Errata Slip for Schs. 0.0 and 2.41.2
46th Round.

Block No.	Items No.	Col.	As printed in the schedule	As required
(2)	(3)	(4)	(5)	(6)
Schedule 0.0				
Top of schedule left and right sides			Central* State / Original Duplicate	Box may be deleted as only tick (✓) mark is to be put against relevant term.
1	6			Provision may be made for two boxes instead of one box.
7		7 to 9		Sub heading 'casuality' is applicable only for cols 7 & 8.
11		1(2 page) after col.(26)	Heading shown as house number	It may be read as household S.No.1/ enterprise sl.no.
Schedule 2.41.2				
1	13 to 20	-	Vertical line has been put against all these items, under the col. 'particulars/code'.	One vertical line is to be deleted against these to keep. Provision of one box only except against item 15 where two boxes are needed.
3	6	3	No boxes have been provided.	Draw three vertical lines to make provision for four boxes after leaving some space above for recording description of the trading activities against this item.
3	10	3	Only one box has been provided.	Draw one vertical line to make provision for two boxes.
3	3	List of Acts/ Authorities	Code for Co-operative Societies Act 1956 printed as 03.	This should be 04.
4	2			The vertical line on left below sl.no. 4 and above sl.no.5 should be deleted.

....2/-

(1)	(2)	(3)	(4)	(5)	(6)
6.	4	1			Portion of the horize line under col.1 betw sl.no. 5 & 6, 6 & 7, should be deleted.
7.	13	10	1	Sl.No. against total not printed	Put sl.no.10 against total.
8.	3	15	2	No.of working days.	No.of working days may corrected as working d
9.	3	16	2	Working days	Working days may be co ed as no,of working da
10.	14		Codes below the block	State Development Corporation	May be read as State Forest Development Corporations.

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Government of India
National Sample Survey

Fortysixth Round : July 1990 - June 1991
Instructions to Field Staff : Volume - I

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NATIONAL SAMPLE SURVEY

FORTY SIXTH ROUND : JULY 1990 - JUNE 1991

INSTRUCTIONS TO FIELD STAFF : VOLUME - I

DESIGN, CONCEPTS, DEFINITIONS AND PROCEDURES

SECTION ONE

G E N E R A L

1.1 Introduction :

1.1.1 The forty sixth round of NSS will be devoted to collection of data on economic and operational characteristics of small trading enterprises in the country. The field operations of the round will commence in July 1990 and continue up to June 1991.

1.1.2 During 1977, the first all-India Economic Census was conducted by the Central Statistical Organisation (CSO) in collaboration with the State Statistical Bureaus with the object of collecting some basic information about non-agricultural enterprises employing at least one hired worker on fairly regular basis (hereinafter referred to as 'establishments'). Following this census, small establishments, and enterprises not employing any hired worker and hence called 'own account enterprises' (OAE) engaged in trading activities were surveyed on sample basis in the thirty fourth round of NSS during 1979 -80.

1.1.3 A second all-India Economic Census was conducted in 1980 along with the house-listing operations of the 1981 population census. This census had a bigger coverage than the earlier one since it covered interalia, the own account enterprises also. In presenting the results, the establishments were further split into two categories as (i) Directory Establishments (DE) and (ii) Non-directory Establishments (NDE), the difference being that the former employed a total of six or more workers while the latter employed a total of five or less number of workers on a fairly regular basis. Thus, in all, three categories of enterprises were formed viz, (i) DE's, (ii) NDE's and (iii) OAE's in the second Economic Census. As a follow-up to the second Economic Census, a sample of NDE's and OAE's engaged in trading activities was surveyed in the forty first round of NSS (1985 - 86).

S.B.

Contd.

General Subject coverage

A similar sample survey will be undertaken in the forty sixth round of NSS during July 1990 to June 1991. The Directory Trading Establishments will be covered in another similar survey (confined to DTE's alone) to be carried out from October 1990 to September 1991 by a special staff (Assistant Superintendents only) of the Field Operations Divisions (F.O.D.) of the NSSO under the technical direction of the CSO.

1.1.4 Trade is an important economic activity on which availability of statistics is limited. Reserve Bank of India regularly publishes statistics of Joint Stock Companies, banking and insurance. Directorate General of Commercial Intelligence and Statistics publishes data on import and export. On domestic trade, traders registered under various Acts or Authorities do submit returns to government agencies. But there are a number of traders who do not fall under the purview of any Authority/Act and there are no reliable data on such trading activity, its employment potential and other characteristics. National Sample Survey is the only source for some broad estimates of this sector. It has been estimated in NSS 41st round that there are 10 million trading enterprises in the country giving employment to about 16 million persons.

1.2 Subject Coverage : The fortysixth round of NSS will cover all non-directory trading establishments (NDTE) and own account trading enterprises (OATE) [Kindly see para 1.6 for further details]. In addition, the annual consumer expenditure enquiry will also be carried out in a thin sample of two households in each sample village/block. The rural retail price enquiry in 419 old and 600 new villages will also be continued.

1.3 Period of survey : As mentioned earlier, fortysixth round of NSS will be of one year duration starting on 1st July 1990 and ending on 30th June 1991.

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

Contd.

S.B.

General Subject coverage

1.5 Schedules of enquiry : The following table lists the schedules of enquiry for the current round :-

Table 1 : Schedules to be canvassed in NSS 46th round

srl. no.	schedule no.	title	sector
(1)	(2)	(3)	(4)
1.	0.0	List of households and trading enterprises	rural & urban
2.	2.41.2	Trade- Non-directory establishments and own account enterprises	rural & urban
3.	1.0	Consumer expenditure	rural & urban
4.	3.01 & 3.01 (R)	Rural Retail Prices	rural

1.6 Trade : (a) Trading is defined as an act of purchase of goods and their disposal by way of sale without any intermediate physical transformation of goods. The activities of intermediaries who do not actually purchase or sell goods but arrange only purchase and sale of goods and thereby earn a remuneration by way of brokerage and commission are also covered for the purpose of this ' trade ' survey. Distributive agencies who undertake trading activity on commission basis are also included. In addition, the activities of free collection for sale of honey and forest products like gathering of wild fruits, leaves and other forest products like gathering of fodder, grass etc., free hunting, trapping and game propogation for commercial purposes; free collection for sale of fish, prawns, crabs and oysters; free collection for sale of waste paper, ash, rags, coal etc, are also treated as trade for the current round. Separate and distinct trading units of manufacturing concerns like sale shops of DCM, Bombay Dyeing, Bata Shoe etc. are to be covered under trade.

S.B.

General Sample Design

In short, the trading activities under survey coverage are :

(i) Wholesale trade (NIC divisions 60 - 63)
(ii) commission agents (NIC division 64)
(iii) retail trade (NIC divisions 65 - 68)
(iv) auctioneering services (NIC group 890)
(v.) sale of free collections (NIC groups 040, 052 - 054, 059, 060, 061, 063, 069 & XIO)

689.3

(b) The following activities are not to be covered under trade :

(i) sale of agricultural produce and manufactured products directly by the producer

(ii) agency activity of intermediaries in stock-exchange, insurance, real estate, state lotteries and other financial matters.

(iii) rental and leasing of durable goods, machinery and equipments

(c) A trading enterprise dealing with both wholesale and retail trade or pursuing mixed activities may be classified under the appropriate class on the basis of major income/ turnover/ employment depending on the nature of information available.

1.7 General particulars relating to the 46th round survey, including the details of sample design, sample size and work programme will be described in this section. Detailed instructions for recording the entries in schedules 0.0, 2.4?.2 and 1.0 are given in sections two, three and four respectively.

1.8 Sample Design : As usual, a stratified two-stage sampling design with villages/urban blocks as first-stage units and enterprises as second-stage units, will be adopted. The design is an integrated one for the 46th round survey of NDTE's and OATE's and the DTE survey proposed to be conducted in oct. 1990 - Sept. 1991 (see para 1.1.3) in the sense that the sample of first-stage units (fsu's) will be common for both the surveys. The schedules 0.0, listing all trading enterprises/establishments in the sample villages/ urban blocks, will be filled up by the field staff deployed on the 46th round survey for drawing samples of NDTE's and OATE's and these schedules will also be utilised by the special staff (Assistant Superintendents) for drawing requisite samples of DTE's to be covered in the DTE survey.

S.B. Contd.

General Sample Design

A. Rural

1.8.1 Sampling frame : Lists of 1981 census villages showing numbers of DTE's, NDTE's and OATE's as per 1980 Economic Census have been used as the sampling frame for the selection of fsu's in all the states/union territories except (i) Arunachal Pradesh, (ii) Assam and (iii) Lakshadweep where 1981, 1971 and 1981 population census frames have respectively been used as the sampling frame. For Nagaland, only the villages connected by bus or situated within 5 km. of a bus route constitute the sampling frame. For Andaman & Nicobar Islands, the villages other than those remaining inaccessible throughout the year constitute the sampling frame. The fsu's are the census villages and the ssu's (second-stage units) are the NDTE's and OATE's.

1.8.2 Stratification : Each district will generally form a separate stratum. However, for Gujarat where NSS regions cut across some district boundaries, parts (viz. group of taluks) of each such district belonging to different NSS regions will form separate strata. If any district (or part thereof lying in an NSS-region) has a small number of trading enterprises (OATE's, NDTE's and DTE's combined), it will be clubbed with the neighbouring district (s) within the same NSS region, to form a stratum.

1.8.3 Sub-strata : To get adequate numbers of DTE's and NDTE's in the sample, the villages in a stratum have been grouped into 3 sub-strata based on 1980 EC figures (wherever available) as follows :

(a) sub-stratum 1 consisting of villages having at least one DTE;

(b) sub-stratum 2 consisting of those of the remaining villages in the stratum which have at least one NDTE, and

(c) sub-stratum 3 consisting of all the residual villages having no DTE or NDTE or no information about numbers of DTE/NDTE due to incompleteness of the available EC frame.

Contd.

S.B.

General Sample Design

For Arunachal Pradesh, Assam, Lakshadweep and Nagaland and also a few districts in other states where population census frames have been used for selection of fsu's, there will be no substratification as above. All the villages in a stratum will, however, be identified with sub-stratum 3.

1.8.4 Sample size (fsu's) : The total sample size (i.e. total number of villages and urban blocks to be surveyed) is determined on the basis of investigator-strength in different states/u.t.'s and the approximate work-load within each village/block. The work-load has been assessed as about 18 fsu's (rural and urban combined) per investigator for the whole year. Owing to geographical and other constraints, the work-load is fixed somewhat lower in Arunachal-Pradesh, Nagaland, Sikkim, Andaman & Nicobar Islands and Laksha-dweep. The actual sample size at the all-India level for the central sample in this round is 14, 984 fsu's as in the previous round.

1.8.5 Allocation of sample fsu's between rural and urban sectors :

The total sample size at the state level (which is kept exactly same as in NSS 45th round) has been allocated between the rural and the urban sectors in proportion to the number of enterprises with differential weightages[a7] as 4DTE + 2NDTE + 0ATE on the basis of 1980 EC figures. For Assam, estimated numbers of enterprises as obtained from NSS 41st round and DTE surveys have been used for this purpose. Some minor adjustments have been made in these allocations in some cases by not allowing allocation for a sector to be less than half the allocation for the other sector and also keeping in view the total number of fsu's available in the frame. All these allocations have been rounded to multiples of 8 in order to facilitate further allocation among sub-samples 1 and 2 and sub-rounds 1 to 4. The final allocations of sample villages and blocks for both the central and the state samples are given in Table 3 ? at the end of this section. It may be seen from this table that 7240 villages and 7744 blocks will be surveyed in this round in the central sample.

a7 weightages determined in consideration of average number of workers per enterprise.

S.B. Contd.

1.8.6 Allocation of sample villages among strata and sub-strata :

Rural sample size for a state/union-territory has been allocated to the constituent strata in proportion to number of trading establishments (DTE + NDTE) in the respective stratum. Sample size for a stratum has been allocated to 3 sub-strata as follows : A thin sample of 2 fsus or 4 fsus, depending on whether the allocation to the stratum is 20 or less, or more than 20, has been allocated to sub-stratum 3. The remaining fsus have been allocated to sub-strata 1 and 2 in the ratio 2 : 1 and rounded off to the nearest multiples of 2. Adjustments have been made in cases where sufficient number of villages are not available in the frame for sub-strata 1 and 2.

1.8.7 Selection of villages : Villages will be selected in the form of two independent sub-samples from each stratum X sub-stratum using circular systematic sampling with probabilities proportional to size (pps). This size will be number of DTE's/ NDTE's in the villages as per frame used in case of sub-stratum 1/ sub-stratum 2. Selection of villages from sub-stratum 3 will be done in the same manner as for the other two sub-strata but with equal probability.

B. Urban :

1.8.8 Sampling Frame : Blocks carved out as per the Urban Frame survey (UFS) carried out periodically (every five years) by the NSSO constitute the fsu's. The CSO undertook a limited updation of the 1980 Economic Census frame in 64 cities (see Table 2 below) which include all the 10 'big' cities, that is, cities each having a population of 10 lakhs or above as per 1981 population census. The method adopted for updation is not uniform in all cases. A part of the updated frame contains inter-alia information on numbers of OATEs, NDTEs and DTEs in each UFS block. This type of frame is called EC-4. This updated frame (EC-4) will be used for selection of fsu's from these 64 cities. For the rest of the urban area (viz. other than the 64 cities), the usual UFS frame will be used. The fsu's are the UFS blocks and the ssus are the NDTEs and OATEs.

Contd. .....

S.B.

General

Sample Design

Table 2 : List of 64 cities with updated EC frame

state/u.t.	name of cities
(1)	(2)
1. Andhra Pradesh	Guntur, Tenali, Hyderabdd, Warrangal Vijayawada, Visakhspatnam, Rajmundri
2. Assam	Gauhati (Guwahati)
3. Bihar	Patna, Ranchi, Jamshedpur
4. Gujarat	Ahmedabad, Borada (Vadodara), Rajkot, Surat
5. Haryana	Ambala
6. Jammu & Kashmir	Srinagar
7. Karnataka	Bangalore, Mysore, Belgaum, Hubli
8. Kerala	Trivandrum, Cochin, Calicut
9. Madhya Pradesh	Bhopal, Gwalior, Indore, Jabalpur
10. Maharashtra	Aurangabad, Nasik, Bombay, Ulhas-nagar, Nagpur, Pune, Sholapur
11. Manipur	Imphal
12. Meghalaya	Shillong
13. Orissa	Bhubaneswar, Cuttack, Rourkela
14. Punjab	Amritsar, Jalandhar, Ludhiana
15. Rajasthan	Ajmer, Jaipur, Jodhpur
16. Tamil Nadu	Coimbatore, Salem, Tiruchirapalli, Madras, Madurai, Tirunelveli
17. Tripura	Agartala
18. Uttar Pradesh	Allahabad, Agra, Meerut, Bareilly, Kanpur, Lucknow
19. West Bengal	Calcutta, Durgapur
20. Chandigarh	Chandigarh
21. Delhi	Delhi
22. Pondicherry	Pondicherry

N.B. : The big cities have been underlined in the above list.

S.B.

General Sample Design

1.8.9 Stratification : Strata will be formed within each NSS region by grouping cities/towns according to population sizes. A town is an urban area having population less than one lakh. Urban areas with population of one lakh or above are called 'cities'. The population figures referred to in this connection relate to 1981 population census in all cases except Assam for which only 1971 population figures are available, no census having been conducted during 1981.

(i) 64 cities where EC frame is updated :

(a) Each city with population 10 lakhs and above will form a separate stratum.

(b) other cities within the region with population 5 lakhs and above but below 10 lakhs will together form one stratum.

(c) all other cities within the region with population below 5 lakhs will form another stratum.

(ii) Rest of the urban sector (other than 64 cities) :
Strata will be formed within NSS region as follows :-

(a) cities with population of 5 lakhs and above but below 10 lakhs will together form one stratum.

(b) other cities within the region with population 1 lakh and above but below 5 lakhs will together form another stratum.

(c) all towns (class II towns) within the region with population 50,000 and above but below 1 lakh, will form a third stratum.

(d) all other towns (classes III to VI towns) within the region with population below 50,000 will form a fourth stratum.

S.B.

(iii) Urban strata numbers(to be entered against item 6 of block 1 of schedule 0.0)

The urban strata formed as above will be identified by numbers as shown below :

town/city population	frame	stratum number
(1)	(2)	(3)
below 50,000	UFS	1
50,000 and above but below 1 lakh	UFS	2
1 lakh and above but below 5 lakhs	EC-4	3
- do -	UFS	4
5 lakhs and above but below 10 lakhs	EC-4	5
- do -	UFS	6
each city with population 10 lakhs and above	EC-4	7

The numbering shown above will be maintained irrespective of the fact that some strata may be empty in some regions and hence not appear in the sample lists.

1.8.10 Sub-strata :

(i) For each of the strata relating to 64 cities where EC-4 frame is used, 3 sub-strata will be formed as follows :

(a) sub-stratum 1 consisting of UFS blocks in EC-4 frame with at least one DTE.

(b) sub-stratum 2 consisting of remaining UFS blocks in EC-4 frame with at least one NDTE.

(c) sub-stratum 3 consisting of all the remaining UFS blocks of the stratum.

(ii) For the rest of the urban strata, 2 sub-strata will be formed as follows :

(a) sub-stratum 1 consisting of the UFS blocks having area designated as 'bazar area' in the UFS frame.

(b) sub-strata 2 consisting of all the remaining UFS blocks of the stratum.

1.8.11 Allocation of sample blocks among strata and sub-strata : Urban sample size for a state/u.t. has been allocated to the constituent strata in proportion to number of trading establishments (DTE + NDTE) in the respective strata.

(i) For strata relating to '64 cities', sample size has been allocated to 3 sub-strata in the ratio $4N_1 : 2N_2 : N_3$ where N_1, N_2 and N_3 denote numbers of UFS blocks in sub-strata 1, 2 and 3 respectively.

(ii) For rest of the urban strata, sample fsu's have been allocated to the 2 sub-strata as follows : UFS blocks belonging to sub-stratum 1 will be completely enumerated subject to a maximum of 50 per cent of the stratum allocation and the rest of the stratum allocation will be allocated to sub-stratum 2. Allocation for each stratum X sub-stratum will be made even numbers in all cases stated in (i) and (ii) above.

1.8.12 Selection of blocks :

(i) For strata relating to 64 cities where EC-4 frame is used, sample blocks will be selected separately for each stratum X sub-stratum and in the form of two independent sub-samples using circular systematic sampling with probabilities of selection as indicated below.

(a) sub-stratum 1 : Probability proportional to number of DTEs.
(b) sub-stratum 2 : Probability proportional to number of NDTEs.
(c) sub-stratum 3:: equal probability.

(ii) For rest of the urban strata, sample blocks will be selected for each stratum X sub-stratum in the form of two independent sub-samples following circular systematic sampling with equal probabilities.

1.8.13 The various steps leading to the selection of sample villages/blocks are presented in a graphical manner in the chart on pages 12 and 13.

Chart showing selection of sample villages/blocks, NSS 46th round

(A) SAMPLING FRAME USED

- **Rural**
  - 1980 Economic Census (EC) frame: for all states/u.t.s. subject to availability
  - 1981 Census Population frame:
    1. Arunachal Pradesh*
    2. Laksha-dweep
    3. Areas in other states/uts. for which EC frame not avail-able
  - Nagaland: villages situated within 5 km. of the bus route
  - 1971 population census frame: Assam
- **Urban**
  - updated EC frame (EC-4): 64 selected cities incl. the 10 'big' cities
  - usual UFS frame: all other towns and cities

*1981 population census frame used (though 1980 EC frame available) because of cluster sampling

(B) SAMPLING UNITS

Rural		Urban	
f.s.u.	s.s.u.	f.s.u.	s.s.u.
village	enterprise/establishment (OATE/NDTE)	block	enterprise/establishment (OATE/NDTE)

(C) STRATA

- **Rural**
  - for all states/u.t.s. except Gujarat: entire district (group of districts within an NSS region -if no. of enterprise in the districts are small) is a stratum
  - for Gujarat: district/part of a district (or districts/parts of districts within an NSS region if no. of enterprises are small) is a stratum
- **Urban**
  - NSS Region
    - 64 cities with EC-4 frame
      - each city with P ≥ 10
      - cities with 5 ≤ P < 10 taken together
      - cities with 1 ≤ P < 5 taken together
    - other cities/towns
      - cities with 5 ≤ P < 10
      - cities with 1 ≤ P < 5
      - towns with 0.5 ≤ P < 1
      - towns with P < 0.5

P stands for population in lakhs

(D) SUB-STRATA

- **Rural strata**, sub-stratum no.
  - 1: villages with ≥ 1 DTE
  - 2: remaining villages with ≥ 1 NDTE
  - 3: residual villages
- **Urban strata**
  - strata in 64 cities with EC-4 frame, sub-stratum no.
    - 1: blocks in EC-4 with ≥ 1 DTE
    - 2: residual blocks in EC-4 with ≥ 1 NDTE
    - 3: residual blocks
  - remaining strata, sub-stratum no.
    - 1: 'bazar area' blocks
    - 2: residual blocks

contd.....

(chart continued)

(E) **ALLOCATION OF FSU'S**

State level sample

(size : n @ 18 fsu's per investigator)

Rural (n_1) | Urban (n_2)

$n_1 + n_2 = n$

('n' allocated between rural and urban in proportion to 4 DTE + 2 NDTE + OATE)

value added/q.ty/selling service → ; av. no. of workers per enterprise

Rural sample (n_1)

Allocated to strata in proportion to number of (DTE's + NDTE's)

Stratum allocation allocated to sub-stratum

1	2	3
two-third of villages after allocating thin sample to sub-str. 3	one-third of villages after allocating thin sample to sub-str. 3	thin sample 2 or 4 villages depending on stratum allocation being 20 or less, or more than 20

Urban sample (n_2)

Allocated to strata in proportion to number of (DTE's + NDTE's)

stratum allocation for strata in '64 cities' allocated to 3 sub-strata in proportion to number of UFS blocks with 4-times and 2-times weights for sub-str.1 & 2 respectively

for remaining strata, stratum allocation allocated to sub-stratum :

1	2
all blocks with max. of half of str. allocation	all remaining blocks

(F) **SELECTION PROBABILITIES(p) FOR FSU's SELECTED CIRCULAR SYSTEMATICALLY**

Rural

sub-stratum no.

1	2	3
$p \propto$ no. of DTEs	$p \propto$ no. of NDTEs	equal probability

Urban

Strata in '64 cities'

sub-stratum no.

1	2	3
$p \propto$ no. of DTEs	$p \propto$ no. of NDTEs	-equal probability-

other strata

sub-stratum no.

1	2
-equal probability-	

Sd

1.8.14. Hamlet-group/sub-block selection :

Large villages/blocks will be divided into a suitable number (say, D) of hamlet-groups/sub-blocks (D depending on the current population of the village/block and on the number of trading enterprises in the village/block) and then the survey will be conducted in two hamlet-groups/sub-blocks to be selected in the following manner. The hamlet-group/sub-block having maxium number of trading enterprises (OATEs, NDTEs and DTEs combined as per local knowledgeable sources) will be selected and allotted serial number '0'. From the remaining hamlet-groups/sub-blocks, one more hamlet-group/sub-block will be selected at random for survey and allotted serial number '1'. If the same maximum number of trading enterprises appears in more than one hamlet-group/sub-block, the one among these which contains maximum population will be allotted serial number '0'. In case there is not even a single trading enterprise in a large village/block, the hamlet-group/sub-block having maximum population will be selected and allotted serial number '0'. From the remaining hamlet-groups/sub-blocks, one more hamlet-group/sub-block will be selected at random for survey and allotted serial number '1'. For the rules to be followed for determining the value of D and further details, reference may be made to paras 2.0.5 to 2.0.8 of section Two. When there is no hamlet-group/sub-block selection, the information in respect of the whole village/block shall be given against the hamlet-group srl.no./sub-block srl.no.'0'.

1.8.15 Sampling of enterprises : All the trading enterprises other than the public sector which belong to the category of own account trading enterprises (OATE) or non-directory trading establishments (NDTE) and which have operated for at least 30 days (15 days for seasonal enterprises) during last 365 days will be considered for sampling.

General Sample Design

All such eligible trading enterprises in the selected village/hamlet-group or block /sub-block shall be divided into 6 groups (hereinafter called second-stage strata) as follows :

second-stage stratum no.	enterprises constituting the second-stage stratum	NIC codes [a7] of the enterprises
(1)	(2)	(3)
1	forestry, fishing and others (those engaged in free hunting, trapping and game propagation for commercial purposes; free collection for sale of forest products including honey; free collection for sale of fish/crabs/oysters etc. and free collection for sale of waste paper, rags, ash, coal etc.) (OATE & NDTE)	040, 052 053, 054 059, 060, 061 063, 069 & X10 689.3
2	[a7] trading in wood (incl. fuel wood) (OATE & NDTE)	610.8, 610.9, 670.8 & 670.9

rest : enterprises other than those in 1 & 2 above :

3.	OATE	-	Wholesale	60-63
4.	OATE	-	Others	64-68 & 890
5.	NDTE	-	wholesale	60-63
6.	NDTE	-	others	64-68 & 890

[a7] special codes 610.8, 610.9, 670.8 and 670.9 (not appearing in NIC'87 code list) may be given to enterprises engaged in wholesale trade in wood, wholesale trade in fuel wood, retail trade in wood and retail trade in fuel wood respectively and hence the existing codes in the NIC may be taken as exclusive of these activities ~~of~~ of trading in wood/fuel wood.

Contd. .....

General Sample Design

The number of enterprises to be selected from each of the above 6 second-stage strata is given in the following table :-

Number of enterprises (e) to be selected :-

second-stage stratum no.	village/block not requiring hamlet-group/ sub-block formation a/	village/block requiring hamlet-group/sub-block formation	
		h.g/s.b srl. no. '0'	h.g./s.b. srl. no. '1'
(1)	(2)	(3)	(4)
1. forestry, fishing and others	1	1	1
2. trading in wood	1	1	1
rest :			
3. OATE - wholesale	2	2	1
4. OATE - others	2	2	1
5. NDTE - wholesale	5	3	1
6. NDTE - others	5	3	1

a/village/block not requiring hamlet-group/sub-block formation shall be identified as h.g./s.b. srl. no. '0'.

Adjustment for shortfall in h.g./s.b. srl. no. '0' :

For each of columns (2) & (3), shortfall in required number of enterprises in second-stage stratum 3 shall be made up by increasing the quota for second-stage stratum 5 and vice-versa and similarly for second-stage strata 4 and 6. If the total number of enterprises considering the second-stage strata 3 to 6 falls short of 10 after the above adjustment, quota for second-stage stratum 4 shall be suitably increased so that a total of 10 enterprises are selected from second-stage strata 3 to 6 taken together. No other adjustment for shortfall need be done.

S.B. Contd. .....

General Sample Design

Before the required number of enterprises is selected from any of the second-stage strata 3 to 6, all the enterprises in it (say, E in number) may be arranged in ascending order of NIC codes (arrangement is necessary only when E > 1). ~~independently for hamlet-group/sub-block serial numbers '0' and '1'~~. Then the required number of sample enterprises may be selected circualr systematically with a random start from each second-stage stratum.

1.8.16 Sampling of households (for schedule 1.0) : A thin sample (h) of households will be selected from among the households listed in the sample village/block or hamlet group/sub-block for canvassing the household schedule 1.0 : Consumer Expenditure. In small villages/blocks not requiring hamlet-group/sub-block formation, two households will be selected circular systematically with a random start from among the households listed. However, in large villages/blocks, one household each will be selected at random from the two selected hamlet-groups/sub-blocks (viz. srl. numbers '0' and '1') for this purpose.

1.8.17 Arunachal Pradesh : As regards the rural areas of Arunachal Pradesh, the procedure of 'cluster sampling' will be adopted. The field staff will be supplied with a list of nucleus villages (selected with equal probabilities). The clusters will be formed in the field around the nucleus villages by selecting the remaining villages of the cluster according to the procedure discribed in paras 2.0.9.1 and 2.0.9.2 of section Two. No hamlet-group formation will be done in the rural areas of Arunachal Pradesh. The number of enterprises to be sampled from each individual village forming the cluster will be given by column (2) of the chart given in para 1.8.1.

A sample of 2 households will be selected from the individual villages of the cluster for canvassing the schedule 1.0.

S.B. Contd. .....

1.9 Programme of work : The survey period of this round will be divided into 4 sub-round of 3 months each as follows :

sub-round number	period			
1	July	-	September	1990
2	October	-	December	1990
3	January	-	March	1991
4	April	-	June	1991

Equal number of sample villages and blocks have been allocated for survey in each of these sub-rounds. Each village and block will be surveyed during the sub-round to which it has been allotted. Because of the arduous field conditions, this restriction need not be strictly enforced in Arunachal Pradesh, Andaman & Nicobar Islands and Lakshadweep.

