

## Chapter Four

### Schedule 10: Employment and Unemployment

#### INTRODUCTION

4.0.1 To assess the volume and structure of employment and unemployment, starting with the 9<sup>th</sup> round (May-September, 1955), the National Sample Survey Organisation (NSSO) has conducted a number of surveys on employment and unemployment. For capturing multi-dimensional features of employment-unemployment situation in India, since the 1970's, based on the concepts and definitions recommended by the Dantwala committee, detailed surveys on employment and unemployment were undertaken once in every five years in the 27<sup>th</sup>, 32<sup>nd</sup>, 38<sup>th</sup>, 43<sup>rd</sup>, 50<sup>th</sup> and 55<sup>th</sup> rounds. In addition, to meet the need for an annual series of key indicators on employment and unemployment, from the 45<sup>th</sup> round (July 1989-June 1990) of NSS onwards, data on selected items on employment and unemployment particulars of the household members are being collected through the annual survey on household consumer expenditure (Schedule 1.0). In the annual rounds, 'usual activity status' and 'current weekly activity status' of the household members, along with the industry of work (at 2 digit level of NIC 98 code) only were collected in the demographic block of the consumer expenditure schedule.

4.0.2 To meet some special requirements of the Planning Commission, it has been decided that a separate schedule on employment and unemployment would be canvassed in the 60<sup>th</sup> round of NSSO (January 2004 – June 2004). A fresh schedule on employment and unemployment (Schedule 10), different from that used in the quinquennial rounds, has been devised in the present round. Data on 'usual activity status', 'current weekly activity status' and 'current daily activity status' of the household members in details will be collected through this schedule. Further, data on 'vocational training' received by household members of a specified age group and educational standard would also be collected through it.

#### Summary description of the schedule

4.1.1 In the present round, Schedule 10 on employment-unemployment consists of 11 blocks. Of these, five blocks are similar to the ones used in usual NSS rounds. The first three blocks, viz. Blocks 0, 1 and 2, are used to record identification of sample households and particulars of field operations, as is the common practice in usual NSS rounds. Similarly, the last two blocks, viz., Blocks 9 & 10, are again the usual blocks to record the remarks of investigator and comments by supervisory officer(s), respectively. Of the remaining 6 blocks, Block 3 is for recording the household characteristics like household size, household industry, occupation, religion, social group, household type, land possessed and monthly household consumer expenditure, etc. Block 4 is for recording the demographic particulars as well as the usual principal activity and usual subsidiary activity particulars of all the household members.

4.1.2 The daily time disposition for different activities for each of the seven days prior to the date of survey along with the particulars of the activities will be recorded for each of the household members in Block 5. Further, the current weekly status (cws) will be derived from the daily time disposition data and will be recorded in this block. In addition, for the regular salaried/wage employee and casual labourers, wage and salary earnings will also be collected in this block. Block 6 is for recording the responses to the probing questions for those who were unemployed on all the seven days of the reference week. Such persons will be identified on the basis of duration of unemployment during the reference week recorded in Block 5.

4.1.3 Particulars of formal vocational training received by household members of a specified age-group and educational standard will be collected in the employment-unemployment schedule

of NSSO for the first time. In Block 7, particulars of vocational training such as ‘description of the field of training’, ‘name and address of agency from where training received’, ‘duration of the training’ etc. will be collected. Block 8 is a worksheet to obtain the monthly household consumer expenditure, which is broadly in line with that used with the schedule 10 in the 55<sup>th</sup> round.

**4.2.1 Concepts and definitions:** Concepts and definitions for various terms, viz., economic activity, activity status, procedure for determining the activity status by different approaches, formal vocational training and other related terms used in this schedule have been discussed in paras 1.9.14 to 1.9.45 of Chapter One. It may be noted that there is no change in the concepts and definitions for economic activity, activity status and procedure for determining activity status by different approaches in this round as compared to those followed in the 55<sup>th</sup> round.

## DETAILS OF SCHEDULE

**4.3.1 Block 0: Descriptive identification of sample household:** This block is meant for recording descriptive identification particulars of the sample household and the sample village/block to which the sample household belongs. All the items in this block are self-explanatory. Items 4 and 5 are applicable to rural areas only and a dash ‘-’ will be put against this item in urban schedule. The name of the hamlet to which the sample household belongs will be recorded against the fifth item ‘hamlet name’. On the other hand, for a sample village with no hamlet group selection, a dash ‘-’ is to be recorded against this item. Item 6 is applicable to urban areas only and a dash ‘-’ will be put against this item in rural schedules. The entry against the last item, viz. ‘name of informant’, will be the name of the principal informant i.e. the person from whom the bulk of the information is collected.

**4.4.1 Block 1: Identification of sample household:** The identification particulars of the sample household are to be recorded against items 1, 5 to 15. The entries against items 2 and 3 are already printed in the schedule. Item 4 is shaded and no entry is to be made here. Items 1 and 5-12 will be copied from the relevant items of block 1 of schedule 0.0.

**4.4.2 Item 13: Sample hamlet group/ sub-block number:** This item will be obtained from Block 5 of schedule 0.0.

**4.4.3 Item 14: Second stage stratum number:** This will be taken from headings of columns (15) and (16) of block 5 of schedule 0.0.

**4.4.4 Item 15: Sample household number:** This is same as the order of selection of the sample household and it will be copied from columns (15) and (16) of block 5 of schedule 0.0.

**4.4.5 Item 16: Serial number of informant:** The serial number of the person recorded in column 1 of block 4 from whom the bulk of the information is collected will be entered. Information is to be collected from members of the household. However, if bulk of the information is collected from a person who is not a member of the household, ‘99’ will be recorded.

**4.4.6 Item 17: Response code:** This item will be filled in after collecting information for all items in the Schedule. The entry is to be made in terms of codes on the basis of the impression formed by the investigator regarding the overall response of the informant. The codes are:

informant co-operative and capable .....	1
informant co-operative but not capable .....	2
informant busy .....	3

informant reluctant .....	4
others .....	9

4.4.7 **Item 18: Survey code:** Whether the originally selected sample household or a substitute household has been surveyed will be indicated against this item by recording code '1' if the originally selected household has been surveyed and code '2' if the substitute household has been surveyed. If neither the originally selected household nor a substitute household could be surveyed, i.e. if the sample household is a casualty, code '3' will be recorded. In case of a casualty only the blocks 0,1 ,2, 9 and 10 are to be filled up and on the top of the front page of the schedule the word 'CASUALTY' will be written in block capitals.

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

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

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

4.5.1 **Block 2: Particulars of field operation:** The identity of the Investigator, Assistant Superintendent and Superintendent associated, date of survey/inspection/scrutiny of Schedules, despatch, etc., will be recorded in this block against the appropriate items in the relevant columns. Besides, from the 46th round onwards, person codes of field officials have been introduced which are to be recorded against item 1(ii) (for central sample only). If the schedule is required to be canvassed for more than one day, the first day of survey is to be recorded against the item serial number 2(i). The time required to canvass the schedule should be the actual time to canvass the schedule and is to be reported in minutes. It will not include the time needed by the investigator to finalise the schedule.

4.6.1 **Block 3: Household characteristics:** Certain household characteristics, such as, household size, household type, religion, social-group, household industry, household occupation, monthly household consumer expenditure, land possessed as on the date of survey (code) etc., which are intended to be used mainly as classificatory characteristics in tabulation will be recorded in this block.

4.6.2 **Item 1: Household size:** The size of the sample household i.e., the total number of persons normally residing together (i.e., under the same roof) and taking food from the same kitchen (including temporary stayaways and excluding temporary visitors) will be recorded against this item. This number will be same as the last serial number recorded in column 1 of block 4.

4.6.3 **Item 2: Principal industry (NIC-1998):** The description of the principal household industry will be recorded in the space provided. The appropriate five-digit industry code of the NIC 1998 is to be recorded against 5 cells provided for recording NIC codes putting one digit in each cell. For households deriving income from non-economic activities only, (e.g. for a beggar household) a dash (-) may be put against this item.

4.6.4 **Item 3: Principal occupation (NCO-1968):** The description of the principal household occupation will be recorded in the space provided. The appropriate three-digit occupation code of the NCO 1968 is to be recorded against 3 cells provided for recording the NIC codes putting one

digit in each cell. For households deriving income from non-economic activities only, a dash (-) may be put against this item.

4.6.5 The procedure for determining Principal industry and Principal occupation of the household has been discussed in para 1.9.37 of Chapter One.

4.6.6 **Item 4: household type (code):** For the **rural** areas, the selected household will be assigned appropriate type code out of the following five different household type codes:

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

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

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

4.6.7 The procedure for assigning household type codes for both rural and urban areas has been discussed in paras 3.3.5 to 3.3.9 of Chapter Three. A household, which does not have any income from economic activities, will get type code 9 (others).

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

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

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

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

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

4.6.10 **Item 7: Land possessed as on date of survey (code):** Land possessed is given by land owned (including land under 'owner like possession') + land leased in – land leased out + land held by the household but neither owned nor leased in (e.g. encroached land). The land area possessed by the household as on the date of survey will be worked out in hectare and the relevant code is to be recorded against this item . The codes are:

class interval		code	class interval		code
less than 0.005	hectare	01	2.01 – 3.00	hectare	07
0.005 - 0.01	”	02	3.01 - 4.00	”	08
0.02 - 0.20	”	03	4.01 - 6.00	”	10
0.21 - 0.40	”	04	6.01 - 8.00	”	11
0.41 - 1.00	”	05	greater than 8.00	”	12
1.01 – 2.00	”	06			

**Note:** 1 acre = 0.4047 hectare ,                      1 hectare=10, 000 square metre

4.6.11 **Item 8: Monthly household consumer expenditure (Rs):** This item will be copied from item 40 of block 8.

4.7.1 **Block 4: Demographic and usual activity particulars of household members:** This block is meant to record the demographic particulars like sex, age, marital status, educational level etc. and usual principal activity and usual subsidiary activity particulars of all the household members. The description of the items and the procedure for recording them are explained below:

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

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

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

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

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

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

4.7.7 **Column (6): Marital status:** The marital status of each member will be recorded in this column in codes. The codes for different marital statuses are as follows:

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

**4.7.8 Educational level:** Information on the highest general and technical education completed by the members of the household will be recorded in terms of codes in column (7) and column (8), respectively. For the purpose of making entries in these two columns, only the course successfully completed will be considered. For instance, for a person who has studied upto say, first year B.A. or has failed in the final B.A. examination, his educational attainment will be considered only as 'higher secondary', for the purpose of column (7).

**4.7.9 Column (7): General:** In column (7), the highest level of general education of the members will be recorded in codes which are given below:

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

A person who can both read and write a simple message with understanding in at least one language is to be considered literate. Those who are not able to do so, are to be considered not literate and will be assigned code 01. Those who are literate but never attended any school, will be assigned code 02. Those who are by definition literate but are yet to pass a primary standard examination will get code 03. Similarly codes 04, 05, 06 and 07 will indicate the successive higher standards of examinations passed. The criteria for deciding primary, middle, secondary etc. levels will be that followed in the concerned states/union territories. Persons who have attained proficiency in Oriental languages (e.g. Sanskrit, Persian, etc.) through formal but not the general type of education will be classified appropriately at the equivalent level of general education standard.

