purchase will include both first-hand and second-hand purchase and will be recorded in separate columns of this block. 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 for this block. Expenditure incurred on purchase of durable goods for giving gifts will also be included. In case of credit/hire-purchase of any item of this block, the actual expenditure made during the reference period will be recorded. [See paragraph 3.5.0.1] Expenditure on any item in this block will be recorded in whole number of rupees.

Note: 1. If the sample household incurred some expenditure on purchase of an asset during the reference period but not been received it till the date of survey, the expenditure incurred will be accounted in this block.

2. A sample household purchased an asset (durable goods) during the reference period and the asset is under possession but no payment has been made during the reference period. Such purchases will be excluded.

3. An asset purchased during the reference period for domestic use and the same asset sold out during the reference period. Such purchase also will be accounted for.

3.12.1 **Columns (1) and (2):** In these columns the three digit-code of the items and the name of the items are already printed in the block.

3.12.2 **Column (3): number in use on the date of survey:** The number in use on the date of survey of each item of durable goods will be entered in this column. It will also include those items which may not be in use temporarily but are likely to be put into use after repair/necessary servicing. For certain items the entry cell has been shaded in this column; it means column (3) need not be filled in.

3.12.3 **Column (4): no. purchased (first-hand):** The number of each item of durable goods purchased (first-hand) for which some expenditure has been incurred during the reference period will be recorded in this column.

3.12.4 **Column (5): whether hire purchased (first-hand):** If an item of durable goods is purchased on instalment payment and the expenditure made on it during the reference period consists of one or more such instalment payments, code 1 will be recorded in this column. Otherwise i.e., when durable goods are purchased and entire amount is paid during the reference period, code 2 will be recorded in this column.

Note: If more than one of a particular item are purchased during the reference period and some of them are purchased on hire-purchase basis and the remaining are purchased outright, then code 1 will be recorded in this column.

3.12.5 Column (6): value (first-hand purchase): Value of first-hand purchase during the reference period will be entered in this column. The total amount paid during the reference period will be recorded here.

3.12.6 Column (7): 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 this block. Here, expenditure incurred towards repair and maintenance of items purchased on 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 appropriate item only if the household member is a professional for that repairing job.

3.12.7 Column (8): no. purchased (second-hand purchase): 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.

3.12.8 Column (9): value (second-hand purchase): Value of second-hand purchase during the reference period will be entered in this column.

3.12.9 Columns (10): 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 other words, it means column (10) = column (6) + column (7) + column (9).

3.12.10 Item 550: bedstead: It is a framework of wood or metal supporting the springs and mattress of a bed. Its surface may be made of coir rope or nylon. Folding cots of all kinds will be included against this item.

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

3.12.12 Item 554: foam, rubber cushion (dunlopillo type): 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 8 (item 382).

3.12.13 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' (block 8).

3.12.14 **Item 557: other furniture & fixtures (couch, sofa, etc.):** Waist-high (usually wooden) almirahs should be considered under this item. Kitchen cup-boards (free-standing), complete sofa-set also will be included.

3.12.15 **Item 561: radio:** This includes transistor radios.

3.12.16 **Item 568: other goods for recreation:** Sports goods and toys are not to be included here but under item 432 in block 11. It will also include dish antenna, video games, etc.

3.12.17 **Item 570: gold ornaments:** If gold ornaments purchased in exchange of gold and some amount of cash, only the cash payment made will be taken into account. But, if it is purchased in lieu of cash or cash and kind (other than gold) total value of cash/cash and kind will be accounted.

3.12.18 **Item 592: lantern, lamp, electric lampshade:** It will exclude electric lamp.

3.12.19 **Item 598: electric iron, heater, toaster, oven & other electric heating appliances:** Geyser will be considered against this item.

3.12.20 **Item 600: other cooking/household appliances:** It will include ice-cream maker, mixer-grinder, juicer, micro-oven, vacuum cleaner, electric appliance for filtering water, etc.

3.12.21 **Item 613: tyres & tubes:** It will include all those tyres and tubes which are purchased for replacement in vehicles. If repair is made only for tyres and tubes then the expenditure incurred on repair will be taken into account against this item in column 7. But, if repair of tyres and tubes is made along with other repairs of the vehicle then the expenditure will be accounted in column 7 against the corresponding listed item.

3.12.22 **Item 614: other transport equipment:** Livestock animals like horses, bullocks, etc., 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. If these animals and conveyances 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, or the cost of raw materials required for repair, etc. It will also include perambulator.

3.12.23 **Item 642: 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.

3.12.24 **Sub-total items 559, 569, 579, 589, 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), (7), (9), and (10) will be derived by adding the entries in the column against the corresponding constituent items.

3.12.25 Item 659: durable goods: total : Total expenditure for purchase, construction and repairs of household durable goods will be recorded against this item. The totals in each of columns (6), (7), (9), and (10) against this item will be derived by adding all the entries against the sub-total items of the block in the column.

3.13.0 Block 13: Summary of consumer expenditure: This block is meant, of both the schedule types 1 and 2, 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 to 12. References for transfer are provided in columns (3) to (5). The only difference between the two schedule types 1 and 2 is with respect to reference period of block 6. In Schedule type 1, the reference period used in the items of block 6 is 30 days, while the same is 7 days in Schedule Type 2. In Schedule Type 2, the figures against serial nos. 7 to 16 in column (6) will be added and entered in column (6) against item srl. no. 17. This figure will be converted to monthly figure by multiplying 30/7 and the product will be recorded in column (7) against item srl. no. 18. For items of clothing, bedding etc., footwear, education, medical (institutional) and durable goods information has been collected for a reference period of 365 days. This information will be recorded in column (8). These figures will be added and entered in column (8) against item srl. no. 35. This figure will be converted to monthly figure by multiplying 30/365 and the product will be recorded in column (7) against item srl. no. 36. For other items having reference period of 30 days in both the schedule types information will be recorded in column (7).

3.13.1 Serial number 37 : total monthly expenditure: It is the sum of the entries made against serial numbers 1 to 36, column (7) of this block.

3.13.2 Serial number 38 : household size: This is to be copied from the entry made in block 3, item 1.

3.13.3 Serial number 39 : monthly per capita expenditure: It is to be obtained by dividing the entry made against serial number 37, column (7) by that against serial number 38, column (7) (i.e. total monthly expenditure ÷ household size) of this block. The quotient of the division will be recorded in rupees in two places of decimal.

3.14.0 Block 14: Remarks by investigator: 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.

3.15.0 Block 15: Comments by supervisory officer(s): 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.

Chapter Four

Schedule 10: Employment and Unemployment

INTRODUCTION

4.0.1 To assess the volume and structure of employment and unemployment, starting with the 9th round (May-September, 1955), the National Sample Survey Organisation (NSSO) has conducted a number of surveys on employment and unemployment. For capturing multi-dimensional features of employment-unemployment situation in India, since the 1970's, based on the concepts and definitions recommended by the Dantwala committee, detailed surveys on employment and unemployment were undertaken once in every five years in the 27th, 32nd, 38th, 43rd, 50th and 55th rounds. In addition, to meet the need for an annual series of key indicators on employment and unemployment, from the 45th round (July 1989-June 1990) of NSS onwards, data on selected items on employment and unemployment particulars of the household members are being collected through the annual survey on household consumer expenditure (Schedule 1.0). In the annual rounds, 'usual activity status' and 'current weekly activity status' of the household members, along with the industry of work (at 2 digit level of NIC 98 code) only were collected in the demographic block of the consumer expenditure schedule.

4.0.2 To meet some special requirements of the Planning Commission, it has been decided that a separate schedule on employment and unemployment would be canvassed in the 60th round of NSSO (January 2004 – June 2004). A fresh schedule on employment and unemployment (Schedule 10), different from that used in the quinquennial rounds, has been devised in the present round. Data on 'usual activity status', 'current weekly activity status' and 'current daily activity status' of the household members in details will be collected through this schedule. Further, data on 'vocational training' received by household members of a specified age group and educational standard would also be collected through it.

Summary description of the schedule

4.1.1 In the present round, Schedule 10 on employment-unemployment consists of 11 blocks. Of these, five blocks are similar to the ones used in usual NSS rounds. The first three blocks, viz. Blocks 0, 1 and 2, are used to record identification of sample households and particulars of field operations, as is the common practice in usual NSS rounds. Similarly, the last two blocks, viz., Blocks 9 & 10, are again the usual blocks to record the remarks of investigator and comments by supervisory officer(s), respectively. Of the remaining 6 blocks, Block 3 is for recording the household characteristics like household size, household industry, occupation, religion, social group, household type, land possessed and monthly household consumer expenditure, etc. Block 4 is for recording the demographic particulars as well as the usual principal activity and usual subsidiary activity particulars of all the household members.

4.1.2 The daily time disposition for different activities for each of the seven days prior to the date of survey along with the particulars of the activities will be recorded for each of the household members in Block 5. Further, the current weekly status (cws) will be derived from the daily time disposition data and will be recorded in this block. In addition, for the regular salaried/wage employee and casual labourers, wage and salary earnings will also be collected in this block. Block 6 is for recording the responses to the probing questions for

those who were unemployed on all the seven days of the reference week. Such persons will be identified on the basis of duration of unemployment during the reference week recorded in Block 5.

4.1.3 Particulars of formal vocational training received by household members of a specified age-group and educational standard will be collected in the employment-unemployment schedule of NSSO for the first time. In Block 7, particulars of vocational training such as 'description of the field of training', 'name and address of agency from where training received', 'duration of the training' etc. will be collected. Block 8 is a worksheet to obtain the monthly household consumer expenditure, which is broadly in line with that used with the schedule 10 in the 55th round.

4.2.1 **Concepts and definitions:** Concepts and definitions for various terms, viz., economic activity, activity status, procedure for determining the activity status by different approaches, formal vocational training and other related terms used in this schedule have been discussed in paras 1.9.14 to 1.9.45 of Chapter One. It may be noted that there is no change in the concepts and definitions for economic activity, activity status and procedure for determining activity status by different approaches in this round as compared to those followed in the 55th round.

DETAILS OF SCHEDULE

4.3.1 **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.

4.4.1 **Block 1: Identification of sample household:** The identification particulars of the sample household are to be recorded against items 1, 5 to 15. The entries against items 2 and 3 are already printed in the schedule. Item 4 is shaded and no entry is to be made here. Items 1 and 5-12 will be copied from the relevant items of block 1 of schedule 0.0.