1.10 Participation of States : In this round all the states and union-territories excepting Andaman and Nicobar Islands, Chandigarh, Dadra and Nagar Haveli and Lakshadweep are expected to participate at least on an equal matching basis. The matching principle adopted in NSS 45th round for determining the state sample size was followed in this round except for Nagaland.

Table 3 : Distribution of sample villages and blocks for NSS 46th round survey

state/U.T.	number of sample villages/blocks			
	central		state	
	rural	urban	rural	urban
(1)	(2)	(3)	(4)	(5)
1. Andhra Pradesh	616	464	616	464
2. Arunachal Pradesh	96*	24	96*	24
3. Assam **	360	184	360	184
4. Bihar	672	480	672	480
5. Goa	8	16	16	32
6. Gujarat	240	336	480	672
7. Haryana	88	128	176	256
8. Himachal Pradesh	192	96	192	96
9. Jammu & Kashmir	256	288	512	576
10. Karnataka	312	336	312	336
11. Kerala	352	184	352	184
12. Madhya Pradesh	496	584	496	584
13. Maharashtra	416	848	416	1272
14. Manipur	72	144	144	288
15. Meghalaya	88	112	88	112
16. Mizoram	104	96	104	96
17. Nagaland	40	80	40	80
18. Orissa	360	184	360	184
19. Punjab	184	344	184	344
20. Rajasthan	280	336	280	336
21. Sikkim	88	32	88	32
22. Tamil Nadu	424	584	424	584
23. Tripura	184	104	184	104
24. Uttar Pradesh	688	1000	688	1000
25. West Bengal	472	496	472	496
26. Andaman & Nicobar Islands	72	48	-	-
27. Chandigarh	8	16	-	-
28. Dadra & Nagar Haveli	32	8	-	-
29. Daman & Diu	8	8	8	8
30. Delhi	8	136	24	408
31. Lakshadweep	8	24	-	-
32. Pondicherry	16	24	16	24
All-India	7240	7744	7800	9256

* 24 nucleus villages

** For Assam, allocation is based on NSS 41st round/DTE Survey results.

S.B.

SECTION TWO

SCHEDULE 0.0 : LIST OF HOUSEHOLDS AND TRADING ENTERPRISES

2.0.1 Introduction : Schedule 0.0 is meant for listing all the houses, households and trading enterprises in each sample village/block (or selected hamlet-groups/sub-blocks), for collecting some particulars about them, preparing the sampling frame and recording the details of selection of enterprises and households for schedules 2.41.2 and 1.0 respectively. Whenever hamlet-group/sub-block selection is required, particulars relating to hamlet-group/sub-block formation and their selection will also be recorded in this schedule.

2.0.2 Unit of survey - first stage sampling unit (fsu) :

(a) Rural : The first stage sampling units (fsu's) in the rural areas are the villages listed in the summary statements of the 1980 Economic Census (EC). For Assam and Lakshadweep, census village of 1971 and 1981 population/EC frames are not available for these states. For Aurnachal Pradesh, even though 1980 EC frame is available, 1981 population census villages will be treated as the fsu's because the procedure of cluster sampling will be adopted here. For Nagaland, the villages connected by bus route or situated within 5 kms. of a bus route constitute the fsu's. For Andaman & Nicobar Islands, the villages other than those remaining inaccessible throughout the year are the fsu's.

(b) Urban : The fsu's in the urban sector are the Urban Frame Survey (UFS) blocks (see para 1.8.8 of section one for further details).

The different types of frames used for selection of fsu's are indicated by 'frame code' in the sample list.

censuses
/co[illegible] respectively have been treated as the fsu's since 1980

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Schedule 0.0 — Hamlet-group/Sub-block formation

2.0.3 On arrival at a sample village/block, the investigator is to ascertain first the boundaries of the village/block mentioned in the sample list. This may be done with the help of patwari, local officials, panchayat authorities etc. In cases where the above officials are not sure of the boundary demarcationsof the sampled 'census' village, enquiry may be made from the officials about the corresponding 'revenue' village(s) for which boundary particulars, map etc. will be available with them. In such cases, the corresponding revenue village or villages will be surveyed.

2.0.4 Selection of revenue village : There may be two types of situation, namely (a) the sampled census village contains wholly or partly several revenue villages [In such cases, all the revenue villages, contained wholly or partly in the sampled census village, will be surveyed together] and (b) the sampled census village is wholly contained in a revenue village which consists of several census villages (partly or wholly) [In such cases, the whole of the revenue village will be surveyed].

2.0.5 Number of hamlet-groups/sub-blocks to be formed: As usual in large villages/blocks having present population 1200 or more and/or number of trading enterprises (OATE + NDTE + DTE) 100 or more, hamlet-groups/sub-blocks will be formed. The procedure for forming hamlet-groups (h.g.)/sub-blocks (s.b) is stated below :

(a) The investigator will first ascertain the approximate present population of the entire sample village/block [or revenue villages selected as per para 2.0.4]. This may be ascertained mainly from the village official and other knowledgeable persons by putting certain probing questions. The starting point can be 1981 census population. It may be asked whether there has been any abnormal influx into, or exodus from, the village/block after 1981 census and if so what

Schedule 0.0 Hamlet-group/sub-block formation

is the approximate increase or decrease of population due to such events, whether any new settlements have come up in the village/block after 1981 census and if so what is the approximate population of the same; and so on. If it is not possible to know the present population, 1981 census population may be used for this purpose,

The number (say, D) of hamlet-groups/sub-blocks to be formed will be the higher value of D obtained from the two charts given in (A) and (B) below.

Chart (A)

approx. present population of the sample village/block (1)			no. of hamlet-groups/sub-blocks to be formed. (D) (2)
less than		1200	1
1200	-	1599	4
1600	-	1999	5
2000	-	2399	6
2400	-	2799	7
and so on			

Chart (B)

approx. present number of ~~trading~~ non-agricultural enterprises (OATE + NDTE + DTE) in the sample village/block (1)			no. of hamlet-groups/sub-blocks to be formed (D) (2)
less than		100	1
100	-	199	4
200	-	249	5
250	-	299	6
300	-	349	7
350	-	399	8
and so on			

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Schedule 0.0 — Hamlet-group/sub-block formation

(b) However, for rural areas of Himachal Pradesh, Sikkim, Nagaland and Punch, Rajouri, Udhampur and Doda districts of Jammu & Kashmir, the criterion for forming hamlet-groups will be as follows :

for population less than 600, D= 1; for population 600 to 1199, D= 4; for population 1200 to 1499, D= 5; for population 1500 to 1799, D= 6; ... and so on.

2.0.6 Formation of hamlet-groups : In a large village there exists usually a few localities or pockets where the houses of the village tend to cluster together. These are called 'hamlets'. For a sample village requiring hamlet-group selection all such hamlets will be listed.

The procedurefor formation of hamlet-groups is best described, perhaps, by listing sequentially the steps involved. These are as follows :

(i) Identify the natural hamlets i.e. pockets or localities where the houses of the village tend to cluster together. In case there are no 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.

(ii) Ascertain approximate present population of each of the hamlets.

(iii) Draw a notional map in block 10 showing the approximate locations of the hamlets and number them in a serpentine order starting from north-west corner and proceeding south-wards. While drawing this map each uninhabited area (non-abadi area) of the village will be included as a part of the 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 land marks like canals, foot paths, railway line, roads, cadastral survey

plot numbers, etc. so that it may be possible to identify and locate the geographical boundaries of the hamlet-groups formed in that village.

(iv) List the hamlets in block 3 ofschedule 0.0 in order of their numbering and indicate the present approximate population content in terms of percentages of the whole village population.

(v) Groupong of the hamlets into D hamlet-groups is now required to be done. The criteria to be adopted for hamlet-group formation are, equality of population content and geographical contiguity (as such, the numbering of hamlets is not to be adopted as a guideline for grouping). In case there is a conflict between the two criteria, geograhical contiguity is to be given overriding priority. However, large hamlets may be divided artificially to achieve equality of population. Indicate the groupings in the map.

(vi) Numbering of the hamlet-groups has to be done next. The procedure to be adopted would be similar to the one used for numbering of the hamlets. Show the numbers in the notional map in block 10 and subsequently indicate the hamlet-group numbers against the constituent hamlts listed in block 3.1. It is possible that the serial numbers of the constitutent hamlets of a hemlet-group are not in proper serial order. This is quite in order.

2.0.7 Formation of sub-blocks: A sample block requiring sub-block formation will be divided into D sub-blocks each having approximately equal population content. Each sub-block should be a geographically compact areal unit with well defined identifiable boundaries. Draw a notional map in block 10 showing the location and boundary particulars of the sub-blocks and number them in a serpentine order starting from the north-west corner and then proceeding south words. List the sub-blocks in block 4 of schedule 0.0 in order of their numbering and indicate the present approximate population content in terms of percentages of whole population of the block.

Schedule 0.0 — Hamlet-group/Sub-block selection and cluster sampling in Arunachal Pradesh

2.0.8 Selection of hamlet-groups/sub-blocks : The hamlet-group/sub-block having maximum number of trading enterprises (the one having highest entry in column (4) of block 4) will be selected invariably. If the same maximum number appears in more than one hamlet-group/sub-block, the one from among these hamlet-groups/sub-blocks having maximum population (viz. highest entry in col. 3, block 4) will be selected. In addition, one more hamlet-group/sub-block will be selected at random out of the remaining hamlet-groups/sub-blocks. These two selected hamlet-groups/sub-blocks will be given serial numbers 0 and 1 respectively in column (6) of block 4. For large villages/blocks not having even a single trading enterprise, the hamlet-group/sub-block having maximum population will be selected and one more hamlet-group/sub-block will be selected at random and these two selected hamlet-groups/sub-blocks will be given serial numbers '0' and '1' respectively in column (6) of block 4.

2.0.9 Cluster sampling in Arunachal Pradesh : Due to the special field difficulties experienced in Arunachal Pradesh, the procedure of "cluster sampling" will be followed in the rural sector of this state. The procedure to be adopted is described below :-

2.0.9.1 The rural sample list gives the list of so-called 'nucleus' villages. The number of nucleus villages is one-fourth of the expected total sample size. The clusters of villages to be surveyed will be built around the nucleus villages. A cluster will generally contain 4 villages including the nucleus villages. If the villages contain large numbers of households, number of villages in a cluster will have to be reduced. In the reverse case, it will have to be increased. But in no case should it be allowed to exceed six.

2.0.9.2 The following working procedures are to be followed while forming clusters :-

(a) The maximum distance to be travelled in moving between the sample villages within a cluster may not ordinarily exceed 15 km.

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(b) All the households of a village included in a cluster should be listed. That is to say, there will not be any hamlet-group selection.

(c) Starting from the nucleus village, the households of each village within the cluster will be completely listed. For this purpose the villages of the cluster shall be taken up one by one in the order of increasing distance from the nucleus village.

(d) After the households in a village have been completely listed it should be checked whether the total number of households listed so far in the cluster has reached or exceeded 400. If it is so, no more villages are to be surveyed.

(e) If, however, even after listing four villages (including nucleus village) the total number of households does not come to 100, one or at most two more villages are to be listed. In no case a cluster will include more than six villages.

2.0.9.3 After determining the villages forming a cluster, each of them shall be treated as an individual sample village. Each will have a unique serial number and the survey will be carried out as in the rest of the country (except that there will be no hamlet-group selection).

2.0.9.4 In the sample list, the serial numbers of the nucleus villages are given with a gap of six. The serial numbers of the remaining villages of each cluster will be given in continuation to that of the nucleus village, in the order in which they are selected. In case the selected number of villages in a cluster is less than six, there will be a gap in the serial numbering of villages between this cluster and the next. Serial number of the nucleus village of the next cluster should not be altered to bridge this gap. The gap may stand as it is. Sample village number will also be given in the same manner. The sub-sample and sub-round numbers of all the villages of a given cluster will be those of the nucleus village.

Schedule 0.0 — Starting point for listing and some definitions

2.0.9.5 After finalising the composition of the clusters, a consolidated list of the sample villages (both central and state samples) will be sent to SDRD in the same format as the sample list supplied originally.

2.0.10 Starting point for listing : Having fixed the area to be covered, the investigator shall proceed to prepare a list of houses, households and trading enterprises in the sample village/block (or selected hamlet-groups/sub-blocks) starting from the point where 1980 Economic Census began and following the order of listing in the census. If the census order of house-listing is not available, the houses, etc. will be listed by starting first from the noth-west corner of the village/block andthen proceeding south wards in a serpentine order. In any case care should be taken to list all houses, households and trading enterprises.

2.0.11 Concepts and Definitions : Some broad information about the households and trading enterprises shall be collected during listing. These are required mainly to have a count of trading enterprises of different types and also to identify the trading enterprises relavent to schedule 2.41.2. The definitions of the terms required in this connection are given below.

2.0.12 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 may even be vacant.

2.0.13 Household : A group of persons normally living together and taking food from a common kitchen will constitute a household. The members of a household may or may not be related by blood to one another. The following cases are to be noted :

(i) Each inmate (including residential staff) of a mess, hotel, boarding and lodging house, hostel, etc. will constitute a single-member household. If, however, a group of persons among

them normally pool their income for spending, they together will be treated as forming a single household. For example, a family living in a hotel, will be treated as a separate single household by itself.

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

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

(iv) Foreign nationals will not be listed, nor their domestic servants, if by definition they belong to the foreign national's household. In some cases, however, a foreign national might have become an Indian citizen for all practical purposes. Such persons will be covered.

(v) Barracks of military and paramilitary forces (like police, BSF etc.) are outside the survey coverage. However, civilian population residing in their neighbourhood including the family quarters of services personnel are to be covered, for which, of course permission may have to be obtained from appropriate authorities. Orphanages and vagrant houses also will be outside the survey coverage.

Schedule 0.0 Definitions

2.0.14 Household size : The number of normally resident members of a household is its size. It will include temporary stay-aways but exclude temporary visitors and guests. Even though the determination of the actual composition of a household will be left to the judgement of the head of the household, the following procedures will be followed as guidelines :

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

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

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

(iv) One member of a household (say, a son or a daughter of the head of the household) stays elesewhere, say, in hostel for studies or for any other reason. He or she shall not be considered as a member of his or her parent's household.

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Schedule 0.0 Definitions

2.0.15 Trading enterprise : (a) A trading enterprise is an undertaking engaged in trade. Trade is defined to be an act of purchase of goods and their disposal by way of sale without any intermediate physical transformation of the goods. Thus all the trading activities, both wholesale and retail (perennial, casual or seasonal), listed under NIC divisions 60 to 63 and 65 to 68 will be treated as trade. The activities of intermediaries who do not actually purchase or sell goods but only arrange their purchase and sale and earn remuneration by way of brokerage and commission will also be treated as trade. Thus purchase and sale agents, brokers and auctioneers listed under NIC division 64 will also be under the survey coverage.

NIC division	description
60	Wholesale trade in agricultural raw materials, live animals, food, beverages, intoxicants and textiles
61	Wholesale trade in wood, paper, skin, leather and fur, fuel, petroleum, chemicals, perfumery, ceramics, glass and ores and metals
62	Wholesale trade in all types of machinery and equipment including transport equipment
63	Wholesale trade not elsewhere classified
64	Commission agents
65	Retail trade in food and food articles, beverages, tobacco and intoxicants
66	Retail trade in textiles
67	Retail trade in fuels and other household utilities and durables
68	Retail trade n.e.c.

Schedule 0.0 Definitions

In addition, the activities of free hunting, trapping and game propagation for commercial purposes (NIC group 030); free collection for sale of forest products like gathering of fodder, grass, etc., wild fruits, leaves and other forest products (NIC groups 052, 053, 054 & 059); free collection for sale of fish, prawns, crabs, oysters, etc. (NIC groups 060, 061, 063 & 069) and free collection for sale of waste-paper, rags, ash, coal etc. (NIC group X10) will be covered in trade survey. Separate and distinct trading units of manufacturing concerns like sale shops of DCM, Bombay Dyeing, Bata Shoe etc. will also be treated as trade .

The following activities stated in (i) to (vi) below will also be covered under trade :

(i) selling of fruit juice, sugarcane juice etc. which involve a process of transformation marginally

(ii) selling finished pan by mixing purchased pan leaves and other ingradients

(iii) selling of meat purchased from slaughter houses after cutting it into small pieces

(iv) cooling of aerated water, soft drinks and ice cream for sale

(v) assembling of bicycles after fitting parts as per customer's order

(vi) sale of spectacle frames and glasses (lenses) fitted into the frames after grinding, polishing, etc.

(b) The following activities will not be covered under trade :

(i) sale of own agricultural produce or manufactured goods

(ii) rental and leasing of durable goods like furnitures, fans, household utilities etc. and also machinery and equipments including transport equipments (which includes bicycle also)

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Sch. 0.0 Definitions

(iii) brokerage or agency activities in stock exchange, real estate, lotteries and other financial matters

(c) Trading in wood : As already stated in para 1.8.15 of Section-One, all the enterprises engaged in trading in wood (including fuel wood) in the sample village/hamlet-group or block/sub-block will be grouped (as second-stage stratum 2) before the sample enterprises are selected. As these activities are combined with other activities in the NIC code list (e.g. NIC code 610 covers wholesale trade in wood, cane, bamboo and thatches etc.), the special codes as stated below may be given to the enterprises engaged in trading in wood in order to facilitate grouping of the activities by second-stage strata with the help of NIC codes. NIC codes 610.8, 610.9, 670.8 and 670.9 may be given to the enterprises engaged in wholesale trade wood (other than fuel wood), wholesale trade in fuel wood, retail trade in wood (other than fuel wood) and retail trade in fuel wood respectively.

2.0.16 Own account trading enterprise (OATE) : An own account trading enterprise is an undertaking run usually with the help of household labour only i.e. without any hired worker on fairly regular basis.

2.0.17 Trading establishment : Those trading enterprises which have got at least one hired worker on a fairly regular basis are called trading establishments. By fairly regular basis it is meant that the enterprise has engaged hired worker(s) ..... during the major part of its period of operation(s) in the reference year. However, it is not necessary that the same worker should be working throughout this period. The concept of hired worker is given in para 2.11.8(j).

Trading establishments have been further sub-divided into two classes :

(i) Non-directory trading establishment (NDTE) and
(ii) Directory trading establishment (DTE)

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2.0.18 Non-directory trading establishment (NDTE) : A trading establishment having less than six workers (household and hired taken together) is termed as non-directory trading establishment.

2.0.19 Directory trading establishment (DTE) : A directory trading establishment is one which has got six or more workers (household and hired taken together).

2.0.20 Wholesale trade : In the wholesale trading enterprise, goods are generally bought from the producer and sold to the retailer. A wholesaler is generally regarded as an intermediary between the producer and the retailer. A wholesaler sells goods to other wholesalers or to users in bulk. Again wholesale business is undertaken not only by merchant wholesalers who buy and sell commodities but also by the manufacturing wholesalers who maintain a distinct and identifiable wholesale trade business.

2.0.21 Retail trade : In the retail trade, goods are bought from the wholesalers or dealers and sold to consumers. The retail trader is an intermediary between a wholesaler and consumers or users. The retail trader may purchase goods directly from the producer or manufacturer also. Hawkers and pedlers selling goods are considered as retail traders.

2.0.22 Seasonal enterprise : Seasonal enterprises are those which are usually run in a particular season or fixed months of a year.

2.0.23 The schedule (0.0) : Printed in a booklet form, it contains the following blocks :

Block 0 : descriptive identification of sample village/block
Block 1 : identification of sample village/block
Block 2 : particulars of field operations.
Block 3 : list of hamlets.
Block 4 : list of hamlet-groups/sub-blocks.

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Sch. 0.0 Blocks 0 & 1

Block 5 : households and population.
Block 6 : particulars of sampling of enterprises.
Block 7 : particulars of sampling of households (for schedule 1.0)
Block 8 : remarks by investigator.
Block 9 : comments by supervisory officers.
Block 10 : sketch map of hamlet-groups/sub-blocks showing selected hamlet-groups/sub-blocks.
Block 11 : list of households and trading enterprises - selected hamlet-group/sub-block serial number 0 or 1.

Whenever one booklet is inadequate to list all the houses, households and trading enterprises, additional sheets/ booklets shall be used and firmly tagged to the main schedule.

Item-wise instructions for schedule 0.0 are given below.

2.0.24 Block 0 : Descriptive identification of sample village/ block : This block is meant for recording the descriptive identification particulars of the sample village/block. State and district names (applicable for both rural and urban samples), tehsil/town name (tehsil name for rural samples and town name for urban samples), village name (rural samples only - put a cross mark 'X' for urban samples) and ward - inv. unit - block numbers/charge - circle - block numbers) (applicable for urban samples only - put a cross mark 'X' for rural samples) for the sample village/block may be copied from the sample list.

2.1 Block 1 : Identification of sample village/block : This block is meant for recording the identification particulars of the sample village/block in terms of codes. The particulars for all the items (except items 1 and 2 - codes of which are already printed in the schedule) will be recorded in the box space(s) provided in the schedule against each item. Each cell (box space) is meant for recording only one digit of the entry. For multiple

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cells, the right most cell shall be used for recording the unit place digit, the next left cell for the tenth place digit and so on. If the number of digits of the entry to be recorded against an item is less than the number of box spaces provided, '0' shall be entered in the left hand box spaces. For example, entry '5' in items 13 and 19 shall be recorded as |0|0|5| and |0|5| respectively.

Items 3 to 10 , 12, 13 and 16 shall be copied from the sample list. Instructions for some of the items of block 1 are given below :-

(a) Item 3 : Sample : For the villages/blocks belonging to the central sample, code 1 will be recorded and for the villages/blocks belonging to the state sample, code 2 will be recorded in the box. It is indicated in the sample list whether the village/block belongs to the central sample or state sample.

(b) Item 6 : First-stage stratum : This is same as stratum. Stratum number as given in the sample list shall be recorded against this item.

(c) Item 9 : Sub-round : Sub-round restriction is not strictly enforced in the rural areas of Arunachal Pradesh, Nagaland, Andamana & Nicobar Islands and Lakshadweep.

(d) Item 11 : FOD sub-region : This will be a four digit code corresponding to the FOD sub-region to which the sample village/block belongs. ~~Code list for FOD sub-regions is given in Appendix-I~~. This item may be crossed (X) for the state sample.

(e) Item 12 : Serial number ofsample village/block : The serial number of the sample village/block (a five-digit code) as given in the sample list shall be recorded against this item.

(f) Item 15 : Number of census villages in surveyed revenue village : If the surveyed unit is the larger revenue village (i.e. code 2 in item 14) which contains more than one

census village including the sample village, the number of census villages included wholly or partly in the surveyed revenue village will be noted in the box space(s) of item 15. However, ifthe sampled census village is identical with the corresponding revenue village or it contains a number of revenue villages all of which together constituted the surveyed unit (code 1 in term 14), '01' may be recorded against item 15.

(g) Item 16 : Frame Code : The codes (applicable for the sample village/block) may be copied from the sample list. The various frame codes are also printed at the bottom of the block. These are : 1980 EC-1; 1971 census-2; 1972-77 UFS-3. 1977-82 UFS-4; 1981 census-5; 1982-87 UFS-6 and 1987-92 UFS-7. Codes 1, 2 and 5 are applicable for the rural sector whereas codes 3 to 7 are applicable for the urban sector. The boundaries of the sample village/block shall be identified strictly according to the frame whose code is indicated in the sample list and not according to any other frame. For example, if in a particular case 1977-82 UFS is indicated in the sample list, then the boundaries of the sample block are to be identified with the help of 1977-82 UFS frame only even though 1982-87 UFS frame may be available.

(h) Item 17 : Approximate present population : The approximate present population [vide para 2.0.5(a)] of the whole sample village/block shall be recorded in item 17.

(i) Item 18 : Approximate number of trading enterprises : Approximate number of trading enterprises (OATEs and NDTEs and DTEs combined) [vide para 2.0.15] of the whole sample village/block, as ascertained by local enquiry, may be recorded here.

(j) Item 19 : Total number of hamlet-groups/sub-blocks formed : Total number of hamlet-groups/sub-blocks to be formed in the sample village/block [vide para 2.0.5.] shall be recorded in item 19. If the sample village/block does not require any hamlet-group/sub-block formation, '01' shall be recorded against this item.

Narayan/

Sch. 0.0 Block-1

(k) Item 20 : Survey code : When the original sample village/block (particulars of which are recorded in the sample list) is surveyed, survey code shall be one of 1, 2 or 3. Code shall be 1 when it is inhabited and 2 when it is found to be uninhabited. Code shall be 3 when it is treated as a 'zero case'. Examples of zero cases are villages/blocks comprised of wholly barracks of military and para-military forces (like police, BSF etc.), rural areas declared as urban areas during or prior to 1981 census, rural areas declared as urban areas after 1981 census and now forming part of UFS frame, villages/blocks wholly sub-merged under water in a dam or the whole population evicted because of acquisition of land to construct a new factory or other project works, that is there is practically no change of habitation in future. Uninhabited villages/blocks will include cases where the entire population has shifted elsewhere due to some natural calamities like fire, cyclone, etc., that is change of habitation in future is there. They will be given code 2. When the original sample village/block is a casualty and it has been substituted by another village/block which has been surveyed (inhabited, uninhabited or zero case), survey code shall be 4. If even the substituted village/block could not be surveyed, survey code shall be 5.

(l) Item 21 : Reason for first substitution : In all cases where the originally selected sample village/block is a casualty irrespective of whether it has been substituted or not (entry 4 or 5 against item 20), the reason for its becoming a casualty will be recorded in code against item 21.

Codes are :

sample village/block : not identifiable/traceable 1
not accessible 2
restricted areas (not permitted to survey) 3
others (specify) 9

Narayan/

Sch. 0.0 Blocks 1, 2, 3 & 4

This item may be kept blank for entry 1, 2 or 3 against item 20. Restricted area under code 3 above will exclude cases of not surveying barracks of military and para-military forces. /vide (k) above/ which will be treated as surveyed as a 'zero case'.

2.2 Block 2 : Particulars of field operations : Details of field operations shall be recorded in block 2. All the items are self-explanatory.

2.3 Block 3 : List of hamlets : This block shall be filled in only for the rural sector. All natural hamlets located in the village shall be listed in a specified order (viz. starting from north- west corner and proceding south-wards and numbering them in a serpentine manner - refer to para 2.0.6 for details) and given running serial number in column (1). Names of hamlets shall be recorded in column (2). The population of each hamlet expressed as percentage of the total village population shall be given in column (3).

2.4 Block 4 : List of hamlet-groups/sub-blocks: This block is meant for recording the details of formation of hamlet-groups/ sub-blocks and its selection, whenever necessary (viz. for large villages/blocks requiring hamlet-group/sub-block formation).

Hamlet-groups/sub-blocks shall be formed in the usual manner as in all NSS rounds. Reference may be made to paras 2.0.6 and 2.0.7 for formation and numbering of hamlet-groups/ sub-blocks. Number of hamlet-groups/sub-blocks (D) to be formed will be decided as per the criteria given in para 2.0.5.

(a) Column (1) : Hamlet-group/sub-block no. : The hamlet-groups/sub-blocks so formed shall be given running serial number in column (1).

Narayan/

Sch. 0.0 Block-4

(b) Column (2) : Serial numbers of hamlets in the hamlet-group : The serial numbers of the hamlets recorded in column (1) of block 3 constituting each hamlet-group, are to be recorded in column (2) separated by commas. This column is not applicable to the urban sector and shall be left blank in case of urban blocks.

(c) Column (3) : Percentage of population in the hamlet-group/sub-block : Approximate present population of the hamlet-group/sub-block expressed as percentage (whole number) of total village/block population shall be recorded in column (3). Entries in this column should add up to 100 when the village/block is inhabited.

(d) Column (4) : Percentage of trading enterprises in the hamlet-group/sub-block : Approximate percentage (whole number) of trading enterprises (OATE's, NDTE's and DTE's taken together) in the village/block, that is accounted for by the hamlet-group/sub-block, may be ascertained from local knowledgeable persons and recorded in column (4). Entries in this column should add up to 100 whenever there are some trading enterprises in the village/block.

(e) Column (5) : Sampling serial no. of the hamlet-groups/sub-blocks: The hamlet-group/sub-block having maximum percentage share of trading enterprises [viz. highest entry in col. (4)] shall be given serial number '0' in column (5). The other hamlet-groups/sub-blocks shall be given a running serial number from 1 to (D-1). If the same maximum percentage share appears in more than one hamlet-group/sub-block, then the one from among these hamlet-groups/sub-blocks having maximum population [viz. higher/highest entry in col. (3)] shall be given serial number '0' in column (5) and the others shall be given a running serial number from 1 to (D-1). If there is no trading enterprise in the entire village/block, the hamlet-group/sub-block having maximum population shall be given serial number '0' and the others shall be given a running serial number from 1 to (D-1).

