



क्षेत्र कर्मचारियों के लिए अनुदेश
Instructions to Field Staff

खण्ड / **Volume – I**

अभिकल्प, संकल्पनाएँ, परिभाषाएँ एवं प्रक्रियाएँ
Design, Concepts, Definitions and Procedures

समाजार्थिक सर्वेक्षण
Socio-Economic Survey

समय के उपयोग का सर्वेक्षण
Time Use Survey

जनवरी 2024– दिसम्बर 2024
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Chapter One

Introduction: Coverage, Concepts, Design and Definitions

1.0 Introduction

Time Use Survey (TUS) provides a framework for measuring time dispositions by the population on different activities. One distinguishing feature of Time Use Survey from other household surveys is that it can capture time disposition on different aspects of human activities, be it paid, unpaid or other activities with such details which is otherwise not possible in other surveys. In recent years, time use surveys have gained much impetus among policy makers and other data users for their usefulness in measuring various aspects of gender statistics.

National Sample Survey Office (NSSO) in India conducted the first Time Use Survey during January - December 2019. The second Time Use Survey will be conducted during January - December 2024.

1.1 Objective of the survey

The primary objective of Time Use Survey (TUS) is to measure participation of persons in paid and unpaid activities. The survey will be an important source of information on the time spent in unpaid caregiving activities, unpaid volunteer work, unpaid domestic service producing activities of the household members. This will also provide information on time spent on learning, socializing, leisure activities, self-care activities, etc. by the household members.

1.2. Outline of Survey Programme

1.2.1 Geographical coverage: The survey covers whole of the Indian Union *except the* villages in Andaman and Nicobar Islands which are difficult to access.

1.2.2 Survey Period: The survey will commence from 1st January 2024

The duration of survey period is one year.

1.2.3 Schedules of enquiry: During this round, the following schedules of enquiry are canvassed:

Schedule 0.0T : List of Households
Schedule 10.6 : Time Use

1.2.4 Sub-rounds: The survey period is divided into four sub-rounds of three months' duration each as follows:

sub-round 1 : January – March 2024
sub-round 2 : April – June 2024
sub-round 3 : July – September 2024
sub-round 4 : October – December 2024

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

1.3. Sample Design

1.3.1 Formation of sub-units (SUs):

1.3.1.1 **Rural areas:** A rural village will be notionally divided into a number of sub-units (SU) of more or less equal population during the preparation of frame. Census 2011 population of villages will be projected by applying suitable growth rates and the number of SUs formed in a village will be determined apriori.

1.3.1.2 The above procedure of SU formation will be implemented in the villages with population *more than or equal to 1000 as per Census 2011*. In the remaining villages, no SU will be formed.

1.3.1.3 The number of SUs to be formed in the villages (with Census 2011 population 1000 or more) of the frame will be decided before selection of the samples following the criteria given below:

projected population of the village	no. of SUs formed
less than 1200	1
1200 to 2399	2
2400 to 3599	3
3600 to 4799	4
4800 to 5999	5
... and so on	...

1.3.1.4 Special case:

1.3.1.4.1 For rural areas of (i) Himachal Pradesh, (ii) Sikkim, (iii) Andaman & Nicobar Islands, (iv) Uttarakhand (except four districts Dehradun, Nainital, Hardwar and Udham Singh Nagar), (v) Punch, Rajouri, Udhampur, Reasi, Doda, Kishtwar, Ramban of Jammu and Kashmir, (vi) Ladakh and (vii) Idukki district of Kerala, numbers of SUs formed in a village will be determined in such a way that each SU contains 600 or less projected population. Further, SUs will not be formed in the villages in the above mentioned districts/States with population less than 500 as per Census 2011. In the remaining villages, the number of SUs formed for these States/districts is as follows:

projected population of the village	no. of SUs formed
less than 600	1
600 to 1199	2
1200 to 1799	3
1800 to 2399	4
2400 to 2999	5
... and so on	...

1.3.1.4.2 For rural parts of Kerala, similar procedure as mentioned in para 3.1.3 above will be adopted with the modification that the SUs were formed within Panchayat Wards instead of villages.

1.3.1.5 **Urban areas:** SUs were formed in urban sector also. The procedure was similar to that adopted in rural areas except that SUs will be formed on the basis of households in the UFS frame instead of population, since UFS frame does not have population. Each UFS block with number of households more than or equal to 250 will be divided into a number of SUs. In the remaining UFS blocks, no SU was formed.

1.3.1.6 The number of SUs to be formed in the UFS blocks of the frame will be decided before selection of the samples following the criteria is given below:

number of households of the UFS block	no. of SUs to be formed
less than 250	1
250 to 499	2
500 to 749	3
750 to 999	4
1000 to 1249	5
... and so on	...

1.3.2 **Outline of sample design:** A stratified two stage design has been adopted for the TUS. *The first stage units (FSU) are villages/UFS blocks/sub-units (SUs) as per the situation.* The ultimate stage units (USU) are households in both the sectors.

1.3.3 Sampling Frame for First Stage Units:

1.3.3.1 There will be no SU formation in uninhabited villages and villages (Panchayat wards for Kerala) with population less than 1000 as per Census 2011 (less than 500 as per Census 2011 for the areas mentioned in para 1.3.1.4) and entire village will be considered as one FSU. All such villages (Panchayat wards for Kerala) will be the First Stage Units (FSUs).

1.3.3.2 In the remaining villages, notional sub-units (SUs) will be formed as per the procedure described in para 1.3.1.3 Such SUs will be considered as First Stage Units (FSUs).

1.3.3.3 For the UFS blocks with less than 250 households, the entire UFS block will be considered as one FSU. In the remaining UFS blocks, the SUs will be considered as First Stage Units (FSUs).

1.3.3.4 List of FSUs as described above was the sampling frame for respective cases.

1.3.4 Stratification of FSUs:

1.3.4.1 Rural sector:

(a) In the rural areas a special stratum will be formed at all-India level before the strata are formed in each State/UT. This stratum comprised all the uninhabited villages as per Census 2011 belonging to all States.

(b) All inhabited villages within each NSS State region will be constituted a rural stratum.

1.3.4.2 **Urban sector:** In urban areas strata will be formed within each NSS State region on the basis of size class of towns as per Census 2011. The tentative stratum numbers and their composition (within each NSS State region) are as follows:

stratum 1 :	all towns with population less than 50,000
stratum 2 :	all towns with population 50,000 or more but less than 3 lakhs
stratum 3 :	all towns with population 3 lakhs or more but less than 15 lakhs
stratum 4, 5, 6, ...	each city with population 15 lakhs or more

1.3.5 Sub-stratification:

1.3.5.1 **Rural sector:** Three groups of villages will be formed within each stratum (except special rural stratum):

Group 1: all villages (Panchayat wards for Kerala) with Census 2011 population less than 250

Group 2: all villages (Panchayat wards for Kerala) with Census 2011 population more than or equal to 250 but less than 500

Group 3: remaining villages

The sample size for a rural stratum will be allocated among 3 groups in proportion to population. Let r_1 , r_2 and r_3 be the allocations to Group 1, Group 2 and Group 3 respectively. The villages within each group will be first arranged in ascending order of population. For all the three groups within each strata, ' $r_1/4 > 1$ ', ' $r_2/4 > 1$ ' and ' $r_3/4 > 1$ ', implying formation of 2 or more sub-strata in each group. Sub-strata was demarcated in Group 1, Group 2 and Group 3 respectively in such a way that each sub-stratum comprises a group of villages (all SUs of a village considered together) of the arranged frame and have more or less equal number of population within the respective group.

The sub-strata in Group 1 numbered as 11, 12, 13, ... The numbering of sub-strata in Group 2 were 21, 22, 23, ... Finally, for Group 3, sub-strata numbers started from 31.

If number of FSUs in a particular Group is very small, no sub-stratum will be formed in that Group.

1.3.5.2 Urban sector: Let 'u' be the sample size allocated for an urban stratum. For all strata, if ' $u/4$ ' > 1, implying formation of 2 or more sub-strata, all the UFS blocks within the stratum will be first arranged in ascending order of total number of households in the UFS blocks as per urban frame. Then sub-strata will be demarcated in such a way that each sub-stratum comprised a group of UFS blocks (all SUs within the block taken together) having more or less equal number of households.

1.3.6 Total sample size (FSUs): 10024 FSUs will be surveyed at all-India level.

1.3.7 Allocation of total sample to States and UTs: The total number of sample FSUs will be allocated to the States and UTs in proportion to population as per Census 2011 subject to a minimum sample allocation of 16 FSUs to each State/UT.

1.3.8 Allocation of State/ UT level sample to rural and urban sectors: State/UT level sample size will be allocated between two sectors in proportion to population as per Census 2011 with 1.5 weightage to urban sector. A minimum of 4 FSUs, each for rural and urban sector separately, will be allocated to each State/UT. For more urbanised big States like Maharashtra, Tamil Nadu etc., the urban allocation will be limited to rural sample size to avoid undue weightage to urban sector.

1.3.9 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 population as per Census 2011. Stratum level allocation was adjusted to multiples of 4 with a minimum sample size of 4.

For special stratum formed at state level as mentioned in para 1.3.4.1(a), 4 FSUs will be allocated.

1.3.10 Allocation to sub-strata:

1.3.10.1 Rural: Allocation was 4 for each sub-stratum in the rural sector and urban sector.

1.3.11 Selection of FSUs within a stratum/sub-stratum:

1.3.11.1 From all the sub-strata in both rural and urban sector within each stratum, required number of FSUs will be selected by Simple Random Sampling without Replacement (SRSWOR) scheme.

1.3.12 Formation of sub-units and listing of households

1.3.12.1 Proper identification of the FSU boundaries: The first task of the field investigator is to ascertain the exact boundaries of the village as per its identification particulars given in the sample list. The Village may either itself be a sample FSU or may contain a sample FSU (i.e., sub-unit). For urban samples, the boundaries of the UFS block may similarly be identified by referring to the map for that UFS block.

1.3.12.2 Procedure of formation of SUs: After identification of the boundaries of the village/ UFS block which contains the sample FSU, the village/ UFS block is to be divided into the number of SUs (say, D) as given in the sample list by more or less equalising the present population of the village/UFS block in which the sample FSUs are located. It is to be ensured that SUs formed are clearly identifiable in terms of physical landmarks. For villages/blocks where the number of SUs to be formed is 1 as per the sample list, no SU formation is required.

1.3.12.3 Formation of Sub-divisions in the selected SU: It has been observed in the previous rounds that there happen to be some extreme cases where the population/household of the selected SU is very high and listing becomes very difficult. To take care of such extreme situations, such SU may be sub-divided into a number of smaller units (Sub-divisions) and one of them may be randomly selected. Listing and selection of households may be done in the selected Sub-division unit only. The procedure for formation of Sub-divisions is same as that of formation of SUs within village/blocks. The listing of hamlets will not be required but Sub-divisions will be formed such that each Sub-division has more or less equal population and is a compact area.

The criteria for determining the number of Sub-divisions (D_1) to be formed in the selected rural/urban SUs is as follows:

Approx. population of the SU	no. of Sub-divisions (D_1) to be formed
less than 1500	1
1500 to 2399	2
2400 to 3599	3
3600 to 4799	4
4800 to 5999	5
... and so on	...

1.3.12.3.1 Special case:

For rural areas of (i) Himachal Pradesh, (ii) Sikkim, (iii) Andaman & Nicobar Islands, (iv) Uttarakhand (except four districts Dehradun, Nainital, Hardwar and Udham Singh Nagar), (v) Punch, Rajouri, Udhampur, Reasi, Doda, Kishtwar, Ramban of Jammu (vi) Ladakh (vii) Idukki district of Kerala, the criterion for determining the number of sub-divisions (D_1) to be formed in rural SUs is as follows:

Approx. population of the SU	no. of Sub-divisions to be formed
less than 750	1
750 to 1199	2
1200 to 1799	3
1800 to 2399	4
2400 to 2999	5
... and so on	...

1.3.12.4 Listing of households: All the households of the sample FSU are listed. Temporarily locked households are also listed after ascertaining the temporariness of locking of households through local enquiry.

1.3.12.5 Selection of households: A total number of 14 households are selected from each FSU and canvassed during 7 days. 2 households are canvassed on each day of the week. The sample households are selected by SRSWOR.

1.4 Concepts and Definitions:

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

1.4.1 Population coverage: The following rules regarding the population to be covered are to be remembered in listing of households and persons:

1. 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 persons of the first category 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.
2. 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.
3. Foreign nationals will not be listed, nor their domestic servants, if by definition the latter belong to the foreign national's household. If, however, a foreign national becomes an Indian citizen for all practical purposes, he or she will be covered.
4. Persons residing in barracks of military and paramilitary forces (like police, BSF, etc.) will be kept outside the survey coverage due to difficulty in conduct of survey therein. However, civilian population residing in their neighbourhood, including the family quarters of service personnel, are to be covered. Permission for this may have to be obtained from appropriate authorities.
5. Orphanages, rescue homes, *ashrams* and vagrant houses are outside the survey coverage. However, persons staying in old age homes, students staying in *ashrams*/hostels and the residential staff (other than monks/ nuns) of these 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.

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

1.4.3 Household: A group of persons normally living together and taking food from a common kitchen will constitute a household. It will include temporary stay-aways (those whose total period of absence from the household is expected to be less than 6 months) but exclude temporary visitors and guests (expected total period of stay less than 6 months). Even though the determination of the actual composition of a household will be left to the judgment of the head of the household, the following procedures will be adopted as guidelines.

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

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

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

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

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

1.4.4 Household size: The number of members of a household is its size.

1.4.5 Household's usual consumer expenditure (Rs.) in a month: This information is collected to classify the households into different UMPCE (Usual Monthly Per Capita Consumption Expenditure) classes. Household consumer expenditure (HCE) is the sum total of monetary values of all goods and services consumed (*out of purchase or procured otherwise*) by the household on domestic account during a reference period. Detailed guidelines for recording usual monthly consumer expenditure Schedule 10.6 are given in Chapter Three.

1.4.6 Economic activity: The entire spectrum of human activity falls into two categories: economic activity and non-economic activity. Any activity that results in production of goods and services that adds value to national product is considered as an economic activity. 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. Such activities include production of all goods and services for market including those of government services, etc. Non-market activities are those involving the production of primary commodities for own consumption and own account production of fixed assets.

1.4.6.1 The full spectrum of economic activities as defined in the UN System of National Accounts (SNA 2008) is not covered in the definition adopted for capturing information on the usual principal activity particulars of the household members. Production of any good for own consumption is considered as economic activity by UN System of National Accounts but production of only primary goods for own consumption is considered as economic activity by NSSO. While the former includes activities like own account processing of primary products among other things, in the NSS surveys, processing of primary products for own consumption is not considered as economic activity. However, it may be noted that 'production of

agricultural goods for own consumption' covering all activities up to and including stages of threshing and storing of produce for own consumption, comes under the coverage of the economic activities of NSSO.

1.4.6.2 The term 'economic activity' in the context of collection of information on usual principal status particulars of the household members will include:

(i) all the market activities described above, i.e., the activities performed for pay or profit which result in production of goods and services for exchange,

(ii) of the non-market activities,

(a) all the activities relating to the primary sector (i.e., **industry Divisions 01 to 09 of NIC-2008**) which result in production (including free collection of uncultivated crops, forestry, firewood, hunting, fishing, mining, quarrying, etc.) of primary goods, including threshing and storing of grains for own consumption.

and

(b) the activities relating to the own-account production of fixed assets. Own account production of fixed assets include 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 in the capacity of either a labourer or a supervisor.

The activities like prostitution, begging, etc., which may result in earning, will not be considered as economic activities for the survey.

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

(i) Working or being engaged in economic activity (work),

(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, as mentioned in (i) & (ii) above, are associated with 'being in labour force' and the last with 'not being in the labour force'. Within the labour force, activity status (i) above is associated with 'employment' and activity status (ii) with 'unemployment'. During the reference period of last 365 days, by adopting the procedure to determine the broad activity statuses, each person is classified in one of the three broad activity statuses. Persons

found with the broad activity statuses (i), (ii) and (iii), during the reference period, are employed (worker), unemployed and 'not in labour force', respectively.

1.4.7.1 The detailed activity categories for these broad activity statuses are as below:

(i) working or being engaged in economic activity (employed):

- (a) worked in household enterprise (self-employed) as an own-account worker
- (b) worked in household enterprise (self-employed) as an employer
- (c) worked in household enterprise (self-employed) as 'helper'
- (d) worked as regular salaried/wage employee
- (e) worked as casual wage labour in public works
- (f) worked as casual wage labour in other types of works

(ii) not working but seeking or available for work (unemployed)

(iii) not working and also not available for work (not in labour force) :

- (a) attended educational institution
- (b) attended domestic duties only
- (c) attended domestic duties and was also engaged in free collection of goods, tailoring, weaving, etc., for household use
- (d) pensioners, remittance recipients, etc.
- (e) not able to work due to disability
- (f) others

1.4.8 The various constituents of 'employed', 'unemployed', 'labour force', 'out of labour force' are as explained below:

(a) **Workers (or employed):** Persons who, during the reference period, are engaged in any economic activity or who, despite their attachment to economic activity, have temporarily abstained from work for reasons of illness, injury or other physical disability, bad weather, festivals, social or religious functions or other contingencies 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.

(b) **Seeking or available for work (or unemployed):** Persons, who, during the reference period, owing to lack of work, had not worked but either sought work through employment exchanges, intermediaries, friends or relatives or by making applications to prospective employers or expressed their willingness or availability for work *under the prevailing condition of work and remuneration* are considered as those who are 'seeking or available for work' (or unemployed).

However, if it is found that a student is currently on live register of the Employment Exchange, the person will normally 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 job for which he/she has registered, he/she will be considered as unemployed.

(c) **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.

(d) **Out of labour force:** Persons who are neither 'working' and at the same time 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, etc. and casual labourers not working due to sickness.

1.4.9 It may be noted that workers have been further categorized as *self-employed, regular wage/ salaried employee and casual wage labourer*. These categories are defined in the following paragraphs.

1.4.10 **Self-employed:** 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 deemed to be self-employed in household enterprises. The essential feature of the self-employed is that they have *autonomy* (i.e., how, where and when to produce) and *economic independence* (i.e., market, scale of operation and money) for carrying out their operation. The remuneration of the self-employed consists of a non-separable combination of two parts: a reward for their labour and profit of their enterprise. The combined remuneration is given by the revenue from sale of output produced by self-employed persons *minus* the cost of purchased inputs in production.

The self-employed persons may again be categorised into the following three groups:

- (i) **own-account workers:** They are the self-employed 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:** The 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, and
- (iii) **helpers in household enterprise:** The helpers are a 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.

1.4.10.1 There is a category of workers who work at a place of their choice which is outside the establishment that employs them or buys their product. Different expressions like ‘home workers’, ‘home based workers’ and ‘out workers’ are generally used synonymously for such workers. For the purpose of this survey, all such workers will be categorised as ‘self-employed’. The ‘home workers’ have *some degree of autonomy* and *economic independence* in carrying out the work, and their work is not directly supervised, as is the case for the *employees*. Like the other self-employed, these workers have to meet certain costs, like actual or imputed rent of the space in which they work, costs incurred for heating, lighting and power, storage or transportation, etc., thereby indicating that they have some tangible or intangible means of production. It may be noted that *employees* are not required to provide such inputs for production.

1.4.10.2 It may further be elaborated that the ‘putting out’ system prevalent in the production process in which a part of production which is ‘put out’ is performed in different household enterprises (and not at the employer’s establishment). For example, *bidi* rollers obtaining orders from a *bidi* manufacturer will be considered as home workers irrespective of whether or not they were supplied raw material (leaves, *masala*, etc.), equipment (scissors) and other means of production. In some cases, the payment may be based on piece rate. Similarly, a woman engaged in tailoring or embroidery work on order from a wholesaler, or making *pappad* at home on order from some particular unit/ contractor/ trader will be treated as ‘home worker’. On the other hand, if she does the work in the employers’ premises, she will be treated as an *employee*. Again, if she is not undertaking these activities on orders from outside, but markets the products by herself/ other household members for profit, she will be considered as an own account worker, if of course, she does not employ any hired help more or less on a regular basis.

1.4.11 **Regular salaried / wage employee:** Persons working in other’s farm or non-farm enterprises (both household and non-household) and getting in return salary or wages on a regular basis (and not on the basis of daily or periodic renewal of work contract) are the regular wage/ salaried employees. *This 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.*

1.4.12 **Casual wage labour:** A person casually engaged in other’s 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 labour. Usually, in the rural areas, one category of casual labourers can be seen who normally engage themselves in ‘*public works*’ activities. The concepts related to ‘*public works*’ are discussed later in this chapter.

1.4.13 **Usual principal activity status:** The activity status of a person is determined on the basis of the activities pursued by the person during certain specified reference period. The usual principal activity status of a person is determined with a reference period of 365 days preceding the date of survey. The activity status on which a person spent relatively long time (major time criterion) during the 365 days preceding the date of survey is considered the *usual principal activity status* of the person. To decide the usual principal activity of a person, he/

she is first categorised as belonging to the labour force or not, during the reference period **on the basis of major time criterion**. Persons, thus adjudged as not belonging to the labour force are assigned the broad activity status 'neither working nor available for work'. For the persons belonging to the labour force, the broad activity status of either 'working' or 'not working but seeking and/ or available for work' is then ascertained again on the basis of the relatively long time spent in the labour force during the 365 days preceding the date of survey. Within the broad activity status so determined, the detailed activity status category of a person pursuing more than one such activity will be determined again on the basis of the 'relatively long time spent' criterion. Thus, if a person categorised as engaged in economic activity (working) is found to be pursuing more than one economic activity during the reference period, the appropriate detailed activity status category will relate to the activity in which relatively more time has been spent. Similar approach is adopted for non-economic activities also.

1.4.14 Industry: For every household member who is engaged in economic activity during the reference period of last 365 days preceding the date of survey, information on industry of work will be collected. The sector of the economy viz., agriculture, manufacturing, trade etc., in which a person is found engaged while performing the economic activities is his/her industry of work. For collection of information on industry of activity at 2-digit National Industrial Classification-2008 (NIC-2008) will be used. It is important to note that the Division 98 of NIC-2008 will not be used for the purpose of collection of information on industry of activity.

1.4.15 Public works: 'Public works' are those activities which are sponsored by Government or Local Bodies, and which cover local area development works like construction of roads, dams, bunds, digging of ponds, etc., as relief measures, or as an outcome of employment generation schemes under the poverty alleviation programme, e.g. National Rural Employment Guarantee (NREG) works.

The coverage of schemes under 'public works' is restricted to those schemes under poverty alleviation programme, or relief measures through which the Government generates wage employment. It may be noted that the names of these schemes signify the Budget Heads under Plan from which funds are released for carrying out various 'types of works'. The types of works that are generally undertaken through these schemes, are watershed development, drought proofing, land levelling, flood control, laying pipes or cables, sanitation, water harvesting, irrigation canal, development of orchard, road construction, building construction / repair, running crèche, etc.

There may be some schemes sponsored by the Government and in operation, which are conceived as self-employment generation schemes. Employment generated through these schemes is not to be considered within the purview of 'public works'.

Sometimes, the Government may undertake various programmes, on infrastructure development rather than poverty alleviation and generation of employment. Moreover, these programmes are executed as projects through contractors. Employment generated through these programmes, which are executed through contractors, is also kept outside the domain of

‘public works’. However, if similar activities relating to rural water supply, rural sanitation, desert development, wastelands development, etc. are undertaken by the State Governments or Local Bodies to provide wage employment and without employing any contractor for its execution, those are to be considered under ‘public works’.

1.4.16 Land possessed: Land possessed by a household is defined as land owned (including land under ‘owner like possession’) + land leased in - land leased out + land otherwise possessed (i.e. neither owned nor leased in) by that household.

1.4.16.1 For the purpose of this survey, all the lands which are either ‘owned and possessed’ or ‘leased-in’ or ‘otherwise possessed’ or ‘leased-out’ by the households will be considered irrespective of its use. The land of the household may be homestead land and other lands which may be used for agricultural purpose or for other purposes. The lands (which includes ponds/other water bodies, area under forest etc.) of the household may be used for agricultural purposes like growing of field crops, vegetables, fruits, tea, coffee, cocoa, rubber, production of livestock, poultry, fish, aquaculture, honey, silk-worm cocoons etc. The lands of the household may be used for purposes other than agriculture like those lands put to uses for buildings, paths, wells, land for running household enterprises and other non-agricultural uses, areas under forest/water bodies not used for agricultural purposes, culturable waste, used for miscellaneous tree crops and groves not covered under agricultural activities, permanent pastures and other grazing land, barren and unculturable waste, etc.