**4.7.10 Column (8): Technical:** Technical education standard achieved by the members of the household will be recorded in one of the following codes:

no technical education .....	1
technical degree in agriculture / engineering / technology / medicine etc. ....	..2
diploma or certificate in : agriculture .....	3

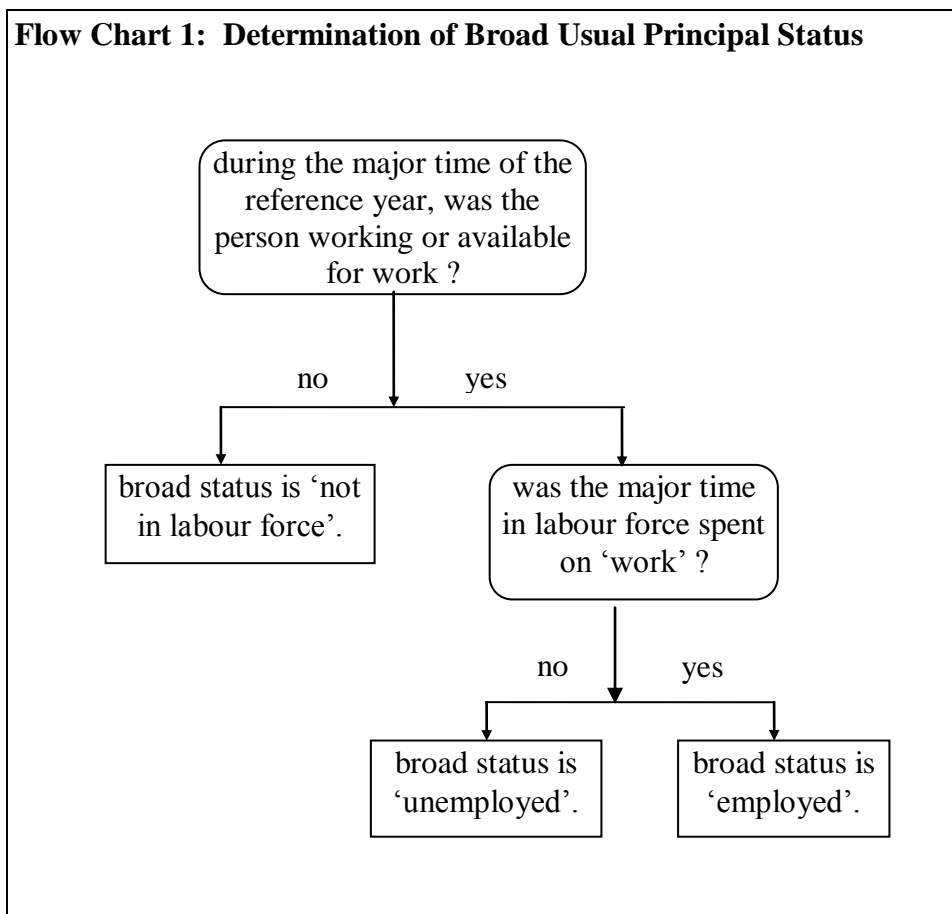
engineering/technology .....	4
medicine .....	5
crafts .....	6
other subjects .....	9

If more than one of the codes 2 to 9 are applicable, the code indicating the diploma/certificate **last received** will be considered. It may be noted that the technical certificate/diploma obtained by the person **need not necessarily be recognised** by the Government.

**4.7.11 Usual principal activity particulars of household members:** The usual principal activity particulars of each member of the household will be collected in columns 9 to 11 of this block. This will include information on industry-occupation of the working members. The particulars of usual activity are collected with reference to a period of 365 days preceding the date of survey.

**4.7.12 Column (9): Status:** For each of the members, 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. The broad usual principal activity status will be one of the three categories viz. 'employed' (working), 'unemployed' (available for work) or 'not in labour force' (neither working nor available for work). *It is to be noted that in deciding this, only the normal working hours available for pursuing various activities need to be considered, and not the 24 hours of a day.*

**4.7.13 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 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. Flow chart 1 explains the procedure for determining the broad usual principal activity status.



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

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

4.7.15 **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 longer 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). The detailed usual principal status activity codes are as given below:

activity status	code
worked in hh. enterprise (self-employed) as own account worker	...11
worked in hh. enterprise (self-employed) as employer	...12





reported by a person, the principal industry-occupation will be the one in which **relatively more time** has been spent during the preceding 365 days by the person.

4.7.18 Care is to be taken regarding an important point in this connection. **To identify certain category of workers separately, NIC 1998 industry class code 9500 (tabulation category P) has been split into the following sub-classes, for the purpose of the survey, as given below:**

**Division 95: PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS**

housemaid/servant .....	95001	gatekeeper/chowkidar/watchman .....	95004
cook .....	95002	governess/baby-sitter .....	95005
gardener .....	95003	others .....	95000

These additional codes are to be used, wherever necessary, in **recording five digit industry codes in column 10 and column 14 of block 4**. In assigning the industry code under Division 95, it should be kept in mind that the work is to be performed predominantly in the premises of the household irrespective of whether it is performed in one or more than one household. If services provided by individuals to the household originate and terminate in the same household, they will be classified under Division 95.

For example, all persons who collect electric bills from the households for payment, who provide potable water in the container made available by the household, who collect grocery items from the shops/market as per the list of items supplied by the household, who give tuition to the members of the household, etc., **will be** classified under this division. On the other hand, if the households avail these services by approaching such persons (providing these services) in their establishment/house, then those services **will not be** classified under Division 95. They will be classified under appropriate division. For example, for a person giving tuition in his own coaching center or in his own house, his activity will be classified under NIC 80904. Similarly, a person who is supplying potable water to one or more households (and uses his own container - which is his asset) will be classified under NIC 93090.

Note that the persons classified under NIC 95 in the above example will be considered as 'wage earners/employees', while those not classified under 95 will be considered as 'self-employed'.

4.7.19 **Column (12) : Whether engaged in any work in a subsidiary capacity (yes-1, no-2):** For each member of the household listed in this block, it has to be ascertained whether he/she worked in a subsidiary capacity during the 365 days preceding the date of survey or in other words if he had any subsidiary economic status. Code 1 or 2 will be recorded accordingly.

4.7.20 The identification of those working in a subsidiary capacity will be done as follows. To illustrate:

(i) For example, a person categorised as working and assigned the usual principal activity status as own account worker may also be engaged for a relatively minor time during the reference year as casual wage labour. In such a case, he will be considered to have worked also in a subsidiary capacity i.e. having a subsidiary economic status which is different from the principal economic status. A person may be own account worker in trade for a relatively longer

period and simultaneously also engaged in agricultural production for a relatively minor time. In such case, the usual principal status will be own account worker in trade and usual subsidiary economic status will be own account worker in agriculture.

(ii) Similarly, persons categorised as 'unemployed' or 'not in labour force' on the basis of relatively long time criterion might have pursued some economic activity for relatively minor time during the year (as in the case of persons 'B', 'D' and 'F' in the example cited earlier). In such cases, they will be treated as having subsidiary economic activity and code 1 will be recorded in column (12).

*It may be stated again that engagement in work in subsidiary capacity may arise out of two situations:*

*(i) a person may be engaged in a relatively long period during the 365 days in economic (non-economic activity) and for a relatively minor period in another economic activity (any economic activity),*

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

**4.7.21 Usual subsidiary economic activity:** Usual subsidiary economic activity particulars of the household members who have reported to have carried out some *economic* activity in the subsidiary capacity, i.e., **for those with code 1** in column 12, will be collected in columns 13 to 15 of this block. In the situation where a person has been found to have pursued more than one economic activity during the last 365 days in his or her subsidiary capacity, the activity on which more time has been spent would be considered for recording entry in columns (13) to (15). Columns (13) to (15) are to be filled in for each and every member of the household reporting subsidiary economic activity (i.e., **for those with code 1** in column 12) irrespective of whether in the usual principal activity status the person is employed or not.

**4.7.22 Column(13): Usual subsidiary economic activity status:** For all persons engaged in any 'work' in subsidiary capacity, i.e., **for those with code 1** in column 12, the status codes of the economic activities pursued by them in their subsidiary capacity will be recorded in column(13). Activity status codes 11, 12, 21, 31, 41 and 51 relate to economic activity and only these codes are applicable for column (13).

**4.7.23 Columns (14) & (15): Subsidiary industry-occupation:** Columns (14) and (15) will be filled-in for those who are 'working' in the subsidiary status, i.e., **for those with code 1** in column 12. The corresponding 5 digit industry code (NIC-98) and the 3 digit occupation code (NCO-68) will be entered in columns (14) and (15), respectively. In case, two or more industry-occupation combinations corresponding to the status code given in column (13) have been reported by a person, the subsidiary industry-occupation will be the one, in which **relatively more time** has been spent during the preceding 365 days by the person.

**4.8.1 Block 5: Time disposition of members during the week:** This block is meant for recording the time disposition for all the 7 days preceding the date of survey, the current weekly status based on the 7 days time disposition, wage and salary earnings during the week, etc. *Time disposition will be recorded for every member in the household listed in block 4.* This involves recording of different activities pursued by the members along with the time intensity in

quantitative terms for each day of the reference week. The different activities will be identified and recorded in terms of 'status' and 'industry' codes for persons in urban areas and 'status', 'industry' and 'operation' codes for persons in rural areas. The time intensity will be measured in half-day units. Since a person may be engaged in more than one type of activity on a single day, (in which case two such activities will be considered for that day) and different activities may be carried out on different days of the week, more than one line have been provided for each person in this block to record information on different activity particulars which have been carried out by the person in the week in separate lines.

**4.8.2 Columns (1) & (2): Serial number and age:** In columns (1) and (2) of this block, serial number of each person and his/her age recorded in columns (1) and (5), respectively of block 4, will be copied. The serial numbers in block 5 will be entered sequentially as they appear in column (1) of block 4. Provision has been made to record particulars of five persons in one page. Three such sheets have been provided. In case more pages are required to accommodate all the persons listed in block 4, additional sheets of block 5 may be used. These sheets should be firmly stapled with the main schedule at the appropriate place.

**4.8.3** Since a person may pursue more than one activity during the seven days of the reference week, four lines have been provided for each serial number recorded in column (1) for making separate entries relevant to the different activities on a day (two such activities) on different days of the reference week. Past experience indicates that provision of four lines will cover almost all the situations. However, if a person reports more than four different activities during the reference week the block of four lines meant for the next serial number of persons may be utilised by putting cross (x) marks in columns (1) and (2), and continuous serial numbers in column (3). Obviously, the particulars of the next person will be entered in the cell meant for serial number of persons subsequent to the cell already utilised for the previous person. In the case of children 0 - 4 years, their particulars will be entered and status code 97 will be assigned to them with intensity 1.0 without any probing.