Narayan/

(f) Column (6) : Serial number of the selected hamlet-groups/sub-blocks : Two hamlet-groups/sub-blocks shall be selected from the large villages/blocks for the purpose of survey. The hamlet-group/sub-block having maximum number of trading enterprises (if the maximum number occurs for more than one h.g./s.b., consider one among them having highest population) [i.e. entry '0' in column (5)] or maximum population if the village/block does not contain any trading enterprise shall always be selected for survey and given number '0' again in column (6). From the remaining hamlet-groups/sub-blocks [(D-1) in number], one more hamlet-group/sub-block shall be selected at random by using random number table. A random number R may be drawn between 1 and (D-1). Then the hamlet-group/sub-block whose serial number noted in column (5) [and not column (1)] agrees with R, shall also be selected for survey. This selected hamlet-group/sub-block shall be given number '1' in column (6). The hamlet-group serial no./sub-block srl. no. in column (5), for this randomly selected hamlet-group/sub-block shall be ringed, that is, marked by a circle drawn around it.

For all other hamlet-groups/sub-blocks (besides the two selected), column (6) may be left blank.

2.5 (i) Blocks 5 to 7 and 11 : In all these blocks, various information are to be given separately for each of the two hamlet-groups/sub-blocks selected for survey (i.e. hamlet-groups/sub-blocks with serial numbers 0 and 1 in column (6) of block 4) . When there is no hamlet-group/sub-block selection, the information in respect of the whole village/block shall be given against the hamlet-group srl. no./sub-block srl. no. '0' in all blocks.

(ii) Block 5 : Households and population : This block is meant for recording the summary information from block 11 on total number of households and total population of the village/block separately for hamlet-group/sub-block srl. nos. 0 and 1 [ref. : last serial number of column (2) and total of column (4) as in block 11 may be copied and recorded in columns (2) and (3) respectively of this block].

Narayan/

2.6.1 Blocks 6 and 7 : Particulars of sampling of enterprises (for sch. 2.41.2) and households (for sch. 1.0) : If there is hamlet-group/sub-block formation, all the columns [viz. columns (3) to (9) of block 6 and columns (2) to (8) of block 7] of blocks 6 and 7 for both h.g./s.b. serial numbers 0 and 1 shall be filled up either with a 'X' (when a column is not applicable) or with a '0' (when there is no enterprise/household) or with a positive entry. If there is no hamlet-group/sub-block formation, the same procedure shall be followed for h.g./s.b. serial number '0' and columns for h.g./s.b. serial number '1' may be left blank.

2.6.2 Block 6 : Particulars of sampling of enterprises : In this block, particulars of sampling of enterprises/establishments shall be recorded separately for hamlet-group/sub-block serial numbers '0' and '1'.

(a) Column (3) : Total number of enterprises in the frame(E) : Values of E_1, E_2, ... E_6 as recorded in the column headings of columns (14), (15), ... (19) of block 11 shall be recorded in this column for second-stage strata 1, 2, ... 6 respectively.

(b) Column (4) : Interval (I) : Values of I_3, I_4, I_5 and I_6 as recorded in the column headings of columns (16), (17), (18) and (19) of block 11 shall be recorded in this column for second-stage strata 3, 4, 5 and 6 respectively.

(c) Columns (5) : Random start (R) : Values of R_1, R_2,.. R_6 as recorded in the headings of columns (14), (15), ... (19) of block 11 shall be recorded in this column for second-stage strata 1, 2, ... 6, respectively.

(d) Columns (6) to (9) : Number of enterprises : Values of e_1, e_2, ... e_6 as recorded in the column headings of columns (14), (15),..., (19) of block 11 shall be recorded in column (6) for second-stage strata 1, 2, ... 6 respectively. Columns (7), (8) and (9) for each second-stage stratum shall be filled up on the basis of survey code recorded against item 18 of block 1 of schedule 2.41.2. Number of 2.41.2 schedules with survey codes 2 and 3 shall berecorded in columns (7) and (8) respectively. Number of surveyed enterprises i.e. number of 2.41.2 schedules with survey codes 1 and 2 shall be recorded in col.(9). It may be seen that col.(9) = col. (6) - col.(8) .

Narayan/

Schedule 0.0 Blocks 7 8 & 9

2.7 Block 7 : Particulars of sampling of households (for schedule 1.0) : Particulars of sampling of households, separately for selected hamlet-group/sub-block serial numbers 0 and 1, will be recorded in this block.

(a) Column (2) : Total number of households (H) : This is the last serial number recorded in column (2) of block 11 [refer to para 2.11.2 also]

(b) Column (3) : Interval (I) : This column for a particular hamlet-group/sub-block may be crossed (X) when one household or no household is to be selected from the hamlet-group/sub-block. Otherwise (i.e. when two households are to be selected from the hamlet-group/sub-block), the integral part of the ratio H/2 may be recorded in this column.

(c) Column (4) : Random start (R) : 'R' is the random number to be used for selection of household(s). It is a random number between 1 and H, drawn using the random number table.

(d) Columns (5) to (8) : Number of households : Number of households to be selected for survey shall be recorded in column (5). Columns (6) to (8) shall be filled-up on the basis of survey code against item 18 of block 1 of schedule 1.0. Number of 1.0 schedule(s) received with survey codes 2 and 3 shall be recorded in columns (6) and (7) respectively. Number of surveyed household(s) i.e. number of 1.0 schedule(s) received with survey codes 1 and 2 shall be recorded in column (8). It may be seen that col.(8) = col.(5) - col.(7).

2.8 Block 8 : Remarks by investigator : The investigator may record his/her remarks on any abnormal situation/entry in the schedule.

2.9 Block 9 : Comments by supervisory officers : The Assistant Superintendent, the superintendent or any other officer inspecting the work relating to this schedule, may give his/her comments here.

Schedule 0.0 Block 10

2.10 Block 10 : Sketch map of hamlet-groups/sub-blocks showing selected hamlet-groups/sub-blocks :

(a) A freehand sketch map of the village/block showing the boundaries of the hamlets and hamlet-groups/sub-blocks formed, is to be given in this space so that the hamlets/hamlet-groups/sub-blocks formed may be identifiable in the field later with the help of this map. It need not be drawn to scale.

The serial numbers of the hamlets as given in column(1) of block 3 will be written down on the map against each hamlet. The hamlet-group number given in column (1) of block 4 to which the hamlet belongs will also be shown against each hamlet within brackets on the right side of the hamlet number. For the urban areas, the sub-block numbers as given in column (1) of block 4 will be noted on the map within brackets. For villages/blocks with hamlet-group/sub-block information, the areas for the two selected hamlet-groups/sub-blocks /with serial numbers 0 and 1 respectively in column(6) of block 4/ shall be shaded in the map and 'HAMLET-GROUP/SUB-BLOCK SERIAL NUMBER 0/1 'may be written prominently over the respective shaded areas.

(b) In the case of rural areas of Arunachal Pradesh, where no hamlet-group selection is to be done, this block will be used to give sketch map of the cluster of villages to which the sample belongs. The map to be drawn in the schedule of each village of a cluster will show the whole cluster along with names of the constituent villages of the cluster. The nucleus village will be indicated by writing "nucleus village" within brackets below the name of the village in the map and the area corresponding to the nucleus village may be shaded.

Block 11

Schedule 0.0 Listing Procedure

2.11 Block 11 : List of households and trading enterprises :

2.11.1 This is the main block of the schedule. Listing of houses, households and trading enterprises, collection of a few particulars of the enterprises for identification of the enterprises under the break-ups OATE, NDTE & DTE, preparation of sampling frame and selection of sample enterprises and two sample households for schedule 1.0 - all these operations shall be carried out in this block.

2.11.2 It is essential to ensure that there is no omission or duplication of any house, household or trading enterprise. Households which are found to be temporarily away from their residences at the time of listing are also to be listed. This is the usual problem of locked houses which the investigator is expected to tackle with some efforts. After ascertaining from the neighbours as much details about the absentee household as possible, attempts should be made to contact the household at the appropriate hours (even if they be outside the normal working time of the investigator), and, if need be, by revisiting the house during the survey period in the sample village/block. Such households are also to be included in the frame for selection of households for schedule 1.0 and the trading enterprises, if any, run by these households are to form part of the frame for selection of enterprises. In order to ensure complete listing, it is, therefore, better to follow some definite order for listing. The order followed in 1981 census, may be adopted, if possible, taking care that any house that has come up later is not omitted. Otherwise, listing may be done starting from the north-west corner and proceeding southwards in a serpentine manner. While listing, the name of any natural grouping of the house like hamlet, street, mohalla etc. and date of listing may be written at the top before starting the operation of listing of the houses of the locality. This will help in checking completeness.

Sch.0.0 Block 11

Listing Procedure

2.11.3 A house to house enquiry will be made to list all the houses, households and trading enterprises. A household is enumerated in the house where it resides. However, the trading enterprise will be listed in the house in which it is situated. The following situations may be kept in mind during listing. A trading enterprise may not be clearly visible or prominent from the outside of a house/ room. For example, a trading enterprise may not have a physical existence at any fixed location. A hawker selling his goods like vegetables, fruits, clothes, etc. or activities of broker/commission agent/ free collections for sale without having any fixed shop etc. are cases in point. These types of enterprises can be detected only by enquiring about the activities of the members of the household. Necessary care may be taken to list such enterprises. The operational procedure of listing will be as described below.

2.11.4 While listing a house, the investigator shall first find out how many households reside there. From each household he will collect the details of all enterprises run by its members during 365 days preceding the date of survey (the enterprise may not be in operation on the date of listing). The enterprises located in the same house where the household lives and those run without any fixed premises shall be listed one after another against that household. But enterprises run by the same household but located at other fixed premises will not be listed against that house but will be listed at their places of location provided these places lie within the selected village/block or selected hamlet-group/sub-block as the case may be. After exhausting the resident households and all the different types of enterprises run by them as described above, the investigator will list other enterprises, if any, which may be located in that house and existing on the date of survey and operated either by households staying in some other houses (either within or outside the sample village/block) or by an institutional body. After listing all the households and

trading enterprises associated with a house, the investigator will proceed to list the next house. Care should be taken to list all the seasonal trading enterprises that may be existing, though not operating, on the date of survey.

2.11.5 In connection with listing some special situations are mentioned below :

(i) In a 'hat' there are some permanent structures built by panchayat or local bodies. The entrepreneurs occupy them on 'hat' days and carry out trading activities. In such cases they will be considered to be carrying out trading activities without any fixed premises and these activities will be listed through the residences of the owners even though they carry out trading activities at fixed premises.

(ii) A trader sits in a daily market on the street or in an open space with no structure but in a fixed site regularly to sell his commodities. They will be considered to be carrying out trading activities without any fixed premises and will be listed through the residences though they carryout trading activities in a fixed site.

(iii) Enterprises run without any fixed premises on partnership basis will be recorded against the household first listed among the participant households. All the participants may not be residents of the same village/block. Identifications of other partners will be noted to take care that the same enterprise is not listed against any other household of that sample village/block.

(iv) There are also possibilities that the same person may be carrying out the same trading activity at more than one place, e.g. a trader may be persuing trading activity at home and also having a shop at another place within the sample village/block. In such a case they will be listed as two separate enterprises. The entries for the shop will be made against the house where the shop is located. However when the accounts etc. cannot be separated out both will be treated as one enterprise.

(v) Separate and distinct trading units of manufacturing concerns like sale shops of DCM, Bombay Dying, Bata shoe, etc. which are directly linked with the producing firms will be listed as directory trading establishments (DTE) irrespective of the number of workers - hired, not hired and total. But if such units are not directly linked with the producing firms and have an independent identity in matters of accounts etc. then such units will be listed under the appropriate class : DTE, NDTE or OATE as the case may be.

(vi) Sale of agricultural produce and manufactured products directly by the producer, even if in market or through own shop if the shop is meant solely for sale of own produce, will not be treated as trading activity. A person engaged in production of milk and also in selling this milk in the market or by door-to-door delivery will not be treated as trading activity. However, door-to-door collection of milk and selling will be treated as trade.

(vii) Godown used by a trading enterprise will form a part of that trading enterprise.] Delete

(viii) Mixed activity : A retail trader is engaged in selling, say, both cigarette and bakery products in the same shop. Selling of cigarette comes under NIC group code 655 and selling of bakery products comes under NIC group code 653. If the accounts, employment, etc. can be separated, it will be listed as two trading enterprises, one with NIC group code 655 and the other with 653. But when accounts, employment, etc. cannot be separated out the enterprise will be listed under the major activity i.e. either with NIC group code 655 or with 653 on the basis of major income/turnover/employment, etc. depending on the information readily available in the order of preference as listed, that is, income first. But the data in both the schedules 0.0 and 2.41.2 will relate to the

enterprise as a whole considering sale of both cigarette and bakery products. Similar will be the case for mixed activities like wholesale and retail trade or trading and manufacturing or any other activity where the activities cannot be distinguished from one another. For example, activity relating to NIC group code 514 (electrical installations) may be mixed up with that of NIC group code 675 (retail dealers in electrical and electronic goods) in an enterprise so that the data relating to these two activities cannot be separated out. This enterprise will be classified either under NIC group code 514 or under 675 depending on the major income, etc. and listed in block 11 only when it is classified under NIC group code 675. When classified under NIC group code 514, this will not be listed and data relating to activities under NIC group code 675 will be ignored. On the other hand, when classified under NIC group code 675 data will relate to both the activities (under 514 and 675) combined. When an enterprise carries on different types of activities for which employment, accounts etc. are not separable, it is to be identified with a single dominant NIC/code as follows. The major activity will be first determined at the three-digit level of NIC on the basis of maximum income/turnover/employment. This exercise will then be repeated at the 4 - digit level of NIC.

(ix) In cases of mixed activity of manufacturing and trade handloom weavers, sweetmeat shops (halwai), by convention manufacturing will be taken as the major activity. Such enterprises will not be considered as trade.

(x) A howker selling different commodities on different days/seasons will be listed against the NIC group code having major income/turnover etc. as described in sub-para (viii) above.

2.11.6 In sample villages/blocks with hamlet-group/sub-block formation, list of houses, households and trading enterrpises will be recorded in separate pages of block 11 for hamlet-group/sub-block serial numbers 0 and 1. At first listing will be done for hamlet-group/sub-block serial number 0. Then listing for hamlet-group/sub-block serial number 1 will be started in a separate page of block 11. One of the hamlet-group/sub-block serial numbers 0 or 1 (printed in the heading of block 11), as appropriate to the selected hamlet-group/sub-block, may be retained and the other serial number may be deleted in the heading of block 11 before listing is started. For villages/blocks without hamlet-group/sub-block formation, h.g./ s.b. srl. number '1' may be deleted from the heading of block 11.

2.11.7 For houses or households having no trading enterprise, columns (5) to (19) will be left blank. For public sector trading enterprises [viz. code 7 in column (8)] columns (9) to (20) will be left blank. For DTEs [viz. code 3 in column (11)], columns (13) to (19) will be left blank. For OATEs and NDTEs [viz. codes 1 and 2 in column (11)] with eligibility code 2 in column (12), columns (13) to (19) will be left blank.

Sch.0.0 Block - 11

2.11.8 Instructions for filling in various columns of block 11 are given below :

(a) Column (1) : House number : All houses including vacant ones will be listed by giving a house number. The 1981 census house number or the number given by the local panchayat, Municipality or other local body may be used if available. The houses without any Municipality or panchayat house number, or where house numbers are not available at all, will be given a separate running serial number starting from 1 within brackets. But whenever house numbers are available, even if not for all the houses, the actual house numbers will be recorded without any bracket. Thus figures within brackets will indicate that these are not actual house numbers and those without brackets will indicate actual house numbers. After listing all the households and trading enterprises associated with a house, the next house will be listed. If the house is used solely for non-residential purposes or is vacant, the purposes to which it is put will be written across the line, e.g. temple, dispensary, vacant, etc. However, details of the enterprise will be recorded for the non-residential houses having any trading enterprise. For family living under a tree or bridge etc.(i.e. without any house), a cross-mark (x) may be put in this column.

(b) Column (2) : Household srl.no. : All households (including those found temporarily absent) will be given a running serial number in this column starting from 1. If a household has two or more enterprises either at its residence or without any fixed lication, all of them will be listed in separate lines before listing the next household in this column. Households living in institutions like hotels, boarding houses will be listed just below the name of the institution. Household serial number will be given against the lines for households only. This column will be left blank for the lines meant for trading enterprises or for vacant houses etc. Same household with more than one line will get serial number once only against the first line. Households having no trading enterprise will also get serial number.

Sch. 0.0

Block - 11

(c) Column (3) : Name of head of household/name and address of enterprise/owner/operator : For a household noted in column (2), the name of the head will be recorded here. For a trading enterprise the owner of which stays at a different place, the name and address of the owner/operator will be recorded. For an institutional trading enterprise, name of the enterprise will be recorded. If an enterprise bears a distinct name, only then will it be recorded; otherwise the name of the owner or operator, will be recorded. In all the cases, distinct name of the enterprise, if any, will be given preference. Name of the owner or operator will be recorded only when there is no distinct name of the enterprise. A household having more than one trading enterprise will be listed in subsequent lines.

(d) Column (4) : Household size : The size of each household as defined in para 2.0.14 of this section will be recorded in this column. When there are more than one line for the same household, household size will be recorded in the first line only.

(e) Column (5) : Enterprise serial number : In this column a running serial number will be given to all the trading enterprises listed in block 11 independently for hamlet-group/sub-block srl. numbers '0' and '1' starting from 1 in both the cases.

(f) Column (6) : Description of activity : The activity of a trading enterprise will be briefly described in words in this column, such as grocery, textile shop, auctioneering, free collection of coal dust, etc. For this purpose more than one line may be used, if necessary, for the same trading enterprise but entries in subsequent columns will be recorded in one line. If the same owner/operator has more than one enterprise in the same house, the descriptions of activities of all such enterprises will be noted in successive lines.

(g) Column (7) : NIC-class code : The NIC class to which the trading enterprise belongs will be recorded here in 4 digited code number using NIC-1987 code list [vide para 2.11.5 for mixed activities]. If the code available in the NIC-87 code list is 3-digited, one zero ('0') may be added at the end to make it a 4-digited, one.

↓ 1

(in the rightmost place)

B.C.

Sch. 0.0 Block - 11

(h) Column (8) : Ownership code : Ownership codes are as follows: proprietary-1; partnership between members of the same household-2; parthership between members not all from the same household-3; co-operative society-4; public/private limited company outside the public sector-5; trust-6; public sector-7 and others-9.

If an individual is the sole owner of the trading enterprise, the enterprise will be termed as proprietary enterprise and for such an enterprise ownership code-1 will be entered in column (8). If there are two or more owners of the enterprise on a partnership basis with or without formal registration, code will be 2 or 3 depending upon whether all the members belong to the same household or not. Code will be 2 if all the members belong to the same household. Otherwise code 3 will be recorded. Code 4 will be recorded for co-operative societies (irrespective of possession of share by government, local body, etc.) registered under the laws for registration of co-operative societies. For all enterprises registered as public and private limited company outside the public sector, ownership code will be 5 irrespective of the amount of share held by the government. Enterprises owned by a registered trust will be given ownership code 6.

A trading enterprise which is wholly owned or run/managed by central or state government or quasi government institution, or by local bodies like Panchayat, Zilla Parishad, City Corporation, Municipal authorities, autonomous bodies like universities, education boards and institutions like schools, libraries, etc. set up by the government, Panchayat, etc. will be treated as a public sector establishment. All such enterprises will be given ownership code-7. However, if the enterprise is run by loans or assistance granted by Government, local body, etc., it will not come under public sector for the purpose of ownership code. All other enterprises which do not come withing the purview of codes 1 to 7 will get ownership code-9.

B.C.

Sch. 0.0

Block - 11

(i) Column (9) : Total number of workers : The total number of persons usually working on a working day during last 365 days/ accounting year for perennial and casual enterprises and during the last working season for seasonal enterprises will be recorded in this column. This total will include both household workers as well as hired workers. All categories of workers including supervisory and primary will be considered. Total will also include other workers, working proprietors and apprentices (paid or unpaid), unpaid helpers and part-time workers so long as they are engaged on a fairly regular basis. A worker need not mean that the same person should be continued, but it should refer to a position. Two part-time workers will be counted as 2 and not 1. Part-time workers are those who work for less than or equal to half of the period of normal working hours of the enterprise on a fairly regular basis.

(j) Column (10) : Number of hired workers : The number of hired workers in the enterprise usually employed on fairly regular basis will be recorded in this column. If there is no hired worker '0' will be put here. Apprentices, paid or unpaid, will be treated as hired workers. Employees engaged as clerks, store-keepers, accountants, purchase and sale workers, etc. will be taken as hired workers for this cloumn. Unpaid helpers will not be treated as hired workers. Exchange of workers mutually between households may be treated as household workers. A paid household member, servants and resident workers working in the enterprise will be considered as hired workers.

The modal value of number of workers on a working day during the reference year will be recorded for both total and hired workers. The lower or lowest value will be recorded in cases where two or more modal values are found to exist.

For collecting information on total number of workers and hired workers, special effort will have to be made for avoiding misclassification of enterprises, particularly when the total number of workers is 5 or 6.

B.C.

Sch. 0.0 Block - 11

(k) Column (11) : Enterprise type code : Each trading enterprise (other than those in the public sector) will be given an enterprise type code in column (11) on the basis of entries made in columns (9) and (10). The codes are as follows :

(i) enterprises with entry zero in col. (10) i.e. OATE 1,

(ii) enterprises with entry 5 or less in col.(9) and non-zero entry in col.(10) i.e. NDTE 2,

(iii) enterprises with entry 6 or more in col. (9) and non-zero entry in col.(10) i.e. DTE ..... 3.

(l) Column (12) : Eligiblity code : All DTEs, NDTEs and OATEs which operated for at-least 30 days (or at-least 15 days for seasonal enterprises) during last 365 days/accounting year will be given code 1. Enterprises which operated for less than 30 days (or less than 15 days for seasonal enterprises) during last 365 days/accounting year will be given code 2. This period of 30 days or more (or 15 days for seasonal enterprises) need not be a continuous period.

(m) Column (13) : Second-stage stratum : All the trading enterprises having enterprise type code 1 or 2 in column (11) with eligibility code 1 in column (12) will be grouped into 6 second-stage strata in consultation with NIC class code in column (7) as follows :

(i) second-stage stratum 1 (forestry, fishing and others) : All enterprises with enterprise type code 1 or 2 (OATE/NDTE) in column (11) and NIC class code any of 0400,0520,0530,0540,0590,0600,0610,0630, 0690 and x 100 in column (7).

Contd.....

Sch. 0.0

Block - 11

(ii) second-stage stratum 2 (trading in wood) : All enterprises with enterprise type code 1 or 2 (OATE/NDTE) in column (11) and NIC class code any of 6108, 6109, 6708 and 6709 in column(7).

Rest of the trading enterprises [viz. other than those stated in (i) and (ii) above] will be grouped into 4 more second-stage strata as follows.

(iii) second-stage stratum 3 (OATE-wholesale): All enterprises with enterprise type code 1 (OATE) in column (11) and NIC class code any of 6001 to 6399 (wholesale) in column(7).

(iv) second-stage stratum 4 (OATE-others) : All enterprises with enterprise type code 1 (OATE) in column (11) and NIC class code any of 6400 to 6899 and 8900 in column (7).

(v) second-stage stratum 5 (NDTE-wholesale) : All enterprises with enterprise type code 2 (NDTE) in column (11) and NIC class code any of 6001 to 6399 (wholesale) in column (7) and

(vi) second-stage stratum 6 (NDTE - others) : All enterprises with enterprise type code 2 (NDTE) in column (11) and NIC class code any of 6400 to 6899 and 8900 in column (7).

The relevant second - stage stratum number will be recorded in column (13) against each enterprise with eligibility code 1 in column (12) and enterprise type code 1 or 2 in column 11.

B.C.

Schedule 0.0 Block 11

(n) Columns (14) to (19) : Serial number for sampling purpose (order of selection) :

(i) All the enterprises with code 1 in column (13) shall be tick-marked(✓) in column (14) separately for hamlet-group/sub-block serial numbers '0' and '1'. Similarly, all the enterprises with code 2/3/4/5/6 in column (13) shall be tick-marked in column (15)/(16)/(17)/(18)/(19) separately for hamlet-group/sub-block serial numbers '0' and '1'.

(ii) Tick-marks appearing in each of columns (14) to (19) may be counted and total number of tick-marks appearing in column (14)/(15)/(16)/(17)/(18)/(19) will be the number of eligible enterprises (E_i) the value of which may be recorded against $E_1/E_2/E_3/E_4/E_5/E_6$ in the appropriate column headings. This exercise may be done separately for h.g./s.b. serial numbers '0' and '1'. If there is no tick-mark (i.e. no enterprise) in say i-th second-stage stratum, value of E_i may be recorded as '0'.

(iii) Value of $e_1/e_2/e_3/e_4/e_5/e_6$: The number of trading enterprises to be selected from second-stage stratum 1/2/3/4/5/6 may be determined as per instructions given in para 1.8.15 , the values of which may be recorded against $e_1/e_2/e_3/e_4/e_5/e_6$ in the appropriate column headings separately for h.g./s.b. serial numbers '0' and '1'. If $E_i = 0$, value of e_i may be recorded as '0'.

(iv) Value of $I_3/I_4/I_5/I_6$: The integral part of the ratio E_i/e_i (where i = 3,4,5 and 6) may be recorded as the value of I_i . If $E_i > e_i > 1$ (i = 3,4,5 and 6) i.e. when a sample of enterprises (more than one in number) is to be selected, then only value of I_i may be calculated as stated above and recorded. Otherwise this item (i.e. value of I_i) may be crossed (x). I_3, I_4, I_5 and I_6 may be crossed for h.g./s.b. serial number '1'.

Contd....

Sd

Schedule 0.0 Block 11

(v) : Value of $R_1/R_2/R_3/R_4/R_5/R_6$: The random number between 1 and E_i (where i = 1,2,....,6), drawn by using the random number table, may be recorded as the value of R_i. If $E_i = e_i$ i.e. when all the enterprises in the frame are to be selected or when there is no enterprise in the frame the value of R_i may be crossed (x).

(vi) : Serial number for sampling purpose : If $E_i > e_i > 1$ for i-th second-stage stratum (i = 1,2,....., 6) as recorded in the column headings i.e. when a sample of enterprises (more than one in number) is to be selected, all the enterprises (E_i in number) in the second-stage stratum may be arranged in ascending order of NIC class codes [4-digited code as recorded in column (7) of this block] and the tick-marks (E_i in number) be given independent continuous sampling serial numbers (need not be running) starting from 1 in the order arranged. In all other cases (i.e. when $e_i = 1$ or $e_i = E_i$), the tick-marks appearing in i-th second-stage stratum shall be given independent running continuous sampling serial numbers starting from 1 [i.e. arrangement of enterprises by NIC class codes is not necessary in such cases]. It may be noted that the tick-marks appearing in each of columns (14) to (19) shall be given independent sampling serial numbers starting from 1 in the manner described above separately for hamlet-group/sub-block serial numbers '0' and '1'.

(vii): Order of selection : If $E_i > e_i$ (i = 1,2,....,6) as recorded in the column headings for i-th second-stage stratum i.e. when enterprise selection is necessary, the enterprises having sampling serial numbers R_i, $R_i + I_i$, $R_i + 2I_i$,...., $R_i + (e_i - 1) I_i$ in i-th second-stage stratum will be the selected enterprises and be given order of selection numbers 1,2,3,....., e_i respectively within brackets on the right side of the serial numbers for sampling purpose.

Contd.....

Sd

Schedule 0.0 Block 11

The sampling serial numbers R_i, $R_i + I_i$,....,$R_i + (e_i - 1) I_i$ of the selected enterprises may be ringed,i.e., marked by circles drawn around them. If $R_i + K.I_i$ [K is some integer between 1 and (e_i-1)] exceeds E_i, consider $R_i + K.I_i - E_i$ to represent $R_i + K.I_i$.

If $E_i = e_i$ (i = 1,2,.....,6), no selection of enterprises is necessary and order of selection numbers, to be noted within brackets on the right side of the serial numbers for sampling purpose, shall be the running serial numbers 1, 2,.....,E_i.

(0) Column (20) : Order of selection - household (for sch. 1.0) : The procedure for recording order of selection numbers is described below. Total number of households in the frame (H) is the last serial number appearing in column (2). Number of households to be selected (h) from the frame is 2 for villages/blocks without hamlet-group/sub-block formation and 1 for each of the two selected hamlet-groups/sub-blocks with serial numbers '0' and '1' in case of large villages/blocks requiring hamlet-group/sub-block formation [refer to para 1.8.16 of section one for further details.]

