



Household Income & Expenditure Survey

1992

Instruction Manual for Field Staff

MAY 1992

HOUSEHOLD INCOME AND EXPENDITURE SURVEY 1992

INSTRUCTIONS TO FIELD STAFF

DESIGN, CONCEPTS, DEFINITIONS AND PROCEDURES

Section One

GENERAL

INTRODUCTION

The last household consumer expenditure survey was conducted in Guyana in 1969-70. Using the weights determined from that survey the Consumer Price Index (C.P.I.) with 1969-70 as the base year was being published regularly up to 1989 when it was discontinued, as it lost its validity. Prior to 1969-70 survey, two (2) Family Expenditure Surveys had been conducted primarily with the objective of ascertaining the pattern of consumption expenditure of working class families for the construction of cost of living index numbers currently referred to as Consumer Price Index Numbers or (C.P.I.) - one survey in 1942 by the Department of Labour and the second in 1956 by the Ministry of Labour, in cooperation with I.L.O.

1.1.2. The need to have periodical household income and expenditure surveys (HIES) requires no emphasis. The I.L.O.'s recommendation is to have the survey in each country at intervals not exceeding ten (10) years. In general, for developing countries which tend to experience a more acute need for up-to-date data of the type provided by HIES, an interval of not more than five (5) years would be more appropriate.

1.1.3. With the fast changes in the pattern of consumption over the last two decades in Guyana, the conduct of a fresh HIES has become overdue. Accordingly it is proposed to launch a HIES from the second quarter of 1992 to provide an up-to-date weighting diagram and enable the compilation of a new series of C.P.I. with 1992 as the base and assist in other areas of statistical activities. The survey has been designed and programmed to be conducted for a period of twelve months from May, 1992.

Subject coverage and schedules

1.2.1. In the evolution of the main subjects of enquiry for survey, the I.L.O.'s recommendations on objectives and uses of data collection on household income and expenditure surveys, as set out below, have been broadly kept in mind:

- (i) to estimate weights for the construction of consumer price indices for comparison of price levels over time or space and for planning price collection for such indices.
- (ii) to supply basic data for social and economic planning and for the determination of related needs and targets.
- (iii) to assess the impact of economic and social measures on living conditions of households, particularly the structure of household consumption and expenditure.
- (iv) to assess the redistributive effects of direct and indirect taxes and social benefits on different types of families.
- (v) to help measurement of changes over time and of difference between population groups in living conditions.
- (vi) to supplement the data used in household accounts in the system of National Accounts and Balances.
- (vii) to provide data on distribution of household income and expenditure.
- (viii) to provide data on particular aspects of living conditions such as food consumption, housing and health.

The survey has accordingly been designed so as to provide for the revision of the weighting diagram for the Consumer Price Index and also to cater to a few other demands like data on some variables relating to living conditions, quantitative data on food consumption and data needed for national accounts. Thus the main objectives of the survey would be to:

- (i) determine weights for the new series of C.P.I.
- (ii) enable selection of market basket for the new C.P.I.
- (iii) provide data on some social indicators to monitor some aspects of levels of living of different segments of population.
- (iv) provide some inputs needed for the household sector of National Accounts.
- (v) provide some basic data for nutritional analysis, such as per capita consumption of food items.

1.2.2. Currently increasing use of appropriate social indicators in the general monitoring of social conditions, levels of living and living conditions, is being made. The U.N. in its Handbook on social indicators has given classification and illustrative use of social indicators. While the survey may provide data for many of the indicators, it is proposed to enlarge the utility of the survey by canvassing a schedule at the level of the sample Enumeration District to obtain the information on the distance to travel to avail oneself of the various facilities and civic amenities taking care to see that it provides for special population groups like women, elderly, youth and disabled.

1.2.3. The main subjects of enquiry are, thus,

- (i) household income and expenditure
- (ii) availability of facilities

The information on these will be collected through two separate schedules. Besides, there will be the listing schedules which will be used to list the households in the Sample Enumeration Districts and select the Sample Households, in both the rural and urban areas. The schedules to be canvassed are as follows:

Table (1.1): Schedules of HIES 1992

Serial Number	Schedule Number	Description	Sector
1	1.1	List of Households	rural
2	1.2	List of Households	urban
3	2	Household Income and Expenditure	rural & urban
4	3	Availability of facilities	rural & urban

Broad details of the sample design, sample size and work programme are given in this section. Instruction for recording entries in schedule 1.1, 1.2, 2 and 3 are given separately in Sections 2 through 5.

Geographical Coverage

1.3.1. The survey will cover both the rural and urban areas of the country.

Period of Survey

1.4.1. As mentioned earlier, the survey will be of a year's duration. It will commence in May, 1992 and end in April, 1993. The total field work over one year will be carried out in four (4) Sub-Rounds of three (3) months each.

Sample Design and Sample Size

1.5.1. The survey will have a two-stage stratified design. The first stage units (F.S.U.s) are the Enumeration Districts (used for the 1991 population census). The second stage units (S.S.U.s) are households, which are the units of enquiry.

1.5.2. Sampling frame for First Stage Units

There are ten (10) Administrative Regions in the country. The Region-wise list of Enumeration Districts used for the 1991 Population Census will be utilized as the sampling frame to sample the first stage units viz Enumeration Districts.

1.5.3 Stratification

For the rural areas each of the ten (10) Regions will form a stratum. For the urban area there will be six (6) strata as follows:

- (i) Georgetown
- (ii) Suburbs of Georgetown
- (iii) New Amsterdam
- (iv) Corriverton and Rosehall
- (v) Linden
- (vi) Anna Regina

A total of 616 Enumeration Districts (E.Ds.) will be sampled.

1.5.4. Allocation of Sample Enumeration Districts

The total number of sample Enumeration Districts has been allocated to the rural and urban sectors considering the relative size of the rural and urban population. Within the rural sector, the sample size has been reallocated to the ten (10) strata in proportion to the rural population with a minimum of eight (8) Enumeration Districts for each stratum (to provide for roughly about 100 households). In the urban sector also, the sample size has been reallocated to the six (6) strata in proportion to the urban population. The allocation has been adjusted so that the sample size for each stratum is a multiple of eight (8).

1.5.5. Selection of sample Enumeration District

Within each rural and urban stratum, the allocated number of sample Enumeration Districts has been selected circular systematically with probability proportional to population, in the form of two independent sub-samples. As the allocation for each stratum is a multiple of eight (8), it will ensure that each stratum gets at least two samples for each Sub-Round, each of the sample constituting a sub-sample.

1.5.6. Selection of sample households

From each sample Enumeration District a total of twelve (12) sample households will be selected in the field, circular systematically with a random start.

1.5.7. In the rural areas, at the time of listing, information on each household's major source of income will be collected, on the basis of which its means of livelihood will be identified as one of the following "self-employed in non-agriculture", "rural labour" and "others". Data on area of land possessed on date of survey will also be ascertained from all households. The household will then be arranged in the order (1) self-employed in non-agriculture (2) rural labour, other households with land possessed (acres) (3) less than 1.00, (4) 1.00 to 2.49, (5) 2.50 to 4.99, (6) 5.00 to 9.99, (7) 10.00 or more. Twelve households will be selected from the rearranged frame, circular systematically with a random start.

1.5.8. In the urban sector, at the time of listing, information on the major sources of income will be ascertained from each household, based on which its means of livelihood (m.l.) class will be identified as one of the following:

- (a) Self-employed
- (b) Regular wage/salaried employees
- (c) Casual labour and
- (d) Others

Further, the average monthly consumer expenditure and the household size will also be ascertained from each household from which its average monthly per capita expenditure (p.c.e.) will be obtained.