**4.8.4 Column(3): Serial number of activity:** For each persons listed in column (1) of this block (which will be same as listed in column (1) of block 4) the different activities pursued by them during all the seven days of the reference week will be serially numbered and this serial number of activity will be recorded in column (3). Presuming that the likelihood of one person pursuing more than four different activities in a week is rather remote, only four lines are provided for each person. As stated earlier, if a person pursues more than four different activities, the lines meant for the next person may be utilised. **The current activity of a person in the rural areas is denoted by his status-cum-industry-cum-operation.** Thus, for a person in the rural areas with the same status, if the industry division (2 digit code, NIC-98) or operation are different on the same or different days, he will be considered to have pursued different activities and these activities will be entered in different lines. Similarly, **in urban areas, the current activity of a person is denoted by his status-cum-industry.** Thus, if a person in urban area ploughs his own field in the first half of the day and sows in the second half of the day, he will be considered to have only one activity during the day. But, in rural areas, he will be considered to have two activities.

**4.8.5 Column (4): Status:** The current activity 'status' codes corresponding to the serial number of activity entered in column (3) will be recorded in this column. The status codes which will be used in recording daily activity particulars and the weekly activity particulars are as follows:

<b>activity status</b>	<b>code</b>
<b>situation of working or being engaged in economic activities (employed)</b>	
worked in hh. enterprise (self-employed) as own account worker	11
worked in hh. enterprise (self-employed) as employer .....	12
worked as helper in hh. 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
had work in h.h. enterprise but did not work due to: sickness .....	61
other reasons .....	62
had regular salaried/wage employment but did not work due to :	
sickness .....	71
other reasons .....	72
<b>situation of being not engaged in work but available for work (unemployed)</b>	
sought work .....	81
did not seek but was available for work .....	82
<b>situation of being not available for work (not in labour force)</b>	
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, tailoring, weaving etc. for hh. use .....	93
rentiers, pensioners, remittance recipient, etc. ....	94
not able to work due to disability .....	95
beggars, prostitutes .....	96
others .....	97
did not work due to sickness (for casual workers only) .....	98

These are same as the usual status codes except that codes 61, 62, 71, 72, 82 and 98 are not applicable for usual status and code 81 in usual status is used to indicate both the situations of seeking and being available for work. Further, the current weekly activity status for each individual will be identified based on the daily activity status codes. The procedure for doing this will be explained later in this chapter. The following paragraphs describe in details the procedure to be followed in making entries in each of the columns.

**4.8.6 Column (5): Industry division (2 digit code, NIC-98):** For each status code grouped under the activity category 'working' (i.e., for the status codes 11-72 recorded in column 4), the 2- digit NIC- 98 code will be entered in column (5) in terms of the specified code numbers.

**4.8.7 Column (6): Operation (for rural areas):** This column will be filled in for persons belonging to the rural households only. The actual working operation performed by the persons relevant to the status codes grouped under the activity category working (i.e., status codes 11-72) will be entered in terms of code numbers in this column. It may be noted that for regular salaried/wage employees on leave or holiday, the 'operation' will relate to their respective function in the work or job from which he is temporarily off in view of his taking leave or

holiday. Similarly for persons categorised 'self-employed' (status codes 11, 12 & 21) if they are not at work on a particular day inspite of their having work on that day, operation to be recorded will relate to the work they would have done if they had not enjoyed leisure on that day. The relevant codes to be used for making entries in this column are :

a) manual work in cultivation :

ploughing - 01	sowing - 02	transplanting - 03
weeding - 04	harvesting -05	other cultivation activities - 06;

b) manual work in other agricultural activities :

forestry - 07	plantation - 08	animal husbandry- 10
fisheries - 11	other agricultural activities - 12;	

c) manual work in non-agricultural activities - 13;

d) non-manual work in :

cultivation - 14	activities other than cultivation- 15.
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4.8.8 Although it may be theoretically possible that **on a particular day of the reference week, a person may have any number of activities, the particulars relating to two activities identified on the basis of priority cum major time criterion need only be considered for making entries in this column.** Thus, on a day, a person may either have only one activity with 'full' intensity or two activities with 'half' intensity for each. If the activity is pursued with intensity 'half' on a particular day, the entry will be 0.5 against that activity and if that is pursued with intensity more than half, 1.0 will be recorded against that activity in the relevant columns (7) to (13). Generally, an activity which is pursued for more than 1 hour but less than 4 hours is considered to have been pursued with half intensity. If it is pursued for more than 4 hours, the activity is considered to have been pursued with full intensity. However, for some persons, less than four hours of work daily is their normal working hours for the work or profession. In such cases he will be considered to have worked with full intensity.

4.8.9 The decision whether the intensity to be recorded for an activity will be 0.5 or 1.0 has to be taken by the investigating staff making careful probes into the actual situation obtaining for the person on a particular day. Mere declaration made by the informants, that less than four hours of work daily is their normal working hours for the work or profession, should not be the basis for recording the intensity as 1.0. In the case of a cultivator, a village artisan or a small trader, it should not be presumed that a few hours on a day, say during the lean periods of the year, is their normal work, and the intensity 1.0 need not necessarily be recorded for them. Since this particular block of the schedule is meant for recording the information on periodical or seasonal under-utilisation of available labour time, careful probes about the nature of work performed by a person during the day has to be made before recording the relevant entries.

To illustrate, in so far as the daily activity pattern of a person is concerned, the following seven different situations can be visualized for a person on a single day:

- (i) he/she may be engaged fully in one economic activity;
- (ii) he/she may be engaged in two different types of economic activities;

- iii) he/she may be partly engaged in economic activity and for the rest of the day he may be seeking or available for work and at the same time may or *may not be doing some non-economic activities*;
- (iv) he/she may be partly engaged in economic activity and during the rest of the day he is not available for work and *may be doing some non-economic activities*;
- (v) he/she may be available for work for the entire day;
- (vi) he/she may be available for work for part of the day and for the remaining part he may not be available for work and may be pursuing some non-economic activity and
- (vii) he/she may be fully engaged in non-economic activities.

4.8.10 Which of the status codes are to be entered in column (4) will depend on whichever of the above situations are obtaining for a person on the different days of the reference week. The investigator is to first ascertain the exact situation from the informant and will then record the appropriate status code or codes, as the case may be, in this column using the priority-cum-major time criterion. The relevant codes to be used for recording the status are already given. The following illustrations may be noted for general guidance.

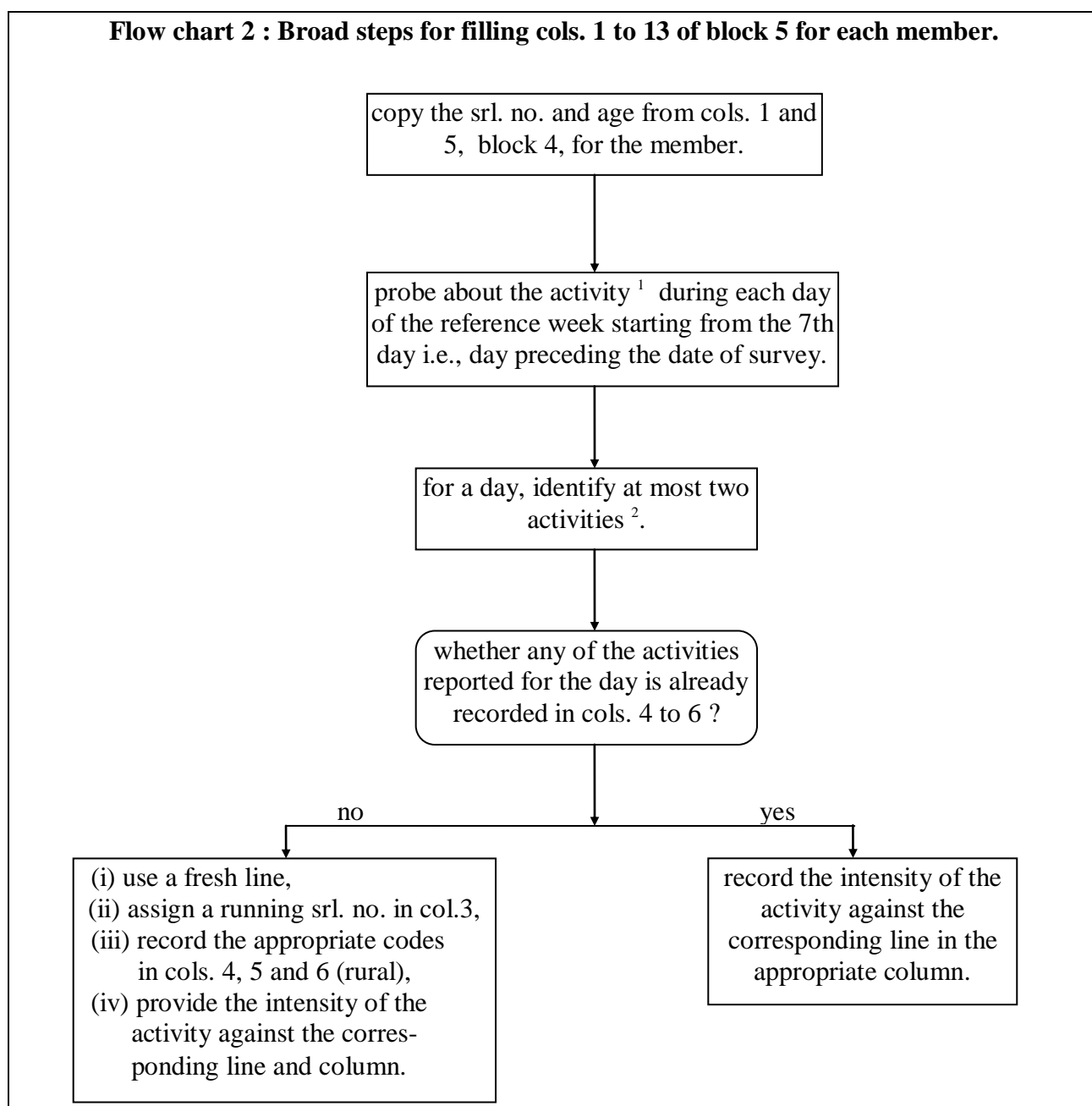
- (a) A person found to be engaged in domestic duties should not be categorised 'engaged in domestic duties' (code 92) if the person reports that he/she has also been available for work concurrently.
- (b) A person engaged in regular wage/salaried employment but currently not at work will be assigned code 71 or 72 irrespective of whether he is engaged in any other 'economic or non-economic' activity.
- (c) Unpaid apprentices will be treated as 'students' while paid apprentices will be treated as employees.
- (d) 'Free collection for sale' will be treated as self-employment.

4.8.11 **Columns (7) - (13): Intensity of activity:** For each activity recorded in column (3), the intensity with which the particular activity is performed on the different days of the reference week will be recorded in quantitative terms 'half' or 'full' in these columns. As described earlier, for each activity listed in column (3) either one 'full' intensity or two 'half' intensity may be assigned to a person on any one of the seven days of the reference week. For a particular activity, the recording of entries in columns (7) - (13) should start from column (7) which is provided for recording the intensity of that activity on the seventh day of the reference week, i.e., the day preceding the date of survey. Similarly, the intensity of that activity on the sixth, fifth and earlier days of the week will be recorded in columns (8), (9), (10), (11), (12) and (13) respectively. If the intensity of an activity is 'full' on a particular day, '1.0' will be recorded in the relevant column. On the other hand, if the intensity is 'half', the entry will be '0.5'. If that particular activity is not pursued on some other days of the reference week, the corresponding columns provided in the block for those days will be left blank against that activity. Thus, for each day, for a person, there will be either only one entry with intensity 1.0 in any one of the lines or two entries with intensity 0.5 each in any two of the lines. Procedure for recording different activities and the intensities of the activities on different days are explained in the Flow charts 2 and 3.

