Renewable Natural Resources Census 2009 Ministry of Agriculture Royal Government of Bhutan



User Manual for the Census Operators

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1. Introduction

The Ministry of Agriculture has conducted its First Nationwide RNR Census in 2001 for the production year 2000. The result of the census has provided baseline indicators for the Geog-based 9th Five Year Plan preparation. It has been also serving as the baseline data bank for the RNR sector until now. However, owing to various development activities taken place in the RNR sector during the last decade, the RNR census 2000 results have become outdated. The Ministry of Agriculture has therefore decided to carry out its Second Nationwide RNR Census in 2009 for the production year 2008.

2. Objective

The main objectives of this census are:

- To provide basis for improving the agricultural statistical information system in the country.
- To provide updated and reliable statistical information on RNR activities for efficient monitoring, planning and policy making.
- To enable an efficient study of small holdings communities to facilitate government plans and programs to assist small farmers effectively.
- To provide baseline data for monitoring of millennium development goals (MDGs), particularly poverty and food security situations and
- To facilitate the ongoing Royal Government's effort to streamline information sharing, monitoring and evaluation of planned development activities.

3. The nature and scope of the census

Regardless of what stage of development a country is, the objectives and nature of the agricultural census are generally the same. It is to be understood that an agricultural census is an inquiry on the structure of the agriculture sector of the country. As the word "census" implies, it is a complete enumeration of all households in the country engaged in agricultural (RNR) activities (agriculture, livestock and forestry). Therefore, the household is the ultimate unit from whom the data are to be collected. Rabdheys, Goendheys and Lhakhangs are also to be captured as they are also involved in producing crops and rearing livestock. The information of these groups would be normally obtained from the caretakers or the land leasees.

The RNR census 2009 will cover the following information about the RNR activities.

- Accessibilities of rural communities to motor roads, markets and extension facilities / services.
- Main sources of income.
- Availability of serviceable farm machineries and tools.
- Agricultural land holdings and tenure.
- Crop (cereals and horticulture) productions, sold and cash earned.
- Organic and chemical fertilizers, and plant protection chemicals used.
- Livestock population and productions.
- Livestock productions and live animals sold, and cash earned.
- Death of animals and common causes of deaths.
- Livestock feed and fodder.
- Forest products collected, forest byproducts produced, sold and cash earned.
- Issues related to forest resources, rules and acts.
- Farming constraints and
- Households' food security.

4. Method of data collection

The geog RNR extension officers shall visit individual households and interview by administering a set of structured questionnaire developed by the ministry of agriculture. Generally, the respondents shall be the head of the household or someone in the family who knows about the farming activities of the household.

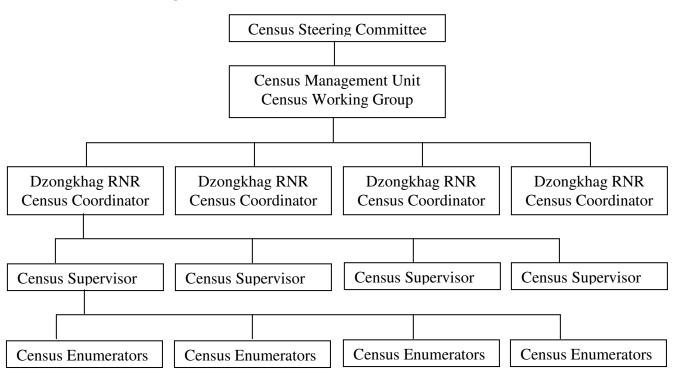
5. Time reference

The RNR census 2009 will capture all agricultural activities and productions between January 2008 and December 2008.

6. The Census organization

Given the scale of task and the complexities involved in the implementation of the census, the arrangement of layers of people in the hierarchy with defined distinct roles and responsibilities was required. The organization of the RNR census 2009 is illustrated below.

Organizational structure of the RNR Census 2009



7. Terms of reference for groups of people at various levels in the hierarchy.

7.1 RNR Census Steering Committee (CSC)

The CSC comprises of the Heads of the Departments / Divisions within of MoA and National Statistics Bureau. The Head of the Policy and Planning Division, who is also the member to the CSC, serves as the Secretary to the Committee. The major roles of the CSC include:

- Clearing of policy issues.
- Approval of the ToRs for Census Working Group (CWG / CMU).
- Approval of work plans, implementation modalities and budgetary requirements.
- Endorsement of the final result of the census for publication.