The households belonging to m.l. classes (a) and (b) will be assigned to each of the three p.c.e. classes. (1) less than A, (2) A to B, (3) Above B, A and B being so selected as to demarcate the population with "lower", "middle" and "upper" classes. The households will then be arranged by means of livelihood X p.c.e. class thus a1, a2, a3, b3, b2, b1, c and d, where a, b, c and d stand for m.l. classes and 1,2,3 for the p.c.e. classes as given above. After this arrangement, twelve (12) households will be selected circular systematically with a random start.

1.5.9. Sample size Tables 1.2 below give the sample size for each stratum, separately for rural and urban areas.

1.6.2. In certain Regions like Region 9, which is not accessible during certain period of the year, the sub-round restriction will not apply. However, the total samples allocated will be surveyed during the other part of the year.

SECTION TWO

Schedule 1.1 List of Households (Rural)

2.0.1 Introduction Schedule 1.1 is for listing all the buildings and households of a sample Enumeration District, collection of data on household size, and means of livelihood, preparation of the second stage sampling frame using these particulars and recording the details of selection of sample households for schedule 2 on household income and expenditure.

2.0.2 Unit of Survey For both rural and urban areas the first stage sampling unit (fsu) and also the areal unit of survey is the Enumeration Districts (E.D.) formed for 1980 census and used for 1991 census also. On arrival at the sample Enumeration District, the Enumerator has to locate first the boundaries of the sample Enumeration District with the help of the map supplied at Headquarters and using the good offices of the local officials. He will take a round of the Enumeration District to familiarize himself with the areas to be covered.

2.0.3 Listing of Buildings and Households

After having determined the areal unit to be surveyed, the Enumerator will proceed to list the buildings and the households in the unit. The listing may be started from the North-West corner of the Enumeration District proceeding southwards in a serpentine order. While listing the household some minimum essential information about the household, will be collected to prepare the second stage sampling frame for selection of sample households.

2.0.4 The definitions of the important terms to be used in this connection are given below.

2.0.5 Building Every structure, tent, shelter etc. is a building irrespective of its use. It may be used for residential or non-residential purpose (e.g. temple, church, mosque etc.) or both or even may be vacant.

2.0.6 Household A group of persons normally living together and taking food from a common kitchen will constitute a household. The members of a household may or may not be related by blood to one another. The following cases are to be noted:

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

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

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

(iv) Foreign nationals will not be listed, nor their domestic servants, if by definition they belong to the foreign national's household.

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

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

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

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

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

(v) As a working rule, all those who were absent for more than six months continuously upto the date of survey may be excluded from the membership of the household.

2.0.8 Gainful Activity

Gainful activity (or work) is the activity pursued by persons for pay, profit or family gain. In other words, the activity which adds value to the 'national product'. Normally, it is an activity which results in production of 'goods and services' for exchange. However, the activities in 'agriculture' (i.e. all activities relating to industry division 01, 02 and 05) in which the part or the whole of the agricultural production is used for own consumption and does not go for sale, are also considered 'gainful'. Execution of household chores or social commitments, etc., however, are not considered 'gainful' activities. The activities, such as, prostitution, begging, etc., which may result in earnings, are also by convention not considered 'gainful'.

2.0.9 Self-employed

Persons who are engaged in their own farm or non-farm enterprises are defined as self-employed. There are different types of self-employed persons. Some may operate their enterprises without hiring any labour. Others may normally work on their own but occasionally hire a few labourers. There is also a third category who by and large regularly run their enterprises by hiring labour. The first two groups of self-employed are known as 'own account worker' and the third as 'employer'.

2.0.10 Non-agricultural enterprises

All enterprises covered by industry Division 0 of SIIC are "agricultural enterprises" and all the others are "non-agricultural enterprises".

2.0.11 Rural labour

Manual labour (by a person living in rural area) in agricultural and/or non-agricultural occupations in return for wages/salary either in cash or kind (excluding exchange labour) is defined as 'rural labour'.

2.0.12 Manual work

is work which essentially involves physical operations. However, jobs essentially involving physical labour but also requiring a certain level of general professional, scientific or technical education are not to be termed as manual labour. On the other hand, job not involving much of manual work, but at the same time not requiring much educational background either, are to be treated as manual work. Thus engineers, doctors, dentists, midwives etc. are not considered as manual workers even though their jobs involved some amount of physical labour. But watchmen, guard etc. are considered as manual workers even though their work may not involve much physical labour.

2.0.13 Means of Livelihood (m.l.)

The means of livelihood of a household will be decided on the basis of the source of the household's income during the 365 days preceding the date of survey. For the purpose of schedule 1.1, it will be classified as one of the following - (a) self-employed in non-agriculture, (b) rural labour and (c) others. For this purpose, only the household's income (net income and not gross income) from gainful employment will be considered. If a household has no such income, its m.l. class will be 'others'. For deciding the means of livelihood of a household the income of servants and paying guests will not be taken into account.

2.0.14 If a household's income is mostly from one source, there will not be any difficulty in classifying its means of livelihood but if it derives its income from many sources, the following procedure will be followed to determine its means of livelihood - first the sources of the household's income from gainful occupations during the last 365 days will be grouped into the categories given below:-

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

Then see if income from (i) equals or exceeds from (iii), and also that from (ii) + (iv). If it does, then the household's m.l. class is "self-employed in non-agriculture". If it does not, see if income from (iii) equals or exceeds that from (i) + (ii) and also income from (iv). If it does, the m.l. class will be "rural labour". In all other cases, the m.l. class will be "others".

2.0.15 As a consequence of the above definition if a household's income from (i) and (iii) are both 50%, it will be classified as self-employed in non-agriculture". Further, it may be noted that in some cases even if income from (ii) + (iv) is more than 50%, a household may still be classified as rural labour (but not as s.e. in non-agriculture) depending on the distribution of the household's income by the four types of source listed in the previous paragraph. For example, let a household have 2%, 40%, 45% and 13% of its income from sources (i), (ii), (iii) and (iv) respectively. The income from (ii) + (iv) is 53%. But (i) + (ii) is only 42% and (iv) is only 13%. So (iii) is greater than (i) + (ii) as well as (iv) and hence it will be classified as a rural labour household. This indicates that when a household has income from several types of sources, care should be taken to classify it correctly. Of course, if a household's income from (ii) alone or (iv) alone is more than 50%, its m.l. class will be certainly "others". But, as a general rule, it should be understood that "others" is a residual class of all households which cannot be classified either as "s.e. in non-agriculture" or as "rural labour".

2.0.16 Land possessed

Land possessed is given by land owned (including land under "owner-like possession") + land leased in-land leased out + any land held by the household which is neither owned nor leased in (e.g. encroached land etc.)

Schedule 1.1

2.0.17 The schedule 1.1 meant for rural areas has 7 Blocks, as listed below

Block	Description
1	Identification of Sample Enumeration District
2	Field operations and data processing
3	Enumerator's remarks
4	Field supervisor's remarks
5	Senior supervisor's remarks
6	Particulars of sampling of households
7	List of households and record of selection

The schedule provides for 5 pages of Block 7 for listing the households. If it is not enough to list all the households in the Enumeration District supplementary sheets containing Block 7 may be used. The identification particulars of the sample Enumeration District may be recorded in the space provided on all supplementary sheets and they may be firmly attached to the main schedule 1.1. Block by Block instructions are given in the following paragraphs.