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

4.4.3 **Item 14: Second stage stratum number:** This will be taken from headings of columns (15) and (16) of block 5 of schedule 0.0.

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

4.4.5 **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.

Information is to be collected from members of the household. However, if bulk of the information is collected from a person who is not a member of the household, '99' will be recorded.

4.4.6 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

4.4.7 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, 9 and 10 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.

4.4.8 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.

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

4.6.1 Block 3: Household characteristics: Certain household characteristics, such as, household size, household type, religion, social-group, household industry, household occupation, monthly household consumer expenditure, land possessed as on the date of survey (code) etc., which are intended to be used mainly as classificatory characteristics in tabulation will be recorded in this block.

4.6.2 **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 stayaways 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.

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

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

4.6.5 The procedure for determining Principal industry and Principal occupation of the household has been discussed in para 1.9.37 of Chapter One.

4.6.6 **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

4.6.7 The procedure for assigning household type codes for both rural and urban areas has been discussed in paras 3.3.5 to 3.3.9 of Chapter Three. A household, which does not have any income from economic activities, will get type code 9 (others).

4.6.8 **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

4.6.9 **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.

4.6.10 **Item 7: Land possessed as on date of survey (code):** 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 worked out in hectare and the relevant code is to be recorded against this item . The codes are:

class interval		code	class interval		code
less than 0.005	hectare	01	2.01 – 3.00	hectare	07
0.005 - 0.01	”	02	3.01 - 4.00	”	08
0.02 - 0.20	”	03	4.01 - 6.00	”	10
0.21 - 0.40	”	04	6.01 - 8.00	”	11
0.41 - 1.00	”	05	greater than 8.00	”	12
1.01 – 2.00	”	06			

Note: 1 acre = 0.4047 hectare , 1 hectare=10, 000 square metre

4.6.11 **Item 8: Monthly household consumer expenditure (Rs):** This item will be copied from item 40 of block 8.

4.7.1 **Block 4: Demographic and usual activity particulars of household members:** This block is meant to record the demographic particulars like sex, age, marital status, educational level etc. and usual principal activity and usual subsidiary activity particulars of all the household members. The description of the items and the procedure for recording them are explained below:

4.7.2 **Column (1): Serial number:** All the members of the sample household will be listed in block 4 using a continuous serial number in column (1). In the list, the head of the household will appear first followed by head's spouse, the first son, first son's wife and their

children, second son, second son's wife and their children & so on. After the sons are enumerated, the daughters will be listed followed by other relations, dependants, servants, etc.

4.7.3 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).

4.7.4 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

4.7.5 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.

4.7.6 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 99 years or more, 99 will be entered in this column.

4.7.7 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

4.7.8 Educational level: Information on the highest general and technical education completed by the members of the household will be recorded in terms of codes in column (7) and column (8), respectively. For the purpose of making entries in these two columns, only the course successfully completed will be considered. For instance, for a person who has studied upto 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).

4.7.9 Column (7): General: In column (7), the highest level of general education of the members will be recorded in codes which are given below:

not literate	01
.....	
literate without formal schooling	02

literate but below primary	03
primary	04
.....	
middle	05
.....	
secondary.....	06
.	
higher secondary	07
diploma/certificate course	08
graduate.....	10
postgraduate and above.....	11

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. Those who are literate but never attended any school, will be assigned code 02. Those who are by definition literate but are yet to pass a primary standard examination will get code 03. Similarly codes 04, 05, 06 and 07 will indicate the successive higher standards of examinations passed. 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 the general type of education will be classified appropriately at the equivalent level of general education standard.

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

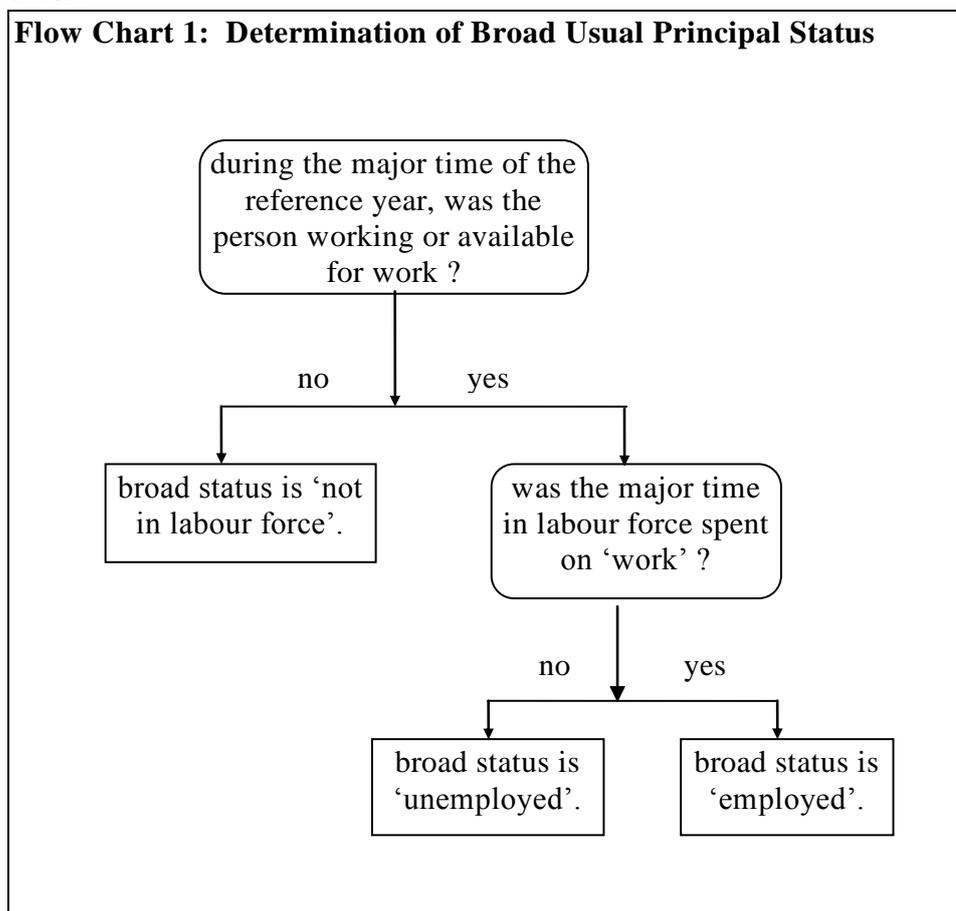
no technical education	1
technical degree in agriculture / engineering / technology / medicine etc.	2
diploma or certificate in :	
agriculture	3
engineering/technology	4
medicine	5
crafts	6
other subjects	9

If more than one of the codes 2 to 9 are applicable, the code indicating the diploma/certificate **last received** will be considered. It may be noted that the technical certificate/diploma obtained by the person **need not necessarily be recognised** by the Government.

4.7.11 Usual principal activity particulars of household members: The usual principal activity particulars of each member of the household will be collected in columns 9 to 11 of this block. This will include information on industry-occupation of the working members. The particulars of usual activity are collected with reference to a period of 365 days preceding the date of survey.

4.7.12 Column (9): 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 normal working hours available for pursuing various activities need to be considered, and not the 24 hours of a day.*

4.7.13 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 of these two the person spent major part of the year. In the second stage, those who are found in the labour force will be further classified into working (i.e., engaged in economic activity or employed) and seeking and/or available for work (i.e. unemployed) based on the major time spent. Thus, we can obtain the broad usual principal status as one of the three viz. employed, unemployed and out of labour force. Flow chart 1 explains the procedure for determining the broad usual principal activity status.

Flow Chart 1: Determination of Broad Usual Principal Status

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

person	number of months			usual principal activity status	remarks
	labour force employed	labour force unemployed	not in labour force		
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>

4.7.15 **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

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.

4.7.17 **Columns (10) & (11): Principal industry-occupation:** Columns (10) and (11) 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 (9). The corresponding 5 digit industry code (NIC-98) and the 3 digit occupation code (NCO-68) will be entered in columns (10) and (11), respectively. In case two or more industry-occupation combinations corresponding to the status code given in column (9) 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.

4.7.18 Care is to be taken regarding an important point in this connection. **To identify certain category of workers separately, NIC 1998 industry class code 9500 (tabulation category P) has been split into the following sub-classes, for the purpose of the survey, as given below:**

Division 95: PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

housemaid/servant	95001	gatekeeper/chowkidar/watchman
95004		
cook	95002	governess/baby-sitter
95005		
gardener	95003	others
95000		

These additional codes are to be used, wherever necessary, in **recording five digit industry codes in column 10 and column 14 of block 4**. In assigning the industry code under Division 95, it should be kept in mind that the work is to be performed predominantly in the premises of the household irrespective of whether it is performed in one or more than one household. If services provided by individuals to the household originate and terminate in the same household, they will be classified under Division 95.

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

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

4.7.19 Column (12) : 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. Code 1 or 2 will be recorded accordingly.

4.7.20 The identification of those working in a subsidiary capacity will be done as follows. To illustrate:

(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 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 trade for a relatively longer period and simultaneously also engaged in agricultural production for a relatively minor time. In such 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 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 (12).

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 long period during the 365 days in economic (non-economic activity) and for a relatively minor period 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.

4.7.21 Usual subsidiary economic activity: Usual subsidiary economic activity particulars of the household members who have reported to have carried out some *economic* activity in the subsidiary capacity, i.e., **for those with code 1** in column 12, will be collected in columns 13 to 15 of this block. 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 activity on which more time has been spent would be considered

for recording entry in columns (13) to (15). Columns (13) to (15) are to be filled in for each and every member of the household reporting subsidiary economic activity (i.e., **for those with code 1** in column 12) irrespective of whether in the usual principal activity status the person is employed or not.

4.7.22 Column(13): Usual subsidiary economic activity status: For all persons engaged in any 'work' in subsidiary capacity, i.e., **for those with code 1** in column 12, the status codes of the economic activities pursued by them in their subsidiary capacity will be recorded in column(13). Activity status codes 11, 12, 21, 31, 41 and 51 relate to economic activity and only these codes are applicable for column (13).

4.7.23 Columns (14) & (15): Subsidiary industry-occupation: Columns (14) and (15) will be filled-in for those who are 'working' in the subsidiary status, i.e., **for those with code 1** in column 12. The corresponding 5 digit industry code (NIC-98) and the 3 digit occupation code (NCO-68) will be entered in columns (14) and (15), respectively. In case, two or more industry-occupation combinations corresponding to the status code given in column (13) have been reported by a person, the subsidiary industry-occupation will be the one, in which **relatively more time** has been spent during the preceding 365 days by the person.

