

that Motor Vehicles duties will come under this.

Item 2 Taxes, duties, fees and other compulsory charges

4.13.3 There are charges unrelated to the consumption of goods and services. All such payments in respect of services, the primary purpose of which is to serve as an instrument to Government Policy, which are compulsory but unavoidable in the only circumstances in which they are useful, are classified as current transfers and shown under non-consumption expenditure. Under this category will come passport fees, driving permits, licenses, airport duties, court fees etc.

Item 3

4.13.4 provides for Pension and Social Security contributions and assimilated insurance premia. Accordingly provision has been made for the following:

- (i) Pension contribution
- (ii) Provident Fund contribution
- (iii) Social Security contribution
- (iv) Life insurance premia
- (v) Health insurance premia
- (vi) Property insurance premia
- (vii) Other insurance premia

Item 4 Remittances, gifts and similar transfers

4.13.5 Remittances to dependents need not be always in cash. Sometimes things like cloth, bus tickets etc. are purchased for them. The money value of such things should be considered as remittances to dependents. Similarly in the case of gifts and similar transfers like charities etc, both cash and kind should be considered.

Item 5 Subscription, contribution

4.13.6 This will include subscription or membership due to trade unions, political association, fraternal organizations and social clubs, small donations to social organizations (like religious and welfare organizations).

Item 6 Interest on consumer debt

4.13.7 This will include interest on debts incurred by households in their capacities as consumers. This will not, therefore, include interest on loans used to finance household enterprises.

Block (14) Disbursements other than Expenditure

4.14.1 All disbursements other than those accounted for in Block

(12) and (13) are to be shown here. This is required for proper balancing of current receipts and disbursements. This will include large scale transfer of loans and gifts to other households, amounts invested or loaned, repayment of loans, payment made on credit purchases (covering the principal and not the interest), outlays for other financial transaction and addition to savings. The capital formation through household enterprises is not to come under this item.

Item 1 Addition to Bank Deposits and Savings

4.14.2 This will include additions to bank deposits, irrespective of the type of accounts (current, savings, fixed deposits, postal savings, etc.). Savings will include additions to cash in hand also. Contributions to "Box" or saving club will also be accounted for here.

Item 2 Amounts disbursed in repayment of loan

4.14.3 Here also this will cover the loan taken in the household as a consumer and not those used to finance household enterprise. Repayment of principal alone will be considered here.

Item 3 Amount given out as loan

4.14.4 This will include only loans advanced other than the advances to household enterprises. Amount invested in household enterprises will come under item 8.

Item 4 Amount invested in stocks, shares and debentures

4.14.5 This will include Government Securities, Corporate Shares, Bonds and Debentures.

Item 5 Payment on Credit Purchases

4.14.6 Total payments against credit purchases will be recorded here. Attention is not to be confined to purchases made during the reference period only.

Item 6 Instalment payment on hire-purchase

4.14.7 This will cover only the payments against principal and not the interest. The hire-purchase will be considered, irrespective of the period of acquisition/transaction.

Item 7 Amount invested in real estate

4.14.8 This will include investment in land, building, orchard, grove and plantation.

Item 8 Amount invested in cooperative or household enterprise

4.14.9 This will include all investment in cooperative and household enterprises.

Item 9 Deposit in building society

Item 10 Donation

4.14.10 Large scale donations, will be covered here: small donations to social organizations have been covered in Block 13.

Item 11 Jewellery

4.14.11 Precious stones, may be shown against item 11.5.

Item 12 Other Disbursements

4.14.12 Other disbursements like purchase of livestock may be shown here. Care has to be taken that no items already accounted for in Blocks 12 or 13 are repeated here.

Block (15) Indebtedness

4.15.1 This block deals with the indebtedness particulars of the household as on the date of survey. Indebtedness is the amount of loans outstanding on the date of survey including hereditary debt, short period loans etc. Loan will include borrowing in cash and/or kind, hire-purchases and credit purchases. Borrowings in kind will be evaluated at current retail market price. An advance payment received for forward delivery of goods should also be regarded as loan. In case of debts incurred on enterprises accounts and other purposes account only the households share of the debts should be considered.

4.15.2 Data will be collected separately for each loan. Against each loan the information on month and year of borrowing, amount borrowed, purpose, type and rate of interest, type of security, type of mortgages, type and amount of installments, source of loan, amount repaid last year and amounts outstanding as on date of survey will be collected. Each case of loans taken (i.e.) loan taken from the same source but for different purposes as also loan taken for the same purpose though from different sources should be treated separately.

4.15.3 Column (1) is for recording serial number of the loan outstanding. Provision has been made for seven loans..

4.15.4 Column (2) Month and Year of Borrowing

The month may be recorded in codes starting with January as 1 ending with December as 12. Month may be recorded in the first box and year in the second box.

4.15.5 Column (3) Amount borrowed may be recorded in Guyana dollars.

4.15.6 Column (4) Purpose of loan The purpose for which the loan was contracted by the household will be recorded here. If a particular loan is taken to meet more than one purpose, the purpose for which larger part of the loan is intended to be utilized will be considered for recording entries against this item. The codes are:

Capital expenditure in agriculture	-	1
Capital expenditure in non-agricultural activity	-	2
Current expenditure agriculture	-	3
Current expenditure in non-agricultural activity	-	4
Financial investment	-	5
Household expenditure	-	6
Repayment of debt	-	7
Others	-	9

4.15.7 Column (5) Type of Interest has to be recorded here. The codes are as follows:

Interest free	1	Compound	3
Simple	2	Concessional	4

4.15.8 Column (6) Rate of Interest may be recorded in percentage per annum correct to two decimal places.

4.15.9 Column (7) Type of security will be recorded here. The codes are:

Personal security	-	1
Surety or guarantee by 3rd party	-	2
1st charge on immovable property	-	3
Mortgage on immovable property	-	4
Gold, silver, jewellery or ornaments	-	5
Share of companies	-	6
Government security	-	7
Insurance policies	-	8
Agricultural commodities	-	9
Other security	-	10

4.15.10 Column (8) Type of mortgage

The codes to be used are as follows:

Simple	= 1
Use-fructuary	= 2
Conditional sales	= 3
Other types	= 9

Relevant codes will be recorded here.

4.15.11 Column (9) Type of Instalment

The type of instalment for repayment may be recorded in term of one the relevant codes below:

Weekly	= 1	Half-yearly	= 4
Monthly	= 2	Yearly	= 5
Quarterly	= 3	Others (specify)	= 9

4.15.12 Column (10) Amount of Instalment may be recorded in Guyana dollars.

4.15.13 Column (11) Sources of loan The information on sources of loan will be recorded in code. The appropriate codes are:

Government	= 1
Cooperative Society/bank	= 2
Commercial bank	= 3
Insurance company	= 4
Social, Security Fund	= 5
Landlord	= 6
Money-lender	= 7
Trader	= 8
Relatives and Friends	= 9
Others (specify)	= 10

4.15.14 Column (12) Amount repaid last year This may be recorded in Guyana dollars. By last year is meant last 365 days prior to date of survey.

4.15.15 Column (13) Amount outstanding The amount outstanding including interest on the date of survey will be recorded here in Guyana dollars.

### Block (16) Housing

4.16.1 In this block, information is to be collected on the housing accommodation occupied by the sample household. Information sought to be collected is of the following three types:

- (i) physical characteristics of the building in which the housing unit is located
- (ii) particulars of the housing unit occupied by the household
- (iii) facilities enjoyed by the household

Sub-Blocks 16.1, 16.2 and 16.3 relate to the above three aspects respectively. The codes adopted for data in this Block, mostly conform to what was used during the 1991 census in Guyana.

4.16.2 Sub-block 16.1 relates to physical characteristics of the building in which the housing unit is located. Building is a free-standing structure comprising one or more rooms or other spaces covered by a roof and usually enclosed within external walls or dividing walls which extend from the foundation to the roof. Dividing walls refer to the walls of adjoining buildings, i.e. dividing walls of a row of houses. These houses are practically independent of one another and likely to have been built at different times and owned by different persons.

Usually, buildings will have four external walls. But in some areas, the nature of building construction is such that it has no wall. Instead, it has a roof which almost touches the ground and it is provided with an entrance. Such structures and also structures standing only on pillars will also be treated as buildings for the purpose of this survey.

