

Fourth Economic Census

Instructions to Enumerators for filling

**House List
Enterprise List
House List Abstract
Enterprise List Abstract**

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**INSTRUCTIONS TO ENUMERATORS FOR CONDUCT OF
THE FOURTH ECONOMIC CENSUS (1996)**

SECTION - ONE

General

With a view to fill up the data gaps in the unorganised segments of different sectors of the economy, particularly of the non-agricultural sector, three economic censuses and thirteen follow-up surveys were undertaken during the period 1977-1995 by Central Statistical Organisation (CSO), Department of Statistics, Government of India. The results of these censuses and surveys have served to provide basic entrepreneurial data for the purpose of planning, development administration and for improving the estimation of National Income and related aggregates.

2. The Economic Census (EC) is the official count of all entrepreneurial units located in the geographical boundaries of the country, involved in any economic activities of either agricultural (excluding crop production and plantation) or non-agricultural sectors of the economy, engaged in the production or distribution of goods or services not for the sole purpose of own consumption. The fourth Economic Census (EC) is planned to be carried out during 1996. The Census information is uniformly collected through four forms namely i) House List form (HL), ii) Enterprise List form (EL), iii) Enterprise List Abstract form (ELA) in both rural & urban areas and iv) HouseList Abstract (HLA) in only rural areas. Census village is taken as the primary unit in rural areas where as in urban areas it is the Urban Frame Survey Block (UFS) formed by the staff of Field Operations Division (FOD) of National Sample Survey Organisation (NSSO).

Scope & Coverage

3. The Economic Census covers the whole of the Indian union excepting some villages of Andaman & Nicobar Islands and some districts / villages of Jammu & Kashmir which remain inaccessible due to various reasons. These villages/districts will be identified by the Director, Directorate of Economics & Statistics of the concerned State/UT. All enterprises engaged in any activity within the geographical boundary of the country are to be covered. All economic activities (agricultural and non-agricultural) except those involved in crop production and plantation (Divisions 00 and 01 of the National Industrial Classification 1987) are covered under EC 1996. The activities which are to be excluded from the coverage are explicitly described in the following paragraphs (32 & 33).

Field Operations

4. For the field work, the enumerator has to visit the census village or UFS block in rural/urban area, as the case may be. Each enumerator is allotted with the work of one or more enumeration units. One enumeration unit broadly covers about 200 households in rural and about 150 households in urban area. In hilly and difficult terrains the work load is appropriately reduced.

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5. This booklet illustrates (i) the manner in which HL, EL, ELA and HLA forms are filled; and (ii) the concepts and definitions to be followed in the field work and explanations of various terms involved. The census enumerator has great responsibility to be factual and that he will perform the task honestly and efficiently with pride and devotion. The success of the EC is very much dependent on a thorough understanding of the concepts, definitions and instructions and on their faithful application while canvassing the various schedules. In case of any doubt, the supervisor or charge officer may be consulted for necessary clarification.

6. In urban areas when the EC work in a UFS block is allotted to a single enumerator, he will fill up houselist, enterprise list & enterprise list abstract forms as per the detailed instructions given in sections 2,3,4 of this instruction booklet. In some cases, the same enumerator may be allotted with the EC work of more than one UFS block (say 3 UFS blocks). In such cases he will fill up HL, EL and ELA forms separately for each of these UFS blocks.

7. In rural areas one may come across a situation listed below. Generally one enumerator is allotted with the EC work of one village (may be comprising of one or more enumeration units). In such case he will fill up one set of HL, EL, ELA and HLA forms for the entire village. In case the census village is so large requiring more than one enumerator to be engaged for completing EC work, then every enumerator will independently fill up the HL, EL, ELA and HLA forms as explained above. However, while giving serial number for the items 'Page number' in HL form, 'Page number and Running serial number of enterprise' in EL form, care should be taken to ensure that it is continuous for the entire village. For example, if two enumerators are given the work of a village, then the second enumerator will give page number and running serial number in HL and EL forms continuously after the last serial number given by the first enumerator.

8. While listing the houses in an enumeration unit, the enumerator has to identify the enterprises and note their number and details of identification in HL form. For each enterprise identified in the household, the EL form has to be filled up. At the bottom of each page of the EL, a row for 'totals' is given which may be completed when the page is full with list of enterprises or when there is no more enterprise to be listed. After completion of EL for all the enterprises in an enumeration unit, the enumerator has to complete the ELA in which all the entries are only transfer entries from 'Total' row of the EL. The ELA form is to be filled for each enumeration unit by the enumerator. However, if the entire village is covered by one enumerator, then only one ELA form is to be filled. The Houselist, EL, ELA and HLA forms are given at Annexes I, II, III and IV respectively. The four forms have to be filled by eliciting the required information by contacting the head or any other responsible person of the unit / household / enterprise and not through any other source. If there is a doubt about any entry, a question mark (?) may be put in remarks column of HL / EL form and subsequent changes may be made after consulting the supervisors in this regard. It should be ensured that all the question marks are removed before handing over the forms to the supervisor. Hindu Arabic numerals (e.g. 1, 2, 3, etc.) should be used in filling the forms.

Concepts and Definitions

9. In order to identify the respondents, activities and concerned enterprises under the purview of Economic Census, important concepts and definitions along with examples in different situations are illustrated in succeeding paragraphs.

a) **Building**

10. A building is generally a single structure available on the ground. Usually a structure will have four walls and a roof. But in some areas, the very nature of construction of houses is such that there may not be any wall. For example, a conical roof almost touches the ground and an entrance is also provided and there will not be any wall as such. Such structures should be treated as buildings.

11. If there is more than one structure within an enclosed or open compound (premises) belonging to the same person, e.g. the main house, the servants quarters, the garages etc., the entire group of structures is to be considered to be only one building.

12. If within a large enclosed area there are separate structures owned by different persons then each such structure should be treated as one separate building. Sometimes there may be a number of structures within an enclosed area or compound owned by an undertaking or company or government which are occupied by their employees. Each such structure should be treated as a separate building.

13. Sometimes a series of different buildings may be found along a street which are separated from one another by a common wall and yet look like a continuous structure. These different units are practically independent of one another and may likely to have been built at different times and owned by different persons. In such cases though the whole structure with all the adjoining units apparently appears to be one building, each portion should be treated as a separate building.

14. Sometimes the structure is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such as shops, business houses, offices, factories, workshops, work-sheds, schools, places of entertainment, places of worship, godowns, stores etc. It is also possible that buildings which have different component units may be used for a combination of purposes such as shop-cum-residence, workshop-cum-residence, office-cum-residence etc.

b) **Census House**

15. A census house is a building or part of a building having a separate main entrance from the road or common courtyard or staircase, etc., used, or recognised as a separate unit. It may be occupied or vacant. It may be used for a residential or non-residential purpose or for both.

16. If a building has a number of flats or blocks which are independent of one another having separate entrances of their own from the road or a common staircase or a common courtyard leading to a main gate, they will be considered as separate census houses.

17. It may be difficult to apply the definition of census house strictly in certain cases. For example, in an urban area, a flat has five rooms each room having direct entrance to the common staircase or courtyard. By definition this has to be treated as five census houses. If all these five rooms are occupied by a single household it is not realistic to treat them as five census houses. In such a case 'singleness' of use of these rooms along with the main house should be considered and the entire flat should be

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treated as one census house. On the other hand, if two independent household occupy these five rooms, the first household occupying in 3 rooms and the second household occupying 2 rooms, then the first three rooms together should be treated as one census house and the remaining two rooms as another census house. But if each room is occupied by an independent household then each such room should be treated as a separate census house

18. In case of hostels, hotels, etc., even if the door of each room in which an inmate lives opens to a common verandah, staircase, courtyard or a common room, as it happens almost invariably, the entire hostel / hotel building should be treated as one census house. But if such hostel / hotels have out-houses or other structures used for different purposes or the same purpose then each such structure attached to the main hostel / hotel should be treated as a separate census house.

19. In some parts of the country, in rural areas, the pattern of habitation is such that a group of huts located in a compound, whether enclosed or unenclosed is occupied by one household. While the main residence may be located in one hut, other huts may be used for sleeping, as kitchen, bathroom, baithak etc. Though each of the huts is a separate structure, they form a single housing units and therefore, have to be treated collectively as a single census house. If some of the huts are used by one household and the others by a second household as residence, then the two groups of huts should be treated as separate census houses. However, if there are also other huts in the compound used for other purposes and not as part of the household's residence such as, cattle shed, work-shed etc. they should be treated as separate census houses.

20. It is also possible that a household uses another structure, a baithak, separated from the main residence by some distance or by other structures or by a road. In such cases, it may become necessary to treat that separate structure used as "baithak" as a separate census house.

21. It is usual to find in municipal towns and cities that every site whether built or not is numbered by the municipal authorities on property basis. Such open sites, even if these are enclosed by a compound wall, should not be listed for census purpose. Only cases where a structure with roof has come up should be treated as census house and listed.

22. Pump houses, temples and other similar structures must also be treated as houses. These are places where people can also live. Obviously, such structures need not be considered if they are so small that no person can live in them.

c) Household

23. A household is a group of persons who usually live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. There may be a household of persons related by blood or a household of unrelated persons or having a mix of both. Examples of unrelated households are boarding houses, messes, hostels, residential hostels, rescue houses, jails, ashrams etc. These are called "Institutional Households". There may be single member households, two member households or multi member households. For census purpose, each one of these types is regarded as a "Household".

24. If a group of persons who are unrelated to each other live in a census house but do not have their meals from a common kitchen, they would not constitute an institutional household. The important link to find out whether there is a household or not is the common kitchen.

25. The following cases are to be noted.

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

(ii) Under trial prisoners in jails and indoor patients of hospitals, nursing homes, etc., are to be excluded but residential staff therein will be listed. The former persons will be considered as normal members of their parent households, and will be counted there. Convicted prisoners undergoing sentence will be outside the coverage of the survey.

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

(iv) Barracks of military and paramilitary forces (like Army, BSF, Police etc.) are outside the census coverage. However, civilian population residing in their neighbourhood including the family quarters of service personnel are to be covered. Generally, orphanages and vagrant houses also will be outside the survey coverage. (It may, however, be noted that the inmates of institutions like Orphanages, Nari Niketans, etc. may be taught in some crafts and skills and they may be engaged in manufacturing articles of utility for sale. In such cases, the enterprises run by these institutions should be listed.)

d) Unit

26. A unit located in a house is an entity engaged in some gainful economic activity involving production and/or distribution of goods and/or services. The unit engaged in such economic activity may be a workshop, manufacturing plant, a shop, an office, a firm, a school, hospital, place of worship etc.

e) Premises

27. Premises are the part of the census house occupied by a unit / household. If the activity of the enterprise carried out by a unit / household extends beyond the boundaries of a single house to a group of contiguous houses and in rare cases, a group of houses in close proximity, the entire group of houses is regarded as a single premise.

f) Enterprise

28. An enterprise is an undertaking engaged in production and/or distribution of goods and/or services not for the sole purpose of own consumption. The workers in an enterprise may consist of members of the household or hired workers or both. The activity of the enterprise may be carried out at one or more than one distinct location. The activity of the enterprise may also be carried out only for a part of the

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year but on a fairly regular basis; i.e. it is in operation for the major part of the season / year. An enterprise may be owned or operated by a single household or by several households jointly (on a partnership basis) or by an institutional body or by government

29 It is possible that more than one entrepreneurial activity is carried on in the same census house. If these activities are carried on by the same person or by the same household but separate accounts are kept for each of these activities, they should be treated as separate enterprises. However, in cases where the activities cannot be distinguished from one another, then only one enterprise pertaining to the major activity will be recorded and all items of information of all other minor activities will be shown / clubbed with that major activity. The major activity can be recognised on the basis of income or turnover or number of persons employed in each of the activities depending on the information readily available during the enquiry. For example, if a tailor sells cloth in addition to his tailoring work but does not maintain separate accounts for each, then enumerator should find out the major activity by inquiring from him the activity from which he gets a greater income or in which he employs more people etc. That will be shown as the activity of the enterprise. Some more examples where the activities might not be distinguished are flour mill and selling of commodities such as rice, wheat etc.; furniture shop engaged in manufacture of furniture and renting of furniture; grocery shop also engaged as travel agent etc.

g) Agricultural Enterprises

30. An agricultural enterprise is defined as one engaged in livestock production, agricultural services, hunting, trapping and game propagation, forestry and logging and fishing. Enterprises engaged in activities pertaining to agricultural production and plantations, as mentioned in para 32 and 33 of this section will not be covered under the census

h) Non-Agricultural Enterprises

31. Enterprises engaged in all other activities will be termed as non-agricultural enterprises.

i) Exclusions

32 Growing of agricultural crops and plantations mentioned below should not be counted as enterprises for the purpose of this Census and should be excluded. All such enterprises relating to growing of agricultural crops are listed below

- (i) Growing of Cereal crops such as paddy, wheat, jawar, bajra, maize, barley etc.
- (ii) Pulses such as arhar, gram, moong, masoor, urd etc.
- (iii) Raw Cotton, raw jute, mesta, sun hemp and other kind of fibres etc.
- (iv) Oil seeds such as sesamum, ground nut, mustard, linseed, castor, rapeseed etc.
- (v) Sugarcane, sugarbeet, potatoes, other roots and tubers etc.
- (vi) Vegetables, singhara, chillies and spices (other than pepper and cardamom).
- (vii) Floriculture and horticulture including their nurseries.
- (viii) Fodder crop, medicinal plants.
- (ix) Agricultural production not else where classified.