4.8.1 Block 5: Time disposition of members during the week: This block is meant for recording the time disposition for all the 7 days preceding the date of survey, the current weekly status based on the 7 days time disposition, wage and salary earnings during the week, etc. *Time disposition will be recorded for every member in 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.

4.8.2 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 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 accommodate all the persons listed in block 4, additional sheets of block 5 may be used. These sheets should be firmly stapled with the main schedule at the appropriate place.

4.8.3 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 0 - 4 years, their particulars will be entered and status code 97 will be assigned to them with intensity 1.0 without any probing.

4.8.4 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) the 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 code, NIC-98) 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.

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

activity status	code
situation of working or being engaged in economic activities (employed)	
worked in hh. enterprise (self-employed) as own account worker	11
worked in hh. enterprise (self-employed) as employer	12
.....	
worked as helper in hh. enterprises (unpaid family worker)	21
.....	
worked as regular salaried/wage employee	31
.....	
worked as casual wage labour : in public works	41
in other types of work	51
had work in h.h. enterprise but did not work due to: sickness	61
other reasons	62
had regular salaried/wage employment but did not work due to :	
sickness	71
other reasons	72
situation of being not engaged in work but available for work (unemployed)	

sought work	81
did not seek but was available for work	82
situation of being not available for work (not in labour force)	
attended educational institutions	91
attended domestic duties only	92
attended domestic duties and was also engaged in free collection of goods (vegetables, roots, firewood, cattle-feed etc.) sewing, tailoring, weaving etc. for hh. use	93
rentiers, pensioners, remittance recipient, etc.	94
not able to work due to disability	95
beggars, prostitutes	96
others	97
did not work due to sickness (for casual workers only)	98

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

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

4.8.7 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 code numbers 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.

4.8.8 Although it may be theoretically possible that **on a particular day of the reference week, a person may have any number of activities, the particulars relating to two activities identified on the basis of priority cum major time criterion need only be considered for making entries in this column.** Thus, on a day, a person may either have only one activity with 'full' intensity or two activities with 'half' intensity for each. If the activity is pursued with intensity 'half' on a particular day, the entry will be 0.5 against that activity and if that is pursued with intensity more than half, 1.0 will be recorded against that activity in the relevant columns (7) to (13). Generally, an activity which is pursued for more than 1 hour but less than 4 hours is considered to have been pursued with half intensity. If it is pursued for more than 4 hours, the activity is considered to have been pursued with full intensity. However, for some persons, less than four hours of work daily is their normal working hours for the work or profession. In such cases he will be considered to have worked with full intensity.

4.8.9 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.

4.8.10 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 wage/salaried 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.

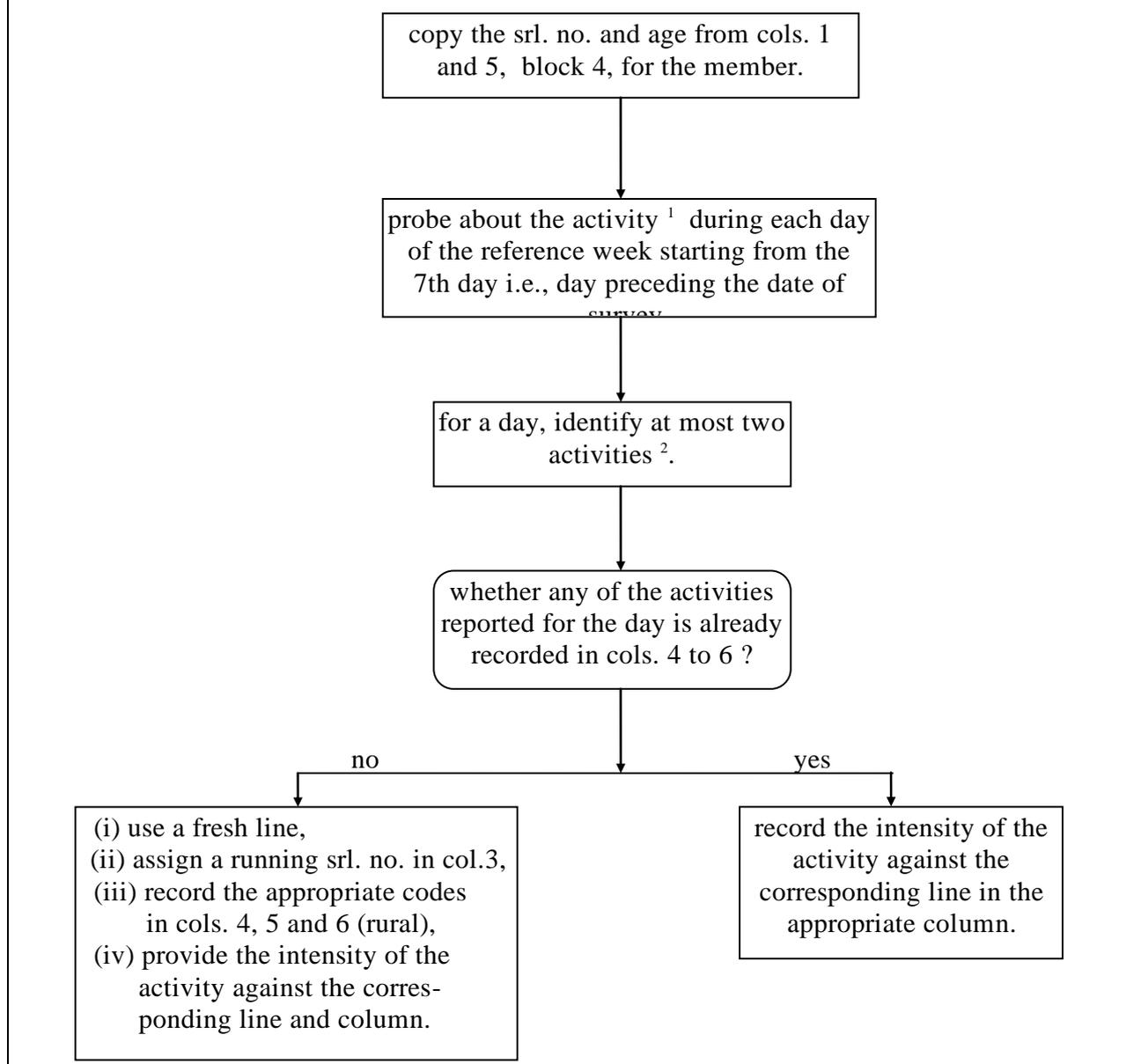
(d) 'Free collection for sale' will be treated as self-employment.

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

4.8.12 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.

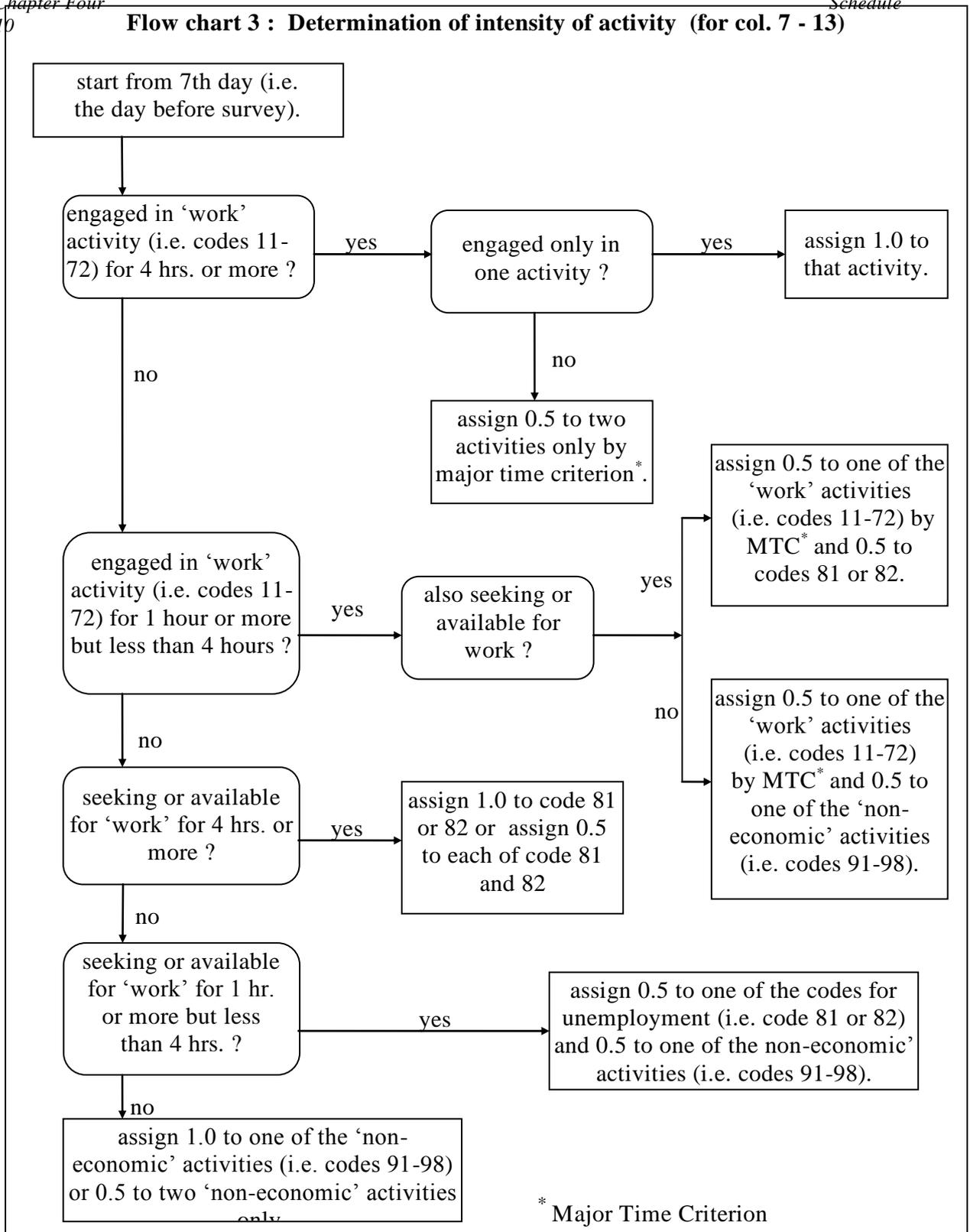
- (b) A person, who had worked for 1 hour or more but less than 4 hours on a day, would be considered 'working' for half day and for the other half he would be considered either 'seeking or available for work' i.e., 'unemployed' (code 81 or 82) or as 'neither working nor available for work', i.e., 'not 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).

