

NATIONAL SAMPLE SURVEY
FIFTYFIRST ROUND : JULY 1994 - JUNE 1995
INSTRUCTIONS TO FIELD STAFF : VOLUME - I
DESIGN, CONCEPTS, DEFINITIONS AND PROCEDURES

SECTION ONE

GENERAL

1. Introduction :

1.1 The National Sample Survey (NSS), set up by the Government of India in 1950 to collect socio-economic data employing scientific sampling methods will complete its fiftieth round field operations in June 1994. The fiftyfirst round will start from July 1994 to be completed by June 1995.

1.2 The fiftyfirst round of NSS will be devoted to collection of data on economic and operational characteristics of small manufacturing and repairing enterprises in the unorganised sector. The field operations of the round will commence in July 1994 and continue up to June 1995.

1.3 During 1977, the first all-India Economic Census was conducted by the Central Statistical Organisation (CSO) in collaboration with the state Statistical Bureaus with the object of collecting some basic information about non-agricultural enterprises employing at least one hired worker (hereinafter referred to as 'establishments'). Following this census, small establishments and enterprises not employing any hired workers [and hence called 'own account enterprises' (OAE)] engaged in manufacturing and repairing activities were surveyed on sample basis in the thirtythird round of NSS during 1978-79.

1.4 A second all-India economic Census was conducted in 1980 along with the house listing operations of the 1981 population census. This census had a bigger coverage than the earlier one since it covered, inter alia, the own-account enterprises also. In presenting the results, the establishments were further split into two categories as (i) Directory Establishments (DE) and (ii) Non-directory Establishments (NDE), the difference being that the former employed a total of six or more workers while the latter employed a total of five or less number of workers. Thus, in all, three categories of enterprises were formed viz., (i) OAE's (ii) NDE's and (iii) DE's in the second Economic Census. As a follow-up to the Second Economic Census, OAE's and NDE's engaged in manufacturing and repairing activities (i.e., OAME's and NDME's respectively) a/ were surveyed in the fortieth and fortyfifth rounds of NSS during July 1984-June 1985 and July 1989-June 1990 respectively. The Directory Manufacturing Establishments (DMEs) were surveyed during October 1984-September 1985 and October 1989 to September 1990 respectively by a special staff (Assistant Superintendents

only) of the Field Operations Division (F.O.D) of the NSSO under the technical direction of the CSO.

1.5 A third all-India Economic Census was conducted in 1990 along with the house listing operations of the 1991 Population Census following the same concepts and definitions as in the second all-India Economic Census conducted in 1980 referred

a/ OAME's : own account manufacturing enterprises
NDME's : non-directory manufacturing establishments

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General	Subject coverage
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above. As a follow-up to the Economic Census 1990, the first integrated survey on unorganised manufacturing and repairing enterprises covering OAME's/NDME's/DME's will be undertaken during the fiftyfirst round of NSS (July 1994-June 1995) under the technical guidance of NSSO as per the decision taken in the fifty-eighth meeting of its Governing Council.

2. General Particulars of the Survey

2.1 Subject Coverage : The manufacturing sector is an important segment of the Indian Economy. Unfortunately, statistics on regular basis, giving, by location, the number of enterprises, employment, input, output, value added, etc., are not available for the unorganised part of this sector. AS per National Accounts Statistics released by C.S.O. in 1991, percentage share of manufacturing sector (organised & unorganised taken together) in the NDP at factor cost for 1988-89 is 19.6% of which 11.6% is accounted for by organised part and the rest (i.e.,8.0%) by unorganised part. As per provisional results of NSS 45th round survey (July 1989-June 1990), there were an estimated 157.3 lakh manufacturing and repairing enterprises (OAME's and NDME's) in the country, 120.2 lakhs being in the rural areas and 37.1 lakhs in the urban areas. As per the provisional results of the survey on DMEs conducted by CSO during October 1989 - September 1990, there were an estimated 6.2 lakh directory manufacturing establishments (DME's) in the country, 2.3 lakh being in the rural areas and 3.9 lakh in the urban areas. The fiftyfirst round of NSS will cover all OAME's, NDME's and DME's as mentioned in para 1.5 above. These enterprises/establishments are those which are covered by the two-digit codes (called divisions) 20 to 39 and 97 under the

revised National Industrial Classification of All Economic Activities 1987 (henceforth briefly referred to as NIC, 1987). Enterprises which are registered under Sections 2m (i) and 2m (ii) of the Factories Act, 1948 (i.e. enterprises employing 10 or more workers using power and those employing 20 or more workers without using power) and bidi and cigar manufacturing enterprises registered under bidi and cigar workers (condition of employment) Act, 1966 will not be covered in this survey. The enterprises mentioned above are supposed to be covered under Annual Survey of Industries(ASI).The survey of manufacturing enterprises will constitute the main enquiry of the fiftyfirst round. In addition, the annual consumer expenditure enquiry will also be carried out in a thin sample of four households in each sample village/block. The rural retail price enquiry will also be continued.

2.2 Period of survey : As mentioned earlier fiftyfirst round will be of one year duration starting on 1st July 1994 and ending on 30th June 1995.

2.3 Geographical coverage : The survey covers the whole of the Indian Union excepting (i) Ladakh and Kargil districts of Jammu & Kashmir, (ii) 768 interior villages of Nagaland (out of a total of 1232 villages) situated beyond five kilometres of the bus route and (iii) 195 villages in Andaman and Nicobar Islands (out of a total of 549 villages) which remain inaccessible throughout the year. However, in the case of Jammu & Kashmir, the districts Anantnag, Pulwama, Srinagar, Badgam, Baramulla and Kupwara in addition to Ladakh and Kargil districts are kept outside the geographical coverage of central sample.

2.4 Schedules of enquiry : The following Table lists the schedules of enquiry for the current round :-

Table 1 : Schedules to be canvassed in NSS 51st round :

srl. no.	schedule no.	title	sector
(1)	(2)	(3)	(4)
1.	0.0	List of households and non-agricultural enterprises	rural and urban
2.	2.2	Unorganised manufacture : directory establishments, non-directory establishments and own account enterprises	rural and urban
3.	1.0	Consumer expenditure	rural and urban
4.	3.01	Rural Retail Prices	rural

2.5 Programme of work : The survey period of this round is divided into four sub-rounds of three months each as follows :-

sub-round no.	period
1	July-September 1994
2	October-December 1994
3	January-March 1995
4	April-June 1995

Equal number of sample villages and blocks are allotted for survey in each of these four sub-rounds. Each village and block will be surveyed 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 and Lakshadweep and rural areas of Arunachal Pradesh and Nagaland.

2.6 Participation of States : In this round all the states and union-territories excepting Andaman & Nicobar Islands, Dadra & Nagar Haveli and Lakshadweep are expected to participate at least on an equal matching basis.

3. Sample Design

3.1 General : As usual, a stratified two-stage sampling design has been adopted. The first-stage units are the villages

(Panchayat wards in case of Kerala) in the rural areas and urban blocks in the urban areas. The second-stage units are the enterprises for the survey of unorganised manufacture and households for the survey on household consumer expenditure.

3.2 Sample Size (FSU's) : The total sample size (i.e. total number of villages and blocks to be surveyed) at all-India level has been fixed as 14,072 for the central sample and 16,080 for the state sample. For state-wise sample size, reference may be made to Table 2.

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General

Sample Design

3.3 Allocation of sample FSU's between rural and urban sectors : State/u.t. level total sample size (i.e. total number of villages and blocks to be surveyed) has been allocated between the rural and urban sectors in proportion to population as per 1991 census with double weightage to the urban sector. All these allocations are rounded off to multiples of 8 in order to facilitate further allocation among different sub-sample and sub-round combinations. Table 2 gives the distribution of sample FSU's by state x sector.

3.4 Rural Sector

3.4.1 Sampling Frame : List of villages showing numbers of OAME's, NDME's and DME's as per 1990 Economic Census has been used as the sampling frame for the selection of fsu's in the states/u.t.s wherever such list is available. For Arunachal Pradesh, however, list of villages as per 1991 population census frame has been used as the sampling frame for selection of sample 'nucleus' villages around which clusters are to be formed (refer

to para 2.0.8 for further details). For the state of Kerala, list of panchayat wards, giving count of OAME's/NDME's/DME's at panchayat ward level as per 1990 Economic Census, has been used as the sampling frame for selection of sample panchayat wards. For the other states/u.t.s (including Jammu & Kashmir where 1991 census/1990 Economic Census were not conducted), lists of villages as per population census (1981 census for J & K and 1991 census for others) frames have been used as the sampling frame.

3.4.2 Stratification : Each district generally forms a separate stratum. However, for Gujarat where NSS regions cut across some district boundaries, parts (viz. group of taluks) of each such district belonging to different NSS-regions from separate strata. If any district (or part thereof lying in an NSS region in case of Gujarat) has a small number of manufacturing enterprises, it is clubbed with the neighbouring district(s) within the same NSS region to form a stratum to ensure minimum allocation of 8 villages at the stratum level as far as possible.

3.4.3 Sub-strata : To net adequate numbers of DME's and NDME's in the sample, the fsu's in a stratum are grouped into 3 sub-strata as follows :

- (a) sub-stratum 1 consisting of fsu's having at least one DME;
- (b) sub-stratum 2 consisting of those of the remaining fsu's in the stratum which have at least one NDME; and
- (c) sub-stratum 3 consisting of all the residual fsu's in the stratum having no DME or NDME or no information about numbers of DME/NDME/OAME due to incompleteness of the available EC frame.

For states/u.t.s where population census frame has been used for selection of fsu's, there is no sub-stratification as above. All the fsu's in a stratum of these states/u.t.s are, however, identified with sub-stratum 3.

3.4.4 Allocation of sample fsu's among strata and sub-strata : Rural sample size for a state/union territory has been allocated to the constituent strata/sub-strata in proportion to $16 \text{ DME} + 4 \text{ NDME} + \text{OAME}$ (i.e., weighted sum of the numbers of manufacturing enterprises in the ratio 16:4:1) as per 1990 EC (or in proportion

to population if EC frame is not available) in the respective stratum/sub-stratum. The allocation at sub-stratum level has been made as a multiple of 2 to enable equal allocation for the two sub-samples and the same at stratum level has been made as multiples of 8 as far as possible to enable equal allocation for each sub-sample and sub-round combination.

3.4.5 Selection of fsu's : Sample fsu's for each state/u.t. have been selected in the form of two independent sub-samples from each stratum x sub-stratum using circular systematic sampling with probability proportional to size. The size is as follows :-

Case I : States/u.t.s where 1990 EC frame is used :

Size = number of DME's/NDME's/OAME's in the fsu in case of sub-stratum : 1/2/3 (after assigning size '1' to the fsu's of sub-stratum 3 having no OAME or no information about number of enterprises due to incompleteness of the frame).

Case II : Other states/u.t.s :

- (a) Arunachal Pradesh : size = 1 for each fsu.
- (b) Jammu & Kashmir : size = population in the fsu as per 1981 census.
- (c) Remaining states/u.t.s: size = population in the fsu as per 1991 census.

3.5 Urban Sector :

3.5.1 Sampling Frame : Latest available lists of Urban Frame Survey (UFS) blocks have been used as the sampling frame. However, for a few newly declared towns of 1991 census for which UFS lists of blocks are not received, lists of 1991 census EBs are used as the sampling frame.

3.5.2 Stratification : Strata are formed within each NSS region by grouping cities/towns according to the fixed population size classes viz. $p < 0.5$, $0.5 < p < 1$, $1 < p < 5$, $5 < p < 10$ and $p > 10$ (where p stands for population of the town in lakhs as per 1991 census). Each city with population 10 lakhs or more forms a separate stratum.

3.5.3 Sub-strata : The blocks of a stratum have been grouped into 2 sub-strata as follows :

- (a) sub-stratum 1 consisting of the UFS blocks having area designated as 'industrial area' in the UFS frame; and
- (b) sub-stratum 2 consisting of all the remaining blocks (including EBs of some new towns with no UFS frame available) in the stratum.

3.5.4 Allocation of sample blocks among strata and sub-strata :
Urban sample size for a state/u.t. has been allocated to the constituent strata in proportion to 16 DME + 4 NDME + OAME (i.e., weighted sum of the number of manufacturing enterprises in the ratio 16 :4 :1) as per 1990 EC (or in proportion to population as per 1991 census if EC frame is not available) in the respective strata.

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General

Sample Design

Further allocation of stratum size to sub-strata are done as under :-

UFS blocks belonging to sub-stratum 1 will be completely enumerated (central and state samples put together) subject to a maximum of 50 per cent of the stratum sample (with the added restriction that the allocation in the sub-stratum is an even number) and the rest of the stratum sample will be allocated to sub-stratum 2. As in the rural sector, allocation of fsu's at the stratum level is made as multiple of 8 as far as possible and that at sub-stratum level as a multiple of 2.

3.5.5 Selection of blocks : Sample blocks have been selected for each stratum x sub-stratum in the form of two independent sub-samples following circular systematic sampling with equal probabilities.

3.6 Hamlet-group/sub-block selection : Large villages/blocks having (i) approximate present population 1200 or more (600 or more for rural areas of Himachal Pradesh, Sikkim and Punch, Rajouri, Udhampur and Doda districts of Jammu & Kashmir) and/or (ii) approximate present number of non-agricultural enterprises 201 or more, will be divided into a suitable number (say, D) of hamlet-groups (h.g.)/sub-blocks (s.b.) and then the survey will be conducted in 2 h.g.s/s.b.s to be selected in the following manner. The h.g./s.b. having maximum number of manufacturing/repairing enterprises (OAMEs, NDMEs and DMEs combined) will be always selected and allotted a serial number 'O'. From the remaining h.g.s/s.b.s, one more h.g./s.b. will be selected at random for survey and allotted a serial number '1'. If the same maximum number of manufacturing/repairing enterprises appears in more than one h.g./s.b., the one among these which contains maximum population will be allotted serial number '0'. In case there is not even a single manufacturing/repairing

enterprise in a large village/block, the h.g./s.b. having maximum population will be selected and allotted serial number '0' and from the remaining h.g.s/s.b.s, another one will be selected at random and allotted serial number '1'. For the rules to be followed for determining the value of D and further details, reference may be made to Section Two. When there is no h.g./s.b. formation, the whole village/block will be treated as bearing h.g./s.b. serial number '0'. It may be mentioned that there will be no hamlet-group formation in the rural areas of Arunachal Pradesh.

3.7. Sampling of enterprises (for schedule 2.2) : All the manufacturing/repairing enterprises which belong to the category of OAME's, NDME's & DME's and which have operated for at least 30 days (15 days in case of seasonal enterprises) during the last 365 days (excluding those registered under sections 2m(i) and 2m(ii) of the Factories Act, 1948 and bidi and cigar manufacturing enterprises registered under bidi and cigar workers (condition of employment) Act, 1966) will be considered for sampling. All enterprises of different types will be separately arranged by broad industry division codes as per NIC,1987. For villages/blocks where h.g./s.b. formation is done, this grouping by NIC codes shall be done independently for each of the two selected hamlet-groups/sub- blocks. The required number of sample enterprises will then be selected circular systematically with a random start from this regrouped frame, separately for OAME's, NDME's and DME's. Number of sample enterprises to be selected from the sample village/block is as follows.

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General		Sample Design	

number of enterprises/establishments to be selected			

enter- prise type	villages/blocks	other villages/blocks	
	not requiring	-----	
	hamlet-group/	hamlet-group/sub-	other selected
	sub-block	block containing	hamlet-group/
	formation	maximum no. of	sub-block
	(identified as	manufacturing	(identified as
	srl. no.'0')	enterprises	srl. no. '1')
	(identified as		
	srl. no. '0')		

(1)	(2)	(3)	(4)

OAME	4	2	2
NDME	4	2	2
DME	8	6	2
all	16	10	6

3.7.1 FSU's with no h.g./s.b. formation : For villages/blocks not requiring hamlet-group/sub-block formation, shortfall in required number of enterprises of any particular type, if any, will be made up by increasing the quota for the other type(s) in the priority order of the enterprise type(s) : DME/NDME/OAME. For example, if in the frame, there are 10 enterprises for OAME, 7 for NDME and 6 for DME, the number of enterprises to be selected for OAME's, NDME's and DME's will be 4, 6 and 6 respectively. In another case, if in the frame, there are 2 OAME's, 10 NDME's and 10 DME's, the number of enterprises to be selected for OAME's, NDME's and DME's will be 2, 4 and 10 respectively. In yet another example, if there are 10 OAME's, 5 NDME's and 6 DME's in the frame, then the no. of enterprises to be selected for OAME, NDME & DME will be 5, 5 & 6 respectively.

3.7.2 FSU's with h.g./s.b. formation : For villages/blocks with h.g./s.b. formation if there are sufficient number of enterprises considering all enterprise types together (i.e., at least 10 and 6 in h.g./s.b. serial numbers '0' and '1' respectively), the same principle as in para 3.7.1 will be followed for each of columns (3) and (4). However, if there is a shortfall in the required total number of enterprises in one h.g./s.b., the quota for the total number of enterprises of the other selected h.g./s.b. will first be increased to make up for the shortfall. Now for the h.g./s.b. having shortfall, all the enterprises will be selected; the total shortfall will be made up from other h.g./s.b. by selecting additional enterprises in the priority order of DME, NDME & OAME; the selection of requisite no. of enterprises for the second h.g./s.b. will be made thereafter following para 3.7.1.

Some examples showing the number of enterprises to be selected from different types (after adjustment for shortfall) are as follow:

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General

Sample Design

Case I: FSU with no h.g./s.b. formation

enterprise type	example 1		example 2		example 3		example 4	
	E	e	E	e	E	e	E	e
OAME	10	4	2	2	10	5	7	7
NDME	7	6	10	4	5	5	2	2
DME	6	6	10	10	6	6	0	0
all	23	16	22	16	21	16	9	9

<E = number of enterprises listed
e = number of enterprises to be selected >

Case II: FSU with h.g./s.b. formation

enterprise type	example 1				example 2				example 3			
	h.g./s.b.				h.g./s.b.				h.g./s.b.			
	'0'	'1'	'0'	'1'	'0'	'1'	'0'	'1'	'0'	'1'	'0'	'1'
	E	e	E	e	E	e	E	e	E	e	E	e
OAME	8	6	6	5	5	3	3	3	5	5	1	1
NDME	3	3	0	0	7	7	0	0	1	1	1	1
DME	1	1	1	1	3	3	0	0	1	1	0	0
all	12	10	7	6	15	13	3	3	7	7	2	2

3.8 Sampling of households (for schedule 1.0) : A thin sample of 4 households will be selected from among the households listed in the sample village/block for canvassing the household schedule 1.0 : Consumer Expenditure. In villages/blocks with h.g./s.b. formation, two households each will be selected from the two selected hamlet-groups/sub-blocks for this purpose. If, however, there is a shortfall in the required number of households in a particular h.g./s.b., the quota for the other h.g./s.b. shall be increased so that a total of 4 households are selected in all.

The households will be first arranged by their means of livelihood and then the required number of sample households will be selected circular systematically with a random start from the village/block/h.g./s.b. as the case may be.

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Table 2 : Distribution of sample villages and blocks for NSS 51st round.

state/u.t.	number of sample villages/blocks			
	central sample		state sample	
	rural	urban	rural	urban
(1)	(2)	(3)	(4)	(5)
1. Andhra Pradesh		568	424	568 424
2. Arunachal Pradesh		144*	32	144* 32
3. Assam		392	96	392 96
4. Bihar		824	256	824 256
5. Goa		24	32	32 48
6. Gujarat		272	280	544 560
7. Haryana		128	80	256 160
8. Himachal Pradesh		240	48	240 48
9. Jammu & Kashmir		304	192	608 384
10. Karnataka		304	272	304 272
11. Kerala		320**	224	320** 224
12. Madhya Pradesh		592	360	592 360
13. Maharashtra		488	608	488 912
14. Manipur		112	80	224 160
15. Meghalaya		128	64	128 64
16. Mizoram		64	112	64 112
17. Nagaland		112	48	112 144
18. Orissa		384	120	384 120
19. Punjab		248	216	248 216
20. Rajasthan		360	216	360 216
21. Sikkim		136	24	136 24
22. Tamil Nadu		488	512	488 512
23. Tripura		208	80	208 80
24. Uttar Pradesh		1048	520	1048 520
25. West Bengal		520	400	520 400
26. Andaman & Nicobar Is.		72	48	- -
27. Chandigarh		8	16	- 32
28. Dadra & Nagar Haveli		16	8	- -
29. Daman & Diu		8	8	8 8
30. Delhi		8	136	24 408
31. Lakshadweep		8	8	- -
32. Pondicherry		8	16	8 16
All India		8536	5536	9272 6808

* 24 nucleus villages

** figures denote number of Panchayat wards.

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SECTION TWO

SCHEDULE 0.0 : LIST OF HOUSEHOLDS AND NON-AGRICULTURAL ENTERPRISES

2.0.1 Introduction : Schedule 0.0 is meant for listing all the houses, households and non-agricultural enterprises in each sample village/block (or selected hamlet-groups/sub-blocks), for collecting some particulars about them, preparing the sampling frame and recording the details of selection of enterprises and households for schedules 2.2 and 1.0 respectively. Whenever hamlet-group/sub-block selection is required, particulars relating to hamlet-group/sub-block formation and their selection will also be recorded in this schedule.