Case I : Villages/blocks without hamlet-group/sub-block formation : Draw a random number 'R' between 1 and H and calculate the interval I as the integral part of H/~~h~~ 2(~~h is generally~~ 2). Then the households with serial numbers R and R + I [If R + I exceeds H, consider (R + I) - H for the purpose] in column (2), will be the selected households and these households will be given order of selection numbers 1 and 2 respectively in column (20).

Case II : Villages/blocks with hamlet-group/sub-block formation : Draw a random number R between 1 and H (H being total number of households in a particular selected hamlet-group/sub-block). The household with serial number R in column (2) will be the selected household and this household will be given order of selection number 1 in column (20).

Contd.....

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2.11.9 Example : One example is given below illustrating how serial numbers for sampling purpose, order of selection numbers and values of E_i, e_i, I_i and R_i will be recorded in columns (14) to (19) of block-11.

Suppose the sample village/block does not require hamlet-group/sub-block formation. Hence the sample village/block will be identified with hamlet-group/sub-block serial number '0'.

Suppose all the trading enterprises in the village/block are eligible for survey and those are given serial number, NIC class code and second-stage stratum number in columns (5),(7) and (13) respectively as shown below :-

Sch.0.0 Block 11

enterprise srl. no.	NIC class code	second-stage stratum	serial number for sampling purpose (order of selection)					
			second-stage stratum					
			1	2	3	4	5	6
			$E_1 = 3$ $e_1 = 1$ $I_1 = x$ $R_1 = 2$	$E_2 = 2$ $e_2 = 1$ $I_2 = x$ $R_2 = 1$	$E_3 = 0$ $e_3 = 0$ $I_3 = x$ $R_3 = x$	$E_4 = 9$ $e_4 = 7$ $I_4 = 1$ $R_4 = 6$	$E_5 = 2$ $e_5 = 2$ $I_5 = x$ $R_5 = x$	$E_6 = 1$ $e_6 = 1$ $I_6 = x$ $R_6 = x$
col.: (5)	(7)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
1 1	6500	4				√4		
2	6708	2		√① (1)				
3	6300	5					√① (1)	
4	0690	1	√1					
5	x100	1	√② (1)					
6	6400	4				√① (5)		
7	6740	6						① (1)
8	8900	4				√⑨ (4)		
9	6109	2		√2				
10	6490	4				√③ (7)		
11	6400	4				√② (6)		
12	6701	4				√⑦ (2)		
13	6071	5					√ ② (2)	
14	6883	4				√⑧ (3)		
15	0530	1	√3					
16	6510	4				√5		
17	6601	4				√⑥ (1)		

B.C.

Schedule 0.0 Block 11 : Example

The enterprises are tick-marked in the appropriate columns [viz. (14 to 19)] considering the second-stage stratum numbers as noted in column (13). Numbers of tick-marks for each column are counted and the values are recorded as E_1, E_2,.....,E_6 in the column headings. Here E_1=3, E_2= 2, E_3= 0, E_4= 9, E_5= 2 and E_6= 1.

As per instructions given in para 1.8.15 , the numbers of enterprises to be selected from second-stage strata 1,2,3,4,5 and 6 are 1,1,0,7,2 and 1 respectively after adjusting for shortfalls. These values are recorded as e_1,e_2,e_3,e_4,e_5 and e_6 in the column headings. The values of I_3,I_5 and I_6 are crossed (x) as per instructions given in para 2.11.8(n)(iv). Value of I_4 = integral part of E_4/e_4 (i.e. $\frac{9}{7}$) = 1 which is recorded in the heading of col,(17).

As per instructions given in para 2.11.8 (n)(v), the values of R_3,R_5 and R_6 are crossed because either all the enterprises are selected [cols.(18) and (19)] or there is no enterprise in the frame [viz. col.(15)]. For second-stage strata 1,2 and 4, selection of sample enterprises from the frame is necessary. Hence the random numbers are drawn and suppose they are 2 (drawn between 1 and 3), 1 (drawn between 1 and 2) and 6 (drawn between 1 and 9) for second-stage strata 1,2 and 4 respectively. These values (i.e. random numbers) are recorded in the column headings as R_1= 2, R_2= 1 and R_4 = 6.

Following the instructions given in para 2.11.8(n)(vi), the enterprises are given serial numbers for sampling purpose on the right side of the tick-marks independently for each of columns (14) to (19).

Following the instructions given in para 2.11.8(n)(vii), (~~viii~~)(~~ix~~), the order of selection numbers are recorded within brackets on the right side of the serial numbers for sampling purpose and the serial numbers for sampling purposes of the selected enterprises are ringed i.e. marked by circles drawn around them.

Sch.0.0 — Substitution of enterprises/households

2.11.10 Substitution of enterprises/households : If any OATE/NDTE/household cannot be surveyed due to some reason or the other, it will be substituted by the next higher serial number for sampling purpose (provided not already selected) in the same column [viz. col. (14)/(15) ..../(19)/(2)]. The substitute for highest serial number in a column will be the smallest serial number of the same column. If the substituted enterprise/household becomes a casualty, it will be substituted by the another in the same manner. If this enterprise/household also turns out to be acasualty, further substitute need not be taken. It must be ensured in all cases that a minimum of one sample enterprise/household is surveyed in each hamlet-group/sub-block.

2.11.11 Misclassification of an enterprise during listing :

(a) In case a selected enterprise listed as OATE in schedule 0.0 is found to be NDTE or DTE during canvassing of schedule 2.41.2 it will be surveyed as OATE only. Similarly an enterprise listed as NDTE will be surveyed as NDTE even if it is found to be OATE or DTE during detailed enquiry. That is, listing schedule classification by enterprise type will be retained. Hence sufficient care may be taken in collecting information on number of workrers in columns (9) and (10) of block 11 of schedule 0.0.

(b) In case a sample enterprise is found, during detailed enquiry, having some other NIC class code than the one recorded in column (7) of block 11 of sch. 0.0, then arrangement of enterprises, ~~xxxxxxxx~~ serial numbers for sampling purpose and sampling of enterprises already done will not be disturbed and the same enterprise will be surveyed under revised NIC class code. However, if the enterprise goes out of the survey coverage because of the revision in NIC class code, substitute may be taken and entries for total number of enterprises (viz. E_i) may be revised accordingly in the column headings of block 11 and also in column (3) of block 6.

Narayan/

Sch. 0.0 — Ramdom numbers and substitution of villages/blocks

2.12 Random numbers : A table of random numbers is supplied to each investigator. The n-th column ofthe table will be consulted in the case of the central sample and (n + 1)-th column in the case of the state sample, where n is the last two digits of the serial number of the sample village/block. When n = 00, it will be taken as 100. The number of digits to be used will be the same as that of the highest number of the range within which the random number is to be selected. The first random number will be used for hamlet-group/sub-block selection, whenever required. The subsequent random numbers may be used for selection of enterprises/households in the order : (i) for h.g./s.b. serial number '0' - from second stage stratum 1/2/3/4/5/6 and household and then (ii) for h.g./s.b. serial number '1' - from second-stage stratum 1/2/3/4/5/6 and household.

2.13 Substitution of villages/blocks :

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

The Deputy Director,
NSSO (DPD) Co-ordination,
25-A, Shakespeare Sarani,
Calcutta - 700017 .

In case no substitute village could be surveyed even with best efforts, a blank schedule 0.0 will be submitted with only blocks 0, 1, 2, 8 and 9 filled-in. The word 'CASUALTY' is to be written at the top of the front page of the schedule in such cases.

(b) If a sample village/block is found to be depopulated at the time of survey, or its population has been shifted elsewhere due to some natural calamity, or it is treated as a "Zero-case", it will not be substituted [vide para 2.1(k)]. It will

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Sch. 0.0 substitution and re-petition of village/blocks

be treated as a valid sample. A blank schedule 0.0 with only blocks 0, 1, 2, 8 and 9 filled-in will be submitted in such cases. However, in Arunachal Pradesh and possibly elsewhere also in the hill tracts of North Eastern states where, for examples, jhum cultivation is pevalent, whole village may shift from place to place. In such cases the sample village will be surveyed in the place where it is currently located and not treated as a zero case if found absent in its original location.

(c) If a sample village is found to have been declared as urban (as a town by itself or as merged in another town) either by state Govt. notification prior to 1981 census or by census authorities in 1981 census, it will be treated as a zero case and the procedure given in the previous para will be followed in this case. However, if the Government Notification declaring it as urban has been issued after '81 census it is to be surveyed as per the rural programme. In such cases however, if the boundaries of the original village are not identifiable, it may be substituted. However, if the UFS frame of the town of which it is a part includes it, it will be treated as a "zero case". If only a part of the village has been merged in the town, theremaining part will be surveyed as per rural programme even in this situation.

(d) It is important to note that a listing schedule 0.0 will be submitted for every sample village/block irrespective of whether it is surveyed, substituted, zero case or a casualty.

2.14 Repetition of villages/blocks : If a sample village/block is repeated in the sample list, it will be surveyed as many times as it has been selected. The following procedures will be followed in the respective cases cited below :-

Case (a) : Without-hamlet-group/sub-block selection : If repetition is in the same sub-round, listing is to be done only once.

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Sch. 0.0 — Repetition of villages/blocks

The listing schedule will be copied with the identification particulars changed to those of the serial number at which it is found repeated. (The items that may change are only these : serial number, sub-sample and sample village/block number). The sample enterprises and households will be selected afresh. In case any enterprise/household already selected is selected again, it is to be substituted. In case due to the new random start, the whole set of sample enterprises/households is reselected, a new random start will be taken. If the required number of fresh (viz. not selected in the first visit) enterprises is not available in the frame as a result of which some enterprises are re-selected in the second visit, the entries in various blocks of schedule 2.41.2 for such enterprises may be copied. If, however, repetition of village takes place in a different sub-round, it is to be surveyed just like a new sample with fresh listing and sample selection.

Case (b) : With hamlet-group/sub-block selection : If repetition is in the same sub-round, the hamlet-groups/sub-blocks formed during the first visit will be used for all subsequent repetitions. Hamlet-group/sub-block serial number '0' will be the same (listing schedule for this h.g./s.b. will be copied) in all subsequent repetions but one more hamlet-group/sub-block (viz. serial number '1') will be selected at random from the remaining ones. Selection of enterprises/households will be done afresh for both hamlet-group/sub-block serial numbers 0 and 1. Also see instructions given in case (a) above. However, if the repetition takes place in a different sub-round, it may be surveyed just like a new sample as in case (a) above.

Narayan/

SECTION THREE

Introduction

SCHEDULE 2.41.2 : TRADE - NON-DIRECTORY TRADING ESTABLISHMENTS AND OWN-ACCOUNT TRADING ENTERPRISES

3.0.1. Introduction : In this section details of the schedules of enquiry on non-directory trading establishments and own-account trading enterprises to be canvassed during 46th Round of survey will be explained. The concepts and definitions and various terminology used in this schedule of enquiry, coverage of the survey and other details have already been explained in Sections 1 and 2 of the instruction.

3.0.2 Structure of the schedule : The schedule 2.41.2 consists of 17 blocks. Identification particulars of sample enterprise/establishment have been split up into two blocks, namely, blocks 0 and 1. Block 0 contains items on which data entry work is not required to be undertaken and block 1 contains all the other items for identification. Block 2 is meant for particulars of field work. The detailed particulars of sample enterprise/establishment are to be collected in blocks 3 and 4. Blocks 5 and 6 have been provided for collecting information on employment and compensation to workers. In blocks 7 and 8, information on stock and transactions and purchase and sale price of principal commodities is to be collected. Particulars of working capital and fixed assets, disbursement and receipt are provided in blocks 9 to 12. Information on outstanding loan will be collected in block 13 and purchase and sale prices of industrial and fuel wood in block 14. Blocks 15 and 16 have been provided to record the remarks by the investigator and comments by the inspecting officer.

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3.0.3 Block 0 : Descriptive identification of sample enterprise/establishment : This block is meant for recording the descriptive identification particulars of the sample enterprise/establishment. Names of state, district, tehsil/town, village, hamlet and ward-inv. unit-block/charge-circle-block numbers may be copied from the corresponding items in block 0 of schedule 0.0. House number may be copied from column (1) of block 11 of schedule 0.0. All other items are self-explanatory.

3.1.1 Block 1 : Identification of sample enterprise/establishment : The particulars for all the items are to be recorded in the box space(s) provided. For procedure of recording the entries, refer to para 2.1 of Section Two.

Items 3 to 12 may be copied appropriately from the respective items in block 1 of schedule 0.0.

3.1.2 Item 13 : Hamlet-group/sub-block serial no. : Entry will be either 0 or 1, to be copied from the block heading in the top right hand corner of block 11 of schedule 0.0.

Ref Schedule

3.1.3 Items 14 and 15 : Second-stage stratum and sample enterprise numbers : The entries under these two columns for the sample enterprise may be copied from the relevant columns [viz.(13) and one of (14) to (19)] of block 11 of schedule 0.0.

3.1.4 Item 16 : Name of informant and informant's relationship to enterprise : Name of the informant supplying bulk of information will be recorded in the blank space provided for and his/her relationship to the enterprise will be recorded in the box space in terms of code. The codes are: owner -1; partner -2; manager -3; others working in the enterprise -4. Appropriate code may be chosen and recorded.

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Sch. 2.41.2 Block - 2

3.1.5 Item 17 : Response code : The appropriate response code may be recorded. The codes are : informant co-operative and capable -1; informant co-operative but not capable -2; reluctant -3.

3.1.6 Item 18 : Survey code : The codes are : original enterprise surveyed -1; substitute enterprise surveyed -2; nothing surveyed -3. In case of code 3 (i.e. casualty), only blocks 0,1,2,15 and 16 of the schedule will be filled and the word 'CASUALTY' will be written boldly on the top of the front page of the schedule and underlined.

Item 19 : Reason for first substitution code : The reason for the originally selected enterprise being casualty will be ascertained and recorded. The codes are :

Informant not available -1; informant unwilling -2; others -3.

3.2.1 Block 2 : Particulars of field work : The items are self-explanatory.

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Sch. 2.1.2 Block - 3

3.3.1 **Block-3** : Particulars of trading enterprise : In this block some particulars of trading enterprise, viz., its ownership type, authority of registration, etc., of the enterprise will be collected. Items 1 to 10 refer to all the enterprises irrespective of type of ownership of the enterprise, but information on items 11 to 18 will be collected from enterprises owned by proprietors or partners belonging to the same household, i.e., code 1 and 2 of item 4.

3.3.2 Reference period : In this block as well as in all other subsequent blocks (except bl. 7) two reference periods pertaining to year and month will be used, but in bl. 3 some data will be recorded as on date of survey (items 3, 4, 5, 11, 14, 17 and 18). If the enterprise maintains regular book of accounts and closing date of the last accounting year is found to be within the period of 365 days prior to the date of visit by the investigator to the enterprise, reference year for such enterprises will mean the last accounting year of the book of accounts. Information from such enterprises will be collected with reference to the last accounting year. For other enterprises which do not maintain such book of accounts, reference year will mean last 365 days preceding the date of survey. When the reference year has been taken as the last accounting year for an enterprise on the basis of criterion stated above, the reference period of month for such enterprises will indicate the last accounting month of the accounting year. For other enterprises, reference month will refer to the last 30 days preceding the date of survey. Whenever the period of the accounts maintained by the enterprise is more than a year or less than a year, no adjustment need be made in the information collected.

3.3.3 Item 1 : Name of major commodity groups traded during reference month with codes : Different commodities to be traded have been classified into commodity groups with a code given in the list of commodity groups in Appendix I ~~xxxxxxxxxxxxxx~~ All commodities traded during reference month by the enterprise will

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be classified by the respective commodity groups and the corresponding group code will have to be assigned to each group as given in the list of commodity group. Provision has been made to record the first five such commodity groups in decreasing order of magnitude of total value of sales of all commodities in each commodity group during the reference month. Description of the five major commodity groups and the respective codes are to be recorded against this item.

3.3.4 Item-2 : Description of trading activity and industrial classification (NIC) code : Both trade class and name of the commodities (item 1) will be required to determine NIC code. The trading activity of the enterprise will first be classified into any one of the trade classes, namely, (i) wholesale, (ii) retail, (iii) auctioneers and (iv) others. NIC code of the enterprise will be determined on the basis of its trade class and of the commodities traded (as given in item 1 of this block) and appropriate code at 4-digit level is to be given according to NIC-1987. Description of the trading activity pursued by the enterprise is also to be recorded here.

3.3.5 Status of enterprise : A trading unit may be operating as an independent unit or as a head office (main establishment) or as a branch of a head office. Appropriate code is to be recorded as per the following codes.

Independent- 1, head office - 2, branch - 3.

3.3.6 Item 4 : Type of ownership : Appropriate code for type of ownership as given below is to be recorded here.

proprietary	.....	1
partnership between members of the same household	.....	2
partnership between members not all from the same household	.....	3
co-operative society	.....	4
public/private limited company	.....	5
trust	.....	6
others	.....	9

Partnership : For codes 2 and 3, partnership with or without formal registration will be considered. Co-operative society : In case of code - 4, the government or government agency can also be a member of shareholder of a registered co-operative society which might not be treated under public sector.

Public/private limited company : An enterprise may be registered as a public/private limited company under the Companies Act. Code-5 will be given to such enterprises.

Others : Enterprises not covered under any one of the types of ownership described above will be given code - 9.

3.3.7 Item 5 : Authority of registration/licence : An enterprise may be registered under any one or more than one of the following acts.

(state) sales tax act	.....	01
(state) shops and commercial establishment act	.....	02
co-operative societies act, 1956	.....	04
regulated markets act	.....	08
others	.....	16
not registered with any act	.....	00

In case of registration under more than one act, the relevant codes of the authorities with which the enterprise is registered will be added to obtain the code to be entered here and willbe indicated by tick (✓) marks in the code list itself. As for example, an enterprise may be found to be registered under (state) sales tax act (code-01) and also under regulated markets act(code-08), the code to be entered will be 09.

Sch. 2.41.2 Block - 3

3.3.8 Item 6 : Whether accounts maintained : If regular book of accounts is maintained by the enterprise and the last accounting year is available (see para 3.2), code--1 is to be entered. Otherwise code-2 is to be entered.

3.3.9 Item 7 : Reference year : Reference year adopted is to be entered in words xxxxxx and in numbers xxxxxx in terms of date, month and year irrespective of whether the enterprise maintains book of accounts or not.(Para 3.2 may be seen to determine the reference year) For example, in recording the entries the reference year is found to be 1st April 1988 to 31st March 1989. The relevant entry in words in (i) will be from first April nineteen eightyeight to thirty first March nineteen eightynine' and in numbers in (ii) from 010488 to 310389.

3.3.10 Item 8 : Average number of working hours per working per working day (0.0) during reference month : The number of working hours per day on week days the enterprise operated during the reference month (which is determined on the basis of the instructions in para 3.2) willbe ascertained.(~~Average number of working hours per day will be obtained by dividing total number of hours worked *~~) In case the enterprise operates for various hours per day during the reference month, the modal value of number of working hours per day will be recorded. Thus if a shop is found to remain open for 10 hours per day for 10 days, 8 hours per day for 6 days and 5 hours per day for 6 days and 3 hours per day for 4 days, then the average working hours per day will be recorded as 10.0 hours. In the example cited above, number of working days has been taken as 26 days during the reference month.

3.3.11 Item 9 : Number of working days during reference month : reference month : Number of working days during reference month will be the number of days on which the shop remained open for sale during the reference month. Days on which activities like purchase,

* by the total number of working days during the reference month and will be recorded in (0.0).

Contd.

accounting and stock-taking, repair and maintenance had taken place while keeping the shop closed will be counted as working days. A shop may work in a day with full intensity or with less than full intensity, but both the days will be counted as working days, i.e., there will be no difference between full intensity or less than full intensity of work for calculating number of working days. For seasonal enterprises which was not operated during the reference month, the entry will be zero. In case of a perennial enterprises, if the shop is found to remain closed during the reference month, the relevant entry will be zero with reasons in the remarks block.

3.3.12 Item 10 : Number of working days during reference year : Number of working days of the enterprise during the reference year will be determined and recorded following the operational procedure as given in para33.11.

3.3.13 Items 11 to 18 : In these items, a few particulars about the household operating the enterprise is to be collected in order to study the factors that motivate the household in running the enterprise. Here the enterprise with type of ownership code either 1 or 2, i.e., proprietary or partnership when all the partners are members of the same household, will be considered. A brief explanation of various terms used in these items is given below.

3.3.14 Item 11 : social group code of owner : The social group code of the owner of the enterprise will be recorded here. The codes are

scheduled tribe (ST)	.....	1
scheduled caste (SC)	.....	2
others	.....	9

Contd.

Sch. 2.41.2 Block - 3

An enterprise may be owned by different members (code 2 in item 4) and the members may belong to different social groups. In that case, social group code of the head of the household will be recorded.

3.3.15 Item 12 : Household size : The number of members constituting the household, irrespective of age, sex etc., will be recorded. Here the usual NSS 'household' definition will be adopted to determine the size of the household.

3.3.16 Item 13 : Household industry occupation (code) : The code of household industry occupation is a six digited number of which the first three left hand digits refer to appropriate 'industry group' as given in National Industrial Classification (NIC-1987) and the next three digits to the relevant occupation group as per National Classification of Occupation (NCO-1968). The industry occupation may not be same for all the members of the household. The industry occupation which fetches maximum income of the household is to be taken as the principal household industry occupation of the household and the relevant code will be recorded here.

3.3.17 Item 14 : Land possessed (0.00 hectares) : Total area of land in (0.0_0) hectares possessed by the household will be recorded. Land possessed = (land owned) +(Land leased in) + (land neither owned nor leased in)-(land leased out).

Sch. 2.41.2 Block - 3

3.3.18 Item 15 : Percentage of household income. The total income of the household usually coming from (i) agriculture, (ii) trading enterprises and (iii) all other sources will be considered here. Percentage of income in whole number from agriculture, trading enterprises and all other sources are to be recorded against items 15(i), 15 (ii) and 15(iii) respectively. Income from other sources will also include income from all other enterprises except the surveyed one.

3.3.19 Item 16 : Average monthly household consumer consumer expenditure (Rs.) : Average monthly consumer expenditure of the household in whole number of rupees will be recorded here.

3.3.20 Items 17 and 18 : Educational qualification and working status of the proprietor/partner: The intention here is to ascertain whether the benefit of educational qualification of the proprietor/partner is available to the enterprise. In case of proprietary ownership (code 1 in item 4) the educational qualification of the proprietor will be recorded in item 17. If there are two or more partners all from the same household (code 2 in item 4), then the educational qualification of that partner who has got the highest educational qualification among the partners will be recorded. The educational qualification codes in item 17 are :

not literate	1
below secondary level	2
secondary level and above ..	3

Employment status of the proprietor/partner will relate to the same person whose educational qualification has been recorded in item 17. The relevant codes are :

engaged in sample enterprise	1
others	2

3.4.1 Block 4 : Some further particulars concerning trading enterprise : The intention of this block is to get an idea about the future prospect of the enterprise as assessed by the proprietor/partner in a very general way.

3.4.2 Item : Whether enterprise was inoperative for any period during reference year and reason thereof : If the enterprise was inoperative for any period during the reference year, the reason code given below for the closure will be entered.

enterprise was operative throughout the year/season (for seasonal enterprises)	1
enterprise was not operative due to engagement in other gainful activity	2
domestic engagement	3
non-availability of merchandise/ shortage of capital	4
seasonal nature of the enterprise	5
strike/hartal/labour dispute	6
illness of owner/partner	7
others	9

3.4.3 Item 2 : Prospect of the trading enterprise : Traders generally have some idea about the future prospect of their enterprise . The response of the trader regarding future prospect of the enterprise will be ascertained and recorded here in terms of codes which are given below :

Very bright	1
good	2
moderate	3
bad	4
uncertain	5

3.4.4 Item 3 : Whether there in any plans for expansion : It is to be ascertained whether there is any definite plan for expansion of the trading activity of the enterprise. If the answer is 'yes', code-1 will be entered, if answer is 'no', code-2 will be recorded.

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Sch. 2.41.2 Block - 5

3.5.1 Block 5 : Employment particulars during reference month : All workers and employees have been divided into two categories, viz. , hired workers and other workers, the main distinction being that while the former category of workers are paid some wages or salary, the latter category of workers are not paid wages/salaries. Thus a working proprietor or a working family member will be treated as a hired worker if he/she is receipent of remuneration for the work in explicit form, but any receipt other than remuneration for work will not be treated as salary or wage and in that case working proprietor or working family member will be categorised as other workers. Apprentices, paid or unpaid, will be treated as hired worker. Working members of the co-operative societies will be treated as hired or other worker depending on whether he/she is receipent of any remuneration for his work. All workers like clerks, store-keepers, accountants, sweepers, watch and ward staff and even servants of the proprietor's households, who may be employed in the enterprise, will be included in this block as hired workers in item 1 or other workers in item 2 as thecase may be.

A worker is defined as one who participates either full time or part time in the activity of the enterprise, in any capacity - supervisory or primary - in return for wages/salary or not, involving any kind of work incidental to or connected with the trading activity.

3.5.2 Cols. (3) and (4) : Full-time and part-time : Persons working for more than half of its normal working hours will be considered as working full-time. Others will be considered as part time.

3.5.3 Items 1 and 2 : Hired workers and other workers : The number of employees per working day as full-time and part-time has to be calculated separately for males, females and persons (i.e., males and females together) for hired workers and other workers. The modal values of hired workers will be recorded in cols. (3) against items 1(i), 1(ii) and 1(iii), and those of

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other workers in items 2 (i), 2(ii). and 2(iii). In calculating modal value of all persons in items 1(ii) and 2(ii), totals of males and females in each working day should be considered. Modal value means the number which occurred most frequently (i.e. on maximum number of days) during the reference period.

3.6.1 Block 6 : Compensation to workers :

3.6.2 Item 1 : Salaries, wages, allowances, etc. : This item will be filled-up in respect of hired workers only, both for reference month and reference year. The amounts to be shown in col. (3) against this item will include, besides the stipulated pay, all other allowances like dearness, house rent, overtime, shift, etc. and the amount payable to the workers during the reference period is to be included . The entries are to be made in whole number of rupees. Payments in kind which are more or less on regular basis like salary or wage, are to be evaluated at cost to the employer and included here.

3.6.3 : Item 2 : Bonus paid and value of benifits, if any, to individuals : Any ex-gratia payment, whether called bonus or not made during the reference year, should be recorded here. Employer's contribution to profident fund, if paid during the reference year, should also be included. Value of benifits will include expenses (net cost) made by the employer in providingto the workers. food, beverages, tobacco, clothingand lodging, either free of cost or at subsidized rates. The entry should be recorded in whole number of rupees.

3.6.4 : Item 3 : Imputed value of benifits to group paid in kinds : This will include expenses made by the employer during the reference year to provide for amenities and schemes for welfare of the workers such as provisions for canteens, sports, clubs, dispenseries any other amenities, and the total imputed value will be entered. Employer's contribution towrads social security (ESIC fund etc.) will also be included here.

3.6.5 Item 4 : Total : The total expenses made by the employer during reference month andreference year will be recorded. The total expenses for reference year will be obtained by adding the amount in col. (3) against items 1 (reference year), 2 and 3.

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Sch. 2.41.2 Block - 7

3.7.1. Block 7 : Stock, purchase and sale during the reference period : In this block information relating to opening stock as on the first day of the reference period and closing stock as on the last day of the reference period are be collected. Besides, all kinds of transactions like purchase and sale during the reference period are also to be collected. Reference period will be either of one month or of one year as explained below.

Reference period : In this block information will be collected for the last accounting year for the units maintaining books of account and for 30 days preceding the date of survey for those units not maintaing books of account ,i.e., the reference period will be (i) either of one year for the units maintaining books of account ,(ii) or of one month for units not maintaining books of account.

3.7.2. Item 1 : Opening stock at purchase price : Opening stock is the stock of trading goods as on the first day of the reference period. Home produced goods will not be included in the opening stock. Value of stocks evaluated at purchase price will be recorded here. Purchase price will mean cost at delivery,i.e., it will include sales tax, octroi and any other incidental charges. It will be net of discount, rebate other allowances given by the supplier. Transport charge for delivery, if available separately, will not be included in purchase price but it will be shown under transport charges in item 6 of bl. 11.

3.7.3 Item 2 : Value of cash and credit purchases excluding home consumption : Cash and credit purchase will cover cash and/or credit purchase of all goods excluding those consumed at home during the reference period. Any goods purchased but consumed at home during the reference period will not be considered. Payments made by the enterprise during the reference period for goods bought earlier than the reference period should not be taken into account. But goods bought during the reference period without any payment should be considered and full value of the goods will be recorded. Value of goods will be evaluated in the same way as explained in para 3.7.2.