Flow chart 2 : Broad steps for filling cols. 1 to 13 of block 5 for each member.

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

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

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



4.8.13 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 free lance artisan or a mason or a carpenter, etc. the following may be kept in view while recording entries on intensity.

(i) A doctor sitting in his chamber for 4 hours or more, no matter whether he examined and prescribed medicine for a single patient or not, intensity 1.0 should be recorded.

(ii) For stationary or peripatetic vendor or trader moving around in his professional rounds for 4 or more hours, intensity 1.0 should be recorded whatever little business is done by the person.

(iii) For recording intensity (entries 1.0 or 0.5) in columns (7) - (13) in the cases of masons or carpenters in their professional rounds, similar procedure is to be adopted.

(b) In the case of regular or casual salaried or wage employees, the activity beyond the normal working hours need not be considered for recording entries in these columns. On the other hand, if a person pursues two economic activities of duration, say 4-5 hours each, both are to be recorded with 0.5 intensity for each. In the case of self-employed persons, time spent on any ancillary activity relating to the actual activity of production of goods or services, will also be considered as time spent on 'work'. In this connection, it may be noted '**exchange labour**' will be considered as 'work' performed in 'self-employed' capacity.

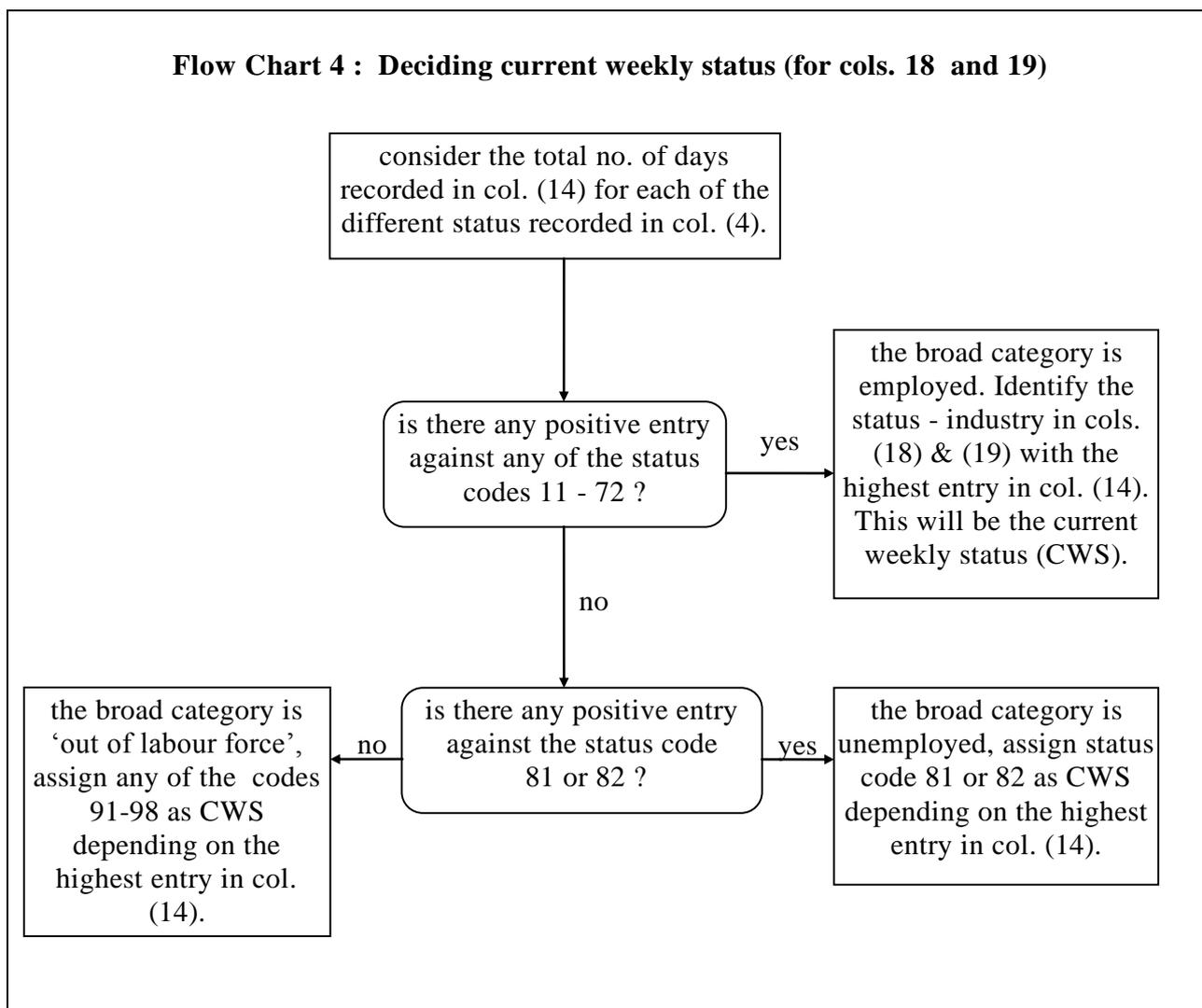
4.8.14 **Column (14): Total number of days in each activity:** The number of days for which a particular activity was pursued during the seven days, i.e., the total of columns (7) to (13) will be recorded in one place of decimal in column (14) separately for each activity listed in column (3). It may 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).

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

columns. For the activity status '71' and '72', the amount receivable for the week will be worked out on the basis of the number of days reported under the activity during the week.

4.8.16 **Column (18): 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.

4.8.17 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.

4.8.18 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) will be recorded in column (18). The entries for column (18) will be made in the line corresponding to the first line for each

reference to block 5 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.(18)</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	

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 4.

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

4.8.20 **Columns (19) & (20): Industry and occupation:** For persons with any of codes 11-72 in column (18), the 5-digit industry (NIC 1998) and 3-digit occupation (NCO 1968) will be recorded in these two columns. **Note that to identify certain category of workers separately, NIC 1998 industry class code 9500 has been split. This has already been stated earlier in this chapter.** 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 (19) & (20).

4.8.21 **Column (21): 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.

4.9.1 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. Such persons will be identified on the basis of the daily time disposition recorded in block 5, and column (21) of block 5 will have code 1 for such persons. Information to be recorded in this block broadly includes their present spell of unemployment and particulars of past employment for those who are unemployed on all the 7 days of the week but who were ever employed. The item-wise description of the block is given below.

4.9.2 Columns (1) & (2): Serial number and age (years): The serial number and age of persons with code 1 in column (21) of block 5 will be copied in columns (1) & (2) in the same order as they appear in block 5.

4.9.3 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. 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

4.9.4 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 for at least for some time in the past. Thus, among the unemployed, those who had more or less regular work at least for sometime in the past according to either the usual principal activity status or the usual subsidiary economic activity status will be given code 1 in column (4).

4.9.5 Columns (5) to (9): particulars of last employment: Columns (5) to (9) 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.

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

duration	code	duration	code
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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

4.9.7 **Column (6): Status:** Status refers to the status of job like self-employment, casual labour, etc. and the codes used for usual status relating to employment (i.e. codes 11-51) only will be applicable. The activity status and corresponding codes are as follows:

worked in household enterprise(self-employed):	
own account worker.....	11
employer.....	12
worked as helper in household enterprise (unpaid family worker).....	21
 worked as regular salaried/wage employee.....	 31
 worked as casual wage labour:	
in public works.....	41
in other types of work.....	51

4.9.8 **Columns (7) & (8): Industry & Occupation:** 5 digit industry code as per NIC-98 and 3 digit occupation code as per NCO-68, respectively, applicable to the last employment will be entered in these two columns.

4.9.9 **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:

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

4.9.10 The appropriate reason has to be identified through suitable probes. 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 1 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 2 will be applicable. Quit earlier job (code 3) will be applicable for persons who have left the job on their own volition, may be owing to compelling circumstances. Loss of earlier job due to other reasons (code 4) will include cases where person is removed from service or work due to temporary nature of work contract, on disciplinary grounds, retrenchment, retirement etc. 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 2 and not 5. For those employed as casual workers and are out of work as there is no work in his/her area, code 6 will be given. This should be distinguished from those casual labour employed in enterprises with some regularity and coming under reasons 1, 2, 3 or 4. Thus, one of the reasons should be identified in a sequential manner starting with reason code 1. Reasons which cannot be coded in 1- 6 will be given code 9.

4.10.1 Block 7: Particulars of vocational training received by household members: Particulars of formal vocational training received will be collected in respect of all the household members who are in the age group 15-29 with minimum general education level middle and above but below graduate (i.e with codes 05 to 08 in column 7, block 4) and for those who are graduate in vocational courses within the age group 15-29. **However, in this survey, only those training courses which have duration of training 12 weeks or more and the minimum general education qualification required for entry to the training course is middle and above but below graduate will be considered.** It may be noted that in some parts of India the middle school level is completed after class 7, whereas in other parts it is completed after class 8. Some examples of formal vocational trainings along with duration and educational qualification required for entry into those trainings are given in Annexure-1 at the end of this chapter.

4.10.2 Column (1) to (7): Entries for columns (1) to (4), (6) and (7) will be copied from the relevant columns of block 4. Description of the industry of work for the employed persons (code 11 to 51 in column 4) will be recorded in column (5).

4.10.3 Column (8): Whether received any formal vocational training: If the member has received any formal vocational training then code will be 1; otherwise code will be 2.

4.10.4 Column (9): Serial number of training: If code in column 8 is 1 then in column (9) serial number of training received will be entered. It may happen that the same member may have received more than one vocational training. If only one training is received then 1 will be entered in column (9) and the particulars of the training will be entered in columns (10) to (15). If the member has received more than one vocational training then in column (9) the serial numbers will be entered starting from 1 for all the trainings received. However, in such cases, in respect of serial number of training 1, columns 1 to 8 will be filled up and cross mark (x) may be put in columns (1) to (8) for serial number of trainings 2 and above. If more than 4 trainings are to be recorded in a household, then additional sheets of block 7 may be used. These sheets should be firmly stapled with the main schedule at the appropriate place.

