



# **INSTRUCTION MANUAL**

## **SIXTH ECONOMIC CENSUS (2012-13)**



**Economic Statistics Division  
Central Statistics Office  
National Statistical Organisation  
Ministry of Statistics and Programme Implementation  
[www.mospi.gov.in](http://www.mospi.gov.in)**

# INSTRUCTIONS TO ENUMERATORS/SUPERVISORS

## SIXTH ECONOMIC CENSUS (2012-13)

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### **Abbreviations/Acronyms used**

AHL	Abridged House List
CSO	Central Statistics Office
EC	Economic Census
EB	Enumeration Block of Population Census 2011
FOD	Field Operations Division
HH	Household
ICR	Intelligence Character Recognition
KVIC	Khadi and Village Industries Commission
KVIB	Khadi and Village Industries Board
LM	Layout Map
NSSO	National Sample Survey Office
NIC	National Industrial Classification
NPI	Non Profit Institution
PSU	Public Sector Undertaking
SHG	Self Help Group
6A	House and Establishment Listing Schedule
6B	Establishments Abstract
6C	Directory of Establishment Schedule

## **Important Instructions for handling and filling up of Economic Census Schedules**

Since ICR Technology is being adopted for processing of Sixth Economic Census data, great care is to be taken in handling the schedules.

- i) Use only Arabic Numerals 0,1,2,3,4,5,6,7,8 and 9 as per specification given in the schedules;
- ii) Do not fold the schedules;
- iii) Use blue/black ink ball point pen(Gel pen/ fountain pen should not be used at all). Keep schedule on hard surface while recording in the schedules (first few rows should be filled up in pencil till the enumerator gets accustomed to the schedules and after that only pen should be used. The entries made in the pencil must be rubbed off subsequently and replaced with pen entries);
- iv) Write in the center of boxes without touching the boundary;
- v) Avoid overwriting. In case of correction, cross the line and use a fresh line;
- vi) The enumerator must show his/her identity card/slip to the household / establishment and request them to provide complete and correct information;
- vii) Each of the three Schedules has been divided into 4 Sections:
  - a) Section I and Section IV are common in all the schedules. Section I pertains to identification particulars of the Enumeration block (EB); it remains the same for the entire EB and it is required to be properly filled in respect of all the pages of three schedules.
  - b) Section IV pertains to the particulars of the Field Officers and it should be carefully filled in by the enumerator and should be meticulously checked by the supervisor before signing. The dates should be carefully written in dd/mm/yy format.

**INSTRUCTIONS TO ENUMERATORS/SUPERVISORS FOR CONDUCT OF  
SIXTH ECONOMIC CENSUS( 2012)**

**SECTION ONE**

**General: Scope, Coverage,  
Concepts and Definitions**

**General:**

1. Economic Census (EC) is the complete count of all establishments<sup>1</sup>/units located within the geographical boundaries of the country. So far five ECs have been undertaken under the aegis of the Central Statistics Office (CSO), Ministry of Statistics & Programme Implementation, Govt. of India. The first Economic Census was conducted in 1977.
2. All units (establishments) engaged in production or distribution of goods or services other than for the sole purpose of own consumption will be counted. All establishments engaged in agricultural and non-agricultural activities will be covered. However, in case of agriculture, **establishments engaged in** crop production and plantation (Group 011 and 012 of Section 'A' of NIC 2008 i.e. growing of non-perennial and perennial crops) **will not be covered**. In case of non-agriculture, establishments engaged in public administration, defence, compulsory social security (Section 'O' of NIC-2008), activities of households as employers of domestic personnel (Section 'T' of NIC-2008), activities of territorial organizations and bodies (Section 'U' of NIC-2008) and Gambling & betting activities under Group 920 (Section 'R' of NIC-2008, which are declared illegal), **would not be covered** during Sixth EC.
3. The fieldwork for Sixth EC will be conducted between October 2012 to June 2013. The information during the Census would be collected through two main schedules namely (i) Schedule 6A: House and Establishment Listing Schedule and (ii) Schedule 6C: Directory of Establishment Schedule. The third schedule, namely the Schedule 6B: Establishment Abstract will be prepared from the entries contained in the House and Establishment Listing Schedule (Schedule 6A). The Population Census 2011, village is the primary unit of Economic Census operation in rural areas, whereas it is a ward in urban areas. The **ultimate area unit** of enumeration for the purpose of canvassing the schedules is **Enumeration Block (EB)** of Population Census-2011 for both rural and urban areas. Thus, for each EB, three schedules are to be filled-in independently. In a very few cases, particularly in the hilly areas,

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<sup>1</sup> Establishment, for the purpose of Sixth EC, would mean a unit/undertaking situated in a single location in which predominantly one economic activity is carried out such that at least some part of the goods/serviced produced is meant for sale.

an EB may consist of more than one village. In such cases, the schedules should be canvassed for each village as the primary geographical unit.

### **Scope & Coverage**

4. The Sixth Economic Census will be conducted under **Collection of Statistics Act 2008** in the whole of Indian Union except some areas that may remain inaccessible throughout the year and/or where State/UT Government find it impossible to collect the information. Details of such areas should be informed in advance by Directorates of Economics and Statistics of State/UT to the CSO along with reasons for exclusion.
5. Some of the activities that are to be excluded from the coverage are explicitly described in the paragraphs 38 & 41.

### **Field Operation**

6. As stated already, the ultimate area unit of enumeration is Population Census (2011) Enumeration Block (EB). An EB broadly covers about 120 households or a population of nearly 600 or so. EB means a specific area that was allotted to an enumerator for the purpose of carrying out of Population Census 2011. In many cases, each village is divided into one or more EBs depending upon the size of the village in terms of number of households/population of the village. In some rare cases (particularly in hilly areas) it may also happen that one EB may contain more than one village. In each case (i.e. depending upon whether the ultimate area unit is the EB or village), efforts should be made to list all establishments located within the geographical boundary of the EB (or village in case EB comprises more than one village). Care needs to be taken especially to list all the establishments with fixed structures located outside the households. It is also to be made sure by visiting each household that no establishment either located within the household or without fixed structure run by household members is left out, for which necessary probing has to be made in the household. In case of EB covering more than one village, the schedules should be canvassed for each village separately.
7. For the fieldwork, the enumerator has to visit each EB. This booklet illustrates the concepts and definitions to be followed in the fieldwork and explanations of various terms involved and the manner in which (i) Schedule 6A: House and Establishment Listing Schedule; (ii) Schedule 6C: Directory of Establishments Schedule; and (iii) Schedule 6B: Establishment Abstract schedules are to be filled. The success of the Economic Census is very much dependent on a thorough understanding of the concepts, definitions and instructions and on their faithful application while canvassing various

schedules. In case of any doubt, the Supervisor or Charge Officer or District Statistical Officer is to be consulted for necessary clarification.

8. In order to ensure complete coverage, it would be necessary to locate and identify each and every house in the EB. Therefore it would be essential for enumerator to go round the EB and become familiar with its boundaries, land marks and location of houses with the help of Layout Map (LM) and Abridged House list (AHL) of Population Census 2011.

