

FOR OFFICIAL USE

Instructions to Field Staff

Volume-I

Design, Concepts, Definitions and Procedures

SOCIO-ECONOMIC SURVEY

NSS 59TH ROUND
(JANUARY - DECEMBER 2003)



National Sample Survey Organisation
Ministry of Statistics and Programme Implementation
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Chapter One

Introduction, Concepts, Definitions and Procedures

1.0 Introduction

1.0.1 The National Sample Survey (NSS), set up by the Government of India in 1950 to collect socio-economic data employing scientific sampling methods, will start its fifty-ninth round from 1st January 2003.

1.0.2 Fifty-ninth round of NSS is earmarked for collection of data on land and livestock holdings, debt and investment and situation assessment for Indian farmers besides that on household consumer expenditure and employment-unemployment. The field operations of the survey will commence on 1st January 2003 and will continue up to 31st December 2003.

1.0.3 Enquiries on land and livestock holdings (LHS) and all-India debt and investment (AIDIS) form the core of the fifty-ninth round programmes. Enquiry on land holdings was first taken up in the NSS 8th round (July '54 - April '55) as part of FAO programme of World Agricultural Census. It was repeated in the 16th and 17th rounds (July '60 - June '61 and September '61 - July '62). The next NSS survey on the subject was in the 26th round (July '71 - September '72). The All India Rural Credit Survey, the forerunner of the 'All India Debt and Investment' survey (AIDIS) was conducted by the RBI for the first time in the year 1951-52, with a view to obtaining information for formulating banking policies regarding rural credit. The survey on rural debt and investment was again conducted by the RBI in the year 1961-62 for obtaining reliable estimates of debt, borrowings, capital formation etc. The next survey on the subject was entrusted to the NSSO by the RBI and was integrated with the survey on land holdings conducted in NSS 26th round. In accordance with the 10-year programme charted by the NSSO, the enquiries on the topics were carried out again in the NSS 37th round (1982) and subsequently in NSS 48th round (1992). The present round is essentially a repetition of the NSS 48th round. However, some changes have been effected in the sample design and the formats of the survey schedules at the suggestion of the Working Group on the subject for obtaining reliable estimates of various characteristics. The situation assessment survey of Indian farmers (SAS) has been taken up for the first time and it will serve as a benchmark database on Indian farmers.

1.0.4 Data to be collected in this round will relate to the fixed period of the agricultural year July 2002 – June 2003. Hence the calendar year of 2003 has been considered to be the most desirable survey period for this enquiry. In order to reduce the recall error, the total information relating to each sample household will be collected in two visits. The first visit (January to August) will broadly cover the Kharif season of the agricultural year 2002 – 2003 and the second (September to December) the corresponding Rabi season.

1.1 Survey particulars

1.1.1 **Subject Coverage:** The 59th round (January-December 2003) of NSS will cover land and livestock holdings and debt and investment. It has also been decided to integrate situation

assessment survey for Indian farmers with the current round of survey. In addition, annual survey of consumer expenditure and employment - unemployment will also be conducted.

However, situation assessment survey will cover only the rural sector since the agricultural activity is pre-dominantly a rural phenomenon and the diversity of farming activities as well as farmers' situations is more pronounced the rural areas.

SAS will be conducted in the central sample. However, Maharashtra & Meghalaya will participate in SAS for state sample.

1.1.2 Geographical coverage: The survey will cover the whole of the Indian Union *except* (i) Leh (Ladakh) and Kargil districts of Jammu & Kashmir, (ii) interior villages of Nagaland situated beyond five kilometres of the bus route and (iii) villages in Andaman and Nicobar Islands which remain inaccessible throughout the year.

1.1.3 Period of survey and work programme: As already mentioned, the survey period of this round will be the calendar year of 2003 i.e. January to December, 2003.

1.1.3.1 Visits 1 & 2: Each sample FSU will be visited twice during this round. Since the workload of the first visit (i.e. visit 1) will be more, the first visit will continue till the end of August 2003. Thus, period of the first visit will be January – August 2003 and that of the second visit (i.e. visit 2) will be September – December 2003.

The listing schedules (sch 0.0) will be canvassed only in the first visit. Schedules 18.1, 18.2 and 33 will be canvassed in independent sets of sample households. Each sample household will be visited twice. Visit 1 and visit 2 schedules will be canvassed in the same set of sample households during first and second visit respectively. Contents of the schedules for the two visits are not same since the information relate to two different seasons. Visit number is printed in the respective schedules.

Of the four households selected for schedule 1.0, two will be canvassed in the first visit (during Jan – Aug, 2003) and the remaining two in the second visit (during Sept – Dec, 2003).

As per the programme, the villages/blocks visited in the first two months of the first visit will be revisited in the first month of the second visit and so on i.e. villages/blocks visited in January & February, March & April, May & June and July & August will be revisited in September, October, November and December respectively.

1.1.3.2 Sub-rounds: The survey period of the round will be divided into two sub-rounds. Sub-round one will consist of the first half of the survey period of each visit while sub-round two will consist of the remaining period. The sub-round number will be given in the sample list. Because of the arduous field condition, this restriction need not strictly be enforced in *Andaman and Nicobar Islands, Lakshadweep and rural areas of Arunachal Pradesh and Nagaland*.

1.1.4 Schedules of enquiry: The following schedules will be canvassed during the current round:

Schedule 0.0	:	list of households
Schedule 18.1	:	land and livestock holdings
Schedule 18.2	:	debt and investment
Schedule 33	:	situation assessment survey of farmers
Schedule 1.0	:	household consumer expenditure

1.1.5 Participation of States: In this round all the States and Union Territories except Andaman & Nicobar Islands, Dadra & Nagar Haveli and Lakshadweep are participating at least on an equal matching basis. The following is the matching pattern of the participating States/UTs.

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

Maharashtra & Merghalaya will participate in SAS for the state sample.

1.2 Contents of Volume I

1.2.0 The present volume contains five chapters. Chapter one, besides giving an overview of the whole survey operation, discusses the concepts and definitions of certain important technical terms used in the survey. It also describes in detail the sampling design and the procedure of selection of households adopted for this round. Instructions for filling in schedule 0.0, schedule 18.1, schedule 18.2, and schedule 1.0 are given in chapter's two to five respectively.

Instructions for filling in schedule 33 for SAS have been printed separately and provided to FOD as well as the states participating in the survey.

1.3 Concepts and Definitions:

1.3.0 Important concepts and definitions used in different schedules of this survey are explained below.

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

1.3.2 **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 while determining the group of persons as households for the current survey:

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

single household. For example, a family living in a hotel will be treated as a separate single household by itself.

(ii) Under-trial 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 later belong to the foreign national's household. If however, a foreign national becomes an Indian citizen for all practical purposes, he/she will be covered.

(v) Persons residing in barracks of military and paramilitary forces (like police, BSF etc.) will be kept outside the survey coverage for difficulty in conduct of survey therein. However, civilian population residing in their neighbourhood, including the family quarters of service personnel are to be covered, for which, of course, permission may have to be obtained from appropriate authorities.

(vi) Orphanages, rescue homes, ashrams and vagrant houses are outside the survey coverage. However, the students staying in hostels (if any) and the residential staff (other than monks/nuns) of ashrams may be listed. For orphanages, although orphans are not to be listed, the persons looking after them and staying there may be considered for listing.

1.3.3 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 judgment of the head of the household, the following procedures will be adopted 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 household) will be considered as a member of the household with whom he or she resides even though he or she is not a member of the same family.

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

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

1.3.4 Land possessed: Land possessed is given by land owned (including land under 'owner like possession') + land leased in - land leased out + land held by the household but neither owned nor leased in (e.g. encroached land).

1.3.5 Ownership of land: (i) A plot of land is considered to be owned by the household if permanent heritable possession, with or without the right to transfer the title, is vested in a member or members of the household. Land held in owner-like possession under long term lease or assignment is also considered as land owned. Thus, in determining the ownership of a plot of land two basic concepts are involved, namely,

(a) Land owned by the household, i.e. land on which the household has the right of permanent heritable possession with or without the right to transfer the title, e.g. Pattadars, Bhumidars, Jenmos, Bhumiswamis, Rayat Sithibans, etc. A plot of land may be leased out to others by the owner without losing the right of permanent heritable possession.

(b) Land held under special conditions such that the holder does not possess the title of ownership but the right for long term possession of the land (for example, land possessed under perpetual lease, hereditary tenure and long term lease for 30 years or more) will be considered as being held under owner like possession. In the states where land reform legislations have provided for full proprietorship to erstwhile tenants, they are to be considered as having owner like possession, even if they have not paid the full compensation.

(ii) Sometimes a plot may be possessed by a tribal in accordance with traditional tribal rights from local chieftains or village/district council. Again, a plot may be occupied by a tenant for which the right of ownership vests in the community. In both the cases, the tribal or other individual (tenant) will be taken as owner, for in all such cases, the holder has the owner like possession of land in question.

1.3.6 Lease of land: (i) Land given to others on rent or free by owner of the land without surrendering the right of permanent heritable title is defined as land leased-out. It is defined as land leased-in if it is taken by a household on rent or free without any right of permanent or heritable possession. The lease contract may be written or oral.

(ii) Sometimes orchards and plantations are given to others for harvesting the produce for which the owner receives a payment in cash or kind. Such transactions will not be treated as 'lease' for the purpose of the survey.

1.3.7 Otherwise possessed land: This is understood to mean all public/institutional land possessed by the household without title of ownership or occupancy right. The possession is without the consent of the owner. Private land (i.e. land owned by the household sector) possessed by the household without title of ownership and occupancy right will *not* be

included in this category. All private land encroached upon by the household will be treated as leased-in land.

1.3.8 Homestead land: (i) Homestead of a household is defined as the dwelling house of the household together with the courtyard, compound, garden, out-house, place of worship, family graveyard, guest house, shop, workshop and offices for running household enterprises, tanks, wells, latrines, drains and boundary walls *annexed* to the dwelling house. All land coming under homestead is defined as homestead land.

(ii) Homestead may constitute only a part of a plot. Sometimes, gardens, orchards or plantations, though adjacent to the homestead and lying within the boundary walls, may be located on a clearly distinct piece of land. In such cases, land under garden, orchard or plantation will not be considered as homestead land.

1.3.9 Agricultural production : Agricultural production will include:

- a) Growing of field crops, fruits, grapes, nuts, seeds, seedlings in the nurseries, bulbs, vegetables and flowers both in open and under glass
- b) Production of plantation crops like tea, coffee, cocoa, rubber etc.
- c) Forest production in parcels of land which form part of enumeration holding and
- d) Production of livestock and livestock products, poultry and poultry products, fish, honey, rabbits, furbearing animals and silk-worm cocoons. However, rearing pet animals will not be considered as agricultural production.

1.3.10 Operational holding: An operational holding is a techno-economic unit constituted of all land that is used wholly or partly for agricultural production and is operated (directed/managed) by one person alone or with assistance of others, without regard to title, size or location. The holding may consist of one or more parcels of land, provided that they are located within the country and that they form part of the same techno-economic unit. The definition includes four major points:

First, it is a techno-economic unit operated (directed/managed) by a person. In the context of agricultural operations, a technical unit is understood as unit with more or less independent technical resources, like land, agricultural implements and machinery, draught animals etc. A 'person' according to the definition, for the purpose of this survey, will be either a single household or more than one household operating jointly. However, holdings operated as cooperative farms will not be considered as operational holding in this survey.

Second, it is constituted of at least some land which is used for agricultural production. Since 'agricultural production' also includes some activities other than cultivation, there may be holdings without cultivated land. For example, holdings put exclusively to livestock rearing, poultry raising, bee-keeping, production of livestock and poultry products or pisciculture will be considered as operational holdings.

Third, the title, size or location of land are to be disregarded, while identifying an operational holding.

Fourth, it may consist of two or more parcels of land even if widely separated, provided that they form part of the same technical and economic unit. Being part of the same techno-

economic unit means that the pieces of land are operated by the same household or group of households operating jointly with the same technical resources.

1.3.11 Individual and joint operational holding: An operational holding managed by one or more members of a single household will be taken as individual holding. It will be treated as a joint operational holding only when it is managed by members of more than one household.

1.3.12 Parcels: A parcel of an operational holding is a piece of land surrounded entirely by other operational holdings or by land not forming part of any operational holding. It may consist of more than one plots.

1.3.13 Using the standard nine-fold classification of land utilisation six broad classes have been formed for the purpose of this survey. The definitions of broad classes of land relevant for the survey are given below:

(i) **Forest:** This includes all area actually under forest on land classified under any legal enactment or administered as forest, whether state-owned or private. If any portion of such land is not actually wooded but put to raising of field crops, it will be treated under net sown area and not under forest. All area under social and farm forestry will be included in this class.

(ii) **Net sown area:** This consists of area sown with field crops and area under orchards and plantations counting only once the area sown more than once in the same year/season. The net sown area defined above has been further classified into area under seasonal crops, orchards and plantations.

(a) **Orchards:** A piece of land put to production of horticulture crops, viz., fruits, nuts, dates, grapes etc. (other than those treated as plantation crops), is regarded as an orchard, if it is at least 0.10 hectare in size or is having at least 12 trees planted on it. It may be clarified that in the case of such fruit trees where distance between the trees is quite large, say more than six metres as in the case of mangoes, the orchard will be defined according to the minimum number of 12 trees planted in it, while, in such cases, where the distance is less than six metres as in the case of bananas, papayas, grapevines etc., the orchard will be defined on the basis of the minimum area of 1/10th of an hectare.

(b) **Plantations:** Area devoted to production of plantation crops, viz., tea, coffee, cashew nut, areca nut, oil palm, clove and nutmeg, will be treated as area under plantation. The size restriction given for orchards will also be applicable for plantations for the purpose of the survey.

(c) **Area under seasonal crop:** All the land under net sown area not coming under orchards or plantations will be taken as area under seasonal crops.

Sometimes, net sown area may consist of a piece of land put to a combination of the above three uses. In such cases, the use to which the major area of the piece of land is put will be treated as the use of the piece of land.

(iii) **Current fallow:** This comprises cultivable area which is kept fallow during the current agricultural year. If any seedling area in the current agricultural year is not cropped again in the same year, it is also treated as current fallow.

(iv) **Other fallow:** All pieces of land which were taken up for cultivation in the past, but are temporarily out of cultivation for a period of more than one agricultural year but not more than five years, including the current agricultural year, are classified under other fallow.

(v) **Area under non-agricultural uses:** This includes all land occupied by buildings, path etc. or under water (tanks, wells, canals etc.) and land put to uses other than agricultural uses. For the purpose of this survey, this class of land has been further divided into two classes :

(a) **Water bodies:** All land which are perennially under water is defined as water bodies, provided that no crop is raised on them.

(b) **Other non-agricultural uses:** All land put to other non-agricultural uses, viz., buildings, roads, railways, paths etc. are classified under land put to other non-agricultural uses.

(vi) **Other uses:** This includes all land coming under rest of the classes of standard nine-fold classification, viz., 'culturable waste', 'miscellaneous tree crops and groves not included in net sown area', 'permanent pastures and other grazing land' and 'barren and unculturable waste'.

1.3.14 Drainage facility: A plot of land will be considered to have drainage facility if there exists some method of removal of excess water from the surface of land, from the upper layers of soil or sub-soil by artificial means for the purpose of making (a) non-producing wet land productive and (b) producing wet land more productive.

Natural drainage, i.e. normal outflow of excess water from the plot of land by virtue of its position will not be considered as drainage facility.

1.3.15 Irrigation: Irrigation will be considered as a device of purposively providing land with water, other than rain water, by artificial means for crop production.

1.3.16 Permanent attached farm workers: A person who is employed by the management of an operational holding is considered to be a permanent attached farm worker of the operational holding for an agricultural season if (i) the person is employed more or less continuously during the season in the holding and (ii) the employment is under some sort of a contract that is binding on the person to serve the holding during the period of various agricultural operations (from preparation of soil to storing of grains) in respect of the crops of the seasons.

1.3.17 Farmer: A farmer is defined for this survey as a person who operates some land (owned or taken on lease or otherwise possessed) and is engaged in agricultural activities in broad sense of the term e.g. cultivation of field crops, horticultural crops, plantation, animal husbandry, poultry, fishery, piggery, bee-keeping, vermiculture, sericulture, etc., on that land during last 365 days.

Those who are engaged in agricultural and allied activities but do not operate a piece of land will not be classified as farmer. Thus agricultural labourer, coastal fisherman, rural artisans and persons engaged in agricultural services will not qualify as farmer.

It is quite possible that during the reference period of last 365 days, a person could have left his entire land as 'current fallow' by discretion or due to natural conditions. As per agricultural census, they are considered as farmers. However, since the purpose of the Situation Assessment Survey (SAS) is to probe into the activities and conditions of the farmers and no meaningful information can be obtained in this respect from such farmers who have kept their entire land as 'current fallow' during the reference period, such farmers will be excluded from the coverage of the present SAS.

Thus, for a person to be considered as a farmer one must possess some land and be engaged in agricultural activities on that land during the reference period.

1.3.17.1 However, agricultural activities of insignificant nature or agricultural activities done at a nominal scale will not be treated as agricultural activity for the purpose of this survey. Although it is not possible to describe all the insignificant activities or activities of small scale, some typical cases are listed below in order to help the field investigators identify the non-trivial cases of farming activity. The judgement of the investigator will, however, be the most important factor in eliminating the trivial situations.

(i) A person growing flower, decorative or leafy plants, etc. in the terrace of the house or growing fruits like coconut / banana / guava / lemon / papaya etc. or growing vegetables like cauliflower, chilly etc. at a nominal scale will not be considered as a farmer.

(ii) A person who is not using any land for the purpose of agricultural production and is engaged in coastal fishing will not be treated as a farmer. Similarly, a person collecting honey or other products freely from the forest will not be a farmer.

(iii) A person associated with agricultural activity in some way but not taking farm level decisions will not be considered as a farmer. Suppose owner of a mango orchard leases out the trees with near ripe fruits to another person and the person harvests and sells the produce. In this case the owner will be a farmer but the person to whom he leases out the trees will not be treated as a farmer.

(iv) In the case of share cropping, sometimes the owner of the land provides the finance, seeds, fertilisers etc. and takes a fixed share of the harvested produce. In such situations, the share cropper will be treated as a farmer while the owner will not be considered as a farmer.

1.3.18 Household with farming activity: If any member of a household is a farmer, it will be treated as a household with farming activity.

1.3.19 Economic activity: Any activity resulting in production of goods and services that adds value to national product is considered as economic activity. Such activities include production of all goods and services for market i.e. production for pay or profit and the production of primary commodities for own consumption and own account production of fixed assets, among the non-market activities. The entire spectrum of human activity falls into

two categories viz. economic and non-economic activities. The economic activities have two parts – market activities and non-market activities. Market activities are those that involve remuneration to those who perform it i.e., activity performed for pay or profit. These are essentially production of goods and services for the market including those of government services etc. Non-market activities are the production for own consumption of primary products including own account processing of primary products and own account production of fixed assets. However the whole spectrum of economic activities as defined in the UN System of National Accounts (SNA) will not be covered under 'economic activity' for this round. The term 'economic activity' will include:

- (i) all the market activities described above i.e. the activities performed for pay or profit and
- (ii) of the non-market activities:
 - (a) all the activities relating to agricultural sector which result in production (including gathering of uncultivated crops, forestry, collection of firewood, hunting, fishing etc.) of agricultural produce for own consumption and
 - (b) the activities relating to the own-account production of fixed assets. Own account production of fixed assets includes construction of own houses, roads, wells etc., and of machinery, tools etc. for household enterprise and also construction of any private or community facilities free of charge. A person may be engaged in own account construction either in the capacity of a labourer or a supervisor.

It is to be noted that *the activities like prostitution, begging, smuggling etc. that may result in earnings will not, by convention, be considered as economic activities.*

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

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

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

1.3.23 Assets: Assets represent all the things owned by the household which have money value, e.g. land, buildings, livestock, agricultural machinery and implements, non-farm business equipments, all transport equipments, durable household goods, dues receivable on loans advanced in cash and in kind, shares in companies, cooperative societies, banks etc., national plan saving certificates and the like, deposits in companies, banks, post offices and with individuals. However, crops standing in the fields and stock of commodities held by the household will not be considered as assets for the purpose of the survey. Following the

concepts of 48th round of NSS, currency notes and coins in hand will also be considered as assets and efforts will be made to collect data on these items with reference to the date of survey.

1.3.24 Household durable assets: Articles which are used for domestic purposes and have a longer expected life, say, one year or more, and cannot be purchased at nominal price will come under household durables. Such goods are usually purchased infrequently or they have a longer interval of purchase. However, minor items like tines, bottles, knives, though expected last for a longer period, will be ignored.

1.3.25 Capital expenditure: Fixed capital formation takes place by way of new purchase, construction for own use and improvement of physical assets which help in further production. Thus, expenditure on land development work, on fixed assets used in farm and non-farm business and on residential buildings will be considered as capital expenditure. Besides these items of expenditure, expenditure incurred by the household for purchase of land, land rights and livestock have also to be taken into account.

1.3.26 Farm business: Farm business comprises household economic activities like cultivation, including cultivation of plantation and orchard crops, and processing of produce on the farm, e.g. paddy hulling and gur making. Although gur making is a manufacturing activity, this will be covered under farm business for the purpose of this survey only when such activity is carried out in the farm by indigenous method. Such activities when they are carried out in non-household enterprises are to be excluded from the purview of the farm business. Farm business will also include activities ancillary to agriculture, like livestock raising, poultry, fishing, dairy farm activities, bee keeping and other allied activities coming under Tabulation Category A and B of the National Industrial Classification 1998.

1.3.27 Non-farm business: Non-farm business is defined as all household economic activities other than those covered in the farm business. This will cover manufacturing, mining & quarrying, trade, hotel & restaurant, transport, construction, repairing and other services. For the purpose of this survey, non-farm business shall exclude such activities when they are carried out in non-household enterprises. It may be noted that all non-farm business enterprises, which are registered under section 2m(i) or 2m(ii) and section 85 of the Factories Act, 1948 will be excluded from the scope of this survey. Further, Bidi and cigar manufacturing establishments registered under the Bidi and Cigar Workers (condition of employment) Act, 1966 will also be kept outside the coverage of this survey.

1.3.28 It may be noted that the ultimate sampling unit in this survey is the household. Information is collected on various characteristics of members of the household, of which some are related to their ownership, expenditure, receipts, sales etc. on items related to farm business or non-farm business in such enterprises as stated in the paragraphs 1.3.26 and 1.3.27.

1.3.29 Major repairs / addition & alteration / improvement: These include outlays on major alterations in machinery, equipment, structure, or other fixed assets which significantly extend their expected lifetime of use, productivity or the character or the volume of the service they render. Replacements of parts or attachments which have an expected lifetime of use of more than a year and involve substantial outlays is to be covered under 'major repairs

etc.’. The repairs which are not expected to be completed within a short span of time and involve substantial outlays are to be classified as major repairs.

Example : Works like re-plastering of the walls or roof of a room, conversion of ‘katcha’ floor into a ‘pucca’ floor, replacement of a ‘mud’ wall by a ‘stone’ wall, replacement of a ‘katcha’ roof by ‘tiles’ which are of a durable nature and which increase the life of the assets are to be classified as major repairs etc. Major alteration of an existing well will be broadening and deepening and other types of work which increase the capacity of the well. Replacements of parts of machinery, transport equipments etc. or renovation of plants and machinery, buildings etc. which are of durable nature and involve substantial outlays are to be included in major repairs etc.

1.3.30 Normal repairs and maintenance: These include outlays of recurring nature on fixed assets necessary to keep them in good working order. Replacement of parts and attachments of fixed assets which are short lived (having an expected lifetime use of up to one year) and / or relatively of small value are included here.

Examples: Outlays on white washing and minor annual repairs undertaken to keep the buildings in good working conditions are included in normal repairs and maintenance. The expenditure on removal of dirt, silt and other materials from the well etc. is covered under normal repairs. Similarly, servicing of machinery and transport equipments and replacements of parts which are short lived and/or are of small value is to be treated as normal repairs.

1.3.31 Liability: All claims against the household held by others will be considered as the liabilities of the household. Thus, all loans payable by the household to others, irrespective of whether they are cash loans or kind loans will be deemed as the liability of the household. Unpaid bills of grocers, doctors, lawyers etc. will also constitute the liability of the household. Different kinds of liabilities are defined below:

(i) **Cash loan:** All loans taken in cash will be considered as cash loans payable, irrespective of whether those loans are repaid or proposed to be repaid in cash or in kind. Cash loans, generally, cover borrowings at specific rate of interest for a specific period of time. However, if a loan is taken even at ‘nil’ rate of interest from relatives and friends, it will be considered as cash loan. The loans may be taken against a security or without any security. Dues payable by the household owing to the purchase of goods under hire-purchase scheme will be treated as cash loans.

(ii) **Kind loan:** All loans taken in kind (except the case of hire-purchase) irrespective of whether those are already repaid or yet to be repaid in cash or in kind will be considered as kind loans payable.

(iii) **Other liabilities:** As distinguished from cash loans, ‘other liabilities’ comprise all kind loans payable and also liabilities arising out of goods and services taken from doctors, lawyers etc. Similarly outstanding taxes, rent payable to Government, other public bodies, landlords etc. will be included under ‘other liabilities’. Trade debt arising out of the commercial transactions of the household should also be included under ‘other liabilities’. The household may be taking goods from grocers, milkman etc. on credit and

making payment at frequent intervals. All such dues payable by the household will be considered as 'other liabilities', if they are not repaid within the due dates.

1.3.32 Kisan Credit Card

Kisan Credit Cards are issued by the Banks to farmers on the basis of their land holdings so that the farmers may use them to readily purchase agricultural inputs such as seeds, fertilisers, pesticides, etc. and draw cash for their production needs. Kisan Credit Card (KCC) Scheme aims at adequate and timely support from the banking system to the farmers for their cultivation needs including purchase of inputs in a flexible and cost effective manner. The Model scheme, prepared by NABARD, is being implemented by commercial banks, RRBs and cooperative banks. The scheme provides broad guidelines to the banks for operationalising the KCC scheme, implementing banks have the discretion to adopt the same to suit location specific requirements. The scheme primarily caters to the short term credit requirements of the farmers. Under the scheme, banks provide the Kisan Credit Cards to farmers who are eligible for sanction of production credit of Rs.5000/- and above. A credit card and a passbook or a credit card-cum-passbook incorporating the name, address, particulars of land holding, borrowing limit, validity period, etc. are issued to the beneficiaries under the scheme. This serves both as an identity card as well as facilitates recording of the transactions on an ongoing basis. The card, among others, provides for a passport size photograph of the holder. The borrower is required to produce the card cum pass book whenever he operates the account.

1.3.33 Financial Company

A financial company is an institution which has to be (i) a company under companies act; (ii) engaged in financial activity; and (iii) principal business should not be agricultural, industrial or trading activity or real estate business.

1.3.34 Types of financial companies:

Financial companies are classified into the following 8 categories based on their principal business.

- (i) Equipment Leasing Company (ELC)
- (ii) Hire Purchase Financing Company (HPFC)
- (iii) Loan Company (LC)
- (iv) Investment Company (IC)
- (v) Mutual Benefit Fund Company (Nidhi)
- (vi) Miscellaneous Non-Banking Company (Chit Fund Company)
- (vii) Residuary Non-Banking Company (RNBC)
- (viii) Housing Finance Company (HFC)

Equipment Leasing Companies and Hire Purchase Financing Companies are those whose principal business is leasing or hire purchase finance. Loan Companies are those which are primarily engaged in lending by way of loans and advances. Investment companies are those whose principal business is acquisition of shares/ securities. Mutual Benefit Fund Companies (Nidhis) are companies which are notified under Section 620A of the companies Act, 1956.

Since Nidhi companies are required to confine their business to their own members, these companies are exempted from several core provisions of RBI directions. Miscellaneous Non-Banking Companies are principally engaged in the Chit Fund business. RBI controls only the deposit acceptance of the Chit Fund Companies. Residuary Non-Banking Companies operate various saving schemes which are akin to recurring deposit schemes operated by commercial banks. The deposit acceptance activities of Housing Finance Companies are being regulated by National Housing Bank (NHB) since 1989.

1.3.35 Financial Institution

Financial Institution (FI's) play an important role in the financial system of the economy. They cater to the needs of medium and long-term financing as well as requirement of working capital by different sectors of the economy. FI's are broadly categorised into *All-India Financial Institutions (AIFI)*, *State level institutions* and *Other institutions*.

All-India Financial Institutions: These include Industrial Development Bank of India (IDBI), IFCI Ltd., ICICI Ltd., Industrial Investment Bank of India Ltd. (IIBI), Small Industries Development Bank of India (SIDBI), National Housing Bank (NHB), National Bank of Agriculture and Rural Development (NABARD), Export Import Bank of India (EXIM), Tourism Finance Corporation of India Ltd., (TFCI) and Infrastructure Development Finance Company Ltd. (IDFC), Unit Trust of India (UTI), Life Insurance Corporation of India (LIC) and General Insurance Corporation of India (GIC) and its erstwhile four subsidiaries, etc.

State level institutions: These include State Financial Corporations (SFCs), State Industrial Development Corporations (SIDCs), etc.

Other institutions: These include agencies like Export Credit Guarantee Corporation of India (ECGC), Deposit Insurance and Credit Guarantee Corporation (DICGC), etc.

1.3.36 Non-financial Company

It is an industrial concern as defined in Industrial Development Bank of India Act or a company whose principal activity is agricultural operations or trading in goods and services or real estate and which is not classified as financial or miscellaneous or residuary non-banking company.

1.3.37 Household consumer expenditure: This is the expenditure of a household on domestic consumption only. This is same as the expenditure covered in the consumer expenditure survey of NSS. Any expenditure incurred by the household on its enterprise account is to be excluded from consumer expenditure.

1.3.38 Household principal industry and occupation: To determine the household principal industry and occupation, the general procedure to be followed is to list all the occupations pertaining to economic activities 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 fetched 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 one or more members of the household may pursue the household occupation in different industries. In such cases, the particular industry out of all the different industries corresponding to the principal occupation, which fetched 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 member.

1.3.39 Activity status: It is the activity situation in which a person is found during a reference period in respect of the person's participation in economic and non-economic activities. According to this, a person will be in one or a combination of the following three statuses during a reference period:

- (i) working or being engaged in economic activity (work) as defined in above para
 - (ii) being not engaged in economic activity (work) and either making tangible efforts to seek 'work' or being available for 'work' if the 'work' is available and
 - (iii) being not engaged in any economic activity (work) and also not available for 'work'.
- Activity statuses mentioned in (i) & (ii) above are associated with 'being in labour force' and (iii) with 'not being in the labour force'. Within the labour force activity status (i) is associated with 'employment' and that of (ii) with 'unemployment'.

Classification of each individual into a unique status poses a problem when more than one of the three activity statuses listed above is concurrently obtained for a person. In such an eventuality, the identification uniquely under any one of the three activity statuses is done by adopting either the major time or priority criterion. The former is used for classification of persons under 'usual activity status' and the latter for classification of persons under 'current activity status'. The three major activity statuses have been further sub-divided into several detailed activity categories. If a person categorised as engaged in economic/non-economic activity, by adopting one of the two criteria mentioned above, is found to be pursuing more than one economic/non-economic activity during the reference period, the appropriate detailed status code will relate to the activity in which relatively more time has been spent.

1.3.40 Workers (or employed): Persons who are engaged in any economic activity or who, despite their attachment to economic activity, have abstained from work for reason of illness, injury or other physical disability, bad weather, festivals, social or religious functions or other contingencies necessitating temporary absence from work constitute workers. Unpaid helpers who assist in the operation of an economic activity in the household farm or non-farm activities are also considered as workers. All the workers are assigned one of the detailed activity statuses under the broad activity category 'working or being engaged in economic activity'.

1.3.41 Seeking or available for work (or unemployed): Persons, who owing to lack of work, have 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 as those who are 'seeking or available for work' (or unemployed).

1.3.42 Labour force: Persons who are either 'working' (or employed) or 'seeking or available for work' (or unemployed) during the reference period together constitute the labour force. Persons who were neither 'working' nor 'seeking or available for work' for various reasons during the reference period are considered to be 'out of labour force'. The persons under this category are students, those engaged in domestic duties, rentiers, pensioners, recipients of remittances, those living on alms, infirm or disabled persons, too young or too old persons, prostitutes, smugglers, etc. and casual labourers not working due to sickness.

1.3.43 Rural labour: This is defined as 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). 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 the 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, chowkidars, watchmen, etc. even if their work does not involve much of physical labour. Manual work will cover one or more of the following occupational groups of the National Classification of Occupations (Revised 1968): -

Division 5 - Service workers:

Group 52: cooks, waiters, bartenders and related workers.

Group 53: maids and other housekeeping service workers.

Group 54: building caretakers, sweepers, cleaners and related workers.

Group 55: launders, dry cleaners and pressers.

Group 56: hairdressers, barbers, beauticians and related workers.

Family 570: fire fighters.

Family 574: watchmen, gatekeepers

Family 579: protective service workers not elsewhere classified.

Division 6: Farmers, Fishermen, Hunters, Loggers and related workers: -

Group 63: agricultural labourers.

Group 64: plantation labourers and related workers.

Group 65: other farm workers.

Group 66: forestry workers.

Group 67: hunters and related workers.

Group 68: fishermen and related workers.

Divisions 7-8-9: Production & related workers, Transport equipment operators and Labourers:

All groups excluding Group 85 (electrical fitters and related workers) and Group 86 (broadcasting station and sound equipment operators and cinema projectionists).

1.3.44 Agricultural labour: A person will be considered to be engaged as agricultural labour, if he/she follows one or more of the following agricultural occupations in the capacity of a manual labour:

- (i) farming,
- (ii) dairy farming,
- (iii) production of any horticultural commodity,
- (iv) raising of livestock, bees or poultry,
- (v) any practice performed on a farm as incidental to or in conjunction with farm operations (including forestry and timbering) and the preparation for market and delivery to storage or to market of farm produce.

Working in fisheries is excluded from agricultural labour. Further, 'carriage for transportation' refers only to the first stage of the transport from farm to the first place of disposal.

1.3.45 Self-employed in household enterprise: Persons who operate their own farm or non-farm enterprises or are engaged independently in a profession or trade on own account or with one or a few partners are self-employed in household enterprises. The essential feature of self-employment is that the remuneration is determined wholly or mainly by sales or profits of the goods or services which are being produced. In the case of 'putting out' system where part of a job is performed in different household enterprises, persons will be considered as self-employed if they have some tangible or intangible means of production and their work is a kind of enterprise to them and the fee or remuneration really consists of two parts viz., the share of their labour and the profit of the enterprise. The self-employed persons may again be categorised into the following three groups:

(i) **Own account workers:** These are the self-employed persons who operate their enterprises on their own account or with one or a few partners and who, during the reference period, by and large run their enterprise without hiring any labour. They may, however, have unpaid helpers to assist them in the activity of the enterprise.

(ii) **Employers:** Self-employed persons who work on their own account or with one or a few partners and by and large run their enterprise by hiring labour are the employers.

(iii) **Helpers in household enterprise:** Helpers are category of self-employed persons, mostly family members, who keep themselves engaged in their household enterprises, working full or part time and do not receive any regular salary or wages in return for the work performed. They do not run the household enterprise on their own but assist the related person living in the same household in running the household enterprise. Persons who worked in the capacity of 'helpers' but had a share in the family earning will be considered as 'helpers'.

1.3.46 Regular salaried/wage employee: Persons working in others' farm or non-farm enterprises (both household and non-household) and getting in return salary or wages on regular basis and not on the basis of daily or periodic renewal of work contract are the regular salaried/wage employees. The category not only includes persons getting time wage but also persons receiving piece wage or salary and paid apprentices, both full-time and part-time.

1.3.47 Casual wage labour: A person casually engaged in others' farm or non-farm enterprises (both household and non-household) and getting in return wage according to the terms of the daily or periodic work contract is a casual wage labourer. Usually, in the rural areas, a class of labourers can be seen who normally engage themselves in 'public works' activities. 'Public works' are those activities, which are sponsored by Government or local bodies for construction of roads, bunds, digging of ponds, etc. as 'test relief' measures (like flood relief, drought relief, famine relief, etc.) and also employment generation schemes under various poverty alleviation programmes.

1.3.48 Usual (principal) activity status: The usual activity status relates to the activity status of a person during the reference period of 365 days preceding the date of survey. The activity status on which a person spent relatively longer time (major time criterion) during the 365 days preceding the date of survey is considered the principal usual activity status of the person. In the first instance the broad principal usual activity of the person will be identified based on the various activities pursued by the person during the reference period of last 365 days adopting a relatively long time (or major time) criterion, not necessarily for a continuous period. The broad principal usual activity status will be one of the three categories viz. 'employed' (working), 'unemployed' (available for work) or 'not in labour force' (neither willing nor available for work). It is to be noted that in deciding this, only the normal working hours available for pursuing various activities need be considered, and not the 24 hours of a day. The broad principal usual activity status will be obtained on the basis of a two-stage dichotomous classification depending on the major time spent. Persons will be classified in the first stage into (i) those who are engaged in any economic activity (i.e., employed) and/or available for any economic activity (i.e., unemployed) and (ii) who are not engaged and not available for any economic activity i.e., the persons will be first classified as those in the labour force and those not in the labour force depending on in which of these two statuses the person spent major part of the year. In the second stage, those who are found in the labour force will be further classified into working (i.e., engaged in economic activity or employed) and seeking and/or available for work (i.e., unemployed) based on the major time spent.

1.3.49 Subsidiary economic activity: For a person it may be necessary to ascertain whether he or she worked in a subsidiary capacity during the 365 days preceding the date of survey or not; in other words, whether he or she had a subsidiary economic usual status. This has to be ascertained for all the three broad categories of persons initially classified as 'employed', 'unemployed' and 'not in labour force'. To illustrate, a person categorised as working and assigned the principal usual activity status 'self-employed' may also be engaged for a relatively shorter time during the year as casual wage labour. In such a case, he will be considered to have worked also in a subsidiary capacity (i.e., having a subsidiary economic status which is different from the principal status). On the other hand, a person may be self-employed in trade for a relatively longer period and simultaneously also engaged in agricultural production for a relatively minor time. In such a case, the principal usual activity

status will be 'self-employed in trade' and subsidiary economic status, 'self-employed in agriculture'. Similarly, persons categorised as 'unemployed' or 'not in labour force' on the basis of 'relatively longer time' criterion might have pursued some economic activity for relatively shorter time during the year. In all the above cases, they will be treated to have had subsidiary economic usual status. It may be noted that engagement in work in subsidiary capacity may arise out of two situations:

(i) a person may be engaged for a relatively longer period during the 365 days in one economic activity/non-economic activity and for a relatively shorter period in another economic activity;

(ii) a person may be pursuing one economic activity/non-economic activity almost throughout the year in the principal status and also simultaneously pursuing another economic activity for relatively shorter time in a subsidiary capacity.

1.3.50 Current weekly activity status: The current weekly activity status of a person will be the activity status obtaining for a person during a reference period of seven days preceding the date of survey. Irrespective of the usual activity pursued by a person, his/her current weekly activity will be determined strictly on the basis of the activities pursued by the person during the reference period of seven days preceding the date of survey adopting the priority criterion. Even self-employed persons, one need not prejudge and take for granted that the current activity situation for them will be identical with the usual activity situation. A careful probe on the part of the investigator regarding the various activities pursued by the person during the seven days preceding the date of survey is, therefore, necessary for ascertaining his/her current weekly activity status. In defining the 'activity status', it has already been mentioned that the activities are grouped broadly into three categories, namely:

- (i) working,
- (ii) not working but seeking and/or available for work, and
- (iii) neither working nor available for work.

According to the priority criterion, the status of 'working' gets priority over the status 'not working but seeking and/or available for work' which in turn gets priority over the status of 'neither working nor available for work'. In the category, 'not working but seeking and/or available for work', the status 'seeking' gets priority over the status of 'not seeking but available for work'. A person would be considered 'working (or employed)' if he/she while pursuing any economic activity had worked for at least one hour on any one day during the week preceding the date of survey. A person would be considered 'seeking and/or available for work (or unemployed)' if during the reference week no 'work' was done by the person but he or she had made efforts to get work or had been available for work during the reference week though not actively seeking work, in the belief that no work was available. A person who had neither worked nor was available for work will be considered to be engaged in non-economic activities (or not in labour force).

1.3.51 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', 'nashta' 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 a 'nashta' may not be very different from the contents of a 'meal'. The difference in quantity will therefore be the guiding factor for deciding whether the plate is to be labelled as a 'meal' or a 'nashta'.

A person rendering domestic service (like cleaning utensils, dusting and cleaning of rooms, washing linen, carrying water from outside, etc.) to a number of households during the daytime 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'.

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 of the concept of a meal/ khana.

1.3.52 Public Distribution System (PDS) means the distribution of some essential commodities by the government at subsidised rate through ration shops, fair price shops and control shops. These shops may be owned by the government, local self-government, a government undertaking, the proprietor of a firm, co-operatives or private persons (individually or jointly) or other bodies like club, trust, etc. For kerosene, 'public distribution system' will also include kerosene depots selling kerosene at controlled prices. 'Super bazaars' and co-operative stores will not generally be included under public distribution system. However, when they sell rationed commodities also at controlled prices against ration cards, they will be taken as ration shops for particular commodities. (Presentation of ration card may not, however, be obligatory for some controlled price commodities like kerosene, coal, etc.).

1.4. Sample Design

1.4.1 Outline of sample design: A stratified multi-stage design has been adopted for the 59th round survey. The first stage unit (FSU) is the census village in the rural sector and UFS block in the urban sector. The ultimate stage units (USUs) will be households in both the sectors. Hamlet-group / sub-block will constitute the intermediate stage if these are formed in the selected area.

1.4.2 Sampling Frame for First Stage Units: For rural areas, the list of villages (panchayat wards for Kerala) as per Population Census 1991 and for urban areas the latest UFS frame, will be used as sampling frame. For stratification of towns by size class, provisional population of towns as per Census 2001 will be used.

1.4.3 Stratification

1.4.3.1 Rural sector: Two *special strata* will be formed at the State/ UT level, viz.

Stratum 1: all FSUs with population between 0 to 50 and

Stratum 2: FSUs with population more than 15,000.

Special stratum 1 will be formed if at least 50 such FSU's are found in a State/UT. Similarly, special stratum 2 will be formed if at least 4 such FSUs are found in a State/UT. Otherwise, such FSUs will be merged with the general strata.

From FSUs other than those covered under special strata 1 & 2, *general strata* will be formed and its numbering will start from 3. Each district of a State/UT will be normally treated as a separate stratum. However, if the census rural population of the district is greater than or equal to 2 million as per population census 1991 or 2.5 million as per population census 2001, the district will be split into two or more strata, by grouping contiguous tehsils to form strata. However, in Gujarat, some districts are not wholly included in an NSS region. In such cases, the part of the district falling in an NSS region will constitute a separate stratum.

1.4.3.2 Urban sector: In the urban sector, strata will be formed within each NSS region on the basis of size class of towns as per Population Census 2001. The stratum numbers and their composition (within each region) are given below.

stratum 1 :	all towns with population less than 50,000
stratum 2 :	all towns with population 50,000 or more but less than 2 lakhs
stratum 3 :	all towns with population 2 lakhs or more but less than 10 lakhs
stratum 4, 5, 6,... :	each city with population 10 lakhs or more

The stratum numbers will remain as above even if, in some regions, some of the strata are not formed.

1.4.4 Total sample size (FSUs): 10736 FSUs have been allocated at all-India level on the basis of investigator strength in different States/UTs for central sample and 11624 for state sample.

1.4.5 Allocation of total sample to States and UTs: The total number of sample FSUs is allocated to the States and UTs in proportion to provisional population as per Census 2001 subject to the availability of investigators ensuring more or less uniform work-load.

1.4.6 Allocation of State/UT level sample to rural and urban sectors: State/UT level sample is allocated between two sectors in proportion to provisional population as per *Census 2001* with 1.5 weightage to urban sector subject to the restriction that urban sample size for bigger states like Maharashtra, Tamil Nadu etc. should not exceed the rural sample size. Earlier practice of giving double weightage to urban sector has been modified considering the fact that two main topics (sch. 18.1 and sch 33) are rural based and there has been considerable growth in urban population. More samples have been allocated to rural sector of Meghalaya state sample at the request of the DES, Meghalaya.

The sample sizes by sector and State/UT are given in Table 1 at the end of this Chapter.

1.4.7 Allocation to strata: Within each sector of a State/UT, the respective sample size will be allocated to the different strata in proportion to the stratum population as per census 2001. Allocations at stratum level will be adjusted to a multiple of 2 with a minimum sample size of 2. However, attempt will be made to allocate a multiple of 4 FSUs to a stratum as far as possible.

1.4.8 Selection of FSUs: FSUs will be selected with Probability Proportional to Size with replacement (PPSWR), size being the population as per population census 1991 in all the strata for rural sector except for stratum 1. In stratum 1 of rural sector and in all the strata of urban sector, selection will be done using Simple Random Sampling without replacement (SRSWOR). Samples will be drawn in the form of two independent sub-samples.

1.4.9 Selection of hamlet-groups/sub-blocks / households - important steps

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

1.4.9.2 Criterion for hamlet-group/sub-block formation: After identification of FSU, it is to be determined whether listing will be done in the whole sample FSU or not. In case the population of the selected village or block is found to be 1200 or more, it will be divided into a suitable number of 'hamlet – groups' in the rural sector and 'sub-blocks' in the urban sector as stated below.

approximate present population of the sample village/block	no. of hamlet-groups/sub-blocks to be formed
less than 1200	1 (no hamlet-groups/sub-blocks formation)
1200 to 1799	3
1800 to 2399	4
2400 to 2999	5
3000 to 3599	6
.....and so on	

For rural areas of Himachal Pradesh, Sikkim, Nagaland and Poonch, Rajouri, Udhampur, Doda districts of Jammu and Kashmir, the number of hamlet-groups will be formed as follows.

approximate present population of the sample village	no. of hamlet-groups/sub-blocks to be formed
less than 600	1 (no hamlet-groups/sub-blocks formation)
600 to 899	3
900 to 1199	4
1200 to 1499	5
.....and so on	

Two hamlet-groups / sub-blocks will be selected from a large village or block by SRSWOR. Listing and selection of the households will be done independently in the two selected hamlet-groups/sub-blocks so formed.

1.4.9.3 Formation of hamlet-groups/sub-blocks: In case hg's/sb's are to be formed in the sample FSU, the same may be always done by more or less **equalizing** population (refer to chapter two for details). Please note that while doing so, it is to be ensured that the hg's/sb's formed are clearly identifiable in terms of physical landmarks.

1.4.9.4 Listing of households: Having determined the hg's/sb's i.e. area(s) to be considered for listing, the next step is to list all the households [including those found to be temporarily locked after ascertaining temporariness of locking of households from local enquiry]. Listing and selection of households will be done separately for hg/sb 1 and hg/sb 2. The hg/sb with order of selection 1 will be listed first and that with order of selection 2 will be listed next.

1.5 Formation of Second Stage Strata (SSS) for different schedule types:

1.5.1 LHS (sch. 18.1):

1.5.1.1 Rural: Four SSS will be formed in the rural sector. SSS 1 will consist of all the households possessing land less than 0.005 hectares. SSS 2, 3 & 4 will be formed by the households possessing 0.005 hectares of land or more. These three strata will be formed as under:

From the data of NSS 48th round, the households having land area 0.005 hectares or more have been considered. Two cut –off points, X and Y, have been determined at State/UT level in such a way that 40% of these households possess land area less than X, 40% possess land area between X & Y and 20% possess land area greater than Y.

Listed households with land less than X will form SSS 2, those with land between X & Y will constitute SSS 3 and those with land more than Y will be in SSS 4.

The values of X and Y for each State/UT are given in Table 1 of Chapter two.

Thus, composition of SSS for sch. 18.1 in the rural sector is as follows:

- SSS 1: households with L less than 0.005 hectare
 - SSS 2: households with L equal to or more than 0.005 but less than X
 - SSS 3: households with L equal to or more than X but less than Y
 - SSS 4: households with L equal to or more than Y
- where L is area of land in hectares possessed by the household

1.5.1.2 Urban:

Four SSS will be formed as under:

First, three cut-off points viz. A, B & C, at State/UT level will be determined using the NSS 55th round data in such a way that 30% of the households have MPCE less than A, 30%

have MPCE more than or equal to A but less than B, 30% have MPCE more than or equal to B but less than C and the rest 10% of the households have MPCE more than or equal to C.

The values of A, B and C for each State/UT are given in Table 2 Chapter two.

Thus, composition of SSS for sch. 18.1 in the urban sector are as follows:

- SSS 1: households with MPCE less than A (say, MPCE class 1)
- SSS 2: households with MPCE equal to or more than A but less than B (say, MPCE class 2)
- SSS 3: households with MPCE equal to or more than B but less than C (say, MPCE class 3)
- SSS 4: households with MPCE equal to or more than C (say, MPCE class 4)

1.5.2 AIDIS (sch. 18.2):

1.5.2.1 **Rural:** Seven SSS will be formed in the rural sector as under:

- SSS 1: indebted households belonging to rural LHS SSS 1
- SSS 2: not indebted households belonging to rural LHS SSS 1
- SSS 3: indebted households belonging to rural LHS SSS 2
- SSS 4: not indebted households belonging to rural LHS SSS 2
- SSS 5: households indebted to institutional agencies with or without being indebted to non-institutional agencies and belonging to rural LHS SSS 3 & 4
- SSS 6: households indebted to non-institutional agencies only and belonging to rural LHS SSS 3 & 4
- SSS 7: not indebted households belonging to rural LHS SSS 3 & 4

1.5.2.2 **Urban:** Seven SSS will be formed as under:

- SSS 1: indebted households belonging to MPCE class 1
- SSS 2: not indebted households belonging to MPCE class 1
- SSS 3: indebted households belonging to MPCE class 2
- SSS 4: not indebted households belonging to MPCE class 2
- SSS 5: households indebted to institutional agencies with or without being indebted to non-institutional agencies and belonging to MPCE classes 3 & 4
- SSS 6: households indebted to non-institutional agencies only and belonging to MPCE classes 3 & 4
- SSS 7: not indebted households belonging to MPCE classes 3 & 4

‘Indebtedness’ of a household for second stage stratification will be decided as per the criteria given in para 2.4.7 of Chapter Two.

1.5.3 SAS (sch. 33): Schedule 33 will be canvassed in the *rural sector only*. While all States/UTs will be covered in *central sample*, only few States will participate in *state sample* (refer to para 1.1.5). The composition of second-stage strata will be as follows:

- SSS 1: households belonging to rural LHS SSS 1 and engaged in farming activity during last 365 days
- SSS 2: households belonging to rural LHS SSS 2 and engaged in farming activity during last 365 days
- SSS 3: households belonging to rural LHS SSS 3 and engaged in farming activity during last 365 days
- SSS 4: households belonging to rural LHS SSS 4 and engaged in farming activity during last 365 days

1.5.4 Consumer Expenditure (sch. 1.0):

Rural:

SSS 1: households possessing land $< Y$

SSS 2: households possessing land $\geq Y$

Urban:

SSS 1: households belonging to MPCE classes 1, 2 and 3

SSS 2: households belonging to MPCE class 4

where Y is as specified in para 1.5.1.1 of this chapter. Values of Y are given in Table 1 of Chapter two.

Out of the four households selected for sch. 1.0, two households will be covered in visit 1 and two in visit 2.

1.6 Allocation and selection of sample households: Two households will be selected from each SSS of each type of schedule. In case of hamlet group/ sub-block formation, one household will be selected from each $(hg/sb) \times SSS$. The total number of households to be surveyed in an FSU is given below for each schedule type:

schedule	rural	urban
18.1	8	8
18.2	14	14
33	8	-
1.0	4	4

Sample households for each type of schedule will be selected by SRSWOR in each SSS of each hg/sb.

1.7 Shortfall of households to be surveyed: For schedule 18.1, 18.2, 33 and 1.0, shortfall of households available in the frame of any SSS will be compensated from the same SSS of the other hg/sb or from the other SSS of the same or other hg/sb where additional household(s) are available. The procedure is as follows:

Step 0: Allocate the required number of households to each SSS wherever possible and identify the SSS having shortfall.

Step 1: Compensate from the same SSS of the other hg/sb, if there is hg/sb formation. Otherwise, go to Step 2.

Step 2: Find the SSS where additional households are available following the priority order given below and compensate.

SSS having shortfall	priority order of SSS for compensation
a) Schedule 18.1 and 33	
1	2, 3, 4
2	3, 1, 4
3	4, 2, 1
4	3, 2, 1
b) Schedule 18.2	
1	3, 5, 6, 2, 4, 7
2	4, 7, 1, 3, 5, 6
3	5, 6, 1, 2, 4, 7
4	7, 2, 1, 3, 5, 6
5	6, 1, 3, 2, 4, 7
6	1, 3, 5, 2, 4, 7
7	2, 4, 1, 3, 5, 6

If there is hg/sb formation, priority order of SSS will be maintained but between the two hg/sb of a particular SSS, first choice will be the one in which the shortfall occurred failing which other hg/sb will be taken up.

For example, if short-fall is in SSS 1 of sch. 18.1, compensation will be made from SSS 2, failing which from SSS 3 and so on. The resulting number of households (h) for each SSS will be entered at the top of relevant column(s) of block 4 and also in col.(6) against the relevant SSS \times (hg/sb) of block 5.

For schedule 1.0, the procedure will be same except that choice will be limited to SSS 1 and SSS 2 only.

Some illustrations on compensation of shortfall are given below:

(a) FSU without hg/sb formation

Example 1 (schedule 18.1 or 33)

SSS	H	Step 0	Step 2	h
1	1	1*		1
2	15	2	1+1	4
3	0	0*		0
4	3	2	1	3
total	19	5	3	8
shortfall	–	3	0	\times

Example 2 (schedule 18.2)

SSS	H	Step 0	Step 2	h
1	1	1*		1
2	15	2	1+2+2+2	9
3	0	0*		0
4	3	2		2
5	0	0*		0
6	0	0*		0
7	7	2		2
total	19	7	7	14
shortfall	-	7	0	×

(b) FSU with hg/sb formation

Example 3 (for schedule 18.2)

hg/sb	SSS	H	Step 0	Step 1	Step 2	h
1	1	3	1		1	2
	2	0	0*			0
	3	25	1			1
	4	1	1			1
	5	0	0*			0
	6	0	0*			0
	7	1	1			1
	total	30	4		1	5
2	1	7	1		1+1	3
	2	0	0*			0
	3	15	1			1
	4	0	0*			0
	5	0	0*			0
	6	9	1	1	1	3
	7	2	1		1	2
	total	33	4	1	4	9
Total		63	8	1	5	14
Shortfall		-	6	5	0	-

* indicates the SSS having shortfall

The procedure for compensation for schedule 1.0 may also be made following the above procedure.

Table 1: Distribution of sample villages and blocks for NSS 59th round

state/u.t.	number of FSUs					
	central sample			state sample		
	total	rural	urban	total	rural	urban
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Andhra Pradesh	676	432	244	676	432	244
Arunachal Pradesh	128	92	36	128	92	36
Assam	360	296	64	360	296	64
Bihar	592	504	88	592	504	88
Chhatisgarh	192	140	52	192	140	52
Goa	28	12	16	44	20	24
Gujarat	332	172	160	332	172	160
Haryana	192	120	72	192	120	72
Himachal Pradesh	172	148	24	172	148	24
Jammu & Kashmir	296	196	100	592	392	200
Jharkhand	256	180	76	256	180	76
Karnataka	452	256	196	452	256	196
Kerala	452	300	152	452	300	152
Madhya Pradesh	480	312	168	480	312	168
Maharashtra	848	424	424	1064	532	532
Manipur	184	124	60	368	248	120
Meghalaya	128	92	36	176	140	36
Mizoram	264	132	132	264	132	132
Nagaland	64	48	16	96	48	48
Orissa	308	244	64	308	244	64
Punjab	288	164	124	288	164	124
Rajasthan	488	336	152	488	336	152
Sikkim	88	72	16	88	72	16
Tamil Nadu	820	412	408	820	412	408
Tripura	168	128	40	168	128	40
Uttar Pradesh	1188	852	336	1188	852	336
Uttaranchal	88	56	32	88	56	32
West Bengal	800	504	296	800	504	296
A. & N. Islands	64	36	28	0	0	0
Chandigarh	36	8	28	36	8	28
Dadra & Nagar Haveli	24	16	8	0	0	0
Daman & Diu	16	8	8	16	8	8
Delhi	200	12	188	400	24	376
Lakshadweep	16	8	8	0	0	0
Pondicherry	48	12	36	48	12	36
all-India	10736	6848	3888	11624	7284	4340

Chapter Two

Schedule 0.0: List of Households

2.0.0 Introduction: Schedule 0.0 is meant for listing all the houses and households residing in the sample first stage unit (FSU) / hamlet-groups/sub-blocks in case of large FSUs. Some household particulars like household size, area of land possessed, indebtedness status, whether household has any farming activity, MPCE etc. will also be collected in this schedule. These auxiliary information will be used for grouping the households into different second-stage-strata (SSS). The sampling frames for selection of households are prepared and details of the selection of sample households are recorded in this schedule. Whenever hamlet-groups / sub-blocks (hg's/sb's) are required to be formed, particulars relating to the formation and selection of hg's/sb's are also to be recorded in this schedule. Concepts and definitions of various items are given in Chapter One.

2.0.1 Unit of survey and sampling frame: The first stage unit (FSU) is the 1991 census village (panchayat ward for Kerala) in the rural sector. FSUs in the urban sector are the Urban Frame Survey (UFS) blocks. *Latest UFS frame has been used for selection of samples. Towns may, therefore, belong to different phases of UFS. It is indicated in the sample list under the head "frame code" as to which particular UFS phase has been used as the sampling frame for selection of FSUs belonging to a town.* The investigator, on arrival at a sample village (or panchayat ward for Kerala)/UFS block (hereinafter called block) will ascertain the exact boundaries of the sample FSU. This may be done with the help of the village officials like patwari, panchayat authorities etc for rural areas and with the help of UFS maps / ward maps in the urban areas.

2.0.2 Formation of hamlet-groups (hg's) and selection of hamlet-groups 1 & 2: With a view to controlling the work load mainly at the stage of listing of households, hamlet-group formation will be resorted to in the large rural FSUs. A large FSU will be divided into a certain number (D) of sub-divisions called hamlet-groups (hg's). The number of hg's to be formed (i.e. the value of D) will depend on the *approximate present population* of the sample FSU. The criteria for deciding the number of hg's to be formed in a large village have been discussed in detail in para 1.4.9.2 of Chapter One.

For the sample FSUs without hg formation, entire FSU will be treated as *hamlet-group 1*. For large sample FSUs, two hg's will be selected by the method of Simple Random Sampling Without Replacement (SRSWOR). *Listing and selection of sample households will be done separately and independently for each selected hamlet group.*

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

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

- (i) Identify the hamlets as described above.
- (ii) Ascertain approximate present population of each hamlet.
- (iii) Draw a notional map in block 2 of schedule 0.0 showing the approximate location of the hamlets and number them in a serpentine order starting from the northwest corner and proceeding southwards. While drawing this map, uninhabited area (non-abadi area) of the village will be included as part of nearby hamlet, so that no area of the village is left out. The boundaries of the hamlets may be defined with the help of some landmarks like canals, footpaths, railway lines, roads, cadastral survey plot numbers etc., so that it would be possible to identify and locate the geographical boundaries of the hamlet-groups to be formed in the village.
- (iv) List the hamlets in block 3.1 of sch. 0.0 in the order of their numbering. Indicate the present population content in terms of percentages.
- (v) Group the hamlets into D hamlet-groups. *The criteria to be adopted for hamlet-group formation are equality of population content and geographical contiguity (numbering of hamlets is not to be adopted as a guideline for grouping). In case there is a conflict between the two aspects, geographical contiguity is to be given priority.* Indicate the grouping in the map.
- (vi) Number the hamlet-groups serially in column (1) of block 3.2, schedule 0.0. The hamlet-group containing hamlet no. 1 will be numbered as 1, the hamlet-group with next higher hamlet number not included in hg 1 will be numbered as 2 and so on. Indicate the numbers also in the notional map. It is quite possible that a hamlet-group may not be constituted of hamlets with consecutive serial numbers.

2.0.3 Formation of sub-blocks (sb's): In case sample UFS blocks are found to be large (in most cases they are not) in terms of population, they are subjected to sub-block formation. Procedure for formation of sub-blocks is, however, the same as that for the formation of hamlet-groups in the case of large villages. Here the sub-blocks are to be formed artificially by dividing the block into a certain number (say, D) of divisions *by more or less equalizing the population giving priority to geographical compactness* within each sub-block as per the criterion specified in para 1.4.9.2 of Chapter One. The number of sb's to be formed (i.e. the value of D) will be determined according to the same criteria as adopted in the case of rural FSUs. Sub-blocks will be numbered serially in column (1) of block 3.2.

As in the case of rural FSUs, for the sample FSUs without sub-block formation, entire FSU will be treated as *sub-block 1*. For large sample FSUs, two sub-blocks will be selected by SRSWOR scheme. *Listing and selection of sample households will be done separately and independently for each selected sub-block.*

2.0.4 Starting point for listing: Having determined the areal unit to be surveyed, the investigator will proceed to list the houses and households. The listing may be done in the same order as that of the 2001 Census order of house listing. If the census order of house listing is not available, the listing may be started from the northwest corner of the village and proceeding southwards in serpentine order. While listing the households, some

essential minimum particulars about the households will be collected for the purpose of classification (i.e. second stage stratification).