4.8.12 For determining the various activities pursued by a person during the reference week and their intensities, the following thumb rule may be adopted:

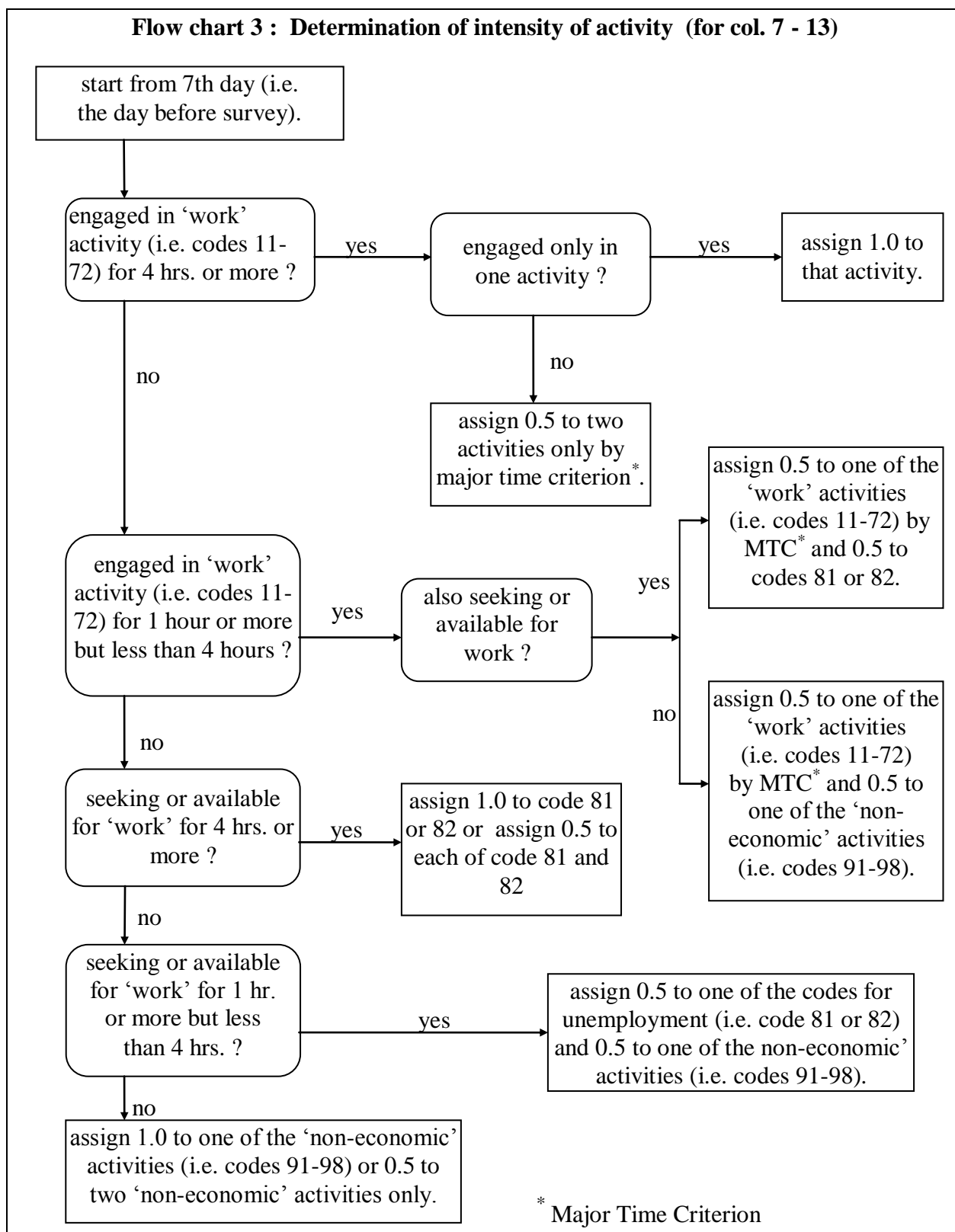
- (a) If a person had worked or was employed, that is, if he was engaged in any one or more of the activities 11-72 for four hours or more on a day he would be considered 'working' or 'employed' for the whole day and assigned the one or two out of the different work activities on which he devoted relatively long time. In the former case, intensity will be 1.0 and in the latter cases, 0.5 for each of the two activities recorded.
- (b) A person, who had worked for 1 hour or more but less than 4 hours on a day, would be considered 'working' for half day and for the other half he would be considered either 'seeking or available for work' i.e., 'unemployed' (code 81 or 82) or as 'neither working nor available for work', i.e., 'not in labour force' (91-98) depending on whether or not the person was seeking/available for work. The person will be assigned the relevant work status code (11-72) with 'half' intensity and non-work status code 81 or 82 if 'unemployed' and any one of the relevant codes 91-98 if 'not in labour force', with 'half' intensity. If the nature of work is such that, (when employed in a full day) he/she works for less than 4 hours, full intensity will be given (e.g, a doctor may practice for 3 hours only on each day).
- (c) If a person had not worked even for an hour on the day but had sought work or was available for work for four hours or more, he/she would be considered unemployed for the whole day and assigned the code 81 or 82 as the case might be with 'full' intensity. But if he/she sought work or was available for work for one hour or more but less than four hours, he/she would be considered 'unemployed' for half day and assigned the activity status code 81 or 82 with 'half' intensity and 'not in labour force' with 'half' intensity for the other half of the day, for which the relevant code (any one of the codes 91-98) would be assigned.
- (d) A person not so considered 'employed', or 'unemployed' either for 'full' day or 'half' day as shown in (a), (b) or (c), would be given activity codes 91-98 with intensity 'full' (or two of them with each having intensity 'half', as the case may be).





*Note:* 1. An activity relating to work will be identified on the basis of the status-cum-industry-cum-operation in the rural areas and on the basis of status-cum-industry in the urban areas. An activity relating to other than work will be identified on the basis of status only both in rural and urban areas.

2. On a day, a person will be considered to have been engaged in one activity with full intensity (1.0) or in two activities with half intensity (0.5). Of the many activities, two activities to be chosen based on priority-cum-major time criterion.



4.8.13 A few special cases are stated below regarding assigning of intensity.

(a) In the case of a person engaged in self-employment, such as a doctor, a stationary or peripatetic trader or vendor, a free lance artisan or a mason or a carpenter, etc. the following may be kept in view while recording entries on intensity.

(i) A doctor sitting in his chamber for 4 hours or more, no matter whether he examined and prescribed medicine for a single patient or not, intensity 1.0 should be recorded.

(ii) For stationary or peripatetic vendor or trader moving around in his professional rounds for 4 or more hours, intensity 1.0 should be recorded whatever little business is done by the person.

(iii) For recording intensity (entries 1.0 or 0.5) in columns (7) - (13) in the cases of masons or carpenters in their professional rounds, similar procedure is to be adopted.

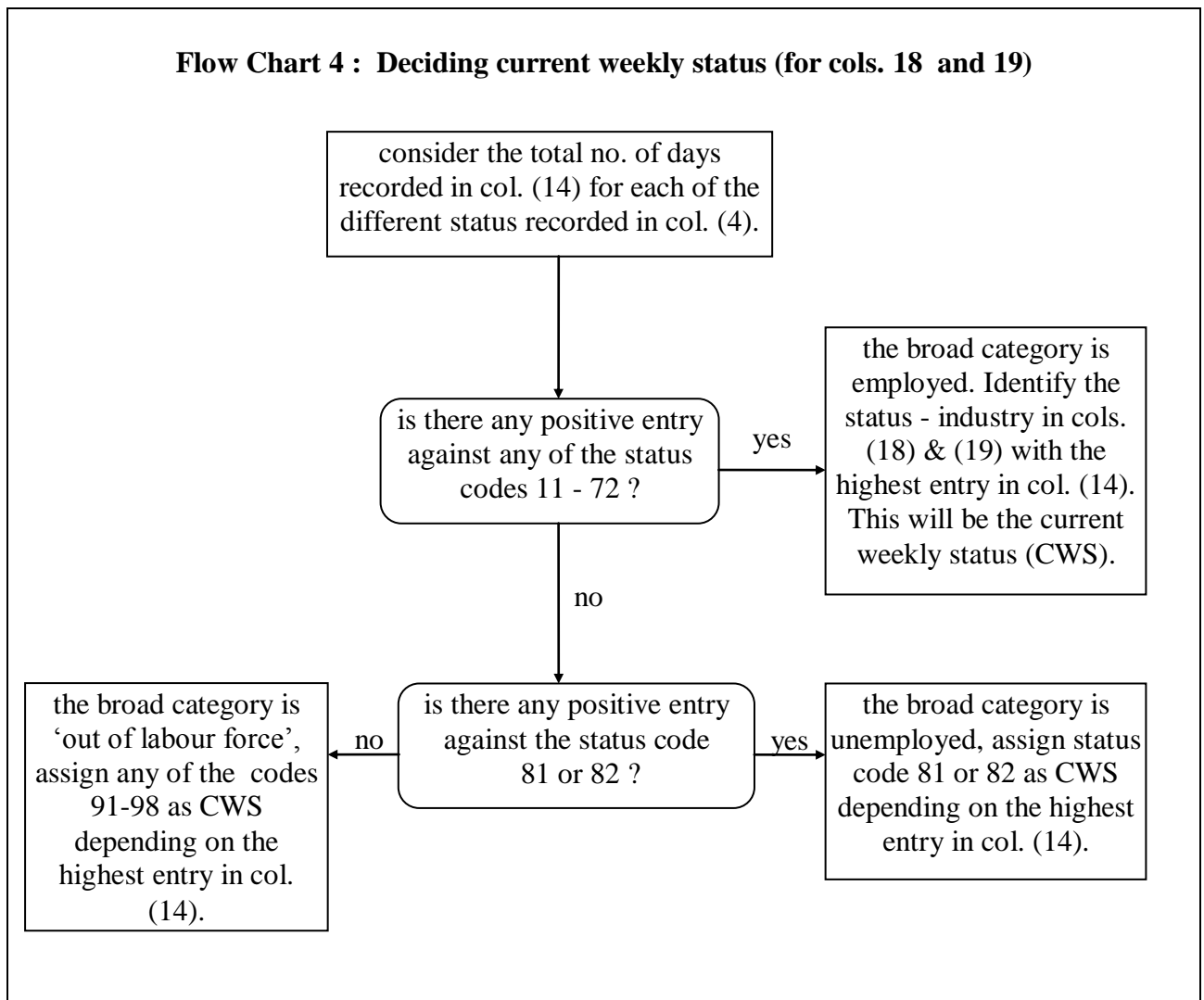
(b) In the case of regular or casual salaried or wage employees, the activity beyond the normal working hours need not be considered for recording entries in these columns. On the other hand, if a person pursues two economic activities of duration, say 4-5 hours each, both are to be recorded with 0.5 intensity for each. In the case of self-employed persons, time spent on any ancillary activity relating to the actual activity of production of goods or services, will also be considered as time spent on 'work'. In this connection, it may be noted '**exchange labour**' will be considered as 'work' performed in 'self-employed' capacity.