4.10.5 Column (10): Field of training (code): Field of training in this column refers to the broad area, say, 'Mechanical engineering trades', 'Electrical and electronic trades', 'Leather related work', etc. on which the formal vocational training has been received by the household member. 'Field of training' **will be recorded in terms of 2 digit codes.** The relevant codes for the field of training to be used for making entry in this column are given below:

field of vocational training	codes
Mechanical engineering trades	01
Electrical and electronic engineering trades.....	02

Computer trades.....	03
Civil engineering and building construction related works.....	04
Chemical engineering trades.....	05
Leather related work.....	06
Textile related work.....	07
Catering, nutrition, hotels and restaurant related work.....	08
Artisan/ craftsman/ handicraft and cottage based production work.....	09
Creative arts/ artists.....	10
Agriculture and crop production related skills and food preservation related work.....	11
Non-crop based agricultural and other related activities.....	12
Health and paramedical services related work.....	13
Office and business related work.....	14
Driving and motor mechanic work.....	15
Beautician, hairdressing and related work.....	16
Work related to tour operators/ travel managers.....	17
Photography and related work.....	18
Work related to childcare, nutrition, pre-schools and crèche.....	19
Journalism, mass communication and media related work.....	20
Printing technology related work.....	21
Other.....	99

For a vocational training, if the 'field of training' is not covered by any of the codes 01 to 21, code 99 will be assigned to that field of training. It may be noted that under a particular broad area of the training stated above, an individual may have received the vocational training for development of skill in specific area(s). For example, a vocational training may develop skill in specific area(s) like 'blacksmithy', 'fitter' etc. under the broad area 'Mechanical engineering trades' or in the specific area 'Cutting and Tailoring' under the broad area 'Textile related work' or in the specific area 'Cane & Bamboo work' under the broad area 'Artisan/ craftsman/ handicraft and cottage based production work'. Specific areas and broad areas of the vocational training, in most cases, will be understood from the name of trade/training course. To facilitate the collection of data on 'field of training', an indicative list of specific areas on which one can receive the vocational training and the broad area covering the specific area(s) is given in Annexure 2. There may be cases where specific area of the field of training (under a broad area of training) is outside the list given

in Annexure 2. Examples for recording field of training are being illustrated with the help of the following examples:

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

4.10.6 **Column (11): Institution of training (code):** Institution from where the formal vocational training has been received by the household member will be recoded in this column in terms of **two digit codes**. The relevant codes for the 'institution of training' to be recoded in this column are as follows:

Institution of training	code
Industrial Training Institutes (ITIs) / Industrial Training centres(School offering vocational courses (Secondary, Higher Secondary UGC (first degree level).....	03
Polytechnics.....	0
Community Polytechniques/ Jansiksha National Open Hotel Management Food craft and Catering Institutes.....	08
Small Industries Service Institutes/ District Industries Centres/ Toll Room Fashion Technology Institutes.....	10
Tailoring, Embroidery and Stitch Craft Nursing Institutes.....	12
Rehabilitation/Physiotherapy/Ophthalmic and Dental 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/ Recognised Motor Driving Schools	20
Institute for Secretariat Practices.....	21

Recognised Beautician Schools.....	22
Institutes run by Companies/ Corporations.....	23
Institutes for Journalism and Mass Communication.....	24
Other Institutes.....	99

If, for a particular training, the ‘Institution of training’ is not covered by any of the codes 01 to 24, code 99 will be assigned for that institute providing that formal vocational training.

4.10.7 Column (12): Duration of training: Duration of the training in weeks will be entered here. If duration of training received was in months or in years then it will be converted into weeks and for this purpose one month will be considered as 4 weeks, three month will be considered as 13 weeks, 6 months will be considered as 26 weeks and one year will be considered as 52 weeks. If duration of training is in terms of days then it will be converted to weeks and entry will be made in whole number. Only those **training courses which have duration of training 12 weeks or more will be listed/recorded.**

4.10.8 Column (13): Degree/diploma/certificate received: Information on degree/diploma/certificate received, after successful completion of the training course, will be entered in this column in terms of codes. The relevant codes are given below.

- degree.....1
- diploma.....2
- certificate.....3

4.10.9 Column (14): Whether training is useful in present economic activity: This column will be filled in for members with status **code 11 to 51 in column 4.** If the vocational training received is useful in the present economic activity then code 1 will be entered; otherwise entry will be 2. Here usefulness will mean either the training has been helpful in taking up the present economic activity or that the competence acquired through the training has been helpful in improving the member’s performance/position in the present economic activity.

4.10.10 Column (15): Whether training is helpful in taking up an/another economic activity: In this column information will be collected on whether the training received is likely to be useful in taking up an/another economic activity. The relevant codes are

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

It may be noted that this column relates to the usefulness of the training received in taking up another economic activity for those members of the household who are already employed (i.e, having code 11-51 in column 4) or the prospect of taking up an economic activity for those persons who are not employed. If the respondent feels that the training received does not have any prospect in taking up economic activity then code will be 3 (not

helpful). If for any person both the codes 1 and 2 are applicable, priority will be given to code 1.

4.11.1 **Block 8: Household consumer expenditure:** Household consumer expenditure is the sum total of monetary values of all goods and services consumed (out of purchase or procured otherwise) by the household on domestic account during a specific reference period. The definition of household consumer expenditure and the procedure for evaluating it will be the same as for Schedule 1.0.

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

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

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

IV	durable goods	29 to 37	Expenditure incurred on the items for purchase or towards cost of raw materials and services for its construction and repair during the reference period.
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4.11.4 **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

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

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

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

Value of consumption during last 30 days

4.11.7 **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.

4.11.8 **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.

4.11.9 **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.

4.11.10 **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.

4.11.11 **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.

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

4.11.13 **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.

4.11.14 **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, garlic, oilseeds which are generally used in food preparations.

4.11.15 **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.

4.11.16 **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.

4.11.17 **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.

4.11.18 **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.

4.11.19 **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.

4.11.20 **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

4.11.21 **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.

4.11.22 **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.

4.11.23 **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.

4.11.24 **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.

4.11.25 **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.

4.11.26 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.

4.11.27 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.

4.12.1 **Block 9: Remarks by investigator:** Any remark which is considered necessary for explaining any peculiarity in the consumption pattern of the household or any other item-specific unusual feature of the household or of any member thereof will be noted here. Such remarks will help understanding the entries made in different blocks of the schedule, especially when any entry is numerically very high or very low or entry is unusual.

4.13.1 **Block 10: 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.

4.14.1 **Some Important Clarifications for determining activity status:**

1. Engagement in domestic duties by a member of the household is not considered economic activity but the domestic duties performed by the domestic servant staying in the employer's household and taking food from the common kitchen and thereby being a member of the household is to be considered as an economic activity, as a special case. Activity status code 31 will be assigned to domestic servants.
2. 'Free collection for sale' will be treated as self-employment. In the agricultural sector, even if the products collected are not for sale but for household consumption, persons engaged in these activities will be considered as self-employed. If the products collected relate to agricultural sector, the NIC-98 tabulation category will be 'A' and for other goods like rag, waste paper, tins, etc., the NIC-98 tabulation category will be 'G'.
3. A disabled person/ pensioner will be considered as 'employed' according to usual principal status if he/she is engaged in an economic activity for a relatively long time during the reference year. He/she will be treated as unemployed if reported to be seeking/ available for work for a relatively long time during the reference year, and not as a disabled person/pensioner.
4. Any person carrying out domestic duty for major part of the day and additionally doing some economic activity for 1 to 2 hours only, both on a regular basis, will be considered as engaged in domestic duties according to the usual principal status. Similarly, a pensioner/ student doing agricultural activities in household agricultural enterprise for less than or equal to 2 hours daily, his usual principal activity status will be pensioner/ student, and not worker. According to the usual subsidiary status they will be considered as worker.

5. Sometimes it is found that a regular student is currently on live register of the Employment Exchange and such a situation creates confusion in deciding his usual activity status. Normally, the person will be categorised as a student. But before categorising him/her as a student, further probes should be made as to whether he/she will give up his/her studies the moment he/she gets a job. If it is found that he/she will leave his studies to take up the type of job for which he/she has registered, he/she will be considered as unemployed.
6. Current weekly activity status of a student/ disabled person/ pensioner/person engaged in domestic duties will be 'employed' if he/she is engaged in an economic activity for at least 1 hour on any day during the reference week (i.e at least 0.5 intensity against any of the activity status codes 11 to 72 in column 14). Intensity for different activities as per current daily status will be assigned for him/her in the normal procedure.
7. A Government servant who is on extraordinary leave or suspended, his/her usual principal status code will be 31. Other economic activities pursued by him/her will not be considered for determining his usual principal activity status and those activities will be considered as subsidiary economic activities.
8. According to the current status approach, for a regular wage/ salaried 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 of a regular wage/ salaried employee on holidays/on leave will not be considered to determine his current daily status e.g. for a Govt. employee who is on 1 week leave and does agricultural activity during that week, his current daily status code for all the 7 days of the week will be 72.
9. According to the current status approach, for a self-employed person, not working on a day inspite of having work on that day, activity status code 11 is to be given on holidays/weekly-off days and code 61 or 62 for the days he is on leave depending on the reason.
10. If, in a week, a casual worker works for 4 days and remains without work for the other 3 days of the week, then, for the days he did not work, his current activity status codes will be 81, 82 or any of 91 to 98.
11. 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.
12. If a person performed 3 economic activities in a day then number of hours spent on each activity is to be considered to assign intensity for the different activities.
 - (a) If only 1 of the activities is done for 4 hours or more, 1.0 intensity is 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 activities.