1.4.17 Dwelling unit: It is the accommodation availed of by a household for its residential purpose. It may be an entire structure or a part thereof or consisting of more than one structure. There may also be cases of one household occupying more than one structure. In this case, all the structures together constitute a single dwelling unit. In general, a dwelling unit consists of living room, kitchen, store, bath, latrine, garage, open and closed veranda etc. A structure or a portion thereof used exclusively for non-residential purposes or let out to other households does not form part of the dwelling unit of the household under consideration. However, a portion of a structure used for both residential and non-residential purposes is treated as part of the dwelling unit except when the use of such portion for residential purpose is very nominal. The dwelling unit covers all pucca, semi-pucca and katcha structures used by a household. Households living more or less regularly in tents, under bridges, in pipes, under staircase, in purely temporary flimsy improvisations built by the road side (which are liable to be removed at any moment) etc., are considered to have no dwelling.

1.4.18 Premises of the dwelling unit: For this survey, premises of the dwelling unit is defined as the dwelling unit of the household together with the courtyard, compound, garden, out-house, place of worship, garage, family graveyard, guest house, shop and offices for running household enterprises, tanks, wells, latrines, drains and boundary walls annexed to the dwelling unit which are under the possession of the household (possessed exclusively or possessed with some other households).

Table 1: allocation of sample FSUs in Time Use Survey

State/UT	number of sample FSUs		
	total	rural	urban
(1)	(2)	(3)	(4)
ANDHRA PRADESH	404	248	156
ARUNACHAL PRADESH	104	72	32
ASSAM	304	232	72
BIHAR	660	528	132
CHHATTISGARH	196	124	72
GOA	24	12	12
GUJARAT	440	220	220
HARYANA	196	108	88
HIMACHAL PRADESH	92	68	24
JAMMU & KASHMIR	84	52	32
JHARKHAND	248	156	92
KARNATAKA	492	256	236
KERALA	304	152	152
MADHYA PRADESH	540	340	200
MAHARASHTRA	896	448	448
MANIPUR	192	112	80
MEGHALAYA	116	76	40
MIZORAM	104	52	52
NAGALAND	80	48	32
ODISHA	348	260	88
PUNJAB	228	120	108
RAJASTHAN	524	348	176
SIKKIM	72	48	24
TAMIL NADU	600	300	300
TELANGANA	256	132	124
TRIPURA	192	116	76
UTTAR PRADESH	1196	800	396
UTTARAKHAND	96	60	36
WEST BENGAL	728	428	300
A & N ISLANDS	24	12	12
CHANDIGARH	16	0	16
D & N HAVELI and DAMAN & DIU	32	16	16
DELHI	144	8	136
LAKSHADWEEP	16	8	8
PUDUCHERRY	32	12	20
LADAKH	40	20	20
ALL- INDIA	10020	5992	4028

4 FSUs will be allotted in special rural stratum at All-India level

Chapter Two

Schedule 0.0T: List of Households

2.0.0 Introduction: Schedule 0.0T is meant for listing of all the houses and households residing in the sample first stage unit (FSU). Whenever sub-units (SU) are required to be formed, particulars relating to the formation of SUs and identification of the selected SU are also to be recorded in this schedule. Concepts and definitions of various items have been given in Chapter One.

2.0.1 Structure of the schedule: Schedule 0.0T contains the following blocks:

Block 0:	descriptive identification of sample FSU
Block 1:	identification of sample FSU
Block 2:	particulars of field operations
Block 3:	sketch map of sub-units (SU) formation
Block 3.1:	sketch map of sub-division formation
Block 4.1:	list of hamlets (only for rural samples with SU formation)
Block 4.2:	list of sub-units (SU) and identification of selected SU
Block 4.2A:	identification of selected sub-unit and formation of sub-division.
Block 4.3:	list of sub-divisions of selected SU with population equal to or more than 1500 (750 for special cases) and selection and identification of selected sub-division
Block 5:	list of households and record of selection of households – Schedule 10.6
Block 6:	particulars of sampling of households
Block 7:	remarks by JSO/SE
Block 8:	comments by supervisory officer(s)

2.0.2 Unit of survey: The first stage unit (FSU) is the village/UFS block/SU depending on the sampling frame. The Junior Statistical Officer (JSO)/Survey Enumerator (SE), on arrival at a sample FSU, will ascertain the exact boundaries of the village/UFS block which contains the SU. This may be done with the help of the village officials like patwari, panchayat authorities etc. for rural areas and with the help of UFS maps/ ward maps/ town maps in the urban areas.

2.0.3 Formation of sub-units in rural areas: Sub-unit will be formed in the villages with census population more than or equal to 1000. A village will be divided into a certain number (D) of sub-units (SUs). The number of SUs to be formed (i.e. the value of D) will be mentioned

in the sample list. The criterion for deciding the number of SUs to be formed in a village has been discussed in details in Chapter One.

The procedure for listing hamlets and forming sub-units is outlined below.

2.0.3.1 Procedure: In a large village, there exist usually a few localities or pockets where the houses of the village tend to cluster together. These are called 'hamlets'. In case there are no such recognised hamlets in the village, the census sub-divisions of the village (e.g. enumeration blocks or groups of census house numbers or geographically distinct blocks of houses) may be treated as 'hamlets'. Large hamlets may be divided artificially to achieve more or less equal population content for the purpose of SU formation. The procedure for formation of SU 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 3 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 SUs to be formed in the village.
- (iv) List the hamlets in Block 4.1 in the order of their numbering. Indicate the present population content in terms of percentages.
- (v) Group the hamlets into D number of SUs. *The criteria* to be adopted for SU 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*. However, difference between the population of the smallest and the largest SU formed may be kept at minimum to the extent possible. Indicate the grouping in the map.
- (vi) Number the SUs serially in column (1) of Block 4.2. The SU containing hamlet number 1 will be numbered as 1, the SU with next higher hamlet number not included in SU 1 will be numbered as 2 and so on. Indicate the numbers also in the notional map. It is quite possible that an SU may not be constituted of hamlets with consecutive serial numbers.

2.0.4 Formation of SUs in urban areas: If an UFS block has 250 or more households, it will be necessary to form SUs. Procedure for formation of SU is the same as that for the formation of SUs in the case of villages. Here the SUs are to be formed artificially by dividing the block into a certain number (say, D) of groups *by more or less equalizing the population giving priority to geographical compactness* within each SU as per the criterion specified in Chapter One. The

number of SUs to be formed (i.e. the value of D) will be provided in the sample list. SUs will be numbered serially in column (1) of Block 4.2.

2.0.5 Formation of Sub-divisions of SU: After formation of SUs in the sample village/block, the selected sample SU will be identified. If the approximate present population of selected SU is found to be equal to or more than 1500 (750 for special cases in rural), Sub-divisions will be formed in the selected SU to control the workload of listing. The selected SU will be divided into a number of Sub-divisions (D_1) depending on the approximate population of the SU as described in Chapter One. The procedure will be similar to the formation of SU within the block as described in para 2.0.4. Each of the Sub-divisions will have more or less equal population and will be geographically compact.

2.0.5 Starting point for listing: Having determined the area unit to be surveyed, the JSO/SE will proceed to list the houses and households in this area unit. The listing may be done in the same order as that of the 2011 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 FSU and proceeding southwards in serpentine order. While listing the households, some essential minimum particulars about the households like name of head of the household and household size will be collected for the purpose of formation of sampling frame for selection of households.

2.0.6 The procedures to be followed for filling up the various blocks of the Schedule 0.0T 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 FSU

2.0.8 General: This block is meant for recording descriptive identification particulars of the sample FSU. State/UT, district, sub-district/ tehsil name, village name/town name, investigator unit no., block no. are to be auto populated in the CAPI from the sample list. A dash (-) may be recorded against not applicable items (items 5 and 6 i.e. investigator unit and block are not applicable for rural sample). Items 5 and 6 will be disabled mode in CAPI module for rural sample.

2.1 Block 1: Identification of sample FSU

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 and 3, which is already printed). For multiple cells, the rightmost cell shall be used for recording the digit of the unit place, the next left cell for the tenth place digit and so on. *Items 1, 4 to 11 and 13 will be auto populated in CAPI module from the sample list.*

2.1.1 Item 10: frame code: The different types of frames used for selection of FSUs are indicated by 'frame code' available in the sample list. Entry against item 10 will be auto populated in CAPI module from the sample list. The frame codes to be used are:

Rural: 2011 census – 16

Urban: 2007-12 UFS – 15, 2012-17 UFS – 17, 2017-22 UFS-18

2.1.2 Item 11: population of village/ number of households of UFS block: Census 2011 population of the village (in which the sample SU is located) or the number of households of the UFS block (in which the sample SU is located) as given in the sample list will be auto populated in CAPI module from the sample list.

2.1.3 Item 12: approximate present population: The JSO/SE will first ascertain the approximate present population of the entire village/UFS block containing the sample SU taking into consideration the normal growth of population along with any abnormal influx of population into or exodus of population from the village/UFS block. This may be ascertained mainly from the knowledgeable persons by putting certain probing questions. The starting point can be 2011 Census population. 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 village after the census or the village has been split or partly merged with other village/ urban area. If so, the approximate increase or decrease of population due to such events or any new settlements that have come up in the rural/urban area after the census is to be ascertained. **In the case of large difference between frame population and approximate present population, adequate remarks for such differences should be recorded in Block 7/ 8.**

2.1.4 Item 13: total number of sub-units (SUs) to be formed (D): The total number of sub-units to be formed in the village/UFS block will be given in the sample list and will be auto populated in CAPI module as the value of 'D' to be used in Block 4.2.

2.1.5 Item 14: Survey code: The survey codes are:

selected FSU surveyed:

inhabited	1
uninhabited	2
zero case	3

originally selected FSU not surveyed but substitute FSU surveyed:

inhabited	4
uninhabited	5
zero case	6
selected FSU casualty	7

Some examples of zero cases are: FSUs comprising wholly the barracks of military and paramilitary forces (like CRPF, BSF etc.), rural areas declared as urban areas and now forming part of UFS frame used for urban sampling, FSUs wholly submerged under water in a dam or FSUs with the whole population evicted because of acquisition of land to construct a new factory or other project work etc. with no chance of habitation in future. As against this, the FSU whose entire population has shifted elsewhere due to some natural calamities like fire, cyclone etc., but is likely to return in the future, will be considered as uninhabited FSU and will be given code 2 or 5 as the case might be. If the substitute FSU cannot be surveyed, survey code will be 7.

2.1.6 Item 15: Reason for substitution of original sample (for codes 4 – 7 in item 14): 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 14), the reason for its becoming a casualty will be recorded in terms of code against item 14. The codes are:

Original sample FSU:

not identifiable/ traceable.....	1
not accessible.....	2
restricted area (not permitted to survey)	3
others (specify).....	9

If the entry against item 14 is 1 or 2 or 3 then item 15 will be disabled in CAPI module. *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 14. As stated earlier, such cases will be considered as surveyed and will be treated as zero cases.*

2.2 Block 2: Particulars of field operations: The details of field operations will be recorded in this block. In the serial number 1(a) and 1(b), names of the Junior Statistical Officer (JSO)/ Survey enumerator (SE)/ Senior Statistical Officer (SSO)/ Survey supervisor (SS), codes (permanent employee code in case of regular employees and temporary codes, if available, for other staff) and signatures will be recorded. All other items are self-explanatory.

For recording the entry in column (3) and (4) corresponding to serial number 2(i) and (ii), following procedure may be adopted. For entering date of commencement of survey/ inspection the date when commencement of identification of FSU was started will be recorded. But while entering date of completion of survey/ inspection, the date when completion of listing and selection of households was done will be recorded. However, the minor part relating to columns (5) to (8) of Block 6 may be ignored.

2.3 Block 3: Sketch map for sub-units (SU) formation

2.3.0 For villages/UFS blocks requiring SU formation, the space provided in the block shall be used to draw a free hand sketch-map of the village/UFS block showing the boundaries of the hamlets and SUs formed so that they may be identifiable in the field afterwards with the help of this map. It need not be drawn to scale. For villages, the serial numbers of the hamlets as given in column (1) of Block 4.1 will be written down on the map against each hamlet. The SU number given in column (1) of Block 4.2 to which the hamlet belongs will also be shown against each hamlet within brackets on the right side of the hamlet number. For urban areas also, the SUs will be numbered in the map. The area for the selected SU shall be shaded in the map. In CAPI module sketch map of sub-unit formation will be uploaded.

2.4 Block 3.1: Sketch map for sub-divisions formation

2.4.0 For SU requiring formation of Sub-divisions, a freehand sketch map of the SU showing the boundaries of the Sub-divisions will be shown in the map. The number of Sub-division will be marked against each Sub-division corresponding to the number in column (1) of block 4.3. The area of selected Sub-division will be shaded in the map. In CAPI module sketch map of sub-division will be uploaded in this block.

2.5 Block 4.1: List of hamlets (only for rural samples with SU formation)

2.5.0 This block is to be filled in only for the villages requiring formation of SU (i.e. for $D > 1$). All the hamlets located in the village will be listed in the specified order.

2.5.1 **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.

2.6 Block 4.2: List of sub-units (SU) and identification of selected SU

2.6.0 **General:** This block is meant for recording the details of formation of sub-units and their selection (i.e. with $D > 1$). Reference may be made to paragraphs 2.0.3, 2.0.3.1 and 2.0.4 for the procedures of formation and numbering of SUs. **Selected sub-unit will be identified in this block.**

2.6.1 **Column (1): serial no. of SU:** The SUs formed will be given a running serial number (starting from 1) in column (1) as per the guidelines given in paragraphs 2.0.3, 2.0.3.1 and 2.0.4. The last serial number in this column will be the value of 'D' which is mentioned in the sample list and auto populated in item 13, block 1 and against 'D' below the block heading of 4.2. In

CAPI module number of rows will be auto generated in this block as per entry in item 13 of block 1.

2.6.2 Column (2): serial no. of hamlet(s) in the SU (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 4.1 constituting each SU are to be recorded in column (2) separated by commas.

2.6.3 Column (3): percentage (%) of population in the SU: Approximate present population of the SU in terms of percentage to total village/UFS block population will be recorded in column (3) in whole number. Entries in this column should always add up to 100.

2.6.4 Column (4): selected SU: '1' will be recorded against the selected SU in this column. In CAPI module row's corresponding to selected sub-unit will be highlighted here.

2.7 Block 4.2A: identification of selected sub-unit and formation of sub-division

2.7.0 In this block selected sub-unit number will be recorded along with approximate present population of selected sub-unit. Based on approximate present population of selected sub-unit number of sub-divisions needs to be formed will be determined in this block.

2.7.1 Item 1: sample sub-unit number: Sub-unit which is identified in block 4.2 column 4 as selected sub-unit will be auto populated here in CAPI module.

2.7.2 Item 2: approximate present population of selected sub-unit: Approximate present population of the selected Sub-unit will be recorded here.

2.7.3 Item 3: number of sub-division to be formed: The total number of Sub-divisions to be formed will be determined according to the criterion given in Chapter One and auto populated here as the value of D1. This will be recorded in the heading of block 4.3 also.

2.8 Block 4.3: list of sub-divisions of selected sub-unit with population equal to or more than 1500 (750 for special cases) and selection and identification of selected sub-division

2.8.0 General: This block is meant for recording the details of formation of Sub-divisions and their selection within the selected SU. Reference may be made to paragraph 2.0.5 for the procedures of formation of Sub-divisions. The criterion of formation of Sub-division is described in paragraph 1.3.12.3 and 1.3.12.3.1 of Chapter One. D₁ number of Sub-divisions will be formed. **Note that if entire Village/UFS Block has been selected (Sub-Unit has not been formed) as FSU, then also if the approximate present population of village/UFS block is 1500 or more (750 for special rural area) Sub-division will be formed.**

2.8.1 Column (1): serial no. of Sub-divisions: The Sub-divisions formed will be given a running serial number (starting from 1) in column (1). The numbering of the Sub-divisions will be same as in case SUs in villages/UFS blocks. The last serial number in this column will be the value of 'D₁' which is to be recorded against 'D₁' below the block heading of 4.3. In this block as per entry in item 3 of block 4.2A, number of rows will be auto generated in CAPI module for recording the information.

2.8.2 Column (2): percentage (%) of population in the Sub-divisions: Approximate present population of the Sub-divisions in terms of percentage to selected SU population will be recorded in column (2) in whole number. Entries in this column should always add up to 100.

2.8.3 Column (3): selected sub-division: One sub-division will be selected randomly in CAPI module and highlighted here. Listing of households and selection of households for detail canvassing will be done in selected sub-division only. '1' may be recorded in selected sub-division in block 4.3.

2.9 Block 5: List of households and record of selection of households for Schedule 10.6

2.9.0.1 In this block, various informations are to be recorded for selected FSU.

2.9.0.2 Listing of all the houses and households along with collection of a few particulars for identification and details of the selection of sample households for Schedule 10.6 are to be carried out in this block.

2.9.0.3 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 locked at the time of listing (including such households which are absent in the present place for a period of less than six months) 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 JSO/SE) and if required, by revisiting the households during the survey period in the sample FSU. While listing a house the JSO/SE shall find out how many households (including locked households) reside there and list all of them. After this, the JSO/SE 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 2011 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.

Various columns of Block 5 are described below:

2.9.1 Column (1): house number: All houses including vacant ones shall be listed by giving a house number. The 2011 Population Census house number or the number given by the local panchayat, municipality or other local bodies, may be used if available. The houses without such numbers will be given a separate running serial number starting from 1 within brackets. Wherever house numbers are available, even if not for all the houses, the actual house numbers shall be recorded without any bracket. 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.

2.9.2 Column (2): household serial number – sampling frame for Schedule 10.6: 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 in, say, 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 the households in the FSU. This column will be left blank for the lines meant for vacant houses, non-residential buildings, etc.

2.9.2.1 The household serial numbers recorded in column (2) will be the sampling serial numbers for Schedule 10.6. The highest household serial number recorded in column (2) will be the value of ‘H’ for this schedule and value of H will be auto populated in CAPI module.

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

2.9.4 Column (4): household size: The size of each household will be recorded in this column. Two small box spaces are provided against this column at the end of each page to record the current page total for this column and the cumulative total for the pages.

2.9.5 Column (5): sample household number for Schedule 10.6: Column (2) will provide the sampling frame of households for this schedule. A total of 14 households are to be selected for Schedule 10.6 as discussed in Chapter One. Out of these 14 households selected, 2 households will be canvassed on each of the seven days of a week. The final number of sample households selected will be the value of ‘h’ and recorded against ‘h’ in the space provided in the column heading.

2.9.5.1 Sample households are to be selected by SRSWOR. For selecting the sample households by SRSWOR, the following procedure will be followed: Suppose ‘H’ denotes the total number of households in the frame [i.e. the highest entry in column (2) of Block 5] and ‘h’ the number of

households to be selected. If $H = h$, all the households will be selected automatically otherwise household will be selected randomly in CAPI module and given sample household numbers as 1, 2, , h in column (5).

2.10 Block 6: particulars of sampling of households:

2.7.0 Particulars of sampling of households will be recorded in this block for selected FSU for different schedules. **All the requisite information pertaining to this block will be auto populated in CAPI module.**

2.7.1 **Column (2): population:** Population as obtained by summing up the page totals of household sizes in column (4) of Block 5 over all the listed households may be auto populated in this column against Schedule 10.6 for both rural and urban samples in CAPI module.

2.7.2 **Columns (3) – (8): number of households:** Total number of households listed in the FSU for Schedule 10.6 will be auto populated in the corresponding cells of column (3) from column (2) of block 5. Number of selected households will be auto populated in column (4) from column (5) of Block 5.

Columns (5), (6) and (8) of Block 6 may be auto populated on the basis of survey codes given in item 9, Block 1 of Schedule 10.6. The entries in columns (5), (6) & (8) will be the number of filled-in schedules with the survey codes 1, 2 & 3 for respective schedule. Total number households surveyed will be auto populated in column (7). It may be seen that -

(i) column (7) = column (5) + column (6) and (ii) column (8) = column (4) - column (7).

2.8 **Block 7: remarks by investigators (JSO/SE):** The Junior Statistical Officer (JSO)/ Survey Enumerator (SE) may give remarks here on any abnormal situation or entry in the schedule.

2.9 **Block 8: comments by supervisory officer(s):** The supervising officer inspecting the work relating to this schedule may give comments here.

2.10 **Substitution of sample households:** If a sample household of the schedule cannot be surveyed due to some reason or the other, it will be substituted by the next non-selected household, i.e. the one which has not already been selected for any other schedule, having higher sampling serial number. The substitute for the one having last sampling serial number will be the one having smallest sampling serial number. If the substituted household becomes a casualty, it will be substituted by another in the same manner. This process will continue till required number of sample households is available in a sample FSU.

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

2.11 Substitution of sample FSU:

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

The Deputy Director General (TC), DPD, NSSO
Mahalanobis Bhawan,
164, Gopal Lal Tagore Road, Kolkata- 700108.
e-mail address: dpdhq.tus@gmail.com
fax: 033-25771025

A copy of the letter may be given to:

The Deputy Director General (Co-ordination), SDRD, NSSO
Mahalanobis Bhawan,
164, Gopal Lal Tagore Road, Kolkata- 700108.
e-mail address: tc.sdrd-mospi@gov.in
fax: 033-25776439

If the substituted FSU has same problem as the original, correspondences may be made immediately so that another substitute can be provided to prevent stratum/sub-stratum from being void. In case no substitute FSU could be surveyed even with best efforts [i.e. code 7 in item 14, Block 1], a blank Schedule 0.0T will be submitted with only Blocks 0, 1, 2, 7 and 8 filled in. The word 'CASUALTY' is to be written at the top of the front page of the schedule in such cases.

All efforts must be made to ensure that at least one FSU is always surveyed from each stratum/ sub-stratum 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 0.0T with only Blocks 0, 1, 2, 7 and 8 filled in will be submitted in such cases. The word '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 village in which the sample FSU is situated 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 after Census 2011 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 included in the urban frame, it is to be surveyed as per the rural programme. 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 0.0T 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 Selection of more than one SU from same village/UFS block: If more than one SU belonging to a particular village/UFS block is selected as sample, each of them will be treated as an independent sample.

2.13.1 If more than one SU is selected from same village/UFS block ***in same sub-round***, formation of SUs may be done when listing schedule for the first of the sample FSUs of the village/UFS block is filled-in. That is, *Blocks 3, 4.1 and 4.2 may be filled-in for the first instance and when any other SU is selected from the same village/UFS block, information may be copied from Blocks 3, 4.1 and 4.2 of the previously filled-in listing schedule.*

2.13.2 If, however, the SUs are canvassed in different sub-rounds, they are to be surveyed just like a new sample with fresh SU formation, listing and sample selection.

[5] list of households and record of selection of households – for schedule 10.6				
house number	household serial number H=33	name of head of the household	household size	Sample household number h=14
(1)	(2)	(3)	(4)	(5)
10	1	Ram	4	1
11/1	2	Rahim	3	
11/1	3	Jodu	2	3
11/C	-	Temple	-	
12	4	Akbar	7	2
(1)	5	Ajay	4	
13/1	6	Sumit	1	4
13/1	7	Sanjay	1	
13/1	8	Raju	1	8
13/A	-	Hospital	-	
(2)	9	Sujata	3	5
14	10	Sramana	2	9
15/A	11	Asit	6	
15/B	12	Sanjay	3	12
16	-	School	-	
17/1	13	Roony	4	7
17/2	14	Ramnivas	3	
18	15	Ziaul	3	6
19	16	Vishnu	4	10
20	17	Shakti	3	11
Page total			54	
Cumulative page total			54	

[5] list of households and record of selection of households – for schedule 10.6				
house number	household serial number H=33	name of head of the household	household size	Sample household number h=14
(1)	(2)	(3)	(4)	(5)
21/1	18	Ramu	6	
22	19	Mahim	3	
23	20	Uttam	2	
23/c	-	Temple	-	
24	21	Anwar	7	12
25A	22	Joseph	4	
(3)	23	Sanjoy	3	
26	24	Bilal	3	
27	25	Amin	1	13
28/A	-	Hospital	-	
28/B	26	Sanchari	3	
29	27	Kakoli	3	
30/A	11	Asim	6	
31	28	Snehasish	3	
32C	-	School	-	
33	29	Pankaj	1	
34	30	Pravin	3	
35	31	Jose	3	14
36	32	Chandan	4	
37	33	Ajay	5	
Page total			60	
Cumulative page total			114	

Frequently asked questions and their replies: TUS 2024

sl. no.	Block	item	col.	query	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
1.	Concepts, Definitions			In some cases the aged parents are living three months with one child, next three months with another child. Likewise they are residing in four households on a rotational basis in a particular year. In such cases where will the parents be listed?	The parents are to be considered in that household where they are currently residing at the time of listing.
2.	Concepts, Definitions			One student is studying in a foreign country. Will he be considered for listing?	No.
3.	Concepts, Definitions			If Census 2011 population of the selected village is less than 1000 but approximate present population is 1600, whether Sub-division will be formed or not?	Yes, Sub-division will be formed.
4.	Concepts, Definitions			Does the definition of old age homes include the homes for destitute? There is old age homes run by charity organisations, where the inmates do not have to pay anything, where as in other such institutions, the inmates have to make fixed periodic payments. Do inmates of both these types of old age homes come under survey coverage? If yes, should they be considered as single member households or not?	The old age homes run by charity organisations, where the inmates do not have to pay anything will not be considered for the time of listing. However, for the old age home, where inmates have to pay, they will be considered as single member households.
5.	Concepts, Definitions			What type of household members are to be considered for the purpose of this survey in Sch 10.6?	There is no restriction on the type of household. All the households are to be listed.
6.	Concepts, Definitions			If in a selected FSU total number of household is less than 14 then what procedure will be followed for detail schedule canvassing?	For example if total 9 households are there then for first 4 days two households will be canvassed everyday and remaining 1 household will be canvassed on 5 th day of survey. If total 10 households are there then every day 2 households will be canvassed for 5 days.