The **lay out Map (LM)** provides the identification particulars i.e., names and codes of state, district, Tahsil/Taluk/PS/Dev. Block/Circle/Mandal, Town/village, ward and enumeration block. It also provides a map indicating the boundaries and land marks of the EB, location of each house, **purpose for the use of census house such as residential and non residential**, along with a distinct Census house number. Specimen layout maps both for Urban and rural are given below:

CENSUS OF INDIA 2011

Name of State / UT: Punjab  
 District: Jalandhar  
 Name of Town / Village / Panchayat: Kairatapur  
 Block: Kairatapur  
 Ward: 4

- LEGEND:**
- Block Boundary
  - Road:
    - Main: Four or more lanes or more of asphalt paving, bituminous, concrete, or other material on the top surface (width, width, width and road) if beyond map
    - Other: (width, width, width and road) if beyond map
  - Place Building (with number):
    - Residential
    - Non-residential
  - Kitchen Building (with number):
    - Residential
    - Non-residential
  - Place Road
  - Railway Road
  - Railway Line
  - Railway Line
  - Canal
  - Pond
  - Well / Tap / Handpump
  - Temple, Mosque, Church, Dargah, etc.
  - State Dispersary / Postage Office
  - Post Office, etc.

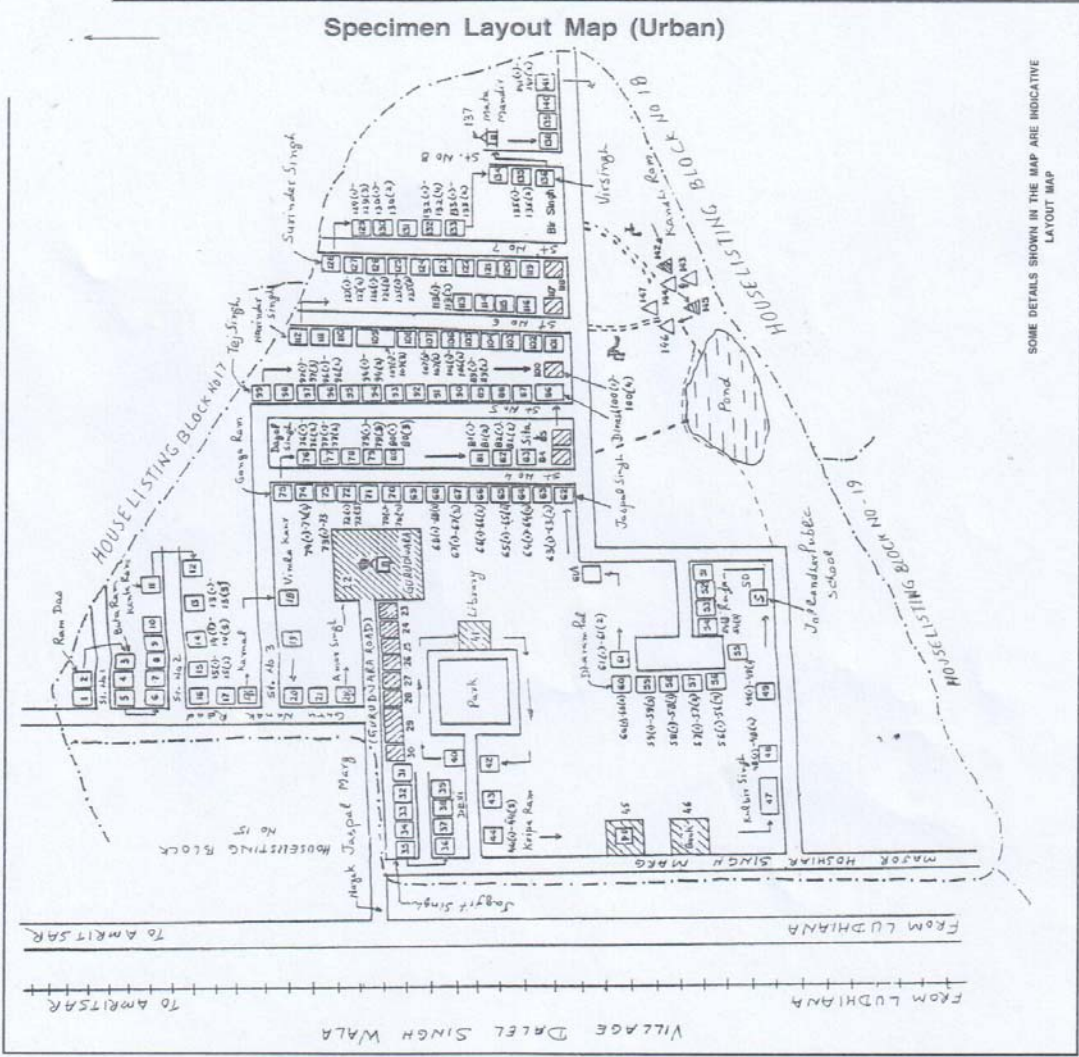
Note: (1) Please give the number to name of neighborhood, hamlet, etc. (width, width, width and road) if beyond map.

Note: (2) Please write the name of residential, non-residential, etc. in the block. Also indicate the name of institutions like Temple, School, Dispensary, Postage Office, Post Office, etc.

Note: (3) Please indicate by an arrow the direction in which the numbering has been done in the block.

Name of Enumerator: Sunder Singh  
 Signature with date: Sunder Singh 3-5-2010  
 Signature with date of Supervisory: Sunder Singh 3-5-2010

This is an important Census document. Please draw the map neatly and correctly.



SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE LAYOUT MAP



**CENSUS OF INDIA 2011**

Name of House / Locality: 514/06  
 District: Supa  
 Name of State / Union Territory: KAJHAR  
 Census: 000000  
 Name of Block / Village: Bajra  
 Locality: 1211171111  
 Village code / Name of Block: \_\_\_\_\_  
 Code: \_\_\_\_\_  
 Household No. in village: \_\_\_\_\_  
**HOUSEHOLD** \_\_\_\_\_  
 (Print household number)

Note: Please provide details in roman script. Do not use symbols, abbreviations, or initials. Write in block letters. Do not use ink with white fill or silver/gold ink.

**Population**  
 Total population: \_\_\_\_\_  
 Males: \_\_\_\_\_  
 Females: \_\_\_\_\_

**Household**  
 Total: \_\_\_\_\_  
 Males: \_\_\_\_\_  
 Females: \_\_\_\_\_

**Religion**  
 Hindu: \_\_\_\_\_  
 Muslim: \_\_\_\_\_  
 Christian: \_\_\_\_\_  
 Sikh: \_\_\_\_\_  
 Jain: \_\_\_\_\_  
 Buddhist: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Sex Ratio**  
 Total: \_\_\_\_\_  
 Males: \_\_\_\_\_  
 Females: \_\_\_\_\_