4.16.3 Item 1 Type of building This is to be recorded in relevant codes. The codes to be used are:

Residential	- 1
Residential cum factory	- 2
Residential cum office	- 3
Residential cum shop	- 4
Any combination of 2, 3 or 4	- 5
Others	- 9

Codes 1 to 5 are self-explanatory. For all other (i.e.) case of buildings with other type of institutions/establishments code 9 will be recorded.

4.16.4 Item 2 Year of construction the codes to be used are given below. The relevant code should be recorded against the item.

Before 1960	= 1
1960 - 1969	= 2
1970 - 1979	= 3
1980 - 1989	= 4
1990 or later	= 5
Not known	= 9

4.16.5 Item 3 Material used for walls The codes to be used are given below. The codes are self-explanatory. It may please be noted that adobe is unburnt sun-dried bricks or the clay from which such bricks are made.

Wood	= 1	Brick	= 5
Concrete	= 2	Adobe	= 6
Wood & concrete	= 3	Makeshift	= 7
Stone	= 4	Others (specify)	= 9

"Makeshift" includes any material not normally used for housing (e.g.) galvanize, cardboard etc. Some persons may use an old car/truck or live under a bridge to provide shelter. They will all be covered under "makeshift".

4.16.6 Item 4 Material used for roof the codes to be used for the material used for roofing are given below. The relevant code may be recorded.

Sheet metal (zinc, aluminum)	= 1
Shingle (asphalt)	= 2
Shingle (wood)	= 3
Shingle (other)	= 4
Tile	= 5
Concrete	= 6
Makeshift	= 7
Other (specify)	= 9

It may please be noted that -

- (i) shingle (others) include fibre-glass or any type other than zinc or aluminum/asphalt
- (ii) tiles could be concrete, clay or other tiles. This includes "Decramastic" and similar types of roofing tiles.

(iii) concrete - usually referred to as concrete slab

(iv) makeshift - as in the case of material used for walls, all unconventional material like cardboard, cars etc. will be included here.

Sub-Block 16.2 Housing Unit

4.16.7 The housing unit for the purpose of this survey will mean the accommodation being availed of by the household for residential purposes. It may be an entire building or a part thereof or consisting of more than one building. There may be cases of more than one household occupying a single building such as those living in independent flats or sharing a single housing unit. There may also be cases of one household occupying more than one building (e.g. detached structures for sitting, sleeping, cooking, bathing etc.) for its housing accommodation. It may be noted that, in general, a housing or dwelling unit will consist of living rooms, kitchen, store, bath, latrine, garage, open and closed verandah etc. By definition, therefore a structure or a portion thereof used exclusively for other than residential purposes or let out to other households will not form part of the dwelling unit of the sample household. However, a portion of a structure used both for residential and non-residential purposes will be treated as part of the dwelling unit except when use of such portion for residential purpose is very nominal.

4.16.8 Item 1 Ownership This relates to the legal and financial arrangements under which the household occupies its living quarters. The relevant codes to be used are as follows:

owned	-	1
squatted	-	2
rented-private	-	3
rented-govt.	-	4
leased	-	5
rent-free	-	6
others (specify)	-	9

1. Owned the category applies when the head or any other member of the household owns the dwelling.

2. Squatted applies when the household is found occupying a dwelling unit without the permission of the owner or any legal rights to the property.

3. Rented - private this applies when a member of the household rents the dwelling from an individual or a company. Rental although it could be covered by a contract conveys the idea of payments being made monthly for occupancy of the dwelling unit.

4. Rented - government this applies if a member of the household rents the dwelling from Government or a Government Agency.

5. Leased a lease differs from a rental by agreed contract which stipulates, in advance, the total rental sum for a fixed duration. This total sum may be paid in advance or by installments.

6. Rent-free here no member of the household pays rent for the occupancy of the dwelling.

7. Others when conditions of occupancy are different from any of the above, the same may be specified. Examples are where the housing unit is jointly owned with other households.

4.16.9 Item 2 Type of unit The codes to be used for the item are as follows:

undivided private house	-	1
part of a private house	-	2
flat/apartment/condominium	-	3
town house	-	4
double house/duplex	-	5
combined business & dwelling	-	6
barracks	-	7
others (specify)	-	9

1. undivided private house - this is a single dwelling unit which takes up the complete building; it may be inhabited by one or more households.
2. part of a private house - this occurs when the household occupies only a part of a private house and this could consist of one or more rooms.
3. flat/apartment/condominium these are self-contained private dwellings in a single or multi-storeyed building. Each such dwelling must have separate and direct access to the street or a communal staircase, passage, veranda or gallery etc. The rooms in this type of dwelling are usually side by side on the same floor.
4. town house this type of dwelling is similar to a flat, except that the rooms are two floor - living quarters on the ground floor and bedrooms above. This is a self-contained unit (usually in blocks of units) with separate legal title to ownership. Sometimes common facilities such as security and grounds may be shared.
5. double house/duplex this is a dwelling which is joined to only one other dwelling; separated by a wall extending from ground to roof. There must be no other dwellings either above or below and the double-house, or duplex, must be separated from all other structures by open space.

6. combined business and dwelling in this type of dwelling, the household occupies a part of the building for living purposes while other parts are used as business places, lodges, garages etc.
7. barracks this is a room or division in a long building containing several independent private dwellings, with or without shared facilities.
8. others any category which does not fit into any of the above 7 will be given code 9. The details may be specified in the schedule.

4.16.10 Item 3 Cooking Facility The codes to be used are as follows:

coal	-	1
wood	-	2
gas	-	3
kerosene	-	4
electricity	-	5
others (specify)	-	9

The cooking facility used most by the household may be considered for coding this item.

4.16.11 Item 4 Toilet Facility The codes to be used are as follows:

W.C. linked to sewer	-	1
W.C. cesspit or septic tank	-	2
Pit-latrine	-	3
None	-	4
Others (specify)	-	9

1. W.C. linked to sewer is a flush or water closet which fills from a piped water supply and empties into sewerage disposal system.

2. W.C. not linked to sewer is waterborne and empties into a septic tank or soak-away.

3. Pit-latrine is not water borne.

4. Others (specify) any type other than those listed above may be coded 9 with details shown.

4.16.12 Item 5 Bathing Facility The codes are as follow and are self-explanatory.

No bathroom	=	1
Attached bathroom	=	2
Detached bathroom	=	3

If the housing unit does not have a bathroom in its premises, code 1 will be recorded. If the housing unit has one or more bathrooms attached to it (i.e. with direct access from its rooms, corridor or verandah) code 2 will be recorded. If the bathroom is in a structure separated from the main building, but which also contain rooms used for living purposes, 2 will be the appropriate code. But if the bathroom structure does not have any other room used for living purposes, code 3 will be recorded. A room used as a bedroom, sitting -room, reading room, prayer room or dining room will be considered a room used for living purposes. An enclosed area without a roof used for bathing purposes is only a bathing place and not a bathroom for the purpose of this survey.

4.16.13 Item 6 Water Supply the codes to be used are:

private, piped into dwelling	-	1
private, catchment, not piped	-	2
public, piped into dwelling	-	3
public, piped into yard	-	4
public standpipe	-	5
public well or tank	-	6
others (specify)	-	9

If the household gets water from more than one source, the main sources (i.e.) the one used most, may be considered for this item.

1. private, piped into dwelling refers to the water supply received by a household from a private source and piped into the dwelling. Such situations will occur, for example, where the household pumps water from a river or pond through pipes directly into the dwelling unit.
2. private catchment not piped where the water supply to the household is from a private source and not piped into the dwelling.
3. public, piped into dwelling this describes a situation where running water from a public source is piped directly into the dwelling unit.
4. public, piped into yard in this case, the household receives running water from a public source through a pipe in the yard or compound on which the dwelling stands.
5. public standpipe where water is available to the household from a standpipe in the street or elsewhere.
6. public well or tank applies when the water available to the dwelling unit is from a public well or tank.

7. others (specify) for cases of any source other than listed above, use code 9. Examples are river or stream. Indicate the actual source in the schedule.

4.16.14 Item 7 Sewerage System sewerage system is the channel for carrying of water and liquid waste away from the premises of the building to a main system. The codes to be used are:

underground system	-	1
open system	-	2
no arrangements	-	3

In underground system, (code 1) covered drainage pipes are laid below the road surface. The open system (code 2) covers open drains made of materials like bricks, stone and cement concrete etc. or ordinary channels cut through the ground to allow water to pass. Cases like those where only a pit is dug without being connected to any drainage system, code 3 will be applicable.