2.1.1 Block 1 Identification of Sample Enumeration District.

All items may be copied from the sample list except items 1 and 4 which are already printed.

2.2.1 Block 2 Field operation and data processing particulars. This Block provides for the particulars of field operations and data processing chronologically. The items are self-explanatory. Provision for 3 days has been made for the activity of interview, as it may not be possible to complete the listing work in one day, in many cases.

2.3.1 Block 3, 4 & 5 are meant for the remarks of the enumerator, supervisor and senior supervisor respectively. Liberal use should be made of these Blocks to indicate all the field problems encountered by them.

2.6.1 Block 6 Particulars of sampling of households

This Block will be filled after filling Block 7. The total number of households (H) listed in Block 7, will be entered against item 1. This is a transfer entry and will be the last serial number in column 3 of Block 7. The interval (I), random start (R) used for sampling of households and number of households selected will be recorded against items 2, 3 and 4 respectively. The number of households actually surveyed, is to be given against item 5, with a break-up of "originally selected" and "substituted". Item 6 relates to casualty households and the entry will be the difference between entries against items 4 and 5 (total).

2.7.1 Block 7 List of households and order of selection

This is the main Block of the schedule. Listing of buildings, households, preparation of sampling frame and selection of sample households, will all be carried out through this Block.

2.7.2 Apart from listing all the households of the sample Enumeration District some auxiliary information also will be collected from each household and recorded in this block for preparation of sampling frame and the selection of sample households. The procedure of listing of households is given below:

2.7.3 Column 1 Line Number All filled-in lines will be given a running serial number in this column. One line will be required for each building/household.

2.7.4 Column 2 Building Number All buildings including vacant ones will be listed by giving a building number. After listing all the households associated with a building, the next building will be listed. If the building is used solely for non-residential purposes or is vacant, the purposes to which it is put will be written across the line, e.g. church, dispensary, vacant etc. For hostels, hotels, institutions etc. the name will be recorded across the line. For family living under a tree or bridge etc. (i.e. without any building), a cross-mark (X) may be put in this column. When a building contains more than one household, all these households will be listed in column (3), using one line for each household before the next building is listed in column (2).

2.7.5 Column 3 Household Serial No.

The household or households normally residing in the building listed in column (2) will be listed in column (3) where a running serial number will be recorded. Now, in the case of certain categories of persons who habitually migrate frequently in connection with their occupation, like labourers who move to other villages during harvesting season, labourers hired by contractors who proceed from one work-site to another, etc. their current place of residence will be treated as their place of normal residence (even though they may have a permanent home elsewhere). They will be listed in the place where they are found provided they are likely to stay there till the end of the detailed enquiry. The following situations may be noted:-

(i) If no household lives in the building i.e. if it is used for non-residential purposes or is vacant the purpose to which it is put will be written across the page in that line e.g. "dispensary", "vacant" etc.

(ii) If two or more households live in a building, all of them will be listed one by one. The first household may be listed in the same line as the building. The next building will be listed only after listing all the households living in this building.

(iii) In the case of households living within an establishment such as hospital, hotel etc. the name of the establishment will be written in the first line across the page and the normally resident households thereof will be listed from the next line onwards.

2.7.6 Column 4 Name of head of household

The name of the head of household will be recorded in Column (4)

2.7.7 Column 5 Household Size

The number of normally resident members of the households will be recorded in column (4). Guidelines given in paragraph 2.0.7 may be

2.7.8 Column 6 Means of livelihood

The means of livelihood of the household will be determined according to the definitions given in paragraphs 2.0.9 to 2.0.15 and it will be recorded in codes in column 6. The codes are as follows:

self-employed in non-agriculture	1
rural labour	2
others	9

2.7.9 Column 7 Land possessed as on date of survey

The total acre of land possessed by members of the household as on date of listing will be ascertained and entered in column (7) in acres up to 2 decimal places. However, as in the case of means of livelihood, the land possessed by the normally resident servants, and paying guests will not be included in the household's land possessed. Columns (6) and (7) are to be filled for all households.

2.7.10 Columns (8) to (14) Sampling Serial Numbers

The frame for sampling households will be prepared in columns (8) to (14) after completing the listing of all the households of the village. If household's m.l. code is 1, a tick mark will be put against it in column (8). Similarly for households with m.l. code 2, a tick mark will be put in column (9). In the case of a household with m.l. code 9, the tick mark will be put in one and only one of the columns (10) to (14). In the heading of each of these columns a class interval of land possessed is given. If the households' land possessed (entry in column (7) is less than 1.00 acre, its tick mark will be put in column (10), if it is between 1.00 acre and 2.49 acres, it will be put in column (11) and so on. That is to say, the tick mark of a household will be put in a column if the area of land possessed of the household falls within the class range printed at top of that column. All the tick marks of columns (8) to (14) will be given a continuous serial number, starting with the first tick mark of column (8) and ending with the last one of column (14). It should be made sure that all the tick marks in a given column, spread over all the pages of Block 7, have been exhausted before proceeding to the first tick mark of the next column. This is the sampling frame.

2.7.11 Column (15) Order of selection

Twelve (12) households will be selected circular systematically with a random start. The procedure is as follows: - Let N be the total number of households in the frame. Let n be the number of households to be selected. Calculate N/n . The sampling interval, denoted by I , will be given by the integer part of N/n . No rounding off needs be done. Next, select a random number between 1 and N from the table of random numbers as per the procedure given in paragraph 2.7.14. Let it be R . Obtain the n numbers $R, R+I, R+2I, \dots, R+(n-1)I$. The sample households are those households whose sampling serial numbers agree with these numbers. When any of these numbers $R, R+I, \dots$ exceeds N the sampling serial number is to be obtained by subtracting N from that number. The order of selection will be given exactly in the order $R, R+I, R+2I, \dots$. That is to say it will be 1 for sampling serial no. R , 2 for sampling serial no. $(R+I)$ and so on. The order of selection will be entered in col. (15).

2.7.12 Substitution of Enumeration Districts

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

Senior Statistician
 Statistical Bureau
 Brickdam & Avenue of The Republic
 Georgetown

In case no substitute Enumeration District could be surveyed even with best of efforts, a blank 1.1 will be submitted with only blocks 1,2,3 and 4 filled-in. The word 'CASUALTY' is to be written at the top of the front page of the schedule in such cases.

2.7.13 Substitution of Households

If a sample household cannot be surveyed due to its temporary absence from the E. D., refusal to give information or for other reasons, it will be substituted by the household with the next sampling serial number of the same column. Substitute for the last household of a column will be, however, the first household of the same column. If a household has been already selected for survey (either in the original sample or as a substitute), it will not be taken as a substitute. If there is no proper substitute household in the same column, the first household in the next column is to be taken. In the cases of households with m.l. code 9 if there is no proper substitute for casualty household in the last column, the substitute may be taken from the nearest previous column. In case a household chosen as a substitute becomes a casualty another household is to be selected following the same procedure. If this household also turns out to be a casualty, further substitution need not be taken.

2.7.14 Random Numbers

A table of random numbers is supplied to each enumerator. The n-th column of the table will be consulted where n is the last two digits of the serial number of the sample Enumeration District. When n = 00, it will be taken as 100. The number of digits to be used will be the same as that of the highest number of the range within which the random number is to be selected.