2.0.2 Unit of survey - first stage sampling unit (fsu) :

(a) Rural : The first stage sampling units (fsu's) in the rural areas are the villages listed in the summary statements of the 1990 Economic Census (EC) wherever available and 1991 population census list of villages elsewhere. For Arunachal Pradesh, even though 1990 EC frame is available, 1991 population census villages are treated as the fsu's because of the adoption of cluster sampling. For Jammu & Kashmir, villages as per 1981 census are the fsu's as 1991 census was not conducted there. For Kerala, panchayat wards as per 1991 census are the fsu's (Hereinafter, wherever the term 'village' is mentioned in the Instructions Manual, it means panchayat ward for the state of Kerala as an exception). For Nagaland, the villages connected by bus route or situated within 5 kms. of a bus route constitute the fsu's. For Andaman & Nicobar Islands, the villages other than those remaining inaccessible throughout the year are the fsu's.

(b) Urban : The fsu's in the urban sector are the Urban Frame Survey (UFS) blocks. However, for some of the newly declared towns of 1991 census for which UFS lists of blocks are not available, 1991 census EBs are the fsu's.

The different types of frames used for selection of fsu's are indicated by 'frame code' in the sample list.

2.0.3 On arrival at a sample village/block, the investigator is to ascertain first the boundaries of the village/block mentioned in the sample list. This may be done with the help of patwari, local officials, panchayat authorities, etc.

2.0.4 Number of hamlet-groups/sub-blocks to be formed : As usual hamlet-groups/sub-blocks will be formed in large fsu's. The procedure for forming hamlet-groups (h.g.)/sub-blocks (s.b.) is stated below :

The investigator will first ascertain the approximate present population of the entire sample village/block. This may be ascertained mainly from the knowledgeable persons by putting certain probing questions. The starting point can be 1991 census population (1981 census population in case of J & K). 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 village/block after the census and if so what is the approximate increase or decrease of population due to such events, whether any new settlements have come up in the village/block after the census and if so what is the approximate population of the same; and so on.

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Hamlet-group/sub-block formation

The number (say, D) of hamlet-groups/sub-blocks to be formed will be the higher value of D obtained from the two charts given in (A) and (B) below.

Chart (A)

approx. present population of the sample village/block	no.of hamlet-groups/sub- blocks to be formed (D)
(1)	(2)
less than 1200	1
1200 - 1599	4
1600 - 1999	5
2000 - 2399	6
2400 - 2799	7
and so on	

However, for rural areas of Himachal Pradesh, Sikkim and Punch, Rajouri, Udhampur and Doda districts of Jammu & Kashmir, the criterion for forming hamlet-groups will be as follows : for population less than 600, D = 1; for population 600 to 1199, D = 4; for population 1200 to 1499, D= 5; for population 1500 to 1799, D=6; ... and so on.

Chart (B)

approx. present number of non-agricul- tural enterprises (OAE'S, NDE's and DE's combined) in the sample village/block		no. of hamlet- groups/sub-blocks to be formed (D)
(1)		(2)
less than or equal to 200		1
201	- 400	4
401	- 500	5
501	- 600	6
and so on		

2.0.5 Formation of hamlet-groups : In a large village there exists 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 the census house numbers, or geographically distinct blocks of houses may be treated as 'hamlets'. Large hamlets may be divided artificially to achieve equality of population content for the purpose of hamlet-group formation (refer to para 2.0.5(V) in this context).

The procedure for formation of hamlet-groups is best described, perhaps, by listing sequentially the steps involved. These are as follows :

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

(iii) Draw a notional map in block 3 showing the approximate locations of the hamlets and number them in a serpentine order starting from north-west corner and proceeding south-wards. While drawing this map, each uninhabited area (non abadi area) of the village will be included as a part of the 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 land marks like canals, foot paths, railway lines, roads, cadastral survey plot numbers, etc. so that it may be possible to identify and locate the geographical boundaries of the hamlet-groups to be formed in that village.

(iv) List the hamlets in block 4 of schedule 0.0 in order of their numbering and indicate their present approximate population content in terms of percentages of the whole village population.

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

(vi) Numbering of the hamlet-groups has to be done next. Hamlet-groups will be numbered serially in col.(1) of block 5 in the order of the first hamlet included in each. Show the numbers in the notional map in block 3. It is possible that the serial numbers of the constituent hamlets of a hamlet-group are not in proper serial order.

2.0.6 Formation of sub-blocks : A sample block requiring sub-block formation will be divided into D sub-blocks each having approximately equal population content. Each sub-block should be a geographically compact areal unit with well defined identifiable boundaries. Draw a notional map in block 3 showing the location and boundary particulars of the sub-blocks and number them in a serpentine order starting from the north-west corner and then proceeding south wards. List the sub-blocks in block 5 of schedule 0.0 in order of their numbering.

2.0.7 Selection of hamlet-groups/sub-blocks : The hamlet-group/sub-block having maximum number of manufacturing/repairing enterprises [the one having highest entry in column (4) of block 5] will be selected invariably. If the same maximum number appears in more than one hamlet-group/sub-block, the one from among these hamlet-groups/sub-blocks having maximum population [viz. highest entry in col. (3), block 5] will be selected. In addition, one more hamlet-group/sub-block will be selected at random out of the remaining hamlet-groups/sub-blocks. These two selected hamlet-groups/sub-blocks will be given serial numbers 0 and 1 respectively in column (6) of block 5. For large villages/blocks not having even a single manufacturing/repairing

enterprise, the hamlet-group/sub-block having maximum population will be selected and one more hamlet-group/sub-block will be selected at random and these two selected hamlet-groups/sub-blocks will be given serial numbers '0' and '1' respectively in column (6) of block 5.

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Cluster sampling in Arunachal Pradesh

2.0.8 Cluster sampling in Arunachal Pradesh : Due to the special field difficulties experienced in Arunachal Pradesh, the procedure of "cluster sampling" will be followed in the rural sector of this state. The procedure to be adopted is described below :-

2.0.8.1 The rural sample list gives the list of so-called 'nucleus' villages. The clusters of villages to be surveyed will be built around the nucleus villages. A cluster will contain a maximum of 6 villages including the nucleus village. If the villages contain large number of households, number of villages in a cluster will have to be reduced. In the reverse case, it will have to be increased. But in no case should it be allowed to exceed 6.

2.0.8.2 The following working procedures are to be followed while forming clusters :-

(a) The maximum distance to be travelled in moving between the sample villages within a cluster may not ordinarily exceed 15 km.

(b) All the households of a village included in a cluster should be listed. That is to say, there will not be any hamlet-group selection.

(c) Starting from the nucleus village, the households of each village within the cluster will be completely listed. For this purpose the villages of the cluster shall be taken up one by one in the order of increasing distance from the nucleus village.

(d) After the households in a village have been completely listed, it should be checked whether the total number of households listed so far in the cluster has reached or exceeded 400. If it is so, no more villages are to be listed.

(e) If, however, even after listing four villages, (including nucleus village) the total number of households does not come to 100, one or at most two more villages are to be

listed. In no case a cluster will include more than six villages.

2.0.8.3 After determining the villages forming a cluster, each of them shall be treated as an individual sample village. Each will have a unique serial number and the survey will be carried out as described in the sequel as in the rest of the country (except that there will be no hamlet-group selection).

2.0.8.4 In the sample list, the serial numbers of the nucleus villages are given with a gap of six. The serial numbers of the remaining villages of each cluster will be given in continuation to that of the nucleus village, in the order in which they are selected. In case the selected number of villages in a cluster is less than six, there will be a gap in the serial numbering of villages between this cluster and the next. Serial number of the nucleus village of the next cluster should not be altered to bridge this gap. The gap may stand as it is. Sample village number will also be given in the same manner. The sub-sample and sub-round numbers of all the villages of a given cluster will be those of the nucleus village.

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Definitions

2.0.8.5 After finalising the composition of the clusters, a consolidated list of the sample villages (both central and state samples) will be sent to SDRD in the same format as the sample list supplied originally.

2.0.9 Starting point for listing ; Having fixed the area to be covered, the investigator shall proceed to prepare a list of houses, households and non-agricultural enterprises in the sample village/block (or selected hamlet-groups/sub-blocks) starting from the point where 1990 Economic Census began and following the order of listing in the census. If the census order of house-listing is not available, the houses, etc. will be listed by starting first from the north-west corner of the village/block. In any case care should be taken to list all houses, households and non-agricultural enterprises.

2.0.10 Concepts and Definitions : Some broad information about the households and enterprises shall be collected during listing. These are required mainly to have a count of enterprises of different types and also to identify the enterprises relevant to schedule 2.2. The definitions of the terms required in this

connection are given below.

2.0.11 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 may even be vacant.

2.0.12 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 to one another. The following cases are to be noted :

(i) Each inmate (including residential staff) of a mess, hotel, boarding and lodging house, hostel, 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) Undertrial 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 former persons 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 national will not be listed, nor their domestic servants, if by definition they belong to the foreign national household. In some cases, however, a foreign national might have become an Indian citizen for all practical purposes. Such persons will be covered.

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Definitions

(v) Barracks of military and paramilitary forces (like police, BSF, etc.) are outside the survey coverage. However, civilian population residing in their neighbourhood including the family quarters of services personnel are to be covered, for which of course, permission may have to be obtained from appropriate authorities. Orphanages and vagrant houses also will be outside the survey coverage. (It may, however, be noted that

the inmates of institutions like orphanages, Nari Niketans, etc. may be taught some crafts and skills and they may be engaged in manufacturing articles of utility for sale. In such cases, the enterprises run by these institutions should be listed).

2.0.13 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 judgement of the head of the household, the following procedure will be followed 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 will be treated as a member of the household with whom he resides.

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

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

(iv) When one member of a household (say, a son of the head of the household) stays elsewhere, say, in hostel for studies or for any other reason, he shall not be considered as a member of his parent's household.

2.0.14 Enterprise : An enterprise is an undertaking which is engaged in the production and/or distribution of some goods and/or services meant mainly for the purpose of sale, whether fully or partly. An enterprise may be owned and operated by a single household, or by several households jointly, or by an institutional body.

2.0.15 Non-agricultural enterprises : All enterprises covered by industry sections other than 'O' of the NIC 1987 are non-agricultural enterprises. Only such enterprises will be considered for listing.

2.0.16 Own account enterprise (OAE) : An own account enterprise is an undertaking run by household labour, usually without any hired worker employed on a 'fairly regular basis'. By 'fairly regular basis' it is meant the major part of the period of operation(s) of the enterprise in the last one year.

Definitions and Schedule contents

2.0.17 Establishment : Those enterprises which have got at least one hired worker on a 'fairly regular basis' are called establishments. The concept of hired worker is given in para 2.12.8(o).

Establishments have been further sub-divided into two classes :

(i) Non-directory establishment (NDE) and (ii) Directory establishment (DE).

2.0.18 Non-directory establishment (NDE) : An establishment having less than six workers (household and hired taken together) is termed a non-directory establishment.

2.0.19 Directory establishment (DE) : A directory establishment is an establishment which has got six or more workers (household and hired taken together).

2.0.20 Household enterprise : A household enterprise is one which is run by one or more members of a household or run jointly by two or more households on partnership basis irrespective of whether the enterprise is located in the same premises as the household(s) or not. In other words, all proprietary and partnership enterprises are household enterprises.

2.0.21 Non-household enterprise : Non-household enterprises are those which are institutional i.e. owned and run by the public sector (Central or State Government, local self-governments, local bodies, government undertakings, etc.), corporate sector, co-operative societies, other type of societies, institutions, associations, trusts, etc.

2.0.22 Seasonal enterprise : Seasonal enterprises are those which are usually run in a particular season or fixed months of a year.

2.0.23 Manufacture : The term 'manufacture' is used to denote all activities relating to the transformation of materials as well as all types of repair services. Thus all activities covered by industry sections 2 and 3 and division 97 of section 9 of NIC, 1987 will be considered as 'manufacturing' for the purpose of the survey. It is important to note that production of goods for the sole purpose of domestic consumption will not be considered as manufacture.

Only the unorganised part of this manufacturing sector will be covered in the present survey (refer to paras 2.1 and 3.7 of Section One to see the coverage in this context).

2.0.24 The schedule (0.0) : Printed in a booklet form, it 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-groups/sub-blocks
formation.
- Block 4 : list of hamlets.
- Block 5 : selection of hamlet-groups/sub-blocks.

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Blocks 0 & 1

- Block 6 : households and population.
- Block 7 : number of non-agricultural enterprises.
- Block 8 : particulars of sampling of enterprises
(for sch.2.2).
- Block 9 : particulars of sampling of households
(for sch. 1.0).
- Block 10 : remarks by investigator.
- Block 11 : comments by supervisory officers.
- Block 12 : list of households and non-agricultural
enterprises (selected hamlet-group/
sub-block serial number 0 or 1).
- Block 13 : identification and some important key
information about the sample village/block.

Whenever one booklet is inadequate to list all the houses, households and non-agricultural enterprises, additional sheets/booklets shall be used and firmly tagged to the main schedule.

Item-wise instructions for the listing schedule are given in the following paragraphs.

2.0.25 Block 0 : This block is meant for recording descriptive identification particulars of the sample village/block. Names of state/u.t., district, tehsil/town and village and also ward/inv. unit/block numbers (or charge/circle/EB numbers as the case may

be) are to be copied from the sample list.

2.1 Block 1 : Identification of sample village/block : This block is meant for recording the identification particulars of the sample village/block in terms of codes or numbers . The particulars of all the items will be recorded in the box space(s) provided in the schedule against each item. Each cell (box space) is meant for recording only one digit of the entry. For multiple cells, the right most cell shall be used for recording the unit place digit, the next left cell for the tenth place digit and so on. Most of the items (viz., items 1, 2 and 6 to 14) shall be copied from the sample list. It may be noted that if the no. of digits of the entry to be recorded against an item is less than the no. of box spaces provided, '0' shall be entered in the left hand box space(s). Instructions for the remaining items are given below :

(a) Item 3 : FOD sub-region : This will be a four digit code corresponding to the FOD sub-region to which the sample village/block belongs. This item may be crossed (X) for the state sample.

(b) Item 15 : Approximate present population : The approximate present population of the whole sample village/block is to be ascertained as per the procedure laid down in para 2.0.4 and is to be recorded here.

(c) Item 16 : Approximate number of non-agricultural enterprises : Approximate number of non-agricultural enterprises (OAEs, NDEs and DEs combined) in the whole sample village/block, as ascertained by local enquiry, may be recorded here.

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Blocks 1 & 2

(d) Item 17 : Total number of hamlet-groups/sub-blocks formed : The total number (D) of hamlet-groups/sub-blocks to be formed may be decided as per the guidelines given in para 2.0.4 and this value of D may be recorded against this item. If the village/block does not require hamlet-group/sub-block formation, '01' may be recorded against item 17.

(e) Item 18: Survey code : When the original sample

village/block is surveyed, code shall be one of 1,2 and 3. Code shall be 1 when it is inhabited and 2 when it is found to be uninhabited. Code shall be 3 when it is treated as a 'zero case'. Examples of zero cases are villages/blocks comprised wholly of barracks of military and para-military forces (like police, BSF, etc.), rural areas declared as urban areas and now forming part of urban frame used for sampling, villages/blocks wholly sub-merged under water in a dam or the whole population evicted because of acquisition of land to construct a new factory or other project work, etc., that is there is practically no chance of habitation in future. Uninhabited villages/blocks will include cases where the entire population has shifted elsewhere due to some natural calamities like fire, cyclone, etc., that is, chance of habitation in future is there. In case the original sample village/block is a casualty and it has been substituted by another village/block which has been surveyed (inhabited, uninhabited or zero case), the survey code will be 4 if the substituted village/block is inhabited, 5 if the substituted village/block is uninhabited and 6 if it is treated as a zero case. If even the substituted village/block could not be surveyed, survey code shall be 7. Code 7 will also be applicable in cases where the originally selected village/block is a casualty and no substitution is attempted.

(f) Item 19 : Reason for substitution of original sample: In all cases where the originally selected sample village/block is a casualty irrespective of whether it has been substituted or not (i.e. for entry any of 4 to 7 against item 18), the reason for its becoming a casualty will be recorded in code against item 19.

Codes are :

- sample village/block : not identifiable/traceable1
- not accessible2
- restricted area (not permitted to survey)3
- others (specify)9

This item may be kept blank for entry 1 or 2 or 3 against item 18. Restricted area under code 3 above will exclude cases of not surveying areas under barracks of military and para-military forces, which will be treated as surveyed as a 'zero case' (Code 3 against item 18).

2.2 Block 2 : Particulars of field operations : Details of field operations shall be recorded in block 2. A new item under sl. no. 2 is introduced in this round. Total time taken to canvass the schedule 0.0 may be recorded in col.3 in hours in one place of decimal against this item.

Canvassing time means the total time taken to fill-in all the blocks of the schedule 0.0 including the time taken for (i) drawing sketch map of hamlet-groups/sub-blocks formation, (ii)

Blocks 3 to 5

listing, (iii) selection of sample enterprises/households and (iv) dressing of the schedule, if necessary. However, it should exclude the time taken for (i)reaching the sample fsu, (ii)returning back to the office from the fsu and (iii)duplication of the schedule.

All other items are self-explanatory.

2.3 Block 3 :Sketch map of hamlet-groups/sub-blocks formation:

(a) A freehand sketch map of the village/block showing the boundaries of the hamlets and hamlet-groups/sub-blocks formed, is to be drawn in this space so that the hamlet-groups/sub-blocks formed can be identified in the field later 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 will be written down on the map against each hamlet. The hamlet-group number given in column (1) of block 5 to which the hamlet belongs will also be shown against each hamlet within bracket on the right side of the hamlet number. For the urban areas, the sub-block numbers as given in column (1) of block 5 will be noted on the map. For villages/blocks with hamlet-group/sub-block formation, the areas for the two selected hamlet-groups/sub-blocks [with serial numbers 0 and 1 respectively in column (6) of block 5] shall be shaded in the map and 'HAMLET-GROUP/SUB-BLOCK SERIAL NUMBER 0/1' may be written prominently over the respective shaded areas.

(b) In the case of rural areas of Arunachal Pradesh, where no hamlet-group selection is to be done, this block will be used to give sketch map of the cluster of villages to which the sample belongs. The map to be drawn in the schedule of each village of a cluster will show the whole cluster along with names of the constituent villages of the cluster . The nucleus village will be indicated by writing 'nucleus village' within bracket below the name of the village in the map and the area corresponding to the nucleus village may be shaded.

2.4 Block 4 : List of hamlets : This block shall be filled in only for the villages requiring hamlet-group formation for the rural sector. All the hamlets (as defined in para 2.0.5) in the village shall be listed in a specified order (refer to para 2.0.5 for details) and given a running serial number in column (1). Names of hamlets shall be recorded in column (2) . The population of each hamlet expressed as percentage to the total village population shall be given in column (3) in whole number. Total of entries in column (3) should add up to 100.

2.5 Block 5 : Selection of hamlet-groups/sub-blocks : This block is meant for recording the details of selection of hamlet-groups/sub-blocks whenever necessary (viz. for large villages/blocks with h.g./s.b. formation).

Hamlet-groups/sub-blocks shall be formed in the usual manner as in all NSS rounds. Reference may be made to paras 2.0.5 and 2.0.6 for formation and numbering of hamlet-groups/sub-blocks. Number of hamlet-groups/sub-blocks(D) to be formed will be decided as per the criteria given in para 2.0.4.

(a) Column (1) : Hamlet-group/sub-block no. : The hamlet-groups/sub-blocks so formed shall be given running serial number starting from 1 in column (1).

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Block 5

(b) Column (2) : Serial numbers of hamlets in the hamlet-group : The serial numbers of the hamlets recorded in column (1) of block 4 constituting each hamlet-group, are to be recorded in column (2) separated by commas. This column is not applicable to the urban sector and shall be left blank in the case of urban blocks.

(c) Column (3) : Percentage of population in the hamlet-group/sub-block : Approximate present population of the hamlet-group/sub-block expressed as percentage (whole number) to total village/block population shall be recorded in column (3). Entries in this column should add up to 100.

(d) Column (4) : Percentage of manufacturing enterprises in the hamlet-group/sub-block : The number of manufacturing enterprises (OAMEs, NDMEs and DMEs taken together) in the hamlet-groups/sub-blocks as percentage to total number of manufacturing enterprises in the village/block, may be ascertained from local knowledgeable persons and recorded in whole number in column (4). The entries of this column should also add up to 100.

(e) Column (5) : Sampling serial no. : The hamlet-group/sub-block having maximum percentage share of manufacturing enterprises (maximum percentage share of population in case the whole village/block does not contain any manufacturing enterprise) shall be given serial number '0' in column (5). The other hamlet-groups/sub-blocks shall be given a running serial number from 1 to (D-1) in the order in which they are listed in block 5.

(f) Column (6) : Order of selection : Two hamlet-groups/sub-blocks shall be selected from the large village/block for the purpose of survey. The hamlet-group/sub-block having maximum number of manufacturing enterprises (maximum population if the village/block does not contain any manufacturing enterprise)[i.e. entry '0' in column (5)] shall always be selected for survey and given a serial number '0' again in column(6). From the remaining hamlet-groups/sub-blocks [(D-1) in number], one more hamlet-group/sub-block shall be selected at random by using random number table. A random number R may be drawn between 1 and (D-1). Values of (D-1) and R may be recorded at the top of the block. Then the hamlet-group/sub-block whose serial number noted in column (5) [and not in column (1)] agrees with R, shall also be selected for survey. This selected hamlet-group/sub-block shall be given a serial number '1' in column (6). The hamlet-group/sub-block srl. no. in column (5), for this randomly selected hamlet-group/sub-block shall be ringed, that is, marked by a circle drawn around it.