4.16.15 Item 8 Lighting Type the codes to be used are given below:

Gas	-	1
Kerosene	-	2
Electricity	-	3
Others (specify)	-	9

The type of lighting used most by the household will be recorded in codes.

### Sub-block 16.3 Household

4.16.16 The facilities enjoyed by the household will be recorded in this sub-block.

4.16.17 Item 1 Tenancy this will be applicable if the household has rented the housing unit. If it is a tenant code 1 will be recorded and if sub-tenant code 2 will be recorded.

4.16.18 Item 2 Period of residence (in months) The tenure of stay or period of residence in the housing unit by the household will be recorded in completed months under this item.

4.16.19 Item 3 Rent the monthly rent paid will be recorded, correct to whole G\$.

4.16.20 Item 4 Number of rooms occupied

Room: Room is a constructed area with walls or partitions on all sides with at least one door-way and a roof-overhead. Wall/partition means a continuous solid structure (except for the

doors, windows, ventilators, air-hole etc.) extending from floor to ceiling. A constructed space with grill or net on one or more sides in place of wall or partition will not be treated as a room. In case of conical shaped structures in which roof itself is built to the floor level, the roof will be regarded also as walls.

4.16.21 Living room: A room will be regarded as a room for living purposes if it is used as bedroom, sitting-room, reading-room, prayer-room or dining-room. Kitchen, bathroom, latrine, store, garage etc. will not be treated as rooms for living purposes. A room used in common for living purposes and as kitchen or store will also be treated as room for living purposes.

4.16.22 Other room: Rooms which do not satisfy the definition of a living room will be regarded as other rooms. Other rooms thus include kitchen, store, bathroom, latrine, garage etc. If a portion of a room is used for non-residential purposes, the portion used for residential purposes will be regarded as other room. If portion of a room is occupied by another household, the portion under occupation of the sample household will be regarded as other room. If a room is used without any apportioning for both business and residential purposes, it will be treated as used for residential purposes, unless the residential use is very nominal.

4.16.23 The number of living rooms and other rooms occupied by the household will be recorded against the item 4 (a), and 4 (b) respectively. The total number of rooms may be recorded in the box provided.

4.16.24 Item 5 Area of room (in sq. ft.) the floor area (carpet area) of the rooms occupied by the household will be recorded separately for living rooms and other rooms. The total area may be recorded in the box provided.

4.16.25 Item 6 Facilities shared the codes to be used are given below.

None	-	1
Kitchen	-	2
Water	-	3
Toilet	-	4
Any combination of 2, 3 or 4	-	5
Others (specify)	-	9

The codes are self-explanatory.

Block 17 House Rent

4.17.1 As already indicated in paragraphs 4.12.53, and 4.12.54 it is necessary to collect details about house rents paid by households, and rental values of owner-occupied or rent free or subsidised housing enjoyed by households. It will be expedient to collect these data along with related particulars of housing. Having collected data on housing, the data on rent will be collected in this block and the relevant values entered in sub-block 12.4.

4.17.2 The block is in a verbatim questionnaire form. Section on above ~~the left~~ pertains to owner-occupied housing unit and section on the below ~~right~~ to tenants and sub-tenants.

Owner-occupiers

4.17.3 Question 1.1 the total amount spent on construction is to be recorded. The amount will include cost of all fixtures and fittings.

4.17.4 Question 1.2 the questions are self-explanatory. The year of purchase may be recorded in full (i.e.) in four digits like 1921.

4.17.5 Question 2 the two questions 2.1 and 2.2 under this may bring out generally the same response. There, may, however, be a tendency to overvalue one's unit and undervalue others. To tackle such situations, the putting of the two questions may be expedient, as then an average of the two values could be taken, for recording data on rental value of owner-occupied house.

4.17.6 Question 3.1 Here the proportion of floor area rented may be recorded in percentage correct to 2 decimal places. If any facility is shared, (like both room or kitchen), the area may be allocated proportionately considering the number of households sharing it. Here the area utilized by members of the household like paying guests and domestic servants need not be considered.

4.17.7 Question 3.2 relates to the rent obtained for the area rented out. This will be the gross rent received.

4.17.8 Question 4 relates to expenditure last <sup>365 days</sup> year on maintenance and repair, property taxes paid and interest paid on loan taken, if any, for the construction or purchase of the unit. Maintenance and repair will include all items like white-washing, painting etc. Any capital expenditure like that spent on making structural change will not be covered here.

Tenant and sub-tenant

4.17.9 The questions under this are relevant only in the cases of the sample households occupying a dwelling unit as a tenant or sub-tenant.

4.17.10 Question 1 Here it is to be indicated whether the condition of tenancy/sub-tenancy include, besides living spaces, (a) furniture or furnishing, (b) kitchen equipment, (c) heating/cooling equipment. If the answer is yes against any of the item, the name of the item may be specified.

4.17.11 Question 2 Relates to the inclusion or otherwise of charges for water supply, electricity and gas. The answers may be indicated as "yes" or "no", as the case may be.

4.17.12 Question 3 Is relevant in those cases where the household is required to pay charges other than for water supply, electricity and gas. For example, in some cases the municipal tax may be required to be paid by the household.

4.17.13 Question 4 Is self-explanatory

4.17.14 Question 5 Is self-explanatory

4.17.15 Question 6 The same instruction as question 2.2 for owner-occupied apply here also.

Block (18) Selected Household Durables possessed on date of survey

4.18.1 The aim of this block is to collect some data on durable possessions in order to provide a better picture of the level of living of the household. The data are not by any means expected to provide a complete inventory of all durable goods and certainly, not even a minimal indication of household wealth. These are to be regarded as indicators of level of living and as such, only a few items have been selected for collection of data. When analysed, it may give some indication to distinguish upper class living from lower or middle class living. The items have been selected keeping both rural and urban population in mind.

4.18.2 Column 1 Indicates the serial number of the item possessed as on date of survey.

4.18.3 Column 2 Lists the selected items. In the case of audio-visual equipment, additional provision has been made for others (specify), considered as there are many other possible items in this group and it is not considered necessary to list them all.

4.18.4 Column 3 Here the number of units possessed on date of survey is to be indicated against each item. If the item is not possessed the number '0' may be indicated.

4.18.5 Column 4 Here the year of purchase is to be indicated. If there are more than one unit, all the years of purchase may be indicated.

4.18.6 Column 5 Here the purchase value may be recorded in GS.

Block (19) Outlets utilized for purchases

4.19.1 In this block, the enumerator has to indicate the name of outlets (name of store, market stall or establishment) where a household made its last purchase of the specified items in column (2). The name of the outlet will be recorded in column (3) and its address in column (4).

Block (20) Receipts of the household

4.20.1 This Block gives the summary of the income and other receipts of the household. The figures for this summary Block should be collected from the entries made in Blocks 8 to 11. The references to the Block and line/column number have been given in columns (3) to (5).

4.20.2 It may be noted that while in Block 8 data will be collected in respect of all members of the household (i.e.) both members of the main household as well as other members like paying guests and domestic servants, the data in Block 9 to 11 will pertain to the main household only. As such, while filling the summary information on income from paid employment the total in respect of the members of the main household alone may be recorded here. The information in respect of other members like paying guests and domestic servants will be recorded in a separate Household Schedule and attached to the main schedule. The instructions for filling up this have been given in page 108.

4.20.3 Two columns viz column (6) and column (7) have been provided to indicate the "current" and "usual" receipts respectively. The term "current" in column (6) applies if the information pertains to the last 30 days preceding the date of survey. The item "usual" applies to information collected for 365 days preceding the date of survey. The monthly average arrived at by dividing the yearly figures by 12 will be the usual monthly income/receipts. Accordingly for all items in Blocks 9, 10 and 11, for which information has been collected for 365 days preceding the date of survey, the value of receipts will be divided by 12 and

recorded in column (7) against the relevant items.

Block (21)            Summary of expenditure and other disbursements

4.21.1 This Block gives summary of the expenditure and other disbursements of the household. The figures have to be collected from Blocks 12, 13 and 14. The references to the Block and line/column are indicated in columns (3) to (5).