33 All enterprises engaged in plantations which are to be excluded are listed below

- (i) Tea, coffee, rubber, tobacco, pepper and cardamom etc .
- (ii) Coconut, arecanut, cashewnut, walnut, almond, other edible nuts not else where classified
- (iii) Apple, bananas, grapes, mangoes, oranges, pears, other fruits not elsewhere classified
- (iv) Ganja, cinchona, opium, betel leaves (pan), cocoa, other plantations not elsewhere classified

34. It may be noted that while growing of tea, coffee, tobacco, etc are not to be classified as an agricultural enterprise for the purpose of this census enterprises engaged in processing of tea, coffee, tobacco etc ., are to be covered. For example, curing of tea leaves, curing of tobacco etc., will be treated as enterprises. Similarly, manufacture of copra from coconut or the processing of cashew nuts will also be treated as enterprises.

j) Inclusions

35 Enterprises engaged in activities mentioned under (i) and (ii) below are to be counted for the purpose of this Census

(i) Mining and quarrying or manufacturing, processing, repair or servicing activity are included. Similarly, activities relating to generation, transmission and distribution of gas, steam, water supply, construction, wholesale or retail trade, hotels and restaurants, transport, storage & warehousing, communication, financing, insurance, real estate and business services, community, social and personal services, public administration and defence services such as government offices, schools, hospitals, recreation and cultural services, community services such as temples, etc., are also to be covered

(ii) In addition, it may be noted that the enterprises engaged in rearing of cattle and production of milk, rearing of sheep for production of wool, rearing of other animals such as pigs, rearing of bees and production of honey, rearing of silk worms and production of cocoons and raw silk, hunting, trapping, collection of fuel and other forest products and their sale, gathering of materials such as herbs, resins, etc. catching and selling of fish, providing agricultural services such as spraying etc., are all included. In other words, enterprises dealing with livestock production, agricultural services, hunting, trapping and game propagation, forestry and logging and fishing will also be covered. Enterprises engaged in the activities which are listed in Annex - VII are only to be considered for the purpose of Economic Census

36. Utmost care should be taken while considering an activity whether that qualifies to be taken as an enterprise. It has been mentioned earlier that rearing of cattle and production of milk will be covered as an enterprise. However, if the milk produced is for own consumption and is not usually sold on a regular basis, then this activity will not constitute an enterprise. The same approach should be adopted with regard to similar activities like, rearing of pigs, hens, bees, gathering of fire wood or forest products, etc.

SECTION - TWO

HOUSE LIST

Introduction

House List form is meant for listing of all entrepreneurial units and households available in all census villages in rural areas and in UFS blocks of towns / cities in urban areas. For listing of these units/households, enumerator has to visit all the houses/households / units of the village / UFS blocks. During the listing, basic information regarding the number of enterprises with the break up of 'within premises', 'without premises & without fixed location' & without premises but with fixed location' are collected if the unit/household is found engaged in entrepreneurial activity. Further information on 'household occupation', 'type of house occupied by the household' and 'enumerators perception of the household are also collected for households belonging to rural areas which helps in categorising the rural households into 'poor' and 'non poor' categories. Codes to be used in filling the various columns of house list form are given at annex-V.

2. In rural areas, all the census villages within the geographical boundary of the country will be covered in this Economic Census. Usually, one enumerator is allotted the work of one enumeration unit consisting of about 200 households. The work of the enumerator involves canvassing the House List (HL) form, Enterprise List (EL) form, preparation of Enterprise List Abstract (ELA) and House List Abstract (HLA) for the complete enumeration unit. It is possible that one enumerator is allotted two to three enumeration units so as to cover the whole village by him. In this case only one set of HL, EL, HLA and ELA forms will be filled for the whole village by the enumerator. In another case, it is possible that the work of a census village may be allotted to more than one enumerator each covering one or more enumeration units of the same village. In such cases, each enumerator will fill up one set of HL form for the area allotted to him (one or more enumeration units). The first enumerator will give the page numbers on his HL forms in the field while the second enumerator will give the page numbers on his HL forms at camp in continuation to the last page number given by the first enumerator and so on.

3. In Urban areas, all the cities / towns within the geographical boundary of the country will be covered. With the help of Urban Frame Survey (UFS) conducted by NSSO(FOD), all the towns are divided into small areal units consisting of about 150 households called UFS blocks. A group of about 20-25 contiguous UFS blocks forms an Investigator unit (IV unit). For identification of UFS blocks, maps for each IV unit and boundary details of each block within an IV units are available with the regional and sub-regional offices of NSSO (FOD). After completing the HL and EL forms, the enumerator will complete the ELA form for each of the UFS block.

4. Initially, each enumerator has to identify the geographical area of the enumeration unit which he has been allotted to cover for the field work of EC. Identification of census village may not pose any problem. However, if any problem is faced, the help of local people may be taken to properly identify it. For the urban areas the maps of the IV units and boundary particulars of each Block are given to the supervisors with the help of which the UFS block can be identified.

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5. After identification of the area, each structure/building has to be visited starting from one corner of the area. Before proceeding to visit the structures of the enumeration unit it may be enquired if any list of houses with numbering etc. is available with any authority. This will help the enumerator in the identification and recording of the house numbers in the HL. If no such list / numbering system is available, he may start visiting from one corner of the enumeration unit, preferably from North - West corner and proceed covering all houses. Care should be taken to avoid duplication and omission of houses.

6. The following paragraphs details further the procedure to be followed to enter the information in the Houselist form

House List form

7. Houselist form broadly comprises of two parts viz (i) Identification particulars of village / UFS block; and (ii) Information on basic characteristics of units/households identified through house to house visit

8. At the top most left corner of the form, twelve boxes have been provided to fill in the location code of villages in rural areas and UFS blocks in urban areas. The location code has to be filled in by the enumerators on the basis of information/ code given in village/ block directory. For rural areas, the details of all the twelve boxes are as given below

| <u>Box space</u> | <u>Information</u> |
|------------------|--|
| 1-2 | State Code |
| 3-4 | District Code |
| 5-7 | Sub division/Tehsil/Taluka/Circle etc. code(Within District) |
| 8-9 | CD Block/Panchayat Unit within sub division/Taluk etc code |
| 10-12 | Village code within Tehsil/Taluka |

For urban areas, the details to be recorded in these boxes are given below:

| <u>Box Space</u> | <u>Information</u> |
|------------------|--|
| 1-2 | State Code |
| 3-4 | District Code |
| 5-6 | Town Code |
| 7 | Frame Code |
| 8-10 | Investigator Unit(IV) Number (Within town) |
| 11-12 | Urban Frame Survey(UFS)block number (Within IV Unit) |

Digits 5,6,7 gives the town code to be entered in identification particulars of such schedule

The entries in these boxes have to be made by the enumerators and scrutinised by the Supervisors. At the top of the form, page number has to be recorded continuously for each page of the form starting from 1. Further, identification particulars of the village / UFS block have also to be given in item (i) to (ix). These

items are self explanatory. Numerical codes for State, District, Tehsil / Taluka / P S. / Dev. block / circle, C D block, Village/Town will be supplied to the supervisors. IV unit no and block number will also be supplied to the supervisors. Details of ward/Mohalla/Hamlet No. are to be entered in the field. In item number (v), the code for rural areas will be 1 and for urban areas it will be 2. In item (vi) the last digit gives the year of updation of the UFS block. Relevant codes for the years of updation are as follows.

| Year of Updation | Code | Year of Updation | Code |
|------------------|------|------------------|------|
| 1987-88 | 0 | 1988-89 | 1 |
| 1989-90 | 2 | 1990-91 | 3 |
| 1991-92 | 4 | 1992-93 | 5 |
| 1993-94 | 6 | 1994-95 | 7 |
| 1995-96 | 8 | 1996-97 | 9 |

9 For Kerala, the name of Panchayat has to be given in item (iii) and name of Panchayat Ward has to be given in items (vi). Details of each column of HL are described below.

Col. 1 : Line number

10 In this column continuous serial number will be given for all lines with entries in subsequent column(s) for the entire village / UFS block. For large villages where more than one enumerator is assigned with the field work, line number starting from 1 will be given independently by each enumerator.

Col. 2 : House number

11 House number has to be recorded in this column. House number may be the house number given by census or by any other authority. But before using these numbers, it should be ensured that such numbering exists for most of the houses in the enumeration unit. In the absence of any numbering system the enumerator may start giving house numbers of his own and record the same in this column.

Col. 3 : House category

12 Code for the category of the house has to be recorded in this column. Four categories of houses based on their uses have been identified for the purpose of this census and their coding structure is given below:

| <u>Use category of houses</u> | <u>Code</u> |
|----------------------------------|-------------|
| Residential only | 1 |
| Residential- cum-enterprise unit | 2 |
| Enterprise unit only | 3 |
| Vacant / others | 4 |

If the house is vacant i.e. code 4 is entered in col 3 then columns 4 onwards should be left blank. If the house belongs to any of the three categories (codes 1 to 3) then columns 4 onwards need to be filled.

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Col. 4 and col. 5 : Unit number and household number

13. In these columns unit number / household number for each unit / household within the house has to be recorded one by one and further details are to be recorded in columns 6 onwards. For each unit / household one line will be used. Definitions of unit and household were given in earlier paragraphs. Detailed procedures to be followed for giving numbers under these columns are given below:

14. For house category 1 in column 3, column 4 will be left blank and numbers are to be recorded for each household in column 5. For example if there are 3 households in a house then three numbers, 1, 2 & 3 will be recorded in three lines under col. 5 and for col. 4 there will be no entries for these lines.

15. For house category 3 in column 3, numbers for the units are to be recorded in column 4 for each unit. For example if there are two units in a house then numbers 1 and 2 will be recorded in col. 4 in two lines and in column 5 there will be no entries for these lines.

16. For house category 2 in column 3, all the entrepreneurial units are first recorded in column 4 and column 5 will be left blank. After exhausting all such units all the households in the house may be recorded in col. 5 in separate lines and for such cases column 4 will be left blank. For example: Consider a situation where in a house there are three entrepreneurial units and four households. Then in col. 4, numbers 1, 2 and 3 will be recorded in three lines for the units and column 5 will be left blank. After recording the units, serial numbers for households in the house will be recorded in col. 5 by giving numbers 1, 2, 3 and 4 in separate lines. Column 4 will be left blank for all such entries. Thus for this house, a total of seven lines will be used in the House List form.

17. In case there are more than one unit/household in a house, each of them will be numbered in column 4 and/or column 5 as detailed above. In such cases entries in col. 2 and col. 3 need not be repeated on all such lines.

Col. 6: Name of the unit / Head of the household

18. In this column, for each line having an entry in col. 4 the name of the unit has to be recorded. Generally the name of the unit is displayed on signboard but in case it is not available, the name of the unit may be asked from the responsible person and recorded in this column.

19. For each entry in column 5, the name of head of the household should be written. The head of the household for the purpose of Economic Census is a person who is recognised as such in the household. He or she is generally the person who bears the main responsibility for the management of the household and takes decisions on behalf of the household. The head of the household need not necessarily be the eldest male member, but may even be a female or a younger member of either sex. Care should be taken that the enumerator should not enter into any argument about the legality of the head of the household, but record the name of the person who is recognised by the household as its head. In case of an absentee de jure Head, the person on whom the responsibility of managing the affairs of the household falls at the time of houselisting, should be regarded as the Head.

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20. In the case of institutions like boarding houses, messes, chumaris which should be regarded as households of unrelated persons living together and which may be called institutional households, the manager or superintendent or the person who is administratively responsible or who by common consent is regarded as Head should be recorded as the head of the household. In the case of certain institutional households, such as hostels, jails, etc., where the head of the institutional households can be recognised by designation such as hostel warden, jailer etc., the enumerator may record this designation in this column.

Col. 7: Entrepreneurial activity

21 Columns 7, 8, 9, 10 are utilised to obtain information on entrepreneurial activity of the household/unit. For this purpose, first of all it is to be decided whether the unit/household is engaged in any entrepreneurial activity and whether eligible to collect information. The following paragraphs illustrate all situations that are encountered in the field and give the procedure to fill up the columns 7,8,9&10.

(a) An enterprise is located and operated in the premises of the house visited by the enumerator (These enterprises are listed through col 8 of the houselist after entering "1" in col. 7)

(b) Enterprises are operated by the household but are not located in the house visited by the enumerator. Most of these enterprises are covered through houselist schedule using the criteria given below:

(i) Enterprises, operated by any member of household without any premises and without any fixed location e.g. moving type of enterprises. These are covered in col. 9 of the house list from of the household visited

(ii) Enterprises operated by any one of the household members without any premises and outside the location of the house visited by the enumerator. These are operated at a fixed location on a regular basis. However, they could not be identified with the help of any census house or a unit. These are covered in col. 10 of houselist form of the household.

(iii) Enterprises operated by anyone of the household members and located in another place (Other than the house visited by the enumerator) but operated with fixed premises of its own or rented (These enterprises are not covered in the houselist form at house visited but they are covered at the location when they are visited).

(iv) Enterprises located in another place (other than the house visited by the enumerator) but operated without any fixed premises of its own or rented but could be identified through a census house or a unit, are not to be covered in the houselist form at the house visited but covered at the location of the enterprise.

Situations illustrated at sl. no. a, b (i) and b (ii) are to be listed in col.8,9,10 respectively alongwith code "1" in col. 7. Situations illustrated at sl no b(iii) and b(iv) are not to be covered at the place of listing of the present household. In cases of b(iii), b(iv), col. 7 will be filled in by code '2'.

22. For the units, generally code 1 will be recorded against column '7' except when the unit is locked permanently or not being operated for long period due to various reasons. In such cases code 2 will be recorded.

23 In the case of households, the enumerator has to ask the head of the household or any other responsible person about the activities performed by the members and then to decide whether the activities fall under the purview of the Economic Census. If it is so for one or more members of the household then code 1 has to be recorded in this column otherwise code 2 may be recorded. In fact searching enquiry should be made to find out if any member is engaged in production of any goods or processing or repairing even on a household industry basis as these are not likely to be apparent to a casual observer. The definition of an enterprise has already been given under section one of this instruction booklet. The activities which are kept outside the purview of the Economic Census are crop production and plantation and their details are also given in para 32 and 33 of section one. However, the activities which are to be covered are given in Annex-VII and enterprises engaged in these activities only are to be considered for this Census. Economic activities carried out under the following situations (i) to (ix) are not to be covered for the purpose of this census

- (i) Enterprises of shelterless and nomadic population which keep on moving from place to place and camp either without shelter or with make-shift shelter are excluded.
- (ii) Enterprises engaged in some activities like smuggling, gambling, beggary, prostitution etc., are not to be covered.
- (iii) Domestic servants whether they work in one household or in a number of households are not be considered to be engaged in entrepreneurial activities. Similarly drivers who undertake jobs for others on wages will not considered as engaged in entrepreneurial activity
- (iv) All wage paid employees are not considered to be running enterprises.
- (v) Household members engaged in household chores are not considered to be running enterprises.
- (vi) Persons doing different types of jobs depending on the availability of work e.g loading, unloading, helping a mason or a carpenter, doing earthwork for a contractor should not be taken as running enterprises since they do work on wages.
- (vii) Households working for others and earning some money (insignificant) i.e purely employee households should not be treated as engaged in entrepreneurial activity
- (viii) Households in which none of the members is engaged in any gainful activity i.e households depending on remittances, rent, interest, pension etc will not be treated as engaged in entrepreneurial activity.
- (ix) Owners of tubewells, tractors and bullock carts who utilise their spare capacity to earn extra money should not be classified as running an enterprise if the spare capacity utilisation is occasional and not on regular basis
- (x) Where the structure of an enterprise covers more than one village the enterprise may be considered belonging to that village where the main entrance of the enterprise lies.