For all other hamlet-groups/sub-blocks (besides the two selected), column (6) may be left blank.

2.6 (a)Blocks 6 to 9 and 12 : In all these blocks, various information are to be given separately for each of the two hamlet-groups/sub-blocks selected for survey [i.e., hamlet-groups/sub-blocks with serial numbers 0 and 1 in column(6) of block 5]. When there is no hamlet-group/sub-block selection, the information in respect of the whole village/block shall be given against the hamlet-group/sub-block srl.no. '0' in all these blocks.

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Blocks 6 to 11

(b) Block 6 : Households and population : This block is meant for recording the summary information from block 12 on total number of households and total population of the village/block separately for hamlet-group/sub-block srl. nos. 0 and 1. Last serial number of column (3) and total of column (5) as in block 12 may be copied and recorded in columns (2) and (3) respectively of this block.

2.7 Block 7 : Number of non-agricultural enterprises : This block also gives from block 12 , the summary information on total number of non-agricultural enterprises by NIC section (division for NIC code 97), separately for each of the two hamlet-groups/sub-blocks (srl. nos. '0' and '1'). Entries in column 9,

block 12 may be considered/counted for filling up the columns (2) to (12) of this block.

2.8 Block 8 : Particulars of sampling of enterprises (for sch. 2.2) : In this block, particulars of sampling of enterprises shall be recorded.

Columns (3) to (8) : Number of enterprises : Total number of enterprises in the frame for each of OAMEs, NDMEs and DMEs i.e. the entries for column (3), are the highest entries recorded in columns (17), (18) & (19) respectively of block 12. These highest entries are also to be recorded against the symbols E1/E2/E3 appearing in the headings of column (20)/(21)/(22). They may be recorded properly in col.3 of block 8. Number of enterprises to be selected for survey shall be recorded in column (4). These numbers are also recorded against e1/e2/e3 in the headings of column (20)/(21)/(22) of block 12. Columns (5) and (6) shall be filled up on the basis of survey code recorded against item 18 of block 1 of schedule 2.2. Number of 2.2 filled-in schedules with survey codes 1 and 2 shall be recorded in columns (5) and (6) respectively. Total number of surveyed enterprises shall be recorded in column (7). It may be seen that (i) col.(7) = col.(5) + col.(6) and (ii) col.(8) = col.(4) - col.(7).

2.9 Block 9 : Particulars of sampling of households (for sch. 1.0) : Particulars of sampling of households, separately for the selected hamlet group/sub-block serial numbers 0 and 1, will be recorded in this block.

(a) Column (2) : Total number of households (H) : This is the last serial number recorded in column (3) of block 12.

(b) Columns (3) to (7) : The concepts and procedures are similar to those given above for columns (4) to (8) of block 8.

2.10 Block 10 : Remarks by investigator : The investigator may record his remarks on any abnormal situation/entry in the schedule.

2.11 Block 11 : Comments by supervisory officers : The Assistant Superintendent, the Superintendent or any other officer inspecting the work relating to this schedule, may give his comments here.

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Block 12 : Listing Procedure

2.12 Block 12 : List of households and non-agricultural enterprises :

2.12.1 This is the main block of the schedule. Listing of houses, households and non-agricultural enterprises, collection of a few particulars for identification of unorganised (i.e. non-factory) manufacturing enterprises under the break-ups of OAME, NDME & DME, preparation of sampling frame and selection of sample enterprises (for sch. 2.2) and sample households (for sch. 1.0) - all these operations shall be carried out in this block.

2.12.2 It is essential to ensure that there is no omission or duplication of any house, household or non-agricultural enterprise. Households which are found to be temporarily absent at the time of listing and the non-agricultural enterprises run by them are also to be listed and included in the frame of households/OAME/NDME/DME, as the case may be, before sample selection. After ascertaining from the neighbours, as much details as possible about the absentee households and the enterprises run by them, 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 village/block. In order to ensure complete listing of houses/households/non-agricultural enterprises, it is, therefore, better to follow some definite order for listing. The order followed in 1991 census, may be adopted, if possible, taking care that any house that has come up later is not omitted; otherwise, listing may be done starting from the north-west corner. While listing, 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 starting the houses of the locality. This will help in checking completeness.

2.12.3 A house to house enquiry will be made to list all the houses, households and non-agricultural enterprises. A household is enumerated in the house where it resides and an enterprise will be listed in the house in which it is situated. The following two situations may be kept in mind during listing. First, an enterprise may not be clearly visible or prominent from the outside of a house/room. For example, one member of a household may manufacture small toys, dolls, transistor/radios etc. in the inside of his room. Secondly, the enterprise may not have physical existence at any fixed location; a hawker or a peripatetic vendor selling his goods like vegetables, fruits, cloth, etc. without having any fixed premises are cases in point. These types of enterprises can be detected only by enquiring about the activities of the members of the household. Necessary care may be taken to list such enterprises.

2.12.4 While listing a house, the investigator shall first find out how many households (including temporarily absent i.e. locked households) reside there. From each household he will collect the details of all enterprises run by its members during 365 days preceding the date of survey (the enterprise may not be in operation on the date of listing). The enterprises run by the

household and located in the same house where the household lives and those run without any fixed premises shall be listed one after another against that household. But enterprises run by the same household and located at other fixed premises will be listed at their places of location. After exhausting the resident

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Block 12 : Listing Procedure

households and all the different types of enterprises as described above, the investigator will list other enterprises, if any, which may be located in that house and existing on the date of survey and operated either by households staying in some other houses (either within or outside the selected h.g./s.b.) or by an institutional body. After this, the investigator will proceed to list the next house. Care should be taken to list all the seasonal enterprises that may be existing, though not operating, on the date of survey.

The term 'fixed premises' with reference to an enterprise is used to mean some sort of fixed structures (excluding purely temporary structures/make-shift types; also see para 2.12.6).

2.12.5 To ensure uniformity in classifying the activities into proper categories (i.e. manufacturing/repairing or not), some examples are given below :

(A) LIST OF ACTIVITIES WHICH ARE TO BE CLASSIFIED AS
MANUFACTURING AND REPAIRING ACTIVITIES

srl. no.	activity	NIC code
1.	Slaughtering of animals/birds and selling meat.	200
2.	Manufacture of ghee for sale	201.3
3.	Manufacture of ice cream, kulfi, etc. for sale	201.5
4.	Milling of paddy (home-grown or otherwise) undertaken by a household or a non-household enterprise, primarily for the purpose of sale or undertaken as a service in return for payment. (Milling includes de-husking of paddy by devices like dhenki, etc.)	204.4
5.	Manufacture of gur (jaggery), Khandsari, boora, candy, etc. for sale, from sugarcane	

and/or other produces like palm, beet, etc.	207
6. Manufacture of sweetmeats for sale	209.3
7. Manufacture of country liquor (toddy, arrack, etc.) for sale	223
8. Curing of tobacco leaves in barus and selling of the leaves after curing	225
9. Manufacture of readymade textile products (garments, dresses, knitted goods like sweaters, etc.) for sale	265
10. Manufacture for sale of baskets, mats and other common household articles out of bamboo and reed	273, 277, 279
11. Publishing of books, periodicals, etc.	285.2
12. Engraving of names etc. on metal utensils.	345
13. Painting of advertisement signboards	389.2

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Block 12 : Listing Procedure

srl. no.	activity	NIC code
14.	Making of garlands, wreaths etc. out of fresh flowers and leaves for purpose of sale	389.9
15.	Stitching of leaves (with pieces of dried stem, etc.) to make leaf-plates and leaf-cups (dona) for sale	389.9
16.	Framing of pictures	389.9
17.	Sharpening of knives, scissors, etc.	979

(B) LIST OF ACTIVITIES WHICH ARE NOT TO BE CLASSIFIED AS MANUFACTURING ACTIVITIES BUT UNDER TRADE OR SERVICES

srl. no.	activity	NIC code
-------------	----------	----------

1. Ice cream vendor vending ice cream manufactured in a factory (in a fixed stall or in mobile cart) on commission basis	640
2. Selling of meat purchased from slaughter houses after cutting it into small pieces	652
3. Cooling of aerated water, soft drinks and ice cream for sale	654
4. Sale of pan (dressed with masala, etc.), bidi and cigarettes	655
5. Sale of bicycles after fitting parts as per customer's order	686
6. Sale of spectacle frames and glasses (lenses) fitted into the frames after grinding, polishing, etc.	689.1
7. Making and serving of fruit and vegetable juices (including sugarcane juice) for immediate consumption	690
8. Photostat, xeroxing, copying of documents	899.5
9. Recording of audio and video cassettes	957
10. Stitching of saree falls and pecko work	964
11. Tailoring establishments which stitch garments on order, from cloth supplied by customer (who may purchase that cloth from the establishment itself)	964
12. Tattooing of arms etc., making decorative drawings/ pictures on palms through application of henna;etc.	969

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Block 12 : Listing Procedure

2.12.6 In connection with listing, some special situations are described below :

(i) In a 'hat'(i.e. periodical market) there are some permanent structures built by panchayat or local bodies. The entrepreneurs occupy them on 'hat' days and carry out their activities . These will be considered as activities without

fixed premises and listed through the residences of the owners even though they carry out the activities at more or less fixed locations. It may be mentioned that the activities carried on by the roadside or in the open public places like that under a bridge or a tree, etc. with temporary make-shift shelter or no structure at all, will be considered to be carried out without fixed premises.

(ii) In daily markets or 'hats', some vegetable/fish sellers carry out their activities in open space or under tents/shelters (having canvas/cloth on the top and tied/fixed with sticks on the corners). These enterprises will be listed not in the markets/'hats' but against the households of the owners where they reside.

(iii) Enterprises run without fixed premises on partnership basis shall be listed against the household of the senior most partner among the participant households. By senior most partner, it means the partner having maximum age.

(iv) The brick kilns having fixed site (with or without structure) will always be listed at their sites. In case of pottery also, the same procedure may be followed.

(v) For mixed activities or the same activity being conducted in two different places, if the accounts, employment, etc. for various activities can be separated out, then each activity shall be separately listed. Otherwise, they should be listed under one major activity i.e. the one having major income/turnover/employment (a). To determine the appropriate NIC code for such enterprises, the major activity will be first determined at the three digit level of NIC on the basis of maximum income/turnover/employment. The exercise will then be repeated at the four digit level of NIC to have the appropriate NIC 4-digit code to be recorded in schedule 2.2.

(vi) In cases of mixed activity of manufacturing and trade, such as handloom weavers, sweetmeat shops, by convention, manufacturing will be taken as the major activity. If the manufacturing activity of the enterprise is carried out in the household and products are sold in a fixed stall or shop or a fixed structure then the enterprise will be listed as manufacturing at the location of the household and not at the stall/shop.

(vii) Recording of blank audio and video tapes for sale or providing the service of recording on blank tapes of customers will be listed under 'service' (NIC section code 9). Providing the service of xerox copying will also be listed under 'service' (NIC section code 8).

(a) The criterion to be chosen in the order of preference indicated.

Block 12 : Listing Procedure

(viii) If a household prepares rice mainly for home consumption by husking paddy produced either from its own cultivation or obtained in exchange of services rendered to other households but sometimes sells out a part then such activity will not be treated as manufacturing. However, households undertaking milling of paddy into rice, mainly for the purpose of sale or the households which provide the service of husking to customers by using household devices like 'dhenki' etc. will be taken as engaged in manufacturing enterprise.

(ix) When a master weaver distributes yarn to weavers working at home according to his specifications, offers them credit facilities, etc. and pays them at agreed rates against delivery of woven cloth, he is treated as a manufacturer. Similar is the case of entrepreneur/master craftsman in bidi making, furniture making, etc. who procures orders, distributes raw materials to workers (who may work in their homes or elsewhere) and pays for the manufacturing services in piece rate or time rate. In all such cases, the master weaver/craftsman/entrepreneur will be treated as engaged in manufacturing activity. The persons who work for him or under his patronage, may be either entrepreneurs in their own right i.e. self-employed persons or merely wage paid employees receiving remuneration for work done, either on time-rate or piece-rate basis. This can easily be judged by studying the situation carefully. Only when the persons working for the master craftsman are found to have tangible or intangible means of production and their remuneration contains an element of profit in addition to labour compensation, they should be treated as constituting separate or independent household enterprises.

(x) Though the inmates of a hostel, etc. will be listed as single-member households, the institution itself will qualify as an enterprise (provided it satisfies the criteria of becoming an enterprise). The name of the institution and its nature of activity will be recorded in the first line and inmates will be listed in subsequent lines.

(xi) Sale of own agricultural produce directly by the producer will not be treated as non-agricultural (i.e. trading) activity. Similar is the case of a person engaged in production of milk and selling the same. However, door-to-door collection of milk and selling will be listed as a trading activity.

2.12.7 In sample villages/blocks with hamlet-group/sub-block formation, list of houses, households and non-agricultural enterprises will be recorded in separate pages of block 12 for hamlet-group/sub-block serial numbers 0 and 1. At first, listing will be done for hamlet-group/sub-block serial number 0. Then listing for hamlet-group/sub-block serial number 1 will be started in a separate page. One of the hamlet-group/sub-block serial numbers 0 or 1 (printed in the heading of block 12), as appropriate to the selected hamlet-group/sub-block, may be retained and the other serial number may be deleted in the heading of block 12 before listing is started.

2.12.8 Various columns of block 12 are described below :

(a) Column (1) : House number : All houses including vacant ones shall be listed by giving a house number. The 1991 census house number or the number given by the local panchayat, municipality or other local body, may be used if available. The

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Block 12

houses without such numbers will be given a separate running serial number starting from 1 within brackets. But 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 and non-agricultural enterprises 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, dispensary, vacant, etc. However, details of the enterprise will be recorded for the non-residential houses having any non-agricultural enterprise. For family living under a tree or bridge etc. (i.e. without any house), a cross mark (X) may be put in this column.

(b) Column (2) : House type code : The codes are : residential-1; non-residential-2; mixed-3; mashuk-4 (only for Arunachal Pradesh); others-9. Code 3 will be recorded when the house is used for both residential and non-residential purposes. It may be noted that the following types of houses, with few households residing therein, will be treated as residential only:-

No enterprise with fixed premises is located in the house but :-

(i) some members of the households are pursuing non-agricultural activities without fixed premises.

(ii) one member of a household is engaged in selling vegetables in the market. At night, the member keeps unsold vegetables within the premises of the house.

(iii) one member of a household is a rickshaw-puller. The member places his rickshaw near the house when he is not at work.

In case two or more lines have been filled for a house, the house type code will be recorded in the first line only. For families living under a tree etc. [i.e. 'X' in column (1)], code 9 may be recorded in column (2). Vacant house will also get code 9. It may be noted that a vacant house is different from a locked house/household. The latter will generally get a code any one of 1 to 4 because they are locked on a temporary basis.

In case of Arunachal Pradesh only, code 4 shall be assigned to dormitory houses locally known as 'Mashuk'.

(c) Column (3) : Household serial number : All households (including those found temporarily absent) shall be given a running serial number (starting from 1) in this column.

(d) Column (4) : Name of head of household/name and address of enterprise/establishment/owner/operator : For a household having serial number in column(3), the name of the head shall be recorded here. For an enterprise, the owner of which stays at different place, the name and address of the owner/operator shall be recorded. For an institutional enterprise, name of the enterprise shall be recorded. If an enterprise bears a distinct name, only then will it be recorded; otherwise the name of the owner shall be recorded. In all cases, distinct name of the enterprise, if any, shall be given preference.

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Block 12

(e) Column(5) : Household size : The size of each household as defined earlier will be recorded in this column. When there are more than one line for the same household, household size will be recorded in the first line only.

(f) Column(6) : Household m.l. code : The appropriate means of livelihood (m.l.) code of the households will be recorded in

this column. The codes are :

For rural samples : self-employed in non-agriculture-1,
rural labour-2, others-9

For urban samples : self-employed-1, regular wage/salary
earning-2, casual labour-3,
others-9

The means of livelihood of a household will be decided on the basis of the source of the household's income during the 365 days preceding the date of survey. For the rural samples, it will be classified as one of the following: (a) self-employed in non-agriculture, (b) rural labour and (c) others. For this purpose, only the household's income from "economic activity" (for definition of economic activity, refer to Section Four) will be considered. If a household has no such income, its m.l. class will be 'others'. For deciding the means of livelihood of a household, the incomes of servants and paying guests will not be taken into account.

(I) Rural Samples :

If a household's income is mostly from one source, there will not be any difficulty in identifying the means of livelihood but if it is derived from several sources, the following procedure will be adopted to determine the means of livelihood. At first the sources of the household's income from economic activities during the last 365 days will be grouped into the four categories given below :

- (i) self-employment in non-agriculture.
- (ii) self-employment in agriculture
- (iii) wage-paid manual labour (i.e., rural labour),
- (iv) wage-paid non-manual employment.

Then see if income from (iii) > that from (i) + (ii) as also > that from (iv). If it does, the m.l. class will be 'rural labour' and code-2 will be given. If not, then see if income from (i) > that from (iii) as also > that from (ii) + (iv). If it does, then household's m.l. class is self-employment in non-agriculture and the appropriate code will be 1. In all other cases, the m.l. class will be 'others' and code 9 will be given. For 'locked' households for which the above information could not be collected even from neighbours, code 9 will be given in this column.

(II) Urban samples :

The means of livelihood of a household will be determined on the basis of the total income of all the household members (excluding servants, paying guests, etc.) derived from 'economic activities' during the 365 days preceding the date of survey. Consider separately the income from the sources : (i) self-employment, (ii) regular wage/salaried employment, (iii) casual labour and (iv) other economic activities. If out of the

Block 12

total income from different economic activities, the maximum income is from the source (i)/(ii)/(iii)/(iv), the m.l. code of the household will be 1/2/3/9. If there is no income from economic activities, m.l. code 9 will be recorded. For 'locked' households for which the above information could not be collected even from neighbours, code 2 will be recorded in this column.

(g) Column (7) : Enterprise serial number : All non-agricultural enterprises shall be given a running serial number starting from 1 in this column.

(h) Column (8) : Description of activity : The activity of the enterprise shall be briefly described in words in this column, such as bread making, coffee curing, grocery, museum, zoo, etc .

For manufacturing enterprises which are seasonal in nature, the code 'S' shall be recorded within brackets below the description of activity. This will be consulted for recording the eligibility code in column (16).

(i) Column (9) : Industry section code : This is one-digit (left-most digit) code of NIC 1987.

However, activities with NIC division code 97 may not be given code 9 but be given code 97.

If the code in this column is anything other than 2, 3 or 97, columns (11) to (24) shall not be filled.

(j) Column (10) : Ownership code : For all the non-agricultural enterprises listed, ownership codes are to be recorded in this column. Codes are as follows : proprietary (male)-1, proprietary (female)-2, partnership with members of the same household-3, partnership between members not all from the same household - 4, Co-operative society - 5, public sector - 6, limited company (outside public sector) - 7 and others - 9.

If an individual is the sole owner of the enterprise, the enterprise will be termed proprietary and for such an enterprise ownership code will be 1/2 if the proprietor is male/female. If there are two or more owners of the enterprise on a partnership basis with or without formal registration, code shall be 3/4 if all the owners belong/do not belong to the same household. Code 5 shall be recorded for co-operative societies

(irrespective of possession of share by government, local body etc.) registered under the laws for registration of co-operative societies. An establishment which is wholly owned or run/managed by central or state government or quasi-government institution, or by local bodies like Panchayat, Zilla Parisad, City Corporation, Municipal authorities, autonomous bodies like universities, education boards and institutions like schools, libraries etc. set up by the government, panchayat, etc. will be treated as a public sector establishment. All such establishments shall be given ownership code 6. (If an enterprise is run on loans granted by Government, local body etc., it will not come under public sector for the purpose of ownership code.) For all enterprises registered as public or private limited company outside the public sector, ownership code shall be 7 irrespective of the amount of share held by the Government. All other enterprises shall get ownership code 9.

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(k) Columns (11) to (22) : These columns relate to manufacturing and repairing enterprises only. If there is code 2 in column (11), then only columns (12) to (16) shall be filled up. Again, if eligibility code in column (16) is 1, then only columns (17) to (22) shall be filled up.

(l) Column (11) : Registration code : If the enterprise is registered under section 2m(i) or 2m(ii) of the Factories Act, 1948 or if the enterprise is a bidi or cigar manufacturing enterprise registered under bidi and cigar workers (condition of employment) Act 1966, code 1 shall be recorded. Otherwise, code 2 shall be recorded.

(m) Column (12) : Broad division code : One of the codes 1 to 6 as appropriate to the enterprise depending upon its activity noted in column (8), shall be recorded here for each enterprise.

The codes are as follows. Enterprises with activity belonging to : (i) NIC 20 to 22-1; (ii) NIC 23 to 26-2; (iii) NIC 27 to 29-3; (iv) NIC 30 to 34-4; (v) NIC 35 to 38-5 and (vi) NIC 39 & 97-6. These codes shall be considered for giving sampling serial numbers in columns (17) to (19).

