

क्षेत्र कर्मचारियों के लिए अनुदेश Instructions to Field Staff

खण्ड / Volume – I

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

आवधिक श्रम बल सर्वेक्षण
PERIODIC LABOUR FORCE SURVEY



भारत सरकार

Government of India

सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय

Ministry of Statistics and Programme Implementation

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Chapter One

Introduction: Coverage, Concepts, Design and Definitions

1.0 Introduction

1.0.1 Information collected in the Periodic Labour Force Survey (PLFS) conducted from July 2017 has been the primary source of statistics on labour force, activity participation of the population and structure of employment and unemployment in the country. Statistical indicators on the labour market are required for planning, policy and decision making at various levels, both within and outside government. These are also used by various researchers.

Considering the need for generation of labour force indicators more frequently and at a further disaggregated level, the National Statistics Office (NSO) has decided to launch the Periodic Labour Force Survey (PLFS) with a modified methodology from January 2025.

1.0.2 **Objective of the survey:** The objectives of PLFS are to generate estimates of the key labour market indicators viz. Labour Force Participation Rate (LFPR), Worker Population Ratio (WPR) and Unemployment Rate (UR) in the Current Weekly Status (CWS) at all-India level, separately for rural and urban sectors at monthly intervals and for all State/UTs as well as all-India with rural and urban bifurcation at quarterly intervals. In addition, the survey will also strive to produce district level annual estimates of the three key labour force indicators, separately for rural and urban areas.

1.0.3 In line with the objectives of the survey, PLFS will provide estimates of the following only through the Monthly and Quarterly Bulletins

- LFPR, WPR and UR in CWS,
- Distribution of Workers in CWS by broad status in employment / broad industry of work.

1.0.4 Besides, detailed estimates of various labour market indicators separately for age group, gender, level of education, etc., for both rural and urban areas will be published annually in the form of an Annual Report. In the Annual Report, besides the estimates of employment and unemployment indicators in usual status (ps + ss), some indicators are also published according to current weekly status (CWS). The indicators released in the Annual Reports of PLFS include the following:

- Labour Force Participation Rate (LFPR), Worker Population ratio (WPR) and Unemployment Rate (UR),
- Distribution of workers by status in Employment,
- Distribution of workers by industry of work as National Industrial Classification (NIC),

- Distribution of workers by occupation as National Classification of Occupation (NCO),
- Employment in Informal Sector and conditions of employment,
- Earnings from employment,
- Hours worked.

1.1 Outline of the Survey Programme

1.1.1 **Geographical coverage of the survey:** The survey covers the whole of the Indian Union *except* the villages in Andaman and Nicobar Islands which remain extremely difficult to access throughout the year.

1.2 **Schedules of enquiry:** Computer-assisted personal interviewing (CAPI) software has been developed for collection of information in PLFS. The CAPI software is based on the following schedules of enquiry

Schedule 0.0PL	: List of households
Schedule 10.4	: Employment and Unemployment (First Visit)
Schedule 10.4	: Employment and Unemployment (Revisit)

1.3 **Contents of Volume I:** This volume of instruction contains three chapters. Chapter One gives an overview of the survey operation and discusses the concepts and definitions of important technical terms to be used in the survey. It also describes the sample design, rotational scheme, and procedure of selection of households. Chapters Two and Three contain instructions for collection of information relating to Schedules 0.0PL and Schedule 10.4, based on which the CAPI software is developed. A list of frequently asked questions (FAQs) have been provided at the end of both Chapter Two and Three.

1.4 Sample Design

1.4.1 Rotational scheme for PLFS:

A rotational panel sampling design will be used in the survey. The rotational scheme will be of two years duration to accommodate the changes in the frame in the intercensal period; in the sense that the sampling frames for both rural and urban areas will remain unchanged for every two-year duration. In this rotational panel scheme, each selected household will be visited four times in four consecutive months – one with first visit schedule and other three with the revisit schedule. Monthly estimates will be generated for successive months without any break in the series starting from the fourth month, ensuring a 75% matching between two consecutive months. In addition, the quarterly estimates will be generated for successive quarters, starting from third quarter, ensuring a 66.66% matching between two consecutive quarters. Regression based estimates will not be generated. Instead, usual traditional design based estimates will be generated. The proposed design aims at generating monthly and quarterly estimates of level and change parameters of key labour force indicators (i.e., LFPR, WPR and UR) based on CWS data only. Annual estimates of level parameters will be generated based on usual status.

1.4.2 Rotational panel design

- i. Using P_{ij} to indicate the panel belonging to j th month of the i th year of the two-year period of rotation, the scheme of rotational panel design is described below:
- ii. The rotational panel will be fixed for two years, where only one-twelfth of FSUs of annual allocation will be covered in the first month (say, Panel P11) of the first two-year panel with detail listing and canvassing of first visit schedule being undertaken in the selected households.
- iii. In the second month, another one-twelfth of FSUs will be covered (say, Panel P12) for canvassing the first visit schedule while the revisit schedule will be canvassed in the selected households of Panel P11.
- iv. In the third month, another new panel, say P13 consisting of one-twelfth FSUs will be surveyed with first visit schedule and revisit schedules will be canvassed in the households of the panels P11 & P12.
- v. In the fourth month, households of panels P11, P12 & P13 will be surveyed with revisit schedule and those of a new panel, say P14 with one-twelfth of FSUs with first visit schedule.
- vi. The monthly estimates at all-India level, separately for both rural and urban sector will be generated using full sample size with panels P11, P12, P13, & P14 from the fourth month and onwards.

- vii. In the fifth month, 3 panels – P12, P13 & P14 will be surveyed with revisit schedule and the earlier panel (P11) will be replaced by a new panel (say, P15) for canvassing first visit schedule. This will continue till end of the two-year panel.
- viii. In the second quarter of the first two-year panel, the quarterly estimates at state and all-India level, separately for rural and urban sector will be generated using the fourth revisit sample of Panel P11, third revisit sample of Panel P12, second revisit sample of Panel P13, first revisit sample of Panel P14 and P15; and the first visit sample of Panel P16.
- ix. All the FSUs of the panels P11, P12, ..., P124 (each with one-twelfth of total annual FSUs) will be selected independently before commencement of survey in the first month.
- x. At the end of the second year of each two-year panel, updated frame will be used for both rural and urban areas.
- xi. FSUs of another set of panels P21, P22, ..., P224 selected from the updated frame will be made ready before commencement of first month of second year of the two-year panel.
- xii. In the first month of the second year of the two-year panel, panel P21 selected from the updated frame will be introduced and the panels P122, P123 and P124 of the old frame will be surveyed.
- xiii. Since major changes in the rural-urban frame occurs in the Census years, provision is to be made to generate estimates without break in the series of estimates considering panels from pre- and post-census frames.
- xiv. The schema of the rotation of panel is provided in the annexure.

1.4.3 It may be noted that one panel of sample FSUs will be in the sample for 4 consecutive months and the selected households in an FSU will be surveyed for the successive periods during which the FSU remains in the sample. Selected households will be visited 4 times for canvassing the detailed schedule of enquiry of the PLFS. These visits are termed as first visit and revisits. During the first visit, Schedule 10.4: Employment and Unemployment (First Visit) will be canvassed while Schedule 10.4: Employment and Unemployment (Revisit) will be canvassed in all revisits.

1.4.4 In this scheme, each selected household of a selected FSU will be visited four times, once in each month. To implement the rotational scheme, when a panel appears for the first time in any month with one-twelfth of annual allocation, listing and selection of households will be done in all the selected FSUs in that panel. The first visit schedule will be canvassed in the selected households. The selected FSUs/households will be revisited in the subsequent three months as the panel will remain in the sample for four months. During the revisit, listing and selection of households will not be done afresh. Only the households selected during first visit will be revisited for canvassing revisit schedule. At the time of revisit if any sample household is not

found, same will be treated as casualty and a substitute household need not to be surveyed. If any sample household is found to have split, then, among the split households available in the FSU/sub-block, the household where the head/senior most member of the erstwhile household is available will be covered.

1.4.5 Outline of the design: The sampling frame for urban sector is the list of Urban Frame Survey (UFS) blocks as per latest Urban Frame Survey and for rural sector, it is the list of villages as per Census 2011 updated by removing those villages which are urbanized and included in latest UFS (till the time of sample selection). Sometimes, with a view to ensuring uniformity in the size of FSUs and for operational convenience, large villages/UFS blocks are notionally divided into smaller units of more or less equal size, known as sub-units depending on a pre-defined criteria based on population in the village or number of households in the UFS block. The sector-specific criteria for sub-unit formation are as below:

1.4.5.1 Rural Sector:

(i) The number of SUs to be formed in the villages (with Census 2011 population of 1000 or more and except some States/UTs) is decided based on projected present population of the village. The criteria for the formation of the SUs are given below:

Projected Population of the village	Number of SUs to be formed
less than 1200	1
1200 to 2399	2
2400 to 3599	3
...	...

(ii) For rural areas of Himachal Pradesh, Sikkim, Andaman & Nicobar Islands, Ladakh, parts of Uttarakhand (except four districts Dehradun, Nainital, Haridwar and Udham Singh Nagar), Jammu and Kashmir (seven districts Poonch, Rajouri, Udhampur, Reasi, Doda, Kishtwar, Ramban) and Idukki district of Kerala; SU is formed in a village if population as per Census 2011 is more than or equals to 500. The criteria for the number of SU to be formed are as below:

Projected Population of the village	Number of SUs to be formed
less than 600	1
600 to 1199	2
1200 to 1799	3
...	...

1.4.5.2 Urban Sector:

Sub-units are formed in the UFS blocks with number of households 250 or more. The number of SUs to be formed within the UFS blocks is decided by the following criteria:

Number of Households in UFS Block	Number of SUs to be formed
less than 250	1
250 to 499	2
500 to 749	3
...	...

Thus, the list of villages / UFS blocks / sub-units (for those villages or UFS blocks where sub-units are formed within) together formed the sampling frame for selection of the First Stage Units.

1.4.6 STRATIFICATION OF FSUs

The primary geographical unit, called basic stratum within a state/UT separately for rural and urban sectors will be formed in the following way:

- (i) Stratum Type I: Each 'Category - 1' district in 'Group - A' states/UTs and State Headquarter District of each of the North Eastern states excluding Assam,
- (ii) Stratum Type II: All 'Category - 2' districts belonging to 'Group - A' states/UTs and districts of all 'Group - B' states/UTs (State Headquarter District of each of the North Eastern states excluding Assam) will be distributed among the NSS regions, and these NSS regions within each Sector and State/UTs will be considered as Stratum Type II.

The list of 'Category - 1' and 'Category - 2' districts and 'Group - A' and 'Group - B' states are provided in the [Annexure](#).

1.4.6.1 Rural Sector

- (i) A **Special Stratum** comprising of all the uninhabited villages as per Census 2011 is formed at All-India level.
- (ii) From the remaining villages, two more strata are formed in each basic stratum:
 - (a) Stratum 1: Comprising of the villages within 5 Kms from the district headquarter or from a city/town with more than 5 lakh population. This stratum is not formed if there are less than 50 such villages in the Stratum.

(b) Stratum 2: Rest of the villages.

1.4.6.2 Urban Sector

Two or more strata will be formed in urban areas of each basic stratum with the following criteria:

- (i) Each million plus city as per census 2011 will be considered as a separate stratum.
- (ii) Rest of the urban areas of the district will constitute another stratum.

1.4.7 Sub-Stratification of FSUs

In the **rural sector**, two groups of villages are formed within each stratum, except special rural stratum at all-India level, based on the following criteria:

Group	Population of the village (as per Census 2011)
1	less than 500
2	≥ 500

Further, the sample size for a particular rural stratum is distributed among these 2 groups in proportion to population. Let r_1 and r_2 be the allocations to Group 1 and Group 2 respectively. The villages within each group will be first arranged in ascending order of number of populations. For all the three groups within each stratum, ' $r_1/4 > 1$ ' and ' $r_2/4 > 1$ ' will imply formation of 2 or more sub-strata in each group. Sub-strata will be demarcated in Group 1 and Group 2 respectively in such a way that each sub-stratum will comprise a group of villages (all SUs of a village considered together) of the arranged frame and have more or less equal population. If the number of FSUs in a particular group is very small or sufficient number of samples is not allocated, no sub-stratum will be formed.

In the **urban sector**, let ' u ' be the sample size allocated for an urban stratum. For all strata, if ' $u/4 > 1$ ', implying formation of 2 or more sub-strata, all the UFS blocks within the stratum will be first arranged in ascending order of total number of households in the UFS blocks as per urban frame. Then sub-strata will be demarcated in such a way that each sub-stratum will comprise a group of UFS blocks (all SUs of a block considered together) having more or less equal number of households. If number of blocks in a particular stratum is very small, no sub-stratum will be formed in the stratum.

1.4.8 Criteria for allocation of FSUs in Stratum

A criterion, in terms of population content as described below is proposed to be used for allocation of FSUs (urban blocks or villages or subunits) in basic stratum Type -I of Category-1 districts:

FSU allocation criteria for basic stratum – I (Category- 1 Districts)		
Size Class	Sector-wise Population (as per projected population as on 1 st October 2024)	Number of FSU allocated (monthly basis)
I	Less than 10 lakhs	1 FSU
II	10 lakhs to 20 lakhs	2 FSUs
III	20 lakhs to 45 lakhs	3 FSUs
IV	45 lakhs to 70 lakhs	4 FSUs
V	70 lakhs to 100 lakhs	8 FSUs
VI	More than 100 lakhs	10 FSUs

For each of the basic stratum Type – II within a State/UT, a minimum monthly sample will be allocated using the criteria based on the number of districts within that stratum. The detail of the allocation is given below.

FSU allocation criteria for Stratum – II		
Category	Number of districts in Stratum II	Number of FSU allocated (monthly basis)
I	1-5	1 FSU
II	6-10	2 FSUs
III	11 or more	3 FSUs

1.4.9 Sample Size

8,723 FSUs in the rural areas and 6,115 in the urban areas will be surveyed. The total sample size of 15016 FSUs has been allocated to State/UTs based on the criteria discussed in section 1.3.09, subject to a minimum allocation of 12 FSUs within a stratum.

1.4.10 Selection of FSUs within Stratum / Sub-Stratum

The required number of FSUs from each of the stratum / sub-strata is selected by SRSWOR scheme.

1.4.11 Formation of Sub-Division

It has been experienced that in some of the selected FSUs, the actual present population is significantly higher than the projected population/Census population that causes operational inconvenience for listing of all the households. In such a situation, the selected FSU is notionally sub-divided into several smaller units, called Sub-division. The criteria for determining the

number of Sub-divisions to be formed in the selected rural (except areas mentioned in Point ii Section 1.3.06.1) /urban FSU is given below.

Approx. present population of the selected SU	Number of Sub-divisions to be formed
less than 1500	1
1500 to 2399	2
2400 to 3599	3
3600 to 4799	4
...	...

The criteria for determining the number of Sub-divisions in rural areas mentioned in Point (ii) of Para 1.3.06.1 are as below:

Approx. present population of the selected SU	Number of Sub-divisions to be formed
less than 750	1
750 to 1199	2
1200 to 1799	3
1800 to 2399	4
...	...

Only one Sub-division is selected randomly after forming the required number of Sub-divisions. Further, listing and selection of households are done in the selected Sub-division unit only.

1.4.12 Formation of Second Stage Strata (SSS)

Second Stage Strata (SSS) in each FSU will be formed based on the number of members in each household who have completed secondary level of education considering general type of education. In urban FSUs, 4 SSS will be formed, while 3 SSS will be formed in rural areas. A total of 12 households will be surveyed from each of the selected FSUs. Allocation of the sample households among the SSS and criteria for the formation of SSSs are given in the following table.

Rural			
SSS	Composition of SSS	Number of persons	Number of households to be surveyed
1	number of members in the household having a level of general education as secondary (10 th standard) or above	2 or more	4
2		1	6
3		0	2

Urban			
SSS	Composition of SSS	Number of persons	Number of households to be surveyed
1	number of members in the household having a level of general education as secondary (10 th standard) or above	3 or more	4
2		2	4
3		1	2
4		0	2

1.4.13 Selection of Households

The sample households from each SSS are selected by the SRSWOR scheme.

1.5 Concepts and Definitions:

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

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

1. Under-trial prisoners in jails and indoor patients of hospitals, nursing homes etc., are to be excluded, but residential staff therein will be listed while listing is done in such institutions. The persons of the first category will be considered as normal members of their parent households and will be counted there. Convicted prisoners undergoing sentence will be outside the coverage of the survey.
2. Floating population, i.e., persons without any normal residence will not be listed. But households residing in open space, roadside shelter, under a bridge, etc., more or less regularly in the same place, will be listed.
3. Foreign nationals will not be listed, nor their domestic servants, if by definition the latter belong to the foreign national's household. If, however, a foreign national becomes an Indian citizen for all practical purposes, he or she will be covered.
4. Persons residing in barracks of military and paramilitary forces (like police, BSF, etc.) will be kept outside the survey coverage due to difficulty in conduct of survey therein. However, civilian population residing in their neighbourhood, including the family quarters of service personnel, are to be covered. Permission for this may have to be obtained from appropriate authorities.
5. Orphanages, rescue homes, *ashrams* and vagrant houses are outside the survey coverage. However, persons staying in old age homes, students staying in *ashrams*/ hostels and the residential staff (other than monks/ nuns) of these ashrams may be listed. For orphanages, although orphans are not to be listed, the persons looking after them and staying there may be considered for listing.

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

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

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

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

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

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

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

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

1.5.5 Household's usual consumer expenditure (in Rs.) in a month: This information is collected to classify the households into different UMPCE (Usual Monthly Per Capita Consumption Expenditure) classes. Household consumer expenditure (HCE) is the sum total of monetary values of all goods and services consumed (*out of purchase or procured otherwise*) by the household on domestic account during a reference period. Procedure for deciding consumption of goods and services by a household is same as that followed in Consumer Expenditure Survey (Schedule 1.0) of NSS. Detailed guidelines for recording usual monthly consumer expenditure in Schedule 10.4 (First Visit) are given in Chapter Three.

1.5.6 Household type: The household type, based on the means of livelihood of a household, is decided on the basis of the sources of the household's income during the 365 days preceding the date of survey. For this purpose, only the household's income (net income and not gross income) from economic activities is to be considered; but the incomes of servants and paying guests are not to be taken into account.

In **rural** areas, a household will belong to any one of the following six household types:

- self-employed in agriculture
- self-employed in non-agriculture
- regular wage/salary earning
- casual labour in agriculture
- casual labour in non-agriculture
- others

For **urban** areas, the household types are:

- self-employed
- regular wage/salary earning
- casual labour
- others

1.5.6.1 Procedure for determining household type in rural sector: The broad household types in rural areas to be used in PLFS are *self-employed*, *regular wage/salary earning*, *casual labour* and *others*. A household which does not have any income from economic activities will be classified under *others*. Within each of the broad category of *self-employed* and *casual labours* two specific household types will be distinguished, depending on their major income from agricultural activities (sections A of NIC-2008) and non-agricultural activities (rest of the NIC-2008 sections, excluding section A). The specific household types for self-employed are: *self-employed in agriculture* and *self-employed in non-agriculture*. For casual labour, the specific household types are: *casual labour in agriculture* and *casual labour in non-agriculture*. In the determination of the household type in the rural areas, first the household's income from economic activities will be considered. Rural households will be first categorized as '*self-employed*', '*regular wage/salary earning*' or '*casual labour*' depending on the single major source of its income from economic activities during last 365 days. Further, for those households which are categorized either as *self-employed* or *casual labours*, specific household types (*self-employed in agriculture or self-employed in non-agriculture* and *casual labour in agriculture or casual labour in non-agriculture*) will be assigned depending on the single major source of income from agricultural or non-agricultural activities.

1.5.6.2 For **urban** areas the different household types correspond to four sources of household income. An urban household will be assigned the type *self-employed*, *regular wage/salary earning*, *casual labour* or *others* corresponding to the major source of its income from economic activities during the last 365 days. A household which does not have any income from economic activities will be classified under *others*.

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

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

1.5.9 Economic activity: The entire spectrum of human activity falls into two categories: economic activity and non-economic activity. Any activity that results in production of goods and services that adds value to national product is considered as an economic activity. The economic activities have two parts - market activities and non-market activities. Market activities are those that involve remuneration to those who perform it, i.e., activity performed for pay or profit. Such activities include production of all goods and services for market including those of government services, etc. Non-market activities are those involving the production of primary commodities for own consumption and own account production of fixed assets.

1.5.9.1 The full spectrum of economic activities as defined in the UN System of National Accounts (SNA 2008) is not covered in the definition adopted for the Periodic Labour Force Survey of NSSO. Production of any good for own consumption is considered as economic activity by UN System of National Accounts but production of only primary goods for own consumption is considered as economic activity by NSSO. While the former includes activities like own account processing of primary products among other things, in the NSS surveys, processing of primary products for own consumption is not considered as economic activity. However, it may be noted that 'production of agricultural goods for own consumption' covering all activities up to and including stages of threshing and storing of produce for own consumption, comes under the coverage of the economic activities of NSSO.

1.5.9.2 The term 'economic activity' will include:

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

(ii) of the non-market activities,

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

and

(b) the activities relating to the own-account production of fixed assets. Own account production of fixed assets include construction of own houses, roads, wells, etc., and of machinery, tools, etc., for household enterprise and also construction of any private or community facilities free of charge. A person may be engaged in own account construction in the capacity of either a labourer or a supervisor.

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

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

- (i) Working or being engaged in economic activity (work),
- (ii) Being not engaged in economic activity (work) and either making tangible efforts to seek 'work' or being available for 'work' if the 'work' is available and
- (iii) Being not engaged in any economic activity (work) and also not available for 'work'.

Activity statuses, as mentioned in (i) & (ii) above, are associated with 'being in labour force' and the last with 'not being in the labour force'. Within the labour force, activity status (i) above is associated with 'employment' and activity status (ii) with 'unemployment'. During a specified reference period (say, 1 year or 1 week), by adopting the procedure to determine the broad activity statuses, each person is classified in one of the three broad activity statuses. Persons found with the broad activity statuses (i), (ii) and (iii), during the reference period, are employed (worker), unemployed and 'not in labour force', respectively.

1.5.10.1 The three broad activity statuses have been further sub-divided into several detailed activity categories. These are stated below:

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

- (a) worked in household enterprise (self-employed) as an own-account worker
- (b) worked in household enterprise (self-employed) as an employer
- (c) worked in household enterprise (self-employed) as 'helper'
- (d) worked as regular wage/ salaried employee
- (e) worked as casual wage labour in public works other than Mahatma Gandhi National Rural Employment Guarantee (MGNREG) works
- (f) worked as casual wage labour in MGNREG works
- (g) worked as casual wage labour in other types of works
- (h) did not work due to sickness though there was work in household enterprise (self-employed)
- (i) did not work due to other reasons though there was work in household enterprise (self-employed)
- (j) did not work due to sickness but had regular wage/ salaried employment
- (k) did not work due to other reasons but had regular wage/ salaried employment

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

- (a) sought work
- (b) did not seek but was available for work

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

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

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

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

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

(c) **Labour force:** Persons who are either 'working' (or employed) or 'seeking or available for work' (or unemployed) during the reference period together constitute the labour force.

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

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

1.5.13 **Self-employed:** Persons who operate their own farm or non-farm enterprises or are engaged independently in a profession or trade on own-account or with one or a few partners are deemed to be self-employed in household enterprises. The essential feature of the self-employed is that they have *autonomy* (i.e., how, where and when to produce) and *economic independence* (i.e., market, scale of operation and money) for carrying out their operation. The remuneration of the self-employed consists of a non-separable combination of two parts: a reward for their labour and profit of their enterprise. The combined remuneration is given by the revenue from sale of output produced by self-employed persons *minus* the cost of purchased inputs in production.

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

- (i) **own-account workers:** They are the self-employed who operate their enterprises on their own account or with one or a few partners and who during the reference period by and large, run their enterprise without hiring any labour. They may, however, have unpaid helpers to assist them in the activity of the enterprise.
- (ii) **employers:** The self-employed persons who work on their own account or with one or a few partners and by and large run their enterprise by hiring labour are the employers, and
- (iii) **helpers in household enterprise:** The helpers are a category of self-employed persons mostly family members who keep themselves engaged in their household enterprises, working full or part time and do not receive any regular salary or wages in return for the work performed. They do not run the household enterprise on their own but assist the related person living in the same household in running the household enterprise.

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

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

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

1.5.15 Casual wage labour: A person casually engaged in other’s farm or non-farm enterprises (both household and non-household) and getting in return wage according to the terms of the daily or periodic work contract is a casual wage labour. Usually, in the rural areas, one category of casual labourers can be seen who normally engage themselves in ‘*public works*’ activities. The concepts related to ‘*public works*’ are discussed later in this chapter.

1.5.16 Different approaches for determining activity status: In the labour force surveys, the activity status of a person is determined on the basis of the activities pursued by the person during certain specified reference period. The activity status determined on the basis of the reference period of last 365 days preceding the date of survey is known as the usual activity status of the person, that determined on the basis of a reference period of last 7 days preceding the date of survey is known as the current weekly status (CWS) of the person and the activity status determined for each day of the reference week which is known as the current daily status (CDS) of the person. For the PLFS, activity status will be collected for all the three reference periods mentioned above, viz., last 365 days for usual status, using a reference period of 7 days preceding the date of the survey for current weekly status and each day of the reference week for current daily status.

1.5.17 Identification of each individual into a unique situation poses a problem when more than one of three types of broad activity status viz. ‘employed’, ‘unemployed’ and ‘not in labour force’ is concurrently obtained for a person. In such an eventuality, unique identification under any one of the three broad activity statuses is done by adopting either the major time criterion or

priority criterion. The former is used for classification of persons under 'usual activity status' and, the latter, for classification of persons under 'current weekly status' and 'current daily status'. If, by adopting one of these two criteria, a person categorised as engaged in economic activity is found to be pursuing more than one economic activity during the reference period, the appropriate detailed activity status category will relate to the activity in which relatively more time has been spent. Similar approach is adopted for non-economic activities also.

1.5.18 Usual activity status: The usual activity status relates to the activity status of a person during the reference period of 365 days preceding the date of survey. The activity status on which a person spent relatively long time (major time criterion) during the 365 days preceding the date of survey is considered the *usual principal activity status* of the person. To decide the usual principal activity of a person, he/ she is first categorised as belonging to the labour force or not, during the reference period **on the basis of major time criterion**. Persons, thus adjudged as not belonging to the labour force are assigned the broad activity status 'neither working nor available for work'. For the persons belonging to the labour force, the broad activity status of either 'working' or 'not working but seeking and/ or available for work' is then ascertained again on the basis of the relatively long time spent in the labour force during the 365 days preceding the date of survey. Within the broad activity status so determined, the detailed activity status category of a person pursuing more than one such activity will be determined again on the basis of the 'relatively long time spent' criterion.

1.5.19 Subsidiary economic activity status: Usual principal status of a person is determined as the status on which the person spent relatively long time (major time criterion) during the 365 days preceding the date of survey. Such persons may have also pursued, in addition to his/her usual principal status, some economic activity **for 30 days or more** during the reference period of 365 days preceding the date of survey. The status in which such economic activity is pursued during the reference period of 365 days preceding the date of survey is the subsidiary economic activity status of the person. In case of multiple subsidiary economic activities, the major activity and status based on the 'relatively long time spent' criterion will be considered. It may be noted that engagement in work in subsidiary capacity may arise out of the two following situations:

(i) a person may be engaged for a relatively long period during the 365 days in an economic (a non-economic activity) and for a relatively small period, which is not less than 30 days, in another economic activity (any economic activity).

(ii) a person may be pursuing an economic activity (non-economic activity) almost throughout the year in the principal status and also simultaneously pursuing another economic activity (any economic activity) for relatively small period in a subsidiary capacity. In such cases, since both the activities are being pursued throughout the year and the duration of both the activities is more than 30 days, the activity which is being pursued for a relatively small period will be considered as his/ her subsidiary activity.

1.5.20 Current weekly activity status (CWS): The current weekly activity status of a person is the activity status obtaining for a person during a reference period of 7 days preceding the date of survey. It is decided **on the basis of a certain priority cum major time criterion**. According to the priority criterion, the status of 'working' gets priority over the status of 'not working but seeking or available for work', which in turn gets priority over the status of 'neither working nor available for work'. *A person is considered working (or employed) if he/ she worked for at least one hour on at least one day during the 7 days preceding the date of survey or if he/she had work for at least 1 hour on at least one day during the 7 days preceding the date of the survey but did not do the work.* A person is considered 'seeking or available for work (or unemployed)' if during the reference week no economic activity was pursued by the person but he/ she made efforts to get work or had been available for work for at least one hour on any day during the reference week. A person who had neither worked nor was available for work any time during the reference week, is considered to be engaged in non-economic activities (or not in labour force). Having decided the broad current weekly activity status of a person on the basis of 'priority' criterion, the detailed current weekly activity status is again decided **on the basis of 'major time' criterion if a person is pursuing multiple economic activities.**

1.5.21 Current daily activity status (CDS): The current daily activity status for a person is determined on the basis of his/ her activity status on each day of the reference week **using a priority-cum-major time criterion**. As mentioned earlier, according to the priority criterion, the status of 'working' gets priority over the status of 'not working but seeking or available for work', which in turn gets priority over the status of 'neither working nor available for work'. The following points may be noted for determining the current daily status of a person:

- i) If on a day, a person '*had actually worked for 1 hour or more*' or '*had work for 1 hour or more but did not do the work*', he will be given work status code.
- ii) For each day at most two economic activities (work activities) will be recorded.
- iii) Economic activities will be differentiated at *status x 2-digit of NIC-2008*.
- iv) If a person was not engaged in 'work' even for 1 hour on a day, only one status code relevant for unemployment status or out of labour force status, as the case may be will be recorded using a priority-cum-major time criteria.

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

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

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

Sometimes, the Government may undertake various programmes, on infrastructure development rather than poverty alleviation and generation of employment. Moreover, these programmes are executed as projects through contractors. Employment generated through these programmes, which are executed through contractors, is also kept outside the domain of 'public works'. However, if similar activities relating to rural water supply, rural sanitation, desert development, wastelands development, etc. are undertaken by the State Governments or Local Bodies to provide wage employment and without employing any contractor for its execution, those are to be considered under 'public works'.

1.5.23 Hours actually worked: 'Hours actually worked' for a person will be obtained in the line of the concept of '*hours actually worked*' as defined by ILO in its 18th ICLS (International Conference of Labour Statisticians) and in consideration of the production boundary followed by NSSO to define the economic activities.

1.5.23.1 'Hours actually worked' by a person on a day is the total time spent by the person on that day towards production of all goods and services that are considered as economic activities. It will include (i) the hours spent directly on production activity, (ii) hours related to the production activity i.e., hours required to maintain, facilitate or enhance productive activities, (iii) hours accounted for unavoidable 'in-between time' in the course of production process when the person continues to be available for work such as work or machinery breakdown or accident or lack of supplies etc., (iv) hours allowed for short rest or refreshment. All other time that has not been involved for work, even if paid for, will be excluded. The production activity performed in any location (in the economic territory/ establishment, on the street, at home, elsewhere away from usual work location) will be considered for getting hours actually worked.