7.2 RNR Census Management Unit (CMU) or Working Group (CWG)

This group comprises the staffs of the Information Management Section (IMS) of the PPD and Departments form the CMU or CWG. The Head of the IMS, PPD serves as the secretary to this group. The focal person from the NSB, who is also the member to the CSC, serves as technical advisor to this CMU /CWG.

The responsibilities of this group include planning technical aspects of data collection which involves designing of questionnaires, developing methodology and all required technical documents, training field staff, monitoring field operations, designing tabulations and analysis plan, training field enumerators, supervisors and coordinators, analyzing data and drafting the final report.

For smooth functioning of the census operation activities, the IMS, PPD is also mandated for carrying out all activities related to financial management and coordination of workshops/trainings including logistical arrangements.

7.3 The Dzongkhag Census Coordinators (DCCs)

The Dzongkhag RNR Census Coordinators (DCCs) have been appointed among the RNR sectors in the Dzongkhags. These coordinators are accountable to the CMU / CWG. Following are the responsibilities of the DCCs.

- Prepare implementation work plans and modalities.
- Pre-inform Geog Leaders and respondent farmers about the census.
- Instruct Geog Leaders (Gups) for full cooperation with the extension officers.
- Coordinate training / briefing of the field staff on the questionnaire at the Dzongkgag.
- Mobilize the supervisors and enumerators.
- Ensure distribution of census questionnaires without disruption.
- Ensure the completion of the field enumeration within the agreed date.
- Monitor progress based on the work plan.
- Collect completed questionnaires and hand over to the officials from the ministry who will visit the Dzongkhags for the same.
- Receive and make payment of DSA to field census implementers and other related expenses as per the existing government rules.

7.4 The Dzongkhag RNR Census Supervisors (DCSs)

The Dzongkhag RNR Sector Heads and Assistant Heads form the Census Supervisors (DCSs). They are accountable to the DCCs. The main duties of the DCSs are the following:

- Arrangement and mobilization of enumerators
- Supervise enumerations and check the questionnaires for completeness and errors.
- Submit the completed questionnaires to the DCCs.
- Verify and forward the monetary claims (DSA) of the enumerators to the DCCs.

7.5 The Enumerators

The RNR extension officers posted in the geogs will carry out the enumeration. Depending on the size of the geogs, the extension officers may be required to move to help enumerators in other larger geogs. There are about 600 + extension officers of agriculture, livestock and forestry backgrounds posted in 205 geogs of the country. These officers will visit individual households for enumeration. The field enumeration is to be completed in one month period beginning from 1st of January 2009 to 31st of January 2009.

Communities living in higher altitude areas (Lunana and Laya in Gasa, Soe, Naro and Lingzhi in Thimphu and Merak-Sakteng in Trashigang) would have been migrated to lower elevated places by the month of December. For these communities, third and forth week of April month would be a suitable time for enumeration as they would be back to their villages by then.

As the source of data actually begins from the enumeration, a mistake committed at the enumeration stage is a mistake that will have a greatest impact on the quality of the final data. In order to bring down the field enumeration errors to as minimum level as possible an enumerators must fulfill the following responsibilities.

- Understand the purpose and objective of the census.
- Understand the structure of the questionnaire and the logic behind.
- Be familiar with the concepts and terms used in the questionnaire.
- Be familiar with the interviewing methods and approaches.
- Ask the questions very clearly without changing its original meaning.
- Have patience and tolerance with respondents.
- Perform the duties with honesty, diligence and sincerity.
- Carry out the interview as planned and instructed by the supervisors or the coordinators.
- Submit the completed questionnaires to the supervisors for necessary checking.

Other essential things that an enumerator must posses and observe while approaching to and interviewing a farmer are the following.

- Introduce yourself.
- Explain the purpose of the interview.
- Act normal and be polite.
- Don't raise unjustifiable expectations
- Thank the respondent for the time and contribution.

8. Resolving common problems

The following are some of the problems that may encounter during the census enumeration and suggested procedures to overcome them.

8.1 Households in far off isolated locations:

All enumerators are expected to visit every household so that more correct picture of the farm household can be captured. However, if the households are scattered with more than an hour walking distances then it would be quite a time demanding. In such a case, with the help of chupeon, call the respondents to gather at a place for interview.

8.2 Household member not able to respond:

Normally, the head of the households or the member who know about the household's farming activities should be the respondents. In the absence of such members you should schedule a revisit to the household.

8.3 Household member refusing to respond:

Refusal can best be handled by being patient, courteous and friendly to the respondents. An explanation of the purpose of the census and the interview may convince the respondent to cooperate.

