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# **Instructions to Field Staff**

## **Volume-I**

**Design, Concepts, Definitions and Procedures**

**SOCIO-ECONOMIC SURVEY**

**NSS 67<sup>th</sup> ROUND**  
**(JULY 2010 - JUNE 2011)**



**National Sample Survey Office**

**National Statistical Organisation**

**Ministry of Statistics and Programme Implementation**  
**Government of India**

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## Chapter One

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### Introduction: Concepts, Definitions and Procedures

#### 1.0 Introduction:

1.0.1 The National Sample Survey Office (NSSO), Ministry of Statistics and Programme Implementation (MOSPI), Government of India, since its inception in 1950 has been conducting nationwide integrated large scale sample surveys, employing scientific sampling methods, to generate data and statistical indicators on diverse socio-economic aspects.

1.0.2 The sixty-seventh round of NSS is devoted exclusively for collection of data on economic and operational characteristics of unincorporated non-agricultural enterprises in manufacturing, trade and other service sector (excluding construction). The field operations of the survey will commence on 1<sup>st</sup> July 2010 and will continue up to 30<sup>th</sup> June 2011.

1.0.3 Last surveys of enterprises on trade, unorganised manufacturing and service sectors (excluding trade and construction) were conducted during 53<sup>rd</sup> round (January – December 1997) , 62<sup>nd</sup> round (July 2005 – June 2006) and 63<sup>rd</sup> round of NSS (July 2006 – June 2007) respectively. Other enterprise surveys carried out in between were 55<sup>th</sup> round (informal sector enterprises, 1999-2000), 56<sup>th</sup> round (unorganised manufacturing, 2000-2001) and 57<sup>th</sup> round (unorganised service sector excluding trade, finance and construction, 2001 –2002).

1.0.4 The present manual of “Instructions to field staff” for the NSS 67<sup>th</sup> round is in two volumes. The volume I gives the details of concepts, definitions, sample design and procedural guidelines for conducting the survey. Volume II provides the schedules for survey round.

#### 1.1 Contents of Volume I

1.1.0 The present volume contains three chapters. Chapter one, besides giving an overview of the whole survey operation, discusses the concepts and definitions of certain important technical terms to be used in the survey. It also describes in detail the sample design and the procedure of selection of enterprises adopted for this round. Instructions for filling in listing schedule (Schedule 0.0) and detailed survey enquiry schedule (Schedule 2.34) are given in Chapters Two and Three respectively.

#### 1.2 Outline of Survey Programme

1.2.1 **Subject Coverage:** The coverage of NSS 67<sup>th</sup> round (July 2010 – June 2011) will be non-agricultural unincorporated enterprises belonging to three sectors viz., Manufacturing, Trade and Other Services.

The survey will cover the following broad categories:

- (a) Manufacturing enterprises excluding those registered under Sections 2m(i) and 2m(ii) of the Factories Act, 1948
- (b) Manufacturing enterprises registered under Section 85 of Factories Act, 1948
- (c) Enterprises engaged in cotton ginning, cleaning and baling (code 01632 of NIC-2008) excluding those registered under Factories Act
- (d) Enterprises manufacturing bidi and cigar excluding those registered under bidi and cigar workers (condition of employment) Act, 1966
- (e) Trading enterprises
- (f) Other Service sector enterprises excluding construction

Ownership categories of enterprises under coverage in (a) to (f) above will be:

- (a) Proprietary and partnership enterprises
- (b) Trusts, Self-help groups (SHGs), Non-Profit Institutions (NPIs), etc.

Following ownership categories of enterprises will be excluded from the coverage:

- (a) Enterprises which are incorporated i.e. registered under Companies Act, 1956
- (b) Government and public sector enterprises
- (c) Cooperatives

Coverage of the survey in terms of NIC – 2008 codes are given below.

<b>A. <u>NIC 2008 codes under coverage of the survey</u></b>	
Division/ Group	Description
<b>Manufacturing</b>	
10	Manufacture of Food Products
11	Manufacture of Beverages
12	Manufacture of Tobacco Products
13	Manufacture of Textiles
14	Manufacture of Wearing Apparel
15	Manufacture of Leather and Related Products
16	Manufacture of Wood and of Products of Wood and Cork, except Furniture; Manufacture of Articles of Straw and Plaiting Materials
17	Manufacture of Paper and Paper Products

<b>A. <u>NIC 2008 codes under coverage of the survey</u></b>	
Division/ Group	Description
18	Printing and Reproduction of Recorded Media
19	Manufacture of Coke and Refined Petroleum Products
20	Manufacture of Chemicals and Chemical Products
21	Manufacture of Pharmaceuticals, Medicinal Chemical and Botanical Products
22	Manufacture of Rubber And Plastics Products
23	Manufacture of Other Non-Metallic Mineral Products
24	Manufacture of Basic Metals
25	Manufacture of Fabricated Metal Products, except Machinery and Equipment
26	Manufacture of Computer, Electronic and Optical Products
27	Manufacture of Electrical Equipment
28	Manufacture of Machinery and Equipment N.E.C.
29	Manufacture of Motor Vehicles, Trailers and Semi-Trailers
30	Manufacture of Other Transport Equipment
31	Manufacture of Furniture
32	Other Manufacturing
33	Repair And Installation of Machinery and Equipment
01632	Cotton Ginning, Cleaning and Bailing
<b>Trading</b>	
45	Wholesale and Retail Trade and Repair of Motor Vehicles and Motorcycles
46	Wholesale Trade, except of Motor Vehicles and Motorcycles
47	Retail Trade, except of Motor Vehicles and Motorcycles
<b>Other Services</b>	
37	Sewerage
38	Waste collection, treatment and disposal activities; materials recovery
39	Remediation activities and other waste management services
492	Other Land Transport (excluding 49212, 49213)
50	Water Transport
52	Warehousing and Support Activities for Transportation

<b>A. <u>NIC 2008 codes under coverage of the survey</u></b>	
Division/ Group	Description
53	Postal and Courier Activities
55	Accommodation
56	Food and Beverage Service Activities
58	Publishing Activities
59	Motion Picture, Video and Television Programme Production, Sound Recording and Music Publishing Activities
60	Programming and Broadcasting Activities
61	Telecommunications
62	Computer Programming, Consultancy and Related Activities
63	Information Service Activities
643	Trusts, Funds and Other Financial Vehicles (including special code 64309)
649	Other Financial Service Activities Except Insurance And Pension Funding Activities (including special code 64929)
65	Insurance, Reinsurance and Pension Funding, except Compulsory Social Security
661	Other Financial Activities (excluding 6611)
662	Activities Auxiliary to Insurance and Pension Funding (excluding 6629)
663	Fund management activities
68	Real Estate Activities
69	Legal and Accounting Activities
70	Activities of head offices; management consultancy activities
71	Architecture and Engineering Activities: Technical testing and Analysis
72	Scientific Research and Development
73	Advertising and Market Research
74	Other Professional, Scientific And Technical Activities
75	Veterinary Activities
771	Renting and leasing of motor vehicles
772	Renting and leasing of personal and household goods
773	Renting and leasing of other machinery, equipment and tangible goods n.e.c.
78	Employment Activities
79	Travel Agency, Tour Operator And Other Reservation Service

<b>A. <u>NIC 2008 codes under coverage of the survey</u></b>	
Division/ Group	Description
	Activities
80	Security and Investigation Activities
81	Services To Buildings And Landscape Activities
82	Office Administrative, Office Support and Other Business Support Activities
85	Education
86	Human Health Activities
87	Residential Care Activities
88	Social Work Activities Without Accommodation
90	Creative, Arts and Entertainment Activities
91	Libraries, Archives, Museums and Other Cultural Activities
92	Gambling and Betting Activities ( <u>coverage will be restricted to legal activities only</u> )
93	Sports Activities and Amusement and Recreation Activities
941	Activities of business, employers and professional membership organizations
949	Activities of Other Membership Organisations (excluding 9492 and part of 9491 relating to organisation)
95	Repair Of Computers and Personal and Household Goods
96	Other Personal Service Activities

<b>B. NIC 2008 codes outside the coverage of the survey</b>
<p>1. All codes under sections:</p> <p>A (Agriculture, forestry and fishing excluding 01632);</p> <p>B (Mining and quarrying );</p> <p>D (Electricity, gas, steam and air conditioning supply);</p> <p>F (Construction);</p> <p>O (Public administration and defence; compulsory social security);</p> <p>T (Activities of households as employers; undifferentiated goods and services producing activities of households for own use);</p> <p>U (Activities of extraterritorial organizations and bodies).</p>
<p>2. Codes: 36, 491, 49212, 49213, 493, 51, 641, 642, 6611, 774, 942, 9491(organisations only), 9492</p>

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

Leh (Ladakh) and Kargil districts of Jammu & Kashmir will not have any separate sample first-stage units (FSUs) for 'central sample'. For these two districts, sample FSUs drawn as 'state sample' will also be treated as central sample. The state directorate of economics and statistics (DES) will provide a copy of the filled-in schedules to Data Processing Division of NSSO for processing.

**1.2.3 Period of survey and work programme:** The period of survey will be of one year duration starting on 1<sup>st</sup> July 2010 and ending on 30<sup>th</sup> June 2011. The survey period of this round will be divided into four sub-rounds of three months' duration each as follows:

- sub-round 1 : July - September 2010
- sub-round 2 : October - December 2010
- sub-round 3 : January - March 2011
- sub-round 4 : April - June 2011

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

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

- Schedule 0.0 : list of households and non-agricultural enterprises
- Schedule 2.34 : unincorporated non-agricultural enterprises  
(excluding construction )

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

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

### 1.3 Sample Design

**1.3.1 Outline of sample design:** A stratified multi-stage design has been adopted for the 67<sup>th</sup> round survey. The first stage units (FSU) will be the census villages (Panchayat wards in case of Kerala) in the rural sector and Urban Frame Survey (UFS) blocks in the urban sector. The ultimate stage units (USU) will be enterprises in both the sectors. In case of large FSUs, one intermediate stage of sampling will be the selection of three hamlet-groups (hgs)/ sub-blocks (sbs) from each large rural/ urban FSU.

#### 1.3.2 Sampling frame to be used for selection of first stage units

Census 2001 list of villages will be used as the sampling frame for **rural areas**. Auxiliary information such as number of enterprises, number of workers, type of enterprises, activities of enterprises, etc. available from EC-2005 frame will be used for stratification, sub-stratification and selection of enterprises.

In Kerala, list of panchayat wards as per Census 2001 will be used as frame since list of such wards is not available as per EC 2005 frame.

In the urban sector, EC-2005 frame will be used for 26 cities with population more than a million as per census 2001. Although Mumbai is a million plus city, EC-2005 frame will not be used for Mumbai because of identification problem for IV unit/blocks in the EC for the city. For other cities/towns (including Mumbai), UFS frame (2002-07 phase or latest available phase prior to 2002-07 if it is not available) will be used.

**1.3.3 Stratification:** Each district will be a basic stratum in both rural and urban areas. However, in case of urban, each city with population of 1 million or more as per Census 2001 will form a separate stratum and all other cities/towns of a district will be grouped to form another stratum.

#### 1.3.4 Sub-stratification:

(i) Rural: There will be three sub-strata in the rural sector:

- (1) Villages with at least 5 establishments (NDE/DE) (see para 1.4.17 and 1.4.18 for definition of NDE/DE) under coverage in the manufacturing sector as per EC-2005 information;
- (2) Remaining villages having at least 5 NDE/DE under coverage in the services sector including trade as per EC-2005 information;
- (3) Remaining villages of the stratum.

For the State(s) where EC-2005 information cannot be used as auxiliary information for stratification/sub-stratification due to limitations of EC 2005 frame, each district will be sub-stratified into 'r/4' sub-strata with a sample allocation of 4 per sub-stratum where 'r' is the sample allocation for the district/stratum. The sub-strata will be formed by arranging the villages in terms of population so that total population of each sub-stratum is approximately the same.

(ii) Urban, Million plus cities (excluding Mumbai) :

For each stratum / million plus city, **20 sub-strata** will be formed as under:

- Sub-stratum 1: Blocks with one or more establishment in insurance & pension funding;
- Sub-stratum 2: Remaining blocks with one or more establishment in storage & warehousing;
- Sub-stratum 3: Remaining blocks with one or more establishment in accommodation;
- Sub-strata 4-8: Remaining blocks with one or more establishment in broad activities of manufacturing (as per SSS formation discussed subsequently under para 1.3.10);
- Sub-strata 9-12: Remaining blocks with one or more establishment in broad activities of trade (as per SSS formation in para 1.3.10);
- Sub-strata 13-19: Remaining blocks with one or more establishment in broad activities of other services (as per SSS formation in para 1.3.10) excluding the activities covered under sub-strata 1-3.
- Sub-strata 20: All remaining blocks of the stratum.

(iii) Urban, Other cities and towns (including Mumbai): Two sub-strata will be formed:

- Sub-stratum 1: UFS block types: Bazaar area (BA)/ Industrial area (IA)/ Hospital area/ (HA)/ Slum area (SA) which are likely to contain relatively higher number of enterprises;
- Sub-stratum 2: Remaining UFS blocks of the stratum.

If the number of FSUs in the frame of a rural or urban sub-stratum is found to be less than 8, then separate sub-stratum will not be formed and it will be merged with the adjacent sub-stratum.

There is only one town (Leh) in Leh district and one town (Kargil) in Kargil district of J & K. These two towns are out of UFS coverage. These will be treated as sub-stratum 2 and the entire town will be treated as one FSU.

### 1.3.5 Total Sample size (FSUs):

A sample of 16000 FSUs for central sample and 17176 FSUs for state sample have been allocated at all-India level. Allocations for the State/UTs and sectors for central and state samples are given in Table 1 at the end of Chapter One.

### 1.3.6 Allocation of total sample FSUs:

#### (i) All-India allocation over States:

All-India sample size (FSUs) have been allocated to different State/UTs taking into account the minimum allocations required for a State/UT and the proportion of non-agricultural workers as per EC-2005 in the State/UT.

#### (ii) State/UT allocation over rural/urban sectors: State/UT sample sizes will be allocated to rural and urban sectors of the State/UT in proportion to number of non-agricultural workers as per EC-2005 with the constraint that urban allocation should not be too high compared to rural allocation and both rural and urban allocations will be in multiples of 8.

#### (iii) State × sector allocation over strata: Stratum allocations of State/UT sample sizes for each sector will be made in proportion to number of non-agricultural workers as per EC-2005. For the States/UTs where census 2001 frame will be used in the rural sector, allocations to strata will be made in proportion to population as per census.

#### (iv) Stratum allocation over sub-strata: Allocations to sub-strata will be made:

- (a) In proportion to number of non-agricultural workers as per EC-2005 in rural sector as well as in million plus cities (after assuming the number as 1 for those villages/blocks where number of non-agricultural workers is 0);
- (b) In proportion to number of blocks with a double weight to sub-stratum 1 for other than million plus cities.

Minimum allocation for a sub-stratum will be 4.

### 1.3.7 Selection of FSUs:

(a) Rural & million plus cities: From each sub-stratum, required number of sample villages/blocks will be selected by probability proportional to size with replacement (PPSWR), size being the number of total non-agricultural workers under coverage in the village/block as per EC-2005.

For the State(s) where EC-2005 information cannot be used as auxiliary information for selection of FSUs due to limitations of EC 2005 frame, size for PPSWR selection will be the population of the village as per Census 2001.

(b) Urban (other than million plus cities): From each sub-stratum FSUs will be selected by using Simple Random Sampling Without Replacement (SRSWOR). However, for Leh and Kargil towns, each town will be selected 4 times, once in each sub-round.

Both rural and urban samples will be drawn in the form of two independent sub-samples and equal number of samples will be allocated among the four sub rounds.

### 1.3.8 Formation of segment 9 and selection of hamlet-groups/ sub-blocks

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

**1.3.8.2 Formation of Segment 9:** Having determined the boundaries of the sample FSU, all non-agricultural enterprises having 20 or more workers in the entire FSU and having operated at least one day during last 365 days preceding the day of survey (hereinafter to be called as 'big enterprises') will be listed and all the *eligible units under coverage* will be surveyed. All the listed big units (whether under coverage or not) will constitute segment 9. All *eligible enterprises under coverage* will be surveyed in segment 9.

**1.3.8.3 Criterion for hamlet-group/ sub-block formation:** Having constituted segment 9 as stated above, it is to be determined whether listing will be done in the whole sample FSU or not. For this, approximate present population (P) and approximate total number of non-agricultural enterprises (E) for the whole FSU may be ascertained first from knowledgeable persons. Depending upon the values of 'P' and 'E', it will be divided into a suitable number (say, D) of 'hamlet-groups' in the rural sector and 'sub-blocks' in the urban sector as stated below. Final value of 'D' will be the higher of the two values 'P' and 'E' based on the dual criteria.

Population/enterprise dual criteria			
population (P)	no. of hgs/ sbs to be formed	no. of non-agricultural enterprises (E)	no. of hgs/ sbs to be formed
less than 1200	1	less than 120	1
1200 - 1599	4	120 - 159	4
1600 - 1999	5	160 - 199	5
2000 - 2399	6	200 - 239	6
and so on	...	and so on	...

While considering enterprise criteria, segment 9 enterprises, if any, may be excluded from the count of 'E', if possible.

For rural areas of Himachal Pradesh, Sikkim, Uttarakhand (except four districts Dehradun (P), Nainital (P), Hardwar and Udham Singh Nagar), Poonch, Rajouri, Udhampur, Doda, Leh (Ladakh), Kargil districts of Jammu and Kashmir and Idukki district of Kerala, the number of hamlet-groups will be formed as follows:

Population/enterprise dual criteria			
population (P)	no. of hgs/ sbs to be formed	no. of non-agricultural enterprises (E)	no. of hgs/ sbs to be formed
less than 600	1	less than 120	1
600 - 799	4	120 - 159	4
800 - 899	5	160 - 199	5
1000 - 1199	6	200 - 239	6
and so on	...	and so on	...

#### 1.3.8.4 Formation and selection of hamlet-groups/ sub-blocks:

In case hamlet-groups/ sub-blocks are to be formed in the sample FSU, the same should be done either by more or less equalizing population or by equalising number of non-agricultural enterprises (details are in Chapter Two). If the criterion for deciding the value of 'D' is population, then hg/sb may be formed by equalising population. On the other hand, if enterprise criterion has been used for deciding 'D', then equalise the number of non-agricultural enterprises to form 'D' number of hg/sb. If the value of 'D' is same for both population and enterprise criteria, then hg/sb may be formed by equalising population.

1.3.8.5 **Segments 1 & 2:** Two segments (in addition to segment 9 already formed) will be selected from a large FSU wherever hamlet-groups/ sub-blocks have been formed in the following manner – Segment 1 will be the hg/sb having maximum number of establishments under the coverage Two more hg's/sb's will be chosen by SRSWOR and combined to form Segment 2.

Listing and selection of the enterprises will be done independently in the two selected segments. The FSUs without hg/ sb formation will be treated as sample segment number 1.

1.3.9 **Listing of households/ enterprises and formation of their frame:** Having determined the area(s) to be considered for listing, the next step is to list all the households and non-agricultural enterprises (NAEs) [including those found to be temporarily locked after ascertaining temporariness of locking of NAEs through local enquiry]. Although all non-agricultural enterprises are to be listed, only the unincorporated manufacturing, trade and service sector enterprises which are eligible as discussed in para 1.2.1 will be covered.

Further, those enterprises which operated for at least 30 days (15 days for seasonal enterprises and SHGs) during the reference year (i.e. last 365 days preceding the date of survey) will qualify for survey. Such enterprises will hereafter be referred to as '**eligible enterprises**'.

Listing and selection of enterprises will be done separately for each of the segments 1, 2 and 9. For segment 2, hg/sb with order of selection number 1 will be listed first and that with order of selection number 2 will be listed next but selection of enterprises will be made from the combined list.

It may be noted that while listing/preparing the frame of enterprises, adequate care should be taken to also list all the enterprises, run by household members, located within the household premises or without fixed premises (like those of mobile vendors). Such enterprises are to be listed against the corresponding households for which visit to every household is necessary to ascertain whether household members own such enterprises. Further details are given in Chapter Two.

#### **1.3.10 Formation of Second Stage Strata and allocation of enterprises for schedule 2.34:**

Nineteen (19) second-stage strata (SSS) will be formed within each sample FSU. Composition of various SSS is as under:

- (i) 5 SSS considering various broad manufacturing groups will be formed in each segment for **Manufacturing sector Establishments**: (1) **SSS 1** - Food products, Beverage and Tobacco Products, (2) **SSS 2** - Textiles, Leather, etc. and Cotton ginning, cleaning and baling, (3) **SSS 3** - Wood and wood products, paper and paper products, printing and publishing etc & Furniture, (4) **SSS 4** - Petroleum Products, chemicals, rubber, metals, metal products, machinery and equipments, etc., and (5) **SSS 5** – remaining manufacturing activities.
- (ii) 4 SSS will be formed in each segment for **Trade sector Establishments**: **SSS 6** will comprise the activities of commission agents. Excluding the activities of commission agents, three more SSS will be formed. They are as follows: **SSS 7** - Trade and repair of motor vehicles and motor cycles; **SSS 8** – other wholesale trade and **SSS 9** – other retail trade.
- (iii) 7 SSS will be formed in each segment for **Service sector Establishments (other than trade)** corresponding to the following broad activities: **SSS 10** – Accommodation & food service, **SSS 11** - Transport, storage, information & communication, **SSS 12** - Financial & insurance activities, **SSS 13** - Real Estate and Renting and Business Activities, **SSS 14** - Education, **SSS 15** – Human health & Social work, and **SSS 16** - Other services.
- (iv) 3 SSS will be formed in each segment for own account enterprises (**OAEs**) as follows: **SSS 17** – OAEs in Manufacturing, **SSS 18** – OAEs in Trade, and **SSS 19** – OAEs in Other services.

NIC 2008 codes grouped under each SSS are listed in the following table:

SSS number	NIC 2008 Codes	Description of major activities
<b>A. Establishments</b>		
<b>A.1 Manufacturing</b>		
1	10 – 12	Food products, Beverages and Tobacco products
2	01632, 13 – 15	Cotton ginning, cleaning and bailing, Textiles, Wearing Apparel, Leather and Leather products
3	16 – 18, 31, 32	Wood and wood products, paper and paper products, printing etc.
4	19 – 25, 27, 28, 33	Petroleum Products, Chemicals, Pharmaceuticals, Rubber, Plastics, Metals, Metal products, machinery and equipments etc.
5	26, 29, 30	Remaining manufacturing activities
<b>A.2 Trade</b>		
6	461	Commission agents for wholesale trade
7	45	Trade and repair of motor vehicles and motorcycles
8	462, 463, 464, 465, 466, 469	Other wholesale trade
9	47	Other retail trade
<b>A.3 Other Services</b>		
10	55, 56	Accommodation and food service activities
11	49211, 49219, 4922, 4923, 50, 52, 53, 58 – 63	Transport, Storage, Information and Communication
12	64300, 64309 (SHG), 6491, 64920, 64929 (activity of money lenders), 6499, 65, 6612, 6619, 662, 663	Financial and Insurance activities
13	68, 69, 70 – 75, 771, 772, 773, 78 – 82	Real Estate, Professional, Scientific and Technical, Rental & Leasing activities
14	85	Education
15	86 – 88	Human Health and Social work
16	37 – 39, 90 – 93, 941, 9491, 9499, 95, 96	Other personal services
<b>B. OAEs : Manufacturing, Trade and Other Services</b>		
17	01632, 10 – 33	Manufacturing
18	45 – 47	Trade

SSS number	NIC 2008 Codes	Description of major activities
19	37 – 39, 49211, 49219, 4922, 4923, 50, 52 – 63, 64300, 64309, 6491, 64920, 64929, 6499, 65, 6612, 6619, 662, 663, 68, 69, 70 – 75, 771, 772, 773, 78 – 82, 85 – 93, 941, 9491, 9499, 95, 96	Other Services
<b>NICs not under coverage</b>		
Sections: A, B, D, F, O, T, U, Codes: 36, 491, 49212, 49213, 493, 51, 641, 642, 6611, 774, 942, 9491(organisations only), 9492		

### 1.3.11 Selection of enterprises

1.3.11.1 The **number of enterprises to be selected** for survey (excluding segment 9) from each FSU × segment × SSS is given below:

enterprise type	sector	SSS number	number of enterprises to be surveyed	
			without hg/ sb formation	with hg/ sb formation (for each segment)
establishments	manufacturing	1	2	1
		2	2	1
		3	2	1
		4	2	1
		5	2	1
		<b>sub-total</b>	<b>10</b>	<b>5</b>
	trade	6	2	1
		7	2	1
		8	2	1
		9	2	1
		<b>sub-total</b>	<b>8</b>	<b>4</b>
	services	10	2	1
		11	2	1
		12	2	1
		13	2	1
		14	2	1
		15	2	1
		16	2	1
<b>sub-total</b>	<b>14</b>	<b>7</b>		
OAEs	manufacturing	17	4	2
	trade	18	4	2
	services	19	4	2
	<b>sub-total</b>	<b>12</b>	<b>6</b>	

**It may be noted that from each segment  $\times$  SSS, at least one enterprise must be surveyed if there are some enterprises in the corresponding frame. In other words, as per the notations used in blocks 5a and 5b of schedule 0.0,  $e > 0$  if  $E > 0$  for each FSU  $\times$  segment  $\times$  SSS.**

1.3.11.2 In addition to the above, **all the eligible enterprises of segment 9 will be surveyed.**

1.3.11.3 **Selection of Enterprises:** Sample enterprises from each SSS the will be selected by SRSWOR.

However, **all the establishments in the frame will be selected** for a broad category of establishments (manufacturing/trade/other services) in the following situations:

- (i) All the manufacturing establishments if total number of establishments in manufacturing SSSs is less than or equal to 10 considering both the segments 1 & 2
- (ii) All the trading establishments if total number of establishments in trading SSSs is less than or equal to 8 considering both the segments 1 & 2
- (iii) All the 'other service sector' establishments if total number of establishments in other services SSSs is less than or equal to 14 considering both the segments 1 & 2.

1.3.12 **Compensation for shortfall (segments 1 & 2):** Sample allocation of 44 enterprises per FSU has been proposed from segments 1 & 2 taken together. If there is a shortfall in required number of sample enterprises in any SSS due to inadequate number of enterprises in the frame of one or more SSSs, compensation rules will be applied to enhance the allocation of other SSSs to make up for the overall shortfall of the total number of enterprises to be selected from the FSU/Segment.

While compensating for shortfall in the required number of enterprises in different SSS, following constraints will be adhered to:

- (i) There will not be any compensation between the broad categories e.g. shortfall in manufacturing will not be compensated from service sector or trading sector enterprises or vice versa.
- (ii) Number of manufacturing establishments will not exceed 10, service sector (other than trading) establishments will not exceed 14 and trading establishments will not exceed 8.
- (iii) Number of manufacturing OAEs will not exceed 6, service sector OAEs will not exceed 6 and trading OAEs will not exceed 6.
- (iv) Number of manufacturing enterprises (i.e. OAE+ Estt.) will not exceed 14, service sector (other than trading) enterprises (OAE+Estt.) will not exceed 18 and trading enterprises (OAE+Estt.) will not exceed 12.
- (v) Priority order for compensation in SSS of establishments of each sector will be the ascending order of SSS numbers ( e.g. for manufacturing establishments, order will be 1,2,3, .. ,5). However, shortfall in SSS 5 will be compensated from SSS 1,

shortfall in SSS 9 will be compensated from SSS 6, and shortfall in SSS 16 will be compensated from SSS 10. Priority order for all SSS including OAEs are given in the following paragraph.

**1.3.12.1 Procedure for compensation:** For schedule 2.34, shortfall of enterprises in the frame of any particular SSS will be compensated from the same SSS of the other segment failing which from the other SSS of the same or other segment where additional enterprise(s) are available following the priority order given below. The procedure is as follows:

**step 1:** Allocate the required number of enterprises to each SSS wherever possible and identify the SSS having shortfall.

**step 2:** In case of hg/ sb formation, compensate from the same SSS of the other segment if available for all the SSS having shortfall. If the shortfall still remains identify the SSS having shortfall and go to Step 3.

**step 3:** Find the SSS where additional enterprises are available following the priority order and compensate.

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

SSS having shortfall (Schedule 2.34)	priority order of SSS for compensation
	manufacturing
1	2, 3, 4, 5, 17
2	1, 3, 4, 5, 17
3	1, 2, 4, 5, 17
4	1, 2, 3, 5, 17
5	1, 2, 3, 4, 17
17	1, 2, 3, 4, 5
	trade
6	7, 8, 9, 18
7	6, 8, 9, 18
8	6, 7, 9, 18
9	6, 7, 8, 18
18	6, 7, 8, 9
	other services
10	11, 12, 13, 14, 15, 16, 19
11	10, 12, 13, 14, 15, 16, 19
12	10, 11, 13, 14, 15, 16, 19
13	10, 11, 12, 14, 15, 16, 19
14	10, 11, 12, 13, 15, 16, 19
15	10, 11, 12, 13, 14, 16, 19
16	10, 11, 12, 13, 14, 15, 19
19	10, 11, 12, 13, 14, 15, 16

1.3.12.2 To illustrate further, in case of hg/ sb formation, if shortfall is in SSS 3 of segment 1, details of step 2 & step 3 are given below.

**step 2:** try to compensate the shortfall of SSS 3 of segment 1 from SSS 3 of segment 2

If the shortfall still remains in SSS 3 of segment 1,

**step 3:** try to compensate from SSS 1 of segment 1, failing which try from SSS 1 of segment 2. If the shortfall still remains then try from SSS 2 of segment 1, failing which try from SSS 2 of segment 2 and so on. It may also be remembered while compensating that maximum allocation of OAEs for SSS 17/18/19 is 6 for each.

The resulting number of enterprises (e) for each SSS will be entered at the top of relevant column(s) of block 5b and also in col.(5) against the relevant SSS × segment of block 6b of schedule 0.0.

Some illustrations on compensation of shortfall are given below:

### Examples of compensation for Schedule 2.34

<b>Example 1 –without hg/sb formation</b>					
<b>Compensation for shortfall of manufacturing enterprises</b>					
SSS	no. of enterprises to be surveyed	E	Step 1	Step 3	e
1	2	2	2		2
2	2	1	1* (1)	C (SSS 4)	1
3	2	0	0* (2)	C (SSS 4 & 5)	0
4	2	4	2	1+1	4
5	2	6	2	1	3
17	4	5	4		4
total	14	18	11	3	14
shortfall			3	0	×
* indicates the SSS having shortfall (the number of shortfall) ; C – indicates compensation made (SSS from which compensation is made)					

<b>Example 2 – with hg/sb formation</b>								
<b>Compensation for shortfall of manufacturing enterprises</b>								
segment no.	SSS	no. of enterprises to be surveyed	E	Step 1	Step 2	Step1 + Step2	Step 3	e
1	1	1	<b>2</b>	1		1	1	<b>2</b>
	2	1	<b>1</b>	1		1		<b>1</b>
	3	1	<b>2</b>	1		1		<b>1</b>
	4	1	<b>0</b>	0* (1)		0* (1)	C (SSS 1)	<b>0</b>
	5	1	<b>5</b>	1		1		<b>1</b>
	17	2	<b>2</b>	2		2		<b>2</b>
	total	7	<b>12</b>	6		6	1	<b>7</b>
2	1	1	<b>1</b>	1		1		<b>1</b>
	2	1	<b>0</b>	0* (1)		0* (1)	C (SSS 3)	<b>0</b>
	3	1	<b>4</b>	1		1	1+1	<b>3</b>
	4	1	<b>0</b>	0* (1)		0* (1)	C (SSS 3)	<b>0</b>
	5	1	<b>3</b>	1		1		<b>1</b>
	17	2	<b>1</b>	1* (1)		1* (1)	**	<b>1</b>
	total	7	<b>9</b>	4		4	2	<b>6</b>
1+2	1-5	10	<b>18</b>	7		7	3	<b>10</b>
	17	4	<b>3</b>	3		3		<b>3</b>
	total	14	<b>21</b>	10		10	3	<b>13</b>
shortfall				4		4	1	×
* indicates the SSS having shortfall (the number of shortfall); C – indicates compensation made (SSS from which compensation is made)								
**compensation could not be made since maximum quota of 10 for SSS 1-5 already reached								

<b>Example 3 –without hg/sb formation</b>					
<b>Compensation for shortfall of trading enterprises</b>					
SSS	no. of enterprises to be surveyed	E	Step 1	Step 3	e
6	2	<b>2</b>	2		<b>2</b>
7	2	<b>1</b>	1* (1)	C (SSS 18)	<b>1</b>
8	2	<b>0</b>	0* (2)	C ** (SSS 18)	<b>0</b>
9	2	<b>0</b>	0* (2)	**	<b>0</b>
18	4	<b>20</b>	4	1+1	<b>6</b>
total	12	<b>23</b>	7	2	<b>9</b>
shortfall			5	3	×
* indicates the SSS having shortfall (the number of shortfall); C – indicates compensation made (SSS from which compensation is made)					
** only 1 enterprise compensated for SSS 8 and no compensation for SSS 9 could be made since maximum quota of 6 for SSS 18 already reached					

<b>Example 4 – with hg/sb formation</b>								
<b>Compensation for shortfall of trading enterprises</b>								
segment no.	SSS	no. of enterprises to be surveyed	E	Step 1	Step 2	Step1 + Step2	Step 3	e
1	6	1	<b>0</b>	0* (1)		0* (1)	C (SSS 7)	<b>0</b>
	7	1	<b>3</b>	1		1	1	<b>2</b>
	8	1	<b>2</b>	1	1	2		<b>2</b>
	9	1	<b>1</b>	1		1		<b>1</b>
	18	2	<b>14</b>	2		2		<b>2</b>
	total	6	<b>20</b>	5	1	6	1	<b>7</b>
2	6	1	<b>1</b>	1		1		<b>1</b>
	7	1	<b>2</b>	1		1	1	<b>2</b>
	8	1	<b>0</b>	0* (1)	C (SSS 8)	0		<b>0</b>
	9	1	<b>0</b>	0* (1)		0* (1)	C (SSS 7)	<b>0</b>
	18	2	<b>5</b>	2		2		<b>2</b>
	total	6	<b>8</b>	4		4	1	<b>5</b>
1+2	6-9	8	<b>9</b>	5	1	6	2	<b>8</b>
	18	4	<b>19</b>	4		4		<b>4</b>
	total	12	<b>28</b>	9	1	10	2	<b>12</b>
shortfall				3		2	-	×
* indicates the SSS having shortfall (the number of shortfall); C – indicates compensation made (SSS from which compensation is made)								

<b>Example 5 –without hg/sb formation</b>					
<b>Compensation for shortfall of other service sector enterprises</b>					
<b>SSS</b>	<b>no. of enterprises to be surveyed</b>	<b>E</b>	<b>Step 1</b>	<b>Step 3</b>	<b>e</b>
10	2	2	2		2
11	2	0	0* (2)	C (SSS 12)	0
12	2	5	2	2+1	5
13	2	3	2	1	3
14	2	2	2		2
15	2	0	0* (2)	C (SSS 12 & 13)	0
16	2	3	2	-	2
19	4	3	3* (1)	**	3
total	18	18	13	4	17
shortfall			5	1	×
* indicates the SSS having shortfall (the number of shortfall)					
C – indicates compensation made (SSS from which compensation is made)					
** compensation could not be made since maximum quota of 14 for SSS 10-16 already reached					

Example 6 – with hg/sb formation								
Compensation for shortfall of other service sector enterprises								
segment no.	SSS	no. of enterprises to be surveyed	E	Step 1	Step 2	Step1 + Step2	Step 3	e
1	10	1	2	1		1	1	2
	11	1	2	1	1	2		2
	12	1	5	1		1	1+1+1	4
	13	1	1	1		1		1
	14	1	0	0* (1)		0* (1)	C (SSS 10)	0
	15	1	0	0* (1)	C (SSS 15)	0		0
	16	1	0	0* (1)		0* (1)	C (SSS 12)	0
	19	2	8	2	1	3		3
	total	9	18	6	2	8	4	12
2	10	1	1	1		1		1
	11	1	0	0* (1)	C (SSS 11)	0		0
	12	1	1	1		1		1
	13	1	3	1		1		1
	14	1	0	0* (1)		0* (1)	C (SSS 12)	0
	15	1	3	1	1	2		2
	16	1	0	0* (1)		0* (1)	C (SSS 12)	0
	19	2	1	1* (1)	C (SSS 19)	1		1
	total	9	9	5	1	6		6
1+2	10-16	14	18	8	2	10	4	14
	19	4	9	3	1	4		4
	total	18	27	11	3	14	4	18
shortfall				7		4	-	×
* indicates the SSS having shortfall (the number of shortfall); C – indicates compensation made (SSS from which compensation is made)								

## 1.4 Concepts and Definitions:

1.4.0 Important concepts and definitions relevant to different schedules of this survey are explained below.

1.4.1 **Population coverage:** The following rules regarding the population/households to be covered are to be remembered while visiting households for the purpose of listing of enterprises:

1. Under-trial prisoners in jails and indoor patients of hospitals, nursing homes etc., are to be excluded, but residential staff therein will be considered while listing is done in such institutions. The persons of the first category will be considered as normal members of their parent households and will be considered there. Convicted prisoners undergoing sentence will be outside the coverage of the survey.
2. Floating population, i.e., persons without any normal residence are not be considered. But households residing in open space, roadside shelter, under a bridge, etc., more or less regularly in the same place, will be taken into account.
3. Foreign nationals will not be considered, nor do their domestic servants, if by definition the latter belong to the foreign national's household. If, however, an enterprise is run by a member of such household located within the premises of the household or without any fixed premises, it will be listed as an enterprise.
4. Persons residing in barracks of military and paramilitary forces (like police, BSF, etc.) will be kept outside the survey coverage due to difficulty in conduct of survey therein. However, civilian population residing in their neighbourhood, including the family quarters of service personnel, are to be covered. Permission for this may have to be obtained from appropriate authorities.
5. Orphanages, rescue homes, *ashrams* and vagrant houses are outside the survey coverage but enterprises run by them and located within the premises of those institutions are to be listed. However, persons staying in old age homes, students staying in *ashrams*/ hostels and the residential staff (other than monks/ nuns) of these ashrams will be treated as forming households (as per the standing practice in NSS) for the purpose of identifying enterprises through such households. For orphanages, although orphans are not to be listed, the persons looking after them and staying there may be considered as forming households.