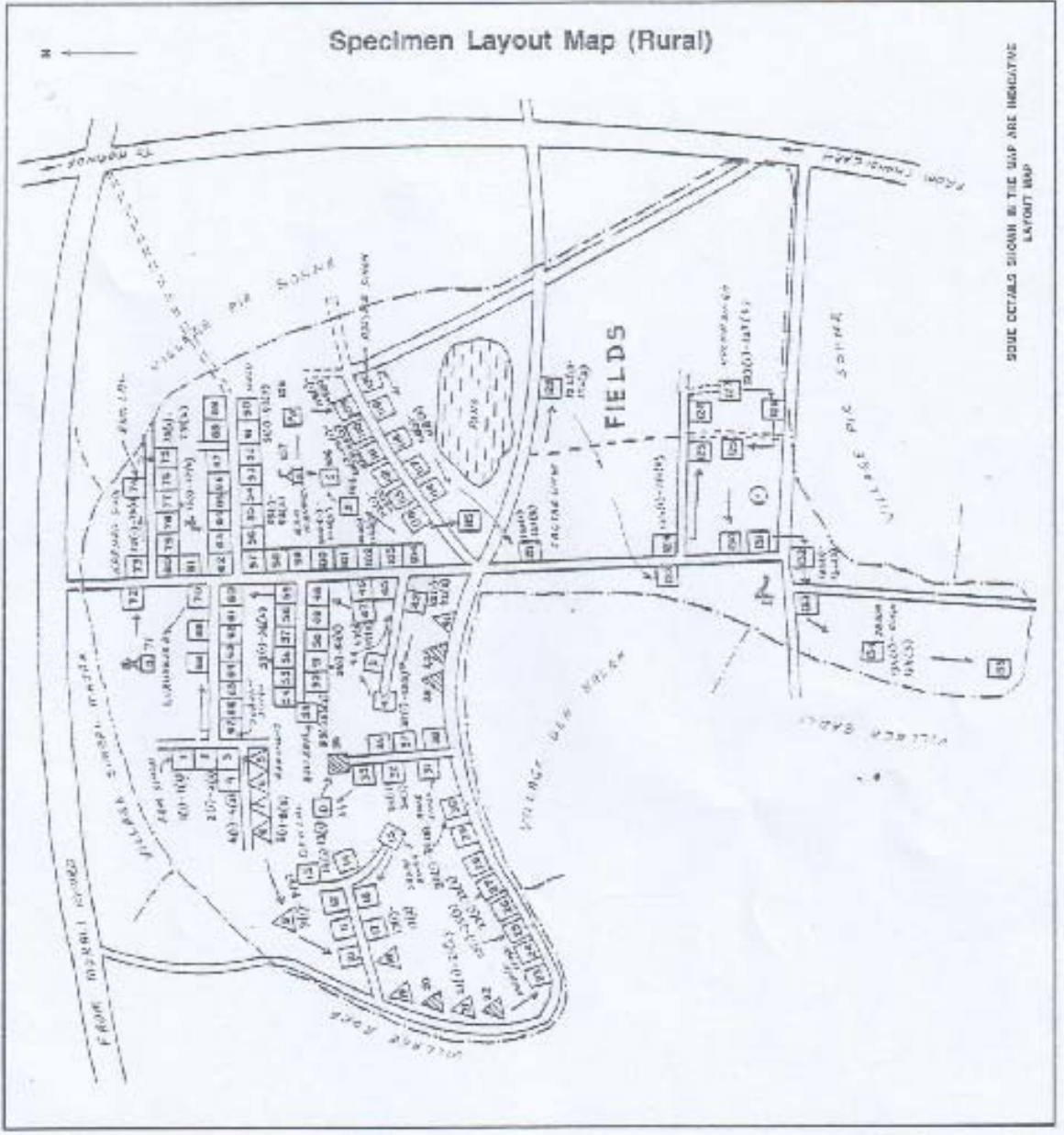
**Age Group**  
 0-6: \_\_\_\_\_  
 7-14: \_\_\_\_\_  
 15-24: \_\_\_\_\_  
 25-34: \_\_\_\_\_  
 35-44: \_\_\_\_\_  
 45-54: \_\_\_\_\_  
 55-64: \_\_\_\_\_  
 65-74: \_\_\_\_\_  
 75-84: \_\_\_\_\_  
 85+: \_\_\_\_\_

Note: Do not write in ink on the back of the map. Do not use symbols, abbreviations, or initials. Write in block letters. Do not use ink with white fill or silver/gold ink.

Name of Enumerator: ...  
 Date: ...  
 Signature: ...  
 District: ...  
 Block: ...  
 Village: ...

This is an important Census document. Please draw the map neatly and accurately.

**LAYOUT MAP**



Householding

SOME DETAILS SHOWN IN THE MAP ARE INDICATIVE LAYOUT MAP

The **Abridged Houelist (AHL)** of Population Census 2011, **specimen of which is at Annexure 6**, provides the identification particulars i.e., names and codes of State, District, Tehsil/Taluk/PS/Dev. Block/Circle/ Mandal, Town/Village, Ward and Enumeration Block. It also provides House-list particulars such as EB number, Census House Number, purpose for which census house is used, Household number, Name of the Head of Household, Population of EB, Number of residential houses and Total number of households. Both these documents will help in complete coverage of the EB. At the time of listing care should be taken not to miss any household featuring in the AHL (unless the household has left the area permanently). Further, it needs to be ensured to include the new households/houses that may have come up after the fieldwork of Population Census 2011.

9. The main duties of the Enumerator before and after the conduct of Economic Census are detailed below:

Duties **before** House and Establishment Listing:

- i) Attend the training classes, study the House and establishment Listing schedule and manual carefully and understand them thoroughly. If any part of instruction is not clear seek clarification from the trainer.
- ii) Obtain the following materials needed for House and establishment listing before leaving the training centre at the end of the last training session:
  - a) Layout Map of each EB to be covered;
  - b) Abridged House List of each EB allotted;
  - c) Blank Schedules; and
  - d) KIT

10. Duties during House and establishment Listing and canvassing of Directory of Establishments Schedule:

- i) Go round the Population Census 2011 EB and identify its boundaries, landmarks, location of houses with the help of the particulars contained in Layout Map (LM) & Abridged Houelist (AHL) of Census 2011.
- ii) Update the layout map by recording new buildings/houses and deleting the buildings/houses which are no more in existence in the EB.
- iii) Visit each and every house without exception and fill up the House and establishment Listing Schedule and Directory of Establishments

Schedule. Adequate care may be taken not to miss establishments not having permanent structures. Such establishments are to be identified with adequate probing at the household level after visiting each household within the EB.

11. Duties after House and Establishment Listing and canvassing of Directory of Establishments Schedule:
  - i) Check the filled-in House and Establishment Listing Schedules and Directory of Establishments Schedules and ensure that all the columns are filled in completely and correctly.
  - ii) Ensure that the entire area assigned is covered by visiting all the Census houses and households falling within the Enumeration block.
  - iii) See that the Establishment Abstract is prepared properly.
  - iv) Handover the following documents filled-in as well as remaining blank documents to the supervisor and obtain the acknowledgement:
    - a. Updated Lay out Map;
    - b. Abridged House list;
    - c. All filled-in schedules (6A, 6B & 6C) duly packed in 3 separate plastic covers, provided in kit supplied to each enumerator;
    - d. All blank schedules; &
    - e. Certificate of complete coverage separately for each EB (as per specimen at Section Five) and inventory used/unused.
12. In urban areas, an enumerator is allotted an EB of a ward. He/She will fill up (i) Schedule 6A: House and Establishment Listing Schedule; (ii) Schedule 6C: Directory of Establishment Schedule; and (iii) the Schedule 6B: Establishment Abstract (EA) schedules, as per the detailed instructions given above and also in Sections 2, 3 and 4 of this instruction booklet. In some cases, the same enumerator may be allotted with the work of more than one EB (say 3 EBs). In such cases he/she will fill up Schedules 6A, 6B and 6C separately for each of these EBs.
13. In rural areas generally one enumerator is allotted with the census work of one village which may comprise of one or more EBs. In such case he will fill up Schedules 6A, 6B and 6C for each EB separately. In case the census village is so large requiring more than one enumerator for completing EC work, then every enumerator will independently fill up all the three schedules separately for the EBs assigned to him/her and submit it to the concerned Supervisor. But

the enumerator should ensure that area for entire village area gets covered by him/her without any omission or duplication. There would also be a situation when one EB may cover more than one village. In such a situation the enumerator should canvas schedules separately for each village and also prepare an 'Establishment Abstract' village wise.