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3.7.4. Item 3 : Value of cash and credit sales (excluding home produce sold) at sale price : Cash and credit sales will cover cash and/or credit sale of all goods excluding home produce sold during the reference period. Any home produced goods if found to be sold during the reference period will not be considered. Cash receipts in the reference period for credit sales of earlier reference periods are to be excluded for the purpose of this block. But payment for credit sale though not received during the reference period will be taken as credit sale and full value of such sale will be recorded. The sale price will include excise and other indirect taxes and duties. It will also include delivery and other incidental charges to sales. The sale price will be net of discounts, rebates and other allowances given to the customers. However, sales tax received from the customers and to be paid to the Govt. will not be included in the sales.

3.7.5. Item 4 : Value of cash and credit sales (excluding home produce sold) at purchase price. The coverage under item 4 will be same as in item 3, but the value is to be evaluated at purchase price. Here also home produce sold will not be considered as sale. Credit sale will be the same as explained in para 3.7.4. Value of goods sold during the reference period will be evaluated at purchase price and purchase value will be recorded. (For purchase value, see para 3.7.2.)

3.7.6. Item 5 : Closing stock at purchase price : The closing stock is the stock trading goods as on the last day of the accounting period which may be of one month/one year depending on the availability of books of account . The total value of goods acquired by purchase in cash or on credit excluding home produce and lying as stock on the day of reference is to be evaluated at purchase price. Purchase price will include taxes, incidental charges, discount, rebate etc. as explained in para 3.7.2.

3.7.7. Item 6 : Check value of opening stock : This item is to be recorded as entries in cols (5)+(4) - (2). The result so obtained will be used as a check to the opening stock of item 1. The entries against items (2),(4) and (5) may be checked again if the check value of opening stock appears to be either too large too small against the apparent scale of trading activity of the enterprise.

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Sch. 2.41.2 Block - 8

3.8.1 Block 8 : Purchase and sale prices of ~~common~~ main commodity of five major commodity groups sold during reference month :

3.8.2 Col.(2) : Commodity group code : The five major commodity group codes as given in item 1 of block 3 are to be recorded against col. (2).

3.8.3. Col.(3) : Description of common commodity in the group : The commonest commodity from each commodity group is to be identified on the basis of maximum value of sale out of all the commodities in the group during the reference period and will be recorded here. It may happen that the common commodity so identified has got many varities or brands for sale in the shop, then the commonest variety or brand would be considered for making entries in this block. Provision has been made to record the description of five common commodities corresponding to five commodity groups. Same order as in block 3.

3.8.4. Col.(4) : Unit : The standard unit of quantity of the commodity sold for which information in cols.(5) and (6) are to be collected, will be recorded. The unit may be number, kilogram, litre or other measures as the case may be and will be recorded in short as 'no.', 'kg.', etc.

3.8.5 Col.(5) : Purchase price per unit (Rs.0.00) : In col.(5), the purchase price of the commodity sold during the reference month is to be recorded in rupees (0.00), irrespective of the fact that the commodity sold might have been purchased at any point of time. In case the commodity sold was purchased at more than one point of time, then the last purchase price will be recorded.

3.8.6 Col.(6) : Current sale price per unit (Rs.0.00) : The current sale price of the commodity in rupees (0.00) will be entered in this column. The current sale price will mean the sale price of the commodity at the time of ~~enquiry.~~ last sale of reference month.

3.8.7 Col. (7) : Total sale value (Rs.0.00) : Total value of sale of the commodity sold during the reference month will be recorded in col.(7).

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3.9.1 Block 9 : Amount of working capital as on last day of reference period : Working capital refers to the resources (materials as well as financial) used by the enterprise for its day to day activity. Material resources will include stock of commodities to carry on trading activity and financial resources will include net amount receivable and savings bank deposits and cash in hand exclusively earmarked for the trading activity. The data will be collected as on the last day of the reference period.

3.9.2 Item 1 : Capital locked up : Total value of goods and materials and stores of the enterprise as on the reference day should be recorded against this item.

3.9.3 Item 2 : Cash in hand and at bank : Cash in hand and at bank exclusively earmarked for the enterprise will be considered. It is to be ascertained from the informant the approximate amount of cash in hand and bank deposits that would be available for the enterprise for recording here. Short-term bank deposits of less than one year may be considered.

3.9.4 Item 3 : Amount receivable : The total amount receivable by the enterprise as on the day of reference on account of goods sold on credit will be recorded against this item. This will include sums due to the enterprise for advance payments relating to the work of the enterprise, advance and or excess payments to rent and taxes, security deposits of less than one year, short-term advances to staff and call deposits. Amount receivable due to sell of an asset will not be considered.

3.9.5 Item 4 : Amount payable : This will include all amounts which the enterprise has to pay on account of purchase of goods on credit, short term loans and advances taken by the enterprise, outstanding wages to employees, rent, taxes, etc. Amount payable for acquiring any fixed assets will not be taken into account.

3.9.6 Item 5 : Total : This is to be derived as difference between the sums of the items (1+2+3) and item 4 with proper sign. (This will give the net balance of amount due to the enterprise.)

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Sch. 2.41.2 Block - 10

3.10.1 Block 10 : Inventory of fixed assets owned and rented : Fixed assets will cover all new as well as old assets (i.e. used ones) that have normal economic life of more than one year from the date of acquisition, i.e., through outright purchase/hire purchase/loan/mortgage/and/or construction. All fixed assets relating to the enterprise activity should be included irrespective of whether they are in use or otherwise at the time of survey.

3.10.2 While recording value of an asset (including own construction) in any of the cols. (3), (4), (7) or (8), attempt should be made to ascertain its magnitude as precisely as possible. The definition of value is present market value which means the money value that the asset in question would fetch if sold in the market in its present condition. It is, however, assumed that this hypothetical sale is a 'fair' sale transaction and this 'fair' sale value might have been less /more than actual sale value. For instance, if an asset is purchased, constructed and sold during the reference year itself the purchase value to be reported in col. (4) / constructed value in col. (5) and sale value in col. (7) should be the same. Since the asset in question cannot depreciate in value within a year of its use by definition, the value to be reported in col. (7) should be same as purchase value reported in col. (4) and not the actual sale value.

3.10.3 Item 1 : Land : Land means the land on which the enterprise is accommodated together with the surrounding area that is used for the enterprise. However, if only a portion of the land belonging to the residence of the household is utilised for the enterprise, only that portion of the land shouldbe considered as capital asset for the enterprise. Land owned means land owned with permanent heritable possession, with or without right to transfer. Land held on long term lease extending over thirty years or more shall be treated as land owned for the purpose of this block.

3.10.4 Item 2 : Building and other construction : Building is the structure which houses the activities of the enterprise and will include all other structures also like shed, house, portions of

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a house or other structure, building under construction and conveniences in which the activities of the enterprise are carried out. The value of the building to be recorded under column (2) should normally exclude the value of the land on which the building stands but in case of own account enterprises which may not require substantial space, the separation of the value of land from that of the building may be difficult. In such cases the combined value of the land and the building may be recorded against building.

3.10.5 Other construction comprises miscellaneous works other than land improvement, such as laying of passage/road from enterprise building to main road, raising of buoundary wall, construction of water tank, etc.

3.10.6 Item 3 : Machinery : Machinery means an implement or mechanical device used in the activity of the enterprise . These are assets of durable nature and can be easily identified.

3.10.7 Item 4 : Transport equipment : All vehicles, power-driven or man/animal-driven, used for transporting goods by the enterprise in connection with its activity will be covered by this item. Animals used for drawing vehicles or otherwise carrying loads, will be treated as part of transport equipment.

3.10.8 Item 5 : Tools and other fixed assets : Tools refer to small loose implements, generally held in hand and operated and which have normal life of more than one year. Other fixed assets will include furniture and fixtures, office equipment, refrigerators, room cooling equipments, lighting equipments etc.

3.10.9 Items 6 and 7 : These items are self-explanatory.

3.10.10 Column (3) : Value of assets owned as on last day of the reference period : Full value of assets owned or acquired on hire purchase basis as on the last day of the reference year will be considered here, even if part payment or no payment has been made. On the other hand, if the full payment for an asset has been made without getting the delivery of the same, such assets

should not be recorded here. The value of fixed assets will mean the present value i.e. the money value it can fetch if it is sold in the market in the present condition.

3.10.11 Columns (4) and (5) : Additions (to fixed assets) during the reference year preceding the date of survey

3.10.12 Col. (4) : Purchase : Additions though purchase are to be recorded under col.(4), no matter whether full payment has been made for the transaction or not. Similarly, if money has been paid in advance for the purchase of any asset but the asset in question has not been received, its value is not to be recorded. If the asset has been acquired as a gift then its value based on current market prices will be evaluated and the value will be noted in col.(4).

3.10.13 Col.(5) : Own construction : Additions through own construction with respect to building and other construction (item 2) mean additional as well as new constructions like shed, well, fencing, etc. and amount spent on such improvements and will be recorded under col. (5) against item 2. Additions through own construction with respect to fixed assets mean improvements made on fixed assets by way of increasing the life of the asset in question. For instance, replacement of some major parts of machinery/equipment or of other fixed assets, by which the assets in question would be expected to function for a longer period than before, will beregarded as own construction and amount spent on such improvements will be recorded under col. (5) against respective items. It should be noted that cost of repair and maintenance of a minor or routine nature, will not find a place in col. (5) (cost of routine repair and maintenance of fixed assets are to be reported in block 11, item 5).

3.10.14 It should also be noted that figures of own construction to be recorded under col.(5) against each item in col. (2), will have to be built up approximately by considering the following items : (a) value of purchase of all materials used for the purpose; (b) amount paid for labour and/or service charges on that account, and (c) imputed value of materials and labour

supplied by the household, if any. The imputed value of family labour will be evaluated at prevalent cost price of hired labour . Home-grown materials, if any, used in own-construction are to be evaluated at ex-farm price. If any materials already lying with the household for a long time have been used for own construction, their value should be determined at cost prices (cost to the household).

3.10.15 Columns (7) & (8) : Depletion of assets during the year :

3.10.16 Col. (7) : Sold : Actual value of assets sold during the reference period shall be recorded in col.(7) against the relevant item in col.(2). Sale that is only agreed upon but not effected during the reference period shall not be recorded irrespective of money having been taken in advance. Similarly, the value of assets sold shall be recorded in col.(7) if the assets have been removed as a result of the sale though payment is yet to be received.

3.10.17 Col.(8) : Discarded : The value of asset disposed of in any manner other than sale, will be recorded under col.(8). This shall include besides obsolesence of an asset, loss due to theft, damage, wear and tear, accident, etc. Gifts of assets made will be included under col.(8).

3.10.18 Columns (9) & (10) : Assets rented (value and annual rent) : The present market value of an asset that is not owned but hired, will be ascertained carefully and recorded in col.(9) against the relevant item in col.(2). The annual rent to be recorded in col.(10) will be the actual rent paid in the preceedingyear. When the rent is not separately available for land and building, the combined value of rent paid may be put against building.

3.11.1 Block 11 : Disbursement account for reference month and reference year : This block is meant for recording expenses on different items in connection with the trading activity of the enterprise during the reference periods of month and year. Expenses in the form of cash payments or deferred payments are to be taken into account.

3.11.2 Item 1 : Commodities purchased : Purchases in cash and/or on credit during reference month and year will be recorded in cols.(3) and (4) respectively.

3.11.3. Items 2 : Packing materials and other consumable stores : Value of packing materials and other store consumed for the activity of the enterprise during the reference period will be recorded against item 2.

3.11.4 Item 3 : Electricity charges : Electricity charges for the reference period will be recorded against item 3 on the basis of electric bills. If the exact amount of the bill is not known for some months, the electricity charges are to be estimated on the basis of the electric bills paid during recent past. If the total amount of bill is not paid, the amount payable will be asceertained and recorded here.

3.11.5 : Item 4 : Printing, stationery, postage, telephone charges, etc. : Expenses incurred on printing, stationery, postage and telephone charges for the enterprise during reference month and year will be recorded here.

3.11.6. Item 5 : Repair and maintenance charges : Expenses for repair and maintenance of fixed assets like building, furniture, machinery, transport equipments and any other fixed assets, undertaken during the reference period will be recorded. Here expenses will . . value of materials consumed as well the service charges paid/payable to other concerns for the repair and maintenance. Repair and maintenance should be of recurring nature and should not include expenditure on addition, alteration and renovation thereby increasing the life of the fixed assets.

Sch. 2.41.2 Block 11

3.11.7 Item 6 : Transport charges : Transport charges for the exterprise, if separately available, will be recorded against this item.

3.11.8 Item 7 : Rent on assets other than land : Rent on hired assets other than land during the reference period will be recorded in item 7. It has been found that the rent on building usually includes rent on plot of land on which the building is constructed and it is not necessary to separate out the rent on land for making entries in this item. The combined rent on land and building may be recorded (In block 10, rent on land and building may be recorded in item 2)

3.11.9 : Item 8 : Local rates, taxes, license fees (etc.) and other taxes
This will include amount paid/payable on trade license, municipal taxes on land and building and any other cess or taxes for the reference year. Amount already due, for the reference period, but still not paid will also be included.

3.11.10. Item 9 : Other expenses : This will include values of all services utilised in the enterprise other than those covered in this block such as, warehousing services, advertising services, insurance charges, audit, accounts and bank charges, etc. irrespective of whether the full payment for such services was made during the reference period.

3.11.11 Item 10 : Total (items 2 to 9) : In this item, total of entries in items 2 to 9 will be recorded.

3.11.12. Item 11 : Total trading expenses (items 1+10) : This will be obtained by adding entries in items 1 and 10.

3.11.13 Item 12 : Interest : Interest already paid and/or payable during the reference period of one month and one year for any outstanding loan of the enterprise will be recorded in cols(3) and (4) respectively. Total amount of interest to be paid during the reference period, irrespective of whether a part of the interest was already paid, will be recorded.

3.11.14 Item 13 : Rent on land : Rent on land where the rent is available separately is to be considered here. Rent on building usually includes rent on plot of land on which the building is constructed and in that case entire amount of rent on land and building is to be recorded in item 7. Here usually rent on vacant land under the possession of the enterprise will be recorded.

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3.11.15. Item 14 : Compensation to workers :

Compensation to workers during the reference year to be entered in col(4) will be copied from the entries for the reference year in item 4 of bl.6. The corresponding figure for the reference month will be entered in col(3) after taking into consideration the monthly figure entered in item 1 and monthly share of entries in item 2 and 3. In other words, the entry in col(3) = entry in item (1) + $\frac{1}{12}$ of entries in items [(2) + (3)] of bl. 6

1(i)

3.12.1 Block 12 : Receipt account for reference month and reference year : All receipts for reference month and reference year of the trading enterprise are to be recorded in this block.

3.12.2 Item 1 : Sale of commodities : The values of all commodities sold excluding home produce in cash and/or on credit by the trading enterprise during the reference month and reference year will be recorded under cols.(3) and (4) respectively Instruction for cash and credit sale as given in para 3.7.4 is to be followed. Value of commodities sold during the reference month will be the same as recorded in col(3) of bl.7 against item 3 for the enterprises not maintaining books of account

3.12.3 Item 2 : Value of trading goods consumed at home : : Commodities purchased for trading activity, but ultimately consumed at home will be considered here. Full or part value of all such commodities consumed at home will be recorded.

3.12.4 Items 3 and 5 : Other receipts and subsidies : Any other receipts of the enterprise will be noted in item 3 and any subsidies received by the enterprise will be noted in item 5. Receipts from purchase and sale agents as commissions are to be recorded against item 3.

3.13.1 Block 13 : Outstanding loan including interest (in rupees) : The purpose of this block is to collect particulars on loans taken from different sources, interest payable and repayment of loan during the reference year and loan outstanding as at the end of the year. Trader's credit, i.e., the value of credit purchase of merchandise, unpaid bills of various other concerns of individuals or taxes/rates, etc. payable but not paid will not be treated as loan.

3.13.2 Column (2) : Sources of loan : Items 1 to 9 :

Item (1) : State financial corporation, etc., and other term lending institutions :

This item will include the following institutions :

(i) Industrial Finance Corporation (IFC)

(ii) Development Bank (DB)

iii) Industrial Credit and Investment Corporation.

iv) Other Industrial and Financial Corporations set up by Central or State Governments.

Item (2). Government

Loans may be advanced by Government through the concerned ministries/departments or other agencies as given below.

i) Department of Revenue

ii) Department of Agriculture

iii) Department of Industries

iv) Department of Community Development & National Extension Service Blocks

v) (Others not listed above.)

Item (3) Regional Rural Banks (RRB)

These are also known as grameen banks. They are not branches of commercial banks but are sponsored by the commercial banks with a view to facilitating quick processing and delivery of loans sought by rural traders.

Item (4) Public sector banks other than RRB

This category includes all nationalised banks including the State Bank of India and its subsidiaries like the State Bank of Travancore, State Bank of Mysore, State Bank of Bikaner & Jaipur, State Bank of Patiala, etc.

Item (5) Other commercial banks

All other scheduled and non-scheduled banks other than (i) co-operative banks and (ii) the banks included under items (1) to (4) above, will be included here.

(1), (3) K

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Item (6): Co-operative banks

Loans from co-operative institutions like primary co-operative credit societies, district and central co-operative banks, primary or central land mortagage banks, co-operative societies, marketing society and other types of co-operative societies, etc., will be treated as loans from co-operative banks.

Item (7): Money lenders

A money lender is any person who has advanced a loan which carries interest irrespective of his being a friend or relative of the trader.

Item (8): Friends and relatives

Any non-institutional loan which is interest-free, will be included in this item.

Item (9): Others

Loans taken from any other agency not covered above, e.g. insurance, provident fund, chit fund, supplier's credit for capital assets etc. will be included here.

3.3.3 Columns (3) to (6) : Outstanding loan, borrowings, interest and repayment in (Rs.)

: Definition of loan : All borrowing in cash, i.e. monetary or cash loans, incurred but subsequently repaid or contracted to be repaid in cash or kind, shall be considered as loan for the purpose of this block, other conditions are :

i) the loan should have been taken with the specific intension of being used for the running of the enterprise, no matter whether it is ultimately used for that purpose or some other purpose;

ii) similarly, loan incurred for any other purpose but ultimately utilised for the enterprise, will be not considered;

S.B. Contd. .....

iii) trader credit, i.e., credit given by a trader in anticipation that the borrower will sell his/her products to the trader is not to be treated as loan;

iv) purchases other than of capital goods and durable items made on credit and arrears on payments due to be made, will not be treated as loan. Examples are : amounts due to merchants, shopkeepers, unpaid bills of lawyers, firms, etc., outstanding taxes, revenue, rent payable to government, public bodies, etc. However, hire purchase of capital assets will be considered as loan.

3.13.4 Col. (7) : Outstanding loan as at the end of the year :

The information relating to this column will be collected first and the other columns will be taken up in the order (4), (5), (6). Information in col. (3) will be derived from the information collected under the other columns. All types of long-term loans taken by the enterprise from different credit agencies, which were still outstanding on the last day of the reference year, will be recorded here. The amount of outstanding loan should also include interest payable by the enterprise as on that day.

3.13.5 Col. (4): Borrowing during the year : The amount of loan incurred during the reference year, irrespective of the fact that it was fully repaid or partly repaid or still fully outstanding on the last day of the reference year, will be recorded here.

3.13.6 Col. (5) : Interest for the reference year : The total interest due to be paid during the reference year for the current loan and for the loans taken prior to the reference year will be recorded here irrespective of the fact that any of the loans might have been repaid either fully or partly or found to be still outstanding.

Sch. 2.41.2

Block- 13

3.13.7 Col. (6) : Repayment during the year : The total amount paid during the reference year on account of principal and interest for the current loan and the loans taken prior to the reference year, will be recorded. This will include written-off loans also.

3.13.8 Col. (2) : Outstanding loan as at the beginning :

This is to be derived as :-

Col. (3) = col. (7) + col. (6) - col. (5) - col. (4)

Interest on the first day of the reference year will also be included in col. (3).

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Sch. 2.41.2 Block 14

3.14.1 Block 14 : Purchase and sale prices of industrial wood and fuel wood sold during the reference month : The purpose of this block is to estimate the quantity and value of forest products in the form of industrial wood/timber and fuel wood traded through retailers and wholesalers. Information on purchase and sale of industrial wood/timber and fuel wood is to be collected in this block. Wood meant for use in (i) constructions of doors, windows, roofing, etc., (ii) manufacture of furniture, (iii) preparation of sleepers, (iv) support to construction such as planks, ballies, etc., is categorised as industrial wood/timber. Wood meant for use as fire wood and preparation of charcoal is categorised as fuel wood.

3.14.2 Col.(2) : Description of commodity : All types of industrial wood/timber that are treaded during the reference period are enumerated in col.(2). There are eight distinct types of industrial wood/timber, namely, (i) teak, (ii) shisham, (iii) sal, (iv) deodar (v) chir, (vi) kail (vii) eucalyptus and (viii) pulp and match wood. Provisions have been made to record three more types which do not appear in the eight types listed here. Fuel wood as a separate item is also included.

3.14.3 Col.(3) : Unit : The unit is cubic metre for all types of industrial wood/timber and metric tonnes for fuel wood.

3.14.4 Col.(4) : Opening stock : Opening stock is the stock of trading goods as on the first day of reference month. (see para 3.7.2 for recording value of opening stock).

3.14.5 Col.(5) : Quantity purchased : Quantity of goods purchased during the reference month will be recorded in this column.

3.14.6 Col.(6) : Purchased from : The different sources from which the goods were purchased as listed in col.(5) will be recorded here in terms of codes which are given below :

state forest department depot 1
state forest development corporations ,.... 2
private contractors 3
wholesalers 4
retailers 5
villagers and tribals 6
others (specify) 7

3.14.7 Cols.(7) & (8) : Purchase price and purchase value (in Rs.0.00) : Purchase price and purchase value of different goods in cols.(5) will be noted in col.(7) and (8) respectively. In case the goods were purchased at more than one point of time then the ~~last~~ purchase price will be recorded in col.(7). average (over last month)

3.14.8 Col.(9) : Transport charges (in Rs.0.00) : Transport charges paid by the enterprise for delivery of goods and if available separately will be recorded here.

3.14.9 Col.(10) : Quantity sold : Quantity of different goods sold during the reference month will be recorded in this column.

3.14.10 Cols.(11) & (12) : Current sale price and total sale (in Rs.0.00) : Current sale price and total sale value of different commodities during the reference period will be recorded in Rs.(0.00) in cols.(11) and (12) respectively. Current sale price will mean the sale price of the goods at the time of enquiry.

3.14.11 Item 13 : Closing stock : Closing stock is the ~~xxx~~ stock of trading goods as on the last day of the reference period. Closing stock will be evaluated at purchase price and will be recorded in item 13. (see para 3.7.2 for purchase price)

3.15 Blocks 15 and 16 : These two blocks are meant for recording the remarks and comments of the field staff.

SECTION FOUR

SCHEDULE 1.0 : HOUSEHOLD CONSUMER EXPENDITURE

I N T R O D U C T I O N

4.0.1 In accordance with the programme of quinquennial survey on Consumer Expenditure and Employment & Unemployment adopted by the National Sample Survey Organisation (NSSO) since 1972-73, the fourth quinquennial survey on household Consumer Expenditure was carried out during July 1987 - June 1988. From 42nd round (1986-87) the consumer expenditure survey is being carried out in every round of NSS on an annual basis with a relatively thin sample (2 households per villages/ block) to provide data on the subject during the intervening period between two successive quinquennial rounds. The third survey of the annual series was carried out during July 1989 - June 1990 (NSS 45th round) and the fourth of the annual series will form a part of the 46th round survey operations to be conducted during July 1990 to June 1991. In this round also, schedule 1.0 will be canvassed in a sample of 2 households. It may be mentioned here that from the 45th round the subject coverage of the annual sehedule has been expanded to include some educational, demographic and activity particulars of each member of the sample households.

4.0.2 The basic lay-out of the schedule on Consumer Expenditure as canvassed in the fortyfifth round has been left unchanged for the fortysixth round survey. However, with a view to obtaining information on particulars of dwelling unit based only on a few questions on the topic, items 13 to 16 have been provided in block 3 of 46th round survey schedule to record the information on housing accommodation available to the household for residential purpose. Apart from these items, three additional items (items 19, 21 and 22) have been housed in block 3 whose answers may explain some apparently abnormal entries in the schedule.

classification of households as to reporting adequay or inadequay of food available for consumption at their disposal, based on information elicitated through a single probing question - 'Do all members of your household get two square meals a day'?' was attempted in the 38th round survey schedule of consumer expenditure in a separate block. In this round similar information will be collected against item 20 of bl.3.

4.0.3 A major innovation introduced in 46th round survey schedule is the provision of cells for recording each digit of the numerical entries of blocks 5 to 9. It is hoped that this will reduce errors while recording (by investigators) and transcription (by data entry operators).

4.0.4 Beginning from the 43rd round survey, a three-digit code system, for identification of each item of consumer expenditure was in use; the digit in the hundreth place indicates the broad division of items; the hundredth and tenth places together specify groups of items and all the three digits together indicate a particular item. In the system of code structure introduced here, an item code ending with '8' represents 'others' that is, any item not classified under the particular group. Similarly, a code with '9' in the unit's place would be identified as a sub-total item

DETAILS OF SCHEDULE

4.1.0 Block 0 : In this block will be recorded some identification of particulars of sample household which are purely descriptive. All the items are self-explanatory.

4.1.1 Block 1, item 1 to 12 : identification particulars of the sample village/block : The particulars to be recorded in items 1 and 2 have already been printed in the schedule. The identification particulars of the sample village/block are to be copied against the relevant items from block 1 of

the listing schedule. It may be noted that at the listing stage, these particulars will be copied from the sample list in block 1 of the schedule 0.0 for both the rural and the urban sectors.

4.1.2 Items 13 and 15 : identification of the sample households : The hamlet group/sub-block serial number (either 0 or 1 as the case may be) and the names of it's constituent hamlets (rural only) in which the sample household is located will be copied from col.(6), block 4 and col.2, block 3 of schedule 0.0 respectively against item 13 of block 1 and hamlet name of block 0, schedule 1.0, The sample household number (viz., order of selection) of the selected household is to be copied from col.20, block 11, schedule 0.0 against item 15 of this block. The corresponding house number and the name of the head of the household are to be copied from cols.(1) and (3) of block 11, schedule 0.0 against the items for which the provision is made in block 0.

4.1.3 Item 16 : name of informant and informant's relation to head : The name of the informant (i.e., the person from whom bulk of the information is collected) and also his code number is to be recorded against item 16. Whether the informant is the head of the household or any other number of the household will be indicated against item 16 in terms of code '1' and code '2' respectively. If the informant is not a member of the household, code '3' will be recorded.

4.1.4 Item 17 : response code : The type of informant, i.e., whether he is co-operative, reluctant, etc., will be recorded against item 17 in terms of specified response codes, The codes are :

informant co-operative and capable	-	1
co-operative but not capable	-	2
reluctant	-	3

Schedule 1.0 Blocks 1 and 2

4.1.5 Item 18 : survey code : Whether the originally selected sample household has been surveyed or a substituted household has been surveyed will be indicated against this item by recording '1', it is is the originally selected sample household and '2', if it is the substituted one. If neither the originally selected household nor the substituted household could be surveyed i.e., if the sample household was a casualty, code '3' would be recorded. In such cases only blocks 1 and 2 will be filled-up and on the top of the front page of the schedule, the word 'casualty' will be written and underlined.

4.1.6 Item 19 : reason for first substitution : For the originally selected sample household which could not be surveyed, the reason for its becoming a casualty will be recorded against item 27 in tems of the specified codes. the codes are :

informant : not available	-	1
unwilling	-	2
others	-	3

4.2.0 Block 2 : particulars of field operations : The name of the Investigator, Assistant Superintendent and Superintendent, their signatures, date of survey/inspection/scrutiny/ duplication of schedules, despatch, etc., will be recorded in this block against the appropriate items in the relevant columns. Besides, in this round personal code of the investigator will be recorded in col.(2) against item 1.

4.3.0 Block 3 : household characteristics : Particulars regarding household characteristics which are mainly intended to be used as classificatory characters in tabulation, will be collected in this block.

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

4.3.2 Item 2 : principal industry-occupation : The entry against this item will be recorded in terms of six digited code numbers of which the first three left hand digits will refer to the appropriate 'industry group' and the next three to the relevant 'occupation family' of the revised NIC, 1987 and NCO, 1968 respectively. The description of the principal household industry-occupation will be recorded in the space provided alongwith the item description.

To determine the principal household industry-occupation, the general procedure to be followed is to list all the gainful occupations pursued by the members of the household excluding those employed by the household and paying guests (who in view of their staying and taking food in the household are considered as its normal members) during the one year period preceding the date of survey, no matter whether such occupations are pursued by the members in their principal or subsidiary (on the basis of earnings) capacity. Out of the occupations listed, that one which fetched the maximum earnings to the household during the last 365 days preceding the date of survey would be considered as the principal

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household occupation. It is quite possible that the household occupation, thus determined as the principal one, may be pursued in different industries by one or more members of the household. In such cases, the particular industry out of all the different industries corresponding to the principal occupation, which fetched the maximum earnings, should be considered as the principal industry of the household. In extreme cases, the earnings may be equal in two different occupations or industry-occupation combinations. By convention, in such cases, priority will be given to the occupation or industry-occupation combination of the seniormost among the participating members.