4.21.2 Two columns viz column (6) and column (8) have been provided to indicate the "current" and "usual" expenditure/other disbursements. The current expenditure in column (6) relates to data based on 30 days preceding the date of survey. Where supplementary data have been collected for last 90 days or last 365 days, the "usual" expenditure will be calculated by dividing the quarterly figure by three and yearly figures by 12 and recorded in column (8) against the relevant items. Columns (7) and (9) which relate to "adjusted" figures will be left blank by the enumerator.

Block (22)            Summary of Income and Expenditure

4.22.1 This is a summary Block for income and expenditure, presented in two Sub-Blocks. Sub-Block (22A) deals with current receipts and disbursement during the reference period of 30 days preceding the date of survey while Sub-Block (22 B) deals with usual monthly income and expenditure.

4.22.2 The data on expenditure/disbursements and income/receipts will be transferred from Blocks (20) and (21) against each of the items in Blocks (22A) and (22B), care being taken to ensure that the "current" receipts and disbursements are given in Block (22A) and "usual" monthly income and expenditure in Block (22B). The references are indicated in column (3).

4.22.3 In Block (22A), the difference between items (1) and (2) (i.e.) (1) - (2) is to be shown under column (4) against item (3). The nature of the differences whether positive or negative will be indicated by codes 1 and 2 respectively. Columns (5) and (6) may be left blank by enumerator.

4.22.4 In Block (22B), the differences between items (1) and (2) (i.e.) (1) - (2) is to be shown in codes under column (4). If the income is more than expenditure code 1 will be given. If the income is less than expenditure code 2 will be given.

Blocks (23) to (25)

4.23.1 These Blocks are meant for recording the comments of the enumerator, field supervisor and senior supervisor from Headquarters respectively. The comments should bring out clearly the problems encountered in the field in interviewing the household. If there are any peculiarities of the household having a bearing on the data collected that should also be brought out. They are free to indicate other remarks on the quality of the data provided by the respondent and any other matter relevant to the conduct of the survey so that the same could be taken care of immediately and field work organized suitably to obviate the problem faced. It is requested that these Blocks be used liberally.

Supplementary Household Schedule

4.24.1 As indicated in paragraph 4.20.2. supplementary data are required to be collected additionally in respect of paying guests and domestic servants who are, by definition, not members of the main household in Household Schedule 2. In the case of such persons data are not required to be collected in all Blocks as some data would have already been collected in the main schedule. For example, the data on income from paid employment would have been collected in Block 8, as data would have been recorded for each member of the household separately. But data in respect of other incomes need to be collected. On the expenditure side data on food, beverages and tobacco, and housing which are shared by paying guests and domestic servants with the main household in an inseparable manner, the data would have got included in the main schedule. But for other items of expenditure, data are required to be collected. Keeping these factors in view, the following procedure may be adopted to fill supplementary Household Schedule 2 for paying guests and domestic servants.

4.24.2 For each paying guest or domestic servant, a separate Household Schedule 2 may be filled. At the top of the schedule, the words "supplementary schedule" may be written. If for the same household, supplementary schedules are to be filled for both paying guests and domestic servants, the words "supplementary schedule 1" may be written for paying guest and "Supplementary Schedule 2" for the domestic servant. There should thus be as many supplementary schedules as the number of paying guests and domestic servants in the household. Block-wise instructions follow.

4.24.3 Block 1 The heading "Name of Head of Household", may be corrected as "Name of Paying Guest" or "Name of domestic servant", as the case may be. Then the names of the paying guest or domestic servant may be recorded against this item.

4.24.4 only items 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 15 may be

filled.

4.24.5 Block 2 may be filled as in the case of main schedule.

4.24.6 Block 3 items 3, 5 and 6 alone need be filled.

4.24.7 Block 4 need not be filled.

4.24.8 Block 5 may be filled. Under columns (2) and (3) relationship with the "paying guests" or "domestic servant", as the case may be, will be recorded.

4.24.9 Blocks 6, 7 and 8 may be left blank.

4.24.10 Blocks 9, 10 and 11 may be filled as per instructions in the Manual.

4.24.11 In filling Block 12 the following points may be kept in mind:

- (1) It is expected that the requirement of food, beverages and tobacco of the paying guests and domestic servants would be met by the main household. As such Block 12.1 need not be filled. However, if the paying guest or domestic servant has consumed anything additionally, the same may be indicated against the appropriate item.
- (ii) Blocks 12.2 to 12.9 may be filled as per the instructions in the Manual.
- (iii) At the end of Block 12, an entry may be made on the amount paid to the main household by the paying guest for the accommodation, food, other facilities and services received. This is applicable only in the case of paying guests. It may be noted that a similar entry for an equivalent amount should be recorded as income for the main household in Block 10 (ii), item 9.

4.24.12 Blocks 13 to 15 may be filled. The expenditure incurred by the paying guests or domestic servant in support of their dependents living elsewhere through remittances should be recorded against item 5 of Block 13.

4.24.13 In Block 16, items 4(a), 4(b), 5(a) and 5(b) under Sub-Block 16.3 may be filled, the other items being left blank. This will enable apportioning of the expenditure on housing.

Block 17 may be left blank.

Block 18 may be filled.

Block 19 may be left blank.

Blocks 20 to 25 may be filled.

4.24.14 After the supplementary schedule is completed, the same should be attached to the main schedule.

## SECTION FIVE

### Schedule 3 Availability of Facilities

5.0.1 Through this schedule, it is proposed to collect information on the availability of some specified facilities for cultural activities, education, health and medical, rehabilitation for disabled persons and others relating to general civic amenities. The information is to be collected for the selected sample Enumeration District (E.D.) as a whole. The information may be obtained from the chief local officer or social leader in the case of rural Enumeration District and from a responsible public officer in the case of urban Enumeration District.

5.0.2 This schedule consists of 7 Blocks of which the first two are meant for recording the identification particulars of the sample Enumeration District and the particulars relating to field operations and data processing particulars. Block 3 lists out the informants from ~~whom~~<sup>which</sup> the information has been collected. Blocks 4 to 6 are meant for the remarks of the enumerator, field supervisor and senior supervisor respectively. Block 7 is the main block to record information on availability of specified facilities to the people in terms of the distance of the different facilities from the central place of the sample Enumeration District. The main bus stand/bus stop ~~may~~<sup>may</sup> be taken as the central place.

#### 5.1.1 Block 1 Identification of Sample Enumeration District

All entries are to be copied from sample list except items 1 and 4. Item 1 is already printed. Item 4 will be filled depending upon the sector (i.e.) rural or urban.

#### 5.2.1 Block 2 Field Operations and Data Processing Particulars

This Block provides for particulars of field operations and data processing chronologically. The items are self-explanatory.

### 5.3.1 Block 3 Name and designation of informants

Information has to be collected mostly from local officials and/or knowledgeable person. Their names will be recorded in column (2). If officials, their designations will be recorded in column (3); if they are non-officials, their addresses will be recorded in column 3.

5.4.1 Blocks 4 to 6 are meant for the remarks of Enumerator, field supervisor and senior supervisor respectively.

### 5.7.1 Block 7 Availability of facilities

As indicated earlier, this is the main block of the schedule and will be used for recording information on availability of certain specified facilities to the residents of the sample Enumeration District.

#### 5.7.2 Column (2) Item

The various facilities for which information is to<sup>be</sup> collected are listed in column (2) under five (5) broad categories viz facilities for cultural activities, education and related facilities, health and medical facilities, facilities for disabled persons and other facilities. There are in all 46 items specified. Provision has been made for 2 blank lines under each group so that if the enumerator comes across any other important facility (other than those listed) available to the residents of the sample Enumeration District that could be noted under the appropriate groups. The items are self-explanatory. Scope of some of the items are, however, discussed below.

#### 5.7.3 Item 1 Public Library/Reading Room

These are libraries/reading rooms to which the general public has access. They may be run by Government/Local Bodies or private organisations and may or may not charge fees.

#### 5.7.4 Items 2 and 3 Community Radio/TV Centre

It is a place accessible to the residents of the Enumeration District where facility for listening to radio programmes or viewing TV programmes is available. These are generally at a fixed place.

5.7.5 Item 4 Community Hall

It is a hall built by local bodies or philanthropic institutions or individuals for use of the community. These are used for organising religious/social/cultural functions of the community.