14. While listing the houses in an EB, the enumerator has to identify and list all the establishments in House and Establishment Listing Schedule. Out of all the establishments identified in Schedule 6A: House and Establishment Listing Schedule, for those with 8 or more workers, Schedule 6C: Directory of Establishment Schedule has to be filled up by collecting some additional information about the establishment and recording the details in Schedule 6C. At the bottom of each page of the House and Establishment Listing Schedule, a row for "totals indicated by Boxes named from **A** to **J**" is given which may be completed when the page is full with list of establishment or when no more establishments are to be listed. After completion of House and establishment Listing Schedule for all the establishments in an EB, the enumerator has to complete the 6B Schedule in which all the entries are only transfer entries from '**Boxes A to J**' of the last row of the Schedule 6A. The Schedule 6B is to be filled in for each EB by the enumerator. **Annexure 1** gives the statement of number of EBs by State/UT. The State/UT DESs should ensure complete coverage of all the EBs in both rural and urban areas of the state/UT. In case any given EB has no household/establishment (which might happen in depopulated villages), blanks schedules are to be submitted with appropriate remarks. Activity codes as per NIC 3 digit and corresponding descriptions of the economic activities are given in **Annexure 2**. The facsimiles of Schedules 6A, 6B and 6C are given at **Annexure 3**. These three schedules have to be filled by contacting the head or any other responsible person of the unit/household/establishment and not through any other source. If there is a doubt about any entry, the same is to be made after consulting supervisors in this regard. **Annexure 5** gives a few Frequently Asked Questions to clarify some of the concepts. Specimen of Abridged House List is at **Annexure 6**.
15. **Since ICR Technology is being adopted for processing of 6<sup>th</sup> Economic Census data, great care is to be taken by all concerned in handling the schedules. The following general instructions are to be kept in mind all the time:**
  - i) **Use only Arabic Numerals 0,1,2,3,4,5,6,7,8 and 9 as per specification given in the schedules;**
  - ii) **Do not fold the schedules;**
  - iii) **Use black/ blue ink ball point pen, keeping schedule on hard surface, use pencils initially in order to avoid corrections;**

- iv) **Write in the center of boxes without touching the boundary; and**
- v) **Avoid overwriting. In case of correction, cross the line and use a fresh line.**

### **Concepts and Definitions**

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

**a) Household**

17. A household is a group of persons usually living together and taking their meals from a common kitchen. It includes temporary stay-away (those whose total period of absence from household is expected to be less than six months) but excludes temporary visitors and guests (with expected total stay of less than 6 months). There may be a household of persons related by blood or a household of unrelated persons or having a mix of both but satisfying above condition of a household. Examples of households having unrelated persons/members are boarding houses, messes, hostels, rescue houses, jails, ashrams, etc. These are called 'Institutional Households'. A group of persons, who are unrelated to each other, live in a census house but do not take their meals from a common kitchen would not constitute an institutional household.

18. The following categories of households/persons will not be listed in the EC:

- a. Households comprising foreign nationals will not be listed. Their domestic servants, who by definition belong to the household of the foreign national, also will not be listed.
- b. Barracks of military and paramilitary forces (like Army, BSF, and Police etc.) are outside the census coverage. However, civilian population residing in their neighborhood including the family quarters of service personnel are to be covered.
- c. Under trial prisoners in jails and indoor patients of hospitals, nursing homes, etc. are to be excluded. They will be considered as normal members of their parent households, and will be counted there. But households of residential staff of jails, hospitals etc will be listed. Convicted prisoners undergoing sentence will not be considered in the census.

- d. Floating population, i.e. persons without any normal residence will not be listed during house listing.
- e. Households which do not live in buildings but live in open or road side, pavements, in hume pipes, under flyovers and staircases, or in the open places of worship, *mandaps*, railway platforms, etc., are to be treated as houseless households and such households will not be covered in EC.
- f. The inmates of institutions like Orphanages, Nari Niketans, etc. may not be listed as single member households. **However such institutions themselves will qualify for listing as establishments.** Although inmates will not be listed, owners and residential staff of these institutions residing within the premises of the institutions may be listed as households.

**b) Census House**

- 19. A census house is a building or a part of a building having a separate main entrance from the road or common courtyard or staircase, etc., used, or recognized as a separate unit. It may be occupied or vacant. It may be used for residential, commercial or for both purposes.
- 20. A building is generally a single structure available on the ground. Usual structure will have four walls and a roof. But in some areas, the natural construction of houses is such that there may not be any wall. For example, a conical roof almost touches the ground and an entrance is also provided and there will not be any wall as such. Such structures should be treated as buildings. If there is more than one structure within an enclosed or open compound (premises) belonging to the same person e.g. the main house, the servant quarter, garage etc., the entire group of structures is to be considered only one building. If within a large enclosed area there are separate structures owned by different persons then each such structure should be treated as a separate building. Sometimes there may be a number of structures within an enclosed area or compound owned by an Undertaking or a Company or Government, which are occupied by their employees. Each such structure should be treated as a separate building.
- 21. Sometimes a series of different structures may be found along a street, which is separated from one another by a common wall, and yet look like a continuous structure. These different units are practically independent of one another and may likely to have been built at the same time or different time and owned by different persons. In such cases though the whole structure with

all the adjoining units might appear to be one building, but each portion has to be treated as a separate building for the purpose of the census.

22. Sometimes the structure is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such as shops, business houses, offices, factories, workshops, work-sheds, schools, places of entertainment, places of worship, godowns, stores etc. It is also possible that buildings which have different component units might be used for a combination of purposes such as shop-cum-residence, workshop-cum-residence, office-cum-residence etc.
23. If a building has a number of flats or blocks which are independent of one another having separate entrances of their own from the road or a common staircase or a common courtyard leading to a main gate, they will be considered as separate census houses.
24. It may be difficult to apply the definition of census house strictly in certain cases. For example, in an urban area, a flat has five rooms each room having direct entrance to the common staircase or courtyard. By definition this has to be treated as five census houses. If all these five rooms are occupied by a single household it is not realistic to treat them as five census houses. In such a case ‘**singleness**’ of use of these rooms along with the main house should be considered and the entire flat should be treated as one census house. On the other hand, if two independent households occupy these five rooms, the first household occupying 3 rooms and the second household occupying 2 rooms, then the first three rooms together should be treated as one census house and the remaining two rooms as another census house provided that they satisfy the definition of a census house. But if each room is occupied by an independent household, then each such room should be treated as a separate census house.
25. In case of hostels, hotels, etc. even if the door of each room in which an inmate lives opens to a common verandah, staircase, courtyard or a common room, as it happens almost invariably, the entire hostel/hotel building should be treated as one census house. But if such hostel/hotels have out-houses or other structures used for different purposes or for the same purpose then each such structure attached to the main hostel/hotel should be treated as a separate census house. Each inmate (including residential staff) of a mess, hostel, boarding and lodging house, hotels, etc. will constitute a single-member household if stayed on a continuous basis for six or more months. However, if a group of persons among them normally pool their income for spending, all of them together will be treated as forming a single household.