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

1.4.3 **Household:** A group of persons normally living together and taking food from a common kitchen will constitute a household. It will include temporary stay-aways (those whose total period of absence from the household is expected to be less than 6 months) but

exclude temporary visitors and guests (expected total period of stay less than 6 months). Even though the determination of the actual composition of a household will be left to the judgment of the head of the household, the following procedures will be adopted as guidelines.

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

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

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

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

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

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

**1.4.5 National Rural Employment Guarantee Act (NREGA):** The National Rural Employment Guarantee Act, 2005 (NREGA) is an important step towards the realization of the right to work and to enhance the livelihood security of the households in the rural areas of the country. The Scheme provides at least 100 days of guaranteed wage employment in every financial year to every household whose adult members volunteer to do unskilled manual work. Adult means a person who has completed his/ her eighteen years of age. Unskilled manual work means any physical work which any adult person is capable of doing without any special skill/ training. The implementing agency of the scheme may be any Department of the Central Government or a State Government, a Zila Parishad, Panchayat/

Gram Panchayat or any local authority or Government undertaking or non-governmental organization authorized by the Central Government or the State Government. If an applicant for employment under the scheme is not provided employment within 15 days of receipt of his application seeking employment or from the date on which employment has been sought, the applicant will be entitled for getting daily unemployment allowances.

**1.4.6 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.

**1.4.7 Non-agricultural enterprise:** All enterprises covered under Sections 'C' to 'S' of NIC-2008 are "non-agricultural enterprises". The NIC-2008 booklet may be used for recording NIC codes in various schedules. All non-agricultural enterprises will be henceforth referred to as NAE for this survey.

**1.4.8 Unincorporated non-agricultural enterprises:** Non-agricultural enterprises which are not incorporated (i.e. registered under Companies Act, 1956) will only be covered. Further, the domain of 'unincorporated enterprises' will exclude (a) enterprises registered under Sections 2m(i) and 2m(ii) of the Factories Act, 1948 or bidi and cigar manufacturing enterprises registered under bidi and cigar workers (condition of employment) Act, 1966, (b) government/public sector enterprises and (c) cooperatives. Thus coverage will be restricted primarily to all household proprietary and partnership enterprises. In addition, Self Help groups (SHGs), **Private Non-Profit Institutions (NPIs) including Non-Profit Institutions Serving Households (NPISH)** and Trusts will be covered.

**1.4.9 Manufacturing Enterprise:** A manufacturing enterprise is a unit engaged in the physical or chemical transformation of materials, substances or components into new products. It covers units working for other concerns on materials supplied by them. Also included are units primarily engaged in maintenance and repair of industrial, commercial and similar machinery & equipment, which are, in general, classified in the same class of manufacturing as those specialising in manufacturing the goods.

Thus all activities covered by NIC – 2008 divisions 10 to 33 of NIC- 2008 will be considered as 'manufacturing' for the purpose of the survey. In addition, the activity of cotton ginning, cleaning and baling ( NIC - 2008 code 01632 ) will be covered in the present survey. *It is important to note that production of goods for the sole purpose of domestic consumption will not be considered as manufacturing.*

**1.4.10 Trading Enterprise:** A trading enterprise is an undertaking engaged in trade. Trade is defined to be an act of purchase of goods and their disposal by way of sale without any intermediate physical transformation of the goods. Thus all the trading activities, both wholesale and retail (perennial, casual or seasonal) listed under NIC-08 divisions 45 to 47 will be treated as trade. The activities of intermediaries who do not actually purchase or sell

goods but only arrange their purchase and sale and earn remuneration by way of brokerage and commission will also be treated as trade. Thus purchase and sale agents, brokers listed under NIC-08 division and auctioneers listed under NIC group will also be under the survey coverage.

**1.4.11 Servicing Enterprise:** A servicing enterprise or service sector enterprise is engaged in activities carried out for the benefit of a consuming unit and typically consists of changes in the condition of consuming units realized by the activities of servicing unit at the demand of the consuming unit. It is possible for a unit to produce a service for its own consumption provided that the type of activity is such that it could have been carried out by another unit. Some examples of changes that a producer of service brings about in the condition of consumers of service are:

- a) Changes in the condition of consumer's goods: the producer works directly on goods owned by the consumer by transporting, cleaning, repairing or otherwise transforming them;
- b) Changes in the physical condition of persons: the producer transports the persons, provides them with accommodation, provides them with medical or surgical treatments, improves their appearance etc;
- c) Changes in the mental condition of persons: the producer provides education, information, advice, entertainment or similar services;
- d) Changes in the general economic state of the institutional unit itself: the producer provides insurance, financial intermediation, protection, guarantees, etc.

All activities under NIC – 2008 Sections D – U except section G (trade) are considered as *service activities other than trade*. However, sections D (Electricity, gas, steam and air conditioning supply), F (Construction), O (Public administration and defence; compulsory social security), T (Activities of households as employer; undifferentiated goods and services producing activities of households for own use) and U (Activities of extraterritorial organisations and bodies) are excluded from coverage of this survey. Only unincorporated enterprises in the service sector under coverage as described in para 1.2.1 will be surveyed. Among these also, activities under certain NIC - 2008 codes are out of survey coverage: 36 (water collection, treatment and supply), 491 (transport via railways), 49212 (urban or suburban tramways), 49213 (urban or suburban underground or elevated railways), 493 (transport via pipeline), 51 (air transport), 641 (monetary intermediation), 642 (activities of holding companies), 6611 (Administration of financial markets) , 774 (Leasing of nonfinancial intangible assets), 942 (activities of trade unions), 9491 (activities of religious organisations [although activities of individuals are covered] ), 9492 (activities of political organisations).

**1.4.12 Financial enterprise:** A financial enterprise is a servicing enterprise that is principally engaged in financial intermediation or in auxiliary financial activities which are closely related to financial intermediation. Financial intermediation is a productive activity in which an institutional unit incurs liabilities on its own account for the purpose of acquiring financial assets by engaging in financial transactions on the market. The role of

financial intermediaries is to channel funds from lenders to borrowers by intermediating between them.

**1.4.13 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 premises of the household(s) or not. In other words, all proprietary and partnership enterprises are household enterprises.

**1.4.14 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. Non-household enterprises covered under public sector are not included in the current survey.

**1.4.15 Own-account Enterprise:** An enterprise, which is run without any hired worker employed on a fairly regular basis <sup>1</sup>, is termed as an own account enterprise.

**1.4.16 Establishment:** An enterprise which is employing at least one hired worker on a fairly regular basis is termed as establishment. Paid or unpaid apprentices, paid household member/servant/resident worker in an enterprise are considered hired workers.

**1.4.17 Non-directory establishment (NDE):** An establishment having one to five workers (household and hired taken together) is termed as a non-directory establishment.

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

**1.4.19 Perennial enterprise:** Enterprises that are run more or less regularly throughout the year are called perennial enterprises.

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

**1.4.21 Casual enterprise:** Enterprises that are run occasionally, for a total of at least 30 days in the last 365 days, are called 'casual enterprises'.

#### **1.4.22 Classification of enterprises based on ownership:**

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

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<sup>1</sup> "fairly regular basis" means the major part of the period when operation(s) of an enterprise are carried out during a reference period.

(ii) *Partnership*: Partnership is defined as the ‘relation between persons who have agreed to share the profits of a business carried on by all or any one of them acting for all’. There may be two or more owners, belonging to the same or different households, on a partnership basis, **with or without formal registration** (where there is a tacit understanding about the distribution of profit among the so-called partners). Own account production of fixed assets, when produced by two or more members belonging to the same or different households will be classified as partnership enterprises. Thus, own account production of fixed assets by a group of households for community use will be classified as partnership enterprise. **Note that partnership enterprises registered under Limited Liability Partnership (LLP) Act, 2008 are excluded from coverage of the survey. Also, partnership enterprises registered under Factories Act, 1948 will be outside the survey coverage.**

(iii) *Government/public Sector Enterprise*: An enterprise, which is wholly owned/run/managed by Central or State governments, quasi-government institutions, local bodies like Panchayat, Zilla Parisad, City Corporation, Municipal authorities, etc., autonomous bodies like Universities, Education boards, and institutions like schools, libraries etc. set up by the government, panchayat, etc., will be treated as public sector enterprise. Enterprises owned/ managed by a single or a group of private persons with no participation of the Government, local body etc. in it, both in terms of management and shares, will be treated as private sector enterprises. An enterprise should not be treated as a public sector enterprise if it is run on a loan granted by government, local body, etc.

(iv) *Private Limited Company*: Private company means a company which by its articles:

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

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

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

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

(vii) *Trust*: An arrangement through which one set of people, the trustees, are the legal owners of property which is administered in the interest of another set, the beneficiaries. Trusts may be set up to provide support for individuals or families, to provide pensions, to run charities, to liquidate the property of the bankrupts for the benefit of their creditors, or for the safe keeping of securities bought by trusts with their investor's money. The assets, which trusts hold are regulated by law, must be administered in the interests of the beneficiaries, and not for the profit of the trustees.

(viii) *Non-Profit Institutions (NPI)*: Non-profit institutions are legal or social entities created for the purpose of producing goods and services whose status does not permit them to be a source of income, profit or other financial gain for the units that establish, control or finance them. In practice, their productive activities are bound to generate either surpluses or deficits but the units that establish, control or finance them cannot appropriate surpluses. The articles of association by which they are established are drawn up in such a way that the institutional units which control or manage them are not entitled to a share in any profits or other income which the NPI's receive. For this reason, they are frequently exempted from various kinds of taxes.

NPIs are principally market producers but they may engage in non-market production also. It is important to distinguish between NPI's engaged in market and non-market production as this affects the sector of the economy to which an NPI is allocated.

Most market NPIs serving businesses are created by associations of the businesses whose interests they are designed to promote. They consist of chambers of commerce, agricultural, manufacturing or trade associations, employers' organisations, research or testing laboratories or other organisations or institutes which engage in activities which are of mutual interest or benefit to the group of businesses that control and finance them.

**1.4.23.1 Self-help Groups**: A **self-help group (SHG)** is a financial intermediary usually composed of between 10-20 local persons. Most self-help groups are located in India, though SHGs can also be found in other countries, especially in South Asia and Southeast Asia.

Members make small regular savings contributions over a few months until there is enough capital in the group to begin lending. Funds may then be lent back to the members or to others in the village for any purpose. In India, many SHGs are 'linked' to banks for the delivery of microcredit.

The characteristic features of self-help groups may be summarised as follows:

- SHG is a small group generally comprising of people who are poor or economically weak, who have voluntarily come forward to form a group for improvement of the social and economic status of the members.
- It can be formal (registered) or informal.
- The concept underlines the principle of Thrift, Credit and Self Help.
- Members of SHG agree to save regularly and contribute to a common fund.
- The members agree to use this common fund and such other funds (like grants and loans from banks), which they may receive as a group, to give small loans to needy members as per the decision of the group.
- The ideal size of an SHG is 10 to 20 members. Also, legally it is required that an informal group should not be of more than 20 people). However, in difficult areas like deserts, hills and areas with scattered and sparse populations and in case of disabled persons, this number may be 5-20.
- The group need not be registered.
- From one family, only one person can become a member of an SHG. (More families can join SHGs this way).
- The group normally consists of either **only men** or **only women**.
- Members should be between the age group of 21-60 years.
- Members should be poor people [ the term poor is in relation to the economic and living conditions and this has no relation to poverty line. People living above poverty line (APL) can also form SHG like people living below poverty line (BPL) ].

#### 1.4.23.2 Activity of self-help groups

In most cases, self-help groups are engaged in **financial intermediation only** i.e. the activity of the SHG is confined to providing loans to the members and the members can utilise the loan for any purpose - personal or entrepreneurial.

However, an SHG may be formed initially and later it may be engaged in group-based enterprise. Examples of such group-based activities are given below:

- i. Collective organisation of marketing for the produce of **individual enterprises established using micro-credit**, particularly milk collection centres/ diary cooperatives at village level.

- ii. Collective activities of SHGs **using group credit** to access larger natural assets for production e.g. leasing lands and ponds for cultivation and pisciculture.
- iii. Other collective economic activities based on **group credit** that combines labour and management: stone-cutting, processing rice, managing a tent house etc.
- iv. Management of government contracts such as running ration shops (as part of public distribution systems), cooking mid-day meal for school children, managing a subsidised fodder depot etc.

For **self-help groups engaged in financial intermediation** and also for **self-help groups running group based enterprises**, the following guidelines are given:

While listing an SHG the following three cases should be considered:-

- (a) SHG is engaged in financial activities only. In that case, it will be listed under financial intermediation.
- (b) An SHG is formed and later it is engaged only in some non-financial activity. In that case if that activity is under survey coverage, then it will be listed under the corresponding non-financial activity. The enterprise will continue to be treated as SHG.
- (c) An SHG is engaged in financial as well as non-financial activity. In that case, the major activity will be decided based on maximum value added / sales turnover/ employment in that order. The enterprise will continue to be treated as SHG.

#### 1.4.23.3 Determination of eligibility of an SHG

An SHG will be considered as eligible enterprise for the purpose of survey if the total number of days of operation of that SHG in last 365 days is at least 15. Working days will include-

- a) Days of meeting
- b) Days of interaction with the bank for purpose of deposit/withdrawal/loan/repayment etc.
- c) Days of performing other jobs related to SHG like maintenance of register.

#### 1.4.23.4 Determination of number of working owners of an SHG

Those members of SHG who are regularly attending meetings or taking part in decision making procedure like secretary, treasurer, active committee member etc. will be treated as working owners.

1.4.24 Brief descriptions of different types of service sector enterprises under the coverage of the survey are given below. NIC – 2008 book may be consulted for detailed list of all activities.

NIC-2008		coverage of survey
code	activity	
37	SEWERAGE	The operation and maintenance of sewer systems; Collecting and transporting of human or industrial waste water or rain water by means of sewerage networks, collectors, tanks and other means of transport (sewage vehicles etc.); Treatment of waste water or sewer by means of physical, chemical or biological processes
38	WASTE COLLECTION, TREATMENT AND DISPOSAL ACTIVITIES; MATERIALS RECOVERY	Collection of non-hazardous waste; Collection of hazardous waste; Treatment and disposal of non-hazardous waste; Treatment and disposal of hazardous waste; Materials recovery
39	REMEDIATION ACTIVITIES AND OTHER WASTE MANAGEMENT SERVICES	Remediation activities and other waste management services. This includes cleanup of contaminated buildings and sites, soil, surface or ground water and other specialized pollution-control activities.
492	OTHER LAND TRANSPORT (excluding Urban or suburban tramways [49212] and Urban or suburban underground or elevated railways [49213])	Urban or suburban passenger bus transport ; Long-distance bus services; Charters, excursions and other occasional coach services; Rental of private cars with driver; Taxi operation; Operation of school buses and buses for transport of employees; Passenger transport by man- or animal-drawn vehicles; Motorised road freight transport; Non-motorised road freight transport.
50	WATER TRANSPORT	Sea and coastal ferry service; Sea and coastal water cruise, water taxis and other sight-seeing boats; Sea and coastal long distance water transport; Sea and coastal freight water transport; River ferry service; River cruise, water taxi, boat services; Long distance river water transport; transport of freight via rivers, canals, lakes and other inland waterways, including inside harbours and ports.
52	WAREHOUSING AND SUPPORT ACTIVITIES FOR	Warehousing and storage. Includes cold storage, storage and warehousing of general merchandise, furniture, automobiles, gas and oil, chemicals, textiles etc. Also included is storage of goods in foreign trade zones; Service activities incidental to land

NIC-2008		coverage of survey
code	activity	
	TRANSPORTATION	transportation; Service activities incidental to water transportation; Cargo handling incidental to land transport; Cargo handling incidental to water transport; Activities of travel agents; Activities of shipping cargo agents; Activities of movers and packers; Weighing of goods.
53	POSTAL AND COURIER ACTIVITIES	All enterprises providing postal services, <i>not owned by government, Public Sector undertakings and local bodies</i> will be covered.  This will include courier services.
55	ACCOMMODATION	Hotels and Motels, inns, resorts providing short term lodging facilities; includes accommodation in house boats; Provision of short term lodging facilities to members of a particular organisation such as company guest houses & similar establishments; Provision of accommodation in campgrounds, trailer parks, recreational camps and fishing and hunting camps for short stay visitors, provision of space and facilities for recreational vehicles, accommodation provided by mountain shelters; Accommodation provided by student residences, school dormitories; Worker hostels and boarding houses.  Dharamshala type lodging places, private guest/rest houses, tourist lodges etc. which provide short-stay accommodation are to be covered under hotels <i>provided they are run by private individuals/organisations.</i>  <i>However similar facilities if provided by Govt./PSU/Local body/Statutory bodies (e.g. ISI, IIT, Universities etc.) are excluded from the purview of the coverage of this survey.</i>  <b>[A hotel is an enterprise that provides lodging services with or without arrangements for meals, other prepared food and refreshments.]</b>
56	FOOD AND BEVERAGE SERVICE ACTIVITIES	Restaurants; Bars with or without restaurants; Cafeterias, fast-food restaurants and other food preparation in market stalls; Ice cream mobile vendors, mobile food carts; Restaurant and bar activities connected to transportation, when carried out by separate units; Event catering; Activities of food service contractors (e.g. for transportation companies); Operation of canteens or (e.g. for factories, offices, hospitals or schools) on a concession basis ( <i>but departmental canteens run by government will be excluded</i> ); Tea/coffee shops; Fruit juice bars; Mobile beverage vendors

NIC-2008		coverage of survey
code	activity	
		[A restaurant generally provides eating and drinking services where prepared meals, food and refreshments and other snacks are sold for immediate consumption without any provision for lodging. ]
58	PUBLISHING ACTIVITIES	Publishing of books, brochures, leaflets and similar publications, including publishing encyclopedias (including on CD-ROM); Publishing of atlases, maps and charts; Publishing of audio books; Publishing of directories and mailing lists; Publishing of newspapers, journals and periodicals; On-line publishing of statistics and other information; Publishing of operating systems and system software; Publishing of computer games for all platforms
59	MOTION PICTURE, VIDEO AND TELEVISION PROGRAMME PRODUCTION, SOUND RECORDING AND MUSIC PUBLISHING ACTIVITIES	Production of motion picture, Video production, Production of television programmes or television commercials; Post production activities of motion picture, Post production activities of television programmes or television commercials; Post production activities of video production; Distribution of Motion picture, video tapes, CDs, DVDs and Distribution of television programme; Motion picture or video tape projection in cinemas, in the open air or in other projection facilities; Activities of cine-clubs; Activities of sound recording in studio or elsewhere; Activities of music publishing.
60	PROGRAMMING AND BROADCASTING ACTIVITIES	Radio broadcasting; Television programming and broadcasting activities. The broadcasting can be performed using different technologies, over-the-air, via satellite, via a cable network or via internet;
61	TELECOMMUNICATIONS	Activities of basic telecom services: telephone, telex and telegraph (includes the activities of STD/ISD booths); Maintenance of telecom network; Activities of the cable operators; Activities of providing internet access by the operator of the wired infrastructure; Activities of internet access by the operator of the wireless infrastructure; Activities of maintaining and operating paging, cellur and other tetecommunication networks; Activities of other wireless telecommunications activities; Activity of internet access by the operator of the satellite infrastructure; Other satellite telecommunications activities; Specialized telecommunications applications, such as satellite tracking, communications telemetry, and radar station operations, operation of satellite terminal station, internet access over networks such as dial-up internet access etc.

NIC-2008		coverage of survey
code	activity	
62	COMPUTER PROGRAMMING, CONSULTANCY AND RELATED ACTIVITIES	Writing, modifying, testing of computer program to meet the needs of a particular client; Web-page designing; Providing software support and maintenance to the clients; Installation of computer system, and train and support the users of the system and providing hardware support including planning and designing of computer systems that integrate computer hardware, software and communication technologies; Software installation; Computer disaster recovery.
63	INFORMATION SERVICE ACTIVITIES	Data processing activities including report writing; Web hosting activities; Providing general time-share mainframe facilities to clients; Providing data entry services; Operation of web sites that use a search engine to generate and maintain extensive databases of internet addresses and content in an easily searchable format; Operation of other websites that act as portals to the internet, such as media sites providing periodically updated content; News agency activities; Telephone based information services; Activities of cyber café.
643	TRUSTS, FUNDS AND OTHER FINANCIAL VEHICLES	This class includes legal entities organized to pool securities or other financial assets, without managing, on behalf of shareholders or beneficiaries. The portfolios are customized to achieve specific investment characteristics such as diversification, risk, rate of return, and price volatility. These entities earn interest, dividends, and other property income, but have little or no employment and no revenue from the sale of services.  <b>Self-Help Groups engaged predominantly in financial intermediation will be given a special code 64309.</b>
649	OTHER FINANCIAL SERVICE ACTIVITIES EXCEPT INSURANCE AND PENSION FUNDING ACTIVITIES	Financial leasing; Financial service activities primarily concerned with making loans by institutions not involved in monetary intermediation (such as venture capital companies, industrial banks, investment clubs), where the granting of credit can take a variety of forms, such as loans, mortgages, credit cards etc.; other financial service activities primarily concerned with distributing funds other than by making loans; Activities of hire - purchase financing, housing finance companies, commercial loan companies, other credit activities including pawn shops.  <b>A money lender whether registered under Money Lender's Act or not will be under coverage. Activity of money lenders has been given a special code 64929.</b>
65	INSURANCE, REINSURANCE AND	Life insurance; insurance services other than life insurance such as accident and fire insurance, health insurance, travel insurance,

NIC-2008		coverage of survey
code	activity	
	PENSION FUNDING, EXCEPT COMPULSORY SOCIAL SECURITY	property insurance, motor, marine, aviation and transport insurance, pecuniary loss and liability insurance; Reinsurance (activities of assuming all or part of the risk associated with existing insurance policies originally underwritten by other insurance carriers); Pension funding (legal entities i.e. funds, plans and/or programmes organized to provide retirement income benefits exclusively for the sponsor's employees or members. This includes pension plans with defined benefits, as well as individual plans where benefits are simply defined through member's contribution).
661	OTHER FINANCIAL ACTIVITIES (excluding Administration of financial markets [6611])	Activities auxiliary to financial service activities, except insurance and pension funding. This includes the operation and supervision of financial markets other than by public authorities, such as commodity contracts exchanges, futures commodity contracts exchanges, securities exchanges, stock exchanges, stock or commodity options exchanges; dealing in financial markets on behalf of others (e.g. stock broking) and related activities, securities brokerage, commodity contracts brokerage, foreign exchange services, etc.; activities of investment advisors, mortgage advisors and brokers, financial transaction processing and settlement activities, trustee, fiduciary and custody services on a fee or contract basis.
662	ACTIVITIES AUXILIARY TO INSURANCE AND PENSION FUNDING (excluding Other activities auxiliary to insurance and pension funding [6629])	Activities auxiliary to insurance and pension funding. This includes the provision of administration services of insurance, such as assessing and settling insurance claims; activities of insurance agents and brokers;
68	REAL ESTATE ACTIVITIES (Excluding operating of self-owned residential buildings)	Real estate activities with own or leased property and Real estate activities on a fee or contract basis. This class includes buying, selling, operating of self-owned or leased real estate (excluding operation of self-owned residential buildings), providing of homes and furnished or unfurnished flats or apartments for more permanent use, typically on a monthly or annual basis, development of building projects for own operation, i.e. for renting of space in these buildings, subdividing real estate into lots, without land improvement, operation of residential mobile home sites; the provision of real estate activities on a fee or contract basis including real estate related services such as, activities of real estate agents and brokers, intermediation in buying, selling and renting of real estate on a fee or contract basis, management of real estate on a fee or contract basis,

NIC-2008		coverage of survey
code	activity	
		appraisal services for real estate, real estate escrow agents.
69	LEGAL AND ACCOUNTING ACTIVITIES	Legal activities; Accounting, bookkeeping and auditing activities; Tax consultancy.
70	MANAGEMENT CONSULTANCY ACTIVITIES	Activities of head offices; management consultancy activities
71	ARCHITECTURE AND ENGINEERING ACTIVITIES: TECHNICAL TESTING AND ANALYSIS	Architectural and engineering activities and related technical consultancy, technical testing and analysis. This class includes architectural consulting activities, machinery, industrial process control and industrial plant design, engineering design and consulting activities for, geophysical, geologic and seismic surveying, geodetic surveying activities; performance of physical, chemical and other analytical testing of all types of materials and products, certification of products, including consumer goods, motor vehicles, aircraft, pressurized containers, nuclear plants etc. periodic road-safety testing of motor vehicles, testing with use of models or mock-ups (e.g. of aircraft, ships, dams etc.), operation of police laboratories.
72	SCIENTIFIC RESEARCH AND DEVELOPMENT	Research and experimental development on natural sciences, engineering, social sciences and humanities.
73	ADVERTISING AND MARKET RESEARCH	Advertising, market research and public opinion polling. This class includes the provision of a full range of advertising services (i.e. through in-house capabilities or subcontracting), including advice, creative services, production of advertising material, media planning, and buying; investigation into market potential, acceptance and familiarity of products and buying habits of consumers for the purpose of sales promotion and development of new products, including statistical analyses of the results, investigation into collective opinions of the public about political, economic and social issues and statistical analysis thereof.
74	OTHER PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES	Fashion design related to textiles, wearing apparel, shoes, jewelry, furniture and other fashion goods as well as other personal or household goods; activities of interior decorators; services of graphic designers; photographic activities (commercial and consumer photograph production; photographic film processing; activities of photojournalists; microfilming of documents); business brokerage activities; patent brokerage activities; weather forecasting activities; security consulting, etc.

NIC-2008		coverage of survey
code	activity	
75	VETERINARY ACTIVITIES	These activities include the provision of animal health care and control activities for farm animals or pet animals. These activities are carried out by qualified veterinarians in veterinary hospitals. It also includes animal ambulance activities.
771	RENTING AND LEASING OF MOTOR VEHICLES	Renting and operational leasing of passenger cars (without drivers), trucks, utility trailers and recreational vehicles.
772	RENTING AND LEASING OF PERSONAL AND HOUSEHOLD GOODS	Renting and leasing of recreational and sports goods; Renting of video tapes and disks; Renting of tent, furniture, pottery and glass, kitchen and tableware, utensils, household electrical and electronic equipments etc.; Renting of books, journals and magazines; Renting of jewellery, musical instruments, scenery and costumes; Renting of textiles, wearing apparel, footwear, sleeping bag, rucksack, household goods;
773	RENTING AND LEASING OF OTHER MACHINERY, EQUIPMENT AND TANGIBLE GOODS N.E.C.	Renting and leasing of other machinery, equipment and tangible goods n.e.c.
78	EMPLOYMENT ACTIVITIES	Activities of employment placement agencies; Temporary employment agency activities; Human resources provision and management of human resources functions;
79	TRAVEL AGENCY, TOUR OPERATOR AND OTHER RESERVATION SERVICE ACTIVITIES	Travel agency activities; Tour operator activities; activities of tourist guides; activities of marketing and promoting of services for visitors by providing information and assistance to organizations to locate accommodation, convention centers and entertainment venues and other travel-related reservation services (including for transportation, hotels, rest restaurants, car rentals, entertainment and sport).
80	SECURITY AND INVESTIGATION ACTIVITIES	Private security activities; Security systems service activities; Investigation activities
81	SERVICES TO BUILDINGS AND LANDSCAPE ACTIVITIES	Combined facilities support activities (this class includes the units that typically provide a combination of services, such as general interior cleaning, maintenance, trash disposal, laundry and related services. They provide operating staff to carry out these support activities); General cleaning of buildings; Cleaning of trains buses, planes etc.; Cleaning of industrial machinery; Other building and industrial cleaning activities; Landscape care and maintenance service activities.

NIC-2008		coverage of survey
code	activity	
82	OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES	<p>Combined office administrative service activities (this class includes the provision of a combination of day to day office administrative services, such as reception, financial planning, billing and record keeping, personnel and mail services etc. for others on a contract or fee basis); Photocopying, duplicating and blueprinting services; Document preparation, typing, word processing and desktop publishing services; Other specialised office support services activities; Activities of call centres; Organization of conventions and trade shows ; Activities of collection agencies and credit bureaus; Packaging activities, etc.</p>
85	EDUCATION	<p>Pre-Primary education, Primary education; General secondary education (includes Senior/Higher secondary education); Technical and vocational secondary education; Higher education; Sports and recreation education; Cultural education; Academic tutoring services; Professional examination review courses; Flying school; Professional and non-professional motor driving school; Educational support services.</p> <p><b>All Govt. or Govt.- aided educational institutions will be outside the survey coverage. Educational institutions where salaries of the teachers/ staffs are funded fully by the Government will be considered as Govt. aided educational institution.</b></p> <p>All private educational institutions will be covered whether or not recognised. This will include management training institutes, computer training centres, nursing schools, schools of music, drama, dance, fine arts, modelling, fashion designing, yoga and physical education and general coaching centres (e.g. for various competitive examinations) etc. are to be covered. This will also include adult education centers.</p>
86	HUMAN HEALTH ACTIVITIES	<p>Hospital activities; Medical and dental practice activities; Activities of Ayurveda, Unani, homeopath practitioners; Activities of nurses, masseurs, physiotherapists or other para-medical practitioners; Activities of independent diagnostic/pathological laboratories; Activities of independent blood banks; independent ambulance Activities.</p> <p><b>All enterprises engaged in health and medical services <i>other than those owned by government, public sector undertakings, local bodies</i> will be covered, irrespective of the system of medicine.</b></p>

NIC-2008		coverage of survey
code	activity	
		All private dispensaries, clinics and consultation chambers run by doctors will be covered. An employed doctor and para-medical person doing private practice will be covered and his/her private practice alone will be considered as an enterprise.
87	RESIDENTIAL CARE ACTIVITIES	Nursing care facilities (homes for the elderly with nursing care, convalescent homes, rest homes with nursing care); Residential care activities for mental retardation, mental health and substance abuse; Residential care activities for the elderly and disabled; Activities provided on a round-the-clock basis directed to provide social assistance to children and special categories of persons with some limits on ability for self-care, but where medical treatment or education are not important elements such as orphanages, children's boarding homes and hostels, temporary homeless shelters, institutions that take care of unmarried mothers and their children.
88	SOCIAL WORK ACTIVITIES WITHOUT ACCOMMODATION	Social work activities without accommodation for the elderly and disabled; Social counseling, welfare, refugee, referral and similar services which are delivered to individuals and families in their homes or elsewhere and carried out by government offices or by private organizations, disaster relief organizations and national or local self-help organizations and by specialists providing counselling services such as child day-care activities, community and neighbourhood activities, charitable activities like fund-raising or other supporting activities aimed at social work.
90	CREATIVE, ARTS AND ENTERTAINMENT ACTIVITIES	Dramatic arts, music and other arts activities. This class includes Stage production and related activities; Operation of concert and theatre halls and other arts facilities; Activities of sculptors, painters, cartoonists, engravers, etchers etc.; Activities of individual writers for all subjects including fictional writing, technical writing etc.; Activities of independent journalists; Activities of restoring of works of art such as paintings etc.
91	LIBRARIES, ARCHIVES, MUSEUMS AND OTHER CULTURAL ACTIVITIES	Library and archives activities; Museums activities and operation of historical sites and buildings; Botanical and zoological gardens and nature reserves activities.
92	GAMBLING AND BETTING ACTIVITIES	Wholesale and retail sale of lottery tickets; Other gambling and betting activities.  However, there may be certain gambling/ betting activities that are illegal and clandestine in nature. These activities are out of coverage

NIC-2008		coverage of survey
code	activity	
		for the present survey.
93	SPORTS ACTIVITIES AND AMUSEMENT AND RECREATION ACTIVITIES	Operation of sports facilities; Activities of sports clubs; Other sports activities; Activities of amusement parks and theme parks.
941	ACTIVITIES OF BUSINESS, EMPLOYERS AND PROFESSIONAL MEMBERSHIP ORGANIZATIONS	Activities of chambers of commerce, guilds and similar organisations, federations of such organizations ; activities of associations of writers, painters, lawyers, doctors, journalists and other similar organizations.
949	ACTIVITIES OF OTHER MEMBERSHIP ORGANISATIONS	<p>Activities of other membership organizations, such as religious organizations, will be covered only if it relates to activities other than organizational activities. Thus, activities of religious organizations providing services directly to worshippers in churches, mosques, temples, synagogues or other places, activities of organizations furnishing monastery and convent services, religious retreat activities will be excluded.</p> <p>However, individuals such as <i>purohits</i> who provide services directly to worshippers will only be covered.</p> <p>Activities of political organizations will not be covered.</p> <p>Activities of rotary clubs, student associations, war veterans' associations, book clubs, philatelic clubs, associations of minority groups, and the activities of other similar associations / organizations will be included.</p>
95	REPAIR OF COMPUTERS AND PERSONAL AND HOUSEHOLD GOODS	Repair and maintenance of computer and peripheral equipment; Repair and maintenance of automated terminals like automatic teller machines, point-of-sale (POS) terminals, not mechanically operated; Repair and maintenance of communication equipment like cordless telephones, cellular phones, fax machines, commercial TV and video cameras etc. Repair and maintenance of consumer electronics; Repair and servicing of household appliances ( refrigerators, stoves, washing machines, clothes dryers, room air conditioners, etc. ); Repair and servicing of home and garden equipment such lawn mowers, edgers, trimmers etc.; Repair of footwear and leather goods; Repair of furniture and home furnishings; Repair of bicycles; Repair and alteration of clothing; Repair and alteration of jewellery; Repair of watches, clocks and their parts; Repair of musical instruments; Repair of other personal and household goods.

NIC-2008		coverage of survey
code	activity	
96	OTHER PERSONAL SERVICE ACTIVITIES	Washing and (dry-) cleaning of textile and fur products; Hairdressing and other beauty treatment; Funeral and related activities; Social activities such as escort services, marriage bureaus; Pet care services such as boarding, grooming and training pets etc.; Shoe shiners, porters, valet car parkers etc.; Coin-operated personal service machines such as photo booths, weighing machines, blood pressure checking machines etc.; Activities of sauna and steam baths, massage salons etc.; Astrological and spiritualists' activities; <i>Activities of aaya, dhai, governess, baby sitter etc. (however, those employed in private households are classified under NIC 97 and are excluded from coverage)</i> ; General household maintenance activities like grooming of the floor, dusting, cleaning of utensils etc.
<p>Persons providing services to the households, for example cooks, tutors, etc., by visiting the houses of the employer (service produced within the households and consumed by the households on a regular basis) will not be considered as enterprise. However, if these types of persons provide services to enterprises/institutions other than private households, they will be treated as enterprises. Similarly, if some persons provide legal, accounting or similar services to different enterprises on a fee basis, they will be treated as running own account enterprise.</p>		
<p>If any enterprise under coverage is run by religious/ political/other membership organizations with at least one worker hired for the services it provides then that enterprise will be covered under respective NIC code of that activity.</p>		

**Table 1: Allocation of sample villages and blocks for NSS 67<sup>th</sup> round**

state/u.t.		number of FSUs					
		central sample			state sample		
code	name	total	rural	urban	total	rural	urban
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01	JAMMU & KASHMIR	280	168	112	560	336	224
02	HIMACHAL PRADESH	232	160	72	232	160	72
03	PUNJAB	416	216	200	416	216	200
04	CHANDIGARH	48	8	40	0	0	0
05	UTTARAKHAND	280	180	100	280	180	100
06	HARYANA	464	240	224	464	240	224
07	DELHI	424	16	408	848	32	816
08	RAJASTHAN	696	384	312	696	384	312
09	UTTAR PRADESH	1656	840	816	1656	840	816
10	BIHAR	792	456	336	792	456	336
11	SIKKIM	56	32	24	56	32	24
12	ARUNACHAL PRADESH	192	144	48	192	144	48
13	NAGALAND	136	104	32	200	104	96
14	MANIPUR	160	104	56	320	208	112
15	MIZORAM	136	88	48	136	88	48
16	TRIPURA	200	136	64	200	136	64
17	MEGHALAYA	128	80	48	128	80	48
18	ASSAM	488	320	168	488	320	168
19	WEST BENGAL	1192	632	560	1192	632	560
20	JHARKHAND	416	264	152	416	264	152
21	ORISSA	592	360	232	592	360	232
22	CHHATTISGARH	320	184	136	320	184	136
23	MADHYA PRADESH	1064	576	488	1064	576	488
24	GUJARAT	656	300	356	656	300	356
25	DAMAN & DIU	16	8	8	16	8	8
26	D & N HAVELI	24	16	8	0	0	0
27	MAHARASHTRA	1176	400	776	1568	400	1168
28	ANDHRA PRADESH	1176	632	544	1176	632	544
29	KARNATAKA	664	312	352	664	312	352
30	GOA	40	24	16	40	24	16
31	LAKSHADWEEP	16	8	8	0	0	0
32	KERALA	640	392	248	640	392	248
33	TAMIL NADU	1120	504	616	1120	504	616
34	PUDUCHERRY	48	16	32	48	16	32
35	A & N ISLANDS	56	32	24	0	0	0
<b>ALL- INDIA</b>		<b>16000</b>	<b>8336</b>	<b>7664</b>	<b>17176</b>	<b>8560</b>	<b>8616</b>

Note: (i) Minor changes in allocations may be necessary at the time of actual sample selection work.

(ii) State sample allocations are based on existing matching pattern. For Gujarat, where matching pattern is 'less than equal', state sample size (656 FSUs) is taken to be equal to the minimum allocation required for central sample.

## Chapter Two

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### Schedule 0.0: List of Households and Non-Agricultural Enterprises

**2.0.0 Introduction:** Schedule 0.0 is meant for listing all the household and non-agricultural enterprises including those without fixed premises found to operate for at least one day during the last 365 days preceding the date of survey in the sample FSU (or segments 1 & 2 in case of large FSUs). Some enterprise particulars like description of activity, number of hired and total workers, NIC code, duration of operation etc. in terms of 'eligibility code' are also to be collected. These auxiliary information will be used for grouping the enterprises into different enterprise types and different enterprise groups for forming second stage strata. The sampling frames for selection of enterprises for each of the second-stage strata will be prepared and details of the selection of sample enterprises will be recorded in this schedule. Whenever hamlet-groups/ sub-blocks (hg's/ sb's) are required to be formed, particulars relating to the formation and selection of hg's/ sb's are also to be recorded in this schedule. Concepts and definitions of various items are given in Chapter One.