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Col. 8,9 & 10 : No. of enterprises by location:

24 As mentioned in earlier paragraphs, for those units / households which are engaged in atleast one entrepreneurial activity, code 1 has to be recorded in column 7. For each such unit / household the number of enterprises have to be counted and that number has to be recorded in columns 8, 9 and 10 as applicable. Location of the enterprises operated by units / households may be classified in two broad categories i.e. those being operated within the census house / premises and others being operated outside the census house / premises. All former type of enterprises are to be counted and number has to be recorded in column 8 of House List and Enterprise List has to be filled for all such enterprises immediately after identifying them. An enterprise outside the census house where house listing is being carried out may be of two types:

- (i) With premises and (ii) Without premises

The enterprise mentioned in (i) above will not be covered at this household level because it has to be covered during houselisting of that premises which may fall in the same enumeration unit or in any other enumeration unit. The enterprises of category (ii) above need to be enquired from the household for counting and recording their number and for completing the Enterprise List form. These enterprises operated outside the census house / premises under consideration and without premises may be carried out in a shopping centre or market place regularly or it may be of a moving type. All enterprises of moving type, for example ice cream vendors / vegetable sellers performing their activities by moving from one place to another, are to be counted and numbered in col. 9 of the House List form.

25 The enterprises without premises which are carried out in a shopping centre / market place regularly can be further classified into two broad categories viz.,

(a) those enterprises which are attached to a shop / census house or operating in front of a shop in a shopping centre / market place, and

(b) those which are having fixed location in the open air in a shopping centre/market place and cannot be attached / linked to any shop / census house.

26 The enterprises such as watch repairing operating in front of a shop, a hosiery outlet attached to a shop, panwala sitting in front of a restaurant / hotels etc. are examples of category (a) above. All such type of enterprises should not to be canvassed at the household level because they will be covered during houselisting operation of that location. Such enterprises may fall in the same enumeration unit or in any other enumeration unit. The examples of category (b) above are vegetable sellers sitting on the pavement, cobblers, etc. All these enterprises should be counted at household level and numbered in column 10. For all the enterprises identified and numbered in columns 8, 9 and 10 of House List form, Enterprise List form will be canvassed. Details of the Enterprise List will be given in the next Section of this instruction booklet.

27 Brick-kilns are generally operated in open air and are to be netted through column 10 of House List. In cases where brick-kiln activity is reported by one household, it has to be enquired whether the activity is done on partnership basis or not. If the partners are in the same enumeration unit then the enterprise particulars are to be recorded against one household only with suitable remarks to avoid duplication.

If, however, the partners are living in different enumeration units then the enterprise particulars will be recorded against that household which is located in or nearest to the enumeration unit where the brick-kiln is located.

Column 11: Household Occupation

28 Columns 11, 12 and 13 are to be filled only for rural households. For units in rural area and units /households in urban area these columns may be left blank. Columns 11 and 12 are used for recording the information in the rural households on 'household occupation' and on 'type of house' occupied to enable the enumerator to categorise the rural households into either 'non - poor' or 'poor' categories. Respective codes are to be recorded only after analysing all the information given by the households for these three columns.

29 In col. 11, household's occupation has to be recorded in code. Occupation of a person is the nature of work performed by him. Household occupation is to be decided on the basis of the major share of income during last one year. While deciding the income of household from an occupation, the income of all the members engaged in that occupation has to be pooled together. The codes of household occupation are as follows.

| <u>Household occupation</u> | - | <u>Code</u> |
|---|---|-------------|
| Regular salaried employment | - | 1 |
| Employers other than IRDP, other poverty alleviation beneficiary | - | 2 |
| Contractors, dealers, commission agents | - | 3 |
| Cultivators with more than 2 hectares of irrigated land | - | 4 |
| All other cultivators | - | 5 |
| Agricultural labour | - | 6 |
| Other labour | - | 7 |
| Artisans | - | 8 |
| Others | - | 9 |

30 Occupation has to be decided by probing the informant about the major source of income out of the above nine categories. Households with any of the codes 1 to 4 in col. 11 are categorised as 'non-poor'.

31 A person is said to be in regular salaried employment if he is working in other's farm or non-farm enterprises getting in return salary or wages on regular basis (and not on the basis of daily or periodical renewal of work contract). The category includes not only salary and wage earners getting time wages but also earners getting piece wages or salary and paid apprentices working on full time or part time basis.

Cultivator

32 A person engaged in cultivation is called cultivator. Agricultural labourers will, however, not fall in this category.

Agricultural Labourer

33 A person who is engaged in one or more of the following agricultural occupations in the capacity of a labourer on hire or on exchange whether paid in cash or in kind or partly in cash and partly in kind

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

It may be noted that persons engaged in activities pertaining to 'fisheries' are excluded from agricultural labour. Further, carriage for transportation in (v) above will refer only to the first stage of the transport from the farm to the first place of disposal.

Artisan

34. A skilled worker and craftsman working on own-account is known as an 'artisan'. Persons engaged in the following occupations are to be considered as artisans :

- (i) weavers, knitters, carpet makers, etc.
- (ii) dress makers, upholsters, etc.
- (iii) shoe-makers and other leather workers.
- (iv) blacksmiths, goldsmiths, coppersmiths and other metal workers.
- (v) carpenters, painters, etc.
- (vi) stone carvers, brick layers, plasterers, glazers, cement finishers, etc.
- (vii) printers (paper and textile), engravers, block makers, etc.
- (viii) potters, glass and ceramic workers, etc.
- (ix) basketry and mat weavers and related workers
- (x) makers of musical instruments, toys, sports goods, etc.

Employer

35. One who hires one or more persons to assist him for carrying out the productive activities on wage or salary basis is called an employer. The payment may be made in cash or kind. A person who employs persons for non-productive services such as domestic servants is not considered as an employer.

Column 12 : Type of house occupied by the household

36. The type of house which the household occupies is to be recorded in column 12 in code. The codes are given as below :

| | |
|--|---|
| Pacca house | 1 |
| Other good house | 2 |
| House provided by Govt. under the scheme like IAY etc. | 3 |
| Other type of house | 4 |

Pucca House

37. A pucca house is one which has its walls and roof made of the following material

Wall material Burnt bricks, stone (duly packed with lime or cement), cement concrete, timber, ekra etc

Roof material Tiles, GCI (Galavanised corrugated iron) sheets, asbestos cement sheets, RBC (Reinforced brick concrete), RCC (reinforced cement concrete) and timber etc.

Kutch House

38. The walls and/or roof of which are made of material other than those mentioned above, such as unburnt bricks, bamboos, mud, grass, reeds, thatch, loosely packed stones, etc are treated as kutch houses

39. In some parts of the country, the houses are not constructed with the pucca materials as mentioned above even by rich people due to various reasons. However, they construct and occupy the good houses made of other materials such houses are categories as other good houses.

40. Households occupying any of the two types of houses mentioned above (i.e., codes 1 and 2 in this column) are treated as 'non-poor'

41. For the houses occupied by households which are provided by the Govt. under Indira Awas Yojna (IAY) etc. and other houses, the codes are 3 and 4 respectively. Households having codes 3 or 4 against col. 12 will be categorised as 'poor'

Column 13 : **Enumerators perception of household**

42. Enumerators engaged in the census field operations are local people. It is expected that they judge the category of the household using the experience gained in the village and rank them using the coding structure. Grading used here is relative and looked upon within the village

| | | |
|-----------|---|---|
| Very poor | - | 1 |
| Poor | - | 2 |
| Others | - | 3 |

Obviously for households with code 1 to 4 in col 11, or code 1 or 2 in col 12, code 3 will be recorded in this column

Column 14: **Remarks**

43. This column is meant for recording the remarks. At the time of listing, question marks etc. may be put by pencil for clarification on any point from supervisors. Care should be taken to clarify all such cases and entries may be made appropriately. Before submission of the forms, all question marks in this column may be removed. Last row, in each page, is kept for recording 'total' for a particular page. At the bottom of each page, signatures (with date) of enumerator and supervisor are to be recorded as a token of mark that the entries on the page have been made checked by them to their satisfaction

B2

SECTION - THREE

ENTERPRISE LIST

Introduction

1. In Section Two, procedure to canvass the House List form has been described. In the House List form the number of enterprises in a unit / household is given in columns 8 to 10 depending upon the type of premises from which they operate. For all such enterprises the EL form has to be completed immediately after identifying them and making entries in the House List form. Information on various characteristics relating to the enterprises viz. number of workers, sex and social group of owner, registration code etc is collected.

2. Most of the concepts and definition used in canvassing the Enterprise List have already been discussed in Sections One and Two of this instruction booklet. In this section instructions for completing different columns of the EL form are given. Codes to be used in filling various columns of EL form and illustrative examples on enterprises are given at Annex V and Annex VI respectively.

ENTERPRISE LIST (EL)

3. At the top of the EL form, provision is made to record location code of villages/UFS blocks in twelve boxes and to write identification particulars viz. name and code numbers of state / UT, District, Tehsil / Taluka / PS / Dev. block / Circle / CD Block, Village / Town, Ward / Mohalla / Hamlet, IV unit, UFS block etc. In item (v) the code 1 or 2 will be given for rural area or urban area as the case may be. Intact identification particulars have to be copied from HL. Page number has to be recorded continuously for all the pages of the EL forms for the village / UFS Block in the right hand top most corner of the EL form. However for the villages which are larger in size and the work is given to more than one enumerator, the instructions given in paragraph numbers 6 and 7 of Section One have to be followed. The detailed instructions for filling up various columns in EL form are given below.

Col. 1 Line number (Col. 1 of HL)

4. Every line in HL form is serially numbered and recorded in col. 1 of HL form. Corresponding to the enterprises identified in HL form in any of the columns 8, 9, or 10, there is a line number given in col. 1 of HL form. Corresponding to the enterprise under consideration, this number is to be copied from Col. 1 of HL form and will be entered in Col. 1 of EL form.

Col. 2 Status of premises

5. In the HL form, enterprises are identified through col. 8, 9 or 10. For the enterprises recorded in col. 9 and 10 of the HL form, code 1 will be recorded in this column whereas for enterprises recorded in col. 8 of HL form, code 2 will be recorded. The enterprises with code 1 in this col. are those enterprises having 'without premises' status and enterprises with code 2 are those enterprises having 'with premises' status.

Col. 3 Running serial number of enterprises

6. In this column, continuous serial numbers will be given for the enterprises belonging to the whole village / UFS block. Instructions given at paragraph number 7 of Section One may be followed while giving the running serial numbers for the enterprises in case of large villages where more than one enumerators are allotted with the field work. The last serial number of this column will equal to the sum of totals of columns 8, 9 and 10 for the whole village / UFS block.

Col. 4 Description of Economic Activity of Enterprises

7. The description of activity of the enterprise is one of the important items of information to be carefully recorded. The description should be adequately elaborated to enable proper classification and coding of the entrepreneurial activity during scrutiny and coding stages. Sufficient details of the activity of the enterprise should, therefore, be given. For instance, it is not sufficient to describe simply 'a shop' or the name displayed on the sign board of the shop. It is necessary to give full description, such as 'electrical repair shop', 'medical shop', etc.. It may be borne in mind that recording of broad description of activity such as 'manufacture of dairy products' will not be sufficient but greater details such as (i) manufacture of milk powder, ice-cream powder or condensed milk, (ii) manufacture of baby milk food, (iii) manufacture of ice-cream and kulfi, (iv) manufacture of butter, cream, ghee etc. should be recorded in order to carry out proper coding of industrial activities.

8. A few examples of description of activities of the enterprises are listed below:

- (i) cattle rearing and production of milk.
- (ii) rearing of ducks, hens and other birds and production of egg.
- (iii) rearing of silk worms and production of cocoons and raw silk.
- (iv) animal shearing and livestock services (other than veterinary services)
- (v) production of fuel by exploitation of forests.
- (vi) gathering of fodder by exploitation of forests.
- (vii) spinning yarn in Amber Charkha.
- (viii) flour making chakki.
- (ix) oil ghani
- (x) carpentry - manufacturing of wooden doors and windows
- (xi) hair cutting
- (xii) wholesale store for grains and cereals
- (xiii) blacksmithy
- (xiv) production of hosiery goods
- (xv) stationery store
- (xvi) earthen ware and earthen pottery
- (xvii) private tuition
- (xviii) goods transport by motor trucks
- (xix) writing for papers and periodicals
- (xx) health clinic
- (xxi) inspection bungalows, dak bungalows, rest houses.

9. In para 29 of Section One it has been described as to how the activity of an enterprise dealing with more than one activity is identified. Annex VII to this booklet gives an illustrative list of broad description of activities.

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Col. 5. National Industrial Classification (NIC) Code

10. This column is to be left blank by the investigator and is to be filled up by the supervisor or an official at district level at the stage of scrutiny / coding. This column is filled up on the basis of the description of the activity in col.4 of EL. The code will be given at 4 digit level as per NIC 1987 book supplied to supervisors / DSOs.