5.7.6 Item 6 Religious Places are places where practices of any particular religion are carried out. It will be a building/structure where people of a particular religion can assemble to worship or practice religious beliefs. Examples are churches, temples etc.

5.7.7 Items 7 and 8 Sports Club and Recreation Club

These are places where groups of persons referred to as members meet more or less regularly for carrying out different sports or cultural activities. If the club's main activities are sports and games, it will be considered as a sports club. If they relate to cultural activities etc, it will be taken as a recreational club. Clubs with a minimum membership of 10 may be considered for the survey.

5.7.8 Item 10 Philanthropic Institutions

These are private organisations which provide services for the welfare of people making available facilities like libraries, free treatment and medicines, clothing etc. to the poor, financial aid for building hospitals, educational and cultural institutions.

5.7.9 Item 11 Professional Cultural Unit is a unit comprising a group of professional persons who perform recreational and cultural acts such as stage plays, music and dance programmes etc., usually on payment.

5.7.10 Item 18 Industrial and other Technical Institutions

An institution registered with the Government for providing education leading to technical skills in different vocations to persons.

5.7.11 Items 35 & 36 Special School for Blind, Deaf and Dumb

This is an educational centre/school/institute/organisation where only blind/deaf and dumb children are enrolled and taught by specially trained teachers for teaching the visually/hearing handicapped. The school personnel include special educators, audiologists/speech pathologists, technicians and visiting doctors.

5.7.12 Item 39 Vocational Training Centre

A Vocational Training Centre offers training in different engineering, technical and non-technical trades to the handicapped. These may be run by Government or private organisations. They have special facilities for training the handicapped and are equipped with special teachers, instructors, psychologists and rehabilitation officers.

5.7.13 Item 40 Institutions/Organisations for Rehabilitation of Disabled Persons

They offer any or many of the following facilities -

- (i) clinical (diagnosis), evaluation and guidance
- (ii) counselling
- (iii) therapeutic facilities
- (iv) fitment and provision of aids and appliances
- (v) educational facilities
- (vi) vocational training/craft education/sheltered workshop/  
vocational placement and guidance
- (vii) recreational facilities
- (viii) socio-economic rehabilitation
- (ix) parent guidance/counselling etc.

5.7.14 Column 3 Distance Code

Against each of the items listed in column (2) except items 41 and 47 the distance of the relevant facility to the village<sup>E.D</sup> will be recorded in column (3) in terms of codes. The codes will be as follows -

Within Enumeration District	1
<u>Outside Enumeration District</u>	
less than 1 mile	2
1 mile to less than 2 miles	3
2 miles to less than 5 miles	4
5 miles and more	5

If a particular facility is available within the Enumeration District, the distance code will always be 1, irrespective of the distance from the central places of the Enumeration District. One of the codes 2 to 5 will be applicable when the facility is available at a place outside the Enumeration District. If a facility is available at two or more different places, the distance of the nearest place will be considered for recording the distance code. Further, if at a particular location, more than one facility is available in a combined form and if the location is the nearest one to the village<sup>D</sup> in respect of all the facilities under consideration, the distance code of that location is to be recorded. For example, if the nearest secondary school provides primary education also, and if the nearest primary school is further away than the secondary school, then the distance code of the secondary school is to be recorded for both the primary school and secondary school.

5.7.15 For items 41 and 47

The entry in column (3) is to be made in terms of code Yes - 1 and No - 2 and not in terms of distance code.

ANNEX I

System of National Accounts (United Nations, 1968)

CLASSIFICATION OF HOUSEHOLD GOODS AND SERVICES.

(The symbols D, SD, ND and S stand for items classified as durable, semi-durable, or non-durable goods and services respectively).

---

1. Food, beverages and tobacco (ND)

1.1 Food

1.1.1 Bread and cereals

Rice, glazed or polished, but not otherwise worked (including broken rice); maize, meal and flour of wheat, barley and other cereals; cereal preparations; malt (including malt flour) and malt extract; macaroni, spaghetti, noodles, vermicelli and similar products; bread, biscuits, cake and other bakery products; preparations of flour, starch or malt extract, used as infant food or for dietic or culinary purpose; potato starch; sago, tapioca and other starches; sealing wafers, communion wafers and similar products. Includes tarts and pies other than meat and fish tarts and pies; macaroni and spaghetti cooked, ready for consumption; farinaceous products stuffed with substances other than meat; rice, cooked, ready for consumption.

1.1.2 Meat

Fresh, chilled and frozen meat of bovine animals, sheep and goats, swine, poultry, horses, game and edible offal; bacon, ham and other dried, salted or smoked meat and edible offals; meat extracts and meat juices, sausages, meat preparations, and canned meat. Includes meat pies; frog meat; meat of marine mammals such as seals, walruses and whales; meat soups in liquid, solid or powder form, whether or not containing vegetables, spaghetti, rice, etc.; paste products filled with meat such as canelloni, ravioli and tortellini.

1.1.3 Fish

Fresh, frozen, canned and preserved fish and other sea food and fish preparations. Included are tinned fish soup, snails, fish pie.

1.1.4 Milk, cheese and eggs

Fresh, evaporated, condensed and dried milk and cream (including buttermilk, skimmed milk, whey and yoghurt); cheese and curd; eggs, including treated eggs.

1.1.5 Oils and fats

Butter, margarine, lard and other prepared edible fats; cooking salad and other edible oils; peanut butter

1.1.6 Fruits and vegetables other than potatoes and similar tubers.

Fruits and other vegetables, fresh, dried, frozen or preserved, juices and nuts. Includes fruit-peel, nuts and parts of plants preserved by sugar (drained, glaze or crystallized); edible seeds; garlic; culinary herbs; mushrooms; rhubarb; tomatoes; truffles; vegetable soups, without meat or meat extracts or only traces; dried beans, lentils and other pulses.

1.1.7 Potatoes, manioc and other tubers

Potatoes, manioc, arrowroot, cassava, sweet potatoes and other starchy roots. Includes tinned and other products, like meal, flour, flakes, chips, except starches.

1.1.8 Sugar

Refined sugar and other products of refining beet and cane sugar, not including syrups.

1.1.9 Coffee, tea, cocoa.

Coffee, tea, cocoa and their substitutes.

1.1.10 Other foods, including preserves and confectionary.

Syrup; jam, marmalade and table jellies; honey; chocolate and sugar confectionery; salt; spices; prepared baking powders; sauces; mixed condiments and mixed seasonings; ice cream, vinegar; yeast.

1.2 Non-alcoholic beverages

Mineral waters and other soft drinks.

1.3 Alcoholic beverages

Spirits, wine, beer and cider, including beer and cider with low alcohol content.

1.4 Tobacco

Cigars and cheroots; cigarettes; smoking and chewing tobacco; cigarette paper; snuff.

2. Clothing and footwear (SD)

2.1 Clothing other than footwear, including repairs.

2.1.1 Clothing other than footwear

All made-up clothing and clothing materials including haberdashery, millinery and custom tailoring and dressmaking. Includes aprons, smocks and bibs; belts, gloves and mittens other than rubber; handkerchiefs except paper handkerchiefs; muffs and sleeve protectors; crash helmets; suspenders, accessories for making up clothing such as buckles, buttons, fasteners, patterns, zippers, etc.; hire of clothing.

2.1.2 Repairs to clothing other than footwear.

2.2 Footwear, including repairs.

2.2.1 Footwear

All footwear including rubbers, gaiters, spats, leggings and puttees; sports footwear other than boots and shoes with ice or roller skates attached.

2.2.2 Repairs to footwear

3. Gross rent, fuel and power.

3.1 Gross rents and water charges

3.1.1 Gross rents (S)

All gross rent in respect of dwellings, actual and imputed in the case of owner-occupied houses including ground rents and taxes on

property. House rent will in general be space rent, covering heating and plumbing facilities, lighting fixtures, fixed stoves, wash basins and other similar equipment which is customarily installed in the house before selling or letting. Also included are payments for garbage and sewage disposal and expenditures of tenants on indoor repair and upkeep, such as indoor painting, wallpapering and decorating. Rents paid for rooms in boarding houses, but not in hotels, are included. Rents of secondary dwellings such as summer cottages, mountain chalets, etc., are also included.

3.1.2 Water charges (ND)

3.2 Fuel and power (ND)

3.2.1 Electricity

3.2.2 Gas.

Natural and manufactured gas, including liquefied petroleum gases (butane, propane, etc.)