2.0.5 Structure of the schedule: The schedule 0.0 contains the following blocks :

- Block 0: descriptive identification of sample village/ block
- Block 1: identification of sample village/ block
- Block 2: sketch map of hamlet-groups (hg's)/sub-blocks (sb's) formation
- Block 3.1: list of hamlets (only for rural samples with hamlet-group formation)
- Block 3.2: list and selection of hg's/sb's
- Block 4: list of households and record of selection for households (hg/sb 1 / 2)
- Block 5: particulars of sampling of households
- Block 6: availability of some facilities in the village
- Block 7: particulars of field operations
- Block 8: remarks by investigator
- Block 9: remarks by supervisory officer(s)

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

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

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

Block 0: Descriptive identification of sample village/block (i.e. FSU)

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

Block 1: Identification of sample village/block

2.1.0 General: This block is meant for recording the identification particulars of the sample FSU in terms of codes or numbers. The particulars relating to all the items will be recorded in box spaces provided in the block against each item (except for items 2, 3 & 13, the codes of which are already printed). Each cell (box space) is meant for recording only one digit of the entry. For multiple cells, the rightmost cell shall be used for recording the digit of the unit place, the next left cell for the tenth place digit and so on. If the number of digits of the entry to be recorded against an item is less than the number of box spaces provided, '0' shall be entered in the left most box space(s). For example, if the total number of hg's/sb's formed in the sample FSU is 5, the entry against item 16 should be recorded as 005. *Items 1, 4 to 10, 12 and 14 shall be copied from the sample list.*

2.1.1 Item 11: FOD sub-region: The four-digit code corresponding to the FOD sub-region to which the sample FSU belongs will be recorded against item 11. A ‘–’ will be put against this item for the state samples and also for the central samples for the states of Arunachal Pradesh, Manipur, Mizoram and Tripura for which field work is carried out by the respective States.

2.1.2 Item 12: frame code: The different types of frames used for selection of FSUs are indicated by 'frame code' in the sample list. Entry against item 12 shall be copied from the sample list. The frame codes to be used are:

Rural: 1981 census – 05; 1991 census – 08; 2001 census – 13.

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

2.1.3 Item 14: frame population: The population of the sample FSU as given in the sample list will be copied here. This will be filled in for rural samples only. For urban samples, it is to be kept blank

2.1.4 Item 15: approx. present population: The investigator will first ascertain the approximate present population of the entire sample FSU taking into consideration the normal growth of population along with any abnormal influx of population into or exodus of population from the sample FSU. This may be ascertained mainly from the knowledgeable persons by putting certain probing questions. The starting point can be 1991 census population (2001 census population if available). In the case of large difference with census population, it may be asked whether there has been any abnormal influx into or exodus from the FSU after the census. If so, the approximate increase or decrease of population due to such events or any new settlements that have come up in the FSU after the census is to be ascertained.

2.1.5 Item 16: total number of hg's/sb's formed (D): The total number of hg's/sb's formed in the sample FSU will be the value of 'D' as recorded in block 3.2. If the sample FSU does not require any hg/sb formation, the entry against this item will be '001'.

2.1.6 Item 17: Survey code: The different survey codes are:

selected village/block has been surveyed:

inhabited 1

uninhabited2

zero case3

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

inhabited 4

uninhabited5

zero case6

selected village/block is casualty and no substitute has been surveyed7.

Some examples of zero cases are: FSUs comprising wholly the barracks of military and paramilitary forces (like CRPF, BSF etc.), rural areas declared as urban areas and now forming part of UFS frame used for urban sampling, FSUs wholly submerged under water in a dam or FSUs with the whole population evicted because of acquisition of land to

construct a new factory or other project work etc. with no chance of habitation in future. As against this, the FSU whose entire population has shifted elsewhere due to some natural calamities like fire, cyclone etc., but is likely to return in the future, will be considered as uninhabited FSU and will be given code 2. If the substitute FSU cannot be surveyed, survey code will be 7.

2.1.7 Item 18: Reason for substitution of original sample: In all the cases where the *originally* selected sample FSU is a casualty irrespective of whether it has been substituted and subsequently surveyed or not surveyed (i.e. for codes 4 to 7 against item 17), the reason for its becoming a casualty will be recorded in terms of code against item 18. The codes are:

Original sample FSU:

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

A ‘-’ may be put against this item if the entry against item 17 is 1 or 2 or 3. *Cases of FSUs comprising wholly the barracks of military and paramilitary forces will not be considered as restricted area for providing code 3 against item 18. As stated earlier, such cases will be considered as surveyed and will be treated as zero cases.*

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

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

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

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

2.3.1.1 *Columns (1) to (3):* A running serial number for the hamlets will be given in column (1). Name of the hamlets will be written in column (2). Present population of each hamlet expressed as percentage of the total village population will be given in column (3) in whole numbers. Entries in column (3) should add up to 100.

Block 3.2: Selection of hg's/sb's

2.3.2.0 **General:** This block is meant for recording the details of the hg/sb formation and their selection for FSUs requiring hg/sb formation (i.e. with D>1). Reference may be made

to paragraphs 2.0.2, 2.0.2.1 and 2.0.3 for the procedures of formation and numbering of hg's/sb's.

2.3.2.1 Column (1): serial no. of hg/sb: The hg's/sb's formed will be given a running serial number (starting from 1) in column (1) as per the guidelines given in paragraphs 2.0.2, 2.0.2.1 and 2.0.3. The last serial number in this column will be the value of 'D' which is to be recorded against 'D' below the block heading.

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

2.3.2.3 Column (3): percentage (%) population in the hg/sb: Approximate present population of the hg/sb in terms of percentage to total FSU population will be recorded in column (3) in whole number. Entries in this column should always add up to 100.

2.3.2.4 Column (4): sample hg/sb number: Two hg's/sb's will be selected from the large FSU for the purpose of survey by the method of SRSWOR. The procedure is as follows:

First draw a random number, say R1, between 1 and D using random number table. Enter 1 in column (4) against the serial number in column (1) which is equal to R1. Next draw another random number between 1 and D. If it is equal to R1, reject it and draw another random number. Continue until a random number, say R2, different from R1, is drawn. Enter 2 in column (4) against the serial number in column (1) which is equal to R2. These are the two selected hg/sb.

For all other hg's/sb's (except the two selected), column (4) may be left blank.

2.4 Block 4: List of households and record of selection of households (hg/sb 1 / 2):

2.4.0 In this block, various information are to be recorded separately for each selected hg/sb. When there is no hg/sb formation in the FSU, the hg/sb number will be '1'.

2.4.0.1 This is the main block of the schedule. Listing of all houses and households along with collection of a few particulars for identification, preparation of sampling frame, formation of second stage strata and selection of sample households for the schedules 18.1, 18.2, 33 and 1.0 are to be carried out in this block.

2.4.0.2 It is essential to ensure that there is no omission or duplication of any house or household. A house to house enquiry will be made to list all the houses and households. *Households which are found to be temporarily absent at the time of listing are also to be listed and included in the frame of households before sample selection.* After obtaining from the neighbours as much details as possible about the absentee households, attempt should be made to contact the households at the appropriate hours (even outside the normal working hours of the investigators) and if need be by revisiting the households during the survey period in the sample FSU. While listing a house the investigator shall first find out how many households (including temporarily absent i.e. locked households) reside there and list them. After this, the investigator will proceed to list the next house. In order to ensure complete listing of houses/households, it is better to follow some definite order for listing. The order followed in 2001 Population Census may be adopted, wherever possible,

taking care that any house that has come up later is not omitted; otherwise, listing may be done in serpentine manner starting from the north-west corner and moving southwards. The name of any natural grouping of the houses like hamlet, street, mohalla, etc. and date of listing may be written at the top before the listing of houses starts. This will help in checking completeness.

2.4.0.3 If there is hg/sb formation in the FSU, listing of houses and households will be done for sample hg/sb no. 1 first. The serial number of sample hg/sb and the names of hamlets will be written before the listing of households starts. After completing the listing of houses/households of each hamlet of the sample hg, one line will be left blank. On completion of the job for sample hg/sb 1, listing for sample hg/sb 2, if formed in the FSU, will be taken up in a separate page of block 4.

First mark the hg/sb number (1 or 2) in the heading of the block 4 correctly and cross the one not applicable.

Various columns of block 4 are described below:

2.4.1 Column (1): house number: All houses including vacant ones shall be listed by giving a house number. The 2001 Population Census house number or the number given by the local panchayat, municipality or other local bodies, may be used if available. The houses without such numbers will be given a separate running serial number starting from 1 within brackets. Wherever house numbers are available, even if not for all the houses, the actual house numbers shall be recorded without any brackets. After listing all the households associated with a house, the next house shall be listed. If the house is used solely for non-residential purposes or is vacant, the purpose to which it is put will be written across the line, e.g. temple, vacant structure, etc. For family living under a tree or bridge etc. (i.e. without any house), a ‘-’ may be put in this column.

2.4.2 Column (2): household serial number: The household(s) normally residing in the house or in a fixed location (e.g. under a tree/bridge/open space etc.) listed in column (1) will be numbered in column (2). All households (including those found temporarily absent) will be given a running serial number in this column starting from 1. In case of persons staying, say, in hostels and forming single member households, each of them will be listed in separate lines giving a household serial number. Continuous serial number starting from 1 will be given in column (2) for each of the sample hg/sb 1 & 2 separately. This column will be left blank for the lines meant for vacant houses, non-residential buildings, etc.

2.4.3 Column(3): name of head of household: For a household having serial number in column (2), the name of the head shall be recorded here.

2.4.4 Column(4): household size: The size of each household as defined in para 1.3.3 of Chapter One will be recorded in this column. A small box space is provided against this column at the end of each page to record the total for this column.

2.4.5 Columns (5) – (7): These columns will be filled in only for *rural* samples.

2.4.5.1 Column(5): area of land possessed (0.000 hectares): The area of land possessed in hectares as defined in para 1.3.4 of Chapter One, by the household as on the date of survey will be recorded here after rounding off to three places of decimals. Separate spaces

have been provided for recording integral and decimal part of figure in this column. If a household does not possess any land, a ‘-’ may be put in this column.

(conversion factors for different area units: 1 acre \approx 0.4047 hectare, 1 hectare = 10,000 sq. metre and 0.01 hectare = 100 sq. metre)

2.4.5.2 Column(6): land possessed code: Each household having a serial no. in col.(2) will get a code in this column. The codes are as given below:

area of land possessed (in hectares)	code
less than 0.005.....	1
0.005 or more but less than X	2
X or more but less than Y.....	3
Y or more.....	4

The values of X and Y for each State/UT is given in the Table 1.

For locked households, code 2 will be entered in this column.

2.4.5.3 Column(7): whether operated some land and engaged in any agricultural activity during last 365 days (yes-1, no-2): Identification of a farmer household will be made in this column. Any household satisfying the definition of farmer as given in para 1.3.17 of Chapter One will get entry 1 in this column. Otherwise entry will be 2. *It may be noted that a farmer must possess some land and also carry out agricultural activity on that land.*

2.4.6 Columns (8) – (10): These columns will be filled in only for *urban* samples.

2.4.6.1 Column (8): monthly household consumer expenditure (Rs.): The household consumer expenditure has been explained in para 1.3.37 of Chapter One. Average monthly household consumer expenditure during the last 12 months will be recorded in this column in whole number of rupees.

2.4.6.2 Column (9): monthly per capita expenditure (MPCE) (Rs.): The entry for this column will be derived as entry in col.(8) divided by the household size in col. (4). This will be recorded in whole number of rupees.

2.4.6.3 Column (10): MPCE code: Each household having a serial no. in col.(2) will get a code in this column. The codes are as follows:

MPCE (in rupees)	code
less than A.....	1
A or more but less than B.....	2
B or more but less than C.....	3
C or more.....	4

The values of A, B and C for each State/UT is given in the Table 2.

For locked households, code 2 will be entered in this column.

Table 1: The values of cut-off points X & Y of land possessed (in hectares) for rural sector for each State/UT

state/u.t.	X	Y
(1)	(2)	(3)
Andhra Pradesh	0.223	1.574
Arunachal Pradesh	1.255	2.024
Assam	0.405	1.214
Bihar	0.154	0.979
Chattisgarh	0.809	2.149
Goa	0.125	0.712
Gujarat	0.773	2.930
Haryana	0.494	2.469
Himachal Pradesh	0.389	1.214
Jammu & Kashmir	0.575	1.566
Jharkhand	0.405	1.307
Karnataka	0.805	2.432
Kerala	0.069	0.445
Madhya Pradesh	1.052	3.752
Maharashtra	0.817	3.246
Manipur	0.299	1.052
Meghalaya	0.538	1.348
Mizoram	0.567	1.214
Nagaland	0.688	1.214
Orissa	0.401	1.352
Punjab	0.024	2.141
Rajasthan	1.085	4.152
Sikkim	0.607	1.862
Tamil Nadu	0.032	0.830
Tripura	0.162	0.728
Uttar Pradesh	0.348	1.384
Uttaranchal	0.283	0.809
West Bengal	0.138	0.850
A & N Islands	0.073	2.024
Chandigarh	0.125	1.251
D & N Haveli	0.506	1.085
Daman & Diu	0.182	0.971
Delhi	0.016	0.417
Lakshadweep	0.081	0.182
Pondicherry	0.016	0.421

Table 2: The values of the cut-off points (A, B & C) of monthly per capita expenditure (in rupees) for urban sector for each State/UT

state/u.t.	A	B	C
(1)	(2)	(3)	(4)
Andhra Pradesh	479	719	1405
Arunachal Pradesh	511	751	1610
Assam	489	777	1448
Bihar	351	514	965
Chattisgarh	437	653	1236
Goa	789	1106	1869
Gujarat	577	845	1323
Haryana	597	896	1509
Himachal Pradesh	815	1153	1930
J & K	703	959	1490
Jharkhand	394	599	1310
Karnataka	549	852	1597
Kerala	561	882	1716
Madhya Pradesh	426	641	1447
Maharashtra	558	885	1760
Manipur	532	688	1045
Meghalaya	729	902	1538
Mizoram	781	1047	1702
Nagaland	931	1220	1906
Orissa	400	580	1055
Punjab	583	839	1543
Rajasthan	527	751	1372
Sikkim	641	906	1489
Tamil Nadu	539	820	1588
Tripura	546	841	1673
Uttaranchal	576	772	1425
Uttar Pradesh	403	603	1252
West Bengal	505	773	1480
A. & N. Islands	752	1070	1766
Chandigarh	840	1451	1925
D. & N. Haveli	816	1213	1880
Daman & Diu	703	931	1687
Delhi	790	1261	1930
Lakshadweep	721	989	1625
Pondicherry	531	770	1388

2.4.7 Column (11): indebtedness status code: Whether a household is indebted or not on the date of survey and if indebted, whether it is indebted to an institutional agency or to a non-institutional agency will be ascertained and recorded in terms of codes in this column. The codes are:

indebted to institutional agencies only or to both institutional and non-institutional agencies.....	1
indebted to non-institutional agencies only.....	2
not indebted.....	3

In deciding the indebtedness status of a household, only cash loans as discussed in para 1.3.31 (i) of Chapter One will be considered. The loan may or may not bear interest. A household will be considered to be an indebted household if some amount of cash loan remains outstanding (unpaid) on the date of survey. However, while deciding the indebtedness status code of a household for entry in col.(11), block 4 of listing schedule, *all* small loans for which the *individual* outstanding amount is *less than Rs.300/-* on the date of survey will not be considered as loans. The institutional agencies are govt., co-operative society, co-operative bank, commercial bank including regional rural bank, insurance company, provident fund authority and other institutional agencies. All other lending agencies including relatives & friends will be considered as non-institutional agencies.

In case of locked household, code 3 will be put in this column.

A small box space is provided against this column at the end of each page to record the total number of households with indebtedness codes '1' for this column. These may be filled up after counting from the column.

2.4.8 Columns (12) – (15): schedule 18.1 (LHS): sampling serial number (SSS): These four columns will provide the sampling frames for the SSS 1, 2, 3 & 4 pertaining to schedule 18.1. Each listed household of the FSU/hg/sb will be taken into account in one and only one of the four columns. All households with land possessed code 1 in col.(6) / MPCE code 1 in col.(10) will be given a tick-mark (✓) in column (12). Similarly, households with land possessed code 2, 3 or 4 in col.(6) / MPCE code 2, 3 or 4 in col.(10) will be given tick-marks (✓) in columns (13), (14) or (15) respectively. Thereafter all the tick-marks will be numbered serially starting from 1 separately and independently for each of the columns (12), (13), (14) and (15). These will be the sampling serial numbers for SSS 1, 2, 3 & 4 respectively for schedule 18.1.

The highest serial nos. in each of these columns will be the value of 'H' for the respective SSS. This value will be recorded against 'H' in the space provided in the column headings.

2.4.9 Columns (16) – (19): schedule 18.1 (LHS): sample household number: SSS: The number of households to be selected from each (hg/sb) × SSS and the rules for compensation are given in para 1.7 of Chapter One. Sample households are to be selected by simple random sampling without replacement scheme (SRSWOR) from each (hg/sb) × SSS.

For selecting the sample households of any particular (hg/sb) × SSS, the following procedure will be followed. Suppose ‘H’ denotes the total number of households in the frame [i.e. the highest entry in column (12)/(13)/(14)/(15)] and ‘h’ the number of households to be selected. If H = h, all the households will be selected and no random number need to be drawn. Otherwise, first draw a random number, say R1, between 1 and H. Next, draw another random number, say, R2, also between 1 and H. If R2 = R1, then reject R2 and draw a fresh R2. Continue this way till requisite number of distinct R’s [i.e. R1, R2, R3, ... , R(h)] have been drawn. Then the households with sampling serial numbers R1, R2, R3, ... , R(h) [in column (12)/(13)/(14)/(15)] will be the selected households and be given sample household numbers as 1, 2, 3.....and h respectively in columns (16)/(17)/(18)/(19). Encircle the corresponding sampling serial numbers in columns (12)/(13)/(14)/(15).

2.4.10 Since a large number of columns is required for listing and selection of households for different schedules, Block (4) has been accommodated in two pages. Particulars of sampling frame and selection of households for schedule 18.1 are to be recorded in first page while those for schedules 18.2, 33 and 1.0 are to be recorded in the second page. For convenience of preparing sampling frames, columns (2), (6)/(10), (7) and (11) have been repeated in the second page. Entries in these columns are to be duplicated correctly from the first page. For convenience, an additional column (0) showing line numbers have been printed in both the pages.

2.4.11 **Columns (20) – (26): schedule 18.2 (AIDIS): sampling serial number: SSS:** These seven columns will provide the sampling frames for the SSS 1 to 7 pertaining to schedule 18.2. Each listed household of the FSU/hg/sb will be tick-marked (√) in one and only one of these seven columns. The combination of codes for determining the SSS number for schedule 18.2 is as given below:

Combination of codes for deciding SSS for schedule 18.2

land possessed code (rural) / MPCE code (urban) [col. (6) / (10), block 4]	indebtedness status (col. (11), block 4)	AIDIS SSS number
1	1 or 2	1
1	3	2
2	1 or 2	3
2	3	4
3 or 4	1	5
3 or 4	2	6
3 or 4	3	7

After giving tick-marks in the appropriate columns for all the households, all the tick-marks (√) will be numbered serially starting from 1 separately and independently in each of the columns (20) to (26). These will be the sampling serial numbers for SSS 1 to 7 respectively for schedule 18.2.

The highest serial nos. in each of these columns will be the value of ‘H’ for the respective SSS. This value will be recorded against ‘H’ in the space provided in the column headings.

2.4.12 Columns (27) – (33): schedule 18.2 (AIDIS): sample household number: SSS:

The number of households to be selected from each (hg/sb) × SSS and the rules for compensation are given in para 1.7 of Chapter One. Sample households are to be selected by simple random sampling without replacement (SRSWOR) from each (hg/sb) × SSS.

The procedures for drawing random numbers and selecting sample households for each (hg/sb) × SSS are exactly same as that for schedule 18.1 described in para 2.4.9 of this Chapter. Encircle the corresponding sampling serial numbers in columns (20) to (26).

2.4.13 Columns (34) – (37): schedule 33 (SAS): sampling serial number: SSS:

In case of SAS, only the households with farming activity, as described in para 1.3.17 of Chapter One, will be under coverage. Such households will have entry 1 in col.(7). The SSS number for a household with farming activity will be same as that of the LHS SSS to which the household belongs. The procedure for filling-in cols.(34) to (37) is same as that described for schedule 18.1 in para 2.4.9 above subject to the restriction that entry in col.(7) is 1.

2.4.14 Columns (38) – (41): schedule 33 (SAS): sample household number: SSS:

The number of households to be selected from each (hg/sb) × SSS and the rules for compensation are given in para 1.7 of Chapter One. Sample households are to be selected by simple random sampling without replacement (SRSWOR) from each (hg/sb) × SSS.

The procedures for drawing random numbers and selecting sample households for each (hg/sb) × SSS are exactly same as that for schedule 18.1, described in para 2.4.9 of this Chapter. Encircle the corresponding sampling serial numbers in columns (34) to (37).

2.4.15 Columns (42) – (43): schedule 1.0 (CES): sampling serial number: SSS:

It may be recalled that for schedule 1.0, there will be only two SSS. Columns (42) and (43) will provide the sampling frames for SSS 1 & 2 pertaining to schedule 1.0. Households with code 1, 2 or 3 in col.(6)/col.(10) will be tick-marked (√) in column (42) while households with code 4 in col.(6)/col.(10) will be given tick-mark (√) in column (43). Then sampling serial numbers starting from 1 will be given for each column separately and independently.

2.4.16 Columns (44) – (45): schedule 1.0: sample household number: SSS:

Required number of sample households will be drawn from each (hg/sb) × SSS by SRSWOR. The procedures are same as that for schedule 18.1 as described in para 2.4.9.

It may be recalled that two sample households of schedule 1.0 will be canvassed during visit 1 and the other two during visit 2. The choice of visit 1 and visit 2 households will be as follows:

i) When there is no hg/sb formation:

If only one SSS has been formed, two odd numbered sample households will be surveyed in visit 1 and the even numbered ones in visit 2.

If both the SSS have been formed, one odd numbered household from each SSS, will be surveyed in visit 1 and the rest in visit 2.

ii) When there is hg/sb formation:

Two sample households, if available, belonging to hg/sb 1 will be surveyed in visit 1. Rest will be surveyed in visit 2. If there is only one household in hg/sb1 (hg/sb 2), it will be surveyed in visit 1. One more sample household (odd numbered household) belonging hg/sb 2 (hg/sb 1) and belonging to the SSS not formed in

hg/sb 1 (hg/sb 2) will be surveyed in visit 1. The rest will be surveyed during visit 2.

2.5 Block 5: particulars of sampling of households: Particulars of sampling of households, separately for schedules 18.1, 18.2, 33 and 1.0 for each of the hg/sb 1 & 2 will be recorded in this block. If there is no hg/sb formation, entry will be made against hg/sb 1.

2.5.1 Column (3): population: Population as obtained by summing up the page totals of household sizes in column (4) of block 4 over all the listed households may be recorded in this column separately for hg/sb 1 & 2 against the rows for schedule 1.0.

2.5.2 Columns (5) to (10): number of households: Total number of households in the frame of all the SSS of schedules 18.1, 18.2, 33 and 1.0 will be recorded in the corresponding cells of column (5) for each hg/sb. Number of selected households will be copied in column (6). These are to be copied from the relevant columns of block 4. References are as below:

Schedule 18.1: Column (5) entries for SSS are same as the value of 'H' recorded in heading spaces of columns (12) – (15) of block 4 for each hg/sb. Likewise, column (6) entries will be the value of 'h' recorded in heading spaces of cols. (16) – (19) of block 4.

Schedule 18.2: Column (5) entries for SSS will be equal to the value of 'H' recorded in heading spaces of columns (20) – (26) of block 4 for each hg/sb while column (6) entries will be the value of 'h' recorded in heading spaces of columns (27) – (33) of block 4.

Schedule 33: Column (5) entries for SSS will be equal to the value of 'H' recorded in heading spaces of columns (34) – (37) of block 4 for each hg/sb while column (6) entries will be the value of 'h' recorded in heading spaces of columns (38) – (41) of block 4.

Schedule 1.0: The value of 'H' recorded in heading spaces of columns (42) and (43) of block 4 will be copied to column (5) of block 5 for each hg/sb and the two SSS. Similarly, columns (44) and (45) of block 4 are the relevant columns for column (6) of block 5.

Columns (7), (8) and (10) of block 5 may be filled up on the basis of survey codes given in item 17, block 1 of the respective schedules. The entries in columns (7), (8) & (10) will be the number of filled in schedules with the survey codes 1, 2 & 3 in the corresponding schedules of *Visit I* respectively. Total number households surveyed will be entered in column (9). It may be seen that (i) column (9) = column (7) + column (8) and (ii) column (10) = column (6) - column (9).

Total number of entries with codes '1' and '2' in col.(11), block 4 of sch.0.0 for each hg/sb will be entered in the appropriate place at the end of this block. Entries against code '1' will be obtained as the sum of page counts for code '1'. Entry against code '2' will be equal to the total number of households (H) in SSS 1, SSS 3, SSS 5 and SSS 6 of schedule 18.2 excluding those with code '1'. Thus it will be derived as (sum of 'H' against SSS 1, SSS 3, SSS 5 and SSS 6 of schedule 18.2 recorded in block 5) minus 'H' against code '1' recorded in this block. The figure is to be derived for each hg/sb separately.

2.6 Block 6: availability of some facilities in the village: In this block, it is aimed to collect information on the availability of some specific facilities like communication,

markets, institutional and non-institutional agencies providing aid, assistance and credit, to the villagers. *In case of hamlet group formation information are to be collected in respect of the entire sample village (panchayat ward in Kerala).*

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

This block may be filled in after completion of listing of households. The block has to be filled in for all surveyed villages including uninhabited, depopulated and zero cases.

2.6.1 Items 1- 36: Column (3): codes for distance: Distance in terms of code will be entered in this column against items 1 to 36. Distance from the nearest facility available to the villagers will be considered. The distance will be measured from the geographical centre of the village. However, if a particular facility is available within the village, the distance code will always be 1 irrespective of its distance from the centre of the village. One of the codes 2 to 6 will be applicable when the facility is available at a place outside the village. If a facility is available at two different places, the distances of the nearest place will be considered for recording the distance code. In this connection, it may be noted that if at a particular location, more than one facility is available in a combined form and if that location is the nearest one to the village in respect of all the facilities under consideration, then the distance code of that location is to be recorded against all the facilities. For example if the nearest secondary school also provides primary as well as middle level education and the nearest primary school or the middle school is farther away than the secondary school then the distance code of the secondary school is to be recorded for both the primary school and middle school also . The codes for distances are:

within village.....	1
outside village:	
less than 2 kms.....	2
2 kms. or more but less than 5 kms.....	3
5 kms. or more but less than 10 kms.....	4
10 kms. or more but less than 20 kms.....	5
20 kms. or more.....	6

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

2.6.1.1 Items 1- 6: These items are self - explanatory. In States/UTs where districts do not have tehsils, tehsil headquarter will mean headquarter of immediately lower administrative unit under the district.

2.6.1.2 Item 7: metalled road: This will include roads made of pucca materials like asphalt, cement, concrete, bricks, stones, etc.

2.6.1.3 Item 8: all-weather road: This is the road usable for all seasons of a year, irrespective of the material used for the road.

2.6.1.4 Item 9: non-regulated wholesale market: Wholesale market is a market where the buying and selling of goods or merchandise is done to retailers and other merchants and commercial users but generally not to ultimate consumers. Thus, it is a market where wholesaler acts as a middleman between producer and retailer or ultimate consumer. The operations like sales, purchases and prices etc. of a wholesale market are sometimes supervised/controlled by market committee or some other agency. In the case of *non-regulated* wholesale market, the operations are not regulated by any agency.

2.6.1.5 Item 10: regulated wholesale market: Regulated wholesale market is one where the operations of the market either in terms of prices or quantities offered for sale or other related operations are regulated or supervised by an agency or a market committee.

2.6.1.6 Item 11: cooperative credit society: Co-operative credit society is a society that is formed through the co-operation of a number of persons (members of the society) for the benefit of the members. The funds are raised through contributions / investments by the members and the profits are shared by the members.

2.6.1.7 Item 12: commercial bank: This includes all nationalised banks including the State Bank of India and its subsidiaries. All other scheduled and non-scheduled banks, other than co-operative banks, should also be considered here.

2.6.1.8 Item 13: post office savings bank: Distance code for the nearest post office where savings bank facility is available will be recorded here.

2.6.1.9 Item 14: primary agricultural credit society: Agricultural credit societies provide finances to their members for agricultural purposes or purposes connected with agricultural activities (including the marketing of crops). *Grain banks will not be considered as primary agricultural credit society for the purpose of this survey.*

2.6.1.10 Item 15: primary non-agricultural credit society: The non-agricultural credit societies operating in the rural areas generally consist of those formed with the objective of promotion among the members of a particular community or profession. These include women's thrift societies, co-operative credit societies formed for fishermen, weavers and others, employees credit societies etc.

2.6.1.11 Item 16: non-credit society: It includes service co-operatives, processing societies and the like. The service co-operative is an organisation of members who have willingly combined for mutual help and co-operation in meeting their common economic requirements. They serve as a store, a bank or a distribution agent, etc. A processing society is, on the other hand, organised with the sole objective of processing mainly agricultural produce grown by its members or by the members of the primary agricultural credit societies.

2.6.1.12 Item 17: marketing society: Co-operative marketing society means a registered society established for the purpose of promoting marketing facilities primarily of agricultural produce. The marketing society receives the produce directly from the producers or through primary credit societies. The produce is then sold in different markets or to the high level marketing organisations etc. In addition to the marketing function, the societies may also undertake supply of agricultural requisites such as seeds, manure and fertilizer, pesticides and insecticides etc.

2.6.1.13 **Item 18: consumer society:** These are societies organised for the benefit of consumers with the objective of providing the members articles of daily consumption at a reasonable price. These societies are of two types, viz. primary stores for retail distribution of goods and wholesale stores.

2.6.1.14 **Item 19: grain bank:** Grain banks are primary agricultural credit societies dealing in grain or partly in grain and in cash.

2.6.1.15 **Item 20: land development bank:** Land development banks are co-operative societies established for advancing loans for acquiring assets of capital nature connected with land improvements, productivity of land and agricultural development. The land development banks sanction long terms loans, which are repayable over a period exceeding five years.

2.6.1.16 **Item 21: telegraph office / PCO / e-mail:** Distance of the facility which is nearest to the village among telegraph office / public call office (PCO) / e-mail centre will be recorded in this item in code. A public call office or e-mail centre will refer to a place accessible to the villagers with or without payment of fee. E-mail is the electronic mail which is sent through network (internet) from one place to another.

2.6.1.17 **Item 22: primary school:** Generally, up to the standard of class IV is considered as primary education. However, the practices differ in some states where education of class V is also included under 'primary' level. For the purpose of this survey, education up to class IV or V, as the local practice may be, will be considered as primary education. This item will cover institutions providing such educational facilities.

2.6.1.18 **Item 23: secondary school:** Secondary school provides education up to class X.

2.6.1.19 **Item 24: higher secondary school / junior college:** Higher secondary school provides education up to 10+2 standard. In some places it is also known as junior college. Institutions providing education up to 10+2 standard will be covered under this item.

2.6.1.20 **Item 25: college:** Colleges providing degree courses with a minimum of bachelor degree recognised by a university or equivalent will be covered under this item. Colleges providing diploma courses which are equivalent to degree courses are also to be covered under this item.

2.6.1.21 **Item 26: health sub-centre / dispensary:** A health sub-centre is the most peripheral contact point in the primary health care system. It covers around 5,000 populations in plain area and 3,000 populations in hilly / tribal area. It is run by government and located in the rural area. It is manned by two multi-purpose health workers – one male and one female. A sub-centre usually does not have facilities for treatment as in-patients. Dispensary is the consulting place / chamber which does not generally have facilities for treatment of in-patients.

2.6.1.22 **Item 27: primary health centre:** Primary health centre (PHC) is the first contact point between a village community and the medical officer. It has a medical officer and other paramedical staff. It is run by the Government and usually has in-patient and out -

patient facilities. A PHC has jurisdiction over 6 Sub-centres and serves about 30,000 populations in plain area and 20,000 populations in hilly / tribal area.

2.6.1.23 Item 28: community health centre / government hospital: Community Health Centres (CHC) serves about 1.2 lakh populations in plain area and 80,000 in the hilly / tribal area. The CHC functions as referral centre for the PHC. It is manned by medical specialists and paramedical staff and has in-patient and out-patient facilities. Medical institutions having provision of admission of sick persons as in-door patients (in-patients) for treatment are called hospitals. Hospital run by the central / state government or local bodies like municipalities will be covered under this item.

2.6.1.24 Item 29: private clinic / doctor: Private clinic is the consulting place / chamber of private doctors. Doctors are those having degrees/diploma in medicine and also registration from recognised universities / institutions deemed to be universities. These doctors may follow any of the systems - allopathic, homeopathy, ayurvedic, unani.

2.6.1.25 Item 30: medicine shop: A shop which sells drugs and medicines of any system of medicine viz. allopathic, homeopathic, ayurvedic or unani medicines, will be considered as a medicine shop.

2.6.1.26 Item 31: veterinary hospital / dispensary: A veterinary hospital / dispensary has provision for the treatment of animals.

2.6.1.27 Item 32: fertilizer / pesticide shop: Fertilizer / pesticide shop is one which sells fertilizer and / or pesticide.

2.6.1.28 Item 33: fair price shop: Fair price shop is the shop which sells some essential commodities at subsidised rate. This may be owned by the government, local self-government, a government undertaking, the proprietor of a firm, co-operative(s) or private persons (individually or jointly) or other bodies like club, trust, etc.

2.6.1.29 Items 34 – 36: cold storage, rice mill, sugar mill: These items are self-explanatory.

2.6.2 Items 37- 44: Column (3): It is to be ascertained as to whether the facilities/services listed against items 37 to 44 have been availed of by any villager or not. If yes, code 1 will be entered in col. (3) against the item. Otherwise, code 2 will be recorded in this column. Various items are discussed below:

2.6.2.1 Item 37: electricity: If electricity is used in any part of the village for any purpose (agriculture, industry, street light, domestic etc.), it will be considered that the facility is available for the villagers and code 1 will be recorded in col. (3).

2.6.2.2 Item 38 - 40: money lender, chit fund: Whether the facilities/service listed against items 38 to 40 are available to the villagers within the village or not will be ascertained and recorded in terms of codes: yes - 1, no - 2. It is not necessary that a moneylender, chit funds or agents should have location within the village. If they visit the village and extend their services to the villagers, the villagers will be considered as served by them and code 1 will be recorded in col. (3); otherwise code 2 will be entered in this column.

2.6.2.3 Item 41: whether technical know-how of improved farming practices imparted: The government and other organisations are making efforts to introduce improved farm practices among the cultivators by imparting the required technical knowledge among them through various agencies. It is to be ascertained whether any agency has visited the village during last 365 days and held discussion with the farmers for the purpose of passing the technical know-how to the farmers. Code 1 will be entered in col.(3) against item 41, if the answer is in affirmative; otherwise code 2 will be recorded.

2.6.2.4 Item 42: if yes in item 41, agency imparting it: If the entry against item 41 is 1, the agency providing the technical know-how will be ascertained and recorded in col. (3) against item 42 in terms of codes. The codes are:

agriculture department.....	1
national seed corporation.....	2
agro-industries corporation.....	3
others.....	9

In case more than one agency provide the service, the agency which provides the maximum service will be considered for making entry in this column against item 42.

2.6.2.5 Item 43: whether warehousing/storage facilities available (yes – 1, no – 2): If any warehousing/storage facility is available to the villagers free or on rent for storing their agricultural produce, code 1 will be entered in col.(3) against item 43; otherwise code 2 will be recorded against this item.

2.6.2.6 Item 44: if yes in item 43, type of facility

If such facility is available i.e. if the code against item 43 is 1, the type of facility available is to be recorded against item 44 in terms of codes given below:

godown/ warehouse.....	1
grain gola.....	2
others.....	9

In case more than one type of facility are available, the code appearing first in the code list among the codes applicable will be entered in col.(3).

2.7 Block 7: Particulars of field operations: The details of field operations will be recorded in this block. While recording the total time taken to canvass the sch. 0.0 (i.e. column 3, srl. no. 4 of this block), it may be noted that the time taken to reach the sample village and journey back should not be considered for filling in this item. In other words, total time spent in identification of the boundaries of the sample village/block, hamlet-group/sub-block formation, listing of households, formation of second-stage strata, selection of households and filling in all other blocks of this schedule may be recorded in hours. All other items are self-explanatory.

2.8 Block 8: remarks by investigator: The investigator may give his remarks here on any abnormal situation or entry in the schedule.

2.9 Block 9: remarks by supervisory officer(s): The Assistant Superintendent, the Superintendent or any other officer inspecting the work relating to this schedule, may give his comments here.

2.10 Substitution of sample households

2.10.1 Substitution of sample households during first visit:

If a sample household of a particular schedule type cannot be surveyed due to some reason or the other, it will be substituted by the next one having higher sampling serial number (provided not already selected) of the same SSS. The substitute for the one having last sampling serial number of an SSS in a column will be the one having first sampling serial number within the same column. If the substituted household becomes a casualty, *it will be substituted by another in the same manner. If this household also turns out to be a casualty, further substitute need not be taken. However, it must be ensured that a minimum of one sample household is always surveyed for each SSS if $H > 0$ and for each hg/sb. Substitution may be attempted more than twice in a few cases to adhere to this restriction.* In such cases, the fact has to be recorded in the remarks block (block 8 & 9).

It is to be noted that in the case of a substitution of a household in the first visit, the substitute household will be revisited in the second visit, even if the original household is available for survey. The word “SUBSTITUTED DURING FIRST VISIT” should be written at the top of the front page of both visit 1 and visit 2 schedules.

2.10.2 Substitution of households in the second visit: If for any reason, a sample household for Schedules 18.1 or 18.2 or 33 could be surveyed in the first visit but not in the second visit, the household will not be substituted in the second visit. The word “CASUALTY DURING SECOND VISIT” should be written at the top of the front page of visit 2 schedules.

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

The first two random numbers will be used for hamlet-group/sub-block selection whenever required. The subsequent random numbers may be used for selection of households in the order: (i) for hg/sb 1 – households for four SSS of schedule 18.1, households for seven SSS of schedule 18.2, households for four SSS of schedule 33, households for two SSS of schedule 1.0 and then (ii) for hg/sb 2 – households for four SSS of schedule 18.1, households for seven SSS of schedule 18.2, households for four SSS of schedule 33, households for two SSS of schedule 1.0. If the particular column of random numbers is exhausted in the process, next column may be used. Similarly, if all the columns of the Random number table is exhausted, then the first column will be used.

2.12 Substitution of sample FSU:

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

The Director (TC), DPD, NSSO,
 Mahalanobis Bhavan,
 164, Gopal Lal Tagore Road, Kolkata- 700108.
 e-mail address: dpdnsso@cal.vsnl.net.in
 fax: 033-5771025

A copy of the letter may be given to:

The Director (Coordination), SDRD, NSSO
 Mahalanobis Bhawan
 164, Gopal Lal Tagore Road
 Kolkata- 700108.
 e-mail address: sdrd@cal2.vsnl.net.in
 fax: 033-5776439, Tele: 5781495

If the substituted FSU has same problem as the original, correspondences may be made immediately so that another substitute can be provided to prevent voidness of stratum. In case no substitute FSU could be surveyed even with best efforts [i.e. code 7 in item 17, block 1], a blank schedule 0.0 will be submitted with only blocks 0, 1, 2, 8 and 9 filled in. The word 'CASUALTY' is to be written at the top of the front page of the schedule in such cases.

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

(b) If a sample FSU is found to be depopulated at the time of survey, or its population has shifted elsewhere due to some natural calamity, or it is treated as a "zero-case", it will not be substituted. It will be treated as a valid sample and blank schedule 0.0 with only blocks 0, 1, 2, 8 and 9 filled in will be submitted in such cases. The word/words 'UNINHABITED' or 'ZERO CASE', as appropriate will be written on the top of the front page of the schedule in such cases. However, in Arunachal Pradesh and possibly elsewhere also in the hill tracts of North Eastern states where, for example, jhum cultivation is prevalent, whole village may shift from place to place. In such cases the sample village will be surveyed in the place where it is currently located and not treated as uninhabited if found absent in its original location.

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

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

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

2.13.1 Repetition among state and central sample FSUs: For all the FSUs that are common to both state and central samples within a sub-round, FOD will take up these FSUs for survey at the beginning of the sub-round. The repetition of FSUs will be indicated in the sample list. A copy of all the filled in schedules will be made available to the respective States by DPD if the States so desire. If, however, repetition of the FSU takes place in different sub-rounds, it is to be surveyed independently.

2.13.2 Repetition within state or central sample FSUs:

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

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

2.14 *It may be noted that in this round, each household selected for schedules 18.1, 18.2 and 33 will be visited twice. Also, schedules for visit 1 & visit 2 are different. The identification particulars in block 0 and block 1 of visit 2 schedules are to be copied from the corresponding schedule of visit 1. Thus, prior to the despatch of schedules to DPD, relevant blocks may be copied or a copy of the relevant portion of visit 1 schedule may be retained by FOD.*

An example showing selection of households for a rural FSU without hg formation

[4] list of households and record of selection for households (hg/sb $\sqrt{1/2}$)*																			
line number	house number	household serial number	household size	rural only				urban only			indebtedness status code	schedule 18.1 (LHS)							
				land possessed (0.000 hectare)		land possessed code	whether operated some land and engaged in any agricultural activity during last 365 days (yes-1, no-2)	monthly household consumption expenditure (Rs.)	MPCE (Rs.) (col. 8 / col. 4)	MPCE code		sampling serial number				sample household number			
				SSS								SSS							
				1	2	3	4	1	2	3		4							
H=4	H=4	H=3	H=3	h=2	h=2	h=2	h=2												
(0)	(1)	(2)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
1	1	1	2	0	004	1	1				1	√1				1			
2	2	2	5	0	050	2	1				2		√1				2		
3	2A	3	1	0	702	2	2				3		√2						
4	3	4	6	1	000	3	1				2			√1				1	
5		5	2	0	000	1	1				3	√2							
6	4				T	E	M	P	L	E									
7	(1)	6	2	3	001	4	1				3				√1				2
8	5	7	4	0	600	2	1				2		√3				1		
9	6	8	3	1	150	3	1				3			√2				2	
10	7	9	4	3	500	4	2				1				√2				
11	(2)	10	2	6	006	4	1				1				√3				1
12	23	11	5	2	000	3	1				2			√3					
13	54	12	5	-	-	1	1				1	√3				2			
14	4c	13	4	0	002	1	1				3	√4							
15	9a	14	6	0	900	2	1				3		√4						
Page total			51	CODES FOR BLOCK-4							4	← number of entries with code '1' in col. (11)							

let X=1.000 & Y=3.000

col. (6): **land possessed (in hectare) code:** less than 0.005 – 1; equal to or more than 0.005 but less than X – 2, equal to or more than X but less than Y – 3, equal to or more than Y – 4.col. (10): **MPCE code:** less than A – 1, equal to or more than A but less than B – 2, equal to or more than B but less than C – 3, equal to or more than C – 4col. (11): **indebtedness status code : indebted to** : institutional agencies only or to both institutional and non-institutional agencies– 1, non-institutional agency only – 2; **not indebted** – 3cols. 12 to 15: **SSS no. for schedule 18.1** will be same as the land possessed code (col. 6) / MPCE code (col. 10).

[4] list of households and record of selection for households (hg/sb $\sqrt{1/2}$)* (contd.)																															
line number	household serial number	land possessed code / MPCE code	farming activity code	indebtedness status code	schedule 18.2 (AIDIS)														schedule 33 (SAS)								schedule 1.0 (CES)				
					sampling serial number							sample household number							sampling serial number				sample household number				sampling serial number		sample household number		
					SSS							SSS							SSS				SSS				SSS		SSS		
					1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	1	2	3	4	1	2	1	2	
					H=2	H=2	H=2	H=2	H=2	H=2	H=2	h=2	h=2	h=2	h=2	h=2	h=2	h=2	H=4	H=3	H=3	H=2	h=2	h=2	h=2	h=2	H=11	H=3	h=2	h=2	
(0)	(2)	(6)/(10)	(7)	(11)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	
1	1	1	1	1	$\sqrt{1}$							1						$\sqrt{1}$								$\sqrt{1}$					
2	2	2	1	2			$\sqrt{1}$							2					$\sqrt{1}$				2			$\sqrt{2}$					
3	3	2	2	3				$\sqrt{1}$							1											$\sqrt{3}$					
4	4	3	1	2					$\sqrt{1}$								1			$\sqrt{1}$				1		$\sqrt{4}$			1		
5	5	1	1	3		$\sqrt{1}$							1					$\sqrt{2}$				1			$\sqrt{5}$						
6					T	E	M	P	L	E																					
7	6	4	1	3							$\sqrt{1}$						1				$\sqrt{1}$				1		$\sqrt{1}$			2	
8	7	2	1	2			$\sqrt{2}$							2					$\sqrt{2}$				1			$\sqrt{6}$					
9	8	3	1	3							$\sqrt{2}$						2			$\sqrt{2}$						$\sqrt{7}$					
10	9	4	2	1					$\sqrt{1}$						1												$\sqrt{2}$				
11	10	4	1	1					$\sqrt{2}$						2						$\sqrt{2}$				2		$\sqrt{3}$			1	
12	11	3	1	2						$\sqrt{2}$						2				$\sqrt{3}$				2		$\sqrt{8}$			2		
13	12	1	1	1	$\sqrt{2}$								2						$\sqrt{3}$							$\sqrt{9}$					
14	13	1	1	3		$\sqrt{2}$								2					$\sqrt{4}$				2			$\sqrt{10}$					
15	14	2	1	3				$\sqrt{2}$								2				$\sqrt{3}$						$\sqrt{11}$					

combination of codes for deciding SSS for schedule 18.2
 code in col. (6)/ (10): 1 1 2 2 3/4 3/4 3/4
 code in col. 11 : 1/2 3 1/2 3 1 2 3
 SSS no. : 1 2 3 4 5 6 7

cols. 34 to 37: SSS no. for schedule 33: will be the same as the land possessed code (col. 6) along with code 1 in col. 7.

combination of codes for deciding SSS for schedule 1.0
 code in col. (6)/ (10) : 1/2/3 4
 SSS no. : 1 2

Chapter Five

Schedule 1.0 : Household Consumer Expenditure

Introduction

5.0.1 Household consumer expenditure is measured as the expenditure incurred by a household on domestic account during a specified period, called reference period. It also includes the imputed values of goods and services, which are not purchased but procured otherwise for consumption. In other words, it is the sum total of monetary values of all the items (i.e. goods and services) consumed by the household on domestic account during the reference period. The imputed rent of owner-occupied houses is excluded from consumption expenditure. Any expenditure incurred towards the productive enterprises of the households is also excluded from the household consumer expenditure.

5.0.2 Consumption of an item can be measured either in terms of quantity or in terms of value. Consumption of items does not necessarily convey the same meaning. Some items can be consumed only once while some others can be consumed repeatedly. Again, repeatedly consumed items are of three types: 1) durable goods 2) semi-durable goods 3) perishable goods. So, it is necessary to define consumption of different items differently for Household Consumer Expenditure Survey. In the Consumer Expenditure Survey three different approaches are followed for defining consumption of items. These are: 1) Consumption approach 2) Expenditure approach and 3) First-use approach. The items of consumption have been classified into four groups. For items of Group I, the approach is consumption, for Group II it is first-use approach and for Groups III & IV it is expenditure approach. The four Groups of items are:

Group I: Items of **food, pan, tobacco & intoxicants and fuel & light other than ‘cooked meals’**: Consumption is the actual consumption during the reference period.

Group II: Items of **clothing and footwear**: An item is consumed if it is brought into first-use during the reference period. The item may or may not be procured within the reference period. It can be procured by purchase, home-production, gift, charity, etc.

Group III: **Durable goods**: An item is consumed if any expenditure is incurred on it for purchase or towards cost of raw materials and services for its construction and repair during the reference period.

Group IV: **Cooked meals, Miscellaneous goods and services including education, medical, rent, taxes and cess**: An item is consumed if any expenditure is incurred on it during the reference period.

5.0.3 **Procurement of consumption basket**: A household procures different items for its consumption by different ways. The different ways of collecting items of consumption are:

- 1) purchase;
- 2) receipt in exchange of goods and services;
- 3) home-grown/home-produced stock;
- 4) transfer receipts such as gifts, loans, charities, etc., and
- 5) free collection.

5.0.4 Imputation of value: If an item is purchased and consumed by a household, the value of consumption can be taken as its purchase value. But, the value of an item consumed out of commodities received in exchange of goods and services, home-grown/home-produced stock, transfer receipts or free collection requires imputation. The rule for imputation of value of consumption of commodities is given below:

- 1) the value of goods received in exchange of goods and services will be imputed at the rate of average local retail prices prevailing during the reference period. However, the judgement of the respondent about the price of the goods purchased in exchange is to be taken into account;
- 2) the value of home-produce will be imputed at the ex farm or ex factory rate. This should not include any element of distributive service charges;
- 3) the value of consumption out of gifts, loans, free collection, etc., will be imputed at the average local retail prices prevailing during the reference period;
- 4) the value of consumption out of purchase will be the value at which the purchase was made.

5.0.5 Reference period: Usually, value of consumer expenditure is expressed in terms of monthly per capita although the reference period may or may not be last 30 days preceding the date of survey. Reference period means the period of time for which data on consumption were collected. The reference periods to be used during the present survey for different groups of consumption items are given below:

Item	Reference period to be used
Education, medical (institutional), clothing, bedding, footwear and durable goods	‘last 365 days’
All other items (viz food, pan, tobacco and intoxicants, fuel and light, miscellaneous goods and services including non-institutional medical, rents and taxes)	‘last 30 days’

5.0.6 Earlier surveys on consumer expenditure: Since its inception, the National Sample Survey (NSS) had been collecting data on consumer expenditure in every round up to the 29th round (1972-73). After the 26th round of the survey, the Governing Council of National Sample Survey Organisation (NSSO) decided to undertake the surveys on consumer expenditure and employment and unemployment together once in every five years. Accordingly, programme of quinquennial surveys was conducted in the 27th, 32nd, 38th, 43rd, 50th and 55th rounds since 1972-73. Planners and research workers also felt the need for an annual series on consumer expenditure. The Governing Council, therefore, decided that an annual survey on consumer

expenditure would be undertaken on a thin sample basis in the intervening rounds between successive quinquennial rounds. The annual series started from the 42nd round (July 1986-June 1987).

5.0.7 The present survey is the fifteenth of the annual series on household consumer expenditure. It will be conducted during January to December 2003.

Details of Schedule

5.0.8 **Schedule design:** Schedule 1.0 has been split into several blocks to obtain detailed information on the expenditure incurred on domestic consumption and other particulars of the sample household. Besides, information will be collected on sufficiency of food. No account will, however, be taken of any expenditure incurred towards the productive enterprises of the households.

5.1.0 **Block 0: Descriptive identification of sample household:** This block is meant for recording descriptive identification particulars of a sample household. All the items are self-explanatory. A dash (-) may be recorded against not applicable items. (e.g., village name is not applicable for urban sample.)

5.1.1 **Block 1: Identification of sample household: items 1, 4 to 12:** The identification particulars for items 1,4-12 will be copied from the corresponding items of block 1 of listing schedule (Sch.0.0). The particulars to be recorded in items 2 and 3 have already been printed in the schedule.

5.1.2 **Item 12: sample hamlet-group/sub-block no.:** This item will be copied from column 4 of block 3.2 of schedule 0.0.

5.1.3 **Item 13: second stage stratum:** This item will be copied from the heading of column (44) or (45) of block 4 of schedule 0.0.

5.1.4 **Item 15: sample household number:** The sample household number (i.e., order of selection) of the selected household is to be copied from column (44) or (45) of block 4 of Sch.0.0.

5.1.5 **Item 16: srl. no. of informant (as in col. 1, block 4):** The srl. no. of the person recorded in column 1 of block 4, schedule 1.0 from whom the bulk of the information is collected will be entered.

5.1.6 **Item 17: response code:** This item is to be filled-in after canvassing the schedule. The type of informant, considering his co-operation and capability in providing the required information, will be recorded against this item in terms of specified response codes. The codes are:

informant: co-operative and capable	1	busy	3
co-operative but not capable	2	reluctant	4
		others.....	9

5.1.7 Item 18: 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 can be surveyed i.e., if the sample household is a casualty, code '3' will be recorded. In such cases only blocks 0, 1, 2, 12 and 13 will be filled-in and on the top of the front page of the schedule the word 'CASUALTY' will be written and underlined.

5.1.8 Item 19: reason for first substitution of original household (code): For an originally selected sample household which could not be surveyed, irrespective of whether a substituted household could be surveyed or not, the reason for not surveying the original household will be recorded against item 18 in terms of the specified codes. The codes are:

informant busy	1
members away from home	2
informant non-cooperative	3
others	9

This item is applicable only if the entry against item 18 is either 2 or 3. Otherwise, this item is to be left blank.

5.2.0 Block 2: Particulars of field operation: The identity of the Investigator, Assistant Superintendent and Superintendent associated, date of survey/inspection/scrutiny of schedules, despatch, etc., will be recorded in this block against the appropriate items in the relevant columns. Besides, from the 46th round onwards, person codes of field officials have been introduced which are to be recorded against item 1(ii) (for central sample only). If the schedule is required to be canvassed for more than one day, the first day of survey is to be recorded against the item srl. no. 2(i). The time required to canvass the schedule should be the actual time to canvass the schedule. It will not include the time needed by the investigator to finalise the schedule.

5.3.0 Block 3: Household characteristics: Characteristics which are mainly intended to be used to classify the households for tabulation will be recorded in this block.

5.3.1 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 stayaways 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 4.

5.3.2 Item 2: principal industry (NIC-1998): The description of the principal household industry will be recorded in the space provided. The entry cell for item 2 has been split for recording each digit separately. The appropriate five-digit industry code of the NIC 1998 will be recorded here. For households deriving income from non-economic activities only, a dash (-) may be put against this item. For details please see Chapter One.

5.3.3 Item 3: principal occupation (NCO-1968): The description of the principal household occupation will be recorded in the space provided. The appropriate three-digit occupation code of the NCO 1968 is to be recorded in the entry cell which has been trisected for recording each digit separately. For households deriving income from non-economic activities only, a dash (-) may be put against this item. For details please see Chapter One.

5.3.4 Item 4: household type (code): 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 economic activities will be considered; but the incomes of servants and paying guests will not be taken into account. For the **rural** areas, the selected household will be assigned appropriate type code out of the following five different household type codes:

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

The procedure for assigning type codes is laid down in paras 5.3.5 to 5.3.8. For **urban** areas, the household type codes are as follows:

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

5.3.5 Procedure for assigning household type codes in rural sector: For a rural household, if a single source (among the five sources of income listed in preceding paragraph) contributes 50% or more of the household's income from economic activities during the last 365 days, it will be assigned the type code (1, 2, 3, 4 or 9) corresponding to that source. For a household to be classified as 'agricultural labour' or 'self-employed in agriculture' (code 2 or 4) its income from that source must be 50% or more of its total income.

5.3.6 If there is no such source yielding 50% or more of the household's total income, it will be given code 1, 3 or 9 according to the following procedure.

5.3.7 To be classified as self-employed in non-agriculture (code 1), the household's income from that source must be greater than its income from rural labour (all wage-paid manual labour) as well as that from all other economic activities put together (a three-way division is to be considered here).

5.3.8 A household not getting code 1, 2 or 4 will be classified as other labour (code 3) if its income from rural labour (all wage-paid manual labour) is greater than that from self-employment as well as that from other economic activities (again a three-way division). All other households will get type code 9.

5.3.9 For **urban** areas the different urban type codes correspond to four sources of household income, unlike the rural sector where five sources are considered. An urban household will be assigned the type code 1, 2, 3 or 9 corresponding to the major source of its income from

economic activities during the last 365 days. A household, which does not have any income from economic activities, will get type code 9 (others).

5.3.10 Item 5: religion (code): The religion of the household will be recorded against this item in codes. If different members of the household claim to belong to different religions, the religion of the head of the household will be considered as the religion of the household. The codes are:

Hinduism	1	Jainism	5
Islam	2	Buddhism	6
Christianity	3	Zoroastrianism	7
Sikhism	4	others	9

5.3.11 Item 6: social group (code): Whether or not the household belongs to scheduled tribe, scheduled caste or other backward class will be indicated against this item in terms of the specified codes which are:

scheduled tribe - 1, scheduled caste - 2, other backward classes - 3, others - 9.

Those who do not come under any one of the first three social groups will be assigned code 9 meant to cover all other categories. In case different members belong to different social groups, the group to which the head of the household belongs will be considered as the 'social group' of the household.

5.3.12 Item 7: land possessed: The total land area possessed by the household as on the date of survey will be worked out and recorded against this item in code. The codes are:

class interval	code	class interval	code
less than 0.01 hectares	01	2.01 to 3.00 hectares	06
0.01 to 0.20 "	02	3.01 to 4.00 "	07
0.21 to 0.40 "	03	4.01 to 6.00 "	08
0.41 to 1.00 "	04	6.01 to 8.00 "	09
1.01 to 2.00 "	05	more than 8.00 "	10

(1 acre \approx 0.4047 hectare and 0.01 hectare = 100 sq. metre)

For further details see Chapter One.

5.3.13 Item 8: dwelling unit: This item of the block refers only to the dwelling unit or the actual residence of the sample household. The dwelling unit may be the entire structure for one household or may be only a part of it. Accordingly, the investigator will ask the informant if it is owned, hired or otherwise occupied. If the occupant owns the dwelling unit, code 1 will be recorded against item 8. If it is taken on rent, code 2 will be entered and if it is occupied otherwise, code 9 will apply. However, if any household is found living under trees, bridges, in pipes, etc. it will not be treated as living in dwelling unit. For such households code 3 will be

recorded and in such cases a cross 'x' mark will be put against the items 9, 10 and 11 of the block. It may be noted that a dwelling unit constructed on a plot of land which is taken under long-term lease, usually 30 years or more, will be considered as being held under 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.

5.3.14 Item 9: type of dwelling: A dwelling unit may be in an independent house, a flat or not. The appropriate code will be entered against the item. The codes are:

independent house-	1
flat-	2
others-	9

For details see Chapter One.

5.3.15 Item 10: type of structure: The structures have been classified into three categories, namely, pucca, semi-pucca and katcha on the basis of materials used for construction. This item is to be filled in code. The codes are:

katcha-1, semi-pucca-2, pucca-3.

For further details see Chapter One.

5.3.16 Item 11: covered area (square metre): This will be the sum of the floor areas of all the rooms, kitchen, etc., and verandah of the building. The area will be recorded (to nearest integer) in square metre. The verandah will mean a roofed space adjacent to living/other rooms and not walled from all sides. In other words, at least one side of such space is either open or walled only to some height or protected by grille, net, etc.

(1 square feet \approx 0.0929 square metre)

5.3.17 Items 12 & 13: primary source of energy used for cooking and lighting: Against these two items, the code corresponding to the primary source of energy that is used by the household for cooking and lighting during **last 30 days preceding the date of survey**, will be recorded. If more than one type of energy is utilised, the primary or principal one on the basis of its use will have to be identified and the corresponding code will be noted in the appropriate box. The codes are:

cooking: coke, coal- 01, firewood and chips- 02, LPG- 03, gobar gas - 04, dung cake- 05, charcoal- 06, kerosene- 07, electricity- 08, others- 99, no cooking arrangement- 10

lighting: kerosene -1, other oil -2, gas - 3, candle - 4, electricity - 5, others -9, no lighting arrangement - 6

5.4.18 Item 14: did any member of the household take any meal from outside during the last 30 days?: If any member of the household has taken meals from outside, with or without payment, during last 30 days preceding the date of enquiry, code 1 will be recorded against this item, otherwise code 2 will be entered. For definition of meal, etc. see Chapter One.

5.3.19 Item 15: did the household perform any ceremony during the last 30 days?:

Ceremonies are performed to solemnise some events of life, e.g. birth, marriage, etc. Members of a household may have to perform some religious rites consequent upon the birth, death etc. of a person. For various religions, faiths, there are some days in a year, which are observed with ceremonial performances like offering puja, prayer, ritual performances, etc. Some of such ceremonies may be performed by household members as required under the social/religious customs without incurring expenditure for entertaining guests. On the other hand, some households may spend some amount of money for entertaining guests with meals. The former will not be considered as the ceremony performed while the latter will be considered. Code 1 will be entered in the box space provided against this item if the household had performed at least one ceremony during the last 30 days preceding the date of enquiry, and code 2 will be entered if the household performed no such ceremony.

5.3.20 Item 16: did the household purchase any cereal from ration/fair price shop during last 30 days?:

The answer against this question will be recorded in codes. The codes are yes-1, no-2. Purchase of foodgrains by workers from shops run by their employer at concessional or subsidised rates (this is prevalent, for example, in tea garden areas) will not be considered as purchase from ration/fair price shop.

5.3.21 Item 17: monthly per capita expenditure (Rs 0.00): This item will be filled-in only after completing blocks 5 to 9 and 11. It will be copied from column 6 of item srl. no. 37 of block 11. (The sum total of the relevant sub-total items (as indicated in block 11) adjusted for 30 days will be divided by the household size to obtain the monthly per capita expenditure.)

5.4.0 Block 4: Demographic and other particulars of household members: All members of the sample household will be listed in this block. Demographic particulars (viz., relation to head, sex, age, marital status and general education), working status, type of income received and number of meals taken will be recorded for each member using one line for one member.

5.4.1 Column (1): serial number: All the members of the sample household will be listed in block 4 using a continuous serial number in column (1). In the list, the head of the household will appear first followed by head's spouse, the first son, first son's wife and their children, second son, second son's wife and their children & so on. After the sons are enumerated, the daughters will be listed followed by other relations, dependants, servants, etc.