26. In some rural areas of the country, the pattern of habitation is such that a group of huts located in a compound - whether enclosed or open - is occupied by one household. While the main residence may be located in one hut, other huts may be used for sleeping, as kitchen, bathroom, baithak etc. Though each of the huts is a separate structure, they form a single housing unit and therefore, have to be treated collectively as a single census house. If one household uses some of the huts and the others by a second household as residences, then the two groups of huts should be treated as separate census houses. However, if there are also other huts in the compound used for other purposes and not as a part of the household's residence such as, cattle shed, work-shed etc. they should be treated as separate census houses.
27. It is also possible that a household uses another structure, a baithak, separated from the main residence by some distance or by other structures or by a road. In such cases, it may become necessary to treat that separate structure used as '*baithak*' as a separate census house.
28. In municipal towns and cities it is usual to find that every site, whether built or not, is numbered by the municipal authorities on property basis. Such open sites, even if these are enclosed by a compound wall, should not be listed for census purpose. **Only cases where a structure with roof has come up should be treated as census house and listed.**
29. Pump houses, temples, grain stores, temporary huts built in the field and other similar structures must also be treated as houses. These are places where people can also live. Obviously, such structures need not be considered if they are so small that no person can live in them.
30. **In the instructions, a house refers to a census house only.**

It may be noted that there are certain differences in the definition of house between the Census and NSSO Surveys. In NSSO Surveys, every structure, tent, shelter, etc. irrespective of its use is defined as a House. It may be used for residential or non-residential purpose or both or even may be vacant, whereas, in EC singleness of use is the criteria for defining a Census House.

c) **Establishment**

31. The establishment is a unit situated in a single location in which predominantly one kind of economic activity is carried out such that at least a part of the goods and/or services produced by the unit goes for sale (i.e. entire produce is not for sole consumption). Thus, for example, activities of tutoring



of own children and stitching of garments for the use of household members will not be listed as establishments. But if a person runs a coaching centre or tailoring shop, the activity will qualify for listing as an establishment. The activity may be carried out within fixed premises/permanent structure or without having any permanent structure.

32. The establishment is a physical entity where mainly one entrepreneurial activity (or sometimes more than one, with no separate accounts) is carried out. The examples of a unit are: workshop, factory, manufacturing plant, warehouse, shop, office, firm, school, hospital, place of worship, depot, mine, etc.
33. Any activity that results in production of goods and services that adds value to national product is considered as an economic activity.
34. Premise is a census house or part of a census house occupied by a unit/household. If the activity of the establishment is carried out by a unit/household extends beyond the boundaries of a single house to a group of contiguous houses and in rare case, a group of houses in close proximity, the entire group of houses is regarded as a single premise.
35. As against establishment, 'enterprise' is an undertaking engaged in production and/or distribution of goods and/or services other than for the sole purpose of own consumption, which has autonomy in respect of financial and investment decision making, as well as the authority for allocating resources for production of goods and services. It may be engaged in one or more economic activities at one or more locations. It is a sole legal unit. Thus an enterprise having a few branches located in different places, each branch including the headquarter (main office) is to be listed separately as an establishment. **The unit of enquiry of the Sixth Economic Census is an Establishment and not the Enterprise.**

**d) Treatment of multi-activity establishment**

36. It is possible that more than one entrepreneurial activity is carried out by the same establishment. If these activities are carried out by the same person/ persons or by the same workers and book of account is also not prepared separately for each activity and it is difficult to segregate the number of workers performing each specific activity, then it should be treated as one establishment with one major activity. Only description of major activity is to be recorded in column 11 of the Schedule 6A and corresponding broad activity and NIC codes in columns 12 and 13 respectively of the same schedule. The major activity or the dominant activity can be recognized on the

basis of income or turnover/receipts or number of workers depending on the information readily available during the enquiry. For example, if a tailor sells cloth in addition to his tailoring work but does not maintain separate accounts for each, then enumerator should find out the major activity by inquiring from him the activity from which he gets greater income or in which he employs more people etc. That will be shown as the major activity of the establishment. Some more examples where the activities might not be distinguished are flourmill besides grinding work also sells commodities, such as, rice, wheat, etc.; furniture shop engaged in manufacture of furniture and renting of furniture, grocery shop also engaged as travel agent etc. However if workers can be divided into two or more activities and book of accounts and total number of workers are available separately for these activities, then each of these activities should be considered as a separate establishment.

e) **Agricultural Establishment**

37. An agricultural establishment for the purpose of this Census would be one, engaged in production of agriculture goods (other than crop production & plantation by the farmers or a group of farmers or any agency), agricultural services, hunting, trapping & game propagation, where at least some part of the production or services is sold out. **Establishments engaged in activities pertaining to crop production and plantations though in the agriculture sector will not be covered. Thus primarily cultivators themselves would be excluded from the census.** However, services incidental to crop production or plantation provided/ undertaken by any one individual or a firm or a company by charging fee or rent/compensation e.g. machinery & equipment for tilling/cultivation, preparation of field or sowing harvesting/chaffing, transportation of agriculture goods/produce charging for irrigation facilities etc. as their principal activity would be included and the establishments engaged in such activities would be enumerated.

**Exclusions of agricultural activities:**

38. Growing of agricultural crops and plantations should not be counted as establishments for the purpose of this Census. All such activities relating to growing non perennial and perennial agricultural crops are listed below:

**Non-perennial crops**

- i) Growing of cereals such as rice, wheat, jowar, bajra and millets;
- ii) Growing of oil seeds such as mustard, groundnut, sunflower, soya bean and other oil seeds;
- iii) Growing of vegetables and melons, roots and tubers such as, cabbages, cauliflower, broccoli, lettuce, chicory, spinach and other leafy or stem vegetables, cucumbers, tomatoes, watermelons, cantaloupes , melons

and other fruit-bearing vegetables, Growing of onion, Growing of carrots, beets, turnips, garlic, leeks and other root, bulb vegetables, potatoes and other tubers such as sweet potatoes, cassava, yams, Growing of mushrooms and truffles, Growing of vegetable seeds and Growing of vegetables, not elsewhere classified (n.e.c.);

- iv) Growing of sugar cane, tobacco, it includes growing of unmanufactured (cured stemmed/stripped) tobacco;
- v) Growing of fibre crops, such as cotton, jute, other fibre crops;
- vi) Growing of other non-perennial crop; and
- vii) Growing of rose, gladiolus other flowers, including production of cut flowers, flower buds, flower seeds, beet seed and padding materials, n.e.c.