4.3.3 Item 3 : type code : This item need not be filled-in.

4.3.4 Item 4 : religion : The religion of the household in terms of the specified code will be recorded against this item. If different members of the household claim to belong to different religions, though such an eventuality is likely to be rare, the religion of the head of the household will be considered as the religion of the household. The codes for household religion are :

Hinduism	1	Jainism	5
Islam	2	Buddhism	6
Christianity	3	Zoroastrianism	7
Sikkism	4	Others	9

4.3.5 Item 5 : group : Whether or not the household belongs to scheduled tribe or scheduled caste will be indicated against this item in terms of the specified codes which are :

scheduled tribe	1
scheduled caste	2
others	9

contd.....

Those who do not come under any one of the first two groups will be assigned code 9 meant to cover all other categories, Neo-Buddhists of Maharashtra and neighbouring states, however, will be given code-2. In case, different members belong to different household groups, the group to which the head of the household belongs will be considered as the 'household group' and the group code appropriate for the head of the household will be assigned.

4.3.6 Item 6 : homestead type : Information regarding the type of the homestead (house and house site) will be recorded against this item. If the homestead is owned by the household, code 1 and if otherwise possessed, code 9 will be recorded. In the cases where the homestead is partly owned and partly otherwise possessed, code 9 will be recorded.

4.3.7 Items 7 to 11 : land area : The area of land (in 0.00 hectares) 'owned', 'leased-in', 'neither owned nor leased-in' and 'leased out' by the household as on the date of survey will be ascertained and recorded against the items 7, 8, 9 and 10 respectively. The total land area possessed by the household will be worked out as items 7 + 8 + 9 - 10 and recorded against item 11 in 2 places of decimal. A piece of land is considered to be owned by the household if permanent heritable possession with or without the right to transfer the title is vested in a member or the members of the household. Land held in owner like possession say, under perpetual lease, hereditary tenure, long term leases for 30 years or more, etc., will also be considered as land owned. For a piece of land under the possession of the household, if the household lacks title of ownership and also it does not have any lease agreement for the use of land transacted either, verbally or in writing, such

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land will be considered as neither owned nor leased in. In collecting information regarding land possessed, the actual position as obtained on the date of survey will be considered. It may be noted that the 'area of land' to be recorded against these items should not include the area of land owned, leased out, leased in, etc., by the servant/paying guest who are considered as the normal members of the household. In all the lines entries will be made in two places of decimal. In case of land nil or less than 0.005, "0.00" is to be recorded.

4.3.8 Item 12 : per capita expenditure last month (Rs. 0.00) : This item would be used only for field scrutiny purpose and not for tabulation or validation.

4.3.9 Item 13 : dwelling unit : This item of the block refers only to the dwelling unit or the actual residence of the sample household. The dwelling unit may be the entire structure for one household or may be only a part of it. Accordingly, the investigator will ask the informant if it is owned, hired or otherwise occupied. If the dwelling unit is owned by the occupant, code 1 will be recorded against item 1. If it is taken on rent code 2 will be entered and if it is occupied otherwise, code 3 will apply. However, if any household living under trees, bridges, in pipes etc., will not be treated as, living in dwelling unit. For such household code '3' will be recorded and in such case a cross'x' mark will be put against the items 14, 15 and 16 under the block. It may be noted that a dwelling unit constructed on a plot of land which is taken under long term lease, usually ranging 30 years, will be considered as being held under an owner like possession. Similarly, a dwelling unit itself possessed by a household under a long term lease may be treated as an owner like possession and the code 1 will be applicable in such cases also.

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4.3.10 Item 14 : type of dwelling : A dwelling unit may be in a chawl or bustee, or an independent house or a flat. Code for each of the type of dwelling is given in the schedule and the applicable code will be entered against this item.

4.3.11 A 'chawl/bustee' is a collection of huts (thatched house or huts) or tenaments which is generally constructed of katcha or semi-pucca materials like mud, bamboo, grass, leaves, reeds, thatch,unburnt-bricks etc., and is inhabited by a large number of households. If a household is living in such a 'chawl or bustee', code will be recorded against this item.

4.3.12 An independent house is which has a separate structure and entrence with self contained arrangements. In other words, if the dwelling unit and the entire structure of the house are physically coterminous, it should be considered as independent house. Here dwelling unit will mean living rooms, kitchen, bathroom, latrine, store-room, verandah (both open and closed).

4.3.13 A flat, generally, is a part of the building and has one or more rooms with self-contained arrangements and normal housing facilities like water supply, latrine, toilet etc., which are used exclusively by the family residing therein or jointly with other families. It also includes detatched room or rooms with or without other housing facilities.

4.3.14 Item 15 : type of structure : The Structures have been classified into three categories, namely, pucca, semi-pucca and katcha on the basis of materials used for construction. Codes for each type of structure has been given in the schedule.

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Schedule 1.0 Block 3

4.3.15 A katcha house is one whose walls and roofs are made of mud, bamboo, grass, leaves, reeds, thatch or unburnt bricks. A pucca house is one whose walls and roof, at least, are made of burnt bricks, stone, cement concrete, jack board (cement-plastered reeds) and timber. Tiles, galvanised tin or asbestos cement sheets used in construction of roofs will be regarded as pucca material. A semi-pucca is one of which either the roof or the walls are made of pucca materials like burnt bricks, stones, cement concrete or timber.

4.3.16. Item 16 : Covered area (square metre) : This will be the sum of the floor areas of all the rooms, kitchen etc., and covered and/or uncovered verandah of the building. The area will be recorded in nearest integer of square metre. The verandah will mean the space adjacent to the rooms (both living and other) which is used as an access to the rooms of the dwelling unit. Verandah will not, however, cover a passage or a corridor used mainly as an access to the dwelling unit itself. A verandah covered on four sides by walls with a roof above, is a covered verandah. But the verandah not surrounded by walls on four sides is an uncovered verandah, irrespective of whether there is a roof or not.

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Schedule 1.0 Block-3

4.3.17 Items 17 & 18 : Primary source of energy used for cooking and lighting : Against these two items, the respective codes corresponding to the primary source of energy that is being used by the household for the purpose of cooking and for lighting, will be recorded. If more than one type of energy is utilised, the primary or principal one on the basis of its use will have to be identified and the corresponding code will be noted in the appropriate box.

The codes to be used are :

fuel		lighting	
coke, coal	01	kerosene	1
firewood and chips	02	other oil	2
LPG	03	gas	3
gobar gas	04	candle	4
dung cake	05	electricity	5
charcoal	06	no lighting arrangement	6
kerosene	07	others	9
electricity	08		
others	09		
no cooking arrangement	10		

4.3.18 Item 19 : Did any member of the household take any meal/meals from outside during the last 30 days : The entry will be made in codes .

The codes are : Yeas-1, No - 2.

4.3.19 Item 20 : Do all members of your household get two square meals a day : The answers against this question will be recorded in codes.

The codes are : yes-1, no - 2.

4.3.20 Item 21 : Did the household perform any ceremony during the last 30 days : The entry will be made in codes : The codes are : yes-1, no-2.

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Schedule 1.0 Block 3 and 4

4.3.21 Item 22 : Did the household purchase any cereal/cereals from ration/fair price shop during the last 30 days : The answers against this question will be recorded in codes.

The codes are : yes - 1, no - 2.

4.4.0 Block 4 : Particulars of household members : All normal members of the sample household will be listed in this block. Demographic particulars (viz., relation to head, sex, age, marital status and general education), number of meals taken and the current and usual activity status particulars will be recorded for each member using one line for one member .

4.4.1 Columr. (1) : serial number : All the 'normally resident members' of the sample household will be listed in block 4 using a continuous serial number in col.(1). While listing, the head of the household will be listed first followed by head's spouse, the first son, first son's wife and children, second son, second son's wife and children, etc. After the sons are enumerated, the daughters will be listed followed by other relations, dependents, servants, etc.

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

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

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

Narayan/

Schedule 1.0 Block-4

4.4.4 Column (4) : sex : The sex of each member of the household, in terms of the code numbers (male-1, female-2), will be recorded in this column.

4.4.5 Column (5) : age : The age in completed years of all the members listed in column (1) will be ascertained and recorded in column (5). For a new born baby or the baby who has not completed one year of age at the time of listing, the entry to be made in column (5) will be '0'.

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

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

4.4.7 Column (7) : general education : Information regarding the general education attained by the normal members of the household listed in col. (1) will be recorded in column (7) in terms of the specified code numbers. For the purpose of making entries in those columns, only the course successfully completed will be considered. For instance, for a person who has studied upto say, first year B.A., his educational attainment will be considered only secondary (code number 5). The relevant codes to be used for recording entries in column (7) are :

not literate	0
literate without formal schooling	1
literate but below primary	2
primary	3
middle	4
secondary	5
graduate and above in :	
agriculture	6
engineering/technology	7
medicine	8
other subjects	9

Narayan/

Schedule 1.0 Block-4

A person who can both read and write a simple message 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 0. Those who are literate but never attended any school, will be assigned code 1. Those who are by definition literate but are yet to pass primary standard examination will get code 2. Similarly code 3, 4 and 5 will indicate the successive higher standard of examination passed. Matriculation, School Final, Pre-University, Higher Secondary and Intermediate Examinations will come under Secondary (code 5). A degree holder will get one of the codes 6 to 9 depending on the subject studied. For code 8, medical graduates belonging to systems of medicine other than allopathic, e.g., homeopathic, ayurvedic, etc., are also to be taken into consideration. Code 6 will also include graduates in 'forestry', 'fishery science', etc. If more than one of the codes 6 to 9 are relevant for a person the following procedure will be adopted.

i) when code 9 as well as one of the codes 6 to 8 are relevant code 9 will not be considered.

ii) when more than one of the codes 6 to 8 are relevant, the code indicating the degree last obtained will be considered.

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

4.4.8 Column (8) : number of days stayed away from home during the last 30 days : The number of days for which the member 'stayed away from home' during the 30 days preceding the date of enquiry should be recorded here. A continuous absence from home for 24 hours will be reckoned as a 'day stayed away'. That is, the entry will be made in completed number of days and any

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fraction of a day will be ignored. The location of the place where the person stayed, having been away from his/her own household, may also be within the same village/town and staying away will not only mean physical absence but also non-participation in food consumption from his/her own household.

4.4.9 Column (9) : number of meals usually taken in a day : The number of meals consumed by a person is usually reported as 2 or 3. In rare cases one may come across a person who may be taking food only once in a day or more than three times a day. While in the former case the number of meals for the person will be 1 per day, in the latter case, however, only 3 should be entered. That is, in this column, the recorded number of meals taken in a day, even if it is reported to be higher, should not exceed 3. A breast fed baby does not directly share the food consumed by members of the households. Hence for such babies the entry in this column will be '0'. To have a clear idea of what constitutes a meal, the following three paragraphs may be referred to.

4.4.10 Meal : A 'meal' is composed of one or more readily eatable (generally cooked) items of food, the usually major constituent of which is cereal food. The meals consumed by a person twice or thrice a day provide him/her the required energy (calorie) and other nutrients for living and for pursuing his/her normal avocations. A 'meal', as opposed to 'snacks', 'nasta' or 'high tea', contains larger quantum and variety of food. In rare cases, a full meal may contain larger quantity of non-cereal food. Even then if the quantum of food in a plate is heavy as a meal, the contents of the food plate will also be considered as a 'meal'. Sometimes the contents of a 'nasta' may not be very different from the contents of a 'meal'. The difference in quantity will therefore be the guiding factor for deciding whether the plate is to be labelled as a 'meal' or a 'nasta'.

Schedule 1.0 Block-4

4.4.11 A person rendering domestic service (like cleaning utensils, dusting and cleaning of rooms, washing linens, carrying water from outside etc.) to a number of households during the day time gets some food from each of the households he/she serves. Although the quantum of food received from a single household may, by quantity, be far less than a full meal, the total quantity of food received from all the households taken together would often be at least equivalent to a full meal. In this particular situation, the person will be considered to be consuming one meal every day under 'meal taken away from home'.

4.4.12 Subject to the guidelines given in the two preceding paragraphs, for the purpose of data collection on 'number of meals consumed' one has to depend on the judgement of the informant because the informant would reckon the number on the basis of his/her own understanding about the concept of a meal/ khana.

4.4.13 Columns (10), (11) and (12) : Number of meals taken during last 30 days : It is important to note that the entries are to be made in these columns on the basis of the place wherefrom food is served and not the place where food is consumed.

Sometimes meals are provided by the employer. These meals are generally consumed at the place of work and are to be considered as meal taken away from home. It may not be rare that meals provided by the employer are brought home by the employee and consumed there. Such meals are also to be considered as meals taken away from home. It is often difficult to evaluate the meals provided free of cost or of unknown cost. An employee, getting meals from employer's household does not receive it free but

Narayan/

as payment in kind against the services rendered. But it is not possible to evaluate the cost of such meals. In column (10), the number of such meals received and consumed during the reference period by an individual member will be recorded. Similarly meals consumed as guests in other households, will also be taken into account while making entries in column (10). For the purpose of making entry in column (11), 'meals received on payment' will mean that the informant has to incur some expense or part with a certain protion of his salary/wage for getting the meals. Meals purchased from hotel, restaurant or an eating house will be considered as 'meals taken away from home on payment' and will have to be counted also for making entry in column (11). Meals taken away from home during the days of absence from the household should also be accounted for in making entries in these columns. Such meals need be counted under columns (10) and (11) only.

4.4.14 In column (12), the number of meals taken at home by each member of the household during the period of 30 days preceding the date of survey will be recorded. A meal will be considered to be taken at home if, the meal is prepared at home irrespective of the place where it is consumed.

In short, all the meals consumed by a member which are either prepared by the household or purchased form outside and the expenditure relating to which is collected and recorded at places of block 5 of the schedule, should be considered either as 'meals taken away from home on payment' or as 'meals taken at home'.

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4.4.15 Current weekly activity and usual activity particulars : Cols. (13) to (18) of this block are meant for recording the weekly as well as the usual activity status particulars of all the normal members of the household listed in this block.

4.4.16 Definitions : Definitions adopted for a few important items on which data will be collected in cols.(13) to (18) of this block are as follows :

(a) Activity status : The activity status of an individual is the activity situation obtaining for the person in respect of his/her participation in gainful and also non-gainful activities during a given reference period. Normally, one of the following three major activity situations or a combination of them will obtain for a person :

(i) of working or being engaged in gainful activities (or work) for pay, profit or family gain;

(ii) of being not engaged in gainful activities but either of making tangible efforts to seek work or of being available for work and

(iii) of being not available for work because of various reasons.

Identification of each individual according to a unique situation poses a problem when more than one of the three activity situations listed above concurrently occur for a person. In such an eventuality, the unique identification under any one of the three activity situations is done by adopting either the 'relatively long time'/(or the major time) criterion or the 'priority' criterion. The former is used for classification of persons under 'usual activity status' with reference to a period of 365 days preceding the date of survey and the latter for classification of persons under 'current activity

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weekly status' with reference to a period of 7 days preceding the date of survey, The three major activity statuses referred to above have been further sub-divided into several detailed activity categories. The detailed categories (under each of the three major activity status categories) along with the corresponding codes to be used in the 46th round survey are listed below :

(i) situation of working or being engaged in gainful activities (employed) :

1. worked in household enterprise(self employed) 11
2. worked as helper in household enterprises 21
3. worked as regular salaried/wage employee 31
4. worked as casual wage labour in public works 41
5. worked as casual wage labour in other types of work 51
6. had work in hh. enterprise but did not work due to
   (i) sickness 61
   (ii) other reasons 62
7. had regular salaried/wage employment but did not work due to :
   (i) sickness 71
   (ii) other reasons 72

(ii) situation of being not engaged in work but available for work(unemployed) :

1. sought work 81
2. did not seek but was available for work 82

(iii) situation of being not available for work(not in labour force) :

1. attended educational institution 91
2. attended domestic duties only 92
3. attended domestic duties and was also engaged in free collection of goods, sewing, tailoring, weaving, etc., for household use 93
4. rentfers, pensioners, remittance recipients etc.94
5. not able to work due to disability ..... .95
6. beggars, prostitutes, etc.. 96
7. others 97
8. did not work due to sickness (for casual workers only) 98

For usual status classification, codes 61, 62, 71, 72, 82 82 and 98 are not applicable and code 81 will be used to indicate both the situations of seeking work and being available for work.

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(b) Gainful activity : Gainful activity(or work) is the activity pursued for pay, profit or family gain or in other words, the activity which adds value to the 'national product'. Normally, it is an activity which results in production of 'goods and services' for exchange. However, the activies in 'agriculture' (i.e. all activities relating to industry section 0) in which a part or whole of the agricultural production is used for own consumption and does not go for sale, are also considered 'gainful'. Execution of household chores or social commitments, etc.,however, are not considered 'gainful'activities. The activities, such as prostitution, begging, etc. which may result in earnings, are also by convention not considered 'gainful'.

(c) Workers (or employed) : Persons engaged in any gainful activity are considered 'workers' (or employed). They are the persons who are assigned any one of the nine activity categories under the first broad activity category, i.e. working or employed listed earlier.

(d) Seeking or available for work(or unemployed) : Persons who 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 conditions of work and remuneration are considered unemployed.

(e) Labour force : Persons categorised as 'working'(or employed) and categorised as seeking or available for work' (or unemployed) together constitute the labour force.

(f) Not in labour force : Persons categorised as neither 'working' nor 'seeking or available for work' are considered to be engaged in non-gainful activities and categorised as 'not in labour force'. The persons falling in this category are students, those engaged in domestic chores, rentiers, pensioners, those living on alms, recipients of remittance, etc., infirm and disabled persons, prostitutes and smugglers etc.

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(g) Worked (self-employed) in household enterprise- usual and current status (code 11) : Persons who work in their own farm or non-farm enterprises are deffined as self-employed - the term used to designate their activity status. There are different kinds of self-employed. Some may operate their enterprises without hiring any labour, some others may occassionally hire a few labourers. There is also a third category who, by and large, regularly run their enterprises by hiring labour. The first two groups of self-employed are called own-account workers and the third, the employers.

It is expected that the bulk of self-employed persons in our economy can easily be identified by adopting the above definition. But in certain cases the identification may pose some problem. This problem particularly mainfests itself in the (i) so called 'putting out' system prevalent in our production process in which, that part of production which is put out, is performed in different household enterprises (e.g. master weaver putting out jobs to different households or big biri manufacturer getting the bidi produced through distribution of work to different households), (ii) system of part of the work being done through contractors' or sub-contractors' household enterprises and (iii) cases of putting out jobs (in part or full), the terms of payment for which is just piece or time rate.

In the first two of the above cases cited, the persons owning and operating the household enterprises or the contractors and sub-contractors are to be termed 'self-employed'.

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But in regard to the third case cited, the workers engaged in the work will be categorised as 'employees' and not 'self-employed'. In so far as the first two cases illustrated above, the underlying idea of categorising them as 'self-employed' is that all of them have some tangible or intangible means of production and their work is a kind of enterprise to them and the fee for remuneration really consists of two parts - (i) the share for their labour and (ii) the profit of the enterprise. Apart from manufacture, in the cases of persons engaged in construction, services or profession, the distinction between a free-lance own account worker and an employee often becomes difficult to draw and, however, liberal or fool-proof the definitions formulated may be there will always be some cases which will not fit-in well in the definitions and thus, there will be the problem of identification. In the NSS, therefore, besides having a working definition, some conventions are also in use. An illustrative list of such conventions is given below :

(i) A mason is to be identified as a self-employed person when he works free-lance. But a mason assistant is an employee.

(ii) a barber on his rounds to secure work is self-employed.

(iii) a private tutor is self-employed whereas, a maid servant working for different households is not.

(iv) a master tailor or a contractor or sub-contractor tailor, who does the work himself or by hiring some tailors will be identified as self-employed, though the hired tailors of the master or the contractor tailor will be identified as employees.

(v) a porter or coolie is not self-employed but an employee.

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(h) Worked as helper in household enterprise - usual and current status code 21 : Helpers are a category of working persons who work in household enterprises full or part time and do not receive any cash payment or any share of the family earnings in return for the work performed for the enterprise. They are household members, a large number of them being related to the household head and dependent on the household head and work for the family enterprise and got food and shelter as members of the household. One may also come across persons in a household who do not receive any cash remuneration for their work in the household enterprise but have a share in the family earnings out of such enterprise. Such persons are not 'helpers' but 'self-employed'. On the other hand, if any member of the household works in the household enterprise for which he is paid wage/salary, he should be treated as an employee.

(i) Worked as regular salaried/wage employees - usual and status code 31 : Persons working in others' farm or non-farm enterprise (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 treated as regular salaried/wage employees. The category, salaried/wage employees will include not only salary and wage earners getting time wage but also earners getting piece wage or salary and paid apprentices, both full time and part time.

(j) Worked as casual wage labour - usual and current status codes 41 & 51 : Persons engaged in others' farm or non-farm enterprise' (both household and non-household) and getting in return wages according to the terms of the daily or periodic

contd.

work contract are treated as casual wage labour. In rural areas and also in the government project sites, a type of casual labourers can be seen who normally engage themselves in 'public works' activities. 'Public works' activities sponsored by Government or local bodies for construction of roads, bunds, digging of ponds, etc., as ' 'test relief' measures (like flood relief drought relief, famine relief, etc.) and also as employment generation schemes under poverty alleviation programme (NREP, RLEGP, etc.). The casual labourers doing only 'public works' activities willbe assigned code 41. The rest will be categorised under code 51.

(k) Had work in household enterprises but did not work- current status codes 61 & 62 and had regular salaried/wage employment but did not work - current status codes 71 & 72. Persons engaged in household farm or non-farm enterprise or working in others' farm or non-farm enterprises as salaried/wage employees but absenting from work temporarily due to sickness or for enjoying leave or holiday or for other reasons will be categorised under codes 61 & 62 or 71& 72 respectively depending on whether they are self-employed in household farm or non-farm enterprises or employed in others farm or non-farm enterprises as wage/salaried employees. In the case of self-employed, if the reason is sickness, the code to be used is 61 and for other reasons, code 62 will be used. Similarly, for the regular salaried/wage employees, code 71 will be used for those who did not work due to sickness and code 72 will be used for others who did not work due to other reasons.

(l) Attended domestic duties and also engaged in free collec- collection of goods, sewing, tailoring, weaving, etc., for household use - usual and current status code 93 : In rural areas in general and particularly in the tribal areas domestic work usually includes among others, a lot of work for free collection of vegetables, roots, firewood, etc. and also spinning and weaving of clothes for household use. Whenever a person engaged in domestic duties is found to be also spending regularly some of his/her time in performing the above mentioned activities, the status code appropriate for him/her will be 93 and not 92.

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4.4.17 Column (13) : current weekly activity status : The current weekly activity status of a person will be the activity status obtaining for a person during a reference period of seven days proceding the date of survey. Irrespective of the usual activity pursued by a person, his/her current weekly activity will be determined strictly on the basis of the activities pursued by the person during the reference period of seven days proceding the date of survey adopting the priority criterion. Even for self-employed persons, one need not prejudge and take for granted that the current activity situation for them will be identical to the usual activity situation. A careful probe on the part of the investigator regarding the various activities pursued by the person during the seven days proceding the date of survey is, therefore, necessary for ascertaining his/her current weekly activity status. In defining the 'activity status', it has already been mentioned that the activities are grouped broadly into three categories namely, (i) working, (ii) not working but seeking and/or available for work and (iii) neither working nor available for work. According to the priority criterion, the status of 'working' gets priority over the status 'not working but seeking and/or available for work' which in turn gets priority over the status of 'neither working nor available for work'. In the category 'not working but seeking and/or available for work', the status 'seeking gets priority over the status of 'not seeking but available for work'. A person would be considered 'working(or employed)' if he/she while pursuing any gainful activity had worked for at least one hour on any one day during the week proceding the date of survey. A person would be considered 'seeking and/or available for work (or unemployed)' if during the reference week no 'work' was done by the person but he/she had made efforts to get work or had been available for work during the reference week though not actively seeking work, in the belief that no work was available. A person who had neither worked nor was available for work will be considered to be ensaged in non-gainful activities (or not in labour force).

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The three broad groups of activities are further classified into 19 detailed 'status' categories-9 for persons categorised 'working' (codes 11-72), 2 for those categorised 'not working but seeking and/or available for work'(codes 81 & 82) and 8 for those categorised 'neither working nor available for work'(codes 91-98). For a person, the appropriate broad 'status' will be determined first adopting the priority criterion. If a person categorised 'working' is found to be pursuing more than one gainful activity during the reference week, the gainful activity in which relatively more time has been spent will be the appropriate detailed 'status' that will be assigned to him/her. (If the time spent on the different activities is found to be equal, the activity that appears first in the list will be assigned to the person). In case more than one 'non-gainful activity status'(codes 91-98) is assignable to a person in view of the typical activity pattern followed by him/her during the reference week, the activity which appears first in the code list in the ascending order starting from 91 will be assigned. But it may be noted that a person engaged in 'domestic duties' should not be classified as student (code 91) simply because he/she was attending some training. Similarly, a disabled person who was a recipient of regular pension, remittance, etc., should be classified as 'rentiers,pensioners, remittance recipients, etc', and not as the category 'not able to work due to disability'(code95). After thus determining the current weekly activity status of a household member, the appropriate 2-digit code will be recorded in column (13). The following points may be noted while assigning the 'activity status' to a person.

(a) A person found to be engaged in domestic duties should not be categorised 'engaged in domestic duties'(code 92) if the person reports that he/she has also been available for work concurrently ;

(b) A person engaged in regular wage/salaried employment but currently not at work, will be assigned code 71 or 72 irrespective of whether he is engaged in any other 'gainful' or 'non-gainful' activity;

(c) Unpaid apprentices will be treated as 'students', while paid apprentices will be treated as employees;

(d) Persons under 'paid lay off' will be considered 'employed' and those under 'unpaid lay off','unemployed' if they are seeking and/or available for work;

(e) 'Free collection for sale' will be treated as self-employment. If the products collected relate to agricultural sector (even if the products collected are not for sale but for household consumption) the industry section will be '0' and for other goods like rag, waste paper, tins,etc., the industry section willbe '6'.

4.4.18 Column (14)- industry section : For the persons categorised 'working' (i.e. those with status codes 11-72), the corresponding 'industry section, will be recorded in terms of the specified codes in column (14). The codes are :

agriculture, hunting, forestry & fishing 0
mining and quarrying 1
manufacturing 2/3
electricity, gas and water 4
construction 5
wholesale and retail trade, restaurants & hotels 6
transport, storage & communication services 7
financial, insurance, real estate and business services 8
community, social & personal services 9

4.4.19 : Column (15) - Principal usual activity status : Usual activity status of a person will be determined on the basis of the various activities pursued by the person during the reference period of 365 days adopting a 'relatively long time(or major time)' criterion. As mentioned earlier, the activities are grouped into three major categories - 'working' 'not working but seeking and/or available for work' and 'neither working nor available for work'. For determining the 'usual activity status' of a person

he or she has to be first classified into any one of the above three broad category groups on the basis of the time spent on them during the reference period of 365 days. Thus, the broad activity status of a person will be the one out of the three, 'working', 'not working but seeking and/or available for work' and 'neither working nor available for work', on which the person spent relatively longer period during the 365 days. In deciding this, one should consider only the normal working time available for pursuing the various activities and not 24 hrs. of each day, After deciding the broad usual status of the person, the detailed activity status within the broad group will be determined adopting again the 'relatively long' or 'major time' criterion. The detailed activity status, thus determined, will be the principal usual activity status of the person. The code corresponding to this activity status will be the recorded in column (15). To elucidate, consider the following example.

person	number of months			usual activity status (principal)
	employed	unemployed	not in labour force	
(1)	(2)	(3)	(4)	(5)
A	5	4	3	employed
B	4	5	3	unemployed
C	3	4	5	not in labour force
D	4	4	4	employed

In the first case, relatively longer time has been spent on employment and therefore, he has been categorised as usually employed. Using the same 'time spent criterion' B & C have been categorised as 'unemployed' and 'not in labour force'respectively. It may be noted that the usual activity status of person 'D' is also 'employed', though the time spent in the three statuses is same. In such cases 'Working' gets priority over the other two statuses. If A, out of the 5 months, was 'self employed' for 3 months and worked as 'casual labour' for 2 months, his principal usual activity status would be 'self-employed'. (i.e. code 11). It may be noted that if a person found to be engaged in domestic duties for a relatively longer/period of the reference period of 365 days is also reported to be simultaneously seeking/available fow work, the person should be categorised as 'unemployed' and not as 'engaged in domestic duties.