5.4.2 Column (2): name of member: The names of the members corresponding to the serial numbers entered in column (1) will be recorded in column (2).

5.4.3 Column (3): relation to head (code): The family relationship of each member of the household with the head of the household (for the head, the relationship is 'self') expressed in terms of specified codes will be recorded in this column. The codes are:

self	1	grandchild	6
spouse of head.....	2	father/mother/father-in-law/mother- in-law ...	7
married child	3	brother/sister/brother-in-law/sister-in-law	
spouse of married child ..	4	/other relatives.....	8

unmarried child 5 servant/employees/other non-relatives 9

5.4.4 Column (4): sex (male-1, female-2): For each and every member of the household, sex in terms of the code (male-1, female-2) will be recorded in this column. For eunuch, code '1' will be recorded.

5.4.5 Column (5): age (years): The age in completed years of all the members listed will be ascertained and recorded in column (5). For infants below one year of age at the time of listing, '0' will be entered in column (5). Similarly, for persons of age 99 years or more, 99 will be entered in this column.

5.4.6 Column (6): marital status (code): The marital status of each member will be recorded in terms of the specified code in this column. The codes are:

never married - 1, currently married - 2, widowed - 3, divorced/separated - 4.

5.4.7 Column (7): general education (code): Information regarding the level of general education attained by the members of the household listed will be recorded in column (7) in terms of the specified code. For the purpose of making entries in this column, only the course successfully completed will be considered. For instance, for a person who has studied up to say, first year B.A., his/her educational attainment will be considered as higher secondary (code 07). For a person who has studied up to 12th standard but has not appeared for the final examination or has failed, his/her educational attainment will be considered under 'secondary' (code 06). The relevant codes to be used for recording entries in column (7) are:

not literate -01, literate without formal schooling -02, literate but below primary -03, primary -04, middle -05, secondary -06, higher secondary -07, diploma/certificate course -08, graduate - 09, post graduate and above -10

5.4.8 A person who can both read and write a simple message with understanding in at least one language is to be considered literate. Those who are not able to do so, are to be considered not literate and will be assigned code 01. Those who are literate but never attended any school, will be assigned code 02. Those who are by definition literate but are yet to pass a primary standard examination will get code 03. Similarly codes 04, 05, 06 and 07 will indicate the successive higher standards of examinations passed.

5.4.9 Persons who have attained proficiency in Oriental languages (e.g. Sanskrit, Persian, etc.) through formal but not the general type of education will be classified appropriately at the equivalent level of general education standard.

5.4.10 Usual activity and current weekly activity particulars: Columns (8) to (13) of this block are meant for recording the usual as well as current weekly activity status particulars of all the members of the household listed in this block.

5.4.11 The different activity statuses used in the survey (with the corresponding codes) are given below:

- (i) working or being engaged in economic activity (employed):
- worked in household enterprise (self-employed) as an own account worker - 11
 - worked in household enterprise (self-employed) as an employer - 12
 - worked in household enterprise (self-employed) as ‘helper’ - 21
 - worked as regular salaried/wage employee - 31
 - worked as casual wage labour in public works - 41
 - casual wage labour in other types of works - 51
 - did not work due to sickness though there was work in household enterprise- 61
 - did not work due to other reasons though there was work in household enterprise- 62
 - did not work due to sickness but had regular salaried/wage employment - 71
 - did not work due to other reasons but had regular salaried/wage employment - 72
- (ii) not working but seeking or available for work (unemployed):
- sought work - 81
 - did not seek but was available for work - 82
- (iii) not working and also not available for work (not in labour force):
- attended educational institution - 91
 - attended domestic duties only - 92
 - attended domestic duties and was also engaged in free collection of goods, tailoring, weaving, etc. for household use - 93
 - recipients of rent, pension, remittance, etc. - 94
 - not able to work due to disability - 95
 - beggars, prostitutes, etc. - 96
 - others - 97
 - did not work due to sickness (for casual workers only) - 98

5.4.12 Persons engaged in household farm or non-farm enterprises or working in others’ farm or non-farm enterprises as salaried/wage employees but absenting themselves from work temporarily due to sickness or enjoying leave or holiday or for other reasons will be categorised under codes 61 & 62 or 71 & 72 respectively depending on whether they are self-employed in household farm or non-farm enterprises or employed in others’ farm or non-farm enterprises as wage/salaried employees. In the case of self-employed, if the reason is sickness, the code to be used is 61 and for other reasons, the relevant code is 62. Similarly, for the regular salaried/wage employees, code 71 will be recorded for those who did not work due to sickness and code 72 will be entered for others who did not work due to other reasons. For definition of different terms associated with the above activity statuses, see Chapter One.

5.4.13 **Column (8): usual (principal) activity status:** The appropriate activity status code from the list of the codes given in para 5.4.11 is to be reported here. The procedure of determining the usual (principal) activity status is described in detail in Chapter One. For this item codes 61, 62, 71, 72, 82 and 98 are not applicable. Here code 81 will be used to indicate both the situations of seeking work and being available for work.

5.4.14 Column (9): NIC-98 code (2 digits): For the persons categorised ‘working’ (i.e., those with status codes 11-51), the corresponding industry division will be recorded in terms of the two digit NIC 98 codes in column (9).

5.4.15 Columns (10) & (11): subsidiary economic activity status: For all persons engaged in any ‘work’ in subsidiary capacity, the status codes of the economic activities pursued by them in their subsidiary capacity will be recorded in col.(10) and the corresponding NIC-98 code (2 digits) will be recorded in col.(11). In the situation where a person has been found to have pursued more than one economic activity during the last 365 days in his or her subsidiary capacity, the activity on which more time has been spent would be considered for recording entry in this column. Columns (10) & (11) are to be filled in for each and every member of the household irrespective of whether the person's principal status is economic activity or not. For those reporting no subsidiary economic activity, ‘X’ may be recorded in both the columns. For details one may refer to Chapter One.

5.4.16 Column (12): current weekly activity status: Currently weekly activity status of a person will be recorded in this column. The details of this term are given in Chapter One. For a person, the appropriate broad ‘status’ will be determined first adopting the priority criterion. If a person categorised ‘working’ is found to be pursuing more than one economic activity during the reference week, the economic 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.)

5.4.17 In case more than one ‘non-economic activity status’ (codes 91-98) are assignable to a person in view of typical activity pattern followed by him/her during the reference week, 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, remittance, etc, should be classified as ‘rentiers, pensioners, remittance recipients, etc.’, and not in the category ‘not able to work due to disability’ (code 95). After thus determining the current weekly activity status of a household member, the appropriate 2-digit status code will be recorded in column (12).

5.4.18 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.

(b) a person engaged in regular wage/salaried employment but currently not at work, will be assigned code 71 or 72 irrespective of whether he/she is engaged in any other ‘economic’ or ‘non-economic’ activity.

(c) unpaid apprentices will be treated as ‘students’ while paid apprentices will be treated as employees.

(d) 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.

(e) 'free collection for sale' will be treated as self-employment. If the products collected relate to agricultural sector (even if the products collected are not for sale but for household consumption) the NIC-98 tabulation category will be 'A' and for other goods like rag, waste paper, tins, etc., the NIC-98 tabulation category will be 'G'.

5.4.19 Column (13): NIC-98 code (2 digits): For persons categorised as 'working' i.e., those with status codes 11-72 in column (12), NIC-98 code (2 digits) corresponding to the activity status recorded in column (12) will be entered in column (13).

5.4.20 Activity Status: Some Important Clarifications

- ✱ If a student is reported to be engaged in private tuition or in any other economic activity like helping the family enterprise for at least one hour on any day during the reference week, his current weekly activity status code will be 11 (self-employed). If the time spent on such activity is less than one hour, his current weekly activity status code will be 91 (student).
- ✱ A disabled person/pensioner, reported to be seeking/ available for work, will be treated as unemployed and not as a disabled person/pensioner.
- ✱ When a female casual labourer reports that she is not able to work due to pregnancy, she will be treated as 'casual labour not working due to sickness' and will be assigned current activity code 98.
- ✱ Exchange labour will be considered as 'self-employed'. But a regular employee as exchange labour while on leave or holiday will be assigned status code 72. On the other hand, a casual labourer working as 'exchange labour' on some days will be categorised as 'self-employed' for those days.
- ✱ For determining the activity status code of an MP/MLA/ Municipal Councillor (MC), etc, it has to be first ascertained whether they had any other primary economic occupation or not. If they had other primary economic occupation, their activity status will be according to that economic occupation. If not, they will be categorised as 'self-employed' (status code 11) with NIC-98 tabulation category as 'O'.
- ✱ A pensioner reported to be engaged in the family enterprise or employed in any other capacity should be considered as 'currently working', if he/she was engaged in the activity at least for one hour on any one day of the reference week and 'usually working', if he/she was engaged for a relatively long time during the reference year.
- ✱ The 'meal carriers' (who deliver lunch at various offices), 'night watchmen' of a locality, 'cowherd', etc. are normally employed by a group of households on a regular monthly wage. The 'activity status' of such workers will be the same as that of maid servant/male servant, etc. i.e., 'wage/salaried employee'.
- ✱ Sometimes it is found that a regular student is currently on live register of the Employment Exchange and such a situation creates confusion in deciding his activity status. Normally, the person will be categorised as a student. But before categorising him/her as a student, further probes should be made as to whether he/she will give up

his/her studies the moment he/she gets a job. If it is found that he/she will leave his studies to take up the type of job for which he/she has registered, he/she will be considered as unemployed.

- ★ Engagement in domestic duties by a member of the household is not considered economic activity but the domestic duties performed by the domestic servant staying in the employer's household and taking food from the common kitchen and thereby being a member of the household is to be considered as an economic activity, as a special case. The appropriate work status code depending on the duties performed is to be assigned to him/her.

5.4.21 Column (14): number of days stayed away from home during the last 30 days: The number of days for which the member 'stayed away from home' during the 30 days preceding the date of enquiry should be recorded here. A continuous absence from home for 24 hours will be reckoned as a 'day stayed away'. That is, the entry will be made in completed number of days and any fraction of a day will be ignored. The location of the place where the person stayed, having been away from his/her own household, may also be within the same village/town and staying away will not only mean physical absence but also non-participation in food consumption from his/her own household.

5.4.22 Column (15): number of meals usually taken in a day: The number of meals consumed by a person is usually reported as 2 or 3. In rare cases, one may come across a person who may be taking food only once in a day or more than three times a day. While in the former case the number of meals for the person will be 1 per day, in the latter case, however, only 3 should be entered. That is, in this column, the recorded number of meals taken in a day, even if it is reported to be higher, should not exceed 3. A breast-fed baby does not directly share the food consumed by members of the household. Hence for such babies the entry in this column will be '0'. To have a clear idea of what constitutes a meal, Chapter One may be referred to.

5.4.23 Columns (16), (17), (18), (19) and (20): number of meals taken during last 30 days : It is important to note that the entries are to be made in these columns depending on the place from where food is served irrespective of where it is consumed.

5.4.24 Columns (16), (17) & (18) pertain to meals taken away from home without payment. Number of meals taken outside home on payment and at home during last 30 days preceding the date of survey, for each member of the household will be recorded against columns (19) & (20). There are schools/balwadis, etc., which provide standard food to all or some students as midday meal, tiffin, etc., free or at subsidised rate. Such meals are to be considered as meals taken away from home. If such food is received free it will be recorded in column (16). Meals received at subsidised rate will be recorded in column (19). There are institutions, which provide canteen facilities to their students. Students can purchase food of their choice and to their requirements from those canteens on payment. In such cases also entry will be made in column (19).

5.4.25 Sometimes meals are provided by the employer. These may be as perquisites or as part of wages in kind. These meals are generally consumed at the place of work and are to be considered as meals taken away from home. It may not be rare that meals provided by the employer are brought home by the employees and consumed there. Such meals are also to be considered as

meals taken away from home. In column (17), the number of such meals received and consumed during the reference period by an individual member will be recorded. Similarly meals consumed as guests in other households, will also be taken into account while making entries in column (18). For the purpose of making entry in column (19), 'meals received on payment' will mean that the informant has to incur some expense or part with a certain portion of his salary/wage for getting the meals. Meals purchased from hotel, restaurant or an eating-house will be considered as 'meals taken away from home on payment' and will have to be counted also for making entry in column (19). Meals taken away from home during the days of absence from the household should also be accounted for in making entries in these columns. Such meals are to be counted under either of the columns (16) to (18) or (19).

5.4.26 In column (20), the number of meals taken at home by each member of the household during the period of 30 days preceding the date of survey will be recorded. A meal will be considered to be taken at home if the meal is prepared at home irrespective of the place where it is consumed. In short, all the meals consumed by a member which are either prepared by the household or purchased from outside the expenditure relating to which is collected and recorded at appropriate places of the schedule should be considered either as 'meals taken away from home on payment' or as 'meals taken at home'.

5.5.0.0 Blocks 5 to 9: Blocks on Consumer Expenditure: In these blocks information on consumer expenditure on various items/groups of items will be collected. The titles of the blocks are:

Block 5: Consumption of food, pan, tobacco and intoxicants.

Block 5.1: Consumption of fuel and light.

Block 6: Consumption of clothing, bedding, etc.

Block 7: Consumption of footwear.

Block 8.1: Expenditure on education & medical (institutional) goods and services.

Block 8.2: Expenditure on miscellaneous goods and services including medical (non-institutional), rents and taxes.

Block 9: Expenditure for purchase and construction (including repair and maintenance) of durable goods for domestic use.

5.5.0.1 In blocks 5 and 5.1, information on an item will be recorded only if it is consumed. In blocks 6 and 7 value of an item will be recorded only if it is brought into first-use during the reference period. In blocks 8.1, 8.2 and 9 expenditure will be recorded if it is incurred on any item during the reference period.

5.5.0.2 **Credit purchase:** In case of credit purchase of any item of blocks 8.1, 8.2 or 9 the actual expenditure made during the reference period will be recorded. If any payment is made during the reference period for any credit purchase made earlier, then that amount will also be included. If the household makes a lumpsum payment against the credit purchase of several items, apportionment will be made for each of the items in proportion to their value.

5.5.0.3 **Payment in kind:** If payment in kind is made against consumer services like payment to priests, domestic servants, barbers, washermen, etc. in terms of items of food, pan, tobacco,

intoxicants, fuel, clothing and footwear, the value of the item will be recorded against the particular service consumed and not against the respective items of block 5, 6 or 7. But if such payment in kind is made in terms of miscellaneous goods or durable goods, it will not be recorded against consumer service, but instead, will have to be recorded against the respective items of blocks 8.1, 8.2 and 9. However, if an old (used) durable good (say, an almirah), is given to a person (say, a priest) for the services rendered by him, the present (imputed) value of the good may be recorded against the appropriate service item of block 8.2 (e.g. priest).

5.5.0.4 If a household member receives any item of blocks 8.1, 8.2 or 9 as a part of wages and salaries or perquisites from the employer (enterprise) then that is to be accounted for as expenditure incurred against the corresponding item even if a part of the said receipt is given away to others. However, an item of miscellaneous goods received by a domestic servant (household member) from his or her employer household will not be included in the recipient household. Such expenditure will be considered in the employer household.

5.5.1 **Block 5: Consumption of food, pan, tobacco and intoxicants:** In this block information on consumption of each item of food, pan, tobacco and intoxicants for the household for a reference period of 30 days preceding the date of survey will be collected.

5.5.2 **Columns (1) & (2): code and item:** It may be noted that for accounting of items a 3-digit coding system is used in all these blocks. Code and description of the items are printed in columns (1) and (2), respectively. Items are arranged in groups such as 'cereal', 'cereal substitutes', etc. Similarly, item codes and item descriptions for blocks 6, 7, 8.1, 8.2, and 9 appear in the body of the relevant block.

5.5.3 **Unit:** Each filled-in line of this block will relate to a particular item of consumption. Generally, the unit of quantity for the majority of the listed items is kilogram (kg). However, if 'kg' is not the appropriate unit for any item then the appropriate unit has been shown within brackets after the description of the item. The unit should be 'kg' for all items for which the unit has not been mentioned in the list.

5.5.4 Against each item of blocks 5 to 7 and 9, there is a provision to record the quantity figure in terms of the respective standard unit. Value figure will be recorded in rupees. Each of these columns of blocks 5, 5.1, 6, 8.1 and 8.2 has been bifurcated in two parts. A quantity or value figure, in terms of the specified standard unit for an item, will usually have two parts - one integral part and the other fractional i.e., decimal part. The integral part will be recorded in the left-hand part and the decimal part will be entered in the right-hand part. It may be noted that against the items printed on the schedule for which the specified unit is 'gram'/'number'/'box'/'pair'/'standard unit', two zeros (00) have already been printed in the decimal part. This means only the integral part of these units is to be recorded for such items. Similarly, '00' has been printed in the decimal part of value figure of those items for which the value is preferred to be in whole rupees.

5.5.5 **Columns (3) & (4): quantity and value:** These columns relate to the consumption of the household during the reference periods of last 30 days. Column (3) relates to the quantity of consumption and column (4) to the corresponding value. Here, consumption includes all consumption of monetary and non-monetary purchases and goods received as gift, loan, etc.

However, the consumption data should be strictly confined to the domestic consumption of the household. The expenditure incurred on account of pet animals will be excluded. That expenditure should be recorded under item 493 of block 8.2. It may be noted that consumption by livestock belonging to the household will not be included in household consumption. Accounting should, however, be made of the livestock products like milk, meat, egg, etc., obtained from such livestock and consumed by the household. While making entries on household consumption care should be taken not to include any transfer payment in kind, like loans, advances, charities, gifts and other payments in kind, if any. But consumption from transfer receipts will be included. Consumption of the household will consist of consumption made out of:

- (i) commodities purchased in cash;
- (ii) commodities received in exchange of goods and services;
- (iii) home-grown/home-produced stock;
- (iv) transfer receipts such as gifts, loans, charities, etc., and
- (v) free collection.

5.5.6 Column (5): source code: Consumption of an item during the last 30 days may be made out of one or more sources mentioned in the preceding para. The source from which the item has been procured and consumed by the household will be recorded in terms of codes. The codes to be used are:

only purchase	1	only free collection ...	4
only home-grown stock.....	2	others	9
both purchase and home-grown stock	3		

Code 3 will be applicable if consumption is made out of both purchase and home-grown stock but not from any other sources. Any other combination of sources will get code 9. Consumption out of transfer receipts or commodities received in exchange of goods and services will also get code 9.

Note: 1. For a sub-total item a cross (X) or shade has already been put in column (5).

2. For PDS items (101, 107, 260, 344) and ice (item 294), '1' has already been printed in column (5).

3. Source code will be decided on the basis of reference period of last 30 days.

5.5.7 While recording consumption, care should be taken to include consumption on ceremonials, parties, etc. Note that if the household made any transfer payment in terms of commodities like rice, wheat, pulses, etc., the quantity of commodity so paid should not be shown under domestic consumption of the payer household. The portion out of that receipt consumed by the recipient household during the reference period will be shown against the consumption of the recipient household. However, if the transfer payment is made in terms of cooked meals then that will be shown as consumption of the payer household. If the meals were prepared by the household then the consumption will be shown under the respective items used for preparing the meals and if ready meals were purchased by the household and transferred, then the number of meals served and the value of those will be recorded under cooked meals (item 303) against the payer household. For such meals nothing is to be recorded against the recipient household.

5.5.8 Imputation of value: The method of imputing values of items which are consumed but not purchased has been given in para 5.0.4.

5.5.9 It may be mentioned that for all the items in block 5, the quantity reported to have been actually consumed is to be recorded. For example, if the weight of barley originally weighing 10 kg becomes only 9 kg after its cleaning, etc., the quantity of barley consumed is to be recorded as 9 kg only. On the other hand, if a person buys 2 kg of rice at Rs 10/- and consumes only 1 kg, the rest being thrown away due to damage by insects, infection, etc. then the quantity consumed is only 1 kg and value Rs 5/-.

5.5.10 PDS item: Purchase/consumption from PDS should be recorded irrespective of whether the household uses its own ration card or that of some other household. But any purchase made by paying some extra amount in addition to the normal PDS rates is to be considered as 'purchase from other sources' and not as purchase from PDS. Purchases made from PDS by the household for sale in the open market will not be accounted in this block.

5.5.11 Items 101 & 102: rice: Rice will mean the grain obtained after husking and cleaning paddy.

5.5.12 Items 103 to 106: Rice products like chira, khoi, lawa, muri, rice powder, etc. which are obtained by splitting, frying, powdering, parching of the grain are covered by these items. Food preparations out of rice viz., pastries, cakes, sweets, etc., should not be considered as rice products. These items will be put under the appropriate item of food group: beverages, etc. Rice purchased in the form of 'cooked rice' (not cooked meal) will also be treated as processed food and will be recorded against item 308 (other processed food).

5.5.13 Items 107 & 108: wheat: This will mean wheat in its whole grain form, broken wheat (not powdered) and also atta used for food preparation.

5.5.14 Items 110 to 114: Maida is wheat flour, that is, wheat in its powdered form (which is purchased as "maida"), will be included under item 110 (maida). Other wheat products will either be accounted against the specific listed items or against item 114 (other wheat products). It may be noted that while consumption of bakery bread will be recorded against item 113, those for other wheat preparation like biscuits, cakes, etc., will be accounted for in food group: beverages, etc. (items 290 to 308).

5.5.15 Items 115 to 121: This series of items has been provided for recording details of consumption of jowar, bajra, maize, barley, small millets, ragi. Each of these items will include their products also. Item 117 will include cornflakes, pop-corn, etc. (made of maize). As instructed earlier, food preparations of these cereals will be recorded against food group: beverages, etc.

Note: Sattu prepared by frying and powdering of barley will be included against item 118 (barley & products).

5.5.16 Item 129: cereal: s.t.: This is a sub-total item. ('s.t.' stands for sub-total.) The sum of all the cereal items will be obtained for columns (3) to (4) and the totals will be recorded in the respective columns of this line. In other words, the entry will be the sum of the entries recorded in that column against each of the constituent items (cereals and cereal products). Similarly, all other sub-total items will be derived.

5.5.17 Item 139: cereal substitutes (tapioca, jackfruit seed, etc.): Cereals are usually a person's staple food. But sometimes by choice or due to scarcity, a person may not consume much of cereals or consume no cereal at all. The food requirement is partially or wholly met in such cases by consumption of food, which could be treated as substitutes for cereals. Tapioca, for example, is consumed in some parts of the country as a substitute for cereals. Similarly, jackfruit seed, mahua, etc. are also consumed as substitute for cereals. Potato or sweet potato consumed as substitutes for cereals will not however be shown here. These will be recorded under the vegetables group.

Note: Sometimes mixed cereal flour, like idli flour, which is a mixture of cereals, pulses and also of spices, is purchased and consumed. In such a case if the proportion of different constituents of the mixture is not known and/or might be difficult to obtain, the quantity and value of it will be recorded against the major constituent item of the mixed cereal flour.

5.5.18 Item 151: gram products: This relates to items like sattu obtained by frying and powdering of gram (whole grain). However, besan made out of gram will not be considered here. Instead, it will be recorded against item 152 (besan).

5.5.19 Items 160 to 167: milk and milk products: These items relate to milk: liquid, baby food, and products of milk obtained on transforming milk by heating, churning milk or adding chemicals like acid drops or fermenting agent in the form of ghee, butter, curd (dahi), casein (chhana), buttermilk, etc. Sweetmeats like 'sandesh', 'rasagolla', 'pera', etc. prepared at home out of milk purchased or home-produced will not be treated as milk products and hence will not be accounted against these items. In case a household prepares these sweetmeats from milk: liquid, then its consumption will be recorded against milk: liquid (item 160) and other constituent items of the preparations. Similarly, when milk products like ghee, butter, curd, etc. are obtained from milk: liquid by the household and consumed, consumption will be recorded against milk: liquid and not against the particular milk product. For example, suppose a household has consumed 30 litres of milk, out of which 15 litres was converted into curd and consumed. In this case 30 litres of milk will be shown against milk: liquid only. But if the milk product is purchased from the market and consumed by the household, the quantity and its corresponding value will be recorded against the particular milk product.

5.5.20 Item 160: milk: liquid: This will mean milk as directly obtained from cow, buffalo, goat or any other livestock. Milk sold in bottle or polypack will also be treated as 'milk: liquid'. The unit of quantity for milk: liquid is 'litre'. Readily drinkable flavoured and bottled milk should be considered as milk: liquid and should also be recorded against this item. Milk transformed into curd, casein, ghee, etc. only for the purpose of consumption and actually consumed during the reference period should also be included in this item. If ghee is prepared at home from 'milk: liquid' and a part of it has been consumed during the reference period then the quantity and value

of 'milk: liquid' required for preparing the ghee actually consumed will be recorded against item 160 (milk: liquid).

5.5.21 Item 161: baby food: This relates to such baby food the principal constituent of which is milk e.g. Lactogen, Milk Care, Amulspray, etc. Other foods meant for babies like Farex, Cerelac, etc. whose principal constituent is not milk will not be accounted here. Such items should be recorded against 'other processed food' (item 308).

5.5.22 Item 166: ice-cream: Ice-cream for which major component is milk will be included against this item. Ice with syrup but without milk sold in the villages as ice-cream will not be included against this item. Instead, it will be accounted against item 298 (other beverages).

5.5.23 Items 170 to 174: edible oil: Oil used in food preparation will be considered as 'edible oil' such as mustard oil, groundnut oil, etc. Such oil used for toilet purpose will not be accounted against any of these items in this block, but will be recorded against item 453 (hair oil, lotion, shampoo, hair cream) or item 458 (other toilet articles) of block 8.2.

5.5.24 Some edible oils, such as groundnut oil, etc., are sold in the market after refining the raw oil, obtained by crushing the seeds by some chemical process of neutralisation, bleaching and decolourisation. No distinction will be made between raw and refined oils.

5.5.25 If oilseeds purchased or grown for extracting edible oil by crushing and the oil is consumed then the entry will be shown against the appropriate item of edible oil.

5.5.26 Item 222: other vegetables: It includes green fruits like mango, watermelon, etc. consumed after preparing processed food besides the vegetables listed in the schedule.

5.5.27 Item 247: other fresh fruits: It will include all fresh fruits which are not listed in the schedule. It will also include sugarcane consumed like fruits.

5.5.28 Item 279: salt: It will include all edible salt irrespective of whether it is iodised or not.

5.5.29 Items 280 - 288: spices: There are a large variety of spices which are generally used in food preparations. Of these items, turmeric and chillies are most commonly used. Items not listed here are mostly purchased in the villages as mixed spice and it may be difficult to collect information on expenditure and consumption of each individual item of spices. For such spices item 288 (other spices) has been provided.

5.5.30 Item 294: ice: It includes only ice purchased for household consumption. It excludes ice procured otherwise, e.g., made by refrigerator at home.

5.5.31 Item 295: cold beverages: It will include cold drinks like *thumsup*, *pepsi*, *cocoa cola* and *frooti*, etc.

5.5.32 Item 298: other beverages (cocoa, etc.): Mineral water, soda water, etc. will also be included against this item.

5.5.33 **Item 300: biscuits:** This will include all types of biscuits and will also relate to confectionery items like chocolate, toffee, lozenge, etc. Cake and pastry have been separated from confectionery items and these will be recorded against item 304.

5.5.34 **Item 303: cooked meals:** ‘Cooked meals’ may be (i) purchased from market, i.e., from hotel, restaurant, canteen, etc. (ii) obtained by paying a lump sum to an agency providing catering services for serving meals to guests attending a ceremony performed by the household, (iii) received as perquisites from employer’s household, or (iv) received as gift or charity.

5.5.35 As a general principle, for cooked meals, consumption will be taken account of in the purchaser household. Thus, in case of (i) entry will be made against the columns on consumption for the household reporting purchase of cooked meals, which might have been consumed by household members, employees, guests and other persons. There are factories and offices, which have their own canteen providing meals to the employees. Consumption of meals by the employees of such institutions, if these are received free of cost, will not be considered in the employee households for making entries against this item. However, such meals will be recorded in column (17) of block 4. The case (ii) will also be similarly treated as case (i), i.e., accounting will be made in the purchaser household as far as block 5 is concerned. No entry will be made in the schedule of the recipient households against this item, for the cooked meals of the type described under case (iii) and (iv). Consumption of such meals will, however, be noted in columns (17) & (18), respectively, of block 4 of the schedule (see paras 5.4.24 to 5.4.26). Sometimes a catering agency is engaged to provide meals only, for which the agency is paid on per plate basis. Some items like sweets, ice-cream, beverages, etc., are purchased separately and served to the guests. The purchase and consumption of such other items will be shown against the respective items and should be excluded from the item ‘cooked meals’.

5.5.36 **Items 304 to 307: cake, pastry, etc.:** Cake, pastry (304), pickles (305), sauce (306) and jam/jelly (307) may be purchased or prepared at home. If ingredients like fruits, spices, sugar, egg, atta, maida, salt, fuel and light, etc. required for preparing the product at home, are already accounted for in their respective item groups, care should be taken to avoid repetition of the same in item group beverages, etc.

5.5.37 **Item 308: other processed food:** Items like snacks, tiffin, food packets, etc. which have not been covered under items 300-307 of the list of food items, will be recorded against this item.

Note: Chowmein, soup, etc. will be included against other processed food (item 308).

5.5.38 **Item 312: supari:** Supari (betelnuts) in various forms are available in the market. These are fresh supari, sundried supari, fermented supari, boiled and coloured supari and scented supari. Supari consumed in any of the forms will be accounted for against this item.

5.5.39 **Item 315: other ingredients for pan:** All other ingredients excepting items 312 - 314, used for preparing pan, should be included in this item. But tobacco, zarda, surti, kimam, etc. which are also consumed with pan should not be included. Provision for them has been made in

tobacco group. However, products such as pan-parag will be included in this item.

5.5.40 **Item 321: cigarettes:** Cigarette paper and tobacco are sometimes purchased separately for making cigarettes. In such cases value to be recorded would be the value of tobacco plus the value of paper taken together. The corresponding entry in quantity column will be in terms of number of cigarettes actually made.

5.5.41 **Item 322: leaf tobacco:** It will include all leaf tobacco consumed during the reference period in any form. Tobacco leaf burnt and powdered for brushing teeth will also be included against this item.

5.5.42 **Item 330: ganja:** It will also include ganja consumed in the form of cigarettes.

5.5.43 **Item 332: country liquor:** It will exclude country liquor prepared at home from its ingredients and consumed. Consumption entries will be made against the ingredients.

5.5.44 **Item 335: other intoxicants:** It will include drugs used for intoxication but exclude drugs used for medicinal purposes.

5.5.1.0 **Block 5.1: Consumption of fuel and light:** In this block information on consumption of each item of fuel and light for the household during last 30 days, prior to the date of survey, will be collected. Columns are similar to block 5.

5.5.1.1 **Item 342: electricity:** It will also include meter rent and surcharge for electricity.

5.5.1.2 **Item 348: LPG:** A fixed quantity of liquefied petroleum gas (LPG) is filled in a gas cylinder and supplied for domestic consumption. The quantity in kg is shown on the body of the cylinder. If, for example, a cylinder contains 14.2 kg of gas and usually the household consumes one full cylinder in 'D' days then the quantity of gas consumed during the last 30 days will be $(14.2 \times 30)/D$. This will be calculated up to two places of decimal. The value will also be derived in a similar manner. Caution money deposited for getting a gas cylinder should not be considered as consumer expenditure and should not be recorded in this schedule.

5.5.1.3 **Item 352: gobar gas:** The value of gobar gas is to be imputed on the basis of value of inputs used for manufacturing gobar gas.

5.5.1.4 **Item 353: other fuel:** It will include all items of fuel and light not listed in the schedule. It will also include petrol, diesel, etc. used for generating electricity.

5.6.0 **Block 6: Consumption expenditure on clothing, bedding, etc. :** In this block, information on quantity and value of consumption of all items of clothing will be collected. The information in this block is required to be collected for a reference period of last 365 days. Consumption of clothing is defined as an item of clothing being brought into first-use. Clothing purchased first-hand will be considered for reporting against items 360 to 373 and items 380 to 387 (bedding, etc.). However, in case of second-hand purchase, total value of clothing purchased second-hand will be recorded against item 374: clothing (second-hand).

Note: 1. Second-hand imported ready-made garments will not be considered as second-hand. Instead, it will be treated as first-hand purchase and as such these will be included against item 368.

2. Liveries supplied by the employer even if it is used during duty-hours **only** will be taken into account.

5.6.1 Columns (1) & (2): In these two columns, the item code and the description of the clothing items are already printed in the block.

5.6.2 The unit of quantity for an item, as shown within brackets after the name of the item in the list, is printed in the schedule itself. For detailed instructions, refer to para 5.5.3 & 5.5.4.

5.6.3 Columns (3) & (4): quantity and value: These columns relate to the consumption of the household during the reference period. Column (3) relates to the quantity of total consumption and column (4) to the corresponding value. Entries regarding consumption of clothing items will be the total of consumption out of purchase, out of home produce, out of transfer receipts such as gift, charity, and out of receipts in exchange of goods or services, etc. Care should, however, be taken to exclude purchases made on account of household productive enterprises.

5.6.4 Consumption of clothing out of home production during the reference period will be evaluated at the producer's price. But consumption of clothing items made out of transfer receipts and receipts in exchange of goods and services will be evaluated at the retail price prevailing in the local market.

5.6.5 For 'ready-made' garments, the unit of quantity will be number. But if a household prepared a garment out of cloth purchased, then the item of consumption will be recorded as 'cloth' and the quantity will be recorded in 'metres'. When any garment is sewn at home by a household member, its value will be equal to the value of cloth only. No labour charges for sewing of the garment need be included unless the sample household itself is running a tailoring shop. In case the household does have such a shop and a garment is sewn there, the value of cloth will be recorded against item 362 or 363 and the tailoring charge will be shown against item 484 of block 8.2. Similarly, for a quilt made at home of which the materials (viz., cloth, stuffing, cotton, thread, etc.) were purchased, the quantity and value of the materials used will be shown against the respective items. The service charge paid to a hired person for making the quilt will be entered against item 484 as tailoring charge in block 8.2.

5.6.6 Item 361: saree: In some regions of the country a variant of the saree is commonly used. For example, Assamese ladies wear 'mekhla'. Similarly, in Garo hills ladies use 'dakbanda'. The length of the cloth used in 'mekhla' and 'dakbanda' is generally 1.50 metres. These dresses may be treated as sarees of shorter length. Sarees used in some areas on the other hand are much longer than the standard ones. Hence, the unit for saree has been prescribed as metre and not number. The length of mekhla, dakbanda, etc. and saree in 'metre' with two places of decimal should be recorded against this item.

5.6.7 Item 374: clothing (second-hand): All second-hand clothing items, like dhoti, saree,

ready-made garments, etc., purchased and brought into first-use will be recorded against this item.

5.6.8 Item 384: mosquito net: Cloths purchased for making mosquito net will also be included here.

5.7.0 Block 7: Consumption of footwear: While filling in this block on purchase and consumption of footwear, the general instructions given for filling in the block on clothing will be followed. The quantity (number of pairs) and value (Rs) to be recorded are to be entered in whole number only.

Note: 1. If materials are purchased and footwear is made by taking service of a cobbler then cost of footwear will be imputed as the cost of raw materials plus service charges paid to the cobbler.

2. A handicapped not having a limb purchased or got made only one shoe. In such case, quantity will be taken as one pair.

3. Plastic footwear will be included against item 393: rubber/PVC footwear.

4. Straps for slippers will not be included in this block. Such items will be included in block 8.2.

5.8.1.0 Block 8.1: Expenditure on education and medical (institutional) goods and services: Under this block, information will be collected on educational and institutional medical expenses incurred during the **last 365 days** preceding the date of survey. Non-institutional medical expenses will be recorded separately in block 8.2. The institutional category will include payments made for goods & services availed of as an inpatient in both private as well as Government medical institutions like nursing homes, hospitals, etc. All other medical expenses will be treated under non-institutional category. The actual expenditure incurred during the reference period on the items listed in the block will be recorded.

5.8.1.1 Columns (1) & (2): In these columns the three digit code of the items and the name of the items are already printed in the block.

5.8.1.2 Column (3): value (Rs 0.00): The amount of expenditure incurred on an item during the reference period of **365 days preceding the date of enquiry** will be recorded in this column. Expenditure will include both cash and kind.

5.8.1.3 Items 400 - 406: education: This is meant for recording expenses incurred in connection with education. It will include expenditure on goods purchased for the purpose of education, viz., books and journals, paper, pencil, etc. It also includes fees paid to educational institutions (e.g., schools, colleges, universities, etc.) on account of tuition (inclusive of minor items like game fees, fan fees, etc.) and payment to private tutor. Occasional payments to the school fund made on account of charities provided for indigent students and 'donations' generally will not be included here as these are regarded as transfer payments. It may be noted that all kinds of books, magazines, journals, etc. including novels and other fiction will be covered under item 400. Expenditure on Internet other than telephone charges will be covered under item 406.

5.8.1.4 Items 410 - 424: medical (institutional & non-institutional): This includes expenditure

on medicines of different types and on medical goods; also, payments made to doctor, nurse, etc., on account of professional fees and those made to hospital, nursing home, etc. for medical treatment. Item 423 (family planning appliances) will include IUD (intra-uterine device), oral pills, condoms, diaphragm, spermicide (jelly, cream, foam tablet), etc. Expenditure incurred for clinical tests, X-ray, etc. will be recorded against items 411 or 421 (X-ray, ECG, pathological test, etc.). For Central government employees receiving medicines and medical services from CGHS dispensaries, only the monthly contribution made will be recorded. If, however, some medicine or service is purchased from outside during the reference period, the expenditure, even if reimbursed, is to be included. The distinction between institutional and non-institutional medical expenses, as mentioned in para 5.8.1.0 above, lies in whether the expenses were incurred on medical treatment as an in-patient of a medical institution or otherwise. Expenditure incurred on MTP (medical termination of pregnancy) may be recorded against item 414 or 424 depending on the category of treatment availed of, i.e. if hospitalisation is necessary for MTP then it has to be recorded against 414, otherwise against 424. Hiring charges for ambulance may likewise be recorded against item 414 or 424. However, transport expenses other than hiring charges of ambulance will be considered as travelling expense and not as medical expense.

5.8.2.0 Block 8.2: Expenditure on miscellaneous goods and services including medical (non-institutional), rents and taxes: In this block, relating to miscellaneous goods and services, information will be collected on the expenditure for purchase of these items during the reference period. The actual expenditure incurred towards purchase of these items, used for non-productive purposes, will be considered as the consumer expenditure of the household. Expenditure both in cash and kind will be taken into account. The reference period will be the **last 30 days** prior to the date of survey.

5.8.2.1 Column (3): value (Rs. 0.00): The amount of expenditure incurred on an item during the reference period of **30 days preceding the date of enquiry** will be recorded in this column. As in block 8.1, expenditure will include both cash and kind.

5.8.2.2 Items 420 - 424: medical (non-institutional): See para 5.8.1.4.

Note: In the rural areas, doctors charge a consolidated amount for consultation as well as giving medicines to the patient. In such case, the total amount will be recorded against item 420 (medicine).

5.8.2.3 Item 423: family planning appliances: It will also include various contraceptives such as tablets like Mala-D, Mala-N, etc.

5.8.2.4 Items 430-437: entertainment: This stands for entertainment and sports. Here consumption is represented by purchase of entertainment services or articles catering to entertainment. It is possible that on the occasion of attending sports or cinema/video show some expenditure is incurred on travelling and conveyance and/or on refreshment. Such expenditure will be excluded from this item group and will come under appropriate items reserved elsewhere in the schedule. Expenditure incurred on processing, developing, etc., of photographic film will be shown against item 435. Expenses incurred for hiring of video cassette/VCR/VCP will be recorded against item 436. But the expenditure incurred for viewing a video show will be

recorded against item 430 (cinema, theatre). For item 433 (club fees) the last payment made divided by the number of months for which the amount was paid will be noted. But, entire amount of club fees paid for lifetime during the reference period of 30 days will be recorded against this item. Expenses incurred on subscription to dish antenna, cable TV facilities, etc. may be included in item 437: other entertainment.

5.8.2.5 Item 458: other toilet articles: It will include cooler perfume, body perfume, room perfume, etc.

5.8.2.6 Item 467: washing soap/soda: This will include washing soap in cake form, powdered form and also in liquid form (detergent powder is also to be reported) and washing soda.

5.8.2.7 Item 468: other washing requisites: It includes brushes, utensil cleaners, steelwool, etc.

5.8.2.8 Item 473: other petty articles: It will also include purchase of flower plant with pot.

5.8.2.9 Item 480: domestic servant, cook: Wages paid to domestic servant/cook may be recorded against this item **even if they are treated as members of the household for the purpose of consumer expenditure survey**. For domestic servant or cook who is also a member of the household by definition, only wages paid in cash during the reference period will be taken into account. Any expenditure incurred by a domestic servant who is also a member of the household should be treated as consumption expenditure of the household and recorded as such against the appropriate items of different blocks. Wages in kind not consumed by domestic servant/cook will be excluded.

5.8.2.10 Item 482: barber, beautician, etc.: The actual expenditure incurred for availing of the services of barber, beautician, etc. will be considered as the consumer expenditure of the household. Expenditure both in cash and in kind will be taken into account. In the villages the barber charges might be paid in kind annually. In such cases, if the payment in kind for the year is made during the reference month, the entire payment is to be evaluated at the local retail price and accounted for. On the other hand, if no payment was made during the reference month then no expenditure should be recorded. In this context, it may be noted that if the kind payment is in terms of an item of blocks 5 to 7, then the entry is to be made against item 482. But if it is in terms of an item of block 8.1, 8.2 or 9, then the entry will be made against that particular item.

Note: If a sample household is running a barber's shop and a member of that household has availed of the service then the barber charges will be imputed at the prevailing rate and recorded against item 482.

5.8.2.11 Item 486: legal expenses: This will include charges like lawyer's fees, legal and court fees, etc.

5.8.2.12 Item 488: telephone charges: For domestically installed telephones, the telephone bill last cleared divided by the period in months for which it was charged (i.e., monthly average payable) will be considered as the expenditure to be recorded even if the expenditure was not incurred during the reference period of 30 days. Cases like new telephone connections for which

no bill has been paid till the date of survey may be ignored. Security deposit made for the installation of telephone connection is excluded. However, installation charges paid to the telephone department like labour charges, cost of wire, etc. will be included under this item. In addition, expenditure incurred during the reference period of last 30 days for making telephone calls from STD/PCO booth or other's telephone will be accounted against this item. Expenditure incurred on the purchase of mobile phone (instrument) will not be included in this item. Instead, it will be included against item 600 of block 9.

5.8.2.13 Item 490: repair charges for non-durables: This will include service charges paid to artisans for repairing any item of miscellaneous goods not used for productive purposes but used as items of domestic consumption.

5.8.2.14 Item 492: miscellaneous expenses: This item will include expenses such as application fees for employment, etc., subscriptions to societies and similar organisations, and generally, expenditure on any other 'miscellaneous' items relevant to the block and not provided in the list of items. If water is purchased through tanker, porter, etc., the expenditure incurred will also be recorded here. It will also include E-mail charges, Fax charges, photocopying charges, etc.

5.8.2.15 Item 493: pet animals (incl. birds, fish): This item will include expenditure incurred for purchase and maintenance of pet animals. Pet animals may be cat, dog, rabbit, monkey, mongoose, bird, fish, etc. Maintenance expenses will include cost of feed, treatment expenses, etc.

5.8.2.16 Item 494: other consumer services excluding conveyance: This item will stand for services of driver, coachman, cleaner, cobbler, blacksmith, unskilled labourers, etc.

Note: 1. Commission paid to the broker for purchase or sale of second-hand car/scooter will be accounted here.
2. It will include reconnection charge for electric line.

5.8.2.17 Items 500 - 513: conveyance: Expenditure incurred on account of journeys undertaken and/or transportation of goods made by airways, railways, bus, tram, steamer, motor car (or taxi), motor-cycle, autorickshaw, bicycle, rickshaw (hand-drawn and cycle) horsecab, bullock cart, hand-cart, porter or any other means of conveyance will be recorded against the respective items of conveyance. The expenditure will be the actual fare paid. The expenditure incurred on journeys undertaken under LTC, etc., even if reimbursed, is to be included. In case of owned conveyance, the cost of fuel (petrol, mobile oil, diesel, etc.) for power driven transport and animal feed for animal-drawn carriage will be recorded. For item 501 (railway fare), season tickets valid for more than a month will be treated differently from other railway fare expenditure. Value of season tickets valid for more than a month held during the reference period by a household member will be divided by the number of months covered by the ticket to get the amount to be recorded. For all other railway fare expenditure, the amount actually paid during the reference period will be recorded.

5.8.2.18 Item 502: bus/tram fare: It includes expenditure incurred by the members of the

household during the reference period in a public/private/government bus/tram in the capacity of individual passenger. If a bus hired for bringing guests by the sample household, the hiring charges will not be included against this item; instead it will be accounted against item 513 (other hired conveyance).

5.8.2.19 The expenditure incurred on any conveyance used during the reference period partly for household enterprise and partly for domestic purposes will be apportioned on the basis of the number of kilometres it travelled for each type of use. In case the information on distance travelled is not available, the apportionment will be done on the basis of duration of use, say, number of hours or days used for enterprise and domestic purpose. In case information on actual number of days engaged in enterprise or in domestic use is also not available, it will be done on the basis of 'normal use'. The word 'normal' refers to a period beyond the reference period.

5.8.2.20 **Item 520: house rent, garage rent (actual):** This item consists of rent for residential building and garage rent for private vehicle of the household. Amount last paid divided by the number of months for which the payment was made will be recorded here. The procedure laid down for recording payment of telephone charges is also applicable to other starred items of this block. The rent for government quarters will be the amount of house rent allowance (HRA) per month not paid to the employee plus the licence fee deducted per month from the salary for the quarters. If some amount of money was paid in advance at the time of hiring the house, only that part of the advanced amount which is being deducted every month from that advance payment added up with the actual amount paid every month towards rent, will be the amount to be recorded as house rent. Salami/pugree will not be considered anywhere in the schedule.

5.8.2.21 **Item 522: other consumer rent:** Hiring charges for consumer goods like furniture, electric fans, crockery, utensils and charges for decoration on ceremonial occasions are to be recorded here. If any item is hired on monthly/quarterly/annual basis then the amount of last payment on such goods divided by the number of months for which the payment was made will be taken into account. However, hiring out of a vendor cart to run business by the sample household will be excluded. But, monthly maintenance charges payable to co-operative society, etc. will be included in this item.

5.8.2.22 **item 539: house rent, garage rent (imputed - urban only):** This item will be filled in for urban households residing in the house which it either owns or otherwise occupies without paying any rent. Otherwise a dash (-) may be recorded. Rent of the house/garage will be imputed on the basis of prevailing rate of rent for similar houses in the locality or surrounding areas. A household may occupy a dwelling unit which is neither owned, nor hired in. In such cases also the imputed rent will be recorded.

5.8.2.23 **Items 540 to 541: consumer taxes and cesses:** This is for recording the expenditure on taxes and cesses paid by the household as a domestic consumer. Only taxes and cesses are included which are considered to be levied on the household as a consumer unit. Road cess, chowkidari tax, municipal rates are some examples. Sometimes while purchasing a new vehicle life tax is paid. In such case, monthly average of tax & cess will be recorded against this item. Consumer licence fees will also be included. Examples are fees paid for possession of firearms, vehicles, etc. For taxes and cesses to be paid monthly/quarterly/annual basis entries will be the

amount last paid divided by the number of months for which paid.

Note: Professional tax and Income tax will not be taken into account in the survey.

5.8.2.24 **Item 540: water charges:** Water charges last paid to the municipality or other local bodies divided by the number of months for which the amount was charged may be recorded against this item. If water is purchased through tanker, etc., the expenditure incurred will not be recorded here - even if the water is solely used for household consumption - but against item 492.

5.9.0 **Block 9: Expenditure for purchase and construction (including repair and maintenance) of durable goods for domestic use:** Information on expenditure incurred for purchase and cost of raw materials and services for construction and repairs of durable goods for domestic use during the last 365 days will be collected in this block. Expenditure will include both cash and kind (see para 5.5.0.3). Purchase will include both first-hand and second-hand purchase and will be recorded in separate columns of this block. Only if some expenditure is incurred towards purchase of an item, may be in cash or kind or both, the item will be considered as purchased for this block. Expenditure incurred on purchase of durable goods for giving gifts will also be included. In case of credit/hire-purchase of any item of this block, the actual expenditure made during the reference period will be recorded. [See para 5.5.0.2] Expenditure on any item in this block will be recorded in whole number of rupees.

Note: 1. If the sample household incurred some expenditure on purchase of an asset during the reference period but not been received it till the date of survey, the expenditure incurred will be accounted in this block.

2. A sample household purchased an asset (durable goods) during the reference period and the asset is under possession but no payment has been made during the reference period. Such purchases will be excluded.

3. An asset purchased during the reference period for domestic use and the same asset sold out during the reference period. Such purchase also will be accounted for.

5.9.1 **Columns (1) & (2):** In these columns the three digit-code of the items and the name of the items are already printed in the block.

5.9.2 **Column (3): number in use on the date of survey:** The number in use on the date of survey of each item of durable goods will be entered in this column. It will also include those items which may not be in use temporarily but are likely to be put into use after repair/necessary servicing. For certain items a cross mark (×) has been put in this column; it means column (3) need not be filled in.

5.9.3 **Column (4): number purchased (first-hand):** The number of each item of durable goods purchased (first-hand) for which some expenditure has been incurred during the reference period will be recorded in this column.

5.9.4 **Column (5): whether hire purchased (first-hand):** If an item of durable goods is purchased on instalment payment and the expenditure made on it during the reference period

consists of one or more such instalment payments, code 1 will be recorded in this column. Otherwise i.e., when durable goods are purchased and entire amount is paid during the reference period, code 2 will be recorded in this column.

Note: If more than one of a particular item are purchased during the reference period and some of them are purchased on hire-purchase basis and the remaining are purchased outright, then code 1 will be recorded in this column.

5.9.5 Column (6): value (first-hand purchase): Value of first-hand purchase during the reference period will be entered in this column. The total amount paid during the reference period will be recorded here.

5.9.6 Column (7): cost of raw materials and services for construction and repair: This column is for recording expenditure on materials and services for construction, assemblage, repair and maintenance of all durable goods - first-hand as well as second-hand. Value of durable goods constructed will comprise value of raw materials, services and/or labour charges and any other charges. The total value of raw materials, services and labour charges will be recorded in this block. Here, expenditure incurred towards repair and maintenance of items purchased on second-hand will also be accounted.

Note: 1. The purchase values of a consumer durables constructed or repaired by an artisan for his/her domestic use will be the aggregate of the purchase value of the raw material components used and imputed value of his/her services for its construction/repairs.

2. If an article is repaired during the reference period by one of the sample household members then the repair charges will be imputed and recorded against appropriate item only if the household member is a professional for that repairing job.

5.9.7 Column (8): number (second-hand purchase): The number of each item of second-hand durable goods purchased during the reference period will be recorded in this column

5.9.8 Column (9): value (second-hand purchase): Value of second-hand purchase during the reference period will be entered in this column.

5.9.9 Columns (10): total expenditure: It is the sum of value of first-hand purchase, cost of raw materials and services for construction and repair and value of the second-hand purchase. In other words, it means column (10) = column (6) + column (7) + column (9). This is an important departure from the earlier NSS concept of total expenditure of durable goods.

Note: An imported item of durables, even if second-hand, will be treated as first-hand purchase and information will be recorded against the relevant columns.

5.9.10 Item 550: bedstead: It is a framework of wood or metal supporting the springs and mattress of a bed. Its surface may be made of coir rope or nylon. Folding cots of all kinds will be included against this item.

5.9.11 Item 551: almirah, dressing table: Full-size wardrobes will be included against this

item.

5.9.12 Item 554: foam-rubber cushion (dunlopillo type): Only foam cushions are to be included and not cushions made of cotton, coir, etc. The latter will come under ‘pillow, quilt, mattress’ in block 6 (item 382).

5.9.13 Item 555: carpet, daree and other floor mattings: This will include carpet, daree and other floor mattings which are more or less fixed in position. Doormats, mats used as single-person seats, and other small mats will not be included here. They will come under ‘mats and matting’ (block 6).

5.9.14 Item 556: paintings, drawings, engravings, etc.: Only those acquired through purchase need be considered for the count in column (3) (number in use on the date of survey).

5.9.15 Item 557: other furniture & fixtures: Waist-high (usually wooden) almirahs should be considered under this item. Kitchen cup-boards (free-standing), complete sofa-set also will be included.

5.9.16 Item 561: radio: This includes transistor radios.

5.9.17 Item 568: other goods for recreation: Sports goods and toys are not to be included here but under item 432 in block 8.2. It will also include dish antenna, video games, etc.

5.9.18 Item 570: gold ornaments: If gold ornaments purchased in exchange of gold and some amount of cash, only the cash payment made will be taken into account. But, if it is purchased in lieu of cash or cash & kind (other than gold) total value of cash/cash & kind will be accounted.

5.9.19 Item 592: lantern, lamp, electric lampshade: It will exclude electric lamp.

5.9.20 Item 598: electric iron, heater, toaster, oven & other electric heating appliances: Geysers will be considered against this item.

5.9.21 Item 600: other cooking/household appliances: It will include ice-cream maker, mixer-grinder, juicer, micro-oven, vacuum cleaner, electric appliance for filtering water, etc.

5.9.22 Item 613: tyres & tubes: It will include all those tyres and tubes which are purchased for replacement in vehicles. If repair is made only for tyres and tubes then the expenditure incurred on repair will be taken into account against this item in column 7. But, if repair of tyres and tubes is made along with other repairs of the vehicle then the expenditure will be accounted in column 7 against the corresponding listed item.

5.9.23 Item 614: other transport equipment: Livestock animals like horses, bullocks, etc., and conveyance such as horse cab, bullock cart, etc., when used exclusively for non-productive domestic purposes, will be included against this item. Maintenance for these livestock animals will be accounted in column 7. If these animals and conveyances are used both for household enterprise and for domestic use, only the part ascribable to the latter purpose will be considered

for recording the value of purchase, or the cost of raw materials required for repair, etc. It will also include perambulator.

5.9.24 Item 632: any other personal goods: Personal computer (PC), telephone set, mobile handset etc. will be considered against this item.

5.9.25 Item 642: residential building and land (cost of repair only): It should be noted that the purchase of residential building and land, whether first-hand or second-hand, should not be entered in this block, as such purchases are considered capital expenditure on real estate. Any new construction of building is also an expense on capital account and should not be entered in this block. The total expenditure incurred by the household towards repairs and maintenance of dwelling unit (only) during the reference period would be entered against this item.

5.9.26 Item 659: durable goods: total : Total expenditure for purchase, construction and repairs of household durable goods will be recorded against this item. The totals in each of columns (6), (7), (9), and (10) against this item will be derived by adding all the entries against the sub-total items of the block in the column.

5.9.27 Sub-total items 559, 569, 579, 589, 609, 619, 629, 639, 649: Expenditure made on purchase and construction & repair of durable goods for domestic use during the reference period will be entered against these items. The entry against each sub-total item in each of columns (6), (7), (9), and (10) will be derived by adding the entries in the column against the corresponding constituent items.

5.10.0 Block 10: Perception of household regarding sufficiency of food: This block will be filled after completion of the enquiry on all the preceding blocks. The expression in item 1 - 'getting enough food everyday' - as used in common parlance, conveys that the concerned person gets, by and large, sufficient food to eat. This question is asked in order to know the perception of the household regarding sufficiency of food. While putting this question to the informant, it is thus presumed that the informant has a clear understanding of its meaning. There are equivalent phrases conveying the same meaning in regional languages. It is, therefore, important to put the proper question in the local language and record the answer given by the informant in the appropriate code.

5.10.1 Care should be taken to see that the informant is not offended by this question. The question should, in fact, not be asked to those whose reported consumption would obviously indicate that they get sufficient food to eat. In item 1, if the members of the household are reported as getting enough food everyday throughout the year, the code to be entered in the box space of this block is 1. If adequate food is available in only a few months of the year code 2 will be noted. Code 3 will indicate that the household does not usually get enough food everyday for all its members. Here the reference period is last 12 calendar months preceding the date of enquiry.

5.10.2 If adequate food was available in only some months of the year i.e. if code 2 is recorded in item 1, those calendar months in which all members of the household did not have enough food everyday will be recorded in the cells provided against item 2 in codes. For example,

suppose all members of a sample household did not have enough food everyday in the months of January and March during the reference period. The entries to be made are 01 & 03 in the first two cells of the first row out of the 11 cells provided in the block against item 2.

5.10.3 If for the purpose of making an entry in item 1, the investigator has actually put the relevant question to the informant and got his answer, then code 1 will be entered in item 3. Otherwise, i.e., if he has inferred the answer to item 1 from the schedule entries or otherwise without actually asking the informant, code 2 will be recorded against item 3.

5.11.0 **Block 11: Summary of consumer expenditure:** This block is meant to derive the value of per capita consumption expenditure for a period of 30 days. Most entries in this block are transfer entries from blocks 5 to 9. References for transfer are provided in columns (3) to (5). For some items, namely, clothing, bedding, etc., footwear, education, medical (institutional) and durable goods information has been collected for a reference period of 365 days. This information will be recorded in column (7). These figures will be added and entered in column (7) against item srl. no. 33. This figure will be converted to monthly figure by multiplying $30/365$ and the product will be recorded in column (6) against item srl. no. 34. For other items having reference period of 30 days information will be recorded in column (6).

5.11.1 **Serial number 35 : total monthly expenditure :** It is the sum of the entries made against serial numbers 1 to 34, column (6) of this block.

5.11.2 **Serial number 36 : household size:** This is to be copied from the entry made in block 3, item 1.

5.11.3 **Serial number 37 : monthly per capita expenditure (Rs 0.00) :** It is to be obtained by dividing the entry made against serial number 35, column (6) by that against serial number 36, column (6) (i.e. total monthly expenditure \div household size) of this block. The quotient of the division will be recorded in rupees with two places of decimal.

5.12.0 **Block 12: Remarks by investigator:** Any remark which is considered necessary for explaining any peculiarity in the consumption pattern of the household or any other characteristic of the household will be noted here. Such remarks will help understanding the entries made in different blocks of the schedule, especially when any entry is very high or very low.

5.13.0 **Block 13: Comments by supervisory officer(s):** The supervisory officers should note their views on any aspect relating to the household and on any observed peculiarity in the consumption pattern of the household.

Chapter Three

HOUSEHOLD SCHEDULE 18.1: LAND AND LIVESTOCK HOLDINGS

3.0.1 Introduction: Schedule 18.1 is designed for collection of information on land and livestock holdings of the households. The information will be collected in two visits to the same set of sample households. The first visit will be made during January to August 2003 and the second, during September to December 2003. The survey will be conducted in both rural and urban areas.

3.0.2 Item coverage: In this schedule, data will be collected on ownership and operational holdings, as defined in Chapter One. Particulars of land, irrespective of whether owned, leased-in, otherwise possessed or leased-out will be collected separately for each plot. The particulars will include area, tenurial form, use, irrigation practices, drainage facilities, etc. Further, for each operational holding, information on its size, composition, tenurial form, main use, agricultural activities and attached farm workers will be collected for each agricultural season as well as for the whole agricultural year of 2002-03. In addition, an inventory of livestock will be taken during the first visit from each sample household.

Further, classificatory characteristics of the households and demographic particulars of household members will be collected to facilitate analysis of data.

3.0.3 Reference period: Particulars of household characteristics, demographic particulars of household members, land holding and inventory of livestock will be collected only in the first visit and will relate to the position as on the date of survey. The information pertaining to operational holdings, on the other hand, will refer to Kharif and Rabi seasons of the agricultural year 2002-03 as well as the agricultural year as a whole. Particulars of a holding operated by the sample household in the Kharif season of the agricultural year will be collected in the first visit, while particulars of those operated in the Rabi season will be collected in the second visit. Particulars of all the holdings operated by the household during the agricultural year 2002-03 will also be collected in the second visit and will refer to the whole agricultural year 2002-03.

The crop seasons are generally identified by the months of harvesting of a crop during a normal year. For the purpose of the survey, Kharif season will include both early Kharif (i.e. autumn) and late Kharif (i.e. winter). Similarly, the Rabi season will include both Rabi and Zaid Rabi (i.e., summer). Generally, the harvesting months of the early Kharif and the late Kharif seasons extend over August to October and November to January, respectively. Again, the crops of Rabi and Zaid Rabi are harvested during February to April and May to June, respectively. Thus, in general, the crops which are harvested during August to January will be considered as the crops of the Kharif season and those harvested during February to June will be treated as the crops of Rabi season. However, there are departures from this general rule in case of some crops grown in certain regions. For example, rice in Tamil Nadu is harvested thrice and the three harvests are termed as autumn, winter and summer crops. But the respective harvest periods of the three crops are September to February, January to April and May to June. Though the periods of harvesting of first and second crops are spread over longer periods than those of the usual autumn and winter rice crops, the season for the autumn and winter paddy will be taken as the Kharif season. Similarly, the autumn and the winter paddy in Karnataka, where these crops are harvested during September to December and November to March, will be considered as Kharif

crops. However, as a general guideline for ascertaining the seasons of an agricultural operation, the crop seasons for the principal crops are given below:

sl. no.	crop	season
1.	Rice	Kharif, Rabi (summer)
2.	Wheat	Rabi
3.	Jowar	Kharif, Rabi
4.	Bazra	Kharif
5.	Maize	Kharif
6.	Ragi	Kharif
7.	Barley	Rabi
8.	Gram	Rabi
9.	Sugarcane	Kharif
10.	Sesamum	Kharif, Rabi
11.	Groundnut	Kharif
12.	Linseed	Rabi
13.	Castor	Kharif
14.	Cotton	Kharif
15.	Tobacco	Kharif
16.	Jute	Kharif

Since most of the principal crops are grown in only one season, there will be little difficulty in ascertaining the crop season of a particular agricultural operation. Nevertheless, caution needs to be exercised while determining the crop season of the crops grown in both Kharif and Rabi. In general, the crop season of such a crop should be determined on the basis of its months of harvesting. The current crop calendar of the concerned State/UT may be procured/followed for deciding the season of a crop in any plot. Care has to be taken that all crops grown during the agricultural year 2002-03 are considered either in Kharif season or in Rabi season so that no crop is missed.