Col. 6 Classification of enterprise (agri - 1, non-agri - 2)

11. In this column, the enterprise will be classified as agricultural by giving code 1 or non-agricultural by giving code 2 depending on the nature of the activity of the enterprise. Agricultural enterprises are those engaged in any of the activities relating to livestock production, agricultural services, hunting, trapping and game propagation, forestry, logging and fishing. The activities pertaining to crop production and plantations will not be covered under this census. Thus, it will be observed that only certain specified agricultural activities broadly listed under the heading 'Agricultural Enterprises' in Annex VII of this instruction booklet will be taken into account. Non-agricultural enterprises are those which are engaged in any of the activities pertaining to:

- (i) Mining and quarrying
- (ii) Manufacturing
- (iii) Electricity, gas and water supply
- (iv) Construction
- (v) Wholesale and retail trade
- (vi) Hotels and restaurants
- (vii) Transport, storage and communication services
- (viii) Financial, insurance, real estate and business services and
- (ix) Community, social and personal services

Activities relating to processing of primary produce of agriculture and allied activities to make processed saleable goods which are carried out fairly on a regular basis are to be treated as non-agricultural enterprises and not as agricultural enterprises. A few examples to distinguish between agricultural and non-agricultural enterprises are given below:

| <u>Agricultural enterprises</u> | <u>Non-agricultural enterprises</u> |
|--|---|
| (i) rearing of sheep and production of wool | bailing and pressing of wool |
| (ii) production of milk | collection of milk and selling, manufacturing of cream / butter etc |
| (iii) grading of agricultural products such as tea, tobacco etc. | curing of tea / coffee leaves, curing of tobacco |
| (iv) rearing of cattle | slaughtering, preparation and preservation of meat |

- (v) rearing of fish processing and sale of fish
- (vi) logging-felling and cutting of trees sawing and planing of wood
(Other than plywood)

12. Activities like providing services of harvesting, threshing, spraying of insecticides etc. on payment will be treated as agricultural enterprises. However, if person(s) carrying out processing of agricultural produce on payment, will be treated as running non-agricultural enterprises. For example: rice and dal milling, processing and grinding of cereals, pulses etc. will be non-agricultural enterprises. If a person / farmer sells part of his milk produce, this will be classified as an agricultural enterprise and the activity is 'milk production'. However, if he procures milk from others and then sells it the activity will be 'selling of milk' and will be classified as non-agricultural enterprise. Government offices providing support / assistance for the activities like livestock production, forestry & logging, fishing, etc. will be treated as non-agricultural enterprises.

13. Taking into account the description of activity given in col. 4, the enterprise may be classified as agricultural or non-agricultural according to the concepts and definitions given in the above paragraphs. If the enterprise is of agricultural type, code 1 will be entered. If the enterprise is of non-agricultural type code 2 will be entered.

Col. 7 Nature of operation (perennial-1, non-perennial - 2)

14. Against this column, information as to whether the enterprise runs more or less regularly throughout the year or in particular season(s), is to be entered in terms of codes. For example, selling of cereals, pulses, etc. in a grocery shop, running of a restaurant / hotel etc. are perennial activities and for such activities code 1 will be entered. Some of the activities such as beating of drum, playing of bands / pipes etc., which are carried out only during marriages or other ceremonial occasions spread through the year. These activities are to be treated as perennial, since they are carried out in all the seasons. Similarly, a person giving tuitions on a fairly regular basis is also to be classified as engaged in perennial activity. All perennial activities including the examples quoted above will be given code 1. If the activity such as gur making is carried out only during part of the year, code 2 will be recorded.

15. If a person is engaged, as part of his regular work, in different seasonal enterprises during different parts of the year, the different activities will be listed as separate enterprises although at the time of enumeration he may be engaged in only one of the activities. For example, a person sells cane juice in one season and roasted groundnut / gram in another season he is treated as operating two non-perennial enterprises in the year. In such cases, not more than two such major enterprises will be listed.

Col. 8 Ownership of enterprise

16. In this column, ownership of the enterprise will be recorded as per the codes given below :-

| <u>Ownership</u> | <u>Code</u> |
|---------------------------------|-------------|
| Private Non-profit Institutions | 1 |
| Private others | 2 |

| | |
|---------------|---|
| Co-operatives | 3 |
| Government | 4 |

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Private Non-profit Institutions (code 1)

17. Institutions which are financed and controlled by households. e.g. a Dharamshala, a Trust or a Temple etc., are treated as NPIs serving households.

18. Institutions which are financed and controlled by commercial organisations e.g. FICCI, ASSOCEM are treated as NPIs serving commercial organisations / business houses. Both type of institutions mentioned above fall under the category of 'Private NPI' and code 1 will be recorded in column 8 for such institutions.

Private others : (code 2)

19. An enterprise is treated as private if it is managed by a single or a group of private persons and with no participation of Government, both in terms of management and shares. If a private enterprise takes loan from Government it should not be treated as Govt. enterprise. All private enterprises other than those mentioned in the category of 'Private NPI' are categorised as 'Private Others' and code 2 will be recorded in this column.

Co-operatives (code 3)

20. All enterprises which are registered under the Act of Co-operative Societies will be considered to be having ownership 'cooperative' type Code 3 will be recorded in such cases.

Government (code 4)

21. All enterprises which have ownership such as Central Govt., State Govt., Public Sector undertaking, local bodies (Zilaparishad, City Corporation and Municipal Authority etc.) are considered to be Government enterprises. Universities, educational boards which are autonomous but are getting grants by central or state governments or local bodies will also be included in the category of 'Government' and code 4 will be recorded in such cases in column 8.

Col. 9 Social group of owner

22. The code for the social group of owner of each enterprise will be recorded in column 9 as per the codes given below :

| (i) <u>Private enterprises only</u> | <u>code</u> |
|-------------------------------------|-------------|
| ST Female | 1 |
| ST Male | 2 |
| SC Female | 3 |
| SC Male | 4 |
| OBC Female | 5 |
| OBC male | 6 |
| Others Female | 7 |
| Others Male | 8 |

(ii) Other than private enterprises 9

(cooperatives, governments, public sectors and private non-profit institutions)

List of castes for OBC as notified by the State/UT governments concerned may be used for the purpose of this column

23 Codes 1 - 8 are applicable to private enterprises which are on sole proprietary basis or on partnership basis for the purpose of this column. Cooperatives, government, public sector, private non-profit institutions, limited companies etc., are classified as 'other than private enterprises'. For such enterprises there can be neither any social group for the owner nor any gender differential can be made out. The ownership code for all such enterprises will be 9.

24. If the private enterprise is run on partnership basis then priority has to be given for assigning the code in the same order as given above i.e., if the an enterprise is jointly operated by an ST male (code 2) and Others female (code 7), then code 2 will be relevant.

Col. 10 Power / Fuel used

25. In this column power / fuel used in carrying out the entrepreneurial activity is to be recorded in codes, the details of which are given below :-

| <u>Type of power used</u> | <u>code</u> |
|--|-------------|
| Without power | 0 |
| Electricity | 1 |
| Coal/soft coke | 2 |
| Petrol / diesel | 3 |
| LPG / natural gas | 4 |
| Fire wood | 5 |
| Kerosene | 6 |
| Animal power | 7 |
| Non-conventional energy (bio gas,solar and wind energy) | 8 |
| Others | 9 |

26. If electricity is used for the purpose of lighting or heating the premises only it is not considered to be the source of power / fuel used for the activity. On the other hand, if electricity is used as a source of cooking in a hotel or restaurant, then code 1 will be entered. Examples where code 0 is appropriate are offices, schools etc. In the case of a X - Ray clinic which necessarily uses electricity, the code will be 1. But for nursing homes, using electricity only for lighting etc the code will be 0.

27. An enterprise using manual labour will be counted as enterprise without power. Coconut shells, dry leaves etc. used as source of power for heating the iron for pressing, preparing tea or coffee, roasting grams or nuts etc. should be given code 5 for 'firewood'. Similarly, char coal used as source of power for an activity will be given code 2 meant for coal / soft coke. For enterprises using non-conventional energy like bio-gas, solar or wind energy, code 8 will be recorded.

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28 In case more than one type of power / fuel is used for carrying out the entrepreneurial activity the code will refer to the major source on which more expenditure is incurred

29 If an enterprise is engaged in more than one activity which can not be distinguished, the power / fuel used in such cases will pertain to the major activity recorded in column 4.

Col. 11 Years of operation

30 In this column, the years of operation of the activity of the enterprise has to recorded as per codes given below :

| <u>Years of operation</u> | <u>code</u> |
|------------------------------|-------------|
| Less than one year | 0 |
| Completed one year | 1 |
| Completed two years | 2 |
| Completed three years | 3 |
| Completed four years | 4 |
| Completed five years | 5 |
| Completed six years | 6 |
| Completed seven years | 7 |
| Completed eight years | 8 |
| Completed nine years or more | 9 |

The period with reference to the date of survey over which the enterprise has been carrying out its activity in India is the number of years of activity of the enterprise.

31 Changes of ownership or name in regard to an enterprise is not taken into consideration while determining the number of years of its activity. The number of years for which the activity of the enterprise has been continuously carried out is taken irrespective of any change in ownership or name.

Col. 12 Registration

32 An enterprise may or may not require registration under an Act for carrying out the economic activity. For instance factory employing 10 or more workers and using power, or 20 or more workers but not using power, is required to be registered under sections 2m(i) or 2m(ii) as the case may be under the Factories Act 1948. The state government may also require some other factories to be registered under section 85 of the Factories Act. Similarly there may be small industrial units in the manufacturing sector which may be registered with some authority such as the state Directorate of industries etc. The codes for registration or recognition of the enterprises are as follows.

| <u>Authority for registration / recognition</u> | <u>Code</u> |
|--|-------------|
| (i) Registered under Factories Act, 1948 | 1 |
| (ii) Registered with State Directorate of Industries | 2 |
| (iii) Registered or recognised by KVIC/KVIB | 3 |

- (iv) Registered or recognised by Dev. Commissioner of powerlooms and / or Dev. Commissioner of Handlooms 4
- (v) Registered or recognised by the Dev. Commissioner of Handicrafts 5
- (vi) Registered or recognised by the Textile Commissioner 6
- (vii) Registered or recognised by the Jute Commissioner 7
- (viii) Registered or recognised by the coir board 8
- (ix) Registered or recognised by the Central Silk Board 9
- (x) Not registered or recognised with any of the above 0

33 A two-digit code will be recorded for the registration of an enterprise in ascending order of codes. For example, if an enterprise is registered under Factories Act and also with State Directorate of Industries then code 12 has to be recorded and not 21. Similarly for registration with Directorate of Industries & Coir board the code will be 28 and not 82. In case the enterprise is not registered with or recognised by any agency mentioned above at (i) to (ix) above, then code will be 00. For enterprises registered with only one agency the same code will appear twice. For example if the registration is with the State Directorate of Industries only, then the code will be 22.

Col. 13 Source of Finance - code

34 In this column the source of finance from which financial assistance is taken for establishing / running the enterprise will be recorded in codes. The codes are given below:

| <u>Source of finance</u> | <u>Code</u> |
|--|-------------|
| Assistance under IRDP | 1 |
| Assistance under other poverty alleviation programmes (TRYSEM / DWCRA / Tool kits) | 2 |
| Borrowing from institutions | 3 |
| Borrowing from non-institutions | 4 |
| Self financing | 5 |
| Others | 6 |

Col. 14, 15, 16, 17 & 18 No. of persons usually working - Total

35 The total number of persons usually working daily in the enterprise with break-up into adult male, adult female, children male, children female and total will be recorded in cols 14, 15, 16, 17 and 18 respectively. The number of persons to be recorded in these columns should include the members of the household and other unpaid workers engaged in the activity as well as the number of workers hired from outside for the same activity. In case where the enterprise is engaged in more than one activity, the numbers of persons usually working in that enterprise should relate to not merely the major activity but for all the activities put together of the enterprise.

Col. 19, 20, 21, 22 & 23

No. of persons usually working - Hired

36. After filling the columns 14 to 18 it has to be enquired from the informant as to how many of the total number of workers are hired and this number will be recorded in col 23. Further break up of this into adult male, adult female, children male, children female has to be recorded in col. 19, 20, 21 and 22 respectively. If there are no hired workers a dash "-" may be put in columns 19 to 23.

37. For recording the number of workers by break up of children and adult the age of the worker as on date of survey has to be considered. The workers with age less than 15 years are categorised as children whereas others i.e. with age 15 years and above are categorised as adults.

38. The number of persons should represent, on an average, the number of persons usually working on a working day during the last year of activity of the enterprise. The figures should relate to the position in the last year for perennial enterprise and last working season for non-perennial enterprises. Care should be taken to include all categories of workers viz. supervisory and primary level workers. A worker need not mean that the same person should be continued but it should refer to the position. Apprentices paid or unpaid, will be treated as hired workers. Part-time employees may be treated as employees as long as they are engaged on a regular basis. Persons receiving honorarium for the services rendered on fairly regular basis to the enterprises will be treated as hired workers.

39. Working members of the co-operative societies who often manage the day to day work of the society will be considered as workers. In the case of jails the hired workers (employees of jails) will be shown as workers. If the inmates of jail are made to work in the office of the jail or in the workshed of the jail, they will not be treated as workers for the purpose of Economic Census. If a part-time worker is engaged in more than one enterprise, he will be counted as a worker in each of the enterprise even though it may inflate the total number of workers.

Col. 24

Remarks

40. In this column any information which further elucidates the entries made in columns 1 to 23 may be narrated wherever necessary.

Totalling of columns

41. After filling all the lines in a page of the EL form, totalling has to be done for each column as per details given at the bottom of the EL form and the entries will be made in the 'Total' row against the relevant columns. In some of the columns more than one total is to be recorded. Care has to be taken to record these one by one just below the previous total exactly in the order as mentioned in the concerned column. Details of these totals are given below:

(a) Count the number of entries in the column and write this against (a) in columns 2, 6 and 23.

(b) Count the number of entries with code 1 in the column and write against (b) in columns 2, 6, and 7.

(c) Add actual figures in the column and write against (c) in columns 14, 15, 18, 19, 20 and 23

(d) Add actual figures in the column corresponding to entry 1 in column 6 and write against (d) in columns 14, 15, and 18.

(e) Count the entries in the column corresponding to entry 1 in col 6 and write against (e) in column 23

(f) Count the entries in the column where code 1 or 2 is given in the column and write this against (f) in column 8 and 13.