4.8.14 **Column (14): Total number of days in each activity:** The number of days for which a particular activity was pursued during the seven days, i.e., the total of columns (7) to (13) will be recorded in one place of decimal in column (14) separately for each activity listed in column (3). It may be noted that the total number of days for all the activities taken together should always be 7.0 for each individual entered in column (1).

4.8.15 **Columns (15) to (17): Wage and salary earnings (received or receivable) for the work done during the week (Rs):** The wage and salary earnings (not total earnings) receivable for the wage/salaried work done during the reference week, separately for each of the relevant activities pursued by each person, will be recorded in these columns. The wage and salary earnings are collected for regular salaried/wage employees and casual wage labours, the relevant status codes for which wages & salary are to be recorded are 31, 41, 51, 71 and 72. The wages and salaries receivable for the work done during the reference week may be already received or may still be due to be received in cash or in kind or partly in cash and partly in kind. The total wage or salary receivable for the week in cash will be recorded in column (15) and the value (**evaluated at the current retail price**) of salary or wages in kind receivable for the week will be recorded in column (16). The total of columns (15) and (16) will be entered in column (17). *The entries for all these columns will be made in whole rupees.* For recording the wages or salaries, amount receivable as '*overtime*' for the additional work done beyond normal working time will be **included**. Bonus (expected or paid) and perquisites evaluated at retail prices duly apportioned for the reference week, will be considered as wages and **included** for making entries in these columns. For the activity status '71' and '72', the amount receivable for the week will be worked out on the basis of the number of days reported under the activity during the week.

4.8.16 **Column (18): Current weekly status (codes):** Based on the activity status obtaining for a person on the seven days of the reference week, the current weekly status is to be identified and the status code so obtained is to be recorded here. This will be done as follows.

4.8.17 As already explained the activity status of a person falls into one of three broad categories, viz. employed (any of codes 11-72), unemployed (any of codes 81 or 82) and out of labour force (any of codes 91-98). The activity status for any day of the seven days is recorded in column (4). If any of these is a work related activity code i.e., any of 11 to 72 the person will fall in the employed category on the current weekly status. In other words, if the person is found to have been assigned a work status code on any of the day of the last week he will be considered as working in the current weekly status. For assigning the unemployed status code (i.e., either 81 or 82) to a person as his weekly activity status code, the person *should not have had any work activity status codes* on any of the days of the last week but should have one of codes 81 or 82 on at least one day of the last week (i.e., the entry in column (4) should not be any of 11-72 but should be 81 or 82 against one of the serial nos. of activity). Persons without any of codes 11-82



in column (4) will be those who will be treated as out of labour force in the current weekly status.

4.8.18 Further, within the three broad activity status categorisation, the detailed activity status codes will be assigned taking into account the number of days in each activity recorded in column (14) in terms of the aggregate of intensities obtaining on various days. Within the broad

activity status category identified for a person, the activity status code in column (4) which has the highest value in column (14) will be recorded in column (18). The entries for column (18) will be made in the line corresponding to the first line for each person, i.e., the line in which serial no. of activity in col. (3) is 1. The procedure for assigning the CWS to a person is explained in the form of Flow chart 4.

4.8.19 A few examples for determination of current weekly status are given below :

4.8.20 **Columns (19) & (20): Industry and occupation:** For persons with any of codes 11-72 in

reference to block 5 columns					
srl. no. of person <i>col.(1)</i>	srl. no. of activity <i>col.(3)</i>	status col. (4)	industry division <i>col.(5)</i>	total no. of days in each activity <i>col.(14)</i>	current weekly activity status <i>col.(18)</i>
(1)	(2)	(3)	(4)	(5)	(6)
1	1	51	01	3.5	51
	2	41	50	2.0	
	3	98	-	1.5	
2	1	82	-	1.0	82
	2	92	-	6.0	
3	1	11	01	0.5	11
	2	81	-	6.5	
4	1	11	01	3.0	11
	2	11	61	3.0	
	3	92	-	1.0	

column (18), the 5-digit industry (NIC 1998) and 3-digit occupation (NCO 1968) will be recorded in these two columns. **Note that to identify certain category of workers separately, NIC 1998 industry class code 9500 has been split. This has already been stated earlier in this chapter.** Those are to be considered here also. The industry and occupation will correspond to the economic activity in which the highest number of days have been spent as explained in the previous paragraph. In the cases where equal number of days is spent on two or more activities (like in case of person with serial number 4 in the above example) the industry and occupation corresponding to the activity appearing first in the code list in terms of status and industry (in urban areas) or in terms of status, industry and operation (in rural areas) will be noted in columns (19) & (20).

4.8.21 **Column (21): Whether unemployed on all the 7 days of the week:** From the daily time disposition recorded in columns (7) to (13), it is to be ascertained whether the person was unemployed on all the seven days i.e., if he/she had total intensity 1.0 against code 81/82 in column (4) on all the seven days of the week. Code 1 or 2 will be recorded in this column depending on the situation.

4.9.1 **Block 6: Follow-up questions for persons unemployed on all the seven days of the week:** This block is meant for collecting information on persons who are found to be unemployed on all the seven days of the week preceding the date of survey. Such persons will be identified on the basis of the daily time disposition recorded in block 5, and column (21) of block 5 will have code 1 for such persons. Information to be recorded in this block broadly includes their present spell of unemployment and particulars of past employment for those who are

unemployed on all the 7 days of the week but who were ever employed. The item-wise description of the block is given below.

**4.9.2 Columns (1) & (2): Serial number and age (years):** The serial number and age of persons with code 1 in column (21) of block 5 will be copied in columns (1) & (2) in the same order as they appear in block 5.

**4.9.3 Column (3): Duration of present spell of unemployment:** The spell of unemployment means the continuous period for which the person remains unemployed. The present spell will, therefore, refer to the period starting from the day the person became unemployed to the survey date. In the case of persons who are first entrants to the labour force, the present spell will be equal to the entire length of unemployment starting from the day such person joins the labour force, i.e., the day since when he/she was seeking/available for work. For those who had any previous employment, the present spell will be the period starting from the day they were seeking or available for work after losing their last employment to the survey date. The spell will be recorded in terms of codes indicating various durations as follows:

duration	code	duration	code
only 1 week.....	1	more than 2 months to 3 months....	5
more than 1 week to 2 weeks.....	2	more than 3 months to 6 months....	6
more than 2 weeks to 1 month.....	3	more than 6 months to 12 months...	7
more than 1 month to 2 months....	4	more than 12 months.....	8

**4.9.4 Column (4): Whether ever employed:** The purpose of this item is to separate first time job seekers from persons who worked sometime in the past but are now unemployed. As the subsequent columns will be used to record the details of last employment, this last employment will mean having more or less regular work for at least for some time in the past. Thus, among the unemployed, those who had more or less regular work at least for sometime in the past according to either the usual principal activity status or the usual subsidiary economic activity status will be given code 1 in column (4).

**4.9.5 Columns (5) to (9): particulars of last employment:** Columns (5) to (9) will be used to record the particulars of the last employment of those who had some employment in the past, i.e. entry 1 in column (4). Procedure for recording the particulars are explained in the subsequent paragraphs.

**4.9.6 Column (5): Duration:** The duration of last employment will be recorded in codes which are:

duration	code	duration	code
only 1 week.....	1	more than 2 months to 3 months....	5
more than 1 week to 2 weeks.....	2	more than 3 months to 6 months....	6
more than 2 weeks to 1 month.....	3	more than 6 months to 12 months...	7
more than 1 month to 2 months....	4	more than 12 months.....	8

4.9.7 **Column (6): Status:** Status refers to the status of job like self-employment, casual labour, etc. and the codes used for usual status relating to employment (i.e. codes 11-51) only will be applicable. The activity status and corresponding codes are as follows:

worked in household enterprise(self-employed):	
own account worker.....	11
employer.....	12
worked as helper in household enterprise (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

4.9.8 **Columns (7) & (8): Industry & Occupation:** 5 digit industry code as per NIC-98 and 3 digit occupation code as per NCO-68, respectively, applicable to the last employment will be entered in these two columns.

4.9.9 **Column (9): Reason for break in employment:** This column is meant for recording the reason for break in or termination of the last job held by the persons. These reasons are coded as follows:

lay-off without pay.....	1
unit closed down.....	2
quit job.....	3
loss of job due to other reasons.....	4
lack of work in the enterprise (for self-employed persons) .....	5
lack of work in the area (for casual labour).....	6
others.....	9.

4.9.10 The appropriate reason has to be identified through suitable probes. Lay-off is defined as 'failure/refusal/inability of an employer to give employment to a workman whose name is borne on the master rolls and who has not been retrenched'. Those laid-off with some pay are treated as employed. Those laid-off without any pay will be considered as unemployed and for such persons code 1 will be given. If the unit in which the person was working has closed down due to lack of demand, difficulties in running the unit or any other reason and consequently person is thrown out of employment, code 2 will be applicable. Quit earlier job (code 3) will be applicable for persons who have left the job on their own volition, may be owing to compelling circumstances. Loss of earlier job due to other reasons (code 4) will include cases where person is removed from service or work due to temporary nature of work contract, on disciplinary grounds, retrenchment, retirement etc. For those who were self-employed and are now out of job as there is lack of work in the enterprise due to fall in demand, scarcity of raw materials etc., code 5 will be recorded. Persons who are engaged as self-employed in the seasonal enterprises and are unemployed during the off season owing to lack of work in the enterprise will also be given code 5. However, if such an enterprise is closed down permanently, applicable code will be 2 and not 5. For those employed as casual workers and are out of work as there is no work in his/her area, code 6 will be given. This should be distinguished from those casual labour

employed in enterprises with some regularity and coming under reasons 1, 2, 3 or 4. Thus, one of the reasons should be identified in a sequential manner starting with reason code 1. Reasons which cannot be coded in 1- 6 will be given code 9.

#### 4.10.1 **Block 7: Particulars of vocational training received by household members:**

Particulars of formal vocational training received will be collected in respect of all the household members who are in the age group 15-29 with minimum general education level middle and above but below graduate (i.e with codes 05 to 08 in column 7, block 4) and for those who are graduate in vocational courses within the age group 15-29. **However, in this survey, only those training courses which have duration of training 12 weeks or more and the minimum general education qualification required for entry to the training course is middle and above but below graduate will be considered.** It may be noted that in some parts of India the middle school level is completed after class 7, whereas in other parts it is completed after class 8. Some examples of formal vocational trainings along with duration and educational qualification required for entry into those trainings are given in Annexure-1 at the end of this chapter.

4.10.2 **Column (1) to (7):** Entries for columns (1) to (4), (6) and (7) will be copied from the relevant columns of block 4. Description of the industry of work for the employed persons (code 11 to 51 in column 4) will be recorded in column (5).