Frequently asked questions and their replies: TUS 2024

sl. no.	Block	item	col.	query	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
7.		General		Suppose a selected FSU can not be surveyed in a particular day or more than one day then what action will be taken?	<p>Case 1: Suppose for any unavoidable reason a FSU can't be surveyed on the first day or first two or three days. In such cases survey work will start from the earliest convenient day and continue up to next 7 consecutive days.</p> <p>Case2: Suppose after conducting initial two days of survey, there is a forced break for the next three days due to any compulsion. In this case, survey for the remaining five days will be taken up immediately after the break following the usual procedure.</p> <p>In all of the above cases, information on time disposition will be collected from the respondent for the preceding day of the survey and also following the already laid out time duration, i.e., from 4 AM of the day before survey to 4 AM of the date of Survey.</p>
8.		General		If sub unit cannot be formed with approximate present population what action will be taken?	Please refer it to SDRD for further necessary action.
9.	2	(iii), (iv) & (v)	-	<p>(a) Which dates will come here?</p> <p>(b) What will be the date of completion of survey, whether the date when listing was completed or the whole survey for the FSU, including the detailed schedules? The items of block 6 of 0.0T will be filled only after ascertaining the completion of all the detailed schedules.</p>	<p>(a) Commencement of identification of village/block.</p> <p>(b) Completion of selection of sample households. The minor part relating to columns 6-9 of section-6 may be ignored.</p>

Frequently asked questions and their replies: TUS 2024

sl. no.	Block	item	col.	query	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
10.	3	Sketch Map	-	Whether Sub-unit can be formed by using imaginary line?	Under normal circumstances imaginary line may be avoided. However, imaginary lines may be used in some special cases where there is no other alternative. The Sub-unit formed should be clearly identifiable on the field.
11.	4.1	-	2	Sample village requires Sub-unit formation but there are no natural hamlets. Whether only one entry i.e. name of the sample village with 100% population to be recorded?	No, in case the sample village requires Sub-Unit formation, it should be artificially divided and the name of mohulla, street etc should be recorded.
12.	5	-	2	An Executive Engineer (APWD) occupied a room in the Govt. Guest House and staying there for more than 8 months and also taking food there although he has allotted with a Govt. quarter where he is visiting rarely. He keeps most of his personal holdings in the Guest House and some in the quarter. Where to list him in 0.0T?	He should be listed in the Govt. Guest House where he stays.
13.	5	-	1	A household is living under tent. Whether house number is to be assigned to this household structure?	A ‘-’ may be put.
14.	5	-	4	A truck driver stays away from home for more than six months continuously or otherwise during the reference year. Will he be listed as a normal household member?	No, he will not be listed as normal household member.
15.	5	-	2	Five single member households are staying with a family which provides them food and accommodation. Whether the five members will be listed as single member households or will they be clubbed with the family as paying guest?	They will be treated as paying guest of the family and will be listed as members of the household with which they are staying as paying guest. However, if the situation is more like a mess or hostel, then each member may be treated as single member household. It may be noted that a person will not be considered as a paying guest unless he/she takes breakfast and major meals from the household.

Frequently asked questions and their replies: TUS 2024

sl. no.	Block	item	col.	query	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
16.	5	-	4	Will a new born baby be considered for determining household size?	Yes. The new born baby will be considered as a member of that household in which the mother is a usual member.
17.	5	-	4	Will the deceased member of a family be counted in the household size?	No.

Chapter Three

Schedule 10.6: Time Use

3.0 Introduction

3.0.1 The Time Use Survey (TUS) will be conducted by National Sample Survey Office (NSSO) during January – December 2024. The survey will be conducted to collect detailed information on how individuals spend their time on paid activities, unpaid activities, learning, socializing, leisure activities, self-care activities, etc.

3.0.2 Summary Description of the Schedule

Schedule 10.6 (Time Use) consists of 9 blocks. List of the blocks, description of the blocks and coverage of different blocks are given in Table 1.

Table 1: Description of different blocks of Schedule 10.6		
block no.	block description	coverage of different blocks
(1)	(2)	(3)
0	descriptive identification of sample household	all households
1	identification of sample household	all households
2	particulars of field operations	all households
3	demographic particulars of all the household members and usual principal activity particulars of household members of age 6 years and above	all household members (usual principal activity particulars are only for persons of age 6 years and above)
4	household characteristics	all households
5	some particulars relating to time use for each household member of age 6 years and above from 4:00 AM on the day before the date of interview to 4:00 AM on the day of the interview	all household members of age 6 years and above
6	particulars of activities for each household member of age 6 years and above from 4:00 AM on the day before the date of interview to 4:00 AM on the day of the interview	all household members of age 6 years and above
7	remarks by investigator (FI/ JSO)	all households
8	comments by supervisory officer(s)	all households
9	details of remarks in the Schedule	all households

3.0.3 Concepts and definitions: Concepts and definitions for various terms used in this schedule are discussed in Chapter One.

Details of the schedule

For all the Blocks of Schedule 10.6 in Computer Assisted Personal Interview (CAPI) mode, a dropdown menu (DDM) will be provided for all relevant columns/items where entries are to be recorded in terms of specific codes. These columns/items are indicated by *[DDM]* in the following sections against their respective descriptions.

3.0.4 Block 0: Descriptive identification of sample household

This block is meant for recording descriptive identification particulars of the sample household.

- Entries against items 1 to 5 will be available from the sample list.
- In item 6, the name of the head of the sample household will be available from Listing Schedule (Schedule 0.0T).
- Item 7 [DDM]: Name of the informant: Informant is the person from whom the bulk of the information on the Schedule is collected. It is always desirable to collect information from the household members as appears in column 2 of Block 3. In extreme cases, where this cannot be done, information may be collected from a non-household member who is supposed to know the requisite information.

In Computer Assisted Personal Interview (CAPI) mode, name of the household members will appear along with an option '*not a household member*' for selecting the informant. The enumerator should select the 'informant' from that list as shown below.

Name of the informant	▼
Name 1	
Name 2	
Name 3	
...	
not a household member	

3.1 Block 1: Identification of sample household

3.1.0 This Block will be used to record the identification particulars of the sample household. Information related to Item 1 (srl. no. of sample FSU) and item 4 (sample sub-unit number) will be available from the sample list and entry in respect of these items will be auto populated in CAPI. Information related to Item 5 (sample Sub-Division number) and item 6 (sample household number) will be available from the Listing Schedule (Schedule 0.0T) and entry in respect of these items will be auto populated in CAPI.

3.1.1 **Item 7: serial number of informant:** In Computer assisted Personal Interview (CAPI) mode, entry in respect of this item will be auto-populated from item 7 of Block 0.

3.1.2 **Item 8 [DDM]: response code:** This item will be filled in at the end of the interview. It is meant to classify the informant according to the degree of his/her co-operation as well as his/her capability to provide the required information. The codes are:

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

3.1.3 **Item 9 [DDM]: survey code:** The survey codes are as follows:

household surveyed:	
original	1
substitute.....	2
household casualty	3

If the originally selected sample household is surveyed, code 1 will be entered against this item. However, if the originally selected household could not be surveyed and a substituted household is surveyed, code 2 will be recorded. If neither the originally selected household nor the substituted household could be surveyed, i.e., if the sample household is a casualty, code '3' will be recorded. In such cases, only the Blocks 0, 1, 2, 7, 8 and 9 will be filled in.

3.1.4 **Item 10 [DDM]: reason for substitution of original household:** In case the originally selected sample household could not be surveyed, the reason for not surveying the original household will be recorded against this item, irrespective of whether or not a substituted household could be surveyed. This item is applicable if the entry against item 9 is either 2 or 3. Otherwise, this item will be left blank.

The codes are as follows:

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

In CAPI, item 10 will be disabled if code in item 9 is '1'.

3.1.5 **Item 11: telephone number:** In this block provision has been made to record two mobile numbers (in item 11.1 and item 11.2) and one landline number (item 11.3). While recording the mobile number it should be ensured that the mobile number is currently in use. In respect of the households for which two mobile numbers are available for recording in Block 1, efforts should be made to record one of the mobile numbers which is mostly

used by female members of the household. The landline number, if any, should be prefixed by the STD code in bracket without zero.

If the informant or any other household member does not possess a mobile or if the informant/any other household member refuses to provide mobile number, entry '999' is to be recorded.

3.2 Block 2: Particulars of field operations

3.2.0 In this Block, particulars of field operations will be recorded. In CAPI the date of survey will appear. However, it can be modified, if required.

3.2.1 **Item 3: total time taken to canvass the schedule by the team of investigators (FI/JSO) (in minutes):** Total time taken to canvass schedule 10.6 will be recorded in item 3. If the Schedule is canvassed by a team of investigators, then total time taken to canvass the schedule by the team will be recorded in this item. Entry in item 3 will be made in whole number and in minutes. The time required to canvass the schedule should be the actual time to canvass the schedule and will not include the time needed by the investigator to finalise the schedule.

3.2.2 **Item 4: number of investigators (FI/JSO) in the team who canvassed the schedule:** If the Schedule is canvassed by a team of investigators, then number of investigators (FI/JSO) in the team who canvassed the schedule will be recorded in item 4. If the Schedule is canvassed by a single investigator, entry in this item will be 1.

3.3 Block 3: demographic particulars of all the household members and usual principal activity particulars of household members of age 6 years and above

3.3.0 In this block, demographic particulars (viz., relation to head, gender, age, and marital status), educational level, etc., will be recorded for all the household members. This block will also be used to record usual principal activity particulars of household members of age 6 years and above.

3.3.1 **Column 1: serial number:** All the members of the sample household will be listed in this block using a continuous serial number in column 1 starting with 1. In CAPI mode, the serial number will be auto-populated. 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 and so on. After the sons are enumerated, the daughters will be listed followed by other relations, dependants, servants, etc.

3.3.2 **Column 2: name of member:** The names of the household members corresponding to the serial numbers recorded in column 1 will be recorded in column 2.

3.3.3 **Column 3 [DDM]: relationship to head:** The relationship of each member of the household to the head of the household (for the head, the relationship is 'self') 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/other	
spouse of married child	4	relatives.....	8
unmarried child	5	servant/employees/other non-relatives	9

For the head of the household, code 1 will be automatically generated.

3.3.4 Column 4 [DDM]: gender (male-1, female-2, transgender-3): The gender code of each member of the household will be recorded in this column. Code 1 will be recorded for male and code 2 for female. For Hijras, Eunuchs, etc., code 3 will be recorded.

3.3.5 Column 5: age (years): The age in completed number of years of all the members of the household listed in this block will be ascertained and recorded in this column. For infants below one year of age, '0' will be entered.

3.3.6 Column 6 [DDM]: marital status: The marital status of each member of the household will be recorded in this column. The codes for recording marital status are as follows:

never married	1
currently married	2
widowed	3
divorced/ separated	4

3.3.7 Column 7 [DDM]: highest level of education (code): The highest level of education completed by the member of the household considering all the general/technical/vocational educational level successfully completed by him/her will be recorded here in terms of codes. The codes for the highest level of education completed, to be recorded in this column, are given below:

educational level	code
not literate	...01
literate:	
<i>below primary</i>	...02
<i>primary</i>	...03
<i>upper primary/middle</i>	...04
<i>secondary</i>	...05
<i>higher secondary</i>	...06
<i>diploma /certificate course (upto secondary)</i>	...07
<i>diploma /certificate course (higher secondary)</i>	...08
<i>diploma /certificate course (graduation and above)</i>	...10
<i>graduate</i>	...11
<i>post graduate and above</i>	...12

3.3.7.1 Some examples are cited here to understand successful completion of a level of education. If a person has studied up to first year B.A. or has failed in the final B.A. examination, the highest level of education completed for that person will be considered as 'higher secondary' for the purpose of entry in this column. Similarly, if a person has studied up to 12th standard but has not appeared for the final examination or has failed in 12th

standard examination, the highest level of education completed for that person will be considered as 'secondary'.

3.3.7.2 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 has not completed primary level education will be assigned code 02.

3.3.7.3 It may be noted that for the purpose of this survey, the primary level is defined as Class I-V for all the States/UTs uniformly. Thus, the persons who have passed Class V will be assigned code 03. Codes 04 to 08 and 10 to 12 are to be assigned to the household members considering the highest level of general/technical/vocational education successfully completed by him/her. Persons who have studied Oriental languages (e.g., Sanskrit, Persian, etc.) through formal education, will be classified appropriately at the equivalent level of education completed. Code 07 will be assigned for them who have completed some diploma or certificate course in general/technical/vocational education, which is equivalent to *up to secondary* level. Code 08 will be assigned for them who have completed diploma/certificate course which is equivalent to *higher secondary* level. Code 10 will be recorded for them who have completed diploma/certificate course which is equivalent to graduation and above level. Code 11 will be assigned for them who have obtained degree in graduation level and code 12 will be assigned for them who have obtained degree in post-graduation level and above.

Column 8 to 10 is applicable for persons of age 6 years and more [i.e., if entry in (col. 5) ≥ 6]. In CAPI, column 8 to 10 will be disabled if entry in col. 5 < 6 .

3.3.8 ***Column 8 to column 10: Usual principal activity particulars of household members:*** The usual principal activity particulars of each member of the household of age 6 years and above will be recorded in columns (8) to (10) of this block. The relevant concepts like 'economic activity', 'usual principal activity status', etc., are explained in Chapter One. For persons of age below 6 years, these columns will be left blank

3.3.8.1 ***Column (8) [DDM]: Status:*** For each of the member of the household of age 6 years and above, the usual principal activity status will be recorded in this column. In the first instance, the broad usual principal 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.

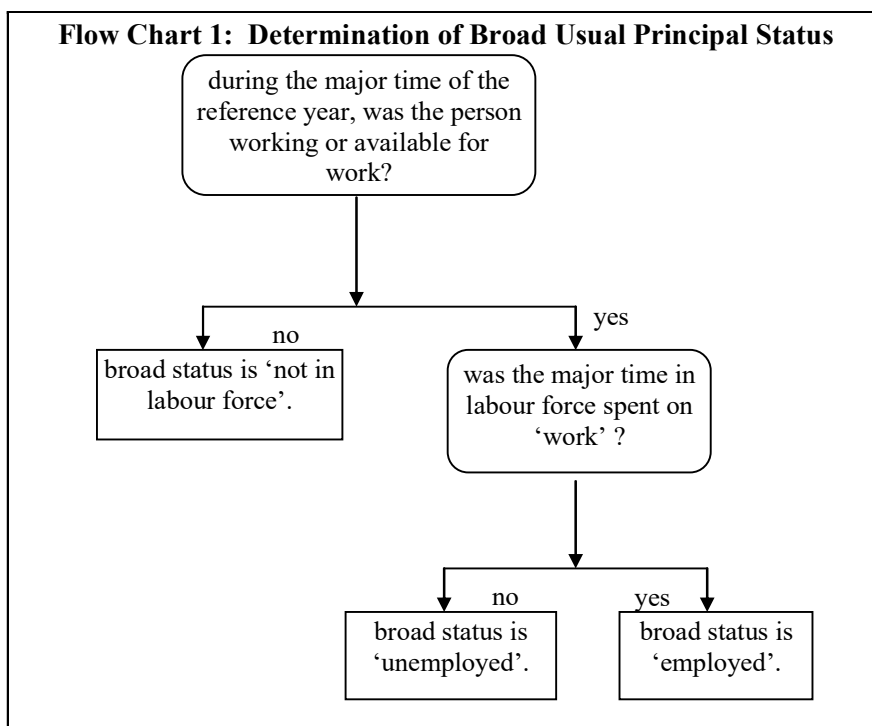
3.3.8.2 **Identification of broad usual principal activity status:** The broad usual principal activity status will be obtained on the basis of a two stage dichotomous classification depending on the major time spent. Persons will be classified in the first stage into (i) those who are engaged in any economic activity (i.e. employed) and / or available for any economic activity (i.e., unemployed) and (ii) who are not engaged and also not available for any economic activity (i.e., not in labour force). Thus, the persons will be first classified as those in the labour force and those not in the labour force depending on in which status, out of these two, 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. Thus, we can obtain the broad usual principal status as one of the three viz. employed, unemployed and out of labour force.

3.3.8.3 The following examples will help in clarifying the procedure for identifying broad usual principal activity status of individual.

	number of months			usual principal activity status
	labour force		not in	
person	employed	unemployed	labour force	
A	5	4	3	<i>employed</i>
B	4	5	3	<i>unemployed</i>
C	4	3	5	<i>employed</i>
D	4	1	7	<i>not in labour force</i>
E	3	3	6	<i>employed</i>
F	1	0	11	<i>not in labour force</i>

3.3.8.4 Flow Chart 1 explains the procedure for determining the broad usual principal activity status.



3.3.8.5 **Detailed usual principal activity status:** With the broad activity status identified for a person, detailed activity categories will be assigned on the basis of relatively long time spent on a detailed activity. For example, suppose person A, in the example given above worked in household enterprises without hiring labour for 3 months and worked as casual labour for 2 months, then his usual principal activity status would be, worked in household enterprise (own account worker).

3.3.8.6 The detailed usual principal status activity codes are as given below:

activity status	code
worked in household enterprise (self-employed) as own account worker	...11
worked in household enterprise (self-employed) as employer	...12
worked as helper in household enterprises (unpaid family worker)	...21
worked as regular salaried/wage employee	...31
worked as casual wage labour : in public works	...41
in other types of work	...51
did not work but was seeking and/or available for work	...81
attended educational institutions	...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, tailing, weaving, etc. for household use	...93
rentiers, pensioners, remittance recipients, etc.	...94
not able to work due to disability	...95
others (including begging, prostitution, etc.)	...97

Codes 11, 12, 21, 31, 41 & 51 refer to the 'employed', 81 to the 'unemployed' and the remaining viz. 91 to 97 refer to the 'not in labour force'.

Some special cases for determining usual principal activity status are listed below:

(i) It is to be noted that availability for work being more of a status than an activity, a person being available for work may well be engaged in one or more of the activities denoted by codes 91 to 97. In all such cases except those engaged as students (code 91), persons will be categorised as 'unemployed' if he/she reports to be available for work for a relatively long period in spite of his/her being engaged simultaneously in a non-economic activity. But, if a person who was available for work is reported to have attended educational institution more or less regularly for a relatively long period during the preceding 365 days, further probing as to whether he will give up the study if the job is available is to be made before considering him as 'unemployed'.

(ii) Again, it also needs to be emphasised that the procedure to be followed in ascertaining the activity status of a domestic servant who is a member of the employer's household is different from that adopted for other members of the household. Although a domestic servant staying in the employer's household and taking food from the common kitchen is, by definition, a member of the employer's household, he/she is also *engaged in domestic duties in return for wages* in cash and/or kind. Thus, *as a special case, domestic duties pursued by a domestic servant will be considered as an economic activity* and the activity status code as is applicable will be assigned to him/her.

(iii) Carpenters, masons, plumbers, etc., who move from place to place in search of work and carry out the work on a contract basis (not on wage basis) whenever work is available,

will be considered as 'own-account worker'. But if such persons are working on a wage basis under a contractor, they will be considered as employee.

3.3.8.7 Column (9) and (10): Columns (9) and (10) will be filled-in for those who are 'working', i.e., those with any one of codes 11, 12, 21, 31, 41, or 51 in column (8). The corresponding 2-digit industry code (NIC-2008) will be recorded in column (10). In CAPI, DDM will be provided for column 10. In case, two or more industry of work corresponding to the status code given in column (8) is reported by a person, the industry will be the one in which relatively long time has been spent during the preceding 365 days by the person.

The description of the industry of work relevant to the type of economic activity pursued by the person in the status recorded in column (8) will be recorded in column (9). The description of the industry of work should be recorded in as specific terms as possible based on the description given by the informant. In other words, the description should not be copied from the NIC booklet if the informant's description gives a clearer idea of the industry of activity of the concerned household member.

For recording industry of work of household members in usual principal status, NIC-2008 codes will be used. It is important to note that the Division 98 of NIC-2008 will not be used for the purpose of collection of information on industry of activity. Division 98 of NIC-2008 is for *undifferentiated goods and services producing activities of private households for own use*. As a part of the activities shown under Division 98 (viz. hunting and gathering, farming and the production of shelter) is considered as economic activities in NSS surveys, the industry of these undifferentiated activities will be judged in the usual manner as is done now, i.e., by considering the industry in which major time is spent. Thus, this part of activities will get classified against the respective industries under Sections A or B relating to the primary sector or section F relating to construction and not in Division 98. The rest of Division 98 will not be considered as economic activity for this survey.

3.4 Block 4: Household characteristics

3.4.0 Certain household characteristics, such as, household size, religion, social-group, land possessed, household's usual monthly consumer expenditure, primary source of energy for cooking, primary source of energy for lighting, etc., will be recorded in this block.

3.4.1 **Item 1: household size:** The size of the sample household, i.e., total number of household members, will be recorded in this item. This household size will be the same as the last serial number recorded in column 1 of Block 3. Definition of household is given in Chapter One.

In CAPI, this item will be auto-filled as the last serial number recorded in column 1 of Block 3

3.4.2 **Item 2 [DDM]: religion:** The religion of the household will be recorded against this item in code. 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

3.4.3 **Item 3 [DDM]: social group:** 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 following codes:

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 household members belong to different social groups, the social group to which the head of the household belongs will be considered as the ‘social group’ of the household.

3.4.4 **item 4 [DDM]: land possessed as on date of survey:** The area of land possessed by the household as on the date of survey will be recorded against this item in terms of codes. Land possessed by the household is obtained as:

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).

It may be noted that in TUS – 2019, area of land was obtained in *hectares* for deciding the applicable code in this item. However, based on the suggestions received from FOD and considering the operational convenience, in TUS – 2024, area of land will be obtained in *acres* to decide relevant code for item 4.

The area of land possessed by the household as on the date of survey will be worked out in acres and the relevant code corresponding to the area of land possessed is to be recorded against this item in terms of the following codes:

area in acre	code	area in acre	code
less than 0.01	01	5.0 – 7.5	07
0.01 - 0.05	02	7.5 – 10.0	08
0.05 - 0.5	03	10.0 – 15.0.....	10
0.5 – 1.0.....	04	15.0 – 20.0.....	11
1.0 – 2.5.....	05	greater than or equal to 20.....	12
2.5 – 5.0	06		

Note: 1 acre = 0.4047 hectare,

The area of land possessed by the household within the country only is to be considered. If the sample household does not possess any land, entry '99' may be made against this item. Relevant concepts regarding land possessed, are given below:

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

3.4.4.2 Land leased-out and leased-in: 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.

3.4.4.3 Otherwise possessed land: This is understood to mean all public/institutional land possessed by the household without title of ownership or occupancy right (i.e. encroached land). 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.

3.4.5 Item 5 to item 10: household's usual monthly consumer expenditure (Rs.): Household's usual monthly consumer expenditure will be derived through the following items:

- (i) **Item 5:** usual consumer expenditure in a month for household purposes out of purchase of goods and services *excluding items like clothing, footwear* (A)
- (ii) **Item 6:** imputed value of usual consumption in a month from home grown stock like, rice, cereals, pulses, vegetables, milk, firewood, chips, cow dung, etc. (B)
- (iii) **Item 7:** imputed value of usual consumption in a month from wages in kind, free collection, gifts, etc. (C)
- (iv) **Item 8:** expenditure on purchase of items like clothing, footwear, etc. **during last 365 days** (D)
- (v) **Item 9:** expenditure on purchase of household durables like bedstead, furniture, vehicles, TV, fridge, fans, cooler, AC, mobile, computer, kitchen equipment, etc. **during last 365 days** (E)

In items 5 to 9, the entries will be made in whole number in rupees.

- (vi) **Item 10: usual monthly household consumer expenditure:** From the entries in item 5 to item 9, household's usual monthly consumer expenditure will be derived in whole number of rupees rounded to the nearest rupee as:

$$[A + B + C + (D+E)/12]$$

In CAPI, item 10 will be auto-populated based on the entries in item 5 to item 9.