(g) Count the entries with code 0 and write against (g) in column 10.

42. Totals for each page of the EL form will be struck in similar manner and page number should be recorded at the right hand top most corner.

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SECTION - FOUR

ENTERPRISE LIST ABSTRACT AND HOUSE LIST ABSTRACT

Enterprise list Abstract

After completing the listing and recording the unit / household particulars for the entire village / enumeration unit(s) / UFS block and after filling the concerned entries in the enterprise list, enterprise list abstract (ELA) has to be prepared so that total aggregate figures on the number of enterprises with premises and without premises, number of agricultural and non-agricultural enterprises, number of enterprise owned privately, operating perennially, operating without power, number of enterprises employing hired workers and total number of workers and number of hired workers in the enterprise etc. are readily available at village / UFS block level.

2. The ELA form is filled in by every enumerator. In urban areas, ELA form has to be filled for each UFS block. In rural areas, if one enumerator is given the work of the entire village then he will fill up the ELA form for the entire village. In case the census village is so large requiring more than one enumerator to be engaged for completing the EC work, then each enumerator independently fills up the ELA form for his enumeration unit(s) for which he undertook the work. Thereafter one selected enumerator will fill up a combined ELA form for the entire village. In the combined ELA form, one row / line is utilised to enter the totals given in the row 'Total' of the last page of the ELA forms prepared by each enumerator. The 'Total' row / line in the combined ELA form gives the figures for the entire village. Similarly ELAs at Tehsil level, District level are filled up by the respective identified officials in each state.

3. There should be no difficulty in preparing the abstract. However certain guidelines as to how the abstract is to be prepared are given below.

4. The identification particulars given at the top of the ELA form are to be copied from the EL form.

Col. 1 Page number of Enterprise List (EL)

5. It may be recalled that each page of the EL form is given a page number and the sheets are arranged serially. Page number of the EL which is taken up for filling up ELA form has to be recorded in this column one below the other. The entries in column 2 to 19 of ELA are either to be copied from the columns ('Total' row) of the EL form or to be recorded after making calculations as suggested in the column headings of the ELA form.

Col. 2 Total number of enterprises without premises

6. In this column, total (b) under col 2 of EL form has to be copied. This total in the EL form gives the count of entries with code 1 in col. 2 of EL form (the number of enterprises without premises).

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Col. 3 Total number of enterprises with premises

7. In col. 2 of EL form total (a) is the total number of entries (i.e. enterprises) in the column and (b) is total number of enterprises without premises. As such entry in col 3 of ELA form has to be recorded as total (a) minus total (b) under col 2 of EL form.

Col. 4 Total number of Agricultural enterprises

8. As mentioned in the heading itself, the total (b) of Col 6 of EL form has to be copied in this column. This total is actually the count of agricultural enterprises.

Col.5 Total number of non-agricultural enterprises

9. Total (a) in col 6 of EL form is the count of all entries (i.e. total number of enterprises) and (b) is total number of agricultural enterprises. As such total (a) minus (b) of col 6 of EL form is the total number of non-agricultural enterprises. This has to be recorded in col 5 of ELA form.

Col. 6 Total number of perennial enterprises

10. In col 7 of EL form, total (b) is the count of entries with code 1 which gives total no. of enterprises which are operated perennially. Total (b) of col. 7 of EL form has to be copied in col. 6 of ELA form.

Col. 7 Total number of Private enterprises

11. In column 8 of EL form, total (f) is the count of enterprises with code 1, 2 which gives the total number of enterprises under 'Private' category. This total has to be copied in column 7 of ELA form.

Col. 8 Total number of enterprises without power

12. In col. 10 of EL form total (g) is the count of enterprises with code 0 in this column i.e. enterprises without power. This total has to be copied in col. 8 of ELA form.

Col. 9 to 11 Total number of persons usually working in Agricultural Enterprises

13. In columns 14, 15 and 18 of EL form total (d) is recorded by summing the actual figures in these columns corresponding to code 1 in column 6. These are total number of workers in agricultural enterprises with the break up of adult male, adult female & total (including adult male, adult female and children). This total (d) of columns 14, 15 and 18 of EL form has to be copied in columns 9, 10 and 11 of ELA form respectively.

Col. 12, 13 & 14 Total number of persons usually working in Agricultural & Non-Agricultural enterprises

14. In columns 14, 15 and 18 of EL form total (c) is recorded by summing the actual figures in these columns. These are total number of workers in agricultural & non-agricultural enterprises with break up of adult male, adult female and total

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(including adult male, adult female & children). This total (c) of columns 14, 15 and 18 from EL form has to be copied in columns 12, 13 and 14 of ELA form respectively

Col. 15, 16 & 17 **No. of hired persons usually working in Agricultural & Non- agricultural enterprises**

15 Under the columns 19, 20 and 23 of EL form total (c) is recorded as sum of figures in these columns. These are total no. of hired workers in agricultural & non-agricultural enterprises with break up of adult male, adult female and total (including adult male, adult female & children). This total (c) of columns 19, 20 and 23 of EL form has to be copied in columns 15, 16 and 17 of ELA form respectively.

Col. 18 **Total number of agricultural & non-agricultural Enterprises with hired employment**

16 In the column 23 of EL form, total (a) is the count of all entries. This gives total no. of enterprises (agricultural and non-agricultural) with hired employment. This total (a) of Col 23 of EL form has to be copied in Col. 18 of ELA form.

Col. 19 **Total number of agricultural enterprises with hired Employment**

17 Total (e) under the col 23 of EL form is the count of all entries in this column corresponding to code 1 in col 6 which relates to agricultural enterprises. This total (e) of col.23 has to be copied in col.19 of ELA form.

Col. 20 **Number of Enterprises with specified source of finance**

18 Total (f) under column 13 of EL form is the count of all entries in this column with code 1 or 2 which relates to source of finance of enterprises as "Assistance under IRDP" and "Assistance under other poverty alleviation programme TRYSEM/DWCRA/Tool kits". This total (f) has to be copied under column 20 of ELA form.

Col.21 **Remarks, if any**

19 In this column, remarks are to be recorded. After copying the totals for each page of EL form of enumeration unit(s) / village / UFS block, the figures for each of the columns 2 to 20 of ELA form have to be added and recorded against the 'total' line of the abstract

20 If the ELA form for a village / enumeration unit(s) / UFS block runs into more than one page, the totals of the previous page would be carried over to the first line of next page of abstract before filling in the information for other pages of EL form in the next pages of ELA form. In making such entries the word 'B / F' has to be written in column 1 of abstract.

21 Relevant identification particulars in HLA form have to be copied from HL form. Columns of HLA form are self explanatory and the HLA form has to be filled exactly in the same manner as described for ELA form.

22 H.L., E.L, E.L.A and H.L.A. forms pinned separately have to be handed over to the Supervisor alongwith all unfilled forms

CODING STRUCTURE OF HOUSE LIST FORM AND ENTERPRISE LIST

HOUSE LIST

| | | |
|-------------|--|---|
| Item (viii) | Identification Particulars. | (IV Unit). Year of updation of UFS block. |
| | 1987-88 | 0 |
| | 1988-89 | 1 |
| | 1989-90 | 2 |
| | 1990-91 | 3 |
| | 1991-92 | 4 |
| | 1992-93 | 5 |
| | 1993-94 | 6 |
| | 1994-95 | 7 |
| | 1995-96 | 8 |
| | 1996-97 | 9 |
| Col 3 | House Category | |
| | Residential only | 1 |
| | Residential-cum-enterprises Unit | 2 |
| | Enterprise Unit only | 3 |
| | Vacant / others | 4 |
| Col 11 | Household occupation. | |
| | Regular salaried employment | 1 |
| | Employers other than IRDP, other poverty alleviation beneficiaries | 2 |
| | Contractors, dealers, commission agents | 3 |
| | Cultivators with more then 2 hectares of irrigated land | 4 |
| | All other cultivators | 5 |
| | Agricultural Labour | 6 |
| | Other Labour | 7 |
| | Artisans | 8 |
| | Others | 9 |
| Col 12 | Type of house occupied by the household | |
| | Pacca house | 1 |
| | Other good house | 2 |
| | House provided by Govt under the scheme like IAY etc | 3 |
| | Other type of house | 4 |
| Col 13 | Enumerators perception of household | |
| | Very poor | 1 |
| | Poor | 2 |
| | Others | 3 |

ENTERPRISE LIST

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| | | |
|--------|---|---|
| Col 2 | Status of premises | |
| | Without Premises | 1 |
| | With Premises | 2 |
| Col 8 | Ownership | |
| | Private Non-Profit Institutions | 1 |
| | Private Others | 2 |
| | Co-operatives | 3 |
| | Governments | 4 |
| Col 9 | Social Group of owner | |
| | (i) For private enterprises only | |
| | ST Female | 1 |
| | ST Male | 2 |
| | SC Female | 3 |
| | SC Male | 4 |
| | OBC Female | 5 |
| | OBC Male | 6 |
| | Others Female | 7 |
| | Others Male | 8 |
| | (ii) Other than private enterprises | 9 |
| | (Cooperatives, governments, public sectors and private non-profit institutions) | |
| Col 10 | Power/ Fuel used | |
| | Without power | 0 |
| | Electricity | 1 |
| | Coal / soft coke | 2 |
| | Petrol / Diesel | 3 |
| | LPG / Natural Gas | 4 |
| | Fire wood | 5 |
| | Kerosene | 6 |
| | Animal power | 7 |
| | Non-conventional energy (bio-gas, solar and wind energy) | 8 |
| | Others | 9 |

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| | | |
|----------|---------------------------|---|
| Col 11 : | Year of operation | |
| | Less than 1 year | 0 |
| | Completed 1 year | 1 |
| | Completed 2 years | 2 |
| | Completed 3 years | 3 |
| | Completed 4 years | 4 |
| | Completed 5 years | 5 |
| | Completed 6 years | 6 |
| | Completed 7 years | 7 |
| | Completed 8 years | 8 |
| | Completed 9 years or more | 9 |

| | | |
|----------|---|---|
| Col 12 : | Registration | |
| | Registered under Factories Act, 1948 | 1 |
| | Registered with State Dtes. of Industries | 2 |
| | Registered or recognised with KVIC /KVIB | 3 |
| | Registered or recognised with Development Commissioner Powerlooms/Handlooms | 4 |
| | Registered or recognised with Development Commissioner Handicrafts | 5 |
| | Registered or recognised with Textile Commissioner | 6 |
| | Registered or recognised with Jute Commissioner | 7 |
| | Registered or recognised with Coir Board | 8 |
| | Registered or recognised with Central Silk Board | 9 |
| | Not registered or recognised with any of the above | 0 |

| | | |
|----------|--|---|
| Col.13 : | Source of finance : | |
| | Assistance under IRDP | 1 |
| | Assistance under other poverty alleviation programmes TRYSEM/DWCRA/Tool kits | 2 |
| | Borrowing from institutions | 3 |
| | Borrowing from non-institutions | 4 |
| | Self-financing | 5 |
| | Others | 6 |

Illustrative examples on enterprises**A. Pertaining to identification of enterprises**

1. Doctors having independent practice although working as honorary physician or consultant in hospitals will be counted as engaged in entrepreneurial activity at their consulting rooms or dispensaries. However, in the hospitals where they work as physicians or consultants, they will be treated as employees of that hospital. Whereas the doctors with different specialisations using one common premises for running their independent practices will be treated as separate entrepreneurs.
2. Clinics run by a doctor at different places will be counted as separate enterprises.
3. If the Corporation or a Municipality has different offices located at different places, each of these will be counted as separate enterprise.
4. In case of Government or semi-Government offices such as Secretariate etc. where a number of offices of different departments are located in the same complex with same type of activity namely 'Public Service' then the enumerator has to list all the offices of different departments as separate enterprises under one census house. In case, independent activities like cycle stand operated by a contractor, canteen, provision store, milk bar, post office, offices of recognised employees associations, etc., are located within the premises of such Govt. Office complexes, the same are to be listed as separate enterprises.
5. Historical monuments run by the Department of Tourism for which entry is through tickets will be treated as enterprises.
6. Milk booths under Government milk supply scheme will be considered to be enterprises owned by Government.
7. If a company is engaged in manufacturing different items such as baby food, medicines, etc. in different buildings, the units located in different buildings should be listed as separate enterprises.
8. Research institutions/experimental farms will be treated as enterprises.
9. If a tractor owner charges money for tractor services carried out fairly on regular basis then such an activity qualifies him as an entrepreneur.
10. If a person produces seeds for further crop production, he should be considered to be engaged in crop production and as such it is outside the purview of the Economic Census.
11. Domestic servants (whether they work in one household or more than one household) are not to be considered to be engaged in entrepreneurial activity. Similarly, drivers who undertake jobs for others will not be considered to be engaged in entrepreneurial activity.
12. Households working for others and earn money (purely wage employee households) should not be counted as constituting enterprises.

13 A number of enterprises are located at the railway platforms and bus stands, etc. such as canteens, tea-stalls, book-stalls, panpatti-stalls besides the railway offices. All these are to be listed as separate enterprises. Shops stalls run by one operator at one place e.g. Wheeler's Book-stalls can be grouped together as one enterprise.

14 A household producing jaggery merely for home consumption will not be treated as operating an enterprise, but if it produces and sells sizeable part of jaggery regularly, it will be treated as an enterprise.

15 Office of Agricultural Assistant in a village is an enterprise run by Government. The same will be shown under public services, and not in agricultural services. But a person running 'Krishi Seva Kendra' will be treated as engaged in an enterprise under agricultural services.

16 Offices of the political parties, trade unions or associations having membership enrolled are to be treated as enterprises. The members enrolled are not to be treated as workers, only the number of persons exclusively employed for running such offices should be counted towards 'number of workers'.

17 Lottery Departments of various State Governments in different states are treated as enterprises.

18 A Co-operative store or book and stationery store run by a school is an enterprise separate from the activity of running the school.

19 A cycle-rickshaw or taxi owner who hires out his vehicles to others on contract basis, is running an enterprise. The person who hires cycle-rickshaw or taxi regularly will be treated as running a separate enterprise. But if a person works as driver of taxi on wages for the owner, he is merely a worker and not an entrepreneur.