For land without crop, July to December 2002 will be treated as Kharif season and January to June 2003 as Rabi season.

3.0.4 Structure of the schedule: The survey will be conducted in two visits and some items of information will be collected in only one of them. The formats of different blocks are made in such a way that they remain the same for schedules of both the visits. If a block is to be filled in for both the visits then the same has not been specifically mentioned in the Instructions Manual. However, if the block is applicable for only one of the visits or if instructions for the two visits are different, then the same has been specifically mentioned.

The schedule consists of the following blocks:

Block 0: descriptive identification of sample household

Block 1: identification of sample household

Block 2: particulars of field operation

Block 3: household characteristics (only in visit 1)

Block 4: demographic and other particulars of household members (only in visit 1)

Block 5: particulars of land of the household as on the date of survey

- Block 6: some general information of operational holdings for Kharif / Rabi
 Block 7: number of cattle and buffaloes owned on the date of survey (only in visit 1)
 Block 8: number of other livestock & poultry owned on the date of survey (only in visit 1)
 Block 9: some general information of operational holdings for agricultural year 2002-03 (only in visit 2)
 Block 10: remarks by investigator
 Block 11: remarks by supervisory officer(s)

DETAILS OF THE SCHEDULE:

3.0.5 Block 0: Descriptive identification of sample household: This block is meant for recording descriptive identification particulars of a sample household. All the items are self-explanatory. For sample villages with hamlet group selection, the name of the hamlet to which the sample household belongs will be recorded against the item 'hamlet name'. The entry against 'name of informant' will be the name of the person from whom the bulk of the information is collected. A dash (-) may be recorded against not applicable items. (e.g., village name is not applicable for urban sample.)

3.1.0 Block 1: Identification of sample household: items 1 to 15: The identification particulars for items 1, 4-13 and 15 will be copied from the corresponding items of block 1 of listing schedule (Sch.0.0). The particulars to be recorded in items 2, 3 and 14 have already been printed in the schedule.

3.1.1 Item 12: sample hamlet-group/sub-block no.: This item will be copied from column (4) of block 3.2 of schedule 0.0.

3.1.2 Item 13: second stage stratum: This item will be copied from the heading of column (16) to column (19) of block 4 of schedule 0.0.

3.1.3 Item 15: The sample household number of the selected household will be copied from columns (16) to (19) of block 4 of schedule 0.0.

3.1.4 Item 16: sl. no. of informant (as in column (1), block 4): The serial number of the person recorded in column (1) of block 4, schedule 18.1 from whom the bulk of the information is collected will be entered. Information is to be collected from members of the household. Sometimes some persons although not a member of the household may give correct information e.g. head of the household who is staying away from home for his job/business. In some other cases, due to practical difficulty, the informant may not strictly be a member of the household and collection of information from such informants may be justified. In all such cases, code '99' is to be reported against this item. However, if during the second visit information is not collected from the person who supplied information in the first visit, '99' will be recorded.

3.1.5 Item 17: response code: This item is to be filled after canvassing the schedule. The type of informant, considering his co-operation and capability in providing the required information, will be recorded against this item in terms of specified response codes. The codes are:

informant: co-operative and capable	1	busy	3
co-operative but not capable	2	reluctant	4
		others.....	9

3.1.6 Item 18: survey code: Whether the originally selected sample household has been surveyed or a substituted household has been surveyed or no household could be surveyed will be indicated against this item. During visit 1, code 1 will be recorded if it is the originally selected sample household and 2 if it is the substituted one and if neither the originally selected household nor the substituted household can be surveyed i.e. if the sample household is a casualty, code 3 will be recorded. During visit 2, either code 1 or code 3 will be recorded. If the household surveyed in visit 1 is also surveyed in visit 2 then code 1 will be recorded. Otherwise, the household will not be substituted and code 3 will be recorded. In such cases only blocks 0, 1, 2, 10 and 11 will be filled and the word ‘CASUALTY’ will be written and underlined on the top of the front page of the schedule.

3.1.7 Item 19: reason for first substitution of original household / casualty of household (code): The description of this item in schedules is different in different visits although the list of codes is same. The description of the item for visit 1 is ‘reason for first substitution of original household’, and for visit 2, it is ‘reason for casualty of household’. For an originally selected sample household which could not be surveyed in visit 1, irrespective of whether a substituted household could be surveyed or not, the reason for not surveying the original household will be recorded against item 19 in terms of code. If the household surveyed in visit 1 becomes casualty in visit 2, then this item will be filled. The codes are:

informant busy	1
members away from home	2
informant non-cooperative	3
others	9

This item is applicable for visit 1 if the entry against item 18 is either 2 or 3 and for visit 2 if the entry against item 18 is 3. Otherwise, this item is to be left blank.

3.1.8 Item 20: no. of partitioned households, if partitioned after visit 1: This item will be filled during visit 2 only. It is generally not expected that a household surveyed in the first visit will be partitioned during the period intervening the two visits. On rare occasions, when it is found to have been partitioned in the second visit, total number of households formed from the parent household due to partition will be entered against this item. In all other cases, a dash (-) will be put against this item. In case, a household of visit 1 is partitioned before visit 2, the partitioned household with the senior most household member of the parent household living in the sample village / block will be surveyed.

3.1.9 However, for the purpose of this survey, a household will be considered to have been partitioned only when some of the household members, as enumerated in the first visit, are found to have left the parent household and established a separate new household and consequent to this split, land and other assets held by the parent household during the first visit is also found to have been partitioned.

3.1.10 It is essential to keep in mind that the following cases will not be treated as partitioning of a household for the purpose of the survey.

- When a member, after leaving the parent household becomes member of another household already in existence, it will not be treated as a case of partitioning of the parent household. For example, when a girl goes to her in-laws’ household after marriage, it

will not be treated as partitioning of the parents' household, even if she is given some land and other assets of the parent household.

- If some members of a household go away and establish a new household but the possession of land owned by them is retained by the parent household, it will not be treated as partitioning. For example, if a son of the head of the household goes elsewhere for his studies and the land owned by him remains under the possession of the parent household, it will not be treated to have been partitioned.

3.2.0 Block 2: Particulars of field operation: The identity of the Investigator, Assistant Superintendent and Superintendent associated, date of survey/inspection/scrutiny of schedules, despatch, etc., will be recorded in this block against the appropriate items in the relevant columns. Besides, from the 46th round onwards, person codes of field officials have been introduced which are to be recorded against item 1(ii) (for central sample only). If the schedule is required to be canvassed for more than one day, the first day of survey is to be recorded against the item sl. no. 2(i). The time required to canvass the schedule should be the actual time to canvass the schedule. It will not include the time needed by the investigator to finalise the schedule.

3.3.0 Block 3: Household characteristics: Characteristics which are mainly intended to be used to classify the households for tabulation will be recorded in this block. This block will be filled in visit 1 only.

3.3.1 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 stayaways 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 4.

3.3.2 Item 2: principal industry (NIC-1998): The description of the principal household industry will be recorded in the space provided. The entry cell for item 2 has been split for recording each digit separately. The appropriate five-digit industry code of the NIC 1998 will be recorded here. For households deriving income only from non-economic activities, a dash (-) may be put against this item. For details please see Chapter One.

3.3.3 Item 3: principal occupation (NCO-1968): The description of the principal household occupation will be recorded in the space provided. The appropriate three-digit occupation code of the NCO 1968 is to be recorded in the entry cell which has been trisected for recording each digit separately. For households deriving income only from non-economic activities, a dash (-) may be put against this item. For details please see Chapter One.

3.3.4 Item 4: household type (code): 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 economic activities will be considered; but the incomes of servants and paying guests will not be taken into account. For the **rural** areas, the selected household will be assigned appropriate type code out of the following five different household type codes:

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

For **urban** areas, the household type codes are as follows:

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

3.3.5 Procedure for assigning household type codes in rural sector: For a rural household, if a single source (among the five sources of income listed in preceding paragraph) contributes 50% or more of the household's income from economic activities during the last 365 days, it will be assigned the type code (1, 2, 3, 4 or 9) corresponding to that source. For a household to be classified as 'agricultural labour' or 'self-employed in agriculture' (code 2 or 4) its income from that source must be 50% or more of its total income.

If there is no such source yielding 50% or more of the household's total income, it will be given code 1, 3 or 9 according to the following procedure.

To be classified as self-employed in non-agriculture (code 1), the household's income from that source must be greater than its income from rural labour (all wage-paid manual labour) as well as that from all other economic activities put together (a three-way division is to be considered here).

A household not getting code 1, 2 or 4 will be classified as other labour (code 3) if its income from rural labour (all wage-paid manual labour) is greater than that from self-employment as well as that from other economic activities (again a three-way division). All other households will get type code 9.

3.3.6 For **urban** areas the different urban type codes correspond to four sources of household income, unlike the rural sector where five sources are considered. An urban household will be assigned the type code 1, 2, 3 or 9 corresponding to the major source of its income from economic activities during the last 365 days. A household, which does not have any income from economic activities, will get type code 9 (others).

3.3.7 Item 5: religion (code): The religion of the household will be recorded against this item in codes. If different members of the household claim to belong to different religions, the religion of the head of the household will be considered as the religion of the household. The codes are:

Hinduism	1	Jainism	5
Islam	2	Buddhism	6
Christianity	3	Zoroastrianism	7
Sikhism	4	others	9

3.3.8 Item 6: social group (code): Whether or not the household belongs to scheduled tribe, scheduled caste or other backward class will be indicated against this item in terms of the specified codes which are:

scheduled tribe - 1, scheduled caste - 2, other backward classes - 3, others - 9.

Those who do not come under any one of the first three social groups will be assigned code 9 meant to cover all other categories. In case different members belong to different social groups, the group to which the head of the household belongs will be considered as the 'social group' of the household.

3.3.9 Item 7: whether the household possesses homestead land (yes -1, no -2): It will be ascertained whether the household possesses homestead land or not in this item. Code 1 will be recorded if the household possesses homestead land on the date of survey, otherwise code 2 will be entered. It may be noted that only in a small number of cases, the household will have no homestead. For example, a household living under a bridge will not be considered to have homestead. It may be specially emphasized that if any of the household members (including ‘non-relatives’) owns any residential area other than the one where the household resides, the area will not be treated as homestead and will be included in item 10.

3.3.10 Items 8 and 9: area and possession type of homestead land: If the household is found to possess homestead, then the area of the homestead land, as defined in Chapter One, will be ascertained from the respondent and recorded in hectare rounded off to three places of decimal against item 8. The type of possession of the homestead will be recorded against item 9, in terms of codes. The codes are

owned1
 leased-in 2
 otherwise possessed 3
 (possessed but neither owned not leased-in)

If homestead of a household is partly owned and partly leased-in then the code will correspond to the type that accounts for the larger share of the area. Code 3 will be recorded only when the entire homestead is ‘otherwise possessed’ by the household.

3.3.11 Item 10: whether the household owns any land other than homestead land (yes -1, no -2): It will be ascertained whether the household possesses any land other than homestead land in this item. Code 1 will be recorded in this item if the household possesses some land other than homestead land on the date of survey, otherwise code 2 will be entered.

3.3.12 Item 11: whether operated any land for agricultural activities during last 365 days (yes -1, no -2): By this item, the household will be classified as either ‘farmer’ household or not. A farmer is defined in this survey as a person who operated some land owned or taken on lease or otherwise possessed and engaged in agricultural activities like cultivation of field crops, horticultural crops, animal husbandry, fishery, piggery, bee-keeping, vermiculture, sericulture, etc. on that land during last 365 days. The land may or may not be owned by the household. Code 1 will be assigned to the households having at least one farmer as defined above and for remaining households code 2 will be assigned.

3.3.13 Items 12 to 15: particulars of operational holdings: The definition of operational holding is given in Chapter One. If the household possesses any operational holding during agricultural year 2002-03 code 1 will be recorded, otherwise code 2 will be recorded against item 12. During visit-1, the information will be available for the period from 1 July 2002 to the date of survey. This period will not represent the whole agricultural year 2002- 03. The code for item 12: Whether the household possesses any operational holding during the agricultural year 2002-03 will be decided on the basis of this period.

Most of the households are likely to report single holding. Only on rare occasions, a household is expected to report more than one holding. Total number of operational holdings possessed by the household is to be reported against item 13. Out of these holdings, how many are jointly held

with members of other households will be recorded against item 14. In case, one or more operational holdings are jointly held, total number of partner households considering all the operational holdings held jointly is to be reported against item 15.

3.4.0 Block 4: Demographic and other particulars of household members: All members of the sample household will be listed in this block. Demographic particulars like relation to head, sex, age, marital status, general education and working status will be recorded for each member using one line for one member.

3.4.1 Column (1): sl. no.: All the members of the sample household will be listed in block 4 using a continuous serial number in this column. In the list, the head of the household will be recorded first followed by head's spouse, the first son, first son's wife and their children, second son, second son's wife and their children & so on. After the sons are enumerated, the daughters will be listed followed by other relations, dependants, servants, etc.

3.4.2 Column (2): name of member: The names of the members corresponding to the serial numbers entered in column (1) will be recorded in this column.

3.4.3 Column (3): relation to head (code): The family relationship of each member of the household with the head of the household (for the head, the relationship is 'self') expressed in terms of specified codes will be recorded in this column. The codes are:

self	1	grandchild	6
spouse of head.....	2	father/mother/father-in-law/mother- in-law ...	7
married child	3	brother/sister/brother-in-law/sister-in-law	
spouse of married child ..	4	/other relatives.....	8
unmarried child	5	servant/employees/other non-relatives	9

3.4.4 Column (4): sex (male-1, female-2): For each and every member of the household, sex in terms of the code (male-1, female-2) will be recorded in this column. For eunuch, code 1 will be recorded.

3.4.5 Column (5): age (years): The age in completed years of all the members listed will be ascertained and recorded in this column. For infants below one year of age at the time of listing, '0' will be entered. For persons of age 99 years or more, '99' will be entered in this column.

3.4.6 Column (6): marital status (code): The marital status of each member will be recorded in terms of the specified code in this column. The codes are:

never married - 1, currently married - 2, widowed - 3, divorced/separated - 4.

3.4.7 Column (7): general education (code): Information regarding the level of general education attained by the members of the household listed will be recorded in this column in terms of the specified code. For the purpose of making entries in this column, only the course successfully completed will be considered. For instance, for a person who has studied up to say, first year B.A., his/her educational attainment will be considered as higher secondary (code 07). For a person who has studied up to 12th standard but has not appeared for the final examination or has failed, his/her educational attainment will be considered under 'secondary' (code 06). The relevant codes to be used for recording entries in this column are:

not literate -01, literate without formal schooling -02, literate but below primary -03, primary -04, middle -05, secondary -06, higher secondary -07, diploma/certificate course -08, graduate - 10, post graduate and above -11

A person who can both read and write a simple message with understanding in at least one language is to be considered literate. Those who are not able to do so, are to be considered not literate and will be assigned code 01. Those who are literate but never attended any school will be assigned code 02. Those who are by definition literate but are yet to pass a primary standard examination will get code 03. Similarly codes 04, 05, 06 and 07 will indicate the successive higher standards of examinations passed.

Persons who have attained proficiency in Oriental languages (e.g. Sanskrit, Persian, etc.) through formal but not the general type of education will be classified appropriately at the equivalent level of general educational standard.

3.4.8 Usual activity particulars: Columns (8) to (11) of this block are meant for recording the usual activity status particulars of all the members of the household listed in this block. Some important clarifications on these items are given in Chapter Five.

3.4.9 Column (8): usual (principal) activity status: The appropriate activity status code from the list of the codes given below is to be reported here. The procedure of determining the usual (principal) activity status is described in detail in Chapter One. Here code 81 will be used to indicate both the situations of seeking work and being available for work.

The different activity statuses used in the survey (with the corresponding codes) are given below:

- (i) working or being engaged in economic activity (employed):
- | | |
|---|----|
| worked in household enterprise (self-employed) as an own account worker - | 11 |
| worked in household enterprise (self-employed) as an employer - | 12 |
| worked in household enterprise (self-employed) as 'helper' - | 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 works - | 51 |
- (ii) not working but seeking or available for work (unemployed): 81
- (iii) not working and also not available for work (not in labour force):
- | | |
|--|----|
| (a) attended educational institution - | 91 |
| (b) attended domestic duties only - | 92 |
| (c) attended domestic duties and was also engaged in free collection of
goods, tailoring, weaving, etc. for household use - | 93 |
| (d) recipients of rent, pension, remittance, etc. - | 94 |
| (e) not able to work due to disability - | 95 |
| (f) beggars, prostitutes, etc. - | 96 |
| (g) others - | 97 |
| (h) did not work due to sickness (for casual workers only) - | 98 |

For definition of different terms associated with the above activity statuses, see Chapter One.

3.4.10 Column (9): NIC-98 code (2 digits): For the persons categorised ‘working’ (i.e. those with status codes 11-51), the corresponding industry division will be recorded in terms of the two digit NIC- 98 codes in this column.

3.4.11 Columns (10) & (11): subsidiary economic activity status: For all persons engaged in any ‘work’ in subsidiary capacity, the status codes of the economic activities pursued by them in their subsidiary capacity will be recorded in column (10) and the corresponding NIC-98 code (2 digits) will be recorded in column (11). In the situation where a person has been found to have pursued more than one economic activity during the last 365 days in his or her subsidiary capacity, the activity on which more time has been spent would be considered for recording entry in this column. Columns (10) & (11) are to be filled in for each and every member of the household irrespective of whether the person's principal status is economic activity or not. For those reporting no subsidiary economic activity, ‘-’ may be recorded in both the columns. For details one may refer to Chapter One.

3.5.0 Block 5: Particulars of land of the household as on the date of survey: The information on particulars of land will be collected in this block. The land to be included in this block will cover all land which are owned, possessed on the date of survey and also the land which is not possessed on the date of survey but possessed during major part of a Rabi season or Kharif season of agricultural year 2002-03. It will include the land which is leased-out but not possessed anytime during the agricultural year 2002-03. Inclusion of a plot is independent of its use. As such, homestead land which has not been operated during the reference period will also be included in this block.

3.5.1 Since all land owned by each of the normal members of a household together constitute the ownership holding, land owned by domestic servants, paying guests etc., who are listed as normal members of the sample household will also be recorded. On the other hand, land owned by a family member who is not a normal resident of the sample household will not be taken into account while enumerating land owned by the household.

3.5.2 Information will be collected in this block for each plot separately. If a part of a plot is leased out and the remaining part is operated then these two parts are to be treated as two plots. Similarly, if the use of different parts of a plot is different, each part will be treated as a separate plot. Thus, a survey number or sub-survey number may be constituted of more than one plot. On the other hand, if two or more survey numbers or sub-survey numbers constitute a plot, the same will not be considered as one plot. Instead, each such survey or sub-survey number will be taken as a separate plot.

3.5.3 The plots are to be listed in this block sequentially as indicated under:

1. land owned and possessed
2. land leased-in
3. land neither owned nor leased-in but otherwise possessed
4. land operated in Kharif season of agricultural year 2002-03 but neither owned nor possessed on the date of survey for visit 1 [or operated in agricultural year 2002-03 but neither owned nor possessed on the date of survey for visit 2].
5. land leased-out

3.5.4 A plot constituted exclusively of an orchard or a plantation (either of perennial crops, like coconut, arecanut, tea etc., or of fruit plants and trees, like orange, mangoes, vines etc., which are usually harvested in only one season) will be considered as being operated in both the seasons, provided some trees / plants remain standing on the land for major part of each season.

3.5.5 A plot engaged only in agricultural production relating to livestock, poultry, pisciculture etc., i.e. activities other than crop production, will be treated as being operated so long as it continues to carry out the activity. In other words, a plot exclusively used for livestock will be considered as being operated in both the seasons provided some livestock is maintained in the major part of each season. In such cases, whether or not the plot produces any livestock product during a season, it will be considered to be in operation.

3.5.6 **Column (1): sl. no. of plot:** A running serial number will be given to each of the plots in the specified order mentioned above. For all the plots which are found in second visit but not included in first visit, serial numbers will be listed after the plots reported in visit 1 and given after the last serial number of the plots of first visit irrespective of their 'kind of possession'. However, all such additional plots will be arranged among themselves in the prescribed order. In no case, a serial number assigned to a plot in first visit will be altered in second visit. Three serial numbers 97, 98 and 99 have already been printed in last three rows of the block. Serial numbers 97 and 98 are meant for homestead land. The part of homestead land which has been operated in the agricultural year 2002-03 will be reported against '97' and the remaining land, against '98'. The row with serial number '99' will give the column totals for the relevant columns. If in visit 2, it is found that a plot was missed in visit 1 for one reason or the other, necessary corrections may be intimated to DP Centre for modifying visit 1 schedule. However, in such cases, 'sl. no.' to be assigned to such plot will be the next to the highest serial number given during visit 1.

3.5.7 **Column (2): survey no. or other identification particulars:** If the survey number (or sub-survey number) of a plot is available, then the same will be recorded against this item within bracket. Other identification particulars for easy identification (e.g., name of a plot, name of the place, etc.) of the plot may also be recorded in this column.

3.5.8 **Column (3): kind of possession:** This item will be filled in terms of code. The codes are:

owned and possessed -1, leased-in -2, leased-out -3, otherwise possessed -4, operated in Kharif season of agricultural year 2002-03 but neither owned nor possessed on the date of survey for visit 1 [or operated in agricultural year 2002-03 but neither owned nor possessed on the date of survey for visit 2] -5.

3.5.9 **Column (4): area of land (0.000 ha):** The total geographical area of the plot will be recorded in this column in hectare in three places of decimals. This column is split vertically into two parts to record the integral part of area in the left-hand part and the decimal part (which is to be recorded in three places) in the right-hand part.

3.5.10 **Column (5): whether included in operational holding(s):** Whether the plot is included in one of the operational holdings of the household during the Kharif season for visit 1 or agricultural year 2002-03 for visit 2 may be assessed and reported in codes - yes: Kharif only -1, Rabi only-2, both Kharif and Rabi-3, no -4. If the plot of land is possessed for more than three months during the agricultural year 2002-03 and the household has operated some land, then code will be 1, 2 or 3. Otherwise code 4 will be recorded against this item.

3.5.11 Column (6): soil type: Soil type indicates texture of the soil. Three important factors which determine the soil texture are sand, silt and clay. Depending on their quantum in the soil, the soil can be divided into five groups, viz., sand, loam, silt, clay and clay-loam. This column will be filled in terms of code. The codes are:

sand -1, loam -2, silt -3, light clay -4, heavy clay -5, others -6.

This column will be filled in visit 1 only.

3.5.12 Column (7): type of possession: For plots with code 2, 4 or 5 in column (3), it will be ascertained whether the portion of land held by the household is taken on lease or otherwise possessed. A lease contract may be written or oral. Hence, whether or not the lease is recorded will also be ascertained and appropriate entries will be made in this column in terms of codes given below:

recorded lease	1
not recorded lease	2
otherwise possessed	3

Generally, households use the land of the relatives (non-members) on the basis of implicit or explicit oral contract. In all such cases, code 2 may be entered.

3.5.13 Column (8): duration of possession: The period for which the leased-in or otherwise possessed land is actually possessed by the household without break will be considered as the 'duration of possession'. It will be recorded in terms of codes given below:

less than one agricultural season	1
at least one agricultural season but less than one agricultural year.....	2
at least one agricultural year but less than two agricultural years.....	3
at least two agricultural year but less than five agricultural years.....	4
at least five agricultural years but less than twelve agricultural years.....	5
twelve agricultural years or more.....	6

3.5.14 Columns (9) - (11): particulars of leased-in or out: These columns will be filled only for the plots either leased-in or leased-out i.e. where kind of possession code is either 2 or 3.

3.5.15 Column (9): no. of lessor / lessee households: The number of households to which a plot is leased out or leased in by the household, as the case may be, will be recorded in this column. In most cases, a plot is leased out (or leased in) to (by) a single household. Entry in all such cases against this item will be 1. On the rare occasions when it is leased out to (or leased in by) two or more households, the number of lessee (or lessor) households, which will be more than one, will be entered.

3.5.16 Column (10): type of lessor /lessee : The type of lessee for code 2 against column (4) and the type of lessor for code 3 against column (3) will be recorded in terms of code in this column.

for rural areas:

farming household	- within the sample village	1
	- other rural areas.....	2
other rural households	3
urban households	4
others	9

for urban areas:

farming household	- within the sample town	1
	- other urban areas.....	2
other urban households	3
rural households	4
others	9

3.5.17 Column (11): terms of lease: The terms of lease on which the area is leased out to the lessee household or leased in by the lessor household will be recorded in this column in terms of code. The codes are given below:

for fixed money	1
for fixed produce	2
for share of produce.....	3
for service contract	4
for share of produce together with other terms	5
under usufructuary mortgage	6
from relatives under no specified terms	7
under other terms	9

It may be noted here that leasehold under crop-sharing basis will mean that the owner of land receives a stipulated share of the produce but he does not participate in the work nor does he manage or direct or organise the agricultural operations on the plot of land which he has leased out. Leasehold under service contract will mean that an employer given some land to an employee for cultivation in lieu of the services provided by him under the condition that the land can be retained so long as the employee continues to serve the employer and no other specific terms of lease is contracted. The term by which the mortgagor retains the ownership of land till the foreclosure of the deed but the possession of the land is transferred to the mortgagee will be considered as leasing-out under usufructuary mortgage. Sometimes, land owned by a household is looked after and used by a close relative. For example, a person staying away from his village may own a piece of land in the village which is looked after and used by his brother's household. All such land owned by the household but looked after and used by some relative's household, under no contract of payment of any kind to the owner, will be treated as leasing-out to 'relatives under no specified terms'. Lease on terms other than those specified for codes 1 to 7 will be treated as 'under other terms'. All rent free leases, other than to (or from) 'relatives under no specified terms', will be treated as lease 'under other terms'. It may be mentioned that if more than one portion of a plot is leased out under different terms to one lessee household, the code for the term which accounts for the major part of the area leased out will be recorded in this column. However, such cases will be rare as the different parts of such plot will normally be listed separately.

3.5.18 Column (12): Whether water-logged during Kharif/Rabi: Information on availability of drainage facility will be ascertained for the plots of the operational holding which are generally affected by water-logging and recorded in codes - yes -1, no -2. The information has to be collected for Kharif season during visit 1 and for Rabi season during visit 2. If a plot, or a part of it, is affected by water-logging over a certain period of the reference agricultural season, code 1 will be recorded. If a part of a plot remained water-logged, the plot will be considered as water-logged if the area of the plot under water-log is more than the remaining area of the plot.

3.5.19 Column (13): land use during Kharif/Rabi: Each plot will be classified by its use in terms of code. The codes are:

cereals - 01, pulses - 02, oilseeds - 03, mixed crop - 04, sugarcane - 05, other crop - 06, vegetables - 07, orchards - 08, plantation - 10, fibre crop - 11, fodder - 12, dairy - 13, piggery - 14, poultry/duckery - 15, fishery - 16, bee-keeping - 17, farming of other animals - 18, forests -20, fallow for the season -21, current fallow -22, land other than current fallow - 23, culturable waste -24, other water bodies - 25, other non-agricultural uses - 26, others - 99.

The reference period for determining the appropriate land use code will be Kharif season of the agricultural year 2002- 03 for visit 1 and the remaining period of the agricultural year i.e. Rabi season for visit 2. While deciding the land use code, all types of crop grown in the plot are to be considered irrespective of major crops or minor crops grown during reference season. If more than one crop is grown during the reference season the code will be decided on the basis of the area under crop as it relates to a plot. In case the area is more or less equal under each crop in the plot, the crop which has produced or is expected to produce the maximum yield in value terms will be considered.

3.5.20 Column (14): whether irrigated (yes -1, no -2): This column will be filled only if the 'land use' code is '01' to '12' i.e., the land is used for cultivation of orchard, plantation and seasonal crops like cereals, pulses, oilseeds, mixed crop, sugarcane, other crop, vegetables, fibre crop and fodder. Irrigation refers to purposely providing land with water, other than rain, for improving pastures or crop production. Uncontrolled land flooding by overflowing of rivers or streams is not considered irrigation. However, when rainwater or uncontrolled overflow from rivers and streams is collected and later used on the land for crop or pasture production, it is considered irrigation. If the plot is irrigated during the reference agricultural season (Kharif or Rabi), code 1 will be recorded, otherwise, code 2. Like water-logging, the plot will be considered as irrigated if the major part of the plot is irrigated.

3.5.21 Column (15): source of irrigation: If a plot is irrigated then the corresponding source of irrigation will be recorded in this column in terms of code. The codes are:

canal	1
tank	2
tube-well	3
well	4
others	9

It may be noted that if operated area of a plot is irrigated by two or more different sources of irrigation during the reference agricultural season, the code for the source attributable to the largest share of the gross area will be considered for making entry. If a whole plot is irrigated twice from the source 'tank' and once from 'well', then code 2 (tank) will be assigned.

3.5.22 Column (16): whether any agricultural production carried out during Kharif/Rabi: For each plot listed in this block, it will be ascertained whether any agricultural production, as defined in Chapter One, is carried out during the reference agricultural season in the plot

included in the operational holding. If the answer is in affirmative, code will be 1, otherwise code will be 2.

3.5.23 Column (17): whether possessed for major part the period July - December 2002/ January-June 2003: For each plot with 'kind of possession' code 1, 2, 4 or 5, it will be ascertained whether any agricultural production is carried out for the major part of the reference period. The reference period for the item is July to December 2002 for visit 1 and January to June 2003 for visit 2. It means that the plot should be in possession for at least 3 months of the reference period (which is six months for both the visits). If the answer is affirmative, code 1 will be recorded, otherwise code 2.

3.6.0 Block 6: some general information of operational holdings for Kharif / Rabi : Some general information on the operational holdings operated individually or jointly by the household will be collected in this block. In visit 1, information will relate to the holdings operated in Kharif season of agricultural year 2002-03. Similarly, information relating to the holdings operated in Rabi season of the same agricultural year will be recorded in visit 2. Most of the households are likely to report single holding. Only on rare occasions, a household is expected to report more than one holding. There are, however, four columns for recording particulars of as many as four operational holdings numbered 1 to 4, separately, in this block. In case a household is found to have more than four holdings, a separate sheet of this block may be attached.

3.6.1 In filling this block, it is necessary to identify all the operational holdings held by the household individually or jointly. As per the definition of operational holding given in Chapter One, it represents the 'economic unit' which operates/directs/manages the agricultural operations carried out in the holding by utilising a distinct set of technical resources (i.e. the 'technical unit' of the definition), like land, agricultural machinery & implements, draught animals etc. Thus the household will be considered to have two operational holdings only when

- two or more members of the household independently direct/manage two distinct economic units engaged in agricultural production, even if most of the technical resources used by them are the same;
- or
- there are two distinct technical units engaged in agricultural production, even if managed/directed by the same set of persons.

3.6.2 The identification of the management and the distinctness of the technical units are the prime factors in determining the number of operational holdings possessed by household.

3.6.3 An operational holding will be considered as a joint operational holding, if members of two or more households are involved in making major decisions on various aspects of agricultural operations carried out in the holding and are jointly responsible for running the holding.

3.6.4 When a household is found to grow vegetables in kitchen garden only, or flowers in the courtyard, it will be considered to possess an operational holding. Likewise, a household engaged exclusively in livestock keeping or poultry raising or pisciculture will be considered to operate a holding, even if no crop production is undertaken by it during the reference period. But

in all cases an operational holding will relate to some amount of land possessed by the household.

3.6.5 However, if a household forming a single economic unit, undertake some crop production and at the same time is engaged in livestock/poultry raising and pisciculture during the reference period, the household will, generally, be considered to possess a single operational holding even if the technical units are distinctly different for the various activities. This is, indeed, a departure from the general rule. But, since it is known that in a majority of such cases, the crop production constitutes the main activity of the household and the other activities are of ancillary nature, the above guideline shall be adopted as a general rule.

3.6.6. It is important to note that the inclusion of the term 'wholly or partly' in the definition of operational holding implies that once a household is identified to operate some land, all the plots possessed by the household during the major part of the reference period will be taken into account, irrespective of whether all the plots included in the holding are put to agricultural production or not. In case a household is found to possess more than one holding, the plots possessed by the household during the major part of the reference period will be shown under respective holdings. Thus, if a household carries out any agricultural production during the reference period, plots possessed by the household during the major part of the reference period and put to uses other than agricultural production, such as house-sites, paths, buildings, etc. will also be included in the operated area and all such plots will be considered as part of operational holding number '1'.

3.6.7 Only when a household does not undertake any agricultural production on any part of the land possessed by it during the reference period it will be considered not to have any operational holding. However, if agricultural activity carried out by the household during the reference period is nominal in nature it will be considered to have no operational holding. But, even if only some seedlings are grown during the reference period on an otherwise fallow land, the household will be considered to have an operational holding.

3.6.8 A holding will be considered as being operated in one season, both seasons or in no season depending on whether at least one of the plots constituting the operational holding is operated.

3.6.9 After having identified an operational holding on the basis of crops grown or other agricultural production carried out by it during the agricultural season, the area constituting the operational holding will be identified.

3.6.10 In visit 1, information on operational holdings for Kharif season of 2002-03 will be collected and the area possessed by the holding during the major part of the period July to December 2002 will be considered to constitute the operational holding. Similarly, in visit 2, information on operational holdings for Rabi season of 2002-03 will be collected and the area possessed by the holding during the major part of the period January to June 2003 will be considered to constitute the operational holding.

3.6.11 **Item 1: how operated:** If the operational holding is managed solely by member(s) of the sample household, the holding will be treated as an individually operated holding and code 1 will be recorded against this item. On the other hand, if the operational holding is operated by members of two or more households, it will be treated as a jointly operated holding and code 2 will be entered.

3.6.12 Items 2 and 3: if jointly, number of partner households and percentage share of land: When the holding is jointly operated, (i.e. entry is 2 against item 1), the number of participating households, including the sample household, will be recorded in item 2 and the percentage share of land of the sample household will be recorded against item 3 in whole number. For individual holdings, a dash (-) may be put against item 3.

3.6.13 Item 4: class of area operated: The area of operational holdings is classified into 6 classes. In this item, the class of area operated of the holding will be recorded in terms of codes given below:

class interval in hectare	
0.000 - 0.400	1
0.401 - 1.000	2
1.001 - 2.000	3
2.001 - 4.000	4
4.001 - 10.000	5
10.001 and above	6

It is important to note that once a household is identified to operate some land, all the plots possessed by the household during the major part of the reference period will be taken into account, irrespective of whether all the plots included in the holding are put to agricultural production or not. In case a household is found to possess more than one holding, the plots possessed by the household during the major part of the reference period will be shown under the respective holdings. Thus, if a household carries out any agricultural production during the reference period, plots possessed by the household during the major part of the reference period and put to uses other than agricultural production, such as, house sites, paths, buildings etc., will also be included in the operated area and all such plots will be considered as part of operational holding number 1.

3.6.14 Item 5: type of holding: As stated earlier, an operational holding may be constituted of land owned and/or land leased-in by the household and, in a few cases, may be constituted only of otherwise possessed land. Considering the type of possession of land included in the holding, an operational holding will be classified in the manner described below and the entry will be made in terms of code specified for different types of holdings:

holding constituted entirely of owned land (holdings constituted of owned land and otherwise possessed land will be treated as entirely owned holdings).....	1
holding constituted entirely of leased-in land (holdings constituted of leased-in land and otherwise possessed land will be treated as entirely leased-in holdings)	2
holding constituted of both owned and leased-in land (holdings constituted of owned, leased-in and otherwise possessed land will also be classified under this class)	3
holding constituted entirely of otherwise possessed land	4

3.6.15 Item 6: main use of the holding: The main use to which the operational holding is put will be recorded against this item in terms of code. The codes are:

crop production other than vegetables	1
production of vegetables	2
horticulture crops/orchards	3
plantation crop other than forestry plantation ...	4
forestry plantation	5
livestock keeping	6
poultry raising	7
pisciculture	8
others	9

The holding will be classified according to the main use it is put to during the Kharif season 2002-03 in the first visit and the Rabi season 2002-03 in the second visit by the household. If the holding is put to more than one use, the use that generates the largest value of produce from the holding during the reference season will be treated as the main use of the holding and the corresponding code will be recorded against this item.

3.6.16 Items 7 - 15: whether activity carried out in the operational holding during Kharif / Rabi (yes -1, no -2): These items are meant for collecting information on the types of agricultural activities carried out in the holding during the reference season. There are nine separate activities to be reported upon in these columns which can be grouped into two classes as follows:

within homestead land: cultivation in kitchen garden, livestock keeping, poultry raising, and other agricultural production;

outside homestead land : orchards, plantation (including forestry plantation), raising field crops, pisciculture, and other agricultural production.

For each of these nine items, it will be separately ascertained whether the relevant activity has been carried out, even nominally, in the holding during the reference season. For an affirmative answer code 1 will be recorded against the corresponding item, otherwise the entry will be code 2.

3.6.17 Item 16: no. of parcels in the holding: As defined in Chapter One, a parcel of an operational holding is a piece of land surrounded by land not included in the holding. A parcel of land may consist of one or more plots. The number of parcels constituting the operational holding will be recorded in this column separately for each operational holding.

3.6.18 Items 17 and 18: number of attached farm workers during Kharif/Rabi: The number of permanent attached farm workers engaged in the operational holding during the Kharif and Rabi seasons of agricultural year 2002-03 will be ascertained for making entries in these columns. In ascertaining the number of such workers, the period during which various agricultural operations (from preparation of soil to storing of grains) in respect of crop of the reference season are carried out will be taken into consideration. The definition of 'attached farm worker' is given in Chapter One. The number of attached farm workers so determined will be classified into two groups depending on the mode of payment. If the payment is a fixed

amount to be paid in cash or kind, the attached farm worker will be enumerated against item 17. On the other hand, if a worker gets a share of produce in lieu of the services rendered by him/her, he/she will be accounted for against item 18. It should be borne in mind that those who get a share of produce as remuneration for services rendered by them will not be classified as share croppers. While a permanent attached farm worker is only employed in the operational holding, a share-cropper organises, conducts and participates in the agricultural operations carried out in the holding. Share-cropping is a term of lease.

3.7.0 Block 7: number of cattle and buffaloes owned on the date of survey: This block will be filled in visit 1 only. All the entries in this block will relate to the bovine livestock owned by the household on the date of survey, irrespective of whether the possession rests with the household or not. The number of cattle and buffaloes owned by the household on the date of survey will be recorded in this block. The total number of cattle owned by the household will be first classified into two groups viz. crossbred cattle and non-descript cattle. Crossbred cattle are those which are produced by crossing the indigenous breed with the exotic breed, i.e. imported foreign variety. For the purpose of the survey, however, the cattle of exotic breed will also be considered as crossbred. All the other cattle will be classified as ‘non-descript cattle’.

3.7.1 The crossbred cattle can be identified by absence of hump. All the Indian breeds of cattle generally have a hump, which is absent in an exotic breed or a crossbred animal. The colour of the skin or coat of the crossed cattle is also distinctively different from the Indian breed (non-descript) cattle. The crossbred cattle generally have coats or skins with patches of black, white and red to tan colour. There are also some varieties of crossbred cattle whose colour of the skin or coat is grey to white, tan to red, and greyish white to white, and dull or reddish black.

3.7.2 Each type of bovine livestock, viz. crossbred cattle, non-descript cattle and buffaloes, will be separately classified by age, sex and use. For each of them, the number belonging to different classes will be recorded in appropriate columns. It may be specially noted that, among the non-descript cattle and the buffaloes, those up to 3 years of age are considered to constitute the young stock, whereas the young stock among crossbred cattle is taken as those up to the age of 28 months. However, a cow or a buffalo under-aged as per definition but already calved will be treated as adult and not as young. The young stocks are further classified into males and females and their respective numbers will be recorded in columns (11) and (12).

3.7.3 For each type of bovine livestock, those which are not classified under ‘young stock’ will be considered to constitute the ‘adult’ population.

3.7.4 The adult male population is further classified according to the ‘use’ they are put to. For each of them, the number of adult males belonging to different classes, viz. ‘for breeding only’, ‘for work only’, ‘for breeding and work both’ and ‘others’, will be recorded respectively in columns (3), (4), (5) and (6).

3.7.5 The adult female population, on the other hand, is classified according to their lactating potentials. Among the cattle and buffaloes which have calved at least once and were not in milk on the date of survey but with the potential of coming in milk in the future will be classified as ‘dry’. On the other hand, those which are found dry on the date of survey and are not expected to calve in the future will be classified as ‘others’. The number of adult females belonging to different classes, viz. ‘not calved once’, ‘in milk’ ‘dry’ and ‘others’, will be recorded respectively in columns (7), (8), (9) and (10).

3.7.6 Column (13) is meant for recording the total number of different types of bovine owned by the household on the date of survey. The entry in this column will be the sum of entries in columns (3) to (12).

3.8.0 Block 8: number of other livestock and poultry owned on the date of survey: This block will be filled in visit 1 only. All the entries in this block will relate to the other livestock/poultry owned by the household on the date of survey irrespective of whether their possession rests with the household or not. All the livestock in the block will be counted irrespective of their age i.e., they may be young or adult. The number of different varieties of poultry and livestock, other than cattle and buffaloes, owned by the household on the date of survey will be collected in this block. However, pet animals will be excluded from the coverage of this block. The number of different varieties of large heads of livestock, other than cattle and buffaloes, will be recorded in columns (1) to (7). Besides yaks and mithuns, four different species of pack animals, viz. horses & ponies, mules, donkeys and camels, along with elephants are covered under 'other large heads'. Number of sheep, goats, pigs and rabbits owned by the household on the date of survey will be recorded in columns (8), (9), (10) and (11), respectively.

3.8.1 Number of poultry will be collected separately for fowls, ducks and 'other birds'. The fowls are classified by their age, sex and breed into five classes. The number of fowls belonging to different classes, viz. hens 'deshi', hens 'improved', cocks 'deshi', cocks 'improved' and chickens, will be recorded in columns (12), (13), (14), (15) and (16), respectively.

3.8.2 The hens and cocks yet to start laying eggs or breeding will be treated as chickens for the purpose of the survey. Broiler chicken will also be accounted against chicken i.e. col.(16). The total number of ducks, whether male or female, will be recorded in column (17). The entry in column (17) will be the number of 'other poultry birds', viz. turkey, guinea fowls, etc., owned by the household on the date of survey.

3.9.0 Block 9: some general information of operational holdings for agricultural year 2002-03: This block will be filled in visit 2 only. Some general information on the operational holdings (identified with agricultural year 2002-03 as the reference period) operated, individually or jointly, by the household will be collected in this block. Most of the households are expected to report only one operational holding for the agricultural year 2002-03. Only a very small proportion of households operate more than one holding. However, space for recording particulars of four operational holdings is provided in the block.

3.9.1 **Items 1-15 and 18 -20:** Except for items 16 and 17, all the other items of this block are repetition of the items of block 6. The procedure for recording entries against these items will therefore be the same as in block 6. The only difference is that while the reference period for block 6 is the respective agricultural season, while that for block 9 is the whole agricultural year 2002-03. It is, therefore, imperative on the part of the investigator to ascertain the particulars separately for this block with the agricultural year as the reference period.

3.9.2 **Items 16 and 17:** As stated earlier, the household which takes the major decisions on the various agricultural operations carried out in an operational holding is considered to possess the operational holding. Such operators or holders of the operational holding may not stay at the site of the holding but may manage the affairs of the holding through others. The area of the holding operated through relatives/ representative/ hired managers looking after the day to day work of the holding will be ascertained from the household of the operator. For each operational holding

possessed by this household, individually or jointly, the area of such holding located in rural areas will be recorded against item 16 and that of such holdings located in urban area will be recorded against item 17. The entries will be recorded in hectare rounded off to three places of decimal.

3.10.0 Block 10: remarks by investigator: The blank space provided in this block is meant for putting down remarks and observations of the investigator. The investigator should note down the operational problems of data collection encountered him and his observations on any special feature that he comes across while canvassing the schedule in the sample household. He should also explain the abnormal entries, if any, in the schedule. He should, moreover, record his impressions about the quality of area-figures reported by the household, especially when it is suspected to be under-quoted deliberately. Sometimes, the constitution of the household is also misreported by the respondent when it helps evading land ceiling acts. The investigator should take special care to include such observations in his remarks.

3.11.0 Block 11: remarks by supervisory officer (s): The blank space provided in this block is meant for putting down remarks of the supervisory officer(s) during various stages of supervision and scrutiny.

Chapter Four

Schedule 18.2 : Debt and Investment

4.0 Introduction

4.0.1 The Reserve Bank of India (RBI) conducted, for the first time during November 1951 to August 1952, the “All India Rural Credit Survey” in 75 selected districts spread all over the country. The main objective of this survey was to study two aspects, viz.,(i) the demand for credit from rural families and (ii) the supply of credit by credit agencies -both institutional and non-institutional. The data were collected mainly for formulating the banking policies. The design of the survey was not suitable for providing estimates of indebtedness at the state and national level. The second such survey on rural “Debt and Investment” was conducted by the RBI in the year 1961-62 for obtaining reliable estimates of debt, borrowing, capital formation etc. The third comprehensive enquiry in this series of decennial surveys was entrusted by the RBI to the National Sample Survey Organisation (NSSO) and was conducted along with the survey on “Land Holding” during the year 1971-72, as a part of the NSSO programme in its 26th round survey operation. The fourth such survey was conducted in the 37th round (January to December 1982) along with Land Holdings as per the ten years programme charted by the Governing Council. The fifth such survey “All India Debt and Investment Survey (AIDIS)” was conducted along with “Land and Livestock Holdings” in the 48th round (January to December, 1992).

4.0.2 In the 59th round (January to December, 2003) also, “All India Debt and Investment Survey (AIDIS)” will be carried out along with “Land and Livestock Holdings”. The objectives of the AIDIS remain the same as those of the earlier surveys, namely, to obtain quantitative information on the stock of assets, incidence of indebtedness, capital formation and other indicators of rural/urban economy which will be of value in developing the credit structure in particular, and also for obtaining other allied information required in the field of planning and development. Further, since the survey will be of the kind of a repeat survey of that of the NSS 48th round, it is considered necessary to plan the survey in such a way as to ensure, as far as practicable, comparability with the estimates of the various characteristics generated from the earlier rounds.

4.0.3 **General plan of the survey:** The survey period of the 59th round would be from January to December 2003. The required information is to be collected from the same set of sample households in two visits. The information to be collected in the second visit to the household is considerably less than that to be collected in the first visit. In view of this uneven work-load in the two visits, it is decided to keep the survey period of the first visit as eight months - from January to August 2003 - and the survey period of the second visit as four months - from September to December 2003. As a result, the households which will be visited in the first two months of the first visit will be revisited in the first month of the second visit and so on. The sample households in this round will be selected separately for Schedules 18.1 and 18.2 in each of the rural and urban sectors.

4.0.4 The position in regards to the assets and liabilities of the sample households is required to

be collected with reference to a fixed data, namely, as on the 30th June 2002. There will be a time lag between the reference date and the survey date in the first visit varying from household to household ranging from 6 months to a maximum period of 14 months. To derive the above, therefore, it has been decided to collect information on assets and liabilities as on the date of survey and the transactions relating to the said assets and liabilities carried out during the period intervening the date of reference and the date of survey.

4.0.5 Broadly, the following information will be collected in this round of survey :-

- (i) the asset and the liability position of the households
- (ii) the amount of capital expenditure incurred by the household during the reference period of agricultural year 2002-2003 on
 - (a) residential plots, houses or buildings,
 - (b) farm business and
 - (c) non-farm business,
- (iii) sale and loss of assets during July 2002 to June 2003.

The assets owned by the households have been classified into three categories, namely,

- (a) physical assets contributing to capital formation
- (b) financial assets and
- (c) durable household assets.

Besides collection of information for deriving the asset and liability position of the households as on 30.6.2002, provisions have also been made to collect data on the transactions of physical, financial and household durable assets and also on the cash borrowings and repayments made during the agricultural year 2002-2003.

4.0.6 Method of data collection: As mentioned earlier, the information in this schedule will be collected by visiting the same set of sample households twice. In the first visit, information on assets owned on the date of survey as well as addition and depletion of these assets during the period, July 1, 2002 to the date of survey will be ascertained to derive the asset position of the households as on 30th June 2002. The same procedure will be adopted for assessing the indebtedness position of the households at the beginning of the agricultural year 2002-03 i.e. 30.6.02 in the first visit. However, provision has been made for obtaining the data on the amount and other particulars of borrowings and repayments made during the first half of the agricultural year 2002-03 i.e. during 1.7.02 to 31.12.02. As for the items of capital expenditure and of sale and loss of assets, information will be collected for the period 1.7.02 to 31.12.02 in the first visit. During the second visit to the households, information will be collected for ascertaining the indebtedness position of the households as on 30.6.03 and for assessing the borrowings and repayments made during the second half of the agricultural year 2002-03 i.e. during 1.1.03 to 30.6.03. Similarly, data on the capital expenditure and on sale and loss of assets during 1.1.03 to 30.6.03 will be collected in the second visit.

4.0.7 Valuation of physical assets: Value of a physical asset acquired prior to 30th June 2002 will be evaluated at the current market price prevailing in the locality considering the condition of the asset as on date of survey at the point of time and will be recorded under

“owned on the date of survey” or under “disposal/depletion” depending on whether the said asset is owned on the date of survey or disposed of by other way than sale during the reference period. If the said asset is disposed of by way of sale, the sale price is to be recorded under “disposal”. On the other hand, if a physical asset is acquired by way of purchase or construction during the reference period (i.e. during 1.7.02 to date of survey), the purchase price or the total expenditure incurred on construction including the value imputed at current market price of labour and materials supplied from the household stock will be considered as its value. However, if an asset is ‘otherwise acquired’ during the reference period, value at current price evaluated as on date of survey will be reported under acquisition. Now, if the said asset is “owned on the date of survey”, value on the date of survey will be the same as that of the “acquired” during the reference period. Similarly, if the asset “acquired” during the reference period is again disposed of during the said period, the same value as reported under “acquisition” will be recorded under “disposal”. The value will always be recorded in rupees (whole number) only.

4.0.8 Method of recording jointly owned assets: In case an asset is owned by the household jointly with other households, only the value of the share of the sample household is to be recorded. The number of such assets will be recorded in the relevant column of the respective block against the household having the senior most member (according to age). For other partner households, a cross mark(X) will be given in the respective column for recording the number of asset owned. In all such cases, it is extremely necessary to record appropriate remarks in the remarks block.

4.0.9 Structure of the schedule: There are 23 blocks (including two sub-blocks) in the visit-1 schedule of 18.2. Since information on less number of items will be collected in visit-2, the visit-2 schedule contains only 13 blocks (including two sub-blocks). In visit-2, the block numbers and the formats of these 13 blocks have been retained as in visit-1 and some modifications in the format have been made in one block, viz. block 1. The block numbers are continuous in visit-1 schedule, where there are breaks in block numbers in the visit-2 schedule. The reference period which is printed along with the block headings is generally different in the two visits. The blocks are described below:

Table 4.1: The description of different blocks appearing in visit-1 and visit -2 of schedule 18.2 of the 59th round		
block no.	block heading	appearing in the schedule for
(1)	(2)	(3)
0	descriptive identification of sample household	visit 1&2
1	identification of sample household	visit 1&2
2	particulars of field operation	visit 1&2
3	household characteristics	visit 1 only

4	demographic and other particulars of household members	visit 1 only
5	land owned by the household as on the date of survey and transaction during 1.7.02 to the date of survey	visit 1 only
6	buildings and other constructions owned by the household as on the date of survey and related transaction during 1.7.02 to date of survey	visit 1 only
7	livestock and poultry owned by the household as on the date of survey and their transactions during 1.7.02 to date of survey	visit 1 only
8	agricultural machinery and implement owned by the household as on the date of survey and related transactions during 1.7.02 to date of survey	visit 1 only
9	non-farm business equipments owned by the household as on the date of survey and related transactions during 1.7.02 to date of survey	visit 1 only
10	transport equipment owned by the household as on the date of survey and related transaction during 1.7.02 to date of survey	visit 1 only
11	durable assets owned by the household as on the date of survey and related transaction during 1.7.02/1.7.03 to date of survey	visit 1 &2
12	shares & debentures owned by the household in co-operative societies & companies as on the date of survey and related transaction during 1.7.02 to date of survey	visit 1 only

Table 4.1: The description of different blocks appearing in visit-1 and visit -2 of schedule 18.2 of the 59th round (continued)		
block no.	block heading	appearing in the schedule for
(1)	(2)	(3)
13	financial assets other than shares & debentures owned by the household as on the date of survey and related transaction during 1.7.02 to date of survey	visit 1 only
14	cash loans and kind loans receivable by household against different securities/heads on the date of survey and related transaction during 1.7.02/ 1.7.03 to date of survey	visit 1&2
15.1	number of cash loans of the household outstanding as on the date of survey and number of loans fully repaid/written off during 1.7.02/ 1.1.03 to date of survey	visit 1&2
15.2	particulars of cash loans payable by the household to institutional/ non-institutional agencies as on the date of survey and transaction of loans during 1.7.02/ 1.1.03 to date of survey	visit 1&2
16	kind loans and other liabilities payable by the household as on the date of survey	visit 1&2
17.1	specified items on which household incurred expenditure during 1.7.02 to 31.12.02 / 1.1.03 to 30.6.03	visit 1&2
17.2	expenditure incurred by the household on specified items during 1.7.02 to 31.12.02/1.1.03 to 30.6.03	visit 1&2
18	particulars of sale and loss of assets during 1.7.02 to 31.12.02/1.1.03 to 30.6.03	visit 1&2
19	remarks by investigator	visit 1&2
20	remarks by supervisory officer(s)	visit 1&2

4.1 Details of the schedule

4.1.0 Block 0: Descriptive identification of sample household: This block is meant for recording descriptive identification particulars of the sample household and the sample village/block to which the sample household belongs. All the items in this block are self-explanatory. Items 4 and 5 are applicable to rural areas only and a cross mark 'X' will be put against this item in urban schedule. The name of the hamlet to which the sample household belongs will be recorded against the fifth item 'hamlet name'. On the other hand, for a sample village with no hamlet group selection, a cross mark 'X' is to be recorded against this item. Item 6 is applicable to urban areas only and a cross mark 'X' will be put against this item in rural schedules. The entry against the last item, viz. 'name of informant', will be the name of the principal informant i.e. the person from whom the bulk of the information is collected.

4.1.1 Block 1: Identification of sample household: The identification particulars of the sample household are to be recorded against items 1 to 15. The entries against items 2, 3 and 14 are already printed in the schedule. Items 1 and 4-11 will be copied from the corresponding items of block 1 of schedule 0.0.

4.1.2 **Item 12: Sample hamlet group/ sub-block number:** This item will be copied from column 4 of Block 3.2 of schedule 0.0.

4.1.3 **Item 13: Second stage stratum number:** This will be taken from headings of columns (27) to (33) of block 4 of schedule 0.0.

4.1.4 **Item 15: Sample household number:** This is same as the order of selection of the sample household and it will be copied from columns (27) to (33) of block 4 of schedule 0.0.

4.1.5 **Item 16: Serial number of informant:** The serial number of the person recorded in column 1 of block 4, schedule 18.2 from whom the bulk of the information is collected will be entered. However, if during the second visit information is not collected from the person who supplied information in the first visit, '99' will be recorded.

4.1.6 **Item 17: Response code:** This item will be filled in after collecting information for all items in the schedule. The entry is to be made in terms of codes on the basis of the impression formed by the investigator regarding the overall response of the informant. The codes are:

informant co-operative and capable	1
informant co-operative but not capable	2
informant busy	3
informant reluctant	4
others	9

4.1.7 **Item 18: survey code:** It is to be noted that the survey codes are different for the schedules of visit-1 and visit-2.

(i) In the schedule of visit-1, whether the originally selected household or a substitute household has been surveyed will be indicated against this item by recording code '1' if the originally selected household has been surveyed and code '2' if the substitute household has been surveyed. If neither the originally selected household nor a substitute household could be surveyed, i.e. if the sample household is a casualty, code '3' will be recorded in the first visit.

(ii) The survey codes for visit-2 are as follows:

household surveyed in the first visit is surveyed in the second visit	1
household surveyed in the first visit is casualty in the second visit	3

In case of a casualty only the blocks 0 to 2, 19 and 20 are to be filled up and on the top of the front page of the schedule the word 'CASUALTY' will be written in block capitals.

4.1.8 **Item 19: Reason for substitution /casualty of original household:** The description of this item is different in schedules of the two visits although the list of codes is same. The description of the item for visit 1 is 'reason for substitution of original household' and that for visit 2 is 'reason for casualty of household'. For an originally selected sample household which could not be surveyed in visit 1, irrespective of whether a substituted household could be surveyed or not, the reason for not surveying the original household will be recorded against item 19 in terms of codes. If the household surveyed in visit 1 becomes casualty in visit 2, then

this item will be filled-in. The codes are:

informant busy	1
members away from home	2
informant non-cooperative	3
others	9

This item is applicable for visit 1 if the entry against item 18 is either 2 or 3 and for visit 2 if the entry against item 18 is 3. Otherwise, this item is to be left blank.

4.1.9 **Item 20: Number of partitioned households, if partitioned after visit 1:**

4.1.9.1 This item will be filled-in during visit 2 only. It is generally not expected that a household surveyed in the first visit will be partitioned during the period intervening the two visits. On rare occasions, when it is found to have been partitioned in the second visit, total number of households formed from the parent household due to partition will be entered against this item. In all other cases, a dash (-) will be put against this item. In case, a household of visit 1 is partitioned before visit 2, the partitioned household with the senior most household member of the parent household living in the sample village / block will be surveyed.

4.1.9.2 However, for the purpose of this survey, a household will be considered to have been partitioned only when some of the household members, as enumerated in the first visit, are found to have left the parent household and established a separate new household and consequent to this split, land and other assets held by the parent household during the first visit is also found to have been partitioned.

4.1.9.3 It is essential to keep in mind that the following cases will not be treated as partitioning of a household for the purpose of the survey.

- (i) When a member, after leaving the parent household becomes member of another household already in existence, it will not be treated as a case of partitioning of the parent household. For example, when a girl goes to her in-laws' household after marriage, it will not be treated as partitioning of the parents' household, even if she is given some land and other assets of the parent household as gift.
- (ii) If some members of a household go away and establish a new household but the possession of land owned by them is retained by the parent household, it will not be treated as partitioning. For example, if a son of the head of the household goes elsewhere for his studies and the land owned by him remains under the possession of the parent household, it will not be treated to have been partitioned.

4.2.0 **Block 2: Particulars of field operation:** The identity of the Investigator, Assistant Superintendent and Superintendent associated, date of survey/inspection/scrutiny of schedules, dispatch, etc., will be recorded in this block against the appropriate items in the relevant columns. Besides, from the 46th round onwards, person codes of field officials have been introduced which are to be recorded against item 1(ii) (for central sample only). If the schedule is required to be canvassed for more than one day, the first day of survey is to be recorded against the item serial number 2(i). The time required to canvass the schedule should be the actual time to canvass the schedule. It will not include the time needed by the investigator to finalise the schedule.

4.3.0 Block 3: Household characteristics: Certain household characteristics, such as, household size, household type, religion, social-group, household industry, household occupation, consumer expenditure, and operation of land etc., which are intended to be used mainly as classificatory characteristics in tabulation will be recorded in this block. This block will be filled-in in visit 1 only.

4.3.1 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 stayaways 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 4.

4.3.2 Item 2: Principal household industry: The description of the principal household industry will be recorded in the space provided. The entry cell for item 2 has been split for recording each digit separately. The appropriate five-digit industry code of the NIC 1998 will be recorded here. For households deriving income from non-economic activities only, a dash (-) may be put against this item. For details please see Chapter One.

4.3.3 Item 3: Principal occupation: The description of the principal household occupation will be recorded in the space provided. The appropriate three-digit occupation code of the NCO 1968 is to be recorded in the entry cell which has been trisected for recording each digit separately. For households deriving income from non-economic activities only, a dash (-) may be put against this item. For details please see chapter One.

4.3.4 Item 4: household type

4.3.4.1 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 economic activities will be considered; but the incomes of servants and paying guests will not be taken into account. For the rural areas, the selected household will be assigned appropriate type code out of the following five different household type codes:

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

For urban areas, the household type codes are as follows:

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

4.3.4.2 Procedure for assigning household type codes in rural sector: For a rural household, if a single source (among the five sources of income listed in preceding paragraph) contributes 50% or more of the household's income from economic activities during the last 365 days, it will be assigned the type code (1, 2, 3, 4 or 9) corresponding to that source. For a household to be classified as 'agricultural labour' or 'self-employed in agriculture' (code 2 or 4) its income from that source must be 50% or more of its total income. If there is no such source yielding 50% or more of the household's total income, it will be given code 1, 3 or 9 according to the following procedure. To be classified as self-employed in non-agriculture (code 1), the household's income from that source must be greater than its income from rural

labour (all wage-paid manual labour) as well as that from all other economic activities put together (a three-way division is to be considered here). A household not getting code 1, 2 or 4 will be classified as other labour (code 3) if its income from rural labour (all wage-paid manual labour) is greater than that from self-employment as well as that from other economic activities (again a three-way division). All other households will get type code 9.

4.3.4.3 Procedure for assigning household type codes in urban sector: For urban areas the different urban type codes correspond to four sources of household income, unlike the rural sector where five sources are considered. An urban household will be assigned the type code 1, 2, 3 or 9 corresponding to the major source of its income from economic activities during the last 365 days. A household, which does not have any income from economic activities, will get type code 9 (others).