1.5.23.2 **Therefore,** hours actually worked *will include*

(1) hours spent directly on production:

(a) hours worked during normal periods of work;

(b) hours worked in addition to normal periods of work (such as overtime);

(2) hours related to the production activity:

- (a) time spent at the place of work for preparation of the workplace, repairs and maintenance, preparation and cleaning of tools, and the preparation of receipts, time sheets and reports etc.,
- (b) time spent for purchasing raw or basic materials or resale goods, transporting products to/from the market, source or home,
- (c) time spent for waiting for business, customers, patients, on-call duty,
- (d) time spent for travelling between work locations, to reach field projects, fishing areas, assignments, conferences or to meet clients (such as door-to-door vending), patients,
- (e) time spent for receiving training to acquire new skills or techniques and for upgrading or enhancement of skills for jobs in the economic unit, at or away from the work location,

(3) Time spent at the place of work when persons cannot work for reasons such as lack of supply of work, breakdown of machinery or accidents, but continue to be available for work. This 'in-between time' is unavoidable or inherent to the job and involves temporary interruptions of a technical, material or economic nature.

(4) Time spent for short periods of rest, relief or refreshment at the work place including tea, coffee etc.,

and will exclude

- (1) hours not worked, irrespective of payment, such as weekly holidays, annual leave, public holidays, sick leave, parental (maternity/paternity) leave, other leave for personal or family reasons, etc.,
- (2) time spent on travel from home to work and vice versa,
- (3) time spent for longer breaks such as meal breaks when no productive activity is performed, even when paid by the employer,
- (4) time spent in educational activity not intended for the economic unit even when authorized, paid or provided by the employer

1.5.23.3 Determination of hours actually worked for self-employed persons in some specific cases: It may be noted that many of the self-employed persons have atypical ways of working, for example those engaged in agricultural activities, fisheries or a shop owner. For collecting

information on hours actually worked by the self-employed persons, following points are relevant:

- (a) For determination of the actual hours of work for these categories of workers, the basic criterion to be followed is whether they are available for the work to be performed. The availability criterion is to be judged by considering whether they are ready to receive order or attend to clients or to perform the economic activities.
- (b) However, period of absence from work has to be excluded. Absence from work may be due to illness, occupational injury, leave or care for dependants (including the elderly) and other types of absence due to personal reasons. Besides, periods of absence affecting or stemming from the economic unit, workplace or establishment for technical or economic reasons, strike activity, by bad weather, will also be excluded. The absence from work may be due to economic reasons such as reduction in activity.
- (c) When the economic activity in which the person was engaged did not require actual working for production purpose, such periods will be excluded from the count of hours actually worked.
- (d) Thus, the period during which the self-employed persons were actually absent from work has to be excluded from the calculation of hours actually worked. This is illustrated by the fact that due to the continued existence of the enterprise in which one is engaged one may be classified as self-employed person but the economic activity may not require actual performance of work.

1.5.24 Hours would have worked: The 'hours would have worked' will correspond to the hours the person would have worked had he worked in the economic activity from which the person is temporarily off.

Example: A person engaged in regular salaried/wage employment, has taken a day off to attend some social function. Thus, 'hours actually worked' for that day is 0 (zero). But 'hours would have worked' is the total hours that the person would have worked on that day if he did not take the day off.

1.5.25 Earnings of the regular salaried/wage employees and casual labours: For collecting information on earning of 'regular salaried/wage employees' and 'casual labours', following points are to be taken into consideration:

- (a) Earnings of the regular salaried/wage employees and casual labours relates to remuneration in cash and in kind which are paid, as a rule at regular intervals, for time

worked (including overtime payments) or work done together with remuneration for time not worked, such as for annual vacation, other paid leave or holidays.

- (b) It relates to employees' gross remuneration, i.e. the total before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums and other obligations of employees.
- (c) Earnings exclude employers' contributions paid to social security and pension schemes in respect of their employees and also the benefits received by employees under these schemes.
- (d) Earnings also exclude severance and termination pay.
- (e) The wages in kind are to be evaluated at the respective current retail price.
- (f) Bonus (expected or paid) will be duly apportioned for the reference period for inclusion in earnings.

1.5.26 Gross earnings of self-employed persons: The gross earnings of the self-employed persons during a reference period will be derived by the procedure stated below:

- (a) Gross earnings of the self-employed persons during a reference period will be obtained by deducting total expenses from the gross output of that period.
- (b) The gross output corresponds to the sum of the values of all goods and services produced during the reference period, including any part which has been retained for own consumption or given free of charge or at reduced prices to hired labour.
- (c) The valuation of output will be made at basic price. The basic price is defined as the amount receivable by the producer from the purchaser for a unit of good or service produced as output minus any tax payable on product (like, excise duties, sales tax, non-deductible vat etc.) plus any subsidy receivable on the product for selling those to the ultimate consumer at lesser price.
- (d) Total expenses include (i) current expenses of the enterprise, such as purchase of raw materials, tools and equipment, fuel, electricity, etc., (ii) payments to hired labour, (iii) rent paid for fixed capital items and interest payments on financial assets, (iv) taxes on production (like, recurrent taxes on land & buildings, business or professional licence fees, road tax, registration fee of vehicles etc.) paid by the enterprise, reduced by subsidies received on production (like, employing physically challenged persons, installing pollution control equipment etc.).

- (e) Thus, gross earning = gross output – Total expenses
- (f) If the owners of the enterprise are from the same household, earning will be judged by considering equal distribution of income among all the owners. If the owners of the enterprise are from the different households, earning from the partnership business will be distributed, according to the agreement (verbal or written), among the partner households.
- (g) For helpers in household enterprises, gross earnings will be considered as zero (0).

1.5.26.1 Some specific cases of valuation of the gross output:

1. *Agriculture, forestry and fishing*: The measurement of the output of agriculture, forestry and fishing is complicated by the fact that the process of production may extend over many months, or even years. Many agricultural crops are annual with most costs incurred at the beginning of the season when the crop is sown and again at the end when it is harvested. However, immature crops have a value depending on their closeness to harvest. The value of the crop has to be spread over the year and treated as work-in-progress. In such cases, the output is to be distributed over the entire production process based on past experience.
2. *Machinery, equipment and construction*: The production of goods such as heavy machinery, buildings and other structures may take several months or years to complete. The output from such production must usually be measured by work-in-progress and cannot be recorded simply at the moment in time when the process of production is completed. The value of the output of the finished product will be distributed over the entire period in which it was produced in proportion to the costs incurred in each period
3. *Transportation and storage*: The output is measured by the value of the amounts receivable for transporting goods or persons and for providing storage services.
4. *Wholesale and retail distribution*: Wholesalers and retailers are treated as supplying services to their customers by storing and displaying a selection of goods in convenient locations and making them easily available for customers to buy. Their output is measured by the total value of the trade margins realized on the goods they purchase for resale.
5. *Financial services other than those associated with insurance and pension funds*: This is mainly the amount received as interests, dividends, brokerage and commission, etc. by the enterprise.

6. *Research and Development*: It is to be calculated as total production costs including the costs of fixed assets used in production.

1.5.27 Vocational/technical training:

1.5.27.1 Vocational/ Technical Training: A vocational/ technical training may broadly be defined as training through which knowledge and skills for the world of work is acquired and which prepares an individual for a specific vocation or occupation. The main objective of vocational/ technical education and training is to make individuals employable for a broad range of occupations in various industries and other economic sectors. It aims at imparting trainings to persons in very specific fields through providing significant ‘hands-on’ experience. There are three methods of acquiring Vocational/ Technical training:

1.5.27.2 Formal Training: The training that is acquired through institutions/ organisations and is recognised by national certifying bodies, leading to diplomas/ certificates and qualifications. Formal training is structured according to educational arrangements such as curricula, qualifications, teaching/ learning requirements and assessment. Formal training is intentional from the learner’s perspective. The trainings provided by various ministries, short term skill development programmes conducted through National Skill Development Corporation (NSDC), Apprenticeship Training, Recognition of Prior Learning (RPL) and Industry run training programs are included in formal vocational education/training.

1.5.27.3 Non- formal Training: The training that is in addition or alternative to formal learning and is also structured but is more flexible. It is provided through community-based settings, the workplace, or through the activities of civil society organizations or any organisation imparting training. This training mode does not have the level of curriculum, syllabus or accreditation and certification associated with formal learning but it is more structured as compared to informal learning.

1.5.27.4 Informal Training: The training that occurs in daily life, in the family, in the workplace, in communities, and through the interests and activities of individuals. It is not structured (in terms of learning objectives, learning time or learning support) and typically does not lead to certification.

1.5.27.5 Vocational/technical training other than formal vocational/technical training

(a) **Hereditary:** The expertise in a vocation or trade is sometimes acquired by the succeeding generations from the other members of the households, generally the ancestors. The expertise gained through significant ‘hands-on’ experience enables the individual to take up activities in self-employment capacity or makes them employable. Acquiring such marketable

expertise by one, which enables him/her to carry out the trade or occupation of their ancestors over generations, may be considered to be training through ‘hereditary’ sources.

(b) **Self-learning:** The expertise in a vocation or trade when acquired by a person through his/her own effort, without any training under any person or organisation, may be considered as non-formal vocational training through ‘self-learning’. For example, a person who has learnt photography on his own effort will be considered to have acquired the non-formal vocational training through ‘self-learning’.

(c) **Learning on the job:** The expertise acquired by a person while in employment (current and/or past), either through informal training by the employer or organisation or through the exposure to the type of job that he/she is/was performing, may be considered as the training through ‘learning on the job’. Note that if a person is provided with formal training in a vocation or trade even by the employer or organisation, while in employment, he will be considered to have received ‘formal’ vocational/technical training.

(d) **Other:** The ‘other’ sources include the cases where the expertise for a vocation or trade has been developed even from the household members or ancestors, provided that the said vocation or trade is different from the one relating to their ancestors. Similarly, a person may learn tailoring work from a master tailor or a person may learn book-binding work from a printing press. All such expertise acquired will be considered as vocational/technical training through ‘other’ sources.

1.5.27.6 Different entities imparting formal vocational training

NCVET awarding body: The National Council of Vocational Education and Training (NCVET), established on December 5, 2018, serves as a comprehensive regulatory body aimed at ensuring quality in the Technical and Vocational Education and Training (TVET) sector. It has taken over the roles previously held by the National Skill Development Agency (NSDA) and the former National Council of Vocational Training (NCVT). The NCVET serves as an overarching national regulator with the aim of setting standards, developing comprehensive regulations, and improving the vocational education, training, and skilling ecosystem. The primary objective of NCVET is to ensure strong industry interfacing and implement effective regulations that enhance the quality and outcomes of vocational education and training. It is responsible for the development, qualitative improvement, and regulation of vocational education and training systems. Additionally, NCVET grants recognition to and monitors the functioning of awarding bodies, assessment agencies, and skill information providers.

Awarding Body means an entity which awards or proposes to award certification to trainees for an National Skill Qualification Framework (NSQF) aligned and approved qualification either developed or adopted by it as per policy on adoption of Qualifications by ensuring quality training and reliable assessments. Recognition of an entity as an Awarding Body entitles the

Awarding Body to award NCVET certificate to trainees/ learners after successful completion of training and assessment of NSQF aligned and approved qualifications which are either developed or adopted by the Awarding Body.

Sector Skill Councils: Sector Skill Councils are set up as autonomous industry-led bodies by National Skill Development Corporation (NSDC). They create Occupational Standards and Qualification bodies, develop competency framework, conduct Train the Trainer Programs, conduct skill gap studies and Assess and Certify trainees on the curriculum aligned to National Occupational Standards developed by them. There are currently 37 Sector Skill Councils are operational.

1.5.28 Definitions of various types of enterprises:

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

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

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

(iv) **Public Sector Enterprises:** Public Sector Enterprises will include government companies and subsidiaries of government companies and statutory corporations set up under special enactments of Parliament or State Legislatures. Some of these are Damodar Valley Corporation, Food Corporation of India, Airports Authority of India, Road Transport Corporations, Warehousing Corporations, Electricity Boards, etc. Some of the financial enterprises will include the nationalised banks, Central and State financial corporations, LIC, GIC, Employees State Insurance Corporation (ESIC), etc. The non-financial public sector enterprises consist of all the undertakings/ enterprises of central, state, union territory governments and local authorities under the industry groups agriculture, forestry and logging, fishing, mining, manufacturing, electricity and gas, road, air and water transport including port trusts, storage and warehousing, trade, hotels & restaurants and other services.

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

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

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

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

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

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

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

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

1.5.29 **Land owned:** A piece of land is considered ‘owned by the household’ if permanent heritable possession with or without the right to transfer the title is vested in a member or members of the household. Land held in owner-like possession under long-term lease or assignment is also considered as land owned. Thus, in determining the ownership of a plot of land, the following basic concepts are involved:

- Land owned by the household i.e., land on which the household has the right of permanent heritable possession with or without the right to transfer the title e.g., Pattadars, Bhumidars, Jenmons, Bhumiswamis, Rayat, Sithibans etc. A plot of land may be leased out to others by the owner without losing the right of permanent heritable possession.
- Land held under special conditions such as the holder does not possess the title of ownership but the right for long-term possession of the land (for example, land possessed under perpetual lease, hereditary tenure and long-term lease for 30 years or more) will be considered as being held under owner-like possession. In the states where land reform legislation has provided for full proprietorship to erstwhile tenants, they are to be considered as having owner-like possession, even if they have not paid the full compensation.
- Sometimes a plot may be possessed by a tribal in accordance with traditional tribal rights from local chieftains or village/district council. Again a plot may be occupied by a tenant for which the right of ownership vests in the community. In both the cases the tribal or other individual (tenant) will be taken as owner; for in all such cases, the holder has owner-like possession of the land in question.

Frequently, the land possessed by the household is *owned by the head of the family, who stays in a different town or village and therefore is not a member of the household*. In such cases the land should be regarded as not owned but *leased in* by the household.

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

1.5.30.1 For the purpose of this survey, all the lands which are either ‘owned and possessed’ or ‘leased-in’ or ‘otherwise possessed’ or ‘leased-out’ by the households will be considered irrespective of its use. The land of the household may be homestead land and other lands which may be used for agricultural purpose or for other purposes. The lands (which includes

ponds/other water bodies, area under forest etc.) of the household may be used for agricultural purposes like growing of field crops, vegetables, fruits, tea, coffee, cocoa, rubber, production of livestock, poultry, fish, aquaculture, honey, silk-worm cocoons etc. The lands of the household may be used for purposes other than agriculture like those lands put to uses for buildings, paths, wells, land for running household enterprises and other non-agricultural uses, areas under forest/water bodies not used for agricultural purposes, culturable waste, used for miscellaneous tree crops and groves not covered under agricultural activities, permanent pastures and other grazing land, barren and unculturable waste, etc.

1.5.31 **Land leased-out:** Land given to others on rent or free by owner of the land without surrendering the right of permanent heritable title is defined as *land leased-out*. The lease contract may be written or oral.

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

1.5.32 **Rent received on land and rental received on building:**

Rent received on land is the income receivable by the household owning the land for putting the land at the disposal of another institutional unit (a lessee or tenant) for use of the land in production. Rent on land is recorded as accruing continuously to the landowner throughout the period of the contract agreed between the landowner and the tenant. Rent on land may be paid in cash or in kind. Under share-cropping or similar schemes, the value of the rent payable is not fixed in advance in monetary terms and is measured by the value at basic prices of the crops that the tenants are obliged to provide to the landowner under the contract between them. Rent on land also includes the rent payable to the owners of inland waters and rivers for the right to exploit such waters for recreational or other purposes, including fishing.

Rentals received on buildings or other structures by the household refers to the income received by the household through leasing out the building owned by the household in exchange for periodic payments. In many cases earnings from the rent and rental are difficult to differentiate e.g. when the household rent land along with any building situated on it in a single lease or contract.

For the purpose this survey, rent received on land and rental received on building will include

- rent received on land leased out for farming purposes (land for crop cultivation, plantation, ponds for fishing etc.)
- rent received on land and building leased out for residential purposes (e.g. residential flats, apartments, hostel, etc.)
- rent received on land and building leased out for other non-residential purposes (e.g. renting building for shops, offices, bank, warehouse, marriage hall, etc.)
- rental received for having specific structures like mobile tower on the roof of the building etc.

For the purpose of the survey rent will exclude rent received on land leased out for extraction of subsoil assets like deposits of minerals and fossil fuels.

1.5.33 Interest received from investment or savings: Financial assets are intangible assets such as bank deposits, bonds, and stocks, whose values are derived from a contractual claim of what they represent. Unlike property or commodities, they are not physical (apart from the documents' paper). For the purpose of the survey financial assets considered are the asset held by the household (by any member (s) of the household) in the instruments mentioned above and interest received on the financial assets will be considered for recording.

Therefore, for the purpose of the survey interest received usually by the household from investment and savings will include

- interest received from deposits in post office, cooperative banks, commercial banks, companies, insurance companies, different types of certificates/securities issued by the government or banks, viz. National Savings Certificate (NSC), Indira Vikas Patra, Kisan Vikas Patra, RBI Bonds, etc.
- interest earned in all types of provident fund accounts, namely, Contributory Provident Fund, General Provident Fund (GPF) in Government and Public Sector Offices, provident fund maintained in private sector offices and companies, Public Provident Fund (PPF) in post offices/ public sector banks, and NPS (National Pension Scheme), other contributory fund, annuity scheme
- dividends earned on shares held by the household and interest earned on debentures

It may be noted that in many a cases the interest earned by the household may not be received with a monthly frequency. In such cases the amount of interest received may be suitably apportioned to arrive at monthly interest received by the households provided interest from the financial asset held is received in a fairly regular manner.

1.5.34 Pension: Pension received by members of the household is a major component of social assistance available. The most important type of pension is one paid to an individual when they cease employment on retirement. Pensions may also be payable to other individuals, for example a bereaved spouse (widow pension) or someone suffering from a permanent disability.

For the purpose of this survey income from pension by the household will include:

- Pension received by employee on retirement from the employer (Government or other private entity) regardless of the fact whether the employee made contributions for the pension or not
- Pension received from annuity from National Pension System (NPS) subscribed in personal capacity

- Pension received from annuity from private pension funds subscribed in personal capacity
- Pension received from pension schemes like Atal Pension Yojana, Pradhan Mantri Shram Yogi Maan-dhan etc. introduced by central and state government
- Widow pension, Disability pension etc. received from central and state government

For the purpose of this survey income from pension will exclude:

- Lumpsum corpus withdrawn from the pension fund at the time of retirement
- Assistance like unemployment allowance etc. received from Government

1.5.35 **Remittances:** A transfer is a transaction in which one institutional unit provides a good, service or asset to another unit without receiving from the latter any good, service or asset in return as a direct counterpart. Remittances generally comprise of the current transfers received from different sources.

For the purpose of this survey, remittances received by the household will include

transfers received by the household (in monetary terms) from a different household located in India or abroad. In certain cases, the remittances may be received from erstwhile member of the household e.g. a construction worker presently residing in a gulf country sending money to a his household located in Kerala.

transfers received by the members of the household from the Government through the direct benefit transfer (DBT) mode provided the same is received in a fairly regular manner (e.g. monthly transfers provided to female household members of specified age by State Governments, monthly education related transfers received by students etc.)

It may be noted that transfers received in kind (like laptop, cycle to students etc.) will not be considered as remittance for the purpose of this survey. Similarly, transfers payments received on a single or few occasions (e.g. money received by for procuring tab from the Government, etc.) will not be considered as remittance for the purpose of this survey.

Table 1: allocation of sample villages and blocks for PLFS

State/UT	number of sample villages/blocks		
	rural	urban	total
(1)	(2)	(3)	(4)
ANDHRA PRADESH	504	396	900
ARUNACHAL PRADESH	72	60	132
ASSAM	504	348	852
BIHAR	72	60	132
CHHATTISGARH	360	360	720
GOA	24	24	48
GUJARAT	540	528	1068
HARYANA	300	288	588
HIMACHAL PRADESH	144	120	264
JAMMU & KASHMIR	192	204	396
JHARKHAND	396	288	684
KARNATAKA	576	516	1092
KERALA	228	348	576
MADHYA PRADESH	984	648	1632
MAHARASHTRA	792	852	1644
MANIPUR	72	108	180
MEGHALAYA	72	48	120
MIZORAM	36	84	120
NAGALAND	48	48	96
ODISHA	576	324	900
PUNJAB	324	300	624
RAJASTHAN	864	588	1452
SIKKIM	36	36	72
TAMIL NADU	540	648	1188
TELANGANA	336	396	732
TRIPURA	72	60	132
UTTAR PRADESH	1980	1104	3084
UTTARAKHAND	132	120	252
WEST BENGAL	576	492	1068
A & N ISLANDS			
CHANDIGARH		48	48
D & N HAVELI & DAMAN & DIU	24	24	48
DELHI	24	276	300
LAKSHADWEEP	12	12	24
PUDUCHERRY	12	36	48
LADAKH	24	24	48
ALL- INDIA	12492	10188	22680

*Note: special stratum (consisting 12 FSU) to be formed in Rural areas for uninhabited areas
Minor changes in allocations may be necessary at the time of actual sample selection work.*

Chapter Two

Schedule 0.0PL: List of Households

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

2.0.1 According to the scheme of rotation for the periodic labour force survey (PLFS) all FSUs will be visited four times. Identification of FSU boundary, sub-unit formation, listing of households, formation of SSS, allocation of sample households, substitution of households, etc. will be done only once in a selected FSU when it is visited on the first occasion. In the case of FSUs, when visited in the subsequent month(s), these operations need not be repeated.

2.0.2 Structure of the schedule: The Schedule 0.0PL contains the following blocks:

Block 0:	descriptive identification of sample FSU
Block 1:	identification of sample FSU
Block 2:	particulars of field operations
Block 3:	sketch map of sub-units (SU) formation
Block 3.1:	sketch map of sub-division formation
Block 4.1:	list of hamlets (only for rural samples with SU formation)
Block 4.2:	list of sub-units (SU) and identification of selected SU
Block 4.2A:	information on selected sub-unit and formation of sub-division.
Block 4.3:	list of sub-divisions of selected SU with population equal to or more than 1500 (750 for special cases) and selection and identification of selected sub-division
Block 5:	list of households and record of selection of households – Schedule 10.4
Block 6:	particulars of sampling of households
Block 7:	remarks by survey enumerator
Block 8:	comments by supervisory officer(s)

2.0.3 Unit of survey: The first stage unit (FSU) is the village/UFS block/SU depending on the sampling frame. The Junior Statistical Officer (JSO)/Survey Enumerator (SE), on arrival at a sample FSU, will ascertain the exact boundaries of the village/UFS block which contains the SU. This may be done with the

help of the village officials like patwari, panchayat authorities etc. for rural areas and with the help of UFS maps/ ward maps/ town maps in the urban areas.

2.0.4 Formation of sub-units in rural areas: Sub-unit will be formed in the villages with census population more than or equal to 1000. A village will be divided into a certain number (D) of sub-units (SUs). The number of SUs to be formed (i.e. the value of D) will be mentioned in the sample list. The criterion for deciding the number of SUs to be formed in a village has been discussed in details in Chapter One.

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

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

- (i) Identify the hamlets as described above.
- (ii) Ascertain approximate present population of each hamlet.
- (iii) Draw a notional map in Block 3 showing the approximate location of the hamlets and number them in a serpentine order starting from the northwest corner and proceeding southwards. While drawing this map, uninhabited area (non-*abadi* area) of the village will be included as part of nearby hamlet, so that no area of the village is left out. The boundaries of the hamlets may be defined with the help of some landmarks like canals, footpaths, railway lines, roads, cadastral survey plot numbers etc., so that it would be possible to identify and locate the geographical boundaries of the SUs to be formed in the village.
- (iv) List the hamlets in Block 4.1 in the order of their numbering. Indicate the present population content in terms of percentages.
- (v) Group the hamlets into D number of SUs. *The criteria to be adopted for SU formation are equality of population content and geographical contiguity* (numbering of hamlets is not to be adopted as a guideline for grouping). *In case there is a conflict between the two aspects, geographical contiguity is to be given priority.* However, difference between the population of the smallest and the largest SU formed may be kept at minimum to the extent possible. Indicate the grouping in the map.
- (vi) Number the SUs serially in column (1) of Block 4.2. The SU containing hamlet number 1 will be numbered as 1, the SU with next higher hamlet number not included in SU 1 will be numbered as 2 and so on. Indicate the numbers also in the notional map. It is quite possible that an SU may not be constituted of hamlets with consecutive serial numbers.

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

within each SU as per the criterion specified in Chapter One. The number of SUs to be formed (i.e. the value of D) will be provided in the sample list. SUs will be numbered serially in column (1) of Block 4.2.

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

2.0.7 Starting point for listing: Having determined the area unit to be surveyed, the JSO/SE will proceed to list the houses and households in this area unit. The listing may be done in the same order as that of the 2011 Census order of house listing. If the census order of house listing is not available, the listing may be started from the northwest corner of the FSU and proceeding southwards in serpentine order. While listing the households, some essential minimum particulars about the households like name of head of the household and household size will be collected for the purpose of formation of sampling frame for selection of households.

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

Block 0: Descriptive identification of sample FSU

2.0.9 General: This block is meant for recording descriptive identification particulars of the sample village/block. State/ UT, district, sub-district/ tehsil/ town name (to be tick-marked appropriately), village name, investigator unit no., block no. are to be copied properly from the sample list in the appropriate places. A dash (-) may be recorded against not applicable items (items 5 & 6 i.e. investigator unit and block are not applicable for rural sample).

Block 1: Identification of sample FSU

2.1.0 General: This block is meant for recording the identification particulars of the sample FSU in terms of codes or numbers. The particulars relating to all the items will be recorded in box spaces provided in the block against each item (except for items 2 and 8, which are already printed). For multiple cells, the rightmost cell shall be used for recording the digit of the unit place, the next left cell for the tenth place digit and so on. *Items 1, 4 to 11 and 14 will be auto populated in CAPI module from the sample list.*

2.1.1 Item 11: frame code: The different types of frames used for selection of FSUs are indicated by 'frame code' available in the sample list. *Entry against item 11 shall be copied from the sample list.* The frame codes to be used are:

Rural: 2011 Census – 16

Urban: 2007-12 UFS – 15, 2012-17 UFS – 17, 2017-22 UFS-18, 2022-27 UFS-19

2.1.2 Item 12: population of village/ number of households of UFS block: Census 2011 population of the village (in which the sample SU is located) or the number of households of the UFS block (in which the sample SU is located) as given in the sample list will be auto populated in CAPI module from the sample list.

2.1.3 Item 13: approximate present population: The JSO/SE will first ascertain the approximate present population of the entire village/UFS block containing the sample SU taking into consideration the normal growth of population along with any abnormal influx of population into or exodus of population from the village/UFS block. This may be ascertained mainly from the knowledgeable persons by putting certain probing questions. The starting point can be 2011 Census population. In the case of large difference with census population, it may be asked whether there has been any abnormal influx into or exodus from the village after the census or the village has been split or partly merged with other village/ urban area. If so, the approximate increase or decrease of population due to such events or any new settlements that have come up in the rural/urban area after the census is to be ascertained. **In the case of large difference between frame population and approximate present population, adequate remarks for such differences should be recorded in Block 7/ 8.**

2.1.4 Item 14: total number of sub-units (SUs) to be formed (D): The total number of sub-units to be formed in the village/UFS block will be given in the sample list and will be auto populated in CAPI module as the value of ‘D’ to be used in Block 4.2.

2.1.5 Item 15: Survey code: The survey codes are:

selected FSU surveyed:	
inhabited	1
uninhabited	2
zero case	3
originally selected FSU not surveyed but substitute FSU surveyed:	
inhabited	4
uninhabited	5
zero case	6
selected FSU casualty	7

Some examples of zero cases are: FSUs comprising wholly the barracks of military and paramilitary forces (like CRPF, BSF etc.), rural areas declared as urban areas and now forming part of UFS frame used for urban sampling, FSUs wholly submerged under water in a dam or FSUs with the whole population evicted because of acquisition of land to construct a new factory or other project work etc. with no chance of habitation in future. As against this, the FSU whose entire population has shifted elsewhere due to some natural calamities like fire, cyclone etc., but is likely to return in the future, will be considered as

uninhabited FSU and will be given code 2 or 5 as the case might be. If the substitute FSU cannot be surveyed, survey code will be 7.

2.1.6 Item 16: Reason for substitution of original sample (for codes 4 – 7 in item 14): In all the cases where the *originally* selected sample FSU is a casualty irrespective of whether it has been substituted and subsequently surveyed or not surveyed (i.e. for codes 4 to 7 against item 14), the reason for its becoming a casualty will be recorded in terms of code against item 14. The codes are:

Original sample FSU:

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

If the entry against item 14 is 1 or 2 or 3 then item 15 will be disabled in CAPI module. *Cases of FSUs comprising wholly the barracks of military and paramilitary forces will not be considered as restricted area for providing code 3 against item 14. As stated earlier, such cases will be considered as surveyed and will be treated as zero cases.*

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

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

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

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

2.4 Block 3.1: Sketch map for sub-divisions formation

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

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

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

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

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

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

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

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

2.6.2 **Column (2): serial no. of hamlet(s) in the SU (rural only):** This column is to be filled up only for rural FSUs. The serial numbers of the hamlets recorded in column (1) of Block 4.1 constituting each SU are to be recorded in column (2) separated by commas.

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

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

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

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

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

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

2.7.3 Item 3: number of sub-division to be formed: The total number of Sub-divisions to be formed will be determined according to the criterion given in Chapter One and auto populated here in CAPI module.

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

2.8.0 General: This block is meant for recording the details of formation of Sub-divisions and their selection within the selected SU. Reference may be made to paragraph 2.0.5 for the procedures of formation of Sub-divisions. The criterion of formation of Sub-division is described in Chapter One. D₁ number of Sub-divisions will be formed.

Note that if entire Village/UFS Block has been selected (Sub-Unit has not been formed) as FSU, then also if the approximate present population of village/UFS block is 1500 or more (750 for special rural area) Sub-division will be formed.

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

value of 'D₁' and SU no, below the block heading of 4.3 will be auto populated in CAPI module as per entries of item 3 and 1 of block 4.2A.

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

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

2.9 Block 5: list of households and record of selection of households

2.9.0.1 This is the main block of the schedule. Listing of all houses and households along with collection of a few particulars for identification, preparation of sampling frame, formation of second stage strata and selection of sample households for Schedule 10.4 are to be carried out in this block.

2.9.0.2 It is essential to ensure that there is no omission or duplication of any house or household. A house to house enquiry will be made to list all the houses and households. *Households, which are found to be locked (including such households which are absent in the present place for a period of less than six months during last one year) at the time of listing, are also to be listed and included in the frame of households before sample selection.* After obtaining from the neighbours as much details as possible about the absentee households, attempt should be made to contact the households at the appropriate hours (even outside the normal working hours of the investigators) and if required by revisiting the households during the survey period in the sample FSU. While listing a house the investigator shall find out how many households (including locked households) reside there and list all of them. After this, the investigator will proceed to list the next house. In order to ensure complete listing of houses/ households, it is better to follow some definite order for listing. The order followed in 2011 Population Census may be adopted, wherever possible, taking care that any house that has come up later is not omitted; otherwise, listing may be done in serpentine manner starting from the north-west corner and moving southwards. The names of any natural grouping of the houses like hamlet, street, mohalla, etc. and date of listing may be written at the top before the listing of houses starts. This will help in checking completeness.

Various columns of Block 5 are described below:

2.9.1 Column (1): house number: All houses including vacant ones shall be listed by giving a house number. The 2011 Population Census house number or the number given by the municipality or other local bodies, may be used if available. The houses without such numbers will be given a separate running serial number starting from 1 within brackets. Wherever house numbers are available, even if not for all the houses, the actual house numbers shall be recorded without any brackets. After listing all the households associated with a house, the next house shall be listed. If the house is used solely for non-residential purposes or is vacant, the purpose to which it is put will be written across the line, e.g. temple,

vacant structure, etc. For family living under a tree or bridge etc. (i.e. without any house), a ‘–’ may be put in this column.