**Perennial crops:**

- i) Growing of grapes; it includes growing of wine grapes and table grapes in vineyards;
- ii) Growing of tropical and subtropical fruits such as mangoes, bananas, pineapples, litchis, guava other tropical and sub tropical fruits;
- iii) Growing of citrus fruits such as, oranges, *mousambi* (grape fruit), lemons and lime;
- iv) Growing of pome fruits and stone fruits such as apples apricots, peaches and nectarines cherries and sour cherries other pome fruits and stone fruits;
- v) Growing of other tree and bush fruits and nuts such as strawberries and other berries, edible nuts (almonds, cashew nuts, chestnuts, hazelnuts pistachios, walnuts and other nuts) other tree and bush fruits, n.e.c.;
- v) Growing of oleaginous fruits such as, coconut, olives and oil palms and other oleaginous fruits;
- vi) Growing of beverage crops such as tea, coffee, cocoa, other beverage crops;
- vii) Growing of spices, aromatic, drug and pharmaceutical crops such as ginger, chili, cardamoms, Growing of perennial and non-perennial spices and aromatic crops (pepper, capsicum, nutmeg, mace, anise, badian and fennel, cinnamon (canella), cloves, vanilla and other spices and aromatic crops), Growing of drug and narcotic crops, Growing of plants used primarily in perfumery, in pharmacy insecticidal, fungicidal or similar purposes growing of heena leaves (mehendi) etc; and.

viii) Growing of other perennial crops such as, rubber trees, extraction of sap, bamboo and cane and other perennial crops, n.e.c.

39. **It may be noted that while the growing of tea, coffee, tobacco, etc. are not to be classified as an agricultural establishments for the purpose of this census, establishments engaged in processing of tea, coffee, tobacco etc. are to be covered.** For example, units engaged in curing of tea-leaves, curing of tobacco etc. will be treated as establishments. Similarly, the units engaged in manufacture of copra from coconut or the processing of cashew nuts will also be treated as establishments. **However where the producer i.e. the cultivators process raw coconuts or cashew before selling the same, such activities may not be treated as forming a non-agricultural activity.**

f) **Non-Agricultural Establishment**

40. Establishments engaged in activities **other than** agricultural activities (like crop production & plantation, growing of tea, coffee, rubber, tobacco etc.) will be termed as non-agricultural establishments; i.e. activities which do not fall in the broad activity codes 01 to 04 and are covered under code 05 to 23 in column 12 of Schedule 6A.

41. **Exclusions of non-agricultural activities**

Following types of establishments are kept out of census coverage.

<b>Agriculture:</b> Establishments growing perennial and non-perennial crops including plantation crops
<b>Government Offices:</b> Establishments engaged in public administration covering all Ministries, departments at Central and State/UT Govt. level and also local Govt. This includes Courts, Tax Office, Offices of Ministry of Defence (Air Force, Navy and Army), Police, ESIC, EPFO etc. <b>However, government schools/institutions, colleges, hospitals, hostels/flats, guest houses, government banks, all public sector undertakings including that of Ministry of Defence (other than defence equipment production or sensitive material ) corporations, undertakings etc. would be covered.</b>
<b>Establishments involved in Gambling and betting activities declared illegal by the Government</b>
International organizations such as United Nations and its agencies, Foreign Embassies/Consulates etc.

42. **Handloom/Handicraft Activity**

Handicraft describes a craft or occupation requiring skilled use of hands. Handicrafts are items made by hand, often using simple tools. These items can be functional, artistic and/ or traditional in nature. The need to enumerate

crafts in the Sixth Economic Census is to understand and reflect the huge contribution artisan communities make to India's economy.

Thus, to summarise, skill of worker and use of hand are two prerequisites for handicraft. It must be predominantly made by hand. It does not matter if some machinery is also used in the process.

Handicrafts range from the very simple (diyas, kulhars) to the very complex (stone temples, enamel jewellery). Certain products like baskets, brooms, pots, diyas, mats and chiks could range from very simple to quite complex, but are traditionally considered as handicrafts even in their simplest forms.

At the same time, certain handmade articles are not usually categorized as handicrafts. Activities involving human labour without skill are usually not included.

**Two broad categories for exclusion would comprise :**

- All food items like papads, pickles, etc which may be handmade.
- Items like bricks, bidis, agarbattis, match sticks, firecrackers etc. which are made by hand but not distinguished by distinctive skills.

For the purpose of Sixth Economic Census, the word handicraft includes handlooms, so all manner of hand weaving activities must be considered under the same.

g) **Coverage:**

43. As stated earlier, the Sixth EC would cover all establishments engaged in both agricultural activities (with exclusion of crop production and plantation) and non-agricultural activities, as discussed above under paragraphs 37-41 above. Establishments engaged in the above activities are to be counted for the purpose of this Census are divided into 23 broad activities and have been assigned broad activity codes from 01 to 23, to be recorded in column 12 of Schedule 6A. **The activities outside the coverage of Sixth EC are to be listed under broad activity code 99.** The details of the activities covered under each broad activity are as under:

<b>Broad Activity Code</b>	<b>Description of activities</b>
<b>01</b>	<b>Activities relating to agriculture viz (Plant propagation, support activities to agriculture and post-harvest crop activities); excluding crop production and plantation.</b>
	<p>I) <b>Plant propagation:</b> This class includes the production of all vegetative planting materials including cuttings, suckers and seedlings for direct plant propagation or to create plant grafting stock into which selected scion is grafted for eventual planting to produce crops.</p> <p>II) <b>Support activities to agriculture and post-harvest crop activities</b></p> <p>a) <b>Support activities for crop production:</b> Agricultural activities on a fee or contract basis (preparation of fields, treatment of crops, crop spraying, trimming of fruit trees and vines, transplanting of rice, thinning of beets, harvesting, pest control in connection with agriculture etc.). Operation of agricultural irrigation equipment, other supporting activities including agricultural gardening (excluding parks and gardening activities).</p> <p>b) <b>Post harvest crop activities:</b> This activity includes the drying, cleaning, grading and treatment of seeds until they are marketed. The treatment of genetically modified seeds is included here. Preparation of crops for primary markets i.e. cleaning, trimming etc. preparation of tobacco leaves.</p>
<b>02</b>	<p>a) <b>Livestock (Animal production):</b> Raising of cattle, buffaloes, goat, sheep, pig, horses camel etc., poultry, raising of pets, bee keeping and production of eggs honey and bee wax, raising of silk worms, raw wool, hunting trapping and related activities, production of milk from them.</p> <p>b) <b>Support activities for animal production:</b> This class includes activities on a fee or contract basis such as activities to promote propagation, growth and output of animals, herd testing services, droving services, poultry caponizing,</p>