20 A cultivator who uses his bullock-cart to transport the produce from his farm to market place is not operating a transport enterprise. If, however, he uses his bullock-cart to transport goods of others as a regular seasonal activity it will be treated as an enterprise.

21 Agricultural University having agricultural lands on which it carries on research in the propagation of new varieties of crops and training is an enterprise.

22 A company has farm lands on which it raises Jowar and Cotton seed. The seed is sold after processing, grading and labelling. The company should be treated as an enterprise engaged in agricultural services. But mere production of seed crops which involves no processing will not qualify for being treated as an enterprise.

23 We often come across structures in municipal markets having CCI sheet roof supported by pillars of concrete or wood. Such structures should be treated as building and census house. Enterprise(s) carried out in such structures on a regular basis will be regarded as enterprise(s) carried on within premises.

24 Non-profit institutions like hostels attached to colleges, Universities, etc. where the messing expenses are shared by the residents of the hostel even if they employ cooks, messengers, etc. cannot strictly be considered to be falling within the purview of economic

Census. On the other hand, hostels run by other agencies like YWCA, YMCA, Youth Hostels etc. will be considered to be enterprises

25. Temples, churches, mosques etc. having a religious preacher performing such duties honorarily will be treated as an enterprise. If they do not have any religious preacher at all i.e. completely unattended places of worship where prayers are offered personally will not be treated as enterprises. If, however, the place of worship does not have a preacher but some persons regularly maintain it (say for opening it, keeping it clean etc.) then it will be treated as an enterprise. Similarly, Dharamshalas and godowns which are completely unmanned may not be treated as enterprise. In the case of Dharmashalas, if some persons regularly look after its maintenance, namely opening, cleaning, etc., then such Dharmashalas will be treated as an enterprises

26. In big cities a number of lawyers get law cases through reputed 'law firm' and pay agency fees to it. These lawyers are not the employees of the firm and should be treated as running separate enterprises. But, if the firm has lawyers on its pay-roll who are paid monthly wages, they should be treated as workers like other employees of the firm

27. Person(s) running business of transporting tiffin boxes to the office goers in the office should be treated as entrepreneur(s)

28. A person who himself is an employee may also be engaged in entrepreneurial activity. If such activity is on a regular basis, it should be counted as a separate enterprise.

B. Identification of agricultural enterprise and non-agricultural enterprises.

29. Sun drying of cardamom, dehusking of paddy and turning of maize into flakes, etc. should be considered as part of agricultural activity since such processing activity is carried out by the grower himself on his product to make it saleable. such an activity would be treated as non-agricultural activity. if an enterprise is carrying out this processing on agricultural products produced by others either for selling to the public or returning it to the grower after processing for fee/charge.

30. Govt. Offices engaged in activities like livestock production, forestry and logging, fishing, etc. will be treated as non-agricultural enterprises and classified under Division "Community, Social and Personal Services".

31. Enterprises engaged in activities relating to the processing of primary produce of agricultural and allied activities to make processed goods saleable and these activities are carried out fairly on regular basis will be treated as non-agricultural activities

32. Sale or disposal of marketable surplus of agricultural produce by the producer himself directly to the wholesaler, retailer or even consumers will not be treated as enterprise. But whole-saler, or retailer even though he deals exclusively in one agricultural produce will be treated as entrepreneur

C. Identification of worker

33. Working members of the co-operative societies who often manage day today work of the society and for which they may or may not be paid should be considered as workers.

15

34 Only the hired workers (employees) of the jails should be shown as workers. If the inmates of the jails are made to work in the office of the jail or in the workshop of the jail, they should not be treated as workers at all for the purpose of Economic Census. Similarly only the actual employees of political parties, trade unions, association etc. will be treated as workers.

II. Location of enterprises

35 In the case of persons engaged in professional services such as lawyer etc., the enumerators has to enquire whether the lawyer has got a separate office at his residence and also at the court where he practises fairly on a regular basis. In case, he has offices at both the places, both the offices should be treated as separate enterprises which will be covered by the corresponding enumerator in the appropriate block. If the lawyer does not have a regular offices at his residence, he will be counted at the location where he carries out his professional activity.

36 A persons engaged in giving tuition's by going from place to place or in different houses will be treated as engaged in an entrepreneurial activity without premises & without fixed location.

37. A person (priest) going to different houses for performing religious duties and charging for his services will be treated as engaged in an entrepreneurial activity without premises & without fixed location.

38 Persons engaged in rolling bidi at home after getting the material from others and get remuneration is treated as running the enterprise.

39 Persons stitching garments at home after getting the raw material from others and get remuneration are treated as running enterprises.

40 Stove umbrella repairer who moves from house to house repairing stove/umbrella or a person who purchases old news papers etc. are treated as operating enterprises without premises without fixed location. These enterprises will be netted at the place of person's residence.

41 A petition writer who sits outside an office and writes petitions for consideration is treated as running an enterprise without premises but having a specific location and he will be netted at his place of residence or place from where he operates.

42 A barber engaged in hair cutting shaving of his customers in the open or visiting the residence of the customers to render services is treated as running an enterprise without premises and without fixed location and will be listed at the place of his residence.

43 A forest contractor takes in the season a number of forest coupes for the exploitation of timber or collection of tendu leaves. Regardless of the number of coupes he may be working, he is running one enterprise which will be netted either at his place of residence or the office from where he operates.

44 Production of crude Oil and Natural Gas at Bombay High should be treated as an enterprise without premises with fixed location, and should be netted at the company's establishments.

45 Moving type like rickiwala, hawkers, etc. are to be counted as enterprises without premises & without fixed location

46 The enterprises without premises but with fixed location in the market place, shopping centre etc. are of two types (a) Enterprises which can be attached to a shop or a census house. These need not to be counted at the household level as they will be considered while enumerating the respective location. Examples of such type are tailor sitting regularly in front of a cloth showroom, watch repairer sitting in front of an optical shop or retail trader's shop, and (b) The enterprises which cannot be attached to any census house or a structure and mostly operated in open air. Some examples are brick-making, mining of coal, metal ores, pottery, cycle repairing on road side, shoe-polishing on pavement, zip repairing etc. The enterprises of category (b) are to be netted at the place of residence of the persons involved

III. Mixed activities/Multiple enterprise

47 If a household is engaged (a part of its regular activity) during the year in different seasonal activities all the activities are listed as separate enterprises although at the time of enumeration the household may be engaged in only one of the activities

48 A person who himself is an employee and also engaged in an entrepreneurial activity, he should be counted as running a separate enterprise if such activity is operated on regular basis.

49 If different activities are carried out by separate operators in a census house and the activities are distinguishable from one another then each activity will be treated as constituting a separate enterprise. For example, in a census house there is a cloth shop owned by 'A'. He has allowed 'B' tailor, to sit in his shop and carry on his tailoring activity. In such a case there will be two enterprises i.e. (i) running of a cloth shop by 'A', and (ii) tailoring activity of 'B'.

50 Consider the case of a laundry in which another person carries out darning business. In this case also there will be two enterprises viz. (i) laundry; and (ii) darning

IV. Classification

51 A person rearing cows and selling milk produced regularly should be treated as engaged in rearing of cattle and production of milk and his activity would be classified as agricultural enterprise

52 Transport facilities run by the city Municipality for public and for sanitary purposes will be treated as two separate enterprises if separate accounts for public transport and sanitary transport are maintained. In case, each one is a part of same office, it will be considered as one enterprise and transportation will be taken as one activity.

V. Exclusions

53 If none of the members of a household engaged in any gainful activity viz. households depending on remittances rent, interest, pension, etc. will not be treated as running enterprises

57

54 In view of the difficulties involved in identifying and collecting requisite information from enterprises of houseless and nomadic population which keep on moving from place to place and which camps either without shelter or make-shift shelter, such enterprises should be excluded from the coverage of Economic Census. Such exclusion from the purview of EC will also apply in respect of enterprises run by persons not residing in any census house such as rickshaw pullers, reriwalas who do not have any proper shelter.

55 Persons usually engaged in different types of jobs e.g. loading/unloading, helping a mason or carpenter, doing earth work for a contractor etc. should not be treated as entrepreneurs. They will be classified as workers only.

VI. Operational Procedure

56 If the owner or member of the household who are controlling the operations of the units are not expected to return during the stay of the enumerator in the field, the information may be collected from the other members of the household or a well informed neighbour etc.

VII. Pertaining to use of Power

57 An enterprise using only manual labour or animal power as motive power will be counted as an enterprise without power.

VIII. Pertaining to perennial enterprises

58 If the entrepreneurial activity e.g. running of schools, sugar factories etc. is carried out during the major part of the year or through out the year, the activity will be considered as perennial enterprise. Activities such as gur making which is done during the specific part of the year on a regular basis are to be classified as non-perennial enterprises.

IX. Pertaining to Social Group of the Owner

59 In some cases an enterprise may be running on partnership basis by persons belonging to Scheduled Caste(s) and Scheduled Tribes(S). In such cases the social group of owner of the enterprise should be regarded as Scheduled Tribe.

Description of Activities

Agricultural Enterprises

AGRICULTURE, LIVESTOCK, HUNTING, FORESTRY & FISHING

RAISING OF LIVESTOCK

- Cattle breeding, rearing and ranching etc.; production of milk
- Goat breeding, rearing, ranching etc.; production of milk
- Rearing of sheep and production of shorn wool
- Rearing of horses, mules, camels and other pack animals
- Rearing of pigs and other animals not elsewhere classified
- Rearing of ducks, hens and other birds; production of eggs
- Rearing of bees; production of honey and wax (collection of honey is classified separately)
- Rearing of silk-worms; production of cocoons and raw silk
- Rearing of livestock and production of livestock products, not- else-where classified

AGRICULTURAL SERVICES

- Pest destroying, spraying and pruning of infected stems, etc.
- Operation of irrigation's systems
- Animal shearing and livestock services n.e.c. (other than veterinary services)
- Grading of agricultural products or livestock
- Horticultural and nursery services
- Soil conservation services
- Scientific services like soil testing
- Soil desalination services
- Agricultural services not elsewhere classified (like harvesting and threshing, land clearing and land draining services, etc.)

HUNTING, TRAPPING AND GAME PROPAGATION

- Hunting, trapping and game propagation other than for sport

FORESTRY AND LOGGING

- Planting, replanting and conservation of forests

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Logging felling and cutting of trees and preparation of rough, round, hewn or ripen logs (including incidental hauling)

Production of firewood/fuel wood (including charcoal by burning) by exploitation of forests

Gathering of fodder by exploitation of forests

Gathering of uncultivated materials such as gums, resins, lac, barks, munjh, herbs, honey, wild fruits, leaves, etc. by exploitation of forests

Forestry services n.e.c.

FISHING (INCLUDING COLLECTION OF SEA PRODUCTS)

Ocean, sea and coastal fishing

Inland water fishing

Pisciculture rearing of fish, including fish hatcheries

Collection of pearls, conches, shells, sponges and other sea products

Cultivation of oysters for pearls

Other allied activities and services incidental to fishing n.e.c.

NON-AGRICULTURAL ENTERPRISES

MINING AND QUARRYING

Mining of Coal and Lignite; Extraction of Peat

Mining and agglomeration of coal

Mining and agglomeration of lignite

Extraction and agglomeration of peat

EXTRACTION OF CRUDE PETROLEUM; PRODUCTION OF NATURAL GAS

Extraction of crude petroleum

Production of natural gas

MINING OF IRON ORE

Mining of Iron ore

MINING OF METAL ORES OTHER THAN IRON ORE

Mining of manganese ore

Mining of chromite

Mining of Bauxite

Mining of precious/seem precious metal ores

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- Mining of copper ore
- Mining of lead and zinc ores
- Mining of ilmenite, rutile, zircon and zirconium bearing ores
- Mining of wolfram and other tungsten bearing ores
- Mining of tin bearing ores
- Mining of metal ores, other than iron ore or uranium group ores n.e.c.

MINING OF URANIUM AND THORIUM ORES

Mining of Uranium and Thorium Ores

- Mining of uranium ores
- Mining of monazite and thorium ores

MINING OF NON-METALLIC MINERALS NOT ELSEWHERE CLASSIFIED

- Mining and quarrying of rock aggregates, sand and clays
 - Mining/quarrying of minerals for construction other than rock aggregates, sand and clays
 - Mining of fertiliser and chemical minerals
 - Mining of ceramic, refractory and glass minerals
 - Salt mining and quarrying including crushing, screening and evaporating in pans
 - Mining of mica
 - Mining of precious/semi-precious stones
 - Mining of other non-metallic minerals not elsewhere classified.
- ### **MINING SERVICES, NOT ELSEWHERE CLASSIFIED**

- Oil and Gas field services, except exploration services
- Services incidental to mining such as drilling, shafting, reclamation of mines etc.
- Other mining services not elsewhere classified

MANUFACTURING

MANUFACTURE OF FOOD PRODUCTS

- Slaughtering, preparation and preservation of meat
- Manufacture of dairy products
- Canning and preservation of fruits and vegetables
- Processing, canning and preserving of fish, crustacea and similar foods
- Grain milling
- Manufacture of bakery products
- Manufacture and refining of sugar (vacuum pan sugar factories)

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Production of indigenous sugar, 'boora', 'Khandsari', 'gur', etc. from sugar-cane palm juice etc.

Production of common salt

Manufacture of cocoa products and sugar confectionery (including sweetmeats)

Manufacture of hydrogenated oils and vanaspati ghee, etc.

Manufacture of vegetable oils and fats (other than hydrogenated)

Manufacture of animal oils and fats; manufacture of fish oil

Processing and blending of tea including manufacture of instant tea

Coffee curing, roasting, grinding and blending etc. including manufacture of instant coffee

Processing of edible nuts

Manufacture of ice

Manufacture of prepared animal and bird feed

Manufacture of starch

Manufacture of food products not elsewhere classified

MANUFACTURE OF BEVERAGES, TOBACCO AND RELATED PRODUCTS

Distilling, rectifying and blending of spirits, ethyl alcohol production from fermented materials

Manufacture of wines

Manufacture of malt liquors and malt

Production of country liquor (arrack and toddy etc.)