3.4.5.1 Description of Item 5 to Item 9

- (i) **Item 5: Usual consumer expenditure in a month for household purposes out of purchase of goods and services *excluding items like clothing, footwear, durable goods* (A):** Regular monthly expenditure incurred by the household for purchase of goods and services for household purposes will be included here *whereas expenses on items like clothing, footwear and purchase of durable goods will be excluded from the coverage of this item.* Further, cash remittances should not be reported under this

item. Special care is to be taken to ensure that usual consumer expenditure covered in this item also include those from online purchase.

- (ii) **Item 6: Imputed value of usual consumption in a month from home grown stock like, rice, cereals, pulses, vegetables, milk, firewood, chips, cow dung, etc. (B):** There are some households, especially in rural areas, who use (i.e., consume) items of household consumer goods like rice, cereals, pulses, vegetables, milk, firewood & chips, cow dung etc., from home grown stock on a regular basis. For households who use items of household consumer goods from home grown stock on **regular basis**, the imputed value of such usual consumption in a month at ex-farm/ex-factory price will be recorded here.
- (iii) **Item 7: Imputed value of usual consumption in a month from wages in kind, free collection, gifts, etc. (C):** There are some households who regularly consume goods and services that are received in exchange of goods and services provided by them. For wage /salaried employees, such services received could be perquisites like free electricity, free telephone services, free medical services, etc. For agricultural labourers, such goods and services received could be food-grains, vegetables, meals etc., as payment for wages in kind. In some cases it may also happen that household regularly consumes goods and services received as gifts or obtained through free collection. For households who regularly consume goods and services received as (a) wages in kind, (b) in exchange of goods provided by them, (c) as gifts or (d) obtained through free collection, etc., the imputed value of such usual consumption in a month at local retail prices will be recorded here. Mid-day meals received by household members also will be considered for making entries against this item.
- (iv) **Item 8: Expenditure on purchase of items like clothing, footwear, etc. during last 365 days (D):** Expenditure on purchase of items like clothing footwear, etc., which generally are not purchased on a regular basis during the last 365 days will be recorded here. Special care is to be taken to insure that expenditure through online purchase on items like clothing, footwear, etc., during last 365 days are also included.
- (v) **Item 9: Expenditure on purchase of household durables like bedstead, furniture, vehicles, TV, fridge, fans, cooler, AC, mobile, computer, kitchen equipment, etc. during last 365 days (E):** Expenditure incurred by the household during the last 365 days for purchase of household durable goods like, bedstead, furniture, vehicles, TV sets, fridge, fans, cooler, AC, mobile phones, computers, kitchen equipment, etc., will be recorded here. Expenditure for construction of household durable goods will be considered for reporting in this item. Amount spent for purchase of flats/houses will not be considered. Special care is to be taken to ensure that expenditure through online purchase of such household durables during last 365 days are also included.

3.4.5.2 Special procedure for expense on tuition fees, hostel room charges and hostel mess charges:

- If these expenses are incurred with a monthly periodicity, they will naturally come under 'A'. But if they are incurred semester-wise, or quarterly or annually, the average expenditure per month is to be calculated and included in 'A'. Recurring expenses on

telephone bill, electricity bills, etc. which are to be paid once in two months/ quarterly, etc. will also be apportioned and reported for a month.

- Note, however, that in case of hostel students, these expenditures should be accounted in the student's household and not in the 'parent' household. This is because rent and tuition fees regularly paid by a household (parent household) for a member of another household (usually a hostel student) are covered by the Use Approach.
- For simplicity, the above procedure will be followed for tuition fees paid for non-hostel students as well. That is, if tuition fees are not paid monthly and therefore not reported in 'A', the monthly average over a year will be included in 'A'.

3.4.5.3 Some guidelines for recording household's monthly usual consumer expenditure (in item 5 – item 9):

- Expenditure incurred for regular medical treatment or diagnosis (e.g., dialysis for kidney impairment, chemotherapy/radiology for cancer) will be considered for calculating UMPCE. However, any expenditure on hospitalisation, which is not of regular nature, will be excluded.
- Expenditure incurred for payment of insurance premium, will be excluded as it is essentially a transfer payment and all types of transfer payments are outside the purview of consumer expenditure.

3.4.6 Item 11 [DDM]: primary source of energy for cooking during last 30 days: In this item, the code corresponding to the primary source of energy that is used by the household for cooking during the last 30 days preceding the date of survey will be recorded. If more than one type of energy is used, the primary source will be decided on the basis of its extent of use and the corresponding code will be recorded in this item. The codes for primary source of energy for cooking are:

firewood and chips.....	01
LPG	02
other natural gas.....	03
dung cake.....	04
kerosene.....	05
coke or coal.....	06
gobar gas.....	07
other biogas	08
charcoal.....	10
electricity (incl. generated by solar or wind power generators)	11
no cooking arrangement	12
others.....	19

3.4.7 Item 12 [DDM]: primary source of energy for lighting during last 30 days preceding the date of survey: In this item, the code corresponding to the primary source of

energy that is used by the household for lighting during the last 30 days preceding the date of survey will be recorded. If more than one type of energy is used, the primary source will be decided on the basis of its extent of use and the corresponding code will be recorded in this item. The codes for primary source of energy for lighting are:

electricity including generated by solar or wind power generators.....	1
kerosene.....	2
other oil.....	3
gas.....	4
candle.....	5
no lighting arrangement.....	6
others.....	9

3.4.8 Item 13 [DDM]: type of washing of clothes considering major source during last 30 days preceding the date of survey: Type of washing of clothes during last 30 days considering the major source will be determined and recorded here in terms of the following codes.

mechanical by household members.....1

manual by household members.....2

by outsourcing.....3

If the household outsourced the activity of washing of clothes, code will be 3. Outsourcing will mean that washing of clothes is not done by the household members but by other persons/enterprises, etc., (for example by washerman, domestic servants). When a domestic servant staying in the employer's household and taking food from the common kitchen is, by definition, a member of the household and he/she washes the clothes of the household, it will also be considered as outsourced. The washing of clothes, if done by members of the household (excluding domestic servants) by using mechanical means (like washing machine), code will be 1 and if washing of clothes is done by any member of the household (excluding domestic servants) by manual means, code will be 2. It may be noted that, if a household uses more than one of these types of washing of clothes, the code will be decided based on majority criteria (i.e., the type used for washing of majority of the clothes).

3.4.9 Item 14 [DDM]: type of sweeping of floor considering major source during last 30 days preceding the date of survey: Type of sweeping of floor during last 30 days considering the major source will be determined and recorded here in terms of the following codes.

mechanical by household members.....1

manual by household members.....2

by outsourcing.....3

If the household outsourced the activity of sweeping of floors, code will be 3. Outsourcing will mean that sweeping of floor is not done by the household members but by other persons/enterprises, etc., (for example by sweepers, domestic servants). When a domestic

servant staying in the employer's household and taking food from the common kitchen is, by definition, a member of the employer's household and he/she sweeps the floors of household, it will be considered as outsourced. The sweeping of floor, if done by any member of the household (excluding domestic servants) by using mechanical means (like using vacuum cleaner), code will be 1 and if it is done by manual means, code will be 2. It may be noted that, if a household uses more than one of these types of sweeping of floors, the code will be decided based on majority criteria (i.e., the type used for sweeping major area). If sweeping of the same area is done more than once, the area will be counted as many times as it is swept.

3.4.10 Item 15 [DDM]: dwelling unit (code): It refers only to the dwelling unit or the actual residence of the sample household. The dwelling unit may be an entire structure or may be only a part of a structure or even more than one structure. The type of possession of the dwelling unit may be owned, hired or otherwise possessed. If the household owns the dwelling unit, code 1 will be recorded. 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. 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 in owner-like possession. Similarly, a dwelling unit itself possessed by a household under a long-term lease may be treated as in owner-like possession and code 1 will be applicable in such cases also. The codes for this item are as follows:

owned.....	1
hired.....	2
no dwelling unit.....	3
others.....	9

3.4.11 Item 16 [DDM]: for code 1, 2 or 9 in item 15, type of structure of the dwelling unit (code): Structures have been classified into three categories, namely, pucca, semi-pucca and kutcha, on the basis of materials used for construction. This item is to be filled in when the household has dwelling unit, i.e., entry in item 15 is 1, 2 or 9. Codes for recording information in this item are as follows:

kutcha	1
semi-pucca	2
pucca	3

In CAPI, item 16 will be disabled for code 3 in item 15.

3.4.11.1 Kutcha structure, semi-pucca structure and pucca structure: A kutcha 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 for which either the roof or the walls but not both is made of pucca materials.

3.4.12 Item 17 [DDM]: is there any member in the household aged 5 years and above who needs special care? If in the household there is at least one person of age 5 years and above, as per entry in Block 3, it will be enquired whether special care is required by such household member(s). If special care is required by such person(s), code will be 1, else code 2 will be recorded. Special care will mean care provided during illness, injury or care required by differently-abled persons.

3.4.13 Item 18 [DDM]: if 1 in item 17, is there any care giver available among the household members for caring the person(s)? This item will be filled in only if code is 1 in item 17. If there is at least one care-giver among the household members for caring the person, code 1 will be recorded, else code 2 will be recorded. A care-giver provides care, support or assistance to the person who needs special care.

In CAPI, item 18 will be disabled if code in item 17 is '2'.

Point to remember: For a single-member household with code 1 in item 17, code in item 18 will always be 2.

Block 5 and Block 6 is applicable for persons of age 6 years and above [i.e., if corresponding entry in col. 5 of Block 3 \geq 6]. In CAPI, filter will be applied so that entry is allowed only for such persons

3.5 Block 5: some particulars relating to time use for each household member of age 6 years and above from 4:00 AM on the day before the date of interview to 4:00 AM on the day of the interview

3.5.0 This block will be used to record some particulars relating to time use for each member of the household of age 6 years and above, like, gender of the informant, day of the week to which the information relates, type of day, etc.

3.5.1 Items 1 [DDM] & 2: srl. no. & age, as in cols. (1) & (5) of block 3: Information in item 1 and 2 will be recorded with respect to those household members for whom time use particulars will be collected. The entries in these two columns are to be copied in the same order from columns (1) and (5), respectively, of block 3, for each of the members of the household of age 6 years and above.

In CAPI, a DDM will appear for item 1, showing the serial number of the household member of age 6 years and above along with his/her name as recorded in column 1 & 2 of

Block 3. The household members as appear in the DDM will be used to record entries in different items of Block 5.

Item 2 will be auto-populated from column 5 of Block 3 based on the selection made in item 1.

Point to remember: Entry in item 2 will always be ≥ 6 .

3.5.2 Item 3 [DDM]: serial number of the informant: This item is for recording the serial number of the informant in respect of the household member for whom information on time use is being recorded. If the informant is a member of the household then the serial number of the household member as in column 1 of block 3 will be recorded. For recording entries in this item, the following points may be noted:

- For any member of the selected household, information on time use will be collected only from the respective household member. Thus, in such situations, the appropriate entry for this item will be the corresponding serial number of the household member as in column 1 of block 3.
- In some situations information may have to be collected from other household members when the household member in respect of whom information on time use is collected is not able to provide information or that household member cannot be contacted even after best efforts. In such cases, the appropriate entry for this item will be the corresponding serial number of that household member as in column 1 of block 3 who provided information on time use.
- Only in extreme cases information may be collected from a person who is not a member of the household but closely associated with the household so that he/she can provide reliable information for the household member and in such cases code will be 990.
- If for a household member, information is collected from more than one type of informants mentioned above, then the entry will correspond to that type of informant from whom bulk of the information is collected.
- Even after best efforts, when information on time use cannot be collected for a member of the selected household during canvassing the Schedule 10.6, for any reason, attempt may be made to collect data on time use for such members through telephone/mobile, if feasible. If reliable information cannot be collected for such members through telephone/mobile, attempt may be made, if feasible, to fix an appointment for revisit for collection of information for those members within such a time period which will ensure that data in respect of that FSU is also submitted within the stipulated time period. For conducting such revisit, adequate information about the availability of the household member to provide information on time use or availability of a person who can provide reliable information for that household member during revisit may be obtained. In all such cases where for a household member information on time use is to be collected later (either over telephone/mobile or through revisit), proper remarks may be recorded in the remarks Block (Block 7/8) to ensure contacting the household at a later stage.

- If information on time use cannot be collected in spite of all efforts for any household member, code 999 will be recorded in item 3. In such cases, items 4 to 7 of Block 5 and Block 6 will be left blank for that household member and appropriate remarks may be given in the remarks block.

In CAPI, a *DDM* will appear, showing the serial number of the household members along with his/her name as recorded in column 1 & 2 of Block 3. The *DDM*, in addition will contain two more options namely code 990 with description '*not a member of the household but closely associated with the household*' and code 999 with description '*information cannot be collected*'.

If code 999 is selected in item 3, all entries for items 4 to 7 in Block 5 will be disabled.

Points to remember:

- *Item 1 will contain the serial number of the household member whose time use particulars is being collected*
- *Item 3 will contain the serial number of the household member / person who provides the time use information for the person referred to in item 1.*

3.5.3 Item 4 [DDM]: gender of the informant: If entry in item 3 is 990 (i.e., *information is collected from a person who is not a member of the household but closely associated with the household*), the gender code of the informant will be recorded in this item. Code 1 will be recorded for male and code 2 for female. For Hijras, Eunuchs, etc., code 3 will be recorded.

In CAPI, item 4 will be disabled if code in item 3 is other than 990

3.5.4 Item 5 [DDM]: day of week: It may be noted that 'day of week' is not the day on which interview is conducted but, the day for which the information is recorded i.e., the day before the date of the interview. For example if the interview is conducted on Monday, the day of the week will be Sunday and code 7 will be recorded. Similarly, day of the week will be decided for other days of the week.

Monday.....	1
Tuesday.....	2
Wednesday.....	3
Thursday	4
Friday	5
Saturday.....	6
Sunday	7

3.5.5 Item 6 [DDM]: type of the day: The day for which information on time use is collected will be either a normal day or a day other than a normal day (termed as *other day*). Depending on the type of day, code for item 6 will be as follows: normal day – 1, other day-2.

3.5.5.1 Normal day and other day: The normal days are the days on which a household member pursues mostly his/her routine activities whereas the day on which the routine

activities of a household member are altered due to any reason, it will be treated as ‘other day’. For a household member, a day other than a normal day may arise due to social obligations or some unforeseen reasons like, illness, ceremonies, hospitalization of a household member or duties thrust upon due to an accident, etc. besides, weekly off-days, holidays or days of leave.

Illustration : Some examples of normal day and ‘other day’

- i. A normal day for a student will be a day when he/she goes to school, does his/her homework and does his/her other routine activities, whereas if the student, on a particular day, could not pursue routine activities due to illness, such day will be classified as ‘other day’.
- ii. For employed person, a normal day will be the day when he/she goes to office or workplace and performs works and does other routine activities, whereas the weekly-off days for such persons will be considered as ‘other day’.
- iii. For a person engaged in domestic duties, a normal day will be a day when he/she does her normal household chores and other routine activities whereas if due to visits of friends/relatives, say, she could not pursue her routine activities, it will be ‘other day’ for that household member.

The decision on whether a day is a normal day or other day, is to be taken in consultation with the informant and considering the routine activities of the household members.

3.5.6 Items 7 [DDM]: response code: This item will be filled in after information on time use in respect of a household member has been collected. If the informant is cooperative, code 1 will be recorded, else code will be 2.

*Block 6 is applicable for all persons recorded in Block 5 except those
with code = 999 in item 3 of Block 5*

3.6 Block 6: particulars of activities for each household member of age 6 years and above from 4:00 AM on the day before the date of interview to 4:00 AM on the day of the interview

3.6.0 This block will be used to record details of activities, whether multiple activity, unpaid/paid status of the activity, 3-digit activity code of the time use classification, where the activity was performed, enterprise type in which the activity was performed, etc. Reference period for which details of the activities will be recorded and related concepts like time slot, number of activities to be recorded, etc., are explained below.

3.6.1 Paid and Unpaid Activities: Paid activities are those that are performed for pay or profit. All other activities will be considered as unpaid activities.

Some examples of unpaid activities are:

- basic human activities such as studying, eating, drinking, sleeping, doing exercise, taking rest, talking, etc., i.e., it is impossible for one person to employ another person to perform such activities.
- services produced by the household for own use of the household
- processing of goods for own consumption such as making pickle, preparation of *ghee*, etc.
- voluntary participation in the production of goods and services without remuneration
- unpaid trainee work
- all the activities relating to the primary sector which result in production of primary goods, including threshing and storing of grains for own consumption, including free collection of uncultivated crops, forestry, firewood, hunting, fishing, etc.

Some examples of activities performed for pay or profit are:

- self-employment activities to produce goods/services intended mainly for sale
- Work performed for payment as regular wage/salaried employee or casual labour including work done by apprentices, interns or trainees for payment.

3.6.2 Time Use Classification to be used in the TUS: 3-digit code (i.e., the codes relating to the activities described in the Groups) of the International Classification of Activities for Time Use Statistics 2016 (ICATUS 2016) will be used in this survey to record 3-digit codes in column 10 of this Block. The code structure is given in Annexure –I.

3.6.3 Reference period for recording activities: For each household member of age 6 years and above, information on activity particulars will be collected with a reference period of 24 hours starting from 4:00 AM on the day before the date of interview to 4:00 AM on the day of the interview.

3.6.4 Time slot: The reference period of 24 hours will be split into 48 time slots, each of duration of 30 minutes. The time slots will be in 24-hour format, like 12:00 to 12:30, 12:30 to 13:00, etc. Fraction of 30 minutes will not be used for recording time slots.

3.6.5 Identification of activities for recording of time use: For this survey, the activities will be identified considering the following characteristics:

- (i) 3-digit code of ICATUS 2016,
- (ii) where the activity was performed,
- (iii) unpaid/paid status of the activity
- (iv) enterprise type

3.6.6 Multiple activities: Among all the activities performed in a time slot, if any one of the above four characteristics is different, such activities will be considered as different activities. When such different activities are performed in a time slot, these will be treated as multiple activities in that time slot.

3.6.7 Number of activities to be recorded in each time slot: To record activities, the reference period of 24 hours will be split into 30 minutes time slots and in each of these time slots, at most three activities will be recorded. Each of the activities in a time slot which are performed for 10 minutes or more will only be considered for recording and at most three of such activities will be recorded chronologically following major time criteria.

3.6.8 Columns (1) [DDM] & (2): srl. no. & age, as in item (1) and item (2) of block 5: The entries in these two columns are to be copied in the same order from items (1) and (2), respectively, of block 5, for each of the members of the household of age 6 years and above.

In CAPI, a *DDM* will appear for column 1, showing the serial number of the household member along with his/her name as recorded in column 1 & 2 of Block 3. This *DDM* should consist only those household members who are aged 6 years & above and, for whom corresponding entry in item 3 of Block 5 is not 999. From this *DDM* the household members will be selected to record details in different columns in Block 6.

In CAPI, Column 2 will be auto-populated from column 5 of Block 3 based on the selection made in column 1 for the respective household member and column 1 and column 2 of all the subsequent rows in respect of that household member will be auto-populated.

Point to remember: In column 1, only those srl numbers will appear, for which corresponding entry in item 3 of Block 5 is not 999.

3.6.9 Column (3): srl. no. of activities: In this column the serial number of the activities will be recorded. As mentioned earlier, in a particular time slot at most three activities will be recorded chronologically using major time criteria. For each member of the household of age 6 years and above, the activities performed in the reference period of 24 hours will be serially numbered starting from 1. In CAPI, this column will be auto-filled.

3.6.10 Columns (4) & (5) [DDM]: Entries in these two columns will be made as per 24-hour clock. For any time slot of 30 minutes in column 4, the start of the 30-minute time slot will be recorded and in column 5, the end of the 30-minute time slot will be recorded. For example, if the activity was done from 12:30 P.M. to 1:00 P.M. then, in column 4, entry will be 12:30 and in column 5, entry will be 13:00.

If in more than one consecutive time slots (say, in time slots 12:30 to 13:00 and 13:00 to 13:30) same activities are performed, such time slots will be clubbed together for recording the detail of the activities. The details of all such activities will be recorded in the respective columns against that clubbed time slot. For example:

(i) if a single activity is performed in the consecutive time slots from 9:30 AM to 10:30 AM (i.e., in time slots 9:30 to 10:00, 10:00 to 10:30), these consecutive time slots will be

combined together and in column 4 entry will be 9:30 and in column 5 entry will be 10:30. The details of the activity will be recorded against this combined time slot.

(ii) if two different activities are performed in the time slot 9:30 to 10:00 and if these two activities are again performed in the time slot 10:00 to 10:30, these consecutive time slots will be combined together and in column 4 entry will be 9:30 and in column 5 entry will be 10:30. The details of these two activities will be recorded against this combined time slot.

(iii) if three different activities are performed in the time slot 9:30 to 10:00 and if these three activities are again performed in the time slot 10:00 to 10:30, these consecutive time slots will be combined together and in column 4 entry will be 9:30 and in column 5 entry will be 10:30. The details of these three activities will be recorded against this combined time slot.

In CAPI, each of columns 4 and 5, a DDM will appear giving a list of valid starting/ending time. In a time slot if there are multiple activities, starting time of that time slot will be selected in column 4 and ending time will be selected in column 5 against the first activity recorded in that time slot. For the remaining activities in that time slot, column 4 and 5 will be auto populated from the entries in the first activity of that time slot.

Points to remember:

1. For any time slot, the entry in column 4 and column 5 will not be same.
2. For any time slot, the entry in column 4 will be the same as the entry in column 5 of the immediately preceding time slot.

3.6.11 Column (6) : whether performed multiple activity in the time slot: If in a time slot more than one activity is performed, each for a duration of 10 minutes or more, entry will be 1 in this column, else 2 will be recorded. In CAPI this column will be auto-filled. For multiple activities in a time slot, entry 1 will be auto-filled for all the activities in that time slot.

In CAPI, an additional column will be available to record, number of activities performed in a time slot after the existing column 2 (age). Depending on entries in this column, column 6 will be auto populated.

3.6.12 Column (7) [DDM]: whether simultaneous activity: If in a time slot multiple activities are recorded, each of which had a duration of 10 minutes or more, (i.e., if entry in column 6 is 1), it will be enquired whether some of these activities were performed simultaneously or not. Simultaneous activities are those that have an overlap of some duration of time in the same time slot of 30-minute duration, irrespective of their starting or ending time. If in a time slot where multiple activities are performed, some of the activities are simultaneous activities, entry will be 1 against the first row in that time slot, else 2 will be recorded against that row. In case of multiple activities in a time slot, code 1 or 2 as the case may be, will be recorded only against the first of such activities recorded in that time slot and column 7 will be left blank for other activities recorded in that time slot.

In CAPI, column 7 will be disabled if entry in column 6 is 2.

When simultaneous activities are performed in a time slot, in CAPI, code 1 will be recorded only against the first activity in that time slot. In that time slot against remaining activities, column 7 will be disabled.

3.6.13 Column (8): description of the activity: If in a time slot only one activity is performed, the description of the activity will be recorded in this column. However, in a time slot there is a provision to record at most three different activities if each of such activities is performed for 10 minutes or more. Thus, if in a time slot, multiple activities are recorded, at most three such activities will be recorded chronologically on the basis of major time criteria. The description of each of such activities will be recorded in this column against each of the activity serial number.

The description of the activity should be recorded in as specific terms as possible based on the description given by the informant. In other words, the description should not be copied from the description of the codes of the TUS classification of activities (Annexure I) if the informant's description gives a clearer idea of the activity.

3.6.14 Column (9) [DDM]: whether a major activity or a minor activity: Among the activities recorded in a time slot, the major activity will be the one which is considered most important activity by the informant performed during a time slot. If in a time slot only one activity is performed, that activity will always be considered as a major activity and code 1 will be recorded against that activity. However, if more than one activity is performed in a time slot, one of the activities will be treated as a major activity and code 1 will be recorded against that activity and for all other activities in that time slot, code 2 will be recorded. Thus, this column will not be left blank for any of the activities recorded in a time slot.

3.6.15 Column (10) [DDM]: 3-digit activity code of TUS classification of activities: For all the activities recorded in a time slot, 3-digit code as per TUS classification of activities will be recorded in this column against each of the activity serial number used for recording the activity.