8.4 Absent households:

If you come across a household whose member (s) are out for very short duration, say for hours to about 7 days, request the neighbor to inform the absent household of your revisit. If the member of the household has been away for longer durations and or residing and working in other places please give remarks on the household lists sheet. Those households if found in other dzongkhags or geogs must be enumerated by the concerned enumerators of that area.

9. Manual on the use of the RNR Census Questionnaire

9.1 The purpose of the manual

It is expected that the RNR field extension officers who will be the enumerators are very comfortable with the RNR activities and terms used, quite familiar with the local farming systems and dialects. However, people often tend to understand things differently resulting in obtaining different answers, which should otherwise be the same. Therefore, the purpose of this manual is to provide common understanding and serve as a guideline for the census enumerators, supervisors and the coordinators. The training / briefing might not be adequate to master everything. This manual will serve as a supplement to make you understand clearly all the details and procedures to be followed.

9.2 Organization of the RNR Census Questionnaire

The RNR Census 2009 Questionnaire consists of 14 pages covering the 6 broad sections arranged in the sequence as listed below.

• General section:

Household identification, accessibilities to motor road and services, main sources of income and farm machineries;

• Agriculture section:

Land holdings and tenure, crop harvested area, productions and marketing, use of fertilizers and plant protection chemicals;

• Livestock section:

Livestock population, production and marketing;

Forestry section:

Forest resources production, utilization, marketing and forestry related issues;

• Farming constraints:

Weaknesses or obstacles, crop and livestock damaged by wildlife;

• Household food grain security and copping mechanisms:

Food grain self sufficiency through farm productions and copping mechanisms of the shortages.

→ Unit conversion table is provided at the end of the questionnaire for those interviewers who are not quite familiar with local measurement units.

9.3 General instructions

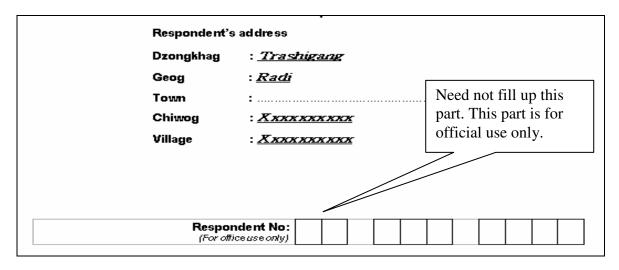
- You must conduct the interview by following the sequence of blocks in the questionnaire.
- The questionnaire is designed for collecting data from the households listed in the households list that is provided to you. If there are households not included in the list, please record in the empty sheets and interview the households.
- Use pencil in making entries into the questionnaire. Do not use any other colored pencil or ink/ball pen because when an error is committed the entry cannot be easily erased.
- WRITE CLEARLY! Make sure that all your entries are easily readable.

9.4 The usage of the Questionnaire

The contents and the design of the questionnaire are quite similar to that of the ones to which the extension officers are quite familiar with. Therefore, only certain sections of the questionnaire which are thought to be of bid complicated are explained here for common understanding of the enumerators (extension officers). For reference, the whole set of the questionnaire with dummy entries is provided in the annexure.

Cover page of the questionnaire:

Please make sure that the addresses of the respondents are filled up. If the respondent or the household falls under the rural community then please mention the names of **dzongkhag**, **geog**, **chiwog** and **village** as illustrated below.



In case the respondent or the household falls under the urban or the municipal area then please mention the **dzongkhag**, the **geog** and the **town** names as illustrated below. In some cases, a respondent might be falling under the urban area but not under any of the geogs. In such case, please indicate only the names of the **dzobgkhag** and the **town**.

Respondent's	ad dress
Dzongkhag Geog Town Chiwog Village	: Trashigang : Radi : Rangiung Need not fill up this part. This part is for official use only.
Respon (For off)	ndent No: ceuseonly)

Using of codes:

For convenience and to facilitate faster recording of the entries, some codes were provided wherever possible such as 1 for female, 2 for male and 1 for head, 2 for spouse, 3 for daughter / son etc. For example, please see illustration below under section 1.1 Respondent Identity.