- (c) If all activities are done for more than 4 hours then two of the activities by major time criteria (MTC) will be given intensity 0.5.
 - (d) If all the activities are performed for less than 4 hours but the total is more than 4 hours then 2 activities by MTC will be assigned 0.5 intensity.
 - (e) If all the activities are performed for less than 4 hours and the total is less than 4 hours but more than 1 hour then 1 activity by MTC will be assigned 0.5 intensity.
13. If a person is engaged in 2 economic activities each of less than 1 hour but total is more than 1 hour but less than 4 hours, then though each of the activities are less than 1 hour, one of the activity will be assigned intensity 0.5 by MTC.
14. When a female casual labourer reports that she is not able to work due to pregnancy, she will be treated as 'casual labour not working due to sickness' and will be given current activity code 98.
15. Exchange labour will be considered as 'self-employed'. But a regular employee, on holiday or while on leave, working as 'exchange labour', will be assigned status code 31/71/72. On the other hand, a casual labourer working as 'exchange labour' on some days will be categorised as 'self-employed' for those days.
16. The 'meal carriers' (who deliver lunch at various offices), 'night watchmen' of a locality, 'cowherd', etc. are normally employed by a group of households on a regular monthly wage. The 'activity status' of such workers will be the same as that of maid servant/male servant, etc. i.e., 'wage/salaried employee'.
17. Carpenters, masons, plumbers etc. who move from place to place in search of work and carry out the work on contract basis whenever work is available will be considered as own account worker. But if such persons are working on a wage basis or so under a contractor, they will be considered as regular salaried/wage employee.
18. Unpaid apprentices will be treated as 'students' while paid apprentices will be treated as employees.
19. Persons under 'paid lay-off' will be considered 'employed' and those under 'unpaid lay off' as 'unemployed' if they are seeking and/or available for work.
20. According to current status approach, for persons performing only non-economic activities during the week, regular activities done by the person will be considered for recording intensity for the different days of the week. For example,
- (a) Regular students performing other non-economic activities during holidays or when on leave will be considered as student for all the days of the week.
 - (b) If persons regularly performing domestic duties, perform some other non-economic activities for some days of the week with or without doing domestic duties on those days, then they will be considered to have performed domestic duties for all the days of the week.

- (c) A disabled person who was a recipient of regular pensions, remittances, etc. should be classified as rentiers, pensioners, remittance recipients, etc. (code 94) and not as the category 'not able to work due to disability' (code 95).

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

Broad area: Mechanical engineering trades (01)

Specific areas:

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

Broad area: Electrical and electronic engineering trades (02)

Specific areas:

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

Broad area: Computer trades (03)

Specific areas:

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

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

Specific areas:

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

Broad area: Chemical engineering trades (05)

Specific areas:

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

Broad area:Leather related work (06)

Specific areas:

- Flaying and Carcass

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

Broad area: Textile Related work(07)

Specific areas:

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

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

Specific areas:

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

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

Specific areas:

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

Broad area: Creative arts/ artists (10)

Specific areas:

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

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

Specific areas:

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

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

Specific areas:

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

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

Specific areas:

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

Broad area: Office and business related work (14)

Specific areas:

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

Broad area: Driving and motor mechanic work (15)

Specific areas:

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

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

Specific areas:

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

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

Specific areas:

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

Broad area: Photography and related work (18)

Specific areas:

- Cameraman
- Photography

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

Specific areas:

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

Broad area: Journalism, mass communication and media related work (20)

Broad area: Printing technology related work (21)

Specific areas:

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

Broad area: Other (99)

Specific areas:

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

LIST OF FOD SUB-REGIONS

sl. no.	state/u.t.	regional office		sub-regional office						
	name	sl. no.	name (code)	sl. no.	name	code				
(1)	(2)	(3)	(4)	(5)	(6)	(7)				
1.	Andhra Pradesh (28)	1.	Cudappah (281)	1.	Cudappah	2810				
				2.	Anantpur	2811				
				3.	Guntur	2812				
				4.	Kurnool	2813				
				5.	Nellore	2814				
		2.	Hyderabad (282)	6.	Hyderabad	6.	Hyderabad	2820		
						7.	Karimnagar	2821		
						8.	Nizamabad	2822		
						9.	Warangal	2823		
		3.	Vijayawada (283)	10.	Vijayawada	10.	Vijayawada	2830		
						11.	Kakinada	2831		
						12.	Visakhapatnam	2832		
2.	Assam (18)	4.	Guwahati (181)	13.	Guwahati	1810				
				14.	Dibrugarh	1811				
				15.	Jorhat	1812				
				16.	Silchar	1813				
				17.	Tezpur	1814				
				3.	Bihar (10)	5.	Muzaffarpur (101)	18.	Muzaffarpur	1010
								19.	Darbhanga	1011
20.	Motihari	1012								
21.	Purnea	1013								
22.	Patna	1020								
4.	Chhattisgarh (22)	7.	Raipur(221)	22.	Patna	1020				
				23.	Bhagalpur	1021				
				24.	Gaya	1022				
				25.	Raipur	2210				
5.	Gujarat (24)	8.	Ahmedabad (241)	26.	Bilaspur	2211				
				27.	Ambikapur	2212				
				28.	Durg	2213				
				29.	Ahmedabad	2410				
				30.	Bhavanagar	2411				
				31.	Jam Nagar	2412				
				32.	Rajkot	2413				
				33.	Surendranagar	2414				
		9.	Baroda (242)	34.	Baroda	34.	Baroda	2420		
						35.	Mahesana	2421		
						36.	Nandiad	2422		
6.	Haryana (06)	10.	Chandigarh (061)	37.	Surat	2423				
				38.	Valsad	2424				
				39.	Chandigarh	0610				
				40.	Ambala	0611				
				41.	Bhiwani	0612				
				42.	Hissar	0613				
				43.	Karnal	0614				
				44.	Rohtak	0615				

sl. no.	state/u.t.	regional office		sub-regional office				
		sl. no.	name (code)	sl. no.	name	code		
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
7.	Himachal Pradesh (02)	11.	Shimla (021)	45.	Shimla	0210		
				46.	Bilaspur	0211		
				47.	Dharamshala	0212		
				48.	Mandi	0213		
8.	Jammu & Kashmir (01)	12.	Jammu (011)	49.	Jammu	0110		
				50.	Udhampur	0111		
		13.	Srinagar (012)	51.	Srinagar	0120		
				52.	Anantnag	0121		
				53.	Baramula	0122		
9.	Jharkhand (20)	14.	Ranchi (201)	54.	Ranchi	2010		
				55.	Hazaribagh	2012		
				56.	Jamshedpur	2013		
				57.	Dumka	2011		
10.	Karnataka (29)	15.	Bangalore (291)	58.	Bangalore	2910		
				59.	Mangalore	2911		
				60.	Mysore	2912		
				61.	Shimoga	2913		
				62.	Hubli	2920		
		16.	Hubli (292)	63.	Belgaum	2921		
				64.	Bellary	2922		
				65.	Gulbarga	2923		
				66.	Panaji	2924		
				12.	Kerala (32)	17.	Kozhikode(321)	67.
68.	Palakkad	3212						
69.	Thrissur	3213						
70.	Kannur	3211						
18.	Thiruvananthapuram (322)	71.	Thiruvananthapuram					3220
		72.	Kochi			3221		
		73.	Kollam			3222		
		74.	Kottayam			3223		
		12.	Madhya Pradesh (23)			19.	Bhopal (231)	75.
76.	Chindwara							2311
77.	Khandwa			2312				
78.	Sagar			2313				
13.	Maharashtra			20.	Gwalior (232)			79.
		80.	Indore			2321		
		81.	Ratlam			2322		
		82.	Shivpuri			2323		
		83.	Ujjain			2324		
		21.	Jabalpur (233)	84.	Jabalpur	2330		
				85.	Rewa	2331		
		22.	Aurangabad (271)	86.	Aurangabad	2710		

sl. no.	state/u.t.	regional office		sub-regional office		
		sl. no.	name (code)	sl. no.	name	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	(27)			87.	Jalgaon	2711
				88.	Nanded	2712
				89.	Nasik	2713
		23.	Mumbai (272)	90.	Mumbai	2720
				91.	Thane	2721
		24.	Nagpur (273)	92.	Nagpur	2730
				93.	Akola	2731
				94.	Amravati	2732
		25.	Pune (274)	95.	Pune	2740
				96.	Kolhapur	2741
				97.	Sholapur	2742
14.	Meghalaya (17)	26.	Shillong (171)	98.	Shillong	1710
				99.	Tura	1711
				100.	Agartala	1712
15.	Nagaland (13)	27.	Kohima (131)	101.	Kohima	1310
				102.	Imphal	1311
16.	Orissa (21)	28.	Bhubaneswar (211)	103.	Bhubaneswar	2110
				104.	Baripada	2111
				105.	Berhampur	2112
				106.	Cuttack	2113
		29.	Sambalpur (212)	107.	Sambalpur	2120
				108.	Bhawanipatna	2121
17.	Punjab (03)	30.	Jalandhar (031)	109.	Jalandhar	0310
				110.	Amritsar	0311
				111.	Ferozpur	0312
				112.	Hoshiarpur	0313
		31.	Ludhiana (032)	113.	Ludhiana	0320
				114.	Bhatinda	0321
				115.	Patiala	0322
18.	Rajasthan (08)	32.	Ajmer (081)	116.	Ajmer	0810
				117.	Jodhpur	0811
				118.	Udaipur	0812
18.	Rajasthan (08)	33.	Jaipur (082)	119.	Jaipur	0820
				120.	Alwar	0821
				121.	Ganganagar	0822
				122.	Kota	0823
19.	Sikkim (11)	34.	Gangtok (111)	123.	Gangtok	1110
20.	Tamil Nadu (33)	35.	Coimbatore (331)	124.	Coimbatore	3310
				125.	Dharmapuri	3311
				126.	Salem	3312
				127.	Tiruchirapalli	3313
		36.	Chennai (332)	128.	Chennai	3320

sl. no.	state/u.t.	regional office		sub-regional office		
		sl. no.	name (code)	sl. no.	name	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				129.	Cuddalore	3321
				130.	Vellore	3322
				131.	Pondicherry	3323
		37.	Madurai (333)	132.	Madurai	3330
				133.	Thanjavur	3331
				134.	Tirunelveli	3332
				135.	Virudhu Nagar	3333
21.	Uttaranchal (05)	38.	Dehradun (051)	136.	Dehradun	0510
				137.	Almora	0511
22.	Uttar Pradesh (09)	39.	Agra (091)	138.	Agra	0910
				139.	Aligarh	0911
				140.	Meerut	0912
				141.	Saharanpur	0913
		40.	Allahabad (092)	142.	Allahabad	0920
				143.	Azamgarh	0921
				144.	Faizabad	0922
				145.	Gorakhpur	0923
				146.	Varanasi	0924
		41.	Bareilly (093)	147.	Bareilly	0930
				148.	Moradabad	0931
				149.	Sitapur	0932
		42.	Lucknow (094)	150.	Lucknow	0940
				151.	Fatehpur	0941
				152.	Gonda	0942
				153.	Jhansi	0943
				154.	Kanpur	0944
23.	West Bengal (19)	43.	Burdwan (191)	155.	Burdwan	1910
				156.	Bankura	1911
				157.	Chinsura	1912
				158.	Midnapur	1913
23.	West Bengal (19)	44.	Kolkata (192)	159.	Kolkata	1920
				160.	Howrah	1921
		45.	Malda (193)	161.	Maldah	1930
				162.	Barhampur	1931
				163.	Siliguri	1932
24.	A & N Islands (35)	46.	Port Blair (351)	164.	Port Blair	3510
25.	Delhi (07)	47.	Delhi (071)	165.	Delhi	0710