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

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

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

2.9.5 Columns (5): number of members in the household having level of general education as secondary (10th standard) or above: It will be enquired how many members in the household have completed level of general education secondary or above i.e. 10th standard or more. The general educational levels completed by each of the household members will be taken into consideration for filling in this column. For locked household, information may be collected from neighbours otherwise 0 will be recorded here.

2.9.6 For rural only: Columns (6) – (11): sampling serial number and sample household number for Schedule 10.4:

2.9.6.1 Columns (6) – (8): sampling serial number: SSS: If the entry in col. (5) is 2 or more, tick-mark (√) will be given in column (6). For entry 1 in col. (5), tick-mark (√) will be given in column (7) and if entry is 0 in col. (5), tick-mark (√) will be given in column (8). For locked household tick-mark (√) may be given in column (8) if information on number of household member having general education level as secondary is not available.

Then all the tick-marks will be given running serial numbers from the top starting from 1 in each column independently. These will be the sampling serial numbers for SSS 1, 2, and 3 respectively. The highest serial numbers in each of these columns will be the value of ‘H’ for the respective SSS. This value will be recorded against ‘H’ in the space provided in the column headings.

2.9.6.2 Columns (9) – (11): sample household number: SSS: Required number of sample households (h) will be drawn from each SSS by SRSWOR. The values of ‘h’ are to be recorded in the space under the column headings. For selecting the sample households of any particular SSS by SRSWOR, the following

procedure will be followed. Suppose 'H' denotes the total number of households in the frame [i.e. the highest entry in column (6)/ (7)/ (8)] and 'h' the number of households to be selected. If $H = h$, all the households will be selected and no random number needs to be drawn. Otherwise, first draw a random number, say R_1 , between 1 and H. Next, draw another random number, say, R_2 , also between 1 and H. If $R_2 = R_1$, then reject R_2 and draw a fresh R_2 . Continue this way till requisite number of distinct R's [i.e. R_1, R_2, \dots, R_h] have been drawn. Then the households with sampling serial numbers R_1, R_2, \dots, R_h [in column (6)/ (7)/ (8)] will be the selected households and be given sample household numbers as 1, 2,....., h respectively in columns (9)/ (10)/ (11). Encircle the corresponding sampling serial numbers in columns (6)/ (7)/ (8).

2.9.7 For urban only: Columns (12) – (19): sampling serial number and sample household number for Schedule 10.4:

2.9.7.1 Columns (12) – (15): sampling serial number: SSS: If the entry in col. (5) is 3 or more, tick-mark (\surd) will be given in column (12). For entry 2 in col. (5), tick-mark (\surd) will be given in column (13) and column (14) will be tick-marked for entry 1 in col. (5). If entry is 0 in col. (5), tick-mark (\surd) will be given in column (15). For locked household, tick-mark (\surd) may be given in column (15).

Then all the tick-marks will be given running serial numbers from the top starting from 1 in each column independently. These will be the sampling serial numbers for SSS 1, 2, 3 and 4 respectively. The highest serial numbers in each of these columns will be the value of 'H' for the respective SSS. This value will be recorded against 'H' in the space provided in the column headings.

2.9.7.2 Columns (16) – (19): sample household number: SSS: Required number of sample households (h) will be drawn from each SSS by SRSWOR. The values of 'h' are to be recorded in the space under the column headings. For selecting the sample households of any particular SSS by SRSWOR, the following procedure will be followed. Suppose 'H' denotes the total number of households in the frame [i.e. the highest entry in column (12)/ (13)/ (14)/ (15)] and 'h' the number of households to be selected. If $H = h$, all the households will be selected and no random number needs to be drawn. Otherwise, first draw a random number, say R_1 , between 1 and H. Next, draw another random number, say, R_2 , also between 1 and H. If $R_2 = R_1$, then reject R_2 and draw a fresh R_2 . Continue this way till requisite number of distinct R's [i.e. R_1, R_2, \dots, R_h] have been drawn. Then the households with sampling serial numbers R_1, R_2, \dots, R_h [in column (12)/ (13)/ (14)/ (15)] will be the selected households and be given sample household numbers as 1, 2,....., h respectively in columns (16)/ (17)/ (18)/ (19). Encircle the corresponding sampling serial numbers in columns (12)/ (13)/ (14)/ (15).

2.10 Shortfall and compensation: Allocation of sample households for each SSS has been specified in Chapter one. However, there may be situation where number of households in the frame of an SSS is less than the required allocation leading to a shortfall. To maintain the total allocation of sample households at the specified level of 8, shortfall in required number of households in the frame of any second-stage stratum (SSS) will be compensated from other SSS. While making such compensation, the general principle will be to give priority to SSS 1 and then to the SSS 2 and then to SSS 3 and finally to SSS 4 (for urban only). The procedure of compensation may be implemented by following the steps described below.

step 1: Allocate the required number of households to each SSS wherever possible and identify the SSS having shortfall.

step 2: Find the SSS where additional households are available following the priority order of SSS 1, SSS 2, SSS 3, SSS 4 (for urban only) and compensate. The step may be repeated for **all** SSS having shortfall after step 1.

The following table will be useful for deciding the SSS from which the compensation is to be made.

SSS having shortfall	priority order of SSS for compensation (for rural)
1	2,3
2	1,3
3	1,2

SSS having shortfall	priority order of SSS for compensation (for urban)
1	2,3,4
2	1,3,4
3	1,2,4
4	1,2,3

2.11 Block 6: particulars of sampling of households:

2.11.0 Particulars of sampling of households will be recorded in this block for Schedule 10.4.

2.11.1 **Column (2): population:** Population as obtained by summing up the page totals of household sizes in column (4) of block 5 over all the listed households may be recorded in this column in appropriate places.

2.11.2 **Columns (3) to (9): number of households:** Total number of households in the frame of all the SSS will be recorded in the corresponding cells of column (4). These are to be copied from the columns (6), (7), and (8) of block 5, for rural FSUs and columns (12), (13), (14) and (15), for urban FSUs. Number of households selected for survey (h) as per columns (9), (10) and (11) (for rural FSUs) and columns (16), (17), (18) and (19) (for urban FSUs) will be recorded in column (5) for each SSS. Similarly, number of surveyed households which are originally selected and which are substituted may be recorded in columns (6) and (7) respectively. These can be ascertained only after canvassing of Schedules 10.4 and comparing the survey code recorded in block 1 of Schedule 10.4.

Column (8) is the number of households actually surveyed and is the sum of columns (6) and (7). Column (9) is the number of casualty households and is the difference of column (5) and column (8) for each row.

2.12 Block 7: remarks by Survey enumerator (SE): The survey enumerator (SE) may give remarks here on any abnormal situation or entry in the schedule.

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

2.14 Substitution of sample households: If a sample household cannot be surveyed due to some reason or the other, it will be substituted by the next one having higher sampling serial number (provided not already selected) of the same SSS. The substitute for the one having last sampling serial number of an SSS will be the one having smallest sampling serial number within the same SSS. If the substituted household becomes a casualty, *it will be substituted by another in the same manner. Substitution can be done even after second substituted household cannot be surveyed.*

It may please be noted that no household will be substituted during the re-visit.

2.15 Substitution of sample FSU:

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

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

If the substituted FSU has same problem as the original, correspondences may be made immediately so that another substitute can be provided. In case no substitute FSU could be surveyed even with best efforts [i.e. code 7 in item 15, block 1], a blank schedule 0.0PL will be submitted with only blocks 0, 1, 6, 7 and 8 filled in.

No substitution of sample FSUs will be made during revisits.

(b) If a sample FSU is found to be depopulated at the time of survey, or its population has shifted elsewhere due to some natural calamity, or it is treated as a “zero-case”, it will not be substituted. It will be treated as a valid sample and blank schedule 0.0 with only blocks 0, 1, 6, 7 and 8 filled in will be submitted in such cases. The word/ words ‘UNINHABITED’ or ‘ZERO CASE’, as appropriate will be written on the top of the front page of the schedule in such cases.

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

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

If repetition is in the *same quarter*, listing of households is to be done only once for all the repeated FSUs. In the case of first and subsequent repetitions, the listing schedule will be copied with the identification particulars changed to those of the serial number against which it is found repeated. The composition of SSS will remain same. The sample households will be selected afresh in each SSS. However, if any household already selected is selected again, it is to be substituted. If the required number of fresh households (i.e. not selected in the first occasion) is not available in the frame as a result of which some households are reselected in the second/ subsequent occasion, entries in various blocks for such household may be copied. If, however, repetition of the FSU takes place in a different quarter, it is to be surveyed just like a new sample with fresh listing and sample selection. However, if any household already selected is selected again, it is to be substituted. If the required number of fresh households (i.e. not selected in the first occasion) is not available in the frame, some households may be reselected in the second/ subsequent occasion.

An example showing selection of households in Block 5 for a rural FSU									
[5] list of households and record of selection for households									
house number	household serial number	household size	rural only	sampling serial number			sample household number		
			number of members in the household having level of general education as secondary (10 th standard) or above	SSS			Schedule 10.4		
				SSS			SSS		
				1	2	3	1	2	3
(1)	(2)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
12	1	3	2	√1					
13/1	2	5	4	(√2)			1		
14	3	6	1		√1				
–	4	1	0			√1			
15B	5	5	2	√3					
9	6	2	0			√2			
10	7	4	4	√4					
16	8	6	1		√2				
17	9	2	1		√3				
18	10	3	0			√3			
19	11	6	6	√5					
20	12	5	2	(√6)			2		
21	13	3	1		(√4)			1	
(1)	Temple								
22/3	14	4	0			(√4)			
23	15	8	5	√7					
24	16	4	1		√5		2		
(2)	17	3	1		√6				
25	18	6	0			√5			
26	19	5	3	√8					
27	20	2	2	√9					
28	21	3	1		√7				
29	22	1	0			√6			2
30	23	2	0			√7			
31	24	5	3	√10					
(3)	25	3	1		√8				
(4)	26	4	3	√11					

page total	101
cum. total	101

random nos		
2	4	12
6	12	6
	9	
	13	

An example showing selection of households in Block 5 for a rural FSU									
[5] list of households and record of selection for households									
house number	household serial number	household size	rural only	sampling serial number			sample household number		
			number of members in the household having level of general education as secondary (10 th standard) or above	SSS			Schedule 10.4		
				SSS			SSS		
				1	2	3	1	2	3
				2 or more in col. (5) H=20	1 in col. (5) H=16	0 in col. (5) H=14	h=2	h=4	h=2
(1)	(2)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
32	27	3	3	√12					
33	28	5	1		(√9)			3	
34	29	6	0			√8			
35	30	2	0			√9			
35A/1	31	4	4	√13					
35A/2	32	3	1		√10				
35A/2	33	3	2	√14					
35A/3	34	5	2	√15					
36A	35	3	1		√11				
36B	36	4	0			√10			
42	37	3	0			√11			
43	38	4	1		(√12)			2	
44	39	3	2	√16					
45	40	4	1		(√13)			4	
46A	41	5	2	√17					
47A	42	2	0			√12			1
48	43	7	7	√18					
49	44	4	1		√14				
50	45	3	1		√15				
51/1	46	5	0			√13			
51/2	47	2	0			√14			
53	48	2	2	√19					
54	49	7	5	√20					
55	50	5	1		√16				
page total		94							
cum. total		195							

Frequently asked questions and their replies: PLFS

sl. no.	block	item	col.	query	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
1.	Concepts, Definitions			In some cases the aged parents are living three months with one child, next three months with another child. Likewise they are residing in four households on a rotational basis in a particular year. In such cases where will the parents be listed?	The parents are to be considered in that household where they are currently residing at the time of listing.
2.	Concepts, Definitions			One student is studying in a foreign country. Will he be considered for listing?	No.
3.	Concepts, Definitions			If a selected household is locked in second visit or third visit will it be substituted?	No. Substitution of household will be done in first visit only.
4.	General			Is it necessary to maintain a gap of three months at the time of revisit of urban FSUs?	All efforts may be made to maintain a gap of three months (i.e. 90 days) between two successive visits of the same urban FSU.
5.	General			During one of the revisits it is found that the household is temporarily absent. In the later visits, will the data for the previous quarters (for which the household was temporarily absent) be collected?	No. Data for previous visits may not be collected at the time of current revisit.
6.	General			If the entire selected UFS Block is a students' hostel, what treatment should be given to the FSU?	The UFS block entirely comprising of a students' hostel will be surveyed as usual.
7.	General			It is found that a household selected in first visit has shifted to some other place. Should it be canvassed during the revisits?	During the revisits, if the household has shifted to some other place but within the same FSU, it should be canvassed. Else, this may be treated as casualty. In any case, NO substitution should be made.

Frequently asked questions and their replies: PLFS

sl. no.	block	item	col.	query	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
8.		General		During one of the revisits, it is found that a household has shifted to some other village. Hence, it was treated as casualty. But in the later visits, it is found that the household has again shifted back to the same FSU. Whether the sample household that was treated as casualty in the earlier visits, be canvassed in this visit?	Household which was casualty in a particular revisit, if available in any subsequent visit, Schedule 10.4, in respect of the current visit only is to be filled in.
9.		General		Only one household was available in a particular SSS. In the first visit that household was not available for detailed enquiry. Since no other household is available in the SSS, what treatment will be given to this household?	Every effort may be given to collect information from the selected household during first visit. Since there is only one household in that particular SSS and the same is not available for detailed enquiry, it may be treated as casualty in the first visit.
10.		General		A household surveyed during first visit is found to have split on the second visit. How to collect data from second visit onwards?	Data may be collected from the split household where the senior-most member of the original household resides. If the senior-most member is in a household which is outside the selected FSU, data may be collected from the other partitioned household where the next senior-most member resides.
11.		General		How to mark the substitution of a household?	There is no provision to mark substituted households in listing schedule. Relevant information may be entered against item 18 of Block 1 of Schedule 10.4. Number of households surveyed/ substituted may be recorded in Block 6 of Schedule 0.0PL.
12.		General		If in a sample village there is a wide variation between frame population and approximate present population as ascertained with the help of village headman/knowledgeable person, then in such a case for hamlet group formation do we consider the approximate present population as enquired or frame population with normal growth rate?	Approximate present population will be considered for hamlet group formation, after due probing is done.

Frequently asked questions and their replies: PLFS

sl. no.	block	item	col.	query	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
13.	2	2.1 & 2.2	-	(a) Which dates will come here? (b) What will be the date of completion of survey, whether the date when listing was completed or the whole survey for the FSU, including the detailed schedules? The items of block 6 of schedule 0.0PL are filled only after ascertaining the completion of all the detailed schedules.	(a) Commencement of identification of village/block. (b) Completion of selection of sample households. The minor part relating to columns 7-10 of block-6 may be ignored.
14.	3	-	-	Before going to the field, an investigator draws the map of the FSU village from the census handbook and takes it to the field for identification and hamlet group formation. But in a particular instance, the panchayat has said that the map taken by the investigator from the census handbook is not correct and they have provided a separate map, which covers some additional area than that given in the map of the census handbook. In such a situation which map should be referred for field work?	The updated and correct map should always be used. However, the concerned investigator should verify both the maps from knowledgeable persons of the village and he should cross-check the validity of the maps with the population criteria and other details. The investigator must give note explaining the change.
15.	4.1	-	3	If there are more than 100 hamlets in a village, how entry is to be made in column 3?	In such cases, population share figures upto two places of decimal, for each of the hamlets, may be given.
16.	5	-	-	If FSU serial no is 53200 then random numbers should be drawn from column number 100 of the random table. If all the random numbers in column number 100 get exhausted, then whether random numbers will be drawn from column number 101 or column number 01?	Once all the random numbers of column 100 get exhausted, random numbers may be drawn from next column i.e. column no. 101, if it is available in the random number table.
17.	5	-	1	A household is living under tent. Whether house number is to be assigned to this household structure?	A '-' may be put.
18.	5	-	4	A truck driver stays away from home for more than six months continuously or otherwise during the reference year. Will he be listed as a normal household member?	No, he will not be listed.

Frequently asked questions and their replies: PLFS

sl. no.	block	item	col.	query	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
19.	5	-	4	A family member is a student and residing in a students' hostel for the past one year. While recording the household size, whether this member is to be considered?	No. The student will be listed as single member household in the students' hostel where he is presently residing.
20.	5	-	4	A student is registered in the hostel and taking food only from the hostel but stays at his parents' household which is in same FSU as the hostel. Where will the student be listed?	In this case, the student may be listed in the parents' household.
21.	5	-	4	Five single member households are staying with a family which provides them food and accommodation. Whether the five members will be listed as single member households or will they be clubbed with the family as paying guest?	They will be treated as paying guest of the family and will be listed as members of the household with which they are staying as paying guest. However, if the situation is more like a mess or hostel, then each member may be treated as single member household. It may be noted that a person will not be considered as a paying guest unless he/she takes breakfast and major meals from the household.
22.	5	-	4	Will a new born baby be considered for determining household size?	Yes. The new born baby will be considered as a member of that household in which the mother is a usual member.
23.	5	-	4	Will the deceased member of a family be counted in the household size?	No.
24.	5	-	4	If a person stays in ship for 3 months and stays at home for next 3 months alternatively, whether the person is to be considered a household member?	Yes he may be considered as a household member.
25.	5	-	5	What treatment should be given to qualifications as equivalent to 10 th standard attained from Madrasa board?	Such educational qualifications may be treated as equivalent to 10 th standard.
26.	5	-	5	In case of locked households, it is difficult to know number of household members having education level as secondary or above. What treatment will be given in such cases?	Efforts should be made to get information of locked household from neighbours. If after all the efforts, this information is not available, the locked households

Frequently asked questions and their replies: PLFS

sl. no.	block	item	col.	query	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
					may be categorized as SSS 3 in rural FSUs or SSS 4 in urban FSUs.
27.	5	-	5	During listing, one members of a household reported having level of education as 10 th and above. But at the time of canvassing two members was found having level of education as 10 th and above. Whether third stage stratification in listing schedule will be modified?	During canvassing detailed schedule if misclassification of households is observed then entries for Schedule 0.0PL will not be changed, i.e. formation of second stage strata will remain unchanged.
28.	6	-	6	A household is substituted during selection. Whether the particulars of the substituted household should be mentioned in this block indicating the status code as 2?	The particulars of number of households surveyed (whether it is originally selected or substituted or casualty) will be mentioned in this block.

Chapter Three

Schedule 10.4: Employment and Unemployment (Periodic Labour Force Survey)

INTRODUCTION

3.0.0 In this Chapter instructions for collection of information relating to Schedule 10.4 (First Visit & Revisit) are provided.

SUMMARY DESCRIPTION OF THE SCHEDULE

3.0.1 Collection of information on employment and unemployment particulars for the PLFS will be done through Schedule 10.4. The schedule has two formats: one for the **first visit** and another for **revisit** to the same households.

- In both rural and urban areas, information will be collected from the households in the first visit and during on subsequent revisits to the households, the revisit Schedules will be canvassed.
- The types of information that will be collected through different Blocks of Schedule 10.4 in the first visit and revisits are described in the following paragraphs.

3.0.2 Box 1, placed below, gives outlines of the structure of the Schedule 10.4 and coverage of the blocks of the schedule for collection of information during **first visit** and **revisit**.

BOX 1: Coverage of items of information on different Blocks of the Schedule		
Blocks in Sch. 10.4	information to be collected	
	first visit schedule	revisit schedule
Block 0	all the relevant items	all the relevant items
Block 1	for all the items. For some of the items, the relevant codes are already printed, like schedule no. and visit no.	for all the items. For some of the items, the relevant codes are already printed, like schedule no. and sector. Moreover, the item 6 ' <i>sub-stratum (for rural only)</i> ' and item 19 ' <i>reason for substitution of original household</i> ', is not relevant for revisit schedule and are shaded.
Block 2	all the relevant items	all the relevant items
Block 3	for all the items	entry will be made in item 1 (household size) only.
Block 4	for all the items from all the members of the household	(i) for the persons recorded in the earlier visit(s) (termed as erstwhile members), entry will be made in Part A and for those who were not household members in the preceding visits but are members of the household in the revisit (termed as new members) entry will be made in Part B of this block (ii) for the erstwhile members serial number, name and age will be copied from the schedule of the preceding visit. (iii) information on all columns (except column 12 which is shaded) will be recorded only from the new members . (iv) information on 'whether a member on the date of revisit' (in column 3) will be recorded for all the persons listed in both Part A and Part B.
Block 4.1	for all the items from the household members of age 12 to 59 years who	not to be filled up in revisit

BOX 1: Coverage of items of information on different Blocks of the Schedule		
Blocks in Sch. 10.4	information to be collected	
	first visit schedule	revisit schedule
	received any formal vocational/technical training	
Block 5.1	for all the items from each of the household members	not to be filled up in revisit
Block 5.2	for all the items from each of the household members who were engaged in any work in subsidiary capacity	not to be filled up in revisit
Block 5.3	for all the items from each of the household members of age 5 years and above	not to be filled up in revisit
Block 6	for all the items from each of the household members	for all the items but only from the current members of the household

3.0.3 Concepts and definitions: Concepts and definitions for various terms, used in Schedule 10.4 are discussed in Chapter One.

3.0.4 Collection of information on Industry of work: For recording industry of work of household members, NIC-2008 codes will be used. It is important to note that the Division 98 of NIC-2008 will not be used for the purpose of collection of information on industry of activity. Division 98 of NIC-2008 is for *undifferentiated goods and services producing activities of private households for own use*. As a part of the activities shown under Division 98 (viz. hunting and gathering, farming and the production of shelter) is considered as economic activities in NSS surveys, the industry of these undifferentiated activities will be judged in the usual manner as is done now, i.e., by considering the industry in which major time is spent. Thus, this part of activities will get classified against the respective industries under Sections A or B relating to the primary sector or section F relating to construction and not in Division 98. The rest of Division 98 is not considered as economic activity in this NSS survey. Besides, to **identify certain category of workers separately, NIC-2008 industry class code 9700 (Division 97) has been split, for the purpose of the survey, into the following sub-classes as given below:**

Division 97: ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS OF DOMESTIC PERSONNEL

housemaid/servant	97001	governess/baby-sitter	97005
cook	97002	tutor	97006
gardener	97003	driver	97007
gatekeeper/chowkidar/watchman	97004	others	97009

These codes will be also be used to collect information on industry codes of the economic activities .

3.0.5 Collection of information on occupation of work: For recording the occupation of the work of the household members National Classification of Occupation (NCO) 2015 is to be used.

DETAILS OF SCHEDULE

Block 0: Descriptive identification of sample household

3.0.6 This block is meant for recording descriptive identification particulars of the sample household and the sample village/block to which the sample household belongs. All the items in this block are self-explanatory. The following points may be noted for filling up this Block:

- In **first visit Schedules**, item 5 is applicable to rural areas only and a dash '-' will be put against this item in urban schedule.
- In **first visit Schedules**, items 7 and 8 are applicable to urban areas only and a dash '-' will be put against these items in rural schedule.
- In item 6 (house number, as in the listing schedule), will be entered.
- The entry against the last item, viz., 'name of informant', will be the name of the principal informant, i.e., the person from whom the bulk of the information is collected.

Block 1: Identification of sample household

3.1.0 The identification particulars of the sample households are to be recorded in this Block. The entries in item 2 (schedule number) for both the first visit and revisit Schedules, item 3 (sector) in revisit Schedules and item 20 (visit no.) of first visit Schedules are already printed. Item 6 (*sub-stratum (for rural only)*) and item 10 (*reason for substitution of original household*) of revisit Schedules are not relevant and are, therefore, shaded. For first visit, entries for items 1 and 3 to 7, 10 to 12 and for revisit entries in items 1, 4, 5, 7, 10 to 12 will be copied from the relevant items of block 1 of schedule 0.0PL.

3.1.1 **Item 8: year of survey:** The year of survey of the household will be recorded in item 8. The year in which Schedule 10.4 was scheduled to be canvassed in the selected household in a particular visit will be recorded in this item. Year of survey will be recorded putting one digit in each cell.

3.1.2 **Item 9: month of survey:** The month of survey of the sample household will be entered in item 9 in codes as follows:

January.....	01	July.....	07
February.....	02	August.....	08
March.....	03	September...	09
April.....	04	October.....	10
May.....	05	November....	11
June.....	06	December....	12

3.1.3 **Item 13: Sample sub-unit number & sub-division number:** This items will be copied from the schedule 0.0PL.

3.1.4 **Item 15: Second stage stratum number:** This will be taken from headings of the respective columns of block 5 of schedule 0.0PL. Entries will be any of 1, 2 or 3 in Schedules of rural areas and for urban areas entry will be any of 1, 2, 3 or 4.

3.1.5 **Item 16: Sample household number:** This is same as the order of selection of the sample household and will be copied from the respective columns of block 5 of schedule 0.0PL.

3.1.6 **Item 17: Serial number of informant:** The serial number of the person recorded in column 1 of block 4 from whom the bulk of the information is collected will be entered here. Information is to be collected from members of the household. However, under the compelling circumstances, if bulk of the information is collected from a person who is not a member of the household, '99' will be recorded against this item. This is to be consistent with the corresponding entry in Block 0.

3.1.7 **Item 18: Response code:** This item will be filled in after collecting information for all items in the schedule. The entry is to be made in terms of codes on the basis of the impression formed by the investigator regarding the overall response of the informant. The codes are:

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

3.1.8 **Item 19: Survey code:** The survey codes for visit 1 schedule and that for revisit schedule are different. Instructions for recording survey codes for visit 1 schedule and revisit schedule are described separately in the following paragraphs.

3.1.8.1 **First Visit:** For the schedule of the first visit, the survey codes are:

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

If the originally selected sample household has been surveyed, code '1' will be entered in this item. However, if the originally selected household could not be surveyed for any reason and a substituted household is surveyed, code '2' will be recorded. Every effort must be made to survey the number of households allotted for survey for the first visit (viz. 8 households). For the purpose of surveying 8 households allotted for a village/block, substitution can be done for any number of times. It may be noted that in the urban areas, in case a substituted household has been surveyed in the first visit, this substituted household will be surveyed in all the subsequent revisits, even if the originally selected household is found during any revisit. Even after making all the efforts to survey the allotted number of households, if neither the originally selected household nor a substituted household could be surveyed, i.e., if the sample household becomes a casualty, code '3' will be recorded in this item. In case of

casualty of the household, only the blocks 0, 1, 2, 7 and 8 are to be filled in and on the top of the front page of the schedule the word 'CASUALTY' is to be written in block capitals.

3.1.8.2 **Revisit** For the revisit schedule, the survey codes are:

household surveyed.....	1
household casualty.....	3
household temporarily absent.....	9

In revisits, all the households surveyed in the first visit will only be surveyed and no substitution of households will be made. Code 1 will be recorded in this item, if the household surveyed during first visit is also surveyed during revisit. If the household surveyed during first visit was temporarily absent at the time of revisits or the respondent was reluctant to give any information, code 9 will be recorded in this item during revisit. Temporarily absent households are those which are not available for survey in the current visit but are likely to be available in the next visit(s). If the household canvassed in the first visit cannot be canvassed in a revisit due to reasons other than 'temporarily absent' (e.g., household has shifted out of the village), the household will be treated as casualty and code 3 will be recorded here.

3.1.8.3 Some important points regarding item 18 is given in Box 2.

Box 2:

- (i) In first visit, all the selected households will be surveyed.
- (ii) If for any reason, an originally selected household cannot be surveyed in the first visit, a substituted household will be surveyed.
- (iii) Substitution of households can be done for any number of times to canvass Schedule 10.4 for 8 households during first visit.
- (iv) In revisits, all the households surveyed in the first visit will only be surveyed and no substitution of households will be made during revisit.
- (v) For households with code 9 in item 18 in revisit, information collected in blocks 3, 4 and 6 during the preceding visit will be copied for the current visit.
- (vi) Among all the households surveyed in the first visit, if any household could not be surveyed during the previous revisit (survey code 9 or 3) but is possible to survey in the current revisit, information for relevant items of all the blocks will be collected in the current visit.
- (vii) In case of a casualty household either in first visit or revisit, blocks 0, 1, 2, 7 & 8 will be filled in and the word 'CASUALTY' is to be written in block capitals on the top of the front page of the schedule.

3.1.9 **Item 20: Reason for substitution of original household:** Entry in this item will be for the first visit only. If the originally selected sample household could not be surveyed, for which either a substituted household could be surveyed or the household became a casualty, the reasons for not surveying the original household will be recorded against this item in terms of the following codes:

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

For the schedule of first visit, entry in item 19 is to be made if entry in item 18 is either 2 or 3 and this item is to be left blank if entry in item 18 is 1. It may be noted that all the households surveyed in the first visit will only be surveyed during revisit and no substitution of households surveyed during the first visit will be made during revisits. Therefore, situation of making entry in this item does not arise during revisit and this item has been shaded in the revisit schedule.

3.1.10 **Item 21: Visit number:** As per the rotation scheme adopted for the PLFS, one group of sample FSUs may be in the sample for 4 months. Thus, the selected households are to be visited 4 times for canvassing the detailed schedule. The visit numbers to the sample household, may, thus be any of 1, 2, 3 or 4.

3.1.11 **Item 21: Telephone number:** The telephone numbers through which households can be contacted are recorded against this item. Mobile number will be recorded against item 21.1 and land line number with the relevant STD codes will be recorded against item 21.3. In case the household possess more than one mobile number, another mobile number different from that recorded in item 21.1 through which households can be contacted will be recorded in item 21.2.

Block 2: Particulars of field operation

3.2.0 The identity of the Survey enumerator(s), Survey supervisor and Superintending Officers associated with the work, their signature, date of survey/ inspection/ scrutiny of schedules, date of despatch, etc., will be recorded in this block against the appropriate items in the relevant columns. If the schedule is required to be canvassed for more than one day, the first day of survey is to be recorded against the item serial number 2(i).

3.2.1 **Items 4: Total time taken to canvass schedule 10.4 (in minutes):** Total time taken to canvass Schedule 10.4, will be recorded in item 4 in whole number in minutes. The time taken to canvass the schedule should be the actual time spent to canvass the schedule and will not include the time needed by the Survey enumerator/Survey supervisor to finalise the schedule.

Block 3: Household characteristics

3.3.0 Block 3 will be used for recording the household characteristics, like household size, household type, religion, social group and household's usual consumer expenditure in a month. During the first visit to the households, information will be collected for all the items of Block 3 and during revisits, information on 'household size' (item 1) will only be recorded and therefore, other items of Block 3 of the revisit schedule are shaded. The items of Block 3 which are to be filled in during the first visit to the household and in the revisits are given in Box 3 below.

Box 3: Scheme of canvassing Block 3 during first visit and revisits		
Item no.: description	items to be filled in during	
	first visit	revisit
Item 1: household size	√	√
Item 2: household type	√	x
Item 3: religion	√	x
Item 4: social group	√	x
Item 5: (5.1 to 5.6) household's usual monthly consumer expenditure (Rs.)	√	X
Item 6.1 and 6.2	√	X
Item 7.1 and 7.4	√	X

3.3.1 **Item 1: Household size:** The size of the sample household will be recorded against this item. Definition of household size is given in Chapter One. For the first visit to the sample household, this number will be same as the last serial number recorded in column 1 of block 4. For the revisits to the sample household, household size will be same as the number of **current members of the household**, i.e., entry in item 1, Block 3 will be same as the number of persons with codes 1, 2 or 3 in column 3 of Block 4 (considering both Part A & Part B).