4.4.20 Column (15) - industry section : For persons categorised as 'working' i.e., those with the status codes 11- 51 in column (15), the industry section code corresponding to the activity status recorded in column (15) will be entered in column (16).

4.4.21 Subsidiary gainful activity : For each person 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 not,or in other words, he/ she had a subsidiary gainful usual status. This has to be ascertained for the three broad categories of persons initially classified as 'employed', 'unemployed' and 'not in labour force'. To illustrate, a person categorised as working and assigned the principal usual activity status as 'self-employed' may also be engaged for a relatively shorter time during the year as casual wage labour.

In such a case, he will be considered to have worked also in a subsidiary capacity (i.e., having a subsidiary gainful status which is different from the principal gainful status.) On the other hand, a person may be self-employed in trade for relatively longer period and simultaneously also engaged in agricultural production for a relatively shorter time. In such a case the principal usual activity status will be self-employed in trade and subsidiary gainful status will be self employed in agriculture. Similarly, persons categorised as 'unemployed' or 'not in labour force' on the basis of 'relatively longer time' criterion might have pursued some gainful activity for relatively shorter time during the year,. In all such cases, they will be treated to have had subsidiary gainful usual status. It may be noted that engagement in work in subsidiary capacity may arise out of two situations -

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

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

4.4.22 Columns (17) and (18) - subsidiary gainful activity status :

For all persons engaged in any work in subsidiary capacity, the status codes of the gainful activities pursued by them in their subsidiary capacity will be recorded in col.(17) and the corresponding 'industry section' codes will be recorded in col.(18). In the situation where a person has been found to have pursued more than one gainful activity during the last 365 days in his/her subsidiary capacity, the activity on which more time has been spent would be considered for recording entry in this/ Columns(17) and (18) are to be filled in for each and every member of the household irrespective of whether the person's principal status is gainful activity or not. For those reporting no subsidiary gainful activity, 'X' may be recorded in both the columns.

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4.4.23 Some Important Clarifications :-

Activity status

1. If a student is reported to be engaged in private tution or in any other gainful activity like help in the family enterprise for at least one hour on any day during the reference week, his current week activity status code will be 11(self-employed). If the time spent on such activity is less than one hour, his current week activity status code will be 91 (student).

2. Household members who have legal or moral claim on the family enterprise, when they participate in the activities of the enterprise without receiving any wage/ salary, will be treated as self-employed. Those members like distant relatives who do not have any legal or moral claim in the enterprise, when working in the enterprise without receiving any wage/salary, will be treated as 'helper'.

3. A disabled person/pensioner, reporting to be seeking available for work, will be treated as unemployed and not as disabled person/pensioner.

4. When a female casual labour reports that she is not able to work due to pregnancy, whe will be treated as 'casual labour not working due to sickness' and will be assigned current activity code 98.

5. 'Exchange labour' will be considered as 'self-employed'. But a regular employee as exchange labour while on leave or holiday will be assigned status code 72. On the other hand, a casual labour working as 'exchange labour' on some days will be categorised as 'self-employed' for those days.

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6. For determining the activity status code of MP/MLA/Municipal Councillor (M.C). etc., it has to be first ascertained whether they had any other primary gainful occupation or not. If they had other primary gainful occupation, their activity status will be according to that gainful occupation. If not, they will be categorised as self-employed (status code 11) with industry section code as '9'.

7. A pensioner reported to be engaged in the family enterprise or employed in any other capacity should be considered as 'currently working' If he/she was engaged in the activity atleast for one hour or any one day of the reference week and 'usually working' if he/she was engaged for a relatively long time during the reference year.

8. The 'meal carriers' (who deliver lunch at various offices), 'night watchmen' of a locality, 'cattle herd, etc., are normally employed by a group of households on a regular monthly wage. 'The 'activity status' of such workers will be same as that of maid servant/male servant, etc. i.e, 'wage/salaried employee'.

9. Sometimes it is found that a regular student is currently on the live register of the Employment Exchange and such a situation creates confusion in deciding his activity status. Normally, the person will be categorised as a student. But before categorising him as a student, further probes should be made as to whether he will give up his studies the moment he gets a job. If it is found that he will leave his studies to take up the type of job for which he has registered, he will be categorised as unemployed.

10. Normally, all the gainful activities can be uniquely classified into one or other of the industry sections '0-9'. In all cases, attempt should be made to ascertain the actual sector of work and the applicable code 0-9 should be assigned.

Schedule 1.0

Block 5

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

Blocks on consumer expenditure

Block 5 : Cash purchase, consumption out of home-grown stock, gift, loan etc., and total consumption of food, pan, tobacco. intoxicants and fuel and light during the last 30 days :

Block 6 : cash purchase, consumption out of hom produced stock, gift, loan, etc. and total consumption of clothing during the last 30 days :

Block 7 : Cash purchase, consumption out of home produced stock, gift, loan, et. and total consumption of footwear during the last 30 days :

Block 8 : Expenditure (cash and kind) on miscellaneous goods and services and rents and taxes during the last 30 days :

Block 9 : Expenditure (cash & kind) for purchase and construction (including repairs) of durable goods for domestic use during the last 30 days :

4.5.1 After the consumer expenditure blocks, three more blocks have been provided in the schedule. These blocks are :

Block 10 : summary of consumer expenditure during the last 30 days
THIS BLOCK WOULD BE USED ONLY FOR FIELD SCRUTINY PURPOSE AND NOT FOR TABULATION OR VALIDATION FOR CENTRAL SAMPLE

Blocks 11 & 12 : remarks by investigator & comments by supervisory officer : Reasons for any apparently abnormal entry and any other special circumstance relating to the filling up of the schedule will be recorded in these blocks.

4.5.2 Block 5 : Cash purchase and consumption of food, pan, tobacco, intoxicants and fuel and light : In this block information on purchase, consumption out of home-grown stock, and the total consumption of each item of food, pan, tobacco, intoxicants and fuel and light for the household during last 30 days prior to the date of survey will be collected. Purchase and consumption of items by members of the household during their days of absence from the usual residence should also be taken into account, as far as possible, while making entries against the items of this block.

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4.5.3 Columns (1) & (2) : item code and description of item : The complete list of items relating to a sub-block of block(5) has been printed partly on the sub-block and remaining portion has been printed below that. The name of the items which are consumed more frequently are printed in appropriate places of sub-block with their respective code numbers. In this sub-block a few blank lines have been provided in group codes 28, 30 and 31 after that for recording information on consumption of other items of the group. In these blank lines, the respective codes and description of the other items consumed will be writtein in column (1) and (2) respectively. For all other groups of articles in block (5), the full list of items for a sub-block is printed on the sub-block itself.

4.5.4 Unit : Each filled in line of this block will relate to a particular item of consumption. Generally, the unit of quantity for the majority of the listed items is kilogram (kg.). In the list of items, on any page of the schedule, wherever the unit for an item is other than kg., the appropriate unit has been shown within brackets after the name of the item. The unit should be 'kg.' for all other items for which the unit has not been mentioned in the list. Wherever the unit is gram(gm.) or number(no.) the entry should be made in whole numbers only (wuhout decimals).

4.5.5 Columns (3) and (4) : cash purchase : In columns (3) and (4). the quantity and value respectively of items purchased in exchange of money during last 30 days prior to the date of survey will be recorded. Here purchase will mean only those purchased against cash payment (including those made on credit but to be paid in cash).. Barter purchase, if any, will not be considered here. Purchases made for domestic consumption only should be considered. It may be noted that purchases made for gifts, charities or for household ceremonial purposes should be considered as purchase and total quantity and the value of purchase inclusive of such purchases should be recorded in these columns. In case the purchase is both for production and consumption purposes, the part ascribable to productive purposes should be excluded.

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Against each item of blocks 5, 6, 7 and 8, provision of cells has been made to record each digit of the numerical entries (quantity and value figures). In each column in these blocks 5 cells have been provided. A quantity/value figure for an item will usually have two parts - one integer part and the other fractional part. The inter part will be recorded in the left-most four cells and the decimal portion in one cell at the right-most. All figures will be entered correct to one decimal place only. It may be noted that against the items printed on the schedule for which the specified unit is either gram/number/box/pair or standard unit, one zero(0) has already been printed in the decimal part. This means only the inter part of quantity is to be recorded for such items. However, in block 9, the values will be recorded in rupees(whole number) only without any decimal part, for which six cells have been provided.

4.5.6 Credit purchase : In case of credit purchase, if any, of the items in block 5 during the reference period, the entire quantity purchased and the total value of the corresponding quantity should be entered, irrespective of whether a part payment is made during the reference period or not. Any payment made during the reference period corresponding to some credit purchase made earlier should be ignored.

4.5.7 Columns (5) & (6) : consumption out of home-grown stock : consumption of any of the items in the block, made out of home grown/produced stock i.e., out of goods produced by the household in its own farm or manufacturing establishments, during the last 30 days will be recorded here. The quantityof an item consumed out of home-grown stock will be recorded in column (5) and its value will be shown in column (6). The value will be imputed at the ex-farm or ex-factory price. Home produced agricultural produce include any produce obtained from cultivation by household or obtained in the form of rent-share of land leased out. Produce brought from village home and consumed in urban residence will also be treated as 'home-grown' stock.

Schedule 1.0 Block 5

4.5.8 Columns (7) and (8) : total consumption : These columns relate to the total consumption of the household during the reference period. Column (7) relates to the quantity of total consumption and column (8) to the corresponding value. The term 'total' consumption includes all consumption recorded in columns (5) and (6) as well as consumption out of monetary and non-monetary purchases and good received as gift, loan etc. Consumption out of purchase is not necessarily equal to the total purchase in the current period as recorded in columns (3) and (4). The total consumption data should be strictly restricted to the domestic consumption of the household. The expenditure incurred on account of pet animal, will be excluded. That expenditure should be recorded under item 616 of block 8. It may be noted that consumption by livestock of the household will not be included in the household consumption. Accounting should, however, be made of the livestock products like milk, meat, egg etc., if obtained from them and consumed by the household. While making entries on household consumption, care should be taken not to include any transfer payment in kind, like loans, advances, charities, gifts and other payments in kind, if any. But consumption from transfer receipts will be included. Total consumption of the household will consist of consumption made out of -

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

4.5.9 While recording total consumption, care should be taken to include consumption on ceremonials or on other occasions also.

Note

(a) If the household made any transfer payment in terms of commodities like rice, wheat, pulses etc., the quantity of commodity so paid should not be shown under domestic consumption of the payer household. The portion out of that receipt, consumed by the recipient household during the reference period will be shown against the consumption of recipient household.

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but

(b) If the transfer payment is made in terms of cooked meals then that will be shown as consumption of the payer household. If the meals were prepared by the household then the consumption will be shown under the respective itemsused for preparing the meals and if ready meals were purchased by the household and transferred, then the number of meals so served and the value of those will be recorded under cooked meals against the payer household. For such meals nothing is to be recorded against the recipient household.

4.5.10 In view of the above instruction, it should be clearly understood. that the entries made in columns (7) and (8) will not necessarily be the sum of the entries made in columns (3) and (5) and columns (4) and (6) respectively.

4.5.11 Imputation of value : The value of commodities which are consumed but not purchased will be imputed in the following manner :

(a) the value of goods received in exchange of 'goods' and 'services' will be imputed at the rate of average local retail prices prevailing during the period of reference;

(b) the value of home-produce will be imputed at the ex-farm ~~farm~~ or ex-factory rate. This should not, however, include any element of distributive service charges;

(c) the value of consumption out of gifts, loans, free collections etc. , will be imputed at the average local retail prices prevailing during the period of reference :

(d) the value of consumtion out of purchase will be the value at which the purchase was made.

Explanatory notes on items of block 5

4.5.12 Item 101 : paddy : If paddy is purchased against each payment and consumed after husking, the quantity and value of paddy will be recorded against (cash purchase) in columns (3) and (4) respectively. The quantity and value of paddy consumed after husking will be recorded against 'rice'(item 102) in columns (7) and (8) respectively. And it will not be shown as consumption under paddy. Consumption of 'paddy' by pet animals and birds other than livestock and poultry will be accounted under item 616 (pet animals) of block 8. However, 'paddy'purchased for pet animals will be accounted in columns (3) and (4) of block 5 against item 101 'paddy'.

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4.5.13 Item 102 : rice : Rice will mean the grain obtained after husking and cleaning paddy.

4.5.14 Item 103 to 108 : Rice products like muri, chira, khoi, lawa, rice flour etc., which are obtained by splitting, frying, grinding parching of the grain are covered in these items. Food preparations out of rice viz. boiled rice, pastries, cakes, sweets etc. should not be considered as rice product. These items will be put under the appropriate items of food group 41 (processed food). Rice purchased in the form of 'cooked rice' will also be treated as food preparation and will be recorded against item 418 (other processed food).

4.5.15 Item 110 : wheat : Wheat will mean in its whole grain form. Broken wheat (not flour) used for food preparation may also be treated as wheat.

4.5.16 Items 111 to 118 : Wheat flour, will be included under item 111 - atta or item 112 - maida. Item 114 includes noodles. Other wheat products will either be accounted against the specific listed items or against item 118 (other wheat products). It may be noted that while purchase and consumption of bakery bread will be recorded in item 115, those for other wheat preparation like biscuits, cakes etc., will be accounted for in food group 41 (processed food).

4.5.17 Items 120 to 178 : This series of items has been provided for recording details of purchase and consumption of jowar, bajra, maize, barley, small millets, ragi and their respective products. Item 148 will include cornflakes, pop-corn etc. As instructed earlier, food preparation of these cereals will be recorded against food group 41.

Note : If the entry in column of blocks 5 to 9 is zero, the investigator may leave it blank. For example, if rice was not purchased nor consumed, all columns against item 102 will be left blank: Similarly if rice was not purchased but some quantity was consumed wholly out of home-grown stock, the column for each purchase will be left blank.

Schedule 1.0 Block :5

4.5.18 The grains of cereals are seldom consumed in the whole grain form. So corresponding to the cereal items viz., wheat, jowar, bajra, barley, maize, ragi and small millets there should not usually be any entry under the consumption columns unless a particular item is consumed either raw or after cooking in the form of whole or broken grains. For example, if wheat is puchased but is consumed in the form of wheat flour like atta or maida, the quantity and value of wheat purchased will willbe recorded under the purchase columns (3) and (4) against item 110 but its consumption in the form of atta or maida will be recorded under consumption against item 111 or 112 as the case may be. Thus, entries for purchase and consumption will be made against appropriate items listed in the block, that is, if the form of purchase is different from the form of consumption then entries willbe made against two different items and hence, there may be some items against which purchase is recorded but no consumption is shown and vice versa. But if the food grains like wheat, jowar, bajra, barley, maize, ragi and small millets are produced by the household and consumed either as 'atta' or in any form of cereal products, the entries are to be made under the head consumption out of 'home grown stock' i.e. cols. (5) and'6) against the appropriate items of consumption. (e.g. if taken as atta, entry will be against atta. They are to be also included under 'total consumption in cols.(7) and (8). For example, if a household produces 'wheat' and consumes as 'atta', then quantity and value of consumption will be recorded against item 111 (atta) in cols. (5) and '6) as well as under 'total consumption' in cols. (7) and (8) and no entry would be made against item 110 (wheat).

It may be mentioned that for all the items in block 5, the quantity reported to have been actually consumed may be recorded. For example actual weight of barley weighing 100 kg. remains as 95 kg. only after its cleaning etc., In the example cited, the quantity of Barley consumed is to be recorded as 95 kg. and the value as the purchase price of 100 kg. On the other hand if a person buys 2 kg. of rice at Rs. 10/- and consume only 1 kg., the rest being thrown away due to insect, infection, etc. then the quantity consumed is only 1 kg. and value Rs.5/-

4.5.19 It may be noted that in the list, a cereal item in the whole grain form appears first, followed by its products and a total like for the item. Whenever at least one line relating to a particular cereal item is filled in, the sub-total line for that cereal item will also be filled in.

4.5.20 Item 189 : total cereals : The sum of the sub-totals of all the cereals items will be drawn for each of the columns (3) to (8) and the totals will be recorded in the respective columns of this line. In other words, the entry under a column of this line will be the sum of the entries recorded in that column against each of the cereals & cereal products (excluding of course the sub-total items).

4.5.2 Item 198 : gram products : This relates to items like sattu obtained by frying and grinding of gram (whole grain).

4.5.22 Items 200 to 208 : cereal substitutes : Cereals are usually a person's staple food. But sometimes by choice or due to scarcity, a person may not consume much of cereals or no cereal at all. The food requirement is partially or wholly met in such cases by consumption of food which could be treated as substitutes for cereals. Tapioca (items 200 & 201) for example, is consumed in some part of the country as a substitute for cereals. Similarly, other items listed here are also consumed as substitutes for cereals. Potato or sweet potato consumed as substitute for cereals will not however be shown here. These will be recorded under the root vegetable group (group code 28).

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

4.5.24 Items 230 to 238(item group 23) : milk and milk products
(a)These items relate to milk (liquid), baby food and product of milk obtained on transforming milk by heating, churning milk or adding chemicals like acid drops or fermenting agent in the form of 'ghee', 'butter', 'curd'(dahi), 'casein'(channa). 'butter milk' etc. Sweetmeats like 'sandesh', 'rasogolla', 'pera' etc. prepared at home out of milk purchased or home produced will not be treated as milk products and hence will not be accounted against those items. In case a household prepares these sweetmeats from milk (liquid), then its consumption will be recorded against item 230 i.e., milk (liquid) and other constituent items of the preparations. Similarly, when milk products like ghee, butter,curd etc. are obtained from milk(liquid) by the household and is consumed, it will be recorded against the milk(liquid) and not against the particular milk product. For example, a household has consumed 30 litres of milk, out of which 15 litres was converted into curd and consumed. In this case 30 litres of milk will be shown against milk (liquid) only.But if the milk product is purchased from the market and consumed by the household, the quantity and its corresponding value will be recorded against the particular milk product under cols.(3) and (4) as well as in cols. (7) and (8).

(b) In the case of purchased or received as gift, ice-cream quantity to be recorded, willbe the number of times it is consumed during the last 30 days. Total value of the ice-cream thus consumed, will be ascertained and recorded in the relevant column.

4.5.25 Item 230 milk (liquid) : This will mean milk as directly obtained from cow, buffalo, goat or any other livestock. Milk sold in bottles or polypack willalso be treated as 'liquid milk'. The units of quantity for milk (liquid) is litre. Readily drinkable flavoured and bottled milk should be considered as milk(liquid) and that should also be recorded against this item. Milk transformed into curd, casein, ghee etc. only for purpose of consumption and actually consumed during the reference period should also be included in this item.

4.5.26 Item 231 : baby food : This relates to such baby foods of which the principal constituent is milk e.g. Glaxo, Amul etc., Other foods meant for babies, like Farex, Cerelac etc., whose principal constituent is not milk will not be accounted here. Such items should be recorded against other processed food (418).

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4.5.27 Items 240 to 258 : Oil or oilseeds used in food preparation will be considered as 'edible oil' such as mustard oil, groundnut oil, etc. Such oils used for toilet purpose will not be accounted against any of these items in this block, but will be recorded against item 563 (hair oil, lotion, shampoo, hair cream) of block 8.

4.5.28 Item 247 : refined oil : Some edible oils like groundnut oil are sold in the market after refining the raw oil, obtained by crushing the seeds by some chemical process of neutralisation, bleaching the decolourisation. 'Refined oil' is thus an edible oil freed from the acidity, colour and odour which are associated with the relevant raw oil. The 'refined oil' is distinguished from its 'raw oil' by absence of its colour, odour and taste. 'Refined oil' is generally colourless and costlier than raw oil and sold in a sealed container.

4.5.29 Item 252 : oil seed : The quantity and value of oil seeds purchased for extracting edible oil by crushing will be shown against this item under the 'purchase' column. Some of these seeds like coconut, groundnut are also consumed raw, as food. These will be accounted for in the fruits and nuts groups. Mustard seed used for cooking will, however, be taken account of under the consumption columns also.

4.5.30 Item group 38 : spices : There are a large variety of spices which are generally used in food preparations. Of these items, turmeric and chillies are more commonly used. Items not listed here are mostly purchased in the villages as mixed spice and it may be difficult to collect information on expenditure and consumption of such individual items of spices. Hence, only a lumpy item 388 (other spices) has been provided for recording purchase and consumption details of mixed spices. Items which are more frequently used are likely to be purchased separately. Some of these frequently used item have been listed.

Schedule 1.0 Block - 5

4.5.31 Item 410 : biscuits and confectionaries : This will include all types of biscuits and will also relate to confectionary items like chocolate, toffee, lozenge etc. Cake and pastry have been separated from confectionary items and these will be recorded against item 414.

4.5.32 Item 413 : cooked meals : 'Cooked meals' may be

(i) purchased from market i.e., from hotel, restaurant, canteen etc.,

(ii) by paying lumpsum to an agency providing catering services for serving meals to guests attending a ceremony performed by the household.

(iii) received as perquisites form employer's household or

(iv) received as gift or charity.

As a general principle, for cooked meals, both purchase and consumtion will be taken account of in the purchaser household. Thus, in case of (i) entry will be made against the columns on purchase and also on consumption for the household reporting purchase of cooked meals which might have been consumed by household members, employees, guest and other persons. There are factories and offices which have their own canteen providing meals to the employees. Consumption of meals by the employees of those institutions even if these are received free of cost, whould be recorded in the employee's households. Such meals are to be included for making entries under columns (7) and (8) of block 5. However, such meals will be recorded in col.(11) of block 4 as if these are taken on payment. The value of the meals should be imputed on the basis of the prevailing market price. Case (ii) will also be similarly treated as case (i). No entry will be made in the enquiry schedule of the recipient households against this item, for the cooked meals of the type described under cases (iii) and (iv). Consumption of such meals will however be noted in column (10) of block 4 of the schedule (see instruction para)

Sometimes a catering agency is emgaged to provide meals only, for which the agency is paid on per plate basis. Some other items like sweets, ice-cream, neverages etc., are purchased separately and served to the guests. The purdhase and consumption of those 'other items' will be shown against the respective items and those should be excluded from the item 'cooked meals'.

B.C.

4.5.33 Items 414 to 418 : cake, pastry, etc. : Cake, pastry (414), pickles (415), sauce (416) and jam, jelly (417) may be purchased or prepared at home. If ingredients like fruits, spices, sugar, egg, atta, maida, salt, fuel and light etc. required for preparing the product at home, are already accounted for in their respective item groups, care should be taken to avoid repetition of the same in item group 41.

Example : A household prepared some pickles at a cost of Rs. 20/ (say) one year back. But during the reference period only one-fourth of it was consumed by the household. How to record the value and quantity of its consumption.

In this case no entry will be made in cols. (3) to (6). But the value of consumption will be recorded in col. (8) as 1/4th of Rs. 20/- i.e. Rs. 5/- and the corresponding quantity consumed, if it can be ascertained, will be recorded in col. (7) against the item 415. In case the quantity cannot be ascertained '0' may be recorded for quantity columns. This example will hold good for any processed food which is preserved and consumed over a period.

4.5.34 Item 418 : other processed food : Items like snacks, tiffin, food packets etc. which have not been covered under items 410-417 of the list of food items, will be recorded against the item 'other processed food'.

4.5.35 Item 432 : supari : Supari (betelnuts) in various forms are available in the market. These are fresh supari, fermented supari, sundried supari, boiled and coloured supari and scented supari. Supari purchased and/or consumed, in any of the forms will be accounted for against this item.

4.5.36 Item 438 : other ingredients for pan : All other ingredients excepting items 432-434, used for preparing pan, should be included in this item. But tobacco, zarda, kimam, surti etc. which are also consumed with pan should not be included in this item. Provision for them has been made in group code 44 assigned for 'tobacco'.

B.C.

Schedule 1.0 Block - 5 & 6

4.5.37 Item 470 : LPG : A fixed quantity of liquid petroleum gas is filled-in in a gas cylinder and supplied for domestic consumption. Ths quantity in kg. is shown on the body of the cylinder. If, for example, a cylinder containts 16.2 kg. of gas (say) and usually, the household, consumes one full cylinder in 'D' days, then the quantity of gas consumed during the last 30 days will be 16.2 x 30/D. This will be calculated upto one place of decimal and the quotient will be recorded in col. (7). The value will also be derived in a similar manner. In column (3) under cash purchase for this item, the actual number of cylinders purvhased during the month will be multiplied by 16.2 and recorded under this column. Caution money deposited for getting a gas cylinder should not be considered as consumer expenditure and should not be recorded in this schedule.

4.5.38 Item 441 : cigarettes : Cigarette paper and tobacco are sometimes purchased separately for making cigarettes. In such cases value to be recorded would be the value of tobacco plus the value of paper taken together. The corresponding entry in quantity column will be in terms of number of cigarettes expected to be made or actually made as the case may be.

4.6.0 Block 6 : Consumption expenditure on clothing : In this block, information on quantity and value of cash purchase, consumption out of home produced stock, gift, loan etc. and total consumption of various items of clothing will be collected. The information relating to 30 days preceding the date of enquiry will be recorded in the block. Second hand purchase of clothing will not be considered for making entries in these blocks.

4.6.1 Columns (1) & (2) : In these two columns, the item code and the description of the clothing item will be recorded. The list of clothing items with their respective item code numbers are printed at the bottom of the schedule block.

4.6.2 Column (3) : type code : In this column, the type code will be entered for the item recorded in cloumn (2). A 'type code' will specify the material e.g. cotton, wool, silk etc. with which the item of clothingis made. If an item is made of cotton, a further distinction will be made as mill-made, power-loom, handloom and khadi production. The type codes are :

Schedule 1.0 Block - 6

cotton :

mill made	1	art silk, rayon or other synthetic	
powerloom	2	textile 6	
handloom	3	pure silk 7	
khadi	4	mixed :	
wool	5	wool/synthetic/cotton/silk.....8	
		others 9	

The codes are also printed on the schedule. It may be noted that if an item of clothing of different 'types' are purchased and/or consumed it will be necessary to fill-in one line for each item and 'type' combination.

4.6.3 The unit of an item, as shown within brackets after the name of the item in the list, is printed in the schedule itself. For detailed instruction, refer to para 4.5, of block 5, sch. 1.0 .

4.6.4 Columns (4) & (5) : quantity and value of cash purchase : As for block 5, cash purchase of clothing will include all purchases made during the reference period in cash or on credit (to be paid in cash). Payment made by cash during the reference period, on purchases made prior to the reference period, should be ignored. Transfer receipt will not be accounted for here. While making entries, the quantiry and value of purchase of clothing in these two columns, all purchases for consumption or for the purpose of transfer payment like gift, charity etc. should be included. Care should, however, be taken to exclude purchase made on account of household productive enterprises.

4.6.5 Columns (6) & (7) : Consumption out of home produced stock: Consumption of clothing is defined as an item of clothing being brought in maiden or first use. Out of the home produced stock, those which were consumed, that is brought into first use during the reference period will only be taken into account for recording the quantity and value of consumption out of home produced stock. For example, if a household weaves two pieces of cloth and puts into use only one piece in the reference period keeping the other for future disposal, the quantity and value of one piece only will be entered.

B.C.

4.6.6 Columns (8) & (9) : Total consumption : Entries regarding total consumption of clothing items will be the total of consumption out of purchase, out of home-produce and out of transfer receipts such as gift, charity, receipt in exchange of labour or services etc.

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

Explanatory notes on items of Block 6

4.6.8 For 'readymade' garments, the unit of quantity will be number. But if a household prepared a garment out of cloth purchased, then the item of consumption will be recorded as 'cloth' and the quantity will be recorded in 'metres'. When any garment is stitched at home by a household member, its value will be equal to the value of cloth only. No labour charges for stitching of the garment need be accounted for, unless the sample household itself is rinning a tailering shop. In case the household is having such a shop and a garment is stitched there, the value of cloth will be recorded against item 482 or 483 and that tailoring charge will be shown against item 610 of block 8. Similarly for a quilt made at home of which the materials (viz. cloth, stuffing, cotton, thread etc.) were purchased, the quantity and value of the materials used will be shown against the respective items. The service charge paid to a hired person for stitching the quilt will be entered against item 610 as tailoring charge in block 8.

4.6.9. Item 481 : saree : In some regions of the country cloth is used in different forms. For example, Assamese ladies wear 'mekhla' similarly, in Garo hills ladies use 'dakbanda'. The length of the cloth used in 'mekhla' and 'dakbanda' is generally 1.50 metre. These clothes may be treated as sarees of shorter length. Sarees used in some areas on the other hand are much longer than the standard ones. Hence, the unit for saree has been prescribed as metre and not number. The length of mekhla, dakbanda and saree in 'metres' with one place of decimal should be recorded against this item.

B.C.

Schedule 1.0 Block - 7 & 8

4.7.0 Block 7 : consumption expenditure on foot-wear : While filling-in this block on consumption and purchase of foot-wear, the general instructions given for filling in the blocks on clothing will be followed. The quantity to be recorded in columns (3), (5) and (7) are to be entered in whole number (of pairs) only.