APPENDIX - II

LIST OF NSS REGIONS AND THEIR COMPOSITION

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Andaman & Nicobar Islands (35)	351	Andaman & Nicobar Islands	Andamans	(01)	Nicobars	(02)
2.	Andhra Pradesh (28)	281	Coastal	Srikakulam	(11)	Krishna	(16)
				Vizianagaram	(12)	Guntur	(17)
				Visakhapatnam	(13)	Prakasam	(18)

			East Godavari	(14)	Nellore	(19)
			West Godavari	(15)		
3.	282	Inland Northern	Adilabad	(01)	Rangareddi	(06)
			Nizamabad	(02)	Mahbubnagar	(07)
			Karimnagar	(03)	Nalgonda	(08)
			Medak	(04)	Warangal	(09)
			Hyderabad	(05)	Khammam	(10)
4.	283	South - Western	Kurnool	(21)	Anantapur	(22)
5.	284	Inland Southern	Cuddapah	(20)	Chittoor	(23)
6.	121	Arunachal Pradesh (12)	Tawang	(01)	East Siang	(08)
			West Kameng	(02)	Upper Siang	(09)
			East Kameng	(03)	Dibang Valley	(10)
			Papum Pare	(04)	Lohit	(11)
			Lower Subansiri	(05)	Changlang	(12)
			Upper Subansiri	(06)	Tirap	(13)
			West Siang	(07)		
7.	181	Plains Eastern (18)	Lakhimpur	(12)	Jorhat	(17)
			Dhemaji	(13)	Golaghat	(18)
			Tinsukia	(14)	Cachar	(21)
			Dibrugarh	(15)	Karimganj	(22)
			Sibsagar	(16)	Hailakandi	(23)
8.	182	Plains Western	Kokrajhar	(01)	Nalbari	(07)
			Dhubri	(02)	Darrang	(08)
			Goalpara	(03)	Marigaon	(09)
			Bongaigaon	(04)	Nagaon	(10)
			Barpeta	(05)	Sanitpur	(23)
			Kamrup	(06)		
9.	183	Hills	Karbi Anglong	(19)	North Cachar Hills	(20)

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
10.	Bihar (10)	101	Northern	Champaran(W)	(01)	Madhepura	(11)
				Champaran(E)	(02)	Saharsa	(12)
				Sheohar	(03)	Darbhangha	(13)
				Sitamarhi	(04)	Muzaffarpur	(14)
				Madhubani	(05)	Gopalganj	(15)
				Supaul	(06)	Siwan	(16)
				Araria	(07)	Saran	(17)
				Kishanganj	(08)	Vaishali	(18)
				Purnia	(09)	Samastipur	(19)
				Katihar	(10)		
11.		102	Central	Begusarai	(20)	Bhojpur	(29)
				Khagaria	(21)	Buxar	(30)
				Bhagalpur	(22)	Kaimur (Bhabua)	(31)
				Banka	(23)	Rohtas	(32)
				Munger	(24)	Jehanabad	(33)
				Lakhisarai	(25)	Aurangabad	(34)
				Shekhpura	(26)	Gaya	(35)
				Nalanda	(27)	Nawada	(36)
Patna	(28)	Jamui	(37)				
12.	Chandigarh (04)	041	Chandigarh	Chandigarh	(01)		
13.	Chhattisgarh (22)	221	Chhattisgarh	Koriya	(01)	Rajnandgaon	(09)
				Surguja	(02)	Durg	(10)
				Jashpur	(03)	Raipur	(11)
				Raigarh	(04)	Mahasamund	(12)
				Korba	(05)	Dhamtari	(13)
				Janjgir-champa	(06)	Kanker	(14)
				Bilaspur	(07)	Baster	(15)
				Kawardha	(08)	Dantewada	(16)
14.	Dadra & Nagar Haveli (26)	261	Dadra & Nagar Haveli	Dadra & Nagar Haveli	(01)		
15.	Daman & Diu (25)	251	Daman & Diu	Diu	(01)	Daman	(02)
16.	Delhi (07)	071	Delhi	North West	(01)	Central	(06)
				North	(02)	West	(07)
				North East	(03)	South West	(08)
				East	(04)	South	(09)
				New Delhi	(05)		
17.	Goa (30)	301	Goa	North Goa	(01)	South Goa	(02)
18.	Gujarat (24)	241	Eastern	Sabar Kantha	(05)	[Khedbarhma, Vijaynagar, Bhiloda, Meghraj]	

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				Panch mahal	(17)		
				[Kadana, Santrampur]			
				Dahod	(18)		
				[Dahod, Garvada, Limkheda, Dhanpur, Devgad, Bariya, Jhalod, Fatehpur]			
				Vadodara	(19)		
				[Nasvadi, Kavant, Chhota Udaipur, Jetpur Pavi]			
				Narmada	(20)		
				[Tilakwada, Nandod, Dediapafda, Sag Bara]			
				Bharuch	(21)		
				[Anklesvar, Valia, Jhagadiya]			
				Surat	(22)		
				[Vyara, Mahuva, Valod, Nizar, Songadh, Mandvi, Uchchhal, Mangrol, Bardoli, Palsana, Umarpada]			
				The Dangs	(23)		
				Navsari	(24)		
				[Chikhli, Bansoda]			
				Valsad	(25)		
				[Dharampur, Kaprada, Umbergaon, Pardi, Valsad]			
19.	Gujarat (24)	242	Plains Northern	Patan	(03)		
				[Patan, Siddhpur, Vagdod, Unjha]			
				Mahesana	(04)		
				[Mahesana, Kadi, Gozaria, vadnagar, Bechraji, Satlasana, Kheralu, Visnagar, Vijapur]			
				Sabar Kantha	(05)		
				[Prantij, Modasa, Malpur, Himatnagar, Bayad, Idar, Vadali, Dhansura, Talod]			
				Gandhinagar	(06)		
				[Gandhi Nagar, Kalol, Dehgam, Mansa]			
				Ahmedabad	(07)		
				[Ahmedabad, Daskori, Dholka, Bavla, Ranpur, Dhandhuka, Barwala, Sanand, Viramgam, Mandal, Rampura, Detroj]			
				Anand	(15)		
				[Anand, Umereth, Petlad Sojitra, Aklav, Khambhat, Tarapur, Borsad]			
				Kheda	(16)		
				[Khedia, Matar, Kathlal, Mehemdabad, Virpur, Kapadwanj, Balasinor, Thasra, Mahudha, Nadiad]			
20.	Gujarat (24)	243	Plains Southern	Panch mahals	(17)		
				[Halol, Kalol, Godhra, Sehera, Lunawada, Khanpur, Morwarahap, Goghamba, Jambughoda]			
				Vadodara	(19)		
				[Vadodara, Savli, Dabhoi, Karjan, Padra, Sinor, Vaghodia, Sankheda]			
				Bharuch	(21)		
				[Hansot, Vagra, Amod, Jambusar, Bharuch]			
				Surat	(22)		
				[Olpad, Surat City, Chorasi, Kamrej]			
20.	Gujarat (24)	243		Navsari	(24)		
				[Navsari, Gandevi, Jalalpur]			

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
21.		244	Dry areas	Kachchh [Bhuj, Mundra, Mandvi Abdasa, Lakhpat, Nakhatrana, Rapar, Bhachau, Anjar, Gandhi Dham] Bans Kantha [Palanpur, Amir Garh, Vad Gam, Deesa, Bhiladi, Kankrej, Deodar, Vav, Bhabhar, Tharad, Dantiwadw, Danta, Pantha Wada] Patan [Chanasma, Sami, Harij, Radhanpur, Santalpur] Surendranagar [Wadhwan, Limbdi, Chuda, Sayala, Chotila, Muli, Halvad, Dasada, Dharangadhra, Lakhtar]	(01)		
22.		245	Saurashtra	Rajkot Jamnagar Porbander	(09) (10) (11)	Junagadh Amreli Bhavnagar	(12) (13) (14)
23.	Haryana (06)	061	Eastern	Panchkula Ambala Yamuna Nagar Kurukshetra Kaithal Karnal	(01) (02) (03) (04) (05) (06)	Panipat Sonipat Rohtak Jhajjar Gurgaon Faridabad	(07) (08) (14) (15) (18) (19)
24.		062	Western	Jind Fatehabad Sirsa Hisar	(09) (10) (11) (12)	Bhiwani Mahendragarh Rewari	(13) (16) (17)
25.	Himachal Pradesh (02)	021	Himachal Pradesh	Chamba Kangra Lahul & Spiti Kullu Mandi Hamirpur	(01) (02) (03) (04) (05) (06)	Una Bilaspur Solan Sirmaur Shimla Kinnaur	(07) (08) (09) (10) (11) (12)
26.	Jammu & Kashmir (01)	011	Mountainous	Jammu	(13)	Kathua	(14)
27.		012	Outer Hills	Doda Udhampur	(09) (10)	Punch Rajauri	(11) (12)
28.		013	Jhelam Valley	Kupwara Baramula Srinagar Badgam	(01) (02) (03) (04)	Pulwama Anantnag Leh* (Ladakh) Kargil*	(05) (06) (07) (08)