3.6.16 Column (11) [DDM]: where the activity was performed: In this column information will be recorded for each of the activities in a time slot against the activity serial number used for recording the activity. In this column entry will be made in terms of the following codes:

within premises of the dwelling unit of the selected household1

outside premises of the dwelling unit of the selected household:

in fixed location 2

in non-fixed location 3

3.6.17 Column (12) [DDM]: unpaid/paid status of the activity: For each of the activities recorded in a time slot, information to identify whether the activity is performed for

payment or it is an unpaid activity will be recorded. It may be noted that paid activities are those that are performed for pay or profit and all other activities are unpaid activities. The code structure for recording in column 12 for each of the activities recorded in this block is as follows:

<i>not for payment:</i>	
self development/ self care/ self maintenance, etc.....	01
care for children, sick, elderly, differently-abled persons in own households	02
production of other services (except care activities as covered in code 02) for own consumption.....	03
production of goods for own consumption.....	04
voluntary work for production of goods in households	05
voluntary work for production of services in households.....	06
voluntary work for production of goods in market/non-market units.....	07
voluntary work for production of services in market/non-market units.....	08
unpaid trainee work for production of goods.....	09
unpaid trainee work for production of services.....	10
other unpaid work for production of goods.....	11
other unpaid work for production of services.....	12
<i>for payment:</i>	
<i>self-employment:</i>	
for production of goods.....	13
for production of services.....	14
<i>regular wage/ salary:</i>	
for production of goods	15
for production of services.....	16
<i>casual labour:</i>	
for production of goods	17
for production of services.....	18

Information on unpaid/paid status of the activity will be recorded for each of the activities in a time slot in this column against the activity serial number used for recording the activity. It may be noted that code 01 will include all the unpaid activities not covered in codes 02 to 12.

3.6.18 **Column (13) [DDM]: type of enterprise:** The type of enterprise in which the household member performed the activity will be recorded for codes 07 to 18 in column 12. The entry is to be made in terms of following codes:

proprietary.....	1
partnership.....	2
Government/local body	3
Autonomous Bodies.....	4

Public/Private limited company.....	5
Co-operative societies.....	6
trust/other non-profit institutions.....	7
Employer's households (<i>i.e., private households employing maid servant, watchman, cook, etc.</i>)	8
others.....	9

Information on enterprise type will be recorded for each of the activities recorded in a time slot in this column against the activity serial number used for recording the activity.

In CAPI, column 13 will be disabled if entry in column 12 is 01 to 06.

3.6.18.1 Definitions of various types of enterprises:

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

(ii) **Partnership:** Partnership is defined as the 'relation between persons who have agreed to share the profits of a business carried on by all or any one of them acting for all'. There may be two or more owners, belonging to the same or different households, on a partnership basis, with or without formal registration (where there is a tacit understanding about the distribution of profit among the so-called partners). Own account production of fixed assets, when produced by two or more members belonging to the same or different households will be classified as partnership enterprises. Thus, own account production of fixed assets by a group of households for community use will be classified as partnership enterprise.

It may be noted that proprietary and partnership enterprises are household enterprises.

(iii) **Government/Local Body:** Government/local body will include Government administrative departments of both the Central and State Governments, local bodies of rural and urban areas and Departmental Enterprises like Indian Railways, Department of Post, etc.

(iv) **Autonomous Bodies:** Autonomous Bodies are mostly set up by an Act of Parliament/Assembly or registered under Societies Registration Act. However, they are separate from Government Administrative Departments as they enjoy certain degree of autonomy in their day to day functioning. They receive grants from Government in addition to their own resources. Further, these are engaged in non-market production. Some of the autonomous bodies are: All India Institute of Medical Sciences, Indian Institute of Technology, Indian Statistical Institute, Housing Boards, Development Boards, Pollution Control Boards etc.

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

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

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

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

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

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

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

(x) **Employer Households** (i.e., private households employing maid servant, watchman, cook, etc.): The households which are employing maid servant, watchmen, cook, private tutor, etc. will be considered notionally as enterprise for the purpose of this survey and will be classified as 'Employer households'.

3.6.19 Procedure for recording details of activities in block 6:

- (i) For each person entry in column 1 and column 2 will be made only once against the first row and the remaining rows in respect of these two columns will be left blank for the person. In CAPI, for each person, column 1 and column 2 will be repeated and auto-filled in respect of all the activities recorded for the person in the reference period.
- (ii) For each person the serial number of the activities will be recorded in column 3 starting from 1 without any omission or duplication. In CAPI, this column will be auto-populated.
- (iii) In column 4, the start of the time slot and in column 5, the end of the time slot will be recorded. It may be noted that for any person against serial number of activity 1, the start of the time slot will always be 4:00. It is to be ensured that the time slots recorded in column 4 and column 5 are mutually exclusive (non-overlapping) and exhaustive (i.e., these cover all the 24 hours of the reference period). If only one activity is performed in a time slot, the start and end of that time slot will be recorded in column 4 and column 5 respectively against the serial number of that activity. If more than one activity is performed in a time slot, the start and end of that time slot will be recorded in column 4 and column 5, respectively, only once against the serial number of the activity which is recorded first in that time slot. For other activities recorded in that time slot, column 4 and column 5 will be left blank. In CAPI, column 4 and column 5 will be repeated in respect of all the activities recorded in a particular time slot.
- (iv) Column 6 is for recording whether multiple activities are performed in a time slot. For multiple activities in a time slot, code 1 will be recorded against the first activity of that time slot. In CAPI, for multiple activities in a time slot, entry 1 will be auto-filled for all the activities in that time slot. If only one activity is performed in a time slot, code 2 will be auto-generated in column 6 for that time slot.
- (v) Column 7 will be filled in if entry in column 6 is 1, i.e., if in a time slot multiple activities are performed. If some of the activities recorded in a time slot are performed simultaneously, entry will be 1 else entry will be 2. Entry in column 7 will be made against the activity which is recorded first in that time slot and for all other activities in that time slot column 7 will be left blank.
- (vi) Entries in columns 8 to 12 will be made against each of the activities recorded in a time slot and entry in column 13 will be made for those activities for which entry in column 12 is any of 07 to 18.
- (vii) In a time slot all the activities to be recorded will be different activities.

3.6.20 Blocks 7, 8 and 9: In Block 7 remarks by investigator will be recorded and in Block 8 comments by the supervisory officer will be recorded. In Block 9 in items (i) to (iv) details of remarks in the Schedule will be recorded, in terms of codes: yes-1, no-2.

3.6.21: An example of filling Block 6 in CAPI

[6] particulars of activities for each household member of age 6 years and above from 4:00 AM on the day before the date of interview to 4:00 AM on the day of the interview													
srl. no. (as in item. 1, bl. 5)	age (years) (as in item 2, bl. 5)	number of activities performed in the time slot	srl. no. of activities	record in 24- hour clock format		whether performed multiple activity in the time slot (yes-1 no-2)	if 1 in col. 6, whether simultaneous activity (yes-1, no-2)	description of the activity (at most 3 activities for each 30 minutes time slot)	whether a major activity or minor activity (major- 1 / minor - 2)	3-digit activity code of TUS classification of activities	where the activity was performed? (code)	unpaid/ paid status of the activity (code)	if any of 07 to 18 in col. 12, enterprise type (code)
				from 4:00 AM on the day before the date of interview	to 4:00 AM on the day of the interview								
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	60	1	1	4:00	6:00	2		Night sleep	1	911	1	01	
1	60	1	2	6:00	7:00	2		Personal hygiene	1	931	1	01	
1	60	3	3	7:00	7:30	1	1	Drinking tea	1	922	1	01	
1	60	3	4	7:00	7:30	1		Reading newspaper	2	841	1	01	
1	60	3	5	7:00	7:30	1		Talking with household members	2	711	1	01	
1	60	1	6	7:30	8:30	2		Watching morning news in TV	1	842	1	01	
1	60	1	7	8:30	9:30	2		Teaching own children	1	413	1	02	
1	60	3	8	9:30	10:00	1	1	Eating meal	1	921	1	01	
1	60	3	9	9:30	10:00	1		Dressing	2	931	1	01	
1	60	3	10	9:30	10:00	1		Talking with household members	2	711	1	01	

3.6.21: An example of filling Block 6 in CAPI

[6] particulars of activities for each household member of age 6 years and above from 4:00 AM on the day before the date of interview to 4:00 AM on the day of the interview													
srl. no. (as in item. 1, bl. 5)	age (years) (as in item 2, bl. 5)	number of activities performed in the time slot	srl. no. of activities	record in 24- hour clock format		whether performed multiple activity in the time slot (yes-1 no-2)	if 1 in col. 6, whether simultaneous activity (yes-1, no-2)	description of the activity (at most 3 activities for each 30 minutes time slot)	whether a major activity or minor activity (major- 1 / minor - 2)	3-digit activity code of TUS classification of activities	where the activity was performed? (code)	unpaid/ paid status of the activity (code)	if any of 07 to 18 in col. 12, enterprise type (code)
				from 4:00 AM on the day before the date of interview	to 4:00 AM on the day of the interview								
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	60	1	11	10:00	11:00	2		Travel to work on voluntary basis as a librarian	1	540	2	01	
1	60	3	12	11:00	11:30	1	1	Unpaid volunteer work as a librarian	1	524	2	08	7
1	60	3	13	11:00	11:30	1		Reading and writing e-mail in personal capacity	2	713	2	01	
1	60	3	14	11:00	11:30	1		Drinking tea	2	922	2	01	
1	60	1	15	11:30	13:30	2		Unpaid volunteer work as a librarian	1	524	2	08	7
1	60	1	16	13:30	14:00	2		Travel to home from the library	1	540	2	01	
1	60	2	17	14:00	14:30	1	2	Eating snack	2	921	1	01	
1	60	2	18	14:00	14:30	1		Talking with household members	1	711	1	01	

3.6.21: An example of filling Block 6 in CAPI

[6] particulars of activities for each household member of age 6 years and above from 4:00 AM on the day before the date of interview to 4:00 AM on the day of the interview													
srl. no. (as in item. 1, bl. 5)	age (years) (as in item 2, bl. 5)	number of activities performed in the time slot	srl. no. of activities	record in 24- hour clock format		whether performed multiple activity in the time slot (yes-1 no-2)	if 1 in col. 6, whether simultaneous activity (yes-1, no-2)	description of the activity (at most 3 activities for each 30 minutes time slot)	whether a major activity or minor activity (major- 1 / minor - 2)	3-digit activity code of TUS classification of activities	where the activity was performed? (code)	unpaid/ paid status of the activity (code)	if any of 07 to 18 in col. 12, enterprise type (code)
				from 4:00 AM on the day before the date of interview	to 4:00 AM on the day of the interview								
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	60	1	19	14:30	16:00	2		providing legal service (lawyer) in own enterprise against payment	1	133	1	14	1
1	60	1	20	16:00	18:00	2		providing tuition against payment in a coaching centre in partnership enterprise	1	133	1	14	2
1	60	1	21	18:00	18:30	2		Personal hygiene	1	931	1	01	
1	60	2	22	18:30	19:30	1	1	Drinking tea	2	922	1	01	
1	60	2	23	18:30	19:30	1		watching news in TV	1	842	1	01	
1	60	1	24	19:30	20:30	2		Meditation	1	741	1	01	
1	60	1	25	20:30	22:00	2		Reading for leisure	1	841	1	01	
1	60	2	26	22:00	22:30	1	1	Eating meal	1	921	1	01	
1	60	2	27	22:00	22:30	1		Talking with household	2	711	1	01	

3.6.21: An example of filling Block 6 in CAPI

[6] particulars of activities for each household member of age 6 years and above from 4:00 AM on the day before the date of interview to 4:00 AM on the day of the interview													
srl. no. (as in item. 1, bl. 5)	age (years) (as in item 2, bl. 5)	number of activities performed in the time slot	srl. no. of activities	record in 24- hour clock format		whether performed multiple activity in the time slot (yes-1 no-2)	if 1 in col. 6, whether simultaneous activity (yes-1, no-2)	description of the activity (at most 3 activities for each 30 minutes time slot)	whether a major activity or minor activity (major- 1 / minor - 2)	3-digit activity code of TUS classification of activities	where the activity was performed? (code)	unpaid/ paid status of the activity (code)	if any of 07 to 18 in col. 12, enterprise type (code)
				from 4:00 AM on the day before the date of interview	to 4:00 AM on the day of the interview								
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
								members					
1	60	1	28	22:30	23:00	2		Talking with household members	1	711	1	01	
1	60	1	29	23:00	4:00	2		Night sleep	1	911	1	01	

3.6.22: Some explanation of the procedures used in the example for filling Block 6

1. Grey coloured cells denote conditionally disabled content. Entry in such disabled cells, if applicable, will be auto-filled in CAPI. In other applicable cases, appropriate code will be recorded. For example,
 - (i) for activity serial number 21, entry in column 6 is auto-generated and column 7 is shaded without any entry, while in respect of activity serial number 22, entry in column 6 is auto-generated and entry is made in column 7.
 - (ii) for the activity serial numbers 20, entry is made in column 13, while for activity serial numbers 21, column 13 is shaded without any entry, since column 13 is applicable for serial number 20 while it is not-applicable for activity serial number 21.
2. Column 1 and column 2: These columns are filled-in only once for each of the members of the household of age 6 years and above against the first activity performed by the household member. In CAPI, Column 2 will be auto-populated from column 5 of Block 3 based on the selection made in column 1 for the respective household member and column 1 and column 2 of all the subsequent rows in respect of that household member will be auto-populated.
3. Additional column in CAPI: In CAPI, an additional column will be available to record, number of activities performed in a time slot after the existing column 2 (age).
4. **Column 3:** In CAPI, this column will be auto-filled
5. **Column 4 and Column 5:** In column 4, against the first activity recorded for the household member, entry is 4:00 and all the time slots recorded in these two columns are mutually exclusive and exhaustive. Some of the time slots have been combined such as:
 - i. time slot recorded against serial number of activity 1: all the 30-minutes time slots from 4:00 to 6:00 have been combined since in these time slots the same activity is performed.
 - ii. time slot recorded against serial number of activity 22: all the 30-minute time slots from 18:30 to 19:30 have been combined since in all these time slots the same set of activities are performed.
6. **Columns 6:** For multiple activities in a time slot, more than one activity have been recorded and code 1 has been recorded against the first activity of that time slot. In CAPI this will be auto-filled. For multiple activities in a time slot, entry 1 will be auto-filled for all the activities in that time slot.
7. **Columns 7:** For multiple activities in a time slot, in column 7 code 1 or 2 as applicable has been recorded against the first activity of that time slot and column 7 has been left blank for other activities of that time slot.
8. **Columns 9:** For each of the activities in a time slot, code 1 has been recorded against the major activity and for other activities of that time slot code 2 has been recorded. It may be noted among all the activities of a time slot only one of the activities has been classified as a major activity. For all other activities (if any) recorded in that time slot, code 2 will be given.
9. **Identification of activities for recording time use:** In the serial number of activity 19 and 20, it may be noted that (i) 3-digit activity code is same, (ii) both the activities are performed within premises of the dwelling unit of the selected household (iii) both the activities are carried out in the self-employment capacity for profit. Since the enterprise type is different these have been treated as different activities.

Frequently Asked Questions (FAQs)

references to the schedule				question	clarifications
sl. no.	block	item	col.		
(1)	(2)	(3)	(4)	(5)	(6)
1.	0	7	-	If information in Schedule 10.6 is collected from different members of the household for block 5 and block 6, then in item 8 of Block 0, what will be the name of the informant?	In such cases the person from whom bulk of the information with respect to the household, including information in Block 3 and Block 4, is collected will be the informant. Accordingly name of the informant will be recorded in item 8 of Block 0.
2.	4	4	-	A household which is living under a tree or under a bridge does not possess any kind of land as on the date of the survey. In such case what code is to be reported in this item?	In such case code '99' will be recorded.
3.	4	13	-	In a household there is a domestic servant who lives in that household and takes food from the common kitchen. Thus, she is a household member of the selected household. She does all the washing of clothes using washing machine. What code will be recorded in this item?	When a domestic servant who by definition is a member of the sample household does the works of washing of clothes, the type of washing of clothes will be considered as 'outsourcing' and code 3 will be recorded in this item.
4.	4	17	-	Whether care needed by a household member for temporary illness will be considered as special care?	It may be noted that special care will mean care provided during illness, injury or care required by differently-abled persons. Thus in this case, if a household member requires care for temporary illness, it will also be considered as special care.
5.	4	17	-	For a selected household, whether a mother feeding child will be considered special care?	This will not be treated as special care.
6.	4	17	-	What is the reference period for this item?	If in the household there is at least one person of age 5 years and above as on the date of survey needing special care, code will be 1, else code 2 will

references to the schedule				question	clarifications
sl. no.	block	item	col.		
(1)	(2)	(3)	(4)	(5)	(6)
					be recorded.
7.	5	5	-	What is day of the week? Is it the day on which the interview is conducted to collect information on time use?	Day of the week is not the day on which interview is conducted to collect information. It is the day before the date of the interview for which the information on time use is recorded.
8.	5	5	-	For a selected household, information in Block 6 for different household members is collected on different days. In such cases, can day of the week be different for different members of the selected household or for all household members, day of the week in item 5 of Block 5 will be same?	<p>It is possible that the <i>day of the week</i> (item 5) may be different for different members of the household, if information on time use is collected on different days of the week for different members of the household.</p> <p>This is clarified with the following examples:</p> <p>i) if the interview to collect information for a particular household member (say, A) is conducted on Wednesday, the day of the week will be Tuesday for that household member.</p> <p>ii) if the interview to collect information for another household member is conducted on Thursday (say, B), the day of the week will be Wednesday for that household member.</p>
9.	5	6	-	A household member is a government employee. He was on leave on the day for which information on time use is collected in block 6. What will be the type of day for this household member?	For this household member, type of day will be considered as other day (code 2).
10.	5	6	-	A household member is a railway loco pilot. He generally works	For this household member the day on which he works for 11

references to the schedule				question	clarifications
sl. no.	block	item	col.		
(1)	(2)	(3)	(4)	(5)	(6)
				for 11 hours when on duty whereas his duty hours is 8 hours only. In such case whether the day when he actually works for more than 8 hours will be considered as normal day or other day?	hours will also be considered as normal day.
11.	5	6	-	For a housewife, whether a festival day is normal day or other day?	The festival day for a household member will be considered as other day, provided, on the festive day, the routine activities of the household member is altered, i.e., the activities that the household member does on the festive day are different from the routine activities that the household member does on the normal days.
12.	5	6	-	If a housewife is attending a marriage function on a day, whether the day will be considered as other day or normal day?	If she could attend the marriage function without altering her routine work, then it is to be treated as a normal day. However, if for attending the marriage function her routine activities of are altered, it will be treated as other day.
13.	6	-	3	What will be the order of recording of 3 activities performed in a time slot?	Each of the activities in a time slot which are performed for 10 minutes or more will only be considered for recording and such activities will be recorded chronologically following major time criteria. The order of recording the activities will follow the chronological order of doing the activities and major time criteria will be used for considering the activities to record.

references to the schedule				question	clarifications
sl. no.	block	item	col.		
(1)	(2)	(3)	(4)	(5)	(6)
14.	6	-	4	In a time slot of 30 minutes, a household member performs three activities, say, the first activity for 13 minute, the second activity for 10 minutes and the third activity for 7 minutes. How many activities will be recorded in that time slot in this situation?	In this case, only two activities, the first and the second activity will be recorded in that time slot.
15.	6	-	4, 5	If in a time slot of 30 minutes, none of the activities was performed for at least 10 minutes, then how to make entry corresponding to that time slot?	In such a case, the activity which is performed for majority of the time duration in that time slot will be considered for recording in block 6 in that time slot and the other activities performed in that time slot will not be recorded.
16.	6	-	7	If in a time slot three activities are recorded, whether entry in column 7 will be made against all three activities?	For any time slot where multiple activities are performed (i.e., entry is 1 in column 6), entry in column 7 will be made against the first activity recorded in that time slot. For all other activities recorded in that time slot, column 7 will be left blank.
17.	6	-	7	If in a time slot (say, 10:00 to 10:30) three activities are performed as follows: (i) the first activity was performed from 10:00 to 10:15, the second activity was also performed from 10:00 to 10:15 and the third activity was performed from 10:15 to 10:30. (ii) first activity was performed from 10:00 to 10:15 and second activity was also performed from 10:05 to 10:15. The third activity was performed from 10:15 to 10:30. (iii) first activity was performed	In all three situations, entry in column 7 will be 1 against the row in the time slot in which the first activity is recorded and column 7 for the other row in that time slot will be left blank.

references to the schedule				question	clarifications
sl. no.	block	item	col.		
(1)	(2)	(3)	(4)	(5)	(6)
				from 10:00 to 10:15, the second activity was also performed from 10:10 to 10:25 and the third activity was performed from 10:20 to 10:30. What will be the entry in column 7 in the above 3 situations?	
18.	6	-	7	If in a time slot (say, 10:00 to 10:30) two activities are performed as follows: (i) the first activity was performed from 10:00 to 10:15, the second activity was performed from 10:20 to 10:30. (ii) first activity was performed from 10:00 to 10:15 and second activity was also performed from 10:05 to 10:30. What will be the entry in column 7 in the above 2 situations?	(i) In the first situation, entry in column 7 will be 2 against the row in the time slot in which the first activity is recorded and column 7 for the other row in that time slot will be left blank. (ii) In the second situation, entry in column 7 will be 1 against the row in the time slot in which the first activity is recorded and column 7 for the other row in that time slot will be left blank.
19.	6	-	7	If a household member reads while travelling, whether this will be considered as simultaneous activity?	It will be considered as simultaneous activity.
20.	6	-	7	A household member did three activities and two of them are simultaneous activities. What code will be recorded in column 7?	In a time slot in which multiple activities are recorded, if some of these activities are performed simultaneously, entry will be 1 in column 7 against the first row in that time slot and column 7 will be left blank for other activities recorded in that time slot.
21.	6	-	9	Whether this column will be filled in for each of the activities recorded in a time slot?	This column will be filled in for each of the activities in a time slot. Entry will be either 1 or 2 as the case may be. However, in a time slot only one activity will be major activity and code 1 will be recorded against that activity

references to the schedule				question	clarifications
sl. no.	block	item	col.		
(1)	(2)	(3)	(4)	(5)	(6)
					while for all the other activity (-ies) recorded in that time slot, entry will be 2.
22.	6	-	10	One household member is a worker in a factory. This factory allows coffee break to its employees. During coffee break in a time slot, one household member made some online purchase of goods for household member and paid household electricity bill through online mode. How to indentify activities in such cases.	In such case the following activities will be identified for recording during the time slot: (i) 371: Shopping for/purchasing of goods and related activities (ii) 351: Paying household bills (iii) 142: Breaks during working time within employment
23.	6	-	10	What is the difference between activity code 181 and 182?	Code 181 refers to any travel related to employment (e.g., travel between employment locations, to reach field projects etc.). Code 182 refers to the travel to and from the employment place while not carrying out the tasks and duties of a job (e.g., drove to office from home, walked back home from the factory, etc.).
24.	6	-	10	How waiting time will be recorded?	Waiting time should be included in the activity associated with waiting. For example, waiting time at the counter for paying the electricity bill will be reported in code 351.
25.	6	-	10	What will be the code for activities of field construction like agricultural land terracing and drainage?	The code for such activities will be 128 or, 230, as the case may be.
26.	6	-	10	What will be the code for the activity of collection of unprocessed salt for sale?	Code 126 will be used for this
27.	6	-	10	Whether separate code is available for the activity of demolishing a building?	Such activity will be included under construction activity (e.g., applicable codes are 128, 230, 511 and, 521)

references to the schedule				question	clarifications
sl. no.	block	item	col.		
(1)	(2)	(3)	(4)	(5)	(6)
28.	6	-	10	For the persons engaged in door-to-door and street vending and hawking, what will be the code of the activity of travelling to the area where vending takes place?	Such activities will be classified under 182 Commuting.
29.	6	-	10	What will be the code of the activity of selling of own-produced goods?	For such activities, code 129 will be applicable.
30.	6	-	11	One household member is owner of an enterprise that shifts from market to market on different days but the household member is allowed to sit in fixed places in all of those markets. What code will be recorded in column 11?	Code 2 (in fixed location) will be recorded in column 11.
31.	6	-	12	What should be the code in column 12 for household member who cooks food for the household?	In this case, code 03 will be recorded.
32.	6	-	12	What should be the code in column 12 for household member for talking with friends over phone?	In this case, code 01 will be recorded.
33.	6	-	12	What will be the code for the activity, <i>travel from home to office</i> (place of work) and between workplace when not on duty?	Code 01 will be recorded in both these cases.