<b>Broad Activity Code</b>	<b>Description of activities</b>
	coop cleaning etc. activities related to artificial insemination, stud services sheep shearing, farm animal breeding and care, activities of farriers ( fitting of shoe nail etc.) <b>c) Hunting, trapping and related service activities:</b> This class includes taking animals (dead or alive) for food, fur, skin, or for use in research, in zoos or as pets, production of fur skins, reptile or bird skins from hunting or trapping activities
<b>03</b>	<b>Forestry and logging :</b> Silviculture and other forestry activities (growing of timber and operation of forest tree nurseries), logging ( collection of fire wood production of charcoal felling of timber etc.), gathering of non-wood forest products ( collection of tendu leaves, lac, resin gum, berries, nuts etc.), support services to forestry (forest pest control, timber evaluation, forest consultancy and management)
<b>04</b>	<b>Fishing and aquaculture(Marine fishing, fresh water fishing, marine and fresh water aquaculture)</b>
<b>05</b>	<b>Mining and Quarrying</b> (mining of hard coal lignite metal ores minarets, extraction of crude petroleum & natural gas)
<b>06</b>	<b>Manufacturing (including repair and installation of machinery and equipment)</b>
	<b>Manufacture of food products (slaughtering of animals for meat)</b>
	<b>Manufacture of vegetable and animal oil and fats</b>
	Manufacture of dairy products (includes ice cream, kulfi, baby milk foods).
	Milling of flour or grain meal of dried vegetable, includes cleaning, polishing of rice, dal, manufacture of starches and starch products.
	Manufacturing of other food products /bakery product.
	Manufacture of Sugar
	Manufacture of cocoa, chocolate and sugar confectionery (includes sweet meats, chewing gum, preserving in sugar of fruit etc.)
	Manufacture of Macaroni, noodles/pastas
	Manufacture of prepared meals and dishes.
	Manufacture of other food products n.e.c.(Coffee curing, Tea blending, edible nuts, papads and spices as well as perishable food products).
	Manufacture of prepared Animals feeds.
	<b>Manufacture of beverage (alcoholic) (beer/ wine) distilled alcoholic beverages, malt liquors</b>
	Non-alcoholic (soft drinks such as Coke, Pepsi, Soda, Lemon etc.), Mineral water
	<b>Manufacture of Tobacco products.</b>
	(Bidi, Cigarette Tobacco products; Zarda, Khaini, Pan Masala).
	<b>Manufacture of Textiles</b>

<b>Broad Activity Code</b>	<b>Description of activities</b>
	Spinning, Weaving, Finishing of textiles; made up textile articles, Carpets & Rugs.
	<b>Manufacture of wearing apparel ( all types of clothing &amp; textile garments articles of fur)</b>
	Tailoring (ready to wear and made to measure apparel) in all materials (leather, fabric, knitted and crocheted fabrics, mosquito nets, beddings, quilt, pillows, sleeping bags, blankets, rope etc.)
	Outwear and underwear and accessories.
	<b>Manufacture and repair of leather and related products.( handbags, holdalls, saddlery)</b>
	<b>Manufacture of wood products. ( sawing; railway sleepers, plywood; cork etc.)</b>
	<b>Manufacture of pulp &amp; paper products:</b> Includes printing of Newspaper/ periodicals/ books paper, all printing paper, greeting cards, book binding, plate making.
	<b>Manufacture of news print; packing paper, corrugated paper, wall paper, printing of currency notes, cheques, postage and taxation stamps</b>
	<b>Manufacture of coke, refined petroleum products; LPG/CNG</b>
	<b>Manufacture of chemicals and chemical product eg fertilizer &amp; plastic varnishes, rubber paint, soap detergents, perfumes, toilet preparations etc.</b>
	<b>Manufacture of pharmaceuticals all types of medicines, Ayurved, Unani, Allopathic etc. bandages, dressings, botanical products- heena powder etc.</b>
	<b>Manufacture of Rubber and Plastic products- rubber tyres, tubes: rubber footwear, rubber games &amp; toys; plastic furniture, footwear, plastic dental &amp; medical appliances, polymer/synthetic/PVC storage tanks</b>
	<b>Manufactures of non-metallic mineral products:</b> Flat glass, Ceramic product, Lime, Porcelain, Tiles, Baked clay (pottery) and Cement and Plaster glass ware, all glasses, Glass bangles.
	<b>Manufacture of basis metals:</b> Plate, Sheet, Strip rods or wire and Casting of non- ferrous metals, iron, steel, chrome, nickel products, railway material etc.
	<b>Manufactures of fabricated Metal:</b> Metal frame work for construction, Tanks, ammunition. reservoirs and steam generators doors, windows, knives & screw drivers, shutters, nuclear reactor, weapons
	<b>Manufactures of computer and optical product; electronic transformers, coils, chokes, transistors, LCD/LED, microprocessor, CD/DVD; Desktop, radio, television, Radar etc.</b>
	<b>Manufacture of electrical equipment</b>
	<b>Manufacture of motor vehicles &amp; trailers and semi-trailers, other transport equipment (ships, boats, air and space craft etc.) vans, lorries; vehicle bodies</b>
	Manufactures of parts and accessories for motor vehicles: axles, gear box;



<b>Broad Activity Code</b>	<b>Description of activities</b>
	brakes, clutches
	Manufacture of other transport equipment – commercial vessels, passenger vessels, aircrafts, helicopters, fishing boats, warships, electric diesel, steam locomotives, motor cycles, scooters, tanks, artillery etc.
	<u>Manufacture of furniture</u> , paper, printing and reproduction of recorded media, coke and refined petroleum, chemicals and chemical products, pharmaceuticals, medicinal chemical and botanical products, rubber and plastic products, non-metallic mineral products, basic metals, fabricated metal products, computer, electronic and optical products, electrical equipments,
	<b>Other manufacturing, repair and installation of machinery and equipments.</b>
	Includes manufacturing of jewellery of any kind, musical instrument; sports goods, games & toys, harmonium, stringed instrument, dolls & toy animals, electronic games
	Manufacturing of medical and dental instruments ; thermometers, dental filling, surgical laboratory apparatus syringes
	<b>Repair and installation of machinery repaired all types of machinery, electronic, etc.</b>
<b>07- 08</b>	<b>Electricity, gas and water supply- power generation, hydro, thermal, nuclear</b>
<b>07</b>	<b>Electricity, gas, steam and air conditioning supply</b>
	Power generation, transmission and distribution; manufacture of gas, its distribution; steam and air-conditioning supply
<b>08</b>	<b>Water supply, sewerage, Waste management and remediation activities:</b> water collection, its treatment and supply, waste collection treatment and disposal and waste management services. Operation & maintenance of Sewer system.
<b>09</b>	<b>Construction</b>
	<b>Construction of buildings of all kinds on contract or fee basis</b>
	New work, streets, motor ways, roads, highways, Bridges
	Repair, addition and alterations, in these installation of elevators
	Erection of construction of temporary nature, power plant, pipelines
	Entire dwelling, office building, stores and public utility building, farm building.
	<b>Civil Engineering</b>
	Construction of Road, railways, bridges, tunnels, pipelines, electric lines, outdoor sports facilities, encage system on own account or constant basis.
	<b>Specialized construction</b>
	Construction under taken or rail or rail bridges finishing, plastering, glazing, roofing, foundation work/ concrete work plumbing, electric installation
	Rental of construction machinery & equipment with operator
<b>10-12</b>	<b>Wholesale and retail trade; repair of motor vehicles and motor cycles</b>