4.3.5 Item 5: Religion code: The religion of the household will be recorded against this item in codes. If different members of the household claim to belong to different religions, the religion of the head of the household will be considered as the religion of the household. The codes are:

Hinduism	1	Jainism	5
Islam	2	Buddhism	6
Christianity	3	Zoroastrianism	7
Sikhism	4	others	9

4.3.6 Item 6: Social group code: Whether or not the household belongs to scheduled tribe, scheduled caste or other backward class will be indicated against this item in terms of the specified codes which are:

scheduled tribe - 1, scheduled caste - 2, other backward classes - 3, others - 9.

Those who do not come under any one of the first three social groups will be assigned code 9 meant to cover all other categories. In case different members belong to different social groups, the group to which the head of the household belongs will be considered as the 'social group' of the household.

4.3.7 Items 7 and 8: Whether operated any land for agricultural activities during last 365 days and if yes, area operated

4.3.7.1 The answer to direct question whether the household operated any land for agricultural activities during last 365 days will be recorded in codes against item 7. The codes are yes - 1, no - 2. By this item, the household will be classified as either 'farmer' household or not. A farmer is defined in this survey as a person who operated some land owned or taken on lease or otherwise possessed and engaged in agricultural activities like cultivation of field crops, horticultural crops, animal husbandry, fishery, piggery, bee-keeping, sericulture, etc. during last 365 days. Code 1 will be assigned to the household having at least one farmer as defined above and for remaining households code 2 will be assigned.

4.3.7.2 If the code against item 7 is '1', the area operated by the household is to be filled against item 8 in hectares in three places of decimal. The household operational holding has been defined in chapter 1. The total area under all the operational holdings formed in the household will be considered as the area operated by the household. However, if the household operates a

holding jointly with other household(s), the total area of the operational holding divided by the number of partners will be the share of the household from that operational holding.

4.3.8. Items 9 and 10: Whether any household member has any kisan credit card and if yes, amount received during last 365 days: Kisan Credit Card Scheme aims at timely and adequate support from banking system to the farmers for their cultivation needs including purchase of inputs in a flexible and cost effective manner (for details, ref chapter 1) If any household member has a kisan credit card, entry in item 9 will be 1 otherwise 2. In case the code is '1' in item 9, the amount received (Rupees in whole number) during last 365 days will be recorded in item 10.

4.3.9 Items 11 to 13: Household consumer expenditure during last 30 days: The definition of the household consumer expenditure is given in chapter 1. It is same as that adopted for consumer expenditure survey. The household consumer expenditure during last 30 days is to be ascertained through a direct question under two broad categories namely (1) out of purchases (both of goods and services) and (2) out of homegrown/ home produced stock, free collection and transfer receipts etc. These will be recorded in whole number in nearest rupees against items 11 and 12. The total of items 11 and 12 will be recorded against item 13. This entry will also be recorded in whole number of rupees.

4.3.10 Item 14: Household monthly per capita consumer expenditure: The figure for this item would be obtained by dividing the entry against item 13 by the entry against item 1 (household size). This will be recorded in Rupees in two places of decimal.

4.4.0 Block 4: Demographic and other particulars of household members: All members of the sample household will be listed in this block. Demographic particulars viz. Relation to head, age, sex, marital status, general education and usual activity particulars with industry of work will be recorded for each member, using one line for each.

4.4.1 Column 1: Serial number: All the members of the sample household will be listed in block 4 using a continuous serial number in column (1). In the list, the head of the household will appear first followed by head's spouse, the first son, first son's wife and their children, second son, second son's wife and their children & so on. After the sons are enumerated, the daughters will be listed followed by other relations, dependants, servants, etc.

4.4.2 Column 2: Name of member: The names of the members corresponding to the serial numbers entered in column (1) will be recorded in column (2).

4.4.3 Column 3: Relation to head (code): The family relationship of each member of the household with the head of the household (for the head, the relationship is 'self') expressed in terms of specified codes will be recorded in this column. The codes are:

self	1	grandchild	6
spouse of head.....	2	father/mother/father-in-law/mother- in-law ...	7
married child	3	brother/sister/brother-in-law/sister-in-law	
spouse of married child ..	4	/other relatives.....	8
unmarried child	5	servant/employees/other non-relatives	9

4.4.4 Column 4: Sex: For each and every member of the household, sex in terms of the code (male-1, female-2) will be recorded in this column. For eunuch, code '1' will be recorded.

4.4.5 Column 5: Age: The age in completed years of all the members listed will be ascertained

and recorded in column (5). For infants below one year of age at the time of listing, '0' will be entered in column (5). Similarly, for persons of age 99 years or more, 99 will be entered in this column.

4.4.6 Column 6: Marital status code: The marital status of each member will be recorded in terms of the specified code in this column. The codes are:

never married - 1, currently married - 2, widowed - 3, divorced/separated - 4.

4.4.7 Column 7: General education code: Information regarding the level of general education attained by the members of the household listed will be recorded in column (7) in terms of the specified code. For the purpose of making entries in this column, only the course successfully completed will be considered. For instance, for a person who has studied up to say, first year B.A., his/her educational attainment will be considered as higher secondary (code 07). For a person who has studied up to 12th standard but has not appeared for the final examination or has failed, his/her educational attainment will be considered under 'secondary' (code 06). The relevant codes to be used for recording entries in column (7) are:

not literate	01	secondary	06
literate without formal schooling	02	higher secondary.....	07
literate but below primary	03	diploma/certificate course ...	08
primary	04	graduate	10
middle	05	post graduate and above ...	11

A person who can both read and write a simple message with understanding in at least one language is to be considered literate. Those who are not able to do so, are to be considered not literate and will be assigned code 01. Those who are literate but never attended any school, will be assigned code 02. Those who are by definition literate but are yet to pass a primary standard examination will get code 03. Similarly codes 04, 05, 06 and 07 will indicate the successive higher standards of examinations passed.

Persons who have attained proficiency in Oriental languages (e.g. Sanskrit, Persian, etc.) through formal but not the general type of education will be classified appropriately at the equivalent level of general education standard.

4.4.8 Usual activity particulars: Columns (8) to (11) of this block are meant for recording the usual activity status particulars of all the members of the household listed in this block. Some important clarifications on these items are given in Chapter 5 – the same may be looked into.

4.4.8.1 Columns 8 and 9: Usual principal activity status : The appropriate activity status code from the list of the codes given below is to be reported in col.8. The procedure of determining the usual (principal) activity status is described in detail in Chapter One. Here code 81 will be used to indicate both the situations of seeking work and being available for work.

The different activity statuses used in the survey (with the corresponding codes) are given below:

(i) working or being engaged in economic activity (employed):

worked in household enterprise (self-employed) as an own account worker ..	11
worked in household enterprise (self-employed) as an employer	12
worked in household enterprise (self-employed) as 'helper'	21

worked as regular salaried/wage employee	31
worked as casual wage labour in public work	41
worked as casual wage labour in other types of works	51
(ii) not working but seeking or available for work (unemployed):	81
(iii) not working and also not available for work (not in labour force):	
attended educational institution	91
attended domestic duties only	92
attended domestic duties and was also engaged in free collection of goods, tailoring, weaving, etc. for household use	93
recipients of rent, pension, remittance, etc.	94
not able to work due to disability	95
beggars, prostitutes, etc.	96
others	97
did not work due to sickness (for casual workers only)	98

For definition of different terms associated with the above activity statuses, see Chapter 1.

For the persons categorised 'working' (i.e., those with status codes 11-51), the corresponding industry division will be recorded in terms of the two digit NIC 98 codes in column 9.

4.4.8.2 Columns 10 and 11: Usual subsidiary economic activity status: For all persons engaged in any 'work' in subsidiary capacity, the status codes of the economic activities pursued by them in their subsidiary capacity will be recorded in col.(10) and the corresponding NIC-98 code (2 digits) will be recorded in col.(11). In the situation where a person has been found to have pursued more than one economic activity during the last 365 days in his or her subsidiary capacity, the activity on which more time has been spent would be considered for recording entry in this column. Columns (10) & (11) are to be filled in for each and every member of the household irrespective of whether the person's principal status is economic activity or not. For those reporting no subsidiary economic activity, '-' may be recorded in both the columns. For details one may refer to Chapter 1.

4.5.0 Block 5: Land owned by the household as on date of survey and related transactions during 1.7.02 to date of survey: This block will be filled in only during the first visit to the sample household. This block is meant for recording area and value of each type of land, including the house site and other residential areas, owned by the sample household on the date of survey and also the acquisition and disposal of land during the period 1.7.02 to date of survey. With the help of these data, the area and value of land owned by the household as on 30.6.02 will be derived.

4.5.1 The definition of ownership of land has been provided earlier in Chapter 1. It may again be emphasised here that land owned, acquired and disposed of by the domestic servants, paying guest etc. who are listed as normal members of the household in block 4 will also be recorded in this block. However, to avoid duplication, such land should not be taken into account while enumerating land owned/acquired/disposed of by the original households to which they used to belong as family members prior to their joining this household as normal members.

4.5.2 While information on plots, other than the plots containing the house site and other

residential areas, will be recorded separately, using one blank line for each plot, the particulars of all residential areas including the plot containing the house site will be entered against the line with serial no. of plot printed as '98' in col. (1) of block 5.

4.5.3 A plot will be considered to be a distinct patch of land demarcated with boundaries and bearing a survey number. However, for large plots where sub-divisions of survey numbers (that is sub-survey numbers) are given to demarcate the sub plots, a plot will be taken as the distinct patch of land having a sub-survey number. A plot is demarcated generally by a strip of raised land commonly known as ails or bunds. There may also be ails inside the plot. All such ails or bunds will be included in the plot area.

4.5.4 **Assessment of the value of land:** (i) For assessing the value of land acquired by the household through inheritance or otherwise prior to 30th June 2002, the informant, if necessary, may be asked to take the help of the knowledgeable persons of the village to ascertain the current market price of the type of land. This may be determined on the basis of the transactions made within the village or in its vicinity during the recent past. The value of land so determined will be recorded under 'owned as on date of survey' or under 'disposal' depending on whether the area of land is owned on the date of survey or 'disposed of' during the reference period by ways other than sale. However, if the land is sold during the reference period, the sale price will be recorded under disposal.

(ii) If the land is acquired by way of purchase during the reference period, the purchase price will be its value of acquisition. But, if the land is acquired during the reference period by ways other than purchase, value will be determined as para 4.5.4(i) and will be recorded under 'acquisition'. Now, if the acquired land is owned on the date of survey, the value as reported under acquisition will be shown under 'owned on the date of survey'. Similarly, if the land acquired during the reference period is disposed of again during the said reference period, value to be recorded under 'disposal' will be same as that recorded under acquisition. If a part of the land is disposed of and a part is owned on the date of survey, then the value under 'disposal' and that under 'date of survey' will be worked out on the basis of the unit price of land recorded under 'acquisition'.

4.5.5 For plots having buildings, well, tube-well, drainage, channels and other construction works etc., the value of the plot/land excluding the value of all such construction work/buildings will be considered. However, in the cases where the value of buildings and land cannot be separated, it should be recorded under buildings in block 6 appropriately.

4.5.6 **Column 1: Serial no. of plot:** A running serial number starting from 1 will be given in col. (1) of this block for all lines recording particulars of ownership/acquisition/disposal of land during the specified reference period. It may be noted that, in most cases, there will be a gap between the last serial number entered by the investigator and serial number '98' printed in col.(1) against residential areas including house site. No attempt need be made to bridge the gap by altering the serial number printed in the schedule. For each column except col. (3), the total of all the plots recorded in this block is to be derived and recorded against serial number of plot 99.

4.5.7 **Column 2: Survey number or other identification particulars:** The survey numbers (or sub-survey numbers) of the plots will be recorded in col. (2) for each of the plots enumerated in this block. If a survey number is subdivided and the subdivided plot has no sub number, the letter 'P' is to be recorded below the survey number to indicate the subdivisions of

the relevant plot. On the other hand if several plots are shown as amalgamated and that is owned/acquired/disposed of either wholly or partly during the specified reference period, then survey number of all plots which have been amalgamated will be recorded, if a new number has not been assigned to the consolidated plot. If the informant is unable to furnish the survey number (or sub-survey number), other identification of the plot giving the demarcation of the area by distinct patches, if any, (such as identification of a plot by name of place, name of plot etc.) will be recorded in col. (2).

4.5.8 Column 3: Type of land: This column is meant for recording the type of land owned/acquired/disposed of by the household during the specified reference period in terms of codes. The codes are

seasonal crop area-irrigated.....	1
seasonal crop area unirrigated	2
orchards and plantations (including forests)..	3
area put to non-agricultural uses:	
water bodies	4
exclusively for non-farm business...	5
other non-agricultural uses	6
residential area including house-site	7
other areas	9

The different types of land have been described earlier in Chapter 1. In case owned/acquired/disposed of area of a plot includes more than one type of land, the type which covers the maximum area of the plot under the ownership/acquisition/disposal will be considered as the type for making entry in this column.

4.5.9 Column 4: Area owned by the household : If the entire plot is owned by the members of the household on the date of survey, the owned area, which is the geographical area of the plot, will be recorded in hectares up to three places of decimal in col.(4). However, if on the date of survey, the plot is owned jointly by members of two or more households, the actual area owned by the sample household in hectares up to three places of decimal will be recorded in col.(4). For example, if a plot of 5.000 hectares is owned equally by four brothers belonging to four different households and if one of them is selected for the survey, the entries in cols.(4) for the sample household will be 1.250 hectare respectively. Cols. (4) and (5) will remain blank if no area of the plot is owned by the household on the date of survey but some area of the plot has been disposed of during 1.7.02 to the date of survey.

4.5.10 Columns 5, 7 and 9: Value of land : owned/acquired/disposed of : The procedures to be followed for ascertaining the value of land and making entries in cols.(5), (7) and (9) have been described in para 4.5.4. For each plot, value will be recorded in rupees (whole no.) in col.(5) and/or (7) and /or (9) depending whether an area of the plots is owned as on the date of survey or acquired or disposed of during the reference period. It may be emphasised that as per the procedure laid down, if a piece of land is acquired during the reference period and is owned on the date of survey, the value to be recorded in col.(5) and col.(7) will be the same. Similarly, if a piece of land is acquired and then disposed of during the

reference period, the value to be recorded in col. (7) and col. (9) will be the same. However, if a part of the plot which is acquired during 1.7.02 to the date of survey, is disposed of during the said reference period and the remaining part of the plot is owned on the date of survey, then the entries to be made in col.(5) & (9) together will be same as that in col.(7).

4.5.11 Column 6 to 9: Transactions during 1.7.02 to the date of survey: Information relating to the area (hectares 0.000) and value (Rs.) of the transactions of land that take place during 1.7.02 to the date of survey will be recorded in cols. (6) to (9). Under transaction, information will be collected separately for acquisition and for disposal. Acquisition will mean addition to stock by way of purchase, gift, inheritance etc. and disposal will result in depletion of stock by way of sale, gift etc. Inheritance will be considered as acquisition only when inheritor belongs to a different household. Leasing in and leasing out of land will not be treated as acquisition or disposal of land. Area and value of all pieces of land acquired during 1.7.02 to the date of survey will be recorded in cols. (6) and (7) respectively irrespective of whether the piece of land is disposed of subsequently or owned, on the date of survey. Similarly, area and value of all pieces of land disposed of during 1.7.02 to date of survey will be recorded in cols. (8) and (9) respectively irrespective of whether the piece of land has been acquired during the said reference period or prior to that. Area will be recorded in hectares (three places of decimal).

4.5.12 Columns 10 and 11: Area of land owned and related value as on 30.6.02 : The area and value of land owned as on 30.6.02 will be recorded in cols. (10) and (11) respectively. The relevant entries, in these two columns, will be derived as follows:

- (i) col. (10) = col. (4) + col. (8) - col. (6)
- (ii) col. (11) = col. (5) + col. (9) - col. (7).

4.6.0 Block 6: Buildings and other constructions owned by the household on the date of survey and related transactions during 1.7.02 to date of survey: This block will be filled in only during the first visit to the sample household. This block is meant for recording approximate floor area (sq mts 0.00) and value (Rs) of all owned buildings and constructions on the date of survey and also the value of acquisition and disposal of these assets during the period 1.7.02 to the date of survey. With the help of these data the stock position as on 30.6.02 will be derived. The items have been grouped under three major heads viz.

- i. residential buildings,
- ii. buildings used for farm business,
- iii. buildings used for non-farm business

The particulars of ownership and transactions of any other construction which are not covered in these three categories and those of incomplete structures will be separately entered against item numbers 9 and 10 respectively.

4.6.1 Sometimes temporary sheds, hutments, machans etc. are erected on the farm during the season to guard crops against wild animals, birds, thefts etc. When such construction is of purely temporary nature, i.e. built to last only one season, they will not be considered here.

4.6.2 The data on the floor area in square meters rounded in two places of decimal and the value of the completed building in whole number of Rupees will be recorded in different columns against items 1 to 9, depending on the use of the building. Floor area is defined as the

covered area under a roof. It will, thus, include the area of all types of rooms, kitchen, w/c (water closet), etc. and covered varandah, and will exclude uncovered area both inside and outside the structure, e.g. terrace, stairs, stairways, landing etc. The procedure to be adopted for ascertaining the value of a building will be the same as stated in paras 4.0.7 and 4.0.8. A building construction will be regarded as completed if it is considered ready for first occupation by its owner. If the construction of a building or a structure owned by the household is incomplete, the value of the incomplete building/construction will be recorded against item 10. The total expenditure incurred for any other completed construction, including the imputed value of labour and materials supplied from home will be recorded against item 9. It may be noted that generally, value of land will not be included in the value of buildings and other constructions. However, in the cases where it is not possible to apportion the value of land and building separately, the value of building/other constructions will be inclusive of the value of land. In such cases, the value of land will not be recorded in block 5.

4.6.3 Columns 3 and 4: Owned on the date of survey : Floor area and value of the building and other constructions as listed in col. 2 owned by the sample household on the date of survey will be recorded under cols.(3) and (4) respectively.

4.6.4 Column 5: Purchase: Information on transactions of buildings and other constructions owned by the household during 1.7.02 to the date of survey is recorded in cols 5 to 12. Information on acquisition particulars will be recorded in cols 5 to 8. If the household has purchased (first hand or second hand) any building or structure listed in col. 2 during the reference period, the purchase price (whether fully paid or not) of the said structure will be recorded in cols.(5).

4.6.5 Column 6: Construction and improvement: In case any building or other construction is newly built or the floor area of the existing structure is extended during the reference period, the value of the constructed building/other construction or the extended portion of the building/other construction will be recorded in cols.(6). Sometimes for improving the condition of the structure, major repairs and alterations (refer to chapter 1), are made to the existing structure/construction. In such cases, although there is no increase in the floor area, the value of such major repairs and alteration has to be recorded in col. (6). It need be emphasized here that normal repairs and maintenance (as defined in chapter 1) of buildings undertaken by the household will not be considered for making entry in this block.

4.6.6 Column 7: Otherwise acquired: The required information of buildings or structures/constructions acquired by the household during the reference period by any other way than mentioned above, such as gift etc., will be recorded here. Value will be equal to the amount it will fetch if sold in the market in the existing condition.

4.6.7 Column 8: Total acquisition: The value of the total acquisition of buildings and other constructions is to be recorded in cols. (8) by using the following algebraic relations:

$$\text{col. (8)} = \text{col. (5)} + \text{col. (6)} + \text{col. (7)}$$

4.6.8 Column 9: Sold: The value of disposal of buildings and other constructions during 1.7.02 to date of survey will be recorded in cols 9 to 12. If the household has sold an owned building or structure/construction or part thereof during the reference period, the value of sale of the said building or the part of the building will be recorded in col.(9).

4.6.9 Column 10: Otherwise disposed of: If the household has disposed of a building or

part thereof by way of gift etc. (and not discarded or disposed of by way of sale) during reference period, the value of the structure or part of the structure disposed of will be noted in cols. (10) in whole no. of rupees.

4.6.10 Column 11: Discarded: Sometimes a building or apart of a building is completely discarded being of no use to the owner. Usually such assets are in very poor conditions. These assets do not fetch much value and generally they are considered as scraps. The value of the said assets, discarded during the reference period, will be evaluated at current marketing price prevailing in the locality, considering the condition of the asset when it was in use prior to being discarded. The value of the discarded building will be recorded in cols. (11).

4.6.11 Column 12: Total disposal: The value of the total disposal is to be recorded in cols. (12) by using the following algebraic relations:

$$\text{col. (12)} = \text{col. (9)} + \text{col. (10)} + \text{col. (11)}$$

4.6.12 Columns 13 and 14: Buildings and other constructions owned as on 30.06.02: The floor area of the building/structure as on 30.6.02 will be recorded in col. (13) after an enquiry to the informant. The value of assets as on 30.6.02 will be derived in col. (14) as (col. (4) + col. (12) - col. (8)). It may be mentioned here, that even if an item of asset is not owned on the date of survey, the particulars of acquisition and disposal of the items of assets during the reference period is to be collected as an asset might have been owned by the household on 30.6.02 but subsequently disposed of. Information in different columns are to be collected separately in respect of each type of building or structure or other construction as listed in col. 2.

4.6.13 Description of items of residential buildings and other constructions:-Item 1: Residential buildings: The floor area of the building owned by the household used for residential purpose either by the sample household or by others, along with its value, excluding the value of site on which the residential building is constructed, will be reported in col.3 against this item. Information on assets owned on the date of survey, value of 'acquisition' and 'disposal' during the reference period, along with the stock position of floor area and its value as on 30th June, 2002, will be recorded in the appropriate columns as described in para 4.6.3 to 4.6.12.

4.6.14 Items 2 to 5: Building used for farm business: Farm business has been defined earlier in chapter 1. Any building or structure owned by the household used for farm business either by the sample household or by others will be recorded here. The floor area of each of the items, viz. barn (gola), animal shed, farm house etc. and the approximate value for each asset (owned on the date of survey), value of 'acquisition' and 'disposal' of

each asset during the reference period and the stock position of floor area and its value as on 30th June 2002 are to be recorded in the appropriate columns as described in para 4.6.3 to 4.6.12. In some cases it may so happen that animal sheds, barns etc. are part of the residential building. Separate estimates for animal sheds etc. need not be made in those cases. The entire area and total value of the structure should be indicated against item 1, i.e. residential buildings. Gobar Gas plant will be included in item 9 irrespective of its uses.

4.6.15 Items 6 to 8: Buildings used for non-farm business: Non-farm business has already been defined in chapter 1. The floor area and value of assets of all buildings owned and used exclusively for non-business either by the sample household or by others will be recorded

separately for each of 'workplace/workshop', 'shop' and 'others' listed against items 6 to 8 respectively. There may be cases where part of the residential building is used as a shop or workshop in connection with non-farm business. In such cases, the entire area and the total value of the structure should be shown against item 1, i.e. residential buildings. Similarly, if a non-farm business is carried out in a part of the structure which is used for farm business, the entire floor area and its value will be shown against the appropriate items under farm business and no separate entry will be made against items 6 to 8 for the portion used for non-farm business. If two types of non-farm business are carried out in the same building, the entire floor area and its value will be shown against the item which occupies the major portion of the floor area. Value of acquisition and disposal of each of the assets listed in items 6 to 8 will be recorded under cols 5 to 12 and stock position of floor area and its value as on 30.06.02 are to be recorded in cols 13 and 14.

4.6.16 Items 9 to 11: Other constructions, incomplete structures (work in progress) and total: The floor area and value of all constructions other than those covered against items 1 to 8 will be recorded against item number 9. The value of other constructions, like well, tube-well, path etc., will also be recorded against item 9. In case of other constructions, a cross (x) may be put for floor area. The value of all incomplete buildings, structures and other constructions owned on the date of survey/acquired and/or disposed of during the reference period by the household will be recorded against item 10. The total expenditure incurred including the imputed value of household labour and materials used by the household till the date of survey for the construction of the incomplete building will be considered as its value as on the date of survey, irrespective of whether the said expenditure has been incurred prior to or during the reference period. However, only the expenditure incurred for the actual construction during 1.7.02 to the date of survey will be considered for making entries in cols.(6) even in the case of incomplete structures (item 10). The total floor area and the value of all buildings and structures/constructions will be recorded against item 11 for each column.

4.7.0 Block 7: Livestock and poultry owned by the household on the date of survey and related transaction during 1.7.02 to date of survey: This block will be filled in only during the first visit to the sample household. The information on number and value of cattle and buffalo owned by the household with break-up by age, sex and use and of other large heads viz elephant, horse etc., sheeps, goats, pigs , rabbits and of poultry birds will be collected in this block along with the data on the transactions during 1.7.02 to the date of survey. All the entries in this block will relate to the livestock owned by the household as on the date of survey (for cols 3& 4) as on 30,06.02 (for cols 9& 10) , irrespective of whether their possession rests with the households or not and their transactions during 1.7.02 to date of survey (for cols 5 to 8).

4.7.1 Cattle owned by the household will be first classified into two groups, viz. (a) cross-bred cattle and (b) non-descript cattle. Crossbred cattle are those which are produced by crossing the indigenous breed with the exotic breed, i.e. imported foreign variety. For the purpose of the survey, however the cattle of exotic breed will also be considered as crossbred. All the other cattle will be classified as 'nondescript cattle'. The cross-bred cattle can be identified by absence of hump. All the Indian breeds of cattle generally have a hump, which is absent in an exotic breed or a cross-bred animal. The colour of the skin or coat of the crossbred cattle is also distinctively different from the Indian breed (non-descript) cattle. The cross-bred cattle generally have coats or skins with patches of black, white and red to tan colour. There are also some varieties of cross-bred cattle whose colour of the skin or coat is (a) grey to white, (b) tan to red, (c) grayish white to white, and (d) dull or reddish black. Each type of bovine livestock,

viz. cross-bred cattle, non-descript cattle and buffaloes, will be separately classified by age, sex and use. It may be specially noted that, among the non-descript cattle and the buffaloes, those up to 3 years of age are considered to constitute the young stock, whereas the young stock among cross-bred cattle is taken as those up to the age of 28 months. The young stock is further classified into males and females. For each type of bovine livestock, those which are not classified under 'young stock' will be considered to constitute the 'adult' population. The bovines are further classified as males and females both for adults and young stock. Adult male are again classified according to use of animals into two categories: (i) for work/breeding and (ii) others. The adult female population, on the other hand, is classified according to their lactating potentials. Among the cattle and buffaloes which have calved at least once and were not in milk on the date of survey but with the potential of coming in milk in the future will be classified as 'dry'. On the other hand, those which are found dry on the date of survey and are not expected to calve in the future will be classified as 'others'. The number of adult females belonging to different classes, viz., 'in milk', 'dry', 'not calved even once' and 'others'. The poultry birds are classified into five categories viz. cocks, hens, chickens, ducks and ducklings and other poultry birds including young stock. Under the 'other large head', elephants, horses & ponies, mules, donkeys, camels, yaks and mithuns are included, while under the heading of 'ovine, pigs and rabbits', the information on sheep, goats, pigs and rabbits will be collected. Cases of rearing of animals not covered above (such as dogs) for business purpose will be reported against item 43 (others). It needs to be mentioned that if rabbits are kept as pets, those will not be included in this schedule.

4.7.2 Columns 3 and 4: Number and value of livestock and poultry birds owned on date of survey: For each of the items listed in col.(2), the number of animals owned on the date of survey will be ascertained and recorded in col.(3). The value of each of livestock recorded in col. (3) against an item will be entered in col. (4) against the same item.

4.7.3 Columns 5 to 10: Transactions of livestock during 1.7.02 to date of survey and livestock owned on 30.6.02: The transactions during 1.7.02 to the date of survey will be recorded in cols. (5) to (8). The information on acquisition will be recorded in cols. (5) and (6), while that of disposal in cols. (7) and (8). The acquisition will mean addition to stock by way of purchase, birth, gift, otherwise acquired etc. and disposal will mean depletion of stock and will include sale, deaths, loss, gift, etc. The information in respect of number will be recorded in cols. (5) and (7) for acquisition and disposal respectively and that of value will be entered in cols 6 and 8 for acquisition and disposal respectively. It may be mentioned that in the case of death of a livestock acquired prior to the reference period, i.e. before to 1.7.02, the value of the livestock to be recorded in col.(8) will be the price that the livestock would have fetched had it been sold prior to its death. The entries in cols. (9) and (10) will be obtained by derivation of figure in cols. (3) to (8) in the following way.

- (i) col. (9) = col. (3) + col. (7) - col. (5)
- (ii) col. (10) = col. (4) + col. (8) - col. (6)

4.8.0 Block 8: Agricultural machinery and implements owned by the household on the date of survey and related transactions during 1.7.02 to date of survey: The number and value of agricultural machinery and implements owned by the household on the date of survey and those acquired or disposed of during 1.7.02 to the date of survey will be collected in this block. The agricultural machinery described in col.(2) of the block and owned by the sample household will be recorded in this block, irrespective of its use i.e whether it is for use in the

farm business of the household or for hiring out. The important items of agricultural machinery and implements have been specified in col. (2). For each of these items, the stock position as on the date of survey and transactions of the asset during 1.7.02 to the date of survey will have to be ascertained for making entry in the relevant columns. If the household reports ownership/acquisition disposal of any agricultural machinery or equipments other than those specified in col. (2) against serial numbers 1 to 15, the total value of all such assets (others) will be recorded against item 16 (such as fishing net and accessories, solar equipments, wind mill, sprinkler, etc.) in cols. (4), (6) and /or (8) depending on whether the asset is owned on the date of survey, acquired and/or disposed of during 1.7.02 to date of survey. The total of items 1 to 16 will be derived for cols. (4), (6), (8) and (10) and be recorded against item 17 in respective columns. Furniture and fixtures exclusively used for farm business or for farm business with non- farm business will be recorded against item 15 and only the value figure will be entered in respective columns.

4.8.1 Columns 3 and 4: Number and value of assets owned on the date of survey: For each item specified in col. (2), number of implements owned on the date of survey will be recorded in col. (3). Value of each of the implements owned has to be ascertained separately as per the procedure laid down in paras 4.0.7 and 4.0.8 and the total value of all the assets reported in col. (3) against an item will be recorded in col. (4).

4.8.2 Columns 5 to 8 : Transactions during 1.7.02 to date of survey : The particulars of transaction of an item specified in col.(2) will be recorded in cols.(5) and (6), if it is acquired during 1.7.02 to date of survey and in cols.(7) and (8), if any disposal takes places during the said reference period. An asset may be acquired by way of purchase, construction, and gift or otherwise. An asset may be disposed of by way of sale, loss, gift, discarding or otherwise. In case, an asset is acquired and disposed of during the reference period, the same entries are to be made both under acquisition and disposal. The number of an item of asset acquired will be entered in col. (5) and that disposed of in col. (7). The values of the respective assets as ascertained in accordance to paras 4.0.7 and 4.0.8 will be recorded in cols. (6) and (8) for acquisition and disposal respectively.

4.8.3 Columns 9 and 10: Assets owned as on 30.6.02: Agricultural machinery and implements owned by the household as on 30.6.02 will be obtained from the entries made in cols. (3) to (8). The entries for cols (9) and col. (10) are derived from col. (3) to col. (8) as given below:

- (i) col. (9) = col. (3) - col. (5) + col. (7)
- (ii) col. (10) = col. (4) - col. (6) + col. (8)

4.9.0 Block 9: Non-farm business equipments owned by the household and related transactions: The term ‘non-farm business’ and its coverage for this survey has already been explained in detail in chapter 1. The non-farm business equipments include machinery, tools and appliances, furniture and fixtures and other related physical assets used in the non-farm business. The equipments described in col.(2) of the block and owned by the sample household will be recorded in this block, irrespective of its use i.e whether it is for use in the non-farm business of the household or for hiring out. The number and the value of the household’s share of equipments used exclusively for non-farm business on the date of survey will be entered in whole number and in rupees respectively in cols.(3) and (4). Col 2 gives a list of non-farm business equipments. Any equipment, except furniture and fixtures, which is used both for

farm and non-farm business will be recorded under “agricultural machinery and implements” in block 8 of this schedule. Similarly, if an equipment is used both for non-farm business and for domestic purpose, and also furniture and fixtures, utensils etc. used for non-farm business and domestic purpose will be recorded in block 11 of this schedule under household durables.

4.9.1 The value of the assets will be determined following the procedure described in paras 4.07 and 4.0.8 The acquisition of assets listed in col. 2 during the reference period by way of purchase, construction and improvement or otherwise (by way of gifts etc.) will be entered in cols. (5) and (6) in terms of number and value respectively. Similarly, the number and value of assets disposed of by way of sale, discarded or gift etc., will be recorded in cols.(7) and (8) respectively. Value of non-farm business equipment owned by household as on 30.06.02 will be obtained from cols 3 to 8 and will be recorded in cols 9 and 10 respectively. If acquisition is through improvement of existing assets, only the value figure need to be recorded putting a cross (x) mark against ‘number’. This procedure will also be applicable when parts of equipments are sold, otherwise disposed of or discarded. In such cases, the value of the part disposed of and not the number will be recorded under appropriate column. Like ownership of assets, only the share of household need be considered in the cases of transactions of assets. In this connection, it may be noted that stock position as well as the transaction of these assets will not be recorded in this block if they are merchandise i.e. meant for sale by the household for the purpose of trade.

4.9.2 It may be noted that if the household owns on the date of survey/acquires and/or disposes of during the reference period instruments like harmonium, drum, table, string instruments etc., the entries will be made in this block with item 9 in col. (1) (musical instruments), only when those instruments are used by the professional musicians, proprietors of drama troupes etc. Otherwise they will find place in block 11.

4.9.3 **Items 1 to 17: Machinery, tools and appliances:** For each item of machinery, tools and appliances, one line will be used. The total of all machinery and equipments will be recorded against item 18: total machinery tools & appliances. No attempt may be made to fill the gap between the serial number of last line and 18 against machinery, tools and appliances.

4.9.4 **Item 19: Furniture and fixtures:** This item will include all furniture, like tables, chairs, cots etc., and all fixtures (e.g. cupboards, shelves fixed to the wall etc.) owned by the household and used exclusively for non-farm business.

4.9.5 **Item 20: Other non-farm business equipments:** If any non-farm business equipment which is exclusively used for non-farm business and is outside the list of items 1 to 19 as specified in the col. 1 of the schedule is owned on the date of survey or acquired/ disposed of by the household during the reference period, value only will be recorded against this item under the appropriate cols.

4.9.6 **Item 21: Total:** This will be obtained by adding entries against items 18, 19 and 20 for respective columns.

4.10.0 **Block 10: Transport equipments:** This block is to be filled in for visit 1 only. In this block, the number and the value of the household’s share of all transport equipments owned on the date of survey will be recorded in cols.(3) and (4) respectively for each of the items listed under col.(2) irrespective of whether the equipments are used in the farm, non-farm or

household purposes. As regards transaction, the procedure (described in para 4.9.1) for filling in similar columns of block 9 will be followed. Like non-farm business equipments, transport equipments meant for sale by the household engaged in trading of those articles will not be considered.

4.10.1 Column 11: Main use of transport equipment: The main use of the transport equipments owned by the household on 30.6.02 will be recorded in code numbers as given below:

for farm business	1
for non-farm business ...	2
for household use	3

If an equipment is used for more than one purpose, the main use has to be determined on the basis of the time utilisation of the said equipment during last 365 days. If the number of an item of transport equipments owned by the household on 30.6.02 is two or more the particulars of main use have to be entered in col.(11) with comma (,) in between. For example, if the household owned three bicycles on 30.6.02, one of which was used for the household purpose and two for non-farm business, then the entry in col. (11) would be 3, 2, 2.

4.10.2 Items 1 to 8: The names of different transport equipments are given in col. (2). In case of item 1 i.e. “carts (hand driven/animal driven)”, the value of cart will only be recorded under the appropriate columns. The value of animals will be shown in block 7 of this schedule. Similarly, for item 7 the value of trollies/trailors/jugads will be recorded here, where the value of tractor will be entered in block 8. The items are self-explanatory.

4.10.3 Item 9: other transport equipment: If any transport equipment, other than those listed against serial numbers 1 to 8 in column 1, is owned on the date of survey or acquired/disposed of by the household within the reference period, only the value figures will be recorded against this item under the appropriate columns.

4.10.4 Item 10: Total: The total of the value recorded against items 1 to 9 will be obtained and shown against this item under the relevant columns.

4.11.0 Block 11: Durable assets owned by the households and related transactions: This block shall be canvassed both for visit -1 and visit- 2. The household durable assets have been defined earlier in chapter 1. The items used for household purposes will be taken into account irrespective of whether they are home produced, purchased or received as gift. There may be some household articles which are used both in the household and also in enterprises. In such cases, the durable articles will be recorded here and not under farm or non-farm business. But the durable assets including furniture and fixtures, if exclusively used in the non-farm business, will be recorded in block 9 and not here. Similarly, the durable assets including furniture and fixtures, if exclusively used in the farm business, will be recorded in block 8 and not here.

4.11.1 The items have been specified in col. (2) of this block following the procedure similar to the one adopted for the corresponding blocks of schedule 1.0 (consumer expenditure survey). However, schedule 1.0 provides for more detailed item wise information. For example, among the items of furniture & fixtures, only bedstead (item 1) and steel/wooden almirah/dressing table (item 2) have been separately listed in block 11 of schedule 18.2. The

remaining items like chair, table, carpet etc. which are separately available in schedule 1.0, will be considered together for the purpose of recording value against item 3 (other furniture & fixtures) under appropriate columns in block 11 of schedule 18.2. Similarly, goods for recreation, entertainment, hobby etc., other than those listed against items 4 to 5 of this block will be shown against item 6. Two-in-one and three-in-one will be recorded against item 4. It is to be noted that all musical instruments like harmonium, piano, tabla, drum, string instruments, etc., which are not for professional use, will be shown against item 4 and not against item 6. Ornaments made of gold, silver and other precious metals or precious stones will find place against item 13 (bullions & ornaments). Any item which does not fall in the broad groups of items covered under serial numbers 1 to 13 of this block will be recorded against item 14. The total of value figures recorded against items 1 to 14 will be entered against item 15 in the respective columns.

4.11.2 The items like gas cylinders which may be used by the household for domestic purposes should not be considered for making entry in this block as those are not owned by the household. However, the security deposits made by the household for use of the cylinder will be recorded in block 13.

4.11.3 **Columns 3 to 8: Durable assets owned and related transactions during the reference period:** The number and value of all the household durable goods owned by the household on the date of survey will be recorded in whole numbers in cols. (3) and (4) respectively. While any acquisition during 1.7.02 to date of survey will be recorded in cols (5) and (6) respectively for number and value of the assets, the disposal during the said reference period will be noted in cols. (7) and (8). For recording data on transactions, the procedure described in paras 4.9.0 to 4.9.2 is to be followed.

4.11.4 **Columns 9 and 10: Durable assets owned on 30.6.02 /30.06.03:** The number and value of durable assets owned by the household on 30.6.02/30.06.03 will be recorded in cols. (9) and (10) respectively. The figures will be derived as follows:

$$\begin{aligned} \text{col. (9)} &= \text{col. (3)} + \text{col. (7)} - \text{col. (5)} \\ \text{col. (10)} &= \text{col. (4)} + \text{col. (8)} - \text{col. (6)} \end{aligned}$$

4.12.0 **Block 12: Shares and debentures owned by the household and related transactions:** This block is to be filled in for visit 1 only. This block is meant for recording the stock of the financial assets in the form of ownership of shares and debentures in the credit or non-credit cooperative societies, commercial banks, financial and non-financial companies, mutual fund including the Unit Trust of India and other similar financial assets as on the date of survey and also their transactions during 1.7.02 to date of survey. Transactions will concern both inflow and outflow of stock by way of acquisition and disposal of assets. The assets in the form of shares and debentures may be disposed of by way of sale or otherwise and may be acquired by way of purchase or otherwise during reference period.

4.12.1 The ownership on the date of survey and disposal and acquisition during 1.7.02 to date of survey of financial assets listed in col. (2) will be collected in cols. (3), (4) and (5) respectively. The value of these assets owned by the household as on 30.6.02 will be worked out in the following way:

$$\text{col. (6)} = \text{col. (3)} + \text{col. (5)} - \text{col. (4)}$$

4.12.2 **Different types of share:** Following are the types of shares held by the shareholders in cooperative institutions, commercial banks and companies:

- (a) ordinary shares
- (b) preference shares
- (c) debentures

In case of ordinary and preference shares, share value is not generally fully paid up and paid-up value is often different from the face value. Paid-up value represents the share money actually paid to the company by the shareholders. Debentures are on the other hand, bonds issued by the corporations and companies with specific maturity period and rate of interest. Debenture holders do not have any ownership rights to the companies. They are the creditors of the company. The value of the shares and debentures will be ascertained according to the procedure laid down for determining the value of the physical assets. In other words, the value of the shares and debentures owned on the date of survey will be evaluated as per the market price prevailing on the date of survey, if the said shares/debentures are acquired before the reference date i.e. 30.6.02. On the other hand, if the shares etc., are acquired during the reference period by way of purchase, then the purchase price will be recorded under 'acquisition' and under 'date of survey' or under disposal, as the case may be. If it is acquired during the reference period by ways other than purchase, then the market price prevailing on the date of survey will be recorded under appropriate columns. In the cases where it is not possible to ascertain the prevailing market price of a share, the paid up value of the shares (if it acquired other than by way of purchase) or the value paid by the household (if it is purchased) may be recorded in the relevant column(s).

4.12.3 **Item 1: cooperative credit society/bank:** Cooperative credit society/bank means an organisation created under cooperative movement whose main objective is to provide financial help to its members. Cooperative credit societies broadly fall under two categories, viz.

- (i) Agricultural credit societies and
- (ii) Non-agricultural credit societies.

(i) Agricultural credit societies : These provide finance to their members for agricultural purpose or for purposes connected with agricultural activities (including the marketing of crops).

(ii) Non-agricultural credit societies : These generally fall under three broad groups, viz. (a) urban co-operative banks (b) employer's credit societies and (c) others.

(a) Urban Co-operative banks : These are cooperative societies functioning in urban or semi-urban areas and engaged in providing the banking facilities, e.g. accepting of deposits from members and non-members. Their clientele is largely drawn from traders, small entrepreneurs, salaried and professional classes etc. These banks provide credit for such purposes as trade and commerce, cottage and small-scale industries, housing, consumption and domestic purposes.

(b) Employers' credit societies : These are also known as salary earners' societies and are essentially organisations of salaried employees and/or wage earners or persons employed under a common employer or an institution. They accept deposits mostly from their members,

though some of them deal with non-members also. The loan advanced by them are generally recovered from monthly salaries of the members.

(c) Other non-agricultural credit societies : These are formed with the object of promotion of thrift and saving among the members of a particular community or profession and include women's thrift societies, co-operative credit societies formed for fishermen, taxi-drivers, rickshaw-pullers and others belonging to the category.

4.12.4 Item 2: Co-operative non-credit society: All other cooperative societies whose basic aim is not to provide credit will be considered against item 2. Some such cooperative societies are described below:

(i) Service cooperative society: The service cooperative is an organisation of members who have willingly combined for mutual help and cooperation in meeting their common economic requirements. Such individuals cooperate to procure the essential services needed for their enterprise. These cooperatives serve variously - as a store, a bank, a distribution agent - and arrange for marketing of their members' produce through the cooperative marketing societies. These societies take up these activities with the sole objective of increasing agricultural production.

(ii) Cooperative marketing society: A marketing society has the main objective of marketing of agricultural produce of members in its area of operation. Such produce may be received by the marketing society from the cultivators directly or through primary credit societies. The produce is then sold either in the local market or to the higher level marketing organisation. Some of the marketing societies also undertake processing of produce with the object of making it more easily marketable and/or for getting a better price. In addition, societies may also undertake supply of agricultural requisites like seeds, manures and fertilizers, pesticides, implements and machinery and distribution of common consumer foods such as food grains, cloth, kerosene and sugar.

(iii) Processing society: A processing society is organised with the sole objective of processing mainly agricultural produce grown by its members and/or by the members of the primary agricultural credit societies. In addition to processing of produce and marketing of the products, they also undertake the supply of agricultural requisites.

(iv) Central cooperative bank : This is a federation mainly of primary credit societies and those of other types of primary societies in their area of operations. Central cooperative banks are generally of the mixed types, i.e. majority of the shares are owned by the societies registered within the area of their operation and partly by the individuals. Besides financing the affiliated societies they also conduct normal banking business.

4.12.5 Items 3 to 8: The financial and non-financial companies (ref Chapter 1) are registered under companies act. Companies can be of two types: public limited companies and private limited companies. The shares held by the household in a company will be shown against items 4 & 5 respectively, and those in a commercial bank against item 3. Against item 6, units/shares held under various schemes of Unit Trust of India or of various mutual funds shall be recorded. These entities are collective investment schemes and are an important constituent of the capital market. Through institutionalised risk pooling mechanism, they provide the benefits of diversified portfolios and expert investment advice and management to a large

number of investors who may not be in a position to do so by themselves. Other similar types of shares not listed under items 1 to 6 will be recorded against item 7. The total of items 1 to 7 will be recorded against item 8. These figures will be recorded in whole rupees. The entries in cols. (3) to (5) are to be made as per the procedure described in para 4.12.2.

4.13.0 Block 13, Financial assets other than shares and debentures: This block is provided for collecting information on financial assets not covered in block 12 above. The financial assets to be considered here are the different types of certificates/securities issued by the government or banks, viz. NSC, Indira Vikas Patra, Kisan Vikas Patra, RBI Bonds or deposits in post office, cooperative societies/banks, commercial banks, companies, insurance companies etc. In case of certificates, the amount paid at the time of purchase will be considered and for deposits the total amount including interest accrued should be taken into account.

4.13.1 Value of the assets as on the date of survey is to be recorded in col. (3). Provision has also been made to record the transaction of these assets during 1.7.02 to date of survey in cols. (5) and (6). All transfer of financial assets specified on col.(2) to others free of charge or against payment received in cash or in kind and all reductions in financial assets through withdrawal of deposits will be recorded in col.(6). Disposal of these assets by other means such as gift etc. will also be included. The term “purchase/deposit” in col.(5) will include all acquisition of assets through payment in cash or in kind, including the payment of insurance premium, contribution to provident fund, subscription to chit fund, additions to deposits etc. The interest accrued during the reference period may also be recorded under acquisition in case of deposits. Acquisition of these assets by other means such as gift received etc. will also be shown here. Value of assets as on 30.6.02 will be derived in the same manner as has been explained for block 12. Some of the items included in this block are described below.

4.13.2 Item 1: National Savings Certificate, Indira Vikas Patra, Kisan Vikas Patra and RBI bonds: The 6 years National Savings Certificates relating to eighth series were issued in the denomination of Rs.100, Rs.1000, Rs.5000 and Rs10000. These certificates mature in 6 years time. It is permissible to encash eighth series certificate after three years lock-in period on predetermined maturity value. For the purpose of evaluating the value, face value of these certificates will be recorded both in the case of value as on date of survey col.(4) and also for transactions cols.(5) & (6) during the reference period. Indira Vikas Patra and Kisan Vikas Patra are small saving schemes of Post Office. The certificates can be purchased at half the face value. The maturity period is five and five and half years respectively. The purchase value of the certificates owned on the date of survey will be recorded in col (4) against item 1. The purchase value of the certificates purchased during the reference period will be entered in col (5). If any of the certificates is cashed on maturity or disposed off by way of sale before maturity, given as gift to others, lost etc, the face value of the certificate so disposed off will be recorded in col(6). For such certificates, the entry in col. (4) will be ‘0’. Of late, members of many households are purchasing RBI Bonds. Such a bond can be purchased at its face value. It may be of two types: viz either providing half yearly interest, or with cumulative option. Its maturity period is five years. For recording purpose, the cumulative option of this sub-item can be treated in a fashion similar to that followed for the certificates like National Savings Certificates etc.

4.13.3 Items 2 to 5 and 7: The National Savings Scheme Deposits entitles the depositor in reduction of his/her taxable income. The amount at the designated post offices is deposited by

opening an account and this amount can be withdrawn only after 3 years period and is taxable at the time of withdrawal. The total deposits including interest earned as on date of survey and transactions made during the reference period i.e. deposits and withdrawals in National Saving Scheme will be recorded against this item in the cols.(4) to (6).As regards other deposits in post offices, cooperative society/bank, commercial bank, and non-banking companies and individuals made under various schemes/accounts such as savings bank account, thrift account, cumulative time deposits, fixed deposits etc. will be enumerated separately against respective items in col.(2) for deposits as on date of survey and transactions during the reference period in col.(5) and (6). It is to be noted that in the cases of deposits, the total amount including interest accrued upon on these deposits will be recorded in the appropriate columns.

4.13.4 Item 6: Chit contribution made: Against this item, total of the monthly contributions paid for the chit till the date of survey will be recorded in col. (4), if the chit amount has not been withdrawn by the household. If the chit amount has already been taken by the household on or before the date of survey, the household is liable to the chit fund to the extent the monthly installments are payable from the date of survey till the completion of the chit. The absolute value of the total amount of the installments will be recorded in col. (4) with '1' in col. (3) to indicate minus sign (-). In the case of transactions, if the chit amount has been drawn during the reference period, the face value of the chit will be recorded under col. (6). Similarly, total of the monthly contributions and installments paid to the chit fund during 1.7.02 to the date of survey will be recorded under col. (5). The value as on 30.6.02 will be derived by subtracting the figure in col. (5) from the total of cols. (4) + (6). It is to be noted that a negative sign (-) may, in some cases, be applicable to the figures reported in cols.(4) and (8) but never against entries in cols.(5) and (6).

4.13.5 Item 8: Insurance premium: The total amount of premium paid for the life policies up to the date of survey will be recorded in col. (4), if the policy is not matured. If the policy is already matured and the amount is received from the Life Insurance Corporation during the reference period, the entry in col. (4) will be 'zero'. But the amount so received will be recorded in col. (6). The entry in col. (5) will be the total amount of premium paid during the reference period. In case of money back policies the value to be recorded in col. (4) will be the total premium paid minus the money received back up to the date of survey. The transactions to be recorded in col. (5) will be premium paid during the reference period and in col. (6) the money received back, if any, during the reference period including the maturity amount.

4.13.6 Item 9: Annuity certificates: Annuity is a sum of money received annually in one or more installments, for a period of time. In the case of a life annuity, payment continues until the death of a person to whom it has been awarded. Such annuities can be purchased from insurance companies. Some insurance companies issue terminable annuities that continue to be paid to the annuitants dependents until the end of the agreed period if he dies within that period. An immediate annuity is one that commences immediately after it has been purchased whereas a deferred annuity starts at an agreed future date. The purchase value of annuity will be recorded in the respective columns. The value of annuities purchased up to the date of survey will be recorded in col.(4) and annuities purchased or encashed (sold) during reference period will be recorded in cols.(5) and (6) respectively.

4.13.7 Item 10: Provident fund: All types of provident funds, viz., 'contributory provident fund', 'general provident fund' in Government and Public Sector Offices and Provident Fund maintained in the Private sector offices and companies and Public Provident fund in post

offices/public sector banks, will be considered fund account (including employer's contribution) and interest will be recorded in col.(4). The amount deposited in the provident fund account during the reference period will be recorded in col. (5). If any final withdrawal (not loan or advance which is repayable) is made from the provident fund account during the reference period, the amount of such withdrawal will be recorded in col. (6).

4.13.8 Items 11 to 13: Cash held on hand by the household i.e. cash with the household as on the date of survey will be recorded in col. (4) against item 11. The other financial assets not covered under items 1 to 11 and owned by the sample household on the date of survey of transacted during reference period will be recorded in cols.(3) to (5) against item 12. Col. (8) will be worked out as per the procedure given for the previous block. Item 13 will be derived by considering the sign also for entries against item 6.

4.14.0 Block 14: Cash loans and kind loans receivable by the household: This block is meant for collecting information in respect of amount receivable by the household on the date of survey on account of loans advanced by them in cash or in kind and the transactions of such loans during the reference periods, viz. 1.7.02 to the date of survey during the first visit and 1.7.03 to the date of survey in second visit. The procedure to be adopted in filling up different columns is the same as described for blocks 12 and 13. The total amount received by the household during the reference period by way of repayment of loan advanced to others within or prior to reference period, including the interest accrued up to 30.6.02/30.6.03, will be recorded in col.(5). Similarly, the total amount lent out during the reference period by the household will be recorded in col. (4). To obtain the information on 'receivable on 30.6.02/30.6.03' for recorded the same in col. (6), the following algebraic relation will be used:

$$\text{Col (6)} = \text{Col. (3)} + \text{Col. (5)} - \text{Col. (4)}$$

4.14.1 Loans receivable against different securities such as promissory notes, mortgage of real asset or bullion and ornaments and pledge of other movable properties etc., are to be recorded against items 1 to 3 respectively. Amount may also be receivable as repayment of loans given to friends and relatives without any security. All such loans will be recorded against item 4. In some cases, a person may advance some loan on the condition that the borrower household will have to repay the loan or sell the produce of the household to the person advancing the loan. The amount of such loans receivable by the household as well as loans receivable by professionals like doctors, lawyers etc., from their clients will be taken into account under item 5. Any other receivable amount not falling in the category of items 1 to 5 will be recorded against item 7. These are cases of bonus, profits, lottery etc., which are already declared but not paid by the appropriate authority. Entries to be made against items 1 to 5 and 7 relate to cash loans receivable.

4.14.2 Loans receivable by the household in kind i.e. on account of the grain and other commodity loans advanced by it to others will be recorded against item 6. All loans advanced in kind, irrespective of whether they are repaid or yet to be repaid in cash or kind, will be considered as kind loans and the imputed value of the quantity advanced including interest will be noted. Imputations will be made at the current market price prevailing in the locality on the date of survey.

4.14.3 Items 4 to 7: Unsecured loan, professional dues, trade credit, kind loans and others: In case the loan advanced by the sample household is less than Rs.300/- and full

amount of the said loan is repaid within a period of 1 month, will not be considered for recording entries against items 4,5,7. In other words, all loans amounting to Rs.300/- and above, irrespective of the period for which they are outstanding, and all loans outstanding for a period of more than 1 month, irrespective of the amount, will be considered as loans for recording entries against items 4,5,7. Similarly in case of kind loans (item 6), quantity weighing less than 10 Kg. will be ignored if it is outstanding for less than 1 month only. The stipulation mentioned above is not applicable to any loan advanced against a security. In those cases, all loans regardless of the amount advanced and the period it remains outstanding will be recorded against the items 1 to 3.

4.15.0 Blocks 15.1, 15.2 and 16: All liabilities of the household, in cash or in kind, whether in the form of loans or dues payable are to be recorded in these blocks. The particulars to be collected in blocks 15.1 and 15.2 will relate to the cash loans only. To classify a loan as cash loan, the following points are to be considered:

- (i) All loans taken in cash even if they are repaid or proposed to be repaid in kind will be considered as cash loans.
- (ii) Cash loans, generally, cover borrowings at specific rate of interest for a specific period of time. However, even if a loan is taken at 'nil' rate of interest, it is to be considered as cash loan. Thus, interest free loans taken from friends and relatives for short period will be considered as cash loans. Cash loans may be taken against a security or without any security.
- (iii) If a loan is taken in kind but the cash value of the commodity is noted as the contracted amount to be repaid, such loan will be considered as cash loans payable. Thus, for articles purchases on 'hire purchase basis', the price excluding initial cash payment will be considered as cash loan.
- (iv) Balances due on overdraft account or cash credit limits sanctioned by a bank will not be considered as cash loans.
- (v) The trader's credit (cash loan given by the trader) in anticipation that the borrowing cultivator will sell his crop to the creditor will not be considered as cash loan
- (vi) Difficulties may be encountered in collecting information on small loans taken for a short period without any security. Thus, if the original amount of an unsecured loan is less than Rs.300/- and the said loan is fully repaid within a period of one month, for operational convenience, it will not be considered as a loan for this purpose of the survey and will not be recorded in blocks 15.1 and 15.2. The amount drawn from chit fund will not be considered as cash loan or other liability.

4.15.1 As distinguished from cash loans described above, other liabilities comprise liabilities arising out of goods taken from traders, services received from doctors, lawyers etc., and kind loans and dues on account of taxed etc. The particulars of other liabilities will be recorded in block 16. In this connection, the following points may be noted:

- (i) All loans taken in kind even if those are repaid or proposed to be repaid in cash will be considered as kind loans. However, it is to be noted that if a loan is taken in kind but the cash value of the commodity is noted as the contracted amount to be repaid, such a loan will not be treated as kind loan. The value of the commodity loan will be revaluated at the current market price prevailing in the

- locality during the period of visit.
- (ii) In case the loan is to be paid in kind, the original quantity borrowed and the quantity to be paid in excess of the originally borrowed quantity will have to be included in the total outstanding loan.
 - (iii) The trader's credit (cash loans given by trader) i.e. the credit extended by trader in anticipation that the borrowing cultivator will sell his crop to the creditor, will be considered as other liabilities.
 - (iv) The amount due to provision merchants or other shopkeepers from whom goods were purchased on credit, for which payments are made periodically, unpaid bills to doctors, lawyers etc., outstanding taxes, rent payable by the sample household to government, landlord, public bodies etc., will be considered as other liabilities.
 - (v) Sometimes, payments are made to shopkeepers, doctors etc., once in a month or after a fixed period of time, in all such cases, dues will be considered only after the expiry of the due date.
 - (vi) Difficulties may be encountered in collecting information on small loans taken for short period without any security. Thus, if the original quantity borrowed is less than 10 Kg. and the said quantity is fully repaid during the period of less than one month, such kind loans may be ignored.

4.15.2 **Block 15.1:** This block is meant for recording general particulars about the cash loans payable by the households to institutions and other agencies. It also aims to provide some basic information which will help the investigator in collecting the detailed information on loan particulars in block 15.2. This block appears in both visit 1 and visit 2 schedules. While number of loans outstanding on the date of survey and those repaid and/or written off during 1.7.02 to date of survey will be collected in visit 1, the number of loans outstanding on the date of survey, and those repaid and/or written off during 1.1.03 to the date of survey will be collected in visit 2.

4.15.3 **Column 1:** It is to be ascertained from the respondent whether any member of the household has any cash loan (as described in para 4.15.0) outstanding, i.e. whether any amount remains payable on the date of survey. Code '1' will be entered if the answer is affirmative; otherwise code '2' will be recorded against this item.

4.15.4 **Columns 2 and 3:** If the answer to column (1) is '1' number of loans which remain outstanding on the date of survey will be recorded in the box spaces provided against column (2) and/or (3), depending on whether those loans were taken from institutional agencies or non-institutional agencies or from both. The institutional agencies are:

Government cooperative society /bank, commercial banks including regional rural bank, insurance, provident fund and other institutional agencies. These are defined in para 4.15.14.

Any other agency like money lender, trader, relatives and friends etc., will be considered as non-institutional agency.

4.15.5 If two or more loans are taken/contracted from two different credit agencies belonging to the broad group of institutional/non-institutional agencies each of them will be considered as a separate loan. Even if loans are taken from different sources coming under same credit agency, they will be considered as a separate loan. Similarly, loans taken from the same source

at two different points of time, will be considered separate loans. The total number of all such loans which remain outstanding on the date of survey will be recorded in the box spaces against columns 2 and/or 3, as the case may be. If the entry against column (1) is '1', columns (2) and (3) should not be left blank. If a particular household reports loans outstanding only to institutional or non-institutional agency, the entry to be made against the non-institutional or institutional agency respectively will be '0'.

4.15.6 Column 4: The household may not have any loan outstanding on the date of survey. But, it may have repaid some loans during 1.7.02 to the date of survey during the first visit and 1.1.03 to the date of survey during the second visit. It is also possible that the household has some outstanding loan on the date of survey and also has repaid fully some other loans (not the loans already recorded against columns (2) and (3)) during the reference period. Information to be sought against column (4) relates to the loans whose final repayment was made during the reference period and no amount of those loans remains outstanding on the date of survey. In some situation, it is possible that household takes a second loan from the same source, say provident fund, before the first loan is fully repaid and the amount of the first loan is so adjusted that the amount borrowed from the second loan gets inflated by the amount unpaid on account of the first loan. In all such cases, the second loan will be considered as outstanding on the date of survey, while the first loan will be treated as repaid fully the reference period.

4.15.7 Columns 5 and 6: The entries against columns (5) and (6) will be made in a manner similar to that described in paras 4.15.4 and 4.15.5.

4.15.8 Columns 7 to 9: Sometimes to provide debt relief to farmer and others, the government agencies, banks etc., exempt the household from repaying a loan fully or partly and consider such loan as cleared up. Whether any loan other than those recorded against columns (2), (3), (5) and (6) is written off during 1.7.02 to the date of survey in the first visit and 1.1.03 to the date of survey in the second visit will be ascertained and recorded against column (7) in terms of codes: yes-1, no-2. If the code against column (7) is '1', number of such loans will be recorded against column (8) and/or (9) in a manner similar to that described in para 4.15.4 and 4.15.5.

4.15.9 Block 15.2: Particulars of cash loans payable by the household: The details of cash loans payable by the household as on the date of survey and transactions of all loans during the reference period of 1.7.02/1.1.03 to the date of survey will be recorded in this sub-block in the schedules of first/second visit. First the loans advanced by the institutional agencies will be entered and thereafter those advanced by non-institutional agencies. One line each will be used for a loan. For the institutional loans, the number of lines will be equal to the total of columns (2), (5) and (8) of block 15.1. Similarly, for non-institutional loans, the number of lines will be equal to the total of columns (3), (6) and (9) of block 15.1.