Annexure - I

**International Classification of Activities for Time Use Statistics 2016
(ICATUS 2016)**

Major division	Division	Group	Activity title
1	Employment and related activities		
	<i>11</i>		<i>Employment in corporations, government and non-profit institutions</i>
		110	Employment in corporations, government and non-profit institutions
	<i>12</i>		<i>Employment in household enterprises to produce goods</i>
		121	Growing of crops for the market in household enterprises
		122	Raising animals for the market in household enterprises
		123	Forestry and logging for the market in household enterprises
		124	Fishing for the market in household enterprises
		125	Aquaculture for the market in household enterprises
		126	Mining and quarrying for the market in household enterprises
		127	Making and processing goods for the market in household enterprises
		128	Construction activities for the market in household enterprises
		129	Other activities related to employment in household enterprises to produce goods
	<i>13</i>		<i>Employment in household enterprises to provide services</i>
		131	Vending and trading of goods in household enterprises
		132	Providing paid repair, installation, maintenance and disposal services in household enterprises
		133	Providing paid business and professional services in household enterprises
		134	Transporting goods and passengers for pay or profit in household enterprises
		135	Providing paid personal care services in household enterprises
		136	Providing paid domestic services
		139	Other activities related to employment in household enterprises providing services
	<i>14</i>		<i>Ancillary activities and breaks related to employment</i>
		141	Activities ancillary to employment
		142	Breaks during working time within employment
	<i>15</i>		<i>Training and studies in relation to employment</i>
		150	Training and studies in relation to employment
	<i>16</i>		<i>Seeking employment</i>
		160	Seeking employment
	<i>17</i>		<i>Setting up a business</i>
		170	Setting up a business
	<i>18</i>		<i>Travelling and commuting for employment</i>
		181	Employment-related travel
		182	Commuting
2	Production of goods for own final use		
	<i>21</i>		<i>Agriculture, forestry, fishing and mining for own final use</i>

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Major division	Division	Group	Activity title
		211	Growing crops and kitchen gardening, for own final use
		212	Farming of animals and production of animal products for own final use
		213	Hunting, trapping and production of animal skins for own final use
		214	Forestry and logging for own final use
		215	Gathering wild products for own final use
		216	Fishing for own final use
		217	Aquaculture for own final use
		218	Mining and quarrying for own final use
	22		<i>Making and processing goods for own final use</i>
		221	Making, processing food products, beverages and tobacco for own final use
		222	Making, processing textiles, wearing apparel, leather and related products for own final use
		223	Making, processing of wood and bark products for own final use
		224	Making, processing bricks, concrete slabs, hollow blocks, tiles for own final use
		225	Making, processing herbal and medicinal preparations for own final use
		226	Making, processing metals and metal products for own final use
		227	Making, processing of products using other materials for own final use
		229	Acquiring supplies and disposing of products and other activities related to making and processing goods for own final use
	23		<i>Construction activities for own final use</i>
		230	Construction activities for own final use
	24		<i>Supplying water and fuel for own final use</i>
		241	Gathering firewood and other natural products used as fuel for own final use
		242	Fetching water from natural and other sources for own final use
	25		<i>Travelling, moving, transporting or accompanying goods or persons related to own-use production of goods</i>
		250	Travelling, moving, transporting or accompanying goods or persons related to own-use production of goods
3	Unpaid domestic services for household members		
	31		<i>Food and meals management and preparation</i>
		311	Preparing meals/snacks
		312	Serving meals/snacks
		313	Cleaning up after food preparation/meals/snacks
		314	Storing, arranging, preserving food stocks
		319	Other activities related to food and meals management and preparation
	32		<i>Cleaning and maintaining of own dwelling and surroundings</i>
		321	Indoor cleaning
		322	Outdoor cleaning
		323	Recycling and disposal of garbage
		324	Upkeep of indoor/outdoor plants, hedges, garden,

Major division	Division	Group	Activity title
			grounds, landscape, etc.
		325	Tending furnace, boiler, fireplace for heating and water supply
		329	Other activities related to cleaning and upkeep of dwelling and surroundings
	33		<i>Do-it-yourself decoration, maintenance and repair</i>
		331	Do-it-yourself improvement, maintenance and repair of own dwelling
		332	Installation, servicing and repair of personal and household goods including ICT equipment
		333	Vehicle maintenance and repairs
		339	Other activities related to do-it-yourself decoration, maintenance and repair
	34		<i>Care and maintenance of textiles and footwear</i>
		341	Hand/machine-washing
		342	Drying, hanging out, bringing in wash
		343	Ironing, pressing and folding
		344	Mending or repairing and care of clothes and shoes; cleaning and polishing shoes
		349	Other activities related to care of textiles and footwear
	35		<i>Household management for own final use</i>
		351	Paying household bills
		352	Budgeting, planning, organizing duties and activities in the household
		359	Other activities related to household management
	36		<i>Pet care</i>
		361	Daily pet care
		362	Using veterinary care or other pet care services (grooming, stabling, holiday or day care)
		369	Other activities related to pet care
	37		<i>Shopping for own household members</i>
		371	Shopping for/purchasing of goods and related activities
		372	Shopping for/availing of services and related activity
	38		<i>Travelling, moving, transporting or accompanying goods or persons related to unpaid domestic services for household members</i>
		380	Travelling, moving, transporting or accompanying goods or persons related to unpaid domestic services for household members
	39		<i>Other unpaid domestic services for household members</i>
		390	Other unpaid domestic services for household members
4	Unpaid caregiving services for household members		
	41		<i>Childcare and instruction</i>
		411	Caring for children including feeding, cleaning and providing physical care
		412	Providing medical care to children
		413	Instructing, teaching, training, helping children
		414	Talking with and reading to children
		415	Playing and sports with children
		416	Minding children (passive care)
		417	Meetings and arrangements with schools and child care service providers
		419	Other activities related to childcare and instruction

Major division	Division	Group	Activity title
	42		<i>Care for dependent adults</i>
		421	Assisting dependent adults with tasks of daily living
		422	Assisting dependent adults with medical care
		423	Assisting dependent adults with forms, administration, accounts
		424	Affective/emotional support for dependent adults
		425	Passive care of dependent adult
		426	Meetings and arrangements with adult care service providers
		429	Other activities related to care for dependent adults
	43		<i>Help to non-dependent adult household members</i>
		431	Feeding, cleaning, physical care for non-dependent adult household members including for temporary illness
		432	Affective/emotional support for non-dependent adult household members
		439	Other activities related to care for non-dependent adult household members
	44		<i>Travelling and accompanying goods or persons related to unpaid caregiving services for household members</i>
		441	Travelling related to care-giving services for household members
		442	Accompanying own children
		443	Accompanying dependent adults
		444	Accompanying non-dependent adult household members
	49		<i>Other activities related to unpaid caregiving services for household members</i>
		490	Other activities related to unpaid caregiving services for household members
5	Unpaid volunteer, trainee and other unpaid work		
	51		<i>Unpaid direct volunteering for other households</i>
		511	Unpaid volunteer household maintenance, management, construction, renovation and repair
		512	Unpaid volunteer shopping/purchasing goods and services
		513	Unpaid volunteer childcare and instruction
		514	Unpaid volunteer care for adults
		515	Unpaid volunteer/ unpaid help in enterprises owned by other households
		519	Other activities related to direct unpaid volunteering for other households
	52		<i>Unpaid community- and organization-based volunteering</i>
		521	Unpaid volunteer work on road/building repair, clearing and preparing land, cleaning (streets, markets, etc.), and construction
		522	Unpaid volunteer preparing/serving meals, cleaning up
		523	Unpaid volunteer cultural activities, recreation and sports activities
		524	Unpaid volunteer office/administrative work
		529	Other activities related to community- and organization-based unpaid volunteering

Major division	Division	Group	Activity title
6	Learning	53	<i>Unpaid trainee work and related activities</i>
		530	Unpaid trainee work and related activities
		54	<i>Travelling time related to unpaid volunteer, trainee and other unpaid work</i>
		540	Travelling time related to unpaid volunteer, trainee and other unpaid work
		59	<i>Other unpaid work activities</i>
		590	Other unpaid work activities
		61	<i>Formal education</i>
		611	School/university attendance
		612	Extra-curricular activities
		613	Breaks at place of formal education
		614	Self-study for distance education course work (video, audio, online)
		619	Other activities related to formal education
		62	<i>Homework, being tutored, course review, research and activities related to formal education</i>
		620	Homework, being tutored, course review, research and activities related to formal education
		63	<i>Additional study, non-formal education and courses</i>
		630	Additional study, non-formal education and courses
		64	<i>Travelling time related to learning</i>
		640	Travelling time related to learning
		69	<i>Other activities related to learning</i>
		690	Other activities related to learning
7	Socializing and communication, community participation and religious practice	71	<i>Socializing and communication</i>
		711	Talking, conversing, chatting
		712	Socializing/getting together/gathering activities
		713	Reading and writing mail (including email)
		719	Other activities related to socializing and communication
		72	<i>Participating in community cultural/social events</i>
		721	Participating in community celebrations of cultural/historic events
		722	Participating in community rites/events (non-religious) of weddings, funerals, births and similar rites-of-passage
		723	Participating in community social functions (music, dance, etc.)
		729	Other activities related to community participation
		73	<i>Involvement in civic and related responsibilities</i>
		730	Involvement in civic and related responsibilities
		74	<i>Religious practices</i>
		741	Private prayer, meditation and other spiritual activities
		742	Participating in collective religious practice
		749	Other activities related to religious practice
		75	<i>Travelling time related to socializing and communication, community participation and religious practice</i>
		750	Travelling time related to socializing and

Major division	Division	Group	Activity title
			communication, community participation and religious practice
	79		<i>Other activities related to socializing and communication, community participation and religious practice</i>
		790	Other activities related to socializing and communication, community participation and religious practice
8	Culture, leisure, mass-media and sports practices		
	81		<i>Attending/visiting cultural, entertainment and sports events/venues</i>
		811	Attendance at organized/mass cultural events and shows
		812	Attendance at parks/gardens
		813	Attendance at sports events
		819	Other activities related to attendance at cultural, entertainment and sports events
	82		<i>Cultural participation, hobbies, games and other pastime activities</i>
		821	Visual, literary and performing arts (as hobby)
		822	Hobbies
		823	Playing games and other pastime activities
		829	Other activities related to cultural participation, hobbies, games
	83		<i>Sports participation and exercise and related activities</i>
		831	Participating in sports
		832	Exercising
	84		<i>Mass media use</i>
		841	Reading for leisure
		842	Watching/listening to television and videos
		843	Listening to radio and audio devices
		849	Other activities related to mass media use
	85		<i>Activities associated with reflecting, resting, relaxing</i>
		850	Activities associated with reflecting, resting, relaxing
	86		<i>Travelling time related to culture, leisure, mass-media and sports practices</i>
		860	Travelling time related to culture, leisure, mass-media and sports practices
	89		<i>Other activities related to culture, leisure, mass-media and sports practices</i>
		890	Other activities related to culture, leisure, mass-media and sports practices
9	Self-care and maintenance		
	91		<i>Sleep and related activities</i>
		911	Night sleep/essential sleep
		912	Incidental sleep/naps
		913	Sleeplessness
		919	Other sleep and related activities
	92		<i>Eating and drinking</i>
		921	Eating meals/snack
		922	Drinking other than with meal or snack
	93		<i>Personal hygiene and care</i>
		931	Personal hygiene and care
		932	Health/medical care for oneself
		939	Other activities related to personal hygiene and care

Major division	Division	Group	Activity title
	94		<i>Receiving personal and health/medical care from others</i>
		941	Receiving personal care from others
		942	Receiving health/medical care from others
		949	Other activities related to receiving personal and health/medical care
	95		<i>Travelling time related to self-care and maintenance activities</i>
		950	Travelling time related to self-care and maintenance activities
	99		<i>Other self-care and maintenance activities</i>
		990	Other self-care and maintenance activities

APPENDIX - I**LIST OF NSS REGIONS AND THEIR COMPOSITION**

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Andaman & Nicobar Islands (35)	351	Andaman & Nicobar Islands	1.	Nicobar	(01)
				2.	North & Middle Andaman	(02)
				3.	South Andaman	(03)
2.	Andhra Pradesh (28)	281	Coastal Northern	4.	Srikakulam	(01)
				5.	Vizianagaram	(02)
				6.	Visakhapatnam	(03)
				7.	East Godavari	(04)
				8.	West Godavari	(05)
				9.	Alluri Sitharama Raju	(20)
				10.	Anakapalli	(21)
				11.	Dr. Br Ambedkar Konaseema	(22)
				12.	Eluru	(23)
				13.	Kakinada	(24)
				14.	Parvathipuram Manyam	(25)
3.		282	Coastal Southern	15.	Krishna	(06)
				16.	Guntur	(07)
				17.	Prakasam	(08)
				18.	Sri Potti Sriramulu Nellore	(09)
				19.	Palnadu	(14)
				20.	Bapatla	(15)
				21.	Ntr	(26)
				22.	Tirupathi	(16)
				12.	Eluru	(23)
4.		283	Inland Southern	23.	Y.S.R. (Cuddapah)	(10)
				24.	Kurnool	(11)
				25.	Ananthapuramu	(12)
				26.	Chittoor	(13)
				27.	Annamayya	(17)
				28.	Nandyal	(18)
				29.	Sri Satya Sai	(19)
				22.	Tirupathi	(16)
5.	Arunachal Pradesh (12)	121	Arunachal Pradesh	30.	Tawang	(01)
				31.	West Kameng	(02)
				32.	East Kameng	(03)
				33.	Papum Pare	(04)
				34.	Upper Subansiri	(05)
				35.	West Siang	(06)
				36.	East Siang	(07)
				37.	Upper Siang	(08)
				38.	Changlang	(09)
				39.	Tirap	(10)
				40.	Lower Subansiri	(11)
				41.	Kurung Kumey	(12)