(n) Column (13) : Total number of workers : The total number of persons usually working on a working day during the reference year for perennial and casual enterprises and during the last working season for seasonal enterprises, shall be

recorded in this column. This total should include both household workers and hired workers. All categories of workers including supervisory and primary shall be considered. Total should also include other workers, working proprietors and apprentices (paid or unpaid), unpaid helpers and part-time workers so long they are engaged on a fairly regular basis. A worker need not mean that the same person is functioning continuously; it only refers to a position. Two part-time workers will be counted as 2 and not 1. Part-time workers are those who work for less than or equal to half of the period of normal working hours of the enterprise on a fairly regular basis. For enterprises running in shifts, workers of all the shifts may be considered together (i.e. the numbers of workers will be added) for the purpose of making entries in columns (13) and (14). The modal value of number of workers on a working day during the reference year shall be recorded for both total and hired workers in columns (13) and (14) respectively. In cases where two or more modal values are found to exist, the lower or lowest of these values shall be recorded.

Information on total number of workers may be recorded properly so as to avoid misclassification of enterprises by enterprise type.

(o) Column (14) : Number of hired workers : The number of hired workers in the enterprise, usually employed on fairly regular basis shall be recorded in this column. If there is no hired worker, '0' shall be entered here. Apprentices, paid or unpaid, shall be treated as hired workers. Unpaid helpers and labour exchanged between households shall be treated as household workers. A paid household member/ servant/ resident worker working in the enterprise, shall be considered as hired worker.

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Block 12

(p) Column (15) : Enterprise type code : Each manufacturing/repairing enterprise with entry '2' in column (11) shall be given enterprise type code on the basis of the entries made in columns (13) and (14). The codes are as follows :

- (i) enterprises with entry zero in column (14) i.e.
OAME-1

(ii) establishment with entry 5 or less in column(13) and positive entry in column(14) i.e. NDME-2.

(iii) establishment with entry 6 or more in column(13) and positive entry in column (14) i.e. DME-3.

(q) Column (16) : Eligibility code : Code 1 shall be recorded if the enterprise operated for at least 30 days (15 days for seasonal enterprises) during the reference year. For enterprises which operated for less than 30 days (15 days for seasonal enterprises), code 2 shall be recorded in this column.

(r) Columns (17), (18) & (19) : Sampling serial number (Sch. 2.2)-OAME/NDME/DME: The enterprises/establishments with code 1 in column (16) and enterprise type code 1, 2 and 3 in column (15) shall be separately tick-marked in columns(17), (18) and (19) as the case may be. Then all the tick-marks appearing in each of the columns (17), (18) & (19) shall be given a separate running serial number starting from 1 as follows : The tick-marks with code 1 in column (12) shall first be given running serial numbers starting from 1. After all such cases with code 1 in column (12) are covered, the tick-marks with code 2 in column (12) shall be given continuous running serial numbers

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Block 12

(p) Column (15) : Enterprise type code : Each manufacturing/repairing enterprise with entry '2' in column (11) shall be given enterprise type code on the basis of the entries made in columns (13) and (14). The codes are as follows :

(i) enterprises with entry zero in column (14) i.e. OAME-1

(ii) establishment with entry 5 or less in column(13) and positive entry in column(14) i.e. NDME-2.

(iii) establishment with entry 6 or more in column(13) and positive entry in column (14) i.e. DME-3.

(q) Column (16) : Eligibility code : Code 1 shall be recorded if the enterprise operated for at least 30 days (15 days for seasonal enterprises) during the reference year. For enterprises which operated for less than 30 days (15 days for seasonal enterprises), code 2 shall be recorded in this column.

(r) Columns (17), (18) & (19) : Sampling serial number (Sch. 2.2)-OAME/NDME/DME: The enterprises/establishments with code 1 in column (16) and enterprise type code 1, 2 and 3 in column (15) shall be separately tick-marked in columns(17), (18) and (19) as the case may be. Then all the tick-marks appearing

in each of the columns (17), (18) & (19) shall be given a separate running serial number starting from 1 as follows : The tick-marks with code 1 in column (12) shall first be given running serial numbers starting from 1. After all such cases with code 1 in column (12) are covered, the tick-marks with code 2 in column (12) shall be given continuous running serial numbers in continuation of the previous series of tick-marks, and so on. In this manner all enterprises/establishments with codes 1 to 6 in column (12) shall be given running serial numbers for each of these three columns. If number of tick-marks (i.e. number of enterprises in the frame) in a column is equal to the number of enterprises to be selected, no arrangement of the enterprises by broad division code is necessary and the tick-marks may be given running serial numbers starting from 1 for each of these columns viz. (17), (18) & (19), in the order in which they are listed.

(s) columns (20) to (22): Order of selection-OAME/NDME/DME : Total number of OAME's/NDME's/DME's in the frame will be the number of tick-marks (i.e. the highest serial number) appearing in column (17)/(18)/(19) and these values will be recorded against E1/E2/E3 in col.(20)/(21)/(22). Similarly number of enterprises to be selected (after adjustment for shortfall, if necessary) for OAME/NDME/DME will be recorded against e1/e2/e3. Values of intervals for sampling and random starts i.e. I1/I2/I3 and R1/R2/R3 are also to be recorded against the corresponding symbols. If $E = e$, values of I and R may be crossed. For selecting the sample enterprises of any particular type, the following procedure will be followed. Suppose 'E' denotes the total number of enterprises in the frame [i.e. the highest entry in column (17)/(18)/(19)] and 'e' the number of enterprises to be selected. First calculate the interval I as the integral part of E/e and draw a random number R between 1 and E. Then the enterprises with serial numbers R, R+I, R+2I,, R+(e-1)I in column (17)/(18)/(19) will be the selected enterprises and be given order of selection numbers 1, 2, 3..... e respectively.

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Block 12

If $R + K.I$ (where K is some integer) exceeds E, then subtract E from $R + K.I$. Let $(R + K.I) - E$ be R' . Then the enterprise with serial number R' in column (17)/(18)/(19) will be the selected enterprise representing the random number $R + K.I$. Again calculate R' , $R' + I$and so on. When $E = e$, the order of selection numbers in column (20)/(21)/(22) will be the same as the sampling serial numbers in column (17)/(18)/(19). The sampling serial numbers of the selected enterprises may be encircled in col.(17)/(18)/(19).

(t) Column (23) : Sampling serial number (Sch. 1.0) : All the households listed in the village/block/h.g./s.b. will be

first arranged by their means of livelihood code before giving sampling serial numbers.

For the rural sector, the households with m.l. code 1 in column (6) may be given tick marks (✓) in column (23). Similarly the households with m.l. code 2 will be given cross-marks (X) and those with m.l. code 9 will be given dashes (-) in column (23). Then all the tick-marks will be serially numbered in column(23) starting from 1 followed by continuous serial numbering of all the cross-marks and lastly of all the dashes.

For the urban sector, the similar procedure will be followed. The symbols ✓, X, - and + will be given in column (23) for the m.l. codes 1, 2, 3 and 9 respectively.

For both rural and the urban sectors (for each h.g./s.b.), it must be checked that the highest serial number recorded in column (23) agrees with the last serial number in column(3).

(u) Column (24) : Order of selection-household (for Sch. 1.0) : The procedure for recording order of selection numbers is exactly similar as for enterprises (OAMEs/NDMEs/DMEs). Total number of households in the frame is the last serial number appearing in column (3). This value may be recorded against the symbol 'H'. The number of households to be selected from the frame is generally 4 for villages/blocks without hamlet-group/sub-block formation and 2 for each of the two selected hamlet-groups/sub-blocks with serial numbers '0' and '1' in case of large villages/blocks requiring hamlet-group/sub-block formation. This value may be recorded against the symbol 'h'. Values of interval (I) and random start (R) may also be recorded as per the procedure followed for enterprises.

Case I : Villages/blocks without hamlet-group/sub-block formation : Draw a random number 'R' between 1 and H and calculate the interval I as the integral part of H/h (h is generally 4). Then the households with serial numbers R, R+I, R+2I and R+3I [If R+KI exceeds H, consider (R+KI)-H for the purpose] in column (23) will be the selected households and these households will be given order of selection numbers 1, 2, 3 and 4 respectively in column (24). Sampling serial numbers of the selected households may be encircled in column (23).

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Block 12 & Example

Case II : Villages/blocks with hamlet-group/sub-block formation : For each selected hamlet-group/sub-block (i.e. serial numbers 0 and 1), the similar procedure as in Case I will be followed with the only change that (i) H is now the total number of households in the particular hamlet-group/sub-block, (ii) h is generally 2 and (iii) the households having sampling serial numbers R and R+I [consider (R+I-H if (R+I) exceeds H] in column (23) will be the selected households and be given order of

selection numbers 1 and 2 respectively in column (24). Sampling serial numbers of the selected households may be encircled in column (23).

2.12.9 Example: An example of selection of enterprises/households is given below in respect of h.g. serial number '0' (say) of a rural sample requiring h.g. formation. Let us assume E1=8, E2=3, E3=1 & H=5 in the h.g. srl. number '0' and there are sufficient (i.e. >6) total number of enterprises of all types taken together in the h.g. serial number '1'. Let us also assume the values of random numbers drawn as R1=6 and R=4.

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Example

(Only eligible manufacturing enterprises are listed below and given asterisks (*) in col.(7) instead of actual srl. nos.).