4.15.10 Column 1: Serial number of loan: For recording the loans in this block, a specific order is to be maintained. All loans reported against column (2) of block 15.1 will be listed first in this block under 'institutional agencies', followed by loans accounted for in columns (5) and (8) of block 15.1 respectively. Thereafter, all loans reported against column (3) of block 15.1 will be listed in this block under 'non-institutional agencies', followed by loans reported against columns (6) and (9) respectively. A continuous serial number will be given in col. (1) for all loans (institutional and non-institutional), particulars of which will be collected in block 15.2. The last serial number will be equal to the total of entries made in block 15.1 against

columns (2), (3), (5), (6), (8) and (9).

4.15.11 Columns 2 and 3: Date of borrowing: The month and year of borrowing will be recorded in cols. (2) and (3) respectively. It may be noted that month will be recorded in two digits, e.g. January will be recorded as 01, February - 02, March - 03, December - 12. Year will also be recorded in two digits, i.e. year 1985 will be recorded as '85' only.

4.15.12 Column 4: period of loan: For each loan, the period of loan will be recorded in col. (4) in terms of codes. The codes are different for visit 1 and 2, as shown below:

For visit - 1

loan remained unpaid on 30.6.02	1
loan taken during 1.7.02 to 30.9.02	2
loan taken during 1.10.02. to 31.12.02...	3
loan taken during 1.1.03 to date of survey.....	4

For visit - 2

loan taken on or before 30.6.02 and remained unpaid on 1.1.03	1
loan taken during 1.7.02 to 30.9.02 and remained unpaid on 1.1.03	2
loan taken during 1.10.02 to 31.12.02 and remained unpaid on 1.1.03	3
loan taken during 1.1.03 to 31.3.03	4
loan taken during 1.4.03 to 30.6.03	5
loan taken during 1.7.03 to date of survey.....	6

In the first visit, all loans taken prior to 30.6.02 and not fully repaid by 30.6.02 will get code '1' in col. (4). Again, all loans taken during 1.7.02 to 30.9.02, 1.10.02 to 31.12.02 and 1.1.03 to the date of survey will get codes '2', '3' and '4' respectively, irrespective of whether the loans have been fully or partly repaid or not. In the second visit, all loans taken on or before 30.6.02 but not fully repaid by 1.1.03 will be assigned code '1'. Similarly, loans which have been taken during 1.7.02 to 30.9.02 and those taken during 1.10.02 to 31.12.02 but have not been fully repaid by 1.1.03 will be given codes 2 and 3 respectively. Loans taken during 1.1.03 to 31.3.03, 1.4.03 to 30.6.03 and 1.7.03 to the date of survey will be assigned codes '4', '5' and '6' respectively, irrespective of whether the loans have been fully or partly repaid or not.

4.15.13 Column 5: Amount borrowed: For each loan, the amount originally borrowed will be recorded in rupees (whole number) in col. (5). Sometimes, a second loan is taken from the same source before the first loan is fully repaid and the unpaid amount of the first loan is included in the amount of second loan. The borrower receives the sanctioned amount minus the unpaid amount of the first loan. Again, the lender may deduct the first installment of interest before paying the amount to the borrower. In all such cases, the amount contracted will be the amount originally borrowed, even if the amount received by the borrower is less.

4.15.14 Column 6: Credit agency: The agency from which the loan has been taken will be recorded in col. (6) in code number. The codes are : government -01, cooperative society/bank -02, commercial bank including regional rural banks - 03, insurance - 04, provident fund - 05,

financial Corporation/institution –06 financial company –07, other institutional agencies -08. landlord - 09, agriculturist money lender - 10, professional money lender -11, trader - 12, relatives and friends - 13, doctors, lawyers and other professionals - 14 and others - 99. The codes 1 to 8 are considered as institutional agencies and will be applicable for loans recorded under ‘institutional agencies’. The remaining codes are treated as non-institutional agencies and will be applicable for loans recorded under ‘non-institutional agencies’. The codes are described below:

- (i) **Government:** The central and state governments may act as an agency for advancing loans. Government may advance loans through Departments like Revenue, Agriculture, Industries or Rural Development etc. Finance from Government may also be channeled through Khadi and Village Industries Commission. All loans received from the above sources will be treated as from ‘Government’.
- (ii) **Cooperative society/bank:** Loan may be obtained from agencies, such as cooperative society/bank like primary cooperative credit societies, primary cooperative marketing societies, district or central cooperative banks, primary or central land development banks, handloom weavers cooperative societies and other industrial or other types of cooperative societies etc. Such societies/banks will be treated as ‘cooperative society/bank’.
- (iii) **Commercial banks including regional rural bank:** All loans taken from commercial banks, including nationalized banks, regional rural banks and State Bank of India and its associates like State Bank of Rajasthan, State Bank of Mysore; Foreign Commercial banks operating in India will be considered as loans taken from ‘commercial banks’.
- (iv) **Insurance:** All loans taken from Life Insurance Corporation, Postal Life Insurance and other insurance funds will be considered as loans taken from ‘insurance’.
- (v) **Provident fund:** Loans taken from the Provident Fund account, such as Contributory Provident Fund, and any other provident fund in the public/private sector offices and companies, by the employees of the concern or account holder in case of Public Provident Fund will be classified as loans taken from ‘Provident Fund’.
- (vi) **Financial corporations/ institutions:** Institutions such as State Financial Corporations, Small Industries Development Bank of India (SIDBI), Small Industries Development Corporation (SIDC) which play promotional and developmental role through extending finance may be grouped under this head. They were set up by some Act other than the Companies Act. (ref Chapter 1 for details)
- (vii) **Financial companies**(ref Chapter 1 for details)
- (viii) **Other institutional agencies:** Loans taken by households from institutions other than those listed above.
- (ix) **Landlord:** The credit agency for loans given by landlords to their own tenants will be taken as loan from ‘landlord’. If the tenant takes a loan from a person who is not his landlord, but belonging to the landlord class, the credit agency in such cases will be ‘agriculturist money lender’ or ‘professional money lender’ etc., depending upon the types of money lending business done by the landlord.
- (x) **Agriculturist money lender:** An agriculturist money lender is defined as one whose major profession is agriculture and whose money lending business are comparatively of minor importance. When a landowner or a cultivator derives the major part of his income from money lending, he should not be classified as an ‘agriculturist money lender’ but as a ‘professional money lender’.
- (xi) **Professional money lender:** A professional money lender is a person who earns major part of his income from money lending.

- (xii) **Trader:** A trader here is defined as a person whose principal occupation is trading.
- (xiii) **Relatives & friends:** If a loan is received from one of the relatives or friends free of interest it will be considered as a loan taken from 'relatives and friends'. If the loan bears interest it will be considered as taken from an 'agriculturist money lender', 'trader' etc., depending upon the types of business carried out by the relative or the friends.
- (xiv) **Doctors, lawyer & other professionals:** The term is self-explanatory.
- (xv) **Others:** Credit agencies not covered above will be recorded under this category.

4.15.15 Column 7: scheme of lending: Sometimes institutional agencies advance loans under various programmes or schemes for development of particular community, area, industry etc. The scheme under which loans are borrowed will be ascertained and will be filled in col. (7) in terms of code. The codes are:

Differential Rates of Interest (DRI)	1
Prime Ministers Rozgar Yojana.(PMRY).....	2
Swarnajayanti Gramin Swarojgar Yojana.(SGSY).....	3
Swarna Jayanti Sahari Rozgar Yojana.(SJSRY)	4
Advances to minority communities	5
Scheme for liberalization and rehabilitation of scavengers .	6
exclusive state schemes	7
other schemes	8
not covered under any scheme	9

In case of non-institutional agencies, the code in col.(7) will always be 9.

4.15.16 Column 8: Type of loans: The loans are generally given for a specific period. Short-term loans are advanced for a period up to 12 months, medium-term for a period ranging from 1 to 3 years and long-term loan for a period exceeding 3 years. Short term loans are sometimes given against the pledge of commodities or without any pledge. So the relevant category of loans has to be ascertained and the corresponding code is to be given in col. (8). The codes are:

short term pledged	1
short term non-pledged	2
medium term	3
long term	4

4.15.17. Columns 9 and 10: nature and rate of interest: The nature of interest expressed in terms of codes will be recorded in col. (9) for each loan. The codes are:

interest free	1
simple	2
compound	3
concessional rate	4

The rate of interest per 100 rupee per annum actually charged by the lender will be recorded against col. (10) in two decimal places of rupee.

4.15.18 **Column 11: Purpose of loan:** The purpose for which the loan is incurred will be recorded in code number against this item. The purpose of loan is defined as the occasion which prompted the households to contract the loan. Even if the loan is utilised for a purpose other than that for which it is borrowed, the original purpose of borrowing will only be recorded here. If more than one purpose are involved, the purpose for which the maximum amount of loan has been originally decided to be spent will be noted.

4.15.19 The codes for various purposes range from 1 to 9. The various purpose codes are as follows:

- (i) Capital expenditure in farm business(code '1'): The expenditure incurred on account of purchase and reclamation of land, building and other land improvements, all works including additions and alterations, new purchases, major repairs of orchards and plantations, wells, irrigation resources, agricultural implements, machineries, transport equipments, farm houses, grain golas, animal sheds, purchase of livestock etc. constitute the capital expenditure in farm business.
- (ii) Current expenditure in farm business(code '2'): The expenditure incurred on account of purchases of seeds, manure, fodder, payment of wages, rent, land revenue, cess, water charges etc., hire charges of pumps, implements etc. constitute the current expenditure in farm business.
- (iii) Capital expenditure in non-farm business(code '3'): The expenditure incurred on account of purchase of land, purchase and constructions, additions and alterations, major repairs of buildings, production equipments and accessories, transport equipments, furniture and fixtures etc. constitute the capital expenditure in non-farm business.
- (iv) Current expenditure in non-farm business(code '4'): The expenditure incurred on account purchase of raw materials, merchandise, fuel & lubricants, payments of rent, salaries and wages, hire charges of implements and machineries etc. constitute the current expenditure in non-farm business.
- (v) Household expenditure(code '5'): The expenditure incurred on account of purchase of residential plots; purchases, repairs, additions & alterations, new construction of buildings for residential purposes; purchase of durable household assets, cloths for use of the household; expenditure on death ceremonies, marriages, medical treatments, education etc. constitute the household expenditure.
- (vi) Financial investment expenditure(code '8'): The expenditure incurred for payment of insurance premium; deposits in co-operative societies and banks; contribution to chit funds; purchase of Govt. securities etc. constitute the financial investment expenditure.

The other purpose codes viz., “expenditure on litigation (code 6)”, “repayment of debt (code 7)” and “others (code 9)” are self-explanatory.

4.15.20 **Column 12: Type of security:** The type of security may be different for different types of loans. The codes for various types of securities to be filled in col. (12) are:

personal security	01
surety security or guarantee by third party	02
crop	03
first charge on immovable property.....	04
mortgage of immovable property.....	05
bullion/ornaments	06
share of companies, govt. securities and insurance policies	07
agricultural commodities.....	08
movable property other than bullion, ornaments, share and agricultural commodities.....	09
other types of security	10

The first charge on immovable property is defined as the charge on the immovable property created by the first mortgage when there are more than one mortgage for the same immovable property. In such cases, the liability of any mortgage cannot be cleared unless the liabilities of all the previous mortgages are cleared. If the loan is taken without any security, code '01' may be recorded in col. (12). In case, more than one security are reported against a loan, the code which appears first in the code list will be recorded.

4.15.21 **Column 13: Type of mortgage:** This column will be filled in for all loans entered in block 15.2. In the case of a loan secured by mortgage of immovable property, i.e. if the entry in col. (12) is '05', one of the codes 01 to 04 representing different types of mortgage will be entered in col. (13). If the loan is received without mortgaging any immovable property, code '5' should be recorded in col. (13). The mortgage may be of the following types:

- (i) **simple mortgage:** In simple mortgage, the mortgager (i.e. the person who mortgages the property) retains the ownership and possession of the property mortgage. Code '01' will be entered for simple mortgage.
- (ii) **usufructuary mortgage:** In usufructuary mortgage, the ownership of the property remains with the mortgager but the possession vests on the mortgagee (i.e. the person to whom the mortgage is made or given). Income from the property accrues to the mortgagee and the mortgage is terminated as soon as the full amount is realised. Code '02' would be given for this type of mortgage.
- (iii) **mortgage by conditional sale:** It is the type of mortgage by the execution of which the ownership and possession of the property vests with the mortgagee and a sale deed is executed. The property is returnable to the mortgager only on termination of the mortgage (i.e. on the full recovery of loan). Code '03' will be given for this mortgage.
- (iv) **other type of mortgage:** Any type of mortgage different from the above or any combination of those will be recorded under this category. Code '04' will be given to this type of mortgage.
- (v) **no mortgage:** Loans for which no mortgage is necessary will be recorded under this category, code '05' will be given for no mortgage in col. (13).

4.15.22 **Columns 14 to 16: Total amount repaid during 1.7.02/1.1.03 to date of survey:** (i) For each loan recorded in this block, the total amount, including interest repaid during the periods mentioned in the column headings of cols.(14) to (16), will be recorded in rupees

(whole number) separately for each period. It may be noted that the reference periods given in the column heading of cols. (14) to (16) are different in visit 1 and visit 2 schedules.

(ii) **treatment of subsidy:** Sometimes assistance is sanctioned in the mixed form of loan and subsidy. Usually, the household is given the benefit of subsidy, if it strictly adheres to the repayment schedule fixed by the lending agency. As mentioned in para 4.15.13, the original amount borrowed, in such cases, will include the amount of subsidy also. Now, if the household repays the entire amount of the loan (excluding subsidy) as per the contract and the last installment is paid during one of the reference period mentioned in the column headings of cols. (14) to (16), the amount of subsidy will be considered to have been repaid during the said period and amount of subsidy and the last installment taken together will be recorded in one of the cols. (14) to (16), as the case may be.

4.15.23 Columns 17 to 19: Total amount written off during 1.7.02/1.1.03 to date of survey: Sometimes to provide debt relief to farmers and others, the government agencies, banks etc., exempt the households from repaying a loan fully or partly and consider such loans cleared up under its debt relief programme. If such exemption of debt repayment is granted during the periods mentioned in the column headings of cols.(17) to (19), the total amount (including interest) so written off will be recorded in the appropriate column, depending upon the date of such exemption.

4.15.24 Column 20: Interest accrued during 1.7.02/1.7.03 to date of survey: The information for this column will be collected for the loans having code '1' in col. (4) (period of loan) during the first visit and codes '1' to '5' in col. (4) (period of loan) during the second visit. Sometimes repayment of loans are made in regular periodic installments (e.g. loan taken under hire purchase schemes), namely in months or in quarters of the year. In such cases, the interest for the reference period of 1.7.02/1.7.03 to date of survey need to be worked out on the reducing balances of the principal amount.

4.15.25 Columns 21 to 23: Amount outstanding as on date of survey: Corresponding to each of the loans considered in this block, amount outstanding, if any, on the date of survey with break-up by amounts of principal and interest will be ascertained and recorded in cols. (21) to (23). In case, a loan is fully repaid or written off during the reference period (1.7.02/1.1.03 to date of survey), the corresponding entries against these items will be '0'. If it is difficult to get 'principal' and 'interest' separately, the total amount outstanding including interest may be recorded under col. (23) for total only.

4.15.26 Column 24: Total amount outstanding as on 30.6.02/30.6.03: The total amount outstanding on 30.6.02/30.6.03 col. (24) will be recorded only for those loans which were taken before 30.6.02 for visit 1 and for loans taken prior to 30.6.03 in visit 2, i.e. the loans having code '1' and codes '1' to '5', during visits 1 and 2 respectively. The formulae for deriving the entries in col. (24) are as follows:

$$\begin{aligned} \text{Col.}(24) &= \text{Col.}(14) + \text{Col.}(15) + \text{Col.}(16) + \text{Col.}(17) + \\ &\quad \text{Col.}(18) + \text{Col.}(19) + \text{Col.}(23) - \text{Col.}(20) \text{ in visit 1} \\ &\quad \text{and} \\ \text{Col.}(24) &= \text{Col.}(16) + \text{Col.}(19) + \text{Col.}(23) - \text{Col.}(20) \text{ in visit 2.} \end{aligned}$$

4.16.0 Block 16: Kind loans and other liabilities payable by the household as on the date of survey: In this block, information will be collected in respect of all kind loans and other cash liabilities as described in para 4.15.1. If a household is liable to pay on the date of survey any amount, either in cash or in kind, for any transaction of the nature mentioned in para 4.15.1, entries are to be made in this block separately for each transaction when the source of such liabilities are different. It is to be noted that if a household is liable to pay on the date of survey to two different traders or two different doctors etc., the number of liabilities to be considered for recording entries in this block will be two, even though the source code will be same for both the loans.

4.16.1 Column 1: Serial number: For all liabilities recorded in this block, a running serial number starting from 1 will be put in col.(1).

4.16.2 Column 2: Nature of liability: A liability which is contracted in cash will be considered as ‘cash liability’, even if the repayment is made or will be made in kind. Similarly, a liability which is contracted in kind will be considered as ‘kind liability’, regardless of the mode of repayment which may be in cash or in kind. The nature of each of the liabilities will be ascertained and recorded in col. (2) in terms of codes: cash-1, kind-2.

4.16.3 Column 3: Period: For each liability, the period for which the liability is outstanding will be recorded in term of code in col. (4). The codes are:

less than 1 month	1
1 month & above but less than 3 months	2
3 month & above but less than 6 months	3
6 month & above but less than 1 year	4
one year & above	5

4.16.4 Column 4: Source: For each liability, the agency to which the liability is due will be recorded in terms of code in col. (4). The codes are:

trader	1
relatives & friends	2
doctors, lawyers & other professionals	3
others	9

It is to be noted that the same source code may appear against two or more liabilities, since two or more liabilities will be recorded separately in this block for liabilities outstanding to two or more persons belonging to the same source-class. Again, the source code for ‘trader’ and ‘doctor’ etc., will be given only when the liability of the household arises on account of goods and professional services received by the household from agencies belonging to the respective source-type. For example, when the household is liable to pay some amount to a doctor for the medical advice or for the medicines received, the source code will be ‘3’.

4.16.5 Column 5: Purpose: For each liability, the purpose for which the liability incurred will be recorded in terms of codes in col. (5). The codes are:

current expenditure in farm business	1
--	---

current expenditure in non-farm business ...	2
other household expenditure	3
other expenditure	9

The above terms are self-explanatory.

4.16.6 Column 6: Amount outstanding as on the date of survey: For each of the liabilities, the amount outstanding including interest on the date of survey is to be ascertained and recorded in col. (6) in whole number of rupees. In case of kind loans, the amount of the liability will be evaluated at the current market price prevailing in the locality on the date of survey.

4.17.0 Block 17.1 : This block has been designed to identify the specific items on which expenditure in cash and or in kind has been incurred for new purchase, constructions, additions, major repairs and alterations, improvement etc., and normal repairs and maintenance during the reference period of 1.7.02 to 31.12.02 and 1.1.03 to 30.6.03 in visit one and visit two respectively. The information will be collected under the broad heads (A) residential plots and buildings, (B) farm business and (C) non-farm business, with detailed items of expenditure under each broad head. The items on which expenditure has been incurred by the household, out of the number of items specified in this block, will be given code '1' in cols. (3) or (4), as the case may be, no matter whether the item is for the use of the household or for giving away as gift or whether it is subsequently lost or sold after being in use. However, assets constructed/purchased by the household for the purpose of trade will not be considered here. In the case of gifts received by the household during the reference period, the gift item will not be considered for making entry in this block. It needs to be mentioned that if a household constructs, improves upon or repairs an assets with the materials and/or labour supplied by the household, the household will be considered to have incurred some expenditure for the asset.

4. 17.1 Columns 1 and 2: The codes and description of the items on which information is to be collected in cols.(3) and (4) have been specified in cols.(1) and (2) respectively. Some of the items specified in this block are explained below:

- (i) **Item 101: Purchase of plots:** This will relate to the purchase of full ownership rights or improvement to tenurial status of the plots meant for residential purposes alone or along with farm and/or non-farm business. If any expenditure is made during the reference period, code 1 will be entered in col. (3) against item 101.
- (ii) **Item 102: Improvement of plots:** It will relate only to the expenditure incurred for various land improvement works like fencing etc., on residential plots only. Whether any such expenditure is made or not during the reference period will be shown in col. (3) in terms of code: yes - 1; no - 2.
- (iii) **Item 103: Purchase of houses, buildings or other residential constructions:** If any expenditure has been incurred during the reference period for purchase of a new residential building or other construction of the existing residential structure for the purpose of household's own use or for use of others (and not meant for sale), the entry against this item in col. (3) will be 1, otherwise code 2 will be recorded in col. (3).
- (iv) **Item 104: Construction of houses, buildings or other residential constructions:** If any expenditure has been incurred during the reference period for construction of a new residential building or other construction for the purpose of household's own use or for use of others (and not meant for sale), the entry against this item in col. (3) will be 1, otherwise code 2 will be recorded in col. (3). On the other hand, if some expenditure has been incurred

by the household during the reference period for normal repairs and maintenance (refer chapter 1) to keep the existing residential structure in good condition, code '1' will be entered in col.(4); otherwise code '2' will be recorded in col.(4) against item 104.

(v) **Item 105: addition / major repair and alteration / improvement/normal repairs and maintenance of houses, buildings or other constructions:** If any expenditure has been incurred during the reference period for major repairs and alterations of the existing residential house / building or any addition involving increase in the floor area of the existing residential structure for the purpose of household's own use or for use of others (and not meant for sale,) the entry against this item in col.(3) will be 1, otherwise code 2 will be recorded in col.(3). On the other hand, if some expenditure has been incurred by the household during the reference period for normal repairs and maintenance (refer chapter 1) to keep the existing residential structure in good condition, code '1' will be entered in col.(4); otherwise code '2' will be recorded in col.(4) against item 105.

(vi) **Item 201: Purchase of land:** Item 201 to 218 relate to farm business (refer chapter 1). Whether any expenditure has been incurred for purchasing land for farm business will be ascertained and recorded in terms of code against this item.

(vii) **Item 202: Purchase of land rights:** Purchase of land rights means expenditure for improving tenurial status. Installment payment made to government towards purchase price of land settled on tenants in terms of land reform legislations will also be covered here.

(viii) **Item 203: Bunds and other land improvement works:** Bunds are generally constructed to demarcate one field from the other or to sub-divide a field into plots to facilitate irrigation and moisture conservation or for prevention of soil erosion or for protecting the crops in the low lying fields from flood.

(ix) **Item 204: Reclamation of land:** The reclamation of land may take place either (a) bringing the new land under cultivation or (b) bringing the land which had been under cultivation but temporarily gone out of cultivation. The reclamation of jungle land or other uncultivated land by cleaning trees and shrubs, the reclamation of marshy or low lying uncultivated land by draining out etc., are the cases of new land brought under cultivation. The reclamation of cultivated land which had gone out of use on account of one or more factors, like salinity, growth of weeds, large scale soil erosion, large deposition of desert sand brought in by the wind etc., are the cases of reclamation of land temporarily gone out of cultivation. The expenditure on the type of reclamation, such as, shallow reaches of back waters in some coastal areas is an annual feature. This and other expenditure incurred for normal repairs and maintenance of the land already reclaimed will be considered for making entry in col.(4) and not for making entry in col.(3).

(x) **Item 205: Orchard and plantations:** The term 'orchard' represents garden of fruit plants and trees, like orange, fig, betel, vines, apples etc., while the term 'plantation' represents garden of coconut, cashew nut, tea, coffee, rubber, cardamom etc. The annual replanting (in place of plants or tree which have ceased to yield due to the process of aging), and new plantations and additions during the reference period would be considered for making entry in col. (3). The case of addition will arise only when a part of the field had been prepared and planted earlier and work on the remaining part was undertaken during the reference period. In case of new orchards and plantations, expenditure incurred up to the time they start yielding produce will be considered for col.(3). Care should be taken to see that expenditure on bund and other land improvements relating to the orchards and plantations are not considered for making entry in item 205. They will be for item 203. Similarly the value of land of orchard and plantations will be indicated against item 201.

(xi) **Items 206-208: Purchase/construction/addition /major repair & alteration /improvement/ normal repairs and maintenance of farm houses, barns and animal**

sheds: Whether any expenditure has been incurred for (new) purchase, construction, additions and improvements or for normal repairs and maintenance of the farm houses, barn (grain golas) and animal sheds will be ascertained and recorded against the items 206 to 208 as the case may be. Farm houses etc., which are located separately from the residential buildings etc., will only be considered against this item. If they are attached to the residential buildings, the total expenditure on residential buildings, will be considered against one of the items 103 to 105 depending on whether it was a case of purchase/construction/major repair etc. Sometimes temporary sheds, hutments, machan etc., are erected on the farm during the season to guard against thefts and also to safeguard the standing crops from the wild animals, birds etc. In such cases, if the constructions are of a purely temporary nature and is built to last for only one season, such constructions are not to be considered here. Major alterations to the existing structure may mean replacement of a thatched roof by a tiled roof, a mud wall by a stone wall, a kutcha floor by pucca floor etc. Rebuilding of structures destroyed on account of any natural calamity will also be considered for recorded entry in col. (3). The construction of new structure may be for own use or for the purpose of gift. On the other hand, if some expenditure has been incurred by the household during the reference period for normal repairs and maintenance to keep the existing farm houses, barns and animal sheds in good condition, code '1' will be entered in col.(4); otherwise code '2' will be recorded in col.(4) against item 208.

(xii) **Item 209: Wells:** Whether any expenditure incurred for constructions, major repairs and alterations of wells will be reported in col. (3) against this item. Major repairs and alteration of existing wells will mean broadening and deeping and the other type of work which increase the capacity of wells. Redigging of a well which has been rendered useless by an earthquake or on account of any other natural calamity like flood etc., and the construction of new wells are other examples of capital expenditure on this item. 'Normal repairs and maintenance' of well is defined to include replastering of wells, reconstruction of stonework, which has been damaged by normal wear and tear; removal of dirt, silt and other materials from the well etc. Such items of normal maintenance work which are normally undertaken to keep the well in good condition will be considered for making entry in col. (4). The term 'well' will include tube-well also.

(xiii) **Item 210: Other irrigation resources:** This would include irrigation resources other than wells such as small tanks, water channel etc.

(xiv) **Item 211: Other construction in the farm business:** Any construction work other than those listed already would be covered under this item, e.g. hedges, fences, paths etc. for the purpose of permanent protection or improvement of the farm.

(xv) **Item 212 : Livestock used as fixed asset:** When adult livestock is used for repeated use such as for milking, work purpose etc., they will be deemed as fixed assets.

(xvi) **Items 213-214: Purchase /addition/major repair & alteration /improvement / normal repairs and maintenance of agricultural machinery and implements:** Any implement, machinery including those for processing agricultural produce, viz., cane crushers, oil crusher etc., used in farm business will be considered against the items 213-214. A list of agricultural implements and machinery commonly used in the household sector is given in col. (2) of block 8 of schedule 18.2, first visit. Some of these implements/equipment may be used partly in farm business and partly in non-farm business or even for household purposes. Even in such cases, the machinery and implements in question will be considered against the relevant item code 213 or 214. On the other hand, if some expenditure has been incurred by the household during the reference period for normal repairs and maintenance to keep the agricultural machineries and implements in good condition, code '1' will be entered in col.(4); otherwise code '2' will be recorded in col.(4)

against item 214.

(xvii) **Items 215-216:Purchase /addition/major repair & alteration/improvement of transport equipments:** The transport equipments which are used for farm business will be recorded under this item. A list of transport equipments is given in col. (2) of block 10 of schedule 18.2, first visit. In case of mixed use of a transport equipment, the procedure laid down for items 213-214 will be followed for recording the items. On the other hand, if some expenditure has been incurred by the household during the reference period for normal repairs and maintenance to keep the transport equipments in good condition, code '1' will be entered in col.(4); otherwise code '2' will be recorded in col.(4) against item 216.

(xviii) **Item 217: Furniture and fixtures:** The item 217 will cover all furniture and fixtures used exclusively for farm business or both for farm & non-farm business. In case furniture and fixture is used also for household purpose, the item will be excluded from the coverage of this block.

(xix) **Item 218: Other expenditure on farm business:** Expenditure incurred on any other item of farm business which is not covered by any of items 201 to 217 will be considered here. Expenditure incurred for converting sugarcane field into paddy field, orchard land into wheat land will also be covered. The replacement of wooden pillars of fences by stone or iron pillars, a wooden fence by an iron fence are examples of the major repairs and alterations. The expenditure incurred for raising the height of an existing fence etc., is an example of 'addition'. The expenditure incurred on painting of fences and pruning of hedges etc., for maintaining the existing assets in good conditions are the cases of normal repairs and maintenance.

(xx) **Items 301 to 312: Non-farm business:** Non-farm business has been defined in chapter 1. Whether or not any capital expenditure incurred by the household to run the non-farm business activities during the reference period will be ascertained for recording codes in cols.(3) and (4) against the respective items 301 to 312. The items have already been explained in connection with 'farm business' and residential plots and building. The entries will be made against the appropriate item(s) depending on whether the relevant item(s) is exclusively used in the non-farm business or not.

4. 17.2 **Columns 3 and 4:** For each of the items noted in cols.(1) and (2) of block 17.1, it is to be ascertained as to whether any expenditure has been made by the household during the reference period for purchase, construction, additions, major repairs & alterations, improvements . If the response is in the affirmative, code '1' will be recorded against the appropriate item in col. (3); otherwise code '2' will be entered. Again, it is to be ascertained for most of the items mentioned in cols.(1) and (2) as to whether any expenditure on normal repairs and maintenance has been made by the household during the reference period and the appropriate entries will be made in col.(4) in terms of codes : yes - 1; no - 2. The reference period in question is 1.7.02 to 31.12.02 for the first visit and 1.1.03 to 30.6.03 for the second visit. The question of normal repairs & maintenance does not arise for some of the items listed in cols.(1) and (2) of this block. Hence, a crossmark(x) has been printed in col.(4) against such items indicating that no information need be collected on normal repairs and maintenance against those items.

4. 17.3 **Block 17.2:** The items on which capital expenditure (including expenditure on normal repairs and maintenance) has been incurred during the reference period, has been identified in block 17.1. The details of the amount of expenditure incurred under various heads on the items already identified in block 17.1 will be collected in block 17.2. The procedure for filling up various columns of the block is described in following paragraphs.

4. 17.4 **Columns 1 and 2: Item code and item description:** All those items having code '1' in either or both of the cols.(3) and (4) in block 17.1 i.e. the items on which the household incurred capital expenditure during the reference period, will be copied in cols.(1) and (2) of this block. The codes and descriptions of the items having code '1' in cols. (3) and/or (4) of block 17.1 will be copied in the same sequence in cols. (1) and (2) of block 17.2 respectively. **It is to be noted that an item may appear in Block 17.2 in two or more lines if expenditure has been made on the item during the reference period for more than one of the purposes listed at the foot of Block 17.2** For example, a household may have undertaken major repairs of an existing transport equipment in use for farm business and also done some normal repairs of another transport equipment for use of farm business. In this case, the entry will be '1' both in cols (3) and (4) against item 216 in Block 17.1. In Block 17.2, there will be two lines, both with item code 216 in col. (1). But the purpose code in col. (3) against these two lines will be 3 and 5 respectively. While copying the items in Block 17.2 from Block 17.1, maintaining the same sequence, it is to be ensured that the second and subsequent items are listed in Block 17.2, only after recording entries against all the relevant purposes of the previous item.

4. 17.5 **Column 3: Purpose of expenditure:** The purpose (code) for which the expenditure has been incurred will be recorded in col. (4). The purpose codes are:

purchase (new) (including purchase of land, land rights etc.)	1
additions (including reclamation of land/constructions)	2
major repairs & alterations (including renewal & replacement)	3
improvement (including bunding and other land improvement /normal annual replanting in case of orchard and plantations)	4
normal repairs & maintenance	5

The above terms have been discussed while describing various items of block 17.1.

4. 17.6 **Expenditure:** A physical asset may be purchased or constructed or improved upon (including major repairs, additions etc.) by the sample household. The household may also carry out normal repairs and maintenance of existing physical assets. When a new physical asset is purchased, the purchase price of the physical asset will be considered as the expenditure on account of that physical asset, irrespective of whether the full amount is paid or not during the reference period. In other cases, the expenditure will mean the value of actual construction, improvement and maintenance work done during the reference period.

4.17.7 **Columns 4 to 7: Expenditure in cash and in kind:** The amount of expenditure incurred in cash will be recorded in cols.(4) and (5) and that in kind in cols. (6) and (7). The expenditure in kind will be evaluated at the current market price prevailing in the locality or its neighborhood. If a new physical asset is purchased, the purchase price will be recorded in cols. (4) and/or (6), depending upon whether the expenditure is made in cash or in kind or in both. When some materials are purchased during or before the reference period for own construction (including improvement etc.) normal maintenance of physical asset, the value of the materials used in the construction/maintenance work during the reference period will be recorded in cols. (4) and/or (6), as the case may be. The payment made to labour hired during the reference period for construction, improvement etc., and normal maintenance of the physical asset, will be recorded in cols.(5) or (7), depending on whether the payment is made in cash or in kind. In case the payment is partly in cash and partly in kind, cash part will be shown in col.(5) and the value of kind payment in col.(7). Payment made to the regular workers engaged by the

household for work in farm or non-farm business will not be considered for recording entries here. But such payment will be considered for recording entry in col. (9) along with the value of labour put by the household members for the enterprise. Hired labour will include all manual and non-manual work like architect, plumbers etc. In the case of credit purchase, the value of the materials used during the reference period will be considered, irrespective of whether the payment is made during the reference period or not.

4.17.8 Column 8: Value of assets and materials used out of homegrown/home produced stock: The value of the home produced assets and materials actually used for the construction, improvement etc., of the asset during the reference period will be recorded in col. (8). However, this will not include the value of commodities paid to hired labour as their payment in kind. Such payment will be considered for making entries in col. (7). The home-produced asset and materials used for construction, improvement etc., of the listed asset may have been produced during or before the reference period. Such assets and materials supplied by the household will be evaluated at current market price prevailing in the locality during the reference period.

4. 17.9 Column 9: Value of work done by the household members including regular workers: The value of labour put by the household members including regular workers engaged in farm or non-farm business, guests etc., in connection with the manual work needed for repairs, construction etc., of bunds, wells or houses or any other items of physical assets in farm or non-farm business will be recorded in col. (9). In evaluating such work, the contribution of free labour or exchange labour will be included. This work will be evaluated using the average wage paid to hired labour for such work.

4.17.10 Column 10: Total of cols. (4) to (9) will be recorded in col. (10).

4.17.11 Columns 11 and 12: Amount financed from borrowings: Sometimes expenditure on some items are financed partly or wholly from borrowings. Of the total expenditure as defined in para 4.17.6 incurred during the reference period, the amount financed from borrowings is to be recorded in cols. (11) and/or (12) depending on whether the lending agency is an institutional or a non-institutional one. The institutional agencies has already been defined in para 4.15.14. In the case of credit purchase of an asset or the materials for construction etc. of an asset, the amount outstanding at the end of the reference period will be considered as the amount financed from borrowings. Again, if at the end of the reference period, some amount remains payable to the hired labour used during the reference period for construction of a physical asset, the amount will be treated as financed from borrowings.

4. 17.12. All the entries in cols. (4) to (12) will be made in whole number of rupees.

4.18.0 Block 18: Particulars of sale and loss of assets: This block is meant for recording the details of the sale of physical assets and loss of physical assets caused by natural calamities or otherwise during the reference period of 1.7.02 to 31.12.02 and 1.1.03 to 30.6.03 in visit 1 and 2 respectively. In this block sale of new and old assets will be considered.

4.18.1 Column 3: Amount received from sale: The term 'sale' here will mean all transfer of assets to others in return for payments received in cash or in kind. The payments received in kind will be evaluated at the current market prices prevailing in the locality during the period under reference. The amount received from sale will be recorded in col. (3) in respect of each category of items sold.

4.18.2 **Columns 4 to 6: Loss:** The loss of assets may be caused by natural calamities or on account of other reasons. The value of the loss which may be total or partial for the item, will be recorded in cols. (4) and/or (5) depending on whether the loss is due to natural calamities or other reasons. The natural calamities will include flood, rain, fire, cyclone, earthquake etc. The loss due to other reasons will include cases of accident; theft, eaten by termites etc. The value of the loss will be estimated as the expenditure required to be incurred to restore it to the same condition as it was prior to the loss. An asset having no use to the household may be discarded during the reference period. This asset may be in very poor condition and it is not likely to be sold for its intended purpose. Still it may have some scrap value which will be recorded in col. (6).

4.18.3 **Items 1 to 24:** This category of items has already been discussed under various blocks.

4.19.0 **Block 19: Remarks by investigator:** Any relevant remarks relating to the problems encountered in collecting the data, attitude of respondent etc., will be recorded in this block by the investigator. The information on jointly owned assets may also be explained here. The abnormal entries, if any, in the schedule may be explained here. If the investigator feels that certain information is of doubtful nature, it may also be indicated with comments, if any. Any other comments which may help to assess the entries made in the schedule may also be recorded here.

4.20.0 **Block 20: Remarks by supervisory officer(s):** This block will be used by the supervisory officers to record their remarks and suggestions. They should particularly highlight the inconsistent entries, if any, in the schedule giving possible reasons for such entries.

NSS FIFTY-NINTH ROUND (JAN-DEC 2003) INSTRUCTIONS TO FIELD STAFF

SCHEDULE 33: SITUATION ASSESSMENT SURVEY OF FARMERS

0.1 **Introduction:** The millions of farmers of India have made significant contributions in providing food and nutrition to the entire nation and provided livelihood to millions of people of the country. During the five decades of planned economic development, India has moved from food-shortage and imports to self-sufficiency and exports. Food security and well being of the farmer appears to be major areas of concern of the planners of Indian agriculture. In order to have a snapshot picture of the farming community at the commencement of the third millennium and to analyze the impact of the transformation induced by public policy, investments and technological change on the farmers' access to resources and income as well as well-being of the farmer households at the end of five decades of planned economic development, Ministry of Agriculture have decided to collect information on Indian farmers through "Situation Assessment Survey" (SAS) on Indian farmers and entrusted the job of conducting the survey to National Sample Survey Organisation (NSSO).

0.2 The Situation Assessment Survey of Farmers is the first of its kind to be conducted by NSSO. Though information on a majority of items to be collected through SAS have been collected in some round or other of NSS, an integrated schedule, viz., Schedule 33, covering some basic characteristics of farmer households and their access to basic and modern farming resources will be canvassed for the first time in SAS. Moreover, information on consumption of various goods and services in an abridged form are also to be collected to have an idea about the pattern of consumption expenditure of the farmer households.

0.3 Schedule 33 is designed for collection of information on aspects relating to farming and other socio-economic characteristics of farmer households. The information will be collected in two visits to the same set of sample households. The first visit will be made during January to August 2003 and the second, during September to December 2003. The survey will be conducted in rural areas only. It will be canvassed in the Central Sample except for the States of Maharashtra and Meghalaya where it will be canvassed in both State and Central samples.

0.4 The sample design and listing schedule required for preparation of frame for selecting households along with concepts and definitions adopted for the survey have been presented in "*Instructions to Field Staff, Vol. I, NSS 59th Round*". However, some concepts and definitions used in the Schedule are given below.

0.4.1 **Farmer:** For the purpose of this survey, a farmer is defined as: "A person who operates some land (owned or taken on lease or otherwise possessed) and is engaged in agricultural activities". Here agricultural activity means cultivation of field and horticultural crops, growing of trees /plants such as rubber, cashew, coconut, pepper, coffee, tea, etc; animal husbandry, fishery, piggyery, bee-keeping, vermiculture, sericulture, etc.

In other words, for a person to be qualified as a farmer as per the definition given above, the following two conditions are to be satisfied:

- (i) he should possess some land, and
- (ii) he should be engaged in agricultural activities on that land.

If any one of the conditions mentioned above is not satisfied, the person would not be treated as a farmer. Thus, it may be pointed out that, persons engaged in agricultural and/or allied activities but not operating a piece of land will be kept outside the purview of the present survey. In this connection, it is also important to note that agricultural labourers, coastal fishermen, rural artisans and persons engaged in agricultural services will not be considered as farmers and they will be kept out of the scope of the survey.

0.4.2 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 while determining the group of persons as households for the current survey:

- ★ Each inmate (including residential staff) of a hostel, mess, hotel, boarding and lodging house, etc., will constitute a single member household. If, however, a group of persons among them normally pool their income for spending, they 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.
- ★ Under-trial 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.
- ★ 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.
- ★ Foreign nationals will not be listed, nor their domestic servants, if by definition the later belong to the foreign national's household. If however, a foreign national becomes an Indian citizen for all practical purposes, he/she will be covered.
- ★ Persons residing in barracks of military and paramilitary forces (like police, BSF etc.) will be kept outside the survey coverage for difficulty in conduct of survey therein. However, civilian population residing in their neighbourhood, including the family quarters of service personnel are to be covered, for which, of course, permission may have to be obtained from appropriate authorities.

- ★ Orphanages, rescue homes, ashrams and vagrant houses are outside the survey coverage. However, the students staying in hostels (if any) and the residential staff (other than monks/nuns) of ashrams may be listed. For orphanages, although orphans are not to be listed, the persons looking after them and staying there may be considered for listing.

0.4.3 **Farmer Household:** A household having a farmer as its member will be regarded as a farmer household in the context of the present survey.

0.4.4 **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 judgment of the head of the household, the following procedures will be adopted as guidelines:

- ★ 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.
- ★ A resident employee, or domestic servant, or a paying guest (but not just a tenant in the household) will be considered as a member of the household with whom he or she resides even though he or she is not a member of the same family.
- ★ When a person sleeps in one place (say, in a shop or in a room in another house because of space shortage) but usually takes food with his or her family, he or she should be treated not as a single member household but as a member of the household in which other members of his or her family stay.
- ★ If a member of a household (say, a son or a daughter of the head of the household) stays elsewhere (say, in hostel for studies or for any other reason), he/she will not be considered as a member of his/her parent's household. However, he/she will be listed as a single member household if the hostel is listed.

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

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

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

0.4.5 Reference period: Information will be collected primarily for the agricultural year 2002-03 in two visits, viz., visit 1 and visit 2. The period of visit 1 will be January to August 2003 and that of visit 2 will be September to December 2003. For crops, information will be collected for Kharif season in visit 1 and for Rabi season in visit 2.

0.4.6 The crop seasons are generally identified by the months of harvesting of a crop during a normal year. For the purpose of the survey, Kharif season will include both early Kharif (i.e. autumn) and late Kharif (i.e. winter). Similarly, the Rabi season will include both Rabi and Zaid Rabi (i.e. summer). Generally, the harvesting months of the early Kharif and the late Kharif seasons extend over August to October and November to January, respectively. Again, the crops of Rabi and Zaid Rabi seasons are harvested during February to April and May to June, respectively. Thus, in general, the crops which are harvested during August to January will be considered as the crops of the Kharif season and those harvested during February to June will be treated as the crops of Rabi season. However, there are departures from this general rule in case of some crops grown in certain regions. For example, rice in Tamil Nadu is harvested thrice and the three harvests are termed as autumn, winter and summer crops. But the respective harvesting periods of the three crops are September to February, January to April and May to June. Though the periods of harvesting of first and second crops are spread over longer periods than those of the usual autumn and winter rice crops, the season for the autumn and winter paddy will be taken as the Kharif season. Similarly, the autumn and the winter paddy in Karnataka, where these crops are harvested during September to December and November to March, will be considered as Kharif crops. However, as a general guideline for ascertaining the seasons of an agricultural operation, the crop seasons for the principal crops are given below:

sl. no.	crop	season
1.	Rice	Kharif, Rabi (summer)
2.	Wheat	Rabi
3.	Jowar	Kharif, Rabi
4.	Bazra	Kharif
5.	Maize	Kharif
6.	Ragi	Kharif
7.	Barley	Rabi
8.	Gram	Rabi
9.	Sugarcane	Kharif
10.	Sesamum	Kharif, Rabi
11.	Groundnut	Kharif
12.	Linseed	Rabi
13.	Castor	Kharif
14.	Cotton	Kharif
15.	Tobacco	Kharif
16.	Jute	Kharif

Since most of the principal crops are grown in only one season, there will be little difficulty in ascertaining the crop season of a particular agricultural operation. Nevertheless, caution needs to be exercised while determining the crop season of the crops grown in both Kharif and Rabi. In general, the crop season of such a crop should be determined on the basis of its months of

harvesting. However, it has to be ensured that all the crops, whether principal or not, grown during the agricultural year 2002-03 are duly considered in either Kharif or Rabi season.

0.4.7 For land without crop, July to December 2002 will be treated as Kharif season and January to June 2003 as Rabi season. For other items of information, different reference periods will be used, viz., as on the date of survey, last 30 days and last 365 days. For information on productive assets and expenses and receipts from cultivation, the reference period will be July to December 2002 in visit 1 and January to June 2003 in visit 2.

0.4.8 For consumption data, reference period will be 'last 365 days' for education, medical (institutional), clothing, bedding, footwear and durable goods and 'last 30 days' for all other items (viz., food, pan, tobacco and intoxicants, fuel and light, miscellaneous goods and services including non-institutional medical, rents and taxes).

0.4.9 **Ownership of land:** A plot of land is considered to be owned by the household if the right of permanent heritable possession, with or without the right to transfer the title, is vested in a member or members of the household. Land held in owner like possession under long term lease or assignment is also considered as land owned. Thus, in determining the ownership of a plot of land two basic concepts are involved, namely:

(a) Land owned by the household, i.e., land on which the household has the right of permanent heritable possession with or without the right to transfer the title, e.g., Pattadars, Bhumidars, Jenmos, Bhumiswamis, Rayat Sithibans, etc. A plot of land may be leased out to others by the owner without losing the right of permanent heritable possession.

(b) Land held under special conditions such that the holder does not possess the title of ownership but the right for long term possession of the land (for example, land possessed under perpetual lease, hereditary tenure and long term lease for 30 years or more) will be considered as being held under owner like possession. In the States where land reform legislations have provided for full proprietorship to erstwhile tenants, they are to be considered as having owner like possession, even if they have not paid the full compensation.

Sometimes a plot may be possessed by a tribal in accordance with traditional tribal rights from local chieftains or village/district council. Again, a plot may be occupied by a tenant for which the right of ownership vests in the community. In both the cases, the tribal or other individual (tenant) will be taken as owner as the holder has owner like possession of the land in question.

0.4.10 **Lease of land:** Land given to others on rent or free by owner of the land without surrendering the right of permanent heritable title is defined as land leased-out. It is defined as land leased-in if it is taken by a household on rent or free without any right of permanent or heritable possession. The lease contract may be written or oral.

Sometimes orchards and plantations are given to others for harvesting the produce for which the owner receives a payment in cash or kind. Such transactions will not be treated as 'lease' for the purpose of the survey.

0.4.11 Otherwise possessed land: This is understood to mean all public/institutional land possessed by the household without title of ownership or occupancy right. The possession is without the consent of the owner. Private land (i.e. land owned by the household sector) possessed by the household without title of ownership and occupancy right will *not* be included in this category. All private land encroached upon by the household will be treated as leased-in land.

0.4.12 Homestead land: Homestead of a household is defined as the dwelling house of the household together with the courtyard, compound, garden, out-house, place of worship, family graveyard, guest house; shop, workshop and offices for running household enterprises, tanks, wells, latrines, drains and boundary walls *annexed* to the dwelling house. All land coming under homestead is defined as homestead land.

Homestead may constitute only a part of a plot. Sometimes, gardens, orchards or plantations, though adjacent to the homestead and lying within the boundary walls, may be located on a clearly distinct piece of land. In such cases, land under garden, orchard or plantation will not be considered as homestead land.

0.4.13 Operational holding: An operational holding is a techno-economic unit constituted of all land that is used wholly or partly for agricultural production and is operated (directed/managed) by one person alone or with assistance of others, without regard to title, size or location. The holding may consist of one or more parcels of land, provided that they are located within the country and that they form part of the same techno-economic unit. The definition includes the following major points:

- ★ First, it is a techno-economic unit operated (directed/managed) by a person. In the context of agricultural operations, a technical unit is understood as a unit with more or less independent technical resources, like land, agricultural implements and machinery, draught animals etc. A ‘person’ according to the definition, for the purpose of this survey, will be either a single household or more than one household operating jointly. However, holdings operated as cooperative farms will not be considered as operational holdings in this survey.
- ★ It is constituted of at least some land which is used for agricultural production. Since ‘agricultural production’ also includes some activities other than cultivation, there may be holdings without cultivated land. For example, holdings put exclusively to livestock rearing, poultry raising, bee keeping, production of livestock and poultry products or pisciculture will be considered as operational holdings.
- ★ The title, size or location of land are to be disregarded, while identifying an operational holding.
- ★ It may consist of two or more parcels of land even if widely separated, provided that they form part of the same technical and economic unit. Being part of the same techno-economic unit means that the pieces of land are operated by the same household or group of households operating jointly with the same technical resources.

- ★ The coverage of ‘agricultural activity’, as mentioned in para 0.4.1, implies that even when a household is found to grow vegetables in kitchen garden only, or flowers in the courtyard or on the terrace, it will be considered to possess an operational holding. Likewise, a household engaged exclusively in livestock keeping or poultry raising or pisciculture will be considered to operate an holding, even if no crop production is undertaken by it during the reference period.
- ★ However, if a household forming a single economic unit undertakes some crop production and at the same time is engaged in livestock/poultry raising and pisciculture during the reference period, the household will, generally, be considered to possess a single operational holding even if the technical units are distinctly different for the various activities.
- ★ It is important to note that the inclusion of the term ‘wholly or partly’ in the definition of operational holding implies that once a household is identified to operate some land, all the plots possessed by the household during the major part of the reference period will be taken into account, irrespective of whether all the plots included in the holding are put to agricultural production or not. Thus, if a household carries out any agricultural production during the reference period, plots possessed by the household during the major part of the reference period and put to uses other than agricultural production, such as house-sites, paths, buildings, etc. will be considered as part of operational holding.
- ★ Only when a household undertakes no agricultural production on any part of the land possessed by it during the reference period, it will be considered to have no operational holding. Even if only some seedlings are grown during the reference period on an otherwise fallow land, the household will be considered to have an operational holding. However, if agricultural activity carried out by the household during the reference period is nominal in nature, it will not be considered to have an operational holding.

0.4.14 Individual and joint operational holding: An operational holding managed by one or more members of a single household will be taken as individual holding. It will be treated as a joint operational holding only when it is managed by members of more than one household.

0.4.15 Parcels: A parcel of an operational holding is a piece of land surrounded entirely by other operational holdings or by land not forming part of any operational holding. It may consist of more than one plots.

0.4.16 Farm business: Farm business comprises household economic activities like cultivation, growing of tree/plants (such as rubber, cashew, coconut, pepper, coffee, tea, etc.) as plantation or orchards, and processing of produce on the farm, e.g. paddy hulling and gur making. Although gur making is a manufacturing activity, this will be covered under farm business for the purpose of this survey only when such activity is carried out in the farm by indigenous method. Thus, such activities when they are carried out under the registered sector and also under unregistered sector outside the farm are to be excluded from the purview of the farm business. Farm business will also include activities ancillary to Agriculture, like livestock

raising, poultry, fishing dairy farm activities, bee keeping and other allied activities coming under Tabulation Category A and B of the National Industrial Classification 1998.

0.4.17 Non-farm business: Non-farm business is defined as all household economic activities other than those covered in the farm business. This will cover manufacturing, trade, hotel & restaurants, construction, mining & quarrying, repairing and other services. However, all non-farm business enterprises, which are registered under section 2m(i) or 2m(ii) and section 85 of the Factories Act, 1948 will be excluded from the scope of this survey. Bidi and cigar manufacturing establishments registered under the Bidi and Cigar Workers (Condition of Employment) Act, 1966 will also be kept outside the coverage of this survey.

0.4.18 Major repairs / addition & alteration / improvement: These include outlays on major alterations in machinery, equipment, structure, or other fixed assets which significantly extend their expected lifetime of use, productivity or the character or the volume of the service they render. Replacements of parts or attachments which have an expected lifetime of use of more than a year and involve substantial outlays is to be covered under ‘major repairs etc.’. The repairs which are not expected to be completed within a short span of time and involve substantial outlays are to be classified as major repairs.

0.4.19 Normal repairs and maintenance: These include outlays of recurring nature on fixed assets necessary to keep them in good working order. Replacement of parts and attachments of fixed assets which are short lived (having an expected lifetime of one year or less) and / or relatively of small value are included here.

0.4.20 Current weekly activity status: The current weekly activity status of a person will be the activity status for a person during a reference period of seven days preceding the date of survey. Irrespective of the usual activity pursued by a person, his/her current weekly activity will be determined strictly on the basis of the activities pursued by the person during the reference period of seven days preceding the date of survey adopting the priority criterion. Even for self-employed persons, one need not prejudge and take for granted that the current activity situation for them will be identical with the usual activity situation. A careful probe on the part of the investigator regarding the various activities pursued by the person during the seven days preceding the date of survey is, therefore, necessary for ascertaining his/her current weekly activity status. In defining the ‘activity status’, it has already been mentioned that the activities are grouped broadly into three categories, namely:

- (i) working,
- (ii) not working but seeking and/or available for work, and
- (iii) neither working nor available for work.

According to the priority criterion, the status of ‘working’ gets priority over the status ‘not working but seeking and/or available for work’ which in turn gets priority over the status of ‘neither working nor available for work’. In the category, ‘not working but seeking and/or available for work’, the status ‘seeking’ gets priority over the status of ‘not seeking but available for work’. A person would be considered ‘working (or employed)’ if he/she while pursuing any economic activity had worked for at least one hour on any one day during the week preceding the

date of survey. A person would be considered 'seeking and/or available for work (or unemployed)' if during the reference week no 'work' was done by the person but he or she had made efforts to get work or had been available for work during the reference week though not actively seeking work, in the belief that no work was available. A person who had neither worked nor was available for work will be considered to be engaged in non-economic activities (or not in labour force).

Details of Schedule

1.0 Schedule design: Schedule 33 has been split into several blocks to obtain detailed information on various aspects of farmer households. Information on income and expenditure for farming as well as non-farming business including wage income will be collected in this schedule. However, no provision has been made in the schedule to record the receipts received by the household members from pension, remittances, interest and dividends, hiring-out of accommodation, etc. Such type of receipts may be mentioned in block 23. Expenditure incurred on domestic consumption and other particulars of the sample household and perception of farmers on some aspects related to farming will also be collected. Besides, information will be collected on sufficiency of food.

1.1 Block 0: Descriptive identification of sample household: This block is meant for recording descriptive identification particulars of a sample household. All the items are self-explanatory. A dash (-) may be recorded against not applicable items.

2.0 Block 1: Identification of sample household: items 1 to 12: The identification particulars for items 1, 6 - 11 will be copied from the corresponding items of block 1 of listing schedule (Sch.0.0). The particulars to be recorded in items 2, 3, 4 and 5 have already been printed in the schedule.

2.1.1 Item 12: sample hamlet-group/sub-block no.: This item will be copied from column 4 of block 3.2 of schedule 0.0.

2.1.2 Item 13: second stage stratum: This item will be copied from the heading of column (38) to column (41) of block 4 of schedule 0.0.

2.1.3 Item 15: sample household number: The sample household number of the selected household will be copied from columns (38) to (41) of block 4 of schedule 0.0.

2.1.4 Item 16: sl. no. of informant (as in col. 1, block 4): The serial number of the person recorded in column 1 of block 4, schedule 33 from whom the bulk of the information is collected will be entered. Information is to be collected from members of the household, preferably from the member who is a farmer. Sometimes some person although not a member of the household may give correct information e.g. head of the household staying away from home for his job/business. In some other cases, due to practical difficulty, the informant may not strictly be a member of the household and collection of information from such informants may be justified. In all such cases, code '99' is to be reported against this item. However, if during visit 2 information is not collected from the person who supplied information in visit 1, '99' will be recorded.

2.1.5 Item 17: response code: This item is to be filled-in after canvassing the schedule. The type of informant, considering his co-operation and capability in providing the required information, will be recorded against this item in terms of specified response codes. The codes are:

informant: co-operative and capable	1	busy	3
co-operative but not capable	2	reluctant	4
		others.....	9

2.1.6 Item 18: survey code: Whether the originally selected sample household has been surveyed or a substituted household has been surveyed or no household could be surveyed will be indicated against this item. During visit 1, code 1 will be recorded if it is the originally selected sample household and 2 if it is the substituted one and if neither the originally selected household nor the substituted household can be surveyed i.e. if the sample household is a casualty, code 3 will be recorded. During visit 2, either code 1 or code 3 will be recorded. If the household surveyed in visit 1 is also surveyed in visit 2 then code 1 will be recorded. Otherwise, the household will not be substituted and code 3 will be recorded. In such cases only blocks 0, 1, 2, 23 and 24 will be filled and on the top of the front page of the schedule the word ‘CASUALTY’ will be written and underlined.

2.1.7 Item 19: reason for first substitution of original household (code): The description of this item in schedules is different in different visits although the list of codes is same. The description of the item for visit 1 is ‘reason for first substitution of original household’, and for visit 2, it is ‘reason for casualty of household’. For an originally selected sample household which could not be surveyed in visit 1, irrespective of whether a substituted household could be surveyed or not, the reason for not surveying the original household will be recorded against item 19 in terms of codes. If the household surveyed in visit 1 becomes casualty in visit 2, then this item will be filled. The codes are:

informant busy	1
members away from home	2
informant non-cooperative	3
others	9

This item is applicable for visit 1 if the entry against item 18 is either 2 or 3 and for visit 2 if the entry against item 18 is 3. Otherwise, a dash (-) may be put against this item.

2.1.8 Item 20: no. of partitioned household, if partitioned after visit 1: This item will be filled during visit 2 only. It is generally not expected that a household surveyed in visit 1 will be partitioned during the period intervening the two visits. On rare occasions, when it is found to be partitioned in visit 2, total number of households formed from the parent household due to partition will be entered against this item. In all other cases, a dash (-) will be put against this item. In case, a household of visit 1 is partitioned before visit 2, the partitioned household with the senior most household member of the parent household living in the sample village / block will be surveyed.

2.1.9 However, for the purpose of this survey, a household will be considered to have been partitioned only when some of the household members, as enumerated in visit 1, are found to

have left the parent household and established a separate new household and consequent to this split, land and other assets held by the parent household during visit 1 is also found to have been partitioned.

2.1.10 It is essential to keep in mind that the following cases will not be treated as partitioning of a household for the purpose of the survey.

- ★ When a member, after leaving the parent household becomes member of another household already in existence, it will not be treated as a case of partitioning of the parent household. For example, when a girl goes to her in-laws' household after marriage, it will not be treated as partitioning of the parents' household, even if she is given some land and other assets of the parent household as gift.
- ★ If some members of a household go away and establish a new household but the possession of land owned by them is retained by the parent household, it will not be treated as partitioning. For example, if a son of the head of the household goes elsewhere for his studies and the land owned by him remains under the possession of the parent household, it will not be treated as partitioned.

3.0 Block 2: Particulars of field operation: The identity of the Investigator, Assistant Superintendent and Superintendent associated, date of survey/inspection/scrutiny of schedules, despatch, etc., will be recorded in this block against the appropriate items in the relevant columns. Besides, from the 46th round onwards, person codes of field officials have been introduced which are to be recorded against item 1(ii) (for central sample only). If the schedule is required to be canvassed for more than one day, the first day of survey is to be recorded against the item srl. no. 2(i). The time required to canvass the schedule should be the actual time to canvass the schedule. It will not include the time needed by the investigator to finalise the schedule.

4.0 Block 3: Household characteristics: Characteristics which are mainly intended to be used to classify the households for tabulation will be recorded in this block.

4.3.1 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 stayaways 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 4.

4.3.2 Item 2: principal industry (NIC-1998): The description of the principal household industry will be recorded in the space provided. The entry cell for item 2 has been split for recording each digit separately. The appropriate five-digit industry code of the NIC 1998 will be recorded here. For households deriving income from non-economic activities only, a dash (-) may be put against this item.

4.3.3 Item 3: principal occupation (NCO-1968): The description of the principal household occupation will be recorded in the space provided. The appropriate three-digit occupation code

of the NCO 1968 is to be recorded in the entry cell which has been trisected for recording each digit separately. For households deriving income from non-economic activities only, a dash (-) may be put against this item.

4.3.4 To determine the principal household industry and occupation, the general procedure to be followed is to list all the occupations pertaining to economic activities 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 fetched 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 one or more members of the household may pursue the household occupation in different industries. In such cases, the particular industry out of all the different industries corresponding to the principal occupation, which fetched 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 member. For households deriving income from non-economic activities only, a dash (-) may be put against this item.

4.3.5 **Item 4: household type (code):** 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 economic activities will be considered; but the incomes of servants and paying guests will not be taken into account. The selected household will be assigned appropriate type code out of the following five different household type codes:

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

4.3.6 **Procedure for assigning household type codes:** For a rural household, if a single source (among the five sources of income listed in preceding paragraph) contributes 50% or more of the household's income from economic activities during the last 365 days, it will be assigned the type code (1, 2, 3, 4 or 9) corresponding to that source. For a household to be classified as 'agricultural labour' or 'self-employed in agriculture' (code 2 or 4) its income from that source must be 50% or more of its total income.

4.3.7 If there is no such source yielding 50% or more of the household's total income, it will be given code 1, 3 or 9 according to the following procedure.

4.3.8 To be classified as self-employed in non-agriculture (code 1), the household's income from that source must be greater than its income from rural labour (all wage-paid manual labour) as well as that from all other economic activities put together (a three-way division is to be considered here).

4.3.9 A household not getting code 1, 2 or 4 will be classified as other labour (code 3) if its income from rural labour (all wage-paid manual labour) is greater than that from self-employment as well as that from other economic activities (again a three-way division). All other households will get type code 9.

4.3.10 **Item 5: social group (code):** Whether or not the household belongs to scheduled tribe, scheduled caste or other backward class will be indicated against this item in terms of the specified codes which are:

scheduled tribe - 1, scheduled caste - 2, other backward class - 3, others - 9.