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

Block 0: descriptive identification of sample village/ block

Block 1: identification of sample village/ block

Block 2: sketch map of hamlet-group (hg)/ sub-block (sb) formation

Block 3.1: list of hamlets (only for rural samples with hamlet-group (hg) formation)

Block 3.2: list and selection of hamlet-groups (hg's) / sub-blocks (sb's)

Block 4: list of non-agricultural enterprises having 20 or more workers in the sample village/  
UFS block (segment 9)

Block 5a: list of non-agricultural enterprises (segment 1/ 2)

Block 5b: selection of non-agricultural enterprises under coverage (segment 1/ 2)

Block 6a: particulars of enterprises in segment 9

Block 6b: particulars of sampling of enterprises (for segments 1 & 2)

Block 7: distance of the village to the nearest facility, availability of some amenities and participation in NREG work (for inhabited villages only)

Block 8: particulars of field operations

Block 9: remarks by investigator/ asst. superintending officer

Block 10: comments by supervisory officer(s)

### 2.0.2 Unit of survey and sampling frame:

In the rural sector, first stage unit (FSU) is the village (panchayat ward for Kerala) as per census 2001.

In the urban sector, two kinds of frame will be used:

- (i) For 26 cities with population 1 million or above as per census 2001 (excluding Mumbai), list of urban blocks as per EC 2005 will be used as frame and each block will be an FSU.
- (ii) For other cities and towns (including Mumbai), UFS 2002-07 phase or latest available phase prior to 2002-07 if it is not available will be used as frame.

*It is indicated in the sample list under the head "frame code" as to which particular UFS phase has been used as the sampling frame for selection of FSUs belonging to a town. The investigator, on arrival at a sample FSU will ascertain the exact boundaries of it as per the frame code indicated in the sample list. This may be done with the help of the village officials like patwari, panchayat authorities etc. for rural areas and with the help of UFS maps/ ward maps/ town maps in the urban areas. If it is found that the selected village has been split into two or more villages then the original village as per census 2001 will be identified and surveyed.*

**2.0.3 Listing of big non-agricultural enterprises and formation of segment 9:** After ascertaining the boundaries of the sample FSU, all the non-agricultural enterprises having 20 or more workers and having operated for at least one day during last 365 days will be listed in block 4 of schedule 0.0. This will constitute *segment 9* of the FSU. Wherever big enterprises are available, segment 9 will be formed in the sample FSU irrespective of hg/ sb formation. For the FSUs without hg/ sb formation, listing of enterprises for segment 9 in block 4 and the listing of enterprises in block 5a and 5b may be done simultaneously. For the FSUs requiring hg/ sb formation, listing of enterprises of segment 9 in block 4 may be done at the time of the listing of hamlets (described in the para 2.0.4.1). While listing the enterprises in block 5a (i.e. segment 1/ 2), these big enterprises are not to be included again to avoid double counting.

**2.0.4 Formation of hamlet-groups (hg's) and formation of segments 1 and 2:** With a view to controlling the work load mainly at the stage of listing of enterprises, hamlet-group formation will be resorted to in the large FSUs in rural areas. A large FSU will be divided into a certain number (D) of sub-divisions called hamlet-groups (hg's). The number of hg's to be formed (i.e. the value of D) will depend on the approximate present population of the sample FSU and/or the approximate number of non-agricultural enterprises found to exist in the sample village. Henceforth the term 'village' will mean 'panchayat ward' in case of Kerala. The criteria for deciding the number of hg's to be formed in a large village have been discussed in detail in Chapter One. Following procedure may be adopted for forming segments 1 & 2:

The hg having maximum number of establishments under coverage of survey in the FSU will be selected with certainty (i.e. with probability 1) and designated as *segment 1*. If in a particular FSU there is no such establishments, then number of non-agricultural own-account enterprises under survey coverage will be considered. The hamlet group having maximum number of non-agricultural own-account enterprises under survey coverage will then be chosen as segment 1. If the sample FSU does not have any non-agricultural enterprise then approximate present population of the hamlet groups will be considered and the hamlet group with maximum percentage share of population will be taken as segment 1.

Two more hg's will be selected for survey from the remaining hg's of the sample FSU with equal probability following the method of SRSWOR and they together will be marked as *segment 2*.

*Listing and selection of enterprises will be done separately and independently in segments 9, 1 & 2. FSUs without hg/ sb formation will not have segment 2.*

The procedure for listing hamlets, forming segment 9 and forming hamlet-groups is outlined below:

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

- (i) Identify the hamlets as described above.
- (ii) Ascertain approximate percentage of population of each hamlet and identify the hamlets (a) which have at least one big non-agricultural enterprise (i.e. non-agricultural enterprise with 20 or more workers), (b) the hamlets with an establishment under coverage, (c) the hamlets with own-account non-agricultural enterprise under coverage.
- (iii) For each of the hamlets identified in (ii) above as having big enterprises, all the big non-agricultural enterprises in the hamlet will be listed in block 4.
- (iv) Draw a notional map in block 2 showing the approximate location of the hamlets and number them in a serpentine order starting from the northwest corner and proceeding southwards. While drawing this map, uninhabited area (non-abadi area) of the village will be included as part of nearby hamlet, so that no area of the village is left out. The boundaries of the hamlets may be defined with the help of some land marks like canals, footpaths, railway lines, roads, cadastral survey plot numbers etc., so that it would be possible to identify and locate the geographical boundaries of the hamlet-groups to be formed in the village.

(v) List the hamlets in block 3.1 in the order of their numbering. Indicate the 'area type' and the present population content or non-agricultural enterprises depending upon the criterion on the basis of which value of D is determined in terms of percentages for each hamlet.

(vi) Grouping the hamlets into D hamlet-groups is then to be done. The criteria to be adopted for hamlet-group formation are: (i) geographical contiguity and equality of population content if population criterion is used (ii) geographical contiguity and equality of non-agricultural enterprises if enterprise criterion is used (numbering of hamlets is not to be adopted as a guideline for grouping). In case there is a conflict between the two aspects, geographical contiguity is to be given priority. Indicate the grouping in the map.

(vii) Numbering of hamlet-groups will be done next in block 3.2 of sch. 0.0. Hamlet-groups will be numbered serially in col.(1) of block 3.2. The hamlet-group containing hamlet no. 1 will be numbered as 1, the hamlet-group with next higher hamlet number not included in hg 1 will be numbered as 2 and so on. Indicate the numbers also in the notional map. It is quite possible that a hamlet-group may not be constituted of hamlets with consecutive serial numbers. Indicate the area type and percent population or percent NAEs as the case may be for each hamlet group.

**2.0.5 Formation of sub-blocks and their selection:** Procedures for formation of sub-blocks, identification of the sub-blocks having big non-agricultural enterprises and listing of big non-agricultural enterprises are same as those for the formation of hamlet-groups in the case of large villages. Here the sub-blocks are to be formed artificially by dividing the block into a certain number (say, D) of divisions by more or less equalizing the population or NAEs giving priority to geographical compactness within each sub-block. The value of D will be determined according to the same criteria as adopted in the case of rural FSUs. Sub-blocks will be numbered serially in col.(1) of block 3.2. For each sub-block, ascertain the approximate present population or NAEs of the sub-blocks in terms of percentage of the total population or total number of NAEs and identify the sub-blocks having big non-agricultural enterprises. Record the percent population or percent NAEs of each sub-block in col.(3) of block 3.2. List the big non-agricultural enterprises in block 4 from the identified sub-blocks to form *segment 9*. Procedure of selection of sub-blocks and formation of *segment 1* and *segment 2* are exactly same as those for rural FSUs with hg formation.

*Listing and selection of enterprises will be done separately and independently for each selected segment.*

**2.0.6 Starting point for listing:** After having determined the area unit to be surveyed, the investigator will proceed to list the non-agricultural enterprises in the FSU. The listing may be done in the same order as that of the 2001 Census (or 2011 Census if available) order of house listing. If the census order of house listing is not available, the listing may be started from the northwest corner of the FSU/ segment and proceeding southwards in serpentine manner. While listing the non-agricultural enterprises, some essential minimum particulars about them will be collected for the purpose of classification (i.e. second stage stratification).

**2.0.7 Use of additional sheets of blocks 3.1, 3.2, 4, 5a, 5b:** Whenever one schedule booklet is not adequate to list all the hamlets and hamlet-groups/ sub-blocks (blocks 3.1, 3.2) or all the enterprises (blocks 4, 5a and 5b) of the sample FSU or hg/ sb, additional sheets containing the relevant block(s) shall be used and tagged firmly to the main schedule.

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

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

### **Block 0: Descriptive identification of sample village/block**

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

### **Block 1: Identification of sample village / block**

**2.1.0 General:** This block is meant for recording the identification particulars of the sample village / block in terms of codes or numbers. The particulars relating to all the items will be recorded in box spaces provided in the block against each item (except for items 2 & 3, the codes of which are already printed). For multiple cells, the rightmost cell shall be used for recording the digit of the unit place, the next left cell for the tenth place digit and so on. *Items 1, 4 to 11 and 13 to 15 shall be copied from the sample list.*

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

**2.1.2 Item 13: frame code:** The different types of frames used for selection of FSUs are indicated by 'frame code' in the sample list. *Entry against item 13 shall be copied from the sample list.* It is to be noted that whenever EC 2005 is used it may so happen that latest UFS has not been used. The frame codes to be used are:

Rural: 2001 census – 13.

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

**2.1.3 Item 14: frame population:** The population of the sample FSU as given in the sample list will be copied here. For villages, it will be the census 2001 population. For UFS blocks, it will be the UFS block population of the block as per UFS frame.

If frame population is not provided in the sample list for a sample FSU this item may be left blank.

**2.1.4 Item 16: approximate present population:** The investigator will first ascertain the approximate present population of the entire sample FSU taking into consideration the normal growth of population along with any abnormal influx of population into or exodus of population from the sample FSU. This may be ascertained mainly from the knowledgeable persons by putting certain probing questions. The starting point can be 2001 census population in case of rural and UFS population in case of urban. In case of large difference with frame population, it may be asked whether there has been any abnormal influx into or exodus from the FSU after the census/ UFS or the village has been split or partly merged with other village/ urban area. If so, the approximate increase or decrease of population due to such events or any new settlements that have come up in the FSU after the census/ UFS is to be ascertained. **In case it is difficult to explain the large difference between frame population and approximate present population in terms of likely growth/decline of population during the intervening period, adequate remarks for such differences should be given in block 9/ 10.**

**2.1.5 Item 17: Approximate no. of non-agricultural enterprises:** Approximate number of non-agricultural enterprises in the whole sample village/ block, as ascertained by local enquiry from knowledgeable persons, may be recorded here.

**2.1.6 Item 18: total number of hg's/ sb's formed (D):** The total number of hg's/ sb's formed in the sample FSU will be the value of 'D' as recorded in block 3.2. If the sample FSU does not require any hg/ sb formation, the entry against this item will be '1'.

**2.1.7 Item 19: Survey code:** The different survey codes are:

selected village/ block has been surveyed:

inhabited .....	1
uninhabited .....	2
zero case .....	3

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

inhabited .....	4
uninhabited .....	5
zero case .....	6

selected village/ block is casualty and no substitute has been surveyed .....7.

Some examples of zero cases are: FSUs comprising wholly the barracks of military and paramilitary forces (like CRPF, BSF etc.), rural areas declared as urban areas and now forming part of UFS frame used for urban sampling, FSUs wholly submerged under water in a dam or FSUs with the whole population evicted because of acquisition of land to construct a new factory or other project work etc. with no chance of habitation in future. As against this, the FSU whose entire population has shifted elsewhere due to some natural calamities like fire, cyclone etc., but

is likely to return in the future, will be considered as uninhabited FSU and will be given code 2 or 5 as the case might be. If the substitute FSU cannot be surveyed, survey code will be 7.

**2.1.8 Item 20: Reason for original sample not surveyed (for codes 4 – 7 in item 19):** In all the cases where the *originally* selected sample FSU is a casualty irrespective of whether it has been substituted and subsequently surveyed or not surveyed (i.e. for codes 4 to 7 against item 19), the reason for its becoming a casualty will be recorded in terms of code against item 20. The codes are:

Original sample village/ block:

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

A ‘-’ may be put against this item if the entry against item 19 is 1 or 2 or 3. *Cases of FSUs comprising wholly the barracks of military and paramilitary forces will not be considered as restricted area for providing code 3 against item 20. As stated earlier, such cases will be considered as surveyed and will be treated as zero cases.*

### **Block 2: Sketch map of hamlet-groups (hg)/sub-blocks (sb) formation**

2.2.0 For large FSUs requiring hg/ sb formation, the space provided for in the block shall be used to draw a free hand sketch-map of the FSU showing the boundaries of the hamlets and hg’s/ sb’s formed so that they may be identifiable in the field afterwards with the help of this map. It need not be drawn to scale. The serial numbers of the hamlets as given in column (1) of block 3.1 will be written down on the map against each hamlet. The hamlet-group number given in column (1) of block 3.2 to which the hamlet belongs will also be shown against each hamlet within brackets on the right side of the hamlet number. Similarly, sub-blocks will also be numbered in the map. The areas for the selected hg’s/ sb’s shall be shaded in the map.

### **Block 3.1: list of hamlets (only for rural samples with hamlet-group (hg) formation)**

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

2.3.1.1 **Columns (1) to (3):** A running serial number for the hamlets will be given in column (1). Name of the hamlets will be written in column (2). Present population of each hamlet expressed as percentage of total population when value of D is determined on the basis of population in the village will be given in column (3) in whole numbers. When the value of D is determined on the basis of number of NAEs, as percentage of total number of NAEs will be entered in this column. Entries in column (3) should add up to 100.

**2.3.1.2 Column (4): area type:** Codes will be given in priority order of 1, 2 and 3. Entry in col.(4) will be 1 if there is any non-agricultural establishment under survey coverage in the hamlet. The entry will be 2 if there is no non-agricultural establishment under survey coverage but there is any non-agricultural own-account enterprise under survey coverage in the hamlet. Code 3 may be entered if there is no non-agricultural enterprise under survey coverage in the hamlet. *It may be noted that while deciding about the area types, the enterprises earmarked for segment 9 should not be considered.* The information in col.(4) may be utilised for determining the area type in block 3.2.

### **Block 3.2: list and selection of hamlet-groups (hg's) / sub-blocks (sb's)**

**2.3.2.0 General:** This block is meant for recording the details of the hg/ sb formation and their selection for FSUs requiring hg/ sb formation (i.e. with D>1). Reference may be made to paragraphs 2.0.4, 2.0.4.1 and 2.0.5 for the procedures of formation and numbering of hg's/ sb's.

**2.3.2.1 Column (1): serial no. of hg/sb:** The hg's/ sb's formed will be given a running serial number (starting from 1) in column (1) as per the guidelines given in paragraphs 2.0.4, 2.0.4.1 and 2.0.5. The last serial number in this column will be the value of 'D' which is to be recorded against 'D' below the block heading.

**2.3.2.2 Column (2): serial no. of hamlets in the hg/ sb:** This column is to be filled up only for rural FSUs. The serial numbers of the hamlets recorded in column (1) of block 3.1 constituting each hamlet-group are to be recorded in column (2) separated by commas.

**2.3.2.3 Column (3): (% of population/ NAE in the hg/sb:** Approximate present population of the hg/ sb in terms of percentage to total population in the FSU when value of D is determined on the basis of population will be recorded in column (3) in whole number. Number of NAEs as percentage of total number of NAEs will be recorded when value of D is determined on the basis of NAEs. Entries in this column should always add up to 100.

**2.4.2.4 Column (4): area type:** Codes will be given in priority order of 1, 2 and 3. Entry in col.(4) will be 1 if there is any non-agricultural establishment under survey coverage in the hg/sb. The entry will be 2 if there is no non-agricultural establishment under survey coverage but there is any non-agricultural own-account enterprise under survey coverage in the hg/sb. Code 3 may be entered if there is no non-agricultural enterprise under survey coverage in the hg/sb. *It may be noted that while deciding about the area types, the enterprises earmarked for segment 9 should not be considered.* The information in col.(4) may be utilised for identifying the hamlet-group/sub-block to be assigned sampling serial number '0' in col. 5.

**2.3.2.5 Column (5) – (7):** Three hg's/ sb's will be selected from the large FSU for the purpose of survey. One hg/ sb will be selected with certainty in the following manner:

- (a) If there is one or more hg/ sb with establishment under survey coverage, then the hg/ sb with the maximum number of such establishment will be selected purposively.

- (b) *If there is no establishment under survey coverage in the FSU but there is one or more hg/ sb with own-account enterprises under survey coverage, then the hg/ sb with the maximum number of such enterprises will be selected purposively.*
- (c) *If there is no non-agricultural enterprise under survey coverage in the FSU, then the hg/ sb with maximum percent share of population as per col. (3) will be selected purposively.*

The hg/ sb selected with certainty will be identified as *segment 1* and it will be assigned sampling serial number '0' in col. 5.

In case there are more than one hg's/ sb's satisfying the criterion for identification as hg/ sb '0' according to the procedure described above, the following method for breaking the tie will be adopted for deciding the hg/ sb to be assigned number '0' in col. 5:

- i) If two or more hg's/ sb's have the same maximum number of establishments under coverage as per criterion (a), the one among them having the maximum number of own account enterprises under coverage will be chosen as hg/ sb '0'.
- ii) If the tie still persists, the one among them which is listed first will be chosen as hg/ sb '0'.

Similarly, when there is no establishments under coverage and more than one hg's/ sb's having the same maximum number of own account enterprises under coverage as per criterion (b) then also the one among them which is listed first will be chosen as hg/ sb '0'.

**2.3.2.5.1 Column (5): sampling serial number of the hg/ sb:** '0' will be entered in this column against the hg/ sb chosen with certainty as per the procedure described above. Rest (D-1) hgs/ sbs will be given a running serial number from top starting with 1 in this column.

**2.3.2.5.2 Column (6): order of selection:** Two hg's/ sb's will be selected with SRSWOR from the (D-1) hgs/ sbs. First, '0' will be entered against hg/ sb number '0' of col. (5). Then draw a random number, say R1, between 1 and (D-1). Enter '1' in column (6) against the serial number in column (5) that is equal to R1. Next draw another random number between 1 and (D-1). If it is equal to R1, reject this random number and draw another random number. Continue this way till a distinct random number different from R1, say R2, is drawn. Enter '2' in column (6) against the serial number in column (5) that is equal to R2.

For all other hg's/ sb's (except the three selected), column (6) may be left blank.

Record the values of R1 and R2 against 'R' in the block heading, separating them by commas.

2.3.2.5.3 **Column (7): segment number:** '1' will be entered in column (7) against the hg/ sb number with order of selection number 0 in column (6). For each of the other two hgs/ sbs with order of selection numbers 1 and 2 in col. (6), enter '2' in column (7).

**Block 4: list of non-agricultural enterprises having 20 or more workers in the sample village/ UFS block (segment 9)**

2.4.0 **General:** This block is meant for listing the big non-agricultural enterprises located within each FSU. These enterprises will be identified by the criterion of number of workers in the enterprise. Any non-agricultural enterprise in which the total number of workers is 20 or more and has operated for at least one day during the last 365 days preceding the date of survey will be listed in this block. These enterprises will be treated as forming a separate segment (*segment 9*) within the FSU. After listing all such enterprises in the entire FSU, only those engaged in the activities under the coverage of present survey will be considered for canvassing the detailed schedule 2.34. *It is to be noted that all the eligible enterprises belonging to segment 9 will be surveyed and no sampling of enterprises will be necessary for segment 9.*

The listing of enterprises in block 4 may be done along with the listing of enterprises in block 5a if the FSU is small and hg/ sb formation is not necessary. An enterprise must either belong to segment 1 or segment 9 but not to both in this case. But for large FSUs with hg/ sb formation, the situation is not the same. A big unit may not be located within the selected hg's/ sb's but in another hg/ sb of the FSU. *Care may be taken not to miss these units.* It is therefore, necessary to identify and list the big units at the stage of forming hg/ sb in the FSU. At the time of collecting information about a hamlet or sub-block, the field staff will enquire whether there is any big enterprise in the hamlet/ sub-block. If there are some such enterprises in the hamlet/ sub-block, they will be identified then and there and house number, household serial number (if required), name, address will be recorded in cols. (1), (2) and (3) of block 4 without fail. Suitable reference for the identity of the hamlet/ sub-block may also be kept within brackets on the right side of the row corresponding to the enterprise. *It is emphasised that if a big unit is located in the area under selected segment 1 or 2, it will be included in segment 9 and listed in block 4 and not in blocks 5a/ 5b. In other words, no enterprise will be common between segments 1, 2 and 9.*

2.4.1 The columns of block 4 are exactly the same as of blocks 5a. Therefore, for the detailed procedure regarding filling-in the columns of block 4, descriptions for the corresponding columns given in respect of blocks 5a may be referred to. A running serial number may be given in col. (10) which will be the eligible enterprise serial numbers for the enterprises belonging to segment 9.

**2.5 Blocks 5a and 5b**

In these blocks, various information are to be given separately for each of the two segments selected for survey. *When there is no hamlet-group/ sub-block selection, the*

information in respect of the whole village/ block shall be given against segment number '1' in these blocks.

### 2.5a Block 5a: list of non-agricultural enterprises (segment 1/ 2):

2.5a.1 Listing of households and non-agricultural enterprises without fixed premises and enterprises with fixed premises will be done in this block. Collection of a few particulars for identification of non-agricultural enterprises under survey coverage, preparation of sampling frames and selection of sample enterprises (for sch. 2.34) will be carried out in this block. *Listing of enterprises is to be done separately for segments 1 and 2 for large FSU requiring hg/sb formation.*

2.5a.2 It is essential to ensure that there is no omission or duplication of any house, household and non-agricultural enterprise. *All the non-agricultural enterprises (without fixed premises or located within the household premises) run by households which are found to be temporarily absent as also all the temporarily locked non-agricultural enterprises (NAEs) with fixed premises should be listed and included in the overall frame for sample selection provided the following information can be ascertained from local enquiry: (i) the enterprise is an enterprise under survey coverage; (ii) the NIC 2008 code for the activity of the enterprise; (iii) type of enterprise (i.e. establishment/OAE); (iv) the enterprise operated for at least 30 days during the preceding 365 days (15 days for seasonal enterprise and SHG ).* After obtaining as much details as possible from the neighbours about the enterprises run by them, attempt should be made to contact the households/ enterprises at the appropriate hours (even outside the normal working hours of the investigators) and if need be by revisiting the households/ enterprises during the survey period in the sample village/ block. In order to ensure complete listing of NAEs, it is, therefore, better to follow some definite order for listing of houses. The order followed in 2001/ (2011 if available) population census may be adopted, wherever possible, taking care that any house that has come up later is not omitted; otherwise, listing may be done in serpentine manner starting from the north-west corner and moving southwards. The names of any natural grouping of the houses like hamlet, street, mohalla, etc. and date of listing may be written at the top before the listing of houses starts. This will help in checking completeness.

2.5a.3 **A house to house enquiry will be made to list all the NAEs. An enterprise without fixed premises is enumerated in the house where the owner/ operator reside and an enterprise with fixed premises 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 outside of a house/ room. For example, one member of a household may manufacture small toys, dolls, transistor/ radios etc. inside a house not visible from outside. Secondly, the enterprise may not have physical existence at any fixed location; e.g. a hawker or a vendor selling his goods like vegetables, fruits, cloth, etc. without having any fixed premises. These types of enterprises can be detected only by enquiring about the activities of all the members of the household. Necessary care may be taken to list such enterprises.

2.5a.4 While listing in 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 NAEs run for at least one day by its members during last 365 days preceding the date of survey (*the enterprise may not be in operation on the date of listing*). The NAEs run by the household during the reference period 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 NAEs run by the same household and located at other *fixed* premises will be listed at the location of the enterprise. After exhausting the resident households and all the different types of NAEs run by the household members as described above, the investigator will list other NAEs, if any, which may be located in that house and operated either by households staying in some other houses (either within or outside the selected segment/ FSU) or by an institutional body. After this, the investigator will proceed to the next house. *Care should be taken to list all the seasonal NAEs, though may not be operating on the date of survey.*

2.5a.5 NAEs *without fixed premises* may be listed against the **households** of the owners whereas those with *fixed premises* are to be listed at their **sites**. By ‘fixed premises’, we mean that the entrepreneurial activity is carried out within some sort of permanent structure (refer to Para 2.5a.7 for further details). Partnership enterprises run without fixed premises may be listed against the household of the **partner who takes major decisions** for running the enterprise. An enterprise pursuing mixed activities or an entrepreneur pursuing multiple activities may be listed separately under respective NIC codes if separate accounts of employment, receipts, expenses, etc. for each such activity are available. Otherwise, it will be listed as one enterprise with NIC code corresponding to the *major* activity. By major activity, we mean the activity fetching maximum income to the enterprise during the last accounting year. If it is difficult to decide major activity based on income, the same may be done by looking at the turnover/employment in the order specified.

It is to be noted that all NAEs found to be in operation for at least one day during the last 365 days are to be listed irrespective of whether they are *operating on the date of survey or not*. However, if any NAE *with fixed premises* is come across which has changed its place of operation (i.e. stopped operating in the current structure under listing), the same may not be listed in the present place but be listed against the place/site where it is currently operating, provided the changed place/site is within the segments/FSU. On the other hand, an enterprise may be found which has shifted to the current location from another location within or outside the segment/FSU. In such cases, entire period of operation, considering both previous and current locations, will be taken into account for determining the eligibility.

2.5a.6 While listing is done in segment 2, the houses and households/ NAEs of the two selected hamlet-groups/ sub-blocks will be listed one after another maintaining a continuous serial number for households as well as for the NAEs, as if they together constitute one unit. For doing so, the serial number and the names of the hamlets belonging to the hg/ sb that is selected first (i.e. the hg/ sb with order of selection number 1 in col (6) of block 3.2) will be recorded in block capitals on the first line of the listing block (i.e. blocks 5a). After completing the listing of houses/ households/NAEs of this hg/ sb, one line will be left blank and on the next line, the serial

number and the names of the hamlets belonging to the next hg/ sb (i.e. the hg/ sb with order of selection number 2 in col (6) of block 3.2) will be clearly written in block capital and listing of houses/ households/NAEs belonging to this hg/ sb will start from the next line. However, where there is no hg/ sb formation, listing will be carried out under segment 1 only.

2.5a.7 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, are deemed 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) Persons running transport enterprises like taxi, rickshaw etc. not having a separate fixed place for running the enterprise will be listed in their place of residence.

(iv) Enterprises run without fixed premises on partnership basis shall be listed against the household of the **partner who takes major decisions** for running the enterprise. If that partner is not residing in the selected FSU, then the partner residing in the FSU will be approached for collecting information. If more than one such partner stays in the FSU/hg/sb, then the one who is listed first will be chosen as the informant.

(v) 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.

(vi) For mixed activities 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 in that order of priority*. To determine the appropriate NIC code for such enterprises *for listing and classification into second-stage strata*, the following may be considered:

a) When activities under broad categories (manufacturing, trade, other services and remaining activities) are mixed up, the major activity (i.e. whether to be treated as under coverage) may be determined in the following manner: find out the maximum income / turnover / employment for (i) manufacturing + trade + other service activities and (ii) the remaining activities. If (i) is more than (ii), then the enterprise will be under coverage. Otherwise, it will not be under coverage (code will be 4 in column 5 of block 4 and 5a).

b) When two or more activities under coverage are mixed, major activity may be determined at 2/3/4/5-digit level of NIC on the basis of maximum income / turnover / employment as required since enterprises under some 2 or 3 or 4 or 5-digit codes are either out of coverage or will be in different second stage strata.

(vii) 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.

(viii) If same activity is being carried out in different places e.g. a doctor having chambers at various places or a coaching institute having centres at different places in the same FSU or spread over different FSUs, each will be listed as a separate enterprise. If accounts are not separable, then suitable apportionment may have to be done.

(ix) Sometimes, a concern may set up an office for facilitating its work and not rendering any type of service to other agencies or public. The office may be located away from the main concern even in some other town, district or State. In such a case, while the main concern will be classified under the appropriate NIC code and surveyed, the office will also be treated as a branch office of the concern and surveyed under the same NIC code as that of the concern. However, if the branch office so identified happens to be head office of the enterprise, it will be given NIC code 701.

(x) If several doctors practise from one place with no separate management facility for the premise, then all the doctors are to be listed separately and considered to be forming separate enterprises.

(xi) 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 master weaver 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 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.

(xii) Though the inmates of a hostel, etc. are treated 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 the subsequent lines.

(xiii) 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.

2.5a.9 Certain types of enterprises will *not be covered* in the survey:

(i) Within the sections under coverage (i.e. C, E, G, H, I, J, K, L, M, N, P, Q, R, S), some NIC codes are not covered in the survey. Reference may be made to para 1.2.1 of Chapter One for a list of NIC 2008 codes under coverage.

(ii) All enterprises belonging to *Govt. and public sector* will be outside the coverage.

Enterprise owned or run/managed by Central, State Governments or quasi Government institutions or by local bodies like Panchayat, Zilla Parishad, City corporations, Municipal authorities etc., autonomous bodies like Universities, Education Boards and institutions like schools, libraries etc. set up by Government, Panchayat etc. will be treated as *public sector enterprise*. Enterprises, being run with shares of both the Government, local body etc. and a private body will be treated as *public sector enterprises* irrespective of the amount of share held by Government, local body etc. Enterprises owned/ managed by a single or a group of private persons with no participation of the Government, local body etc. in it, both in terms of management and shares, will be treated as private sector enterprises. Loans granted by the Government, local body etc. do not make an enterprise a public sector enterprise.

(iii) All public limited and private limited companies will be out of coverage.

(iv) All enterprises registered under Sections 2m(i) and 2m(ii) of the Factories Act, 1948 or bidi and cigar workers (condition of employment) Act, 1966 will be out of coverage.

(v) Cooperative Societies will be out of coverage.

(vi) The activities of membership organisations like trade unions, religious organisations, political organisations will be excluded from coverage.

However, activities such as running school, dispensary, hospital, orphanage, guest house etc. by the religious organisations will be classified under respective activity like education, health, hotel or social work etc. provided they can be treated as a separate entities and have at least one person employed on hired basis to render the service. But if service is provided without hiring any person, the activity will not be covered e.g. a dispensary run by a religious organisation will not

be covered if the dispensary does not have at least one staff on payment basis. Serving of 'Prasad' or food by temples, langars in gurudwaras or other religious institutions, even if served on payment of token money/donation, will not be treated as enterprise activities.

(vii) Government/ fully Govt. aided educational institutions are left out of the coverage.

(viii) A household having paying guest accommodation and providing food & lodging will not be considered as hotel/ restaurant.

(ix) Departmental canteens run by the office staff will be treated as an integral part of the main office and such canteens will not be included in the survey. However, if they are run on a contract basis by private parties they will be covered.

(x) Godowns meant to store the farm produce, trading commodities, manufactured goods etc. owned by the owner of the godown himself will not be treated as storage and warehousing enterprise. Locker in commercial banks and in other type of enterprises for safe storage of precious articles will not be treated as storage and warehousing enterprise.

(xi) The individuals serving as housemaids, cooks, gardeners, governess, baby sitters, chowkidars, night watchman, etc. will be outside the coverage of the survey. Such activities normally get classified under code 97 of Section T (Activities of households as employers; undifferentiated goods and **services** producing activities of households for own use) of NIC 2008. As mentioned in Chapter One, Section T is out of coverage of NSS 67<sup>th</sup> round. However, if such services are rendered to enterprises, even in own account capacity, then they will be covered. Also, if such services are provided by some agencies against prescribed fees, those agencies will be treated as enterprises.

(xii) Similar is the case with teachers providing tuitions to students by visiting the households of students in lieu of fixed remuneration. However, if the teacher runs a coaching centre at a fixed premise or teaches at his/ her own residence, he/ she will be considered as running an enterprise.

*The activity coverage as detailed in para 1.4.24 of Chapter One may also be referred to in this context.*

2.5a.10 In sample FSUs with hamlet-group/ sub-block formation, list of NAEs will be recorded in separate pages of blocks 5a and 5b for segment numbers 1 and 2. At first, listing will be done for segment number 1. Then listing for segment number 2 will be started in a separate page. One of the segment numbers 1 or 2 (printed in the heading of block 5a and 5b), as appropriate for the selected segment, may be retained and the other serial number may be deleted in the heading of blocks 5a and 5b before listing is started.

*First mark the segment number (1 or 2) in the heading of the block 5a correctly and cross the one not applicable.*

Various columns of block 5a are described below:

**2.5a.11 Column (1): house number:** All houses including vacant ones shall be listed by giving a house number. The 2001/ 2011 population census house number or the number given by the local panchayat, municipality or other local bodies, may be used if available. The houses without such numbers will be given a separate running serial number starting from 1 within brackets. Wherever house numbers are available, even if not for all the houses, the actual house numbers shall be recorded without any brackets. After listing all the households and NAEs associated with a house, the next house shall be listed. If the house is used solely for non-residential purpose or is vacant, the purpose to which it is put will be written across the line, e.g. 'temple', '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 '-' may be put in this column.

**2.5a.12 Column (2): household serial number:** The household(s) normally residing in the house or in a fixed location (e.g. under a tree/bridge/open space etc.) listed in column (1) will be numbered in column (2). While listing a household, first line will be reserved for name of the head of the household. The NAEs run by members of a particular household either without fixed premise or within household premises will be listed just below the line for the head of the household. All households (including those found temporarily absent) will be given a running serial number in this column starting from 1. Household serial number will be given against the lines listed for (i) head of the household and (ii) NAEs without fixed premises or within household premises run by household members only. In case of persons staying, say, in hostels and forming single member households, each of them will be listed in separate lines giving a household serial number. Continuous serial number starting from 1 will be given in column (2) for each of the segments 1 & 2 separately. This column will be left blank for the lines meant for the enterprises with fixed premises, vacant houses, non-residential buildings, etc.

**2.5a.13 Column (3): name and address of enterprise/ owner/ operator/ head of household:** For a household having serial number in column (2), the name of the head shall be recorded here. For enterprise, name of the enterprise/owner/operator etc. will be recorded in this column. If an enterprise bears a distinct name, only then the name will be recorded; otherwise the name of the owner shall be recorded. If the owner of an enterprise 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. In all cases, distinct name of the enterprise, if any, shall be given preference.

**2.5a.14 Column (4): description of activity:** The activity of the enterprise shall be briefly described in words in this column, such as bread making, coffee curing, grocery, coaching, tea-stall, dispensary, restaurant etc.

**2.5a.15 Columns (5): broad category code:** Each no-agricultural enterprise shall be given broad category code on the basis of the type of work it does. Codes are as follows: manufacturing – 1, trade – 2, other services – 3, remaining – 4. All the activities which are not under the coverage of

the survey will be given code 4. For activities not under coverage, reference may be made to paragraphs 1.2.1 and 1.4.24 of Chapter One.

For enterprises with code 4 in column (5), rest of the columns need not be filled up.

#### 2.5a.16 Columns (6) – (7): for 1 – 3 in col. 5:

**2.5a.16.1 Columns (6): type of ownership code:** For all the NAEs of manufacturing, trade and other services (i.e. for codes 1 – 3 in col. 5), type of ownership codes are to be recorded in this column. *Codes are as follows:* proprietary/ partnership – 1, Govt./ PSU – 2, limited companies – 3, co-operative society – 4, others – 5. The terms proprietary/ partnership, Govt./ PSU, limited companies, co-operative society have been explained in para 1.4.22 of Chapter One. Enterprises with type of ownership not falling into these categories will get code 5.

**2.5a.16.2 Column (7): registration code:** Code 1 shall be recorded if the enterprise is registered under sections 2m(i) and 2m(ii) of the Factories Act, 1948 or bidi and cigar workers (condition of employment) Act, 1966'. For the enterprises which are not registered entry will be 2.

#### 2.5a.17 Column (8): NIC 2008 code 2/ 3/ 4/ 5 digits for 1 & 5 in col. 6 and 2 in col. 7:

NIC - 2008 code related to the activity of the enterprise will be recorded here. This will be used for preparing the frame for second stage strata. For enterprises under survey coverage, NIC – 2008 codes will be as follows:

<u>codes to be recorded in</u>	<u>NIC – 2008 codes</u>
2-digit	10 – 33, 37 – 39, 45, 47, 50, 52 – 63, 65, 68, 69, 70 – 75, 78 – 82, 85 – 93, 95, 96
3-digit	461, 462, 463, 464, 465, 466, 469, 662, 663, 771, 772, 773, 941
4-digit	4922, 4923, 6491, 6499, 6612, 6619, 9491 (individuals), 9499
5-digit	01632, 49211, 49219, 64300, 64309, 64920, 64929

For mixed activities or the same activity being conducted in two different places, if the accounts, 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 in that order of preference.*

**2.5a.18 Column (9): eligibility code:** Code 1 shall be recorded if the enterprise operated for at least 30 days (15 days for seasonal enterprises and SHG) during the last 365 days. For

enterprises, which operated for less than 30 days (15 days for seasonal enterprises and SHG), code 2 shall be recorded in this column.

**2.5a.19 Column (10): eligible enterprise serial no. for code 1 in col. 9:** It relates only to eligible enterprises under survey coverage. If the entry in col.(9) is 1, then in col. (10), first a tick-mark (√) may be given in this column. Then all the tick-marks may be given a running serial number starting from 1 over this column.

**2.5a.20 Columns (11) – (12): number of workers:**

**2.5a.20.1 Column (11): total:** The total number of persons *usually working on a working day* during the reference year (i.e. last 365 days for enterprises not maintaining accounts and last accounting year for those maintaining accounts) for perennial and casual enterprises and during the last working season of the reference year 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 (11) and (12). *The average* number of workers on a working day during the reference year shall be recorded for both total and hired workers in columns (11) and (12) respectively.

**2.5a.20.2 Column (12): hired:** The number of hired workers in the enterprise, usually employed on fairly regular basis (i.e. for most of the days during the period of operation) 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.