3.3.2 **Item 2: Household type (code):** The household type code will be decided on the basis of the sources of the household's income during the 365 days preceding the date of survey. (procedure for determination of household type is given Chapter One). Note that the codes are not the same for rural and urban areas. For rural households, the household type codes are:

self-employed in:

agriculture1

non-agriculture.....2

regular wage/salary earning.....3

casual labour in:

agriculture4

non-agriculture.....	5
others.....	9

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

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

For both rural and urban areas, a household, which does not have any income from economic activities, will get type code 9 (others).

3.3.3 Item 3: Religion (code): The religion of the household will be recorded against this item in codes. If different members of the household claim to belong to different religions, the religion of the head of the household will be considered as the religion of the household. The codes are:

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

3.3.4 Item 4: Social group (code): Whether or not the household belongs to scheduled tribe, scheduled caste or other backward classes will be indicated against this item in terms of the specified codes, which are:

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

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

3.3.5 Item 5: household's monthly usual consumer expenditure (Rs.):

3.3.5.1 Household's usual monthly consumer expenditure will be derived through the following items:

- (i) **Item 5.1:** usual consumer expenditure in a month for household purposes out of purchase of goods and services *excluding items like clothing, footwear* (A)
- (ii) **Item 5.2:** imputed value of usual consumption in a month from home grown stock like, rice, cereals, pulses, vegetables, milk, firewood, chips, cow dung, etc. (B)
- (iii) **Item 5.3:** imputed value of usual consumption in a month from wages in kind, free collection, gifts, etc. (C)
- (iv) **Item 5.4:** expenditure on purchase of items like clothing, footwear, etc. **during last 365 days** (D)

- (v) **Item 5.5:** expenditure on purchase of household durables like bedstead, furniture, vehicles, TV, fridge, fans, cooler, AC, mobile, computer, kitchen equipment, etc. **during last 365 days (E)**

In Items 5.1 to 5.5, the entries will be made in whole number in rupees.

- (vi) **Item 5.6:** usual monthly household consumer expenditure: From the entries in item 5.1 to item 5.5, household's usual monthly consumer expenditure will be derived in whole number of rupees rounded to the nearest rupee as:

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

3.3.5.2 Description of Item 5.1 to Item 5.5

- (i) **Item 5.1: Usual consumer expenditure in a month for household purposes out of purchase of goods and services excluding items like clothing, footwear, durable goods (A)**

Regular monthly expenditure incurred by the household for purchase of goods and services for household purposes will be included here *whereas expenses on items like clothing, footwear and purchase of durable goods will be excluded from the coverage of this item.* Further, cash remittances should not be reported under this item. Special care is to be taken to ensure that usual consumer expenditure covered in this item also include those from online purchase.

- (ii) **Item 5.2: Imputed value of usual consumption in a month from home grown stock like, rice, cereals, pulses, vegetables, milk, firewood, chips, cow dung, etc. (B):** There are some households, especially in rural areas, who use (i.e., consume) items of household consumer goods like rice, cereals, pulses, vegetables, milk, firewood & chips, cow dung etc., from home grown stock on a regular basis. For households who use items of household consumer goods from home grown stock on *regular basis*, the imputed value of such usual consumption in a month at ex farm/ex factory price will be recorded here.

- (iii) **Item 5.3: Imputed value of usual consumption in a month from wages in kind, free collection, gifts, etc. (C):** There are some households who regularly consume goods and services that are received in exchange of goods and services provided by them. For wage /salaried employees, such services received could be perquisites like free electricity, free telephone services, free medical services, etc. For agricultural labourers, such goods and services received could be food-grains, vegetables, meals etc., as payment for wages in kind. In some cases it may also happen that household regularly consumes goods and services received as gifts or obtained through free collection. For households who regularly consume goods and services received as (a).wages in kind, (b).in exchange of goods provided by them, (c).as gifts or (d).obtained through free collection, etc., the imputed value of such usual consumption in a month at local retail prices will be recorded here. Mid-day meals received by household members also will be considered for making entries against this item.

(iv) **Item 5.4: Expenditure on purchase of items like clothing, footwear, etc. during last 365 days (D):** Expenditure on purchase of items like clothing footwear, etc., which generally are not purchased on a regular basis during the last 365 days will be recorded here. Special care is to be taken to insure that expenditure through online purchase on items like clothing, footwear, etc., during last 365 days are also included.

(v) **Item 5.5: Expenditure on purchase of household durables like bedstead, furniture, vehicles, TV, fridge, fans, cooler, AC, mobile, computer, kitchen equipment, etc. during last 365 days (E):** Expenditure incurred by the household during the last 365 days for purchase of household durable goods like, bedstead, furniture, vehicles, TV sets, fridge, fans, cooler, AC, mobile phones, computers, kitchen equipment, etc., will be recorded here. Expenditure for construction of household durable goods will be considered for reporting in this item. Amount spent for purchase of flats/houses will not be considered. Special care is to be taken to insure that expenditure through online purchase of such household durables during last 365 days are also included.

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

- If these expenses are incurred with a monthly periodicity, they will naturally come under 'A'. But if they are incurred semester-wise, or quarterly or annually, the average expenditure per month is to be calculated and included in 'A'. Recurring expenses on telephone bill, electricity bills, etc. which are to be paid once in two months/ quarterly, etc. will also be apportioned and reported for a month.
- Note, however, that in case of hostel students, these expenditures should be accounted in the student's household and not in the 'parent' household. This is because rent and tuition fees regularly paid by a household (parent household) for a member of another household (usually a hostel student) are covered by the Use Approach.
- For simplicity, the above procedure will be followed for tuition fees paid for non-hostel students as well. That is, if tuition fees are not paid monthly and therefore not reported in 'A', the monthly average over a year will be included in 'A'.

3.3.5.4 Some guidelines for recording household's monthly usual consumer expenditure (in item 5.1 – item 5.5):

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

3.3.6 Item 6.1: land possessed as on date of survey: The area of land possessed by the household as on the date of survey will be recorded against this item in terms of codes.

Land possessed by the household will be obtained as:

land owned (including land under ‘owner like possession’) + land leased in – land leased out + land held by the household but neither owned nor leased in (e.g., encroached land).

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

area in acre	code	area in acre	code
less than 0.01	01	5.0 – 7.5	07
0.01 - 0.05	02	7.5 – 10.0	08
0.05 - 0.5	03	10.0 – 15.0.....	10
0.5 – 1.0.....	04	15.0 – 20.0.....	11
1.0 – 2.5.....	05	greater than or equal to 20.....	12
2.5 – 5.0	06	others.....	99

Note: 1 acre = 0.4047 hectare,

In case the household is found to be living in a pipe, under a tree or bridge etc. (i.e. without any house) code 99 may be reported against item 6.1.

3.3.7 Item 6.2: land leased-out as on the date of survey: The area of land *leased-out* by the household as on the date of survey will be recorded against this item in terms of codes.

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

area in acre	code	area in acre	code
less than 0.01	01	5.0 – 7.5	07
0.01 - 0.05	02	7.5 – 10.0	08
0.05 - 0.5	03	10.0 – 15.0.....	10
0.5 – 1.0.....	04	15.0 – 20.0.....	11
1.0 – 2.5.....	05	greater than or equal to 20.....	12
2.5 – 5.0	06	not leased-out any land.....	99

Note: 1 acre = 0.4047 hectare,

In case where the sample household have not leased out any land code 99 may be reported against item 6.2.

3.3.7 Item 7.1 to item 7.4: Income of the household from certain specific sources (excluding earnings from the economic activities) will be collected in item 7.1 to 7.4 of block 3. Relevant concepts regarding these items which have been mentioned in Chapter 1.

3.3.7.1 item 7.1 rent received from land and rental received from building usually in a month: The total of rent received from leasing out land and the rental received from leasing

building by the household taken together will be reported against this item. In case rent on land is received in kind like agriculture produce etc. imputed value of the same will be evaluated at local retail prices and will be recorded here. When the rent payments are received in quarterly or yearly frequency the same needs to be properly apportioned to record monthly rent received by the household.

3.3.7.2 item 7.2: interest received from investment or savings usually in a month: The total interest income received by the household taken together will be reported against this item. When the interest payments are received in quarterly or yearly frequency the same needs to be properly apportioned to record monthly interest income received by the household.

3.3.7.3 item 7.3: pension received usually in a month: The total monthly pension received by the members of the household taken together will be reported against this item.

3.3.7.4 item 7.4: remittances usually received in a month: Remittances usually received by the household from different sources taken together will be reported against this item.

Block 4: Demographic particulars of household members

3.4.0 The following points may be noted for filling up Block 4.

- During first visit to the household, this block will be filled in for all the members of the household.
- During revisit to the household, this block will be filled in for all the persons listed in Block 4 of the preceding visit (i.e., for erstwhile members) as well as for the new members (due to birth or other reason) of the household listed during revisit.
- Block 4 of the revisit schedule is split in two parts viz. Part A and Part B.
- Part A will be used for the erstwhile members of the household
- Part B will be used for the new members of the household found during the revisit.
- In Part A/Part B, some of the columns need not be filled in and those are shaded.
- In Part A only the serial number, name and age of the *erstwhile members* will be copied from the schedule of the preceding visit.
- In Part B of Block 4, fresh entry will be made for all the columns for the new members of the household.

The columns which will be filled in during first visit to the households and in the revisits are given below in Box 4. The description of the items and the procedure for recording them are explained in the following paragraphs.

Box 4: Columns of Block 4 to be filled in during first visit and revisits				
Column no.: description	to be filled up in the schedule of			comments
	first visit	Revisit, Part A	Revisit, Part B	
Col. 1: srl. no	√	√	√	for any revisit, (i) for erstwhile members, to be copied in Part A from preceding visit, (ii) for the new members, entry in Part B is to be made afresh starting from the number next to the last serial number of Part A
Col. 2: name of member	√	√	√	for any revisit, (i) for erstwhile members, to be copied in Part A from preceding visit, (ii) for the new members, entry in Part B is to be made afresh
Col. 3: whether a member on the date of revisit	x	√	√	To be collected in each revisit. (i) codes relevant for Part A are 1, 4 & 5 (ii) codes relevant for Part B are 2 & 3
Col. 6: age	√	√	√	for any revisit, (i) for erstwhile members, to be copied in Part A from preceding visit, (ii) for the new members, entry in Part B is to be made afresh
Col. 4: relation to head Col. 5: gender Col. 7: marital status Col 8: general education Col 9: technical education Col 10: class / grade successfully completed Col 11: years of education completed prior to class I Col 12: years of education completed after class/grade recorded in col 10 Col 13: whether the last completed year of education recorded in col 12 was the last year of education	√	x	√	for any revisit, (i) these columns are shaded in Part A (ii) to be collected for all the persons listed in Part B.

attended Col 14: number of months attended in last year of education Col 15: status of current attendance in educational institution Col 16: whether attended secondary education				
Col 12: whether received any vocational/ technical training	√	x	x	for revisit Schedule, this column is shaded

3.4.1 **Column (1): Serial number:** All the persons listed in this block will be given a continuous serial number in column (1). In the list, for the **first visit**, the head of the household will appear first followed by head's spouse, the first son, first son's wife and their children, second son, second son's wife and their children and so on. After the sons are enumerated, the daughters will be listed followed by other relations, dependants, servants, etc. During **revisit**, all the persons listed during the preceding visit will be listed in Part A of the Block using the same serial numbers that were assigned to the persons in the earlier visit(s), irrespective of the situation whether the person(s) is a household member or not during the current visit. In Part B of the Block, new members of the household found at the time of revisit will be listed in the descending order of ages and the serial numbers of the persons listed in Part B will be continuous starting from the number next to the last serial number of Part A.

For example, consider a household with four members during first visit. In the second visit, it is found that one of the erstwhile members has died and as such ceased to be a household member, while two more persons have been added to the household, say one by birth and another by marriage.

- In this situation, in the first visit, all the 4 household members will be listed in Block 4 with the serial numbers 1, 2, 3, 4.
- During the second visit to the household, in Part A of the Block, the serial numbers of all the four erstwhile members will be retained without any alteration.
- The two new members found during the second visit will be listed in Part B, with the serial numbers 5 and 6 respectively.

The following points may be noted while assigning listing in Block 4:

- In the first visit, all the household members will be listed in Block 4 and will be assigned a continuous serial number in column 1 starting from 1.
- In the second visit, members listed in first visit will be listed in Part A with the same serial number given during the first visit. In Part B, the new members of the household found at the time of second visit will be listed and the serial numbers of the persons listed in Part B will be continuous starting from the number next to the last serial number given in Part A.
- In the third visit, members listed in Part A and Part B of second visit will be listed in Part A with the same serial numbers assigned to them in the earlier visits. The new members found during the third visit will be listed in Part B and the serial numbers of the persons listed in Part B will be continuous starting from the number next to the last serial number given in Part A.

- In the fourth visit, members listed in Part A and Part B of third visit will be listed in Part A with the same serial numbers assigned to them in the earlier visits. The new members found during the fourth visit will be listed in Part B and the serial numbers of the persons listed in Part B will be continuous starting from the number next to the last serial number given in Part A.
- The household members who were assigned a particular serial number on a visit to the household will maintain the same serial number during all other visits to the household.
- This approach is necessary to maintain the consistency in the serial numbers of each of the household members.

3.4.2 **Column 2: Name of member:** The names of the members corresponding to the serial numbers entered in column (1) will be recorded in column (2). At the time of revisit, for the erstwhile members, name will be copied from column 2 of the previous visit.

3.4.3 **Column 3: Whether a member on the date of revisit (for revisit only):** Information on ‘whether a member on the date of revisit’ will be entered in column 3 of this block for all the persons listed in block 4 of the **revisit schedule** to determine the **status of membership** of these persons in the household as on the date of revisit. **Status of membership** means whether the person is a member during the revisit or ceased to be a member during revisit. During revisits to the household, some of the erstwhile members may cease to be household members and some new members may join the household. Information on status of membership collected for each person listed in Block 4 will be used to identify the **current members of the household**. Information on this column will not be collected during the first visit to the household when all the household members listed in this block are the **current household members** and as such this column is shaded for the first visit schedule. In the revisit schedules, information on ‘whether a member on the date of revisit’ will be collected in column 3 of both Part A and Part B of this block in terms of the following codes:

yes:	
	also a member during the earlier visit(s).....1
	new member:
	by birth2
	others3
no:	
	due to death.....4
	others.....5

Codes relevant in Part A (for erstwhile members) are 1, 4 & 5 and that for Part B (for new members) are 2 & 3. **It may be noted that during first visit to the household, all the household members are considered current household members and during revisit, the household members with codes 1, 2 or 3 are considered current household members.**

3.4.4 **Column 4: Relation to head:** Information on ‘relation to head’ will be recorded for all the household members during the first visit. During revisit, this will be recorded for the new members of the household listed in Part B of the Block. During the revisit, the relationship codes of the erstwhile members, listed in Part A of the Block, will not be recorded and therefore, column 4 of Part A of revisit schedule is shaded.

The relationship of each member of the household to the head of the household (for the head, the relationship is 'self') will be recorded in this column. The codes are:

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

For first visit, there will not be any problem in putting the relationship codes in column 4. However, in any revisit to the household, if it is found that the head of the household determined in the first visit is changed for some reason or ceased to be a member during the revisit, the relationship codes of the new household members in the revisit(s) will still be determined with respect to the head of the household of the first visit, who will be treated as a notional head.

3.4.5 Column 5: gender (male-1, female-2, transgender-3): The gender code of each member of the household will be recorded in this column. Code 1 will be recorded for male and code 2 for female. Hijras, Eunuchs are to be treated as “transgender” and in such cases code 3 will be recorded.

Information on this item will be collected from all the household members found during the first visit and for the revisit to the household, this information will be recorded only for those who are found to be the new members during the revisit. Thus, during the revisit, column 5 will be filled in for persons listed in Part B only and entry in column 5 will not be recorded in Part A. Column 5 of Part A of revisit schedule has been shaded.

3.4.6 Column 6: Age (years): The age in completed years of the household members will be ascertained and recorded in column (6). For infants below one year of age at the time of listing, '0' will be entered in column (6). Similarly for persons of age more than 100 years, say 105 years, entry under this column will be 105. For the first visit to the selected household, information on age will be collected for all the household members. During revisit to the selected household, entry for age is to be made in both Part A and Part B of the revisit schedule keeping in mind the following points:

- (i) **for the erstwhile members** (listed in Part A of this block), **age as recorded in the preceding visit will be copied** i.e., for any serial number recorded in Part A, entry in column 6 will be copied from the entry in column 6 of the previous visit corresponding to that serial number. Thus, if a person remains as household member for 4 visits to the household, his age in all the 4 visits will remain same and will be the age as was recorded in the first visit. If a person becomes a new member of the household during second visit, then the person will be an erstwhile member during third visit and the age of that person

recorded in the second visit will be copied to make entry for age of that person in the third visit.

- (ii) **for the new members** of the household (listed in Part B of the Block) in any revisit, information on age as on the date of survey will be collected and recorded in completed years in column 6 of this block in that revisit.

One example is cited below to illustrate the procedure for (i) filling up block 4 in first visit and revisits, (ii) determination of membership status and (iii) recording of age in the revisits.

Example:

- In one household, there were three members in the first visit say, A, B, and C, with serial numbers 1, 2 and 3, respectively.
- During the second visit to that household, it is observed that one of the erstwhile members (say, C at srl. no. 3) had left the household and a new member (say, D) had joined.
- During the third visit, the erstwhile household member (C) who had left the household became a household member again. In such situations, the procedure of filling up block 4 in the three visits is given below:

[4]demographic particulars of household members											First Visit	
srl. no.	name of member	for revisit only, whether a member on the date of re-visit (code)	relation to head (code)	sex (male-1, female-2, transgender-3)	age (years)	marital status (code)	educational level		for persons with code 05 to 13 in column 8, number of years in formal education	for persons of age 0 to 29 years, status of current attendance in educational institution (code)	for persons of age 12 to 59 years whether received any vocational/technical training (code)	
							general (code)	technical (code)				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
1	A		1	1	29	2	06	01	4	15	2	
2	B		2	2	24	2	06	01	4	15	2	
3	C		8	1	18	1	06	01	4	15	2	

[4]demographic particulars of household members											Second Visit	
srl. no.	name of member	for revisit only, whether a member on the date of re-visit (code)	relation to head (code)	sex (male-1, female-2, transgender-3)	age (years) (copy from preceding visit for erstwhile members)	marital status (code)	educational level		for persons with code 05 to 13 in column 8, number of years in formal education	for persons of age 0 to 29 years, status of current attendance in educational institution (code)	for persons of age 12 to 59 years whether received any vocational/ technical training (code)	
							general (code)	technical (code)				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
Part A: erstwhile members												
1	A	1			29							
2	B	1			24							
3	C	5			18							
Part B: new members												
4	D	3	9	2	15	1	06	01	4	15		

[4]demographic particulars of household members											Third Visit	
srl. no.	name of member	for revisit only, whether a member on the date of re-visit (code)	relation to head (code)	sex (male-1, female-2, transgender-3)	age (years) (copy from preceding visit for erstwhile members)	marital status (code)	educational level		for persons with code 05 to 13 in column 8, number of years in formal education	for persons of age 0 to 29 years, status of current attendance in educational institution (code)	for persons of age 12 to 59 years whether received any vocational/ technical training (code)	
							general (code)	technical (code)				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
Part A: erstwhile members												
1	A	1			29							
2	B	1			24							
3	C	1			18							
4	D	1			15							
Part B: new members												

In the above example, following points may be noted:

- (i) During visit 2, all the persons listed in block 4 of visit 1 have been listed in Part A and the new member D has been listed in Part B. During visit 3, all persons listed in visit 2, viz. A, B, C, D have been listed in Part A of visit 3.
- (ii) The person D was a new member of the household during visit 2, for whom entry in column 3 was '3' while in visit 3, D has become an erstwhile member of the household and gets the entry 1 in column 3 of Part A.
- (iii) In visit 2, age of erstwhile members of visit 1, viz. A, B and C has been copied from visit 1 and in visit 3, age of all the members recorded in Part A has been copied from the earlier visit (visit 2).
- (iv) In visit 2, for the new member of the household, viz. D, fresh entry has been made for all the columns of block 4 in Part B.

3.4.7 Column (7): Marital status: Marital status of a person will be recorded in this column in terms of the following codes:

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

Information on this item will be recorded for all the household members listed in the first visit and for the revisit to the household, this information will be recorded only for those who are found to be new members during the revisit. Marital status will not be recorded for erstwhile members during revisit and therefore, column 7 of Part A of revisit schedule has been shaded.

3.4.8 Educational level: Information on the highest level of education successfully completed by each member of the household considering his/ her all general/ technical/ vocational educational level will be recorded in terms of codes in column (8), whereas in column (9), the highest level of technical education successfully completed will be recorded. A person who has studied up to say, first year B.A. or has failed in the final B.A. Examination, his educational attainment will be considered only as 'higher secondary', for the purpose of column (8). Educational level (both general and technical) will not be recorded for erstwhile members during revisit and therefore column 8 and column 9 are shaded in Part A of the revisit Schedule

3.4.9 Column (8): General: In column (8), the highest level of education successfully completed by the members of the household considering general/ technical/ vocational education will be recorded in codes which are given below:

not literate	01
literate without formal schooling:	
EGS/NFEC/AEC.....	02
TLC.....	03
others.....	04
literate:	
below primary	05
primary	06
middle	07
secondary.....	08
higher secondary	10
diploma/certificate course	11
graduate.....	12
postgraduate and above.....	13

A person who can both read and write a simple message with understanding in at least one language is to be considered literate. Those who are not able to do so, are to be considered not literate and will be assigned code 01. Some persons achieve literacy by attending Non-formal Education Courses (NFEC) or Adult Education Centres (AEC) or by attending primary schools created under Education Guarantee Scheme (EGS). Such persons will be given code 02. Persons who have become literate through attending Total Literacy Campaign (TLC) will be given code 03. Persons who are literate through means other than formal schooling or the EGS/NFEC/AEC/TLC will be given code 04. Those, who are by definition literate through formal schooling (excluding schools created under EGS) but are yet to pass primary standard examination will be assigned code 05. Similarly codes 06, 07, 08, and 10 to 13 will be assigned to those who have passed the appropriate levels. The criteria for deciding primary, middle, secondary, etc., levels will be that followed in the concerned States/Union Territories. Persons who have attained proficiency in Oriental languages (e.g., Sanskrit, Persian, etc.) through formal but not through the general type of education will be classified appropriately at the equivalent level of general education standard. Those who have completed some diploma or certificate course in general, technical education or vocational education which is equivalent to below graduation level, code 11 will be assigned. On the other hand, those who have obtained degree or diploma or certificate in general, technical education or vocational education, which is equivalent to graduation level, will be given code 12. Code 13 will be assigned for them who have obtained degree or diploma or certificate in general or technical education which is equivalent to post-graduation level and above.

3.4.10 **Column (9): Technical:** Technical education standard achieved by the members of the household will be recorded in one of the following codes:

no technical education	01
technical degree in:	
agriculture	02
engineering/technology.....	03
medicine.....	04
crafts	05
other subjects	06
diploma or certificate (below graduate level) in:	
agriculture	07
engineering/technology.....	08
medicine.....	09
crafts	10
other subjects	11
diploma or certificate (graduate and above level) in:	
agriculture.....	12
engineering/technology.....	13
medicine	14
crafts.....	15
other subjects... ..	16

Technical diploma or certificate in ‘other subjects’ will cover diploma or certificate in management, applied arts, etc. If more than one of the codes 02 to 06 are applicable, the code indicating the technical education last received will be considered. Similar will be the treatment when more than one of the codes 07 to 11 are applicable for a person or if more than one of the codes 12 to 16 are applicable for a person. It may be noted that the technical certificate/ diploma obtained by the person need not necessarily be recognised by the Government.

3.4.11 **Column (10) to Column (14):** Information will be collected for those who are literate with formal schooling i.e. persons with code 05 to 13 in column 8.

3.4.11.1 **Column (10): For persons with code 05 to 13 in column 8, class /grade successfully completed:** Entry in this column will be recorded for the household members with code any of 05 to 13 in column 8 of Block 4. Class/grade successfully completed will mean the completion of full academic year in the highest class/grade. For example, a student attended class/grade IX for the full academic year but might or might not appear for the final examination or might have failed in the final examination at class/grade IX. In this case, the class/grade completed will be VIII. Entry in this column will correspond to the Class/Grade completed upto and including Class/Grade XII. If a person is literate with formal schooling

but did not even complete the full academic year in Class/Grade I, entry will be 99 in this column.

The codes to be used for recording, class/grade completed (completed full academic year) in this column are as follows

class / grade completed:	
class I.....	01
class II.....	02
class III.....	03
class IV.....	04
class V.....	05
class VI.....	06
class VII.....	07
class VIII	08
class IX.....	09
class X.....	10
class XI.....	11
class XII.....	12
did not complete class I.....	99

3.4.11.2 Column (11): For persons with code 05 to 13 in column 8, year(s) of education completed prior to class I: For the persons who are literate through formal schooling information on numbers of years of education completed prior to class I will be recorded in this column. For any student if there is no final examination prior to class I, information in this column will be filled in on the basis of the number of years of education attended by the student. The entries in the column will be recorded in terms of the following codes

Completed education prior of class I:

1 year	1
2 years	2
3 years or more.....	3

Did not complete any years of education prior to class I:....9

3.4.11.3 Column (12): For persons with code 05 to 13 in column 8, year(s) of education completed after the class/grade recorded in column 10: This column is for recording the number of year(s) completed in education in terms of codes after the class/grade completed as reported in column 10. Number of year(s) of education completed will be counted considering the full academic year that the person has attended without considering repetition. If a person did not complete formal education for the full academic year, the fractional part of the academic year will not be counted for recording. However, if a course is of five semesters and the last semester alone falls in the third academic year, total academic year for the course will be considered as three years. The codes for recording entries in this column are as follows

year(s) of education completed after class / grade recorded in column 10:	
first year.....	01
second year.....	02
third year.....	03
fourth year.....	04
fifth year.....	05
sixth year.....	06
seventh year.....	07
eighth year	08
ninth year.....	09
tenth year or more.....	10
eleventh year.....	11
twelfth year.....	12
thirteenth year.....	13
fourteenth year.....	14
fifteenth year.....	15
sixteenth year.....	16
seventeenth year.....	17
eighteenth year and above.....	18
did not complete any years of education after class / grade recorded in column (10).....	99

For persons who have obtained education by taking academic, technical or professional courses after completing school education entry in this will be recorded by considering all the years spent in these courses together. Hence for a person who have completed 3 years bachelor degree course in chemistry, have completed B-tech degree of 4 years in computer science and thereafter completed MBA in finance of 2 years duration, entry in this column will be made 09 i.e. considering all the completed years of education in the various courses. Hence, information in regard to all the courses attended by the persons is required to be obtained for filling entry in this column.

3.4.11.4 Some guidelines for recording entries in column 12 are given in Box 2:

Box :

(i) For distance education, number of years of education completed (column 12) will be recorded only when the course is completed successfully. The number of years in education for such correspondence course will be the scheduled number of years specified for completion of the course, For graduation, it is 3 years, post graduation it is 2 years, etc., even if actual number of years taken to complete the course was more than the specified number of years of education required.

(ii) When no specified number of years is known for completion of a course, (for example for CA/CS, etc.) number of years of education completed (column 12) will be recorded only when the course is completed successfully and it will be taken as 2 years even if it took more than 2 years to complete the course.

(iii) Some examples:

o If a person has completed a 2 year diploma /certificate (code 11 in column 8)

after class VIII, entry in column 10 will be 8 and entry in column 12 will be 02.

o A person has completed Class XII. Thereafter, he completed 3 years of graduation course, 2 years of post graduation course and 8 years for completion of CA. In such cases, entry in column 10 will be 12 and entry in column 12 will be 07 (3+2+2).

3.4.11.5 For collection of data on number of years of education completed after the class/grade recorded in column 10, the coverage of 'education' is as stated below:

It will *include*

- (i) General University education, whether full time or part time, leading to certificate/ diploma/ degree, etc. (the Universities not recognised by University Grant Commission will not be covered),
- (ii) Correspondence courses conducted by Universities, Deemed Universities or Institutions, authorised by competent authorities for awarding regular degrees or diplomas or certificates,
- (iii) Higher secondary / Pre-university / Under-graduate/ Post-graduate / Professional/ Technical education leading to certificate/diploma/degree, etc. conducted by recognised open university/schools,
- (iv) Technical or Professional courses, leading to degree/diploma/certificates, conducted by Universities, Deemed Universities or institutes like, National Institute of Fashion Technology, National School of Drama, Satyajit Ray Film and Television Institute, Film and Television Institute of India, Lok Nayak Jayaprakash Narayan National Institute of Criminology and Forensic Science, etc. or Institutions, authorised by competent authorities like All India Council of Technical Education (AICTE), Medical Council of India (MCI) etc.,
- (v) Professional courses conducted by Institutes like The Institute of Chartered Accountants of India, The Institute of Cost and Works Accountants of India, The Institute of Company Secretaries of India, Actuarial Society of India, etc.,
- (vi) Courses conducted by Institutions like Industrial Training Institute (ITI), National Vocational Training Institute, etc., leading to certificate/diploma/degree.

and will exclude:

- (i) Art, music and similar type of courses conducted by individuals in their houses or unrecognised/ unaffiliated institutions, Classes taken by Private tutors, coaching centres,
- (iii) Education/Training courses which do not lead to the enhancement of the educational qualification in the hierarchical system of education and merely enable a person to fulfill the necessary condition for getting a particular type of job only, such as training for stenography and typing, TV repairing, etc.

3.4.11.6 **Column (13): For persons with code 05 to 13 in column 8, whether the last completed year of education recorded in column 12 was the last year of education attended:** Information in this column will be collected for persons who reported to have completed certain number of years of education (i.e., any code apart from code 99) in column 12 after attending years of education mentioned in column 10. For example, if a student after completing first two years of BA course attended the third year course but did not complete

the course and thereafter did not attend any further education, his / her last year of education completed would be different from the last year of education attended and in such case entry in column 13 will be 2. However, if the student had completed BA course of 3 years duration and had not attended any education further his / her last year of education completed would have been same as the last year of education attended and in such case code 1 will be reported in column 13.

3.4.11.7 Column (14): For persons with code 05 to 13 in column 8, Number of months attended in the last year of education: Information in this column will be recorded for those who report code 2 in column 13. For these persons the duration of attendance in the last incomplete year of education attended will be collected in terms of the following codes

attended education for less than 3 months in last year education attended01

attended education for 3 months or more but less than 6 months in last year education attended02

attended education for 6 months or more but less than 9 months in last year education attended03

attended education for 9 months or more in last year education attended04

3.4.11.8 Academic Year: The academic year will be defined in relation to the duration of the course of education in the following manner: –

- (i) If duration of the course is less than one year, it will be considered as one academic year,
- (ii) An academic year would be equivalent to a school year or in case of semester system, all the years in which semesters are planned. Thus, if for a course with five semester with total duration of two and half years and the last semester falling in the third academic year, total number of academic years for the course will be three.

3.4.12 Column (15): Current attendance in educational institution: Column (15) will be used to record ‘status of current attendance’ in educational institution **for persons of age below 30 years**. It will be first ascertained if the person is currently attending any educational institutions (government or private) or not. Persons who are registered for any regular correspondence courses or distance education courses for a stipulated period at the end of which, are allowed to appear in the examination for the course, **will also be** considered as ‘currently attending’. Persons who are awaiting results will be considered as ‘currently attending’ and the appropriate code for the level for which they have appeared in the examinations will be recorded. Persons who are not currently attending any educational institutions, reason for not attending will be ascertained and will be given any of the codes 01 to 05 if they have never attended and 11 to 15, if they ever attended but currently not attending. For those who are found ‘currently attending’, the course of study pursued by them will be further ascertained and codes will be assigned depending on the course of study pursued by them. For persons attending more than one course, the one which is of full time will be considered for recording current attendance, in case only one of the courses is full time. In case more than one of the courses are full time, the one, which is of higher level will be considered for current attendance. If the full time courses are of same level, the one with longer duration will be considered. If the person is pursuing only part time courses, the course

to be considered for current attendance will be determined in the similar way as is done for full time course.