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Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				42.	Dibang Valley	(13)
				43.	Lower Dibang Valley	(14)
				44.	Lohit	(15)
				45.	ANJAW	(16)
				46.	Lepa Rada	(17)
				47.	Namsai	(18)
				48.	Longding	(19)
				49.	Siang	(20)
				50.	Lower Siang	(21)
				51.	Shi Yomi	(22)
6.	Assam	181	Plains Eastern	52.	Lakhimpur	(08)
	(18)			53.	Dhemaji	(09)
				54.	Tinsukia	(10)
				55.	Dibrugarh	(11)
				56.	Sivasagar	(12)
				57.	Jorhat	(13)
				58.	Golaghat	(14)
				59.	Charaideo	(30)
				60.	Majuli	(33)
7.		182	Plains Western	61.	Kokrajhar	(01)
				62.	Dhubri	(02)
				63.	Goalpara	(03)
				64.	Barpeta	(04)
				65.	Bongaigaon	(20)
				66.	Chirang	(21)
				67.	Kamrup	(22)
				68.	Kamrup Metropolitan	(23)
				69.	Nalbari	(24)
				70.	Baksa	(25)
				71.	South Salmara Mankachar	(31)
8.		183	Cachar Plain	72.	Karbi Anglong	(15)
				73.	Dima Hasao	(16)
				74.	Cachar	(17)
				75.	Karimganj	(18)
				76.	Hailakandi	(19)
				77.	West karbi Anglong	(29)
9.		184	Central Brahmaputra Plains	78.	Morigaon	(05)
				79.	Nagaon	(06)
				80.	Sonitpur	(07)
				81.	Darrang	(26)
				82.	Udalguri	(27)
				83.	Hojai	(28)
				84.	Biswanath	(32)
10.	Bihar	101	Northern	85.	Pashchim Champaran	(01)
	(10)			86.	Purba Champaran	(02)
				87.	Sheohar	(03)
				88.	Sitamarhi	(04)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				89.	Madhubani	(05)
				90.	Supaul	(06)
				91.	Araria	(07)
				92.	Kishanganj	(08)
				93.	Purnia	(09)
				94.	Katihar	(10)
				95.	Madhepura	(11)
				96.	Saharsa	(12)
				97.	Darbhanga	(13)
				98.	Muzaffarpur	(14)
				99.	Gopalganj	(15)
				100.	Siwan	(16)
				101.	Saran	(17)
				102.	Vaishali	(18)
				103.	Samastipur	(19)
				104.	Begusarai	(20)
				105.	Khagaria	(21)
11.		102	Central	106.	Bhagalpur	(22)
				107.	Banka	(23)
				108.	Munger	(24)
				109.	Lakhisarai	(25)
				110.	Sheikhpura	(26)
				111.	Nalanda	(27)
				112.	Patna	(28)
				113.	Bhojpur	(29)
				114.	Buxar	(30)
				115.	Kaimur (Bhabua)	(31)
				116.	Rohtas	(32)
				117.	Aurangabad	(33)
				118.	Gaya	(34)
				119.	Nawada	(35)
				120.	Jamui	(36)
				121.	Jehanabad	(37)
				122.	Arwal	(38)
12.	Chandigarh (04)	041	Chandigarh	123.	Chandigarh	(01)
13.	Chhattisgarh (22)	221	Northern Chhattisgarh	124.	Korea	(01)
				125.	Surguja	(02)
				126.	Surajpur	(26)
				127.	Balrampur-Ramanujganj	(27)
14.		222	Mahanadi Basin	128.	Jashpur	(03)
				129.	Raigarh	(04)
				130.	Korba	(05)
				131.	Janjgir-Champa	(06)
				132.	Bilaspur	(07)
				133.	Kabeerdham	(08)
				134.	Rajnandgaon	(09)
				135.	Durg	(10)
				136.	Raipur	(11)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				137.	Mahasamund	(12)
				138.	Dhamtari	(13)
				139.	Balodabazar-Bhatapara	(19)
				140.	Gariyaband	(20)
				141.	Bemetara	(23)
				142.	Balod	(24)
				143.	Mungeli	(25)
15.		223	Southern	144.	Uttar Bastar Kanker	(14)
			Chhattisgarh	145.	Bastar	(15)
				146.	Narayanpur	(16)
				147.	Dakshin Bastar Dantewada	(17)
				148.	Bijapur	(18)
				149.	Kondagaon	(21)
				150.	Sukma	(22)
16.	Dadra & Nagar Haveli and Daman and Diu (25)	251	Dadra & Nagar Haveli and Daman and Diu	151.	Diu	(01)
				152.	Daman	(02)
				153.	Dadra & Nagar Haveli	(03)
17.	Delhi	071	Delhi	154.	North West	(01)
	(07)			155.	North	(02)
				156.	North East	(03)
				157.	East	(04)
				158.	New Delhi	(05)
				159.	Central	(06)
				160.	West	(07)
				161.	South West	(08)
				162.	South	(09)
				163.	Shahdara	(10)
				164.	South East	(11)
18.	Goa	301	Goa	165.	North Goa	(01)
	(30)			166.	South Goa	(02)
19.	Gujarat	241	South Eastern	167.	Panch Mahals	(17)
	(24)			168.	Dohad	(18)
				169.	Vadodara	(19)
				170.	Narmada	(20)
				171.	Bharuch	(21)
				172.	Dang	(22)
				173.	Navsari	(23)
				174.	Valsad	(24)
				175.	Surat	(25)
				176.	Tapi	(26)
				177.	Chhota Udepur	(29)
				178.	Mahisagar	(32)
20.		242	Plains Northern	179.	Mahesana	(04)
				180.	Sabar Kantha	(05)
				181.	Gandhinagar	(06)
				182.	Ahmadabad	(07)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				183.	Anand	(15)
				184.	Kheda	(16)
				185.	Arvalli	(27)
21.		243	Dry areas	186.	Banas Kantha	(02)
				187.	Patan	(03)
22.		244	Kachchh	188.	Kachchh	(01)
23.		245	Saurashtra	189.	Surendranagar	(08)
				190.	Rajkot	(09)
				191.	Jamnagar	(10)
				192.	Porbandar	(11)
				193.	Junagadh	(12)
				194.	Amreli	(13)
				195.	Bhavnagar	(14)
				196.	Botad	(28)
				197.	Devbhumi Dwarka	(30)
				198.	Gir Somnath	(31)
				199.	Morbi	(33)
24.	Haryana	061	Eastern	200.	Panchkula	(01)
	(06)			201.	Ambala	(02)
				202.	Yamunanagar	(03)
				203.	Kurukshetra	(04)
				204.	Kaithal	(05)
				205.	Karnal	(06)
				206.	Panipat	(07)
				207.	Sonapat	(08)
				208.	Rohtak	(14)
				209.	Jhajjar	(15)
				210.	Gurugram	(18)
				211.	Nuh (Mewat)	(19)
				212.	Faridabad	(20)
				213.	Palwal	(21)
25.		062	Western	214.	Jind	(09)
				215.	Fatehabad	(10)
				216.	Sirsa	(11)
				217.	Hisar	(12)
				218.	Bhiwani	(13)
				219.	Mahendragarh	(16)
				220.	Rewari	(17)
				221.	Charkhi Dadri	(22)
26.	Himachal	021	Central	222.	Kangra	(02)
	Pradesh			223.	Kullu	(04)
	(02)			224.	Mandi	(05)
				225.	Hamirpur	(06)
				226.	Una	(07)
27.		022	Trans Himalayan	227.	Chamba	(01)
			& Southern	228.	Lahul & Spiti	(03)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				229.	Bilaspur	(08)
				230.	Solan	(09)
				231.	Sirmaur	(10)
				232.	Shimla	(11)
				233.	Kinnaur	(12)
28.	Jammu &	011	Mountainous	234.	Kathua	(07)
	Kashmir			235.	Jammu	(21)
	(01)			236.	Samba	(22)
29.		012	Outer Hills	237.	Poonch	(05)
				238.	Rajouri	(06)
				239.	Doda	(16)
				240.	Ramban	(17)
				241.	Kishtwar	(18)
				242.	Udhampur	(19)
				243.	Reasi	(20)
30.		013	Jhelam Valley	244.	Kupwara	(01)
				245.	Budgam	(02)
				246.	Baramulla	(08)
				247.	Bandipore	(09)
				248.	Srinagar	(10)
				249.	Ganderbal	(11)
				250.	Pulwama	(12)
				251.	Shopian	(13)
				252.	Anantnag	(14)
				253.	Kulgam	(15)
31.	Jharkhand	201	Ranchi Plateau	254.	Garhwa	(01)
	(20)			255.	Lohardaga	(11)
				256.	Purbi Singhbhum	(12)
				257.	Palamu	(13)
				258.	Latehar	(14)
				259.	Ranchi	(19)
				260.	Khunti	(20)
				261.	Gumla	(21)
				262.	Simdega	(22)
				263.	Pashchimi Singhbhum	(23)
				264.	Saraikela-Kharsawan	(24)
32.		202	Hazaribagh Plateau	265.	Chatra	(02)
				266.	Koderma	(03)
				267.	Giridih	(04)
				268.	Deoghar	(05)
				269.	Godda	(06)
				270.	Sahibganj	(07)
				271.	Pakur	(08)
				272.	Dhanbad	(09)
				273.	Bokaro	(10)
				274.	Hazaribagh	(15)
				275.	Ramgarh	(16)
				276.	Dumka	(17)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				277.	Jamtara	(18)
33.	Karnataka	291	Coastal & Ghats	278.	Uttara Kannada	(09)
	(29)			279.	Udupi	(15)
				280.	Dakshina Kannada	(21)
34.		292	Inland Eastern	281.	Shivamogga	(14)
				282.	Chikkamagaluru	(16)
				283.	Hassan	(20)
				284.	Kodagu	(22)
35.		293	Inland Southern	285.	Tumakuru	(17)
				286.	Bengaluru (Urban)	(18)
				287.	Mandya	(19)
				288.	Mysuru	(23)
				289.	Chamarajanagar	(24)
				290.	Kolar	(27)
				291.	Chikkaballapura	(28)
				292.	Bengaluru (Rural)	(29)
				293.	Ramanagara	(30)
36.		294	Inland Northern	294.	Belagavi	(01)
				295.	Bagalkote	(02)
				296.	Bijapur	(03)
				297.	Bidar	(04)
				298.	Raichur	(05)
				299.	Koppal	(06)
				300.	Gadag	(07)
				301.	Dharwad	(08)
				302.	Haveri	(10)
				303.	Ballari	(11)
				304.	Chitradurga	(12)
				305.	Davanagere	(13)
				306.	Kalaburagi	(25)
				307.	Yadgir	(26)
				308.	Vijayanagara	(31)
37.	Kerala	321	Northern	309.	Kasaragod	(01)
	(32)			310.	Kannur	(02)
				311.	Wayanad	(03)
				312.	Kozhikode	(04)
				313.	Malappuram	(05)
				314.	Palakkad	(06)
38.		322	Southern	315.	Thrissur	(07)
				316.	Ernakulam	(08)
				317.	Idukki	(09)
				318.	Kottayam	(10)
				319.	Alappuzha	(11)
				320.	Pathanamthitta	(12)
				321.	Kollam	(13)
				322.	Thiruvananthapuram	(14)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
39.	Ladakh	371	Ladakh	323.	Leh	(01)
	(37)			324.	Kargil	(02)
40.	Lakshadweep	311	Lakshadweep	325.	Lakshadweep	(01)
	(31)					
41.	Madhya Pradesh	231	Vindhya	326.	Tikamgarh	(07)
	(23)			327.	Chhatarpur	(08)
				328.	Panna	(09)
				329.	Satna	(12)
				330.	Rewa	(13)
				331.	Umaria	(14)
				332.	Shahdol	(43)
				333.	Anuppur	(44)
				334.	Sidhi	(45)
				335.	Singrauli	(46)
				336.	Niwari	(51)
42.		232	Central	337.	Sagar	(10)
				338.	Damoh	(11)
				339.	Vidisha	(26)
				340.	Bhopal	(27)
				341.	Sehore	(28)
				342.	Raisen	(29)
43.		233	Malwa	343.	Neemuch	(15)
				344.	Mandsaur	(16)
				345.	Ratlam	(17)
				346.	Ujjain	(18)
				347.	Shajapur	(19)
				348.	Dewas	(20)
				349.	Dhar	(21)
				350.	Indore	(22)
				351.	Rajgarh	(25)
				352.	Jhabua	(47)
				353.	Alirajpur	(48)
				354.	Agar Malwa	(52)
44.		234	South	355.	Katni	(33)
				356.	Jabalpur	(34)
				357.	Narsimhapur	(35)
				358.	Dindori	(36)
				359.	Mandla	(37)
				360.	Chhindwara	(38)
				361.	Seoni	(39)
				362.	Balaghat	(40)
45.		235	South Western	363.	Khargone (West Nimar)	(23)
				364.	Barwani	(24)
				365.	Betul	(30)
				366.	Harda	(31)
				367.	Narmadapuram	(32)
				368.	Khandwa (East Nimar)	(49)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				369.	Burhanpur	(50)
46.		236	Northern	370.	Sheopur	(01)
				371.	Morena	(02)
				372.	Bhind	(03)
				373.	Gwalior	(04)
				374.	Datia	(05)
				375.	Shivpuri	(06)
				376.	Guna	(41)
				377.	Ashoknagar	(42)
47.	Maharashtra (27)	271	Coastal	378.	Thane	(21)
				379.	Mumbai Suburban	(22)
				380.	Mumbai	(23)
				381.	Raigad	(24)
				382.	Ratnagiri	(32)
				383.	Sindhudurg	(33)
				384.	Palghar	(36)
48.		272	Inland Western	385.	Pune	(25)
				386.	Ahmednagar	(26)
				387.	Solapur	(30)
				388.	Satara	(31)
				389.	Kolhapur	(34)
				390.	Sangli	(35)
49.		273	Inland Northern	391.	Nandurbar	(01)
				392.	Dhule	(02)
				393.	Jalgaon	(03)
				394.	Nashik	(20)
50.		274	Inland Central	395.	Nanded	(15)
				396.	Hingoli	(16)
				397.	Parbhani	(17)
				398.	Jalna	(18)
				399.	Chhatrapati Sambhajinagar	(19)
				400.	Beed	(27)
				401.	Latur	(28)
				402.	Dharashiv	(29)
51.		275	Inland Eastern	403.	Buldhana	(04)
				404.	Akola	(05)
				405.	Washim	(06)
				406.	Amravati	(07)
				407.	Wardha	(08)
				408.	Nagpur	(09)
				409.	Yavatmal	(14)
52.		276	Eastern	410.	Bhandara	(10)
				411.	Gondia	(11)
				412.	Gadchiroli	(12)
				413.	Chandrapur	(13)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
53.	Manipur (14)	141	Plains	414.	Bishnupur	(04)
				415.	Thoubal	(05)
				416.	Imphal West	(06)
				417.	Imphal East	(07)
				418.	Jiribam	(10)
				419.	Kakching	(13)
54.		142	Hills	420.	Senapati	(01)
				421.	Tamenglong	(02)
				422.	Churachandpur	(03)
				423.	Ukhrul	(08)
				424.	Chandel	(09)
				425.	Kangpokpi	(11)
				426.	Tengnoupal	(12)
55.	Meghalaya (17)	171	Meghalaya	427.	West Garo Hills	(01)
				428.	East Garo Hills	(02)
				429.	South Garo Hills	(03)
				430.	West Khasi Hills	(04)
				431.	Ribhoi	(05)
				432.	East Khasi Hills	(06)
				433.	North Garo Hills	(08)
				434.	South West Garo Hills	(09)
				435.	South West Khasi Hills	(10)
				436.	West Jaintia Hills	(11)
				437.	East Jaintia Hills	(12)
				438.	Eastern West Khasi Hills	(13)
56.	Mizoram (15)	151	Mizoram	439.	Mamit	(01)
				440.	Kolasib	(02)
				441.	Aizwal	(03)
				442.	Champhai	(04)
				443.	Serchhip	(05)
				444.	Lunglei	(06)
				445.	Lawngtlai	(07)
				446.	Saiha	(08)
57.	Nagaland (13)	131	Nagaland	447.	Mon	(01)
				448.	Mokokchung	(02)
				449.	Zunheboto	(03)
				450.	Wokha	(04)
				451.	Dimapur	(05)
				452.	Phek	(06)
				453.	Tuensang	(07)
				454.	Longleng	(08)
				455.	Kiphire	(09)
				456.	Kohima	(10)
				457.	Peren	(11)
				458.	Niuland	(12)
				459.	Chumukedima	(13)
58.	Odisha	211	Coastal	460.	Baleshwar	(08)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	(21)			461.	Bhadrak	(09)
				462.	Kendrapara	(10)
				463.	Jagatsinghapur	(11)
				464.	Cuttack	(12)
				465.	Jajapur	(13)
				466.	Nayagarh	(16)
				467.	Khordha	(17)
				468.	Puri	(18)
59.		212	Southern	469.	Ganjam	(19)
				470.	Gajapati	(20)
				471.	Kandhamal	(21)
				472.	Boudh	(22)
				473.	Subarnapur	(23)
				474.	Balangir	(24)
				475.	Nuapada	(25)
				476.	Kalahandi	(26)
				477.	Rayagada	(27)
				478.	Nabarangpur	(28)
				479.	Koraput	(29)
				480.	Malkangiri	(30)
60.		213	Northern	481.	Bargarh	(01)
				482.	Jharsuguda	(02)
				483.	Sambalpur	(03)
				484.	Deogarh	(04)
				485.	Sundargarh	(05)
				486.	Kendujhar	(06)
				487.	Mayurbhanj	(07)
				488.	Dhenkanal	(14)
				489.	Anugul	(15)
61.	Puducherry (34)	341	Puducherry	490.	Yanam	(01)
				491.	Puducherry	(02)
				492.	Mahe	(03)
				493.	Karaikal	(04)
62.	Punjab (03)	031	Northern	494.	Gurdaspur	(01)
				495.	Kapurthala	(02)
				496.	Jalandhar	(03)
				497.	Hoshiarpur	(04)
				498.	Shahid Bhagat Singh Nagar	(05)
				499.	Amritsar	(15)
				500.	Tarn Taran	(16)
				501.	Rupnagar	(17)
				502.	Sahibzada Ajit Singh Nagar	(18)
				503.	Pathankot	(21)
63.		032	Southern	504.	Fatehgarh Sahib	(06)
				505.	Ludhiana	(07)
				506.	Moga	(08)
				507.	Ferozepur	(09)
				508.	Sri Muktsar Sahib	(10)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				509.	Faridkot	(11)
				510.	Bathinda	(12)
				511.	Mansa	(13)
				512.	Patiala	(14)
				513.	Sangrur	(19)
				514.	Barnala	(20)
				515.	Fazilka	(22)
64.	Rajasthan	081	Western	516.	Bikaner	(03)
	(08)			517.	Jodhpur	(15)
				518.	Jaisalmer	(16)
				519.	Barmer	(17)
				520.	Jalore	(18)
				521.	Sirohi	(19)
				522.	Pali	(20)
65.		082	North- Eastern	523.	Alwar	(06)
				524.	Bharatpur	(07)
				525.	Dholpur	(08)
				526.	Karauli	(09)
				527.	Sawai Madhopur	(10)
				528.	Dausa	(11)
				529.	Jaipur	(12)
				530.	Ajmer	(21)
				531.	Tonk	(22)
				532.	Bhilwara	(24)
66.		083	Southern	533.	Rajsamand	(25)
				534.	Dungarpur	(26)
				535.	Banswara	(27)
				536.	Udaipur	(32)
67.		084	South- Eastern	537.	Bundi	(23)
				538.	Chittorgarh	(28)
				539.	Kota	(29)
				540.	Baran	(30)
				541.	Jhalawar	(31)
				542.	Pratapgarh	(33)
68.		085	Northern	543.	Sri Ganganagar	(01)
				544.	Hanumangarh	(02)
				545.	Churu	(04)
				546.	Jhunjhunu	(05)
				547.	Sikar	(13)
				548.	Nagaur	(14)
69.	Sikkim	111	Sikkim	549.	Mangan District	(01)
	(11)			550.	Soreng District	(02)
				551.	Namchi District	(03)
				552.	Gangtok District	(04)
				553.	Pakyong District	(05)
				554.	Gyalshing District	(06)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
70.	Tamil Nadu (33)	331	Coastal Northern	555.	Thiruvallur	(01)
				556.	Chennai	(02)
				557.	Kancheepuram	(03)
				558.	Vellore	(04)
				559.	Tiruvannamalai	(05)
				560.	Viluppuram	(06)
				561.	Cuddalore	(16)
				562.	Chengalpattu	(33)
				563.	Kallakurichi	(34)
				564.	Ranipet	(35)
				565.	Tirupathur	(36)
71.		332	Coastal	566.	Karur	(12)
				567.	Tiruchirappalli	(13)
				568.	Perambalur	(14)
				569.	Ariyalur	(15)
				570.	Nagapattinam	(17)
				571.	Thiruvarur	(18)
				572.	Thanjavur	(19)
				573.	Pudukkottai	(20)
				574.	Mayiladuthurai	(38)
72.		333	Southern	575.	Dindigul	(11)
				576.	Sivaganga	(21)
				577.	Madurai	(22)
				578.	Theni	(23)
				579.	Virudhunagar	(24)
				580.	Ramanathapuram	(25)
				581.	Thoothukudi	(26)
				582.	Tirunelveli	(27)
				583.	Kanniyakumari	(28)
				584.	Tenkasi	(37)
73.		334	Inland	585.	Salem	(07)
				586.	Namakkal	(08)
				587.	Erode	(09)
				588.	The Nilgiris	(10)
				589.	Dharmapuri	(29)
				590.	Krishnagiri	(30)
				591.	Coimbatore	(31)
				592.	Tiruppur	(32)
74.	Telangana (36)	361	Inland	593.	Adilabad	(01)
			North Western	594.	Kumuram Bheem Asifabad	(02)
				595.	Mancherial	(03)
				596.	Nirmal	(04)
				597.	Nizamabad	(05)
				598.	Kamareddy	(15)
				599.	Sangareddy	(16)
				600.	Medak	(17)
				601.	Siddipet	(18)
				602.	Medchal-Malkajgiri	(21)
				603.	Hyderabad	(22)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				604.	Rangareddy	(23)
				605.	Vikarabad	(24)
				606.	Mahbubnagar	(25)
				607.	Jogulamba Gadwal	(26)
				608.	Wanaparthy	(27)
				609.	Nagarkurnool	(28)
				610.	Narayanpet	(33)
75.		362	Inland North Eastern	611.	Jagtial	(06)
				612.	Peddapalli	(07)
				613.	Jayashankar Bhupalpally	(08)
				614.	Bhadradi Kothagudem	(09)
				615.	Mahabubabad	(10)
				616.	Warangal	(11)
				617.	Hanamkonda	(12)
				618.	Karimnagar	(13)
				619.	Rajanna Sircilla	(14)
				620.	Jangaon	(19)
				621.	Yadadri Bhuvanagiri	(20)
				622.	Nalgonda	(29)
				623.	Suryapet	(30)
				624.	Khammam	(31)
				625.	Mulugu	(32)
76.	Tripura	161	Tripura	626.	West Tripura	(01)
	(16)			627.	South Tripura	(02)
				628.	Dhalai	(03)
				629.	North Tripura	(04)
				630.	Unakoti	(05)
				631.	Khowai	(06)
				632.	Sepahijala	(07)
				633.	Gomati	(08)
77.	Uttarakhand	051	Uttarakhand	634.	Uttarkashi	(01)
	(05)			635.	Chamoli	(02)
				636.	Rudraprayag	(03)
				637.	Tehri Garhwal	(04)
				638.	Dehradun	(05)
				639.	Pauri Garhwal	(06)
				640.	Pithoragarh	(07)
				641.	Bageshwar	(08)
				642.	Almora	(09)
				643.	Champawat	(10)
				644.	Nainital	(11)
				645.	Udham Singh Nagar	(12)
				646.	Haridwar	(13)
78.	Uttar Pradesh	091	Northern Upper	647.	Saharanpur	(01)
	(09)		Ganga Plains	648.	Muzaffarnagar	(02)
				649.	Bijnor	(03)
				650.	Moradabad	(04)
				651.	Rampur	(05)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				652.	Shamli	(72)
				653.	Sambhal	(74)
79.		092	Central	654.	Amroha	(06)
				655.	Meerut	(07)
				656.	Baghpat	(08)
				657.	Ghaziabad	(09)
				658.	Gautam Buddha Nagar	(10)
				659.	Sitapur	(23)
				660.	Hardoi	(24)
				661.	Unnao	(25)
				662.	Lucknow	(26)
				663.	Rae Bareli	(27)
				664.	Kanpur Dehat	(32)
				665.	Kanpur Nagar	(33)
				666.	Fatehpur	(41)
				667.	Bara Banki	(45)
				668.	Hapur	(73)
				669.	Amethi	(75)
80.		093	Eastern	670.	Pratapgarh	(42)
				671.	Kaushambi	(43)
				672.	Prayagraj	(44)
				673.	Ayodhya	(46)
				674.	Ambedkar Nagar	(47)
				675.	Sultanpur	(48)
				676.	Bahraich	(49)
				677.	Shrawasti	(50)
				678.	Balrampur	(51)
				679.	Gonda	(52)
				680.	Siddharthnagar	(53)
				681.	Basti	(54)
				682.	Sant Kabir Nagar	(55)
				683.	Maharajganj	(56)
				684.	Gorakhpur	(57)
				685.	Kushinagar	(58)
				686.	Deoria	(59)
				687.	Azamgarh	(60)
				688.	Mau	(61)
				689.	Ballia	(62)
				690.	Jaunpur	(63)
				691.	Ghazipur	(64)
				692.	Chandauli	(65)
				693.	Varanasi	(66)
				694.	Sant Ravidas Nagar (Bhadohi)	(67)
				695.	Mirzapur	(68)
				696.	Sonbhadra	(69)
				669.	Amethi	(75)
81.		094	Southern	697.	Jalaun	(34)
				698.	Jhansi	(35)
				699.	Lalitpur	(36)
				700.	Hamirpur	(37)

Sl. No.	State / U.T. (Code)	NSS Region		Detailed Composition of Region		
		Code	Description	Sl. No.	Name of District	Code
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				701.	Mahoba	(38)
				702.	Banda	(39)
				703.	Chitrakoot	(40)
82.		095	Southern Upper	704.	Bulandshahr	(11)
			Ganga Plains	705.	Aligarh	(12)
				706.	Hathras	(13)
				707.	Mathura	(14)
				708.	Agra	(15)
				709.	Firozabad	(16)
				710.	Mainpuri	(17)
				711.	Budaun	(18)
				712.	Bareilly	(19)
				713.	Pilibhit	(20)
				714.	Shahjahanpur	(21)
				715.	Kheri	(22)
				716.	Farrukhabad	(28)
				717.	Kannauj	(29)
				718.	Etawah	(30)
				719.	Auraiya	(31)
				720.	Etah	(70)
				721.	Kasganj	(71)
				653.	Sambhal	(74)
83.	West Bengal	191	Himalayan	722.	Darjeeling	(01)
	(19)			723.	Jalpaiguri	(02)
				724.	Cooch Behar	(03)
				725.	Alipurduar	(20)
				726.	Kalimpong	(21)
84.		192	Eastern Plains	727.	Uttar Dinajpur	(04)
				728.	Dakshin Dinajpur	(05)
				729.	Malda	(06)
				730.	Murshidabad	(07)
				731.	Birbhum	(08)
				732.	Nadia	(10)
85.		193	Southern Plains	733.	North Twenty Four Parganas	(11)
				734.	Kolkata	(16)
				735.	South Twenty Four Parganas	(17)
86.		194	Central Plains	736.	Purba Bardhaman	(09)
				737.	Hooghly	(12)
				738.	Howrah	(15)
				739.	Paschim Bardhaman	(23)
87.		195	Western Plains	740.	Bankura	(13)
				741.	Purulia	(14)
				742.	Paschim Medinipur	(18)
				743.	Purba Medinipur	(19)
				744.	Jhargram	(22)

APPENDIX - II
LIST OF FOD SUB-REGIONS

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Cuddapah (281)	1.	Cuddapah	2810	1.	Y.S.R. (Cuddapah)	10	Andhra Pradesh (28)
					2.	Chittoor	13	
					3.	Annamayya	17	
					4.	Tirupathi	16	
		2.	Anantapur	2811	5.	Ananthapuramu	12	
					6.	Sri Satya Sai	19	
		3.	Guntur	2812	7.	Guntur	07	
					8.	Palnadu	14	
					9.	Bapatla	15	
		4.	Kurnool	2813	10.	Kurnool	11	
					11.	Nandyal	18	
		5.	Nellore	2814	12.	Prakasam	08	
					13.	Sri Potti Sriramulu Nellore	09	
2.	Vijayawada (282)	10.	Vijayawada	2820	14.	West Godavari	05	Andhra Pradesh (28)
					15.	Krishna	06	
					16.	Eluru	23	
					17.	Ntr	26	
		11.	Kakinada	2821	18.	East Godavari	04	
					19.	Dr. Br Ambedkar Konaseema	22	
					20.	Kakinada	24	
					21.	Yanam	01	Puducherry (34)
		12.	Visakhapatnam	2822	22.	Srikakulam	01	Andhra Pradesh (28)
					23.	Vizianagaram	02	
					24.	Visakhapatnam	03	
					25.	Alluri Sitharama Raju	20	
					26.	Anakapalli	21	
					27.	Parvathipuram Manyam	25	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3.	Guwahati (181)	13.	Guwahati	1810	28.	Kokrajhar	01	Assam (18)
					29.	Dhubri	02	
					30.	Goalpara	03	
					31.	Barpeta	04	
					32.	Bongaigaon	20	
					33.	Chirang	21	
					34.	Kamrup	22	
					35.	Kamrup Metropolitan	23	
					36.	Nalbari	24	
					37.	Baksa	25	
					38.	South Salma Mankachar	31	
		14.	Silchar	1811	39.	Karbi Anglong	15	
					40.	Dima Hasao	16	
					41.	Cachar	17	
					42.	Karimganj	18	
					43.	Hailakandi	19	
					44.	West Karbi angling	29	
4.	Dibrugarh (182)	15.	Dibrugarh	1820	45.	Tinsukia	10	Assam (18)
					46.	Dibrugarh	11	
		16.	Jorhat	1821	47.	Morigaon	05	
					48.	Nagaon	06	
					49.	Sivasagar	12	
					50.	Jorhat	13	
					51.	Golaghat	14	
					52.	Hojai	28	
					53.	Charaideo	30	
					54.	Majuli	33	
		17.	Tezpur	1822	55.	Sonitpur	07	
					56.	Lakhimpur	08	
					57.	Dhemaji	09	
					58.	Darrang	26	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					59.	Udalguri	27	Assam (18)
					60.	Biswanath	32	
5.	Muzaffarpur (101)	18.	Muzaffarpur	1010	61.	Sheohar	03	Bihar (10)
					62.	Sitamarhi	04	
					63.	Muzaffarpur	14	
					64.	Saran	17	
					65.	Vaishali	18	
		19.	Darbhanga	1011	66.	Madhubani	05	
					67.	Darbhanga	13	
					68.	Samastipur	19	
					69.	Begusarai	20	
		20.	Motihari	1012	70.	Pashchim Champaran	01	
					71.	Purba Champaran	02	
					72.	Gopalganj	15	
					73.	Siwan	16	
		21.	Purnia	1013	74.	Supaul	06	
					75.	Araria	07	
					76.	Kishanganj	08	
					77.	Purnia	09	
					78.	Katihar	10	
					79.	Madhepura	11	
					80.	Saharsa	12	
					81.	Khagaria	21	
6.	Patna (102)	22.	Patna	1020	82.	Nalanda	27	Bihar (10)
					83.	Patna	28	
					84.	Bhojpur	29	
					85.	Buxar	30	
					86.	Kaimur (Bhabua)	31	
					87.	Rohtas	32	
		23.	Bhagalpur	1021	88.	Bhagalpur	22	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					89.	Banka	23	Bihar (10)
					90.	Munger	24	
					91.	Lakhisarai	25	
					92.	Sheikhpura	26	
					93.	Jamui	36	
		24.	Gaya	1022	94.	Aurangabad	33	
					95.	Gaya	34	
					96.	Nawada	35	
					97.	Jehanabad	37	
					98.	Arwal	38	
7.	Raipur (221)	25.	Raipur	2210	99.	Raipur	11	Chhattisgarh (22)
					100.	Mahasamund	12	
					101.	Dhamtari	13	
					102.	Uttar Bastar Kanker	14	
					103.	Bastar	15	
					104.	Narayanpur	16	
					105.	Dakshin Bastar Dantewada	17	
					106.	Bijapur	18	
					107.	Balodabazar-Bhatapara	19	
					108.	Gariyaband	20	
					109.	Kondagaon	21	
					110.	Sukma	22	
		26.	Ambikapur	2211	111.	Korea	01	
					112.	Surguja	02	
					113.	Jashpur	03	
					114.	Surajpur	26	
					115.	Balrampur-Ramanujganj	27	
		27.	Bilaspur	2212	116.	Raigarh	04	
					117.	Korba	05	
					118.	Janjgir-Champa	06	
					119.	Bilaspur	07	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					120.	Mungeli	25	Chhattisgarh (22)
		28.	Durg	2213	121.	Kabeerdham	08	
					122.	Rajnandgaon	09	
					123.	Durg	10	
					124.	Bemetara	23	
					125.	Balod	24	
8.	Ahmedabad (241)	29.	Ahmedabad	2410	126.	Gandhinagar	06	Gujarat (24)
					127.	Ahmadabad	07	
		30.	Bhavnagar	2411	128.	Amreli	13	
					129.	Bhavnagar	14	
					130.	Botad	28	
					131.	Diu	01	D & N Haveli and Daman & Diu (25)
		31.	Jamnagar	2412	132.	Jamnagar	10	Gujarat (24)
					133.	Porbandar	11	
					134.	Devbhumi Dwarka	30	
		32.	Rajkot	2413	135.	Rajkot	09	
					136.	Junagadh	12	
					137.	Gir Somnath	31	
					138.	Morbi	33	
		33.	Surendranagar	2414	139.	Kachchh	01	
					140.	Surendranagar	08	
9.	Vadodara (242)	34.	Vadodara	2420	141.	Panch Mahals	17	Gujarat (24)
					142.	Dohad	18	
					143.	Vadodara	19	
					144.	Narmada	20	
					145.	Bharuch	21	
					146.	Chhota Udepur	29	
					147.	Mahisagar	32	
		35.	Mahesana	2421	148.	Banas Kantha	02	
					149.	Patan	03	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					150.	Mahesana	04	Gujarat (24)
		36.	Nadiad	2422	151.	Sabar Kantha	05	
					152.	Anand	15	
					153.	Kheda	16	
					154.	Arvalli	27	
		37.	Surat	2423	155.	Dang	22	
					156.	Surat	25	
					157.	Tapi	26	
		38.	Valsad	2424	158.	Navsari	23	
					159.	Valsad	24	
					160.	Daman	02	D & N Haveli and Daman & Diu (25)
					161.	Dadra & Nagar Haveli	03	
10.	Panaji (301)	39.	Panaji	3010	162.	North Goa	01	Goa (30)
					163.	South Goa	02	
11.	Chandigarh (061)	40.	Chandigarh	0610	164.	Chandigarh	01	Chandigarh (04)
					165.	Panchkula	01	Haryana (06)
		41.	Ambala	0611	166.	Ambala	02	
					167.	Yamunanagar	03	
					168.	Kurukshetra	04	
					169.	Kaithal	05	
		42.	Hisar	0612	170.	Fatehabad	10	
					171.	Sirsa	11	
					172.	Hisar	12	
					173.	Bhiwani	13	
					174.	Charkhi Dadri	22	
		43.	Karnal	0613	175.	Karnal	06	
					176.	Panipat	07	
					177.	Sonipat	08	
					178.	Jind	09	
		44.	Rohtak	0614	179.	Rohtak	14	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					180.	Jhajjar	15	Haryana (06)
					181.	Mahendragarh	16	
					182.	Rewari	17	
		45.	Faridabad	0615	183.	Gurugram	18	
					184.	Nuh (Mewat)	19	
					185.	Faridabad	20	
					186.	Palwal	21	
12.	Shimla (021)	46.	Shimla	0210	187.	Solan	09	Himachal Pradesh (02)
					188.	Sirmaur	10	
					189.	Shimla	11	
					190.	Kinnaur	12	
		47.	Hamirpur	0211	191.	Hamirpur	06	
					192.	Una	07	
					193.	Bilaspur	08	
		48.	Dharamshala	0212	194.	Chamba	01	
					195.	Kangra	02	
		49.	Mandi	0213	196.	Lahul & Spiti	03	
					197.	Kullu	04	
					198.	Mandi	05	
13.	Jammu (011)	50.	Jammu	0110	199.	Poonch	05	Jammu & Kashmir (01)
					200.	Rajouri	06	
					201.	Kathua	07	
					202.	Jammu	21	
					203.	Samba	22	
		51.	Udhampur	0111	204.	Doda	16	
					205.	Ramban	17	
					206.	Kishtwar	18	
					207.	Udhampur	19	
					208.	Reasi	20	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
14.	Srinagar (012)	52.	Srinagar	0120	209.	Budgam	02	Jammu & Kashmir (01)
					210.	Srinagar	10	
					211.	Ganderbal	11	
					212.	Leh	01	
					213.	Kargil	02	Ladakh (37)
		53.	Anantnag	0121	214.	Pulwama	12	
					215.	Shopian	13	Jammu & Kashmir (01)
					216.	Anantnag	14	
					217.	Kulgam	15	
		54.	Baramula	0122	218.	Kupwara	01	
					219.	Baramulla	08	
					220.	Bandipore	09	
15.	Ranchi (201)	55.	Ranchi	2010	221.	Lohardaga	11	Jharkhand (20)
					222.	Ranchi	19	
					223.	Khunti	20	
					224.	Gumla	21	
					225.	Simdega	22	
		56.	Dumka	2011	226.	Deoghar	05	
					227.	Godda	06	
					228.	Sahibganj	07	
					229.	Pakur	08	
					230.	Dumka	17	
		57.	Hazaribagh	2012	231.	Chatra	02	
					232.	Koderma	03	
					233.	Hazaribagh	15	
					234.	Ramgarh	16	
		58.	Jamshedpur	2013	235.	Purbi Singhbhum	12	
					236.	Pashchimi Singhbhum	23	
					237.	Saraikela-Kharsawan	24	
		59.	Daltonganj	2014	238.	Garhwa	01	
					239.	Palamu	13	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					240.	Latehar	14	Jharkhand (20)
		60.	Dhanbad	2015	241.	Giridih	04	
					242.	Dhanbad	09	
					243.	Bokaro	10	
					244.	Jamtara	18	
16.	Bangalore (291)	61.	Bangalore	2910	245.	Tumakuru	17	Karnataka (29)
					246.	Bengaluru (Urban)	18	
					247.	Kolar	27	
					248.	Chikkaballapura	28	
					249.	Bengaluru (Rural)	29	
					250.	Ramanagara	30	
		62.	Mangalore	2911	251.	Udupi	15	
					252.	Hassan	20	
					253.	Dakshina Kannada	21	
					254.	Kodagu	22	
		63.	Mysore	2912	255.	Mandya	19	
					256.	Mysuru	23	
					257.	Chamarajanagar	24	
		64.	Shimoga	2913	258.	Shivamogga	14	
					259.	Chikkamagaluru	16	
17.	Hubli (292)	65.	Hubli	2920	260.	Gadag	07	Karnataka (29)
					261.	Dharwad	08	
					262.	Uttara Kannada	09	
					263.	Haveri	10	
					264.	Davanagere	13	
		66.	Belgaum	2921	265.	Belagavi	01	
					266.	Bagalkote	02	
					267.	Bijapur	03	
		67.	Bellary	2922	268.	Raichur	05	
					269.	Koppal	06	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					270.	Ballari	11	Karnataka (29)
					271.	Chitradurga	12	
					272.	Vijayanagara	31	
		68.	Gulbarga	2923	273.	Bidar	04	
					274.	Kalaburagi	25	
					275.	Yadgir	26	
18.	Kozhikode (321)	69.	Kozhikode	3210	276.	Wayanad	03	Kerala (32)
					277.	Kozhikode	04	
					278.	Malappuram	05	
					279.	Mahe	03	Puducherry (34)
		70.	Kannur	3211	280.	Kasaragod	01	Kerala (32)
					281.	Kannur	02	
		71.	Palakkad	3212	282.	Palakkad	06	
		72.	Thrissur	3213	283.	Thrissur	07	
19.	Thiruvananthapuram (322)	73.	Thiruvananthapuram	3220	284.	Thiruvananthapuram	14	Kerala (32)
		74.	Kochi	3221	285.	Ernakulam	08	
					286.	Lakshadweep	01	Lakshadweep (31)
		75.	Kollam	3222	287.	Alappuzha	11	Kerala (32)
					288.	Pathanamthitta	12	
					289.	Kollam	13	
		76.	Kottayam	3223	290.	Idukki	09	
					291.	Kottayam	10	
20.	Bhopal (231)	77.	Bhopal	2310	292.	Vidisha	26	Madhya Pradesh (23)
					293.	Bhopal	27	
					294.	Sehore	28	
					295.	Raisen	29	
					296.	Narmadapuram	32	
		78.	Chhindwara	2311	297.	Betul	30	
					298.	Harda	31	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					299.	Chhindwara	38	Madhya Pradesh (23)
					300.	Balaghat	40	
		79.	Indore	2312	301.	Dhar	21	
					302.	Indore	22	
		80.	Khandwa	2313	303.	Khargone (West Nimar)	23	
					304.	Barwani	24	
					305.	Khandwa (East Nimar)	49	
					306.	Burhanpur	50	
21.	Gwalior (232)	81.	Gwalior	2320	307.	Sheopur	01	Madhya Pradesh (23)
					308.	Morena	02	
					309.	Bhind	03	
					310.	Gwalior	04	
					311.	Datia	05	
		82.	Ratlam	2321	312.	Neemuch	15	
					313.	Mandsaur	16	
					314.	Ratlam	17	
					315.	Jhabua	47	
					316.	Alirajpur	48	
		83.	Shivpuri	2322	317.	Shivpuri	06	
					318.	Tikamgarh	07	
					319.	Chhatarpur	08	
					320.	Guna	41	
					321.	Ashoknagar	42	
					322.	Niwari	51	
		84.	Ujjain	2323	323.	Ujjain	18	
					324.	Shajapur	19	
					325.	Dewas	20	
					326.	Rajgarh	25	
					327.	Agar Malwa	52	
22.	Jabalpur (233)	85.	Jabalpur	2330	328.	Katni	33	Madhya Pradesh (23)