BACKGROUND INFORMATION

1.1: Respondent's Identity									
Name: <u><i>Karт</i>иа</u>		1 = head 2 = spouse							
Age: <u>36</u>	Relationship to household head: <u>2</u>	3 = daughter / son 4 = in-laws							
Sex:(1 = Male, 2 = Female): <u>2</u>		5 = other							
Gung No. WA-100-106 . <u>Thram</u> No: <u>266</u>									

1.2: Distances of road points and amenities from the household (Ask the following questions if there is no road).										
How long do you have to walk to reach motor-road point? 2										
	Tick	the nearest	one	Distance	2 = 1 - 3 hours 3 = 3 - 6 hours					
How long do you have to walk to reach nearest extension centres?	RNRC	AEC	LEC		4=бhours - 1 day					
COMPANIACY.	√			7	5 = > 1 day					

The codes for distances are 1 for less than 1 hour, 2 for 1 to 3 hours and so forth. The figure above under section 1.2 illustrates that walking distance to nearest road point is 2 which means that the household has to walk 1 to 3 hours to get to the nearest road point. In other example, the nearest extension center was RNRC and the distance was 1 meaning the household is less than 1 hour walking distance from the RNR center.

Ticking and Ranking:

There are sections where an enumerator needs to **tick** and provide **ranking** as responded by the interviewee. The figure below is one of such cases. First, ask the respondent, which of the answers in the list best apply to him / her and tick as responded. Secondly, ask him / her to rank the answers he has provided, from **1 to 3** in order of importance. **The ranking 1 is the most important and 3 the least**. See the figure below for example.

2. SOURCESOF HOUSEHOLD CASH INCOME.

Q 21:											
Code	Sources of Income	Tick	Rank in order of importance (1,2 and 3)	Code	Sources of Income	Tick	Rank in order of importance (1,2 and 3)				
1	Horticulture crops (fruits, potato, vegetables and cardamom)	√	1	7	Salaries / wages						
2	Cereal grains			8	Remittences						
3	Livestock products (meat and dairy products)	√	3	9	Contract works						
4	Non-wood forest products (edible and non-edible products)	√	3	10	Bussiness						
5	Mules / horses transports			11	Other off-fram	al	2				
б	Motortransports			_ ''	activities	Y	-				

Recording of area:

Area is to be recorded in acres. Conversion of local units to acres is provided in the "Unit Conversion Table" which is annexed. People often make mistake in recording the area that destroys the accuracy and quality of data. 5 decimals, when reported in acre, is sometimes written as 5 acres instead of writing as 0.05 acre. The correct ways of reporting the area in acres are:

- ⇒ 2 acres and 50 decimals should be written as 2.50 acres,
- ⇒ 5 acres and 55 decimals should be written as 5.55 acres,
- ⇒ 5 decimals should be written as 0.05 acre,
- ⇒ 10 decimals should be written as 0.10 acre,
- ⇒ 12 acres and 4 decimals should be written as 12.04 acres.

See figure below for more examples.

4. AGRICULTURE

4.1 HOUSEHOLD LAND HOLDINGS

Q4.1.1: Land holdings: Thram records information, 2008 (Respondent should produced Lag (than)									
Do you own land? YES NOLL. If the answer is NO then proceed to Table 4.2.									
Land type Area (acres) Land type (acres)									
Wetland 2.50 Kitchen garden 0.05									
Dry land	5.55	Orchard	12.04						

Reporting fertilizer inputs:

Please record the quantity each type of fertilizer and plant protection chemicals used. For farm yard manure (FYM), indicate the quantity used of home produced and purchased. If no fertilizer was used please put tick mark against the "Did not use fertilizer" and against "Manured by tethering" if practiced it.

Q4.2.10	Q4.2.10: Quantity and type of fertilizers used for crops during 2008.(MT)											
II -	ard manure FYM)	Phosphate (SSP)	Urea	Suphala (NPK)	Other chemical fertilizer	Manured by tethering	Leafmould	Did not use fertilizer				
H/prod.	Purchased	0.80	0.50	10.50	00		40					
500	000	0.00	0.30	10.30	""		~~					

Note: H/prod = Home produced

Q4 2:10	Q4.2.10: Quantity and type of fertilizers used for crops during 2008.(MT)											
II -	ard manure FYM)	Phosphate (SSP)	Urea	Suphala (NPK)	Other chemical fertilizer	Manured by tethering	Leafmould	Did not use fertilizer				
H∦prod.	Purchased					-d		ન				
						¥		_				

Note: H/prod = Home produced

Q4.2.11: Quantity and type of plant protection chemicals used for crops during 2008.(in kgs / litres)										
Insecticides Fungicides Herbicides Tree spray oil Other PP chemicals										
50	10	20	15	00						

Recording of livestock production and marketing:

Record the quantity of livestock production for each type of product and quantity sold. The price / kg or liter applies to all products except the eggs. For eggs it should be reported price / egg.