3.2.1 Liquid fuels

Heating and lighting oils.

3.2.4 Other fuels

Coal, coke and briquettes; firewood; charcoal; peat; purchased heat.

4. Furniture, furnishings, and household equipment and operation.

4.1 Furniture, fixtures, carpets, other floor coverings and repairs (D).

4.1.1 Furniture, fixtures, carpets, other floor coverings.

Beds, chairs, tables, sofas, storage units, and hallboys; carpets, large mats and linoleum, cribs, high chairs, playpens; door and dividing screens; sculptures, carvings, figurines, paintings, drawings, engravings and other art objects; venetian blinds; fireplace equipment; other furniture and fixtures.

4.1.2 Repairs to furniture, fixtures, carpets, other floor coverings.

4.2 Household textiles, other furnishings, and repairs (SD)

4.2.1 Household textiles and other furnishings.

Curtains, sheets, table-cloths and napkins, towels, tapestries, bedding mattress and other coverings, of all materials; furnishings such as ashtrays, candlesticks and mirrors, awnings, counterpanes and door mats; flags; garden umbrellas; garment and shoe bags, laundry hampers and bags, and shoe racks; mosquito nets; steamer and travelling rugs; wastepaper baskets, flower and plant boxes and pots.

4.2.2 Repairs to household textiles and other furnishings.

4.3 Heating and cooking appliances, refrigerators, washing machines and similar major household appliances, including fittings and repairs (D)

4.3.1 Heating and cooking appliances, refrigerators, washing machines and similar major household appliances, including fittings.

Covers major equipment like clothes washing and drying, dish washing, ironing, sewing or knitting machines; electric floor scrubbing, waxing and polishing machines; vacuum cleaners; water softening machines; refrigerators, food freezers and ice boxes; room air-conditioning units; cooking appliances other than spirit stoves and plate-warmers; reflector ovens, camping stoves and similar appliances; toasters; electric fans, and electric coffee makers and heating appliances; lawn mowers; non-portable safes; water pumps.

4.3.2 Repairs to heating and cooking appliances, refrigerators, washing machines and similar major household appliances.

4.4 Glassware, table ware and household utensils including repairs (SD)

4.4.1 Glassware, tableware and household utensils

Pottery, glassware, cutlery, silverware; hand, kitchen and small garden tools (not power driven); all types of kitchen utensils, portable toilet and sanitary utensils for indoor use; electric bulbs, plugs, wire, cable and switches; heating pads, sauce-pans, non-electric coffee-makers; thermos bottles and flasks; watering cans, wheelbarrows, garden hose and sprinkling devices, and small garden appliances (not power driven); portable money boxes and strong-boxes; household scales; ladders; lock-smith's wares.

4.4.2 Repairs of glassware, tableware and household utensils.

4.5 Household operation except domestic services.

4.5.1 Non-durable household goods (ND)

Household goods of limited durability such as matches, household soap, scourers, polishes, cleaning materials; household paper products; candles and lamp wicks; clothes hangers; shoe polish; clothes pins; mops, brooms and brushes; rope, string and twine; dyes for dyeing clothing and household textile furnishings; nails, nuts and bolts, screws, tacks, washers, hooks, knobs, etc.; needles and pins; insecticides, fungicides and disinfectants, aluminium foil, etc.

4.5.2 Household services excluding domestic services (S)

Cleaning, dyeing and laundering; hire of furniture, furnishings and household equipment, including payments by subtenants for the use of furniture, etc.; service charge for insurance of household property against fire, theft and other accidents; payments for services such as chimney cleaning, window cleaning, snow removal, exterminating, disinfecting and fumigating, etc.

4.6 Domestic services (S)

Remuneration in cash and in kind of domestic servants, cleaners, cooks, etc. Includes payments in cash and in kind to baby-sitters, chauffeurs, gardeners, governesses, tutors, etc.

5. Medical care and health expenses

5.1 Medical and pharmaceutical products (ND)

Medicines, vitamins and vitamin preparations; cod and halibut liver oil; clinical thermometers, hot-water bottles and ice bags; first aid kits, elastic medical hosiery and similar medical goods.

5.2 Therapeutic appliances and equipment (D)

Major appliances and equipment; eye glasses; hearing aids; glass eyes, artificial limbs, orthopedic braces and supports; surgical belts, trusses and supports; medical message equipment and health lamps, wheel chairs and invalid carriages, motorized or not.

5.3 Services of physicians, nurses and related practitioners (S)

Fees paid to physicians, psychiatrists, nurses, physiotherapists, midwives, dentists, etc., who are not employed by hospitals; payments to medical and dental laboratories for tests, analyses etc. rental of the therapeutic equipment.

5.4 Hospital care and the like (S)

Fees to hospitals and clinics, including fees for services provided by physicians, nurses, etc. employed by, and ambulances of, these hospitals and clinics.

5.5 Service charges on accident and health insurance (S)

6. Transport and communication

6.1 Personal transport equipment (D)

Motor cars; trailers and caravans; motor cycles and bicycles.

6.2 Operation of personal transport equipment

6.2.1 Tires and tubes, parts and accessories; and repair charges (SD).

6.2.2 Gasoline, oils and greases (ND)

6.2.3 Other expenditure (S)

Payments for parking and garaging, bridge, tunnel, ferry and road tolls; driving lessons; hire of personal transport equipment; service charges on insurance of personal transport equipment.

.3 Purchased transport (S)

Fares on railways, trams, buses, cabs, ships and airlines; fees for transporting personal transport equipment in ships, trains and aircraft; fees for baggage transfer, storage and excess charges; tips to porters, etc.; service charges for baggage and special transport accident insurance; moving and storage of household goods.

.4 Communication (S)

Postal, telephone and telegraph services, including all expenditure on new postage stamps.

recreation, entertainment, education and cultural services

1 Equipment and accessories, including repairs.

7.1.1 Wireless and television sets and gramophones (D)

Wireless and television sets; gramophones, record players and tape recorders; radio transmitting and receiving sets for amateur radio stations; clock-radios.

7.1.2 Photographic equipment, musical instruments, boats and other major durables (D)

Aeroplanes; boats and outboard motors; cameras, projection equipment, other photographic equipment, binoculars; microscopes and telescopes; pianos, organs, violins, cornets and other major musical instruments; typewriters; power driven equipment for woodworking, metalworking, etc.; horses; swimming pools which are not permanent fixtures.

7.1.3 Other recreational goods (SD)

Goods purchased in connection with hobbies which are not included in 7.1.2; harmonicas and other minor musical instruments not included in 7.1.2; records; flowers; sports equipment and supplies except sports clothing and sports

footwear; camping equipment; films and other photographic supplies; used postage stamps for philatelic purposes; children's outdoor play equipment, pets other than horses; feeding stuffs for pets; exercising equipment.

7.1.4 Parts and accessories for, and repairs to, recreational goods (SD)

7.2 Entertainment, recreational and cultural services, excluding hotels, restaurants and cafes (S)

Expenditure on theatres, cinemas, sports and other places of public amusement; expenditure on private entertainment such as hiring musicians, magicians, clowns, etc. for private parties; bridge, social dancing and sports lessons; gambling; portrait and other services, such as film developing and print processing furnished by photographers; hire of wireless and television sets, aeroplanes, boats, horses and other recreational equipment; veterinary and other services for pets; fees for use of teleferics, ski-lifts and similar conveyances; fees to mountain, ski, tourist and other guides; radio and television licences where government broadcasting stations exist; admission fees to museums, art galleries, historical monuments and botanical and zoological gardens.

7.3 Books, newspapers and magazines (ND)

Books, newspapers and other printed matter.

7.4 Education (S)

Fees to schools, universities, etc., excluding, if feasible, payments for food, beverages and shelter.

8. Miscellaneous goods and services.

8.1 Personal care and effects.

8.1.1 Services of barber and beauty shops, etc. (S)

Services of barber and beauty shops, baths and massage parlours.

8.1.2 Goods for personal care (SD)

Toilet articles and preparations including shaving equipment; electric hair driers and hair clippers, electric or not, permanent wave sets for home use; tooth and toilet brushes; repairs to such items.

Goods, n.e.c.

8.2.1 Jewellery, watches, rings and precious stones

8.2.2 Other personal goods (SD)

Travel goods, handbags and similar goods; umbrellas, walking sticks and canes; pipes, lighters, tobacco pouches, pocket knives; sunglasses; clocks; baby carriages; repairs to such items.