Those who do not come under any one of the first three social groups will be assigned code 9 meant to cover all other categories. In case different members belong to different social groups, the group to which the head of the household belongs will be considered as the 'social group' of the household.

4.3.11 **Item 6: whether household owns any land? (yes-1, no-2):** Code 1 or 2 will be recorded against this item depending on whether the household owns any land or not as on the date of survey. The term 'ownership of land' has already been defined in para 0.4.9.

4.3.12 **Item 7: if '1' in item 6, type of land owned (homestead only-1, homestead and other land - 2, other land only - 3):** Codes will be recorded against the item depending on the type of land owned. If the household owns only homestead and no other land, the appropriate code will be 1. But, if the household owns some other piece of land along with homestead land, code 2 will be entered against this item. Code 3 will be applicable when a household owns a piece of land but not the homestead land. It may be noted that gardens, orchards or plantation annexed to the dwelling house should also be covered under homestead land.

4.3.13 **Items 8 - 12: land possessed (ha 0.000):** The area of land (in 0.000 hectares) 'owned', 'leased-in', 'neither owned nor leased-in' and 'leased-out' by the household as on the date of survey will be ascertained and recorded against items 8, 9, 10 and 11 respectively. The total area of land possessed by the household will be worked out as item 8 + item 9 + item 10 - item 11 and recorded against item 12 in 3 places of decimals. The entry cells have been bifurcated in two parts - one integral part and the other fractional i.e., decimal part. The definition of land owned is as given for item 6. As regards lease, land given to others on rent or free by owner of the land without surrendering the right of permanent heritable title is defined as land leased-out. Land leased-in is defined as land taken by a household on rent or free without any right of permanent or heritable possession. The lease contract may be written or oral. If the household has possession of land for which it lacks title of ownership and also does not have any lease agreement for the use of the land transacted either verbally or in writing, such land will be considered as 'neither owned nor leased-in'. It may be noted that entries to be recorded against these items should not include the area of land owned, leased-in etc., by the servants/paying guests who are considered as normal members of the household. For 'nil' entry, a dash (-) may be recorded against the concerned item. If land is owned/cultivated jointly by two or more households, then land may be apportioned in consultation with the informant.

4.3.14 Item 13: dwelling unit code : This item of the block refers only to the dwelling unit or the actual residence of the sample household. The dwelling unit may be the entire structure for one household or may be only a part of it. Accordingly, the investigator will ask the informant if it is owned, hired or otherwise occupied. If the occupant owns the dwelling unit, code 1 will be recorded against this item. If it is taken on rent, code 2 will be entered and if it is occupied otherwise, code 9 will apply. However, if any household is found living under trees, bridges, in pipes, etc. it will not be treated as living in dwelling unit. For such households code 3 will be recorded and in such cases a dash ‘-’ will be put against the item 14 of this block. It may be noted that a dwelling unit constructed on a plot of land which is taken under long-term lease, usually 30 years or more, will be considered as being held under 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.

4.3.15 Item 14: type of structure: The structures have been classified into three categories, namely, pucca, semi-pucca and katcha on the basis of materials used for construction. This item is to be filled in code. The codes are: katcha-1, semi-pucca-2, pucca-3.

A katcha structure is one whose walls and roof are made of mud, bamboo, grass, leaves, reeds, thatch or unburnt bricks. A pucca structure is one whose walls and roof are made of burnt bricks, stone, cement, concrete, jack board (cement-plastered reeds) and timber. Tiles, galvanised tin or asbestos cement sheets used in construction of roofs will be regarded as pucca materials. A semi-pucca structure is one of which either the roof or the walls but not both is made of pucca materials like burnt bricks, stone, cement, concrete or timber.

4.3.16 Item 15: principal source of drinking water (code): The information regarding the source from which the household collects drinking water for a majority of time is to be recorded here in terms of code. The codes are:

tap	1
tubewell/handpump	2
well	3
tank/pond reserved for drinking ...	4
other tank/pond	5
river/canal/lake	6
spring	7
tanker	8
others	9

If an arrangement is made by corporation, municipality, panchayat or other local authorities or any private or public housing estate or agency to supply water through pipe for household uses and if the sample household is availing such facility, then code 1 will be appropriate. Drinking water carried through pipe from sources like well, tank, river etc. by the owner / occupants only for convenience of the household, however, will not be treated as tap water. Instead, such a source will get the code appropriate to the actual source from which water is carried through pipe. The other codes are self-explanatory. If the household gets drinking water from more than one source, the source which is in major use should be its source. In this connection, it may be

mentioned that particularly in rural areas, the source of drinking water may be different in different seasons. In such cases, the investigator is to ascertain the household's major source of drinking water and record it considering all the seasons during the last 365 days against this item.

4.3.17 Item 16: distance from the principal source of drinking water : The distance to the source of drinking water from the dwelling unit will be ascertained and recorded in terms of codes. The codes are:

within dwelling	1
outside dwelling but within the premises	2
outside premises:	
less than 0.2 km....	3
0.2 to 0.5 km.....	4
0.5 to 1.0 km.....	5
1.0 to 2.0 km.	6
2.0 km or more	7

The source of drinking water mentioned here refers to the source recorded in item 16 of this block. If the source of drinking water is within the dwelling unit, code 1 will be recorded. When the source is outside the dwelling but within the building plot of the dwelling unit, code 2 will be recorded. In the other cases i.e., when the source is outside the premises, the distance of the source from the dwelling unit will be ascertained and appropriate distance code will be entered.

4.3.18 Item 17: principal source of income: The principal source of income of the household will be ascertained and recorded in codes against this item. The various sources from which the household received any income during the last 365 days prior to the date of survey have been identified as (i) cultivation, (ii) farming other than cultivation, (iii) other agricultural activity, (iv) wage/salaried employment (v) non-agricultural enterprises, (vi) pension, (vii) remittances, (viii) interest and dividends and (ix) others. It may be noted that income received from begging, prostitution etc. will not be included against any of this items. The codes that will be used for different sources are:

cultivation	1
farming other than cultivation	2
other agricultural activity	3
wage/salaried employment	4
non-agricultural enterprises	5
pension	6
remittances	7
interest and dividends	8
others	9

4.3.19 Here cultivation means activities relating to production of crops by tillage and all related ancillary activities. However, growing of trees/plants/crops (such as rubber, cashew, coconut, pepper, coffee, tea, etc.) as plantation or orchards will not be considered under 'cultivation'. It will come under 'other agricultural activity'.

4.3.20 Item 18: whether any member of the family fell ill during the last 365 days: If any member of the household fell ill during the last 365 days, the information will be coded and recorded in this item. The codes are '1' and '2' for 'yes' and 'no' respectively.

4.3.21 Item 19: if '1' in item 18, treatment (code): The source from where members of the family who fell ill during the last 365 days usually received medical treatment is to be ascertained and reported against this item after giving appropriate code. If different members of a household have used different sources of treatment, the most usual one will have to be considered. In case there is a tie, priority may be given to the lower code. The codes will be as per the list given below:

sub-centre/dispensary	1
primary health centre	2
community health centre/government hospital	3
private clinic/doctor	4
traditional treatment	5
other treatment	6
no treatment.....	7

4.3.22 Item 20: if '7' in item 19, reason therefor: If member(s) of the household who fell ill during last 365 days preceding the date of the survey has not taken any treatment, the reason for not taking any treatment will be recorded in this item in terms of codes as listed below:

non-availability of medical facility	1
financial constraint	2
not required	3
others	9

4.3.23 Item 21 : no. of operational holdings during the agricultural year 2002 - 03: In most of the cases the reported number of operational holdings is likely to be one. Only in some exceptional cases it may be more than one. The number of operational holdings of the farmer household during the agricultural year 2002-03 will be reported against this item. This item will be filled in visit 1 and the agricultural year 2002-03 will not be completed on the date of the survey. Information will be available from 1st July 2002 to the date of survey and based on the information of this period, the number of operational holdings is to be decided.

4.3.24 Item 22 : whether land holding(s) has been consolidated: If land of the household is consolidated then code 1, otherwise code 2 will be recorded. The consolidation of land is made by State government. Consolidation means redistribution of land among the owners in such a way that all the plots of a farmer household constitute a compact unit. For this item, the reference period will be 'as on date of survey'.

5.0 Block 4: Demographic and other particulars of household members: All members of the sample household will be listed in this block. Demographic particulars (viz., relation to head, sex, age, marital status and general education), nature of work, current weekly status, wage and salary earnings etc. will be recorded for each member using one line for one member.

5.4.1 Column (1): serial number: All the members of the sample household will be listed in block 4 using a continuous serial number in column (1). In the list, the head of the household will appear first followed by head's spouse, the first son, first son's wife and their children, second son, second son's wife and their children & so on. After the sons are enumerated, the daughters will be listed followed by other relations, dependants, servants, etc.

5.4.2 Column (2): name of member: The names of the members corresponding to the serial numbers entered in column (1) will be recorded in column (2).

5.4.3 Column (3): relation to head (code): The family relationship of each member of the household with the head of the household (for the head, the relationship is 'self') expressed in terms of specified codes will be recorded in this column. The codes are:

self	1	grandchild	6
spouse of head.....	2	father/mother/father-in-law/mother- in-law ...	7
married child	3	brother/sister/brother-in-law/sister-in-law	
spouse of married child ..	4	/other relatives.....	8
unmarried child	5	servant/employees/other non-relatives	9

5.4.4 Column (4): sex (male-1, female-2): For each and every member of the household, sex in terms of the code (male-1, female-2) will be recorded in this column. For eunuch, code '1' will be recorded.

5.4.5 Column (5): age (years): The age in completed years of all the members listed will be ascertained and recorded in column (5). For infants below one year of age at the time of listing, '0' will be entered in column (5). Similarly, for persons of age 99 years or more, 99 will be entered in this column.

5.4.6 Column (6): marital status (code): The marital status of each member will be recorded in terms of the specified code in this column. The codes are:

never married - 1, currently married - 2, widowed - 3, divorced/separated - 4.

5.4.7 Column (7): general education (code): Information regarding the level of general education attained by the members of the household listed will be recorded in column (7) in terms of the specified code. For the purpose of making entries in this column, only the course successfully completed will be considered. For instance, for a person who has studied up to say, first year B.A., his/her educational attainment will be considered as higher secondary (code 07). For a person who has studied up to 12th standard but has not appeared for the final examination or has failed, his/her educational attainment will be considered under 'secondary' (code 06). The relevant codes to be used for recording entries in column (7) are:

not literate - 01, literate without formal schooling - 02, literate but below primary -03, primary - 04, middle - 05, secondary - 06, higher secondary - 07, diploma/certificate course - 08, graduate - 10, post graduate and above -11.

5.4.8 A person who can both read and write a simple message with understanding in at least one language is to be considered literate. Those who are not able to do so, are to be considered not literate and will be assigned code 01. Those who are literate but never attended any school will be assigned code 02. Those who are by definition literate but are yet to pass a primary standard examination will get code 03. Similarly codes 04, 05, 06 and 07 will indicate the successive higher standards of examinations passed.

5.4.9 Persons who have attained proficiency in Oriental languages (e.g. Sanskrit, Persian, etc.) through formal but not the general type of education will be classified appropriately at the equivalent level of general education standard.

5.4.10 **Column (8): whether attended any formal training in agriculture?:** Information about whether the members of the household have received any formal training in agriculture or not will be collected and recorded in terms of code in this column. Code '1' will be used for 'yes' reply and code '2' will be recorded for 'no'.

5.4.11 **Column (9): whether engaged in farming?:** If any member of the household is engaged in farming then that information will be recorded in this column in terms of code, code '1' being reported for 'yes' reply and code '2' for 'no'. Here, farming means operating some land owned or taken on lease or otherwise possessed for some agricultural activities like cultivation of field crops, horticultural crops, animal husbandry, fishery, piggery, bee-keeping, vermiculture, sericulture, etc. on that land during last 365 days.

5.4.12 **Columns (10), (11), (12): nature of work during last 365 days:** If any member of the farmer household is engaged in farming, the nature of work he/she does will be recorded in this column in terms of code. The codes are:

working in cultivation:	
	supervision 01
	ploughing 02
	sowing 03
	transplanting 04
	weeding 05
	harvesting 06
	other cultivation activities 07
manual work in other agricultural activities:	
	forestry 08
	plantation 10
working in:	
	dairy 11
	poultry 12
	piggery 13
	duckery 14
	fishery 15
	bee-keeping 16
others	99

5.4.13 Column (13): current weekly activity: Current weekly activity status of a person will be recorded in this column. The details of this term are given in Chapter One. The status codes are as under:

worked in hh enterprise (self-employed):	
own account worker	11
employer	12
worked as helper in hh enterprise (unpaid family worker).....	21
worked as regular salaried/wage employee.....	31
worked as casual wage labour:	
in public works.....	41
in other type of works.....	51
had work in hh enterprise but did not work due to:	
sickness.....	61
other reasons.....	62
had regular salaried/wage employment but did not work due to:	
sickness.....	71
other reasons.....	72
did not work but sought work.....	81
did not seek but was available for work.....	82
attended educational institution.....	91
attended domestic duties only.....	92
attended domestic duties and was also engaged in free collection of goods (vegetables, roots, firewood, cattle feed, etc.), sewing, tailoring, weaving, etc, for household use.....	93
rentiers, pensioners, remittance recipients, etc.....	94
not able to work due to disability.....	95
beggars, prostitutes.....	96
others.....	97
did not work due to temporary sickness (for casual workers only).....	98

For a person, the appropriate broad ‘status’ will be determined first adopting the priority criterion. If a person categorised as ‘working’ is found to be pursuing more than one economic activity during the reference week, the economic 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.)

5.4.14 In case more than one ‘non-economic activity status’ (codes 91-98) are assignable to a person in view of typical activity pattern followed by him/her during the reference week, 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, remittance, etc, should be classified as ‘rentiers, pensioners, remittance recipients, etc.’, and not in the category ‘not able to work due to disability’

(code 95). After thus determining the current weekly activity status of a household member, the appropriate 2-digit status code will be recorded in column (14).

5.4.15 The following points may be noted while assigning the activity status to a person:

- ★ 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.
- ★ a person engaged in regular wage/salaried employment but currently not at work, will be assigned code 71 or 72 irrespective of whether he/she is engaged in any other ‘economic’ or ‘non-economic’ activity.
- ★ unpaid apprentices will be treated as ‘students’ while paid apprentices will be treated as employees.
- ★ 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.
- ★ ‘free collection for sale’ will be treated as self-employment. If the products collected relate to agricultural sector (even if the products collected are not for sale but for household consumption) the NIC-98 tabulation category will be ‘A’ and for other goods like rag, waste paper, tins, etc., the NIC-98 tabulation category will be ‘G’.

5.4.16 Columns (15), (16), (17): wages and salary earnings (received or receivable) for the work done during last 7 days: The wage and salary earnings along with the total earning receivable for the wage/salaried work done during the reference week, pursued by each person, will be recorded in these columns. The relevant status codes for which wages & salary earnings are to be recorded are 31, 41, 51, 71 and 72. In rare cases, the entries in these columns may be applicable for persons having status codes 11, 12 or 21. The wages and salaries receivable for the work done during the reference week may be already received or may still be due to be received in cash or in kind or partly in cash and partly in kind. The total wage or salary receivable for the week in cash will be recorded in column (15) and the value (evaluated at the current retail price) of salary or wages in kind receivable for the week will be recorded in column (16). The total of columns (15) and (16) will be entered in column (17). *The entries for all these columns will be made in whole rupees.* For recording the wages or salaries, amount receivable as ‘over time’ for the additional work done beyond normal working time will be included. Bonus (expected or paid) and perquisites evaluated at retail prices duly apportioned for the reference week, will be considered as wages and included for making entries in these columns. For the activity status ‘71’ and ‘72’, the amount receivable for the week will be worked out on the basis of the number of days reported under the activity during the week.

6.0 Block 5: perception of household regarding sufficiency of food: This block will be filled after completion of the enquiry on all the preceding blocks. The expression in item 1 - ‘get enough food everyday’ - as used in common parlance, conveys that the concerned person gets, by and large, sufficient food to eat. This question is asked in order to know the perception of the household regarding sufficiency of food. While putting this question to the informant, it is thus presumed that the informant has a clear understanding of its meaning. There are equivalent phrases conveying the same meaning in regional languages. It is, therefore, important to put the

proper question in the local language and record the answer given by the informant in the appropriate code.

6.5.1 Care should be taken to see that the informant is not offended by this question. The question should, in fact, not be asked to those whose reported consumption would obviously indicate that they get sufficient food to eat. In item 1, if the members of the household are reported as getting enough food everyday throughout the year, the code to be entered in the box space of this block is 1. If adequate food is available in only a few months of the year code 2 will be noted. Code 3 will indicate that the household does not usually get enough food everyday for all its members during all the twelve months of a year. Here the reference period is last 12 calendar months preceding the date of enquiry.

6.5.2 If adequate food was available in only some months of the year i.e. if code 2 is recorded in item 1, those calendar months in which all members of the household did not have enough food everyday will be recorded in the cells provided against item 2 in codes. For example, suppose all members of a sample household did not have enough food everyday in the months of January and March during the reference period. The entries to be made are 01 & 03 in the first two cells of the first row out of the 11 cells provided in the block against item 2.

6.5.3 If for the purpose of making an entry in item 1, the investigator has actually put the relevant question to the informant and got his answer, then code 1 will be entered in item 3. Otherwise, i.e., if he has inferred the answer to item 1 from the schedule entries or otherwise without actually asking the informant, code 2 will be recorded against item 3.

7.0 **Block 6: perceptions regarding some general aspects of farming:** In this block some information regarding perception of the farmer household about some general aspects of farming are to be collected and recorded in terms of code. This block contains items for which the informant's perception is to be recorded only. It may be noted that some of the items of this block may not be applicable for a particular selected farmer household and for such cases a dash (-) may be put against the relevant items.

7.6.1 **Item 1: are you aware of 'Minimum Support Price'?:** Information regarding awareness of the farmer household of the *minimum support price* of different crops is to be recorded here. The codes are '1' and '2' for 'yes' and 'no' replies, respectively.

7.6.2 **Item 2: if '1' in item 1, are you aware of procurement agency?:** This question will not be put directly. For obtaining an answer to this question, the farmer household will be asked whether he knows the agency to whom he would contact for selling his produce (for main crop(s) like foodgrains, oilseeds, jute, cotton etc.), if the market price falls below the Minimum Support Price. For such purpose the name of the following procurement agencies may be kept in mind:

Crop	Procurement Agency
foodgrains (e.g. rice, wheat etc.)	Food Corporation of India (FCI)
jute	Jute Corporation of India (JCI)
cotton	Cotton Corporation of India (CCI)
pulses and oilseeds	National Agricultural Co-operative Marketing Federation of India Ltd. (NAFED)

If the farmer household can tell the name of the procurement agency correctly for a particular type of crop, the response will be taken as ‘yes’ i.e. code ‘1’, otherwise it will be considered as ‘no’ i.e. code ‘2’. Besides, there are some state government agencies in different states responsible for procurement and such agencies are also to be considered. If the farmer is aware of such state government agencies, the response will be treated as ‘yes’.

7.6.3 Item 3: did you have your crop insured at any time?: Nowadays, there are provisions like ‘Rashtriya Krishi Bima Yojna’ for insuring one’s crop to get protection from natural disaster, attack by pests etc. Information regarding awareness of the farmer household about *crop insurance* is to be recorded here in terms of code. If the farmer has ever opted for crop insurance, code ‘1’ will be recorded against this item, otherwise code ‘2’ will be recorded.

7.6.4 Item 4: if ‘2’ in item 3, reason therefor: If the farmer household has not opted for crop insurance, the reason for not doing crop insurance will have to be recorded in this item in terms of the codes listed below:

not aware	1
not interested	2
insurance facility not available	3
lack of resources for premium payment	4

7.6.5 Item 5: services availed from cooperatives: The type of service(s) which the farmer household has availed from the cooperative will be recorded against this item. The different codes that have been identified for the purpose of recording the information is as below:

not availed because of non-membership	1
member but not availed	2
availed for :	
credit	3
seeds/fertilizer	4
agricultural implements	5
marketing	6
inputs	7
consumer goods	8

7.6.6 Item 6: what is the usual source of your seeds?: The usual source of seeds used by the farmer household for the purpose of cultivation will be recorded in terms of the code given below:

farm saved	1
exchange	2
purchase	3

If the seed is normally used from the earlier produce of the household then code ‘1’ will be reported. If the seed is procured in lieu of the crop produced by the household then code ‘2’ will be assigned. However, if a household procures potato seed in exchange of paddy, it will not be treated as exchange and in such cases code ‘3’ i.e., purchase will be reported. In case seeds are

normally purchased either in cash or in kind, code '3' will be reported and if one collects seed free from others then also code '3' will be reported against this item.

7.6.7 Item 7: how often do you replace your seed varieties?: Seed replacement after a reasonable time leads to better yield as the high yielding variety of seeds tend to become less productive with the passage of time. Thus, it is necessary to replace the old seed with new varieties from time to time. Information on replacement of seeds by the farmer will be collected and recorded in this item in terms of the codes listed below:

generally replacing every year	1
replacing every alternate year	2
replacing after three years	3
replacing after four years or more	4

7.6.8 Item 8: whether any member of the household is a member of registered farmers organization?: If any member of the household is a member of a registered farmers organization then code 1 will be recorded, otherwise, code 2.

7.6.9 Item 9: whether any member of the household is a member of self-help group?: A Self-help Group (SHG) is a voluntary gathering of people who share a common problem, condition or history. By coming together, members share support and ideas on how to cope and live a more productive and fulfilling life. Membership is usually free, on-going and open to new members. These groups are formed at local level mostly by under-privileged persons with an idea to develop financial stability and money management capacity through internal loaning of their own savings. SHGs also play an important role in health care system. In self-help groups, people take responsibility for each other and themselves. Code '1' is to be given if any member of the household is a member of such a group, otherwise code '2' will be reported. In case an SHG is registered as co-operative society, then it should be treated as a cooperative society and not an SHG. SHGs involved only in agricultural activities will be considered.

7.6.10 Item 10: are you aware of bio-fertilisers? : Bio-fertilizers are not soil nutrients by themselves, but they act as catalyst or direct agent for making available the plant nutrients to the soil. The use of these types of fertiliser is generally not very common. Bio-fertilisers carry some bacteria living on an organic base. These are sold in small bags and require storage at specified temperature. Some examples of bio-fertilisers are Rhizobium, Azotobactor, Phosphate Solubalizing Bacterial (PSB) etc. If the farmer household is aware of bio-fertilizer then code '1' will be recorded in this item, else code '2' will be reported.

7.6.11 Item 11: are you aware of World Trade Organisation (WTO)? : Information about the familiarity of the farmer household with the name and functions of WTO is to be obtained and recorded against item 6. For this purpose only two codes (yes - 1, no -2) will be used. If the farmer has any knowledge about the World Trade Organisation (WTO), i.e. if he has at least ever heard the name of WTO or if he has some idea about the functions of the WTO, code 1 may be given, otherwise code 2 will be recorded.

7.6.12 **Item 12: do you like farming as a profession?:** The preference of the farmer towards farming profession will be recorded in terms of ‘yes’ (code -1) or ‘no’ (code -2) reply in this item.

7.6.13 **Item 13: if 2 in item 12, reason therefore:** If the farmer does not like ‘farming’ as a profession, the reason for his unwillingness is to be ascertained and recorded here in terms of any one of the codes mentioned below:

not profitable	1
lack of social status	2
risky	3
others	9

8.0 **Block 7: particulars of land possessed during Kharif/Rabi:** This block is designed to record information regarding the land on which farming activities are carried out by the farmer household during Kharif/Rabi. The operated land has been divided into three broad categories viz. ‘owned and possessed’, ‘leased-in’, and ‘otherwise possessed’. Information on all these broad categories are to be collected and recorded respectively in columns (3), (4) and (5) for 10 crops or allied activities which have already been listed in column (1). In column (6), the total land operated for each type of crop/activity while in the last item i.e. in item 11, total operated area for the three broad classifications will be recorded. It is to be noted that all the entries in this block will have to be made in 0.000 hectares. Each of the columns (3), (4), (5) and (6) have been sub-divided into two columns. In the left sub-column the integral part is to be recorded while the decimal part will be put in the right hand sub-column.

9.0 **Block 8: area under irrigation during Kharif/Rabi:** In this block information regarding the area under irrigation during last 365 days for different crops will be recorded according to the source of irrigation. For this purpose, eight different sources of irrigation including ‘others’ have been identified, each of which appears in the block in a separate row and in another row ‘all’, the net area under irrigation for a particular type of crop will be reported. Moreover, some information regarding the adequacy of irrigation - along with the reasons if irrigation facility was inadequate during the reference period and the device used for irrigation will also be collected. In this block provision has been made for five crops for which codes are given below the block. Crop description and codes are to be recorded in the column heading. If a particular type of crop is irrigated by using the same source of irrigation several times, the area will be accounted for only once under that particular category of irrigation. The crops are to be recorded in order of the area under its cultivation.

The crop codes are:

cereal	01	vegetables	07
pulses	02	fruits and nuts	08
oilseeds	03	plantations	09
mixed crop	04	fibre crop	10
sugarcane	05	fodder	11
other crop	06	others	99

The device codes are as under:

pump (electric)	1
pump (diesel)	2
persian wheel	3
others	9

The reasons for which irrigation may be inadequate have been identified as:

shortage of:

water	1
fund... ..	2
power	3
device	4
others	9

10.0 Block 9: some particulars of farming resources used for cultivation during Kharif /

Rabi: Information regarding farming resources used for cultivation during the last 365 days will be ascertained from the farmer households and will be recorded in this block. For this purpose some general farming resources have been identified. These include fertiliser which includes bio-fertiliser, organic manure, improved seeds, pesticides and veterinary service and these items have already been printed in the block as five items. Against each of these items, (i) distance of the source of availability, (ii) use, (iii) timeliness of availability, (iv) adequacy of availability, (v) quality of the resource and (v) availability of testing facility will have to be recorded in columns (3), (4), (5), (6), (7) and (8), respectively, in terms of code. Column (8) is applicable for only item 1 and item 4, i.e., only for fertiliser and pesticide and so barring these two cells, the rest have been shaded.

10.9.1 In this connection, it may be pointed out that fertilizers and organic manures are not the same. Fertiliser usually means chemical fertilizer, which is manufactured in factories. Some examples of fertilisers are: urea, DAP, MOP, CAN, 15-15-15, 20-20-20 etc. The main content of fertilisers are Nitrogen (N), Phosphate (P) and Potash (K). The chemical fertilisers containing micro-nutrients like Sulphur (S), Zinc (Zn) or Calcium (Ca) are also to be classified under category of fertilizer. On the other hand, organic manure or farm-yard manure (FYM) is produced by the farmers in their fields by using dung or other organic materials or agricultural wastes. In urban areas, this is also prepared using the sewage silt. This is bulky and is like decomposed organic matter. These organic manures are generally carried in trolleys.

The codes for different columns of this block are as under:

10.9.2 column (3): distance:

within village	1
<i>outside village:</i>	
less than 2 km	2
2 to 5 km	3
5 to 10 km	4
10 to 20 km	5
20 km or more	6

10.9.3 *column (7):quality:*

good.....	1
satisfactory.....	2
poor	3

10.9.4 *column (8):whether testing facility available?*

yes.....	1
no.....	2
not known.....	3

11.0 **Block 10: use of energy during last 365 days:** This block will be filled in visit 1 only. Energy is one of the major resources used extensively for farming and all other purposes. This block is designed to collect information on different aspects of energy used for farming. Eight different types of activity have been put in column (2) on which information regarding primary and secondary sources of energy separately, and adequacy of primary source of energy will be collected in terms of code. The columns of this block are described below:

11.10.1 **Columns (3) and (5): primary/secondary source of energy:** For the activities listed in column (2), the primary source of energy used is to be reported in column (3). Here primary source refers to the source from which energy is usually available i.e. available for a major time of farming and other allied activities. It may happen that the farmer household uses energy from different sources for the same type of activity. In such a case, the source from which a majority of time energy is availed of is to be reported as ‘primary source’. The codes which will be used for this column are as under:

electricity.....	1
diesel/petrol/kerosene.....	2
solar	3
LPG	4
gobar gas	5
dung cake	6
firewood	7
animal power	8
others	9

11.10.2 **Column (4): whether primary source is adequate?:** In this column, perception of the household regarding adequacy of primary source of energy is to be recorded. If answer is affirmative, code 1 will be recorded, otherwise, code 2.

12.0 **Block 11: loans and other liabilities payable by the household as on the date of survey:** This block will be filled in visit 1 only. In this block, information will be collected in respect of all kind loans whether cash and kind subject to the amount of Rs 300 for a loan/liability. If a household is liable to pay on the date of survey any amount, either in cash or in kind, entries are to be made in this block separately for each transaction when the source of

such liabilities are different. It is to be noted that if a household is liable to pay on the date of survey to two different traders or two different doctors etc., the number of liabilities to be considered for recording entries in this block will be two, even though the source code will be same for both the loans.

12.11.1 Column (1): serial number: For all loans including liabilities amounting Rs 300 or more, a running serial number starting from 1 will be put in this column.

12.11.2 Column (2): nature of loan: A liability which is contracted in cash will be considered as ‘cash liability’, even if the repayment is made or will be made in kind. Similarly, a liability which is contracted in kind will be considered as ‘kind liability’, regardless of the mode of repayment which may be in cash or in kind. The nature of each of the liabilities will be ascertained and recorded in col.(2) in terms of codes : cash-1, kind-2.

12.11.3 Column(3): type of security: The type of security for each type of loan will be recorded in this column in terms of code mentioned below:

no security	1
land	2
crop	3
ornaments	4
financial instruments	5
others	9

Financial instruments include National Savings Certificates (NSC), Kishan Vikas Patra (KVP), infrastructure bonds (e.g., ICICI, IDBI bonds) and other type of cash certificates and different types of insurance policies. The rest of the items listed above are self-explanatory.

12.11.4 Column (4): period: For each liability, the period for which the liability is outstanding will be recorded in term of code in col.(4). The codes are:

less than 1 month	1
1 month & above but less than 3 months	2
3 months & above but less than 6 months	3
6 months & above but less than 1 year	4
one year & above	5

12.11.5 Column (5): source: For each liability, the agency to which the liability is due will be recorded in terms of code in col.(4). The codes are :

government	1
co-operative society	2
bank	3
agricultural/professional money lender	4
trader	5
relatives and friends	6
doctor, lawyers and other professionals	7
others	9

It is to be noted that the same source code may appear against two or more liabilities, since two or more liabilities will be recorded separately in this block for liabilities outstanding to two or more persons belonging to the same source-class. Again, the source code for ‘trader’ and ‘doctor’ etc., will be given only when the liability of the household arises on account of goods and professional services received by the household from agencies belonging to the respective source-type. For example, when the household is liable to pay some amount to a doctor for the medical advice or for the medicines received, the source code will be ‘7’.

12.11.6 Column (6): purpose: For each liability, the purpose for which the liability accrued will be recorded in terms of codes in col.(6). The codes are:

capital expenditure in farm business	1
current expenditure in farm business	2
non-farm business	3
consumption expenditure	4
marriages and ceremonies	5
education	6
medical	7
other expenditure	9

For this column, consumption expenditure will not include expenditure incurred on marriages and ceremonies for which a separate code has already been provided. The above terms are self-explanatory.

12.11.7 Column(7): rate of interest: The rate of interest is to be paid or payable against each type of loan is to be recorded in this block in percentage in one place of decimal. If the interest is paid in kind, it is to be converted to its money value and the rate will be calculated and reported here.

12.11.8 Column(8): amount outstanding as on the date of survey: For each of the liabilities, the amount outstanding including interest on the date of survey is to be ascertained and recorded in col.(8) in whole number of rupees. In case of kind loans, the amount of the liability will be evaluated at the current market price prevailing in the locality on the date of survey.

13.0 Block 12: access to modern agricultural technology: This block is designed to record information on farmers’ access to modern agricultural technology. There are 10 columns in this block in which information regarding frequency of contact of the farmer with the source of information, type of information the farmer receives from different sources, the quality of information he receives from the sources, whether he follows the practices recommended by the source(s)etc. will be recorded. Most of the columns of this block are self-explanatory and so a brief discussion about the sources which have been listed in column (2) is given below:

13.12.1 Item 2: Krishi Vigyan Kendra (KVK): These are the centres set up by the State Agricultural Universities, Indian Council of Agricultural Research Stations, and Agricultural Research Stations of State Governments. These sometimes have Farmers’ Training Centres also. The KVKs organize training, demonstration and on-farm trials on modern technological packages

and on various aspects of modern agriculture. These institutions work as information-cum-service centers which make available information on new technologies in the form of booklets to the farmers. It also supplies certain inputs to the farmers which are not easily available in the market so as to make the farmer adopt the technology without any difficulty. Besides these, various agro-clinical services like soil, water, leaf and petiole analysis for effective nutrient utilization and disease and pest analysis are also provided by the KVKs.

13.12.2 Item 3: extension worker: Extension worker would mean an employee of the government in the Department of Agriculture/Horticulture/Animal Husbandry/Forestry/Soil Conservation or Agricultural Universities or ICAR Institutes. Para-technicians/para-veterinarians visiting from Government departments will also be classified under this category. If such an employee visits the farmer to give the information, this source would seem to have been accessed and code '1' will be recorded in column (3). Otherwise, code '2' will be reported in this column.

13.12.3 Items 4 and 5: television and radio: Sources like radio and television also supply information to the farmers regarding weather, farming practices to be followed in different seasons, methods of farming of different crops, technological developments on farming etc. through different programmes on a regular basis. If the farmer has access to these sources, code '1' will be recorded in column (3). Otherwise code '2' will be reported. In this regard, it may be mentioned that both radio and television will include private as well as government channels and no distinction will be made between the two.

13.12.4 Item 6: newspaper: Different newspapers also supply information on different aspects of farming through specific columns regularly. For the purpose of this item, newspapers will include all types of print media including pages devoted to discussion and articles on agriculture of daily newspaper, agricultural magazines, bulletins and leaflets published periodically. If the farmers have accessed information relating to farming from any of the above mentioned printing media, code '1' will be recorded in column (3). At the end of the discussion a brief mention is made about columns (7) and (8).

13.12.5 Item 7: village fair: Village Fair will include the fairs sponsored by government and private agencies as well as the normal religious and cultural fairs of the area. Exhibitions will also be included in this category. No distinction is to be made between the various types of fairs or the organizing agency. This source will be deemed to have been utilized, if the farmer has visited a Kisan Mela or a stall set up by government/private agency in a religious/cultural fair.

13.12.6 Item 8: government demonstration: Government demonstration will refer to demonstrations on farming by any government agency, e.g., State Government, ICAR or Government of India.

13.12.7 Item 9: input dealer: Input dealer would include all the individuals and shops, whether wholesale or retail, dealing in seeds, fertilizers, pesticides, machinery etc. These dealers also sometimes supply information about use of a particular technology to the farmer with or without purchase of a commodity from them.

13.12.8 **Item 10: other progressive farmers:** Other progressive farmers would also include the farmers’ organizations, which may be commodity-specific – whether registered or unregistered. Many associations of growers of a particular commodity, e.g., grape, mango, onion, litchi, guava, exist in various parts of the country and these often serve as important sources of information for the farmers.

13.12.9 **Item 11: farmers study tour:** The farmers study tours will include all types of tours irrespective of sponsoring agency. Hence, it could be a government-sponsored tour or sponsored by input dealer or may be funded by the individual farmer himself to see agricultural practices in some agriculturally developed area within the State or outside the State.

13.12.10 **Item 12: para-technician/private agency/NGO:** These will include private sources of information only. The government para-technician would be classed as ‘extension worker’. Agri-clinics and Extension Centres set up by private entrepreneurs will be included in this category.

13.12.11 **Item 14: output buyers/food processor:** Output buyers/food processors include all those agencies or individual who advise the farmer to sow a particular variety or a crop and offer to buy their products. These agencies may also supply information on cultivation practices to be followed along with advice.

13.12.12 **Item 16: others:** Telephone booth, mobile phone, personal computer (PC), internet etc. will come under this item.

13.12.13 **Column (3): whether accessed?:** If the farmer household accessed any of the sources listed in column (2) for obtaining information on different aspects of modern agricultural technology then code ‘1’ will be recorded, otherwise code ‘2’ will be reported.

13.12.14 **Column (4): frequency of contact:** For the farmer households who accessed one or more of the sources listed in column (2), frequency of contact with the source will be recorded here in terms of the codes given below:

daily.....	1
weekly.....	2
monthly.....	3
seasonally.....	4
need based.....	5
casual contact.....	6

13.12.15 **Column (5): type of information received:** The type of information received from the sourced accessed will be recorded in this column in terms of codes which are given below:

cultivation:	
improved seed/variety.....	11
fertiliser application.....	12
plant protection (pesticide etc.).....	13
farm machinery.....	14
harvesting/marketing.....	15
others.....	19
animal husbandry:	
breeding.....	21
feeding.....	22
health care.....	23
Management.....	24
others.....	29
fishery:	
seed production.....	31
harvesting.....	32
Management and marketing.....	33
others.....	39

13.12.16 **Column (6): quality of information received:** The quality of information received will be recorded here in terms of the codes: good - 1, satisfactory - 2, poor -3.

13.12.17 **Column (7): whether received information was tried?:** If the information or suggested practice received from one or more of the sources mentioned in column (2) have been followed or adopted on a small scale by the farmer on his own farm for the purpose of verifying the claims about the technology then only code ‘1’ will be reported in this column. Otherwise code ‘2’ will be reported.

13.12.18 **Column (8): whether recommended practice has been adopted?:** Adoption of Recommended Practice means that recommended practice is followed by the farmer on his field on a large scale after having been convinced about the gains of technology. This might happen with or without trial.

13.12.19 **Column (9): reasons for not adopting:** The reasons for not adopting the recommended practices will be recorded here in terms of the following codes:

lack of financial resources.....	1
non-availability of input and physical resources	2
lack of technical advice for follow-up	3
difficulty in storage, processing and marketing of products.....	4
not useful.....	5
others.....	9

13.12.20 **Column (10): suggestions for improvement in extension services:** The suggestions offered by the farmer households for improvement in extension services will have to be collected and recorded in this column in terms of the following codes:

improvement in quality and reliability of information.....	1
timeliness of information.....	2
increase in frequency of demonstration.....	3
improvement in quality of presentation.....	4
improvement of professional competence of information provider.....	5
others.....	9

14.0 **Block 13: purchase and sale of productive assets during July to December 2002/January to June 2003:** This block is meant for recording number of productive assets owned as on the date of survey and expenditure incurred for purchase and/or major repair of such assets (if applicable) and income received from sale of these assets during the reference period July to December 2002 for visit 1 schedule and January to June 2003 for visit 2. The assets of household enterprises are to be included in this block but the assets of non-household enterprises are to be excluded for making entries in this block. In this block there are 31 items and 7 columns. Purchase will include both first-hand and second-hand purchase and the value of purchase whether payable in cash or kind or in both, will be reported in this block. For kind purchase, the actual expenditure in terms of rupees is to be ascertained and recorded in this block. Expenditure incurred on any item in this block and income received from sale from any of the item mentioned in this block will be recorded in whole number of rupees. First, we will describe the columns which are of more importance and therefore, we will turn to the items briefly.

Columns (1) and (2) are self-explanatory and they do not require any explanation.

14.13.1 **Column (3): no. possessed on the date of survey:** There exist a large number of productive assets which are used extensively for farm business out of which some items have been identified in this block. This column has been kept for recording the number of such productive assets possessed as on the date of survey. For some of the assets this column is not meaningful and so the corresponding cells have been shaded for such type of assets.

14.13.2 **Column (4): purchase:** Addition to the productive assets could be made through purchase (new or used) or through own construction. The expenditure incurred for purchasing any productive asset whether new or used for farm business during the reference period will be recorded in column (4) in whole rupees.

14.13.3 **Column (5): major repair:** The expenditure incurred on any major type of repairs on one or more of the productive assets during the reference period will be recorded in this column. It is to be noted that normal repair and maintenance will be excluded from this block.

14.13.4 **Column (6): income from sale:** The sale value of the productive assets possessed by the household will be recorded in column (6), if the household sells any such productive asset during the reference period.

14.13.5 Column (7): total: The figure obtained by summing the entries of columns (4), (5) and subtracting the entry in column (6), if any, from the sum will be entered in this column.

14.13.6 Item 1: land: For the purpose of this block 'land' refers to any land acquired only by the way of purchase by the household for farm business during the reference period. The purchase value of such land will be recorded in whole rupees in column (4).

14.13.7 Item 2: improvement of land: There may be some situations where the acquired land (acquired by whatever means) may need some kind of improvement for the purpose of farm business and this may result in some expenditure of the farmer household during the reference period. Such type of expenditure will come under this item and corresponding entries will be made in column (5). In such a case, the expenditure will include (i) value of purchase of all materials used for the purpose, (ii) amount paid for labour or service charges on that account, (iii) imputed value of goods and/or services supplied by the farmer household.

14.13.8 Item 3: building for farm business: This item has been kept for recording the expenses for buildings purchased and also the expenses incurred for making additions and alterations to the existing buildings for farming business during the reference period. The number of such buildings possessed as on the date of survey will be entered in column (3) and the expenditure will be recorded in column (4). However, expenditure incurred for residential buildings during the reference period will come under the purview of this block only if such buildings are used for the purpose of farm business. Sometimes temporary sheds, hutments, machans etc. are erected on the farm during the season to guard crops against wild animals, birds, thefts etc. When such construction is of purely temporary nature, i.e. built to last only one season, they will not be considered here.

14.13.9 Item 4: fish tank: Fish tank refers mainly to ponds, lakes and other places used for farming of fish.

14.13.10 Items 5 to 11: The information on number of cattle and buffalo owned by the household and of other large heads, sheep, goats, pigs, rabbits and of poultry birds will be collected against items 5 to 10 along with the expenditure incurred on purchase of such livestock and the income received from sale of any such livestock possessed by the farmer household during July to December 2002 for visit 1 and January to June 2003 for visit 2 in items 5 to 10.

14.13.11 Items 12 - 25: The number of agricultural machinery and implements possessed by the household on the date of survey, the expenditure incurred towards purchase and/or major repair of any such machinery and implements and the income received from the sale of such agricultural machinery and implements during the reference period will be recorded against items 12 to 24. Most of the items recorded in column (1) are self-explanatory. Furniture and fixtures exclusively used for farm business will be recorded against item 24 and only the value figure will be entered in respective columns.

14.13.12 Items 27 - 30: Information on non-farm business of the farmer household e.g. land and building for non-farm business, machinery equipment, etc. is to be collected in this block. In

addition, information on purchase and sale of residential building including land will also be collected and recorded against item 30.

15.0 Block 14: expenses and receipts (in Rs) for cultivation during July to December 2002/January to June 2003: This block is designed to collect information on expenses incurred towards cultivation and receipts obtained from output and/or value of by products of the cultivated products. In this block there are in all 20 columns and most of the columns are self-explanatory. Information is to be collected for different types of crops which have been identified and listed along with the relevant codes below. Crop descriptions do not require any elaboration and so our discussion will be restricted to columns only.

15.14.1 Column (2): crop code: The crops harvested during the reference period will be reported in this column. The crop codes are listed below:

paddy	0101	plum.....	0612	groundnut.....	1001
jowar	0102	kiwi fruit.....	0613	castorseed.....	1002
bajra	0103	chiku	0614	sesamum (til)	1003
maize	0104	papaya	0615	rapeseed & mustard (toria/ taramira)	1004
ragi	0105	guava.....	0616	linseed	1005
wheat	0106	almond.....	0617	coconut.....	1006
barley	0107	walnut.....	0618	sunflower.....	1007
small millets	0108	cashewnuts.....	0619	safflower.....	1008
other cereals	0188	apricot.....	0620	soyabean.....	1009
gram	0201	jackfruit.....	0621	nigerseed.....	1010
tur (arhar)	0202	lichi.....	0622	oil palm.....	1011
urad	0203	pineapple.....	0623	other oilseeds.....	1088
moong	0204	watermelon.....	0624	cotton.....	1101
masur	0205	musk melon.....	0625	jute.....	1102
horsegram	0206	bread fruits.....	0626	mesta.....	1103
beans (pulses)	0207	ber.....	0627	sunhemp.....	1104
peas (pulses)	0208	bel.....	0628	other fibres.....	1188
other pulses	0288	mulberry (sahatoot).....	0629	indigo.....	1201
sugarcane	0401	aonla (amla).....	0630	other dyes & tan. materials.....	1288
palmvriah	0402	other fruits.....	0688	opium.....	1301
other sugar crops	0488	potato.....	0701	tobacco.....	1302
pepper (black)	0501	tapioca (cassava).....	0702	other drugs & narcotics	1388
chillies	0502	sweet potato.....	0703	guar.....	1401
ginger.....	0503	yam.....	0704	oats.....	1402
turmeric.....	0504	elephant foot yam.....	0705	green manures.....	1403
cardamom (small).....	0505	colocasia/arum.....	0706	other fodder crops.....	1488
cardamom (large).....	0506	other tuber crop.....	0707	tea.....	1501
betelnuts (arecanuts)..	0507	onion.....	0708	coffee.....	1502
garlic.....	0508	carrot.....	0709	rubber.....	1503
coriander.....	0509	radish.....	0710	other plantation crops...	1588
tamarind.....	0510	beetroot.....	0711	orchids.....	1601
cumin seed.....	0511	turnip (shalgam).....	0712	rose.....	1602
fennel / anise seed.....	0512	tomato.....	0713	gladiolus.....	1603
nutmeg.....	0513	spinach.....	0714	carnation.....	1604
fenugreek.....	0514	amaranths (chaulai).....	0715	marigold.....	1605
cloves.....	0515	cabbage.....	0716	other flowers.....	1688
cinnamon.....	0516	other leafy vegetable.....	0717	asgandh.....	1701

cocoa.....	0517	brinjal.....	0718	isabgol.....	1702
kacholam.....	0518	peas (vegetable) (green)	0719	senam.....	1703
beetvine.....	0519	lady's finger (bhindi)....	0720	moosli.....	1704
other condi. & spices..	0588	cauliflower.....	0721	other medicinal plant...	1705
mangoes.....	0601	cucumber.....	0722	lemon grass.....	1711
orange and kinu.....	0602	bottle gourd (lauki).....	0723	mint.....	1712
mosambi.....	0603	pumpkin.....	0724	menthol.....	1713
lemon / acid lime.....	0604	bitter gourd.....	0725	eucalyptus.....	1714
other citrous fruits....	0605	other gourds.....	0726	other aromatic plant....	1715
banana.....	0606	vench (guar).....	0727	canes.....	1801
table grapes.....	0607	beans (green).....	0728	bamboos.....	1802
wine grapes (black)....	0608	drumstick.....	0729	other non-food crops...	1888
apple.....	0609	green chillies.....	0730		
pear.....	0610	other vegetables.....	0788		
peaches.....	0611	other food crop.....	0801		

15.14.2 **Column (3): land:** In this column, the amount of land used for cultivation of each type of crop will be recorded in 0.000 hectares. This column has been sub-divided into two columns to keep provision for recording integral and decimal parts in two different columns. The integral part will be recorded in the left sub-column and the decimal part will be put in the right sub-column.

In columns (4), (5), (6), (7) and (8) expenditure incurred on seeds, pesticides/insecticides, fertilizer/manure, irrigation and minor repair and maintenance of machinery and equipments respectively, during the period July to December 2002 will be recorded in whole rupees. Columns (9) and (10) are kept for recording the interest paid and lease rent for land paid for the production of crop.

15.14.3 **Columns (11) and (12):** In these two columns, the expenditure on payment of wages/salaries by the farmer household for carrying out cultivation during the reference period will be recorded. Again payment of wages and salaries may be made for two different categories of labour viz. (i) labour which is regular in nature and (ii) labour which is casual in nature. Again payment may be made either in cash or in kind. If it is paid in kind, the corresponding monetary value may be evaluated at purchaser's price.

15.14.4 **regular:** This will cover the payments made to persons working in farm and getting in return of salary or wages on a regular basis (and not on the basis of daily or periodic renewal of work contract). The category not only includes persons getting time wage but also persons receiving piece wage or salary and paid apprentices, both full time and part-time.

15.14.5 **casual:** Payments made to person(s) casually engaged in farm and getting wage according to the terms of the daily or periodic work contract will be regarded as payments made for casual labour.

15.14.6 Column (13) is for recording any other expenses made by the farmer other than mentioned in columns (4) to (12). Column (14) is for recording total expenses and this will be equal to sum of columns (4) to (13). Column (20) will be equal to the sum of the entries in column (16) and column (19).

16.0 Block 15: Expenses and receipts (in Rs) on farming of animals during last 30 days:

This block will be used to record the expenditure and receipts for livestock farming during the last 30 days. However, this block will exclude any such activity belonging to non-household sector. Columns (1) and (2) give serial numbers and item descriptions. In columns (3) to (10) various types of farming activities on which information on expenses and/or receipts on/from different types of items are to be collected have been recorded. In items 1 to 8 expenses incurred on different types of farming activities during the last 30 days will be recorded while items 10 to 24 have been kept to record receipts obtained from the farming activities listed in columns (3) to (10). Items 9 and 25 will give respectively, total expenses and total receipts for farming activities during the reference period. In item 1 cost of seed /animals used for purposes other than for productive purpose has to be recorded. The expenditure on feeding and veterinary charges of livestock will be recorded in items 2 and 3 respectively. Veterinary charges will include charges for medicine, vaccination, artificial insemination etc. The interest paid and lease rent for land paid will be recorded in items 4 and 5, respectively for each of the farming activities mentioned in columns (3) to (10). The labour charges (regular and casual) paid to the workers, if any, will be recorded in items 6 and 7. The labour charges paid to the regular workers will be recorded in item 6 and the same paid to casual workers will be recorded against item 7. The labour charges can be paid in cash and/or kind. If it is paid in kind, the corresponding monetary value may be evaluated at purchaser's price. Item 8 has been kept for recording any other expenses made by the farmer other than mentioned in items 1 to 7. The total expense will be recorded in item 9 and this will be equal to sum of items 1 to 8. In items 10 to 21 quantity and value of total output produced by each of the farming activities will be recorded. The unit of quantity for different types of output has already been mentioned inside parentheses along with the output descriptions. The value of by-product as a result of farming activities of the farmer will be recorded in item 22. This can be in the form of hide, skin, bones, manures etc. Any other type of receipts relating to farming activity not included in items mentioned here, may be included in item 24 under the heading 'other receipts'. The sum of items 16 to 24 will be calculated and recorded against item 25 under the heading 'total receipts'. It may be noted that some of the outputs mentioned in this block may not be applicable for a particular type of farming activity and for such type of farming activity the corresponding cells for value and quantity output have been shaded.

17.0 Blocks 16 and 17: These two blocks are designed to collect information on expenses and receipts from non-farm business carried out by the household members. However, information will be restricted to household enterprises only. Non-household enterprises will be kept outside the purview of this survey.

18.0 Block 16: expenses on non-farm business during last 30 days: In this block, expenses for running non-farm business of the household will be collected. The reference period for this block is '30 days' preceding the date of survey. All expenditure in this block is to be recorded for the activities carried out during the month. If some expenses are made on a yearly or half-yearly basis, those are to be properly apportioned for the reference month. For items where payments are not yet made, payable amount has to be accounted.

There are 20 items in this block in which information on different type of expenses are to be collected and in item 21 the total expenses will be recorded. Values to be collected in the block will be in whole number of rupees.

18.16.1 Item 1: NIC-98 code (2-digit): The industry code for the activity of non-manufacturing business determined on the basis of maximum income will be reported in two digits as per NIC 1998 code. The entry cell has been bifurcated into two parts for recording each digit of NIC code separately.

18.16.2 Item 2: raw materials used for manufacturing: The total value of materials actually consumed during the reference month in the manufacturing process will be recorded against this item. However, it excludes intermediate products, if any. Any material produced at home and used in the manufacturing process as raw material will also be included against this item. For raw materials collected free of cost, labour charges and/or transport charges incurred, if any, will be taken as the value of the raw materials. But if no expenditure is incurred for such free collection, no imputation need be made. The valuation of these materials are to be calculated by taking the purchase price, where purchase price will mean per unit delivered value of the goods at the manufacturing site, i.e. it will include agents' commissions and taxes/duties paid, if any. Evaluation of the materials consumed from the household's own produce will be done at the ex farm price. This rule will hold good for any other item of the schedule.

18.16.3 Item 3: materials used for other activities: Materials like cement, sand, stone-chips, paints, etc. for construction work or any other work done other than manufacturing, if any, may be reported against this item.

18.16.4 Item 4: cost of commodities traded: If the household is engaged in some trading activity, the purchase value of goods sold during the reference period of last 30 days will be reported against this item. For credit purchase also full value of the commodities will be reported. Purchase price will include transport charge, sale tax, octroi and any other incidental charges mixed up with the cost of commodities. Sometimes, the household is not engaged in trading activity but sales goods which are purchased for some other purpose in the same condition as purchased will also be accounted against this item. In other words, the purchase value of all goods which are purchased and sold without any transformation will be recorded here. Some articles like cold drinks, cakes, pastries, beer, wines etc. are traded by the hotels and restaurants. The purchase value of such goods may also be recorded against this item.

18.16.5 Item 5: articles used for food and drink preparation: If the household is carrying out hotel or restaurant activity, then the values of all articles consumed during the reference period for preparation of food and drink will be recorded. All spices, oil, vegetables, meat, eggs, curds, milk, sauce, squash, etc. will be taken into account. The value should include the credit purchases as well. Sometimes, the household may not be engaged in the hotel and restaurant activity but spends some amount on food and drink for any other non-farm business, then the expenditure incurred on these items will also be included.

18.16.6 Item 6: petrol, diesel, lubricants etc.: Value of petrol, diesel and lubricants consumed during the reference period will be included in this item.

18.16.8 Item 7: minor repair and maintenance of transport, machinery, equipment, building, furniture and fixtures and other fixed assets: Repair and maintenance charges of the transport, machinery, equipment, building, furniture and fixtures and other fixed assets will be reported against this item. Expenditure on repair and maintenance should not include expenditure

of a capital nature. Replacement of some major part of the transport equipment will not come under repair and maintenance. Expenses incurred on changing batteries, tyres, tubes and retreading cost of the tyres will also be reported against item.

18.16.8 Item 8: electricity charges: If the total amount of electricity consumed during the reference month is not paid, the amount payable pertaining to the month will be ascertained and recorded here. If the exact amount of the bill is not known for some months, the value will be estimated on the basis of the electric bills paid during the recent past.

18.16.9 Item 9: fuel other than electricity: The value of coal/coke, other fuels, lubricants consumed will be recorded irrespective of whether full payment has been made or not. That part of fuel which is produced and consumed in the process of production (intermediate products) are to be excluded.

18.16.10 Item 10: rent payable on machinery and equipment (other than land and building): Hiring of machinery and equipment other than land and building for non-firm business is a common phenomenon. Rent on these assets is to be noted against this item. It will not include rent on land and building which will be reported against item 17.

18.16.11 Item 11: travelling, freight and cartage expenses: Expenses on transportation of materials will be entered against this item. If already included in the value of materials consumed, these should not be filled in separately. However, expenditure proportionate to the materials consumed during the reference period is only to be recorded. The travelling expenses associated with the entrepreneurial activity will also be shown against this item.

18.16.12 Item 12: communication expenses (telephone, telegram, fax, postal, courier, e-mail, etc.): Expenses on communication like telephone, telegram, fax, postal, courier, e-mail, voice-mail, etc. are to be recorded here. For communication business, expenses for STD booth will be collected in this item. The call charges payable to the government along with the rent payable may be apportioned for the month (these charges are generally paid once in two months) and recorded against this item.

18.16.13 Item 13: consumable stores, packing materials, etc.: Expenses on consumable stores, packing materials etc. will be reported in this item. Adhesive solution, rubber pieces, pins etc. used in the bicycle repairing shop will come under this item. The value of packing materials like paper, cloth etc. will also be recorded against this item. However, packing materials should not be confused with direct materials. The treatment of packing cost depends on the nature of products/ service sold. If the articles cannot be sold without a package or a container e.g. medicines, perfumes, etc., the cost of packing forms part of the prime cost and the package will be treated as direct materials. Stock of tins, cartons, wrappers, cases, boxes etc. in such cases must be treated in the same manner as the stock of raw materials. This item will also include crockery, glassware, bedding and other consumables i.e. items those are of semi durable nature. Care should be taken so that the fixed assets are not covered here. Furnishing materials like curtains, flower vases, etc. will also be reported here.

18.16.14 **Item 14: paper, printing and stationary expenses:** If any money is paid for purchasing materials like paper, printing of bills or logos and other stationery articles during the reference period, the same will be reported against this item. It may be noted that the stationery may be purchased at one time and used for several months. In such cases, monthly consumption may be estimated and reported.

18.16.15 **Item 15: service charges for work done by other establishments (e.g. legal, audit, advertising and other accounting services; warehousing expenses, etc.):** If any payments are made or due to be made to other concerns for work done on materials supplied to them by the reporting enterprise, the amount so paid or payable should be reported against this item. If charges are paid to home workers or sister concerns, those will also be recorded here. This will cover warehousing charges, advertising charges, expenses towards legal, audit and accounting services.

18.16.16 **Item 16: cost of own construction building, furniture and fixtures etc.:** Expenses incurred on construction of fixed assets like building, furniture and fixtures, etc., by the household will be recorded against this item. Such expenses will include the expenditure incurred on raw materials and labour charges.

18.16.16 **Item 17: rent on land and building:** Rent payable for the reference month on land and building hired for non-farm business will be recorded against this item.

18.16.17 **Item 18: interest:** Total interest due to be paid for the reference period for all the loans taken for non-farm business will be reported against this item irrespective of the fact that any of the loans might have been repaid either fully or partly or found to be outstanding.

18.16.18 **Item 19: wages and salaries:** Total emoluments payable to the workers of the non-farm business during the reference period will be reported. It will include, besides the stipulated pay, all other allowances like dearness, house-rent, over-time, shift etc. It will also include payments like bonus, retirement benefits, ex-gratia payment, employer's contribution to ESIC fund, provident fund, etc. Payments generally made once in six months or once in a year or at the time of retirement will be apportioned for the reference month should be included. It will also include expenditure incurred on group benefits for the employees.

18.16.19 **Item 20: other expenses:** Any other expenses on non-farm business which are not covered under any of the items 1 to 19 will be reported against this item. Regular puja expenses, expenses towards customer entertainment, purchase of daily newspaper, etc. are a few expenses of this type. The insurance charges payable for the commodities stored for warehousing activity will be included in this item. This will also include license fees, municipal taxes on land and building and any other cess or taxes for the reference month. However, fines or penalties for any breach of contract or non-compliance of law relating to running of the non-farm business will be shown against those items for which penalties have been demanded. Local subscriptions, if any, may also be included here. Subscription to business associations will be recorded against this item. Road tax, toll tax in respect of transport enterprises will also be recorded here.

18.17.20 **Item 21: total expenses:** Total expenses for non-farm business carried out during the reference period will be summed over items 2 to 20 and the same will be recorded against this item.

19.0 **Block 17: receipts for non-farm business during last 30 days:** In this block receipts for running non-farm business of the household will be collected. The reference period for the blocks is last 30 days. The value of output that is not sold has to be evaluated at factor cost and reported. All expenditure in this block is to be recorded for the activities carried out during the last 30 days.

There are 14 items in this block in which information on different type of expenses are to be collected. Values to be collected in the block will be in whole number of rupees only.

19.17.1 **Item 1: products and by-products manufactured:** Value for goods manufactured (actually sold or not sold) will be considered at ex factory value and reported. Intermediate products lose their identity in the final product. It is used in the production of final products of the manufacturing process. Such materials are generally not included here, but if they are sold as they are, they should be included.

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

The values of finished products and by-products which were produced and made ready for sale/use/free distribution/home consumption and the value of intermediate products, if any, that were produced and made ready for sale during the reference period, will be recorded in whole number of rupees. Value of manufactured products lost by theft/damage/destroyed by fire etc. during the reference period will be excluded. The ex factory value of the products and by-products will be reported here. It excludes excise duty paid or sales tax realised by the enterprise on behalf of the Government as also all distributive expenses incurred such as discount or rebate, charges for carriage outward, commission to selling agents, etc.

19.17.2 **Item 2: sale value of commodities traded:** The total sale value of the commodities sold during the reference month will be reported against this item. The ex factory sale values of all goods incidental to manufacturing which were sold in the reference month in the same condition as they were purchased will be recorded here. This will also include the sale value of goods bought exclusively for re-sale. Receipts from trading of purchased food like ice creams, pastries, patties, etc. will also be recorded against this item. The valuation of trading goods will be done at sale price. Sale price will exclude excise duties and other incidental charges associated with sale. But it will be net of discount, rebate or allowances which are given by the traders to the customers.

19.17.3 **Item 3: amounts receivable from contractor:** Against this item, the total amount received by the sub-contractor (sample household) from the master contractor or the amount

received by the contractor (sample household) from the owner of the construction work will be reported.

19.17.4 Item 4: receipts from sale of prepared food, refreshment and drinks: The receipts from sale of prepared food, refreshments and drinks will be considered against this item when they are separately charged. If the hotels and lodging places sell prepared food to outsiders, the receipts will be noted here. The receipt for any catering business and services to other concerns or individuals will also be accounted against this item.

19.17.5 Item 5: earnings from goods and passenger traffic: This item will include the earnings from transport activity, from passenger and from goods traffic. Charges received from the customers for contract/chartered service will also be included. If the same vehicle is used for passenger as well as goods transport, the total earning may be recorded. Charges received for providing services incidental to transport (operation of bridges, loading/unloading of vessels, travel agency, maintenance of docks, etc.) will, however, be recorded against item 13: other receipts.