SECTION THREE

Schedule 1.2 List of households (Urban)

3.0.1 Schedule 1.2 is meant for listing of buildings and households, preparation of sampling frame of households and selection of sample households in the urban areas. Most of the procedures to be followed are the same as or very similar to those prescribed for schedule 1.1. The procedures specially meant for schedule 1.2 will be discussed in detail. Definitions of two terms viz "household consumer expenditure" and "household means of livelihood" are given below. The former was not needed for schedule 1.1 while the means of livelihood classes differ between rural and urban sectors. All the other main terms have been

defined in the previous section.

3.0.2 Household consumer expenditure This is the total expenditure of a household on domestic consumption only. This will not include any expenditure on enterprise account or transfer payments in kind like loan, advances, charities, gifts and other payments in kind.

3.0.3 Household means of livelihood The means of livelihood of a household will be determined on the basis of the total income of all the household members (excluding servants, paying guests etc.) derived from gainful employment during the 365 days preceding the date of survey. It will be classified into one of the following classes on the basis of the source(s) of the household's income; (1) self-employed, (2) regular wage/salaried employment, (3) casual labour and (4) others. A household's means of livelihood will be considered as one of (1), (2) or (3) above if 50% or more of its income from gainful employment has been derived from the respective source. Otherwise, i.e. if its income from each of the first three sources is less than 50% its m.l. class will be "others". The m.l. class of households with no income from gainful employment will be "others".

3.0.4 The schedule consists of 7 blocks. All blocks except block 7 are similar to those of Schedule 1.1 and earlier instructions equally apply. Instructions for block 7 are detailed below.

3.7.1 Block 7 List of households and record of selection

Listing of households is to be carried out as in rural sector.

3.7.2 Columns (1) to (5) as in schedule 1.1 the line number, the building number, household serial number, name of head of household and household size will be recorded.

3.7.3 Column (6) Means of livelihood code the household means of livelihood code will be recorded in column (6) in codes. The codes are -

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

3.7.4 Column (7) Average monthly consumer expenditure

The average monthly consumer expenditure of the household will be ascertained and recorded in Guyana dollars (whole number) in column (7). It may be clarified that this will be the average expenditure per month based on the preceding year's expenditure and not simply the expenditure of the preceding month.

3.7.5 Column (8) Per capita expenditure (p.c.e.)

The remaining columns of block 7 are to be completed by the enumerator at his desk after listing all households in the sample Enumeration District. The household expenditure (column 7) will be divided by household size (column 5) to get the per capita expenditure which will be recorded in Guyana dollars (whole numbers) in column (8).

3.7.6 Columns (9) to (16) Sampling serial numbers

Households with m.l. code 1 will get a tick mark in one of the columns (9), (10) or (11) depending on whether its p.c.e. is less than 'A', 'A' to 'B' (both inclusive) or greater than 'B' respectively. Similarly, a household with m.l. code 2 will be given tick marks in columns (12), (13) or (14) according to its p.c.e. is greater than B, A to B or less than A respectively. Households with m.l. codes 3 or 9 will be given marks in columns (15) or (16) respectively. The ticks from columns (9) through (16) will be given a continuous running serial number starting from the first tick mark of column (9) and ending with the last one of column (16). This will form the sampling frame. The value of A and B will be G\$ 5,000 and 20,000 respectively.

3.7.7 Column (17) Order of selection

Twelve (12) households will be selected circular systematically with random start as per procedure described for schedule 1.1. The order of selection will be recorded in column (17).

SECTION FOUR

Schedule 2 Household Income and Expenditure

4.0.1 As indicated in section one, the last Household Consumer and Expenditure Survey was conducted in Guyana in 1969-70. With the fast changes in the pattern of consumption, the conduct of a fresh Household Income and Expenditure Survey has become over due. The details of the household income and expenditure are proposed to be collected through this schedule.

4.0.2 The schedule will be canvassed in each of the twelve sample households selected from each of the sample Enumeration Districts both in the rural and urban areas. Apart from income and expenditure, data will also be collected, in some detail, on aspects like household indebtedness, housing conditions, household savings and investment, employment and wages, possession of durables, so that a general index of living of the family could flow out of the data.

4.0.3 Reference Period Detailed data on the consumption and non-consumption expenditure and other disbursements (savings, debts repaid etc.) of the household will be collected. Data will be collected for a moving reference period of 30 days preceding the date of survey for all items, additionally with a reference period of 365 days for infrequent expenditure such as durables. For semi durables and periodic payments of intermediate frequencies, additional data for 90 days preceding the date of enquiry will be collected.

4.0.4 Five digit code system A five digit code system for classification and identification of each item of consumption expenditure has been developed. The first digit indicates the major group, the next two digits indicate the sub-group within the major group and the last two digits indicate the items within each sub-group. All five digits together indicate a particular item. Codes ending with 99 will indicate the sub-total for a sub-group. Items which are usually consumed have been printed with the respective codes in the schedule. Under each sub-group, provision has been made for additional items which may have been consumed by the household. In such cases, the enumerator will write the name of the item and indicate its code, as found in the code list supplied. If any item does not figure in the code list, he will write the item under "others (specify)" and leave blank the column for item code.

4.0.5 Correction factors for food consumption data

It will be seen from the procedure laid down in the subsequent paragraphs that there may be differences between the quantity of consumption of food as recorded (in Block 12.1) and the quantity of food actually consumed by the members of the household. To obtain an idea of the extent of variation and appropriately derive correction factors to estimate the food consumption closer to true consumption, provision has been made in the schedule to collect information on meals consumed by the members of the household and the meals served by the household to its guests and employees.

4.0.6 Income Data

In the case of income data also, the reference period is 30 days preceding date of survey, with additional reference period of 365 days for self-employment in agriculture, property income etc.

4.1.1 Broad coverage of the schedule

The schedule has 25 main Blocks, covering broadly the following aspects, apart from Identification of household, particulars of field operations and data processing, and membership of household.

- (i) Demographic and economic activity, particulars of members of the household
- (ii) Household income and other receipts
- (iii) Household consumption and non-consumption expenditure
- (iv) Household indebtedness
- (v) Household savings and investment
- (vi) Housing particulars

Detailed Block by Block instructions follow

4.1.1 Block 1 - Identification of sample household

Particulars of the name of head of household and house building number are to be copied from the listing schedule. The other particulars in respect of address viz lot number, street, road name, village/ward name and name of Region are to be filled by the enumerator. The region name for Region 4, for example, will be Demerara/Mahaica.

Item 1 The particulars to be recorded in item 1 has already been printed. The identification particulars of the sample Enumeration District are to be copied from the listing schedule, against item 2, 4, and 6 to 11.

4.1.2 Item 3 is self explanatory.

4.1.3 Item 5 Name of informant and relationship to head of household

The name of the informant (i.e. from whom the bulk of the information is collected) and his relation to the head of household is to be recorded in code against this item. The codes, already printed in the schedule are:

Head of Household	1
Other household member	2
Others	3

Item 12 Sample household number

The sample household number (viz order of selection) of the selected household is to be copied from the appropriate column no. column 15 of schedule 1.1 or column 17 of schedule 1.2, as the case may be, of the main Block 7 of the listing schedule.

4.1.5 Item 13 Survey Code

Whether the originally selected sample household has been surveyed or a substituted household has been surveyed will be indicated against this item by recording '1' if it is the originally selected sample household, and '2' if it is the substituted one. If neither the originally selected household nor the substituted household could be surveyed i.e., if the sample household was a casualty, code '3' would be recorded. In such cases only blocks 1, 2, 23 and 24 will be filled up and on the top of the front page of the schedule, the word 'CASUALTY' will be written and underlined.