4.10.3 **Column (8): Whether received any formal vocational training:** If the member has received any formal vocational training then code will be 1; otherwise code will be 2.

4.10.4 **Column (9): Serial number of training:** If code in column 8 is 1 then in column (9) serial number of training received will be entered. It may happen that the same member may have received more than one vocational training. If only one training is received then 1 will be entered in column (9) and the particulars of the training will be entered in columns (10) to (15). If the member has received more than one vocational training then in column (9) the serial numbers will be entered starting from 1 for all the trainings received. However, in such cases, in respect of serial number of training 1, columns 1 to 8 will be filled up and cross mark (x) may be put in columns (1) to (8) for serial number of trainings 2 and above. If more than 4 trainings are to be recorded in a household, then additional sheets of block 7 may be used. These sheets should be firmly stapled with the main schedule at the appropriate place.

4.10.5 **Column (10): Field of training (code):** Field of training in this column refers to the broad area, say, 'Mechanical engineering trades', 'Electrical and electronic trades', 'Leather related work', etc. on which the formal vocational training has been received by the household member. 'Field of training' **will be recorded in terms of 2 digit codes.** The relevant codes for the field of training to be used for making entry in this column are given below:

<b>field of vocational training</b>	<b>codes</b>
Mechanical engineering trades .....	01
Electrical and electronic engineering trades.....	02
Computer trades.....	03
Civil engineering and building construction related works.....	04
Chemical engineering trades.....	05



Leather related work.....	06
Textile related work.....	07
Catering, nutrition, hotels and restaurant related work.....	08
Artisan/ craftsman/ handicraft and cottage based production work.....	09
Creative arts/ artists.....	10
Agriculture and crop production related skills and food preservation related work.....	11
Non-crop based agricultural and other related activities.....	12
Health and paramedical services related work.....	13
Office and business related work.....	14
Driving and motor mechanic work.....	15
Beautician, hairdressing and related work.....	16
Work related to tour operators/ travel managers.....	17
Photography and related work.....	18
Work related to childcare, nutrition, pre-schools and crèche.....	19
Journalism, mass communication and media related work.....	20
Printing technology related work.....	21
Other.....	99

For a vocational training, if the ‘field of training’ is not covered by any of the codes 01 to 21, code 99 will be assigned to that field of training. It may be noted that under a particular broad area of the training stated above, an individual may have received the vocational training for development of skill in specific area(s). For example, a vocational training may develop skill in specific area(s) like ‘blacksmithy’, ‘fitter’ etc. under the broad area ‘Mechanical engineering trades’ or in the specific area ‘Cutting and Tailoring’ under the broad area ‘Textile related work’ or in the specific area ‘Cane & Bamboo work’ under the broad area ‘Artisan/ craftsman/ handicraft and cottage based production work’. Specific areas and broad areas of the vocational training, in most cases, will be understood from the name of trade/training course. To facilitate the collection of data on ‘field of training’, an indicative list of specific areas on which one can receive the vocational training and the broad area covering the specific area(s) is given in Annexure 2. There may be cases where specific area of the field of training (under a broad area of training) is outside the list given in Annexure 2. Examples for recording field of training are being illustrated with the help of the following examples:

1. A person has received a vocational training of which the name of the training course is ‘**Fitter**’. In this case the specific area of the training is ‘**Fitter**’ and the broad area will be

‘**Mechanical engineering trades**’. In this case, the entry against ‘field of training’ will be the code for the broad area of training ‘Mechanical engineering trades’ i.e. 01.

2. For the vocational training course ‘**Cutting and Tailoring**’, the specific area is ‘**Cutting and Tailoring**’, and the broad area will be ‘**Textile related work**’. In this case, the entry against ‘field of training’ will be the code for the broad area of training ‘Textile related work’ i.e. 07.

4.10.6 **Column (11): Institution of training (code):** Institution from where the formal vocational training has been received by the household member will be recoded in this column in terms of **two digit codes**. The relevant codes for the ‘institution of training’ to be recoded in this column are as follows:

<b>Institution of training</b>	<b>code</b>
Industrial Training Institutes (ITIs) / Industrial Training centres( ITCs).....	01
School offering vocational courses (Secondary, Higher Secondary level).....	02
UGC (first degree level).....	03
Polytechnics.....	04
Community Polytechniques/ Jansiksha Sansthan.....	05
National Open School.....	06
Hotel Management Institutes.....	07
Food craft and Catering Institutes.....	08
Small Industries Service Institutes/ District Industries Centres/ Toll Room Centres.....	09
Fashion Technology Institutes.....	10
Tailoring, Embroidery and Stitch Craft Institutes.....	11
Nursing Institutes.....	12
Rehabilitation/Physiotherapy/Ophthalmic and Dental Institutes.....	13
Institutes giving Diploma in Pharmacy.....	14
Hospital and Medical Training Institutes.....	15
Nursery Teachers’ Training Institutes.....	16
Institutes offering training for Agricultural Extension.....	17
Training provided by Carpet Weaving Centers.....	18
Handloom/ Handicraft Design Training Centers/ KVIC.....	19
Recognised Motor Driving Schools .....	20
Institute for Secretariat Practices.....	21
Recognised Beautician Schools.....	22
Institutes run by Companies/ Corporations.....	23
Institutes for Journalism and Mass Communication.....	24
Other Institutes.....	99

If, for a particular training, the 'Institution of training' is not covered by any of the codes 01 to 24, code 99 will be assigned for that institute providing that formal vocational training.

4.10.7 **Column (12): Duration of training:** Duration of the training in weeks will be entered here. If duration of training received was in months or in years then it will be converted into weeks and for this purpose one month will be considered as 4 weeks, three month will be considered as 13 weeks, 6 months will be considered as 26 weeks and one year will be considered as 52 weeks. If duration of training is in terms of days then it will be converted to weeks and entry will be made in whole number. Only those **training courses which have duration of training 12 weeks or more will be listed/recorded.**

4.10.8 **Column (13): Degree/diploma/certificate received:** Information on degree/diploma/certificate received, after successful completion of the training course, will be entered in this column in terms of codes. The relevant codes are given below.

degree.....1

diploma.....2

certificate.....3

4.10.9 **Column (14): Whether training is useful in present economic activity:** This column will be filled in for members with status **code 11 to 51 in column 4.** If the vocational training received is useful in the present economic activity then code 1 will be entered; otherwise entry will be 2. Here usefulness will mean either the training has been helpful in taking up the present economic activity or that the competence acquired through the training has been helpful in improving the member's performance/position in the present economic activity.

4.10.10 **Column (15): Whether training is helpful in taking up an/another economic activity:** In this column information will be collected on whether the training received is likely to be useful in taking up an/another economic activity. The relevant codes are

helpful in taking up self-employment activity.....1

helpful in taking up wage/salaried employment.....2

not helpful.....3

It may be noted that this column relates to the usefulness of the training received in taking up another economic activity for those members of the household who are already employed (i.e, having code 11-51 in column 4) or the prospect of taking up an economic activity for those persons who are not employed. If the respondent feels that the training received does not have any prospect in taking up economic activity then code will be 3 (not helpful). If for any person both the codes 1 and 2 are applicable, priority will be given to code 1.

4.11.1 **Block 8: Household consumer expenditure:** Household consumer expenditure 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 specific reference period. The definition of household consumer expenditure and the procedure for evaluating it will be the same as for Schedule 1.0.

4.11.2 A worksheet has been designed to collect information on household consumer expenditure in Schedule 10. The aim of this worksheet is to arrive at an approximate value of household consumer expenditure, which will serve as proxy for total expenditure that could be obtained through the detailed consumer expenditure Schedule. This approximate value of consumer expenditure would be used for classifying sample households into different levels of living for studying employment characteristics of households in different levels of living. The worksheet contains 36 different components of household consumer expenditure. Considering that an item group may contain different items, an attempt has been made to indicate, in parenthesis, some of the items included in a particular group, so as to facilitate collection of consumer expenditure data for an item group. Two reference periods viz., 30 days and 365 days, will be used to record consumption of different groups of items and those are indicated in the headings of columns (3) and (4).

4.11.3 The items of consumption have been classified into four groups and three different approaches viz (i) consumption approach, (ii) expenditure approach and (iii) first-use approach, are followed for defining consumption of items. The different items in the groups and the approaches followed for defining consumption of the four groups are as follows:

<b>group</b>	<b>items in the group</b>	<b>serial number of items in the worksheet</b>	<b>definition of consumption</b>
I	<b>food(other than 'cooked meals'), pan, tobacco &amp; intoxicants and fuel &amp; light</b>	1 to 10, 11, (excluding cooked meals), 12,13	Consumption is the value of actual consumption during the reference period. The value of home-produce will be imputed at the ex-farm or ex-factory rate. This should not include any element of distributive service charges.
II	<b>cooked meals, miscellaneous goods and services including education, medical, rent, taxes and cess</b>	11 (cooked meals only), 14 to 22, 24 to 26	Expenditure incurred on the item during the reference period.
III	<b>clothing and footwear</b>	27 and 28	An item is consumed if it is brought into first-use during the reference period. The item may or may not be procured within the reference period. It can be procured by purchase, home-production, gift, charity, etc.
IV	<b>durable goods</b>	29 to 37	Expenditure incurred on the items for purchase or towards cost of raw materials and services for its construction and repair during the reference period.

4.11.4 **Sources of consumption:** A household procures different items for its consumption by different ways. The different ways of collecting items of consumption are:

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

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

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

4.11.6 Special care is to be taken to ensure that the items which are consumed by the household out of home grown stock as well as from other sources like free collection, gifts, loans etc. do not get missed out and necessary probing is to be done to include such consumption, if any, in the total consumption of the household.

#### ***Value of consumption during last 30 days***

4.11.7 **Item 1: Cereals & cereal products:** This will include items like rice, wheat/atta, jowar, bajra, maize, barley, small millets and their products like chira, khoi, lawa, muri, maida, suji, rawa, sewai, noodles, bread (bakery), cornflakes, pop-corn etc. and sattu prepared from barley/ other cereals. Besides these, tapioca, jackfruit seed, mahua etc, which are consumed as substitutes for cereals will also be included here.

4.11.8 **Item 2: Pulses & pulse products:** This includes pulses such as arhar, gram, moong, masur, urd, peas, soyabean, khesari etc and pulse products such as besan, sattu, papad, badi etc.

4.11.9 **Item 3: Milk:** This will mean milk as directly obtained from cow, buffalo, goat or any other livestock, milk sold in bottle or polypack. If the household purchases milk and prepares sweetmeats or transforms milk into curd, casein, ghee, etc at home these will be included here.

4.11.10 **Item 4: Milk products:** This will include condensed/powder milk, curd, ghee, butter and also baby food, ice-creams etc., the principal constituent of which is milk.

4.11.11 **Item 5: Edible oil and vanaspati:** Oil used in food preparation will be considered as 'edible oil' such as vanaspati, margarine, mustard oil, groundnut oil, etc. If oil is extracted by

crushing purchased or grown oilseeds and the oil is consumed then the entry will be shown against this item.