The code structure for status of current attendance is as follows:

status of current attendance	code	status of current attendance	code
currently not attending			
<i>never attended:</i>		<i>ever attended but currently not attending:</i>	
school too far.....	01	school too far.....	11
to supplement hh. income	02	to supplement hh. income.....	12
education not considered necessary.....	03	education not considered necessary...	13
to attend domestic chores.....	04	to attend domestic chores.....	14
others	05	completed intended level of education.....	15
		others.....	16
currently attending			
EGS/NFEC/AEC	21	diploma or certificate (below graduate level) in:	
TLC	22	agriculture.....	33
pre-primary (nursery/Kindergarten, etc.)..	23	engineering/technology	34
primary (class I to IV/V).....	24	medicine	35
middle.....	25	crafts	36
secondary.....	26	other subjects.....	37
higher secondary.....	27	diploma or certificate (graduate level) in:	
graduate in:		agriculture	38
agriculture.....	28	engineering/technology	39
engineering/technology	29	medicine	40
medicine	30	crafts	41
other subjects	31	other subjects.....	42
post graduate and above.....	32	diploma or certificate in post graduate and above level.....	43

3.4.13 Column (16): whether attended secondary education: This question will put to those reporting primary (code 06) as the highest level of general education successfully completed in column 8. Information on whether these persons attended secondary level of education will be gathered using the following codes

did not enroll in lower secondary or middle level education-01..... 01
 enrolled in lower secondary or middle level education and did not attend..... 02
 enrolled in lower secondary or middle level education and attended 03

Code 01 will be reported for those who after completing primary level education did not get enrolled for lower secondary or middle level. For persons who having been enrolled attended lower secondary or middle level (e.g. by attending classes in Class VI), code 03 will be

recorded. Code 02 will be recorded for the persons who having completed primary level general education got enrolled in lower secondary or middle level and but did not attend.

3.4.14 Column (17): For persons of age 12 to 59 years, whether received any vocational/technical training: This column will be filled in only for the first visit. For revisit Schedule, this column is shaded.

Information on whether the household member has received any vocational/technical training will be recorded in this column in codes given below:

yes:

received formal vocational/technical training.....1	
<i>received vocational/technical training other than formal vocational/technical training:</i>	
hereditary	2
self-learning	3
learning on the job.....	4
others	5
did not receive any vocational training	6

If the household member has received formal vocational/technical training, i.e., if the training course was successfully completed code 1 will be recorded. If the person had received vocational/technical training other than formal vocational/technical training, any of the codes 2 to 5 as the case may be will be recorded. Code will be 2 recorded for 'hereditary', code 3 for 'self-learning' and code 4 for 'learning on the job'. For all other cases of vocational/technical training, code will be 5. Persons who have failed in formal vocational/technical training after completion of the full duration of the course or who did not complete the formal vocational/technical training will also be given code 5 provided they have acquired competency through this training to employ themselves as wage salary employee or self-employed. In case, a person has received more than one vocational/technical training, then the one among the applicable codes that appears first will be recorded. Concepts of vocational/technical training have been discussed in Chapter One.

Block 4.1: Formal vocational/technical training particulars of household members of age 12 to 59

3.5.1.0 The following points may be noted to fill up this block:

- This Block will be filled in only in visit 1.
- This block will be filled in for all the households members of age 12 to 59 years who have received any formal vocational/technical training, i.e., **for those with code 1 in col. 12 of Block 4.**

The description of the items and the procedure for recording them are explained below:

3.5.1.1 Columns (1) & (2): Srl. no. & age, as in cols. (1) & (6) of block 4: The entries in these two columns are to be copied from columns (1) and (6) of block 4, for each of the household members of age 12 to 59 years reported to have received *formal vocational/technical training*, i.e., for those with code 1 in column (12) of block 4.

3.5.1.2 Column (3): Whether the training was completed during last 365 days (yes-1, no-2): If the training was completed during the last 365 days code will be 1, else code 2 will be recorded.

3.5.1.3 Column (4): Field of training (code): ‘Field of training’ will be recorded in terms of 2 digit codes. For a vocational/technical training, if the ‘field of training’ is not covered by any of the codes 01 to 21, code 99 will be assigned to that field of training. For a person when more than one of the codes are applicable, last training received will be considered for giving code for ‘field of training’.

The codes for the field of training to be used for making entry in column (4) are given below:

field of training	codes
aerospace and aviation.....	01
agriculture, non-crop based agriculture, food processing.....	02
allied manufacturing- gems and jewellery, leather, rubber, furniture and fittings, printing.....	03
artisan/craftsman/handicraft/creative arts and cottage based production.....	04
automotive.....	05
beauty and wellness.....	06
chemical engineering, hydrocarbons, chemicals and petrochemicals.....	07
civil engineering- construction, plumbing, paints and coatings.....	08
electrical, power and electronics.....	09
healthcare and life sciences.....	10
hospitality and tourism.....	11
iron and steel, mining, earthmoving and infra building.....	12
IT-ITeS.....	13
logistics.....	14
mechanical engineering-capital goods, strategic manufacturing.....	15
media-journalism, mass communication and entertainment.....	16
office and business related work.....	17
security.....	18
telecom.....	19
textiles and handlooms, apparels.....	20
work related to childcare, nutrition, pre-school and crèche.....	21
others.....	99

3.5.1.4 Column (5): Duration of training (code): Duration of the training will be entered in codes as follows:

duration of training	code
less than 3 months	1
3 months or more but less than 6 months.....	2
6 months or more but less than 12 months.....	3
12 months or more but less than 18 months.....	4
18 months or more but less than 24 months.....	5
24 months or more.....	6

3.5.1.5 Column (6): Type of training: The vocational/technical training that was received by the household members will be identified in terms of the following codes:

on the job.....	1
<i>other than on the job:</i>	
part time.....	2
full time.....	3

If training was received while in employment (current and/or past) it will be considered as ‘on the job’. Remaining cases will be considered as ‘other than on the job’. If it is ‘other than on the job’ through part time courses code will be 2 and if through full time courses, code will be 3.

3.5.1.6 Column (7): Source of funding: The source of funding the training will be recorded in terms of the following codes:

Government sources.....	1
Own funding.....	2
Others.....	9

Funding for the vocational/technical training will cover the course fee, tuition fee, examination fee, development fee and other compulsory payments. This will also include other compulsory payments such as session charge, library fees, games fees, laboratory fees and other similar payments.

Code will be 1 when the funding for the course is from the central or state governments or from an organization/department, etc., wholly owned/ run/managed by Central or State governments, quasi-government institutions, local bodies, public sector undertaking, etc. If the funding was from own funding code will be 2. If the funding was from the savings/loans/sale or mortgage of assets of the household member or other member(s) of the household, code will be 2. Besides, if the funding for the course was received as gifts from friends or relatives code will also be 2. Residual cases, like those sponsored by charitable institutions/ trusts/ etc., will be code 9. If funding for the course is from more than one sources, the code will relate to that source which made the major funding.

3.5.1.7 Column (8): nature of the ‘training imparting entity’: Information on the specific nature of the institute / organization imparting the formal vocational training will be collected in this column in terms of the following codes

School Board/ Technical Board.....	1
Industrial Training Institute (ITI).....	2
Polytechnic.....	3
NCVET Awarding Body / Sector Skill Councils.....	4
Higher Education Institute (University/ College)	5
Others.....	9

Block 5.1: Usual principal activity particulars of household members

3.5.1.0 The usual principal activity particulars of each member of the household will be collected in this block. This will include information on industry-occupation of the working members, some particulars of the enterprises in which they are working and conditions of employment for the persons employed as regular wage/salaried employee and casual labour. The particulars of usual activity are collected with reference to a period of 365 days preceding the date of survey. The relevant concepts like 'economic activity', 'activity status', 'usual principal activity', 'usual subsidiary economic activity', etc., are explained in Chapter One.

This Block will be filled-in only in first visit to the households.

The description of the items and the procedure for recording them are explained below:

3.5.1.1 **Columns (1) & (2): Srl. no. & age, as in cols. (1) & (6) of block 4:** The entries in these two columns are to be copied from columns (1) and (6) of block 4, for each of the members of the household.

3.5.1.2 **Usual principal activity particulars of household members:** The usual principal activity particulars of each member of the household will be collected in columns (3) to (6) of this block. This will include information on industry-occupation of the working members.

3.5.1.3 **Column (3): Status:** For each of the member, the usual principal activity status will be recorded in this column. In the first instance, the broad usual principal activity of the person will be identified based on the various activities pursued by the person during the reference period of last 365 days adopting a 'relatively long time (or major time)' criterion, not necessarily for a continuous period. The broad usual principal activity status will be one of the three categories viz. 'employed' (working), 'unemployed' (seeking/available for work) or 'not in labour force' (neither working nor seeking/available for work). *It is to be noted that in deciding this, only the period normally available in a day for pursuing various activities need to be considered, and not the 24 hours of a day.*

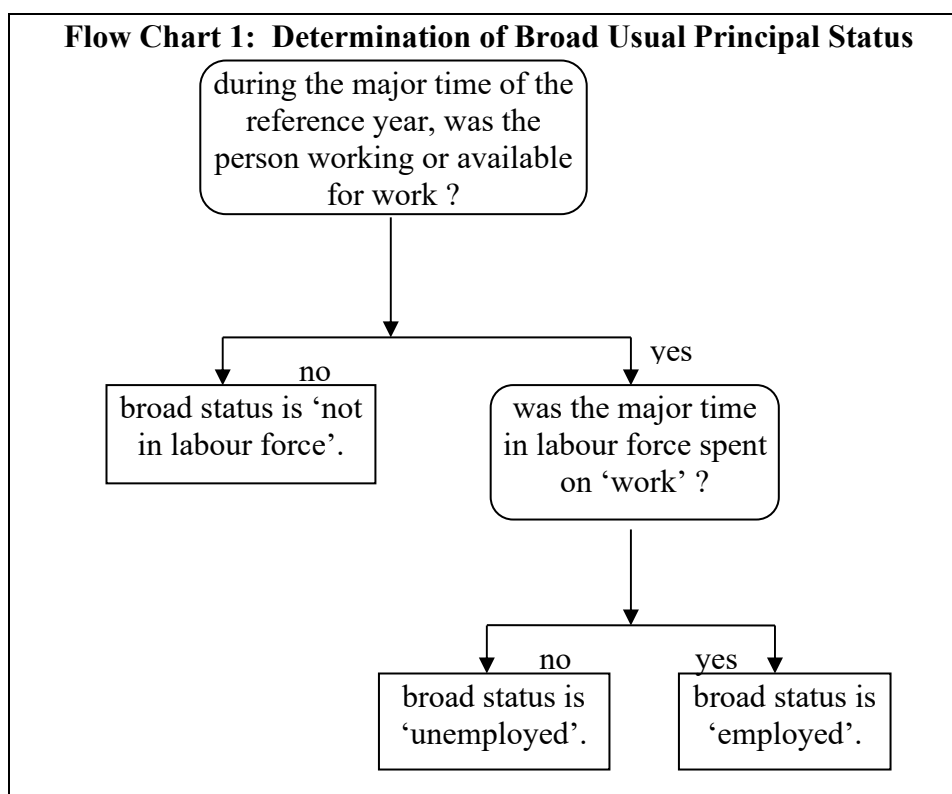
3.5.1.4 **Identification of broad usual principal activity status:** The broad usual principal activity status will be obtained on the basis of a two stage dichotomous classification depending on the major time spent. Persons will be classified in the first stage into (i) those who are engaged in any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

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

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

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

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



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

activity status	code
worked in household enterprise (self-employed) as own account worker	...11
worked in household enterprise (self-employed) as employer	...12
worked as helper in household enterprises (unpaid family worker)	...21
worked as regular salaried/wage employee	...31
worked as casual wage labour : in public works	...41
in other types of work	...51
did not work but was seeking and/or available for work	...81
attended educational institutions	...91
attended domestic duties only	...92
attended domestic duties and was also engaged in free collection of goods (vegetables, roots, firewood, cattle-feed etc) sewing, tailing, weaving, etc. for hh. use	...93
rentiers, pensioners, remittance recipients, etc.	...94
not able to work due to disability	...95
others (including begging, prostitution, etc.)	...97

Codes 11, 12, 21, 31, 41 & 51 refer to the 'employed', 81 to the 'unemployed' and the remaining viz. 91 to 97 refer to the 'not in labour force'. For children of age 0 - 4 years, code 97 may be given.

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

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

(ii) Again, it also needs to be emphasised that the procedure to be followed in ascertaining the activity status of a domestic servant who is a member of the employer's household is different from that adopted for other members of the household. It may be noted that engagement in domestic duties by such household members is not considered economic activity as defined for the survey. On the other hand, although a domestic servant staying in the employer's household and taking food from the common kitchen is, by definition, a member of the employer's household, he/she is also *engaged in domestic duties in return for wages* in cash and/or kind. Thus, *as a special case, domestic duties pursued by a domestic servant will be considered as an economic activity* and the activity status code as is applicable will be assigned to him/her.

(iii) Carpenters, masons, plumbers, etc., who move from place to place in search of work and carry out the work on a contract basis (not on wage basis) whenever work is available, will be considered as 'own-account worker'. But if such persons are working on a wage basis under a contractor, they will be considered as employee.

3.5.1.8 **Columns (4) to (6): Principal industry-occupation:** Columns (4) to (6) will be filled-in for those who are 'working', i.e., those with any one of codes 11, 12, 21, 31, 41, or 51 in column (3). The description of the industry-occupation relevant to the type of economic activity pursued by the person in the status recorded in column (3) will be given in column (4). The corresponding 5-digit industry code (NIC-2008) and the 3-digit occupation code (NCO-2015) will be entered in columns (5) and (6), respectively. In case, two or more industry-occupation combinations corresponding to the status code given in column (3) have been reported by a person, the principal industry-occupation will be the one in which **relatively long time** has been spent during the preceding 365 days by the person.

3.5.1.9 Besides, to **identify certain category of workers separately, NIC-2008 industry class code 9700 (Division 97) has been split, for the purpose of the survey, into the following sub-classes as given below:**

Division 97: ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS OF DOMESTIC PERSONNEL

housemaid/servant	97001	governess/baby-sitter	97005
cook	97002	tutor	97006
gardener	97003	driver	97007
gatekeeper/chowkidar/watchman	97004	others	97009

These additional codes are to be used, wherever necessary, in **recording five digit industry codes in column 5 of block 5.1**. In assigning the industry code under Division 97, it should be kept in mind that the work is to be performed predominantly in the premises of the household irrespective of whether it is performed in one or more than one household. If services provided by the individuals to the household originate and terminate in the same household, they will be classified under Division 97.

For example, all persons who collect electric bills from the households for payment, who provide potable water in the container made available by the household, who collect grocery items from the shops/market as per the list of items supplied by the household, who give tuition to the members of the household at the residence of the household members, etc., **will be classified under this division**. On the other hand, if the households avail these services by approaching such persons (providing these services) in their establishment/house, then those services **will not be classified under Division 97**. They will be classified under appropriate division. For example, for a person providing tutoring services in his coaching classes, his activity may be classified under NIC-2008 code 85491. **Note that the persons classified under NIC-2008 Division 97 in the above example will be considered as 'wage earners/employees', while those not classified under Division 97 will be considered as 'self-employed'**.

3.5.1.10 It may be noted that in determining the usual principal status of a person, it is not essential to consider the time disposition in respect of various activities pursued by the person on a day-to-day basis - which is generally done in the case of current status. What is important is that the activity, which a person usually performed or the status in which the person usually belonged to for a longer period during the reference period, is to be assessed. In order to determine the usual principal status, the dominant activity of the individual that kept the person engaged for a longer period during the reference period, may be identified. This may largely be understood by the functional role of the individual in daily life or normal attachment of the individual to an activity or the activity situation in which an individual disposes himself or herself. This may even be understood by the response to the question

generally asked ‘what he/she normally does or did during the reference period?’ such as, teaching or housekeeping or tutoring others or studying or farming or renting or prostitution. For example, the dominant activity of a person whose normal attachment is with household chores, even though gives tuition for some time – maybe for three/ four hours in a day, will be considered as performing ‘domestic duties’ or, that of a boy who disposes himself as a student though performs some work activity regularly will be considered as ‘student’. Note that the dominant activity of a person during the reference period is determined irrespective of the activity situation on a specific point of time (say, 1 day) or during a short period of time (say, 1 week).

3.5.1.11 There may be several situations for a person during the reference period. The individual might be engaged in a single dominant activity throughout the year or, the dominant activity might be carried out with other activities simultaneously or in succession or in alternation. In the first situation, the dominant activity for the person, which did not change during the reference period, will determine his/her usual principal activity status. In the second situation, where the dominant activity changed, the usual principal status for the person will be determined by the activity that prevailed for a longer period for the person during the reference period, that is, by major time criteria. For example, the dominant activity situation for a person may be ‘employed’ throughout the year, with or without any other activity carried out simultaneously, and accordingly, his/her usual principal activity status will be assigned as ‘employed’. On the other hand, the dominant activity situation for a person may be outside the labour force for some period, unemployed for some period and employed for the remaining period during the year. The broad usual principal status of the person will be the activity that prevailed for the person for a longer period during the year, which is obtained following a two-stage dichotomous classification depending on the major time spent on the different broad activities. However, if a person did any economic activity for a period of 30 days or more, he/she will be considered as worker either in the principal status or in the subsidiary status depending upon the situation during reference period.

3.5.1.12 **Column (7): Whether engaged in any work in a subsidiary capacity (yes-1, no-2):** For each member of the household listed in this block, it has to be ascertained whether he/she worked in a subsidiary capacity during the 365 days preceding the date of survey or in other words if he/she had any subsidiary economic status. A person will be considered to have worked in the subsidiary capacity if he/she has worked for a minimum period of 30 days, not necessarily for a continuous period, during the last 365 days, and for them code 1 will be recorded in this column. Otherwise, code will be 2.

3.5.1.13 The identification of those working in a subsidiary capacity will be done as follows:

(i) For example, a person categorised as working and assigned the usual principal activity status as own account worker may also be engaged for a relatively minor time, but not less than 30 days, during the reference year as casual wage labour. In such a case, he will be considered to have worked also in a subsidiary capacity, i.e., having a subsidiary economic status which is different from the principal economic status. A person may be own account worker in trading for a relatively long period and simultaneously also engaged in agricultural production for a relatively minor time, say for at least 30 days. In such a case, the usual principal status will be own account worker in trade and usual subsidiary economic status will be own account worker in agriculture.

(ii) Similarly, persons categorised as 'unemployed' or 'not in labour force' on the basis of relatively long time criterion might have pursued some economic activity for relatively minor time, say for at least 30 days, during the year (as in the case of persons 'B', 'D' and 'F' in the example cited earlier). In such cases, they will be treated as having subsidiary economic activity and code 1 will be recorded in column (7).

(iii) Differentiation between usual principal economic activity and usual subsidiary economic activity will be made by considering activity status and industry at 2-digit level of NIC-2008. Thus, while for a person with two or more economic activities pursued at different activity status, one of the economic activities will be considered as usual principal economic activity on the basis of major time criteria, another activity will be considered as usual subsidiary economic activity. On the other hand, if a person pursues two or more economic activities in the same activity status but if the industry at 2-digit level of NIC-2008 are different, then the person will be considered to have different usual principal activity and usual subsidiary economic activity.

3.5.1.14 **Columns (8): Location of workplace:** In column (8), information on location of workplace will be recorded for those engaged in the non-agricultural sector as well as in the agricultural sector excluding growing of non-perennial crops (NIC-2008 group 011), growing of perennial crops (NIC-2008 group 012), plant propagation (NIC-2008 group 013) and mixed farming (NIC-2008 group 015). in terms of codes. Thus, for persons with **Industry Groups 014, 016, 017 and Divisions 02 to 99 of NIC 2008 in col. (5)**, particulars of the location of workplace where the household members are usually engaged will be recorded in columns (8) **for all the workers (i.e., for those with activity status codes 11, 12, 21, 31, 41 or 51 in column 3)**, The detailed codes for recording *location of workplace* are:

description	code
place of work in rural areas and located in:	
own dwelling unit.....	10
structure attached to own dwelling unit.....	11
open area adjacent to own dwelling unit.....	12
detached structure adjacent to own dwelling unit.....	13
own enterprise/unit/office/shop but away from own dwelling.....	14
employer's dwelling unit.....	15
employer's enterprise/unit/office/shop but outside employer's dwelling	16
street with fixed location.....	17
construction site.....	18
others.....	19
place of work in urban areas and located in:	
own dwelling unit.....	20
structure attached to own dwelling unit.....	21
open area adjacent to own dwelling unit.....	22
detached structure adjacent to own dwelling unit.....	23
own enterprise/unit/office/shop but away from own dwelling.....	24
employer's dwelling unit	25
employer's enterprise/unit/office/shop but outside employer's dwelling	26
street with fixed location.....	27
construction site.....	28
others	29
no fixed workplace.....	99

It may be noted that the location of the sample household (rural or urban) is not to be considered for entry in this column; location of the enterprise is to be ascertained and appropriate code is to be recorded. For the purpose of the survey, the term 'adjacent' area/structure will be restricted within *homestead land* only. For the working members, if the enterprise in which they are working does not have a fixed premises or in other words if these enterprises do not have fixed workplace (as in the case of a hawker or an artisan like

carpenter, cobbler, knife-grinder, own-account carpenters, etc., who moves from place to place and goes to the customers), code 99 will be assigned, irrespective of whether the enterprise is in operation in rural or urban areas. For those working in enterprises with fixed location, two sets of codes have been provided, one for the enterprises, which are located in the rural areas and the other for those that are in the urban areas. The two sets are identical in their classification. In the case, where the sector of location is both rural and urban, appropriate code is to be given on the basis of major time criterion. Code 18/ 28 is relevant only for persons engaged in construction industry. The workplace of the workers engaged in construction activity is normally the site of construction and may change frequently. For them appropriate entry will be 18 / 28 and not 99. If the enterprise changes its location from time to time, e.g., a trading enterprise may shift its location from one market to the other on different days of the week although operates in a fixed place of the market, code will be 19 or 29 depending on whether the workplace is in the rural areas or in the urban areas. Similarly for the own account workers such as, rickshaw pullers, auto drivers, taxi drivers, lorry drivers, etc., code 19 or 29 will be assigned on the basis of major time of operation of such enterprises.

3.5.1.15 Columns (9) to (13): Particulars of enterprise and conditions of employment: Particulars of the enterprises where the household members are usually engaged will be recorded in columns (9) and (10) **for all the workers (i.e., for those with activity status codes 11, 12, 21, 31, 41 or 51 in column 3)**, and conditions of employment will be recorded in columns (11) to (13) for those with **status codes 31, 41 or 51 in column (3)**.

Note that the particulars to be recorded in columns (8) to (13) of this Block will pertain to the principal status (col. 3) and industry (col. 5) obtained for the person.

3.5.1.16 Column (9): Enterprise type: The type of enterprise in which the household member is working is to be recorded under this column. The entry is to be made in terms of codes as given below:

proprietary	
<i>male</i>	01
<i>female</i>	02
partnership:	
<i>with members from same household</i>	03
<i>with members from different household</i>	04
Government/local body	05
Public Sector Enterprises	06
Autonomous Bodies.....	07
Public/Private limited company.....	08
Co-operative societies.....	10
Trust/other non-profit institutions.....	11
Employer's households (<i>i.e., private households employing maid servant, watchman, cook, etc.</i>)	12
Others.....	19

Definition of enterprise types mentioned above is given in Chapter One. If the informant does not know the type of enterprise in which the household member works and the investigator is unable to collect such information in spite of his/her best efforts, code 19 will be recorded for such working member against type of enterprise. For persons engaged in own account production of fixed assets, the enterprise type will be either proprietary or partnership, i.e., any of the codes 01 to 04.

3.5.1.17 **Column (10): Number of workers in the enterprise:** Number of workers would mean the number of workers employed in the enterprise on an average in a day of operation, irrespective of whether they are hired workers, household members working in the enterprise and working owners. The number of workers will be recorded in terms of codes as detailed below:

less than 6	1
6 & above but less than 10.....	2
10 & above but less than 20	3
20 & above	4
not known	9

In case the informant is not able to provide information on the number of workers, code 9 will be recorded.

3.5.1.18 **Column (11) to Column (13):** Columns 11 to 13 will be filled in for each employee (i.e., those with code 31, 41, or 51 in column 3).

3.5.1.19 **Column (11): Type of job contract:** It is to be ascertained for each employee (i.e., those with code 31, 41, or 51 in column 3) whether for the job in which he/she is engaged, there is any written contract or agreement, irrespective of whether such contract is protected under national legislation or not, in respect of duration of employment with his/her employer. For those who report to have written job contract with their employer, further probing may be done in respect of the length of duration of job contracted, and the information so obtained may be recorded in terms of the code 2, 3 or 4, depending upon the length of such contract, as given below:

no written job contract.....	1
written job contract:	
for 1 year or less.....	2
for more than 1 year to 3 years.....	3
more than 3 years.....	4

If the contract of employment specifies a particular date of termination which is more than 3 years or if the type of job contracted is such that no time is fixed but the contract can only be terminated for certain administrative reasons such as incompetence, misconduct or for economic reasons then code 4 will be recorded. However, if no written contract exists, then irrespective of the duration of employment, code 1 will be recorded.

3.5.1.20 **Column (12): Whether eligible for paid leave:** If the employee is eligible for paid leave then code 1 will be entered, otherwise code will be 2. Paid leave may include leave during sickness, maternity, or such leaves, as the employee is eligible to take without loss of pay as per the conditions of employment. The situation will be obtained excluding the paid off days/holidays which an enterprise normally allows to its employees.

3.5.1.21 **Column (13): Availability of social security benefits:** It will be ascertained from the employees whether they are covered under any of the specified social security benefits or a

combination of them which are arranged or for which contribution is made by the employer. The following code structure is to be adopted for recording the entry against this column:

eligible for:	
only PF/ pension (i.e., GPF/ CPF/ PPF/ pension, etc.)	1
only gratuity	2
only health care / maternity benefits.....	3
only PF/ pension and gratuity.....	4
only PF/ pension and health care / maternity benefits.....	5
only gratuity and health care / maternity benefits.....	6
PF/ pension and gratuity and health care / maternity benefits..	7
not eligible for any of above social security benefits	8
not known.....	9

The term Provident Fund (PF) will include General Provident Fund, Contributory Provident Fund, Public Provident Fund, Employees Provident Fund, etc. It may be mentioned that coverage under any of these social security schemes will mean that the employer contributes/ arranges/ pays in implementing the social security benefits for the worker. If an employee operates, in his/ her individual capacity, a PPF account and the employer is not contributing in that account then it will not be considered a social security benefit. On the contrary, a scheme, in which both the employee and the employer contribute, will be considered a social security benefit. When benefits are given by the employer for treatment of illness/ injury or an employee is eligible for paid leave for a specified period of pre-natal/ childbirth/ post-natal stage or the expenditure for maternity care or childbirth is borne by the employer as per the conditions of employment, then such benefits will be considered as health care & maternity benefits. There may be cases where the employer is not directly contributing in a social security scheme for the employees, but being the member of the welfare association or organization or scheme in relation to the specific activity carried out by the employer, the employees get the benefit from that welfare association/ organization/ scheme. Such cases will also be considered as social security benefits availed through the employer and appropriate code will be assigned. If information about the availability of social security benefits is not known to the employee, code 9 may be put in this column.

While ascertaining, from the employees, on whether they are covered under any of the specified social security benefits, necessary probing is to be made to ensure that pension schemes (*like National Pension Scheme, other private pension Schemes, etc.*) for which contribution is made by the employer for the employees, are also included under 'pension' in this column.

3.5.1.22 Column (14): what is done with the product of the economic activity in which the household member was engaged in usual principal status: For the household members with activity status code any of 11, 12, or 21 in column 3 (i.e., for the self-employed persons in the usual principal status) with Industry Division (2-digit code of NIC-2008) code any of 01 to 09 in column 5 (i.e., those engaged in Agriculture, forestry and fishing or Mining and quarrying in the usual principal activity status), information will be collected in terms of codes in column 14 to determine the destination of the product in respect of the economic activity in

which the household member was engaged in usual principal activity status. The code structure for collection of information in column 14 is as follows:

for own consumption only and did not intend to sell any part of it.....	1
for own consumption and intended to sell some part of it (less than 50%)....	2
for own consumption and intended to sell major part of it (more than or equal 50%)	3
the entire produce is for selling.....	4

Block 5.2: Usual subsidiary economic activity particulars of household members

3.5.2.0 This block will be filled in for those who have reported to have carried out some *economic* activity in the subsidiary capacity, i.e., **for those with code 1 in col. 7 of Block 5.1**. Information in this block will be recorded for each and every member of the household reporting subsidiary economic activity (i.e., for those with code 1 in col. 7 of Block 5.1) irrespective of whether in the usual principal activity status the person is a worker or not. This will include information on industry-occupation of the working members, some particulars of the enterprises in which they are working and conditions of employment for the persons employed as regular wage/salaried employee and casual labour. The particulars will be collected with reference to a period of 365 days preceding the date of survey. The relevant concepts like 'activity status', 'economic activity', 'principal usual activity', 'subsidiary economic activity', etc., are explained in Chapter One. In the situation where a person has been found to have pursued more than one economic activity during the last 365 days in his or her subsidiary capacity, the details of the subsidiary economic activity on which more time has been spent would be considered for recording entry in this block.

This Block will be filled-in only in first visit to the households.

The description of the item and the procedure for recording them are explained below:

3.5.2.1 **Columns (1) & (2): Srl. no. & age, as in cols. (1) & (2) of block 5.1:** The entries in these two columns are to be copied from columns (1) and (2) of block 5.1, for each of the members of the household reported to have carried out some economic activity in the subsidiary capacity, i.e, with code 1 in column (7) of block 5.1.

3.5.2.2 **Column(3): Usual subsidiary economic activity status:** For all persons engaged in any 'work' in subsidiary capacity, i.e., **for those with code 1 in col. 7 of Block 5.1**, the status code corresponding to the economic activities pursued by them in their subsidiary capacity will be recorded in column (3). Activity status codes 11, 12, 21, 31, 41 and 51 relate to economic activity and only these codes are applicable for column (3).

3.5.2.3 **Columns (4) to (6): Subsidiary industry-occupation:** For the economic activities pursued in the subsidiary capacity, the particulars of industry-occupation will be entered in columns (4) to (6). The procedure for making entry in these columns is similar to that given for block 5.1.

3.5.2.4 **Columns (7): Location of workplace:** This column will be filled for persons with **Industry Groups 014, 016, 017 and Divisions 02 to 99 of NIC 2008 in col. (5) in a similar fashion as is done for column (8) of block 5.1.**

3.5.2.5 Columns (8) to (12): Particulars of enterprise and conditions of employment: Particulars of the enterprises where the household members are usually engaged in the subsidiary capacity will be recorded in columns (8) and (9). This apart, conditions of employment will be recorded in columns (10) to (12) for those with **status codes 31, 41 or 51 in column (3)**. **The detailed instructions for columns (8) to (12) of Block 5.2 are similar to those given for Block 5.1 for the relevant columns, and therefore, those are not repeated here.**

Note that the particulars to be recorded in columns (7) to (12) will pertain to the subsidiary status (col. 3) and industry (col. 5) obtained for the person.