4.1.6 Item 14 Reason for first substitution

For the originally selected sample household which could not be surveyed, the reason for its becoming a casualty will be recorded against item 14 in terms of the specified codes. The codes are:

description	code
informant: not available	1
unwilling	2
others.....	9

4.1.7 Item 15 Response Code The type of response, will be recorded as per following codes

Excellent	1
Good	2
Fair.....	3
Informant cooperative, but not capable...	4
Informant reluctant	5

4.2.1 Block 2 Field Operations and Data Processing Particulars

Items are self explanatory

Block 3 Household Characteristics4.3.1 Item 1 Household Size

The size of the sample household i.e., the total number of persons

normally residing together (i.e., under the same roof) and taking food from the same kitchen (including temporary stayaway and excluding temporary visitors) will be recorded against this item. This number will be same as the last serial number recorded in column 1 of block 7.

4.3.2 Item 2 Main Household Size

A household, defined under paragraph 2.0.6 of section two may contain one or more members. Members of the household may or may not be related. In general, a household may consist of the following type of members

- (i) Members of a family related by blood or marriage or adoption who participate in the common budgetary arrangement (or housekeeping arrangements) by pooling a whole or part of their income and/or depending on the common pool of income for a major part of their expenditure.
- (ii) Unrelated persons who live with the family and participate in the housekeeping arrangements.
- (iii) Domestic servants living with the family and given free food, with or without other forms of remuneration in cash or kind.
- (iv) Paying guests boarding and lodging with the household and paying for these facilities but spending their incomes for other purpose independent of the household.
- (v) Others like boarders who do not pay for boarding and lodging facilities.

Of the above five groups, the first two groups constitute the core of the household and will be referred to as the main household.

The size of the main household will, thus, be those who normally live together, take food from the same kitchen and participate in the common budget or house-keeping arrangements. This will be worked out from Block (6), by counting all persons having "yes" entries under column 5, 6, and 7 (i.e) with (✓) marks in Columns 5, 6 and 7.

Item 3 Principal industry-occupation

4.3.3 The entry against this item will be recorded in terms of six-digit code numbers of which the first three digits will refer to the appropriate 'industry group' and the next three to the relevant 'occupation group' as per International Standard Industrial Classification (ISIC) and International Standard Classification of occupation (ISCO) respectively, as slightly modified for Guyana. Copies of these booklets have been supplied to the enumerator. The description of the principal household industry-occupation will be recorded in the space provided for it.

4.3.4 To determine the principal household industry-occupation, the general procedure to be followed is to list all the gainful occupations pursued by the members of the household excluding those employed by the household and paying guests (who in view of their staying and taking food in the household are considered as its normal members) during the one year period preceding the date of survey, no matter whether such occupations are pursued by the members in their principal or subsidiary (on the basis of earnings) capacity. Out of the occupations listed that one which contributed the maximum earnings to the household during the last 365 days preceding the date of survey would be considered as the principal household occupation. It is quite possible that the household occupation, thus determined as the principal one, may be pursued in different industries by one or more members of the household. In such cases, the particular industry out of all the different industries corresponding to the principal occupation, which contributed the maximum earnings, should be considered as the principal industry of the household. In extreme cases, the earnings may be equal in two different occupations or industry-occupation combinations. By convention, in such cases, priority will be given to the occupation or industry-occupation combination of the senior most among the participating members. For households deriving income from non-gainful activities only, a dash (-) may be put against this item.

Item 4 Household Type

4.3.5 The household type code based on the means of livelihood of a household will be decided on the basis of the source of the household's income during the 365 days preceding the date of survey. For this purpose, only the household's income (net income and not gross income) from gainful employment will be considered; but the incomes of servants and paying guests will not be taken into account. For the rural areas, the selected households will be assigned appropriate type code out of the following five different household type codes:

description	code
self-employed in non-agriculture	1
agricultural labour	2
other labour	3
self-employed in agriculture	4
others	9

4.3.6 Rural labour: Manual labour (by a person living in rural area) in agricultural and/or non-agricultural occupations in return for wages/salary either in cash or kind (excluding exchange labour) is defined as "rural labour". A person who is self-employed in manual work will not be treated as a wage paid manual labourer. The term "manual work" means a job essentially involving physical operations. However, a job, though essentially involving physical labour but also requiring a certain level of general, professional, scientific or technical education will not be classified as manual work. On the other hand, jobs not involving much of physical labour and at same time not requiring much educational (general, scientific, technical or otherwise) background will be treated as manual work. Thus the definition will exclude engineers, doctors, dentists, midwives, etc. from manual workers even though their jobs involve some element of physical labour but will include peons, guards, watchmen, etc., even if their work does not involve much of physical labour.

4.3.7 A person will be treated as wage paid manual labourer in agriculture, or in other words, agricultural labourer if he/she follows one or more of the following agricultural occupations in the capacity of a labourer on hire or on exchange, whether paid wholly in cash or in kind or partly in cash and partly in kind:

- a) farming including cultivation and tillage etc.
- b) dairy farming
- c) production, cultivation, growing and harvesting of any horticultural commodity,

d) raising of livestock, bees or poultry and

e) any practice performed on a farm as incidental to or in conjunction with farm operations (including any forestry or timbering operations and the preparation for market and delivery to storage or to market or to carriage for transportation to market of farm produce).

4.3.8 It may be noted that wage paid manual labour in "fisheries" is excluded from the purview of the category "agricultural labour" but included in "other labour". Further, carriage for transportation will refer only to the first stage of the transportation from farm to the first place of disposal).

4.3.9 As for the urban areas the household type codes are as follows:

description	code
self-employed	1
regular wage/salaried	2
casual labour	3
others	9

4.3.10 A household will be assigned the appropriate type code according to the major source of its income from "gainful employment" during the 365 days preceding the date of survey. In case a household does not have any income from gainful employment, then it will be classified as "others" with type code 9 in both the rural and urban sectors.

4.3.11 In case 50% or more of a household's income from gainful employment comes from one of the sources listed above, it will be given the type code corresponding to that source. If there is no such source which contributes 50% or more of the total income, then, that source which contributes the maximum income will be considered for giving type code.

Item 6 Race

4.3.12 The race of the head of the household will be ascertained and recorded in codes as given below.

description	code
East Indian	1
Negro/Black	2
Chinese	3
Portuguese	4
Amerindian	5
Mixed	6
Others (specify)	7

Item 7 Household self-employed or not

4.3.13 If one or more members of the main household are self-employed, code 1 may be recorded and code 2, otherwise. The definition of self-employed has already been given in section two (paragraph 2.0.9).

4.3.14 Item 8 Number of earners

It is the number of economically active persons including unpaid family workers, in the main household. This will be worked out from entries in column (9) of Block 7 and recorded here. The number of persons having codes 1 or 2 in col (9) of Block (7) will be counted and recorded here.

4.3.15 Item 5 Socio-economic group

This relates to the socio-economic group of the head of household. The following seven codes have been provided. If he is economically inactive code 7 will be recorded. If economically active during the last 365 days preceding the date of survey, one of the other 6 codes will be recorded considering his source of gainful employment which contributes to the maximum income.

description	code
Self-employed in agriculture	1
Agricultural manual labour	2
Agricultural non-manual labour	3
Self-employed in non-agriculture	4
Non-agricultural manual labour	5
Non-agricultural non-manual labour	6
Economically Inactive	7

This may be filled after other Blocks have been filled.

Item 9 Land Possessed

4.3.16 The land possessed by the main household may be recorded in acres (0.00). Land possessed = Land owned (including land under owner-like possession).