Manufacture of soft drinks and syrups

Tobacco stemming, re-drying and all other operations connected with preparing raw leaf tobacco

Manufacture of bidi

Manufacture of cigars, cigarettes, cheroots and cigarette tobacco

Manufacture of 'snuff', zarda, chewing tobacco and other tobacco products

n.e.c. (except pan masala containing tobacco)

Manufacture of pan masala, catechu (kattha) and chewing lime

MANUFACTURE OF COTTON TEXTILES

Cotton ginning, cleaning and baling

Cotton spinning other than in mills (charkha)

Weaving and finishing of cotton khadi

Weaving and finishing of cotton textiles on handlooms

Weaving and finishing of cotton textiles on powerlooms

Cotton spinning, weaving and processing in mills

Bleaching, dyeing and printing of cotton textiles (This group includes bleaching, dyeing and printing of not self produced cotton textiles. No distinction is to be made between these activities carried out on a fee or contract basis or by purchasing the materials and selling the finished products).

MANUFACTURE OF WOOL, SILK AND MAN-MADE FIBRE TEXTILES

Preparation of raw wool, silk and artificial/synthetic textile fibres for spinning

Wool spinning, weaving and finishing other than in mills

Wool spinning, weaving and processing in mills

Bleaching and dyeing of woollen textiles

Spinning, weaving and finishing of silk textiles other than in mills

Spinning, weaving and processing of silk textiles in mills

Bleaching, dyeing and printing of silk textiles

Spinning, weaving and processing of man-made textile fibres

Bleaching, dyeing and printing of artificial/synthetic textile fabrics

MANUFACTURE OF JUTE AND OTHER VEGETABLE FIBRE TEXTILES EXCEPT COTTON

Jute and mesta pressing and bailing

Preparatory operations (including carding and combing) on jute and mesta fibres

Preparatory operations (including carding and combing) on choir fibres

Preparatory operations (including carding and combing) on sunhemp and other vegetable fibres n.e.c.

MANUFACTURE OF TEXTILE PRODUCTS (INCLUDING WEARING APPAREL)

Manufacture of knitted or crocheted textile products

Manufacture of all types of threads, cordage, ropes, twines and nets, etc.

Embroidery work, zari work and making of ornamental trimmings

Manufacture of blankets, shawls, carpets, rugs and other similar textile products

Manufacture of floor coverings of jute, mesta sunhemp and other kindred fibres and of choir

Manufacture of all types of textile garments and clothing accessories n.e.c.

(except by purely tailoring establishments) from non self-produced material

(Note : in principle, the raw material is cut and sewn together in the establishments covered in this group)

Manufacture of rain coats, hats, caps and school bags etc. from waterproof textile fabrics or plastic sheetings

Manufacture of made-up textile articles; except apparel

Manufacture of waterproof textile fabrics

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Manufacture of textiles/textile products not elsewhere classified like linoleum, padding, wadding, upholstering and filling, etc.

MANUFACTURE OF WOOD AND WOOD PRODUCTS : FURNITURE AND FIXTURES

Sawing and planing of wood (other than plywood)
Manufacture of veneer sheets, plywood and their products
Manufacture of structural wooden goods (including treated timber) such as beams, posts, doors and windows (excluding hewing and rough shaping of poles, bolts and other wood material which is classified under logging)
Manufacture of wooden and cane boxes, crates, drums, barrels and other containers, baskets and other wares made entirely or mainly of cane, rattan, reed, bamboo, willow, fibres, leaves and grass
Manufacture of wooden industrial goods n.e.c.
Manufacture of cork and cork products
Manufacture of wooden furniture and fixtures
Manufacture of bamboo and cane furniture and fixtures

MANUFACTURE OF PAPER AND PAPER PRODUCTS AND PRINTING, PUBLISHING & ALLIED INDUSTRIES

Manufacture of pulp, paper and paper board including manufacture of newsprint
Manufacture of containers and boxes of paper or paper board
Manufacture of paper and paper board articles and pulp products not elsewhere classified
Manufacture of special purpose paper whether or not printed n.e.c.
Printing and publishing of newspapers
Printing and publishing of periodicals, books, journals, directories, atlases, maps, sheet music, schedules & pamphlets etc.
Printing of bank notes, currency notes, postage stamps, security passes, stamp papers and other similar products
Engraving, etching and block-making etc.
Book binding on account of others
Printing and allied activities not elsewhere classified

MANUFACTURE OF LEATHER AND PRODUCTS OF LEATHER, FUR & SUBSTITUTES OF LEATHER

Tanning, curing, finishing, embossing and japanning of leather

Manufacture of footwear (excluding repair) except of vulcanised or moulded rubber or plastic

Manufacture of wearing apparel of leather and substitutes of leather

Manufacture of consumer goods of leather and substitutes of leather; other than apparel and footwear (Note : Manufacture of school bags and travelling accessories from waterproof textile fabrics is included in a separate group)

Scrapping, currying, tanning, bleaching and dyeing of fur and other pelts for the trade

Manufacture of wearing apparel of fur and pelts

Manufacture of fur and skin rugs and other similar articles

Manufacture of leather and fur products n.e.c.

MANUFACTURE OF BASIC CHEMICALS AND CHEMICAL PRODUCTS (EXCEPT PRODUCTS OF PETROLEUM AND COAL)

Manufacture of Industrial organic and inorganic chemicals

Manufacture of fertilisers and pesticides

Manufacture of plastics in primary forms; manufacture of synthetic rubber

Manufacture of drugs, medicines and allied products

Manufacture of perfumes, cosmetic, lotions, hair dressings, tooth pastes, soap in any form, detergents, shampoos, shaving products, washing and cleaning preparations and other toilet preparations

Manufacture of man-made fibres

Manufacture of matches

Manufacture of explosives; ammunition and fire-works

Manufacture of chemical products not elsewhere classified

MANUFACTURE OF RUBBER, PLASTIC, PETROLEUM AND COAL PRODUCTS: PROCESSING OF NUCLEAR FUELS

Tyre and tube industries

Manufacture of rubber products not elsewhere classified

Manufacture of plastic products not elsewhere classified

Manufacture of refined petroleum products (this group includes production of liquids of gaseous fuels, illuminating oils, lubricating oils or greases or other products obtained from crude petroleum or their fractionation productions)

Bottling of natural gas or liquefied petroleum gas

Manufacture of refined petroleum products not elsewhere classified (this group includes manufacture of variety of products extracted obtained from the products or residues of petroleum refining)

Processing of nuclear fuels (this group includes extraction of uranium metals from pitch blends or other uranium bearing ores, manufacture of alloys or dispersions or mixtures of natural uranium or its compounds; manufacture of enriched uranium and its compounds; plutonium and its compounds, uranium

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depleted in U 2356 and its compounds, thorium and its compounds, other radio active elements isotopes or compounds and non-irradiated fuel elements for use in nuclear reactors)

Manufacture of coke oven products (This group includes operation of coke ovens chiefly for the production of coke or semi-coke from hard coal and lignite, retort carbon and residual products such as coaltar or pitch agglomeration of coke is included)

Manufacture of other coal and coaltar products not elsewhere classified

MANUFACTURE OF NON-METALLIC MINERAL PRODUCTS

Manufacture of refractory products and structural clay products

Manufacture of glass and glass products

Manufacture of earthen and plaster products

Manufacture of non-structural ceramic ware

Manufacture of cement, lime and plaster

Manufacture of mica products

Stone dressing and crushing manufacture of structural stone goods and stone ware

Manufacture of asbestos cement and other cement products

Manufacture of miscellaneous non-metallic mineral products not elsewhere classified

BASIC METAL AND ALLOYS INDUSTRIES

Manufacture of iron and steel in primary/semi-finished forms

Manufacture of semi-finished iron and steel products in re-rolling mills, cold-rolling mills and wire-drawing mills

Manufacture of Ferro-alloys

Copper manufacturing

Brass manufacturing

Aluminium manufacturing

Zinc manufacturing

Casting of metals

Processing/Re-rolling of metal scraps other than iron and steel scraps

Other non-ferrous metal industries

MANUFACTURE OF METAL PRODUCTS AND PARTS. EXCEPT MACHINERY AND EQUIPMENT

Manufacture of fabricated structural metal products

Manufacture of fabricated metal products not elsewhere classified

Manufacture of furniture and fixtures primarily of metal

Manufacture of hand tools, weights and measures and general hardware
 Forging, pressing, stamping and roll-forming of metal, power metallurgy. (This group includes production of a wide variety of finished or semi-finished metal products, by means of the above activities which individually, would be characteristically produced in other activity categories)

Treatment or coating of metals; general mechanical engineering on a sub-contract basis (This group includes plating, polishing, anodising, engraving printing, hardening buffing, deburring, sand blasting, welding or other specialised operations on metals on a fee or contract basis. The units classified here, generally, do not take ownership of the goods nor do they sell them to third parties)

Manufacture of metal cutlery, utensils and kitchenware

Manufacture of metal products (except machinery and equipment) not elsewhere classified

MANUFACTURE OF MACHINERY AND EQUIPMENT OTHER THAN TRANSPORT EQUIPMENT (MANUFACTURE OF SCIENTIFIC EQUIPMENT, PHOTOGRAPHIC/CINEMATOGRAPHIC EQUIPMENT AND WATCHES & CLOCKS IS CLASSIFIED IN A SEPARATE DIVISION)

Manufacture of agricultural machinery and equipment and parts thereof

Manufacture of machinery and equipment used by construction and mining industries

Manufacture of prime movers, boilers, steam generating plants and nuclear reactors

Manufacture of industrial machinery for food and textile industries (including bottling and filling machinery)

Manufacture of industrial machinery for other than food and textile industries

Manufacture of refrigerators, air-conditioners and fire fighting equipment and their parts and accessories

Manufacturing of general purpose non-electrical machinery, equipment, their components and accessories, n.e.c.

Manufacture of machine tools, their parts and accessories

Manufacture of office, computing and accounting machinery and parts (Note manufacture of computers and computer based systems including word processors is classified separately)

Manufacture of special purpose machinery/equipment their components and accessories n.e.c.

Manufacture of electrical industrial machinery, apparatus and parts thereof

Manufacture of insulated wires and cables including manufacture of optical fibre cables

Manufacture of accumulators, primary cells and primary batteries

Manufacture of electric lamps

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Manufacture of electric fans and electric/electro-thermic appliances and parts thereof

Manufacture of apparatus for radio broadcasting, televisions transmission, radar apparatus and radio-remote control apparatus and apparatus for radio/line telephony and line telegraphy

Manufacture of television receivers, reception apparatus for radio broadcasting, radio telephony/telegraphy, video recording or reproducing apparatus, turn tables, record players, cassette players and other sound reproducing apparatus, sound recording apparatus, microphones, loud speakers amplifiers and sound amplifiers and pre-recorded audio/video records/tapes

Manufacture of computers and computer based systems

Manufacture of electronic valves and tubes and other electronic components n.e.c.

Manufacture of radiographic X-ray apparatus, X-ray tubes and parts and manufacture of electrical equipments n.e.c

MANUFACTURE OF TRANSPORT EQUIPMENT AND PARTS

Ship and boat building

Manufacture of locomotives and parts

Manufacture of railway/tramway wagons and coaches and other rail road equipments n.e.c.

Manufacture of heavy vehicles; coach work

Manufacture of motor cars and other motor vehicles principally designed for the transport of less than 10 persons (includes manufacture of racing cars and gold carts, etc.)

Manufacture of motor-cycles and scooters and parts (including three-wheelers)

Manufacture of bicycles, cycle-rickshaw & parts

Manufacture of aircraft, spacecraft and their parts

Manufacture of bullock carts, push carts and hand carts etc.

Manufacture of transport equipment and parts not elsewhere classified

OTHER MANUFACTURING INDUSTRIES

Manufacture of medical, surgical, scientific and measuring equipment except optical equipment

Manufacture of photographic, cinematographic and optical goods and equipment (excluding photochemicals, sensitised paper and film)

Manufacture of watches and clocks

Manufacture of jewellery and related articles

Minting of currency coins

Manufacture of sports and athletic goods

Manufacture of musical instruments

Manufacture of stationery articles n.e.c

Manufacture of items based on solar energy like solar cells, cookers, air and water heating systems and other related items

Manufacture of miscellaneous products not elsewhere classified

REPAIR OF CAPITAL GOODS

(This Division includes repair and maintenance, other than by manufacturers of machinery and equipments which are generally used as investment goods by industries. Repair of consumption goods is classified separately whether or not the consumers are households)

Repair of agricultural machinery/equipment

Repair of prime-movers, boilers, steamgenerating plants and nuclear reactors.

Repair of machine tools

Repair of industrial machinery other than machine tools

Repair of office, computing and accounting machinery

Repair of electrical industrial machinery and apparatus

Repair of apparatus for radio-broadcasting or television transmission, radar apparatus, radio remote control apparatus and apparatus for radio/line telephony or line telegraphy

Repair of locomotives and other railed road equipment

Repair of heavy motor vehicles

Repair of machinery and equipment not elsewhere classified

ELECTRICITY, GAS AND WATER

ELECTRICITY GENERATION, TRANSMISSION AND DISTRIBUTION

Generation and transmission of electric energy

Distribution of electric energy to households, industrial, commercial and other users

GAS AND STEAM GENERATION AND DISTRIBUTION THROUGH PIPES

Generation of gas in gas works and distribution through mains to households, industrial, commercial and other users

WATER WORKS AND SUPPLY

Water supply i.e. collection, purification and distribution of water

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NON-CONVENTIONAL ENERGY GENERATION AND DISTRIBUTION

Generation of solar energy
Generation and distribution of bio-gas energy
Generation of energy through wind mills
Generation and distribution of other non-conventional energy n.e.c.