Q5.3: Liveatoc	15.3: Livestock productions and marketing during 2008. (Weed not fill up the grey columns)											
Type of products	Qty. Produced (kg.)	Used for processing (kg.)	Qty. Sold (kg _k)	Price/kg	Type of products	Qty. Produced (kg.)	Qty. Sold (kg.)	Price/kg				
Milk	500	450			Pork (pig meat)	200	100	80				
Butter	50		40	160	Beef (cattle/buffalo meat)	500	400	70				
Cheese	60		50	150	Mutton (goats / sheep meat)							
Eggs (Nos)	1000		500	5	Yak meat							
Wool					Chicken							
Fish					Chevon		·	·				

Q.5.4: Live a nimals sold during 2008. (Need not fill up the grey columns)											
Type of livestock	Sex	Nos. Sold	Price/No	Type of livestock	Sex	Nos. Sold	Price/No				
Millaum Conce	Male	2	15000	70.170mc	Male						
Mithun Cross	Female	1	20000	Zo,/Zoms	Female						
Mukhwa	Male			Buffaloes	Male						
Nubleng	Female			Dullaloes	Female						
Jersey	Male			Horses		2	25000				
gerse).	Female			Mules							
Brown Swiss	Male			Donkeys							
Brown Swiss	Female			Sheep							
Yaks	Male			Goats							
1003	Female			Pigs							
				Poultry							

Live animal sold is to be reported by male and female. Horses, mules, Donkeys, Sheep, Goats, Pigs and Poultry need not to be specified as male or female. Prices are to be reported as the rate per live animal sold.

Forest products and unit codes:

Unlike livestock and crop products, the forest products are difficult to measure in one unit. Therefore, we have to have here various units. Again for simplicity of the enumerators, codes have been given to the units as can be seen in the table below. Code 1 stands for Kg, 2 for Pieces or Nos, 3 for Head load and so forth. As an example, the dummy entry in the table below shows that the quantity of Bangchung produced is 200 and the unit is 2. This means that 200 nos. of Bangchung was produced in 2008.

6. FORESTRY

Q 6.1:	Q6.1: Non-wood forest products / by-products and firewood, 2008										
Code	Forest Products	Unit code 1. Kg 2. Pieces / nos 3. Head bad	Unit code 4. Bund 5. Litre 6. Truck		8. Powe	tor Load er Tiller Load (cubic feet					
		Qty. Collected or produced	Unit	Qty.	Sold	Price Ny / Unit					
1	Bangshung (bamboo product)	200	2	15	i0	60					
2	Baskets (bamboo & Cane products)	100	2	90		50					
3	Others products made of bamboo and cane										
4	Cups (wood products)										
5	Dhapa (wood products)										
6	Others products made of wood										
7	Conducens	3	1	1 2.5		80000					
8	Mushroom (Wild)	50	1	1 40		70					
9	Wild Orchid flowers										

Tick and rank the constraints:

First tick all constraints as responded by and rank them from 1 to 3 in order of importance as shown below.

7. CONSTRAINTS ON THE FARM.

	Q7.1: Constraints faced by household during the year 2008. Select 3 most important constraints and rank them 1, 2 and 3 in the order of importance. (1 being the most important constraint and 3 the least).														
Code	Constraints	Tick	Rank	Code	Constraints	Tick	Rank								
1.	Insufficient imigation supply	4	2	8	Hail storm / wind										
2.	Unproductive land			9	Landslides / soil erosion	4	1								
3.	Lakour shortage			10	Wild animal attack on livestock	7	3								
4.	Crop damage by wild animals	4	3	11	Livestock diseases										
5.	Crop damage by insects / diseases			12	Lack of feed and fodder supply	4									
6.	Drought			13	Shortage of land										
7	Excessive min	4	1	14	Limited access to Markets	4									

If the "crop damage by wild animals" is ticked, then proceed on to ask the area estimated quantity of crops destroyed by various animals as shown below. A stands for Area (report in acres) and P for Production (report in KGs).