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

**2.5a.21 Column (13): enterprise type code:** Each eligible enterprise shall be given enterprise type code on the basis of the entries made in columns (11) and (12). The codes are as follows:

Establishment i.e. enterprises with positive entry in col. (12). ..... 2

OAE i.e. enterprises with entry zero in col. (12) .....1

**2.5a.22 Column (14): SSS number (either of 1 to 19):** As described in Chapter One, a maximum of nineteen second stage strata (SSS) will be formed in each of the segments 1 & 2 of an FSU. SSS will be formed in the following manner:

NIC 2008 codes	enterprise type code	SSS no.	description
<b>Establishments</b>			
<i>Manufacturing</i>			
10 – 12	2	1	Food products, Beverages and Tobacco products
01632, 13 – 15	2	2	Cotton ginning, cleaning and bailing, Textiles, Wearing Apparel, Leather and Leather products
16 – 18, 31, 32	2	3	Wood and wood products, paper and paper products, printing etc.
19 – 25, 27, 28, 33	2	4	Petroleum Products, Chemicals, Pharmaceuticals, Rubber, Plastics, Metals, Metal products, machinery and equipments etc.
26, 29, 30	2	5	Remaining manufacturing activities
<i>Trade</i>			
461	2	6	Commission agents
45	2	7	Trade and repair of motor vehicles and motorcycles
462, 463, 464, 465, 466, 469	2	8	Other wholesale trade
47	2	9	Other retail trade
<i>Other Services</i>			
55, 56	2	10	Accommodation and food service activities
49211, 49219, 4922, 4923, 50, 52, 53, 58 – 63	2	11	Transport, Storage, Information and Communication
64300, 64309 (SHG), 6491, 64920, 64929 (activity of money lenders), 6499, 65, 6612, 6619, 662, 663	2	12	Financial and Insurance activities
68, 69, 70 – 75, 771, 772, 773, 78 – 82	2	13	Real Estate, Professional, Scientific and Technical, Rental & Leasing activities
85	2	14	Education
86 – 88	2	15	Human Health and Social work
37 – 39, 90 – 93, 941, 9491, 9499, 95, 96	2	16	Other personal services
<b>OAEs</b>			
01632, 10 – 33	1	17	Manufacturing
45 – 47	1	18	Trade
37 – 39, 49211, 49219, 4922, 4923, 50, 52 – 63, 64300, 64309, 6491, 64920, 64929, 6499, 65, 6612, 6619, 662, 663, 68, 69, 70 – 75, 771, 772, 773, 78 – 82, 85 – 93, 941, 9491, 9499, 95, 96	1	19	Other Services

## 2.5b Block 5b: selection of non-agricultural enterprises under coverage (segment 1/ 2)

2.5b.0 In this block only enterprises under coverage of survey will be considered. After copying the enterprise serial number (column 10) and the corresponding SSS number (column 14) from block 5a, formation of frame for enterprises (i.e. SSS 1 – 19) and selection of sample enterprises will be completed here.

*First mark the segment number (1 or 2) in the heading of the block 5b correctly and cross the one not applicable.*

2.5b.1 **Columns (1), (2) and (3):** Entries for these columns will be copied from the columns 1, 10 and 14 of block 5a. Care must be taken to copy the entries correctly.

2.5b.2 **Columns (4) – (22): Schedule 2.34: sampling serial number and sample enterprise number: SSS 1 to SSS 19:** The enterprises with SSS numbers 1 to 19 in column (3) shall be separately tick-marked ( $\surd$ ) independently in columns (4) to (22) (towards left side of the cells) as the case may be. Then all the tick-marks ( $\surd$ ) appearing in each of the columns (4) to (22) shall be given a separate running serial number starting from 1. Total number of enterprises in the frame under each SSS will be the number of tick-marks (i.e. the highest serial number) appearing in each of the columns (4) to (22) and these values will be recorded against 'E' in respective columns. Total of 'E' values in columns (4) to (22) should tally with the last/ highest serial number in col. 10, block 5a/ col. 2, block 5b.

The number of enterprises to be selected (after adjustment for shortfall, if necessary) for each SSS will be recorded against 'e'. The required number of enterprises will be drawn from each SSS by SRSWOR and sample enterprise number will be recorded (towards right side of the cells). *The sampling serial numbers of the selected enterprises may be encircled in columns (4) to (22).*

2.5b.4 An example showing the details of filling up the columns of blocks 5a & 5b and selection of enterprises is given at the end of this chapter.

2.6a **Block 6a: particulars of enterprises in segment 9:** For entries relating to segment 9, block 4 will be the basis. Number of enterprises for SSS numbers 1 to 19 will be counted from column (14) of block 4 and entered against the corresponding SSS of segment 9 in column (4). Entry in column (5) will be same as that of column (4) as all the big enterprises listed in block 4 will be surveyed. Total number of surveyed enterprises shall be recorded in column (8). It may be seen that column (9) = column (5) – column (8). The row for 'all' will give the totals of the relevant columns.

2.6b **Block 6b: particulars of sampling of enterprises (for segments 1 & 2):** In this block, particulars of sampling of enterprises shall be recorded for segments 1 and 2.

**2.6b.1 Columns (4) to (9): Number of enterprises:** Total number of enterprises in the frame for each SSS i.e. the entries for column (4), are the highest sampling serial numbers recorded in columns (4) to (22) respectively of block 5b. These highest entries are also recorded against the symbols 'E' appearing in the headings of columns (4) to (22) of block 5b. They may be recorded properly in column 4 of block 6b for each segment. Number of enterprises selected for survey shall be recorded in column (5). These numbers are also recorded against 'e' in the headings of column (4) to (22) of block 5b. Columns (6) and (7) shall be filled up on the basis of survey code recorded against item 18 of block 1 of schedule 2.34. Number of filled-in 2.34 schedules with survey codes 1 and 2 shall be recorded in columns (6) and (7) respectively. It may be seen that (i) column (8) = column (6) + column (7) and (ii) column (9) = column (5) – column (8). The row for 'all' will give the totals of the relevant columns.

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

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

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

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

### 2.7.1 Items 1- 22: Column (3): distance code:

Distance in terms of code will be entered in this column against items 1 to 22. Distance from the nearest facility available to the villagers will be considered. The distance will be measured from the geographical centre of the village irrespective of whether hamlet-groups have been formed or not. However, if a particular facility is available within the village, the distance code will always be 1 irrespective of its distance from the centre of the village. One of the codes 2 or 3 will be applicable when the facility is available at a place outside the village. If a facility is available at two different places, the distance of the nearest place will be considered for recording the distance code. In this connection, it may be noted that if at a particular location, more than one facility is available in a combined form and if that location is the nearest one to the village in respect of all the facilities under consideration, then the distance code of that location is to be recorded against all the facilities. For example if the nearest secondary school also provides primary education and the nearest primary school is farther away than the secondary school then

the distance code of the secondary school is to be recorded for the primary school also. The codes for distances are:

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

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

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

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

2.7.1.3 **Item 5: school having primary level classes:** Generally, up to the standard of class IV is considered as primary education. However, the practices differ in some states where education of class V is also included under ‘primary’ level. For the purpose of this survey, education up to class IV or V, as the local practice may be, will be considered as primary education. This item will cover institutions providing such educational facilities.

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

2.7.1.5 **Item 7: higher secondary school/ junior college:** Higher secondary school provides education up to 10+2 standard. In some places it is also known as junior college. Institutions providing education up to 10+2 standard will be covered under this item.

2.7.1.6 **Item 8: health sub-centre/ dispensary:** A health sub-centre is the most peripheral contact point in the primary health care system. It covers around 5,000 populations in plain area and 3,000 populations in hilly/ tribal area. It is run by government and located in the rural area. It is manned by two multi-purpose health workers – one male and one female. A sub-centre usually does not have facilities for treatment as in-patients. Dispensary is the consulting place/ chamber which does not generally have facilities for treatment of in-patients.

2.7.1.7 **Item 9: primary health centre:** Primary health centre (PHC) is the first contact point between a village community and the medical officer. It has a medical officer and other paramedical staff. It is run by the Government and usually has in-patient and out-patient facilities. A PHC has jurisdiction over 6 sub-centres and serves about 30,000 populations in plain area and 20,000 populations in hilly/ tribal area.

2.7.1.8 **Item 10: community health centre:** Community Health Centres (CHC) serves about 1.2 lakh populations in plain area and 80,000 in the hilly/ tribal area. The CHC functions as referral

centre for the PHC. It is manned by medical specialists and paramedical staff and has in-patient and out-patient facilities.

**2.7.1.9 Item 11: government hospital:** Medical institutions having provision of admission of sick persons as in-door patients (in-patients) for treatment are called hospitals. Hospital run by the central/ state government or local bodies like municipalities will be covered under this item.

**2.7.1.10 Item 12: private clinic/ doctor:** Private clinic is the consulting place/ chamber of private doctors. Doctors are those having degrees/ diploma in medicine and also registration from recognised universities/ institutions deemed to be universities. These doctors may follow any of the systems – allopathic, homeopathy, ayurvedic, unani.

**2.7.1.11 Item 13: medicine shop:** A shop which sells drugs and medicines of any system of medicine viz. allopathic, homeopathic, ayurvedic or unani medicines, will be considered as a medicine shop.

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

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

**2.7.1.14 Item 16: fair price shop:** Fair price shop is the shop, which sells some essential commodities at subsidised rate. This may be owned by the government, local self-government, a government undertaking, the proprietor of a firm, co-operative(s) or private persons (individually or jointly) or other bodies like club, trust, etc.

**2.7.1.15 Item 17: cooperative credit society:** Co-operative credit society is a society that is formed through the co-operation of a number of persons (members of the society) for the benefit of the members. The funds are raised through contributions/ investments by the members and the profits are shared by the members. Cooperative banks will also be considered here.

**2.7.1.16 Item 18: commercial bank:** This includes all nationalised banks including the State Bank of India and its subsidiaries. All other scheduled and non-scheduled banks, other than co-operative banks, should also be considered here.

**2.7.1.17 Item 19: PCO:** Distance of the facility which is nearest to the village among telegraph office/ public call office (PCO)/ e-mail centre will be recorded in this item in code. A public call office or e-mail centre will refer to a place accessible to the villagers with or without payment of fee. E-mail is the electronic mail, which is sent through network (internet) from one place to another.

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

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

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

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

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

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

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

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

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

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

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

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

**2.7.4 Item 27: informant code:** The information in block 7 is to be collected from one or more knowledgeable person(s) of the village. The source of such information collected is to be reported in this item. In case there is more than one source then the code will relate to the informant from whom maximum information has been collected. The codes are:

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

**2.8 Block 8: Particulars of field operations:** The details of field operations will be recorded in this block. While recording the total time taken to canvass the schedule 0.0 (i.e. column 3, srl. no. 4 of this block), it may be noted that the time taken to reach the sample village and come back should not be considered for filling in this item. In other words, total time spent in identification of the boundaries of the sample FSU, hamlet-group/ sub-block formation, listing of households, formation of second-stage strata, selection of households and filling in all other blocks of this schedule may be recorded in hours. All other items are self-explanatory.

**2.9 Block 9: remarks by investigator/ asst. superintending officer:** The investigator/ asst. superintending officer may give remarks here on any abnormal situation or entry in the schedule.

**2.10 Block 10: comments by other supervisory officer(s):** The supervising officer inspecting the work relating to this schedule may give comments here.

## 2.11 Substitution of sample enterprises, misclassification of enterprises and random numbers

**2.11.1 Substitution of enterprises:** If any sample enterprise cannot be surveyed due to some reason or the other, it will be substituted by the next one having higher sampling serial number (provided not already selected) of the same SSS. The substitute for the one having highest sampling serial number of an SSS will be the one having smallest sampling serial number within the same SSS. If the substituted enterprise becomes a casualty, *it will be substituted by another in the same manner. If this enterprise 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 is always surveyed for each of second stage strata within each of segments 1 and 2. In other words,  $e > 0$  if  $E > 0$  for each FSU  $\times$  segment  $\times$  second stage stratum. Substitution may be attempted more than twice in a few cases to adhere to this restriction.* In such cases, the fact has to be recorded in the remarks block (block 9 & 10).

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

### 2.11.2 Misclassification of an enterprise during listing:

It is quite possible in a few cases that a sample enterprise listed under a particular type (i.e. Sector  $\times$  Establishment  $\times$  NIC code or Sector  $\times$  OAE  $\times$  NIC code ) in schedule 0.0 actually belongs to other type as detected during canvassing of schedule 2.34. *Entries for schedule 0.0 will not be changed if misclassification is found to occur.* However, correct particulars in terms of enterprise type and NIC code may be recorded against the respective items in Schedule 2.34 without altering second-stage stratum number in block 1 of Schedule 2.34.

*However, if the enterprise goes out of the survey coverage because of the revision in industry division code or because of inclusion in ASI/Govt./PSU, substitute may be taken.* In all these cases entries made in block 6 need not be disturbed.

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

The first random number will be used for hamlet-group/sub-block selection whenever required. The subsequent random numbers may be used for selection of enterprise in the order: (i) for segment 1 – enterprises for schedule 2.34 and then (ii) for segment 2 – enterprises for schedule 2.34. If the particular column of random numbers is exhausted in the process, next column may

be used. Similarly, if all the columns of the Random number table are exhausted, then the first column will be used.

### 2.12 Substitution of sample FSU:

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

The Deputy Director General (TC), DPD, NSSO,  
Mahalanobis Bhavan,  
164, Gopal Lal Tagore Road, Kolkata- 700108.  
e-mail address: [dpd\\_tc@yahoo.co.uk](mailto:dpd_tc@yahoo.co.uk)  
fax: 033-25771025

A copy of the letter may be given to:

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

If the substituted FSU has same problem as the original, correspondences may be made immediately so that another substitute can be provided to prevent voidness of stratum. In case no substitute FSU could be surveyed even with best efforts [i.e. code 7 in item 19, block 1], a blank schedule 0.0 will be submitted with only blocks 0, 1, 8, 9 and 10 filled in. The word 'CASUALTY' is to be written at the top of the front page of the schedule in such cases.

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

(b) If a sample FSU is found to be depopulated at the time of survey or its population has shifted elsewhere due to some natural calamity or it is treated as a "zero-case", it will not be substituted. It will be treated as a valid sample and blank schedule 0.0 with only blocks 0, 1, 8, 9 and 10 filled in will be submitted in such cases. The word/words 'UNINHABITED' or 'ZERO CASE', as appropriate will be written on the top of the front page of the schedule in such cases. However, in Arunachal Pradesh and possibly elsewhere also in the hill tracts of North Eastern states where, for example, jhum cultivation is prevalent, whole village may shift from place to place. In such cases the sample village will be surveyed in the place where it is currently located and not treated as uninhabited if found absent in its original location.

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

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

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

#### 2.13.1 Repetition within state or central sample FSUs:

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

**Case (b): With hamlet-group/sub-block formation:** If repetition is in the *same sub-round*, the hamlet-groups/sub-blocks formed during the first occasion will be used for all subsequent repetitions. However, on the second and subsequent occasions, the survey will be conducted in the hamlet-group/ sub-block selected afresh for segment 2. If one or both hg/sb are repeated, random number may be drawn afresh to get different hamlet-group/sub-block not selected earlier. For the selection of enterprises, the usual procedure as suggested for fresh FSUs may be followed. If, however, repetition of the FSU takes place in a *different sub-round*, it is to be surveyed just like a new sample with fresh listing and sample selection.

**2.13.2 Repetition between state and central sample FSUs:** As usual, the central and the state agencies will survey the sample FSUs independently.

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<b>[5a] list of non-agricultural enterprises (segment 1/ 2)*</b>													
house number	household serial number	name and address of enterprise/ owner/ operator/ head of household	description of activity	broad category code	for 1 – 3 in col. 5		NIC 2008 code 2/ 3/ 4/ 5 digits@ for 1 & 5 in col. 6 and 2 in col. 7	eligibility code	eligible enterprise serial no. for code 1 in col. 9	number of workers		enterprise type code	SSS number (either of 1 to 19)
					type of ownership code	registration code				total	hired		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
51	1	RamKripal	No NAE										
51	2	Madhav Rao											
51	2	Madhav Rao	Retail Vegetable Vendor	2	1	2	47	1	1	1	0	1	18
52/1	3	Jadu Kishore											
52/1	3	Pintu	Retail Fruit Vendor	2	1	2	47	1	2	1	0	1	18
52C		Sukla Food Centre	Fast-food shop	3	1	2	56	1	3	3	2	2	10
54		Ramesh Florist	Wholesale of flowers	2	1	2	462	1	4	5	4	2	8
56		Arjun Construction	Construction	4									
57	4	Tula Ram											
57	4	Tula Ram	Repair of three wheelers	2	1	2	45	1	5	1	0	1	18

col.(14): **SSS number:**  
**ESTABLISHMENTS: for code 2 in col. 13:**  
**SSS 1:** NIC (10 – 12);  
**SSS 2:** NIC (01632, 13 – 15);  
**SSS3:** NIC (16 – 18, 31, 32);  
**SSS 4:** NIC (19 – 25, 27, 28, 33);  
**SSS 5:** NIC (26, 29, 30);  
**SSS 6:** NIC (461);  
**SSS 7:** NIC (45);  
**SSS 8:** NIC (462, 463, 464, 465, 466, 469);  
**SSS 9:** NIC (47);  
**SSS 10:** NIC (55, 56);  
**SSS 11:** NIC (49211, 49219, 4922, 4923, 50, 52, 53, 58 – 63);  
**SSS 12:** (64300, 64309, 6491, 64920, 64929, 6499, 65, 6612, 6619, 662, 663);  
**SSS 13:** NIC (68, 69, 70 – 75, 771, 772, 773, 78 – 82);  
**SSS 14 :** NIC (85);  
**SSS 15:** NIC (86 – 88);  
**SSS 16:** NIC (37 – 39, 90 – 93, 941, 9491, 9499, 95, 96);

**OAEs: for code 1 in col. 13:**  
**SSS 17:** NIC (01632, 10 – 33);  
**SSS 18:** NIC (45 – 47);  
**SSS 19:** NIC (37 – 39, 49211, 49219, 4922, 4923, 50, 52 – 63, 64300, 64309, 6491, 64920, 64929, 6499, 65, 6612, 6619, 662, 663, 68, 69, 70 – 75, 771, 772, 773, 78 – 82, 85 – 93, 941, 9491, 9499, 95, 96)

### CODES FOR BLOCK 5a

\* strike out which is not applicable

col.(5): **broad category code:** manufacturing – 1, trade – 2, other services – 3, remaining – 4

col.(6): **type of ownership code:** proprietary/ partnership – 1, Govt./ PSU – 2, limited companies – 3, co-operative society – 4, others – 5

col.(7): **registration code:** registered under Sections 2m(i) and 2m(ii) of the Factories Act, 1948 or bidi and cigar workers (condition of employment) Act, 1966: yes – 1, no – 2.

@ col. (8): **NIC –2008 code:** 2 digits for 10 – 33, 37 – 39, 45, 47, 50, 52 – 63, 65, 68, 69, 70 – 75, 78 – 82, 85 – 93, 95, 96;

3 digits for 461, 462, 463, 464, 465, 466, 469, 662, 663, 771, 772, 773, 941;

4 digits for 4922, 4923, 6491, 6499, 6612, 6619, 9491 (individuals), 9499;

5 digits for 01632, 49211, 49219, 64300, 64309, 64920, 64929.

[special codes 64309 for 'self help group predominantly engaged in financial intermediation' and 64929 for 'activity of money lenders' will be used for this survey]

col.(9): **eligibility code:** operated for at least 30 days (15 days for seasonal enterprises and SHG) during last 365 days – 1, otherwise – 2.

col.(13): **enterprise type code:** OAE – 1, Establishment – 2

<b>[5a] list of non-agricultural enterprises (segment 1/ 2)*</b>													
house number	household serial number	name and address of enterprise/ owner/ operator/ head of household	description of activity	broad category code	for 1 - 3 in col. 5		NIC 2008 code 2/ 3/ 4/ 5 digits@ for 1 & 5 in col. 6 and 2 in col. 7	eligibility code	eligible enterprise serial no. for code 1 in col. 9	number of workers		enterprise type code	SSS number (either of 1 to 19)
					type of ownership code	registration code				total	hired		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
57A		Surya Trading	Commission Agent	2	1	2	461	1	6	2	1	2	6
58		Divya Enterprise	Husking Mill	1	1	2	10	1	7	2	1	2	1
59		Lokenath trading	Fruit and vegetable Shop	2	1	2	47	1	8	3	2	2	9
60	5	Jugal Paul											
60	5	Sundar Paul	Sale of vegetable	2	1	2	47	1	9	1	0	1	18
61	6	Rama Dam											
61	6	Atul Dam	Commission Agent	2	1	2	461	1	10	1	0	1	18
62		Shyam Enterprise	Motor cycle parts shop	2	1	2	45	1	11	2	0	1	18
63A		Sunanda Fish Shop	Retail trade of fish	2	1	2	47	1	12	2	1	2	9
64		Rohit Modi	Wholesale of Footwear	2	1	2	464	1	13	1	0	1	18

col.(14): **SSS number:**  
**ESTABLISHMENTS: for code 2 in col. 13:**  
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**SSS 4:** NIC (19 – 25, 27, 28, 33);  
**SSS 5:** NIC (26, 29, 30);  
**SSS 6:** NIC (461);  
**SSS 7:** NIC (45);  
**SSS 8:** NIC (462, 463, 464, 465, 466, 469);  
**SSS 9:** NIC (47);  
**SSS 10:** NIC (55, 56);  
**SSS 11:** NIC (49211, 49219, 4922, 4923, 50, 52, 53, 58 – 63);  
**SSS 12:** NIC (64300, 64309, 6491, 64920, 64929, 6499, 65, 6612, 6619, 662, 663);  
**SSS 13:** NIC (68, 69, 70 – 75, 771, 772, 773, 78 – 82);  
**SSS 14 :** NIC (85);  
**SSS 15:** NIC (86 – 88);  
**SSS 16:** NIC (37 – 39, 90 – 93, 941, 9491, 9499, 95, 96);  
**OAEs: for code 1 in col. 13:**  
**SSS 17:** NIC (01632, 10 – 33);  
**SSS 18:** NIC (45 – 47);  
**SSS 19:** NIC (37 – 39, 49211, 49219, 4922, 4923, 50, 52 – 63, 64300, 64309, 6491, 64920, 64929, 6499, 65, 6612, 6619, 662, 663, 68, 69, 70 – 75, 771, 772, 773, 78 – 82, 85 – 93, 941, 9491, 9499, 95, 96)

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col.(6): **type of ownership code:** proprietary/ partnership – 1, Govt./ PSU – 2, limited companies – 3, co-operative society – 4, others – 5

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@ col. (8): **NIC –2008 code:** 2 digits for 10 – 33, 37 – 39, 45, 47, 50, 52 – 63, 65, 68, 69, 70 – 75, 78 – 82, 85 – 93, 95, 96;

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4 digits for 4922, 4923, 6491, 6499, 6612, 6619, 9491 (individuals), 9499;

5 digits for 01632, 49211, 49219, 64300, 64309, 64920, 64929.

[special codes 64309 for 'self help group predominantly engaged in financial intermediation' and 64929 for 'activity of money lenders' will be used for this survey]

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col.(13): **enterprise type code:** OAE – 1, Establishment – 2

<b>[5a] list of non-agricultural enterprises (segment 1/ 2)*</b>													
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					type of ownership code	registration code				total	hired		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
66		Vim Traders	Sale of Motor Vehicles	2	1	2	45	1	14	3	2	2	7
67	7	Tarun Shukla	No NAE										
67		Bindu Rice Mill	Rice Mill	1	1	1							
67		Yash Manufacturing	Manufacture of Ice	1	1	2	11	1	15	2	1	2	1
67B		Bulbul trading	Sale of bakery products	2	1	2	47	1	16	2	1	2	9
68	8	Rupa Sharma	No NAE										
68		Suvam	Private tuition	3	1	2	85	1	17	1	0	1	19
69	9	Madhavan											
69	9	Madhavan	Vegetable vendor	2	1	2	47	1	18	1	0	1	18
70		Book Store	Sale of Books	2	1	2	47	1	19	1	0	1	18

col.(14): **SSS number:**  
**ESTABLISHMENTS: for code 2 in col. 13:**  
**SSS 1:** NIC (10 – 12);  
**SSS 2:** NIC (01632, 13 – 15);  
**SSS3:** NIC (16 – 18, 31, 32);  
**SSS 4:** NIC (19 – 25, 27, 28, 33);  
**SSS 5:** NIC (26, 29, 30);  
**SSS 6:** NIC (461);  
**SSS 7:** NIC (45);  
**SSS 8:** NIC (462, 463, 464, 465, 466, 469);  
**SSS 9:** NIC (47);  
**SSS 10:** NIC (55, 56);  
**SSS 11:** NIC (49211, 49219, 4922, 4923, 50, 52, 53, 58 – 63);  
**SSS 12:** NIC (64300, 64309, 6491, 64920, 64929, 6499, 65, 6612, 6619, 662, 663);  
**SSS 13:** NIC (68, 69, 70 – 75, 771, 772, 773, 78 – 82);  
**SSS 14 :** NIC (85);  
**SSS 15:** NIC (86 – 88);  
**SSS 16:** NIC (37 – 39, 90 – 93, 941, 9491, 9499, 95, 96);

**OAEs: for code 1 in col. 13:**  
**SSS 17:** NIC (01632, 10 – 33);  
**SSS 18:** NIC (45 – 47);  
**SSS 19:** NIC (37 – 39, 49211, 49219, 4922, 4923, 50, 52 – 63, 64300, 64309, 6491, 64920, 64929, 6499, 65, 6612, 6619, 662, 663, 68, 69, 70 – 75, 771, 772, 773, 78 – 82, 85 – 93, 941, 9491, 9499, 95, 96)

## CODES FOR BLOCK 5a

\* strike out which is not applicable

col.(5): **broad category code:** manufacturing – 1, trade – 2, other services – 3, remaining – 4col.(6): **type of ownership code:** proprietary/ partnership – 1, Govt./ PSU – 2, limited companies – 3, co-operative society – 4, others – 5col.(7): **registration code:** registered under Sections 2m(i) and 2m(ii) of the Factories Act, 1948 or bidi and cigar workers (condition of employment) Act, 1966: yes – 1, no – 2.@ col. (8): **NIC –2008 code:** 2 digits for 10 – 33, 37 – 39, 45, 47, 50, 52 – 63, 65, 68, 69, 70 – 75, 78 – 82, 85 – 93, 95, 96;

3 digits for 461, 462, 463, 464, 465, 466, 469, 662, 663, 771, 772, 773, 941;

4 digits for 4922, 4923, 6491, 6499, 6612, 6619, 9491 (individuals), 9499;

5 digits for 01632, 49211, 49219, 64300, 64309, 64920, 64929.

[special codes 64309 for 'self help group predominantly engaged in financial intermediation' and 64929 for 'activity of money lenders' will be used for this survey]

col.(9): **eligibility code:** operated for at least 30 days (15 days for seasonal enterprises and SHG) during last 365 days – 1, otherwise – 2.col.(13): **enterprise type code:** OAE – 1, Establishment – 2

[5b] selection of non-agricultural enterprises under coverage (segment 1/ 2)*																					
house number	eligible non-agricultural enterprise serial number (copied from col 10, bl 5a)	SSS number (copied from col 14, bl 5a)	Schedule 2.34																		
			sampling serial number and (sample enterprise number)																		
			establishment																OAEs		
			manufacturing					trade				other services							manuf.	trade	other services
			SSS					SSS				SSS							SSS 17	SSS 18	SSS 19
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	SSS 17	SSS 18	SSS 19
E=2	E=	E=	E=	E=	E=1	E=1	E=1	E=3	E=1	E=	E=	E=	E=	E=	E=	E=	E=	E=9	E=1		
e=2	e=	e=	e=	e=	e=1	e=1	e=1	e=3	e=1	e=	e=	e=	e=	e=	e=	e=	e=	e=6	e=1		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)
51	1	18																	(√1) 5		
52/1	2	18																	√2		
52C	3	10										(√1) 1									
54	4	8								(√1) 1											
57	5	18																	(√3) 1		
57A	6	6						(√1) 1													
58	7	1	(√1) 1																		
59	8	9								(√1) 1											
60	9	18																	(√4) 2		
61	10	18																	√5		

[5b] selection of non-agricultural enterprises under coverage (segment 1/ 2)*																					
house number	eligible non-agricultural enterprise serial number (copied from col 10, bl 5a)	SSS number (copied from col 14, bl 5a)	Schedule 2.34																		
			sampling serial number and (sample enterprise number)																		
			establishment																OAEs		
			manufacturing					trade				other services							manuf.	trade	other services
			SSS					SSS				SSS							SSS 17	SSS 18	SSS 19
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	SSS 17	SSS 18	SSS 19
E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=			
e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)
62	11	18																		(√6) 4	
63A	12	9								(√2) 2											
64	13	18																		(√7) 6	
66	14	7						(√1) 1													
67	15	1	(√2) 2																		
67B	16	9								(√3) 3											
68	17	19																		(√1) 1	
69	18	18																		√8	
70	19	18																		(√9) 3	

## Chapter Three

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### **Schedule 2.34: Unincorporated Non-agricultural (excluding construction) Enterprises**

**1. Introduction:** In this chapter detailed instructions for filling up schedule 2.34 are given. The enterprise survey of the 67<sup>th</sup> round principally covers all unincorporated enterprises in the non-agricultural sector of the economy, excluding those engaged in construction and electricity, gas & water supply. **NIC 2008** codes will be used to classify the enterprises in this round. Some concepts and definitions relating to unincorporated non-agricultural enterprises have already been discussed in Chapter One. However, concepts specific to the schedule have been discussed in this chapter whenever necessary. The enterprises to be covered in NSS 67<sup>th</sup> round have been divided into three broad industry groups, viz. (i) manufacturing, (ii) trade and (iii) other service sector enterprises. Under the above sectoral coverage, enterprises are categorised into two types, the first type being Own Account Enterprises (OAE) i.e. those enterprises that do not employ hired workers on a fairly regular basis in the reference year and the second type being Establishments employing at least one hired worker on a fairly regular basis in the reference year. The term “enterprise” has been used in this chapter in a general sense and will refer to either an “own account enterprise” or an “establishment” which will be clear from the context. The eligibility criteria for an enterprise to be covered in the survey is at least 30 days of operation (15 days of operation for seasonal enterprises / SHGs) in the reference year i.e. “last 365 days preceding the date of survey”.

**1.1** Own-account enterprises and establishments in the informal sector are the target units for the enterprise survey. In addition, self-help groups, trusts, associations, charitable institutions etc. are covered under the survey as they do have the dominant share in certain service sector activities like educational enterprises, health service enterprises and other community, social and personal service enterprises. Detailed activities under survey coverage are given in Chapter One (para 1.2.1).

#### **2. A few important concepts and definitions:-**

**2.1 Mixed Activity:** There are enterprises that carry out a number of activities simultaneously. For example, a bakery may also sell cold drinks, a rice mill may sell sugar, a factory may run a hospital in its premises, etc. Each such activity is treated as a separate enterprise if information for them is separately available. If the accounts are not separable then the data pertaining to the enterprise as a whole will be collected and the enterprise is classified as having mixed activities and the activities of such enterprises are a mixture of NIC's. The activities may be mixed at any level of NIC, but for the present survey an enterprise will be considered to have mixed activities if its activities are different at 2-digit level of NIC-2008. The appropriate NIC in such cases will be determined on the basis of major activity. Major activity refers to the activity which yields maximum income/turnover/employment. The above criteria are applied in the given order, i.e., income first, then turnover and then employment, to determine the major activity.

**2.2 Multiple Activity:** Since many of the entrepreneurs belonging to the unorganised and informal sector operate at small or marginal levels, the phenomenon of carrying out more than one activity simultaneously or at different points of time is quite prevalent. If the activities are carried out at one point of time at the same location and the information is not

separately available, then it will be taken as “mixed activity”. Carrying out of more than one economic activity by the entrepreneur during the reference year is called multiple activities. It differs from mixed activities in the sense that former is with respect to the entrepreneur whereas the latter is with respect to the enterprise. However, an entrepreneur of a manufacturing enterprise manufacturing woollen garments before winter and cotton clothes before summer will not be considered as carrying out multiple activities. Some examples of multiple activities are: i) a person providing computer services during day-time as an own account worker and also providing tuition in the evening, ii) A household servant is making paper envelopes in free time iii) a person carrying out agricultural activity at sowing / harvesting season and doing carpentry at the same time or at other times ,etc.

**2.3 Reference Period:** *Last 30 days preceding the date of survey* or *last month* has been used as the reference period to collect most of the data. Various items of receipts and expenses as well as data on employment, emoluments, rent, interest, net surplus and value added for the enterprises will be collected for the above reference period only. However, for seasonal enterprises the reference period will refer the last 30 days (preceding the date of survey), if they have worked continuously for last 30 days or more (including scheduled holidays) in the current season. For seasonal enterprises which have worked for less than 30 days in the current season, last month will refer to an average month in the last working season.

**2.3.1** If some enterprise is unable to give information for the last 30 days and is able to give information for the latest calendar month from their books, figures for the latest calendar month may be taken. Month will refer to a period of 30 days. For some of the items like value of fixed assets, amount of loan outstanding etc., the reference period is ‘as on the date of survey’. For some other items like net additions to fixed assets, number of months operated, number of other economic activities taken up etc., the period of reference is the ‘last 365 days preceding the date of survey’. For enterprises maintaining accounts and giving information from their books of accounts, reference year, ‘last 30 days/ last month’ and ‘last date of the reference year’ would respectively relate to ‘last accounting year for which information is available’, ‘last month of the said accounting year’ and ‘last date of the accounting year’.

**2.4 Subsidy:** Subsidies are current unrequited payments that government units, including non-resident government units, make to enterprises on the basis of the levels of their production activities or the quantities or values of the goods and services which they produce, sell, import or export. Subsidies can also be received by an enterprise for achieving a particular type of efficiency in production (e.g., getting ISO certification, implementing pollution control measures, repaying interests in time, etc.). Subsidies are equivalent to negative taxes on production in so far as the impact on the operating surplus is in the opposite direction to that of taxes on production. Subsidies can be on production or on interest. Various types of subsidies are back-end subsidies on interest, export subsidies, duty drawback, etc. Subsidies do not include grants that governments may make to enterprises in order to finance their capital formation, or compensate them for damage to their capital assets, such grant being treated as capital transfers.

**2.5 Taxes on Products:** Taxes are compulsory, unrequited payments, in cash or in kind, made by institutional units to government units. *A tax on a product is a tax that is payable per unit of some good or service.* Tax on product may be a specific amount of money per unit of quantity of a good or service, the quantity being measured either in terms of discrete units or continuous physical variables such as volume, weight, strength, distance, time, etc. or

it may be calculated *ad valorem* as a specified percentage of the price per unit or value of the goods and services transacted. Some examples of taxes on products are VAT, excise duties, general sales tax, service tax, export duties, turnover tax, taxes on financial and capital transactions (mainly inheritances and gifts), etc.

**2.6 Taxes on Production:** *Taxes on production consist of all taxes that the enterprise incurs as a result of engaging in production.* It is payable irrespective of the profitability of the enterprise and consists of all taxes except those included under ‘Taxes on Products’. Some examples of taxes on production are recurrent taxes on land, buildings or other structures, business or professional licence fees, road tax and registration fee of vehicles, taxes on pollution, taxes on international transactions such as travel abroad, foreign remittances, etc. Stamp taxes on sale of specified products, which relate to per unit of product sold (e.g., per unit of alcoholic beverages) will be considered as taxes on products, but other stamp taxes (e.g., stamps on legal documents or cheques) will be considered as taxes on production.

**3. Coverage of survey:** All unincorporated non-agricultural activities as discussed in Chapter One will be covered in the survey.

**4. Structure of the schedule:** NSS 67th round enterprise survey will be covering diverse domain of non-agricultural activities. The detailed enquiry schedule is structured accordingly. Schedule 2.34 consists of 17 blocks (blocks 0 to 16). Blocks 0 and 1 are meant to record identification details of the enterprise; Blocks 14, 15 and 16 are for reporting particulars of field operation, remarks by the investigator and comments by the supervisory officers. In the remaining 13 blocks, data are to be collected from the enterprises.

**4.1** Some operational characteristics of the enterprises will be collected in block 2. Block 2.1 will record the different activities pursued by the enterprise. Blocks 3, 4 and 5, 6 are the main blocks of the schedule where operating expenses and various receipts of the enterprises will be recorded. Blocks 3 and 5 will record the principal expenses and receipts whereas blocks 4 and 6 will record the other expenses and other receipts. Schedule 2.34 has been designed in such a way that the different types of receipts and expenses for different types of enterprises can be accommodated within the framework of blocks 3 to 6. To meet this objective and facilitate reporting of activity-specific items of principal operating expenses and principal receipts, two blocks namely, blocks 3 and 5 have been subdivided into 11 sub-blocks. While these sub-blocks are meant for specific types of enterprise, blocks 4 and 6 are common for all enterprises. It may be noted that for an enterprise which runs a mixed activity, more than one of the sub-blocks of blocks 3 & 5 may have entries and this may be in consonance with the activities recorded in block 2.1.

**4.2** Block 7 is kept for calculation of gross value added. The employment particulars of the enterprises will be recorded in block 8. Blocks 9, 10 and 11 are meant to collect information on emoluments, fixed assets and loan position of the enterprises respectively. The factor incomes of the enterprise will be recorded in block 12. It may be noted that from this block also, value added can be generated. So, blocks 7 and 12 together provide an added check in the schedule for assessing the consistency of the data. Block 13 has been introduced to collect data on use of information and communication technology (ICT) by the enterprises.

**4.3 Block 0: Descriptive Identification of Sample Enterprise:** This block has been designed to collect the descriptive identification of the sample enterprise. The items are mostly self-explanatory. There are 9 items in the block. For urban sample, village name and

serial number of hamlet will remain blank. Similarly, for a rural sample, ward/inv.unit/UFS block is not applicable. For a rural/ urban sample or for a state/ central sample tick-marks are to be given in appropriate boxes provided at the top of the schedule.

**4.4 Block 1: Identification of Sample Enterprise/ Establishment:** Block 1 has 19 items. Appropriate codes have to be provided against the relevant items.

**4.41 Items 1 to 12:** Except items 2 and 3 which are already printed in the schedule, these items will be copied from schedule 0.0.

**4.42 Item 13: Segment number:** Entry against this item will be either 1 or 2 or 9. Segment number 1 will refer to the area of concentration. Segment number 2 is the union of the other two hamlet-groups/ sub-blocks selected. If there is no hg/sb formation, **record 1** against this item, unless the enterprise belongs to segment 9.

**4.43 Item 14: Second Stage Stratum:** SSS number will be copied from col. 14 of block 4 or col. 3 of block 5b of the listing schedule.

**4.44 Item 15: sample enterprise number:** Sample enterprise number will be copied from cols 4 to 22 of block 5b or col. 10 of block 4 of the listing schedule 0.0.

**4.45 Item 16: Response code:** This item will be filled in as per the assessment of the Investigator about the quality of response he has received from the respondent. The codes are: informant co-operative and capable - 1, informant co-operative but not capable - 2, informant busy but responded - 3, informant reluctant - 4, others - 9.

**4.46 Item 17: informant code:** This item will give information on the type of informant from whom the data are being collected. The relevant codes are: owner - 1, manager - 2, others - 9. For a partnership enterprise, any of the partners will qualify as 'owner'.