8.2.3 Writing and drawing equipment and supplies (SD)

Pens and pencils; rulers, slide rules, drawing sets and similar instruments; pencil sharpeners; paper punches, hand stamps and seals; typewriter ribbons and carbon and stencil papers, stationery; erasers, ink and paper clips.

Expenditure in restaurants, cafes and hotels \*(S)

Included are the value of food, drinks and tobacco consumed; tips for services rendered by the personnel of restaurants, cafes and hotels; fees for use of camping sites and facilities.

8.3.1 Expenditure in restaurants and cafes.

8.3.2 Expenditure for hotels and similar lodging services.

Packaged tours #(S)

All inclusive tours which provide for travel, food, lodging, guide services, etc.

Financial services, n.e.c. (S)

Service charges for life insurance and for insurance against civil responsibility in respect of injuries to other persons or other persons' property not arising from the operation of personal transport equipment; actual charges for bank services; fees and service charges for brokerage, investment counselling, household finance company loans and

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is desirable to have separately the outlay on food, and tobacco made in restaurants, cafes and hotels, and other medical institutions, and educational

dition, it is desirable to have data on the portion of the total outlay into transport, lodging, food items.

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## 8.6 Services n.e.c (S)

Fees for legal services, to tax consultants and to employment agencies, membership dues in professional associations, charges for undertaking and other funeral services; expenditure for duplicating, blue-printing, photostating, addressing, mailing and stenographic services; payments for copies of birth, death and marriage certificates; charges for newspaper notices and advertisements; etc.

ANNEX I

System of National Accounts (United Nations, 1968)

CLASSIFICATION OF HOUSEHOLD GOODS AND SERVICES.

(The symbols D, SD, ND and S stand for items classified as durable, semi-durable, or non-durable goods and services respectively).

---

1. Food, beverages and tobacco (ND)

1.1 Food

1.1.1 Bread and cereals

Rice, glazed or polished, but not otherwise worked (including broken rice); maize, meal and flour of wheat, barley and other cereals; cereal preparations; malt (including malt flour) and malt extract; macaroni, spaghetti, noodles, vermicelli and similar products; bread, biscuits, cake and other bakery products; preparations of flour, starch or malt extract, used as infant food or for dietic or culinary purpose; potato starch; sago, tapioca and other starches; sealing wafers, communion wafers and similar products. Includes tarts and pies other than meat and fish tarts and pies; macaroni and spaghetti cooked, ready for consumption; farinaceous products stuffed with substances other than meat; rice, cooked, ready for consumption.

1.1.2 Meat

Fresh, chilled and frozen meat of bovine animals, sheep and goats, swine, poultry, horses, game and edible offal; bacon, ham and other dried, salted or smoked meat and edible offals; meat extracts and meat juices, sausages, meat preparations, and canned meat. Includes meat pies; frog meat; meat of marine mammals such as seals, walruses and whales; meat soups in liquid, solid or powder form, whether or not containing vegetables, spaghetti, rice, etc.; paste products filled with meat such as canelloni, ravioli and tortellini.

1.1.3 Fish

Fresh, frozen, canned and preserved fish and other sea food and fish preparations. Included are tinned fish soup, snails, fish pie.

#### 1.1.4 Milk, cheese and eggs

Fresh, evaporated, condensed and dried milk and cream (including buttermilk, skimmed milk, whey and yoghurt); cheese and curd; eggs, including treated eggs.

#### 1.1.5 Oils and fats

Butter, margarine, lard and other prepared edible fats; cooking salad and other edible oils; peanut butter

#### 1.1.6 Fruits and vegetables other than potatoes and similar tubers.

Fruits and other vegetables, fresh, dried, frozen or preserved, juices and nuts. Includes fruit-peel, nuts and parts of plants preserved by sugar (drained, glaze or crystallized); edible seeds; garlic; culinary herbs; mushrooms; rhubarb; tomatoes; truffles; vegetable soups, without meat or meat extracts or only traces; dried beans, lentils and other pulses.

#### 1.1.7 Potatoes, manioc and other tubers

Potatoes, manioc, arrowroot, cassava, sweet potatoes and other starchy roots. Includes tinned and other products, like meal, flour, flakes, chips, except starches.

#### 1.1.8 Sugar

Refined sugar and other products of refining beet and cane sugar, not including syrups.

#### 1.1.9 Coffee, tea, cocoa.

Coffee, tea, cocoa and their substitutes.

#### 1.1.10 Other foods, including preserves and confectionary.

Syrup; jam, marmalade and table jellies; honey; chocolate and sugar confectionery; salt; spices; prepared baking powders; sauces; mixed condiments and mixed seasonings; ice cream, vinegar; yeast.

1.2 Non-alcoholic beverages

Mineral waters and other soft drinks.

1.3 Alcoholic beverages

Spirits, wine, beer and cider, including beer and cider with low alcohol content.

1.4 Tobacco

Cigars and cheroots; cigarettes; smoking and chewing tobacco; cigarette paper; snuff.

2. Clothing and footwear (SD)

2.1 Clothing other than footwear, including repairs.

2.1.1 Clothing other than footwear

All made-up clothing and clothing materials including haberdashery, millinery and custom tailoring and dressmaking. Includes aprons, smocks and bibs; belts, gloves and mittens other than rubber; handkerchiefs except paper handkerchiefs; muffs and sleeve protectors; crash helmets; suspenders, accessories for making up clothing such as buckles, buttons, fasteners, patterns, zippers, etc.; hire of clothing.

2.1.2 Repairs to clothing other than footwear.

2.2 Footwear, including repairs.

2.2.1 Footwear

All footwear including rubbers, gaiters, spats, leggings and puttees; sports footwear other than boots and shoes with ice or roller skates attached.

2.2.2 Repairs to footwear

3. Gross rent, fuel and power.

3.1 Gross rents and water charges

3.1.1 Gross rents (S)

All gross rent in respect of dwellings, actual and imputed in the case of owner-occupied houses including ground rents and taxes on

property. House rent will in general be space rent, covering heating and plumbing facilities, lighting fixtures, fixed stoves, wash basins and other similar equipment which is customarily installed in the house before selling or letting. Also included are payments for garbage and sewage disposal and expenditures of tenants on indoor repair and upkeep, such as indoor painting, wallpapering and decorating. Rents paid for rooms in boarding houses, but not in hotels, are included. Rents of secondary dwellings such as summer cottages, mountain chalets, etc., are also included.

3.1.2 Water charges (ND)

3.2 Fuel and power (ND)

3.2.1 Electricity

3.2.2 Gas.

Natural and manufactured gas, including liquefied petroleum gases (butane, propane, etc.)

3.2.1 Liquid fuels

Heating and lighting oils.

3.2.4 Other fuels

Coal, coke and briquettes; firewood; charcoal; peat; purchased heat.

4. Furniture, furnishings, and household equipment and operation.

4.1 Furniture, fixtures, carpets, other floor coverings and repairs (D).

4.1.1 Furniture, fixtures, carpets, other floor coverings.

Beds, chairs, tables, sofas, storage units, and hallboys; carpets, large mats and linoleum, cribs, high chairs, playpens; door and dividing screens; sculptures, carvings, figurines, paintings, drawings, engravings and other art objects; venetian blinds; fireplace equipment; other furniture and fixtures.

4.1.2 Repairs to furniture, fixtures, carpets, other floor coverings.

4.2 Household textiles, other furnishings, and repairs (SD)

4.2.1 Household textiles and other furnishings.

Curtains, sheets, table-cloths and napkins, towels, tapestries, bedding mattress and other coverings, of all materials; furnishings such as ashtrays, candlesticks and mirrors, awnings, counterpanes and door mats; flags; garden umbrellas; garment and shoe bags, laundry hampers and bags, and shoe racks; mosquito nets; steamer and travelling rugs; wastepaper baskets, flower and plant boxes and pots.

4.2.2 Repairs to household textiles and other furnishings.

4.3 Heating and cooking appliances, refrigerators, washing machines and similar major household appliances, including fittings and repairs (D)

4.3.1 Heating and cooking appliances, refrigerators, washing machines and similar major household appliances, including fittings.