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-----
Block [12]                               h.g. serial number '0'
-----
ho-|ho-|en-|br-|en-|el-|   sch. 2.2       | sch.1.0
us-|us-|te-|oad|te-|ig-|-----|-----
eh-|eh-|rp-|Di-|rp-|ib-|  sampling | order of |sam-|order
old|old|ri-|vi-|ri-|il-|  srl. no. | selection |pling|of se-
sl.|m.l|se |si-|se |ity|-----|-----|srl. |lec-
no.|Co-|sl.|on |Ty-|Co-|OAME|NDME|DME|OAME|NDME|DME |no. |tion
  |de |no.|Co-|pe |de |   |   | |E1=8|E2=3|E3=1|  |-----
  |   |   |de |Co-|   |   |   | |e1=6|e2=3|e3=1|   | H=5
  |   |   |de |   |   |   |   | |I1=1|I2=x|I3=x|   | h=2
  |   |   |   |   |   |   |   | |R1=6|R2=x|R3=x|   | I=2
  |   |   |   |   |   |   |   |   |   |   |   |   | R=4
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----
_/3| 6 | 7 |12 |15 |16 | 17 | 18 |19 | 20 | 21 | 22 | 23 | 24
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----
  |   | * | 5 | 1 | 1 | 8 |   |   | 3 |   |   |   |   |
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----
  |   | * | 2 | 1 | 1 | 3 |   |   | 6 |   |   |   |   |
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----
1 | 9 |   |   |   |   |   |   |   |   |   |   | - 3 |
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----
2 | 1 |   |   |   |   |   |   |   |   |   | 1 | 2
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----
  |   | * | 3 | 1 | 1 | 5 |   |   |   |   |   |   |   |
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----
  |   | * | 4 | 3 | 1 |   |   | 1 |   |   | 1 |   | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
  |   | * | 1 | 1 | 1 | 1 |   |   | 4 |   |   |   |   |
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----
3 | 9 |   |   |   |   |   |   |   |   |   | - 4 | 1
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----
  |   | * | 6 | 2 | 1 |   | 1 |   |   | 1 |   |   |
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----

```

		*	4		1		1		7				2				
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----
		*	1		1		1		2				5				
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----
		*	2		2		1		2				2				
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----
4		2												x	2		
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----
		*	3		1		1		6				1				
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----
		*	1		2		1		3				3				
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		*	2		1		1		4								
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_ / denotes column numbers.

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Block 13, Substitution of enterprises/ households, Misclassification of enterprises and Random numbers

2.13 Block 13 : Identification and some important key information about the sample village/block : This block is divided into two parts viz. part A and part B. The entries in this block will be transfer entries from the other blocks of the listing schedule as indicated against each of the items.

2.14 Substitution of enterprises/households : If any OAME/NDME/DME/household cannot be surveyed due to some reason or the other, it will be substituted by the next higher sampling serial number (provided not already selected) of the same broad division code (for sch.2.2)/same m.l.code (for sch. 1.0).The substitute for the highest sampling serial number of a broad division code (sch.2.2) or of a particular m.l. code (sch. 1.0) in a column will be the smallest sampling serial number within the same broad division/m.l. code of the same column. If there is no proper substitute within the same broad division code (or m.l. code for sch.1.0), consider the next higher broad division (or m.l.) code for taking the substitute. If there is no proper substitute for the highest broad division/m.l.code, consider the lowest broad division/m.l. code for the purpose. If the substituted enterprise/household becomes a casualty, it will be substituted by the another in the same manner. If this enterprise/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 enterprise/household is always surveyed for each of OAME/NDME/DME/households if E/H > 0. Substitution may be attempted more than twice in a few cases to adhere to this restriction.

2.15 Misclassification of an eneterprise during listing :

(a) It is quite possible in a few cases that a sample enterprise listed under a particular type (i.e. OAME or NDME or DME) in schedule 0.0 actually belongs to other type as detected during canvassing of schedule 2.2. Entries for schedule 0.0 will not be changed if misclassification is found to occur.

(b) In case a sample enterprise is found, during detailed enquiry, having some industry section code/broad division code other than the one recorded in column (9)/(12) of block 12 of schedule 0.0, then the same enterprise will be surveyed (fresh selection will not be done) under revised codes recorded in schedule 2.2. However, if the enterprise goes out of the survey coverage because of the revision in industry section code, substitute may be taken. In all these cases entries made in blocks 7 and 8 need not be disturbed.

2.16 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 village/block. 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 digitted random numbers may be used where random number '0' will stand for '10' and random number '00' for '100'.

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Random numbers and substitution of villages/blocks

The first random number will be used for hamlet-group/sub-block selection, whenever required. The subsequent random numbers may be used for selection of enterprises/households in the order :

(i) for h.g./s.b. serial number '0' - OAME, NDME, DME, household and then (ii) for h.g./s.b. serial number '1' - OAME, NDME, DME, household.

2.17 Substitution of villages/blocks :

(a) If a sample village/block 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 Deputy Director,
NSSO (DPD) Co-ordination,
164, Gopal Lal Tagore Road,
Calcutta- 700035.

If the substituted village/block has same problem as the original, correspondences may be made immediately so that another

substitute can be provided. All efforts must be made to ensure that at least one fsu is always surveyed from each stratum X substratum for each sub-sample.

In case no substitute village/block could be surveyed even with best efforts [i.e. code 7 in item 18, block 1], a blank schedule 0.0 will be submitted with only blocks 0, 1, 2, 10 and 11 filled-in. The word 'CASUALTY' is to be written at the top of the front page of the schedule in such cases.

(b) If a sample village/block 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 0,1,2,10 &11 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 examples, 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 fsu's, 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 fsu's, 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.

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Substitution/Repetition of villages/blocks

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

2.18 Repetition of villages/blocks : If a sample village/block is repeated in the sample list, it will be surveyed as many times as it has been selected. The following procedures will be followed in the respective cases cited below :

Case (a) : without hamlet-group/sub-block selection : 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, sub-sample and sample village/block number). The sample enterprises and households will be selected afresh. In case any enterprise/household already selected is selected again, it is to be substituted. In case due to the new random start, the whole set of sample enterprises/households is reselected, a new random start will be taken. If the required number of fresh enterprises/households (i.e. not selected in the first visit) is not available in the frame as a result of which some enterprises/households are reselected in the second/subsequent visit, entries in various blocks for such enterprises/households may be copied. If, however, repetition of the village/block 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 selection : If repetition is in the same sub-round, the hamlet-groups/sub-blocks formed during the first visit will be used for all subsequent repetitions. Hamlet-group/sub-block serial number '0' will be the same (listing schedule for this h.g./s.b. will be copied) in all subsequent repetitions but one more hamlet-group/sub-block (viz. serial number '1') will be selected at random from the remaining ones not selected in the earlier visit(s). selection of enterprises/households for both hamlet-group/sub-block serial numbers 0 and 1 will be done as per the procedure suggested in case(a). If the repetition takes place in a different sub-round, it may be surveyed just like a new sample.

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SECTION THREE

Schedule 2.2 : UNORGANIZED MANUFACTURE : DIRECTORY &NON-DIRECTORY ESTABLISHMENTS AND OWN ACCOUNT ENTERPRISES.

INTRODUCTION

3.0.1 In the fiftyfirst round of National Sample Survey (NSS), a survey on unorganized manufacture comprising small manufacturing and repairing enterprises which are not registered under Sections 2m(i) and 2m(ii) of the Factories Act,1948, will be undertaken. Information on the entrepreneurial activities of such enterprises will be collected through schedule 2.2. The survey will cover all own account manufacturing and repairing enterprises (OAME's) and Non-Directory & Directory manufacturing and repairing establishments (NDME's and DME's), as defined in paras 3.0.10, 3.0.12 and 3.0.13 respectively.

3.0.2 The survey will extend to OAME's, NDME's and DME's classifiable under industry sections 2 and 3 (Manufacturing) and industry division 97 (repair services incidental to manufacturing) of the National Industrial Classification (NIC),1987. The enterprises engaged in manufacture of Bidi and Cigars, other than those covered in ASI (i.e., appearing in the frame of ASI), will also be covered. The period of fiftyfirst round of NSS shall be from 1st July, 1994 to 30th June, 1995.

3.0.3 In case the enterprise has worked at the same site during the whole reference year, the filling up of schedule will pose no difficulty. However, where the enterprise has shifted to the present site during the reference period from outside the sample village or block, the schedule may be filled in for the activities at the present site only. If the enterprise was within the sample village or block before shifting to the present site, the schedule will be filled in covering the entire activities at the present site as well as earlier site for the reference period.

3.0.4 Even if there is change of ownership for the enterprise during the reference year, the data will be collected for the entire reference period by filling one schedule and giving the present ownership code. In case a single owner controls more than one manufacturing enterprises, keeping a joint account for all the enterprises, the schedule relating to the sample enterprise only will have to be filled in. This may involve estimation, since separate accounts may not be available. For the enterprise which is engaged in multiple manufacturing activities belonging to different NIC Codes at 3 digit or 4 digit level, data will be collected for all manufacturing activities.

3.0.5 A sample enterprise which is now a DME might have been under the coverage of ASI (having been registered under the Factories Act, 1948) and subsequently became a DME due to deregistration. In such cases the data collected for the DME should not include the activities relating to the registered period.

3.0.6 Enterprises have been listed by site approach and thus the enterprises which are located in the fixed premises, the activities of the enterprise located at the site as on the date of listing will be covered in this schedule. For example, suppose in the present premises a scooter workshop is working for the

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last five months and in the same premises there was another enterprise earlier having different ownership which was engaged in electroplating of utensils. In this case, the enterprise of electroplating must be excluded at the listing stage and only the enterprise engaged in repair of scooters will be listed and the schedule should be filled-in for this sample enterprise only. In case the same owner has changed the activity in the same premises during the reference year, the activity code should be decided on the basis of major turnover and the schedule may be filled-in covering all activities pursued during the reference year.

SOME BASIC CONCEPTS AND DEFINITIONS

3.0.7 Enterprise : An enterprise is an undertaking which is engaged in the production of goods and services meant mainly for the purpose of sale, whether fully or partly. The entrepreneurial activity or activities may be carried out in fixed premises or without any fixed premises (Examples of latter type are itinerant vendors, etc.).

3.0.8 Household Enterprise : An enterprise run by one or more members of a household is considered as a household enterprise irrespective of whether the enterprise is located in the same premises of the household or not. An enterprise run by two or more households on a partnership basis is also taken as a household enterprise. In other words, all proprietary and partnership enterprises are household enterprises.

3.0.9 Non-household Enterprise : Non-household enterprises are those which are institutional i.e., those run by the public sector (central as well as state governments, local self-governments, local bodies, government undertakings etc.) co-operative societies, other types of societies, institutions, public and private limited companies, associations, trusts etc.

3.0.10 Own Account Enterprise (OAE) : An enterprise owned and operated without the help of any hired worker employed on a fairly regular basis. If such an enterprise belongs to manufacturing and/or repairing industry, as indicated in para

3.0.2, it will be denoted as OAME, i.e., own account manufacturing enterprise.

3.0.11 Establishment : An enterprise operated with the assistance of at least one hired worker employed on a fairly regular basis.

3.0.12 Non-directory Establishment (NDE) : An establishment which employs a total of five workers or less. If such an establishment belongs to the manufacturing and/or repairing sector, it will be denoted as NDME, i.e., non-directory manufacturing establishment.

3.0.13 Directory Establishment (DE) : An establishment which employs a total of six or more workers. Such establishments belonging to manufacturing and/or repairing industry will be denoted as DME, i.e. directory manufacturing establishment.

3.0.14 Employment of hired workers on 'fairly regular basis' : This means that the establishment in question had engaged one or more hired workers during the major part of its operation. (This hired workers need not necessarily be the same persons all the time).

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3.0.15 Reference period : In block 3 as well as in other subsequent blocks of schedule 2.2 some data will be recorded as on the date of survey (e.g., bl.3, items 2,3,4,6 & 7) while others would pertain to a reference period of one year and/or a reference period of one month. Where enterprises/establishments maintain proper books of accounts it will be easy to collect information for the accounting year and hence in all such cases the reference year for the fiftyfirst round survey should be the previous accounting year. However, if for any enterprise, accounts are not maintained regularly and not up-to-date, the books of accounts may not give information for the latest year of accounting but for some past year which will not be useful. Hence it is decided to restrict the choice of reference year for an enterprise to that accounting year (i) which ends on a date lying within the period of 365 days prior to the date of visit by the investigator to the sample enterprise and (ii) for which the accounts have been completed and are usable. It should be noted that if condition (ii) is not fulfilled and accounts are complete for an earlier accounting year [i.e., an accounting year not fulfilling condition (i)] that accounting year should not be chosen as the reference year. For the accounting year of the enterprise to be chosen as the reference year, both conditions (i) and (ii) should be fulfilled. Where the accounting year is chosen as the reference year, the reference month will mean the last or concluding month of that accounting year. For instance, if '1st October, 1993 to 30th September, 1994' is the accounting year of an enterprise (which is, say, visited in February, 1995) and accounts are found complete for this year, then 1st October, 1993 to 30th September, 1994 shall be the reference year and the

calendar month of September, 1994 shall be the reference month. In all other cases where it is not possible to choose an accounting year as the reference year, the period of 365 days immediately preceding the date of visit shall be treated as the reference year, while the 30 days immediately preceding the date of visit shall be the reference month. If the accounting year is different from 12 months, data will relate to the whole accounting year in all relevant blocks.

STRUCTURE OF THE SCHEDULE

3.0.16 Schedule 2.2 consists of 14 blocks. Blocks 0 and 1 relate to identification particulars of the sample enterprise. While block 0 considers the descriptive identification, block 1 is meant for coded identification particulars of the sample enterprise. Block 2 records the particulars of field operation. The details of operation of the enterprise including some background information are accommodated in block 3. The value of fixed assets and working capital are recorded in blocks 4 and 5 respectively. Particulars of outstanding loans by source are given in block 6. Provision is made in block 7 to record particulars of employment, emoluments and other benefits separately for men, women and children (boys and girls separately) workers. An attempt has been made to record information regarding child workers engaged in unorganized manufacturing sector for the first time in this round. However, group benefits are to be collected for all workers. Blocks 8.1, 8.2, 9 and 10 provide information on different items of input and output. From these blocks the gross value added will be derived. Blocks 11 and 12 are meant for remarks by investigator and comments by the inspecting officer respectively. Block 13 relates to some important key information about the enterprise.

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Blocks 0,1,2 & 3

3.0.17 Block 0 : Descriptive identification of sample enterprise/establishment : This block is meant for descriptive identification particulars of the sample enterprise/establishment. The name of state/u.t., district, tehsil/town, village, hamlet(s), ward/investigator unit/ block or charge/circle/EB may be copied from the corresponding items in block 0 of schedule 0.0. Names of owner & informant and name & address of enterprise/establishment are also to be recorded in this block. The items are self-explanatory.

3.1 Block 1 : Identification of sample enterprise/establishment : All the items of this block are coded to facilitate the data entry work. The particulars for all the items are to be recorded in the box space(s) provided.

3.1.1 Items 1 to 12 : The particulars of all the items 1 to 12 (except items 4 and 5 - codes of which are already printed in the schedule) may be copied correctly from the corresponding items of

block 1, sch. 0.0.

3.1.2 Item 13 : h.g./s.b. serial no. : Entry to be copied from col.6, block 5 of sch. 0.0.

3.1.3 Item 14 : Enterprise type : Entry for item 14 shall be copied from col. 15, block 12 of sch. 0.0.

3.1.4 Item 15 :Sample enterprise no.: Entry shall be copied from sch. 0.0, block 12, col. 20/21/22 as the case may be.

3.1.5 Item 16 : Informant's relation to owner-code : Codes are: Self-1, manager-2, relative-3, others-9.

3.1.6 Item 17 : Response code : The codes are as follows : Informant co-operative and capable-1, informant co-operative but not capable-2, informant busy-3, informant reluctant-4, others-9.

3.1.7 Item 18 : Survey code : The codes are as follows : Originally sampled enterprise surveyed-1, substitute enterprise surveyed-2, nothing surveyed-3. In case of code 3 (nothing surveyed), only blocks 0,1,2,11 and 12 of the schedule will be filled in and the word 'CASUALTY' will be written in bold letters on the top of the front page of the schedule and underlined.

3.1.8 Item 19 : Reason for substitution of original sample(code): Codes are : Informant busy-1, informant not available in the village/block-2, informant non-co-operative-3, others-9. This item will be filled-in for codes 2 and 3 in item 18.

3.2 Block 2 : Particulars of field operation : Item 2 of this block is a new item. While filling up the schedule care is to be taken to record the time taken in canvassing and dressing of the schedule in 0.0 hours against this item. All other items are self-explanatory.

3.3 Block 3 : Details of operation and some background information : In this block some particulars of the sample enterprise/establishment, viz., its ownership type, authority of registration and some information relating to nature of activities of the enterprise will be collected.

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Block 3

3.3.1 Item 1 :Industrial activity: Description of the activity pursued by the enterprise should be clearly indicated, e.g., shoe-making, bidi making, frying of nuts etc. The activity code in four digits as per revised NIC 1987 should also be indicated. In case of mixed activity, industry code corresponding to major activity should be recorded. Major activity means the activity that gives maximum turnover.

3.3.2 Item 2 : Type of ownership(code) : Definitions of

various types of ownership :

Proprietary - An individual is sole owner of the enterprise. Code 1 will be recorded for such enterprises if the proprietor is male. Code will be 2 if the proprietor is female.

Partnership - Partnership is defined as the "relation between persons who have agreed to share the profits of a business carried on by all or any one of them acting for all". There may be two or more owners, belonging to the same or different households on a partnership basis, with or without formal registration (where there is a tacit understanding about the distribution of profit among the so-called partners). Code 3 will be recorded if the partners belong to the same household. Code will be 4 if all members are not from the same household.

Co-operative society - A society formed through the co-operation of a number of persons (who form the members of the society) to carry out some activity (generally economic activity) for the benefit of the members. The funds are raised by members' contributions/investments and the profits are shared by the members. A recognised co-operative society is one that is registered with the local registrar of Co-operative Societies. A registered co-operative society can also receive aid in the form of grant(s) from government or government agencies. The government or a government agency can also be a member or shareholder of a registered co-operative society but this fact cannot render the society into a public sector enterprise for the purpose of the present survey. Code 5 is to be recorded for co-operative societies.

Public sector enterprise - An enterprise wholly owned/run/managed by central or state governments, quasi-government, institutions, local bodies like universities, education boards, municipalities etc. (An enterprise should not be treated as a public sector enterprise if it is run on a loan granted by government, local body etc.). Code 6 will be recorded for such enterprises.

Limited company (outside the public sector) :

Private company - A private company means a company which by its Articles (a) RESTRICTS the right to transfer its shares, if any (b) LIMITS the number of its members (not including its employees) to fifty (c) PROHIBITS any invitation to public to subscribe for any shares or debentures of the company.

Public Company: A public company means a company which is not a private company.

For any enterprise which is not in the public sector but is registered as a public or private limited company under the Companies Act, Code 7 is to be recorded.

Block 3

Others - Institutional enterprises other than those described above which are managed by public trusts or societies (other than co-operative societies), training school/institutions etc. Code will be 9 for enterprises classified as 'others'.

3.3.3 Item 3 : Act/authority of registration : The self-explanatory codes are given below :

registered under :

Section 85 of the Factories Act, 1948 or Bidi & Cigar
Workers (Condition of Employment) Act, 1966 001
State Directorate of Industries 002
Khadi & Village Industries Commission 004
Development Commissioner, Handicrafts 008
Development Commissioner, Handlooms 016
Powerloom Commissioner 032
Cair Board 064
Silk Board 128
Jute Commissioner 256
Other agencies..... 512
Not registered under any agency 000

In case of registration with more than one agency, the relevant registration codes may be added to obtain the code which is to be entered here. For instance, if a unit is registered under the State Directorate of Industries (code 002) and also with the Development Commissioner, Handlooms (code 016), the code to be given here will be 018.

3.3.4 Item 4 : Premises : If the enterprise does not have fixed premises, as in the case of an artisan (e.g., carpenter, cobbler, knife-grinder etc.) who performs his activity in different houses or other places where he is engaged and not at any fixed place, code 1 will be given. In this case, item 5 will be left blank. If the enterprise has premises which form a part of the residence of the household(s) carrying out the enterprise activity, code 2 will be entered. If the premises of the enterprise is independent of the residence of the household code 3 will be given.

3.3.5 Item 5 : Location of site : This will be filled-in for enterprises having fixed premises (i.e. code 2 or 3 in item 4). The codes are : located in industrial area-1 and other area-2. Industrial area is an area exclusively reserved for industries in the Master plan for an urban township/metropolis.

3.3.6 Item 6 : Whether ancillary to any parent enterprise (yes-1, no-2) : An enterprise will be treated as a unit which is ancillary to a parent unit if it sells 30% or more of its product(s) to the parent unit for assembly purposes(i.e., for being used without further change in form/shape etc.) in the manufacture of finished products by the parent unit. (Examples :

carburetor, shock absorber etc. in scooter, motor cars). The ancillary unit could also be an exclusively servicing unit for the products of the parent unit. An enterprise may be ancillary to more than one parent units.

3.3.7 Item 7 :Age of enterprise(years): The age of the enterprise (in completed years) is to be recorded in two digits (from 00 to 99) irrespective of any change(s) in ownership during the period of existence/functioning at the present site. The age of the enterprise will be reckoned from the date of initial production.

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Block 3

Age more than 99 years will be recorded as 99. For enterprises without fixed premises age can be counted from the date of commencement.