**4.47 Item 18: survey code:** If the original enterprise is surveyed, code against this item will be 1. If the original enterprise could not be surveyed for some reason or other and some substitute enterprise had to be surveyed, code will be 2. If the substitute enterprise also could not be surveyed, code will be 3. In such cases, only blocks 0, 1, 14, 15 and 16 are to be filled in and the word 'CASUALTY' may be written on the top of the schedule.

**4.48 Item 19: reason for original sample not surveyed:** This item will be filled in for substitute enterprise only. For survey code 1 (original enterprise surveyed), this item will remain blank. If the enterprise is substituted more than once, the code for first substitution will be recorded. The relevant codes are: informant busy - 1, informant not available - 2, informant non-cooperative - 3, others - 9. This item will be filled in when item 18 is either 2 or 3.

**4.5 Block 2: particulars of operation and background information:**

**4.51** In this block some basic information about the nature and working of the enterprises will be recorded in terms of codes.

**4.52 Item 201: Mixed activity:** Code will be 1 for mixed activity (as per instructions in

paragraph 2.1 above) and 2 otherwise. If the response is 1, care may be taken to fill up item 203.

**4.53 Item 202: Major activity code (5-digit as per NIC 2008):** NIC codes as per the 2008 classification may be put at **5-digit level**. Each box will contain one digit and no box will remain empty. The description of the entrepreneurial activity may be recorded in the space provided under this item. The description should be as per the NIC booklet (as far as practicable).

**4.54 Item 203: Principal minor activity code (5-digit as per NIC 2008):** This is applicable for enterprises pursuing mixed activity. If the enterprise pursues more than activity, major activity will be recorded in item 202 and minor activity as per the 2008 classification at **5-digit level** will be recorded in item 203. If the enterprise pursues more than two activities, principal minor activity code will be recorded here. Care should be taken that first two digits of item 203 are different from that of item 202.

**4.55 Item 204: Type of ownership:** Proprietary enterprises are those where an individual is the sole owner of the enterprise. If the owner is a male, code will be 1; for a female owner, code will be 2. **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'. Partners may be from the same household or they may be from different households. In the former case, ownership code will be 3 and in the case of the latter, code will be 4. Partnership may be based either on formal registration or on the basis of tacit understanding.. If ownership is with a Hindu Undivided Family (HUF), the treatment will be the same as proprietary enterprises, i.e., if the head of HUF is a male, code will be 1; for a female head, code will be 2. Code 5 will be recorded for self-help group and code 6 for trust. All other types of enterprises under survey coverage will get code 9. It is to be noted that **enterprises registered under Factories Act, 1948 will be outside the coverage.**

**4.56 Item 205: Whether private non-profit institution:** Non-profit institutions are legal or social entities created for the purpose of producing goods and services whose status does not permit them to be a source of income, profit or other financial gain for the units that establish, control or finance them. In practice, their productive activities are bound to generate either surpluses or deficits but the units that establish, control or finance them cannot appropriate surpluses. The articles of association by which they are established are drawn up in such a way that the institutional units which control or manage them are not entitled to a share in any profits or other income which the NPI's receive. For this reason, they are frequently exempted from various kinds of taxes.

**4.56.1** NPIs are principally market producers but they may engage in non-market production also. It is important to distinguish between NPI's engaged in market and non-market production as this affects the sector of the economy to which an NPI is allocated.

**4.56.2** Most market NPI's serving businesses are created by associations of the businesses whose interests they are designed to promote. They consist of chambers of commerce, agricultural, manufacturing or trade associations, employers' organisations, research or testing laboratories or other organisations or institutes which engage in activities which are of mutual interest or benefit to the group of businesses that control and finance them.

**4.56.3** If the enterprise under survey is a private NPI, code 1 will be recorded; otherwise code 2 will be recorded.

**4.57 Item 206: Whether private non-profit institution serving households (NPISH):** NPISHs are necessarily non-government non-market NPIs. Non-market producers are producers that provide most of their output to others free or at prices which are not economically significant, i.e., at prices which do not have a significant influence on the amounts the producers are willing to supply or on the amounts purchasers wish to buy. **NPISHs provide non-market good and services to households financed mainly by transfers from non-governmental sources - households, corporations or non-residents.**

**4.57.1** NPISHs may be distinguished not only by the fact that they are incapable of providing financial gain to the units which control or manage them, but also by the fact that **they must rely principally on funds other than receipts from sales to cover their costs of production or other activities.**

**4.57.2** Code 1 or 2 may be recorded against this item depending upon whether the enterprise is an NPISH or not.

**4.58 Item 207: Social group of the working owner/major partner:** For the proprietary or partnership enterprises, the social group of the working owner/major partner should be entered through following codes:

ST-1, SC – 2, OBC – 3, others – 4, not known-9

**4.58.1** ‘Major partner’ in case of partnership enterprises will be the major working owner, the criterion for determining ‘major’ will be the partner getting maximum share of the profit of the enterprise, or bearing the maximum part of the loss. If all the partners share the profit/loss of the enterprise equally, the partner taking major decisions of the enterprise will be the major partner. If the decisions are taken collectively, major partner will be the senior most partner by age.

**4.59 Item 208: Number of other economic activities taken up by the entrepreneur during last 365 days:** Since many of the enterprises in the informal sector are very small, due to necessity or otherwise, the phenomenon of carrying out multiple activities simultaneously or at different points of time by the entrepreneurs may be quite prevalent. The number of such activities **other than the major activity** of the current enterprise is to be recorded. It may be noted that the owner need not operate his other activities from the present location.

**4.60 Item 209: Location of the enterprise:** Six codes have been provided for this item. The codes and some corresponding explanations are:

<b>Within household premises</b>		1
<b>outside household premises:</b>		
with fixed premises and with permanent structure	Any structure made out of bricks, mud, bamboos etc. will be treated as a permanent structure if it cannot be removed as a whole without dismantling	2
with fixed premises and	Temporary structures can be removed from its present	3

with temporary structure/kiosk/stall	location with some effort. Some examples are stalls, kiosks, etc.	
with fixed premises but without any structure	Fixed premises but with no structure (except for some makeshift arrangement for shade etc.)	4
mobile market	If the enterprise shifts from market to market but the owner (e.g. <i>hat</i> vendor) is allowed to sit in a particular place of the market, i.e. if the location of the enterprise inside each market is fixed	5
without fixed premises (street vendors, etc.)	Street vendors	6

**4.61 Item 210: Enterprise type during the last 365 days:** The actual enterprise type on the basis of total number of workers and number of hired workers normally worked during the last 365 days will be recorded here. If the enterprise normally ran without any hired worker during the last 365 days (irrespective of whether it had hired workers during the reference month or not) it will be considered as an OAE and the code will be '1'. If it normally ran with 1 or more hired workers (irrespective of whether it ran without any hired workers during the reference month or not), it will be considered as establishment and the code will be '2'.

At this stage it may be found that the enterprise type determined at the time of detailed enquiry now differs from the one recorded during the listing stage (e.g., an enterprise is actually an establishment although it was listed as an OAE). In such cases, no change/adjustment in any of the two schedules will be made.

**4.62 Item 211: Year of initial operation:** The year from which the enterprise commenced its operation may be recorded here. Each of the four boxes will contain one digit and no box will remain empty.

**4.63 Item 212: Nature of operation:** This item intends to capture the seasonality of the enterprise under survey. The guiding principle will be the duration of operation of the enterprise during the reference period. The different types are:

Nature of operation of the enterprise during the reference year	Nature of operation	code
➤ operated more or less regularly throughout the year	perennial	1
➤ enterprise operated only during particular season (s) of the year	seasonal	2
➤ carried out its activity only occasionally, but total number of days operated was 30 days or more	casual	3

**4.64 Item 213: Number of months operated during the last 365 days:** Number of months operated by the enterprise in the last 365 days will be recorded against this item. Entry against this item will be recorded **in whole numbers** only. An operating month does not mean a complete calendar month in which the enterprise has operated with full intensity. Suppose, in a particular month the enterprise has operated only for 5 days. Even then, that month will be counted as an operating month. It may also be ensured that the fractional months in the beginning or end of the reference period are not missed in calculation. The idea is that a month should mean a block of 30 days and not always a completed calendar

month.

**4.65 Item 214: Number of hours the enterprise normally worked in a day during the last 30 days:** In these items, normal working hours in a day within the reference month will be recorded. Days within the reference month will be considered to get the required number of hours. If data for the enterprise is recorded from books of accounts, 'month' means the last month of the accounting year.

**4.66 Item 215: Whether accounts maintained? (yes –1, no –2):** If the enterprise maintains books of accounts, code against this item will be 1, otherwise, code will be 2.

**4.67 Item 216: Whether data collected from the books of accounts? (yes –1, no –2):** If the owner makes available the books of accounts of the enterprise to the Investigator for use in filling in the schedule, code against this item will be 1, otherwise code will be 2.

**4.68 Item 217: Did the enterprise face any problem in its operation during last 365 days? (yes-1, no-2):** If the enterprise faced any problem in its operation during last 365 days, then code against this item will be 1, otherwise code will be 2.

**4.69 Items 218-219: Nature of problems faced in its operation during the last 365 days:** Different types of problems faced by the enterprises in their day-to-day operation during the last 365 days will be recorded against this item in terms of codes. At most two codes may be entered according to the severity of the problems. Codes are:

erratic power supply/ power cuts.....	01	non-recovery of financial dues ...	05
shortage of raw materials.....	02	non-availability of labour as and when needed .....	06
shrinkage /fall of demand .....	03	labour disputes and related problems .....	07
non-availability / high cost of credit .....	04	others ( <i>specify in the space provided</i> ).....	09

**4.70 Item 220: did the enterprise receive any assistance from the government during last three years? (yes-1, no-2):** If the enterprise received any assistance from the government during last three years, then code against this item will be 1, otherwise code will be 2.

**4.71 Items 221-222: Types of assistance received from the government during the last three years (code):** The enterprise might have received some assistance at some stage of its operation. An enterprise might have received more than one type of assistance. Two most important assistances received during the last 3 years are to be reported in codes in descending order of the importance of assistance in items 221 to 222. The codes are:

financial loan .....	1	marketing .....	5
subsidy .....	2	raw material.....	6
machinery/ equipment.....	3		
training .....	4	others .....	9

**4.71.1** It may be mentioned that code 2 i.e. subsidies will include only subsidies other than those, which are passed on to the consumers. Examples of such subsidies are: 1) subsidy received from the government for employing disabled workers 2) subsidy received from the government for using pollution control equipments etc.

**4.72 Item 223: Status of the enterprise over the last 3 years:** The objective of this item is to record the owner's impression about the growth of the enterprise. If the owner feels that the enterprise has expanded in the last three years, code will be 1. On the other hand, if the owner thinks that the enterprise has shrunk, code 3 will be recorded. Code 2 will be recorded in those cases where the enterprise has remained stagnant in the last 3 years. If an enterprise is running for less than 3 years, an additional code is provided to record the same: operated for less than three years – 9)

**4.73 Item 224: whether registered under any act/authority? (yes-1, no-2)?** If the enterprise is registered under one or more Acts/ Authorised agencies, code will be '1'; otherwise code will be '2'.

**4.74 Items 225-229: types of registration of the enterprise:** Information on types of registration will be recorded in items 225-229. The registration requirement is also specific to the goods and services produced by the enterprise. Code 1 or 2 may be recorded in each of these items depending upon whether the enterprise is registered under the Act or not.

**4.74.1 Items 230-232: registration in any other industry-specific Act/ Authority:** An enterprise may be registered under more than one agency. For such cases, provision is kept to record the codes for up to 3 agencies of registration. A list of such Acts and their corresponding codes are given below.

State directorate of industries .....	01	Technical Consultancy Services Organisations/Council for Technological Upgradation.....	11
Khadi and Village Industries Commission/ Board.....	02	Small Industries Development Bank of India (SIDBI).....	12
Development Commissioner of Handicraft /handloom.....	03	Small Industries Services Institutes/ other small industries registration agencies.....	13
Coir Board .....	04	District Supply and Marketing Society.....	14
Directorate of education /AICTE/NCTE .....	05	State Trading Corporation of India Limited (STC) .....	15
Silk Board .....	06	Indian Charitable Act .....	16
Jute Commissioner.....	07		
Pollution Control Board.....	08		

Directorate General of Foreign Trade/ other export promotion agencies.....	09	Cinematograph act .....	17
State Financial Corporation/Industrial Cooperative Banks/Industrial Development Banks.....	10	Money lender's Act .....	18
		Societies Registration Act, 1860 (including the State variants).....	19
		Public Trust Act .....	20
		Others.....	99

**4.75 Type of agreement with other units: Items 233-239:** The purpose of these items is to get information on the extent of inter-firm linkages. It is seen that the growth of big organised enterprises influences the growth of the micro and small enterprises in the sense that micro and small enterprises are set up to operate under subcontracting from the bigger enterprise. Subcontracting is defined as an industrial activity whereby one enterprise (big enterprise/ contractor) hires/contracts another enterprise (the smaller enterprise/ subcontractor) to produce parts, components, sub-assemblies or assemblies, **the product of which is marketed by the contractors or marketed to contractors for further value addition.** The subcontracting can be pursued at different stages of production process, such as in the processing, transformation or finishing of materials and parts. In some cases, sub-contracting is associated with 'job work' where a parent enterprise provides the necessary raw materials to small enterprises which return these materials after turning them into a required form (as per the technical specification).

**4.75.1 Item 233: Whether the enterprise has any prior marketing agreement with other units?** It is first assessed if the enterprise has prior marketing agreement with other units. Here the agreement is the forward one i.e. agreement providing market for goods and services produced or traded by the sample enterprise. The other party in the agreement may either use the received goods and services for their operation and further value addition or market it through its marketing channel. If such an agreement exists, code 1 will be recorded; otherwise code 2 will be recorded.

**4.75.2 Item 234: If yes in item 233, supply out of the produce of enterprise covered in the agreement:** If yes in item 233, it will be ascertained if the agreement covers whole produce/ services or part of the produce/ services produced by the sample enterprise.

**4.75.3 Item 235: coverage of the agreement with other units:** In this item the scope of the agreement is ascertained and the codes are:

a. Raw materials provided by the other unit	1	e. a & c .....	5
b. Technology/ designs/ specifications given by the other unit .....	2	f. b & c.....	6
c. Plant and machinery given by the other unit	3	g. a, b & c .....	7
d. a & b .....	4	h. none of the above.....	9

**4.75.4 Item 236: does the agreement cover post agreement input price escalation?** In order to assess the flexibility of the agreement in favour of the sampled enterprise, it is ascertained if the agreement covers post-agreement input price escalation (yes-1, no-2).

**4.75.5 Item 237: percentage of payments generally received at the time of sale / delivery under the agreement:** Sometimes, the business transaction in the agreement allow credit period of payment. Such credit period may not be specifically mentioned in the agreement but may be in vogue as normal market practice. This item only assesses the percentage of payments generally received by the sample enterprise at the time of delivery/sale to the other unit with which it has entered into the agreement. If the sample enterprise received full payment on delivery/sale, it is 100 percent otherwise it will be one or two digit as the case may be.

**4.75.6 Item 238: whether supplying to a single parent unit ?** This item also assesses the flexibility of the enterprise in the agreement by ascertaining whether the enterprise is supplying goods and services to a single parent unit (yes-1, no-2).

**4.75.7 item 239: If yes in item 238, whether the parent unit has remained more or less the same in the past three years (only in case of enterprise existing for three or more years):** Only in case of those enterprises existing for more than three years and with yes in item 238, it is ascertained if the parent unit has remained more or less the same in the past three years (yes-1, no-2).

## **5. Block 2.1: Activities pursued by the enterprise during the reference period:**

**5.1 items 241-251:** It is possible that the sample enterprise is engaged in more than one activity (e.g. manufacturing and trading; hotel and transportation and so on) during the reference period. Eleven broad activities are listed against different items of this block. Against each item record 1 if the enterprise is pursuing the corresponding activity; else code 2 will be recorded. It may be noted that if code 1 is recorded against any particular activity, one should expect corresponding entries of operating expenses/ receipts in the related sub-blocks/blocks in blocks 3 to 6.

## **6. Block 3 & 4: Principal and other operating expenses**

**6.1** Schedule 2.34 covers almost the entire non-agricultural sector (excluding construction) of the economy. Because of the large number of activities being covered, it is possible that for enterprises of a particular activity, certain items of expenditure may be very high. But for the same item, for other activities this may be just an incidental expense. In order to capture the expenses, two blocks, Blocks 3 and 4 have been formed. Blocks 3 and 4 are the two blocks where operating expenses of the enterprises will be collected. The reference period for the blocks is last 30 days / last calendar month. **All expenditure in these blocks is to be recorded on payable basis..** If some expenses are made on a yearly or half-yearly basis, those are to be properly apportioned for the reference month and recorded. For items where payments are not yet made, payable amount may be obtained and recorded. For example, values payable for fuel consumed or electricity purchased during the reference month may not be readily available. Estimated charges will be recorded in such cases irrespective of whether full payment has been made or not.

**6.2** Block 3 provides for recording the principal expenses and block 4 records all expenses not covered under block 3. There are, of course, some common items in blocks 3 and 4. It

must be noted that items will first be filled in block 3 and only those not covered in that block, will be filled in block 4. i.e. block 3 will get priority over block 4. For example, repair and maintenance charges of transport equipment for a transport enterprise will be recorded against item 323 and not against item 416 of block 4. For activities for which separate sub blocks are not provided in block 3, all expenses will be recorded in block 4 only. All operating expenses of the enterprise should get reflected in blocks 3 and 4 taken together.

***6.3 Expenditures which are treated as part of operating expenses and not as part of compensation of employees:***

**6.4** Certain goods and services used by enterprises do not enter directly into the process of production itself but are consumed by employees working on that process. In such cases it is necessary to decide whether the goods and services are operating expenses (intermediate consumption) or, alternatively, remuneration in kind of employees. In general, when the goods or services are used by employees in their own time and at their own discretion for the direct satisfaction of their needs or wants, they constitute remuneration in kind. However, when employees are obliged to use the goods or services in order to enable them to carry out their work, they constitute intermediate consumption.

**6.5** The following types of goods and services provided to employees must be treated as part of operating expenses:

- a. Tools or equipment used exclusively, or mainly, at work;*
- b. Clothing or footwear of a kind that ordinary consumers do not choose to purchase or wear and which are worn exclusively, or mainly, at work; for example, protective clothing, overalls or uniforms;*
- c. Accommodation services at the place of work of a kind that cannot be used by the households to which the employees belong: barracks, cabins, dormitories, huts, etc.;*
- d. Special meals or drinks necessitated by exceptional working conditions, or meals or drinks provided to servicemen or others while on active duty;*
- e. Transportation and hotel services including allowances for meals provided while the employee is travelling on business;*
- f. Changing facilities, washrooms, showers, baths, etc. necessitated by the nature of the work;*
- g. First aid facilities, medical examinations or other health checks required because of the nature of the work.*

**6.6** Employees may sometimes be responsible for purchasing the kinds of goods or services listed above and be subsequently reimbursed in cash by the employer. Such cash reimbursements must be treated as intermediate expenditures by the employer and not as part of the employee's wages and salaries.

**6.7 Expenditures which are treated as part of compensation of employees and not as part of operating expenses:**

**6.8** On the other hand, remuneration in kind, consists of goods and services that are not necessary for work and can be used by employees in their own time, and at their own discretion. Expenditures incurred by the employers for the following goods or services form part of remuneration in kind of the employees. They are provided either without charge, or at reduced prices, by employers to their employees:

*a. meals and drinks provided on a regular basis including any subsidy element of an office canteen (for practical reasons, it is unnecessary to make estimates for meals and drinks consumed as part of official entertainment or during business travel);*

*b. housing services or accommodation of a type that can be used by all members of the household to which the employee belongs;*

*c. the services of vehicles or other durables provided for the personal use of employees;*

*d. goods and services produced as outputs from the employer's own processes of production, such as free travel for the employees of railways or airlines, or free coal for miners;*

*e. sports, recreation or holiday facilities for employees and their families;*

*f. transportation to and from work, free or subsidized car parking, when it would otherwise have to be paid for;*

*g. childcare for the children of employees.*

**6.9 First sub-block: manufacturing activity**

**6.9.1 Items 301 to 305:** This sub-block will record the materials consumed in the manufacturing process. Four major raw materials may be recorded in items 301 to 304. Item 305 will record the combined value of the remaining raw materials consumed during the reference month. This block is intended to record value of raw materials consumed (excluding intermediate products) during the reference month. 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. Any material produced at home and used in the enterprise as raw material will be included in this sub-block. 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. But if no expenditure is incurred for such free collection, no imputation need be made.

**6.9.2 Item 306:** Purchase value of goods sold in the same condition as purchased is to be reported against item 306. This will show the **trading** part of the manufacturing enterprises. 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.

**Valuation:** The value of consumption relates to all the materials utilised in the process of production. These may be purchased during the reference period or prior to the reference

period or these 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 agents' commissions and taxes/duties paid, if any. Evaluation of the materials supplied by the household will be done at the ex-farm price.

### **6.10 Second sub-block: trading activity**

**6.10.1** As already mentioned, trading is an act of purchase and sale of goods without any transformation. A grocery shop or a fruit vendor typifies a trading unit in the informal sector. The major four commodities of the trading enterprise will be recorded against items 311 to 314. The combined value of purchase of the remaining items will be reported against item 315. For credit purchase also **full value** of the commodities will be reported. Purchase price will include transport charge, sale tax, octroi and any other incidental charges mixed up with the cost of commodities. Barter trading **should not** be treated as trading activity. **Selling of own produce is also not covered under trade.**

### **6.11 Third sub-block: Transportation activities**

**6.11.1** The major items of transport enterprises will be recorded against items 321 to 325 of this sub-block.

**6.11.2 Items 321 and 322:** Value of petrol, diesel and lubricants consumed during the reference month will be entered in item 321. **Care should be taken that if item 321 is reported, the same is not recorded again in item 412.** Expenses incurred on changing batteries, tyres, tubes and retreading cost of the tyres will be reported against item 322.

**6.11.3 Item 323:** Repair and maintenance charges of the transport equipment will be entered in item 323. Expenditure on repair and maintenance should not include expenditure of a capital nature, which can enhance the longevity of the equipment. Replacement of some major part of the transport equipment (like reconditioning of engine, fitting of LPG/CNG unit, retreading of tyres, etc.) will not come under this item. If animals are used for drawing transport equipment, then fodder cost as well as medicines and service cost for herding the animal will also be incorporated in item 323. **Care should be taken that if item 323 is reported, the same is not recorded again in item 416.**

**6.11.4 Item 324:** This will contain the taxes, local fees, insurance charges paid for goods carried each time a vehicle is run.

**6.11.5 Item 325:** Charges paid towards storage of goods and parking of vehicles will be recorded in item 325.

### **6.12 Fourth sub-block: Warehousing and support activities for transportation**

**6.12.1 Items 331 to 333:** All consumable stores used in the warehouses will be recorded in item 331 and not in item 425 of block 4. The warehousing enterprises are generally insured for some risk coverage. The insurance charges payable for the commodities stored will be reported in item 332. In case the insurance charges are paid for the whole year, monthly charges may be derived and reported against item 332. For enterprises engaged in providing support activities for transportation, all expenses incurred for providing such support

activities will be recorded in item 333.

### **6.13 Fifth sub-block: Postal and courier service activities**

**6.13.1 Item 341:** This will include expenses incurred on stationeries, postal articles etc. by the enterprise. Care should be taken not to report again such expenditure in item 426.

**6.13.2 Item 342:** This will include insurance charges paid by the enterprise.

**6.13.3 Item 343:** All miscellaneous expenses will be reported here. Care should be taken so that there is no duplication of expenditure reported in block 4.

### **6.14 Sixth sub-block: Accommodation and food service activity**

**6.14.1 Item 351:** Values of all articles consumed for preparation of food and drink will be recorded for the reference month. All spices, oil, vegetables, meat, eggs, curds, milk, sauce, squash, etc. will be taken into account. The articles consumed for both soft and alcoholic drinks are also to be considered. The value should include the credit purchases as well.

**6.14.2 Item 352:** Some articles like cold drinks, cakes, pastries, beer, wines etc. are traded by the hotels and restaurants. The purchase value of such goods may be recorded against this item.

**6.14.3 Item 353:** All such items like crockery, glassware, bedding and other consumables i.e. items which are of semi durable nature, will be recorded against this item. Care should be taken so that the fixed assets are not covered here. Furnishing materials like curtains, flower vases, etc. will also be reported here.

**6.14.4 Item 354:** Expenses on fuel used for cooking will be reported against this item. Note that cooking oil reported in item 351 will not be reported here. Whatever is reported here will not be reported again in item 412.

### **6.15 Seventh sub-block: Information and communication activities**

**6.15.1 Item 361:** The communication expenses for local call/ STD / ISD, cyber café, radio paging, cellular etc. are collected in this item. The charges payable and the rent payable to the government / public / private corporate (original service providers) may be apportioned for the reference period (these charges are generally paid once in two months) and recorded in this item.

**6.15.2 Item 362:** All other expenses will be recorded in item 362.

### **6.16 Eighth sub-block: financial and insurance activities**

**6.16.1 item 371: interest payments:** Interest payments made by the enterprise to its depositors as also interest payments on loans contracted by it will be recorded here. Interest paid to partners of a financial enterprise on capital deployed by the partners (which often appear as 'interest to partners', 'interest a/c of partners', etc.) will not be reported here.

**6.16.2 Item 372: commission and brokerage:** Commissions/ brokerages paid to agents

selling the financial instruments will be recorded here. Note that these agents will not be counted as workers of the enterprise. If the enterprise pays some amount to its workers for similar services, these will be a part of compensation to the workers and will not be reported here. Commission and brokerage will include items like 'National Stock Exchange (NSE)/ Bombay Stock Exchange (BSE) transaction charges', 'funds placement charges', 'NSDL charges', 'commission and procurement charges', etc.

**6.16.3 Item 373: insurance claims paid:** This is relevant for enterprises engaged in providing life insurance and non-life insurance. Total insurance claims paid by the enterprise apportioned for the reference month will be reported here. For pension funds, if any, under survey coverage, similar treatment is to be given. 'Insurance claims paid' will actually be 'benefits paid' to subscribers.

**6.16.4 Item 374: net changes in life insurance technical reserves:** This is relevant for enterprises engaged in providing life insurance. Net changes in life insurance technical reserves due addition to technical reserves on account of investment income minus withdrawal from technical reserves because of claims paid will be recorded here. For pension funds, similar treatment is to be given.

**6.16.5 Item 375: service charge for work done by other concerns:** This is similar to item 422 of block 4. Service charges will include 'rating fees', 'leasing and paying agent's fees', 'process agency fees', 'sitting fees', etc.

**6.16.6 Item 376: others (e.g., electricity, communication, travelling, printing etc.):**All other items of intermediate consumption, like expenses on electricity, communication like telephone, fax, VSAT charges, travelling, printing, stationary, etc. will be recorded here.

### **6.17 Ninth sub-block: real estate activities**

**6.17.1** Important operating expenses like maintenance of building, machinery and equipment, and all other expenses (travelling, hospitality, legal etc.) incurred by enterprises will be recorded in items 381 and 382. If the fuel charges incurred in travelling are reported against item 382, the same should not again be reported in item 412.

### **6.18 Tenth sub-block: educational activities**

**6.18.1** Major operational expenditure incurred in running the educational enterprises will be shown in this sub-block. The recurring expenses on laboratory consumables and library books will be noted against item 391. Recurring expenses on newspapers, journals, periodicals etc. will be recorded in item 392. Expenses on different festivals like annual day, teachers' day etc. will get recorded in item 393. Expenses on computer consumables, Xerox, cyclostyle etc. will be noted in item 394. Maintenance of furniture and fixtures like tables, chairs, projectors, laboratory equipment, computers etc. will be recorded in block 4 against the appropriate items (414-418).

### **6.19 Eleventh sub-block: human health and social work activities**

**6.19.1** Major expenses relating to the health and social work activity will be recorded in this sub-block. Expenses on diet are to be recorded in item 401 and expenses on medicines and drugs given to the patients will be reported against items 402. Expenses on Consumables

used in operation theatre, sophisticated equipments, pathological, radiological and other diagnostic tests will be recorded in item 403. Expenses on syringes, intra veins drip sets, cotton bandages, plastering materials and other disposables will be recorded against item 404. Expenditure on uniforms of staff, nurse, doctors, linen and laundry material is to be recorded in item 405. Expenditure on organising health camps, awareness programmes and other related social activities should be reported against item 406. Expenses on meeting, training, publication, nutrition (in crèches etc) will come in item 407. Diet expenses of patients will not again be reported in this item. Expenditure on repair and maintenance of building, professional equipment and other assets will be recorded in the appropriate places in block 4.

## **6.20 Block 4: Other operating expenses during last 30 days/ last month:**

Block 4 will record the other operating expenses not covered in block 3 for the above 11 types of activities. **In general, for service enterprises not covered under block 3, this block will record the entire operating expenses.**

This block has 17 items. These will cover fuels, lubricants, electricity charges, packing materials, consumable stores, postal charges, stationery cost, taxes paid, etc. Expenditure on minor 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. 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 also appear in this block.

### **6.20.1 Items 411 and 412: Electricity charges and fuel & lubricant:**

- If the total amount of electricity consumed during the reference period is not paid, the amount payable pertaining to the period will be ascertained and recorded here. If the exact amount of the bill is not known for reference period, the value will be estimated based on the electric bills paid during the recent past.
- The value of coal/coke, other fuels, lubricants consumed will be recorded irrespective of whether full payment has been made or not. That part of fuel, which is produced and consumed in the process of production (*intermediate products*), wherever possible, is to be *excluded*.

### **6.20.2 While filling up item 412, duplication with item 321 has to be avoided.**

**6.20.3 Item 413: Raw materials consumed for own construction of building, furniture and fixtures (including labour charges):** All materials consumed for own construction of passage, raising wall, digging well, etc. for the enterprise may be recorded here. Materials like cement, sand, stone chips will be treated as raw materials for own construction of building. Similarly, materials used for own construction of furniture and fixtures and for small machineries of the enterprise will also be recorded at purchase cost. The **labour cost** for such construction may also be included in this item while reporting.

**6.20.4 Items 414 to 418: minor repair and maintenance:** These items will show the expenses made for **minor** repair and maintenance. Both the value of materials used in repair and service charges paid for maintenance will be included. Replacement of some **major** parts of fixed assets, involving considerable expenditure, and which increases the life of the fixed asset **will not** be included here. Some examples of expenses not to be included here are major overhauling of motors of a machine, retreading of tyre of car, replacing hard disk of a

computer, changing roofing material of a room, etc. On the other hand, minor repairs such as whitewashing of rooms, routine maintenance of machinery, repair of punctures of transport equipment, etc. will be included here.

**6.20.5 Item 421: rental payable on fixed assets (other than land and building):** Rental on fixed assets other than land and building may be noted against this item. Hiring of machinery and equipment by the enterprise is a common phenomenon for many of the informal enterprises. Total monthly rental payable by the enterprise on account of hiring of fixed assets is to be recorded against this item. This item will correspond to total of col. 6 entries against items 1002-1006 in Block 10.

**6.20.6 Item 422: service charges for work done by other concerns (contract, sub-contract, legal, audit, advertising and other accounting services, warehousing expenses, commission expenses, etc.):** This item will include-

- Charges payable for work done by other concerns, i.e., commissions payable to agents and payment towards contract and sub-contract services availed by the enterprise,
- Payments which are made/ due to be made to other concerns for work done on materials supplied to them by the reporting enterprise,
- Charges paid to home-workers or sister concerns,
- Charges paid to other agencies for the services of night-watchman, driver, etc.,
- Charges paid to porters, sweepers, accountants, income/sales tax practitioner, etc., who generally work for many enterprises in a locality.

When payments made by the enterprise to some individuals are recorded in this item, *persons receiving these payments will not be counted as workers of the enterprise and payments received by them will not be considered as emoluments.*

**6.20.7 Item 423: travelling, freight and cartage (transport) expenses:** Expenses on transportation of materials will be entered against this item. If these are already included in the value of materials 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 only to be recorded. The travelling expenses associated with the entrepreneurial activity will also be shown against this item. Care should be taken so that there is no duplication of this item with item 382.

**6.20.8 Item 424: communication expenses (telephone, telegram, fax, postal, courier , e-mail etc.):** Expenses on communication like telephone, telegram, fax, postal, courier, e-mail, voice-mail, etc. are to be recorded here. Care should be taken so that there is no duplication of this item with item 361.

**6.20.9 Item 425: purchase of consumable stores, packing materials, etc.:** Expenses on Consumable stores, packing materials etc. will be reported in this item. 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. The value of packing materials like paper, cloth etc. will also be recorded against this item. However, packing materials should not be confused with direct materials. The treatment of packing cost depends on the nature of products/ service sold. If the articles cannot be sold

without a package or a container e.g., medicines, perfumes, 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 the stock of raw materials.

**6.20.10 Item 426: paper, printing and stationery expenses:** For any enterprise, some amount is paid for purchasing materials like paper, printing of bills or logos and other stationery articles. All such charges may be recorded against this item. It may be noted that the stationery may be purchased at one time and used for several months. In such cases, monthly consumption may be estimated and reported.

**6.20.11 Item 427: insurance charges:** Enterprises also insure its properties like building, machinery, transport equipment, etc. These charges will be recorded here. Insurance premiums paid for the employees of the organisation, however, are a part of compensation to the employees and this will not be recorded here.

**6.20.12 Item 428: Other expenses:** Any other intermediate consumption of the enterprises, which are not covered under any of the items 411 to 428, will be reported against this item. Expenses towards customer entertainment, working lunch, are some such expenses. Regular *puja* expenses should not be reported in this item.

**6.20.13 Item 431: taxes on production (recurrent taxes on land, buildings or other structures, business or professional licence fees, road tax, registration fee of vehicles etc.**

**(excise duties and other indirect taxes are not to be included):** This will include recurrent taxes on land, buildings or other structures, business or professional licence fees, road tax, registration fee of vehicles and any other cess or taxes for the reference month. These items are referred to as **taxes on production**. 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. Local subscriptions, if any, may also be included here. Subscription to business associations will be recorded against this item. Road tax, toll tax in respect of transport enterprises will also be recorded here. However, indirect taxes and excise duties are not to be recorded here since they form part of distributive expenses.

## 7. Block 5: Principal receipts

**7.1** Block 5 will record the principal receipts in eleven sub-blocks corresponding to which the principal expenses have already been collected in block 3. The items are earmarked in the sub-blocks activity wise against which the principal receipts will appear. In the paragraphs given below, detailed instructions are provided to collect information on these items. As said earlier with regard to operating expenses, there will be some commonality in items between blocks 5 and 6. Precaution has to be taken that whenever an item has already been covered in block 5, receipts are not duplicated against a similar item in block 6. Examples of such items are: service charges (items 552, 561, of block 5) and receipts from services provided (item 641 of block 6). Again items 623 and 635 of block 4 and item 645 of block 6 relate to donations. In each such case, priority will be given to items of block 5 over block 6. The approach of data collection will be the amount receivable during the reference month.

**7.2 Guidelines for valuation of non-market output:** For enterprises engaged in non-market production (e.g. NPISHs, R & D units etc.), valuation of total receipts (output) will be made on the basis of sum of costs of production, as follows:

*Total operating expenses (item 702)*  
 +  
*Compensation of employees (item 939)*  
 +  
*Consumption of fixed capital (not collected in the schedule)*  
 +  
*Taxes on production (item 431)*  
 -  
*subsidies on production (item 651).*

**7.3** The output calculated in the above manner for non-market producers may be entered in total receipts (item 701) in block 7. To ensure consistency between blocks 6 and 7 for such cases, total receipts calculated in the above manner may be entered in item 647 of block 6.

**7.4** This procedure is to be followed for valuation of total output for enterprises engaged in production of goods for own use as well as own-account production of fixed assets. For enterprises selected as head office (NIC code 70100), output is to be evaluated in the above manner. For R & D units engaged in research on their own behalf as well as non-market research institutes, output is to be valued on the basis of sum of costs of production in the above manner. Research and Development undertaken by specialised commercial research laboratories or institutes is valued in the usual manner from the receipts from sales, contracts, commissions, fees etc.

## **7.5 First sub-block: manufacturing activity**

**7.5.1** The purpose of this block is to record the values of finished products and by-products produced in the enterprise during the reference month.

**7.5.2 Items 501 to 505:** Names of 4 major products/by-products manufactured and made ready for sale value along with corresponding value figures will be reported against these items. If the number of products and by-products exceeds 5, the value of remaining products will be added together and the total will be shown against item 505. The intermediate products (Intermediate products are used in the production of final products of the manufacturing unit. Intermediate products lose their identity in the final product) made by the enterprise and meant for further processing are generally not included here, but if they are sold as they are, they should be included.

**7.5.3 Item 506:** The sale values of all goods incidental to manufacturing which were sold in the reference month in the same condition as they were purchased will be recorded here. This will also include the sale value of goods bought exclusively for re-sale. This will correspond to item 306.

**7.5.4 Valuation :** 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 in whole number of rupees. Value of manufactured products lost by

theft/damage/destroyed by fire etc. during the reference period will also be included. The market value of the products and by-products will be reported here. It **includes** excise duty paid or sales tax realised by the enterprise on behalf of the Government as also all other distributive expenses incurred such as discount or rebate, charges for carriage outward, commission to selling agents, etc.

**7.5.5 Items 511 to 513** : For any manufacturing process, a stock of semi-finished goods (goods which are yet to get the shape of final product) remains at the beginning and at the end of the reference period. The net balance (item 512 – item 511) of such semi-finished goods forms a sort of notional output for that enterprise. The value of net balance of semi-finished goods will be recorded against item 513 with appropriate sign ('+' for increase and '-' for decrease).

**7.5.6 Item 519:** Total of items 509 and 513 will give the total principal receipts of the enterprise from the manufacturing activity.

## **7.6 Second sub-block: Trading activity**

**7.6.1** The total sale value of the commodities sold during the reference month will be recorded in this block. Provision has been kept to record sale value of four major commodities against items 521 to 524. If there are more than four items sold, the combined value of such commodities will be recorded against item 525. Item 529 will represent the sub-total of the commodities sold.

**7.6.2 Items 531 to 533:** In any trading unit generally some goods are left in stock at any point of time. Items 531 and 532 will record the opening and closing value of such stock at purchase price. The value of stock should include the credit purchases also. It is not easy to get the stock figures from the trading enterprise. As a proxy measure, capital locked up in stock may be collected. The estimates of the stock figures will be noted at the beginning and at the end of the reference month. The difference of items 532 and 531 will be noted with proper sign against item 533, which will refer to the change in stock of trading goods.

**7.6.3 Item 539:** This item is the total of items 529 and 533 and represents the total principal receipts of the enterprise from the trading activity.