17.2: Crops damaged by wild life and domestic animals during 2008?															
Main crops	Wild	Wild pigs		Deer/ Sambhar		Monkey		Elephant		Bear		Birds		Domestic animals	
· ·	А	Р	А	Р	А	Р	А	Р	Α	Р	Α	Р	P A	Α	Р
Paddy	0.20	300					1.02	1000						0.50	500
Maize	0.10	250			0.30	300									
Wheat															
Barley															
	Main crops Paddy Maize Wheat	Main crops A Paddy 0.20 Maize 0.10 Wheat	Wild pigs A P Paddy 0.20 300 Maize 0.10 250 Wheat	Wild pigs De Sam A P A Paddy 0.20 300 Maize 0.10 250 Wheat	Wild pigs Deer / Sambhar A P A P Paddy 0.20 300 0.300	Wild pigs Deer / Sambhar Mor Sambhar A P A P A Paddy 0.20 300 Image: Sambhar part of the part	Wild pigs Deer / Sambhar Monkey A P A P A P Paddy 0.20 300 Image: Sambhar Image: Sambhar P Paddy 0.20 300 Image: Sambhar Image:	Main crops Wild pigs Deer / Sambhax Monkey Elex A P A P A P A P A Paddy 0.20 300 1.02 1.02 1.02 Maize 0.10 250 0.30 300 1.02 Wheat 0.30 0.30 0.30 0.30 0.30 0.30	Wild pigs Deer / Sambhar Monkey Elephant A P A P A P A P Paddy 0.20 300 1.02 1000 Maize 0.10 250 0.30 300 0.30 Wheat 0.30 0.30 0.30 0.30 0.30	Main crops Deer / Sambhar Monkey Elephant Be A P	Wild pigs Deer / Samkhar Monkey Elephant Bear	Wild pigs Deer / Sambhar Monkey Elephant Bear Porcupine	Main crops	Wild pigs Deer / Sambhar Monkey Elephant Bear Porcu Birds	Wild pigs Deer / Sambhar Monkey Elephant Bear Porcu Birds Domani

If the "wildlife attack on livestock" is ticked, then proceed on to ask the quantity of livestock (nos. of adult and young) killed by various wild animals as show below. AD stands for Adult and YG for Young.

Q7 3:	Q7.3: Livestock killed by wildlife during 2008?																
Code	Livestock	Tig	ers	Wol	ves		ow ards		ımon pard	Clou Leg		Jack Fo:	als / ces	Be	ars	Wild	dogs
		AD	YG	AD	YG	AD	YG	AD	YG	AD	YG	AD	YG	AD	YG	AD	YG
1	Local cattle	2	5													4	
2	lmp. cattle																
3	Horses																
4	Mules																
5	Donkeys																
6	Yaks					1	5										
7	Buffaloes																
8	Sheep																
9	Goats																
10	Pigs																
11	Poultry																

Skipping rules:

Please follow certain skipping rules. If the "Enough" is ticked then jump over to Q8.3, if "Not enough" is ticked then complete all the following sections and if "Food grain production not feasible here" is ticked then jump over to Q8.2. The section Q3.3 should be completed in any case.

Q8.1: Household Foo	d-Grai	n Səlf Su	uffic ie ncy									
onsumption in 2008? Tick as responded on the right. Enough												
If Noe nough: Which mon	ths did	you face	food-grain	n shortages:	? (Tick mo	nths 1-12	as respon	ded)				
Bhutanese calendar →	1	2	3	4	5	6	7	8	9	10	11	12
English calendar 🗦	Mar	Apr	May	Jun	Jul	Aug	Sep	≎et	Nov	Dec	Jan	Feb
Tick as responded →	4									4	4	4

Q 82:	182: How do you cope with the shortages?													
Code	Copping mechanisms	Tick as responded	Rank in order of importance (1,2 and 3)	Code	Copping mechanisms	Tick as responded	Rank in order of importance (1,2 and 3)							
1	Purchase from Market			9	Barter with dairy products									
2	Sale of potato			1 111	Cash remittance from employed members									
3	Sale of vegetables			1 11	Off farm activities (contract works, weaving)									
4	Sale offruits			1 12	Hire out of bullocks, horses and mules									

Commodities	Qty. (kgs)	Approx. expenditure (Ny)	Commodities	Qty. (kgs)	Approx. expenditur e (Nu)	Commodities	Qty. (kgg)	Approx. expenditure (Ny)
1. Rice			8. Butter			15. Goat meat		
2. Wheat			9. Cheese			16. Eggs (<u>ngs</u>)		
3. Flour			10. Beef			17. Other-1		
4. Cooking oil			11. Pork			(specify)		
5. Vegetables			12. Dry fish			17. Other-2		
б. Milk (liquid)			13. Chicken			(specify)		
7. Milk (powder)			14. Mutton (sheep meat)			17. Other-5 (specify)		

10. Annexure