CONSTRUCTION

CONSTRUCTION

Construction and maintenance of buildings
Construction and maintenance of roads, rail beds, bridges, tunnels, pipelines, ropeways, ports, harbours and runways, etc.
Construction/erection and maintenance of power, telecommunication and transmission lines
Construction and maintenance of waterways and water reservoirs such as bunds, embankments, dams, canals, tanks, wells, tubewells and aqueducts, etc.
Construction and maintenance of hydro-electric projects
Construction and maintenance of industrial plants excluding power plants
Construction and maintenance not elsewhere classified

ACTIVITIES ALLIED TO CONSTRUCTION

Plumbing and drainage
Heating and air-conditioning installation, lift installation, sound-proofing etc.
Setting of tiles, marble, bricks, glass and stone
Timber works (such as fixing of doors, windows, panels); structural steel work;
R.C.C. work and binding of the bars and roof trusses
Electrical installation work for constructions
Painting and decorating work for constructions
Other activities allied to construction not elsewhere classified

WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS

WHOLESALE TRADE IN AGRICULTURAL RAW MATERIALS, LIVE ANIMALS, FOOD, FOOD BEVERAGED, INTOXICANTS AND TEXTILES

Wholesale trade in cereals and pulses
Wholesale trade in basic food-stuffs (other than cereals and pulses)
Wholesale trade in textile fibres of vegetable/animal origin

Wholesale trade in un-manufactured tobacco, pan leaves, opium, ganja and cinchona, etc.

Wholesale trade in straw, fodder and other animal/poultry feed

Wholesale trade in manufactured foodstuffs

Wholesale trade in tea, coffee, cocoa, tobacco products and beverages other than intoxicants

Wholesale trade in intoxicants like wines and liquors including incidental bottling

Wholesale trade in textiles and textile products, like all kind of yam, fabrics, garments and other made up articles, etc. (including second hand textile goods)

WHOLESALE TRADE IN WOODL, PAPER, SKIN, LEATHER AND FUR, FUELD. PETROLEUM CHEMICALS, PERFUMERY, CERAMICS, GLASS AND ORES AND METALS)

Wholesale trade in wood, cane bamboo and thatches, etc.

Wholesale trade in paper and other stationery goods

Wholesale trade in skin, leather, fur and their products

Wholesale trade in fuel and lighting products

Wholesale trade in petrol, mobile oil and allied products

Wholesale trade in medicines and chemicals

Wholesale trade in fertilisers and pesticides

Wholesale trade in metal, porcelain and glass utensils, crockery and chinaware

Wholesale trade in ores and metals

WHOLESALE TRADE IN ALL TYUPES OF MACHINERY EQUIPMENT INCLUDING TRANSPORT EQUIPMENT

Wholesale trade in agricultural and industrial machinery

Wholesale trade in electrical machinery and equipment

Wholesale trade in electronic equipment and accessories

Wholesale trade in transport and storage equipment

WHOLESALE TRADE NOT ELSEWHERE CLASSIFIED

Wholesale trade in furniture and fixtures

Wholesale trade in rubber, plastic and their products

Wholesale trade in building materials

Wholesale trade in hardware and sanitary fixtures

Wholesale trade in household equipment, appliances n.e.c.

Wholesale trade in scientific, medical and surgical instruments

Wholesale trade in watches/clocks eye glasses and spectacle frames

Wholesale trade in precious metals, stones and jewellery

Wholesale trade in wastes and metal scraps

Wholesale trade in miscellaneous goods not elsewhere classified

COMMISSION AGENTS

Commission agents dealing in agricultural raw materials, live animals, food beverages, intoxicants and textiles

Commission agents dealing in wood, paper, skin, leather and fur, fuel petroleum, chemicals, perfumery, cosmetic, glass, ores and metals

Commission agents dealing in machinery and equipment

Other commission agents n.e.c.

RETAIL TRADE IN FOOD AND FOOD ARTICLES, BEVERAGES, TOBACCO AND INTOXICANTS

Specialised retail trade in cereals and pulses, tea, coffee, spices, flour and other basic food items

Retail trade in vegetables and fruits

Retail trade in meat, fish and poultry

Retail trade in sweetmeat bakery, products dairy products and eggs

Retail trade in aerated water, soft drinks and ice cream

Retail trade in pan, bidi and cigarette

Retail trade in wine and liquor, not consumed on the spot

Retail trade in food and food articles, beverages, tobacco and intoxicants not elsewhere classified

RETAIL TRADE IN TEXTILES

Retail trade in textiles

Retail trade in ready made garments, hosiery/knitted garments, hosiery/knitted garments, etc. (includes retail trade in second hand garments)

RETAIL TRADE IN FUELS AND OTHER HOUSEHOLDS UTILITIES AND DURABLE

Retail trade in firewood, coal, kerosene oil and cooking gases

Retail trade in footwear

Retail trade in crockery, glassware and plastic ware

Retail trade in utensils (except those specialising in plastic wares)

Retail trade in furniture

Retail trade in electric/electronic equipment (including watches and clocks)

Retail trade in jewellery

Retail trade in fuel and other household utilities and durable not elsewhere classified

RETAIL TRADE N.E.C.

- Retail trade in books, magazines and stationery (including distribution of newspapers)
- Retail trade in agricultural inputs, viz. seeds, fertilisers and pesticides
- Retail trade in motor fuels
- Retail trade in building materials
- Retail trade in agricultural machinery and equipment
- Retail trade in industrial machinery and equipment electrical and non-electrical
- Retail trade in transport equipment
- Retail trade in pharmaceutical medical and orthopaedic goods
- Non-specialised retail trade including non-store retail trade
- Retail trade not elsewhere classified

RESTAURANTS AND HOTELS

Restaurants, cafes and other eating and drinking places
 (Note 1 : This group includes sales of prepared foods and drinks for immediate consumption on the premises such as restaurants, cafes, lunch counters and refreshment stands. Also includes are catering activities and take out activities as well as dinner car activities of railway companies and other passenger transport facilities which are operated as independent activities. Sales through vending machines, vending stalls, whether or not mobile, are included. Note 2 : The above mentioned activities, if carried out in connection with the provision of lodging are to be classified separately)
 Hotels, rooming houses, camps and other lodging places

TRANSPORT, STORAGE AND COMMUNICATION

LAND TRANSPORT

- Railway Transport
- Passenger transport by bus (including tramways)
- Passenger transport by motor vehicles other than by bus
- Freight transport by motor vehicles
- Passenger or freight transport by hackney carriages, bullock-carts, ekkas, tongas etc.
- Transport by animals like horses, elephants, mules camels etc.

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Transport by man (including rickshaw pullers, handcart pullers, porters, coolies etc.)

Pipe line transport

Supporting services to land transport, like operation of highway bridges, toll roads, vehicular tunnels, parking lots, etc.

Other land transport

WATER TRANSPORT

Ocean and coastal water transport

Inland water transport

Supporting services to water transport like operation and maintenance of piers, docks, pilotage, lighthouses, loading and discharging of vessels etc.

AIR TRANSPORT

Air Transport carriers (of passengers and freight)

Supporting services to air transport, like operation of airports flying facilities, radio beacons, flying control centres, radar stations etc.

SERVICES INCIDENTAL TO TRANSPORT N.E.C.

Cargo handling incidental to land transport

Cargo handling incidental to water transport

Cargo handling incidental to air transport

Renting and leasing (except financial leasing) of motor vehicles, without operator for passenger transport (Renting and leasing of motor cycles, scooters and mopeds etc. is classified separately)

Renting and basing (except financial leasing) of motor vehicles, without operator for freight transport

Renting and leasing (except financial leasing) of aircrafts

Renting and leasing (except financial leasing) of ships

Activities of tourist and travel agents

Activities of tourist and travel agents

Activities of transport agents other than tourist and travel agents

Other services incidental to transport n.e.c.

STORAGE AND WAREHOUSING SERVICES

Warehousing of agricultural products without refrigeration

Warehousing of agricultural products with refrigeration (cold storages)

Storage and warehousing services not elsewhere classified (includes warehousing of furniture, automobiles, gas and oil, chemicals and textiles. Also included is storage of goods in foreign trade zones)

COMMUNICATION SERVICES

Postal, telegraphic, wireless and signal communication services
Courier activities other than post (This group includes picking up, transport and delivery of letters and mail type, usually small parcels and packages. Either only one kind of transport or more than one mode of transport may be involved and the activity may be carried out with either self-owned (private) or public transport media. All postal activities carried out by the National Postal Administration are classified separately)

Telephone communication services
Communication services not elsewhere classified

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

BANKING ACTIVITIES, INCLUDING FINANCIAL SERVICES

Deposit activities (This group includes activities of central banks commercial banks, savings banks, savings and loan associations and other such institutions whose major source of funds is deposits)
Other credit activities (This group includes activities of such units whose chief activity is making loans. They are distinguished from the deposit institutions in that the chief source of funds is equity or short term paper etc., but not deposits)
Other banking activities
Securities dealing activities (This group includes activities of brokers and dealers and central exchanges dealing in all kinds of negotiable instruments and underwriters and agents in the floatation of new securities)
Financial services other than securities dealing activities

PROVIDENT AND INSURANCE SERVICES

Provident services
Insurance carriers, life
Deposits/credit guaranty insurance services
Insurance carriers other than life such as fire, marine, accident, health including insurance agents, valuers/assessors etc.

REAL ESTATE ACTIVITIES

Purchase, sale, letting and operating of real estate such as residential and non-residential building, developing and sub-dividing real estate into lots, lessors, or real property, real estate agents, brokers and managers engaged in renting, buying and selling, managing and appraising real estates on a contract or fee basis.

LEGAL SERVICES

Legal services such as those rendered by advocates, barristers, solicitors, pleaders, mukatiars etc.

OPERATION OF LOTTERIES

Bulk purchase and sale of lottery tickets
Sale of lottery tickets to individuals

RENTING AND LEASING (FINANCIAL LEASING IS CLASSIFIED IN FINANCIAL ACTIVITIES) NOT ELSEWHERE CLASSIFIED

Renting of transport equipment without operator n.e.c. (includes short term rental as well as extended term leasing with or without maintenance)
Renting of agricultural machinery and equipment without operator
Renting of office, accounting and computing machinery and equipment, without operator (Renting of computer time on an hourly or time-sharing basis is classified separately or operation is also classified separately)
Renting of other industrial machinery and equipment (This group includes the renting or leasing of all kind of machinery which is generally used as investment goods by industries)
Renting of personal and household goods (This group includes the rental of all kind of goods whether or not the customers are households it involves the rental of such good as textiles, wearing apparel and footwear, furniture, pottery and glass, kitchen and tableware, electrical appliances and house-wares, jewellery, musical instruments and so on Book rental is classified separately)

BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED

Auctioneering services
Accounting book keeping and auditing activities, including tax consultancy services
Data processing, software development and computer consultancy services
Business and management consultancy activities
Architectural and engineering and other technical consultancy activities

Technical testing and analysis services (This group includes testing of all types of materials and products)

Advertising

Press agency activities (This group includes news syndicate and news agency activities on a fee or contract basis includes activities of independent new reporters, news writers etc.)

Recruitment and provision of personnel

Other business services not elsewhere classified

COMMUNITY, SOCIAL AND PERSONAL SERVICES

PUBLIC ADMINISTRATION AND DEFENCE SERVICES

Public services in the union government including defence services

Public services in state governments including police services

Public services in local bodies, departments and office engaged in administration like local taxation and business regulations etc.

Public services in quasi-government bodies

SANITARY SERVICES

Sanitation and similar services such as garbage and sewage disposal, operation of drainage systems and all other types of work connected with public health and sanitation

EDUCATION, SCIENTIFIC AND RESEARCH SERVICES

Educational services rendered by technical or vocational colleges, schools and other institutions

Educational services rendered by non-technical colleges, schools, universities and other institutions

Research and scientific services not classified elsewhere such as those rendered by institutions and laboratories engaged in research in the biological, physical and social sciences, meteorological institutes and medical research organisations, etc.

HEALTH AND MEDICAL SERVICES

Health and medical services rendered by organisations and individuals such as hospitals, dispensaries, sanatoria, nursing homes, maternal and child welfare clinics by allopathic/ayurvedic, unani, homeopathic, etc. practitioners

Veterinary services (including birds' hospitals)

COMMUNITY SERVICES

Religious services rendered by organisations or individuals

Welfare services rendered by organisations operating on a no profit basis for the promotion of welfare of the community such as relief societies, crèches, homes for the aged and physically handicapped etc

Services rendered by business, professional and labour organisations n.e.c.

Services rendered by co-operative societies n.e.c.

Community services not elsewhere classified

RECREATIONAL AND CULTURAL SERVICES

Motion picture and video film production

Motion picture distribution and projection services

Stage production and related services

Authors, music composers, singers, dancers, magicians and other independent artists not elsewhere classified

Radio and television broadcasting and related services

Operation of circuses and race tracks

Libraries, museums, botanical and zoological gardens, zoos, game sanctuaries etc.

Audio & video cassette libraries

Video parlours, electronic games and other amusement centres n.e.c.

Recreational services n.e.c.

PERSONAL SERVICES

Domestic services

Laundry, cleaning and dyeing services

Hair dressing such as those done by barbers, hair dressing saloons and beauty shops etc.

Portrait and commercial photographic studios

Tailoring establishments

Personal services not elsewhere classified

REPAIR SERVICES

Repair of footwear and other leather goods

Repair of household electrical appliances

Repair of TV, VCR, radio, transistor, tape-recorder, refrigerator and other electronic appliances

Repair of watches, clocks and jewellery

Repair of motor vehicles and motor cycles except trucks, lorry and other heavy vehicles

Repair of bicycles and cycle rickshaws
Repair enterprises not elsewhere classified

INTERNATIONAL OTHER EXTRA TERRITORIAL BODIES

International other extra territorial bodies

SERVICES NOT ELSEWHERE CLASSIFIED

Services not elsewhere classified

ACTIVITIES NOT ADEQUATELY DEFINED

PERSONS WITHOUT ANY AFFILIATION TO ANY PARTICULAR
INDUSTRY (INCLUDING FRESH ENTRANTS TO LABOUR FORCE)

Persons without any affiliation to any particular industry (including fresh
entrants to labour force)

ACTIVITIES NOT ADEQUATELY DEFINED (OTHER THAN THOSE
PERSONS WITHOUT ANY AFFILIATION TO ANY PARTICULAR
INDUSTRY INCLUDING FRESH ENTRANTS TO LABOUR FORCE)

Activities not adequately defined (other than those persons without any
affiliation to any particular industry including fresh entrants to labour force)