Covers major equipment like clothes washing and drying, dish washing, ironing, sewing or knitting machines; electric floor scrubbing, waxing and polishing machines; vacuum cleaners; water softening machines; refrigerators, food freezers and ice boxes; room air-conditioning units; cooking appliances other than spirit stoves and plate-warmers; reflector ovens, camping stoves and similar appliances; toasters; electric fans, and electric coffee makers and heating appliances; lawn mowers; non-portable safes; water pumps.

4.3.2 Repairs to heating and cooking appliances, refrigerators, washing machines and similar major household appliances.

4.4 Glassware, table ware and household utensils including repairs (SD)

4.4.1 Glassware, tableware and household utensils

Pottery, glassware, cutlery, silverware; hand, kitchen and small garden tools (not power driven); all types of kitchen utensils, portable toilet and sanitary utensils for indoor use; electric bulbs, plugs, wire, cable and switches; heating pads, sauce-pans, non-electric coffee-makers; thermos bottles and flasks; watering cans, wheelbarrows, garden hose and sprinkling devices, and small garden appliances (not power driven); portable money boxes and strong-boxes; household scales; ladders; lock-smith's wares.

4.4.2 Repairs of glassware, tableware and household utensils.

4.5 Household operation except domestic services.

4.5.1 Non-durable household goods (ND)

Household goods of limited durability such as matches, household soap, scourers, polishes, cleaning materials; household paper products; candles and lamp wicks; clothes hangers; shoe polish; clothes pins; mops, brooms and brushes; rope, string and twine; dyes for dyeing clothing and household textile furnishings; nails, nuts and bolts, screws, tacks, washers, hooks, knobs, etc.; needles and pins; insecticides, fungicides and disinfectants, aluminium foil, etc.

4.5.2 Household services excluding domestic services (S)

Cleaning, dyeing and laundering; hire of furniture, furnishings and household equipment, including payments by subtenants for the use of furniture, etc.; service charge for insurance of household property against fire, theft and other accidents; payments for services such as chimney cleaning, window cleaning, snow removal, exterminating, disinfecting and fumigating, etc.

4.6 Domestic services (S)

Remuneration in cash and in kind of domestic servants, cleaners, cooks, etc. Includes payments in cash and in kind to baby-sitters, chauffeurs, gardeners, governesses, tutors, etc.

5. Medical care and health expenses

5.1 Medical and pharmaceutical products (ND)

Medicines, vitamins and vitamin preparations; cod and halibut liver oil; clinical thermometers, hot-water bottles and ice bags; first aid kits, elastic medical hosiery and similar medical goods.

5.2 Therapeutic appliances and equipment (D)

Major appliances and equipment; eye glasses; hearing aids; glass eyes, artificial limbs, orthopedic braces and supports; surgical belts, trusses and supports; medical message equipment and health lamps, wheel chairs and invalid carriages, motorized or not.

5.3 Services of physicians, nurses and related practitioners (S)

Fees paid to physicians, psychiatrists, nurses, physiotherapists, midwives, dentists, etc., who are not employed by hospitals; payments to medical and dental laboratories for tests, analyses etc. rental of the therapeutic equipment.

5.4 Hospital care and the like (S)

Fees to hospitals and clinics, including fees for services provided by physicians, nurses, etc. employed by, and ambulances of, these hospitals and clinics.

5.5 Service charges on accident and health insurance (S)

6. Transport and communication

6.1 Personal transport equipment (D)

Motor cars; trailers and caravans; motor cycles and bicycles.

6.2 Operation of personal transport equipment

6.2.1 Tires and tubes, parts and accessories; and repair charges (SD).

6.2.2 Gasoline, oils and greases (ND)

6.2.3 Other expenditure (S)

Payments for parking and garaging, bridge, tunnel, ferry and road tolls; driving lessons; hire of personal transport equipment; service charges on insurance of personal transport equipment.

.3 Purchased transport (S)

Fares on railways, trams, buses, cabs, ships and airlines; fees for transporting personal transport equipment in ships, trains and aircraft; fees for baggage transfer, storage and excess charges; tips to porters, etc.; service charges for baggage and special transport accident insurance; moving and storage of household goods.

.4 Communication (S)

Postal, telephone and telegraph services, including all expenditure on new postage stamps.

recreation, entertainment, education and cultural services

1 Equipment and accessories, including repairs.

7.1.1 Wireless and television sets and gramophones (D)

Wireless and television sets; gramophones, record players and tape recorders; radio transmitting and receiving sets for amateur radio stations; clock-radios.

7.1.2 Photographic equipment, musical instruments, boats and other major durables (D)

Aeroplanes; boats and outboard motors; cameras, projection equipment, other photographic equipment, binoculars; microscopes and telescopes; pianos, organs, violins, cornets and other major musical instruments; typewriters; power driven equipment for woodworking, metalworking, etc.; horses; swimming pools which are not permanent fixtures.

7.1.3 Other recreational goods (SD)

Goods purchased in connection with hobbies which are not included in 7.1.2; harmonicas and other minor musical instruments not included in 7.1.2; records; flowers; sports equipment and supplies except sports clothing and sports

footwear; camping equipment; films and other photographic supplies; used postage stamps for philatelic purposes; children's outdoor play equipment, pets other than horses; feeding stuffs for pets; exercising equipment.

7.1.4 Parts and accessories for, and repairs to, recreational goods (SD)

7.2 Entertainment, recreational and cultural services, excluding hotels, restaurants and cafes (S)

Expenditure on theatres, cinemas, sports and other places of public amusement; expenditure on private entertainment such as hiring musicians, magicians, clowns, etc. for private parties; bridge, social dancing and sports lessons; gambling; portrait and other services, such as film developing and print processing furnished by photographers; hire of wireless and television sets, aeroplanes, boats, horses and other recreational equipment; veterinary and other services for pets; fees for use of teleferics, ski-lifts and similar conveyances; fees to mountain, ski, tourist and other guides; radio and television licences where government broadcasting stations exist; admission fees to museums, art galleries, historical monuments and botanical and zoological gardens.

7.3 Books, newspapers and magazines (ND)

Books, newspapers and other printed matter.

7.4 Education (S)

Fees to schools, universities, etc., excluding, if feasible, payments for food, beverages and shelter.

8. Miscellaneous goods and services.

8.1 Personal care and effects.

8.1.1 Services of barber and beauty shops, etc. (S)

Services of barber and beauty shops, baths and massage parlours.

8.1.2 Goods for personal care (SD)

Toilet articles and preparations including shaving equipment; electric hair driers and hair clippers, electric or not, permanent wave sets for home use; tooth and toilet brushes; repairs to such items.

Goods, n.e.c.

8.2.1 Jewellery, watches, rings and precious stones

8.2.2 Other personal goods (SD)

Travel goods, handbags and similar goods; umbrellas, walking sticks and canes; pipes, lighters, tobacco pouches, pocket knives; sunglasses; clocks; baby carriages; repairs to such items.

8.2.3 Writing and drawing equipment and supplies (SD)

Pens and pencils; rulers, slide rules, drawing sets and similar instruments; pencil sharpeners; paper punches, hand stamps and seals; typewriter ribbons and carbon and stencil papers, stationery; erasers, ink and paper clips.

Expenditure in restaurants, cafes and hotels \*(S)

Included are the value of food, drinks and tobacco consumed; tips for services rendered by the personnel of restaurants, cafes and hotels; fees for use of camping sites and facilities.

8.3.1 Expenditure in restaurants and cafes.

8.3.2 Expenditure for hotels and similar lodging services.

Packaged tours #(S)

All inclusive tours which provide for travel, food, lodging, guide services, etc.

Financial services, n.e.c. (S)

Service charges for life insurance and for insurance against civil responsibility in respect of injuries to other persons or other persons' property not arising from the operation of personal transport equipment; actual charges for bank services; fees and service charges for brokerage, investment counselling, household finance company loans and

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desirable to have separately the outlay on food, and tobacco made in restaurants, cafes and hotels, and other medical institutions, and educational

dition, it is desirable to have data on the on of the total outlay into transport, lodging, food items.

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#### 8.6 Services n.e.c (S)

Fees for legal services, to tax consultants and to employment agencies, membership dues in professional associations, charges for undertaking and other funeral services; expenditure for duplicating, blue-printing, photostating, addressing, mailing and stenographic services; payments for copies of birth, death and marriage certificates; charges for newspaper notices and advertisements; etc.