**7.6.4 Valuation:** The valuation of trading goods will be done at sale price. Sale price will include excise duties and other incidental charges associated with sale. But this will be net of discount, rebate or allowances which are given by the suppliers to the traders or by the traders to the customers. However, the stock figures will always be at the purchase price.

## **7.7 Third sub-block: Transportation activities**

**7.7.1 Items 541 and 542:** These two items will record the earnings from transport activity, from passenger traffic and from goods traffic, respectively. Charges received from the customers for contract/chartered service will also be noted as earning from passenger traffic (item 541). If the same vehicle is used for passenger as well as goods transport, the total earning may be recorded against the predominant activity, if separate accounts are not maintained.

## **7.8 Fourth sub-block: Warehousing and support activities for transportation**

**7.8.1 Item 551:** This item is intended to collect the service charges received by the storage and warehousing enterprises. **Godowns used for storing of own produce are not to be considered.** No imputation is needed if commodities are stored in one's own warehouse.

**7.8.2 Item 552:** Charges received by enterprises providing services incidental to transport (operation of bridges, loading/unloading of vessels, travel agency, maintenance of docks, etc.) will be recorded in **item 552.**

## **7.9 Fifth sub-block: Postal and courier service activities**

**7.9.1 Item 561:** Total charges realised from the customers by a courier concern will be noted against this item. The receipts for services provided during the reference month will only be recorded by receivable approach.

**7.9.2 Item 562:** All other receipts will be recorded in item 562.

## **7.10 Sixth sub-block: Accommodation and food service activities**

**7.10.1 Item 571: Lodging charges, rent receivable for hiring out rooms and halls for functions, conferences and receipts from services provided like transport / travel arrangements, laundry services, gym, spa, hair dressing, swimming pool, entertainment, etc.** Charges receivable for hiring out rooms, rent for conference halls, charges receivable from services like transport, travel arrangements, laundry, gym, hair dressing, swimming pool, entertainment etc. will be recorded against this item. If lodging charges include the breakfast or meal charges, the combined value may be recorded here.

**7.10.2 Item 572: Receipts from sale of prepared food, refreshment and drinks:** The receipts from sale of prepared food, refreshments and drinks will be considered against this item when they are separately charged. If the hotels and lodging places sell prepared food to outsiders, the receipts will be noted here.

**7.10.3 Items 573 and 574: Receipts from trading of purchased food, refreshment, drinks, etc. / receipts from catering services outside:** Receipts from trading of purchased food like ice creams, pastries, patties, drinks, etc. will be recorded against item 573. This is the receipt part of traded goods. Drinks will mean soft drinks as well as hard drinks. If the enterprise does any catering business and serves to other concerns or individuals, the receipt will be noted against item 574.

## **7.11 Seventh sub-block: information and communications activities**

**7.11.1 Item 581:** Total charges receivable from customers (STD/ ISD/ courier/ fax/ internet/ e-mail, etc.) services will be noted against item 581. The receipts for services provided during the reference period will only be recorded by receivable approach. Total receipts means both the payments made to service providers and the commissions.

**7.11.2 Item 582:** All other receipts will be recorded in item 582.

## **7.12 Eighth sub-block: financial and insurance activities**

**7.12.1 item 591: interest receipts** :Interests received by the enterprise from investments made by them, from loans given to individuals and enterprises, etc., fixed deposits, bank savings accounts, from suppliers due to late supply, etc. will be recorded here. This is one of the principal receipts of a financial enterprise.

**7.12.2 Item 592: dividend receipts:** Dividends received by the enterprise for holding shares, units of mutual funds, etc. will be recorded here.

**7.12.3 Item 593: lease income:** This is the income earned from financial leasing. A Financial Lease is a means of financing capital equipments. It is a contract between the lessor (enterprise) and the lessee for the hire of specific capital equipment(s). The leased asset remains the property of the lessor for the duration of the lease agreement. The “leased property” is defined as any real property and movable durable property (including the accessory technologies) other than natural resources. Examples of “leased property” include (i) equipment, machinery and instruments; and (ii) vehicle, vessels, aircrafts etc. Interest paid by the lessee on the basis of agreed terms of the lease will constitute the lease income of the enterprise (the lessor). Monthly interest paid for the same will be recorded here.

**7.12.4 Item 594: brokerage and commission:** This will constitute the brokerage and commission received by the enterprise by selling financial instruments for the reference month.

**7.12.5 Item 595: net profit in share dealing:** Many financial enterprises buy and sell shares and gain (or lose) due to change in value of shares. This gain will be reported here. If the enterprise incurs a net loss, the figure will be reported with a negative sign. This will include net capital gain on investments, profit on sale of assets/investments, etc.

**7.12.6 Item 596: income earned on chit funds:** Net earnings from dealings with chit funds, if any, will be recorded here.

**7.12.7 Item 597: net earnings from hire purchase finance:** Financial companies finance purchases made by other enterprises. Net earnings of the financial company from such dealings will be recorded here.

**7.12.8 Item 598: premium received:** This is relevant for enterprises engaged in providing life insurance and non-life insurance. Premium is the amount payable to the insurer to secure insurance cover for a specific event over a stated time period. Premium received during the accounting period may be apportioned for the month and recorded here. For pension funds, if any, under survey coverage, similar treatment is to be given and ‘premium received’ will actually be ‘contribution received’.

**7.12.9 Item 601: supplementary premium received:** The insurance company accepts a premium from a client and holds it until a claim is made or the period of the insurance expires. In the meantime, the insurance company invests the premium and the property income is an extra source of funds from which to meet any claim due. The property income represents income foregone by the client and is notionally treated as supplementary premium received from the client. Supplementary premium received during the accounting period may be apportioned for the month and recorded here.

**7.12.10 item 602: others (e.g. consultancy, receipts from non-financial activities, if any):** This will include all the other receipts like receipts from consultancy activities, advisory services, finance charges earned, etc. This will also include entire receipts from non-financial activities, if any, of the enterprise during the reference period.

### **7.13 Ninth sub-block: real estate activities**

**7.13.1 Item 611:** Receipts from services provided (including rent received by leasing land and building by the real estate owner) will be recorded here.

**7.13.2 Item 612:** Brokerage and commission charges received by agents who facilitate buying and selling of real estate will be recorded here.

### **7.14 Tenth sub-block: educational activity**

**7.14.1** The receipts include earnings from fees (tuition fee, transport fee, laboratory fee, library fee, development fee, etc), and donations/ grant from government as well as individual persons/ organisations. Receipts from students on account of sale of textbooks or uniforms will also be shown. **Lumpsum donation / grant received may be apportioned for the month and recorded.**

**7.14.2 Item 621: tuition fees:** Tuition fees receivable from the students will be entered here.

**7.14.3 Item 622: other fees (including transport fees, laboratory fees, examination fees, fines, library fee etc.):** Other fees such as library fee, laboratory fee, examinations fee, games fee, medical fee, bus fee, etc. will be recorded against item 622. This will not include hostel fee. Item 622 will also exclude fees collected on behalf of other authorities such as secondary board, university etc. This will also exclude refundable deposits such as library deposit, laboratory caution money, etc. collected from students. The developmental fee realised from students will be shown against this item. Receipts from sale of books, school uniform etc. will also be shown against item 622.

**7.14.4 Item 623: donations/ grants from individuals and institutions:** All recurring / non-recurring grants received from central, state and local governments will be recorded against item 623. Similarly, all recurring / non-recurring donations received from persons, national / international organizations will be entered against this item. Lumpsum donation / grant received may be apportioned for the month and recorded.

### **7.15 Eleventh sub-block: human health and social work activity:**

**7.15.1** Like educational enterprises, here also receipts include earnings from consultation fees, receipts for various services provided, government grants and donations from persons

and organizations. Many medical practitioners do not only charge consultation fee, but also makes the purchase of medicines against his prescription from his dispensary obligatory. In such cases, receipt against this prescription will also be shown as receipts of the doctor. In case of hospitals or nursing homes, receipts for service other than that rendered by doctor like OT charge, pathological tests, and expenditure on diet for patients, cabin, ICCU, etc. may be shown against respective items described below

**7.15.2 Item 631: consultation fees and charges for medicines:** This includes consultation fee for services rendered by doctors. The amount receivable will be inclusive of charges of medicines, if supplied by the doctor. The medicines provided to the patients by the nursing homes may also be recorded here.

**7.15.3 Item 632: charges for operation theatre and other special procedures:** This includes operation theatre charges and charges for other special procedures.

**7.15.4 Item 633: charges for ward, cabin, pathological, radiological and other diagnostic tests, diet, nursing, physiotherapy and rehabilitation, etc.:** All charges for ward, cabin, pathological, radiological and other diagnostic tests, diet, nursing, physiotherapy and rehabilitation, etc received during the reference month will be recorded here.

**7.15.5 Item 634: fees for training (nurses, paraprofessionals, etc.):** In this item, fee receivable for training of the nurses, para-professionals, etc. is to be recorded. Charges received by training programmes, counselling, etc. by social work organisations will also be recorded here.

**7.15.6 Item 635: Donations / grants from individuals and institutions:** All recurring/non-recurring grants received from central, state and local governments will be recorded against item 635. Similarly, all recurring/non-recurring donations received from persons, national organizations and international organizations will also be entered against this item. Lumpsum donation / grant received may be apportioned for the month and recorded.

## **8. Block 6: other receipts during last 30 days / last calendar month**

**8.1** This block is applicable to all enterprises. For the specific activities mentioned in the eleven sub-blocks of block 5, this block will record the receipts not covered there. But for all other service enterprises such as community, social and personal services, etc. this block will provide the principal and also the incidental expenses. There are 8 items in the block. Item 649 gives the total. Item-wise descriptions are given below:

**8.2 Item 641: Receipts from services provided to others including commission charges:** This is the main item of this block. Service provided to other concerns will mean work done for other concerns whether such services are rendered inside or outside the premises of the reporting enterprise. In rendering services, the materials for processing or repairing may be supplied by the reporting enterprise. In such cases, service charge should include the material cost. Even if the payment is not yet received, the amount receivable for job done during the reference period will be recorded here. If materials are purchased for the customer, who will reimburse the amount subsequently, price of the materials will be excluded while recording the service charges. If charges received for work done are already taken care of in block 5, duplication should be avoided. Service charges received in kind are to be imputed.

**8.3 Item 642: change-in-stock of semi-finished goods (applicable for servicing enterprises engaged in software generation, motion picture production etc.):** Certain service sector activities like software generation, motion picture production etc. consist of output that has not yet reached the stage (during the accounting period) in which it is normally supplied to others. But ownership of such products is nevertheless transferable, if necessary. Therefore, value of semi-finished goods must be recorded for any output that is not yet complete at the end of the accounting period. Value of such output for the accounting period may be apportioned for the month and recorded here.

**8.4 Item 643: value of own construction of building, furniture and fixtures:** This is the receipt item corresponding to the item 413 in block 4. Value of own construction of building, furniture and fixtures is usually derived on the basis of sum of costs of production.

**8.5 Item 644: rental receivable on fixed assets (other than land and building):** If an enterprise hires out fixed assets (machinery and equipment etc.) the receipts there from may be recorded against this item, since value added by this marginal activity will otherwise be missed. For enterprises basically engaged in renting out machinery and equipment etc. (i.e. enterprises engaged in operational leasing), this is the main item. In such cases, the rental received is their service charge. The earnings for such enterprises may be recorded against this item **and not against item 641.**

**8.6 Item 645: funding/ donations from individuals and non-govt. Institutions:** All recurring/non-recurring donations received from persons, national organizations and international organizations will also be entered against this item. **Lumpsum donation / grant received may be apportioned for the month and recorded.**

**8.7 Item 646: Govt. grants (excluding capital transfers like building fund, etc.):** All recurring/non-recurring grants received from central, state and local governments will be recorded against item 645. Note that government grants of current nature (like salary to teachers of a school) will only be recorded. **Government grants for capital formation will be excluded.**

**8.8 Item 647: other receipts:** All other receipts not covered above will be recorded here.

**8.9 Item 651: production subsidy/ interest subsidy:** Production subsidy/ interest subsidy received during the accounting period apportioned for the month will be recorded here. For details, please see para 2.4.

## **9. Block 7: Calculation of gross value added for the reference month**

**9.1** In the present enterprise survey the estimates of Gross Value Added (GVA) are attempted through two alternative approaches viz. product approach as well as factor income approach. Conceptually, GVA through both the approaches should converge. However, due to differences in data collection, the two may differ.

**9.2** This block has only three items. The items 701 and 702 are transfer entries from blocks 5, 6, and 3, 4. Item 703 will be used to record the distributive expenses which include excise duty, sales tax, non-deductible VAT and all other taxes on products, commission to selling agents, outward freight and transport charges, etc. of the enterprise. The value added figure is obtained against item 709 with proper sign and in whole number of rupees. *In case of*

*negative entry, further queries may be made and remarks may be recorded in blocks 15 and 16.*

**9.2.1** The value added figure obtained against item 709 with proper sign is expected to be comparable with the entry against item 1209 of block 12. If there is a large divergence between these two figures, further queries may be made and appropriate comments may be added in blocks 15 and 16.

## **10. Block 8: Employment particulars of the enterprise during the reference month :**

### **10.1 Worker:**

**10.1.1** For this survey, a worker is defined as all persons working within the premises of the enterprise who are in the payroll of the enterprise as also the working owners and unpaid family workers. The worker may serve the enterprise in any capacity - primary or supervisory. He/she may or may not receive wages/salaries in return to his/her work incidental to or connected with the entrepreneurial activity. Salespersons appointed by an enterprise for selling its services and apprentices, *paid or unpaid* will also be treated as workers.

**10.1.2** A worker need not mean that the same person will be working continuously; it will only refer to a position. i.e., if one person is terminated and another person is appointed in his place, it will be counted as 1 and not 2.

**10.1.3** *Volunteers, who work without salary / honorarium, will not be considered as workers.* Voluntary participation without remuneration in production of goods and services in philanthropic organisation/ institutions or in any other organisation/ institution or even in the individual capacity will not render one to be counted as worker/enterprise. Voluntary participation will mean that the person has performed these activities without coercion or obligation but has participated in his/ her own volition. Moreover, the voluntary participation in the work should be without remuneration, which means that the person does not become entitled to receive, in respect of the work performed by him/ her, any compensation including honorarium from the institution/ organisation. For the purpose of the survey, minor contingencies/ honorarium received from the institution/ organization against the voluntary work done may not be considered as remuneration. To determine 'minor', average daily wage received by the lowest paid full-time/part-time worker of that enterprise may be used as a guiding tool.

**10.1.4** Some enterprises do not hire individuals like porters, sweepers, accountants, etc., on a fairly regular basis. These individuals can **work in one or more enterprises** in a locality, has some autonomy to determine the charges receivable by him depending upon volume of job performed and usually receive service charges as and when they render such services to the enterprise. Such persons will not be considered as workers of the enterprise using their services. Instead, they will be considered as independent OAEs.

**10.1.5** If an enterprise has some contract with some other agency (e.g. security, cleaning, nursing, midwife), or persons (like CA, lawyer, etc.), the employees of the agency (or persons) who are working within the premises of the enterprise under survey (e.g. sweeper,

guard, nurse, etc.) will not be counted as the employee of the enterprise. Rather they will be considered as the worker of the agency (or separate OAE, for persons).

**10.2 Data recorded from books of accounts:** In this case, consider only those persons whose salary and wage payments are available in the books of accounts of the enterprise. Note that salary payments are generally given to regular employees and wage payments are given to casual workers engaged directly by the enterprise. Also see that if one person is terminated and another joins in that position, it is counted as 1 and not 2. On the other hand, some enterprises may work in shifts. Suppose, in such an enterprise, 100 persons (positions) work in each of the 3 regular shifts. Then, total workers will be 300 (and not 100).

**10.3 Data recorded through oral enquiry from an enterprise maintaining payroll:** Here, consider only those persons who are in the payroll of the enterprise, i.e., all the regular and directly appointed casual workers will be considered as was done above (para 10.2).

**10.4 Data recorded through oral enquiry from enterprises which do not maintain payroll:** For such enterprises, to determine the number of working owners and other workers (i.e., excluding hired workers), the average number of such persons usually working on a working day during the reference month shall be considered. The method of computing average number of such workers for these enterprises is explained below:

**10.5** Average number of working owners and other workers is to be given always in whole numbers.

**10.6** Determining the number of hired workers **from enterprises which do not maintain payroll:** Here, hired worker will mean a person (may not be same individual) engaged for pay on a fairly regular basis. Persons who are paid only token allowance (e.g., tiffin, minor TA, etc.) in return for their services to the enterprise (e.g. such volunteers) *will not be* considered as hired workers. Fairly regular basis will mean more than half of the working days during the reference month, at least for an hour on each day.

**10.7 Item 801: Working owner.** In the case of proprietary enterprises, if the owner himself/herself works in the enterprise on a fairly regular basis, the entry should be made against item 1. In fact, in most of the own-account enterprises the owner himself/ herself manages all activities of the enterprise without help of anybody else (on fairly regular basis). For all such enterprises essentially the value '1' shall be recorded in the appropriate column against item 1. In the case of partnership enterprises, if only one partner or some of the partners or all the partners work in the enterprise on a fairly regular basis then information for them shall be recorded against this item.

**10.8 Item 802: Formal hired worker:** A formal hired worker is one having continuity of job and eligible for paid annual leave and also eligible for social security benefits like provident fund or insurance provided by the employer.

**10.9 Item 803: Informal hired worker:** An informal hired worker is not having continuity of job and/or not eligible for paid annual leave and/or not eligible for social security benefits like provident fund or insurance provided by the employer. Several small enterprises are expected to have informal hired workers. Informal hired workers are again split into full-time and part-time workers. Persons working for more than half of the period of normal working hours of the enterprise on a fairly regular basis will be full-time workers. Persons working for

less than or equal to half of the normal working hours of the enterprise on a fairly regular basis will be considered as part-time workers. Two part-time workers in an enterprise will be counted as 2 and not 1.

**10.9.1** It may be noted that for the purpose of making entry against items 802 and 803, **paid** household workers, servants and resident workers of the proprietor (in the case of proprietary enterprise) or partners (in the case of partnership enterprise) working in an enterprise are also to be treated as **hired workers**. They will be treated as 'formal hired worker' or 'informal hired workers' depending upon the conditions of employment as mentioned above. It may be noted here that the information regarding working owner/ partner(s) shall be recorded against item 801 only and not against item 802, even if they take regular payment from the enterprise. It is possible that for an OAE also, hired workers may be found in some situations. This may happen when an enterprise is identified as OAE at the listing stage on the basis of one year reference period, but in the reference month there is a hired worker (informal) in the enterprise.

**10.9.2 Item 804: Other worker/ helper :** Information regarding the workers not covered in items 801-803 above shall be recorded against this item. This includes 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. Persons working as exchange labourer in the enterprise without salary or wages will also be covered in this category. All unpaid household workers/ helpers who are associated with the activities of the enterprise during the reference month will be considered for recording entries against this item.

**10.9.3 Item 809: Total:** Total of different types of workers as recorded against the items 801-804 of this block will be entered against item 805.

## **11. Block 9: Compensation to workers during the reference month**

**11.1** This block is applicable for enterprises which are run with the help of hired workers and which make regular payments to the individual workers as salary / wages, bonus etc. in cash or kind or both. There may be other type of payments like canteen facility, health care facility, recreation club facility, etc. which are paid in kind to a group or to all the workers of the enterprise. All types of payments, whether individual payments or payments made to a group are to be recorded in this block. The entries in this block are to be made in whole number of rupees.

**11.2 Items 901-903: Salary/wages, allowances and other individual benefits directly payable to the worker (cash & kind) :** Salaries/ wages payable to the individual workers for the reference month will be recorded in this item against the respective items 901-903. This will include, besides the stipulated pay, all other allowances like dearness, house-rent, over-time, shift etc. Payments which are given in kind, more or less regularly as salary or wages or as a part of salary or wages, are to be included here and to be evaluated at cost to the employer. Other examples of compensation in kind are given in para 6.8. Self employed persons (like working owners or unpaid family workers) receive mixed income and not compensation of employees. However, the books of accounts of some enterprises show salary payment to one or two working owners. In such cases, these payments should be recorded as compensation to employees. All efforts should be made to record entries against each of the items 901-903 separately. In case it is not possible to give the break-up, subtotal may be

provided against item 909.

**11.2.1** It may be noted that for own account enterprises (where there is no hired worker on a fairly regular basis) also, there may be positive entries in this item if that OAE had engaged hired workers during the reference month.

**11.3 Items 911-912: Contribution to insurance, provident fund and other social security schemes (average for a month):** This item includes employer's contribution to ESIC fund, provident fund, and other social security benefits. Payments of this kind are generally made once in six months or once in a year or at the time of retirement only. For this type of one-time-payment, the apportioned amount for the reference month should be included against item 911-912. All efforts should be made to record entries against each of the items 911-912 separately. In case it is not possible to give the break-up, subtotal may be provided against item 919.

**11.4 Items 921-924: Employer's contribution to canteen, health clinic, child care centre, etc. (average for a month):** This includes expenses (net cost to the enterprise) made by the employer to provide amenities and benefits in kind to workers as a whole during the reference month which are of the following types:

(i) provision of canteen, crèches, sports & recreation clubs, dispensary, etc.

(ii) provision of food, beverages, tobacco, uniforms, lodging & other kind benefits, if any, free of cost or at subsidised rates. Other examples of compensation in kind are given in para 6.8.

**11.4.1** Average value for a month (average of last 12 months) is to be recorded against respective items 921-924.

**11.4.2** All efforts should be made to record entries against each of the items 921-924 separately. In case it is not possible to give the break-up, subtotal may be provided against item 939.

**11.5 Item 939: Total monthly emoluments:** Total of items 909, 919 and 929 which gives total emoluments payable to the workers for the reference month shall be recorded here.

## **12. Block 10: Fixed assets owned and hired:**

**12.1 Fixed Assets:** Assets held for the purpose of producing or providing goods or services and not for resale in the normal course of entrepreneurial activities are classified as fixed assets. The distinguishing feature of a fixed asset is not that it is durable in some physical sense, but that it may be used repeatedly or continuously in production over a long period of time, which is taken to be more than one year. These cover all goods, new or used, that have a normal economic life of more than one year from the date of purchase. Fixed assets include not only structures, machinery and equipment but also intellectual property products such as softwares or artistic originals that are used in production. It may be noted that the assets to be considered here are assets of the enterprise. Hence, if owner of a proprietary enterprise has made some investments (like NSC, PPF, etc.) in her/his personal capacity, these will not be considered here.

**12.2 Item 1001: Land and Building:**

- 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 a 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 would come under this item. Land held on long-term lease, say, 30 years or more will also be treated as land owned. Encroached land will be considered as hired assets with '0' rent.
- Building is the structure, where activities of the enterprise are undertaken. 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. This will include other constructions such as passage, boundary wall, partition, water tank, sewerage, tube-well, etc.

**12.3 Item 1002: Plant and machinery:** Plant is generally the name given to an assembly of machinery/ equipment/ devices installed for the operation of entrepreneurial activities. Machinery means an implement or mechanical device used in the entrepreneurial activities. These are assets of durable nature and can be easily identified. The full value of the machinery should be reported even if the machinery was purchased during the year on hire-purchase basis. Advance payments made for the purchase of machinery (not in possession during the reference year) will not be recorded as the approach for recording information here is by physical approach.

**12.4 Item 1003: Transport equipment:** All vehicles, power-driven or man/animal -driven, used for transporting persons, goods and materials by the enterprise in connection with its 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 they will be included in item 1004. If the equipment is used both for domestic as well as enterprise purposes, the criterion to be followed is major time disposition of the equipment i.e., whether equipment is used more for domestic purpose or for use in enterprise. Transport equipment that is occasionally rented out will be included if it is mainly used for the activities of the enterprise.

**12.5 Item 1004: Tools and other fixed assets:** Tools refer to small loose implements, generally held in hand for operation and having normal life of more than one year. Other fixed assets refer to other durable equipment (not covered under items 1001 to 1003 above), which are used for the entrepreneurial activity either directly or indirectly. These will include furniture, fixtures, laboratory equipment, office equipment, mobile handset, etc. Livestock used as P & M will also be included under this item. If the same animal is used part of the time in oil mills and part of the time for transporting materials, it will be classified under item 1002 or item 1003 depending upon major time spent.

**12.6 Item 1005: Software and database:** Computer software consists of computer programs, program descriptions and supporting materials for both systems and applications software. A Database is an organised collection of related information so as to permit cost-effective access and use of the information. All kinds of software and database used by the enterprise must be entered in item 1005. It includes computer software and databases purchased from the market or developed in-house. Software is treated as an asset if it is used in production by its owner for more than one year. Similarly, all databases holding data with a useful life of

more than one year is treated as as fixed assets. The computer software and databases purchased on the market should be valued at purchasers' prices, while those developed in-house should be valued at their costs of production. Gross fixed capital formation in computer software and database includes both the initial development and subsequent extensions of software and database as well as acquisition of copies of software and database that are treated as assets.

**12.7 Item 1006: Information, computer and telecommunication equipment:** Information, computer and telecommunications equipment consists of devices using electronic controls and also the electronic components forming part of these devices. ICT equipment consists mostly of computer hardware and telecommunications equipment.

**12.8 Item 1007: Capital work in progress:** These are expenses made by the enterprise on some fixed assets although the amount spent has not yet been capitalised. Building, machinery, etc. under construction will be recorded here.

**12.9 Column (3): market value of owned assets as on last day of the reference year:** This column will be filled for all enterprises. Value of the owned fixed assets as on last date of reference period shall be recorded here. If an enterprise provides information from its books of accounts, net closing value, i.e., closing value after depreciation as per the books may be recorded. However, for oral enquiry, market value, i.e., value that the equipment will fetch, if sold in the open market in present condition, is to be ascertained and recorded in this column.

**12.10 Column (4): market value of hired assets as on last day of the reference year:** market value of hired assets is to be ascertained and recorded in this column.

**12.11 Column (5): Net additions during last 365 days:** In this column information regarding net additions to the fixed **assets owned** during last 365 days will be recorded. **Net addition may be obtained by subtracting depletion of assets from the addition made during last 365 days.** Addition and depletion of the fixed assets are discussed below.

**12.12 Addition to the fixed assets** could be made through purchase (new or used) or through own construction. The value of items received otherwise (i.e. gifts etc.) during last 365 days will also be included. Improvements on land, new construction of building, shed, structure, as well as assets produced on own account during last 365 days will be considered as additions to the fixed assets. In the case of addition through own construction, values to be included against different types of assets need to be estimated by considering:

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

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 be considered for inclusion. (Cost of routine repair and maintenance of fixed assets are to be reported in block 4 against appropriate items from 414 to 418). Home-grown materials, if any, used in own-construction are to be evaluated at ex-farm price. If any

material already lying with the household for a long time and used for own construction, their values should also be determined at cost price (cost to the household).

**12.13 Depletion of assets** is obtained by considering the assets sold and discarded during last 365 days. 'Sale' that is only agreed upon but not realised during last 365 days will not be included even if money having been taken in advance. Similarly, the value of assets sold will be included though payment is yet to be received. The value of assets disposed off in any manner other than sale, will be treated as value of assets discarded. Besides obsolescence (gone out of use) of an asset, this will include loss due to theft, damage, accident etc.

**12.14 Column (6): Monthly rental payable on hired assets:** The rental payable for the reference month on the hired assets by the enterprise will be recorded in this column. If no rent is payable for any asset put '0' in column (6) for that particular type of asset with appropriate remarks in block 15. If an enterprise is located in a rented house where the household resides as well, rent may be imputed on the basis of floor area occupied by the enterprise. For rent paid in kind, imputed value may be given. If the enterprise runs in one's own house, rent need not be imputed.

### **13. Block 11: Loan outstanding as on the last date of the reference year**

**Item 1101: Central and state level term lending institutions:** This will include, among others, the following institutions:

- i) Industrial Financial 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 Corporations set up

by Central /State Governments

**13.1 Item 1102: Government (central, state, local bodies):** Loans may be advanced by Government through different Ministries/Departments or other agencies. Loans given by the local bodies (i. e., panchayat, municipality, etc.) will also be included for making entry against this item.

**13.2 Item 1103: commercial banks:** 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. Loans taken from all other scheduled and non-scheduled banks, other than cooperative banks, should also be included here. Loans sanctioned by Government but routed through the banks should not be treated as bank loans.

**13.3 Item 1104: Cooperative banks and societies :** 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.

**13.4 Item 1105: Micro-finance institutions: Microfinance** is the provision of financial services to low-income clients, including micro-entrepreneur and the self-employed, who traditionally lack access to banking and related services. The **Micro Finance Institutions (MFIs)** accesses financial resources from the Banks and other mainstream Financial Institutions and provide financial and support services to its clients. Almost all MFIs give loans to their clients and many of them also offer insurance, deposit and other services. Many MFIs are creditworthy and well-run with proven records of success.

**13.5 Item 1106: Other institutional agencies:** Loans advanced by institutions / agencies like Khadi and village Industries Commission, Life Insurance Corporation, provident fund, Chit Funds, etc. not covered under items 1101 to 1105 above will be recorded against this item.

**13.6 Item 1107 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.

**13.7 Item 1108: Business partner(s):** In the case of a partnership enterprise, loans may be made available by partner(s) of the enterprise. For such type of loans entries shall be made against this item. If the partner happens to be a **money lender** then also entry shall be made against this item.

**13.8 Item 1109: Suppliers / contractors:** Sometimes enterprise is provided with loans by the supplier of basic input / raw materials and equipment to the enterprise. In the case of an enterprise working on contract basis, it may so happen that loan is given by the contractor himself. All such loans shall be recorded against this item.

**13.9 Item 1110: Friends and relatives:** Any non-institutional loan which is interest-free, will be included in this item.

**13.10 Item 1111: Others :** Loans taken from any other agency not covered above will be covered under this item .

**13.11 Item 1119: Total:** Total of items 1101 to 1111 which gives total amount of loans taken from different sources and total interest payable during the reference month is to be recorded against this item.

**13.12 Column (3): Amount:** Amount of outstanding loan ( as on the last date of the reference year) taken by the enterprise shall be recorded in this column against the appropriate source(s) of loan discussed in the items 1101 to 1113 in this block.

**13.13 Column (4): Interest payable during the reference month :** Total interest due to be paid for the reference month for all the loans taken by the enterprise will be recorded here, irrespective of the fact that any of the loans might have been repaid either fully or partly or found to be outstanding.

## 14. Block 12: Factor incomes of the enterprise

**14.1** The total income generated by any enterprise is distributed into four factors of production. **Interest** goes to the investors, **rent** goes to the owners of land and building, **emolument** goes to the workers and the remaining income (operating **surplus**) is retained by

the entrepreneur. In this block factor incomes of the enterprise will be recorded in whole number of rupees.

**14.2 Item 1201: Emoluments:** Total emoluments payable to the workers of the enterprise during the reference month is to be recorded here. This is a transfer entry from column (3), item 909 of block 9 please copy that figure here.

**14.3 Item 1202 : Rent payable :** Rent payable for the reference month on land and building hired by the enterprise which is available in column (6), **item 1001** of block 10 will be copied here.

**14.4 Item 1203: Interest payable:** Total interest due to be paid for the reference month for the loans taken by the enterprise which is available in column (4), item 1119 of block 11 is to be copied here.

**14.5 Item 1204: Net surplus (including home consumption):** Net surplus or earning from the enterprise during the reference month is to be **independently enquired** and reported here. Net surplus of an enterprise is the amount which the owner / partner(s) gets out of the entrepreneurial activity after making payments to the workers (individual or as group benefits), rent on land and building and interest on outstanding loan for the reference month.

**14.5.1** It may be noted that the earnings from an enterprise are, sometimes, partly withdrawn in cash or kind by self or partner(s) or family members during the reference month. In many cases the raw materials / goods / services of an enterprise are partly consumed at home, for which the enterprise does not get any receipt. For getting a complete idea of the net surplus or earning of an enterprise, one has to account for such **withdrawals** (if any) and **home consumption** during the reference month, other than the surplus visible at the end of the reference month. Please note that the paid family members are considered as hired workers of the enterprise and payments made to them should not be treated as withdrawals by family members for making entry in item 1204. Payments made to family workers shall be recorded in item 903 of block 9.

**14.6 Item 1209: Total:** Total of items 1201 to 1204 which gives total of factor incomes of the enterprise during the reference month will be shown here. It may be noted here that this entry should theoretically match with the entry against item 709 of block 7. Comments may be given in block 15 for any abnormal divergence.

## **15. Block 13: particulars of use of information and communication technology (ICT) by the enterprise during last 365 days / last year**

**15.1** This block enquires into the use of information and communication technology (ICT) by the enterprise during last 365 days / last year.

**15.2 Item 1301: did the enterprise use computer/s during <reference period> ?**

A computer refers to a desktop or a laptop computer. It does not include equipment with some embedded computing abilities such as mobile cellular phones, personal digital

assistants (PDA) or TV sets. If the enterprise used computers as defined above, code 1 will be recorded, otherwise code 2 will be recorded. **It may be mentioned here that the enterprise might have used owned computers or hired computers.**

**15.3 Item 1302: did the enterprise use the Internet during <reference period>?**

The Internet is a worldwide public computer network. It provides access to a number of communication services including the World Wide Web and carries email, news, entertainment and data files, irrespective of the device used (not assumed to be only via a computer - it may also be by mobile phone, games machine, digital TV, etc.). Access can be via a fixed or mobile network. **It may be noted that even if the answer against item 1301 is 'no', answer to this question can still be 'yes' because the enterprise may access the internet by mobile phone, games machine, digital TV, etc.**

**15.4 Item 1303: does the enterprise have a web presence as on the date of survey?**

**This question is applicable to those enterprises answering 'yes' to item 1301.** A web presence includes a website, home page or presence on another entity's website (including a related business). It excludes inclusion in an on-line directory of any other web pages where the business does not have control over the content of the page.

**15.5 Item 1304: does the enterprise have an intranet as on the date of survey?**

**This question is applicable to those enterprises answering 'yes' to item 1301.** An intranet refers to an internal communications network using Internet protocols and allowing communication within an organization (and with other authorized persons). It is typically set up behind a firewall to control access.

**15.6 Item 1305: did the enterprise receive orders for goods or services (that is, make sales) via the Internet during <reference period>?**

**This question is applicable to those enterprises answering 'yes' to item 1302.** Orders received include orders received via the Internet whether or not payment was made online. They include orders received via websites, specialized Internet marketplaces, extranets, EDI over the Internet, Internet-enabled mobile phones and email. They also include orders received on behalf of other organizations – and orders received by other organizations on behalf of the enterprise. They exclude orders that were cancelled or not completed.

**15.7 Item 1306: did the enterprise place orders for goods or services (that is, make purchases) via the Internet during <reference period>?**

**This question is applicable to those enterprises answering 'yes' to item 1302.** Orders placed include orders placed via the Internet whether or not payment was made online. They include orders placed via websites, specialized Internet marketplaces, extranets, EDI over the Internet, Internet-enabled mobile phones and email. They exclude orders that were cancelled or not completed.

**15.8 Item 1307: did the enterprise connect to the Internet by narrowband?**

**This question is applicable to those enterprises answering 'yes' to item 1302.**

Narrowband includes analogue modem (dial-up via standard phone line), Integrated Services Digital Network (ISDN), Digital Subscriber Line (DSL) at speeds below 256 kbit/s, and mobile phone and other forms of access with an advertised download speed of less than 256 kbit/s. Narrowband mobile phone access services include CDMA 1x (Release 0), GPRS, WAP and imode.

**15.9 Item 1308: did the enterprise connect to the Internet by fixed broadband?**

**This question is applicable to those enterprises answering ‘yes’ to item 1302.** Fixed broadband refers to technologies such as DSL, at speeds of at least 256 kbit/s, cable modem, high speed leased lines, fibre-to-the-home, powerline, satellite, fixed wireless, Wireless Local Area Network (WLAN) and WiMAX.

**15.10 Item 1309: did the enterprise connect to the Internet by mobile broadband?**

**This question is applicable to those enterprises answering ‘yes’ to item 1302.** Mobile broadband access services include Wideband CDMA (W-CDMA), known as Universal Mobile Telecommunications System (UMTS) in Europe; High-speed Downlink Packet Access (HSDPA), complemented by High-Speed Uplink Packet Access (HSUPA); CDMA2000 1xEV-DO and DCMA 2000 1xEV-DV. Access can be via any device (mobile cellular phone, laptop, PDA, etc. One example of mobile broadband is **Tata Photon Plus**.

**15.11 Item 1311: does the enterprise have a local area network (LAN) as on the date of survey?**

**This question is applicable to those enterprises answering ‘yes’ to item 1301.** A LAN refers to a network connecting computers within a localized area such as a single building, department or site; it may be wireless.

**15.12 Item 1312: does the enterprise have an extranet as on the date of survey?**

**This question is applicable to those enterprises answering ‘yes’ to item 1301.** An extranet is a closed network that uses Internet protocols to share securely a business' information with suppliers, vendors, customers or other business partners. It can take the form of a secure extension of an intranet that allows external users to access some parts of it. It can also be a private part of the business' website, where business partners can navigate after authentication.

**15.13 The following questions items 1313 to items 1324 are applicable to enterprises answering ‘yes’ to item 1302.**

**15.14 Item 1313: did the enterprise use the Internet for sending and receiving e-mail?**  
Self-explanatory.

**15.15 Item 1314: did the enterprise use the Internet for telephoning over the Internet/VoIP, including video conferencing?**

VoIP refers to Voice over Internet Protocol.

**15.16 Item 1315: did the enterprise use the Internet for getting information about goods**

**and services?** Self-explanatory.

**15.17 Item 1316: did the enterprise use the Internet for getting information from general government organizations?**

General government organizations include central, state and local governments.

**15.18 Item 1317: did the enterprise use the Internet for interacting with general government organizations?** Self-explanatory.

This includes downloading/requesting forms online, making online payments and purchasing from, or selling to, government organizations. **It excludes getting information from government organizations.**

**15.19 Item 1318: did the enterprise use the Internet for internet banking?**

This includes electronic transactions with a bank for payment, transfers, etc. or for looking up account information.

**15.20 Item 1319: did the enterprise use the Internet for accessing other financial services?**

This includes electronic transactions via the Internet for other types of financial services such as purchasing shares (stocks), financial services and insurance.

**15.21 Item 1321: did the enterprise use the Internet for providing customer services?**

This includes providing online or emailed product catalogues or price lists, product specification or configuration online, after-sales support, and order tracking online.