3.3.8 Item 8 : Source of energy used (code): Power other than human power is implied in this item. In case more than one sources of energy are used, the one which involves the highest(running) cost should be reported as the source of energy used and only its code should be entered against this item. The codes are : coal/coal gas-01; coke-02; L.P.Gas-03; firewood-04; charcoal-05; diesel oil-06; furnace oil-07; other fuel oil-08; electricity-09; water/steam-10; solar energy-11; wind mill-12; animal power-13; other(specify)-14; no source of energy-00. The source of energy should refer to the energy used for the manufacturing activity. So electricity purchased for lighting purpose should not be considered here. Similarly, when electricity is generated through a diesel operated generator, "source of energy" will be diesel oil and not electricity.

3.3.9 Item 9 : Nature of operation(code) : Different types of 'nature of operation' are defined below :

Perennial - Perennial enterprises are enterprises which continue more or less regularly throughout the year despite any scheduled/unscheduled break in the activity dictated by necessity or custom. Code will be 1 if such an enterprise is found to be operating on the date of survey. Code will be 2 if the enterprise ceased to operate on the date of survey.

Seasonal - There is a season or fixed months for carrying out the activity for such enterprises. Code will be 3 for seasonal enterprises.

Casual - Activities are neither perennial nor seasonal but are undertaken occasionally for casual enterprises. Code will be 4 for casual enterprises.

It may be mentioned that 'seasonality' here refers to the

enterprise only and not to the industry in which the enterprise belongs.

3.3.10 Item 10 : Whether accounts available (yes-1,no-2) : If accounts are available and usable then put code 1, otherwise 2.

3.3.11 Item 11 : If yes in item 10, accounting period(code) :
If the accounts are available and in usable condition, the accounting period will be recorded here in codes. The codes are :

accounting period is of 12 months - 1

accounting period different from 12 months - 2

For definition of 'accounting period' para 3.0.15 may be seen.

3.3.12 Item 12 : Reference year : Information about reference period adopted should be recorded in terms of date, month and year in the space provided and in accordance with instructions contained in para 3.0.15. Example : 'from 01/07/92 to 30/06/93' would mean 1st July, 1992 to 30th June, 1993.

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Block 3

3.3.13 Item 13 : Reference month : The opening and closing date of the reference month will be recorded against this item in a fashion similar to reference year. For definition of reference month the instruction given in para 3.0.15 may be seen.

3.3.14 Item 14 : No. of days worked during the reference month:
For the purpose of this item, all days when an enterprise undertook some activity, will be counted as complete days -no matter whether on any of these days the activity was carried on with less than full intensity or not. For instance, if on any day in the reference month, the enterprise only functioned for repair and maintenance of its plant/machinery, or purchase or for some preliminary processing of raw materials, that day should also be counted as a day worked. Entries are to be made in two digits (i.e., 00 to 31).

3.3.15 Item 15 : Total number of shifts during the reference month : A shift generally refers to specified working hours at the end of which a new group of workers join to relieve the previous group of workers from the job so that the work of the enterprise can continue. Total number of shifts relating to all the working days of the month (as recorded in item 14), will be recorded against this item. Normal working hours will be considered as a 'single' shift for the purpose of the survey. Entries are to be made in two digits.

3.3.16 Items 16 to 20 : The object of these items is to collect some background information about the household in case of household enterprise only, so as to enable study of factors that

could possibly motivate a household in undertaking the enterprise activity under survey. To facilitate data collection work in the field, partnership enterprises where all the partners are not from the same household, are excluded for these items. Thus household enterprises with codes 1, 2 and 3 in item 2 will alone be covered here. Some brief explanations of the terms used are given below.

Item 16 : Household size: The number of members (in whole number) constituting the household, irrespective of age, sex etc. will be recorded here.

Item 17 : Social group : The social group code of the household will be recorded here. The codes are : ST(Scheduled Tribe)-1; SC(Scheduled Caste)-2; others-9. If different members belong to different social groups, the group to which the head of the household belongs will be recorded here. Neo-buddhists will be considered as Scheduled Castes.

Item 18(Sub-items 18.1-18.4): Percentage of household income usually coming from (i)agriculture (ii) all manufacturing and repairing activities and (iii) other sources shall be separately recorded in whole number but in 3 digits (i.e., from 000 to 100) against sub-items 18.1 to 18.3. Income from non-gainful activities will also be considered for this item. '000' may be entered for 'nil' income from any source.

Item 19: Whether proprietor/partner is actually working in his own enterprise : If the proprietor or partner(s) (partners from the same household) is actually working in the enterprise under consideration then code 1 will be recorded; otherwise code will be 2 for this item.

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Block 4

Item 20 : Whether proprietor/partner is technically qualified (yes-1, no-2): The intention here is to know whether the benefit of the technical knowledge (relating to the entrepreneurial activity) of the working proprietor/partner is being utilised in the enterprise. If the working proprietor/partner is technically qualified, the code to be recorded here is 1, otherwise code 2 will be recorded. The technical qualification should be supported by valid certificates/diplomas.

3.4 Block 4 : Inventory of fixed assets-owned and hired during the reference year :

This block is meant for recording value of fixed assets owned and hired by the sample enterprise and depletion of the fixed assets during the reference year. The value of hired assets as on the last day of the reference year and rent payable on them during the reference year are also to be recorded here.

3.4.1 Fixed assets : Fixed assets are assets held for the purpose of producing or providing goods or services and they are not held for resale in the normal course of business. These cover all goods, new or used, that have a normal economic life of more than one year from the date of purchase. Thus fixed assets for our purpose include (1) assets used for production, transportation, living or other facilities (recreation etc.) (2) full value of assets taken on hire purchase/instalment (whether fully paid or not) excluding interest. Intangible assets like goodwill etc. are excluded. The assets under construction i.e., construction of building etc., installation of plant and machinery, preparation of bodies of truck etc. (transport equipment) may be reported under the relevant item, since no provision has been made for recording assets under construction in the schedule separately. Advance payment for fixed assets not yet received should not be considered. The information to be recorded here is by physical approach. Fixed assets owned but rented out are not to be accounted for. Additions to fixed assets (as distinct from repair work) during the reference year is to be included. Information should be given separately for land and building. If separate figures are not available, estimated figures may be recorded. For the manufacturing unit which has not started production as yet and is engaged in the process of installation, fixed assets will be duly considered. Fixed assets received from other countries, even if used, put to use to the country for the first time will be classified as new.

3.4.2 Item 1:Land : Land will mean the land on which the enterprise is accommodated together with the surrounding area which is used for the enterprise. This will also include improvement to land. However, if only a portion of the land belonging to the residence of the household is utilised for the enterprise, only that portion of the land may be considered as capital assets for the enterprise. Land owned with permanent heritable possession with or without right to transfer the title will come under this item. Land held on long term lease for 30 years or more will also be treated as land owned. In case the enterprise is located in a floor other than the ground floor the entry for land (item 1) will be 'NIL' with a suitable remark. For encroached land, however market value will be recorded in col. 12 with entry '0' in col. 13. But supporting remarks should be given.

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Block 4

3.4.3 Item 2 : Building : It is the structure which houses the activities of the enterprise. This will also include all other structures like shed, house, portions of a house or other structure, building under construction and other conveniences in which the activities of the enterprise are carried out.

The value of the building should exclude the value of land on which the building stands. If only combined value is

available, separate estimates may be given.

3.4.4 Item 3 : Other construction : This will exclude activities connected with land improvement, but will include the value of work done on other constructions and major alterations such as :

- (i) Laying of passage connecting the building to the main road.
- (ii) Boring of well etc. for purposes of obtaining water.
- (iii) Construction of water tank.
- (iv) Raising of boundary wall.
- (v) Construction of roads within the premises of the enterprise.
- (vi) Construction of parking place etc.
- (vii) Others such as installation of telephone and other communication lines, sewage and water system etc.

3.4.5 Item 4 : Plant & Machinery : Plant is generally the name given to an assembly of machineries/equipments/devices installed for the operation of manufacturing process. Machinery means an implement or mechanical device used in the manufacturing process. These are assets of durable nature and can be easily identified. The full value of the machinery should be reported, if the machinery was purchased during the year on hire-purchase basis. Advance payments made for the purchase of a machinery (not in possession on the closing date) will not be recorded.

3.4.6 Item 5 : Transport equipment: All vehicles, power-driven or man/animal-driven, used for transporting goods and materials by the enterprise in connection with its enterprise activity will be covered by this item. Animals if used for drawing vehicles, or carrying loads, will be treated as part of transport equipment, otherwise it will be included in item 7. If the equipment is used both for domestic as well as enterprise purpose, the criterion to be followed is major time disposition of the equipment i.e., whether equipment is more used for domestic purpose or enterprise purpose. Transport equipment which is occasionally rented out will be included if it is mainly used for the enterprise activities.

3.4.7 Item 6 : Tools: These refer to small loose implements, generally held in hand for operation and having normal life of more than one year.

3.4.8 Item 7 : Other fixed assets : These refer to other durable equipments (not covered under items 1 to 6 above) which are used for the manufacturing process either directly or indirectly. These will include furniture, fixtures, laboratory

Block 4

equipments, office equipments etc. Livestock used in oil ghani will also be included under this item. If the same animal is used part of the time in oil ghani and part of the time for transporting materials, it will be classified under item 7 or item 5 depending upon major time spent.

All the columns from 2 to 13 are to be filled-in for the enterprises maintaining books of accounts (i.e., enterprises having code 1 in item 10 of block 3). But for the enterprises not maintaining books of accounts (i.e. enterprises having code 2 in item 10 of block 3) columns 3 & 11 need not be filled-in.

3.4.9 Col.2 : Market value of the fixed assets as on the last day of the reference year shall be recorded here.

3.4.10 Cols. 3 & 11 : Net opening balance and Net closing balance (only for enterprises maintaining books of accounts): Net opening balance will be recorded after allowing depreciation for the period prior to the beginning of the accounting year. Closing balance will be recorded after allowing depreciation for the accounting year also. Revaluation of fixed assets will not be taken into account.

Where the value after depreciation becomes zero, the value may be reported as Re.'1'. If the inventory value has not been depreciated for a number of years or for the whole period since its inception upto the accounting year or date of survey, then whole depreciation is to be deducted for all the years as per instruction given in para 3.4.13. Col.11 will be arrived at as:

$$\text{col.11} = \text{col.3} + \text{col.7} - \text{col.8} - \text{col.9} - \text{col.10}.$$

If an enterprise has started within the last 12 months before the date of survey and the accounts have not yet been closed, the opening and the closing balance will be recorded in the usual process from the books of accounts for the period of its existence.

Columns 3 & 11 may be left blank for the enterprises not maintaining books of accounts.

3.4.11 Cols. 4 to 7: Additions etc. during the year: In these cols. particulars regarding additions to the fixed assets (new or used) through purchases (cols. 4 & 5) and through own construction (col.6) will be recorded. Entries in col.7 will be built up by adding the entries in cols. 4, 5 and 6. The value of items received otherwise (i.e. gifts etc.) during the reference period will be recorded in cols.4 and 5. Improvements on land, new construction of building, shed, structure, improvement of buildings and other fixed assets as well as fixed assets produced on own account during the year and used as fixed capital will be

considered as additions to the fixed assets and will be recorded in col.6. Figures for construction to be recorded against each item are to be estimated by considering

- (a) value of purchases of all materials used for the purpose,
- (b) amount paid for labour and/or service charges on that account,
- (c) imputed value of materials and labour supplied by the household, if any.

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Block 4

Fixed assets acquired from others should be valued at the full cost incurred, that is, at the delivered price plus the cost of installation, including any necessary fees and taxes paid but excluding financing costs, if any. Repair and maintenance cost of minor nature will not be included but replacement of some major parts, which require considerable (capital) expenditure will find place in col.6. (Cost of routine repair and maintenance of fixed assets are to be reported in block 8.2, items 3 to 5 as the case may be). Home-grown materials, if any, used in own-construction are to be evaluated at ex-farm price. If any materials already lying with the household for a long time and used for own construction, their values should be determined at cost prices (cost to the household).

3.4.12 Cols. 8 & 9 : Depletion of assets during the year-sold or discarded : 'Sale' that is only agreed upon but not effected during the reference period will not be recorded irrespective of money having been taken in advance. Similarly, the value of assets sold will be recorded in col.8, though payment is yet to be received. The value of assets disposed off in any manner other than sale, will be recorded under col.9. This will include besides obsolescence (gone out of use) of an asset, loss due to theft, damage, accident etc.

Depreciated value of the assets sold and discarded during the reference period shall be recorded in columns 8 & 9 respectively.

3.4.13 Col.10 : Depreciation:

Assets are subject to diminution in working capacity or value with the passage of time. This gradual reduction in the value of an asset due to wear and tear as in the case of physical assets like building, machinery etc.is defined as depreciation.

The depreciation provided for the reference year is to be recorded in col.10. Where the enterprise was following a system of depreciation but provision has not been made for a number of years together, the estimate of the depreciation is to be made on the basis of the system followed. If no depreciation has ever been allowed for an item of fixed asset, annual rate of

depreciation may be estimated as (a) - (b), where (a) and (b) are as follows :

(a) purchase price + installation cost (or cost of construction)

(b) estimated working life in years.

Net opening balance, however, will be calculated after deducting total depreciation for the years since when the asset had been acquired. There should normally be no depreciation for land as such.

The value of a fixed asset that has completed its theoretical working life should always be recorded as Re.'1' in cols. 3 & 11 for enterprises maintaining books of accounts.

3.4.14 Cols. 12 & 13 : Assets hired : The value of fixed assets used for the enterprise but not owned by the enterprise on the date of survey will be recorded in col.12. The value here will mean the present market value. The rent payable for the reference year on the hired assets by the enterprise will be

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Block 5

recorded in col.13. If no rent is payable for the assets put '0' in col. 13 with remarks. 'Rent' for land should be recorded separately. In case it is found to have been paid jointly with the rent for building, the separate estimates may be recorded. If an enterprise is located in a rented house where the household resides as well as runs the enterprise, rent may be computed on the basis of floor area occupied by the enterprise. For rent paid in kind, imputed value may be given.

3.5 Block 5 : Inventory of stock/working capital for the reference year :

Working capital refers to the resources (material as well as financial) used by the enterprise for its day-to-day activity. It is, therefore, a constantly changing entity since resources available at a particular point of time will undergo change from day- to- day as the enterprise functions--part of the resources getting used up in the manufacturing process or in other connected activity. Replenishments are being made from time to time. The stock of these resources at any point of time is known as inventory .

3.5.1 Cols. 1 to 3 : Working capital has two segments : physical and financial. The physical part constitutes stock of raw materials, stores, fuel, semi-finished goods and finished products/ by-products. The financial part consists of cash-in-hand and at bank and the surplus of amount receivable over amount payable. Value of working capital as at the beginning and at the end of the reference period will be collected in this block. The

different items of working capital have been listed in col.1. The opening and the closing balance will be recorded in cols. 2 and 3 respectively in whole number of rupees.

3.5.2 Item 1 : Raw materials : Raw materials are goods that are used up in the production process and they form a constituent of the output (final product) . They may retain their original identity or not, but they are not removable from the final product without destroying the form/shape/quality/utility of the final product. For example, cloth (including lining cloth) used in a garment manufacturing unit, is raw material. Raw materials will be evaluated normally at cost prices. However, home-grown raw materials will be evaluated at ex-farm prices. If raw materials are obtained as gift, they are to be evaluated at market price.

3.5.3 Item 2 : Stores : There are other materials which, though essentially used for the manufacturing process, do not constitute an ingredient of the final product. Such materials are termed as "stores". For instance, thread and buttons used for stitching in a garment manufacturing enterprise or adhesive solution, rubber pieces, pins, etc. used by a cycle repairer constitute 'stores'. Since these stores are also consumed in the production process they are also called 'consumable stores' . Packing materials like cardboard box, wrapping paper and lubricants etc. (but not containers for liquid products which are considered part of the product itself) will also come under 'stores'. However, the 'store' items used for building and other construction work will be excluded. This will be evaluated at cost prices.

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Block 5

3.5.4 Item 3 : Fuel : This will include coke, coal, oil, welding gas, charcoal etc. which are used to run the plant and machinery. Fuels will also be evaluated at cost prices.

3.5.5 Item 4 : Semi-finished goods : Semi-finished goods are those which attain the shape of product during the manufacturing process but need some more processing for becoming final product and are not usually sold without further processing. Cost of ingredients used and cost of production upto that stage will be taken for evaluation of the semi-finished goods. [Intermediate products are those which are produced by that manufacturing enterprise and consumed for further processing. An intermediate product may also be a final product of the same enterprise if sold as they are. Consider an example of a cotton textile mill where yarn is produced from raw cotton and the same is again used for producing cloth of different types. If a part of the yarn produced by the enterprise is sold as it is, that part becomes a final product and not an intermediate product and the yarn consumed by it for manufacture of cloth will be an intermediate product. Coarse cloth produced by the enterprise (from the

intermediate product yarn) is semi-finished goods, which needs further processing (like cutting, designing, printing etc.) for making cloth of different types.]

3.5.6 Item 5 : Finished products and by products : Products and by-products manufactured, which are ready for sale at the beginning and at the end of reference year, will be recorded as opening and closing balance respectively. This will include finished goods processed by others and held by them, from the raw material supplied by the enterprise. But goods held by enterprise after processing the raw materials supplied by others will be excluded. If accounts are not available, these will be valued at ex-factory price.

By-products are articles produced incidentally in the process of manufacture of the main product. For example, oil-cake is a by-product of the oil ghani industry. Scrap materials, accumulating in manufacturing enterprises like carpentry, metal works, goldsmith workshops, etc.-- which are collected and sold, are to be treated as by-products.

3.5.7 Item 7 : Cash in hand and at bank : This will mean the money in hand or at bank or post office savings bank for purchase of raw materials, transport of materials, and payment to labour etc. It will exclude fixed deposits, term deposits, call deposits, time deposits, etc. For smaller enterprises it may be difficult to distinguish cash- in- hand or at bank, that is mainly earmarked for the enterprise. In such cases, care has to be taken to find out from the informants the amount of cash- in- hand or at bank (from the actual practice followed) which is available for the enterprise at the beginning and at the end of the reference year.

Bank drafts issued to others, but not despatched to them is not to be included here and will be included against item 9.

Cheques received but not encashed till the last day of the reference period will be treated as amounts receivable and may be shown in item 8, and not under this item.

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Block 6

3.5.8 Item 8 : Amounts receivable : This will include sums due to the enterprise for goods sold, advance payments relating to the work of the enterprise, advance payments to rates and taxes, telephone charges etc. Call deposits, bill of exchange payable to the enterprise, security deposits having a normal life of less than one year and short term advances to the staff will also be included. Advance income tax will not be recorded anywhere in the schedule. The amount of insurance claims expected to be received from LIC will not be included against this item. Unused overdraft, fixed deposits irrespective of duration, advances for acquisition of fixed assets, long term

loans including interest thereon and investments may be excluded.

3.5.9 Item 9 : Amounts payable : This will include all amounts which the enterprise has to pay for materials purchased, short term loans and advances taken by the enterprise, outstanding wages and salaries, rent, taxes including sales tax, excise duty etc. Balance due on overdraft* accounts shall be included against this item. The amount will include interest also if accrued or due on short term loans. Income tax of the employees deducted at source, if used by the enterprise, will be included here. Long term loan or any loan taken for the purchase of fixed assets will be excluded from this block and will be included in block 6.

3.5.10 Item 10 : Net Balance : The net balance of item 8 minus item 9 will be recorded here with appropriate sign (+ or -).

3.5.11 Item 11 : Total working capital : This will be obtained by adding items 6, 7 and 10. In case of negative balance, more probing may be exercised to ascertain the causes of negative value and suitable remarks may be given.

3.6 Block 6 : Outstanding loan including interest :

Loan : Any borrowing in cash to be repaid in cash or kind is termed as loan. When a loan is granted by a banker/financier, the whole amount is placed at the disposal of the customer and interest at an agreed rate is charged thereon from the date of the loan.

Information on cash loan taken for the enterprise including interest which is outstanding at the beginning and at the end of the reference year by different sources of loan will be collected in this block. The repayment of loans for the current year will also be recorded.

All loans incurred in cash but subsequently repaid or contracted to be repaid in cash or kind will be considered as cash loans. Trader's credit (i.e., credit given by a trader in expectation that the borrower will sell his products to the trader), amounts due to merchants/shopkeepers, credit purchase from raw materials suppliers, unpaid bills of lawyers/firms, outstanding taxes/ revenue/rent payable to Government or public

*N.B. : Overdraft : In case of an 'overdraft' a current account of the customer is supposed to have existed, and by arrangement, the customer is allowed to draw to an agreed extent beyond the credit balance of his current account. Interest, in this case, is charged on daily balance.

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Block 6

bodies, will not be treated as loan for making entries in this

block. It may be noted that cash loans taken for the purpose of utilising the same in enterprise will be included even if such loans are used for other purposes. On the other hand, loan taken for other purposes but ultimately used in the enterprise will be excluded. The information regarding loans taken from different type of credit agencies are given below :

Item 1 : Government:Loans may be advanced by Government through the concerned Ministries/Departments or other agencies as given below :