* not yet covered by NSS

29.	Jharkhand (20)	201	Jharkhand	Garhwa Palamau Chatra	(01) (02) (03)	Pakaur Dumka Dhanbad	(10) (11) (12)
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sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				Hazaribagh	(04)	Bokaro	(13)
				Kodarma	(05)	Ranchi	(14)
				Giridih	(06)	Lohardaga	(15)
				Deoghar	(07)	Gumla	(16)
				Godda	(08)	Singhbhum(W)	(17)
				Sahibganj	(09)	Singhbhum (E)	(18)
30.	Karnataka (29)	291	Coastal & Ghats	Uttar Kannad Udupi	(10) (16)	Dakshin Kannada	(24)
31.		292	Inland Eastern	Shimoga Chikmagalur	(15) (17)	Hassan Kodagu	(23) (25)
32.		293	Inland Southern	Tumkur Kolar Bangalore Bangalore (Rural)	(18) (19) (20) (21)	Mandya Mysore Chamarajnagar	(22) (26) (27)
33.		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)
34.	Kerala (32)	321	Northern	Kasaragod Kannur Wayanad	(01) (02) (03)	Kozhikode Malappuram Palakkad	(04) (05) (06)
35.		322	Southern	Thrissur Ernakulam Idukki Kottayam	(07) (08) (09) (10)	Alappuzha Pathanamthitta Kollam Triruvananthapuram	(11) (12) (13) (14)
36.	Lakshadweep (31)	311	Lakshadweep	Lakshadweep	(01)		
37.	Madhya Pradesh (23)	231	Vindhya	Tikamgarh Chhatarpur Panna Satna	(08) (09) (10) (13)	Rewa Umeria Shahdol Sidhi	(14) (15) (16) (17)
38.		232	Central	Sagar Damoh Vidisha	(11) (12) (31)	Bhopal Sehore Raisen	(32) (33) (34)
39.		233	Malwa	Neemuch Mandsaur Ratlam Ujjain Shajapur	(18) (19) (20) (21) (22)	Dewas Jhabua Dhar Indore Rajgarh	(23) (24) (25) (26) (30)
40.	Madhya Pradesh (23)	234	South	Katni Jabalpur Narsimhapur Dindori	(38) (39) (40) (41)	Mandla Chhindwara Seoni Balaghat	(42) (43) (44) (45)

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
41.		235	South Western	W. Nimar	(27)	Betul	(35)
				(Khargoon)		Harda	(36)
				Barwani	(28)	Hoshangabad	(37)
				E. Nimar (Khandwa)	(29)		
42.		236	Northern	Sheopur	(01)	Datia	(05)
				Morena	(02)	Shivpuri	(06)
				Bhind	(03)	Guna	(07)
				Gwalior	(04)		
43.	Maharashtra (27)	271	Coastal	Thane	(21)	Raigarh	(24)
				Mumbai	(22)	Ratnagiri	(32)
				Suburban Mumbai	(23)	Sindhudurg	(33)
44.		272	Inland Western	Pune	(25)	Satara	(31)
				Ahmadnagar	(26)	Kolhapur	(34)
				Solapur	(30)	Sangli	(35)
45.		273	Inland Northern	Nandurbar	(01)	Jalgaon	(03)
				Dhule	(02)	Nashik	(20)
46.		274	Inland Central	Nanded	(15)	Aurangabad	(19)
				Hingoli	(16)	Bid	(27)
				Parbhani	(17)	Latur	(28)
				Jalna	(18)	Osmanabad	(29)
47.		275	Inland Eastern	Buldana	(04)	Wardha	(08)
				Akola	(05)	Nagpur	(09)
				Washim	(06)	Yavatmal	(14)
				Amravati	(07)		
48.		276	Eastern	Bhandara	(10)	Gadchiroli	(12)
				Gondiya	(11)	Chandrapur	(13)
49.	Manipur (14)	141	Plains	Bishnupur	(04)	Imphal West	(06)
				Thoubal	(05)	Imphal East	(07)
50.		142	Hills	Senapati	(01)	Ukhrul	(08)
				Tamenglong	(02)	Chandel	(09)
				Churachandpur	(03)		
51.	Meghalaya (17)	171	Meghalaya	West Garo Hills	(01)	Ri Bhoi	(05)
				East Garo Hills	(02)	East Khasi Hills	(06)
				South Garo Hills	(03)	Jaintia Hills	(07)
				West Khasi Hills	(04)		
52.	Mizoram (15)	151	Mizoram	Mamit	(01)	Serchip	(05)
				Kolasib	(02)	Lunglei	(06)
				Aizwal	(03)	Lawngtlai	(07)
				Champhai	(04)	Saiha	(08)
53.	Nagaland	131	Nagaland	Mon	(01)	Wokha	(05)

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	(13)			Tuensang	(02)	Dimapur	(06)
				Mukokchung	(03)	Kohima	(07)
				Zunheboto	(04)	Phek	(08)
54.	Orissa (21)	211	Coastal	Baleshwar	(08)	Nayagarh	(16)
				Bhadrak	(09)	Khordha	(17)
				Kendrapara	(10)	Puri	(18)
				Jagatsinghapur	(11)	Ganjam	(19)
				Cuttack	(12)	Gajapati	(20)
				Jajapur	(13)		
55.		212	Southern	Kandhamal	(21)	Rayagada	(27)
				(Phoolbani)		Nabarangapur	(28)
				Baudh	(22)	Koraput	(29)
				Nuapada	(25)	Malkangiri	(30)
				Kalahandi	(26)		
56.		213	Northern	Bargarh	(01)	Mayurbhanj	(07)
				Jharsuguda	(02)	Dhenkanal	(14)
				Sambalpur	(03)	Anugul	(15)
				Debagarh	(04)	Sonapur	(23)
				Sundargarh	(05)	Balangir	(24)
				Kendujhar	(06)		
57.	Pondicherry (34)	341	Pondicherry	Yanam	(01)	Mahe	(03)
				Pondicherry	(02)	Karaikal	(04)
58.	Punjab (03)	031	Northern	Gurdaspur	(01)	Hoshiarpur	(05)
				Amritsar	(02)	Nawanshahr	(06)
				Kapurthala	(03)	Rupnagar	(07)
				Jalandhar	(04)	Ludhiana	(09)
59.		032	Southern	Fatehgarh sahib	(08)	Bathinda	(14)
				Moga	(10)	Mansa	(15)
				Firozpur	(11)	Sangrur	(16)
				Muktsar	(12)	Patiala	(17)
				Faridkot	(13)		
60.	Rajasthan (08)	081	Western	Ganganagar	(01)	Jaisalmer	(16)
				Hanumangarh	(2)	Barmer	(17)
				Bikaner	(03)	Jalor	(18)
				Churu	(04)	Sirohi	(19)
				Nagaur	(14)	Pali	(20)
				Jodhpur	(15)		
61.	Rajasthan (08)	082	North-Eastern	Jhunjhunun	(05)	Dausa	(11)
				Alwar	(06)	Jaipur	(12)
				Bharatpur	(07)	Sikar	(13)
				Dhaulpur	(08)	Ajmer	(21)
				Karauli	(09)	Tonk	(22)
				Sawai Madhopur	(10)	Bhilwara	(24)

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
62.		083	Southern	Rajsamand	(25)	Dungarpur	(27)
				Udaipur	(26)	Banswara	(28)
63.		084	South-Eastern	Bundi	(23)	Baran	(31)
				Chittaurgarh	(29)	Jhalawar	(32)
				Kota	(30)		
64.	Sikkim (11)	111	Sikkim	North (Mongam)	(01)	South	(03)
				West (Gyalshing)	(02)	(Nimachai)	
						East (Gangtok)	(04)
65.	Tamil Nadu (33)	331	Coastal Northern	Thiruvallur	(01)	Tiruvanamalai	(06)
				Chennai	(02)	Viluppuram	(07)
				Kancheepuram	(03)	Cuddalore	(18)
				Vellore	(04)		
66.		332	Coastal	Karur	(14)	Nagapattinam	(19)
				Tiruchirappalli	(15)	Thiruvarur	(20)
				Perambalur	(16)	Thanjavur	(21)
				Ariyalur	(17)	Pudukkottai	(22)
67.		333	Southern	Dindigul	(13)	Ramnathapuram	(27)
				Sivaganga	(23)	Toothukudi	(28)
				Madurai	(24)	Tirunelveli	(29)
				Theni	(25)	Kanniyakumari	(30)
				Virudhunagar	(26)		
68.		334	Inland	Dharmapuri	(05)	Erode	(10)
				Salem	(08)	The Nilgiris	(11)
				Namakkal	(09)	Coimbatore	(12)
69.	Tripura (16)	161	Tripura	West Tripura	(01)	Dhalai	(03)
				South Tripura	(02)	North Tripura	(04)
70.	Uttaranchal (05)	051	Uttaranchal	Uttar Kashi	(01)	Champavat	(08)
				Chamoli	(02)	Almora	(09)
				Rudraprayag	(03)	Bageshwar	(10)
				Tehri Garhwal	(04)	Nainital	(11)
				Dehradun	(05)	Udham Singh	(12)
				Garhwal	(06)	Nagar	
				Pithoragarh	(07)	Hardwar	(13)
71.	Uttar Pradesh (09)	091	Western	Saharanpur	(01)	Mathura	(14)
				Muzaffarnagar	(02)	Agra	(15)
				Bijnor	(03)	Firozabad	(16)
				Moradabad	(04)	Etah	(17)
				Rampur	(05)	Mainpuri	(18)
				J Phule Nagar	(06)	Budaun	(19)
				Meerut	(07)	Bareilly	(20)
				Baghpat	(08)	Pilibhit	(21)

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				Ghaziabad	(09)	Shahjahanpur	(22)
				G Buddha Nagar	(10)	Farrukhabad	(29)
				Bulandshahar	(11)	Kannauj	(30)
				Aligarh	(12)	Etawah	(31)
				Hathras	(13)	Auraiya	(32)
72.		092	Central	Kheri	(23)	Rai Bareli	(28)
				Sitapur	(24)	Kanpur Dehat	(33)
				Hardoi	(25)	Kanpur Nagar	(34)
				Unnao	(26)	Fatehpur	(42)
				Lucknow	(27)	Barabanki	(46)
73.		093	Eastern	Pratapgarh	(43)	Gorakhpur	(58)
				Kaushambi	(44)	Kushi Nagar	(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)
				Sidhartha nagar	(54)	S.R.Nagar	(68)
				Basti	(55)	(Bhadohi)	
				S Kabir Nagar	(56)	Mirzapur	(69)
				Maharajganj	(57)	Shonbhadra	(70)
		094	Southern	Jalaun	(35)	Mahoba	(39)
				Jhansi	(36)	Banda	(40)
				Lalitpur	(37)	Chitrakoot	(41)
				Hamirpur	(38)		
75.	West Bengal (19)	191	Himalayan	Darjiling	(01)	Koch Bihar	(03)
				Jalpaiguri	(02)		
76.		192	Eastern Plains	Uttar Dinajpur	(04)	Murshidabad	(07)
				Dakshin Dinajpur	(05)	Birbhum	(08)
				Maldah	(06)	Nadia	(10)
77.		193	Central Plains	Bardhaman	(09)	Howrah	(16)
				North Parganas	24- (11)	Kolkata	(17)
				Hugli	(12)	South Parganas	24- (18)
78.		194	Western Plains	Bankura	(13)	Medinipur	(15)
				Puruliya	(14)		