- + land leased in
- land leased out
- + any land held which is neither owned nor leased in (e.g. encroached land etc.)

4.3.17 A piece of land is considered to be owned by the household if permanent heritable possession with or without the right to transfer the title vests in a member or the members of the household. Land held in owner like possession, say, under perpetual lease, hereditary tenure, long term leases for 30 years or more etc., will also be considered as land owned. For a piece of land under the possession of the household, if the household lacks title of ownership and also it does not have lease agreement for the use of land transacted, either verbally or in writing, such land will be considered as "neither owned nor leased in". In collecting information regarding land possessed, the actual position as obtained on the date of survey will be considered. It may be noted that the "areas of land possessed" to be recorded against this item should not include the area of land owned, leased in etc., by the servant/paying guest who are considered as normal members of the household.

Item 10 Land owned

4.3.18 The land owned by the households may be recorded in acres (0.00)

Item 11 Dwelling Unit

4.3.19 This item relates to the dwelling unit or the actual residence of the sample household. The dwelling unit may be the entire structure for one household or only a part of it. The enumerator will ask the informant whether it is owned or hired or otherwise occupied. If owned code 1 will be recorded; if hired code 2 will be recorded; if otherwise occupied, as in the case of a caretaker, code 9 will be recorded. If any household is living under bridge, trees etc, it will not be treated as living in a dwelling unit and code 3 (i.e.) no dwelling unit will be recorded in such cases. It may be noted that a dwelling unit constructed on a plot of land taken on a long term lease will be considered as being held under an owner like possession. Similarly, a dwelling unit itself possessed by a household under a long term lease may be treated as under owner like possession and code 1 will be applicable in such cases also.

Item 12 Total household expenditure (GS00)

4.3.20 This will be filled in only after completing Block 11 to 13 and 21. The sum total of the relevant sub-total items (as indicated in Block 21) which constitute the total household expenditure will be recorded here.

Item 13 Per capita expenditure (GS00)

4.3.21 Will be arrived at by dividing the total household expenditure by the main household size.

Item 14 Total household income (GS00)

4.3.22 Will be filled only, after completing Blocks 8 to 11 and 20. The sum total of the relevant sub-total items (as indicated in Block 20) which constitute the total household income will be recorded here.

Item 15 Per capita income (GS00)

4.3.23 Will be arrived at by dividing the total household income by the main household size.

Item 16 Did any member of the household take any meal from outside during the last 30 days?

4.3.24 If any member of the household has taken meals from outside, with or without payment during last 30 days preceding the date of survey, code 1 will be recorded, otherwise code 2 will be recorded. For definitions of meal etc. please see instructions under Block 4.

Block 4 Ceremonies and guests entertained during the last 30 days ending on

4.4.1 Ceremonies are performed to solemnize some events of life, like, birth, birthday, marriage etc. Members of a household may have to perform some religious rites consequent upon the death of a person. For various religious faiths, there are some days in a year which are observed with ceremonial performances like offering puja, prayer, ritual performances etc. Such ceremonies may be performed by household members as required under the social/religious customs and not incurring expenditure for entertaining guests. On the other hand, some households may spend some amount of money for entertaining guests with meals which are considered as essential part of the ceremonies performed by them. The purpose of providing this block in this schedule is to estimate the meals served to guests on ceremonies performed by the household during the last 30 days preceding the date of enquiry and the meals served to guests and employees (non-members only) on any other occasion (other than ceremonies). Hence, only those ceremonies on which guests were entertained with meals, should be listed here.

Item 1 No. of ceremonies performed (describe), if any.

4.4.2 The number of ceremonies performed during the last 30 days preceding the date of survey will be indicated in the box provided. The ceremonies may be listed in the 4 lines provided, starting from the last ceremony performed and going backwards chronologically. A - may be put in the box space, if no ceremonies were performed.

4.4.3 Item 2 No. of meals served to guests entertained during ceremonies.

The total number of meals served to guests in all the ceremonies performed by the household during the reference period will be recorded in the box provided.

Item 3 No. of meals served other than those served during ceremonies.

4.4.4 The number of meals served by the household to its guests and employees, during the reference period of 30 days preceding the date of survey, will be recorded in the box space provided against items (i) and (ii) respectively. While counting the number of meals served to guests, those meals already accounted for against item 2 (i.e.) meals served to guests during ceremonies should not be counted.

4.4.5 An employee of the household who lives under the same roof and takes food from the same kitchen, or the other members of the household should be treated as a normal member of the household. Hence, meals served to employee-members should not be counted for making entry against item 3.

Item 4 Total number of meals served.

4.4.6 This will be arrived at by totalling entries against item 2, 3 (i) and 3 (ii), and recorded in the box space provided.

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

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

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

Block 5 Dependents living away from the household

4.5.1 In this Block information will be collected in respect of those dependants who are living away from the household (e.g.) children, old parents or brothers and other persons not necessarily related by blood living elsewhere and whose expenses are borne in full or part by the household. A dependant is one who depends on others wholly or partly for his maintenance. Only those persons should be considered as dependants of the household who expect some remittances from the household for their maintenance, even though such remittances may not be regular. Moreover there should also be an obligation on the part of the household to send some remittances whether it is in a position to do so or not. Remittances to relatives etc. out of respect or affection, howsoever regular it may be, need not be taken as dependence, unless it is reported they actually depend on the household.

4.5.2 Column 1 is for recording serial number of the dependents.

4.5.3 Column 2 is for recording the exact relationship of the dependent with the head of the household.

4.5.4 Column 3 The relevant code on the relationship with head of household out of the following will be recorded:

description	code
Head of household.....	1
Spouse of head of household	2
Married child	3
Spouse of married child	4
Unmarried child	5
Grand child	6
Father/mother/father-in-law/mother-in-law	7
Brother/sister/brother-in-law/sister-in-law/other relative.	8
Servant/employee/other non relatives.....	9

Column 4 is for recording the sex of the dependent in code (male - 1; female - 2)

Column 5 is for recording the completed age of the dependants on last birthday.

Block 6 Household membership and composition

4.6.1 In this Block the enumerator should list all persons present in the household on the date of the survey and collect their particulars under various columns provided. In addition, he should ascertain whether any normal members were temporarily absent, list them and collect the date in respect of them also. The aim of this Block is to get information on the household membership and composition in terms of age, sex and relationship to the head of household.

4.6.2 First, all the normally resident members (including temporary absentees) of the household, as defined in paragraph 2.2.6 will be listed. While listing, the head of the household will be listed first, followed by head's spouse, the first son, first son's wife and children, second son, second son's wife and children etc. After the sons are enumerated, the daughters will be listed, followed by other relation and dependents. These will be followed by servants, paying guests and other members of the household. Temporary visitors present on the date of survey will be listed last. The persons are thus listed so that non-members, if any, will get listed at the end of the Block.

4.6.3 Column (1) Person Number The serial number of persons listed is to be given here. Provision has been made for 10 persons.

4.6.4 Column (2) Name of Person The name of the person corresponding to the person number in column (1) will be entered.

4.6.5 Column (3) is meant to indicate the relationship of the person to the head of household. Codes for this are already provided in the schedule and listed in paragraph 4.5.4 above.

4.6.6 Column (4) is meant to indicate whether the person was present on the date of survey, in terms of "yes" (✓) or "no" (X).

4.6.7 Column (5) is meant to indicate whether the person is normally living in the housing unit of the household, in terms of "yes" (✓) or "no" (X).

4.6.8 Column (6) is meant to indicate whether the person is normally taking food from the common kitchen of the household, in terms of "yes" (✓) or "no" (X).