3.5.2.6 Column (13): what is done with the product of the economic activity in which the household member was engaged in subsidiary economic activity status: For the household members with activity status code any of 11, 12, or 21 in column 3 (i.e., for the self-employed persons in subsidiary economic activity status) with Industry Division (2-digit code of NIC-2008) code any of 01 to 09 in column 5 (i.e., those engaged in Agriculture, forestry and fishing or Mining and quarrying in the subsidiary economic activity status), information will be collected in terms of codes in column 13 to determine the destination of the product in respect of the economic activity in which the household member was engaged in subsidiary economic activity status. Code structure for recording information in this column is same as that used in column (14) of block 5.1.

Block 5.3: Follow-up questions on duration of engagement in economic activity, job search and reason for non-engagement in economic activity

3.5.3.0 In this block information will be collected on activities done to search work, duration of present spell of unemployment, reason for being out of labour force, etc. **This block will be canvassed only for the household members of age 5 years and above.**

3.5.3.1 Columns 1 & 2: Serial number and age: In columns 1 and 2 of this block, serial number of each person and his/ her age recorded in columns 1 and 2, respectively of block 5.1, will be copied. The serial numbers in this block will be entered sequentially as they appear in column 1 of block 5.1.

3.5.3.2 Column 3: usual principal activity status: In this columns usual principal activity status of the household member as recorded in column 3 of Block 5.1 will be copied.

3.5.3.3 Column 4: subsidiary economic activity status: In this columns subsidiary economic activity status of the household member as recorded in column 3 of Block 5.2 will be copied. If a household member has no subsidiary economic activity (i.e., if entry in column 7 of Block 5.1 is 2), this column will be kept blank.

3.5.3.4 Column 5: whether worked in usual status (ps+ss) in the 365 days prior to the reference period of last 365 days preceding the date of survey: Information in this column will be collected only for those household members who are workers either in usual principal status or in subsidiary activity status, i.e., for those with code 11-51 in either column 3 or column 4 of this block.

It may be noted that in column 5 information is to be recorded on *whether worked in usual status (ps+ss) in the 365 days prior to the reference period of last 365 days preceding the*

date of survey. Understanding the following aspects will be helpful in determining the entry in this column.

- (i) what is meant by *whether worked in usual status (ps+ss)*
- (ii) which period to be considered as *365 days prior to the reference period of last 365 days preceding the date of survey*

Guidelines on (i) and (ii) above are given below:

- **Whether worked in usual status (ps+ss):** A household member will be considered as worked in usual status (ps+ss) in a reference period of 365 days if he / she was a worker either in principal activity status (ps) or in subsidiary activity status (ss) in that reference period.
- **Period to be considered as 365 days prior to the reference period of last 365 days preceding the date of survey:** The period to be considered for making entry in this column will cover the period of 365 days immediately prior to the reference period of 365 days used to determine activity status in Block 5.1 / Block 5.2.

Determination of entry in column 5 of block 5.3: For household member who had worked in usual status (ps+ss) in the period 365 days prior to the reference period of last 365 days preceding the date of survey entry '1' will be recorded in column 5 of block 5.3. Otherwise '2' will be recorded.

The method of determining the entry is explained through the following diagrams (Diagram 1 & Diagram 2)

Diagram 1

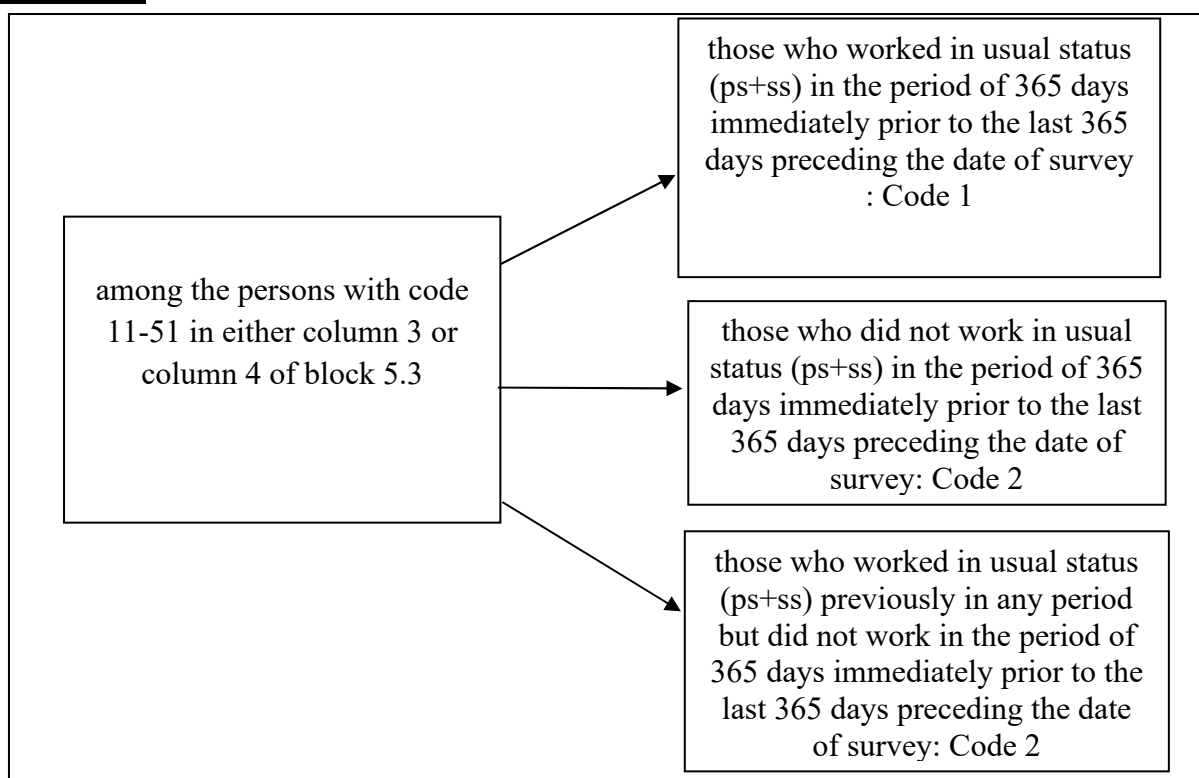


Diagram 2

Time period →	Earlier period	365 days	365 days	Date of survey	Entry in col. 5 of block 5.3
	←	←	←	↓	
Case 1 →	worker in usual status (ps+ss): no	worker in usual status (ps+ss): yes	Activity status: code 11-51 in either column 3 or column 4 of block 5.3		Code 1
Case 2 →	worker in usual status (ps+ss): yes	worker in usual status (ps+ss): yes	Activity status: code 11-51 in either column 3 or column 4 of block 5.3		Code 1
Case 3 →	worker in usual status (ps+ss): yes	worker in usual status (ps+ss): no	Activity status: code 11-51 in either column 3 or column 4 of block 5.3		Code 2
Case 4 →	worker in usual status (ps+ss): no	worker in usual status (ps+ss): no	Activity status: code 11-51 in either column 3 or column 4 of block 5.3		Code 2

3.5.3.5 Column 6: duration of engagement in the economic activity in usual principal status: Information in column (6) is to be collected from the workers in usual principal status, i.e., this question is to be asked to the persons with code any of 11, 12, 21, 31, 41 or 51 in column (3). The purpose of this item is to ascertain the duration of engagement in the economic activity in which the household member was working in the usual principal status. For the workers in the usual principal status, the duration of their engagement in the economic activity in the usual principal status will be recorded in terms of the following codes:

less than or equal to 6 months	1
more than 6 months but less than or equal to 1 year	2
more than 1 year but less than or equal to 2 years	3
more than 2 years but less than or equal to 3 years	4
more than three years	5

3.5.3.6 Column 7: duration of engagement in the subsidiary economic activity: Information in column (7) is to be collected from the persons who are workers in the usual subsidiary economic activity status i.e., this question is to be asked to the persons with code any of 11, 12, 21, 31, 41 or 51 in column (4). The purpose of this item is to ascertain the duration of engagement in the economic activity in which the household member was working in the subsidiary economic activity status. The duration of their engagement in the economic activity in the usual subsidiary activity status is to be recorded in terms of codes as is done for column (6).

3.5.3.7 Column 8: what efforts were mainly undertaken to search work: This question is to be asked to the unemployed persons in the usual principal status (i.e., to those with entry 81 in column (3)).

For the household member who was unemployed in the usual principal activity status, the efforts mainly undertaken to search work is to be recorded in terms of the following codes:

apply to prospective employers/place or answer job advertisements/ check at factories, work sites	1
register with employment exchange	2
register with private employment center	3
seek financial help to start a business	4
seek help from relatives, friends	5
apply for permit or license to start a business.....	6
others.....	7

3.5.3.8 Column 9: duration of this spell of unemployment: For the unemployed persons in usual principal activity status and who had no subsidiary economic activity, the duration of this spell of unemployment will be recorded in this column in terms of the following codes:

less than or equal to 6 months	1
more than 6 months but less than or equal to 1 year	2
more than 1 year but less than or equal to 2 years	3
more than 2 years but less than or equal to 3 years	4
more than three years	5

3.5.3.9 Column 10: whether ever worked: Information in column (10) is to be collected in respect of the household members who were not workers in the usual principal activity status and were also not worker in subsidiary economic activity. Thus, such persons were not working in the last 365 days considering both principal status or in subsidiary status. For such persons it is to be enquired whether he/she ever worked. For collecting information in column (10), the following may be noted:

A person will be considered ever worked, if he/she had worked more or less regularly at least for some time prior to the last 365 days. If it is found that the person have also worked either in principal activity status or in subsidiary economic activity prior the last 365 days, they will be assigned code 1 in column 5, else code 2 will be recorded. Thus, a household member will be classified as 'ever worked before last 365 days' if it is found that he/she worked for at least 30 days in a continuous period of 365 days at any time prior to the last 365 days.

3.5.3.10 Column 11: reason for not working during last 365 days: This column is to be filled in for those household members who ever worked prior to last 365 days but was not working during the last 365 days either in the usual principal activity status or in subsidiary status. For such household members, the reason for not working in the last 365 days in the usual principal status or in subsidiary status will be recorded in terms of the following codes:

retrenchment /lay-off without pay	01
end of contract/quit	02
not operating the unit	03
lack of work in the area	04
retirement.....	05
child care.....	06
household responsibilities other than child care.....	07
health related reasons	08
no financial need	10
others	19

The following points may be noted to identify the reason for not working during last 365 days either in the usual principal activity status or in subsidiary status for those who ever worked:

- retrenchment/lay-off without pay (code 01) will include all involuntary breaks from employment. Lay-off is defined as 'failure/refusal/inability of an employer to give employment to an employee whose name is borne on the master rolls and who has not been retrenched'.
- Quit earlier job (code 02) will be applicable for persons who have left the job on their own volition, may be owing to compelling circumstances.
- For those who were self-employed and are now out of job as there is lack of work in the enterprise due to fall in demand, scarcity of raw materials, etc., code 04 will be applicable.
- For those who were self-employed and are now out of job as the unit is not operating, will be given code 03.
- For those employed as casual workers and are out of work as there is no work in his/her area, code 04 will be given. This should be distinguished from those casual labours employed in enterprises and coming under reasons 01, 02 or 03.
- Thus, one of the reasons should be identified in a sequential manner starting with reason code 01. Reasons which cannot be coded in 01 to 10 will be given code 19.

While recording codes in this column the following points may be noted:

- (a) If a person reports more than one reason for not working during last 365 days, then the code in this column will correspond to the main reason.
- (b) If a person reports more than one reason as the main reason, then the code appearing first in the code list will be recorded.

3.5.3.11 **Column 12: what was the main reason for being in this activity status:** Information for this column is to be collected in respect of the household members who were out of labour force in usual principal activity status (*i.e.*, those with activity status codes any of 91-97 in column 3). For such persons the reason for being out of labour force will be recorded in terms of the following codes:

did not have the required training/qualification/age for work	1
non availability of work at a convenient location	2
health/age related reason	3
want to continue study	4
social reasons.....	5
financially well-off.....	6
child care/personal commitments in home making.....	7
others	9

Block 6: Current weekly activity particulars of the household members

3.6.0 The following points may be noted for filling up Block 6.

- This block will be filled in the **first visit** and in all the **revisit** to the households.
- In the **first visit** to the household, the block will be filled in for all the household members
- In the **revisits** to the household, this block will be filled in only for the **current members** of the household, *i.e.* for those with codes 1, 2 or 3 in column 3 of Block 4.
- In this block, provision has been made to record particulars of one person in one page.

In Box 6, placed below, an outline is given on the broad coverage and guideline to fill up Block 6.

Box 6

- (i) Details of activities for each day of the 7 days of the reference week will be recorded in items 3.1 to 3.7.
- (ii) Activities will be identified by priority-cum-major time criteria.
- (iii) According to the priority criterion, the status of 'working' gets priority over the status of 'not working but seeking or available for work', which in turn gets priority over the status of 'neither working nor available for work'.
- (iv) Item 3.1 is for recording the particulars of activities for the 7th day, Item 3.2 is for the 6th day and so on.
- (v) The economic activities (work activities) in this block will be identified and recorded in terms of 'status' (status codes 11-72) and 'industry' (at 2-digit of NIC 2008).
- (vi) On each day in each of the items 3.1 to 3.7 provision has been made to record details of at most two work status codes if the person performed two or more economic activities.
- (vii) The two work statuses will be recorded in srl. no. of activity 1 and 2 respectively for a particular day, for the persons having two economic activities on that day.
- (viii) If a persons had only one economic activity on a day, it will be recorded against srl. no. of

- activity 1 on that day.
- (ix) For each of the work status codes 11-51 recorded in items 3.1 to 3.7, corresponding industry of work (in 2-digit of NIC-2008), number of hours actually worked will be recorded.
 - (x) For each of the work status codes 61, 62, 71 and 72 recorded in items 3.1 to 3.7, corresponding industry of work (in 2-digit of NIC-2008) and number of 'hours would have worked' in the corresponding economic activity will be recorded.
 - (xi) For status codes 71/72 (had regular salaried/wage employment but did not work), 'hours would have worked' will correspond to that regular salaried/wage employment (status code 31) from which the person is temporarily off.
 - (xii) For status codes 61/62 (had self-employment work in household enterprises but did not work), 'hours would have worked' will correspond to that self-employment (status codes 11/12/21) activity from which the person is temporarily off.
 - (xiii) If a person does not have economic activity (i.e., no work status code), only one status code relevant for unemployment status or out of labour force status, as the case may be will be recorded against 'srl. no. of activity' 1 using a priority-cum-major time criteria.
 - (xiv) For the work status code 41, 42 or 51, wage and salary earnings (received/ receivable) corresponding to that activity (*identified in terms of status x 2-digit code of NIC-2008*) will be recorded.
 - (xv) For the days on which a person had work status, 'total hours actually worked considering all the work performed during the day' and '**if available for additional work**, hours available for such work during the day' will also be recorded.
 - (xvi) Current weekly status will be determined from the time disposition in different activities during the 7 days of the week by priority-cum-major time criteria.
 - (xvii) If the current weekly status is any of the work status codes, corresponding industry (2-digit of NIC 2008) and occupation (3-digit of NCO 2015) will be recorded.
 - (xviii) If a person is classified as a regular salaried/wage employee in the current weekly status, earnings (received/receivable) during the preceding calendar month corresponding to the regular salaried/wage activity (Rs.) will be recorded.
 - (xix) If a person is classified as a self-employed person in the current weekly status, gross earning during last 30 days from the self-employment activity (Rs.) will be recorded.

In Block 6 (first visit and revisit), the date corresponding to the last day of the week for which the data of current weekly activity particulars are collected may be recorded in the format: DD/MM/YYYY. Different items of this block are described below

3.6.1 Item (1) & (2): Serial number and age of member: The following points may be noted for making entry in item 1 and 2:

- For the first visit, *serial number* of each person as recorded in column 1 of block 4 will be copied in item 1 of this block.
- For the revisit, serial number of all the **current members** of the household (i.e., for persons with codes 1, 2 or 3 in column 3 of Block 4) as recorded in column 1 of Part A and Part B of block 4 will be copied in item 1 of this block.
- In this block the serial numbers of the household members (**for all members in the first visit and for the current members during revisit**) will be entered sequentially one in each page as they appear in column (1) of block 4.
- For a person listed in item 1 (srl. no. of member) of this block, age of the person as recorded in column 6 of Block 4 will be copied for making entry in item 2 (age) for that person.

3.6.2 Determination of activities for recording against srl. no. of activities in items 3.1 to 3.7:

- (i) Activities will be identified using priority-cum-major time criteria.
- (ii) According to the priority criterion, the status of 'working' gets priority over the status of 'not working but seeking or available for work', which in turn gets priority over the status of 'neither working nor available for work'.
- (iii) *Different economic (work) activities* will be identified in terms of *status x industry* (2-digit of NIC 2008).
- (iv) If a person was engaged in work for at least one hour on a day (i.e., 60 minutes or more), the person will be given work status code 11- 72 on that day.
- (v) To consider whether a person was engaged in work for at least one hour on a day, both the following situations are to be considered:
 - a. 'had actually worked for 1 hour or more' or
 - b. 'had work for 1 hour or more but did not do the work'
- (vi) To consider whether a person was engaged in work for at least 1 hour on a day, no rounding off for the time worked will be made i.e., if a person worked for less than 1 hour on a day, say, worked for 55 minutes, it will not be considered as 1 hour of work.
- (vii) The following situations describe the method of determination of activity status:
 1. **Situation 1:** On a day, a person had only one economic activity for 1 hour or more.
In this situation, he/she will be given only one work status code for that day against serial no. of activity 1 and entry in column 6, hours actually worked (for status codes 11-51)/ hours would have worked (for status codes 61/62/71/72) corresponding to that activity will be recorded by rounding the hours worked in that activity. No entry will be made against serial no. of activity 2.
 2. **Situation 2:** On a day total hours considering all the economic activities of a person was 1 hour or more but none of the activities was for at least one hour.
In this situation, he/she will be given one work status code against serial no. of activity 1 following major time criteria (MTC) among all the economic activities performed by him/her on that day. Entry in column 6 corresponding to that activity will be recorded as 1. No entry will be made against serial no. of activity 2.
 3. **Situation 3:** One of the economic activities was for one hour or more and each of the other economic activities was for less than one hour.
In this situation, the economic activity with one hour or more will be recorded against serial no. of activity 1 and entry in column 6 will be made by rounding the hours worked in that activity. No entry will be against serial no. of activity 2.
 4. **Situation 4:** Two or more economic activities were done on a day by a person and each of these activities was for more than one hour.

In this situation, two of the economic activities will be recorded following major time criteria against activity serial no. of activity 1 and 2 respectively. Entry in column 6 corresponding to these activities will be recorded by rounding.

5. **Situation 5:** A person did not work even for one hour on a day but he/she was seeking work for one hour or more on that day.

In this situation, status code 81 will be recorded in srl. no. of activity 1 and no entry will be against serial no. of activity 2.

6. **Situation 6:** A person did not work even for one hour on a day and was also not seeking work for 1 hour or more but was available for work for 1 hour or more

In this situation, entry will be 82 in srl. no. of activity 1 and no entry will be against serial no. of activity 2.

7. **Situation 7:** A person did not work even for one hour on a day and he/she was not seeking work for at least 1 hour and the duration for which he/she was available for work was also not for at least 1 hour but total period of seeking work/available for work in the day was 1 hour or more.

In this situation entry in srl. no. of activity 1 will be 81 or 82 following major time criterion and no entry will be against serial no. of activity. 2.

8. **Situation 8:** If a person did not work even for one hour on a day and neither sought/available for work for at least one hour on a day.

In this situation, one of the activity status codes 91 to 98 will be recorded against activity srl. no. 1 following major time criterion and no entry will be made against activity serial no. 2.

3.6.3 An example of determination of activities by priority-cum-major time criteria:

- (i) On a day, a person worked for 2 hours as *own account worker in household enterprises* (activity status code 11), 1 hour as *casual wage labour in works other than public works* (activity status code 51) and 3 hours as *helper in household enterprises* (activity status code 21). He also searched for work for 6 hours. In this example;

- a. Using priority criteria it is determined that the person will have work status code on that day.
- b. In both the srl. no. of activities 1 and 2, work status codes will be recorded.
- c. Using major time criteria it is determined that in the srl. no. of activity 1 entry will be 21 and in srl. no of activity 2 entry will be 11.

- (ii) On a day, a person worked for 1 hour as *own account worker in household enterprises* (activity status code 11) and searched for work for 8 hours. In this example;

- a. Using priority criteria it is determined that in srl. no. of activity 1, work status code 11 will be recorded.
- b. No entry will be made against srl. no. of activity 2.

- (iii) On a day, a person did not work but searched for work for 2 hours and was engaged in household chores for 6 hours. In this example;
- a. Using priority criteria it is determined that in srl. no. of activity 1, entry will be 81.
 - b. No entry will be made against srl. no. of activity 2.

3.6.4 **Column(3): Serial number of activity:** For each day, in column 3 two serial numbers (1 and 2) are printed.

3.6.5 **Column (4): Status:** The activity status codes which will be used in recording daily activity particulars against items 3.1 to 3.7 in items 'srl. no. of activity' and the weekly activity particulars are as follows:

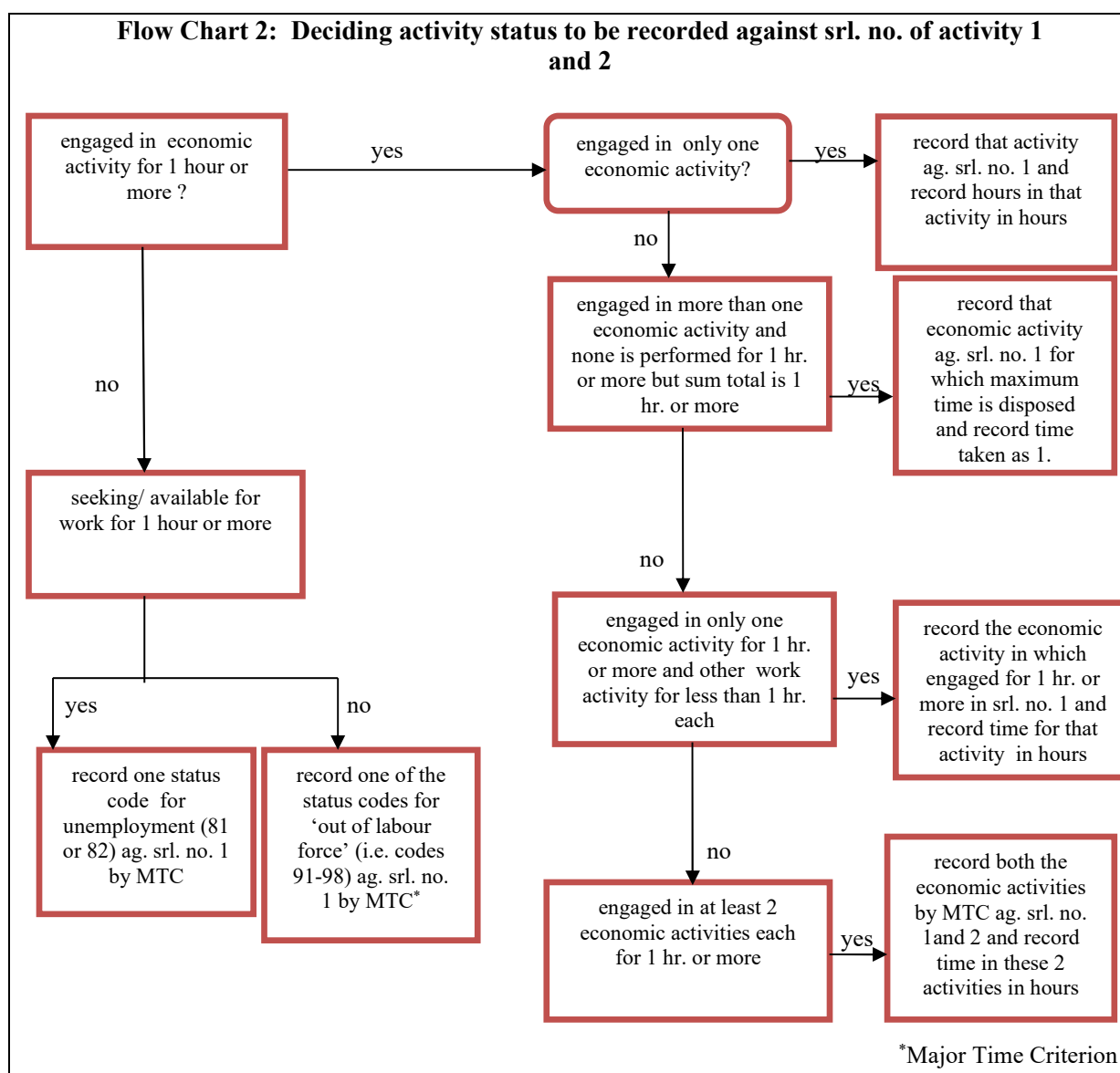
<i>activity status</i>	code
<i>situation of working or being engaged in economic activities (employed)</i>	
<i>worked in hh. enterprise (self-employed) as own account worker</i>	11
<i>worked in hh. enterprise (self-employed) as employer</i>	12
<i>worked as helper (unpaid family worker) in hh. enterprises(self-employed)</i>	21
<i>worked as regular salaried/wage employee</i>	31
<i>worked as casual wage labour in public works other than MGNREG works</i>	41
<i>worked as casual wage labour in MGNREG works</i>	42
<i>worked as casual wage labour in other types of work</i>	51
<i>had work in h.h. enterprise (self-employed) but did not work due to:</i>	
<i>sickness</i>	61
<i>other reasons</i>	62
<i>had regular salaried/wage employment but did not work due to :</i>	
<i>sickness</i>	71
<i>other reasons</i>	72
<i>situation of being not engaged in work but available for work (unemployed)</i>	
<i>sought work</i>	81
<i>did not seek but was available for work</i>	82
<i>situation of being not available for work (not in labour force)</i>	
<i>attended educational institutions</i>	91
<i>attended domestic duties only</i>	92
<i>attended domestic duties and was also engaged in free collection of goods (vegetables, roots, firewood, cattle-feed, etc.), sewing, tailoring, weaving, etc. for household use</i>	93
<i>rentiers, pensioners, remittance recipient, etc.</i>	94
<i>not able to work due to disability</i>	95
<i>others (including begging, prostitution, etc.)</i>	97
<i>did not work due to sickness (for casual workers only)</i>	98

It may be noted that these codes are the same as the usual activity status codes, except the codes 42, 61, 62, 71, 72, 82 and 98 which are not applicable for usual status. Moreover,

activity status code 41 in the usual status is used for casual wage labour in all types of *public works*, whereas in the current activity status, code 41 is for casual wage labour in *public works* other than MGNREG works and code 42 is for casual wage labour in MGNREG works. It may be noted that though under MGNREG Act persons of age 18 years and above in rural areas who are willing to do unskilled manual work are entitled to get MGNREG *public works*, for this survey, activity status code 42 may be assigned to those who have worked under MGNREG works irrespective of the age and place of residence of the person. Besides, code 81 in usual status is used to indicate both the situations of seeking and being available for work, while in the current activity status, code 81 is for the persons 'seeking work' and code 82 is for the persons who 'did not seek but was available for work'.

In the case of children of age 0 - 4 years status code 97 will be assigned against srl. no. of activity 1 for all the seven days preceding the date of survey without any probing.

3.6.6 The Flow Chart 2 outlines the method of determination of activity status in srl. no. of activity 1 and 2 in items 3.1 to 3.7 of block 6:



3.6.7 Column (5): Industry division (2-digit NIC-2008 code) for the work activity: Against any serial number of activity with status code grouped under the activity category 'working' (i.e., for the status codes 11-72 recorded in column (4)) corresponding 2-digit NIC-2008 code will be entered in the corresponding cell in column (5). For codes 81-98 in any items 3.1 to 3.7, both the cells in this column corresponding to that item will be left blank.

3.6.8 Column (6): hours actually worked (for status codes 11-51)/ hours would have worked (for status codes 61/62/71/72): Entry in column 6 will be made as per the following guidelines:

- Entry in column 6 will be made corresponding to the economic activities, identified in terms of status x industry at 2-digit of NIC 2008, against the srl. no. of activity printed in column 3.
- For work status codes 11, 12, 21, 31, 41, 42, or 51 in column 4, hours actually worked will be recorded.
- For status codes 71/72 (had regular salaried/wage employment but did not work) in column 4 'hours would have worked' will be recorded in column 6 which will correspond to the regular salaried/wage employment (status code 31) from which the person is temporarily off.
- Similarly for status codes 61/62 (had self-employment work in household enterprises but did not work) in column 4 'hours would have worked' will be recorded in column 6 which will correspond to the self-employment (status codes 11/12/21) activity from which the person is temporarily off.
- For entry 81, 82 or 91 to 98 in any item 3.1 to 3.7, both the cells of column 6 corresponding to that item will be left blank.
- Concepts relating to hours actually worked is given in Chapter One.
- Entry in column 6 against srl. no. of activity will be reported in whole number of hours.

3.6.9 Column (7): Total hours actually worked considering all the work performed during the day: For each person with at least one work status code (i.e. with status codes 11-72 in column 4), on any day (items 3.1 to 3.7), entry in this column will be the total hours actually worked by the person during the day considering all the economic activities on that day. Thus, 'hours actually worked' by a person on a day is the total time spent (in terms of hours) by the person for performing all the economic activities on that day.

Total hours actually worked during the day by the person will be recorded as A+B where:

A= sum of the **hours actually worked** as recorded against srl. no. of activity 1 and 2 in column 6 corresponding to status codes 11-51 in column 4 on a day.

and

B= total of the **hours actually worked** in all the other economic activities, (i.e., in economic activities other than those recorded against serial no. of activity 1 and 2) during the day.

This will be rounded to nearest whole number of hour and recorded in column 7 for that day.

3.6.10 Column (8): If available for additional work, hours available for such work during the day: This column will be filled in for those days (items 3.1 to 3.7) when person had at least one work activity status recorded in column 4, i.e., for those who had entry any of 11 -72 in column 4 against at least one of the srl. no. of activity in that day. It may be noted that for persons with activity status code 61, 62, 71, 72, (i.e., *had work but did not do the work due to sickness or other reasons*), if the person reports that he/she was *available for additional work, hours available for such work during the day* will also be recorded in this column.

For the persons who were available for additional work, total hours available for additional work will be derived as follows:

- (a) Situation 1: A person was seeking/available for additional work in addition to his/ her work activities recorded in column 4 for less than one hour (i.e., less than 60 minutes, say for 55 minutes) or a person was not seeking/available for additional work in addition to his/her work activities recorded in column 4.

In this situation, entry in this column will be 0 (zero).

- (b) Situation 2: A person was seeking work for 1 hour or more in addition to his/ her work activities recorded in column 4.

In this situation, the total time for which he/she was seeking work will be rounded to hours and recorded in this column.

- (c) Situation 3: A person was not seeking work but was available for work for 1 hour or more in addition to his/ her work activities recorded in column 4.

In this situation, the total time for which he/she was available for additional work will be rounded to hours and recorded in this column.

- (d) Situation 4: A person was seeking work for some time and for some other time of the day he/she was not seeking but was available for work, which together was for 1 hour or more, in addition to his/ her work activities recorded in column 4.

In this situation, the total time for which he/she was seeking work and for which he was not seeking but was available for additional work will be rounded to hours and recorded in this column.