4.11.12 **Item 6: Vegetables:** This item will include potato, onion, radish, carrot, turnip, beet, sweet potato, arum, leafy vegetables, tomato, peas etc. It will also include green fruits like mango, watermelon, etc. consumed after preparing processed food.

4.11.13 **Item 7: Fruits & nuts:** This includes fresh fruits such as mango, banana, jackfruit, watermelon, pineapple, sugarcane coconut, guava, orange etc. and also dry fruits and nuts.

4.11.14 **Item 10: Salt and spices:** It will include all edible salt irrespective of whether it is iodised or not. This item will also include spices such as turmeric, black pepper, dry chillies, garlic, oilseeds which are generally used in food preparations.

4.11.15 **Item 11: Other food items:** This will include prepared tea, coffee, tea leaf, coffee powder, ice, cold beverages, fruit juice, green coconut, biscuits, salted refreshments, prepared sweets, cake, pastry, pickles, sauce, jam, jelly, cooked meals, prepared rice, snacks, tiffin, food packets etc. Food items for babies like Farex, Cerelac etc. whose principal constituent is not milk will also be included here.

4.11.16 **Item 12: Pan, tobacco & intoxicants:** This will include pan leaf, finished pan, supari, lime, katha, bidi, cigarettes, snuff, cheroot, zarda, ganja, toddy, country liquor, beer, foreign liquor etc.

4.11.17 **Item 13: Fuel & light:** This will include coke, firewood and chips, electricity, dung cake, kerosene, match box, coal, LPG, gobar gas, candle etc. and petrol, diesel, etc. used for generating electricity.

4.11.18 **Item 20: Rent/house rent:** This item consists of rent for residential building and garage rent for private vehicle of the household. Amount last paid divided by the number of months for which the payment was made will be recorded here. The rent for government quarters will be the amount of house rent allowance (HRA) per month not paid to the employee plus the licence fee deducted per month from the salary for the quarters. Salami/pugree will not be considered anywhere in the schedule.

4.11.19 **Item 21: Consumer taxes and cesses:** This will include road cess, chowkidari tax, municipal rates, water charges etc.. Sometimes, while purchasing a new vehicle, life tax is paid. In such case, monthly average of tax & cess will be recorded against this item.

4.11.20 **Item 22: Medical expenses (non-institutional):** This includes expenditure which were incurred on medical treatment not as an in-patient of a medical institution. This includes expenses on medicine, clinical tests, X-ray, pathological tests, payments made to doctor, nurse, etc., on account of professional fees. Expenditure on family planning appliances such as IUD, oral pills, condoms, diaphragm, spermicide. Expenditure incurred on MTP (medical termination of pregnancy) may be recorded against here if hospitalisation is not necessary. Similarly, hiring charges for ambulance may be recorded here if hospitalization is not necessary. Reference period for medical expenses (non-institutional) is 30 days.

#### **Value of consumption during last 365 days**

4.11.21 **Item 24: Medical expenses (institutional):** This includes expenditure which were incurred on medical treatment as an in-patient of a medical institution. Expenditure incurred on MTP (medical termination of pregnancy) may be recorded against here if hospitalisation is necessary. Similarly, hiring charges for ambulance may be recorded here if hospitalization is

necessary. Expenditure incurred for clinical tests, X-ray, etc. will be recorded against this item if hospitalisation was necessary.

4.11.22 **Item 25: Tuition fees and other fees:** It also includes fees paid to educational institutions (e.g., schools, colleges, universities, etc.) on account of tuition (inclusive of minor items like game fees, fan fees, etc.) and payment to private tutor. Occasional payments to the school fund made on account of charities provided for indigent students and 'donations' generally will not be included here as these are regarded as transfer payments.

4.11.23 **Item 26: School books and other educational articles:** Expenditure on all kinds of books, magazines, journals, etc. including novels and other fiction will be covered under this item. Expenditure on Internet other than telephone charges will also be covered here. Besides these, expenses on library charges, stationery etc. will also be covered here.

4.11.24 **Item 27: Clothing and bedding:** In this item, information on value of consumption of all items of clothing and bedding during the last 365 days will be collected. When any garment is sewn at home by a household member, its value will be equal to the value of cloth only. No labour charges for sewing of the garment need be included unless the sample household itself is running a tailoring shop. Similarly, for a quilt made at home of which the materials (viz., cloth, stuffing, cotton, thread, etc.) were purchased the value of the materials used will be shown against this item. All second-hand clothing items, like dhoti, saree, ready-made garments, etc., purchased and brought into first-use will be recorded against this item.

4.11.25 **Durables goods (items 29 to 37):** Information on expenditure incurred for purchase and cost of raw materials and services for construction and repairs of durable goods for domestic use during the last 365 days will be collected in items 29 to 37. Expenditure will include both cash and kind. Purchase will include both first-hand and second-hand purchase. Only if some expenditure is incurred towards purchase of an item, may be in cash or kind or both, the item will be considered as purchased. Expenditure incurred on purchase of durable goods for giving gifts will also be included. In case of credit/hire-purchase, the actual expenditure made during the reference period will be recorded.

4.11.26 It should be noted that the purchase of residential building and land, whether first-hand or second-hand, should not be entered in item 37, since such purchases are considered capital expenditure on real estate. Any new construction of building is also an expense on capital account and should not be entered in item 37. The total expenditure incurred by the household towards repairs and maintenance of dwelling unit (only) during the reference period would be entered against item 37.

4.11.27 Investigators should not spend too much time for filling up the worksheet. Unless the respondents themselves ask for clarifications, they are not to ask about quantities consumed item by item to arrive at sub-total figure. The idea is to fill up the worksheet in about half an hour per household. Experience shows that one can obtain a fair enough estimate of household consumer expenditure in half an hour per household.

4.12.1 **Block 9: Remarks by investigator:** Any remark which is considered necessary for explaining any peculiarity in the consumption pattern of the household or any other item-specific unusual feature of the household or of any member thereof will be noted here. Such remarks will help understanding the entries made in different blocks of the schedule, especially when any entry is numerically very high or very low or entry is unusual.

4.13.1 **Block 10: Comments by supervisory officer(s):** The supervisory officers should note their views on any aspect pertaining to the characteristics under enquiry in this schedule relating to the household or any member thereof.

#### 4.14.1 Some Important Clarifications for determining activity status:

1. Engagement in domestic duties by a member of the household is not considered economic activity but the domestic duties performed by the domestic servant staying in the employer's household and taking food from the common kitchen and thereby being a member of the household is to be considered as an economic activity, as a special case. Activity status code 31 will be assigned to domestic servants.
2. 'Free collection for sale' will be treated as self-employment. In the agricultural sector, even if the products collected are not for sale but for household consumption, persons engaged in these activities will be considered as self-employed. If the products collected relate to agricultural sector, the NIC-98 tabulation category will be 'A' and for other goods like rag, waste paper, tins, etc., the NIC-98 tabulation category will be 'G'.
3. A disabled person/ pensioner will be considered as 'employed' according to usual principal status if he/she is engaged in an economic activity for a relatively long time during the reference year. He/she will be treated as unemployed if reported to be seeking/ available for work for a relatively long time during the reference year, and not as a disabled person/pensioner.
4. Any person carrying out domestic duty for major part of the day and additionally doing some economic activity for 1 to 2 hours only, both on a regular basis, will be considered as engaged in domestic duties according to the usual principal status. Similarly, a pensioner/ student doing agricultural activities in household agricultural enterprise for less than or equal to 2 hours daily, his usual principal activity status will be pensioner/ student, and not worker. According to the usual subsidiary status they will be considered as worker.
5. Sometimes it is found that a regular student is currently on live register of the Employment Exchange and such a situation creates confusion in deciding his usual activity status. Normally, the person will be categorised as a student. But before categorising him/her as a student, further probes should be made as to whether he/she will give up his/her studies the moment he/she gets a job. If it is found that he/she will leave his studies to take up the type of job for which he/she has registered, he/she will be considered as unemployed.
6. Current weekly activity status of a student/ disabled person/ pensioner/person engaged in domestic duties will be 'employed' if he/she is engaged in an economic activity for at least 1 hour on any day during the reference week (i.e at least 0.5 intensity against any of the activity status codes 11 to 72 in column 14). Intensity for different activities as per current daily status will be assigned for him/her in the normal procedure.
7. A Government servant who is on extraordinary leave or suspended, his/her usual principal status code will be 31. Other economic activities pursued by him/her will not be considered for determining his usual principal activity status and those activities will be considered as subsidiary economic activities.
8. According to the current status approach, for a regular wage/ salaried employee, activity status code 31 is to be given on holidays and code 71/72 for the days he is on leave depending on the reason. Additional economic activity of a regular wage/ salaried employee on holidays/on leave will not be considered to determine his current daily status e.g. for a Govt. employee who is on 1 week leave and does agricultural activity during that week, his current daily status code for all the 7 days of the week will be 72.



9. According to the current status approach, for a self-employed person, not working on a day in spite of having work on that day, activity status code 11 is to be given on holidays/weekly-off days and code 61 or 62 for the days he is on leave depending on the reason.
10. If, in a week, a casual worker works for 4 days and remains without work for the other 3 days of the week, then, for the days he did not work, his current activity status codes will be 81, 82 or any of 91 to 98.
11. It may be noted that for regular salaried/wage employees on leave or holiday, the 'operation' will relate to their respective function in the work or job from which he is temporarily off in view of his taking leave or holiday. Similarly for persons categorised 'self-employed' (status codes 11, 12 & 21) if they are not at work on a particular day in spite of their having work on that day, operation to be recorded will relate to the work they would have done if they had not enjoyed leisure on that day.
12. If a person performed 3 economic activities in a day then number of hours spent on each activity is to be considered to assign intensity for the different activities.
  - (a) If only 1 of the activities is done for 4 hours or more, 1.0 intensity to be given for that activity.
  - (b) If any of the 2 activities are done for 4 hours or more, then 0.5 intensity is to be given to each of these activities.
  - (c) If all activities are done for more than 4 hours then two of the activities by major time criteria (MTC) will be given intensity 0.5.
  - (d) If all the activities are performed for less than 4 hours but the total is more than 4 hours then 2 activities by MTC will be assigned 0.5 intensity.
  - (e) If all the activities are performed for less than 4 hours and the total is less than 4 hours but more than 1 hour then 1 activity by MTC will be assigned 0.5 intensity.
13. If a person is engaged in 2 economic activities each of less than 1 hour but total is more than 1 hour but less than 4 hours, then though each of the activities are less than 1 hour, one of the activity will be assigned intensity 0.5 by MTC.
14. When a female casual labourer reports that she is not able to work due to pregnancy, she will be treated as 'casual labour not working due to sickness' and will be given current activity code 98.
15. Exchange labour will be considered as 'self-employed'. But a regular employee, on holiday or while on leave, working as 'exchange labour', will be assigned status code 31/71/72. On the other hand, a casual labourer working as 'exchange labour' on some days will be categorised as 'self-employed' for those days.
16. The 'meal carriers' (who deliver lunch at various offices), 'night watchmen' of a locality, 'cowherd', etc. are normally employed by a group of households on a regular monthly wage. The 'activity status' of such workers will be the same as that of maid servant/male servant, etc. i.e., 'wage/salaried employee'.
17. Carpenters, masons, plumbers etc. who move from place to place in search of work and carry out the work on contract basis whenever work is available will be considered as own account worker. But if such persons are working on a wage basis or so under a contractor, they will be considered as regular salaried/wage employee.