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					329.	Jabalpur	34	Madhya Pradesh (23)
					330.	Dindori	36	
					331.	Mandla	37	
		86.	Rewa	2331	332.	Panna	09	
					333.	Satna	12	
					334.	Rewa	13	
					335.	Umari	14	
					336.	Shahdol	43	
					337.	Anuppur	44	
					338.	Sidhi	45	
					339.	Singrauli	46	
		87.	Sagar	2332	340.	Sagar	10	
					341.	Damoh	11	
					342.	Narsimhapur	35	
					343.	Seoni	39	
23.	Aurangabad (271)	88.	Aurangabad	2710	344.	Jalna	18	Maharashtra (27)
					345.	Chhatrapati Sambhajinagar	19	
					346.	Beed	27	
		89.	Jalgaon	2711	347.	Nandurbar	01	
					348.	Dhule	02	
					349.	Jalgaon	03	
		90.	Nanded	2712	350.	Nanded	15	
					351.	Hingoli	16	
					352.	Parbhani	17	
					353.	Latur	28	
		91.	Nashik	2713	354.	Nashik	20	
24.	Mumbai (272)	92.	Mumbai	2720	355.	Mumbai Suburban	22	Maharashtra (27)
					356.	Mumbai	23	
		93.	Thane	2721	357.	Thane	21	
					358.	Raigad	24	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					359.	Palghar	36	Maharashtra (27)
25.	Nagpur (273)	94.	Nagpur	2730	360.	Wardha	08	Maharashtra (27)
					361.	Nagpur	09	
					362.	Bhandara	10	
					363.	Gondia	11	
					364.	Gadchiroli	12	
					365.	Chandrapur	13	
		95.	Akola	2731	366.	Buldhana	04	
					367.	Akola	05	
					368.	Washim	06	
		96.	Amravati	2732	369.	Amravati	07	
					370.	Yavatmal	14	
26.	Pune (274)	97.	Pune	2740	371.	Pune	25	Maharashtra (27)
					372.	Ahmednagar	26	
					373.	Satara	31	
					374.	Ratnagiri	32	
		98.	Kolhapur	2741	375.	Sindhudurg	33	
					376.	Kolhapur	34	
					377.	Sangli	35	
		99.	Solapur	2742	378.	Dharashiv	29	
					379.	Solapur	30	
27.	Shillong (171)	100.	Shillong	1710	380.	West Khasi Hills	04	Meghalaya (17)
					381.	Ribhoi	05	
					382.	East Khasi Hills	06	
					383.	South West Khasi Hills	10	
					384.	West Jaintia Hills	11	
					385.	East Jaintia Hills	12	
					386.	Eastern West Khasi Hills	13	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		101.	Tura	1711	387.	West Garo Hills	01	Meghalaya (17)
					388.	East Garo Hills	02	
					389.	South Garo Hills	03	
					390.	North Garo Hills	08	
					391.	South West Garo Hills	09	
28.	Aizawl (151)	102.	Mizoram	1510	392.	Mamit	01	Mizoram (15)
					393.	Kolasib	02	
					394.	Aizwal	03	
					395.	Champhai	04	
					396.	Serchhip	05	
					397.	Lunglei	06	
					398.	Lawnglai	07	
					399.	saiha	08	
29.	Agartala (161)	103.	Agartala	1712	400.	West Tripura	01	Tripura (16)
					401.	South Tripura	02	
					402.	Dhalai	03	
					403.	North Tripura	04	
					404.	Unakoti	05	
					405.	Khowai	06	
					406.	Sephijala	07	
					407.	Gomati	08	
30.	Kohima (131)	104.	Kohima	1310	408.	Mon	01	Nagaland (13)
					409.	Mokokchung	02	
					410.	Zunheboto	03	
					411.	Wokha	04	
					412.	Dimapur	05	
					413.	Phek	06	
					414.	Tuensang	07	
					415.	Longleng	08	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					416.	Kiphire	09	Nagaland (13)
					417.	Kohima	10	
					418.	Peren	11	
					419.	Niuland	12	
					420.	Chumukedima	13	
31.	Bhubaneswar (211)	105.	Bhubaneswar	2110	421.	Nayagarh	16	Odisha (21)
					422.	Khordha	17	
					423.	Puri	18	
		106.	Baripada	2111	424.	Kendujhar	06	
					425.	Mayurbhanj	07	
					426.	Baleshwar	08	
		107.	Berhampur	2112	427.	Ganjam	19	
					428.	Gajapati	20	
					429.	Kandhamal	21	
					430.	Baudh	22	
		108.	Cuttack	2113	431.	Bhadrak	09	
					432.	Kendrapara	10	
					433.	Jagatsinghapur	11	
					434.	Cuttack	12	
					435.	Jajapur	13	
					436.	Dhenkanal	14	
					437.	Anugul	15	
32.	Sambalpur (212)	109.	Sambalpur	2120	438.	Bargarh	01	Odisha (21)
					439.	Jharsuguda	02	
					440.	Sambalpur	03	
					441.	Deogarh	04	
					442.	Sundargarh	05	
					443.	Subarnapur	23	
					444.	Balangir	24	
		110.	Bhawanipatna	2121	445.	Nuapada	25	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					446.	Kalahandi	26	Odisha (21)
					447.	Rayagada	27	
					448.	Nabarangapur	28	
					449.	Koraput	29	
					450.	Malkangiri	30	
33.	Jalandhar (031)	111.	Jalandhar	0310	451.	Kapurthala	02	Punjab (03)
					452.	Jalandhar	03	
					453.	Shahid Bhagat Singh Nagar	05	
					454.	Pathankot	21	
		112.	Amritsar	0311	455.	Gurdaspur	01	
					456.	Amritsar	15	
		113.	Hoshiarpur	0312	457.	Hoshiarpur	04	
					458.	Tarn Taran	16	
34.	Mohali (032)	114.	Mohali	0320	459.	Fatehgarh Sahib	06	Punjab (03)
					460.	Patiala	14	
					461.	Rupnagar	17	
					462.	Sahibzada Ajit Singh Nagar	18	
		115.	Ludhiana	0321	463.	Ludhiana	07	
					464.	Sangrur	19	
					465.	Barnala	20	
		116.	Bhatinda	0322	466.	Sri Muktsar Sahib	10	
					467.	Bathinda	12	
					468.	Mansa	13	
		117.	Faridkot	0323	469.	Moga	08	
					470.	Ferozepur	09	
					471.	Faridkot	11	
					472.	Fazilka	22	
35.	Ajmer (081)	118.	Ajmer	0810	473.	Nagaur	14	Rajasthan (08)
					474.	Ajmer	21	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					475.	Bhilwara	24	Rajasthan (08)
		119.	Jodhpur	0811	476.	Jodhpur	15	
					477.	Jaisalmer	16	
					478.	Barmer	17	
					479.	Jalore	18	
					480.	Pali	20	
		120.	Udaipur	0812	481.	Sirohi	19	
					482.	Rajsamand	25	
					483.	Dungarpur	26	
					484.	Banswara	27	
					485.	Chittorgarh	28	
					486.	Udaipur	32	
					487.	Pratapgarh	33	
36.	Jaipur (082)	121.	Jaipur	0820	488.	Churu	04	Rajasthan (08)
					489.	Jhunjhunu	05	
					490.	Dausa	11	
					491.	Jaipur	12	
					492.	Sikar	13	
					493.	Tonk	22	
		122.	Alwar	0821	494.	Alwar	06	
					495.	Bharatpur	07	
					496.	Dholpur	08	
		123.	Sri Ganganagar	0822	497.	Sri Ganganagar	01	
					498.	Hanumangarh	02	
					499.	Bikaner	03	
		124.	Kota	0823	500.	Karauli	09	
					501.	Sawai Madhopur	10	
					502.	Bundi	23	
					503.	Kota	29	
					504.	Baran	30	
					505.	Jhalawar	31	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
37.	Gangtok (111)	125.	Gangtok	1110	506.	Mangan	01	Sikkim (11)
					507.	Gyalshing	06	
					508.	Soreng	02	
					509.	Namchi	03	
					510.	Gangtok	04	
					511.	Pakyong	05	
38.	Coimbatore (331)	126.	Coimbatore	3310	512.	Erode	09	Tamil Nadu (33)
					513.	The Nilgiris	10	
					514.	Coimbatore	31	
					515.	Tiruppur	32	
		127.	Dharmapuri	3311	516.	Dharmapuri	29	
					517.	Krishnagiri	30	
		128.	Salem	3312	518.	Salem	07	
					519.	Namakkal	08	
		129.	Tiruchirappalli	3313	520.	Karur	12	
					521.	Tiruchirappalli	13	
					522.	Perambalur	14	
					523.	Ariyalur	15	
					524.	Pudukkottai	20	
39.	Chennai (332)	130.	Chennai	3320	525.	Thiruvallur	01	Tamil Nadu (33)
					526.	Chennai	02	
					527.	Kancheepuram	03	
					528.	Chengalpattu	33	
		131.	Cuddalore	3321	529.	Viluppuram	06	
					530.	Cuddalore	16	
					531.	Kallakurichi	34	
		132.	Vellore	3322	532.	Vellore	04	
					533.	Tiruvannamalai	05	
					534.	Ranipet	35	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					535.	Tirupathur	36	
		133.	Puducherry	3323	536.	Puducherry	02	Puducherry (34)
					537.	Karaikal	04	
40.	Madurai (333)	134.	Madurai	3330	538.	Dindigul	11	Tamil Nadu (33)
					539.	Madurai	22	
					540.	Theni	23	
		135.	Thanjavur	3331	541.	Nagapattinam	17	
					542.	Thiruvarur	18	
					543.	Thanjavur	19	
					544.	Mayiladuthurai	38	
		136.	Tirunelveli	3332	545.	Thoothukudi	26	
					546.	Tirunelveli	27	
					547.	Kanniyakumari	28	
					548.	Tenkasi	33	
		137.	Virudhunagar	3333	549.	Sivaganga	21	
					550.	Virudhunagar	24	
					551.	Ramanathapuram	25	
41.	Hyderabad (361)	138.	Hyderabad	3610	552.	Yadadri Bhuvanagiri	20	Telangana (36)
					553.	Medchal-Malkajgiri	21	
					554.	Hyderabad	22	
					555.	Rangareddy	23	
					556.	Vikarabad	24	
					557.	Mahbubnagar	25	
					558.	Jogulamba Gadwal	26	
					559.	Wanaparthy	27	
					560.	Nagarkurnool	28	
					561.	Nalgonda	29	
					562.	Suryapet	30	
					563.	Narayanpet	33	
		139.	Karimnagar	3611	564.	Jagtial	06	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					565.	Peddapalli	07	Telangana (36)
					566.	Karimnagar	13	
					567.	Rajanna Sircilla	14	
					568.	Sangareddy	16	
					569.	Medak	17	
					570.	Siddipet	18	
		140.	Nizamabad	3612	571.	Adilabad	01	
					572.	Kumuram Bheem Asifabad	02	
					573.	Mancherla	03	
					574.	Nirmal	04	
					575.	Nizamabad	05	
					576.	Kamareddy	15	
		141.	Warangal	3613	577.	Jayashankar Bhupalpally	08	
					578.	Bhadradi Kothagudem	09	
					579.	Mahabubabad	10	
					580.	Warangal	11	
					581.	Hanamkonda	12	
					582.	Jangaon	19	
					583.	Khammam	31	
					584.	Mulugu	32	
42.	Dehradun (051)	142.	Dehradun	0510	585.	Uttarkashi	01	Uttarakhand (05)
					586.	Chamoli	02	
					587.	Rudraprayag	03	
					588.	Tehri Garhwal	04	
					589.	Dehradun	05	
					590.	Pauri Garhwal	06	
					591.	Haridwar	13	
		143.	Almora	0511	592.	Pithoragarh	07	
					593.	Bageshwar	08	
					594.	Almora	09	
					595.	Champawat	10	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					596.	Nainital	11	Uttarakhand (05)
					597.	Udham Singh Nagar	12	
43.	Agra (091)	144.	Agra	0910	598.	Mathura	14	Uttar Pradesh (09)
					599.	Agra	15	
					600.	Firozabad	16	
					601.	Mainpuri	17	
					602.	Farrukhabad	28	
					603.	Kannauj	29	
					604.	Etawah	30	
					605.	Auraiya	31	
		145.	Aligarh	0911	606.	Bulandshahr	11	
					607.	Aligarh	12	
					608.	Hathras	13	
					609.	Etah	70	
					610.	Kasganj	71	
		146.	Meerut	0912	611.	Meerut	07	
					612.	Baghpat	08	
					613.	Ghaziabad	09	
					614.	Gautam Buddha Nagar	10	
					615.	Hapur	73	
44.	Allahabad (092)	147.	Allahabad	0920	616.	Pratapgarh	42	Uttar Pradesh (09)
					617.	Kaushambi	43	
					618.	Prayagraj	44	
		148.	Azamgarh	0921	619.	Azamgarh	60	
					620.	Mau	61	
					621.	Ballia	62	
					622.	Jaunpur	63	
		149.	Faizabad	0922	623.	Ayodhya	46	
					624.	Ambedkar Nagar	47	
					625.	Sultanpur	48	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					626.	Siddharthnagar	53	Uttar Pradesh (09)
					627.	Basti	54	
					628.	Amethi	75	
		150.	Gorakhpur	0923	629.	Sant Kabir Nagar	55	
					630.	Mahrajganj	56	
					631.	Gorakhpur	57	
					632.	Kushinagar	58	
					633.	Deoria	59	
		151.	Varanasi	0924	634.	Ghazipur	64	
					635.	Chandauli	65	
					636.	Varanasi	66	
					637.	Sant Ravidas Nagar (Bhadohi)	67	
					638.	Mirzapur	68	
					639.	Sonbhadra	69	
45.	Bareilly (093)	152.	Bareilly	0930	640.	Budaun	18	Uttar Pradesh (09)
					641.	Bareilly	19	
					642.	Pilibhit	20	
					643.	Shahjahanpur	21	
		153.	Moradabad	0931	644.	Bijnor	03	
					645.	Moradabad	04	
					646.	Rampur	05	
					647.	Amroha	06	
					648.	Sambhal	74	
		154.	Saharanpur	0932	649.	Saharanpur	01	
					650.	Muzaffarnagar	02	
					651.	Shamli	72	
		155.	Sitapur	0933	652.	Kheri	22	
					653.	Sitapur	23	
					654.	Hardoi	24	
46.	Lucknow (094)	156.	Lucknow	0940	655.	Unnao	25	Uttar Pradesh (09)

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					656.	Lucknow	26	Uttar Pradesh (09)
					657.	Bara Banki	45	
		157.	Fatehpur	0941	658.	Rae Bareli	27	
					659.	Banda	39	
					660.	Chitrakoot	40	
					661.	Fatehpur	41	
		158.	Gonda	0942	662.	Bahraich	49	
					663.	Shrawasti	50	
					664.	Balrampur	51	
					665.	Gonda	52	
		159.	Jhansi	0943	666.	Jalaun	34	
					667.	Jhansi	35	
					668.	Lalitpur	36	
					669.	Hamirpur	37	
					670.	Mahoba	38	
		160.	Kanpur	0944	671.	Kanpur Dehat	32	
					672.	Kanpur Nagar	33	
47.	Barddhaman (191)	161.	Barddhaman	1910	673.	Purba Bardhaman	09	West Bengal (19)
					674.	Paschim Bardhaman	23	
		162.	Bankura	1911	675.	Bankura	13	
					676.	Purulia	14	
		163.	Chinsura	1912	677.	Nadia	10	
					678.	Hooghly	12	
		164.	Medinipur	1913	679.	Paschim Medinipur	18	
					680.	Purba Medinipur	19	
					681.	Jhargram	22	
48.	Kolkata (192)	165.	Kolkata	1920	682.	North Twenty Four Parganas	11	West Bengal (19)
					683.	Kolkata	16	
					684.	South Twenty Four Parganas	17	
		166.	Howrah	1921	685.	Howrah	15	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
49.	Maldah (193)	167.	Maldah	1930	686.	Uttar Dinajpur	04	West Bengal (19)
					687.	Dakshin Dinajpur	05	
					688.	Malda	06	
		168.	Barhampur	1931	689.	Murshidabad	07	
					690.	Birbhum	08	
		169.	Siliguri	1932	691.	Darjeeling	01	
					692.	Jalpaiguri	02	
					693.	Cooch Behar	03	
					694.	Alipurduar	20	
					695.	Kalimpong	21	
50.	Port Blair (351)	170.	Port Blair	3510	696.	Nicobar	01	A & N Islands (35)
					697.	North & Middle Andaman	02	
					698.	South Andaman	03	
51.	Delhi (071)	171.	Delhi	0710	699.	North West	01	Delhi (07)
					700.	North	02	
					701.	North East	03	
					702.	East	04	
					703.	New Delhi	05	
					704.	Central	06	
					705.	West	07	
					706.	South West	08	
					707.	South	09	
					708.	Shahdara	10	
					709.	South East	11	
52.	Itanagar (121)	172.	Itanagar	1210	710.	Tawang	01	Arunachal Pradesh (12)
					711.	West Kameng	02	
					712.	East Kameng	03	
					713.	Papum Pare	04	

Regional office		Sub-regional Office			Name of district & Code			State/ U.T. Name & Code
SI No	Name (Code)	SI No	Name	Code	SI No	Name	Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					714.	Upper Subansiri	05	Arunachal Pradesh (12)
					715.	West Siang	06	
					716.	East Siang	07	
					717.	Upper Siang	08	
					718.	Changlang	09	
					719.	Tirap	10	
					720.	Lower Subansiri	11	
					721.	Kurung Kumey	12	
					722.	Dibang Valley	13	
					723.	Lower Dibang Valley	14	
					724.	Lohit	15	
					725.	Anjaw	16	
					726.	Lepa Rada	17	
					727.	Namsai	18	
					728.	Longding	19	
					729.	Siang	20	
					730.	Lower Siang	21	
					731.	Shi Yomi	22	
53.	Imphal (141)	173.	Imphal	1410	732.	Senapati	01	Manipur (14)
					733.	Tamenglong	02	
					734.	Churachandpur	03	
					735.	Bishnupur	04	
					736.	Thoubal	05	
					737.	Imphal West	06	
					738.	Imphal East	07	
					739.	Ukhrul	08	
					740.	Chandel	09	
					741.	Jiribam	10	
					742.	Kangpokpi	11	
					743.	Tengnoupal	12	
					744.	Kakching	13	