Thus, it may be noted that entry in column 8 will be greater than or equal to 1 if entry exists.

3.6.11 Column (9): Wage earnings (received/ receivable) for the work activity: The wage earnings will be recorded in column (9), separately for each day (items 3.1 to 3.7), in respect of each of the economic activities with status code 41, 42 and 51 recorded in column 4.

The following guidelines may be followed for recording wage (received/receivable):

- (a) The wage earnings (not total earnings) received or receivable for the economic activity (determined by *status x industry*) performed as casual wage labourers (status codes 41, 42 and 51) on a day recorded against any activity serial nos. in column (4) will be recorded in the corresponding cell in column (9).
- (b) The wages receivable for the work done during the day may be already received or may still be due to be received in cash or in kind or partly in cash and partly in kind. In case the entire wage is paid in kind or a part of it is paid in kind, it will be first **evaluated at the current retail price**. The total wage received/receivable in cash *plus* the value of wages received/receivable in kind (**evaluated at the current retail price**) for the work done during the day as reported against srl. no. of activity (in column 3) will be recorded against the corresponding srl. no. of activity in column 9.
- (c) The entries for in this column will be made in whole number in rupees.

3.6.12 **Item 4: Total hours actually worked during the week:** Against item 4, in the **first cell** sum total of all the entries in column (7) for items 3.1 to 3.7 will be recorded.

3.6.13 **Item 4: Total hours available for additional work during the week:** Against item 4, in the **second cell** sum total of all the entries in column (8) for items 3.1 to 3.7 will be recorded against this item.

3.6.14 **Item (5): Current weekly status:** Based on the activity status for a person on the seven days of the reference week, the current weekly status is to be identified and the status code so obtained is to be recorded here. The following points may be noted for determination of current weekly status.

- The activity status of a person falls into one of the three broad categories, viz. employed (any of codes 11-72), unemployed (any of codes 81 or 82) and out of labour force (any of codes 91-98).
- The activity status of a person for each of the seven days is recorded in column 4 against srl. no. of activity 1 and 2. If any of the entries in column 4 against items 3.1 to 3.7 is a work status code, i.e., any of 11 to 72, the person will fall in the employed category in the current weekly status.
- In other words, if the person is found to have been assigned a work status code on any of the days of the last week against any srl. no. of activity, he will be considered as working in the current weekly status.
- If a person is classified as a 'worker' in current weekly status, detailed work status code will correspond to that economic activity for which total of hours actually worked and would have worked considering all the 7 days of the week is the highest.
- To arrive at the total of hours (actually worked+ would have worked) in the last 7 days of the week against an economic activity (*status in col. 4 and 2-digit code of NIC-2008 in col. 5*) the following points may be considered:

- (a) Hours recorded in column 6 for status codes 31 and 71/72 will be added together if industry at 2-digit code of NIC-2008 for these statuses are same and such total hours

will be considered against the status code 31, 71 or 72 for which individually total hours is the highest during the week.

(b) Hours recorded in column 6 for status codes 11 and 61/62 will be added together if industry at 2-digit code of NIC-2008 for these statuses are same and such total hours will be considered against the status code 11, 61 or 62 for which individually total hours is the highest during the week.

(c) Hours recorded in column 6 for status codes 12 and 61/62 will be added together if industry at 2-digit code of NIC-2008 for these statuses are same and such total hours will be considered against the status code 12, 61 or 62 for which individually total hours is the highest during the week.

(d) Hours recorded in column 6 for status codes 21 and 61/62 will be added together if industry at 2-digit code of NIC-2008 for these statuses are same and such total hours will be considered against the status code 21, 61 or 62 for which individually total hours is the highest during the week.

(e) In all other cases, the total hours for the economic activities (status in col. 4 x 2-digit code of NIC-2008 in col. 5) will be determined by adding the entries in column 6 corresponding to that economic activity.

- For assigning the unemployed status code (i.e., either 81 or 82) to a person as his weekly activity status code, the person *should not have had any work status codes* on any of the days of the reference week but should have one of codes 81 or 82 on at least one day of the last week (i.e., the entry in column (4) should not be any of 11-72 against any srl. no. of activity on any of the 7 days of the reference week but should be 81 or 82 against at least one of the serial nos. of activity against items 3.1 to 3.7).
- Persons without any of codes 11-82 in column (4) will be those who will be treated as out of labour force in the current weekly status and will be assigned one of the codes 91-98.

3.6.14.1 Some points for determining *status, industry and occupation in the current weekly status* is mentioned in Box 7, placed below.

Box 7

- (i) If any of the activity status codes 11 to 72 is reported in column (4) in at least one of the items 3.1 to 3.7, the person will be considered as worker in the current weekly status.
- (ii) If a person is classified as a 'worker' in current weekly status, to determine detailed work status code in current weekly status, total hours actually worked/ would have worked in different economic activities (determined by *status x 2-digit code of NIC-2008*) considering all the 7 days of the week will be considered.
- (iii) Activities status 31 and 71/72 will be treated as the same activity if 2-digit code of NIC-2008 for these activities are the same. Similarly, the following statuses (11 and 61/62), (12 and 61/62) and (21 and 61/62) will be treated as same activity if 2-digit code of NIC-2008 for these activities is the same.
- (iv) Among the different *status x industry* combinations, the status code of the economic activity corresponding to which total of 'hours actually worked and hours would have worked' during the week is the highest will be the weekly activity status code and the corresponding 2-digit industry code and 3-digit occupation code will be the industry and occupation in the current weekly status.
- (v) In case, during the week equal number of hours (total of actually worked and would have worked) is found for more than one *status x industry* combination, if the status codes are

different for such combinations, the status code appearing first in the code list will be the current weekly activity status code and the corresponding 2-digit code of NIC-2008 and the 3-digit NCO-2015 code will be the industry and occupation in the current weekly status, respectively.

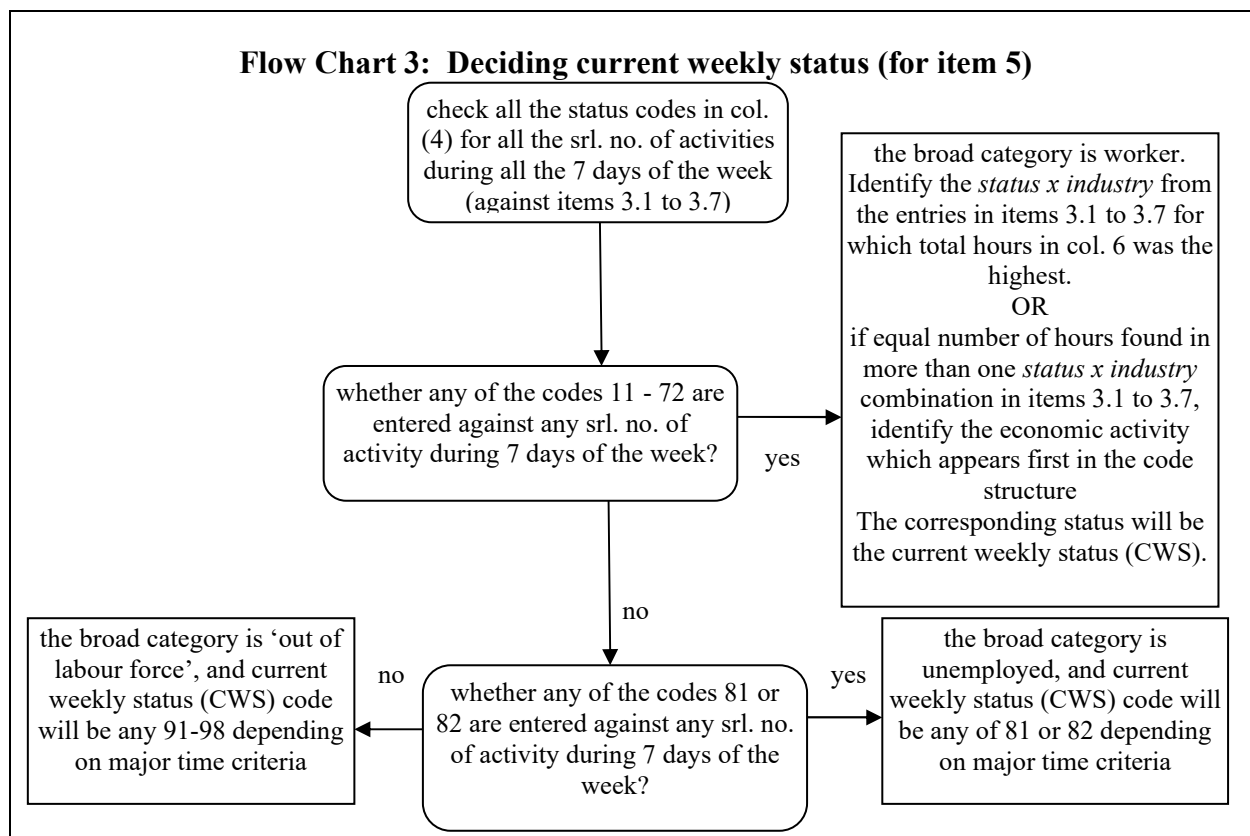
- (vi) In case, during the week equal number of hours (total of actually worked and would have worked) is found for more than one *status x industry* combination, if activity status code is same it will be the status code in current weekly status and the 2-digit NIC-2008 code appearing first in the code list of NIC-2008 will be the industry of activity corresponding to the current weekly status and the corresponding 3-digit NCO-2015 code will be the occupation code in the current weekly status.
- (vii) If a person has none of the status codes 11-72 in any srl. no. of activity in items 3.1 to 3.7 on any of the days during the week but has codes 81/82 on at least one srl. no. of activity, he/she will be considered unemployed in the current weekly status.
- (viii) For a person classified as unemployed in the current weekly status, status code (codes 81 or 82) in current weekly status will be decided by major time criteria.
- (ix) Persons without any of codes 11-82 against any of the srl. no. of activity in items 3.1 to 3.7 on any of the 7 days of the reference week will be treated as out of labour force in the current weekly status and one of the codes 91- 98 will be assigned by major time criteria.

An example for determination of status and industry in the current weekly status is given below:

Example 1:					
3. activity status, industry, earnings, hours worked and hours available for additional work					
srl. nos. for day of the week	day of the week	srl. no. of activity	status	for 11 – 72 in column 4	
				industry (2-digit code of NIC-2008) for the work activity	hours actually worked (for status codes 11-51)/ hours would have worked (for status codes 61/62/71/72)
(1)	(2)	(3)	(4)	(5)	(6)
3.1	7 th day	1	11	01	10
		2	31	64	8
3.2	6 th day	1	11	01	10
		2	31	64	8
3.3	5 th day	1	11	01	10
		2	31	64	8
3.4	4 th day	1	62	01	10
		2	72	64	8
3.5	3 rd day	1	62	01	10
		2	72	64	8
3.6	2 nd day	1	62	01	10
		2	72	64	8
3.7	1 st day	1	62	01	10
		2	72	64	8

In this example, the person have two economic activities and not four economic activities during the week: the status codes 11 and 62 are considered to be in the same economic activity since their 2-digit of NIC-2008 code is same (01) and similarly status cods 31 and 72 are considered to be in the same economic activity since their 2-digit NIC-2008 code is same (64). In this example the status in CWS will be 62 and the industry of work as per NIC-2008 code will be 01(since total hours for status codes 11 and 62 together is the highest, 70 hours, and between status codes 11 and 62, for status code 62 it is highest).

3.6.14.2 Guideline for determination of current weekly status is given in Flow Chart 3, placed below.



3.6.15 Item (6) and (7): Industry and Occupation: For persons with any of codes 11-72 in item (5), corresponding 2-digit industry (NIC-2008) and 3-digit occupation (NCO-2015) codes will be recorded in item 6 and item 7 respectively. The industry and occupation will correspond to the activity in which the highest number of hours is spent as explained in Box 7.

3.6.16 Item (8): Description of the industry-occupation: The description of the industry-occupation relevant to the type of economic activity pursued by the person in the status recorded in item 5 will be given in item 8. The description of industry-occupation should be recorded in as specific terms as possible based on the description given by the informant. In other words, the description of the industry-occupation should not be copied from the NIC-2008 and NCO-2015 booklets if the informant's description gives a clearer idea of the industry-occupation pursued by an individual.

3.6.17 Item (9): For 31 71 or 72 in item 5, earnings (received/receivable) during the preceding calendar month for regular salaried/wage activity: Those who had regular salaried/wage activity in the current weekly status, i.e., for those with current weekly status code any of 31, 71 or 72 in item 5, earnings (received/receivable) of the person from the regular salaried/wage employment identified in terms of (status in item 5) x (2-digit industry code in item 6) x (3-digit occupation code in item 7) for the **preceding calendar month** will be reported in item 9 of this block. **It may be noted that earnings to be reported will refer to the earnings during the preceding calendar month and not for the last 30 days.**

3.6.18 Item (10): If entry 11, 12, 21, 61, 62 in item 5, gross earning during the last 30 days from self-employment activity: Those who had self-employment activity in the current weekly status, i.e., for those with current weekly status code any of 11, 12, 21, 61 or 62 in item 5, gross earning of the person from the **self-employment activity identified in terms of (status in item 5) x (2-digit industry code in item 6) x (3-digit occupation code in item 7)**

during the last 30 days will be reported in item 10 of this block. For derivation of earnings corresponding to the self employment activity of the person during the last 30 days, earnings from the activity as ‘helpers in household enterprises’ during the last 30 days will be considered as zero (0). If the gross earning is negative, put negative sign (-) before the value (say, -100).

3.6.19 Earnings for the regular wage/salaried employment in the current weekly status is to be recorded for the last calendar month. It may happen that a person classified as ‘regular wage/salaried employee’ in the current weekly status may not have pursued that work during the last calendar month. In such cases, earnings during the last calendar month will be recorded as 0.

3.7 Some Important Clarifications regarding Concepts:

1. Production of primary goods for own consumption is considered as economic activity. It may be noted that ‘production of agricultural goods for own consumption’ covers all activities up to and including stages of threshing and storing of produce.
2. Engagement in domestic duties by a member of the household is not considered economic activity but the domestic duties performed by the domestic servant staying in the employer's household and taking food from the common kitchen and thereby being a member of the household is to be considered as an economic activity, as a special case.
3. ‘Free collection for sale’ will be treated as self-employment. In the case of primary products in the agricultural sector, even if the products collected are not for sale but for household consumption, persons engaged in these activities will be considered as self-employed.
4. A Government servant who is on extraordinary leave or suspended will be treated as a person who had regular salaried/wage employment and expected to work but did not work.
5. The ‘meal carriers’ (who collects meals from respective households and delivers the same at various offices), ‘night watchmen’ of a locality, ‘cowherd’, etc., are normally employed by a group of households on a regular monthly wage. The ‘activity status’ of such workers will be the same as that of maid servant/male servant, etc., i.e., ‘wage/salaried employee’.
6. Carpenters, masons, plumbers, etc., who in their professional rounds, move from place to place in search of work and carry out the work on contract basis whenever work is available will be considered as own account worker. But if such persons are working on a wage basis or so under a contractor or for a household, they will be considered as regular salaried/wage employee.
7. Unpaid apprentices are treated as ‘students’ while paid apprentices are treated as employees. Persons under ‘paid lay-off’ are considered ‘employed’ and those under ‘unpaid lay off’ are not considered as employed.
8. MPs and MLAs are considered as regular salaried worker. Party functionaries not getting salaries are not to be considered as economically active if they are not engaged in any other economic activity.
9. A porter/ coolie in their professional rounds in search of jobs contracts with several clients for the amount of remuneration depending upon the quantity and volume of goods to be carried for a given distance. Thus in a day, he/ she, in fact, serves several clients and generally, possess some tangible assets to perform these activities. Moreover, they decide

the scale of operation of their own. In view of this, a porter/ coolie may be considered as self-employed.

10. Renting of machinery and equipment, building for residential or non-residential purposes is considered as economic activity, if those are performed as a business activity, for which substantial amount of time is spent.
11. Special care is to be taken to identify some of the economic activities which are performed predominantly in the self-employment capacity, sometimes not clearly identifiable and lack clear visibility. In Box 8, some examples of economic activities are given for which special care is required so that the persons who are engaged in such economic activities during the reference period are properly identified while determining workers.

It is felt that appropriate probing may be undertaken to ensure that in the coverage of economic activities, used for determination of workers, the activities as listed in Box 8 are not omitted.

Box 8: Some examples of economic activities for which special care is needed to identify

- a) **Manufacturing of goods within household premises for sale** like, making of goods for consumption of other households or enterprises, preparation of paper packets, incense sticks, dress making, making of dolls, doing *false & picos* for sarees, preparation of *papad, ghee, pickle, muri*, etc.
- b) **In situations where one household member (say, the wife), prepares papad, muri but another household members (say the husband) sells** such goods, both of the household members (the husband and wife in this example) will be considered as engaged in economic activity.
- c) **Preparation of processed food for sale** like activities of home delivery of meals, preparation of *Gol Guppa/ Pani Puri*
- d) **Activities of insurance agents, tax consultants, legal consultants, private tutors**, etc.
- e) **Collection of goods for sale**, like waste paper, tin, iron, etc.
- f) **Activities of supply of water by individuals against payment.**
- g) **Activities of individual beauticians providing service to household members** in the households.
- h) **Activities of selling like selling of sarees, own products, products of different companies, to households.**
- i) **Participation of the household members in the activities of the household enterprises like shop, STD booth, book stalls etc. by rotation e.g., husband, wife, son, daughter or other relatives, etc.** spending time for the same household enterprises by rotation.
- j) **Working in kitchen garden, orchards, household poultry, dairy, free collection of fish, small game, wild fruits, vegetables, etc. for household consumption/sale.**

12. Guidelines for determining activity status code 92 and 93 in Block 5.1 and Block 6 are given in Box 9 and Box 10 respectively.

Box 9: The guidelines given below may be followed for determining activity status code 92 and 93 in Block 5.1

If a person is engaged in domestic duties as well as free collection of, say, firewood, vegetables, for own use but if his / her engagement in free collection of firewood, vegetables for own use is such that he /she cannot be classified as a worker in usual principal or subsidiary status because of his/her engagement in these activities, then usual principal activity status code of the person will be '93' in Block 5.1.

The following examples are given to determine activity status code 92/93 in Block 5.1:

Example 1: A household member is found to be engaged in domestic duties as per the major time criteria used for determination of usual principal activity in Block 5.1. It is also found that she is engaged in free collection of firewood for own use, regularly during the last 365 days, say for 1 or 2 hours in a day.

In this situation, usual principal activity of the person will be 92 in column 3 of Block 5.1 and the person will be considered to have subsidiary economic activity and code 11 will be recorded in column 3 of Block 5.2 if he/she is engaged in that activity (of free collection of firewood for own consumption) for at least 30 days during the last 365 days. In this situation, usual principal activity status in column 3 of block 5.1 will not be 93.

Example 2: A household member is found to be engaged in domestic duties as per the major time criteria used for determination of usual principal activity in Block 5.1. It is also found that she is engaged in free collection of vegetables, say for 40 days during the last 365 days, say for 3 to 4 hours in a day in those days.

In this situation, usual principal activity of the person will be 92 in column 3 of Block 5.1 and the person will be considered to have subsidiary economic activity and code 11 will be recorded in column 3 of Block 5.2.

Example 3: It is found that a household member was engaged in domestic duties as per major time criteria used for determination of usual principal activity in Block 5.1 during last 365 days and is also engaged in free collection of vegetables for own use. But his/her duration of engagement in the free collection of primary products was such that he/she cannot be classified as self-employed even in subsidiary economic activity. In those situations, he/she will be assigned code 93 in column 3 of Block 5.1 and the person will not be considered to have subsidiary economic activities.

Example 4: It is found that a household member was engaged in domestic duties as per major time criteria used for determination of usual principal activity in Block 5.1 during last 365 days and is also engaged in sewing, tailoring, weaving for own use. In those situations, he/she will be assigned code 93 in column 3 of Block 5.1 and will not be considered to be engaged in economic activities.

Example 5: It is found that a household member was engaged in free collection of vegetables/firewood for own use as per major time criteria used for determination of usual principal activity in Block 5.1 during last 365 days. It is also found that he/she is also engaged domestic duties. In those situations, he/she will be assigned code 11 in column 3 of Block 5.1 and will not be considered to be engaged in subsidiary economic activities.

Box 10: The following examples are given to determine activity status code 92/93 in items 3.1 to 3.7 in Block 6

Example 1: One household members is engaged in domestic duties for all the 7 days of the week and he/she is also engaged for some of the days in the week in free collection of firewood for own use for 1 hour or more in those days. In this situation, in the days where he/she is engaged in free collection of firewood for 1 hour or more entry will be 11 in Block 6 in Item 3.1 to 3.7 against srl no. of activity 1 since the person has only one economic activity of free collection of firewood and no entry will be made against srl. no. of activity 2. In the days where he/she is only engaged in domestic duties, entry will be 92 against srl. no. of activity 1.

Example 2: One household members is engaged in domestic duties for all the 7 days of the week and he/she is also engaged for some of the days in the free collection of vegetable for own use for less than 1 hour. In this situation, entry 92 will be made in Block 6 in Item 3.1 to 3.7 against srl no. of activity 1 for the days where he/she was engaged only in domestic duties and code 93 will be made for those days where he/she was engaged for domestic duties as well as engaged in free collection of vegetable for own use.

Example 3: One household members is engaged in domestic duties for all the 7 days of the week and he/she is also engaged for some of the days in sewing, tailoring, weaving for own use (for 1 hour or more in some days and for less than 1 hour in some days). In this situation, entry 92 will be made in Block 6 in Item 3.1 to 3.7 against srl no. of activity 1 for the days where he/she was engaged only in domestic duties and entry 93 will be made for those days where he/she was engaged in domestic duties along with in the activities of sewing, tailoring, weaving for own use.

3.8 Some important points for collection of data

1. Some of the items of information such as years in formal education, whether worked for one hour in a week, hours worked, wages earned/income from employment may be difficult to collect from proxy respondents. Therefore, every effort is to be made to collect such information from the person concerned.
2. In recording Block 4 during a revisit to the household, all the persons listed during the previous visit to the household will be listed in Part A, irrespective of whether some of them are presently household members or not. The new members found during the revisit will be recorded in Part B of the Block 4 and they will be given running serial numbers following the last serial number recorded in Part A. This approach is necessary to maintain the consistency in the serial numbers of each of the household members. Thus, persons who had been assigned a particular serial number on a visit to the household will maintain the same serial number during all other visits to the household.
3. For part A (erstwhile members) of block 4 in the second and subsequent visits, serial number (col.1) and name (col.2) will be copied from block 4 of the schedule 10.4 of the preceding visit in the same sequence. In Part B, the new member(s) (i.e., those who were not the members in the first visit) will be listed with new serial numbers starting from the number next to the last serial number of Part A. Moreover, for the persons listed in Part A, age of a person on any revisit will be copied from the preceding visit i.e., if a person listed in the 4th visit was also a member of the household in the first visit, then age of that person in the 4th visit will be the age as was recorded in the first visit.
4. During the first visit to the household, if information cannot be collected from the originally selected household, it will be substituted which will be canvassed in all the subsequent visits. During revisit, only those households which were surveyed in the first visit will be surveyed and no substitution of households will be done in the revisits.
5. In any revisit (i.e., in the second and subsequent visit), if it is found that a household has shifted out of the FSU or ceased to exist at the time of revisit (and hence cannot be located within the FSU), the household will be treated as casualty and code 3 will be recorded against item 18 of block 1 for that household. In such a situation, blocks 0, 1, 2, 7, and 8 only will be filled in for the household. However, if the household has changed its location within the FSU, then that household should be surveyed at the present location.
6. If the household surveyed during first visit was temporarily absent at the time of revisits or the respondent was reluctant to give any information, code 9 will be recorded in item 18 of Block 1 of the revisit schedule. Temporarily absent households are those which are not available for survey in the current visit but are likely to be available in the next visit(s). For households with code 9 in item 18 of block 1 of any revisit Schedule, information on different items and columns collected during the preceding visit will be copied for the current visit to minimize variations in the results from one quarter to another. However, if the household has left the FSU with no chance of coming back during the period of remaining visits to that FSU, it will be treated as a casualty and blocks 0, 1, 2, 7, and 8 only will be filled in for the household.
7. Among the households surveyed during the first visit, if a household has become casualty or found to be temporarily absent (i.e., survey code 3 or 9) in any revisit, efforts are to be made to trace that household on the subsequent revisits and if found in the same FSU,

Schedule 10.4, in respect of the **current visit only** is to be filled in. In no case, information from such households will be collected with respect to the preceding visit(s) when the survey code for the household was either 3 or 9.

8. In case the household surveyed during first visit is found to be split on the second or subsequent visits, data may be collected from that partitioned household where the senior-most member of the original household resides. If the senior-most member is in a household which is outside the selected FSU, data may be collected from the other partitioned household where next senior-most member resides within the FSU. If no member of the original household now resides within the sample village, the household may be treated as a casualty.

Frequently Asked Questions

Periodic Labour Force Survey (PLFS)

No. (1)	Block (2)	Item (3)	Column (4)	Query (5)	Clarification (6)
1.	General	-	-	During one of the revisits it is found that the household is temporarily absent from the selected First Stage Unit (FSU). In the later visits, when the household is found in the FSU whether the data for the previous quarter (for which the household was temporarily absent) will be collected in the present revisit?	For such households, data for previous quarter(s) will not be collected. Only data in respect of the present revisit will be collected.
2.	General	-	-	During one of the revisits it is found that the household has shifted to other village and it was treated as 'casualty'. But in the later visits, it is found that the household has again shifted back to the same FSU. Whether the household that is treated as casualty in the earlier visits has to be surveyed in the current visit?	For such households which were casualty in a particular revisit, if found in any subsequent revisit in the FSU, Schedule 10.4 will be filled in, in respect of the current visit only.
3.	General	-	-	It is found that the household which is selected in the first visit has shifted to other place, which may be within the same FSU or outside the FSU. Should it be canvassed during the revisits?	If during revisit it is found that the household has shifted location but is situated in the same FSU (i.e., the selected FSU), it should be canvassed. However, if the household has left the selected FSU it may be treated as 'casualty' or 'temporarily absent' as the case may be. In no case, substitution of households should be made in any of the revisits.
4.	3	2	-	During the 365 days preceding the date of survey, a household had only two sources of income: major source of income was from pension and another source of income was from casual labour activity. What will be the code for household type for this household?	It may be noted that household type code will be determined on the basis of the household's income from economic activities. In this case, household type code will be 4 or 5 as the case may be for households in rural areas and code will be 3 for households in urban areas since earning from pension will not be considered for determining household type.
5.	3	2	-	A household has 3 members viz. Head of the household, spouse of the head and a son. Son is a regular salaried/wage employee, but does not spend for household expenditure. Head of the household is a casual labour and spends	In this example, the code corresponding to the source from which, the household received major income during the last 365 days, will be recorded as

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				his wage for household expenditure. In this situation what will be the code in item 2, and what is the criterion for determining household type?	household type irrespective of whether expenditure is spent from the major source or not.
6.	3	5.1 to 5.5	-	Expense on health insurance (Mediclaime) which occurs once in a year, should reported in block 3 or not?	This expense (health insurance) will not be reported for 'household's usual monthly consumer expenditure' in block 3.
7.	3	5.3	-	Whether free ration (cereals and pulses) provided by the Government during natural disaster and pandemic as relief measures will be reported here.	If those items are provided totally free, the imputed value in terms of local retail prices will be reported here provided these are consumed regularly. If charges are imposed by the government to acquire them, the purchase value will be reported against item no 5.1.
8.	3	5.3	-	A household regularly receives free food grain from PDS under Annapurna scheme. Whether imputed value of this food grain is to be reported in item 5.3? Also, how to impute the value of this free food grain?	Imputed value of usual monthly consumption of this free food grain will be reported in item 5.3 and it should be valued at local market rate.
9.	3	5.3	-	Electricity bill, rent, etc., provided by employer is deducted in monthly salary. Whether such amount will be reported here?	Electricity bill paid by the employer will be recorded in item 5.3. The rent deducted from salary by the employer will be recorded in 5.3.
10.	3	5.1	-	A household undertakes regular expense on repair and maintenance of motor vehicle. Whether usual monthly expense on this is to be reported in item 5.1?	Regular expenditure on repair and maintenance of consumer durables, including vehicles is to be included in 5.1. Expenses on major repair will be reported in item 5.5.
11.	3	5.5	-	If a household purchases cloths or shoes for a temporary visitors, whether that will be considered in this item.	Expenditure on purchase of clothing and footwear will be recorded in item 5.4.
12.	3	5.5	-	Whether to include the cost of durable repairs in this item?	Regular expenses on minor repair and maintenance will be considered in item 5.1 and major repair will be recorded in item 5.5. Expenditure for major repair and improvement in respect of building will not be considered.
13.	3	5.1, 5.5		Whether expenses on social ceremonies be included in usual consumer expenditure?	Such unusual expenditures will be excluded.

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
14.	4	-	-	A pregnant lady goes back to her in-law's house after staying in the selected household for more than 6 months which happens to be her parent's house. How the same may be entered in Block 4?	At the time of canvassing the schedule, it is to be ascertained in which household the lady is a member and accordingly entry will be made in Block 4.
15.	4	-	4	What is the relation of spouse of grandchild?	Code-8 (other relatives) should be reported.
16.	4	-	6	If the age of a household member is wrongly recorded in the first visit, whether rectification for such entries be made in the subsequent revisit?	Age recorded in the first visit will not be changed in any subsequent revisits (<i>i.e., second, third or fourth visits</i>) to the household. As such it is of utmost importance that age is recorded correctly in the first visit to the household.
17.	4	-	8	Whether Chartered Account and Company Secretary will be treated as under Graduate or Post Graduate?	Chartered Account and Company Secretary will be treated as Post Graduate.
18.	4	-	8	A person had completed the primary level of education in the past. Now he cannot read or write a simple message. Will he be considered a literate?	Such persons will be considered as 'not literate' and code 01 will be recorded for such persons.
19.	4	-	8	A household member is a child who is currently attending class I. He is able to read and understand a simple message. What code will be recorded for him in col. 8?	In this case, in column 8, entry will be 05 recorded.
20.	4	-	8	A student is promoted to class III and presently continuing his study in class III but unable to read and write a simple sentence in any language. Whether his general education code will be 05?	First, it is to be determined whether the household member is literate or not. If he/she is unable to read and write a simple sentence with understanding in any language then he/she will be treated as not literate. Appropriate remarks may be given in such cases.
21.	4	-	9	Whether AICTE approved degree/diploma may be considered as technical degree?	If AICTE approved technical degree is received then code 02 to 06 will be recorded. If AICTE approved technical diploma is received then any of the codes 07 to 16 as the case may be will be recorded.
22.	4	-	9	Whether master degree in physics, chemistry, mathematics, economics etc., are technical education?	Master degree in these subjects will not be considered as technical education.