**15.22 Item 1322: did the enterprise use the Internet for delivering products online?**

This refers to products delivered over the Internet in digitized form, e.g. reports, software, music, videos, computer games; and online services, such as computer-related services, information services, travel bookings or financial services.

**15.23 Item 1323: did the enterprise use the Internet for internal or external recruitment?**

This includes providing information about vacancies on an intranet or website, and allowing online applications

**15.24 Item 1324: did the enterprise use the Internet for staff training?**

This includes e-learning applications available on an intranet or from the World Wide Web.

**15.25 Item 1325:** Average number of persons who routinely used computers in the reference period will be recorded here.

**15.26 Item 1326:** Average number of persons who routinely used internet in the reference

period will be recorded here.

## **16. Block 14: Particulars of field operation**

**16.1** Items in this block are self-explanatory. While filling up the schedules, care is to be taken to record the time taken in canvassing the schedule in minutes (and not in hours) against item 1406 of this block. Dates of survey/inspection, etc. should be made as dd/mm/yy since these will be required in data processing.

## **17. Blocks 15 and 16: Remarks by investigator/ Asstt. Superintending Officer and comments by Supervisory Officers**

**17.1** Blocks 15 & 16 are meant for noting down investigator's remarks/ supervisor's comments/ suggestions regarding the entries made in schedule 2.34. Please give remarks/ comments/ suggestions that you feel useful for meaningful interpretation of the data or designing of schedules in future round. For any unusual feature of the enterprise, remarks may be added.

## Frequently Asked Questions

Sl no. (1)	Query (2)	Reply (3)
<b>Coverage, reference period and block 1</b>		
1	Whether assembling of cycle parts are to be considered as manufacturing of cycle?	If cycle parts are purchased independently from the market and assembled by the enterprise and sold as a cycle, then this is to be treated as manufacturing.
2	A particular enterprise was started during the current year and <b>worked less than 30 days</b> only. What will be the average month & reference period?	The reference period will be an average month in last working season if it is a seasonal enterprise; otherwise it is an ineligible enterprise.
3	If a <b>seasonal</b> enterprise worked for less than 30 days during the current season, last month will refer to the average month of last working season. What does ' <b>average</b> ' stand for?	Illustration with example:- Suppose a seasonal enterprise has worked for 4 months in last season and their total expenditure was 40000 in that season. Then expenditure for an average month will be $40000/4=10000$ .
4	If a particular seasonal enterprise worked for 25 days in current working season while it had worked for 20 days in the last month of last season. What will be the reference period?	Reference period will be taken as average month of the last working season.
5	If a manufacturing unit (perennial) has not functioned for the last 30 days preceding the date of survey for some reason but it is not closed, what will be the reference period?	The information for the last 30 days preceding the date of survey will be recorded.
6	An enterprise is maintaining books of accounts and providing information from same. Whether this will be treated as accounts maintained or is it necessary to prepare audited balance sheet also?	Yes, it is treated as accounts maintained irrespective of audited balance sheet maintained or not.
7	Whether schools receiving Government aid fully for salary and partly for non-salary expenses will be covered?	No. As per NSS convention, if the salary of all teaching as well as non-teaching staff is fully borne by government, then the school will remain outside survey coverage. It does not depend on non-salary expenses.
8	Which informant code will be given if the informant has given information partly and for the rest he was telling, 'I am busy' and provides no further information?	The code for item is given only after filling in the full schedule. Hence, this is to be substituted if full information is not provided.
9	For money lending activity, whether 'money lending from own source only' will be covered in the survey or not?	Money lending activity irrespective of whether such activity is carried out from own source or not, will be covered in the survey. A special code 64929 will be given to such activity.

<b>Sl no.</b>	<b>Query</b>	<b>Reply</b>
(1)	(2)	(3)
10	A membership organization like GYM CLUB provides services to others on payment at market rate. Whether that organisation will be included in the survey?	Yes. Treat it under 'operation of sports facilities' (NIC-08 code 93110- this includes fitness centres also) and as a partnership enterprise.
11	Will a canteen run by private party in the factory premises be covered?	Canteens run by private party only are to be covered, whether or not they are run in private/Govt. factory premises.
12	Will an office of Political Party that is run by hiring a worker be treated as an establishment of social service?	No, it is not to be taken as an enterprise.
13	SHGs are quite common in most of the villages. It is normally run without any fixed premises. The members belonging to different households either of the same FSU or different FSUs join together and manage the activities. Hence it is difficult to list such activities as the possibilities of omission and duplication are very high.	If the SHG does not have any fixed premise, then it may be listed at the residence of the Secretary/ President/ Treasurer and it must be listed only at the residence of one office-bearer and there should not be any duplication.
14	How are religious organisations providing social services like ambulance services, dispensary, schools, etc. treated?	The social services are to be considered as enterprises if at least one hired worker is employed for running these services. Only activities of religious organizations which are purely religious in nature will be outside the survey coverage.
15	Will a tutor doing tuition from door to door be considered as an enterprise?	No.
16	Whether ATM counters are to be considered as service sector enterprises.	No. Since this is an extended facility of the concerned bank, ATM counters are not to be considered as separate enterprises.
17	Whether priests going from house to house or shop to shop to provide service to worshippers will be under survey coverage?	Yes, they will be under survey coverage.
18	Whether loader and unloader will come under coverage of this survey?	Yes, they will come under coverage of survey.

<b>Sl no.</b>	<b>Query</b>	<b>Reply</b>
(1)	(2)	(3)
19	(a) A household engaged in manufacturing of samosa, kachori at his residence and selling it as a street vender. (b) A household engaged in manufacturing namkin, Kachori etc. at his residence and selling at his shop (restaurant). How entries will be made in listing schedule.	In both (a) & (b), if he is selling to final consumers, it will be a restaurant. In case he is selling to other enterprises which, in future, will do trading or restaurant activities, it will be considered as manufacturing.
20	Whether renting of the shop should be listed at the owner's premises or at the shop premises?	It should be listed at owner's premises.
21	A marriage hall is situated in a selected block but the owner who is letting out it for rent is residing outside the FSU. Will the marriage hall be listed at the site?	Yes, the marriage hall will be listed at the site.
22	Religious organisation supplies menu-based meals for the ceremonies like shradhya and other ceremonies. Will this activity be under survey coverage?	Yes, this is a service sector activity, provided there is at least one hired worker for this service.
23	A rickshaw puller or auto driver takes a rickshaw or auto from the owner and gives the agreed amount on monthly basis to the owner. In such cases whether renting of rickshaw or auto would be considered as an enterprise.	Here rickshaw puller/ auto driver and owner are separate enterprises.
24	In case of a particular school, at certain levels (say up to middle school) salary to teachers is paid by the government and above middle level salary to teachers is met out of school fund and not by the Government. Whether this type of school will be under survey coverage?	Only fully aided schools are outside survey coverage. The school in question will be covered.
25	If a lawyer is operating his enterprise for last 20 days in the present location and prior to that it was operating for 5 years in some other location. Will it be an eligible enterprise?	Yes, it will be an eligible enterprise.
26	Whether all the members of SHG are to be treated as worker?	No. Members regularly attending meetings or taking part in decision making procedures such as Secretary, Treasurer, active committee members etc. will be considered as workers.

Sl no. (1)	Query (2)	Reply (3)
27	Will the SHGs without hired worker be treated as establishment?	The members in SHG are working for themselves and members, even Secretary/ President/ Treasurer normally do not get any remuneration for operation of SHG. The Secretary/ President/ Treasurer transact with banks and the Government whenever required. Since they do not get any salary or remuneration, this will be treated as OAE.
28	During last 365 days there was no hired worker for 7 months in an enterprise and there were 8 hired workers in the remaining 5 months. Will it be considered as OAE?	It will be treated as OAE as the classification of enterprises into either establishment or OAE is done based on whether the enterprise had a hired worker or not during the major period of operation during last 365 days.
29	A household engaged in making ice-cream at home and selling it at house as well as moving in the streets as a street vender. Will it be treated as manufacturing activity?	Yes. It will be treated as manufacturing activity
30	A person has taken on lease a number of palm trees and date trees. The extracts from the trees are used for manufacturing of gur. Whether the activity would be considered as manufacturing activity?	Yes, this will be considered as manufacturing activity.
31	Other gambling and betting activities legally carried out are under survey coverage (NIC-08 code 92009). Give some examples of such activities.	Examples of such activities are horse racing etc.

### **block 2: operation and background information**

32	Two manufacturing activities like tailoring and embroidery are done in the same enterprise being handled by a single person. Whether this will be treated as mixed activity in case the accounts are not separable?	Yes, it is a mixed activity.
33	Two service sector activities like restaurant and STD booth are done in the same enterprise being handled by a single person. Whether this will be treated as mixed activity in case the accounts are not separable?	Yes, it is a mixed activity. If same set of persons run two or more activities simultaneously at same premises, consider as a single enterprise as long as separate books of accounts are not maintained by them.

Sl no. (1)	Query (2)	Reply (3)
34	Many of the shop-keepers and merchants lend money on interest. Whether such shop-keepers or merchants should also be treated as money lenders and surveyed separately under special code 64929?	If the accounts are not mixed up, they should be treated as two separate enterprises i.e. one trading enterprise and the other money-lending enterprise. However, if it is not possible to separate the accounts of the two activities, it will be a mixed activity unit and the NIC code will be based on the activity, which generates major income.
35	A master bidi contractor supplies raw material to households who after using its instruments produce the bidi and return to the master contractor. The master contractor pays the household on piece rate. Who will be the manufacturing enterprise master contractor or the household?	Both. Master contractor and each household are to be treated as separate manufacturing enterprises.
36	A <i>Dal</i> mill owner is producing <i>Dal</i> , and side by side purchasing <i>Dal</i> from market and supplying to his customers. Whether this activity will be considered as mixed activity?	This is a mixed activity if accounts are not separable.
37	If an enterprise is pursuing more than one type of mfg. activity in the same premises whether it will be treated as mixed activity or not?	If the accounts are not separable, it will be considered as mixed activity, if the articles manufactured are different at 2-digit level of NIC 2008.
38	If the proprietor does not stay at the place of manufacturing activity and no information is available regarding his other activity, what will be the relevant code for multiple activities?	All efforts may be made to get the information. When the information could not be collected despite all efforts, treat the situation as if the proprietor does not have any other activity and record code '2' against item 208.
39	Whether description should be as per NIC 2008 booklet?	No. Description of the activity should provide the clear indication of the activity of that enterprise, but not a copy of the description written against the corresponding NIC code in the codebook.
40	Nature of operation is to be noted from informant's version or as per the periodicity of operation of the activity carried out during reference year?	As per informants' version.
41	What ownership code shall be assigned to the enterprise jointly run by husband & wife with equal intensity?	Code 3 (partnership between members of same household).
42	A sweet manufacturer visits <i>shandies</i> (hat) on different days & prepares sweets at hat & sells. What location code is to be given for such enterprise?	Enterprise is to be listed at the residence only & code 5 (mobile market) may be given for such enterprise against item no. 209.

Sl no. (1)	Query (2)	Reply (3)
43	For a carpenter what code will be entered in item 209 if he does not work at one place?	Code 6 will be entered.
44	Carpenter doing work at construction site. What code should be given for item 209?	Code 6 will be given.
45	If a manufacturing enterprise is licensed for purchase of raw material and has no registration for manufacturing, whether the enterprise is to be treated as registered?	Yes, it should be treated as a registered enterprise and code of the licensing authority, if available in the schedule, will be given; otherwise, code 99 will be given.
46	There are some units, which are not registered under any authority or act but the unit have got license. Whether the license will be considered as registered?	Same as query 35.
47	If an enterprise has applied for registration but has not yet got, what code should be given?	Unless the registering authority confirms registration, enterprise cannot be deemed to be registered on the basis of its application only. In such a case code 2 will be given against item 224.
48	Whether the registration code of the enterprise will be incorporated as per informant's verbal opinion or from his record.	As per information given by the enterprise. Verification of records is not required.
49	Societies Registration Act, 1860 has got variants in respective States. Whether code in all such cases will be 19 or not?	Yes, code will be 19 in all such cases.
50	Money Lender's Act has got variants in respective States. Whether code in all such cases will be 18 or not?	Yes, code will be 18 in all such cases. Similar treatment will be given in case of public Trust Act also.
51	If an enterprise has operated for one day in a month. Whether it will be treated as operated in the month?	Yes.
52	If any particular problem was faced for major part of the reference year but is not faced in recent months then whether the entry against item 217 will be 1 or 2?	It will be 1 ('Yes') as reference period for this item is full year.
53	An enterprise operated for six months in a different town and shifted to present town where it has operated for six months only. Whether the operation of the enterprise will be taken as 12 months?	In given example, six months of operation at the present location will be considered as number of months operated.

### Blocks 3 and 4: Operating expenses

54	Whether the approach for Block 3 & 4 'Principal Operating Expenses' is paid approach?	No, for blocks 3 and 4 the approach is <b>payable approach</b> . Unless otherwise specified, it is <b>payable/receivable</b> approach for all blocks.
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Sl no. (1)	Query (2)	Reply (3)
55	If enterprise is receiving all raw materials from customers, how block 3 will be filled?	Block 3 will remain blank in this case.
56	Production of a manufacturing enterprise during the month is NIL. There is no stock of Semi-finished goods. The enterprise is not engaged in any mixed activity. However the enterprise has sold out from the opening stocks. What is the treatment for Block 3 and Block 5?	Both blocks 3 and 5 will be left blank. Other relevant and applicable blocks/ items/ columns may be recorded. Proper remarks may be entered in blocks 15-16.
57	For free collection whether to include imputed cost?	No imputed value has to be reported. Only if there is any collection or transportation charges then the same will be reported.
58	Packing materials under direct materials have to be treated as raw materials. Will the value of such materials be considered for selection of five most important raw materials?	Yes. This is to be followed when the product can not be sold without such packing e.g. medicines, perfumes, etc.
59	Please clarify whether Coconut produced at home and consumed in the enterprise will be included in block 3?	Yes. Any material produced at home and used in the enterprise as raw material will be included here. Valuation of such materials will be at ex-farm price.
60	In case of illegal electricity connection, how the entries are to be made against item 411?	Value in such cases is not to be imputed. However, if some payment is made for the connection, the same may be recorded.
61	In an enterprise, electric connection has been taken from a generator operator in the vicinity. Will the connection be treated as an electric connection?	Yes, it will be treated as electricity connection.
62	Owner is paying house rent only in which electricity charges are included. How to report the entries against item 411?	The consumption of electricity will be estimated & consumption will be reported accordingly against item 411 & remaining amount will be reported in block 10 as rent.
63	Whether fuel & lubricant will be reported against item 412 of block 4 or in block 3 if consumed as a raw material for production?	It will be reported in block 3. Care should be taken to avoid duplication.
64	One unit is operating generator on diesel/ kerosene to produce electricity. Whether cost of the diesel/ kerosene will be taken under electricity or under fuel and lubricants?	The expenditure will be entered against the item 'fuel and lubricant'.
65	An enterprise engaged in the manufacturing of basket uses candles in the night. Whether the expenditure on candles be treated as fuel?	No, item 412 will be left blank. The entry will be made in item 428, other expenses.
66	Where to include the Feeding expenses on animals used in the enterprises for transporting purpose?	Under item 416.

Sl no. (1)	Query (2)	Reply (3)
67	Full payment has been made to the lawyer for a case that may go on for 1 year or 10 years, how the payment is to be taken?	It will be taken as per terms and conditions and duly apportioned for the reference month.
68	Against which item the amount paid to the contractor and not to the workers in the unit will be recorded?	It will be recorded against item 422 of block 4.
69	If the telephone is used for enterprises as well as for households, how the expenditure will be taken?	Proportionate amount based on calls made by household and enterprise may be recorded here.
70	For brick manufacturing industry, salt is also used, against which item salt is to be taken?	Salt is to be considered as a consumable stores and recorded in item 425.
71	What is the consumable store?	Things that lose their identity in the process of manufacturing and helps processing of raw material into final product.
72	Will the SSI registration fee for 5 years, paid prior to reference period, be apportioned for the reference period & noted?	Yes.
73	In case of damage while doing the job-work, compensation is given to customers. Whether these expenses are to be considered?	Yes, it is to be considered as expenses under item 428 (other expenses).
74	Is insurance made on manufactured goods in transit to be included against item 427?	Such expenses are treated as distributive expenses and recorded in bl. 7, item 703. This is a part of selling expenses and hence a part of distributive expenses. Insurances made on plant and machinery, raw materials, etc. will be operating expenses and recorded against item 427, group insurances made on employees are part of emoluments and to be recorded in block 9.

### Blocks 5 and 6: Receipts

75	It may be clarified whether the market value of the quantity manufactured and sold only is to be reported in col. 3, block 5 or the entire market value of quantity manufactured is to be reported?	The market value of entire quantity manufactured during the reference month is to be reported.
76	A manufacturing enterprise lost all its manufactured goods produced during the reference month. How to report "value" in col. (3)?	Multiply the 'quantity manufactured and lost' by 'market value of the most recent months'.

Sl no. (1)	Query (2)	Reply (3)
77	Blacksmith is making agricultural implements. He is not in receipt of the value of products as and when he sells. However, he is getting the price of the articles in kind at the time of harvest, what treatment is to be given?	Whether the amount for the articles manufactured is received or not, the details of manufacturing should be given in col.1 & 3 against the relevant items 501 to 505. The amount may be imputed as per terms of receipts and apportioned for the reference period.
78	A mfg. enterprise has produced a new product during the reference period and is not at all sold. Further, that product is not at all available for sale in that locality. How to do valuation in this case?	Ex-factory price may be used.
79	For constructions started earlier and also going on during the month, whether cost of raw materials can be taken as value in item 413?	Cost of raw materials and labour cost during the reference period may be noted against item 413. Value of own labour will be imputed.
80	In some of the States units are getting Govt. subsidy at the time of installation of the factory which is generally assessed on the basis of the fixed capital deployed by the entrepreneur. Should such subsidy be reported under item 651 of bl.6?	Subsidy receivable during the reference period only will be covered under item 651 of block 6.
81	Where will 'gifts received & given incidental to enterprising activities', find place?	Donations, gifts etc. received by the enterprise will come in items 645. Gifts given as a measure of sales promotion will come in item 428.
82	In a flour-mill, grinding charges are received. The husk and bran are left in the flour-mill by the customers. Whether any separate valuation is required or not for husk and bran.	This additional realisation will come under item 647.
83	In case of mfg. of Nuts & Bolts industry, whether sale of scrap should be reported against item 647.	Scrap is a by-product; hence its sale should find place against item 505 of block 5.
84	A unit engaged in job work has sold left out or wastage. Where will the amount received be reported?	It will be reported under item 647.
85	Whether the amount received through sale of used <i>bardan</i> (gunny bags) will be recorded against item 647?	Yes

### Block 8: employment particulars

86	If a worker works for just an hour a day, will he be considered part time worker?	Yes, provided the normal working hours of the enterprise is more than 2 hours a day.
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Sl no. (1)	Query (2)	Reply (3)
87	During listing stage, an enterprise is reported as OAE, as it operated without any hired labour during major part of its operation during the last 365 days. But in the reference month it has operated with a hired worker with total number of workers being 5, how it will be reported in Block 8?	Enterprise type as recorded in listing schedule and SSS recorded in block 1 of sch. 2.34 will not be changed. In block 2, actual enterprise type based on the reference year will be reported. In block 8, actual no. of workers will be given including hired one. Changing of code in listing schedule or block 1 of detailed enquiry schedule is not required even if it is subsequently found that it operated with hired labour throughout the reference year.
88	If owner of enterprise draws remuneration, will he be treated as hired worker?	No. The owner will be shown against item 801.
89	How will child labours be treated in block 8?	Child labour will be reported according to their gender since no specific information regarding adult workers and child workers is required in the schedule.
90	If a unit is working on all the days for 4 hours will the workers be treated as full-time or part-time?	Since 4 hours is the normal working hours for this enterprise, the workers will be treated as full-time.
91	What will be the number of workers in a unit employing 10 workers in first shift and 15 workers in second shift & out of the workers working in second shift, 10 workers are included in first shift also?	Number will be 25 in such cases irrespective of the fact that the workers are the same or different.

### Block 9: compensation to workers

92	One enterprise is closed. Suppose it is giving salary to the employees. Whether entry will be made in block 9?	Yes.
93	Whether value of semi-finished goods or finished goods given to employees will be recorded in items 901-903?	Yes, such expenses by the employer are treated as 'compensation of employees paid in kind'.
94	How to calculate retirement benefit for a month when a person has retired after completing his eligible service?	Total retirement benefits payable by the enterprise for employees retired during the reference year is to be apportioned and reported.
95	Cooler facility is provided to workers in an enterprise. Will this expenditure be taken under group benefits i.e against item 921-924 of block 9?	No, Coolers are part of assets of the enterprise. Electricity expenses for running it will come under item 411.
96	Whether for some industries like chemicals, food processing, etc. value of special dresses necessary to carry out the job are to be included.	Such special dresses necessary to carry out specific jobs are treated as consumable stores and as such, value may be reported against item 425.

Sl no. (1)	Query (2)	Reply (3)
<b>Block 10: fixed assets</b>		
97	If an enterprise gives data from books of accounts, how would the market value of assets be given in block 10?	When enterprise is providing data from books of accounts, value of owned assets will be the net value (after deduction of depreciation for the year) of asset as per its books. For hired assets, market value is to be asked and recorded.
98	Whether change in market price of fixed assets will be reflected in col. 5?	No. Increase or decrease in market price will not be reflected in col. 5. This column is meant to capture actual net addition to owned assets through purchase/sale, etc. of the owned fixed assets.
99	If an enterprise without fixed premises keeps its vehicle somewhere, whether that piece of land will be considered as fixed asset?	No.
100	Where the entries for sold fixed assets will come?	Generally, it will be reflected while calculating net additions in col (5). However, capital gain/loss (difference in sale price and book value of an asset sold) will not be considered.
101	Sometimes soft drinks manufactures provide fridge to the retailers with the condition that a specified no. of crates will have to be sold in a specified period. The fridge is neither owned nor hired. How such cases will be treated?	It may be taken as an hired asset of the retailer with rent '0'. It will not appear as assets of the soft-drinks manufacturer.
102	A unit has started 2 months before the date of survey. The present market value of the assets is being noted in column 3. But what will be the entry in column 5? Whether the same entry will be reported here also?	The same entry will come in column 5 also.
103	The building of the enterprise is a semi-permanent structure built up by the entrepreneur on municipality land for which rent is paid. How to make the entries against item 1001 of block 10?	If the land is taken on long-term lease (a term of 30 years or more) then the land is to be considered as owned. However, rent is also to be reported in column 6 with remarks. If it is not a long-term lease then the market value of the structure is to be recorded in column 3 and that of the land is to be recorded in column 4.
104	One master weaver distributes the assets to weavers, besides the yarn, who produce with the help of these assets. Whether the assets will be taken into account for master weaver?	No. These assets should be taken into account against the enterprise using it as hired asset.
105	Whether scissors, needles will be considered as tools?	Scissors will be tools and needle will generally be a consumable item.

Sl no. (1)	Query (2)	Reply (3)
106	Under which item to report ceiling fan, tube light fittings, telephone installation, internal wiring, etc.?	Item 1004. However, Internal wiring may come as a part of building if deriving separate value for it becomes difficult.
107	In 'net addition' do we get value after deducting depletion from addition of fixed assets during the reference Period?	Yes.

### Block 11: loan outstanding

108	Whether interest free loan will be considered for Block 9?	Yes. It will be reported in item 1110.
109	a) Loans taken for mfg unit but spent for other purpose, whether this will be considered?  b) If the loan has been taken for other purpose but spent for mfg unit, whether it will be treated as loan for block 11?	a)Yes  b)No.
110	Is there any provision to include subsidy in block 11?	No, only loan will be included. Subsidy for the reference period will come in item 651 in block 6.
111	How to calculate the interest for the reference month if it is compound interest?	Total interest payable for the year may be apportioned for the month.
112	Whether money advanced by contractor is to be considered as loan?	Advance payment is not a loan.
113	The enterprise has taken 10 bags of plastic granules from a trader on condition that he will return 11 bags after 6 months. The value at the time of transaction was Rs.600/- per bags where as it is Rs.700/- per bag as on date of survey. How to make entries at column 3 & 4.	Present market value of 10 bags will be reported in column 3. Since the interest payable is for 6 months, hence difference between the present market value of 11 bags and old market value of 10 bags (Rs. 1700) is to be divided by 6 and reported in column 4.
114	Where will repayment of vehicle loan be included?	Vehicle is an asset of the enterprise and repayment of this loan is a capital expenditure. It will not be reflected in block 3 & 4. The outstanding loan amount on last day of the reference year will appear in column 3 of Block 11. Interest payable for the reference year will be apportioned for the month and reported in column 4, block 11. 'Apportioning for the month' means dividing the yearly value by 12 if it is perennial or casual enterprise and dividing by number of months operated if it is a seasonal enterprise.

Sl no.	Query	Reply
(1)	(2)	(3)

### **Block 12: factor incomes**

115	Whether item 1204 is to be independently enquired from the enterprise after filling in all other blocks?	Yes. In case of wide discrepancy, perception of investigator regarding the reasons for discrepancy may be recorded in the remarks column.
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### **Block 13: use of ICT by enterprises**

116	For questions related to items 1301, 1303, 1304, 1311, 1312 is it necessary that the enterprise should own computer?	No, the enterprise need not always own computer. The questions will be also relevant for enterprises having hired computers.
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**Some mixed activities and treatment as per NSS convention**

Description of activity	Mixed between	NSS convention
(1) free collection of leaves and selling plates	manufacturing & trade	trade
(2) fruit-juice seller	„	„
(3) pan shop	„	„
(4) Jhalmuri (mixture of muri, chana, ground nut etc.)	„	„
(5) selling balloon after filling it with gas	„	„
(6) selling coconut after removing outer fibre	„	„
(7) selling of firewood after cutting	„	„
(8) selling of fish after cleaning	„	„
(9) selling water after cooling ( <i>nimbu pani</i> ), coloured ice	„	„
10) making and selling bamboo basket	„	manufacturing
11) buying old goods and selling them after repair	„	„
12) meat shop/ chicken shop	„	manufacturing, if live animal is slaughtered and sold; trade otherwise
13) selling of flowers, garland, bouquet	„	manufacturing, if garland and bouquet fetches major income; trade otherwise
14) tailoring shops selling clothes	„	manufacturing, if tailoring fetches major income; trade otherwise
15) selling ground-nut after frying/boiling	manufacturing & restaurant	restaurant
16) selling boiled egg	„	„

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## APPENDIX - I

### LIST OF FOD SUB-REGIONS

regional office		sub-regional office			name of district & code			state/u.t. name & code	
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
1.	Cuddapah (281)	1.	Cuddapah	2810	1.	Cuddapah	20	Andhra Pradesh (28)	
					2.	Chittoor	23		
					3.	Anantapur	22		
					4.	Guntur	17		
					5.	Kurnool	21		
					6.	Prakasam	18		
					7.	Nellore	19		
2.	Hyderabad (282)	6.	Hyderabad	2820	8.	Hyderabad	05	Andhra Pradesh (28)	
					9.	Rangareddi	06		
					10.	Mahbubnagar	07		
					11.	Nalgonda	08		
					12.	Karimnagar	03		
					13.	Medak	04		
					14.	Adilabad	01		
					15.	Nizamabad	02		
					16.	Warangal	09		
			17.	Khammam	10				
3.	Vijayawada (283)	10.	Vijayawada	2830	18.	West Godavari	15	Andhra Pradesh (28)	
					19.	Krishna	16		
					20.	East Godavari	14		
					21.	Yanam	01		Puducherry (34)
					22.	Srikakulam	11		Andhra Pradesh (28)
			23.	Vizianagaram	12				
			24.	Visakhapatnam	13				
4.	Guwahati (181)	13.	Guwahati	1810	25.	Kokrajhar	01	Assam (18)	
					26.	Dhubri	02		
					27.	Goalpara	03		
					28.	Bongaigaon	04		
					29.	Barpeta	05		
					30.	Kamrup rural	06		
					31.	Nalbari	07		
					32.	Chirang	24		
					33.	Baksa	25		
					34.	Kamrup metro	26		
					35.	Karbi Anglong	19		
					36.	North Cachar Hills	20		
					37.	Cachar	21		
					38.	Karimganj	22		
					39.	Hailakandi	23		
		14.	Silchar	1811					

regional office		sub-regional office			name of district & code			state/u.t. name & code
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5.	Dibrugarh (182)	15.	Dibrugarh	1820	40.	Tinsukia	14	Assam (18)
					41.	Dibrugarh	15	
		16.	Jorhat	1821	42.	Marigaon	09	
					43.	Nagaon	10	
					44.	Sibsagar	16	
					45.	Jorhat	17	
					46.	Golaghat	18	
		17.	Tezpur	1822	47.	Darrang	08	
					48.	Sonitpur	11	
					49.	Lakhimpur	12	
					50.	Dhemaji	13	
					51.	Udalguri	27	
6.	Muzaffarpur (101)	18.	Muzaffarpur	1010	52.	Sheohar	03	Bihar (10)
					53.	Sitamarhi	04	
					54.	Muzaffarpur	14	
					55.	Saran	17	
					56.	Vaishali	18	
		19.	Darbhanga	1011	57.	Madhubani	05	
					58.	Darbhanga	13	
					59.	Samastipur	19	
					60.	Begusarai	20	
		20.	Motihari	1012	61.	Champaran(W)	01	
					62.	Champaran(E)	02	
					63.	Gopalganj	15	
					64.	Siwan	16	
		21.	Purnia	1013	65.	Supaul	06	
					66.	Araria	07	
					67.	Kishanganj	08	
					68.	Purnia	09	
					69.	Katihar	10	
					70.	Madhepura	11	
					71.	Saharsa	12	
					72.	Khagaria	21	
7.	Patna (102)	22.	Patna	1020	73.	Nalanda	27	Bihar (10)
					74.	Patna	28	
					75.	Bhojpur	29	
					76.	Buxar	30	
					77.	Kaimur (Bhabua)	31	
					78.	Rohtas	32	
		23.	Bhagalpur	1021	79.	Bhagalpur	22	
					80.	Banka	23	
					81.	Munger	24	
					82.	Lakhisarai	25	
					83.	Sheikhpura	26	
					84.	Jamui	37	

regional office		sub-regional office			name of district & code			state/u.t. name & code
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
7.	Patna (102)	24.	Gaya	1022	85.	Jehanabad	33	Bihar
					86.	Aurangabad	34	(10)
					87.	Gaya	35	
					88.	Nawada	36	
					89.	Arwal	38	
8.	Raipur (221)	25.	Raipur	2210	90.	Raipur	11	Chhattisgarh
					91.	Mahasamund	12	(22)
					92.	Dhamtari	13	
					93.	Kanker	14	
					94.	Bastar	15	
					95.	Dantewada	16	
					96.	Narayanpur	17	
					97.	Bijapur	18	
		26.	Ambikapur	2211	98.	Koriya	01	
					99.	Surguja	02	
					100.	Jashpur	03	
					101.	Raigarh	04	
		27.	Bilaspur	2212	102.	Korba	05	
					103.	Janjgir-Champa	06	
					104.	Bilaspur	07	
		28.	Durg	2213	105.	Kawardha	08	
					106.	Rajnandgaon	09	
					107.	Durg	10	
9.	Ahmedabad (241)	29.	Ahmedabad	2410	108.	Gandhinagar	06	Gujarat
					109.	Ahmedabad	07	(24)
		30.	Bhavnagar	2411	110.	Amreli	13	
					111.	Bhavnagar	14	
					112.	Diu	01	Daman & Diu (25)
		31.	Jamnagar	2412	113.	Jamnagar	10	Gujarat
					114.	Porbandar	11	(24)
		32.	Rajkot	2413	115.	Rajkot	09	
					116.	Junagadh	12	
		33.	Surendranaga	2414	117.	Kachchh	01	
					118.	Surendranagar	08	
10.	Baroda (242)	34.	Baroda	2420	119.	Panch Mahals	17	Gujarat
					120.	Dohad	18	(24)
					121.	Vadodara	19	
					122.	Narmada	20	
					123.	Bharuch	21	
		35.	Mahesana	2421	124.	Bans Kantha	02	
					125.	Patan	03	
					126.	Mahesana	04	

regional office		sub-regional office			name of district & code			state/u.t. name & code
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
10.	Baroda (242)	36.	Nadiad	2422	127.	Sabar Kantha	05	Gujarat
					128.	Anand	15	(24)
					129.	Kheda	16	
		37.	Surat	2423	130.	Surat	22	
					131.	The Dangs	23	
		38.	Valsad	2424	132.	Navsari	24	
					133.	Valsad	25	
					134.	Daman	02	Daman & Diu (25)
					135.	D & N Haveli	01	D & N Haveli (26)
11.	Panaji (301)	39.	Panaji	3010	136.	North Goa	01	Goa
					137.	South Goa	02	(30)
12.	Chandigarh (061)	40.	Chandigarh	0610	138.	Chandigarh	01	Chandigarh (04)
					139.	Panchkula	01	Haryana
		41.	Ambala	0611	140.	Ambala	02	(06)
					141.	Yamunanagar	03	
					142.	Kurukshetra	04	
					143.	Kaithal	05	
		42.	Bhiwani	0612	144.	Bhiwani	13	
					145.	Mahendragarh	16	
					146.	Rewari	17	
		43.	Hisar	0613	147.	Fatehabad	10	
					148.	Sirsa	11	
					149.	Hisar	12	
		44.	Karnal	0614	150.	Karnal	06	
					151.	Panipat	07	
					152.	Sonipat	08	
					153.	Jind	09	
		45.	Rohtak	0615	154.	Rohtak	14	
					155.	Jhajjar	15	
					156.	Gurgaon	18	
					157.	Faridabad	19	
					158.	Mewat	20	
13.	Shimla (021)	46.	Shimla	0210	159.	Solan	09	Himachal Pradesh
					160.	Sirmaur	10	(02)
					161.	Shimla	11	
					162.	Kinnaur	12	
		47.	Bilaspur	0211	163.	Hamirpur	06	
					164.	Una	07	
					165.	Bilaspur	08	
		48.	Dharamshala	0212	166.	Chamba	01	
					167.	Kangra	02	
		49.	Mandi	0213	168.	Lahul & Spiti	03	
					169.	Kullu	04	
					170.	Mandi	05	

regional office		sub-regional office			name of district & code			state/u.t. name & code
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
14.	Jammu (011)	50.	Jammu	0110	171.	Punch	11	Jammu &
					172.	Rajauri	12	Kashmir (01)
					173.	Jammu	13	
					174.	Kathua	14	
		51.	Udhampur	0111	175.	Doda	09	
					176.	Udhampur	10	
15.	Srinagar (012)	52.	Srinagar	0120	177.	Srinagar	03	Jammu &
					178.	Badgam	04	Kashmir (01)
					179.	Leh (Ladakh)	07	
					180.	Kargil	08	
		53.	Anantnag	0121	181.	Pulwama	05	
					182.	Anantnag	06	
		54.	Baramula	0122	183.	Kupwara	01	
					184.	Baramula	02	
16.	Ranchi (201)	55.	Ranchi	2010	185.	Garhwa	01	Jharkhand
					186.	Palamu	02	(20)
					187.	Ranchi	14	
					188.	Lohardaga	15	
					189.	Gumla	16	
					190.	Latehar	19	
					191.	Simdega	20	
		56.	Dumka	2011	192.	Deoghar	07	
					193.	Godda	08	
					194.	Sahibganj	09	
					195.	Pakaur	10	
					196.	Dumka	11	
					197.	Jamtara	21	
		57.	Hazaribag	2012	198.	Chatra	03	
					199.	Hazaribag	04	
					200.	Kodarma	05	
					201.	Giridih	06	
					202.	Dhanbad	12	
					203.	Bokaro	13	
		58.	Jamshedpur	2013	204.	Singhbhum(W)	17	
					205.	Singhbhum (E)	18	
					206.	Saraikela Khaireswan	22	
17.	Bangalore (291)	59.	Bangalore	2910	207.	Tumkur	18	Karnataka
					208.	Kolar	19	(29)
					209.	Bangalore	20	
					210.	Bangalore (Rural)	21	
					211.	Ramanagara	28	
					212.	Chikkaballapura	29	

regional office		sub-regional office			name of district & code			state/u.t. name & code						
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)						
17.	Bangalore (291)	60.	Mangalore	2911	213.	Udupi	16	Karnataka (29)						
					214.	Dakshina Kannada	24							
					215.	Kodagu	25							
		61.	Mysore	2912	216.	Mandya	22							
					217.	Mysore	26							
					218.	Chamarajanagar	27							
					219.	Shimoga	15							
		62.	Shimoga	2913	220.	Chikmagalur	17							
					221.	Hassan	23							
					18.	Hubli (292)	63.		Hubli	2920	222.	Gadag	08	Karnataka (29)
											223.	Dharwad	09	
224.	Uttara Kannada	10												
64.	Belgaum	2921	225.	Haveri			11							
			226.	Davanagere			14							
			227.	Belgaum			01							
			228.	Bagalkot			02							
65.	Bellary	2922	229.	Bijapur			03							
			230.	Raichur			06							
			231.	Koppal			07							
			232.	Bellary			12							
66.	Gulbarga	2923	233.	Chitradurga	13									
			234.	Gulbarga	04									
			235.	Bidar	05									
19.	Kozhikode(321)	67.	Kozhikode	3210	236.	Wayanad	03	Kerala (32)						
					237.	Kozhikode	04							
					238.	Malappuram	05							
		68.	Kannur	3211	239.	Mahe	03		Puducherry (34)					
					240.	Kasaragod	01							
					241.	Kannur	02							
					242.	Palakkad	06							
		69.	Palakkad	3212	243.	Thrissur	07							
					70.	Thrissur	3213							
		20.	Thiruvananthapuram(322)	71.	Thiruvananthapuram	3220	244.		Thiruvananthapuram	14	Kerala (32)			
245.	Ernakulam						08							
72.	Kochi			3221	246.	Lakshadweep	01	Lakshadweep (31)						
					247.	Alappuzha	11							
73.	Kollam			3222	248.	Pathanamthitta	12	Kerala (32)						
					249.	Kollam	13							
74.	Kottayam	3223	250.	Idukki	09									
			251.	Kottayam	10									
21.	Bhopal (231)	75.	Bhopal	2310	252.	Vidisha	31	Madhya Pradesh (23)						
					253.	Bhopal	32							
					254.	Sehore	33							