- i) Department of Revenue,
- ii) Department of Agriculture,
- iii) Department of Industries,
- iv) Department of Community Development & National Extension Service Blocks,
- v) Others not listed above.

Item 2 : State Financial Corporation etc. and other term lending institutions : This will include the following institutions :

- i) Industrial Finance Corporation (IFC),
- ii) Industrial Development Bank (IDB),
- iii) Industrial credit and Investment Corporation,
- iv) National Industrial Development Corporation,
- v) National/State Small Industries Corporation, and
- vi) Other Industrial and Financial Corporation set up by Central /State Governments.

Item 3 : Regional Rural Banks (RRB) : These are also known as Grameen Banks. They are not branches of commercial banks though they are sponsored by the latter with a view to facilitating quick processing and delivery of loans sought by rural entrepreneurs.

Item 4 :Public Sector Bank other than RRB : This includes all nationalised banks including the State Bank of India and its subsidiaries like the State Bank of Travancore, State Bank of Mysore, State Bank of Bikaner & Jaipur, State Bank of Patiala etc.

Item 5 : Other Commercial Banks : All other scheduled and non-scheduled banks other than (i) cooperative banks and (ii) the banks included under items 1 to 4 above, will be included here.

Item 6 : Cooperative Banks : Loans from cooperative institutions like primary cooperative credit societies, district and central cooperative banks, primary or central land mortgage banks, handloom weavers' cooperative societies and other industrial or other types of cooperative societies etc. will be recorded against this item.

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Block 7

Item 7 : KVIC/KVIB : Khadi and village Industries Commission (State level) gives loans directly to certain institutions apart from extending other assistance through State Khadi & Village Industries Boards. Loan assistance received from KVIC/KVIB will be reported against this item.

Item 8 : Money lenders : A money lender is any person who has advanced a loan which carries interest irrespective of his being a friend or relative of the entrepreneur.

Item 9 : Friends and relatives : Any non- institutional loan which is interest-free, will be included in this item.

Item 10 : Others : Loans taken from any other agency not covered above e.g., insurance co., provident fund, chit fund, suppliers' credit for capital assets (hire purchase) etc. will be covered under this item.

3.6.1 Col.2 : Outstanding loan as at the beginning of the year : All types of loans, whether short-term or long-term, taken by the enterprise from different credit agencies which remained outstanding on the first day of the reference year will be recorded here. The amount of outstanding loan should also include interest payable by the enterprise as on that day.

3.6.2 col.3 : Borrowings during the year : The amount of loan incurred during the reference year, irrespective of the fact that it was fully repaid or partly repaid or still fully outstanding on the last day of the reference year will be recorded here.

3.6.3 Col.4 : Repayment during the year : The total amount paid during the reference year on account of principal and interest for the current loan and the loans taken prior to the reference year, will be recorded. This will include written-off loans also.

3.6.4 Col. 5 : Outstanding balance at the end of the year : All types of loans, whether short-term or long-term, taken by the enterprise from different credit agencies which remained outstanding on the last day of the reference year, will be recorded here. The amount of outstanding loan should also include interest payable by the enterprise as on that day.

3.7 Block 7 : Employment and emoluments during the reference

period : Particulars in this block will relate to all persons separately for household and non-household workers, paid and unpaid workers directly or indirectly associated with or incidental to manufacturing activities of the enterprise. Items 1 to 13 of this block are meant for all household and non-household workers, separately for men, women and children (boys and girls) who are directly engaged in or incidental to the manufacturing activities of the enterprise. Although working proprietors (unpaid) and unpaid working members (in case of a co-operative society) may be directly engaged in the manufacturing process but information regarding them will be recorded separately for men and women against items 18 to 21 as the case may be. Information on other employees who are indirectly associated with the manufacturing process such as supervisory and managerial staff, clerks, typists, sweepers etc. will be recorded separately for men and women in items 14 to 17. Itemwise details are discussed below. It may be noted that the term children means the persons who have not yet completed 15 years of age.

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It may be noted that both the terms 'workers' and 'employees' have been used in this block to denote the work-force of the enterprise. The term 'employees' means all persons, household and non-household, paid and unpaid, who are directly or indirectly associated with or incidental to manufacturing process of the enterprise. This includes all persons engaged in administrative work, accounts work, supervision and related works besides the persons engaged in the manufacturing activities of the enterprise. In other words, all categories of persons as listed in col. 1 of block 7 are employees of the enterprise. But the term 'workers' means here the employees who are directly engaged in or incidental to the manufacturing activities of the enterprise. To be specific, for the purpose of this block, different categories of employees listed in col. 1 against serial numbers 1 to 13 of block 7 are different categories of 'workers'. Clearly all workers are employees but all employees are not workers.

3.7.1 Items 1 to 4 : Hired workers (other than household workers): A hired worker is a person employed directly or through any agency on payment of regular wage or salary. Apprentices, paid or unpaid, are to be treated as hired workers. Paid household workers, servants and resident workers working in an enterprise are also to be considered as hired workers, but information regarding them will not be recorded against these items. Items 1, 2, 3 & 4 are meant for recording information on hired workers (other than household workers) for men, women and children (for boys & girls separately) respectively if they are directly involved in the manufacturing process. It may be noted here that men and women mean adult men and adult women, and information on children (boys and girls separately) are to be recorded against the items 3 & 4. In other words, information on

adult men and adult women only will be recorded against the items 1 & 2.

3.7.2 Items 5 to 8 : Household workers - paid : These are persons belonging to the household of the proprietor or households of the partners (in case of a partnership enterprise) who are working in the enterprise for regular wage or salary. Servants and resident workers are also to be treated as paid household workers. It may be noted that the information on paid household workers including servants and resident workers will be recorded against these items if they are directly associated with the manufacturing process, otherwise they will be shown against items 14 to 17 as the case may be.

3.7.3 Items 9 to 12: Household workers - unpaid : Particulars of all persons belonging to the household of the proprietor or households of the partners who are working in or for the enterprise without regular salary or wages are to be recorded against the items 9 to 12. Persons working as exchange labour in the enterprise without salary or wages will also come in the category of unpaid household workers. All unpaid household workers who are directly involved in the manufacturing activities of the enterprise during the reference period irrespective of intensity on each day will be considered for recording entries against these items.

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Block 7

3.7.4 Item 13 : All workers : Particulars of all workers, hired and household, paid and unpaid, who are directly involved in the manufacturing process irrespective of age and sex will be recorded against this item. It may be noted that here "all workers" means the workers regarding whom information have been recorded against items 1 to 12.

3.7.5 Items 14 & 15 : Supervisory and managerial staff : Under this category persons holding the position of supervision and management will be included. Working proprietor/partner, when paid regular salaries, will be reported against these items.

3.7.6 Items 16 & 17 : Other employees : These items will include all other employees i.e. clerks, store-keepers, sweepers, darwans and employees involved in purchase or sale of materials, accounts work, etc. who are not covered under items 13, 14 & 15 and are not to be covered under items 18 to 21. Persons serving the enterprise on commission basis will be left out.

3.7.7 Items 18 & 19 : Working proprietors : This category will include all owners who are actively engaged in the work of the enterprise. Working proprietors/partners, when paid regular salaries, will be reported against items 14 & 15 (i.e., supervisory and managerial staff). Dormant or inactive partners are to be excluded. Only unpaid working proprietor will be

reported here.

3.7.8 Items 20 & 21 : If co-operative society, unpaid working members : For the enterprise run by the Co-operative Societies, the members of the societies normally working in/for the enterprise will be recorded against this item. Only unpaid working members of the co-operative societies are to be recorded here. Paid working members are to be recorded in items 1 to 4 or 14 to 17 as the case may be.

3.7.9 Item 22 : All employees : This item will give the particulars of all employees of the enterprise.

3.7.10 Item 23 : Imputed value of benefits to group in kind : This will include expenses (net cost) made by employer to provide amenities and kind benefits to workers during the reference year which are of the following types :

- (i) Provision of canteen, creches, sports & recreation club, dispensary etc.
- (ii) Provision of food, beverages, tobacco, clothing, lodging & other kind benefits, if any, free of cost or at subsidised rates.

Entry will be made in whole number of rupees.

3.7.11 Cols. 2 & 3 : Average number (modal value) of persons per working day (during the reference month)- full time and part time : The modal value of the number of persons (men, women & children, boys and girls separately) engaged in the enterprise per working day during the reference month separately for each of the categories of employees will be entered in cols. 2 & 3 for full time and part time employees respectively. Persons working for less than or equal to half of the normal working hour of the enterprise on a fairly regular basis will normally be considered

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Block 8.1

as part time workers. In calculating the average (modal) number of employees under full time and part time categories, persons falling under each of the categories for each day's work should be considered separately. Here, the average number will mean the modal value, i.e., the number which occurred most frequently during the reference month. For bimodal/multimodal values of the number of persons, the lower/lowest of the two/several modes will be considered. Care is to be taken to record entries in these cols. for items 13 and 22 since entries are not additive.

3.7.12 Cols. 4 & 5 : Salaries, wages, allowance etc. (Rs.) : Salaries and wages payable for the reference period (month and year) for different categories of employees will be recorded in these columns. This will include, beside the stipulated pay, all

other allowances like dearness, house-rent, over-time, shift etc. The entries in these columns are to be made in whole number of Rupees. Payments in kind, more or less on regular basis as salary or wages, are to be included here and to be evaluated at cost to the employer. It may be noted that for OAME also, there may be positive entries in these columns (if that OAME had engaged hired workers for a brief period). For no entries, put zeros in these columns.

3.7.13 Col. 6 : Bonus paid and value of benefits, if any, to individuals (Rs.) for the year : This will include all money payments made to individuals as bonus or any other type of ex-gratia payment during the reference period (period corresponding to year, and not month). Employer's contribution to ESIC fund and Provident Fund, if any, made during the reference year will also be included here. Entry will be in whole number of Rupees.

3.7.14 Col. 7 : Total : col. 5 + col. 6: Self-explanatory.

3.8.1 Block 8.1 : Raw materials and fuels consumed (including home-grown) during the reference period : This block is intended for recording quantity and value of raw materials and fuels etc. consumed (excluding intermediate products) during the reference month as well as reference year. The 7-digit CPN codes are to be recorded under col. 2 against each of the items 1 to 10 and 13 in the 7 boxes provided for it, one digit in each box. The units are to be indicated in codes in col. 3. Since the objective is to record the actual value of various inputs, the amounts actually consumed of the various input items are to be recorded. If an article of input was only purchased and stocked but not consumed during the reference period, it should not be included. Similarly, one is not concerned in this block as to whether the materials actually consumed have been paid for or payment on them still remains due. Any material used in the production of fixed assets for own use of the enterprise should also be included. If no work is done during the reference month, cols. 4 to 6 may be left blank. For repairing enterprises, this block may remain blank but in such cases some entry may be there against item 2 of block 8.2. Any material produced at home and used in the enterprise as raw material will be included in this block.

All purchased fuels, lubricants etc. consumed by the enterprise during the reference period including other fuels for vehicles to be recorded against items 13 to 15. That part of fuels which is produced and consumed in the process of production (intermediate products) and also fuels consumed by the employees as amenities, wherever possible are to be excluded.

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Block 8.1

In this block the decimal figures, wherever needed, should be recorded in the spaces provided.

3.8.1.1 Items 1 to 11 : Provisions for writing the names of 10 major raw materials in decreasing order of value have been made in col. 1 (items 1 to 10). The rest, if any, may be clubbed together and included under 'others'(item 11). For repair shops like automobile repair shop, the spare parts purchased and fitted in the vehicle may be treated as raw materials.

3.8.1.2 Item 12 : Sub-total(1 to 11) : Self-explanatory.

3.8.1.3 Items 13 to 16 : Fuels, lubricants, electricity etc. : The value of coal/coke, other fuels (POL for fuel etc.), lubricants consumed and electricity purchased will be recorded irrespective of whether full payment has been made or not. If the total amount of electricity consumed during the reference period is not paid, the amount payable pertaining to the reference year will be ascertained and recorded here. If the exact amount of the bill is not known for some months, the value will be estimated on the basis of the electric bills paid during the recent past.

3.8.1.4 Col.2 : 7-digit CPN code : It should be noted that the names of the raw materials to be recorded in col.1 (for items 1 to 10) should be uniform according to the nomenclature followed in the CSO's publication : "Common Product Nomenclature(CPN) for Agriculture, Mining and Manufacturing Sectors". The corresponding 7 digit CPN codes should be written correctly and legibly in 7 boxes provided for it in col. 2. The CPN code for item 13(coal/coke) should also be recorded.

3.8.1.5 Col. 3 : Unit (code) : The units of the various items of input will be recorded in codes under this column. 14 codes have been devised in table A for this purpose.

Table A : Codes for unit

srl. no.	unit	code	srl. no.	unit	code
(1)	(2)	(3)	(4)	(5)	(6)
1. No.		01	8. Pair		08
2. Kg.		02	9. Pieces		09
3. Tonne		03	10. Gramme		10
4. Metre		04	11. Carat		11
5. Sq. Metre		05	12. Kwh		12
6. Cu. Metre		06	13. ('00)		13
7. Litre		07	14. ('000)		14

For the shake of uniformity, which is essential for computer tabulation, the units should be those adopted in the Common Product Nomenclature(CPN). Two-digit unit codes should be

recorded in the boxes provided for it.

3.8.1.6 Cols. 4 to 6 : Monthly consumption: The quantity, value and rate per unit of the materials consumed during the reference month will be recorded under cols. 4,5 and 6 respectively. The

C - 22

Block 8.2

relation between these columns will be : $\text{col.5} = \text{col.4} \times \text{col.6}$ (rounded off to the nearest whole number). It may so happen that for certain enterprises col.4 and col.5 are available but not col.6; whereas for certain other enterprises col.4 and col.6 are available but not col.5. In such cases, the other entry (i.e., col.6 or col.5 as the case may be) may be derived using the above relationship.

For raw materials collected free of cost, labour charges and/or transport charges incurred, if any, will be taken as the value of the raw materials under col.5. The entry in such cases under col.6 should be '0.00' which will stand for free collection. But if no expenditure is incurred for such free collection, then entry for value (col.5) will also be '0'. No imputation need be made. The value figure will be recorded in whole number of rupees, quantity in one place of decimal and rate per unit in two places of decimal.

3.8.1.7 Cols. 7 to 9 : Yearly consumption : The quantity and value of the materials consumed during the reference year will be recorded under cols. 7 and 8 respectively. Rate per unit (col.9) will be a derived entry here. This may be calculated as :

$$\text{col.(9)} = \frac{\text{col.(8)}}{\text{col.(7)}}$$

3.8.1.8 Valuation: The value of consumption relate to all the materials utilised in the process of production. These may be purchased during the reference period or may be purchased prior to the reference period or may be supplied by the household. The values of these materials are to be calculated by taking the purchase price, where purchase price will mean the delivered value of the goods at the enterprise, i.e., it will include purchase cost, transportation cost, commission to purchasing agents and taxes/duties paid, if any. Evaluation of the materials supplied by the household will be done at the ex-farm price.

3.8.2 Block 8.2 : Other inputs consumed during the reference period : All other inputs which are not included in block 8.1 will be recorded in this block. These cover packing materials, consumable stores etc. against items 1 and 2 . If these are acquired from allied concerns, their "book value" will be taken as their purchase value. Expenditure on routine repair and

maintenance of fixed assets and charges for work done by other concerns (whether paid or payable) are also to be taken care of in items 3 to 6. Purchase value of goods sold in the same condition as purchased are to be reported against item 7. Items 9 to 15 comprise other service costs which are incidental to the running of any enterprise. It may be noted that if the costs recorded in items 9 & 10 are found to be included already in the cost of raw materials, they should not feature separately again here. That means, cost of transportation of goods (raw materials) from the source of supply to the site of the enterprise and the commission paid to the purchasing agents for this purpose will appear against items 9 & 10 only if these are not forming part of the total value of the raw materials described in block 8.1. The other items such as postage and stationery charges, insurance charges etc. recorded against items 11 to 15 are self explanatory. Items 17 to 20 are provided to

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Block 8.2

record the distributive expenses of the enterprise. The total against item 22 is the total of "other inputs" i.e., inputs other than those included in block 8.1. Interest payable on loan will be recorded against item 23 of the block. The description of different items of this block and their process of evaluation are explained below :

3.8.2.1 Item 1 : Packing Materials : The value of packing materials like paper, cloth etc. will be recorded against this item. However, packing materials should not be confused with direct materials. The treatment of packing charges depends on the nature of products manufactured and sold. If the finished articles cannot be sold without a package or a container e.g., cigarettes, bidies, matches, canned goods, patented medicines etc., the cost of packing forms part of the prime cost and the package will be treated as direct materials. Stock of tins, cartons, wrappers, cases, boxes etc. in such cases must be treated in the same manner as stock of raw materials.

3.8.2.2 Item 2 : Consumable stores etc. : This will include items other than raw materials, fuels and packing materials i.e., items which are required to help processing of raw material into end-product and which lose their identity after the final product is manufactured, e.g., cotton wastes, crucible, bolts etc. Care should be taken to exclude those materials consumed for the construction of fixed assets. Adhesive solution, rubber pieces, pins etc. used in the bicycle repairing shop will come under this item. Petrol and lubricants used in motor vehicle repairing unit for testing the vehicle will be recorded here instead of recording against items 14 and 15 of block 8.1.

3.8.2.3 Items 3 to 5 : Cost of repair and maintenance in building (3), machinery (4) and others (5) : Item 3 will include the repair and maintenance expenses for the building in which the

enterprise is accommodated. Repair of building will be of recurring type of expenses such as white-washing, minor plastering etc. The value of materials used in repair and maintenance of plant and machinery will come under item 4. Similar expenses for tools and appliances, furniture and fixture and other equipments used for the enterprise will be covered under item 5 i.e., others. It may be noted that improvement cost of fixed assets by which the life of fixed assets is increased, will not be covered under the items 3 to 5. Similarly replacement of some major parts of fixed assets which require considerable expenditure will not come under these items. Amounts paid to others for carrying out repair and maintenance of fixed assets including cost of materials supplied will be included appropriately. Maintenance cost of animals used in the enterprise will be recorded in 'others'.

3.8.2.4 Item 6 : Charges paid or due for work done by other concerns : If any payments are made or due to be made to other concerns for work done on materials supplied to them by the reporting enterprise, the amount so paid or payable should be reported against this item. If charges are paid to home workers or sister concerns, those will also be recorded here.

3.8.2.5 Item 7 : Purchase value of goods sold in the same condition as purchased : The purchase value of all goods which are purchased and sold without any transformation will be recorded here. This will also include the purchase value of goods bought exclusively for sale.

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Block 8.2

3.8.2.6 Item 8 : Subtotal (items 1 to 6) : Self-explanatory.

3.8.2.7 Items 9 & 10 Inward transport charges and purchase agency service : If any expenses are made on inward transport, i.e., for transportation of materials to bring them from the source of supply to the site of the enterprise and if any commission is given to the purchasing agents -- these expenses (paid or payable) will be entered against items 9 and 10 respectively. If these are already included in the value of material consumed, these items should not be filled in separately. It may be noted that expenditure proportionate to the materials consumed during the reference period is to be recorded.

3.8.2.8 Items 11 to 13 : Postage, stationery, insurance charges, audit accounts and bank charges : Self-explanatory.

3.8.2.9 Item 14 : Local rates, taxes, enterprise licence etc.: This will include licence fees, municipal taxes on land and building and any other cess or taxes for the reference month/year. However, fines or penalties for any breach of contract or non-compliance of law relating to running of the enterprise will be shown against those items for which penalties

have been demanded.

3.8.2.10 Item 15 : Other services purchased : This will include values of all services utilised in the enterprise other than those covered in this block such as warehousing services, advertising services, legal charges including stamp papers, newspapers and periodicals, telephone charges etc. irrespective of whether the full amount for such services was paid or not during the reference period. Expenses on travelling, unloading charges etc. will be shown here. The services taken from casual sweepers will be accounted for here. Subscription to Business Associations etc. will also be recorded against this item.

3.8.2.11 Item 16 : Sub-total (9 to 15) : Self-explanatory.

3.8.2.12 Items 17 to 20 : Distributive expenses : The distributive expenses proportionate to the production during the reference month/year will be recorded against items 17 to 20. The different distributive expenses are described below :

Item 17 : Discount/rebate : If rebates or discounts are allowed to the customers on the products sold, that will be recorded here.

Item 18 : Sales tax : The sales tax realised by the enterprise on behalf of the Government on the products sold will be reported here.

Item 19 : Outward transport charges : Transport charges paid for delivery of goods to the consumer will be recorded here.

Item 20 : Other distributive expenses : All other distributive expenses which are not included against items 17 to 19 will be recorded here.

3.8.2.13 Item 21 : Sub-total (17 to 20) : Self-explanatory.

3.8.2.14 Item 22 : Total (8 + 16 + 21) : This will give other inputs for the enterprise.

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Block 9

3.8.2.15 Item 23 : Interest payable on loan : Total interest due to be paid for the reference month/year for the loans taken during the year as well as loans taken prior to the reference year will be recorded here, irrespective of the fact that any of the loan might have been repaid either fully or partly or found to be outstanding.

3.9 Block 9: Products and by-products manufactured (including products consumed at home) during the reference period: The purpose of this block is to record the values of finished products and by-products produced in the enterprise during the

reference month/year. The quantity, value and rate per unit are to be given in cols. 4 to 9. The 7-digit CPN codes are to be given under col.2 for each of the items 1 to 10. The units in codes are to be recorded in col.3. (For unit codes refer to para no. 3.8.1.5). The value of the output has to be evaluated and reported irrespective of the fact that it remained unsold or undisposed off during the reference period. Any part of the output (finished products) which was consumed for own use of the enterprise and the products which were supplied to sister concerns will also be included in this block. Products and by products consumed at home will also be included in this block. Intermediate products, if sold as they are, will also be recorded in this block. For definition of intermediate products, para 3.5.5 may be seen.