18. Unpaid apprentices will be treated as 'students' while paid apprentices will be treated as employees.
19. Persons under 'paid lay-off' will be considered 'employed' and those under 'unpaid lay off' as 'unemployed' if they are seeking and/or available for work.
20. According to current status approach, for persons performing only non-economic activities during the week, regular activities done by the person will be considered for recording intensity for the different days of the week. For example,
  - (a) Regular students performing other non-economic activities during holidays or when on leave will be considered as student for all the days of the week.
  - (b) If persons regularly performing domestic duties, perform some other non-economic activities for some days of the week with or without doing domestic duties on those days, then they will be considered to have performed domestic duties for all the days of the week.
  - (c) A disabled person who was a recipient of regular pensions, remittances, etc. should be classified as rentiers, pensioners, remittance recipients, etc. (code 94) and not as the category 'not able to work due to disability' (code 95).

## Annexure-1

**Examples of some formal vocational trainings**

<b>Name of the trade/training course</b>	<b>Duration</b>	<b>Educational qualification required</b>
ADVANCE WELDING	12 Months	8th standard passed
BOOK BINDER	12 Months	8th standard passed
CARPENTRY	12 Months	7th standard passed
CUTTING & SEWING	12 Months	8th standard passed
EMBROIDERY & NEEDLE WORK	12 Months	8th standard passed
FASHION DESIGN	12 Months	10th standard passed
FITTER	24 Months	10th standard passed
SURVEYOR	24 Months	10th standard passed with Science & Maths
TELEPHONE OPERATOR CUM RECEPTIONIST	12 Months	10th standard passed
SANITARY HARDWARE FITTER	6 Months	8th standard passed
TOURIST GUIDE	6 Months	12th standard passed
DENTAL LABORATORY TECHNICIAN	24 Months	10th standard passed and typing speed of 30 WPM in English / Hindi / any local language
TOOL & DIE MAKER	36 Months	10th standard passed with Science & Maths
HANDICRAFT	12 Months	7th standard passed
HOSIERY & KNITTING	12 Months	7th standard passed
SHORT TERM COMPUTER COURSES (DATA ENTRY OPERATOR )	3 Months	10th standard passed with English
SHORT TERM COMPUTER COURSES (DESK TOP PUBLISHING OPERATOR )	3 Months	10th standard passed with English
MEDICAL TRANSCRIPTION	6 Months	12th standard passed with Biology/ Physiology as major subject. Knowledge of English Language is essential.
MECHANIC WATCH & CLOCK	12 Months	10th standard passed

## Annexure-2

**An indicative list of specific areas and the broad area covering the specific area(s) associated with formal vocational training**

***Broad area: Mechanical engineering trades (01)***

Specific areas:

- Blacksmithy
- Denting & Painting
- Draftsman (mechanical)
- Drilling and Boring
- Fitter
- Forger and Heat Treater
- Foundry man
- Grill Maker
- Grinder
- Instrument Mechanic
- Lock Repairer and Key Maker
- Machinist
- Mechanic (Agriculture machinery)
- Mechanic Bio-gas
- Mechanic Farm Machinery
- Mechanic machine tools Maintenance
- Mechanic (Watch and Clock)
- Millwright/Maintenance Mechanic
- Pattern Maker
- Pump Operator cum mechanic
- Repair Cart, Cycle, Cycle Rickshaw
- Repairer–Umbrella, Stove, Cooker etc.
- Repair Watch
- Sheet Metal Worker
- Tools & Die Maker
- Turner
- Upholster
- Rural Engineering Technology
- Moulder

***Broad area: Electrical and electronic engineering trades (02)***

Specific areas:

- Audio Visual Technician
- Battery Maintenance
- Cable Operator
- Choke Making
- Electrician
- Electroplater
- Fitter electronics
- Radio & TV Repairer
- Refrigerator & Air conditioner repairer
- Repair Fans, Cooler
- Servicing Phones, Tape recorder
- Stabilizer Assembling
- Transformer Coil Rewinding
- Welder
- Wireless Mechanic
- Wireman
- Mechanic-cum-operator electronics communication system

***Broad area: Computer trades (03)***

Specific areas:

- Computer Operator & Programme Assistant
- Data Entry Operator
- Electronic System Maintenance
- Information Technology
- Office Assistant
- Phototype Setter & Desktop Publishing Operator
- Technician Computer
- Desk top publishing operator
- Data preparation & Computer Software
- Networking Technician
- Computer repairing

**Broad area: Civil engineering and building construction related works (04)**

Specific areas:

- Bar Bending
- Brick Making
- Carpenter
- Cement Block and Article Making
- Colour Washing, Distemper, White Wash
- Construction worker
- Draftsman (Civil)
- Ferro Cement Work
- Floor Furnishing and Grinding
- Mason
- Painter
- Plumber
- Polishing of Furniture
- Soil Testing
- Surveyor
- Tiles Work
- Waste Water Disposal System
- Water Shed Management
- Wood Work
- Building and Road Construction
- Building Maintenance

**Broad area: Chemical engineering trades (05)**

Specific areas:

- Candle making
- Instrument Mechanic (Chemical Plant)
- Laboratory Assistant (Chemical Plant)
- Maintenance Mechanic (Chemical Plant)
- Match Box & Sticks making
- Pest Control Operator
- Phenyl making
- Plastic Processor
- Soap & Detergent Maker
- Soap making
- Vegetable Dyeing
- Attendant operator (chemical plant)
- Agricultural Chemicals
- Ceramic Technology

**Broad area:Leather related work (06)**

Specific areas:

- Flaying and Carcass

- Leather Goods Maker
- Manufacture of Footwear
- Shoe/Chappal making
- Tanning
- Tanneries
- Making of leather & Rubber sports goods
- Rubber mats making

**Broad area: Textile Related work(07)**

Specific areas:

- Bleaching, Dyeing and Calico Printing
- Cutting & Tailoring
- Cotton Classifier
- Dress Designing
- Dress Making
- Embroidery & Needle Work
- Fabric Painting
- Fabric Printing
- Hand Weaving of Newar, Tape and Carpet
- Knitting Technology
- Knitter (Hosiery)
- Knitting with Machine
- Screen Printing
- Spinning (Power looms)
- Textiles Wet Process
- Weaving (Handlooms)
- Weaving Silk & Woolen Fabrics
- Structure and Fabrication Technology
- Winder (Textile)

**Broad area: Catering, nutrition, hotels and restaurant related work (08)**

Specific areas:

- Baker & Confectioners
- Catering and Restaurant Management
- Cooking – Selling networking
- Craftsman Food Production
- Drying and Dehydration of vegetables
- Food Processing ( Papad, Achar etc.)
- Fruit and Vegetable Processing
- House keeping
- Hotel Clerk or Front office Assistant
- Preservation of Fruits & Vegetables
- Steward

**Broad area: Artisan/ craftsman/ handicraft and cottage based production work(09)**Specific areas:

- Aggarbati Making
- Bee keeping and related skills
- Cane & Bamboo work
- Chalk Making
- Coir Products
- Crewel Work
- Flower making
- Glass Painting
- Gur Making
- Handmade paper work
- Jute Work
- Oil making skills
- Packing Skills
- Pottery Making
- Toy Making

**Broad area: Creative arts/ artists (10)**Specific areas:

- Dance
- Folk Arts
- Music Instrumental
- Music Vocal
- Oil Painting
- Interior Design
- Classical Dance (Kathak)
- Commercial Art

**Broad area: Agriculture, crop production related skills and food preservation work(11)**Specific areas:

- Agricultural Chemicals
- Crop cultivation/Production
- Food Preservation
- Medicinal and Aromatic Plant industry
- Plant Protection
- Seed Production Technology
- Plantation Crops & Management
- Vegetable Seed Production
- Repair & Maintenance of Power Driven Farm Machinery
- Agro Based food Industries (Crop based)
- Post Harvest Technology
- Soil Conservation
- Sugar Technology

**Broad area: Non-crop based agricultural and other related activities(12)**Specific areas:

- Apiculture
- Dairying
- Fish Farming
- Fish Processing
- Fish seed Production
- Floriculture
- Poultry Farming
- Sericulture
- Sheep and Goat Husbandry
- Inland Fisheries
- Swine Production
- Agro Based Food Industries (Animal based)
- Fishing Technology
- Horticulture

**Broad area: Health and paramedical services related work (13)**Specific areas:

- Health Sanitary Inspector
- Health Worker
- Hospital Documentation
- Hospital House Keeping
- Medical Laboratory Assistant
- Medical Transcription
- Multi Rehabilitation Worker
- Nursing
- Ophthalmic Technician
- Physiotherapy and Occupational therapy
- X-Ray Technician
- Health Care and Beauty Culture
- Bio Medical Equipment and Technician
- Dental Hygienist
- Dental Technician
- ECG and Audiometric Technician
- Nutrition and Dietetics
- Auxiliary Nurse and Midwives
- Primary Health Worker
- Physical Education

**Broad area: Office and business related work (14)**Specific areas:

- Accountancy & Auditing
- Basic Financial Service
- Banking
- Cooperation
- Export-Import Practices and Documentation
- Insurance
- Industrial Management
- Marketing and Salesmanship
- Office Management
- Purchasing & Store Keeping
- Receptionist
- Secretarial Practice
- Stenography
- Taxation Practices/taxation Laws/  
Tax Assistant

**Broad area: Driving and motor mechanic work (15)**Specific areas:

- Mechanic (Diesel)
- Mechanic (Motor Vehicle)
- Mechanic tractor
- Repairer (Scooter, Car)
- Driving motor vehicle
- Motor vehicle body builder

**Broad area: Beautician, hairdressing and related work (16)**Specific areas:

- Beautician
- Barber/ Hair Cutter / Dresser
- Beautician Assistant
- Hair and Skin Care
- Hair Dresser
- Health and Slimming Assistant

**Broad area: Work related to tour operators/ travel managers (17)**Specific areas:

- Tour Operators
- Travel Managers
- Tourism and Travel Techniques
- Tourist Guide

**Broad area: Photography and related work (18)**Specific areas:

- Cameraman
- Photography

**Broad area: Work related to childcare, nutrition, pre-schools and creche (19)**Specific areas:

- Child care & Nutrition
- Pre-Play School Management
- Preschool & Creche Management

**Broad area: Journalism, mass communication and media related work (20)****Broad area: Printing technology related work (21)**Specific areas:

- Engraver
- Hand Compositor
- Offset Machine Minder
- Photocopying
- Plate Maker (Lithographic)
- Printer
- Retoucher Lithographic

**Broad area: Other (99)**Specific areas:

- Book Binder
- Call Centre Assistant
- Entrepreneurship skills
- Financial Skills
- Gardening
- Maintenance Library
- Marketing skills
- Office Gum Paste making
- Sign Board Painting
- Tat Patti Making