4.8.0 Block 8 : expenditure (cash & kind) on miscellaneous goods & services and rents and taxes : In this block, relating to miscellaneous goods and services, information will be collected on the expenditure for purchase of these items during the reference period. The actual expenditure incurred towards purchase of these items, used for non-productive purposes, will be considered as the consumer expenditure of the household. Expenditure both in cash as also is kind will be taken into account. The reference period will be the last 30 days prior to the date of survey.

4.8.1 Credit purchase : In case of credit purchase, of any item of the block, the actual expenditure made during the reference period will be recorded. If any payment is made during the reference period for any credit purchase made earlier, then that amount will also be included. If the household makes a lump payment against the credit purchase of several items, apportionment will be made for each of the items in proportion to their value. It may be noted that the procedure followed here is not the same as that followed for the items covered in blocks 5, 6 and 7.

4.8.2 Payment in kind : If a payment in kind is made against consumer services like payment to priests, domestic servants, barber, washerman etc. in terms of food, pan, tobacco, intoxicants, fuels, clothing and foowear, the value of the item will be recorded against the particular service consumed. But if such payments in kind are made in terms of miscellaneous goods or durable goods, it will not be recorded against consumer service, but instead, will have to be recorded against the respective items of blocks 8 and 9.

B.C.

Schedule 1.0 Block - 8

4.8.3 Columns (3) & (4) : value (Rs.0.0) - cash, cash & kind : The amount of expenditure incurred on an item during the reference period of 30 days preceding the date of enquiry will be recorded in these two columns. When the payment is made in cash, the entry will be made in both the columns (3) and (4). In case the payment is made in kind, the entry will be made in column (4) only. And in case, it is made both in cash and in kind, the amount of cash expenditure will be recorded in column (3) and the total expenditure i.e. cash and kind together will be put in column (4).

4.8.4 Expenditure on the individual item together with their corresponding group sub-totals should be entered. For example, if during the reference period, the sample household incurred some expenditure towards amusement, the entries should first be made in the lines corresponding to the reported individual item from amongst item codes 520 to 528 and then the sub-total (item code 529) should be struck. Entries will be made in similar way for all the reported items including the corresponding sub-total items. The entries in this block should be made according to the sequential order of the item codes. It is important to note that the entry in an item group sub-total will have to be made even if expenditure is reported on only one item of the group.

Explanatory notes on item of Block 8

4.8.5 Item group 52 : amusement : This stands for amusement and sports. Here consumption is represented by purchase of amusement services or articles catering to amusements. It is possible that on the occasion of attending sports or cinema shows some expenditure is incurred on travelling and conveyance and also on refreshment. Such expenditure will be excluded from this item group and come under appropriate heads reserved elsewhere in the schedule. Expenditure incurred on processing, developing etc., of photographic film will be shown against item 525. Expenses incurred for hiring of video casette V.CR/V.C.P will be recorded against the item 526.

BC.

Schedule 1.0 Block - 8

4.8.6 Item group 53 : education : This is meant for recording expenses incurred in connection with education. These expenses will be on goods purchased for the purpose of education, namely books and journals, paper, pendil etc. This also includes fees paid to the schools or colleges on account of tution inclusive of minor items like game fees, fan fees etc. Payment to private tutor (603) and school bus/van (636) will be excluded from this item group and will be recorded against item groups 60 and 63. Occasional payments to the school fund made on account of charities provided for indigent students will not be included here as these are regarded as transfer payments.

4.8.7 Item group 54 : medical : Expenditure on medicines of different types and on medical goods will be recorded here. Payments to doctor, nurse etc., on accont of professional fees and those made to hospital for medical treatment will be shown against items 600, 601 and 602 of block 8. The item 544 (family planning appliances) will include IUD (intra-uterine device), oral pills, nirodh, diaphragm, spermicide (jelly, cream, foam tablet). MTP (medical termination of pregnancy), injection etc. Expenditure incurred for clinical tests, X-ray etc., will be recorded against item 548. For Central Government employees receiving medicines and medical services from CGHS dispensaries, only the monthly contribution made will be recorded. It however, some medicines or service is purchased from outside, the amount paid for that during the month should also be taken into account for making entries under this group of items. Such expenditure, even if re-imbursed are to be included.

4.8.8 Item 606 : barber, beautician etc. : The actual expenditure incurred towards barber, beautician etc., will be considered as the consumer expenditure of the household. Expenditure both in cash as also in kind will be taken into account. In the villages the barber charges are paid in kind annually. In such case if the charges paid in kind for the year is during the reference month, the entire payment is to be evaluated at the local retail price and accounted for. On the other hand, if the payment was made, not during the reference month then such payment is not to be accounted for. In this context, it may be noted that if the kind payment is interms of an item of blocks (5,6 or 7), then the entry is to be made in block 8 against item 606 in col.(4). But if it is interms of an item of blocks 8 or 9,

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then the entry will be the price actually paid (if any), during the reference period against the particular item given in kind.

4.8.9 Item 612 : legal expenses : This will include charges like lawyer, legal and court fees etc.

4.8.10 Item 614 : repair charges : For repairing any of the items or miscellaneour goods, not used for productive purposes, but used as items of domestic consumption might involve some charges paid to the artisans. Such payment will be recorded against item 614.

4.8.11 Item 615 : miscellaneous expenses : This item will include expenses such as application fees for employment, expenditure on any other 'miscellaneous' items like subscription to societies or similar type of organisations etc., (relevant to the block) not provided in the list of items.

4.8.12 Item 616 : pet animals : This item will include expenditure incurred for parchase and maintenance of pet animals. Maintenance expenses will include cost of feed, treatment expenses etc.

4.8.13 Item 618 : other consumer services : This item will stand for services of driver, coachman, cleaner, cobbler, blacksmith, unskilled labourer etc.

4.8.14 Item groups 62 & 63 : conveyance charges : Expenditure incurred on account of journeys undertaken and/or transportation of goods made by railway, bus, steamer, motor car (or taxi), motor cycle, auto-rickshaw, bi-cycle, rickshaw (han drawn and cycle), horsecab, bullock cart, handcart, porter or any other means of conveyance will be recorded against the respective items of conveyances. The expenditure will be the actual fare paid. The expenditure incurred on journeys undertaken under L.T.C. etc. even if reimburses, are to be included. In case of owned conveyance the cost of fuel (petrol, mobile oil, diesel etc.) for power driven transports and animal feed for animal feed for animal drawn carriage will be recorded. Expenditure incurred on accont of garage rent, driver's and cleaner's salary and servicing of any of the items under block 8 will be shown against items 650, 618 and 614 respectively.

B.C.

Schedule 1.0 Block - 8

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

4.8.16 Item 599 : miscellaneour consumer goods total : This will be the aggregate of the sub-total lines against item group sub-total codes 529, 539, 549, 559, 569 and 589.

4.8.17 Item 649 : miscellaneous consumer services total : This will be the aggregate of the sub-total lines against item group sub-total codes 619 and 639.

4.8.18 Item 650 : house rent, garage rent : This item consists of rent for residential building and garage rent for private vehicle of the household. Amount actually paid during the reference period will be noted here. The rent for government quarters will be the amount being deducted per month towards house rent from the salary of the employee. If some amount of money was paid in advance at the time of hiring of the house, only that part of the advanced amount which is being deducted every month from that advance payment and added up with the actual amount paid every month towards rent will be the amount to be recorded as house rent.

4.8.19 Item 652 : consumer rent (other goods) : Miring charges for consumer goods like furniture, electric fans, crockeries, untensils and charges for decoration on ceremonial occasions are to be recorded here.

B.C.

Schedule 1.0 Block 8 and 9

4.8.20 Item 669 : consumer taxes and cesses : This is the expenditure on taxes and cesses paid by the household as a domestic consumer. It will appear that only such taxes and cesses are enumerated which are considered to be levied on the household as a consumer unit. The road cess, chowkidari tax, municipal rates are some of the items. Consumer licence fees will also be included in it. These fees are constituted by the fees paid for keeping guns, video sets, cycles and the like.

4.9.0 Block 9 : expenditure (cash & kind) for purchase and construction (including repair) of durable goods for domestic use : Information of expenditure incurred for purchase and cost of raw materials and services for construction and repairs of durable goods for domestic use during the last 30 days will be collected in this block. Purchase will include both first hand and second hand purchase and will be recorded in separate columns of these blocks.

4.9.1 Blick 9 : columns (1) & (2) : In these columns the three digit code number of the items and the name of the items will be entered. The item will be taken from the list of items for durable goods as printed on the schedule. For each entry in a blank line, the corresponding three digit item code number must be clearly written.

B.C.

Schedule 1.0 Block 9

4.9.2 Column (3) : number : The number of each item of durable goods purchased (first hand) in cash and/or kind will be recorded in this column.

4.9.3 Column (4) : whether hire-purchased : It may be noted that when durable goods are purchased on cash or kind during the reference period code 2 will be recorded in this column. If on the other hand, an item of durable goods is purchased on instalment payment during the reference period, code 1 will be recorded in this column.

4.9.4 Columns (5) & (6) : first hand purchase : Value of first hand purchase during the last 30 days preceding the date of survey will be entered in columns (5) & (6). The amount paid during the reference period in cash only will be recorded under col.(5) and in cash & kind together will be shown under col.(6) against the respective items. The entry will be recorded in Rs. (whole number) without any decimal point in this block.

4.9.5 Columns (7) & (8) : cost of raw materials any services for construction and repairs : Information on expenditure made in cash and cash & kind for construction, assembly or repairs of durable goods will be collected here. Value of durable goods constructed will comprise of value of raw materials, services and/or labour charges and any other charges. The total value of raw materials as also services and labour charges will be recorded in this block. The purchase value of a consumer durable constructed or repaired by an artisan for his domestic use will be the aggregate of the purchase value of the raw materials components used and impured value of his services for its construction/repairs. Amount paid in cash only will be recorded in col.(7) and that in cash & kind including the imputed value of own serivees if any, in col.(8) against the respective items.

4.9.6 Columns (9) & (10) : total expenditure : Column (9) is the sum of entries made in columns (5) and (7) and column (10) is the sum of entries made in columns (6) and (8).

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4.9.7 Column (11) : number : The number of each item of durable goods purchased second hand in cash or in cash & kind will be recorded in this column.

4.9.8 Columns (12) and (13) : second hand purchase : Value of second hand purchase during the last 30 days preceding the date of survey will be entered in columns (12) and (13). Amount paid in cash only will be recorded in col.(12) and that in cash & kind in col.(13).

4.9.10 Items 689, 709, 719, 729, 749, 759, 769, 779 and 789 : sub-total : Expenditure (cash & kind) made on purchase and construction & repair of durable goods for domestic use during the reference period will be entered against these items. The entry against each sub-total item under cols. (5),(6),(7),(8), (9),(10).(12) and (13) will be derived by adding the entries under respective column against the corresponding constituent items.

4.9.11 Item 799 : total expenditure : Total expenditure (cash & kind) for purchase and construction (including repair of durable goods) : Total expenditure on household durable goods for purchase construction and repairs will be recorded against this item. The totals under columns (5),(6),(7),(8),(9),(10),(12) and (13) against this item will be derived by adding all the entries against the sub-total items of the block under the respective columns.

Explanatory notes on items of block 9.1

4.9.12 Item 730 : residential building and land (cost of repair only) : It should be noted that the purchase of residential building and land, whether first hand or second hand should not be entered in this block as these are considered capital expenditure on real property. Any new construction of building is also an expense on capital account and should not be entered in this block. The total expenditure incurred by the household towards repairs and maintenance of residential building during the reference period would be entered against this item.

4.9.13 Livestock animals like horses, bullocks etc., and conveyance like horse cab, bullock cart etc., when used exclusively for non-productive domestic purchases, should also be considered for this block and expenditure incurred towards their purchase or repair etc. will be noted against the respective items printed in this block. If these animals and conveyances are used both for households enterprise and for household consumption, the part ascribable to the latter will only be considered to record the value of purchase of the cost of raw materials required for repair etc.

4.10.0 Block 10 : Summary of consumer expenditure : In this block the summary of expenditure by broad groups of items is to be recorded in col.(6). The figures for this summary block should be collected from the entries made against various sub-total lines of blocks 5 to 9. Reference for block, line/item code and columns from which the amount is to be copied are printed in columns (3),(4) and (5) respectively. THIS BLOCK, HOWEVER, WOULD BE USED ONLY FOR FIELD SCRUTINY PURPOSE AND NOT FOR TABULATION OR VALIDATION FOR THE CENTRAL SAMPLE

4.10.1 Serial number 15 : food sub-total : It is the total of the entries made against serial number 1 to 14, column (6) of this block (block 10).

4.10.2 Serial number 27 : non-food sub-total : This will be obtained as the sum of the entries made against serial numbers 16 to 26, column (6) of this block (block 10).

4.10.3 Serial number 28 : total consumer expenditure : It is the sum of the entries made against serial numbers 15 (food sub-total) and 27 (non-food sub-total) column (6) of this block (block 10).

4.10.4 Serial number 29 : household size : This is to be copied from the entry made in block 3, item 2.

4.10.5 Serial number 30 : per capita expenditure last month (Rs.0.0) : It is to be obtained by dividing the entry made against serial number 28, column (6) (total consumer expenditure) by that against serial number 29, column (6) (household size) of this block. The result of the division will be recorded in rupees with two places of decimal. This derived amount will also be entered against item 12 of block 3. ITEM 12 OF BLOCK 3 WOULD BE USED ONLY FOR FIELD SCRUTINY PURPOSE AND NOT FOR TABULATION OR VALIDATION FOR CENTRAL SAMPLE.

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

4.12.0 Block 12 : remarks by supervisory officer : Supervisory officer may note their views on any aspect relating to the household and on any observed peculiarity in the consumption pattern of the household.

SOME GENERAL CLARIFICATIONS ON THE PROCEDURE OF COLLECTION OF CONSUMER EXPENDITURE DATA

I. APPROACH FOR FILLING IN BLOCKS (5), (6) & (7)

The itemwise information to be collected in these blocks refer to the quantity and value of items under three different aggregation viz. (1) those purchased during the reference period, (2) those consumed during the reference period out of homegrown/ home-produced stock and (3) the total consumption during the reference period. The figures under (3) i.e., total consumption are to be arrived at independently of those under (1) and (2).

(1) Only cash purchases (including those made on credit) are to be considered as purchase. Bater purchase will be ignored. For clothing and footwear, second hand purchase will also be ignored. The quantity and value of purchases, as defined above of any item made during the reference period will be shown under the column as 'purchase'.

(2) Consumption out of home-grown/home-produced stock of an item will mean that it should be produced by the household members not necessarily within the reference period and consumed by them within the reference period.

(3) The quantity and value of consumption of an item during the reference period will be noted against total consumption. Total consumption will include consumption out of :

(i) commodities purchased in cash (value of consumption to be evaluated at purchase price).

(ii) commodities received in exchange of goods and services (value of consumption to be imputed at average local retail prices prevailing during the reference period).

(iii) transfer receipts such as receipts from gifts, loan, charities etc. [value of consumption to be imputed as in (ii)].

(Transfer payments made to others should not be considered as consumption of the paying household)

(iv) free collection [value of consumption to be imputed as in (ii)].

(v) home-grown/ home-produced stock (value of consumption to be imputed at ex-farm/ ex-factory price); (the time of consumption of an item of clothing or footwear is considered to be that point of time when it was brought into use for the first time).

II. APPROACH FOR FILLING IN LOCKS 8 & 9

For these blocks, only cash and/or kind purchase, made for any purpose whatsever, will be considered. Any purchase made on credit during the reference period will be ignored. Payment made in cash during the reference period for purchase made earlier will also be considered. For hire purchase, the total amount of the instalments paid during the reference period will be recorded. Purchase made for transfer payment will be included but transfer receipts will be excluded.

Payment made in kind for purchase of an item contained in any of these blocks will be recorded against the purchased item only.

Schedule 1.0 General clarifications

III. CASH PRUCHASE AND CREDIT PURCHASE

In all the blocks of the schedule on consumer expenditure viz., blocks 5 to 9 the purchase value is to be noted against each of the items purchased during the reference period. Thus purchase made on credit in respect of any item of blocks 5, 6 and 7 during the reference period will be included under purchase and the entry quantity and the corresponding value will be treated as purchase irrespective of whether payment is made wholly, partly or not at all the reference period. However, any payment made during the reference period against credit purchase made earlier will be excluded. For items of blocks 8 and 9 a different proceudre is to be followed : purchase on credit for which no payment is made during the reference period will be excluded, whereas part or full payment made during the reference period towards credit purchase made earlier will be included under purchase. In other words, while for blocks 5, 6 and 7 a credit purchase will be entered when the actual transaction occurs during the reference period irrespective of the time of payment, for blocks 8 & 9, it will be the amount of actual payment made during the reference period irrespective of the time of the transaction of the credit purchase. This point has been explained, separately in I and II also.

NOTES RELATING TO BLOCK 10 (BLOCK 10 WOULD BE USED ONLY FOR FIELD SCRUTINY PURPOSE AND NOT FOR TABULATION OR VALIDATION FOR THE CENTRAL SAMPLE)

(i) Most of the entries made in column (6) of the block are to be copied from appropriate places. While making an entry against a line, care shoul be taken to transfer the entry from the appropriate location which are printe in columns (3) to (5) of the line.

(ii) Item 30 (per capita monthly consumer expenditure) will be computed by dividing the entry in column 6 of item 28 by the entry in column 6 of item 29 and the quotient, correct to one decimal place, will be recorded in column (6).

Schedule 1.0 General clarifications

(iii) The figure recorded in column (6) of item (30) will also be transferred to item 19 of block 3

SOME GENERAL INSTRUCTIONS FOR FILLING IN THE CONSUMER EXPENDITURE SCHEDULE (INVESTIGATOR'S CHECK LIST)

Block 1 : Some items of the block are however, relevant for rural samples and some others for urban samples only; in a not applicable line a cross 'X' mark will be put. When the entry in item 18 is '1' a cross 'X' mark will be put in item 19. Otherwise, an appropriate code should be recorded in item 19.

Block 3 : A positive or a '0' entry should be made against each of the items of this block excepting item 2, for which '-' will also be applicable. '-' will be relevant for the households with no industry-occupation code i.e. when no household member was engaged in any gainful activity during the last 365 days. item 3, type code, may be left blank.

Block 4 : The last serial number under col.(1) should be transcribed against item 1 of block 3. All the columns against all the persons listed are to be filled in. In each of the columns (8), (10), (11) and (12) there must be some entry. If the number is nil for any of these columns entry '0' will be recorded there. There must be an entry against each household member for each of cols.(13) to (18) for recording section particulars activity status and industry

Block 5, 6, 7 & 8 : (i) Against each item of blocks 5, 6 7 and 8, provision of cells is made to record each digit of the numerical entries (quantity and value figures). In each column in these blocks 5 cells have been provided - the integer part of the quantity and value figures will be recorded in the four cells provided in the left hand part and the decimal portion will be entered in one cell provided in the right hand part. All the figures will be entered

correct togone decimal place only. It may be noted that against the items printed on the schedule for which the specified unit is either gram/number/box/pair or standard unit, one zero(0) has already been printed in the decimal part. This means only the integral part of quantity is to be recorded for such items.

(ii) At the end of each sub-block the sub-total items is printed. If entries are made in at least one of the items of a sub-block, care should be taken to fill in the sub-total line of the sub-block also and vice-versa.except the cells marked 'X' of the respective sub-total line. The sub-total under any column should be equal to the sum of the entries made against all items of the corresponding group of items;

i) Whenever any entry is made in either quantity or value, it is essential to make an entry in the corresponding value or quantity column, unless the quantity column is already crossed out;

iv) None of the columns of a filled in line should be left blank. For zero reported cases, the investigator might leave it blank.

NOTES ON BLOCKS 5, 6, 8 & 9

Before a sub-total line, in most of the blocks and sub-blocks, a few blank lines have been provided to accommodate any other listed items which are not printed in the block/ sub-block proper. Items not covered in the list are to be pooled together and recorded against the residual category 'others' of the appropriate sub-group. For each entry in a blank line, the corresponding three digit item code number must be clearly written. In other words, there should not be any entry in blocks 5 to 9 of the schedule without the appropriate item code number. Any item code outside the list provided in the schedule should not be entered anywhere in the schedule. For example, while collecting information on purchase and consumption of vegetables under group 30 a respondant

Schedule 1.0 General clarifications

might report consumption of cholai/amaranth, mustard leaves and methi/fengreek leaves that is, three different types of leafy vegetables. One of the three items finds a place under the listed items. In this case, therefore, the quantity/value of all the three items will be pooled together and recorded in one line with item code 305 in col.(1) giving the description 'other leafy vegetables' in col.(2) and the pooled quantity and value figures should be recorded in appropriate columns.

Block 5 : For most of the items, the particulars are printed in columns (1) & (2). Particulars of items provided on the list other than those printed within a sub-block, which were purchased and/or consumed, will be recorded in columns (1) & (2) of the blank lines.

Block 6 : The particulars of items purchased and/or consumed during the reference period is to be recorded in columns (1) to (3) and two different lines need be filled in for recording purchase and/or consumption of the same item of two different type codes.

Block 8 : For some items, the particulars are printed in columns (1) and (2). Apart from these, a few blank lines have been provided for each group of items and sub-total lines corresponding to each group of items are also printed on the schedule. The following points may be noted while filling in the block :-

(i) Whenever there is an entry against an item under column (3) there must be an entry under columns (4) of the same line.

Schedule 1.0 General clarifications

(ii) Whenever there is an entry against at least one of a particular group of items, there must be an entry against the corresponding sub-total items;

(iii) the sub-total lines and the total (item 599 and 649) line are properly filled in..

Block 9 : (i) the entry to be recorded under cols. (3) and (11) should be either a 'positive integer' and or a 'X' mark. A cross mark 'X' should be recorded against the items for which a star mark '*' is printed against the items in these blocks;

(ii) whenever there is an entry in columns (5), (7), (9) and (12) there must be an entry in columns (6), (8), (10) and (13) respectively.

(iii) for all the items values will be recorded in rupees (whole number) only without any decimal part, for which 6 cells have been provided.

APPENDIX - I

List of commodity groups
(codes to be used in bl.3, sch. 2.41.2)

group code	description
(1)	(2)
	I Food
001	cereals and its products
002	grams and its products
003	pulses and its products
004	milk and dairy products
005	bakery products such as loaf, biscuits, cake, pastries and bakery preparations out of egg, meat or fish and vegetables such as patties, sandwiches etc. and cocoa, chocolate and sugar confectionaries.
006	sugar (factory and indigenous product), gur, khandsari sugar and other preparation from sugarcane like boora, candy, 'batasa' etc.
007	edible oils, e.g. mustard oil, groundnut oil, til oil etc.
008	hydrogeneted oils, vanaspati ghee and other vegetable fats.
009	meat,e.g. goat meat, mutton, ham, pork, beaf etc.
010	fish including lobster, prawns, crabs etc.
011	egg.

B.C.

group code	description
(1)	(2)
012	salt
013	spices including ingredients for 'garam masala' and for pan like 'supari', 'daruchini', 'elaichi' etc.
014	vegetables and roots
015	fruits (fresh)
016	dry fruits and nuts (excluding coconuts)
017	tea (leaf), coffee
018	soft drinks including synthetic flavoured syrups or squashes, fruit juice and carbonated water and ice
019	processed food like jam, jellies, 'pappad', appallam and canned food stuffs.
020	any other food items n.e.s.*
	II Live animals, sea products and animal feeds
021	live animals excluding poultry and birds
022	poultry and birds
023	cattle feed and feed for other animals including popultry and birds
024	pearls, conches, shells, sponge and other sea products.

* n.e.s. means 'not elsewhere specified'

B.C.

group code	description
(1)	(2)
	III pan, tobacco, wine, spipits and other intoxicants
025	betel leaf (pan)
026	finished pan and prepared pan masala
027	tobacco
028	tobacco products like cigarette and cigarette tobacco, cigar, cherrot, bidi, zarda, chewing tobacco (khainee), snuff etc.
029	wine, spirit and liquor
030	opium, ganja, bhang, toddy and other intoxicants n.e.s.*
	IV mining and forest products used as fuel, other fuels, lubricants and related materials
031	coal, coke, firewood
032	petroleum
033	kerosene
034	mobil and other lubricants
035	natural gas, gas cylinders, and any other gases used as fuel
036	electric energy

* n.e.s means 'not elsewhere specified'.

group code	description
(1)	(2)
	V crude materials (inedibles) except fuel
037	hides, skins and furskins undressed
038	oilseeds, oilnuts and oil kernels
039	crude rubber including synthetic and reclaimed
040	wood lumber and cork
041	pulp and waste paper
042	textile fibres (not manufactured into yarn, thread nf fabrics) and their waste
043	crude fertilisers
044	crude minerals (excluding coal, petroleum and precious stones)
045	metalliferous ores and metal scraps
046	other crude materials inedibles n.e.s*
	VI chemicals and chemicals products (except products of petroleum and coal)
047	inedible animal fats and oils
048	vegetable and other inedible oils
049	basic organic and inorganic chemicals like acids, alkalies and their salts and gases like acetylene, oxygen, nitrogen etc.
050	fertilisers and pesticides

*n.e.s. means 'not elsewhere specified'.

Naravan/

group code	description
(1)	(2)
051	paints, varnishes and lacquers
052	drugs and medicines
053	essential oil, perfumes, cosmetics, lotion, hair dressings, tooth paste, soap, synthetic detergents, shampoos, shaving products, cleansers, washing and scouring products and other toilet preparations
054	turpentine, synthetic resins, plastic materials and synthetic fibres like nylon, terylene etc. except glass.
055	matches, explosives, ammunitions and fire works
056	other chemical products including photo chemicals, sensitised films and paper.
	VII non-metallic products
057	structural and clay products (except earthen wares and potteries)
058	glass and glass products
059	earthen ware and earthen pottery
060	china ware and porcelain ware
061	cement, lime and plaster
062	mica products
063	structural stone goods, stone dressing, stone chips, stone crushing and stone wares.
064	earthen and plaster statues
065	asbestos, cement and lime products

d

group code	description
(1)	(2)
066	other non-metallic mineral products like slate products, graphite products, mineral wool, silica products etc.
	VIII Textile materials and similar products
067	cotton textile other than ready-made garments and hosiery
068	wool
069	silk textiles
070	synthetic fibre textiles
071	jute, hemp and mesta textiles
072	thread, cordate, ropes, twines, nets etc.
073	embroidery and making of crepes, laces and fringes
074	carpets, rugs and other similar textiles
075	all types of textile garments including head-gear and other wearing apparel and hosiery
076	rain-coats, hats, umbrella etc.
077	curtains, drapperies, mosquito nets etc.
078	water-proof textiles such as oil-cloth, tarpentine etc.
079	coir and coir products, mats
080	linoleum, padding, wadding, upholstering, filling etc. and other textile products n.e.s.*
	IX Manufactured goods classified by material
081	wood and wood products (other than furnitures and fixtures)
082	cork and cork products
	paper, pulp, paper board and manufacture thereof like boxes, dolls etc.

* n.e.s. : not elsewhere specified.

Cd

group code	description
(1)	(2)
083	leather and leather goods other than footwear
084	footwear
085	wearing apparels of fur and pelts
086	tyres and tubes
087	other rubber goods n.e.s.*
088	plastic products n.e.s.
089	coal, tar and coal products
	X metals and alloys
090	iron and steel including rods, beams etc. and other cast iron goods
091	copper and copper wires
092	materials made of ferro alloys
093	other metals and manufactures thereo.
	XI machinery, machine tools, transport equipment and parts
094	machinery other than electrical
095	electrical industrial machinery such as electric motors, generators, transformers etc.
096	insulated wires and cables
097	dry and wet batteries
098	electrical apparatus and appliances like lamps, bulbs, tubes, sockets, switches, fans, conductors, heaters, irons etc.
099	motor vehicles, scooters, auto-rickshaws, and their spare parts
100	other machineries n.e.s.

* n.e.s: not elsewhere specified

group code	description
(1)	(2)
	XII Miscellaneous manufactured articles
101	sanitary, plumbing, heating and lighting fixtures and fittings
102	building materials excluding the items specified against group code 061
103	furniture and fittings (steel)
104	furniture and fittings (wooden and caned)
105	tarpaulin, tent, canvas goods etc.
106	jewellery and precious stones
107	books, periodicals, journals and other printed material
108	exercise books, account books, diaries and other office stationary articles
109	professional scientific and controlling instruments
110	radios, gramaphones, photographic and musical instruments etc.
111	optical goods, watches and clocks
112	toys and sports goods
113	cycles, tricycles, rickshaws, perambulators, and their spareparts
114	hardwares
115	type writer, duplicator, calculating machines and other office equipments
116	utensils and metal containers
117	cooking and other household equipments such as pressure cookers, mixers etc.