19.17.6 Item 6: STD/courier, fax, etc. charges receivable from customers: Total charges realised from the customers by STD booths or a courier concern or a unit which caters to fax or e-mail services will be noted against this item. The receipts for services provided during the reference period will only be recorded by receivable approach. Total receipts and not just the commissions will be reported here.

19.17.7 Item 7: receipts for educational activity like tuition fees, examination fees, capitation fees, etc.: This item includes earnings from tuition fees, other fees such as library fee, laboratory fee, examinations fee, games fee, medical fee, bus fee, development fees etc. and receipts for service provided. This will exclude fees collected on behalf of other authorities such as secondary board, university etc. This will also exclude refundable deposits such as library deposit, laboratory caution money, etc. collected from students.

19.17.8 Item 8: receipts from consultation fees and medical services: This item mainly relates to medical and health activity. This includes charge for services rendered by doctors. The amount receivable will be inclusive of charges of medicines, if supplied by the doctor. The medicines provided to the patients by the nursing homes may also be recorded here. This also includes receipts on account of cabin charge, operation theatre charge, charges for clinical and radiological examination, charges for cabin, nursing, diet etc. The earnings from consultation fees, receipts for various services provided, government grants and donations from persons and organizations and medical services will be included in this item. Many medical practitioners do not only charge consultation fee, but purchase of medicines against his prescription from his dispensary is obligatory. Such receipts are also to be accounted. In case of hospitals or nursing homes, receipts for service other than that rendered by doctor like OT charge, pathological tests, expenditure on diet for patients; cabin etc. may also be included.

19.17.9 Item 9: receipts from services provided to others including commission charges: In rendering services, if the materials for processing or repairing are supplied by the household, the service charge should include the material cost. Even if the payment is not yet received, the

amount will be recorded here. If materials are purchased for the customer which will be reimbursed subsequently, price of the materials will be ignored, only the service charges are to be recorded. Service charges received in kind are to be imputed.

19.17.10 Item 10: market value of own construction on building, furniture and fixtures, etc.: This will present the value added for the own construction of building, furniture & fixtures if taken net of expenses.

19.17.11 Item 11: value of consumption of goods/services produced or traded for own use: Value of goods and/or services produced by the enterprises for sale but ultimately consumed by the entrepreneur or by the employee of the enterprise will be noted here. Any part of the finished products which were supplied to sister concerns will also be included. Grocery items consumed in household, manufactured cloth worn by the owner, restaurants providing food to the cooks are some of the items of this kind. The goods/ services provided should be evaluated at owner's cost. However, if goods obtained free of cost are consumed, no imputation is required.

19.17.12 Item 12: rent receivable on plant and machinery and other fixed assets: If a trading/manufacturing unit hires out durable goods, the receipts therefrom may be recorded against this item, since value added by this marginal activity will otherwise be missed. For enterprises basically engaged in renting out of machinery and equipment, this is the main item. In such cases, the rent obtained is their service charges.

19.17.13 Item 13: other receipts: This will include any other receipt incidental to non-farm business. Receipts from a few services like informal agency, consultancy etc., will be recorded in this item. Incentives received by the enterprise may be recorded here. Receipts from sale of used cartons or used wrappers may also be added. The net receipts against sale of tickets for annual function conducted by some institutions may be shown here. Other receipts will exclude interest and dividends, since these are not accrued due to entrepreneurial activity. Lodging charges receivable for hiring out rooms, rent for conference halls, etc. will be considered against this item. If lodging charges includes the breakfast or meal charges, the combined value may be recorded here. All recurring / non-recurring grants received from central, state and local governments will be recorded against this item. Similarly, all recurring / non-recurring donations received from persons, national / international organizations will be entered against this item. Lump sum donation / grant received may be apportioned for the month and recorded.

19.17.14 Item 14: total receipts: Total receipts for non-farm business carried out during the reference period will be summed over items 1 to 13 and the same will be reported against this item.

20.0 Block 18: consumption of food, pan, tobacco and intoxicants: In this block information on consumption of some broad groups of items of food, pan, tobacco and intoxicants for the household for a reference period of 30 days preceding the date of survey will be collected.

20.18.1 Columns (1) and (2): code and item: The code and description of the items are printed in columns (1) and (2), respectively. Similarly, item codes and item descriptions for blocks 19, 20, 21 and 22 appear in the body of the blocks.

20.18.2 **Unit:** Each filled-in line of this block will relate to a particular item of consumption. Generally, the unit of quantity for the majority of the listed items is kilogram (kg). However, if 'kg' is not the appropriate unit for any item then the appropriate unit has been shown within brackets after the description of the item. The unit, if applicable, should be 'kg' for all items for which the unit has not been mentioned in the list.

20.18.3 Against each item of block 18, there is a provision to record the quantity figure in terms of the respective standard unit. Value figure will be recorded in rupees (0.00). Each of these columns of block 18 has been bifurcated in two parts. A quantity or value figure, in terms of the specified standard unit for an item, will usually have two parts - one integral part and the other fractional i.e., decimal part. The integral part will be recorded in the left-hand part and the decimal part will be entered in the right-hand part. It may be noted that against the items printed on the schedule for which the specified unit is 'gram'/ 'number'/ 'box'/ 'pair'/ 'standard unit', two zeros (00) have already been printed in the decimal part. This means only the integral part of these units is to be recorded for such items. Similarly, '00' has been printed in the decimal part of value figure of those items for which the value is preferred to be in whole rupees.

20.18.4 **Columns (3) and (4): quantity and value:** These columns relate to the consumption of the household during the reference period of last 30 days. Column (3) relates to the quantity of consumption and column (4) to the corresponding value. Here, consumption includes all consumption out of monetary and non-monetary purchases and out of goods received as gift, loan, etc. However, the consumption data should be strictly confined to the domestic consumption of the household. It may be noted that consumption by livestock belonging to the household will not be included in household consumption. Accounting should, however, be made of the livestock products like milk, meat, egg, etc., obtained from such livestock and consumed by the household. While making entries on household consumption care should be taken not to include any transfer payment in kind, like loans, advances, charities, gifts and other payments in kind, if any. But consumption from transfer receipts will be included. Consumption of the household will consist of consumption made out of:

- (i) commodities purchased in cash or credit;
- (ii) commodities received in exchange of goods and services;
- (iii) home-grown/home-produced stock;
- (iv) transfer receipts such as gifts, loans, charities, etc., and
- (v) free collection.

20.18.5 **Column (5): source code:** Consumption of an item during the last 30 days may be made out of one or more sources mentioned in the preceding para. The source from which the item has been procured and consumed by the household will be recorded in terms of codes. The codes to be used are:

only purchase	1	only free collection ...	4
only home-grown stock.....	2	others	9
both purchase and home-grown stock	3		

Code 3 will be applicable if consumption is made out of both purchase and home-grown stock but not from any other sources. Any other combination of sources will get code 9. Consumption

out of transfer receipts or commodities received in exchange of goods and services will also get code 9.

20.18.6 While recording consumption, care should be taken to include consumption on ceremonials, parties, etc. Note that if the household made any transfer payment in terms of commodities like rice, wheat, pulses, etc., the quantity of commodity so paid should not be shown under domestic consumption of the payer household. The portion out of that receipt consumed by the recipient household during the reference period will be shown against the consumption of the recipient household. However, if the transfer payment is made in terms of cooked meals then that will be shown as consumption of the payer household. If the meals were prepared by the household then the consumption will be shown under the respective items used for preparing the meals and if ready meals were purchased by the household and transferred, then the number of meals served and the value of those will be recorded under cooked meals against the payer household. For such meals nothing is to be recorded against the recipient household.

20.18.7 It may be mentioned that for all these items, the quantity reported to have been actually consumed is to be recorded. For example, if the weight of barley originally weighing 10 kg becomes only 9 kg after its cleaning, etc., the quantity of barley consumed is to be recorded as 9 kg only. On the other hand, if a person buys 2 kg of rice at Rs 10/- and consumes only 1 kg, the rest being thrown away due to damage by insects, infection, etc. then the quantity consumed is only 1 kg and value Rs 5/-.

20.18.8 **Item 1 : rice:** Rice will mean the grain obtained after husking and cleaning paddy.

20.18.9 **Item 2 : chira, khoi, lawa, muri, other rice products:** Rice products like chira, khoi, lawa, muri, rice powder, etc. which are obtained by splitting, frying, powdering, parching of the grain are covered by this item. Food preparations out of rice viz., pastries, cakes, sweets, etc., should not be considered as rice products. These items will be put under item 38: other processed food & refreshments. Rice purchased in the form of 'cooked rice' (not cooked meal) will also be treated as processed food and will be recorded against item 38.

20.18.10 **Item 3: wheat:** This will mean wheat in its whole grain form, broken wheat (not powdered).

20.18.11 **Item 4: atta, maida, suji, rawa, sewai, bread, other wheat products:** All wheat products like atta, maida, suji, rawa, sewai, bread will be included under this item.

20.18.12 **Items 5 to 16:** This series of items has been provided for recording details of consumption of jowar, bajra, maize, barley, small millets, ragi. Each of these items will include their products also. Item 10 will include cornflakes, pop-corn, etc. (made of maize). As instructed earlier, food preparations of these cereals will be recorded against item 38. Sattu prepared by frying and powdering of barley will be included against item 12 (barley products).

20.18.13 **Item 17: cereal: s.t.:** This is a sub-total item. ('s.t.' stands for sub-total.) The sum of all the cereal items will be obtained for columns (3) and (4) and the totals will be recorded in the respective columns of this line. In other words, the entry will be the sum of the entries recorded

in that column against each of the constituent items (cereals and cereal products). Similarly, all other sub-total items will be derived.

20.18.14 Item 18 : cereal substitutes: Cereals are usually a person's staple food. But sometimes by choice or due to scarcity, a person may not consume much of cereals or consume no cereal at all. The food requirement is partially or wholly met in such cases by consumption of food, which could be treated as substitutes for cereals. Tapioca, for example, is consumed in some parts of the country as a substitute for cereals. Similarly, jackfruit seed, mahua, etc. are also consumed as substitute for cereals. Potato or sweet potato consumed as substitutes for cereals will not however be shown here. These will be recorded under item 30: vegetables. Sometimes, mixed cereal flour, like idli flour, which is a mixture of cereals, pulses and also of spices, is purchased and consumed. In such a case if the proportion of different constituents of the mixture is not known and/or might be difficult to obtain, the quantity and value of it will be recorded against the major constituent item of the mixed cereal flour.

20.18.15 Item 20: gram products: This relates to items like sattu obtained by frying and powdering of gram (whole grain). However, besan made out of gram will not be considered here. Instead, it will be recorded against item 22 (pulse products).

20.18.16 Items 23 to 25: milk and other milk products: These items relate to milk: liquid, baby food, and products of milk obtained on transforming milk by heating, churning milk or adding chemicals like acid drops or fermenting agent in the form of ghee, butter, curd (dahi), casein (chhana), buttermilk, etc. Sweetmeats like 'sandesh', 'rasagolla', 'pera', etc. prepared at home out of milk purchased or home-produced will not be treated as milk products and hence will not be accounted against these items. In case a household prepares these sweetmeats from milk: liquid, then its consumption will be recorded against milk: liquid (item 23) and other constituent items of the preparations. Similarly, when milk products like ghee, butter, curd, etc. are obtained from milk: liquid by the household and consumed, consumption will be recorded against milk: liquid and not against the particular milk product. For example, suppose a household has consumed 30 litres of milk, out of which 15 litres was converted into curd and consumed. In this case 30 litres of milk will be shown against milk: liquid only. But if the milk product is purchased from the market and consumed by the household, the quantity and its corresponding value will be recorded against the particular milk product.

20.18.17 Item 23: milk: liquid: This will mean milk as directly obtained from cow, buffalo, goat or any other livestock. Milk sold in bottle or polypack will also be treated as 'milk: liquid'. The unit of quantity for milk: liquid is 'litre'. Readily drinkable flavoured and bottled milk should be considered as milk: liquid and should also be recorded against this item. Milk transformed into curd, casein, ghee, etc. only for the purpose of consumption and actually consumed during the reference period should also be included in this item. If ghee is prepared at home from 'milk: liquid' and a part of it has been consumed during the reference period then the quantity and value of 'milk: liquid' required for preparing the ghee actually consumed will be recorded against this item.

20.18.18 Item 26: edible oil: Oil used in food preparation will be considered as 'edible oil' such as mustard oil, groundnut oil, etc. Some edible oils, such as groundnut oil, etc., are sold in the

market after refining the raw oil, obtained by crushing the seeds by some chemical process of neutralisation, bleaching and decolourisation. No distinction will be made between raw and refined oils. If oilseeds purchased or grown for extracting edible oil by crushing and the oil is consumed then the entry will be shown against the appropriate item of edible oil.

20.18.19 **Item 34: salt:** It will include all edible salt irrespective of whether it is iodised or not.

20.18.20 **Item 35: spices:** There are a large variety of spices which are generally used in food preparations. Of these items, turmeric and chillies are most commonly used.

20.18.21 **Item 36: beverages:** It will include all types of beverages, e.g. tea, coffee, cold drinks like *thumsup*, *pepsi*, *cocoa cola* and *frooti*, etc. Tea leaves and coffee powder will also be included against this item. Mineral water, soda water, etc. will also be included against this item.

20.18.22 **Item 37: cooked meals:** ‘Cooked meals’ may be (i) purchased from market, i.e., from hotel, restaurant, canteen, etc. (ii) obtained by paying a lump sum to an agency providing catering services for serving meals to guests attending a ceremony performed by the household, (iii) received as perquisites from employer’s household, or (iv) received as gift or charity.

20.18.23 As a general principle, for cooked meals, consumption will be taken account of in the purchaser household. Thus, in case of (i) above entry will be made against the columns on consumption for the household reporting purchase of cooked meals, which might have been consumed by household members, employees, guests and other persons. There are factories and offices, which have their own canteen providing meals to the employees. Consumption of meals by the employees of such institutions, if these are received free of cost, will not be considered in the employee households for making entries against this item. The case (ii) will also be similarly treated as case (i), i.e., accounting will be made in the purchaser household as far as block 5 is concerned. No entry will be made in the schedule of the recipient households against this item, for the cooked meals of the type described under cases (iii) and (iv).

20.18.24 **Item 38: other processed food & refreshments:** Items like cake, pastry, pickles, sauce, jam/jelly, snacks, tiffin, food packets, etc. will be recorded against this item. If ingredients like fruits, spices, sugar, egg, atta, maida, salt, fuel and light, etc. required for preparing the product at home, are already accounted for in their respective item groups, care should be taken to avoid repetition of the same in this item group. Chowmin, soup, etc. will also come under other processed food.

20.18.25 **Item 41: supari, lime, katha and other ingredients for pan, and pan masala:** Supari (betelnuts) in various forms are available in the market. These are fresh supari, sundried supari, fermented supari, boiled and coloured supari and scented supari. Supari consumed in any of the forms will be accounted for against this item. All other ingredients like lime, katha, pan masala etc., used for preparing pan, should be included in this item. But tobacco, zarda, surti, kimam, etc. which are also consumed with pan should not be included against this item. However, pan-parag will be included in this item.

20.18.26 **Item 42: tobacco: leaf and hookah (gm) :** It will include all leaf and hookah tobacco consumed during the reference period in any form. Tobacco leaf burnt and powdered for brushing teeth will also be included against this item.

20.18.27 **Item 43: other tobacco products:** This will include other tobacco products like cigarette, bidi, snuff etc. Cigarette paper and tobacco are sometimes purchased separately for making cigarettes. In such cases value to be recorded would be the value of tobacco plus the value of paper taken together.

20.18.28 **Item 44: intoxicants:** It will include ganja, toddy, beer, foreign liquor or refined liquor, country liquor and drugs used for intoxication but exclude drugs used for medicinal purposes. It will exclude country liquor prepared at home from its ingredients. In such a case, entries will be made against the ingredients. This item will also include ganja consumed in the form of cigarettes.

20.18.29 **Item 46: fuel and light:** In this item information on consumption of each item of fuel and light for the household during last 30 days, prior to the date of survey, will be collected. It will also include meter rent and surcharge for electricity. LPG, gobar gas and other fuel like petrol, diesel etc. used for generating electricity will also be included here. The value of gobar gas is to be imputed on the basis of value of inputs used for manufacturing gobar gas. Caution money deposited for getting a gas cylinder should not be recorded in this schedule.

21.0 **Block 19: consumption of clothing, footwear:** In this block, information on value of consumption of all items of clothing and footwear will be collected in whole number of rupees. The information in this block is required to be collected for a reference period of last 365 days. Consumption of clothing is defined as an item of clothing, bedding, etc., being brought into first-use. Clothing purchased first-hand as well as second-hand will be considered for reporting against this item. The following points may be noted.

- ★ Liveries supplied by the employer even if it is used during duty-hours only will be taken into account.
- ★ Consumption of clothing out of home production during the reference period will be evaluated at the producer's price. But consumption of clothing items made out of transfer receipts and receipts in exchange of goods and services will be evaluated at the retail price prevailing in the local market.
- ★ When any garment is sewn at home by a household member, its value will be equal to the value of cloth only. No labour charges for sewing of the garment need be included unless the sample household itself is running a tailoring shop.

21.19.1 While collecting information on consumption of footwear, the general instructions given for filling the item of clothing will be followed.

- ★ If materials are purchased and footwear is made by taking service of a cobbler then cost of footwear will be imputed as the cost of raw materials plus service charges paid to the cobbler.

- ★ Plastic footwear will also be included in this block. But straps for slippers will be included against item 55 of block 21.

22.0 Blocks 20: expenditure on education and medical (institutional) goods and services: Under this block, information will be collected on educational and institutional medical expenses incurred during the **last 365 days** preceding the date of survey. Non-institutional medical expenses will be recorded separately in block 21. The institutional category will include payments made for goods & services availed of as an inpatient in both private as well as Government medical institutions like nursing homes, hospitals, etc. All other medical expenses will be treated under non-institutional category. The actual expenditure incurred during the reference period on the items listed in the block will be recorded.

22.20.1 Item 49: education: This is meant for recording expenses incurred in connection with education. It will include expenditure on goods purchased for the purpose of education, viz., books and journals, paper, pencil, etc. It also includes fees paid to educational institutions (e.g., schools, colleges, universities, etc.) on account of tuition (inclusive of minor items like game fees, fan fees, etc.) and payment to private tutor. Occasional payments to the school fund made on account of charities provided for indigent students and 'donations' generally will not be included here as these are regarded as transfer payments. It may be noted that all kinds of books, magazines, journals, etc. including novels and other fiction will be covered under this item. Expenditure on internet other than telephone charges will also be covered under this item.

22.20.2 Items 50 & 51: medical (institutional & non-institutional): These items include expenditure on medicines of different types and on medical goods; also, payments made to doctor, nurse, etc., on account of professional fees and those made to hospital, nursing home, etc. for medical treatment. Medical expenses will include IUD (intra-uterine device), oral pills, condoms, diaphragm, spermicide (jelly, cream, foam tablet), etc. Expenditure incurred for clinical tests, X-ray, etc. will also be accounted. For Central government employees receiving medicines and medical services from CGHS dispensaries, only the monthly contribution made will be considered. If, however, some medicine or service is purchased from outside during the reference period, the expenditure, even if reimbursed, is to be included. The distinction between institutional and non-institutional medical expenses, lies in whether the expenses were incurred on medical treatment as in-patient of a medical institution or otherwise. Expenditure incurred on MTP (medical termination of pregnancy) may be recorded against item 50 or 51 depending on the category of treatment availed of, i.e. if hospitalisation is necessary for MTP then it has to be recorded against 50, otherwise against 51. Hiring charges for ambulance may likewise be recorded against item 50 or 51. However, transport expenses other than hiring charges of ambulance will be considered as travelling expense and not as medical expense. In the rural areas, doctors charge a consolidated amount for consultation as well as giving medicines to the patient. In such a case, the total amount will be reported against item 51.

23.0 Block 21: expenditure on miscellaneous goods and services including medical (non-institutional), rents and taxes: In this block, relating to miscellaneous goods and services, information will be collected on the expenditure for purchase of these items during the reference period. The actual expenditure incurred towards purchase of these items, used for non-productive purposes, will be considered as the consumer expenditure of the household. Expenditure both in

cash and kind will be taken into account. The reference period will be the **last 30 days** prior to the date of survey.

23.21.1 **Column (3): value (Rs):** The amount of expenditure incurred on an item during the reference period of **30 days preceding the date of enquiry** will be recorded in this column in whole number of rupees.

23.21.2 **Item 52: entertainment:** It will include expenditure on cinema or theatre show, mela, fare, picnic, purchase of sports goods, toys, etc, club fees, goods for recreation and hobbies, photography, hire of video cassette, VCR and VCP, subscription to dish antenna, cable TV facilities, etc. Here consumption is represented by purchase of entertainment services or articles catering to entertainment. It is possible that on the occasion of attending sports or cinema/video show some expenditure is incurred on traveling and conveyance and/or on refreshment. Such expenditure will be excluded from this item.

22.21.3 **Item 54: toilet articles:** It will include toilet soap, toothbrush, toothpaste, powder, snow, cream, hair oil, lotion, shampoo, hair cream, comb,, shaving blades, saving stick, razor, shaving cream, sanitary napkins, cooler perfume, body perfume, room perfume, etc.

23.21.4 **Item 55: sundry articles:** It will includes electric bulb, tubelight, earthenware, glassware, bucket, washing soap, agarbati, plant with pot, brushes, utensil cleaners, steelwool, and other petty articles. Hiring charges for consumer goods like furniture, electric fans, crockery, utensils and charges for decoration on ceremonial occasions are to be accounted here. If any item is hired on monthly/quarterly/annual basis then the amount of last payment on such goods divided by the number of months for which the payment was made will be taken into account. However, hiring out of a vendor cart to run business by the sample household will be excluded. But, monthly maintenance charges payable to co-operative society, etc. will be included in this item.

23.21.5 **Item 56: consumer services excluding conveyance:** It will include expenditure incurred on wages paid in cash or kind to domestic servant, cook, sweeper, barber, beautician, washerman, laundry, tailor, priest, pleader, postage and telegram, telephone charges, grinding charges, etc and other miscellaneous expenses. Wages paid to domestic servant/cook may be considered against this item even if they are treated as members of the household for the purpose of consumer expenditure survey. For domestic servant or cook who is also a member of the household by definition, only wages paid in cash during the reference period will be taken into account. Any expenditure incurred by a domestic servant who is also a member of the household should be treated as consumption expenditure of the household. Wages in kind not consumed by domestic servant/cook will be excluded.

23.21.6 The actual expenditure incurred for availing of the services of barber, beautician, etc. will be considered as the consumer expenditure of the household. Expenditure both in cash and in kind will be taken into account. In the villages the barber charges might be paid in kind annually. In such cases, if the payment in kind for the year is made during the reference month, the entire payment is to be evaluated at the local retail price and accounted for. On the other

hand, if no payment was made during the reference month then no expenditure should be recorded.

23.21.7 For domestically installed telephones, the telephone bill last cleared divided by the period in months for which it was charged (i.e., monthly average payable) will be considered as the expenditure to be recorded even if the expenditure was not incurred during the reference period of 30 days. Cases like new telephone connections for which no bill has been paid till the date of survey may be ignored. Security deposit made for the installation of telephone connection is excluded. However, installation charges paid to the telephone department like labour charges, cost of wire, etc. will be included under this item. In addition, expenditure incurred during the reference period of last 30 days for making telephone calls from STD/PCO booth or other's telephone will be accounted against this item. Expenditure incurred on the purchase of mobile phone (instrument) will not be included in this item. Instead, it will be included against item 68 of block 22.

23.21.8 This item will also include expenses such as application fees for employment, etc., subscriptions to societies and similar organisations, and generally, expenditure on any other 'miscellaneous' items relevant to the block and not provided in the list of items. If water is purchased through tanker, porter, etc., the expenditure incurred will also be recorded here. It will also include E-mail charges, Fax charges, photocopying charges, etc., pet animals (incl. birds, fish, etc.).

23.21.9 **Item 57: conveyance:** Expenditure incurred on account of journeys undertaken and/or transportation of goods made by airways, railways, bus, tram, steamer, motor car (or taxi), motor-cycle, autorickshaw, bicycle, rickshaw (hand-drawn and cycle) horsecab, bullock cart, hand-cart, porter or any other means of conveyance will be recorded against this item. The expenditure will be the actual fare paid. The expenditure incurred on journeys undertaken under LTC, etc., even if reimbursed, is to be included. In case of owned conveyance, the cost of fuel (petrol, mobile oil, diesel, etc.) for power driven transport and animal feed for animal-drawn carriage will also be accounted. For railway fare, season tickets valid for more than a month will be treated differently from other railway fare expenditure. Value of season tickets valid for more than a month held during the reference period by a household member will be divided by the number of months covered by the ticket to get the amount to be recorded. For all other railway fare expenditure, the amount actually paid during the reference period will be recorded.

The expenditure incurred on any conveyance used during the reference period partly for household enterprise and partly for domestic purposes will be apportioned on the basis of the number of kilometres it travelled for each type of use. In case the information on distance travelled is not available, the apportionment will be done on the basis of duration of use, say, number of hours or days used for enterprise and domestic purpose. In case information on actual number of days engaged in enterprise or in domestic use is also not available, it will be done on the basis of 'normal use'. The word 'normal' refers to a period beyond the reference period.

23.21.10 **Item 58: rent (actual):** This item consists of rent for residential building and garage rent for private vehicle etc. of the household. Amount last paid divided by the number of months for which the payment was made will be recorded here. The rent for government quarters will be the amount of house rent allowance (HRA) per month not paid to the employee plus the licence

fee deducted per month from the salary for the quarters. If some amount of money was paid in advance at the time of hiring the house, only that part of the advanced amount which is being deducted every month from that advance payment added up with the actual amount paid every month towards rent, will be the amount to be recorded as house rent. Salami/pugree will not be considered anywhere in the schedule.

23.21.11 Item 59: consumer taxes and cesses: This is for recording the expenditure on taxes and cesses paid by the household as a domestic consumer. Only taxes and cesses are included which are considered to be levied on the household as a consumer unit. Road cess, chowkidari tax, municipal rates are some examples. Sometimes while purchasing a new vehicle life tax is paid. In such case, monthly average of tax & cess will be recorded against this item. Consumer licence fees will also be included. Examples are fees paid for possession of firearms, vehicles, etc. For taxes and cesses to be paid monthly/quarterly/annual basis entries will be the amount last paid divided by the number of months for which paid. Professional tax and Income tax will not be taken into account in the survey. It will also include water charges. Water charges last paid to the municipality or other local bodies divided by the number of months for which the amount was charged may be ascribed to this item.

24.0 Block 22: expenditure for purchase and construction (including repair and maintenance) of durable goods for domestic use: Information on expenditure incurred for purchase and cost of raw materials and services for construction and repairs of durable goods for domestic use during the last 365 days will be collected in this block. Expenditure will include both cash and kind. Purchase will include both first-hand and second-hand purchase and will be recorded in separate columns of this block. Only if some expenditure is incurred towards purchase of an item, may be in cash or kind or both, the item will be considered as purchased for this block. Expenditure incurred on purchase of durable goods for giving gifts will also be included. Expenditure on any item in this block will be recorded in whole number of rupees. The following points may be kept in mind while filling this block.

- ★ If the sample household incurred some expenditure on purchase of an asset during the reference period but not been received it till the date of survey, the expenditure incurred will be accounted in this block.
- ★ A sample household purchased an asset (durable goods) during the reference period and the asset is under possession but no payment has been made during the reference period. Such purchases will be excluded.
- ★ An asset purchased during the reference period for domestic use and the same asset sold out during the reference period. Such purchase also will be accounted for.

24.22.1 Column (3): value (first-hand purchase): Value of first-hand purchase during the reference period will be entered in this column. The total amount paid during the reference period will be recorded here.

24.22.2 Column (4): cost of raw materials and services for construction and repair: This column is for recording expenditure on materials and services for construction, assemblage, repair and maintenance of all durable goods - first-hand as well as second-hand. Value of durable goods constructed will comprise value of raw materials, services and/or labour charges and any

other charges. The total value of raw materials, services and labour charges will be recorded in this block. Here, expenditure incurred towards repair and maintenance of items purchased on second-hand will also be accounted. The following points may be noted:

- ★ The purchase values of consumer durables constructed or repaired by an artisan for his/her domestic use will be the aggregate of the purchase value of the raw material components used and imputed value of his/her services for its construction/repairs.
- ★ If an article is repaired during the reference period by one of the sample household members then the repair charges will be imputed and recorded against appropriate item only if the household member is a professional for that repairing job.

24.22.3 Column (5): value (second-hand purchase): Value of second-hand purchase during the reference period will be entered in this column.

24.22.4 Column (6): total expenditure: It is the sum of value of first-hand purchase, cost of raw materials and services for construction and repair and value of the second-hand purchase. In other words, it means: column (6) = column (3) + column (4) + column (5).

Note: An imported item of durables, even if second-hand, will be treated as first-hand purchase and information will be recorded against the relevant columns.

24.22.5 Item 61: furniture and fixtures: This item will include bedstead, almirah, dressing table, foam-rubber cushion (dunlopilo type), carpet, daree and other floor mattings, paintings, drawings, engravings, etc. Bedstead is a framework of wood or metal supporting the springs and mattress of a bed. Its surface may be made of coir rope or nylon. Folding cots of all kinds will be included against this item. Waist-high (usually wooden) almirahs should be considered under this item. Kitchen cup-boards (free-standing), complete sofa-set also will be included.

24.22.6 Item 62: goods for recreation: This includes transistor radios, gramophone & record player, television, music systems, VCR/VCP, camera & photographic equipment, gramophone record, audio/video cassette, audio/video CDs, dish antenna, video games etc.

24.22.7 Item 63: jewellery and ornaments: Gold and silver ornaments, gems and jewels, pearls etc. will come under this item. Ornaments made of other metals such as bronze, copper, platinum etc. will also be covered here. If gold ornaments purchased in exchange of gold and some amount of cash, only the cash payment made will be taken into account. But, if it is purchased in lieu of cash or cash & kind (other than gold) total value of cash/cash & kind will be accounted.

24.22.8 Item 64: crockery and utensils: It will include stainless steel utensils, other utensils, casseroles, thermos, thermoware etc.

24.22.9 Item 65: cooking and household appliances: A variety of items such as electric fan, air conditioner, air cooler, lantern, lamp, electric lampshade, sewing machine, stove, pressure cooker/pressure pan, refrigerator, electric iron, heater, toaster, geyser, oven & other electric

heating appliances, ice-cream maker, mixer-grinder, juicer, micro-oven, vacuum cleaner, electric appliance for filtering water, etc.

24.22.10 Item 66: personal transport equipment: It will include bicycle, motor cycle, scooter, motor car, jeep, tyres and tubes, other transport equipment etc. Tyre and tubes refer to all those tyres and tubes which are purchased for replacement in vehicles. If repair is made only for tyres and tubes then the expenditure incurred on repair will be taken into account against this item in column 4. Livestock animals like horses, bullocks, etc., and conveyance such as horse cab, bullock cart, etc., when used exclusively for non-productive domestic purposes, will be included in other transport equipment. Maintenance for these livestock animals will be accounted in column 4. If these animals and conveyances are used both for household enterprise and for domestic use, only the part ascribable to the latter purpose will be considered for recording the value of purchase, or the cost of raw materials required for repair, etc. It will also include perambulator.

24.22.11 Item 67: therapeutic appliances: Spectacles or glass for eyes, hearing aids and various types of orthopaedic equipments and other type of medical equipments will come under this head.

24.22.12 Item 68: other personal goods: Clock, watch, personal computer (PC), telephone set, mobile handset, other machines used for household work etc. will be considered against this item.

24.22.13 Item 69: residential building, land and other durables: The purchase of residential building and land, whether first-hand or second-hand, should not be entered in this block as such purchases are considered capital expenditure on real estate. Any new construction of building is also an expense on capital account and should not be entered in this block. The total expenditure incurred by the household towards repairs and maintenance of dwelling unit (only) during the reference period would be entered against this item.

25.23.0 Block 23: remarks by investigator: The blank space provided in this block is meant for putting down remarks and observations of the investigator. The investigator should note down the operational problems of data collection encountered him and his observations on any special feature that he comes across while canvassing the schedule in the sample household. He should also explain the abnormal entries, if any, in the schedule. He should, moreover, record his impressions about the quality of area-figures reported by the household, especially when it is suspected to be under-quoted deliberately. All items of receipts received during the last 30 days by the members of the household other than those considered in the schedule may be reported in this block. Examples of such receipts are pension, remittances, interest and dividends, rent, etc.

26.24.0 Block 24: remarks by supervisory officer(s): The blank space provided in this block is meant for putting down remarks of the supervisory officer(s) during various stages of supervision and scrutiny.

APPENDIX - I

LIST OF FOD SUB-REGIONS

sl. no.	state/u.t.	regional office		sub-regional office		
	name	sl. no.	name (code)	sl. no.	name	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Andhra Pradesh (28)	1.	Cudappah (281)	1.	Cudappah	2810
				2.	Anantpur	2811
				3.	Guntur	2812
				4.	Kurnool	2813
				5.	Nellore	2814
		2.	Hyderabad (282)	6.	Hyderabad	2820
				7.	Karimnagar	2821
				8.	Nizamabad	2822
				9.	Warangal	2823
		3.	Vijayawada (283)	10.	Vijayawada	2830
				11.	Kakinada	2831
				12.	Visakhapatnam	2832
2.	Assam (18)	4.	Guwahati (181)	13.	Guwahati	1810
				14.	Dibrugarh	1811
				15.	Jorhat	1812
				16.	Silchar	1813
				17.	Tezpur	1814
3.	Bihar (10)	5.	Muzaffarpur (101)	18.	Muzaffarpur	1010
				19.	Darbhanga	1011
				20.	Motihari	1012
		6.	Patna (102)	21.	Purnea	1013
				22.	Patna	1020
				23.	Bhagalpur	1021
24.	Gaya	1022				
4.	Chhattisgarh (22)	7.	Raipur(221)	25.	Raipur	2210
				26.	Bilaspur	2211
				27.	Ambikapur	2212
				28.	Durg	2213
5.	Gujarat (24)	8.	Ahmedabad (241)	29.	Ahmedabad	2410
				30.	Bhavanagar	2411
				31.	Jam Nagar	2412
				32.	Rajkot	2413
				33.	Surendranagar	2414
				34.	Baroda	2420
		9.	Baroda (242)	35.	Mahsana	2421
				36.	Nandiad	2422
				37.	Surat	2423
				38.	Valsad	2424

sl. no.	state/u.t.	regional office		sub-regional office						
	name	sl. no.	name (code)	sl. no.	name	code				
(1)	(2)	(3)	(4)	(5)	(6)	(7)				
6.	Haryana (06)	10.	Chandigarh (061)	39.	Chandigarh	0610				
				40.	Ambala	0611				
				41.	Bhiwani	0612				
				42.	Hissar	0613				
				43.	Karnal	0614				
7.	Himachal Pradesh (02)	11.	Shimla (021)	44.	Rohtak	0615				
				45.	Shimla	0210				
				46.	Bilaspur	0211				
				47.	Dharamshala	0212				
				48.	Mandi	0213				
8.	Jammu & Kashmir (01)	12.	Jammu (011)	49.	Jammu	0110				
				50.	Udhampur	0111				
		13.	Srinagar (012)	51.	Srinagar	0120				
				52.	Anantnag	0121				
				53.	Baramula	0122				
9.	Jharkhand (20)	14.	Ranchi (201)	54.	Ranchi	2010				
				55.	Hazaribagh	2011				
				56.	Jamshedpur	2012				
				57.	Dumka	2013				
				10.	Karnataka (29)	15.	Bangalore (291)	58.	Bangalore	2910
59.	Mangalore	2911								
60.	Mysore	2912								
61.	Shimoga	2913								
62.	Hubli	2920								
16.	Hubli (292)	63.	Belgaum			2921				
		64.	Bellary			2922				
		65.	Gulbarga			2923				
		66.	Panaji			2924				
		11.	Kerala (32)			17.	Thiruvananthapuram (321)	67.	Thiruvananthapuram	3210
								68.	Kochi	3211
69.	Kollam			3212						
70.	Kottayam			3213						
18.	Kozhikode(322)			71.	Kozikode			3220		
		72.	Palakkad	3221						
		73.	Thrissur	3222						
		74.	Kannur	3223						
12.	Madhya Pradesh (23)	19.	Bhopal (231)	75.	Bhopal	2310				
				76.	Chindwara	2311				
				77.	Khandwa	2312				
				78.	Sagar	2313				

sl. no.	state/u.t.	regional office		sub-regional office				
	name	sl. no.	name (code)	sl. no.	name	code		
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
12.	Madhya Pradesh (23)	20.	Gwalior (232)	79.	Gwalior	2320		
				80.	Indore	2321		
				81.	Ratlam	2322		
				82.	Shivpuri	2323		
		83.	Ujjain	2324				
		21.	Jabalpur (233)	84.	Jabalpur	2330		
85.	Rewa			2331				
13.	Maharashtra (27)	22.	Aurangabad (271)	86.	Aurangabad	2710		
				87.	Jalgaon	2711		
				88.	Nanded	2712		
				89.	Nasik	2713		
				90.	Mumbai	2720		
		23.	Mumbai (272)	91.	Thane	2721		
				92.	Nagpur	2730		
		24.	Nagpur (273)	93.	Akola	2731		
				94.	Amravati	2732		
				95.	Pune	2740		
		25.	Pune (274)	96.	Kolhapur	2741		
				97.	Sholapur	2742		
				98.	Shillong	1710		
		14.	Meghalaya (17)	26.	Shillong (171)	99.	Tura	1711
						100.	Agartala	1712
101.	Kohima					1310		
15.	Nagaland (13)	27.	Kohima (131)	102.	Imphal	1311		
				103.	Bhubaneswar	2110		
16.	Orissa (21)	28.	Bhubaneswar (211)	104.	Berhampur	2111		
				105.	Cuttack	2112		
				106.	Sambalpur	2120		
		29.	Sambalpur (212)	107.	Baripada	2121		
				108.	Bhawanipatna	2122		
				109.	Jalandhar	0310		
17.	Punjab (03)	30.	Jalandhar (031)	110.	Amritsar	0311		
				111.	Ferozpur	0312		
				112.	Hoshiarpur	0313		
				113.	Ludhiana	0320		
		31.	Ludhiana (032)	114.	Bhatinda	0321		
				115.	Patiala	0322		
18.	Rajasthan (08)	32.	Ajmer (081)	116.	Ajmer	0810		
				117.	Jodhpur	0811		
				118.	Udaipur	0812		

sl. no.	state/u.t.	regional office		sub-regional office				
	name	sl. no.	name (code)	sl. no.	name	code		
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
18.	Rajasthan (08)	33.	Jaipur (082)	119.	Jaipur	0820		
				120.	Alwar	0821		
				121.	Ganganagar	0822		
				122.	Kota	0823		
19.	Sikkim (11)	34.	Gangtok (111)	123.	Gangtok	1110		
20.	Tamil Nadu (33)	35.	Coimbatore (331)	124.	Coimbatore	3310		
				125.	Dharmapuri	3311		
				126.	Salem	3312		
		36.	Chennai (332)	127.	Tiruchirapalli	3313		
				128.	Chennai	3320		
				129.	Cuddalore	3321		
				130.	Vellore	3322		
		37.	Madurai (333)	131.	Pondicherry	3323		
				132.	Madurai	3330		
				133.	Thanjavur	3331		
				134.	Tirunelveli	3332		
				135.	Virudhu Nagar	3333		
		21.	Uttaranchal (05)	38.	Dehradun (051)	136.	Dehradun	0510
						137.	Almora	0511
		22.	Uttar Pradesh (09)	39.	Agra (091)	138.	Agra	0910
139.	Aligarh					0911		
140.	Meerut					0912		
141.	Saharanpur					0913		
40.	Allahabad (092)			142.	Allahabad	0920		
				143.	Azamgarh	0921		
				144.	Faizabad	0922		
				145.	Gorakhpur	0923		
				146.	Varanasi	0924		
				147.	Bareilly	0930		
41.	Bareilly (093)			148.	Moradabad	0931		
				149.	Sitapur	0932		
				150.	Lucknow	0940		
42.	Lucknow (094)			151.	Fatehpur	0941		
		152.	Gonda	0942				
		153.	Jhansi	0943				
		154.	Kanpur	0944				
		155.	Burdwan	1910				
23.	West Bengal (19)	43.	Burdwan (191)	156.	Bankura	1911		
				157.	Chinsura	1912		
				158.	Midnapur	1913		

sl. no.	state/u.t.	regional office		sub-regional office		
	name	sl. no.	name (code)	sl. no.	name	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
23.	West Bengal (19)	44.	Kolkata (192)	159.	Kolkata	1920
				160.	Howrah	1921
		45.	Malda (193)	161.	Maldah	1930
				162.	Barhampur	1931
				163.	Siliguri	1932
24.	A & N Islands (35)	46.	Port Blair (351)	164.	Port Blair	3510
25.	Delhi (07)	47.	Delhi (071)	165.	Delhi	0710

APPENDIX - II

LIST OF NSS REGIONS AND THEIR COMPOSITION

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Andaman & Nicobar Islands (35)	351	Andaman & Nicobar Islands	Andamans	(01)	Nicobars	(02)
2.	Andhra Pradesh (28)	281	Coastal	Srikakulam	(11)	Krishna	(16)
				Vizianagaram	(12)	Guntur	(17)
				Visakhapatnam	(13)	Prakasam	(18)
				East Godavari	(14)	Nellore	(19)
				West Godavari	(15)		
3.		282	Inland Northern	Adilabad	(01)	Rangareddi	(06)
				Nizamabad	(02)	Mahbubnagar	(07)
				Karimnagar	(03)	Nalgonda	(08)
				Medak	(04)	Warangal	(09)
				Hyderabad	(05)	Khammam	(10)
4.		283	South - Western	Kurnool	(21)	Anantapur	(22)
5.		284	Inland Southern	Cuddapah	(20)	Chittoor	(23)
6.	Arunachal Pradesh (12)	121	Arunachal Pradesh	Tawang	(01)	East Siang	(08)
				West Kameng	(02)	Upper Siang	(09)
				East Kameng	(03)	Dibang Valley	(10)
				Papum Pare	(04)	Lohit	(11)
				Lower Subansiri	(05)	Changlang	(12)
				Upper Subansiri	(06)	Tirap	(13)
				West Siang	(07)		
7.	Assam (18)	181	Plains Eastern	Nagaon	(10)	Dibrugarh	(15)
				Sonitpur	(11)	Sibsagar	(16)
				Lakhimpur	(12)	Jorhat	(17)
				Dhemaji	(13)	Golaghat	(18)
				Tinsukia	(14)	Cachar	(21)
8.		182	Plains Western	Kokrajhar	(01)	Nalbari	(07)
				Dhubri	(02)	Darrang	(08)
				Goalpara	(03)	Marigaon	(09)
				Bongaigaon	(04)	Karimganj	(22)
				Barpeta	(05)	Hailakandi	(23)
				Kamrup	(06)		
9.		183	Hills	Karbi Anglong	(19)	North Cachar Hills	(20)

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
10.	Bihar (10)	101	Northern	Champanan(W)	(01)	Madhepura	(11)
				Champanan(E)	(02)	Saharsa	(12)
				Sheohar	(03)	Darbhanga	(13)
				Sitamarhi	(04)	Muzaffarpur	(14)
				Madhubani	(05)	Gopalganj	(15)
				Supaul	(06)	Siwan	(16)
				Araria	(07)	Saran	(17)
				Kishanganj	(08)	Vaishali	(18)
				Purnia	(09)	Samastipur	(19)
				Katihar	(10)		
11.		102	Central	Begusarai	(20)	Bhojpur	(29)
				Khagaria	(21)	Buxar	(30)
				Bhagalpur	(22)	Bhabua kaimur	(31)
				Banka	(23)	Rohtas	(32)
				Munger	(24)	Jehanabad	(33)
				Lakhisarai	(25)	Aurangabad	(34)
				Shekhpura	(26)	Gaya	(35)
				Nalanda	(27)	Nawada	(36)
				Patna	(28)	Jamui	(37)
12.	Chandigarh (04)	041	Chandigarh	Chandigarh	(01)		
13.	Chhattisgarh (22)	221	Chhattisgarh	Koriya	(01)	Rajnandgaon	(09)
				Surguja	(02)	Durg	(10)
				Jashpur	(03)	Raipur	(11)
				Raigarh	(04)	Mahasamund	(12)
				Korba	(05)	Dhamtari	(13)
				Janjgir-champa	(06)	Kanke	(14)
				Bilaspur	(07)	Baster	(15)
				Kawardha	(08)	Dantewada	(16)
14.	Dadra & Nagar Haveli (26)	261	Dadra & Nagar Haveli	Dadra & Nagar Haveli	(01)		
15.	Daman & Diu (25)	251	Daman & Diu	Diu	(01)	Daman	(02)
16.	Delhi (07)	071	Delhi	North West	(01)	Central	(06)
				North	(02)	West	(07)
				North East	(03)	South West	(08)
				East	(04)	South	(09)
				New Delhi	(05)		
17.	Goa (30)	301	Goa	North Goa	(01)	South Goa	(02)

sl. no.	state/u.t. (code)	SR	detailed composition of region					
			description	name of district	code	name of district	code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
18.	Gujarat (24)	241	Eastern	Sabar Kantha [Khedbarhma, Vijaynagar, Bhiloda, Meghraj] Panchmahal [Kadana, Santrampur] Dahod [Dahod, Garvada, Limkheda, Dhanpur, Devgad, Bariya, Jhalod, Fatehpur] Vadodara [Nasvadi, Kavant, Chhota Udaipur, Jetpur Pavi] Narmada [Tilakwada, Nandod, Dediapafda, Sag Bara] Bharuch [Anklesvar, Valia, Jhagadiya] Surat [Vyara, Mahuva, Valod, Nizar, Songadh, Mandvi, Uchchhal, Mangrol, Bardoli, Palsana, Umarpada] The Dangs Navsari [Chikhli, Bansoda] Valsad [Dharampur, Kaprada, Umbergaon, Pardi, Valsad]	(05)			
19.	Gujarat (24)	242	Plains Northern	Patan [Patan, Siddhpur, Vagdod, Unjha] Mahesana [Mahesana, Kadi, Gozaria, vадnagar, Bechraji, Satlasana, Kheralu, Visnagar, Vijapur] Sabar Kantha [Prantij, Modasa, Malpur, Himatnagar, Bayad, Idar, Vadali, Dhansura, Talod] Gandhinagar [Gandhi Nagar, Kalol, Dehgam, Mansa] Ahmedabad [Ahmedabad, Daskori, Dholka, Bavla, Ranpur, Dhandhuka, Barwala, Sanand, Viramgam, Mandal, Rampura, Detroj] Anand [Anand, Umereth, Petlad Sojitra, Aklav, Khambhat, Tarapur, Borsad] Kheda [Khedia, Matar, Kathlal, Mehemdabad, Virpur, Kapadwanj, Balasinor, Thasra, Mahudha, Nadiad]	(03)			
20.	Gujarat (24)	243	Plains Southern	Panchmahal [Halol, Kalol, Godhra, Sehera, Lunawada, Khanpur, Morwaharap, Goghamba, Jambughoda] Vadodara [Vadodara, Savli, Dabhoi, Karjan, Padra, Sinor, Vaghodia, Sankheda] Bharuch [Hansot, Vagra, Amod, Jambusar, Bharuch] Surat [Olpad, Surat City, Chorasi, Kamrej]	(17)			

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
20.	Gujarat (24)	243		Navsari [Navsari, Gandevi, Jalalpur]	(24)		
21.		244	Dry areas	Kachchh [Bhuj, Mundra, Mandvi Abdasa, Lakhpat, Nakhatrana, Rapar, Bhachau, Anjar, Gandhi Dham] Bans Kantha [Palanpur, Amir Garh, Vad Gam, Deesa, Bhiladi, Kankrej, Deodar, Vav, Bhabhar, Tharad, Dhanera, Dantiwadw, Danta, Pantha Wada] Patan [Chanasma, Sami, Harij, Radhanpur, Santalpur] Surendranagar [Wadhwan, Limbdi, Chuda, Sayala, Chotila, Muli, Halvad, Dasada, Dharangadhra, Lakhtar]	(01)		
22.		245	Saurashtra	Rajkot Jamnagar Porbander	(09) (10) (11)	Junagadh Amreli Bhavnagar	(12) (13) (14)
23.	Haryana (06)	061	Eastern	Panchkula Ambala Yamuna Nagar Kurukshetra Kaithal Karnal	(01) (02) (03) (04) (05) (06)	Panipat Sonipat Rohtak Jhajjar Gurgaon Faridabad	(07) (08) (14) (15) (18) (19)
24.		062	Western	Jind Fatehabad Sirsa Hisar	(09) (10) (11) (12)	Bhiwani Mahendragarh Rewari	(13) (16) (17)
25.	Himachal Pradesh (02)	021	Himachal Pradesh	Chamba Kangra Lahul & Spiti Kullu Mandi Hamirpur	(01) (02) (03) (04) (05) (06)	Una Bilaspur Solan Sirmaur Shimla Kinnaur	(07) (08) (09) (10) (11) (12)
26.	Jammu & Kashmir (01)	011	Mountainous	Jammu	(13)	Kathua	(14)
27.		012	Outer Hills	Doda Udhampur	(09) (10)	Punch Rajauri	(11) (12)
28.		013	Jhelam Valley	Kupwara Baramula Srinagar Badgam	(01) (02) (03) (04)	Pulwama Anantnag Leh* (Ladakh) Kargil*	(05) (06) (07) (08)

* not yet covered by NSS

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
29.	Jharkhand (20)	201	Jharkhand	Garhwa	(01)	Pakaur	(10)
				Palamau	(02)	Dumka	(11)
				Chatra	(03)	Dhanbad	(12)
				Hazaribagh	(04)	Bokaro	(13)
				Kodarma	(05)	Ranchi	(14)
				Giridih	(06)	Lohardaga	(15)
				Deoghar	(07)	Gumla	(16)
				Godda	(08)	Singhbhum(W)	(17)
				Sahibganj	(09)	Singhbhum (E)	(18)
30.	Karnataka (29)	291	Coastal & Ghats	Uttar Kannad	(10)	Dakshin Kannada	(24)
				Udupi	(16)		
31.		292	Inland Eastern	Shimoga	(15)	Hassan	(23)
				Chikmagalur	(17)	Kodagu	(25)
32.		293	Inland Southern	Tumkur	(18)	Mandya	(22)
				Kolar	(19)	Mysore	(26)
				Bangalore	(20)	Chamarajnagar	(27)
				Bangalore (Rural)	(21)		
33.		294	Inland Northern	Belgaum	(01)	Gadag	(08)
				Bagalkot	(02)	Dharwad	(09)
				Bijapur	(03)	Haveri	(11)
				Gulbarga	(04)	Bellary	(12)
				Bidar	(05)	Chitradurga	(13)
				Raichur	(06)	Davanagere	(14)
				Koppal	(07)		
34.	Kerala (32)	321	Northern	Kasaragod	(01)	Kozhikode	(04)
				Kannur	(02)	Malappuram	(05)
				Wayanad	(03)	Palakkad	(06)
35.		322	Southern	Thrissur	(07)	Alappuzha	(11)
				Ernakulam	(08)	Pathanamthitta	(12)
				Idukki	(09)	Kollam	(13)
				Kottayam	(10)	Triruvananthapuram	(14)
36.	Lakshadweep (31)	311	Laksha- dweep	Lakshadweep	(01)		
37.	Madhya Pradesh (23)	231	Vindhya	Tikamgarh	(08)	Rewa	(14)
				Chhatarpur	(09)	Umeria	(15)
				Panna	(10)	Shahdol	(16)
				Satna	(13)	Sidhi	(17)
38.		232	Central	Sagar	(11)	Bhopal	(32)
				Damoh	(12)	Sehore	(33)
				Vidisha	(31)	Raisen	(34)
39.		233	Malwa	Neemuch	(18)	Dewas	(23)
				Mandsaur	(19)	Jhabua	(24)
				Ratlam	(20)	Dhar	(25)
				Ujjain	(21)	Indore	(26)
				Shajapur	(22)	Rajgarh	(30)

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
40.	Madhya Pradesh (23)	234	South	Katni Jabalpur Narsimhapur Dindori	(38) (39) (40) (41)	Mandla Chhindwara Seoni Balaghat	(42) (43) (44) (45)
41.		235	South Western	Khargaoan (W. Nimar) Barwani Khandwa (E. Nimar)	(27) (28) (29)	Betul Harda Hoshangabad	(35) (36) (37)
42.		236	Northern	Sheopur Morena Bhind Gwalior	(01) (02) (03) (04)	Datia Shivpuri Guna	(05) (06) (07)
43.	Maharashtra (27)	271	Coastal	Thane Mumbai Suburban Mumbai	(21) (22) (23)	Raigarh Ratnagiri Sindhudurg	(24) (32) (33)
44.		272	Inland Western	Pune Ahmadnagar Solapur	(25) (26) (30)	Satara Kolhapur Sangli	(31) (34) (35)
45.		273	Inland Northern	Nandurbar Dhule	(01) (02)	Jalgaon Nashik	(03) (20)
46.		274	Inland Central	Nanded Hingoli Parbhani Jalna	(15) (16) (17) (18)	Aurangabad Bid Latur Osmanabad	(19) (27) (28) (29)
47.		275	Inland Eastern	Buldana Akola Washim Amravati	(04) (05) (06) (07)	Wardha Nagpur Yavatmal	(08) (09) (14)
48.		276	Eastern	Bhandara Gondiya	(10) (11)	Gadchiroli Chandrapur	(12) (13)
49.	Manipur (14)	141	Plains	Bishnupur Thoubal	(04) (05)	Imphal West Imphal East	(06) (07)
50.		142	Hills	Senapati Tamenglong Churachandpur	(01) (02) (03)	Ukhrul Chandel	(08) (09)
51.	Meghalaya (17)	171	Meghalaya	West Garo Hills East Garo Hills South Garo Hills West Khasi Hills	(01) (02) (03) (04)	Ri Bhoi East Khasi Hills Jaintia Hills	(05) (06) (07)

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
52.	Mizoram (15)	151	Mizoram	Mamit	(01)	Serchip	(05)
				Kolasib	(02)	Lunglei	(06)
				Aizwal	(03)	Lawngtlai	(07)
				Champhai	(04)	Saiha	(08)
53.	Nagaland (13)	131	Nagaland	Mon	(01)	Wokha	(05)
				Tuensang	(02)	Dimapur	(06)
				Mukokchung	(03)	Kohima	(07)
				Zunheboto	(04)	Phek	(08)
54.	Orissa (21)	211	Coastal	Baleshwar	(08)	Nayagarh	(16)
				Bhadrak	(09)	Khordha	(17)
				Kendrapara	(10)	Puri	(18)
				Jagatsinghapur	(11)	Ganjam	(19)
				Cuttack	(12)	Gajapati	(20)
				Jajapur	(13)		
55.		212	Southern	Kandhamal	(21)	Rayagada	(27)
				Baudh	(22)	Nabarangapur	(28)
				Nuapada	(25)	Koraput	(29)
				Kalahandi	(26)	Malkangiri	(30)
56.		213	Northern	Bargarh	(01)	Mayurbhanj	(07)
				Jharsuguda	(02)	Dhenkanal	(14)
				Sambalpur	(03)	Anugul	(15)
				Debagarh	(04)	Sonapur	(23)
				Sundargarh	(05)	Balangir	(24)
				Kendujhar	(06)		
57.	Pondicherry (34)	341	Pondicherry	Yanam	(01)	Mahe	(03)
				Pondicherry	(02)	Karaikal	(04)
58.	Punjab (03)	031	Northern	Gurdaspur	(01)	Hoshiarpur	(05)
				Amritsar	(02)	Nawanshahr	(06)
				Kapurthala	(03)	Rupnagar	(07)
				Jalandhar	(04)	Ludhiana	(09)
59.		032	Southern	Fatehgarh sahib	(08)	Bathinda	(14)
				Moga	(10)	Mansa	(15)
				Firozpur	(11)	Sangrur	(16)
				Muktsar	(12)	Patiala	(17)
				Faridkot	(13)		
60.	Rajasthan (08)	081	Western	Ganganagar	(01)	Jaisalmer	(16)
				Bikaner	(03)	Barmer	(17)
				Churu	(04)	Jalor	(18)
				Nagaur	(14)	Sirohi	(19)
				Jodhpur	(15)	Pali	(20)

sl. no.	state/u.t. (code)	SR	detailed composition of region				
			description	name of district	code	name of district	code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
61.	Rajasthan (08)	082	North- Eastern	Hanumangarh	(02)	Dausa	(11)
				Jhunjhunun	(05)	Jaipur	(12)
				Alwar	(06)	Sikar	(13)
				Bharatpur	(07)	Ajmer	(21)
				Dhaulpur	(08)	Tonk	(22)
				Karauli	(09)	Bhilwara	(24)
				Sawai Madhopur	(10)		
62.		083	Southern	Rajsamand	(25)	Dungarpur	(27)
				Udaipur	(26)	Banswara	(28)
63.		084	South- Eastern	Bundi	(23)	Baran	(31)
				Chittaurgarh	(29)	Jhalawar	(32)
				Kota	(30)		
64.	Sikkim (11)	111	Sikkim	North (Mongam)	(01)	South	(03)
				West (Gyalshing)	(02)	(Nimachai)	
						East (Gangtok)	(04)
65.	Tamil Nadu (33)	331	Coastal Northern	Thiruvallur	(01)	Tiruvanamalai	(06)
				Chennai	(02)	Viluppuram	(07)
				Kancheepuram	(03)	Cuddalore	(18)
				Vellore	(04)		
66.		332	Coastal	Karur	(14)	Nagapattinam	(19)
				Tiruchirappalli	(15)	Thiruvarur	(20)
				Perambalur	(16)	Thanjavur	(21)
				Ariyalur	(17)	Pudukkottai	(22)
67.		333	Southern	Dindigul	(13)	Ramnathapuram	(27)
				Sivaganga	(23)	Toothukudi	(28)
				Madurai	(24)	Tirunelveli	(29)
				Theni	(25)	Kanniyakumari	(30)
				Virudhunagar	(26)		
68.		334	Inland	Dharmapuri	(05)	Erode	(10)
				Salem	(08)	The Nilgiris	(11)
				Namakkal	(09)	Coimbatore	(12)
69.	Tripura (16)	161	Tripura	West Tripura	(01)	Dhalai	(03)
				South Tripura	(02)	North Tripura	(04)
70.	Uttaranchal (05)	051	Uttaranchal	Uttar Kashi	(01)	Champavat	(08)
				Chamoli	(02)	Almora	(09)
				Rudraprayag	(03)	Bageshwar	(10)
				Tehri Garhwal	(04)	Nainital	(11)
				Dehradun	(05)	Udhamsingh	(12)
				Garhwal	(06)	Nagar	
				Pithoragarh	(07)	Hardwar	(13)

sl. no.	state/u.t. (code)	SR	detailed composition of region						
			description	name of district	code	name of district	code		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		
71.	Uttar Pradesh (09)	091	Western	Saharanpur	(01)	Mathura	(14)		
				Muzaffarnagar	(02)	Agra	(15)		
				Bijnor	(03)	Firozabad	(16)		
				Moradabad	(04)	Etah	(17)		
				Rampur	(05)	Mainpuri	(18)		
				J Phule Nagar	(06)	Budaun	(19)		
				Meerut	(07)	Bareilly	(20)		
				Baghpat	(08)	Pilibhit	(21)		
				Ghaziabad	(09)	Shahjahanpur	(22)		
				G Buddha Nagar	(10)	Farrukhabad	(29)		
				Bulandshahar	(11)	Kannauj	(30)		
				Aligarh	(12)	Etawah	(31)		
				Hathras	(13)	Auraiya	(32)		
72.		092	Central	Kheri	(23)	Rai Bareli	(28)		
				Sitapur	(24)	Kanpur Dehat	(33)		
				Hardoi	(25)	Kanpur Nagar	(34)		
				Unnao	(26)	Fatehpur	(42)		
				Lucknow	(27)	Barabanki	(46)		
73.		093	Eastern	Pratapgarh	(43)	Gorakhpur	(58)		
				Kaushambi	(44)	Kushi Nagar	(59)		
				Allahabad	(45)	Deoria	(60)		
				Faizabad	(47)	Azamgarh	(61)		
				Ambedkar Nag.	(48)	Mau	(62)		
				Sultanpur	(49)	Ballia	(63)		
				Bahraich	(50)	Jaunpur	(64)		
				Shrawasti	(51)	Ghazipur	(65)		
				Balrampur	(52)	Chandauli	(66)		
				Gonda	(53)	Varanasi	(67)		
				Sidhartha nagar	(54)	St.Ravidas-nagar	(68)		
				Basti	(55)	Mirzapur	(69)		
		S Kabir Nagar	(56)	Shonbhadra	(70)				
		Maharajganj	(57)						
				094	Southern	Jalaun	(35)	Mahoba	(39)
						Jhansi	(36)	Banda	(40)
						Lalitpur	(37)	Chitrakoot	(41)
						Hamirpur	(38)		
		75.	West Bengal (19)	191	Himalayan	Darjiling	(01)	Koch Bihar	(03)
Jalpaiguri	(02)								
76.		192	Eastern Plains	Uttar Dinajpur	(04)	Murshidabad	(07)		
				Dakshin Dinajpur	(05)	Birbhum	(08)		
				Maldah	(06)	Nadia	(10)		
77.		193	Central Plains	Barddhaman	(09)	Howrah	(16)		
				North 24-Parganas	(11)	Kolkata	(17)		
				Hugli	(12)	South 24-Parganas	(18)		
78.		194	Western Plains	Bankura	(13)	Medinipur	(15)		
				Puruliya	(14)				