4.6.9 Column (7) is meant to indicate whether the person is participating in the household's budgetary or housekeeping arrangements, by pooling the whole or part of his income and/or depending on the common pool of income for a major part of his expenditure. It may be noted that an unrelated protege who is dependent on the household will have an "yes" entry as he depends on the common pool of income for all his expenses.

4.6.10 Column (8) If answer is "no" under column (7), the economic relationship of the person to the household is to be indicated in codes as follows:

Domestic servant	1
Paying guest	2
Others (specify)	9

The category 'others', for example will include boarders who do not pay for the lodging and boarding facilities which they get from the household. The same may be specified below the code, in the space available.

4.6.11 Column (9) is to indicate whether the person is a normal or usual member present (code 1), normal or usual member absent (code 2) or non-member (code 3) in terms of codes provided in the schedule.

4.6.12 Column (10) is for recording the length of stay of the person in the household during the last 30 days preceding the date of survey.

4.6.13 Column (11) is meant for recording the sex of the person in codes (male - 1; female - 2).

4.6.14 Column (12) is meant for recording the person's age (in completed years, as on date of survey).

Block (7) Activity and other particulars of household members

4.7.1 This Block is meant for recording some demographic particulars (viz marital status, educational attainment), usual activity status and number of meals taken, of each of the members of the household. The information will not be filled for non-members, if any, occurring in Block 6 and will be filled for normal members, whether present or absent on the date of survey. For deciding whether the person is a member of the household or not, the guidelines given in paragraph 2.0.6 and 2.0.7, particularly in respect of marginal cases, have to be followed.

4.7.2 Column 1 Person number (i.e.) serial number of the person as in Block (6) has been repeated in this col to facilitate the making of entries in respect of each of the household members already listed in Block 6. For each of the members of the household numbered 1, 2, 3..... further particulars will be collected and recorded in columns (2) to (24) against the respective row provided for the concerned person.

4.7.3 Column 2 Membership type The relevant membership type code of the household members as per codes given against (i) at the top of page 4 of the schedule will be recorded in this column. The codes are as follow.

Family members	1
Unrelated members in the household participating in common budgetary arrangements	2
Domestic servant	3
Paying guest	4
Others (specify)	9

The code will be decided by considering entries in columns (5), (6), (7) and (8) of Block (6). All related persons having "yes" entries in columns (5), (6) and (7) will get code 1. Unrelated persons with "yes" entries in these 3 columns will get code 2. Domestic servants, paying guests and other members can be identified from entries in col. (8) and their membership type recorded as 3, 4 or 9 as the case may be. If the code is 9, the details may be specified, as in the case of boarders not paying for boarding and lodging facilities.

4.7.4 Column (3) Marital status The marital status of each member will be recorded in terms of the specific code number in the column. The codes are -

Married	1
Common Law	2
Visiting	3
Widowed	4
Divorced	5
Separated	6
Single	7
Others	9

4.7.5 Columns (4) & (5) Highest level of education Information regarding the highest general and technical education attained by the member of the household will be recorded in specific codes in these columns. For the purpose of making entries in these columns, only the course successfully completed will be considered. For instances, for a person who has studied up to, say, first year of degree course, the educational attainment will be considered only as secondary (code 5). The relevant codes to be used for recording entries in these two columns are

General Education (Column (4))

Below graduate level			Graduate	Post-graduate
Not literate	1	Agriculture	61	71
Literate, without formal schooling	2	Engineering/technology	62	72
		Medicine	63	73
Below primary	3	Social Sciences	64	74
Primary	4	Natural Sciences	65	75
Secondary	5	Arts	66	76
		Other subjects	67	77

Technical Education (column (5))

Additional diploma/certificate in -	
Agriculture	81
Engineering/technology	82
Medicine	83
(including laboratory technician, nurses etc.)	
Crafts	86
Other subjects	87

4.7.6 A person who can both read and write a simple message in at least one language is to be considered literate. Those who are not able to do so are to be considered as not literate and assigned code 1. Those who are literate but never attended any school will be assigned code 2. Those who are by definition literate, but are yet to pass primary standard will get code 3. Similarly codes 4 & 5 will indicate the successive highest standard of examinations passed. For graduates and post-graduates, if more than one code is applicable, the following procedure will be adopted.

(i) for graduates - when code 67 as well as one of the codes 61 to 66 are relevant, code 67 will not be considered. A similar procedure will be adopted for post-graduate also (i.e.) when code 77 as well as one of the codes 71 to 76 are relevant, code 77 will not be considered.

(ii) when more than one of the codes 61 to 66 or 71 to 76 are relevant, the code indicating the graduate degree or Post Graduate degree, as the case may be, obtained last will be considered.

4.7.7 Columns (6) to (17) The usual activity (principal as well as subsidiary) particulars, with respect to a reference period of 365 days preceding the date of survey of all the members of the household will be collected and recorded in these columns.

Definitions adopted for a few important items on which data will be collected in columns (6) to (17) are as follows:

(a) Activity status

The activity status of an individual is the activity situation obtaining for the person in respect of his/her participation in gainful and also non-gainful activities during a given reference period. Normally, one of the following three major activity situations or a combination of them will obtain to a person:

- i) of working or being engaged in gainful activities (work) for pay, profit or family gain,
- ii) of being not engaged in gainful activities (work) but either of making tangible efforts to seek work or of being available for work, and
- iii) of being not available for work because of various reasons.

Identification of each individual according to a unique situation poses a problem when more than one of the three activity situations listed above concurrently occur for a person. In such an eventuality the unique identification under any one of the three activity situations is done by adopting either the 'relatively long time' (i.e. major time) or the 'priority' criterion. The former is used for classification of persons under 'usual activity status' with reference to a period of 365 days preceding the date of survey and the latter for classification of persons under 'current activity status' with reference to a period of 7 days preceding the date of survey.

The three major activity status referred to above have been further sub-divided into several detailed activity categories. The detailed categories (under each of the three major activity status categories) along with the corresponding codes to be used are listed below;

(i) Situation of working or being engaged in gainful activities (employed)

Worked in household enterprise (self-employed)	11
Worked as helper in household enterprise	21
Worked as regular salaried/wage employee	31
Worked as casual wage labour in Public Works	41
Worked as casual wage labour in other types of work	51

ii) Situation of being not engaged in work but available for work (unemployed)

Did not work but was seeking and/or available for work	91
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iii) Situation of being not available for work (not in labour force or economically inactive)

Attended educational institutions (i.e.) at school, college etc.	91
Attended to domestic duties only	92
Attended to domestic duties and was also engaged in free collection of goods (vegetables, roots, fire-wood, cattle feed etc.), sewing, tailoring, weaving etc. for household use	93
Rentiers, pensioners and remittance recipients	94
Not able to work due to disability	95
Beggars, Prostitutes etc.	96
Others	99

(b) gainful activity: Gainful activity (or work) is the activity pursued for pay, profit or family gain or in other words, the activity which adds value to the 'national product'. Normally, it is an activity which results in production of 'goods and services' for exchange. However, the activities in 'agriculture' (i.e. all activities relating to Industry Division 01, 02 and 05) in which a part or whole of the agricultural production is used for own consumption and does not go for sale, are also considered 'gainful'. Execution of household chores or social commitments, etc., however, are not considered 'gainful' activities. The activities, such as prostitution, begging etc. which may result in earnings, are also by convention not considered 'gainful'.