In this block the decimal figures, wherever needed, shall be recorded in the spaces provided.

3.9.1 Items 1 to 11 : Products and by-products manufactured : The names of output has to be reported for all major products/by-products in col.1. Provision has been made to record upto 10 such items of output. If the number of products and by products exceeds 10, the remaining products will be lumped up and shown against "others"(item 11). The intermediate products made by the enterprise and meant for further processing are not to be included here, but if they are sold as they are, they should be included. Products and by-products will include home consumption.

3.9.2 Col.2 : 7-digit CPN code : The 7-digit CPN code of each of the products and by-products (written in col.1) should be legibly and correctly recorded in 7-boxes provided in col.2. It should also be noted that the CPN codes should exactly match with the names of the products and by-products recorded in the CPN code list.

3.9.3 Cols. 3,4,6,7 & 9: Unit,quantity and rate per unit: Quantity figures under cols. 4 & 7 should be recorded in one place of decimal. The units(in codes) are to be given in col.3. It may be noted that the unit codes are 2-digit, and these codes are to be recorded in two boxes provided in col.3. The rate per unit will be recorded in two places of decimal in cols. 6 & 9. The procedure for calculating rate per unit will be as per para 3.8.1.6.

3.9.4 Cols. 5 & 8 : Value : The values of finished products and by-products which were produced and made ready for sale/use/free distribution/home consumption and the value of intermediate products, if any, that were produced and made ready for sale during the reference period, will be recorded here in whole number of rupees. Value of manufactured products lost by

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Block 10

theft/damage/destroyed by fire etc. during the reference period will also be included. The gross sale value of the products and by-products as charged from the customers will be reported here. It includes excise duty paid or sales tax realised by the enterprise on behalf of the Government as also all distributive expenses incurred such as :

- (i) discount or rebate, allowances for returnable cases or other packing and any other drawback allowed to customers,
- (ii) charges for carriage outward (i.e. outward transportation),
- (iii) commission to selling agents etc.

Further, the subsidy received from Government, if any, will also be taken into account. To arrive at the gross sale value the following steps may be followed :

Step 1: Divide total gross sale value by total quantity sold and get the unit sale price.

Step 2: Multiply total production by the unit sale price - which gives the gross sale value for the enterprise.

In case gross sale value is not available or could not be obtained, net sale value may be reported with suitable remarks; and in such case items 17 to 20 of block 8.2 need not be filled in.

3.9.5 Item 12 : Total(1 to 11) : Self-explanatory.

3.10 Block 10 : Calculation of gross value added for the reference period .

3.10.1 Item 1 : Remuneration received for work done for other concerns : Work done for other concerns will relate to industrial services rendered to other concerns (including repair work) whether such services are rendered inside or outside the premises of the reporting enterprise. In rendering industrial services, the materials for processing or repairing is generally supplied by the concerns for which the work is done by the reporting enterprise. Even if the payment is not yet received, the amount will be recorded here. Service charges received in kind are to be imputed. For servicing units, if raw materials are purchased for the customer which will be reimbursed subsequently, price of the raw materials will be ignored, only the service charge is to be recorded.

3.10.2 Item 2 : Sale value of goods sold in same condition as purchased : The ex-factory sale values of all goods incidental to manufacturing which were sold in the reference month(col.2) and year(col.3) in the same condition as purchased will be recorded here. This will also include the sale value of goods

bought exclusively for re-sale.

3.10.3 Item 3 : Increase (+)/ Decrease (-) in stock of semi-finished goods : For any manufacturing process, a stock of semi-finished goods remains at the beginning and at the end of the reference period. The net balance (closing balance minus opening balance) of such semi-finished goods forms a sort of

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Blocks 11,12 & 13

notional output for that enterprise. The value of such net balance of semi-finished goods will be recorded against this item with appropriate sign ('+' for increase and '-' for decrease). This may be obtained by subtracting col.2 from col.3 of item 4, block 5 for the reference year. The estimate of net balance for the reference month may be obtained from the informant.

3.10.4 Item 4 : Other receipts(excluding interest and dividends) : This will include any other receipt incidental to manufacturing activity. Receipts from sale of used packing materials and imputed value of addition to fixed assets through own construction (other than building) will also be entered here. Hiring out of fixed assets will not be considered as activity incidental to manufacturing activity. Hence rent received on that account will not be included in this item. However, receipts from a few services of non-industrial nature such as transportation, agency, consultancy etc. will be recorded here. Other receipts will exclude interest and dividend since these are not accrued due to manufacturing activity.

3.10.5 Item 5 : Total receipts (1 to 4) : self-explanatory.

3.10.6 Item 6 : Gross output [(item 5 above) + (item 12 of block 9)] : Self-explanatory.

3.10.7 Item 7 : Total input [(item 18 of block 8.1)+(item 22 of block 8.2)] : Self-explanatory.

3.10.8 Item 8 : Gross value added (item 6-item 7) : Gross value added may be obtained by subtracting item 7 from item 6. If item 6 is greater than item 7, a negative sign may be put against this item with suitable remarks in block 11.

3.11 Block 11 : Remarks by investigator : Self explanatory.

3.12 Block 12 : Remarks by inspecting officer : Self-explanatory.

3.13 Block 13 : Some important key information about enterprise from schedule 2.2 : This block is designed to record key information about the enterprise. The block has been divided into two sub-blocks, of which sub-block 'A' will give identification particulars and sub-block 'B' will give key information of the enterprise. The entry against each of the

items of these sub-blocks is to be copied from the main schedule.

3.13.1 Sub-block 'A' : Identification particulars : The entries against different items in this sub-block are to be copied from the relevant items of blocks 1 and 2 as the case may be. The item and block reference from where the entry is to be copied is printed in the schedule.

3.13.2 Sub-block 'B' : Key information : The entries are to be copied from the relevant items of the main schedule. The blocks which need to be consulted for this purpose are blocks 3, 4, 7 and 10. Items 1 to 3 are to be recorded in terms of codes, whereas rest of the items are to be recorded either in whole number of rupees or in numbers. Item 5 has 12 sub-items and the sub-items 5.1 to 5.12 correspond with the items 1 to 12 of block 7. Items 6 and 7 correspond with item 22 of block 7. Items 8 to 10 are to be copied from the relevant items of block 10.

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STATE CODES

(LIST OF STATES-CODES FOR VARIOUS NSS ROUNDS)

S.No.	States/UT's	upto 43rd	44th to 48th	49th to 55th	56th	57th	58th
1.	Andhra Pradesh	02	02	02	02	28	
2.	Assam	03	03	04	04	18	
3.	Bihar	04	04	05	05	10	
4.	Gujarat	05	05	07	07	24	
5.	Haryana	06	06	08	08	06	
6.	Himachal Pradesh	07	07	09	09	02	
7.	Jammu & Kashmir	08	08	10	10	01	
8.	Karnataka	09	09	11	11	29	
9.	Kerala	10	10	12	12	32	
10.	Madhya Pradesh	11	11	13	13	23	
11.	Maharashtra	12	12	14	14	27	
12.	Manipur	13	13	15	15	14	
13.	Meghalaya	14	14	16	16	17	
14.	Nagaland	15	15	18	18	13	
15.	Orissa	16	16	19	19	21	
16.	Punjab	17	17	20	20	03	
17.	Rajasthan	18	18	21	21	08	
18.	Sikkim	19	19	22	22	11	
19.	Tamil Nadu	20	20	23	23	33	
20.	Tripura	21	21	24	24	16	
21.	Uttar Pradesh	22	22	25	25	09	
22.	West Bengal	23	23	26	26	19	
23.	A & N Islands	24	24	27	27	35	
24.	Arunachal Pradesh	25	25	03	03	12	
25.	Chandigarh	26	26	28	28	04	
26.	Dadra & Nagar Haveli	27	27	29	29	26	
27.	Delhi	28	28	31	31	07	
28.	Goa	29**	29	06	06	30	
29.	Lakshdweep	30	30	32	32	31	
30.	Mizoram	31	31	17	17	15	
31.	Pondicherry	32	32	33	33	34	
32.	Daman & Diu	--	33	30	30	25	
33.	Chattigarh	--	--	--	35	22	
34.	Jharkhand	--	--	--	34	20	
35.	Uttaranchal	--	--	--	36	05	

** stands for Goa, Daman & Diu

Note : In NSS 57th Round, old state codes were followed in the field of survey .

APPENDIX-I

LIST OF FOD SUB-REGIONS

state/u.t.		regional office		sub-regional office		
sl. no.	name	sl. no.	name (code)	sl. no.	name	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Andhra Pradesh (02)	1.	Cudappah (021)	1.	Cudappah	0210
				2.	Anantpur	0211
				3.	Guntur	0212
				4.	Kurnool	0213
				5.	Nellore	0214
		2.	Hyderabad (022)	6.	Hyderabad	0220
				7.	Karim	0221
				8.	Nizamabad	0222
				9.	Warrangal	0223
		3.	Vijayawada (023)	10.	Vijayawada	0230
				11.	Kakinada	0231
				12.	Visakhapatnam	0232
2.	Assam (04)	4.	Gauhati (041)	13.	Gauhati	0410
				14.	Dibrugarh	0411
				15.	Jorhat	0412
				16.	Silchar	0413
				17.	Tezpur	0414
3.	Bihar (05)	5.	Muzaffarpur (051)	18.	Muzaffarpur	0510
				19.	Darbhanga	0511
				20.	Motihari	0512
				21.	Purnea	0513
		6.	Patna (052)	22.	Patna	0520
				23.	Bhagalpur	0521
				24.	Dumka	0522
				25.	Gaya	0523
		7.	Ranchi (053)	26.	Ranchi	0530
				27.	Hazaribagh	0531
				28.	Jamshedpur	0532
4.	Gujarat (07)	8.	Ahmedabad (071)	29.	Ahmedabad	0710
				30.	Bhavanagar	0711

31. Jam Nagar 0712
32. Rajkot 0713
33. Surendranagar 0714

9. Baroda (072) 34. Baroda 0720
35. Mehsana 0721

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state/u.t. regional office sub-regional office						
sl. no.	name	sl. no.	name (code)	sl. no.	name	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
4.	Gujarat (07)	9.	Baroda (072)	36.	Nandiad	0722
				37.	Surat	0723
5.	Haryana (08)	10.	Chandigarh (081)	38.	Chandigarh	0810
				39.	Ambala	0811
				40.	Bhiwani	0811
				41.	Rissar	0812
				42.	Karnal	0813
				43.	Rohtak	0814
6.	Himachal Pradesh (09)	11.	Shimla (091)	44.	Shimla	0910
				45.	Bilaspur	0911
				46.	Dharmashala	0912
				47.	Mandi	0913
7.	Jammu & Kashmir (10)	12.	Jammu (101)	48.	Jammu	1010
				49.	Udhampur	1011
		13.	Srinagar (102)	50.	Srinagar	1020
				51.	Anantnag	1021
				52.	Baramula	1022
8.	Karnataka (11)	14.	Bangalore (111)	53.	Bangalore	1110
				54.	Mangalore	1111
				55.	Mysore	1112
				56.	Shimoga	1113

15. Hubli (112) 57. Hubli 1120
 58. Belgaum 1121
 59. Bellary 1122
 60. Gulbarga 1123
 61. Panaji 1124

9. Kerala 16. Trivandrum (121) 62. Trivandrum 1210
 (12) 63. Cochin 1211
 64. Kozhikode 1212
 65. Lakshadweep 1213
 66. Palghat 1214
 67. Trichur 1215
 68. Kottayam 1216

10. Madhya 17. Bhopal (131) 69. Bhopal 1310
 Pradesh 70. Chindwara 1311
 (13) 71. Durg 1312
 72. Khandwa 1313
 73. Sagar 1314

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state/u.t.		regional office		sub-regional office	
sl. no.	name	sl. no.	name (code)	sl. no.	name code
(1)	(2)	(3)	(4)	(5)	(6) (7)

10. Madhya Pradesh (13)	18. Gwalior (132)	74. Gwalior	1320
	75. Indore	1321	
	76. Ratlam	1322	
	77. Shivpuri	1323	
	78. Ujjain	1324	

19. Jabalpur (133)	79. Jabalpur	1330
	80. Ambikapur	1331
	81. Bilaspur	1332
	82. Raipur	1333
	83. Rewa	1334

11. Maharashtra (14)	20. Aurangabad (141)	84. Aurangabad	1410
	85. Jalgaon	1411	
	86. Nanded	1412	

87. Nasik 1413

21. Bombay (142) 88. Bombay 1420
89. Thane 1421

22. Nagpur (143) 90. Nagpur 1430
91. Akola 1431
92. Amravati 1432

23. Pune (144) 93. Pune 1440
94. Kolhapur 1441
95. Sholapur 1442

12. Meghalaya 24. Shillong (161) 96. Shillong 1610
(16) 97. Tura 1611
98. Agartala 1612

13. Nagaland 25. Kohima (181) 99. Kohima 1810
(18)

14. Orissa 26. Bhubaneswar 100. Bhubaneswar 1910
(19) (191) 101. Berhampur 1911
102. Cuttack 1912

27. Sambalpur (192) 103. Sambalpur 1920
104. Baripada 1921
105. Bhavanipatna 1922

15. Punjab 28. Jalandhar (201) 106. Jalandhar 2010
(20) 107. Amritsar 2011
108. Ferozpur 2012
109. Hoshiarpur 2013

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state/u.t.		regional office		sub-regional office		

sl. no.	name	sl. no.	name (code)	sl. no.	name	code

(1)	(2)	(3)	(4)	(5)	(6)	(7)

15. Punjab 29. Ludhiana (202) 110. Ludhiana 2020

(20)	111. Bhatinda	2021	
	112. Patiala	2022	
16. Rajasthan	30. Ajmer (211)	113. Ajmer	2110
(21)	114. Jodhpur	2111	
	115. Udaipur	2112	
	31. Jaipur (212)	116. Jaipur	2120
	117. Alwar	2121	
	118. Ganganagar	2122	
	119. Kota	2123	
17. Sikkim	32. Gangtok (221)	120. Gangtok	2210
(22)			
18. Tamil Nadu	33. Coimbatore (231)	121. Coimbatore	2310
(23)	122. Dharmapuri	2311	
	123. Salem	2312	
	124. Tiruchirapalli	2313	
	34. Madras (232)	125. Madras	2320
	126. Cuddalore	2321	
	127. Pondicherry	2322	
	128. Vellore	2323	
	35. Madurai (233)	129. Madurai	2330
	130. Tanjore	2331	
	131. Tirunelveli	2332	
	132. Virudhu Nagar	2333	
19. Uttar Pradesh	36. Agra (251)	133. Agra	2510
(25)	134. Aligarh	2511	
	135. Meerut	2512	
	136. Saharanpur	2513	
	37. Allahabad (252)	137. Allahabad	2520
	138. Azamgarh	2521	
	139. Faizabad	2522	
	140. Gorakhpur	2523	
	141. Varanasi	2524	
	38. Bareilly (253)	142. Bareilly	2530
	143. Almorah	2531	
	144. Dehradun	2532	
	145. Moradabad	2533	
	146. Sitapur	2534	

state/u.t.		regional office		sub-regional office		
sl. no.	name	sl. no.	name (code)	sl. no.	name	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
19. Uttar Pradesh (25)		39. Lucknow (254)		147. Lucknow		2540
			148. Fatehpur		2541	
			149. Gonda		2542	
			150. Jhansi		2543	
			151. Kanpur		2544	
20. West Bengal (26)		40. Burdwan (261)		152. Burdwan		2610
			153. Bankura		2611	
			154. Chinsura		2612	
			155. Midnapur		2613	
		41. Calcutta (262)		156. Calcutta		2620
			157. Howrah		2621	
		42. Malda (263)		158. Malda		2630
			159. Barhampur		2631	
			160. Siliguri		2632	
21. Andaman & Nicobar Islands (27)		43. Port Blair (271)		161. Port Blair		2710
22. Delhi (31)		44. Delhi (311)		162. Delhi		3110

APPENDIX-II

LIST OF NSS REGIONS AND THEIR COMPOSITION

state/ detailed composition of region							
srl. no.	u.t. (code)	SR	descrip- tion	name of district	code district	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01.	Andaman & Nicobar Islands (27)	271	Andaman & Nicobar Islands	Andaman	(01)	Nicobar	(02)
02.	Andhra Pradesh (02)	021	Coastal	Srikakulam	(01)	Krishna	(06)
				Vizianagaram	(02)	Guntur	(07)
				Vishakhapatnam	(03)	Prakasam	(08)
				East Godavari	(04)	Nellore	(09)
				West Godavari	(05)		
03.	-----	022	Inland	Mahbubnagar	(14)	Adilabad	(19)
			Northern	Rangareddy	(15)	Karimnagar	(20)
				Hyderabad	(16)	Warangal	(21)
				Medak	(17)	Khammam	(22)
				Nizamabad	(18)	Nalgonda	(23)
04.	-----	023	South-Western	Anantapur	(12)	Kurnool	(13)
05.	-----	024	Inland Southern	Chittoor	(10)	Cuddapah	(11)
06.	Arunachal Pradesh (03)	031	Arunachal Pradesh	Tawang	(01)	West Siang	(06)
				West Kameng	(02)	East Siang	(07)
				East Kameng	(03)	Dibang	(08)
				Lower Suban-siri	(04)	Tirap	(11)
				Upper Suban-siri	(05)	Changlong	(10)
07.	Assam (04)	041	Plains	Bongaigaon	(03)	Sibsagar	(16)
			Eastern	Barpeta	(05)	Dibrugarh	(17)
				Nalbari	(06)	Tinsukia	(18)
				Sonitpur	(09)	Cachar	(23)
				Lakhimpur	(10)		
				Marigaon	(12)		
08.	-----	042	Plains Western	Dhubri	(01)	Golaghat	(14)
				Goalpara	(04)	Jorhat	(15)
				Kamrup	(07)	Karimgang	(21)
				Darrang	(08)	Hailakandi	(22)
				Dhemaji	(11)		
				Nowgong	(13)		

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state/ detailed composition of region							
srl. no.	u.t. (code)	SR	descrip- tion	name of district	code district	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
09.	Assam (04)	043	Hills	Kokrajhar	(02)	North Cachar Hills	(20)
10.	Bihar (05)	051	Southern	Godda	(28)	Ranchi	(38)
			Sahibganj	(29)	Purbi		
			Dumka	(30)	Singhbhum	(39)	
			Deoghar	(31)	Paschimi		
			Dhanbad	(32)	Singhbhum	(40)	
			Giridih	(33)			
			Hazaribagh	(34)			
			Palamau	(35)			
			Lohardaga	(36)			
			Gumla	(37)			
11.	-----	052	Northern	Saran	(09)	Darbhanga	(19)
			Siwan	(10)	Madhubani	(20)	
			Gopalganj	(11)	Saharsa	(21)	
			Paschim		Madhepura	(22)	
			Champaran	(12)	Purnea	(23)	

Purba Katihar (24)
 Champaran (13) Araria (41)
 Sitamarhi (14) Kishanganj (42)
 Muzaffarpur (15)
 Vaishali (16)
 Samastipur (18)

12. ----- 053 Central Patna (01) Begusarai (17)
 Nalanda (02) Khagaria (25)
 Bhojpur (03) Munger (26)
 Rohtas (04) Bhagalpur (27)
 Aurangabad (05)
 Jehanabad (06)
 Gaya (07)
 Nawada (08)

13. Chandi- 281 Chandigarh Chandigarh (01)
 garh
 (28)

14. Dadra & 291 Dadra & Dadra & Nagar (01)
 Nagar Nagar Haveli
 Haveli Haveli
 (29)

15. Daman & 301 Daman & Daman (01) Diu (02)
 Diu Diu
 (30)

state/ srl. u.t. SR		detailed composition of region					
no. (code)		descrip- tion	name of district	code	name of district	code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
16.	Delhi (31)	311	Delhi	Delhi	(01)		
17.	Goa (06)	061	Goa	North Goa	(01)	South Goa	(02)
18.	Gujarat (07)	071	Eastern	Sabar Kantha	(09) :		
				Khendbrahma,Vijoyanagar, Bhiloda,Meghraj Panch Mahals (14) : Limkheda,Dahad, Jhalod,Santrampur Vadodara (15) : Nasvade,Tilokwada, Chotta Udaipur, Jabugam Bharuch (16) : Ankleswar,Valia, Jagadita,Dadipada, Sagbhara,Nandod Surat (17) : Vyara,Mahnva, Valad,Nizar, Songadh,Mandvi, Uchhal Valsad (18) : Chikkli Dharapur, Ransada,Umborgaon, Pardi,Valsad The Dangs (19) : Whole district			
19.	-----	072	Plains	Sabar Kantha	(09) :		
			Northern	Prantij,Modasa, Malpur,Himmatnagar, Bayed,Idar Mahesana (10) : Mahesana,Kall Patan,Sindhpur, Kheralu,Kalol, Visanagar,Vizapur Gandhinagar (11) : Whole district Ahmedabad (12) : Whole district Kheda (13) :			

Whole district

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state/ srl. u.t.		detailed composition of region					
no.	(code)	SR	descrip- tion	name of district	code district	name of	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
20.	Gujarat (07)	073	Plains Southern	Panch Mahals Halol,Kalol, Godhra,Raria, Dengad,Jambu- Ghoda,Sehona, Lunawada Vadodara (15) : Savli,Dadhoi, Rarjan,Paora, Sinor,Vaghodia, Vadodara,Sankheda Bharuch (16) : Hansot,Vagra, Amod,Jambusar, Bharuch Surat (17) : Ghorasi, Kamrej,Olpad Valsad (18) : Navasari,Gandevi	(14)		
21.	-----	074	Dry areas	Surendranagar (03) : Whole district Kachchh (07) : Whole district Banas Kantha (08) : Whole district Mahesana (10) : Chanasma,Sami, Harij			
22.	-----	075	Saurashtra	Jamnagar (01) Amreli (05)			

Rajkot (02) Junagadh (06)
Bhavnagar (04)

23. Haryana 081 Eastern Ambala (01) Panipat (06)
(08) Yamuna Nagar (02) Sonipat (07)
Kurukshetra (03) Rohtak (08)
Kaithal (04) Faridabad (09)
Karnal (05) Gurgaon (10)

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state/ detailed composition of region
srl. u.t. SR -----
no. (code) descrip- name of code name of code
tion district district

(1) (2) (3) (4) (5) (6) (7) (8)

24. Haryana 082 Western Jind (14) Hisar (15)
(08) Mahendragarh (12) Sirsa (16)
Bhiwani (13) Rewari (11)

25. Himachal 091 Himachal Chamba (01) Kulu (07)
Pradesh Pradesh Kangra (02) Lahaul &
(09) Hamirpur (03) Spiti (08)
Una (04) Shimla (09)
Bilaspur (05) Solan (10)
Mandi (06) Sirmaur (11)
Kinnaur (12)

26. Jammu & 101 Mountain- Kathus (11) Jammu (12)
Kashmir ous
(10)

27. ----- 102 Outer Hills Doda (09) Rajouri (13)
Udhampur (10) Poonch (14)

28. ----- 103 Jhelam Anantnag (01) Barmula (05)
Valley Pulwama (02) Kupwar (06)
Srinagar (03) Kargil* (07)
Badgam (04) Ladakh* (08)

29. Karnataka 111 Coastal Dakshin (09) Uttar (20)
(11) & Ghats Kannad Kannad

30. ----- 112 Inland Chikmagalur (07) Kodagu (13)
Eastern Hassan (12) Shimoga (18)

31. ----- 113 Inland Bangalore Mysore (16)
 Southern (Urban) (01) Tumkur (19)
 Bangalore Kolar (14)
 (Rural) (02) Mandya (15)
32. ----- 114 Inland Belgaum (03) Chitradurga (08)
 Northern Bellary (04) Dharwad (10)
 Bidar (05) Gulbarga (11)
 Bijapur (06) Raichur (17)

 * not yet covered by NSS

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- state/ detailed composition of region
 srl. u.t. SR -----
 no. (code) descrip- name of code name of code
 tion district district
-
- (1) (2) (3) (4) (5) (6) (7) (8)
-
33. Kerala 121 Northern Kasargod (01) Malapuram (05)
 (12) Wayanad (03) Kannur (02)
 Kozhikode (04) Palakkad (06)
34. ----- 122 Southern Trichur (07) Alappuzha (11)
 Ernakulam (08) Pathanam-
 Idukki (09) thitta (12)
 Kottayam (10) Kollam (13)
 Thiruvanan-
 thapuram (14)
35. Laksha- 321 Laksha- Lakshadweep (01)
 dweep dweep
 (32)
36. Madhya 131 Chhattis- Surguja (39) Durg (43)
 Pradesh garh Bilaspur (40) Raipur (44)
 (13) Raigarh (41) Bastar (45)
 Rajnandgaon (42)
37. ----- 132 Vindhya Tikamgarh (07) Rewa (13)
 Chhatarpur (08) Shahdol (14)
 Panna (09) Sidhi (15)
 Satna (12)
38. ----- 133 Central Sagar (10) Bhopal (28)
 Damoh (11) Sehore (29)
 Vidisha (27) Raisen (30)

39. ----- 134 Malwa Mandsaur (16) Jhabua (21)
 Ratlam (17) Dhar (22)
 Ujjain (18) Indore (23)
 Shajapur (19) Rajgarh (26)
 Dewas (20)

40. ----- 135 South Jabalpur (33) Chhindwara (36)
 Narsimhapur (34) Seoni (37)
 Mandla (35) Balaghat (38)

41. ----- 136 South- Khargone Betul (31)
 Western (W. Nimar) (24) Hoshangabad (32)
 Khandwa
 (E. Nimar) (25)

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 state/ detailed composition of region
 srl. u.t. SR -----
 no. (code) descrip- name of code name of code
 tion district district

 (1) (2) (3) (4) (5) (6) (7) (8)

 42. Madhya 137 Northern Morena (01) Datia (04)
 Pradesh Bhind (02) Shivpuri (05)
 (13) Gwalior (03) Guna (06)
 43. Maharash- 141 Coastal Greater Ratnagiri (04)
 tra Bombay (01) Sindhudurg (05)
 (14) Thane (02)
 Raigarh
 (Kulaba) (03)
 44. ----- 142 Inland Ahmadnagar (09) Sangli (12)
 Western Pune (10) Solapur (13)
 Satara (11) Kolhapur (14)
 45. ----- 143 Inland Nashik (06) Jalgaon (08)
 Northern Dhule (07)
 46. ----- 144 Inland Aurangabad (15) Nanded (19)
 Central Parbhani (17) Osmanabad (20)
 Bid (18) Jalna (16)
 Latur (21)
 47. ----- 145 Inland Buldana (22) Yavatmal (25)
 Eastern Akola (23) Wardha (26)
 Amravati (24) Nagpur (27)
 48. ----- 146 Eastern Bhandara (28) Chandrapur (29)
 Gadchiroli (30)

49. Manipur 151 Plains Imphal (07) Bishnupur (06)
(15) Thoubal (05)

50. ----- 152 Hills Senapati (01) Chandel (04)
Tamenglong (02) Ukhrul (08)
Churachandpur (03)

51. Meghalaya 161 Meghalaya Jaintia Hills (01) East Garo
(16) East Khasi Hills (04)
Hills (02) West Garo
West Khasi Hills (05)
Hills (03)

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state/ detailed composition of region
srl. u.t. SR -----
no. (code) descrip- name of code name of code
tion district district

(1) (2) (3) (4) (5) (6) (7) (8)

52. Mizoram 171 Mizoram Aizawl (01) Chhimtuipui (03)
(17) Lunglei (02)

53. Nagaland 181 Nagaland Kohima (01) Mukokchung (05)
(18) Phek (02) Tuensang (06)
Wokha (04) Mon (07)
Zunheboto (03)

54. Orissa 191 Coastal Baleshwar (05) Ganjam (12)
(19) Cuttack (06) Puri (13)

55. ----- 192 Southern Phulbani (08) Kalahandi (10)
Koraput (11)

56. ----- 193 Northern Sambalpur (01) Mayurbhanj (04)
Sundargarh (02) Dhenkanal (07)
Keonjhar (03) Bolangir (09)

57. Pondi- 331 Pondi- Pondicherry (01) Mahe (03)
cherry cherry Karaikal (02) Yanam (04)
(33)

58. Punjab 201 Northern Gurdaspur (01) Kapurthala (06)
(20) Amritsar (02) Hoshiarpur (07)
Ludhiana (04) Rupnagar
Jalandhar (05) (Ropar) (08)

59. ----- 202 Southern Firozpur (03) Bhatinda (11)
Patiala (09) Faridkot (12)
Sangrur (10)
60. Rajasthan 211 Western Ganganagar (01) Nagaur (15)
(21) Bikaner (02) Pali (16)
Churu (03) Barmer (17)
Jaisalmer (13) Jalor (18)
Jodhpur (14) Sirohi (19)
61. ----- 212 North- Jhunjhunun (04) Sikar (10)
Eastern Alwar (05) Ajmer (11)
Bharatpur (06) Tonk (12)
Sawai Madhopur (08) Bhilwara (20)
Jaipur (09) Dholpur (07)

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- | state/
srl. u.t.
no. (code) | SR | detailed composition of region | | | | | |
|-----------------------------------|-----|--------------------------------|---------------------|-----------|---------------------|------|-----|
| | | descrip-
tion | name of
district | code | name of
district | code | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 62. Rajasthan | 213 | Southern | Udaipur | (21) | Banswara | (24) | |
| (21) | | Dungarpur | (23) | | | | |
| 63. ----- | 214 | South-
Eastern | Chittaurgarh | (22) | Kota | (26) | |
| | | Bundi | (25) | Jhalawar | (27) | | |
| 64. Sikkim | 221 | Sikkim | North(Mangam) | (01) | South | | |
| (22) | | East(Gangtok) | (02) | (Nimachi) | (03) | | |
| | | West | | | | | |
| | | | (Gyalshing) | (04) | | | |
| 65. Tamil
Nadu | 231 | Coastal | Madras | (01) | North Arcot | | |
| (23) | | Northern | Chengai Anna | | Ambedkar | (03) | |
| | | | (Chengalpattu) | (02) | South Arcot | (06) | |
| | | | Thiruvannamalai | | | | |
| | | | Sambuvarayar | (05) | | | |
| 66. ----- | 232 | Coastal | Tiruchirpalli | (12) | Pudukkottai | (14) | |
| | | Thanjavur | (13) | | | | |
| 67. ----- | 233 | Southern | Madurai | (16) | Tirunelveli | | |
| | | Ramanatha- | Kottabomman | (20) | | | |
| | | puram | (18) | Kannya | | | |
| | | Kamarajar | (17) | Kumari | (21) | | |
| | | Dindigul-quaide | Chidam- | | | | |
| | | Milleth(Anna) | (11) | baranar | (19) | | |

Pasumpom
Thevar
Thirumaganar
(Pasumpon Ma-
thuamlingam) (15)

68. ----- 234 Inland Dharmapuri (04) Coimbatore (10)
Salem (07) Nilgiri (09)
Periyar (08)

69. Tripura 241 Tripura West Tripura (01) South
(24) North Tripura (02) Tripura (03)

70. Uttar 251 Himalayan Uttar Kashi (01) Garhwal (05)
Pradesh Chamoli (02) Pithoragarh (06)
(25) Tehri Almora (07)
Garhwal (03) Nainital (08)
Dehra Dun (04) Bareilly (25)

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state/ detailed composition of region
srl. u.t. SR -----
no. (code) descrip- name of code name of code
tion district district

(1) (2) (3) (4) (5) (6) (7) (8)

71. Uttar 252 Western Saharanpur (12) Pilibhit (26)

Pradesh (25)	Muzaffar- nagar	Shahjah- anpur	(14)	(27)
	Bijnor	Aligarh	(09)	(18)
	Meerut	Mathura	(15)	(19)
	Ghaziabad	Agra	(16)	(20)
	Bulandshahr	Etah	(17)	(22)
	Moradabad	Mainpuri	(10)	(23)
	Rampur	Farrukhabad	(11)	(34)
	Budaun	Etawah	(24)	(35)
	Hardwar	Firozabad	(13)	(21)
	Sonbhadra		(63)	
72. -----	253 Central	Kanpur Dehat	(36)	Unnao (31)
		Kanpur Nagar	(37)	Lucknow (32)
		Fatehpur	(43)	Rai Bareli (33)
		Kheri	(28)	Bara Banki (48)
		Sitapur	(29)	
		Hardoi	(30)	
73. -----	254 Eastern	Allahabad	(45)	Deoria (55)
		Bahraich	(46)	Azamgarh (57)
		Gonda	(47)	Jaunpur (58)
		Faizabad	(49)	Ballia (59)
		Sultanpur	(50)	Ghazipur (60)
		Pratapgarh	(44)	Varanasi (61)
		Basti	(53)	Mirzapur (62)
		Gorakhpur	(54)	
		Maunath		
		Bhanjan	(56)	
		Maharajganj	(52)	
		Sidhartha		
		Nagar	(51)	
74. -----	255 Southern	Jalaun	(38)	Hamirpur (41)
		Jhansi	(39)	Banda (42)
		Lalitpur	(40)	
75. West Bengal (26)	261 Himalayan	Kochbihar	(01)	Darjiling (03)
		Jalpaiguri	(02)	
76. -----	262 Eastern	West	Nadia	(07)
	Plains	Dinajpur	(04)	Birbhum (17)
		Maldah	(05)	
		Murshidabad	(06)	
77. -----	263 Central	24-Parganas	Hooghly	(12)
	Plains	(North)	(08)	Burdwan (16)
		Calcutta	(10)	24-Parganas
		Howrah	(11)	(South) (09)
78. -----	264 Western	Midnapur	(13)	Puruliya (15)
	Plains	Bankura	(14)	