regional office		sub-regional office			name of district & code			state/u.t. name & code						
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)						
21.	Bhopal (231)	75.	Bhopal	2310	255.	Raisen	34	Madhya Pradesh (23)						
					256.	Hoshangabad	37							
					257.	Betul	35							
					258.	Harda	36							
					259.	Chhindwara	43							
					260.	Balaghat	45							
		77.	Indore	2312	261.	Dhar	25							
					262.	Indore	26							
		78.	Khandwa	2313	263.	W. Nimar (Khargaoan)	27							
					264.	Barwani	28							
					265.	E. Nimar (Khandwa)	29							
					266.	Burhampur	48							
					22.	Gwalior (232)	79.		Gwalior	2320	267.	Sheopur	01	Madhya Pradesh (23)
											268.	Morena	02	
269.	Bhind	03												
270.	Gwalior	04												
271.	Datia	05												
80.	Ratlam	2321	272.	Neemuch			18							
			273.	Mandsaur			19							
			274.	Ratlam			20							
			275.	Jhabua			24							
			276.	Shivpuri			06							
81.	Shivpuri	2322	277.	Guna	07									
			278.	Tikamgarh	08									
			279.	Chhatarpur	09									
			280.	Ashoknagar	46									
			281.	Ujjain	21									
			282.	Shajapur	22									
			283.	Dewas	23									
			284.	Rajgarh	30									
23.	Jabalpur (233)	83.	Jabalpur	2330	285.	Katni	38	Madhya Pradesh (23)						
					286.	Jabalpur	39							
					287.	Dindori	41							
					288.	Mandla	42							
					84.	Rewa	2331		289.	Panna	10			
									290.	Satna	13			
		291.	Rewa	14										
		292.	Umaria	15										
		293.	Shahdol	16										
		85.	Sagar	2332	294.	Sidhi	17							
					295.	Anuppur	47							
					296.	Sagar	11							
					297.	Damoh	12							
298.	Narsimhapur				40									
299.	Seoni				44									

regional office		sub-regional office			name of district & code			state/u.t. name & code						
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)						
24.	Aurangabad (271)	86.	Aurangabad	2710	300.	Jalna	18	Maharashtra (27)						
					301.	Aurangabad	19							
					302.	Bid	27							
		87.	Jalgaon	2711	303.	Nandurbar	01							
					304.	Dhule	02							
					305.	Jalgaon	03							
					306.	Nanded	15							
					307.	Hingoli	16							
		88.	Nanded	2712	308.	Parbhani	17							
					309.	Latur	28							
310.	Nashik				20									
89.	Nashik				2713	311.	Mumbai Suburban	22						
						312.	Mumbai	23						
						313.	Thane	21						
						314.	Raigarh	24						
26.	Nagpur (273)	92.	Nagpur	2730	315.	Wardha	08	Maharashtra (27)						
					316.	Nagpur	09							
					317.	Bhandara	10							
					318.	Gondiya	11							
					319.	Gadchiroli	12							
					320.	Chandrapur	13							
					93.	Akola	2731		321.	Buldana	04			
									322.	Akola	05			
									323.	Washim	06			
									324.	Amravati	07			
		325.	Yavatmal	14										
		27.	Pune (274)	95.	Pune	2740	326.		Pune	25	Maharashtra (27)			
							327.		Ahmadnagar	26				
							328.		Satara	31				
							329.		Ratnagiri	32				
96.	Kolhapur						2741	330.	Sindhudurg	33				
								331.	Kolhapur	34				
								332.	Sangli	35				
								97.	Solapur	2742		333.	Osmanabad	29
												334.	Solapur	30
28.	Shillong (171)			98.	Shillong	1710	335.	West Khasi Hills	04	Meghalaya (17)				
							336.	Ri Bhoi	05					
							337.	East Khasi Hills	06					
							338.	Jaintia Hills	07					
							99.	Tura	1711			339.	West Garo Hills	01
		340.	East Garo Hills								02			
		341.	South Garo Hills	03										

regional office		sub-regional office			name of district & code			state/u.t. name & code
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
28.	Shillong (171)	100.	Agartala	1712	342.	West Tripura	01	Tripura
					343.	South Tripura	02	(16)
					344.	Dhalai	03	
					345.	North Tripura	04	
29.	Kohima (131)	101.	Kohima	1310	346.	Mon	01	Nagaland
					347.	Tuensang	02	(13)
					348.	Mokokchung	03	
					349.	Zunheboto	04	
					350.	Wokha	05	
					351.	Dimapur	06	
					352.	Kohima	07	
					353.	Phek	08	
					354.	Kiphire	09	
					355.	Longleng	10	
					356.	Peren	11	
		102.	Imphal	1311	357.	Senapati	01	Manipur
					358.	Tamenglong	02	(14)
					359.	Churachandpur	03	
					360.	Bishnupur	04	
					361.	Thoubal	05	
					362.	Imphal West	06	
					363.	Imphal East	07	
					364.	Ukhrul	08	
					365.	Chandel	09	
30.	Bhubaneswar (211)	103.	Bhubaneswar	2110	366.	Nayagarh	16	Orissa
					367.	Khordha	17	(21)
					368.	Puri	18	
		104.	Baripada	2111	369.	Kendujhar	06	
					370.	Mayurbhanj	07	
					371.	Baleshwar	08	
		105.	Berhampur	2112	372.	Ganjam	19	
					373.	Gajapati	20	
					374.	Kandhamal	21	
					375.	Baudh	22	
		106.	Cuttack	2113	376.	Bhadrak	09	
					377.	Kendrapara	10	
					378.	Jagatsinghapur	11	
					379.	Cuttack	12	
					380.	Jajapur	13	
					381.	Dhenkanal	14	
					382.	Anugul	15	

regional office		sub-regional office			name of district & code			state/u.t. name & code
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
31.	Sambalpur (212)	107.	Sambalpur	2120	383.	Bargarh	01	Orissa
					384.	Jharsuguda	02	(21)
					385.	Sambalpur	03	
					386.	Debagarh	04	
					387.	Sundargarh	05	
					388.	Sonapur	23	
					389.	Balangir	24	
		108.	Bhawanipatna	2121	390.	Nuapada	25	
					391.	Kalahandi	26	
					392.	Rayagada	27	
					393.	Nabarangapur	28	
					394.	Koraput	29	
					395.	Malkangiri	30	
32.	Jalandhar (031)	109.	Jalandhar	0310	396.	Kapurthala	03	Punjab
					397.	Jalandhar	04	(03)
					398.	Nawanshahr	06	
		110.	Amritsar	0311	399.	Amritsar	02	
		111.	Ferozpur	0312	400.	Moga	10	
					401.	Ferozpur	11	
					402.	Muktsar	12	
					403.	Faridkot	13	
		112.	Hoshiarpur	0313	404.	Gurdaspur	01	
					405.	Hoshiarpur	05	
33.	Ludhiana (032)	113.	Ludhiana	0320	406.	Rupnagar	07	Punjab
					407.	Ludhiana	09	(03)
					408.	S.A.S. nagar (Mohali)	18	
		114.	Bathinda	0321	409.	Bathinda	14	
					410.	Mansa	15	
		115.	Patiala	0322	411.	Fatehgarh Sahib	08	
					412.	Sangrur	16	
					413.	Patiala	17	
					414.	Barnala	19	
34.	Ajmer (081)	116.	Ajmer	0810	415.	Nagaur	14	Rajasthan
					416.	Ajmer	21	(08)
					417.	Bhilwara	24	
		117.	Jodhpur	0811	418.	Jodhpur	15	
					419.	Jaisalmer	16	
					420.	Barmer	17	
					421.	Jalor	18	
					422.	Pali	20	

regional office		sub-regional office			name of district & code			state/u.t. name & code
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
34.	Ajmer (081)	118.	Udaipur	0812	423.	Sirohi	19	Rajasthan
					424.	Rajsamand	25	(08)
					425.	Udaipur	26	
					426.	Dungarpur	27	
					427.	Banswara	28	
					428.	Chittaurgarh	29	
35.	Jaipur (082)	119.	Jaipur	0820	429.	Churu	04	Rajasthan
					430.	Jhunjhunun	05	(08)
					431.	Dausa	11	
					432.	Jaipur	12	
					433.	Sikar	13	
					434.	Tonk	22	
		120.	Alwar	0821	435.	Alwar	06	
					436.	Bharatpur	07	
					437.	Dhaulpur	08	
		121.	Ganganagar	0822	438.	Ganganagar	01	
					439.	Hanumangarh	02	
					440.	Bikaner	03	
		122.	Kota	0823	441.	Karauli	09	
					442.	Sawai Madhopur	10	
					443.	Bundi	23	
					444.	Kota	30	
					445.	Baran	31	
					446.	Jhalawar	32	
36.	Gangtok (111)	123.	Gangtok	1110	447.	North (Mongam)	01	Sikkim
					448.	West (Gyalshing)	02	(11)
					449.	South (Nimachai)	03	
					450.	East (Gangtok)	04	
37.	Coimbatore (331)	124.	Coimbatore	3310	451.	The Nilgiris	11	Tamil Nadu
					452.	Erode	10	(33)
					453.	Coimbatore	12	
		125.	Dharmapuri	3311	454.	Dharmapuri	05	
					455.	Krishnagiri	31	
		126.	Salem	3312	456.	Salem	08	
					457.	Namakkal	09	
		127.	Tiruchirappall	3313	458.	Karur	14	
					459.	Tiruchirappalli	15	
					460.	Perambalur	16	
					461.	Ariyalur	17	
					462.	Pudukkottai	22	
38.	Chennai (332)	128.	Chennai	3320	463.	Thiruvallur	01	Tamil Nadu
					464.	Chennai	02	(33)
					465.	Kancheepuram	03	

regional office		sub-regional office			name of district & code			state/u.t. name & code			
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)			
38.	Chennai (332)	129.	Cuddalore	3321	466.	Viluppuram	07	Tamil Nadu (33)			
					467.	Cuddalore	18				
		130.	Vellore	3322	468.	Vellore	04	Puducherry (34)			
					469.	Tiruvanamalai	06				
					470.	Pondicherry	02				
471.	Karaikal	04									
39.	Madurai (333)	132.	Madurai	3330	472.	Dindigul	13	Tamil Nadu (33)			
					473.	Madurai	24				
					474.	Theni	25				
		133.	Thanjavur	3331	475.	Nagapattinam	19				
					476.	Thiruvarur	20				
					477.	Thanjavur	21				
					478.	Toothukudi	28				
		134.	Tirunelveli	3332	479.	Tirunelveli	29				
					480.	Kanniyakumari	30				
					481.	Sivaganga	23				
					482.	Virudhunagar	26				
					483.	Ramanathapuram	27				
					484.	Uttarkashi	01		Uttarakhand (05)		
40.	Dehradun (051)	136.	Dehradun	0510	485.	Chamoli	02				
					486.	Rudraprayag	03				
					487.	Tehri Garhwal	04				
					488.	Dehradun (P)	05				
					489.	Garhwal	06				
					490.	Hardwar	13				
					491.	Dehradun (H)	15				
					137.	Almora	0511	492.		Pithoragarh	07
								493.		Bageshwar	08
								494.		Almora	09
								495.		Champawat	10
496.	Nainital (P)	11									
497.	U. Singh Nagar	12									
498.	Nainital (H)	14									
41.	Agra (091)	138.	Agra	0910	499.	Mathura	14	Uttar Pradesh (09)			
					500.	Agra	15				
					501.	Firozabad	16				
					502.	Mainpuri	18				
					503.	Farrukhabad	29				
					504.	Kannauj	30				
					505.	Etawah	31				
					506.	Auraiya	32				

regional office		sub-regional office			name of district & code			state/u.t. name & code						
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)						
41.	Agra (091)	139.	Aligarh	0911	507.	Bulandshahr	11	Uttar Pradesh (09)						
					508.	Aligarh	12							
					509.	Hathras	13							
					510.	Etah	17							
					511.	Kanshiram Nagar	71							
		140.	Meerut	0912	512.	Meerut	07							
					513.	Baghpat	08							
					514.	Ghaziabad	09							
					515.	G. Buddha Nagar	10							
					42.	Allahabad (092)	141.		Allahabad	0920	516.	Pratapgarh	43	Uttar Pradesh (09)
		517.	Kaushambi	44										
		518.	Allahabad	45										
		142.	Azamgarh	0921							519.	Azamgarh	61	
											520.	Mau	62	
							521.		Ballia	63				
143.	Faizabad	0922	522.	Jaunpur			64							
			523.	Faizabad			47							
			524.	Ambedkar Nagar			48							
			525.	Sultanpur			49							
			526.	Siddharthnagar			54							
144.	Gorakhpur	0923	527.	Basti			55							
			528.	S. Kabir Nagar			56							
			529.	Maharajganj			57							
			530.	Gorakhpur			58							
			531.	Kushinagar	59									
145.	Varanasi	0924	532.	Deoria	60									
			533.	Ghazipur	65									
			534.	Chandauli	66									
			535.	Varanasi	67									
			536.	S. R. Nagar Bhadohi	68									
			537.	Mirzapur	69									
			538.	Sonbhadra	70									
43.	Bareilly (093)	146.	Bareilly	0930	539.	Budaun	19	Uttar Pradesh (09)						
					540.	Bareilly	20							
					541.	Pilibhit	21							
					542.	Shahjahanpur	22							
					147.	Moradabad	0931		543.	Bijnor	03			
		544.	Moradabad	04										
		545.	Rampur	05										
		546.	J. Phule Nagar	06										
		149.	Saharanpur	0932					547.	Saharanpur	01			
					548.	Muzaffarnagar	02							
					148.	Sitapur	0933		549.	Kheri	23			
		550.	Sitapur	24										
		551.	Hardoi	25										

regional office		sub-regional office			name of district & code			state/u.t. name & code
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
44.	Lucknow (094)	150.	Lucknow	0940	552.	Unnao	26	Uttar Pradesh (09)
					553.	Lucknow	27	
					554.	Barabanki	46	
		151.	Fatehpur	0941	555.	Rae Bareli	28	
					556.	Banda	40	
					557.	Chitrakoot	41	
					558.	Fatehpur	42	
		152.	Gonda	0942	559.	Bahraich	50	
					560.	Shrawasti	51	
					561.	Balrampur	52	
					562.	Gonda	53	
		153.	Jhansi	0943	563.	Jalaun	35	
					564.	Jhansi	36	
					565.	Lalitpur	37	
					566.	Hamirpur	38	
					567.	Mahoba	39	
		154.	Kanpur	0944	568.	Kanpur Dehat	33	
					569.	Kanpur Nagar	34	
45.	Barddhaman (191)	155.	Barddhaman	1910	570.	Barddhaman	09	
		156.	Bankura	1911	571.	Bankura	13	
					572.	Puruliya	14	
		157.	Chinsura	1912	573.	Nadia	10	
					574.	Hugli	12	
		158.	Medinipur	1913	575.	Paschim Midnapur	15	
					576.	Purba Midnapur	19	
46.	Kolkata (192)	159.	Kolkata	1920	577.	North 24-Parganas	11	West Bengal (19)
					578.	Kolkata	17	
					579.	South 24-Parganas	18	
		160.	Howrah	1921	580.	Howrah	16	
47.	Maldah (193)	161.	Maldah	1930	581.	Uttar Dinajpur	04	West Bengal (19)
					582.	Dakshin Dinajpur	05	
					583.	Maldah	06	
		162.	Barhampur	1931	584.	Murshidabad	07	
					585.	Birbhum	08	
		163.	Siliguri	1932	586.	Darjiling	01	
					587.	Jalpaiguri	02	
					588.	Koch Bihar	03	
48.	Port Blair (351)	164.	Port Blair	3510	589.	South Andaman	01	A & N Islands (35)
					590.	Nicobars	02	
					591.	North and Middle Andaman	03	

regional office		sub-regional office			name of district & code			state/u.t. name & code
sl. no	name (code)	sl. no.	name	code	sl. no.	name	code	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
49.	Delhi (071)	165.	Delhi	0710	592.	North West	01	Delhi
					593.	North	02	(07)
					594.	North East	03	
					595.	East	04	
					596.	New Delhi	05	
					597.	Central	06	
					598.	West	07	
					599.	South West	08	
					600.	South	09	

## APPENDIX - II

## LIST OF NSS REGIONS AND THEIR COMPOSITION

sl. no	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Andaman & Nicobar Islands (35)	351	Andaman & Nicobar Islands	South Andaman Nicobars	(01) (02)	North and Middle Andaman	(03)
2.	Andhra Pradesh (28)	281	Coastal Northern	Srikakulam Vizianagaram Visakhapatnam	(11) (12) (13)	East Godavari West Godavari	(14) (15)
3.		282	Coastal Southern	Krishna Guntur	(16) (17)	Prakasam Nellore	(18) (19)
4.		283	Inland North Western	Adilabad Nizamabad Medak	(01) (02) (04)	Hyderabad Rangareddi Mahbubnagar	(05) (06) (07)
5.		284	Inland North Eastern	Karimnagar Nalgonda	(03) (08)	Warangal Khammam	(09) (10)
6.		285	Inland Southern	Cuddapah Kurnool	(20) (21)	Anantapur Chittoor	(22) (23)
7.	Arunachal Pradesh (12)	121	Arunachal Pradesh	Tawang West Kameng East Kameng Papum Pare Lower Subansiri Upper Subansiri West Siang East Siang	(01) (02) (03) (04) (05) (06) (07) (08)	Upper Siang Dibang Valley Lohit Changlang Tirap Anjaw Kurungkumey Lower Dibang Valley	(09) (10) (11) (12) (13) (14) (15) (16)
8.	Assam (18)	181	Plains Eastern	Lakhimpur Dhemaji Tinsukia Dibrugarh	(12) (13) (14) (15)	Sibsagar Jorhat Golaghat	(16) (17) (18)
9.		182	Plains Western	Kokrajhar Dhubri Goalpara Bongaigaon Barpeta	(01) (02) (03) (04) (05)	Kamrup rural Nalbari Chirang Baksa Kamrup metro	(06) (07) (24) (25) (26)
10.		183	Cachar Plain	Karbi Anglong North Cachar Hills Cachar	(19) (20) (21)	Karimganj Hailakandi	(22) (23)
11.		184	Central Brahmaputra Plains	Darrang Marigaon Nagaon	(08) (09) (10)	Sonitpur Udalguri	(11) (27)

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

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

sl. no	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
35.	Jharkhand (20)	201	Ranchi Plateau	Garhwa	(01)	Singhbhum(W)	(17)
				Palamu	(02)	Singhbhum (E)	(18)
				Ranchi	(14)	Latehar	(19)
				Lohardaga	(15)	Simdega	(20)
				Gumla	(16)	Saraikela	(22)
						Khaireswan	
36.		202	Hazaribagh Plateau	Chatra	(03)	Sahibganj	(09)
				Hazaribag	(04)	Pakaur	(10)
				Kodarma	(05)	Dumka	(11)
				Giridih	(06)	Dhanbad	(12)
				Deoghar	(07)	Bokaro	(13)
				Godda	(08)	Jamtara	(21)
37.	Karnataka (29)	291	Coastal & Ghats	Uttara Kannada	(10)	Dakshina Kannada	(24)
				Udupi	(16)		
38.		292	Inland Eastern	Shimoga	(15)	Hassan	(23)
				Chikmagalur	(17)	Kodagu	(25)
39.		293	Inland Southern	Tumkur	(18)	Mysore	(26)
				Kolar	(19)	Chamarajanagar	(27)
				Bangalore	(20)	Ramanagara	(28)
				Bangalore (Rural)	(21)	Chikkaballapura	(29)
				Mandya	(22)		
40.		294	Inland Northern	Belgaum	(01)	Gadag	(08)
				Bagalkot	(02)	Dharwad	(09)
				Bijapur	(03)	Haveri	(11)
				Gulbarga	(04)	Bellary	(12)
				Bidar	(05)	Chitradurga	(13)
				Raichur	(06)	Davanagere	(14)
				Koppal	(07)		
41.	Kerala (32)	321	Northern	Kasaragod	(01)	Kozhikode	(04)
				Kannur	(02)	Malappuram	(05)
				Wayanad	(03)	Palakkad	(06)
42.		322	Southern	Thrissur	(07)	Alappuzha	(11)
				Ernakulam	(08)	Pathanamthitta	(12)
				Idukki	(09)	Kollam	(13)
				Kottayam	(10)	Thiruvananthapuram	(14)
43.	Lakshadweep (31)	311	Lakshadweep	Lakshadweep	(01)		
44.	Madhya Pradesh (23)	231	Vindhya	Tikamgarh	(08)	Umariya	(15)
				Chhatarpur	(09)	Shahdol	(16)
				Panna	(10)	Sidhi	(17)
				Satna	(13)	Anuppur	(47)
				Rewa	(14)		
45.		232	Central	Sagar	(11)	Bhopal	(32)
				Damoh	(12)	Sehore	(33)
				Vidisha	(31)	Raisen	(34)

sl. no	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
46.	Madhya Pradesh (23)	233	Malwa	Neemuch	(18)	Dewas	(23)
				Mandsaur	(19)	Jhabua	(24)
				Ratlam	(20)	Dhar	(25)
				Ujjain	(21)	Indore	(26)
				Shajapur	(22)	Rajgarh	(30)
47.		234	South	Katni	(38)	Mandla	(42)
				Jabalpur	(39)	Chhindwara	(43)
				Narsimhapur	(40)	Seoni	(44)
				Dindori	(41)	Balaghat	(45)
48.		235	South Western	W. Nimar (Khargaoan)	(27)	Betul	(35)
				Harda		Harda	(36)
				Barwani	(28)	Hoshangabad	(37)
				E. Nimar (Khandwa)	(29)	Burhampur	(48)
49.		236	Northern	Sheopur	(01)	Datia	(05)
				Morena	(02)	Shivpuri	(06)
				Bhind	(03)	Guna	(07)
				Gwalior	(04)	Ashoknagar	(46)
50.	Maharashtra (27)	271	Coastal	Thane	(21)	Raigarh	(24)
				Mumbai	(22)	Ratnagiri	(32)
				Suburban Mumbai	(23)	Sindhudurg	(33)
51.		272	Inland Western	Pune	(25)	Satara	(31)
				Ahmadnagar	(26)	Kolhapur	(34)
				Solapur	(30)	Sangli	(35)
52.		273	Inland Northern	Nandurbar	(01)	Jalgaon	(03)
				Dhule	(02)	Nashik	(20)
53.		274	Inland Central	Nanded	(15)	Aurangabad	(19)
				Hingoli	(16)	Bid	(27)
				Parbhani	(17)	Latur	(28)
				Jalna	(18)	Osmanabad	(29)
54.		275	Inland Eastern	Buldana	(04)	Wardha	(08)
				Akola	(05)	Nagpur	(09)
				Washim	(06)	Yavatmal	(14)
				Amravati	(07)		
55.		276	Eastern	Bhandara	(10)	Gadchiroli	(12)
				Gondiya	(11)	Chandrapur	(13)
56.	Manipur (14)	141	Plains	Bishnupur	(04)	Imphal West	(06)
				Thoubal	(05)	Imphal East	(07)
57.	Manipur (14)	142	Hills	Senapati	(01)	Ukhrul	(08)
				Tamenglong	(02)	Chandel	(09)
				Churachandpur	(03)		
58.	Meghalaya (17)	171	Meghalaya	West Garo Hills	(01)	Ri Bhoi	(05)
				East Garo Hills	(02)	East Khasi Hills	(06)
				South Garo Hills	(03)	Jaintia Hills	(07)
				West Khasi Hills	(04)		

sl. no	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
59.	Mizoram (15)	151	Mizoram	Mamit Kolasib Aizwal Champhai	(01) (02) (03) (04)	Serchip Lunglei Lawngtlai Saiha	(05) (06) (07) (08)
60.	Nagaland (13)	131	Nagaland	Mon Tuensang Mokokchung Zunheboto Wokha Dimapur	(01) (02) (03) (04) (05) (06)	Kohima Phek Kiphire Longleng Peren	(07) (08) (09) (10) (11)
61.	Orissa (21)	211	Coastal	Baleshwar Bhadrak Kendrapara Jagatsinghapur Cuttack	(08) (09) (10) (11) (12)	Jajapur Nayagarh Khordha Puri	(13) (16) (17) (18)
62.		212	Southern	Ganjam Gajapati Kandhamal (Phoolbani) Baudh Sonapur Balangir	(19) (20) (21) (22) (23) (24)	Nuapada Kalahandi Rayagada Nabarangapur Koraput Malkangiri	(25) (26) (27) (28) (29) (30)
63.		213	Northern	Bargarh Jharsuguda Sambalpur Debagarh Sundargarh	(01) (02) (03) (04) (05)	Kendujhar Mayurbhanj Dhenkanal Anugul	(06) (07) (14) (15)
64.	Puducherry (34)	341	Pondi- cherry	Yanam Pondicherry	(01) (02)	Mahe Karaikal	(03) (04)
65.	Punjab (03)	031	Northern	Gurdaspur Amritsar Kapurthala Jalandhar	(01) (02) (03) (04)	Hoshiarpur Nawanshahr Rupnagar S.A.S. nagar (Mohali)	(05) (06) (07) (18)
66.		032	Southern	Fatehgarh Sahib Ludhiana Moga Firozpur Muktsar Faridkot	(08) (09) (10) (11) (12) (13)	Bathinda Mansa Sangrur Patiala Barnala	(14) (15) (16) (17) (19)
67.	Rajasthan (08)	081	Western	Bikaner Jodhpur Jaisalmer Barmer	(03) (15) (16) (17)	Jalor Sirohi Pali	(18) (19) (20)

sl. no	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
68.	Rajasthan (08)	082	North- Eastern	Alwar	(06)	Dausa	(11)
				Bharatpur	(07)	Jaipur	(12)
				Dhaulpur	(08)	Ajmer	(21)
				Karauli	(09)	Tonk	(22)
				Sawai Madhopur	(10)	Bhilwara	(24)
69.		083	Southern	Rajsamand	(25)	Dungarpur	(27)
				Udaipur	(26)	Banswara	(28)
70.		084	South- Eastern	Bundi	(23)	Baran	(31)
				Chittaurgarh	(29)	Jhalawar	(32)
				Kota	(30)		
71.		085	Northern	Ganganagar	(01)	Jhunjhunun	(05)
				Hanumangarh	(02)	Sikar	(13)
				Churu	(04)	Nagaur	(14)
72.	Sikkim (11)	111	Sikkim	North (Mongam)	(01)	South (Nimachai)	(03)
				West (Gyalshing)	(02)	East (Gangtok)	(04)
73.	Tamil Nadu (33)	331	Coastal Northern	Thiruvallur	(01)	Tiruvanmalai	(06)
				Chennai	(02)	Viluppuram	(07)
				Kancheepuram	(03)	Cuddalore	(18)
				Vellore	(04)		
74.		332	Coastal	Karur	(14)	Nagapattinam	(19)
				Tiruchirappalli	(15)	Thiruvarur	(20)
				Perambalur	(16)	Thanjavur	(21)
				Ariyalur	(17)	Pudukkottai	(22)
75.		333	Southern	Dindigul	(13)	Ramanathapuram	(27)
				Sivaganga	(23)	Toothukudi	(28)
				Madurai	(24)	Tirunelveli	(29)
				Theni	(25)	Kanniyakumari	(30)
				Virudhunagar	(26)		
76.		334	Inland	Dharmapuri	(05)	The Nilgiris	(11)
				Salem	(08)	Coimbatore	(12)
				Namakkal	(09)	Krishnagiri	(31)
				Erode	(10)		
77.	Tripura (16)	161	Tripura	West Tripura	(01)	Dhalai	(03)
				South Tripura	(02)	North Tripura	(04)
78.	Uttarakhand (05)	051	Uttarakhand	Uttarkashi	(01)	Almora	(09)
				Chamoli	(02)	Champawat	(10)
				Rudraprayag	(03)	Nainital (P)	(11)
				Tehri Garhwal	(04)	Udham Singh	(12)
				Dehradun (P)	(05)	Nagar	
				Garhwal	(06)	Hardwar	(13)
				Pithoragarh	(07)	Nainital (H)	(14)
				Bageshwar	(08)	Dehradun (H)	(15)
79.	Uttar Pradesh (09)	091	Northern Upper Ganga Plains	Saharanpur	(01)	J Phule Nagar	(06)
				Muzaffarnagar	(02)	Meerut	(07)
				Bijnor	(03)	Baghpat	(08)
				Moradabad	(04)	Ghaziabad	(09)
				Rampur	(05)	G. Buddha Nagar	(10)

sl. no	state/u.t. (code)	NSS region		detailed composition of region			
		code	description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
80.	Uttar Pradesh (09)	092	Central	Sitapur	(24)	Kanpur Dehat	(33)
				Hardoi	(25)	Kanpur Nagar	(34)
				Unnao	(26)	Fatehpur	(42)
				Lucknow	(27)	Barabanki	(46)
				Rae Bareli	(28)		
81.		093	Eastern	Pratapgarh	(43)	Gorakhpur	(58)
				Kaushambi	(44)	Kushinagar	(59)
				Allahabad	(45)	Deoria	(60)
				Faizabad	(47)	Azamgarh	(61)
				Ambedkar Nag.	(48)	Mau	(62)
				Sultanpur	(49)	Ballia	(63)
				Bahraich	(50)	Jaunpur	(64)
				Shrawasti	(51)	Ghazipur	(65)
				Balrampur	(52)	Chandauli	(66)
				Gonda	(53)	Varanasi	(67)
				Siddharthnagar	(54)	S.R.Nagar(Bhadohi)	(68)
				Basti	(55)	Mirzapur	(69)
				S. Kabir Nagar	(56)	Sonbhadra	(70)
				Maharajganj	(57)		
82.		094	Southern	Jalaun	(35)	Mahoba	(39)
				Jhansi	(36)	Banda	(40)
				Lalitpur	(37)	Chitrakoot	(41)
				Hamirpur	(38)		
83.		095	Southern Upper Ganga Plains	Bulandshahr	(11)	Bareilly	(20)
				Aligarh	(12)	Pilibhit	(21)
				Hathras	(13)	Shahjahanpur	(22)
				Mathura	(14)	Kheri	(23)
				Agra	(15)	Farrukhabad	(29)
				Firozabad	(16)	Kannauj	(30)
				Etah	(17)	Etawah	(31)
				Mainpuri	(18)	Auraiya	(32)
				Budaun	(19)	Kanshiram Nagar	(71)
84.	West Bengal (19)	191	Himalayan	Darjiling	(01)	Koch Bihar	(03)
				Jalpaiguri	(02)		
85.		192	Eastern Plains	Uttar Dinajpur	(04)	Murshidabad	(07)
				Dakshin Dinajpur	(05)	Birbhum	(08)
				Maldah	(06)	Nadia	(10)
86.		193	Southern Plains	North 24-Parganas	(11)	South 24-Parganas	(18)
				Kolkata	(17)		
87.		194	Central Plains	Barddhaman	(09)	Howrah	(16)
				Hugli	(12)		
88.		195	Western Plains	Bankura	(13)	Paschim Midnapur	(15)
				Puruliya	(14)	Purba Midnapur	(19)

## Amendment to Instructions to Field Staff, Volume I, NSS 67<sup>th</sup> Round

### Chapter One

Srl. No.	page no.	paragraph	as printed in the instruction volume	to be read as
(1)	(2)	(3)	(4)	(5)
1.	A-9	1.3.5	A sample of 16000 FSUs for central sample and 17176 FSUs for state sample have been allocated at all-India level.	A sample of 16000 FSUs for central sample and 18248 FSUs for state sample have been allocated at all-India level.
2.	A-16	1.3.12.1	<b>step 2:</b> In case of hg/ sb formation, compensate from the same SSS of the other segment if available for all the SSS having shortfall. If the shortfall still remains identify the SSS having shortfall and go to Step 3.	<b>step 2:</b> In case of hg/ sb formation, compensate from the same SSS of the other segment if available for all the SSS having shortfall.  <i>Complete the step sequentially for all SSS of segments 1 and thereafter for all the SSS of segment 2.</i>  If the shortfall still remains identify the SSS having shortfall and go to Step 3.
3.	A-16	1.3.12.1	<b>step 3:</b> Find the SSS where additional enterprises are available following the priority order and compensate.	<b>step 3:</b> Find the SSS where additional enterprises are available following the priority order and compensate.  The step may be repeated for <b>all</b> SSS having shortfall after step 2.  First, SSSs of segment 1 will be compensated and thereafter SSSs of segment 2 will be taken up.

**NOTE: There is no change in the compensation rule as given in Vol I. Only some clarifications have been added through this amendment.**

4. One more example of compensation for shortfall of enterprises is given below.

**Example 7 – with hg/sb formation**

<b>Compensation for shortfall of manufacturing enterprises</b>								
segment no.	SSS	no. of enterprises to be surveyed	E	Step 1	Step 2	Step1 + Step2	Step 3	e
1	1	1	2	1	1	2		2
	2	1		0*(1)		0*(1)	C(SSS17,	0
	3	1		0*(1)	C(SSS3)	0		0
	4	1		0*(1)		0*(1)	C(SSS17,	0
	5	1		0*(1)		0*(1)	**	0
	17	2	18	2		2	1+1	4
	total	7	20	3	1	4	2	6
2	1	1		0*(1)	C(SSS1)	0*(1)	**	0
	2	1		0*(1)		0*(1)	**	0
	3	1	2	1	1	2		2
	4	1		0*(1)		0*(1)	**	0
	5	1		0*(1)		0*(1)	**	0
	17	2	25	2		2		2
	total	7	27	3	1	4		4
1+2	1-5	10	4	2	2	4	0	4
	17	4	43	4		4	2	6
	total	14	47	6	2	8	2	10
shortfall				8		6	4**	X

\* indicates the SSS having shortfall (the number of shortfall);

\*\*compensation could not be made since maximum quota of 6 for SSS 17 already reached

5. A-42 Table 1 **modified sample size is given below:**

**Table 1: Allocation of sample villages and blocks for NSS 67<sup>th</sup> round**

state/u.t.		number of FSUs					
		central sample			state sample		
code	name	total	rural	urban	total	rural	urban
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01	JAMMU & KASHMIR	280	168	112	560	336	224
02	HIMACHAL PRADESH	232	160	72	232	160	72
03	PUNJAB	416	224	192	416	224	192
04	CHANDIGARH	48	8	40	0	0	0
05	UTTARAKHAND	280	180	100	280	180	100
06	HARYANA	464	240	224	464	240	224
07	DELHI	424	16	408	424	16	408
08	RAJASTHAN	696	384	312	696	384	312
09	UTTAR PRADESH	1672	856	816	1672	856	816
10	BIHAR	792	456	336	792	456	336
11	SIKKIM	56	32	24	56	32	24
12	ARUNACHAL PRADESH	192	144	48	192	144	48
13	NAGALAND	136	104	32	200	104	96
14	MANIPUR	160	104	56	320	208	112
15	MIZORAM	136	88	48	136	88	48
16	TRIPURA	200	136	64	200	136	64
17	MEGHALAYA	128	80	48	128	80	48
18	ASSAM	488	320	168	488	320	168
19	WEST BENGAL	1168	608	560	1168	608	560
20	JHARKHAND	416	264	152	416	264	152
21	ORISSA	592	360	232	592	360	232
22	CHHATTISGARH	328	200	128	328	200	128
23	MADHYA PRADESH	1064	576	488	1064	576	488
24	GUJARAT	664	304	360	664	304	360
25	DAMAN & DIU	16	8	8	16	8	8
26	D & N HAVELI	24	16	8	0	0	0
27	MAHARASHTRA	1176	400	776	1568	400	1168
28	ANDHRA PRADESH	1176	632	544	2352	1264	1088
29	KARNATAKA	664	336	328	664	336	328
30	GOA	40	24	16	40	24	16
31	LAKSHADWEEP	16	8	8	0	0	0
32	KERALA	640	392	248	960	584	376
33	TAMIL NADU	1112	504	608	1112	504	608
34	PUDUCHERRY	48	16	32	48	16	32
35	A & N ISLANDS	56	32	24	0	0	0
	<b>ALL- INDIA</b>	<b>16000</b>	<b>8380</b>	<b>7620</b>	<b>18248</b>	<b>9412</b>	<b>8836</b>

**Amendment to Instructions to Field Staff, Volume I, NSS 67<sup>th</sup> Round**

**Chapter Three**

Srl. no.	Page no.	Paragraph	Printed	Read as
(1)	(2)	(3)	(4)	(5)
1.	C-5	4.54 (3 <sup>rd</sup> line)	more than activity	more than one activity
2.	C-11	4.75.7 (last line)	(yes-1, no-2).	(yes-1, no-2, not applicable-9).
3.	C-15	6.14.4 (2 <sup>nd</sup> line)	Note that cooking oil reported in item 351 will not be reported here.	[delete this line]
4.	C-16	6.16.6 (2 <sup>nd</sup> line)	like expenses on electricity, communication ...	delete 'expenses on electricity'
5.	C-19	6.20.12 (2 <sup>nd</sup> line)	items 411 to 428	items 411 to 427
6.	C-19	7.1 (3 <sup>rd</sup> line from the bottom)	623 and 635 of block 4	623 and 635 of block 5
7.	C-24	7.12.10 (last line)	This will also include entire receipts from non-financial activities, if any, of the enterprise during the reference period.	[delete this line]
8.	C-25	8.1 (4 <sup>th</sup> line)	incidental expenses	incidental receipts
9.	C-26	8.7 (3 <sup>rd</sup> line)	against item 645	against item 646
10.	C-30	11.4.2 (last line)	against item 939.	against item 929.
11.	C-35	14.2 (last line)	column (3), item 909 of block 9	column (3), item 939 of block 9

## Amendment for Volume II , NSS 67<sup>th</sup> Round

### Schedule 0.0

srl. No.	page no.	block/item	modification in case of no hg/sb formation.
(1)	(2)	(3)	(4)
1.	10	<b>Worksheets for compensation</b>	<b>In case there is no segment formation in an FSU, only segment 1 portion will be filled in. The column 'no of enterprise to be surveyed' may be modified appropriately (the number of enterprises may be made double).</b>

### Schedule 2.34

Srl. no.	Page no.	Block/ item	Printed	Modification
(1)	(2)	(3)	(4)	(5)
1.	8	Block 3/ item 376	(e.g. electricity, communication, travelling, printing etc.)	Delete 'electricity'
2.	10	Block 4/ item 425	purchase of consumable stores, packing materials, etc.	Expenses on consumable stores, packing materials, etc.
3.	13	Block 5/ item 623	individuals and non-govt. institutions	Delete 'non-govt.'
3.	13	Block 5/ item 602	(e.g. consultancy, receipts from non-financial activities, if any)	Delete 'receipts from non-financial activities, if any'
4.	14	Block 6/ Heading	(All other receipts of the enterprise not covered under block 4 will be recorded here)	(All other receipts of the enterprise not covered under block 5 will be recorded here).