(c) workers (or employed): Persons engaged in any gainful activity are considered 'workers' (or employed). They are the persons who are assigned any one of the five activity categories under the first broad activity category, i.e., working or employed, listed earlier.

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

(e) labour force: Persons categorised as "working" (or employed) and categorised as seeking or available for work (or unemployed) together constitute the labour force or economically active persons.

(f) not in labour force: Persons categorised as neither 'working' nor 'seeking nor available for work' are considered to be engaged in non-gainful activities and categorised as 'not in labour force' or economically inactive persons. The persons falling in this category are students, those engaged in domestic chores, rentiers, pensioners, those living on alms, recipients of remittance, infirm and disabled persons, prostitutes and smugglers etc.

(g) worked (self-employed) in household enterprise -- Activity status code 11: Persons who work in their own farm or non-farm enterprises are defined as self-employed -- the term used to designate their activity status. There are different kinds of self-employed, some may operate their enterprises without hiring any labour, some others may occasionally hire a few labourers. There is also a third category who, by and large, regularly run their enterprises by hiring labour. The first two groups of self-employed are called own-account workers and the third, the employer.

It is expected that the bulk of self-employed persons in the economy can easily be identified by adopting the above definition. But in certain cases the identification may pose some problem. An illustrative list of such cases and conventions is given below.

- (i) a mason is to be identified as a self-employed person when he works free-lance. But a mason assistant is an employee.
- (ii) a barber on his rounds to secure work is self-employed.
- (iii) a private tutor is self-employed whereas, a maid servant working for different households is not.
- (iv) a master tailor or a contractor or sub-contractor tailor who does the work himself or by hiring some tailors will be identified as self-employed, though the hired tailors of the master or the contractor tailor will be identified as employees.
- (v) a porter or similar labourer is not self-employed but an employee.
- (h) worked as helper in household enterprises -- Activity

Status code 21:

Helpers form a category of working persons who work in household enterprises, full or part time and do not receive any cash payment or any share of the family earnings in return for the work performed for the enterprise. They are household members, a large number of them being related to the household head and dependant on the household head and work for the family enterprise and get food and shelter as members of the household. One may also come across persons in a household who do not receive any cash remuneration for their work in the household enterprise but have a share in the family earnings out of such enterprise. Such persons are not 'helpers' but 'self-employed'. On the other hand, if any member of the household works in the household enterprise for which he is paid wage/salary, he should be treated as an employee.

- (i) worked as regular salaried/wage employees -- Activity

Status code 31: Persons working in others' farm or non-farm enterprises (both household and non-household) and getting in return salary or wages on a regular basis (and not on the basis of daily or periodic renewal of work contract) are treated as regular salaried/wage employees. The category, salaried/wage employees will include not only salary and wage earners getting time wage but also earners getting piece wage or salary and paid apprentices, both full time and part time.

(j) worked as casual wage labour-- Activity status codes 41 & 51: Persons engaged in others' farm or non-farm enterprises (both household and non-household) and getting in return wages according to the terms of the daily or periodic work contract are treated as casual wage labour. In rural areas and also in the Government Project sites, a type of casual labourers can be seen who normally engage themselves in 'public works' activities. 'Public works' are those sponsored by Government or local bodies for construction of roads, digging of ponds, etc. The casual labourers doing only 'public works' activities will be assigned code 41. The rest will be categorised under code 51.

(l) attended domestic duties and was also engaged in free collection of goods, sewing, tailoring, weaving, etc., for household use -- Activity status code 93: In rural areas, in general domestic work usually includes among others, a lot of work for free collection of vegetables, roots, firewood etc. and also spinning and weaving of clothes for household use. Whenever a person engaged in domestic duties is found to be also spending regularly some of his/her time in performing the above mentioned activities, the status code appropriate for him/her will be 93 and not 92.

Columns (6) to (9) Broad usual activity status

4.7.2 Based on the definitions given above, the number of days the person has "worked", "not worked but seeking and/or available for work" and neither seeking nor available for work during the last 365 days preceding the date of survey will be indicated in columns (6), (7) and (8) respectively. In deciding the number of days, one should consider only the normal working time available for pursuing the various activities and not 24 hours of each day. The broad usual activity status of a person will be one of the following three, on which the person spent relatively more days during the last 365 days as per codes given below:

Working (employed)	1
Not working but seeking and/or available for work (unemployed)	2
Neither working nor available for work	3

The relevant code for the usual activity status 1 or 2 or 3 will be recorded in column (9).

4.7.9 To elucidate, consider the following example.

person	number of months			usual (principal) activity status
	employed	unemployed	not in labour force	
(1)	(2)	(3)	(4)	(5)
A	5	4	3	employed
B	4	5	3	unemployed
C	3	4	5	not in labour force
D	4	4	4	employed

In the first case, a relatively long time has been spent on employment and therefore, he has been categorised as usually employed. Using the same 'time spent criterion', B and C have been categorised as 'unemployed' and 'not in labour force' respectively. It may be noted that the usual activity status of person 'D' is also "employed", though the time spent in the three statuses is same. If A, out of the 5 months, was 'self-employed' for 3 months and worked as 'casual labour' for 2 months, his principal usual activity status would be 'self-employment' (i.e., code 11).

Columns (10) to (13) Principal usual activity status

4.7.10 The three broad groups of activities are further classified into 13 detailed 'status' categories, 5 for persons categorised 'working' (codes 11-51, 1 for those categorised 'not' working but seeking and/or available for work' (code 81), and 7 for those categorised 'neither working nor available for work' (codes 91-99). For a person, the appropriate broad 'status' will be determined first as explained above in paragraph 4.7.8. and 4.7.9. If a person categorised 'working' is found to be pursuing more than one gainful activity during the reference year the gainful activity in which relatively more time has been spent will be the appropriate detailed 'status' that will be assigned to him/her. (If the time spent on the different activities is found to be equal, the activity that appears first in the list will be assigned to the person).

4.7.11 In case more than one 'non-gainful activity status' (codes 91-99) are assignable to a person in view of the typical activity pattern followed by him/her during the reference year, the activity which appears first in the code list in the ascending order starting from 91 will be assigned. But it may be noted that a person engaged in 'domestic duties' should not be classified as 'student' (code 91) simply because he/she was attending some training. Similarly, a disabled person who was a recipient of regular pension, remittances etc., should be classified as 'renters' pensioners, remittance recipients, etc.' and not as the category 'not able to work due to disability' (code 95). After thus determining the detailed usual activity status of a household member, the appropriate 2-digit code will be recorded in column 13. This will be the principal usual activity status of the person.

4.7.12 The following points may be noted while assigning the 'activity status' to a person.

(a) A person found to be engaged in domestic duties should not be categorised 'engaged in domestic duties' (code 92) if the person reports that he/she has also been available for work concurrently. The person should be classified as "unemployed".

(b) Unpaid apprentices will be treated as 'students' while paid apprentices will be treated as employees.

(c) Persons under 'paid lay-off' will be considered 'employed' and those under 'unpaid lay off', as 'unemployed' if they are seeking and/or available for work.

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

4.7.13 Columns (10) to (12) will be filled only for those who are working or employed (i.e.) having one of the code (11, 21, 31, 41 and 51) in column (13). For such persons the description of the sector of activity (i.e.) the industry and the corresponding function (i.e.) the occupation in which the person was engaged will be recorded in column (10). The relevant three-digit Industry Group code and three-digit occupation codes will be recorded in columns (11) and (12) respectively. For giving codes, the codes supplied in the booklets on extracts from International Standard Industrial classification and International Standard classification of occupations may be used.