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
23.	4	-	9	Whether Professional degrees like CA, CS, etc., are to be considered as technical education?	CA, CS will not be considered as technical education.
24.	4	-	9	In which category (general or technical) of education MBA degree will be considered?	MBA degree will be considered as technical degree and code 06 will be given in column 9.
25.	4	-	8, 9	A person has completed ITI after passing secondary. What should be the codes will be recorded in col. 8 and col. 9?	In col. 8, code 11 will be recorded. In col. 9 the applicable code among the codes 'Diploma or certificate (below graduate level)' will be recorded.
26.	4	-	8/9	If a person has completed BE/B. Tech degree, what code shall be given in col. 8 & col. 9?	Code '12' will be given in col. 8 and code '03' in col. 9.
27.	4	-	8,9, 10	What code should be recorded in col8, col9 and col10 for a person who qualified vocational higher secondary certificate which is equivalent to normal higher secondary with a vocational training.	In this example Code 10 will be reported in col. 8 of block 4. Code 01 will be reported in col. 9 of block 4. For making entry in col. 10 the total number of years in formal education will be determined and accordingly code will be reported.
28.	4	-	8, 11	A student is pursuing integrated M.Sc. in Mathematics. At present he is in his 4 th year. He has passed the Higher secondary level. What entries will be made in col 8 and col. 11?	In Col. 8, code 10 (higher secondary) may be put. In Col. 11, Code 32 (post graduate and above) is appropriate as the course leads to post graduation degree. A proper remark should be recorded clarifying the situation.
29.	4	-	10	In certain cases, meritorious students are exempted to attend certain classes and allowed to appear in higher class. How to report the number of years in such cases (formal education)?	Actual number of years in formal education must be reported.
30.	4	-	10	Can online classes conducted by the school be treated as formal education?	Such classes, conducted by the school, when are part of formal education may be considered as formal education.
31.	4	-	10	For a household member education fees for the school has been paid but the household member is not attending the classes, can it be considered as attending school?	In such cases the person will not be considered as currently attending.
32.	4	-	10	If a person has renewed his/her course for 1 or 2 years (say for CA course) after his/her actual duration stipulated for	For those pursuing distance education, CA, CS, etc., number of years in

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				successfully completing the course. Can these additional years in considered in col.10?	education for that particular course will be considered only when the course is completed successfully and it will refer to the scheduled number of years generally specified or known for completion of the course.
33.	4	-	11	One member of a household has passed Class 12. His result has been declared but he has not taken admission in the next class. What would be the status of current attendance code?	If he/she does not intend to continue his/her education, the appropriate code from 11 to 15 would be recorded. However, if he/she intends to continue his/her education (i.e., if awaiting admission), any of the status of current attendance codes 28 to 31 and 33 to 42 will be recorded.
34.	4	-	11	If a person appears in examination as private student without attending class, whether in such cases he/she will be considered as currently attending?	Those who are registered for any course or enrolled in an educational institution and are allowed to appear in the examination, will be considered as currently attending.
35.	4	-	11	A 25 year old person is studying MA Politics through distance education programme of the Kerala University. He is currently not attending any other course. How to record entry in col. 11.	Persons who are registered for any regular correspondence courses or distance education courses for a stipulated period at the end of which, are allowed to appear in the examination for the course, will also be considered as 'currently attending'. Thus in this situation code 32 will be recorded in col. 11 of block 4.
36.	4	-	12	If a lady learns stitching at home but does not wish to find stitching work to earn then what code should be given in column 12 of block 4 ?	For such cases any of the codes 2, 3 or 5 will be recorded in column 12 of block 4.
37.	4	-	12	For persons those who have completed technical education, whether entry will be made in col-12 of bl-4	The appropriate code relating to the technical education that the person has successfully completed will be recorded in col. 9 and not in col. 12 of block 4.
38.	4	-	12	Whether the Internship in the final year of B.E. / B.E. Tech is to considered as vocational/technical training?	No, Internship is part of technical education.
39.	4	-	12	A 40-year-old person received	In this case code 2 will be

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				vocational training in motor vehicle repairing from his father. His father and grandfather were motor vehicle mechanics but the occupation of their ancestors is pottery making. This person did not receive any other vocational training. Whether this person can be given code 2 (hereditary vocational training).	reported in col. 12.
40.	4	-	12	If a child learnt agriculture from his parent, should code-2 be given?	In this case code '2' (received vocational/technical training other than formal: hereditary) will be reported provided agriculture was the hereditary occupation.
41.	4	-	9,12	For a person who has completed BSc degree in nursing, whether to consider such qualification, in Col 9 or in Col 12?	It will be considered in Col 9 only.
42.	4.1	-	4	Which field of training code is to be recorded if more than one formal vocational/ technical trainings were received by a household member?	In such cases the code of the field of training corresponding to the last formal vocational / technical training received will be considered.
43.	4.1	-	7	What code should be given if funding of the vocational/ technical training is through education loan from banks?	Code 2 will be given in column 7 of block 4.1.
44.	4.1	-	7	What code will be recorded in respect of source of funding for formal vocational/ technical training when funding was made by friend or relative.	In such cases, code 2 will be given in column 7 of block 4.1.
45.	4.1	-	7	If a household member has undertaken training which she attended in Gram panchayat but was imparted through an NGO, what code will be given in Column 7	Code 1 will be recorded if the Gram Panchayat has funded the said training. In case the NGO has funded the training and Gram Panchayat has only facilitated the said training, then code 9 will be recorded.
46.	5.1/ 5.2/6	-	general	Whether smuggling activity is to be treated as economic activity?	Determination of economic activities will be done irrespective of the situation whether such activities are done illegally in the form of smuggling or not.
47.	5.1	-	3	A household member, immediately after completion of his education, went abroad and was working there. Due to some health issues he quit that job and returned to home 3 months back. After returning from abroad, for around one	It may be noted during major time of the reference period of last 365 days, the household member was working abroad. Engagement in such

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				month he searched for job and now he is working in an IT firm. What code will be recorded in this column?	economic activities abroad is not considered for determination of usual principal activity status. In this case, usual principal activity status may be recorded as '97'. However, subsidiary economic activity performed after his arrival from abroad is to be determined and recorded accordingly.
48.	5.1	-	3	A student is ready to discontinue his/her study if he/she will get employment. Whether his/her usual status code will be unemployed?	For students the following guidelines may be followed: If a person who is available for work is reported to have attended educational institution more or less regularly for a relatively long period during the preceding 365 days, further probing is to be done to ascertain as to whether he/she will give up the study if the job is available, before considering him/her as 'unemployed'.
49.	5.1	-	3	If a person is pursuing graduation through open university and also engaged in economic activity during the reference period of 365 days then how to determine the status code. The student only attends exam and devotes maximum time in the economic activity.	In this case the person will be classified as a worker and suitable codes will be assigned.
50.	5.1	-	3	Subsidiary status for home maker (usual principal status is 92) who collects free firewood for own consumption is 11. In which case she will get usual principal status code 93.	Such person (engaged in domestic duties) will be given code '93' if his / her engagement in free collection of firewood for own consumption is such that he /she cannot be classified as worker in usual principal and subsidiary status.
51.	5.1	-	5	Coolie has been assigned status code of self-employed. What NIC & NCO code must be given for coolie or porter if he has served different employers with different NICs during the reference period?	NIC code will be decided on the basis of major time criteria. However, NCO-2015 code will be 962.
52.	5.1	-	3,6	In a household, both the head of the household and spouse are engaged in weaving of cloths. The spouse is also	Usual principal activity status code will be 21 if the spouse works as an unpaid

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				actively engaged in the decision making in the matters related to the enterprise except the financial matters which are looked after by the head of the household. In this case, what will be the usual principal activity status and the NCO-2015 code for the spouse?	helper and NCO code will be 753.
53.	5.1/5.2	-	3	A person has pursued an economic activity for 35 days, another economic activity for 30 days and was seeking work for rest of the period for 365 days preceding the date of survey. What will be his usual principal activity status?	Usual principal activity status should be unemployed and his subsidiary economic activity will be the activity which was pursued for 35 days.
54.	5.1	-	3	For an unpaid apprentice what status code will be given?	Unpaid apprentices are treated as 'students' while paid apprentices are treated as employees.
55.	5.1	-	3	What code should be given in block 5.1, column 3 for persons who are elected as <i>Sarpanch, Corporator, etc.</i> , and getting monthly remuneration, say, Rs. 1500 per month?	Such persons will be treated as regular wage/salaried employee (code 31).
56.	5.1	-	3	What usual activity status code will be assigned for student who does newspaper vendor work daily for an hour?	In usual principal activity status, such students will be assigned usual activity status code as 91. However, he/she will be treated as engaged in subsidiary economic activity, if such economic activity was pursued for 30 days or more during last 365 days.
57.	5.1	-	3	One person is working in an NGO without any remuneration for major time during the reference period. What usual activity status code should be reported in such cases?	Since the person is working voluntarily without remuneration, he/she will not be treated as worker. His usual principal activity status code will be 97.
58.	5.1	-	3	A washerman is working in different households on monthly basis. Whether he is to be treated as regular salaried/wage employee or self employed?	If the washerman, collects clothes from different households and uses his own assets for the work he will be treated as self-employed. On the other hand, if he uses assets supplied by the households for doing his work he will be considered as employee of the households.
59.	5.1	-	3	An enterprise is owned and run by two brothers on equal partnership basis. The brothers receive equal share of the income generated by the enterprise.	Code 11 will be given for both the household members.

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				Neither of the brothers receive any wage/salary. Decisions regarding the enterprise are taken by both the brothers with equal responsibility. The brothers are members of the same household. Whether both the brothers will get status code 11 in col. 3?	
60.	5.1	-	3	If a person attends coaching institute for preparation of competitive examination for employment, whether activity status code of such persons will be 81?	For such persons it is to be enquired whether he is seeking/ available for work. If he/she is seeking/available for work, code will be 81. If he is only attending coaching institute for preparation of competitive exam, but is not seeking/ available for work he/ she will not be assigned code 81 in col. 3 of block 5.1.
61.	5.1		3	A person working under contractor with his own tools. He is paid a fixed amount on daily basis. In such situation what status code is to be provided in block 5.1 Col.3?	Code 51 will be recorded for the person.
62.	5.1	-	3	A household member is an owner of an enterprise where he employs paid workers regularly. The owner himself also works in the enterprise equally along with the workers. Whether code '11' or '12' is to be recorded in col. 3 of block 5.1 for this household member?	Code '12' will be recorded for this household member in col. 3 of block 5.1.
63.	5.1	-	3	A household member is an owner of an enterprise where he employs paid workers once in a while. Most of the time in a year, he does not employ any worker and during that time he works alone in the enterprise. When he employs workers, the owner himself also works in the enterprise equally along with the workers. Whether code '11' or '12' is to be recorded in col. 3 of block 5.1 for this household member?	In this case, if the household member works alone in the enterprise for the major time of the reference period of last 365 days, code '11' will be recorded in col. 3 of block 5.1.
64.	5.1	-	3	What usual principal activity status code will be assigned to a woman attending domestic duties with tailoring for household use and economic purpose for some time regularly.	Usual principal activity status code may be assigned as 93 and economic activity can be recorded in subsidiary status.
65.	5.1	-	3	What code is to be given for a person who is unable to work due to sickness but is getting regular salary?	Code 31 may be given provided the conditions for classifying him/her as worker in usual principal activity status is fulfilled.
66.	5.1	-	3	In a household, wife prepares papad and	Both husband and wife will

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				husband sells them. Whether both of them will be considered as self-employed?	be considered as self-employed.
67.	5.1	-	5	A household member is self-employed in the cultivation of multiple crops. What NIC code and description to be given in col 4 & 5 of BI 5.1?	The crop which he is cultivating major time during the reference period should be reported.
68.	5.1	-	6	A member of household is engaged in driving taxi and is also proprietor of establishment. What NCO-2015 code to be reported if he is himself is driving the vehicle and has not employed a driver.	For such person NCO-2015 code will be 832.
69.	5.1	-	6	A Person is running a Retail shop and he is self-employed with status code 11. What will be NCO-2015 code for this person?	NCO-2015 code will be 522.
70.	5.1	-	7	A person has been engaged in teaching in a private school. Apart from that he is also giving tuition to some students by visiting their houses in the weekends. Whether this person will be considered as having subsidiary activity or not?	Yes, subject to condition that the person was engaged in the activity of providing tuitions for at least 30 days during the last 365 days. Here it is noted that even though the status of the person is '31' in both these activities but they are different in 2-digit NIC. In terms of status x NIC, these are 31 x 85 and 31 x 97 respectively.
71.	5.1	-	7	A person, who has the principal activity status code 81 has been earning as Youtuber for last 3 months. Can we consider it as subsidiary economic activity	Yes, provided, during last 365 days preceding the date of survey the person was engaged in economic activities of youtuber (like preparation of content, uploading, etc) for at least 30 days.
72.	5.1	-	7	A teacher is giving tuition 3 times in a week each time for 1 hour only. Whether he/she will be considered as engaged in subsidiary economic activity?	If the teacher is engaged in such economic activity for 30 days or more during the last 365 days, code 1 will be recorded in column 7 of Block 5.1.
73.	5.1	-	7	Whether to consider 'income' to determine 'Subsidiary Economic Activity'?	'Income' will not be considered to determine 'subsidiary economic activity'. However, if a person is engaged in any activity voluntarily without remuneration, those will not be considered as subsidiary economic activity.
74.	5.1	-	7	A person is engaged in multiple economic activities and each of which is	Since the person was engaged in economic

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				for less than 30 days; but considering all the economic activities of that person it was for more than 30 days in the reference period of last 365 days. Whether this will be considered as subsidiary economic activity?	activity in subsidiary capacity for 30 days or more (considering all such economic activities) in last 365 days, he will be considered to be engaged in subsidiary economic activity.
75.	5.1	-	8	A household member is a priest who visits many shops in an urban market area for doing <i>pujas</i> on daily basis against payment. He also approaches many passenger vehicles in an urban area on daily basis for doing <i>pujas</i> . Whether code '99' or code '29' is to be recorded in col. 8 for him?	In this case code 29 will be recorded in column 8.
76.	5.1	-	8	A farmer residing in urban area is working in his agriculture fields located in rural area. What code is to be reported for location of workplace?	As the workplace is in rural area, Code 14 may be reported.
77.	5.1	-	8	Is the location of workplace for an employee residing in rural samples will always be in rural area (for coding) even if his/her location of workplace is in urban area?	The location in col. 8 refers to the location of the enterprise and not the location of the sample household.
78.	5.1	-	8	If a doctor is visiting various clinics for practice then what will the code for his location of workplace ?	In such cases, location of workplace code will be code 19 or 29 as the case may be based on major time criteria.
79.	5.1	-	8	What is the location of work place for person working as a member of Self Help Group (SHG) and operating the SHG from his / her own house?	In such cases, code 10 or 20 will be recorded as the case may be.
80.	5.1	-	8	What code is to be entered for "location of workplace" when people are working from home?	Location of the enterprise in which the persons are working is to be ascertained and appropriate code is to be recorded.
81.	5.1	-	9	Two brothers are members of separate households but working in the same agriculture fields as farmers. What code is to be reported in enterprise type?	Code 04 may be reported.
82.	5.1	-	9	In an agricultural household, the possession of land is in the name of both the head of the household and his spouse. How to determine the household type of the enterprise?	The enterprise type is determined on the basis of the person/persons who are involved in the economic activities of the enterprise and/or making major decisions with regard to the running of enterprise. If both, the head of household and the spouse, are involved in the economic activities of

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
					the enterprise and/or involved in making decisions regarding the activities of the enterprise, the enterprise type may be reported as '03'. Otherwise code will be '01' or '02' depending on the gender of the person who is involved in major decision making with regard to the activities of the enterprise.
83.	5.1	-	9	A person is doing agriculture activities in a land provided by a landlord with a condition that he has to give a share of his produce to the landlord. What should be the type of such enterprise?	If the landlord is not having any major role in the decision making related to the activities of the enterprise, then enterprise code to be reported as '01' or '02' depending on the gender of the person doing agriculture activities. Otherwise enterprise type code will be '04'.
84.	5.1	-	9	A person is working as a commission agent under KSFE (Kerala State Financial Enterprises) /postal department, whose status code in col 3 is self-employed, what code should be for enterprise type code col 9.	Proprietary (Code 01 or 02) may be given.
85.	5.1	-	9	For a household member who is the president/secretary/treasurer of a SHG, what code to be reported for the enterprise type?	If the person is not receiving any remuneration for being president/secretary/treasurer of a SHG, he/she should not be categorized as an employee of the SHG. If he/she is receiving any remuneration, the enterprise type code '19' will be recorded.
86.	5.1	-	9	For a domestic servant working in a household and also a member of the same household, what code is to be reported for enterprise type?	Code 12 is to be recorded in such cases.
87.	5.1	-	10	One person is working as a teacher in a school under the Tata Group of companies. Whether only the employees of the school or the total number of workers of all offices of Tata Group are to be reported against the number of workers in the enterprise?	The number of employees of that school may be reported. In case the school has other branches (like DPS, DAV, St. Xaviers School etc.), the number of employees of that particular branch may be considered.
88.	5.1	-	10	In case of a Government office, what will be the code for number of workers	The number of employee in the local/branch office in

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				in the enterprise? Whether it would be the employee strength of local/branch office or total organization.	which the member of the household works will be taken into account for determining code in this column.
89.	5.1	-	10	One household member is working in the packing section of a big trading enterprise. The informant is aware of the number of workers in the packing section only. He is not aware of the total number of workers in the entire trading enterprise. Whether the entry can be limited to the packing section in which he is working.	Information is to be recorded for the entire trading enterprise provided the packing section is not a separate branch office. If the informant is not aware of the number of workers, code '9' may be reported.
90.	5.1	-	9, 10	The casual workers working in Construction activities may work under different construction sites/enterprises according to the availability of work on a particular day. So how to determine the enterprise type and number of workers in the enterprises for such persons?	Details of the construction/related enterprise may be ascertained where the person worked for the major time during the reference period (last 365 days) and code for the enterprise type and number of workers in the enterprise will be reported accordingly. If he/she is not able to report the information, code '19' in col.9 and code '9' in col. 10 may be recorded.
91.	5.1	-	11	For regular wage/salaried Government employees (status code 31), what code is to be reported in column 11 for type of job contract for Government employees?	For regular wage/salaried Government employees, any of the codes '2', '3' or '4' will be recorded in col. 11 of bl. 5.1 as the case may be.
92.	5.1	-	12	A worker is not eligible for paid leave but he is entitled to avail some social security benefits. What will be the code?	In this case, Code 2 will be recorded in column 12.
93.	5.1	-	13	Whether for making entry in this column any document is to be consulted?	Information as reported by the informant will be recorded.
94.	5.1	-	13	Under the availability of social security benefit scheme one person say A avails PF only, another person say B avails pension only and another person say C avails both PF and pension. What will be appropriate codes in all these three cases.	In all these three cases code 1 should be reported.
95.	5.1	-	13	Whether National Pension Scheme, other private pension Schemes, etc. will be considered under code 1 [only PF/pension (i.e., GPF/ CPF/ PPF/ pension, etc.)] for recording entry in this column?	If contribution for pension schemes like National Pension Scheme, other private pension Schemes, etc., is made by the employer for the

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
					employees, those will also be covered under code 1.
96.	5.1	-	13	Under the availability of social security benefit scheme one person, say, A avails health care only, another person, say, B avails maternity benefits only and another person, say, C avails both health care and maternity benefits. What will be appropriate codes in all these three cases.	In all such cases code 3 should be reported.
97.	5.1	-	13	A person works in a factory and receives wages for Sunday and other holidays when the factory remains closed. Whether he will be treated as eligible for paid leave.	For deciding the eligibility for paid leave, the Sundays and holidays where the worker gets wage/salary without work will not be considered. If the worker is allowed for paid leave during sickness, maternity, etc., without loss of pay then only he/she will be treated as eligible for paid leave.
98.	5.1	-	13	Whether paternity benefits should be included?	For PLFS, only the specified social security benefits as given in code structure for this column will be considered.
99.	5.1	-	13	Whether PPF will also be considered a social security benefit?	If the contribution to the PPF is made by the employer, then it will be considered as social security benefit.
100.	5.1	-	14	The head of the household is engaged in cultivation of fodder crops (principal activity status: '11') and his son is engaged in animal husbandry (principal activity status: '11'). The entire fodder which is produced by the head of the household is used to feed the animals. What code is to be reported here for the head of the household?	In such cases, code '01' will be recorded.
101.	5.1	-	14	Whether different codes can be applicable for two members of a household engaged in the same economic activity having status code 11 and 21 in column 3.	For block 5.1, if the household member is an unpaid helper (code 21) in the economic activity of the household member who is working as own account worker (code 11) then for both of them code will be same in col. 14 corresponding to that economic activity in block 5.1.
102.	5.1	-	14	A farmer informed that after last	The situation may be

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				harvest he sold his entire produce. But he usually uses his entire produce for only own consumption. What to report in col. 14 in this case?	determined considering the reference period of last 365 days in respect of the economic activity in which the farmer was engaged.
103.	5.1	-	14	A farmer harvests paddy and vegetable. He uses the entire produce of paddy for own consumption but sells the entire produce the vegetable. Which code is to be reported in col. 14?	In such situations, the appropriate code is to be decided considering the value of the products.
104.	5.1	-	14	A household member collects firewood from the jungle free of cost. Partly he used it as fuel and sales the rest. What code will be entered?	In this case, any of the codes 2 or 3 as the case may be will be recorded.
105.	5.1	-	14	A household member is engaged in agriculture activities and producing multiple crops in a year. For example, in the last 365 days he produced three crops. One fodder crop, paddy and coconut The information related to which crop is to be reported in this column?	This will be related to the product of the economic activity in which the household member was engaged in usual principal status (to be determined considering usual principal activity status and 2-digit of NIC-2008). In case multiple produce is related to the same economic activity, appropriate code will be decided considering the value of the products.
106.	5.1	-	14	As per the instruction, this column is to be reported for household members with principal activity status or subsidiary economic activity status code 11, 12, and 21. In a household, if there is a member with principal activity status or subsidiary economic activity status code '21' then there must be at least one member in the household with principal activity status or subsidiary economic activity status code '11' or '12'. Therefore, the answer to the question 'what is done with the product of the economic activity' will be same for '11/12' and '21'. So, what is the purpose for asking the same question to the person having status '21' in the household?	The situation for each of the household member with activity status codes 11 to 21 will be ascertained and recorded. Consider an example, say with respect to Block 5.1: In a household, one household member (A) was engaged in production of vegetable of which major part was sold and the remaining part was consumed. In that activity (production of vegetable) his brother (say, B who is also a member of that household) used to work as unpaid helper in usual principal activity status. In that household another household member (C) was engaged in fishery activity in usual principal activity

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
					<p>status without any unpaid helper. For this person entire produce was for sale. As on the date of survey, A is not a member of the household (left the household for some reason 2 months ago before the date of survey) and the activity of production of vegetable has been discontinued.</p> <p>In this situation, B will still get code 21 because during the last 365 days he worked for the major part, say for 10 months (except for the last two months during which that activity has been discontinued), C will get code 11, but from the code of C in col. 14 the code of B cannot be determined.</p>
107.	5.1	-	14	One household has sold entire produce except by-products. By-products are consumed by the household. Here what is the applicable code for col-14.	For the economic activity recorded in block 5.1 for a person identified in terms of status x 2 digit of NIC-2008, the code for use of the product in column 14 will be determined considering total value of products and by-products (if any) together corresponding to that economic activity. Accordingly the applicable codes will be determined and recorded.
108.	5.1	-	14	What will be the code for this column if more than one product is say A, B & C are produced and A is used fully for household consumption, B is partially used for household consumption and partially sold in local market and C is fully used in own account enterprise.	In such cases, decision of the appropriate code may be taken by considering the value of the produce.
109.	5.1/5.2	-	14/13	What is the reference period of this question?	For Block 5.1, the question in col. 14 is related to the product of the economic activity in which the household member was engaged in usual principal status during last 365 days. For Block 5.2, the question in col. 13 is related to product of the economic

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
					activity in which the household member was engaged in subsidiary economic activity status during last 365 days.
110.	5.2	-	3	The head of the household is engaged in cultivation of paddy (usual principal activity status '11') and his son is engaged in animal husbandry (usual principal activity status '11'). The son is also helping his father in the paddy cultivation. Is son is to be reported as having subsidiary activity?	Yes, he is having subsidiary status of '21'. Even though the 2-digit NIC-2008 code for both the activities 'animal husbandry' and 'paddy cultivation' are same, they are differing in status x 2-digit NIC.
111.	5.2	-	3 to 6	A person has two subsidiary economic activities, in which he was engaged for 40 days each, during the last 365 days. Since, only one subsidiary economic activity is considered in block 5.2, which one of the two should be considered.	The economic activity which appears first in the code list in terms of status and industry taken together will be considered in such cases.
112.	5.3	6, 7	-	What is the reference period of these questions?	For column 6, duration of the economic activity in which the household member is engaged in the usual principal activity status will be considered and in column 7, the duration of the economic activity in which the household member is engaged in the subsidiary economic activity will be considered.
113.	5.3	-	6, 7	Shall we consider the working period abroad, of an ex NRI who now is a household member?	For determining the duration of engagement in economic activity in these columns, it is not necessary to consider the period during which the person worked abroad.
114.	5.3	-	8	What will be the code relating to the efforts given by a member to search job by <i>appearing in competitive examinations</i> ?	Code-1 will be reported in such cases.
115.	5.3	-	8	In situations, when more than one codes are applicable in column 8, which code is to be reported?	If more than one efforts were mainly undertaken to search work, then the code appearing first among those codes may be given.
116.	5.3	-	8	There are private agencies providing manpower for security service. If a household member is registered with such an agency, what code will be applicable?	Code 3 will be applicable in such cases.

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
117.	5.3	-	9	If a person was in unemployed status intermittently in the past years having different durations, what is the duration of this spell of unemployment?	The duration will relate to the latest spell of unemployment and its duration may be recorded in relevant codes.
118.	5.3	10	-	What is the time criteria for ever worked?	In col. 10 a person will be considered as ever worked if he / she worked for at least 30 days in a period of 365 days prior to the last 365 days preceding the date of survey.
119.	5.3	11	-	What is actually meant by 'not operating the unit' for self-employed person?	<i>Not operating the unit</i> will mean that the unit in which the person was engaged in self-employed capacity is closed down and the person is not engaged in that unit.
120.	5.3	11	-	What code should be given reason for not working during last 365 days is due to Covid 19?	There is no separate reason code for COVID-19. But as a result of COVID-19, if any of the codes '01' to '04' or '08' are applicable as a reason code for that person, that code will be reported, else appropriate code applicable for that person will be recorded.
121.	6	3.1 to 3.7	-	For the reference week, what will be the 7 th day (item 3.1), 6 th day (item 3.2) and so on?	Information in items 3.1 to 3.7 will be recorded for the seven days preceding the date of survey. The 7 th day of the week (item 3.1), will be the day preceding the date of survey. In item 3.2, information for the 6 th day will be recorded and so on.
122.	6	3.1 to 3.7	4	If on a day, a person worked for 1 hour as own account worker only and searched work for 8 hours, how to determine the activity of the person?	Code 11 will be recorded in column 4 against srl. no. of activity 1 and no entry will be made against sl. no. 2 on that day.
123.	6	3.1 to 3.7	4	A self-employed person is running his own account enterprise in the Tehsil Complex as Deed Writer. During the reference period of last 7 days, his working place remained closed for some days due to strike. What will be the status code for the person in this case during those days?	Code 62 will be recorded for those days when the working place remained closed due to strike.

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
124.	6	3.1 to 3.7	4	A member of the household is a casual labour with status code 51 for four days and for another 3 days he took rest and did not work. He did not perform any domestic duty also. What will be the status code in column 4 of block 6?	Code 97 will be applicable for the days on which he did not work as casual labour nor did any domestic duty.
125.	6	3.1 to 3.7	4	A School Teacher with status code 31 is also operating a Coaching centre with status code 11 then how many economic activities will be considered for recording in column 4?	Status code of the economic activity (identified in terms of status x 2 digit industry) in which the person was engaged for highest number of hours will be recorded in col. 4 against serial no. 1 and in serial no. 2 the economic activity in which next higher no. of hours was spent among the rest of the economic activities, will be recorded. Accordingly for this person, both the economic activities will be recorded.
126.	6	3.1 to 3.7	4	If on any particular day of the week the status code of a person is 11 for only one hour and for the rest of the day his status code is 91, how to record code in column 4 of block 6?	For that particular day, entry will be made against serial no. of activity 1 in col. 4 (item 3.1 to 3.7) in block 6 and his status code for that day will be 11. No entry is required to be made against serial no. of activity 2 for that day.
127.	6	3.1 to 3.7	4	What status code is to be given for regular wage/ salaried employees on weekly holidays?	Code 72 will be given.
128.	6	3.1 to 3.7	4	The household member is working as a regular salaried employee for one hour daily, afterwards he is seeking for work. What code will be recorded in item 3.1 to 3.7?	The activity status code 31 will be assigned to that person against srl. no. 1 for the corresponding day of the reference week
129.	6	3.1 to 3.7	4	A self employed person having own enterprise (eg. Clinic/tailor shop) on a particular day kept his enterprise open but no patient/ customer was available. For such persons, what code will be recorded on that day?	For such cases, activity status code will be 11 or 12 as the case may be.
130.	6	3.1 to 3.7	4	What will be the status code of a regular wage/salaried employee during leave?	For regular salaried /wage employee, status code 71/72 will be applicable depending on the reason for the days on which he was on leave.
131.	6	3.1 to 3.7	4, 6	Saturdays and Sundays are paid holidays for regular salaried persons. What status code will be reported in col. 3 and how	Status code 72 will be recorded for such days in col. 4 of Block 6 and hours

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				to report the hours actually worked during those days?	the person would have worked on those days had he/she worked in the economic activity from which the person is temporarily off will be recorded in col. 6.
132.	6	3.1 to 3.7	4	A person who is running a grocery shop in the household premises takes a weekly off, though he can run the shop on that day also. He reports that he is not at all available for work on that day as he has guests and is engaged in domestic duties. What is the appropriate status code?	Status Code 62 will be applicable in such cases.
133.	6	3.1 to 3.7	4	For a government teacher on summer vacations what status code is to be assigned?	Status code 72 will be given.
134.	6	3.1 to 3.7	3/4	If a person was engaged in 3 economic activities on a day (each with duration of 1 hour or more) which activity will be recorded first in column 3 of block 6?	Status code of the economic activity (<i>identified in terms of status x 2 digit industry</i>) in which the person was engaged for highest no. of hours will be recorded in column 4 against serial no. of activity 1 and against serial no. of activity 2, the economic activity in which highest time was spent among the rest of the economic activities will be recorded.
135.	6		4, 7	A regular salaried employee does not attend his workplace on weekly holidays and paid holidays. If, on any such day, he does not conduct any economic activity then what code will be recorded in col. 4 and col. 7, given the fact that he actually did not work at all on that day?	Code '72' will be recorded in col. 4 and col. 7 will be left blank.
136.	6	3.1 to 3.7	6	Whether Lunch Break of 30 minutes or more is to be included in total hours actually worked?	Time spent for longer breaks such as lunch breaks (30 minutes or more) will not be included in total hours actually worked.
137.	6	3.1 to 3.7	6	Whether tea breaks of 15 minutes at different intervals are to be included in total hours actually worked?	Time spent for such short breaks will be included in total hours actually worked
138.	6	3.1 to 3.7	6	Normal working hours of an employee is 10 AM to 5 PM, but on some days he/she works for 12 hours. What entry should be recorded in column 6 of block 6 - normal working hours or actual working hours?	In column 6, hours actually worked on a day will be recorded.
139.	6	9	-	A salaried person gets a bonus once a	Bonus amount may be

No.	Block	Item	Column	Query	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				year. Whether such bonus amount has to be apportioned by dividing 12 or not, while considering the monthly salary earnings of a person?	apportioned by dividing by 12 and be added to the monthly salary earnings of a person.
140.	6	10	-	The head of the household is the owner of the enterprise and his son is the helper without any remuneration. In such a case how to report entry in this item?	For the unpaid helper in household enterprise gross earnings will be recorded as zero (0).