<b>Broad Activity Code</b>	<b>Description of activities</b>
<b>10</b>	<b>Wholesale and retail sale of motor vehicles and motor cycles</b>
	Sale of motor vehicles of new and second hand vehicles, sale of parts/spares
	Maintenance and repair of motor vehicles
	Sale of motor vehicles parts and accessories.
<b>11</b>	<b>Wholesale trade (other than those in 10)</b>
	Wholesale trade (resale), commission agents, brokers, auctioneers
	Commission trade.
	Export/import (international whole sale trade).
	Wholesale of tea, coffee, tobacco
	Wholesale of industrial chemicals, cooperative buying associations involved in wholesale
	Agriculture raw materials and live animals, food, beverages, tobacco, household goods, computers, telecommunications equipment, all types of machinery
<b>12</b>	<b>Retail trade (other than those in 10) – sale of food &amp; beverage</b>
	Provision Shop, departmental stores, mall, order houses, hawkers and peddlers, stalls, markets, consumer cooperative, etc. retail sale of hard ware/household goods.
	Includes used goods, computer, stationery, paint or timber.
<b>13</b>	<b>Transportation &amp; storage (including postal and courier activities)</b>
	<b>Land Transport</b>
	Land transport and transport via pipelines, railways, trains, elevated/underground metros
	Taxi operator, rental cars with driver, long route luxury bus, school bus.
	<b>Water transport- sea &amp; coastal passengers or freight services, inland water taxis Boats etc.</b>
	Operation of pushing or towing boats
	<b>Air Transport- passenger or freight air transport, helicopter, launching of satellites/ space</b>
	<b>Warehousing and support activities for transportation – Air, land ; water</b>
	Cold storages, Godown, refrigerated and non-refrigerated warehouses
	Support activities for transportation:(Car parking, light house activities, cargo handling, travel agents, shipping cargo agents, movers and packers , weighing of goods) air traffic control activities, terminal facilities – railways, air etc.
	<b>Postal and courier activities</b>
	Postal activities – national postal services
	Courier activities
<b>14</b>	<b>Accommodation and food service activities</b>
	Hotel, Inns, circuit house, holiday house, guest house including private camping ground

<b>Broad Activity Code</b>	<b>Description of activities</b>
	PG Accommodation, hostels, boarding home, western home, biotic houses, fishing & hunting camps
	<b>Food services</b>
	Food and beverage service activities
	Restaurant with fast food, cafeterias – market stalls;
	Mobile food carts, ice-cream mobile vendor.
	Events catering (operation of canteen for Hospitals, offices)/schools, factories, food service contractors
	Beverage serving activities.
	Bars & restaurant with bars, tea shops, Coffee shops: fruit juice bars
	Coffee shops, fruits juice shops, mobile beverage vendors.
<b>15</b>	<b>Information and Communication</b>
	Publishing of books newspaper, telephone directory, periodicals, software publishing) on internet/electronic form, maps charts
	Production of motion picture, TV Programme activities/video, post production/distribution activities
	Production of Motion picture/TV programmes/CD/DVD etc. activities of sound recording in studios/anywhere
	Broadcasting activities – Radio broadcasting on radio/T.V. creation of a complete T.V. channel or Radio programme
	Telecommunication (Wired, wireless, satellite and others) – services telephone, telex/Cable operation/STD/ISD
	Computer service activities & web page design programming ,consultancy and related activities, software installation
	Information service activities (Data processing, web portals hosting, data entry services, news agency activities, cyber cafe
<b>16</b>	<b>Financial and insurance activities Banking services, postal savings</b>
	<b>Monetary intermediation trusts, funds, financial leasing</b>
	<b>Other financial activities(other credit granting)</b>
	<b>Activities auxiliary to insurance and pension funding, life insurance; non-life insurance activities</b>
	<b>Fund management activities, person, mutual and other in investments</b>
	<b>Other finance : operation &amp; supervision of financial markets</b>
	Stock exchanges, commodity option exchanges
	Stock broking, securities brokerage, activities of bureau de change
	Insurance agents & brokers in selling, negotiating, soliciting of insurance policies
	Mutual funds, provident funds & other funds.
<b>17</b>	<b>Real Estate Activities- buying/selling/renting of flats/houses for more permanent use</b>

<b>Broad Activity Code</b>	<b>Description of activities</b>
	<b>Real estate activities (own or leased, on a fee or on contract basis)</b>
<b>18</b>	<b>Professional, scientific and technical activities (including advertisement, market research and veterinary activities)</b>
	Chartered Accountants, Tax consultants, Cost Accountants, Legal activities excluding operation of law court activities, accounting, book keeping auditing
	<b>Activities of head offices, management consultancy activities- managing the work of related units.</b>
	<b>Architecture and engineering activities; technical testing and analysis certification of products</b>
	<b>Scientific Research on natural sciences, engineering, social sciences</b>
	Biotech, medical sciences
	Agricultures and interdisciplinary research
	Engineering
	<b>Advertisement and market research and public opinion poll</b>
	<b>Photography, services of graphic designing, interior, decorators</b>
	<b>Veterinary Services animal health care, veterinary hospitals</b>
<b>19</b>	<b>Administrative and support service activities (including travel agency, leasing out cars without drivers, renting/leasing of machinery etc. employment activities, security services to buildings, activities of call centers and organization of conventions and trade shows)</b>
	Employment Placement services
	Travel agency & tour operator and other reservation services
	<b>Security and investigation services – security guard, private security agencies</b>
	<b>Services to Building and landscape activities.</b>
	Cleaning activities general cleaning of buildings
	<b>Activities of call centres, photo copying, document preparation serving</b>
	<b>Organization of convention services &amp; trade shows (collection agencies, credit bureaus)</b>
	<b>Packaging activities not incidental to transport.</b>
<b>20</b>	<b>Education – at all levels including pre-primary</b>
	Primary –including literacy programmes for adults
	Secondary – including senior/higher secondary
	Higher education –in science, commerce, humanity, engineering, management etc.
	Other education ( Vocational training, foreign language, acting, dancing, music, etc. ) motor driving school(non-professional)
	Coaching centres- tutoring services,
<b>21</b>	<b>Human health and social work activities (including residential and non-residential care centres)</b>

<b>Broad Activity Code</b>	<b>Description of activities</b>
	<b>Hospital activities (ambulance service), general &amp; specialized hospital, dental and medical practices.</b>
	<b>Residential care activities</b>
	Nursing care facilities for elderly convalescent homes, rest-homes
	Residential care activities for mental retardation & substance abuse.
	Residential care activities for elderly & disabled.
	<b>Social activities without accommodation.</b>
	Social activities without accommodation for elderly & disabled by any agency govt. or private
<b>22</b>	<b>Arts, entertainment, sports &amp; amusement and recreation activities</b>
	Libraries, archives, museums and other cultural activities, stage production, theatre halls
	Sports activities and amusement and recreation activities, sculptors, painters, engraver
	Activities of membership organization :
	Activities of Trade union, business, employers & professional membership organization., political organization
<b>23</b>	<b>All other service activities under the coverage of Sixth EC, not elsewhere classified</b>
	<b>Repair of Computer, Communication Equipment and Other Personal Household Goods.</b>
	<b>Other personal service activities- repair of furniture, footwear household goods</b>
	Washing and dry cleaning of textile and fur products
	Hairdressing and beauty treatment, hair cleaning, dyeing, trimming, facial massage
	Funeral and related services
	Other personal activities(Escort services, marriage bureaus, pet care services, shoe shiners, porters, valet car parkers, coin operated personal services machines, sauna bath and massage saloons, astrological and spiritual activities, activities of aaya, dhai, governess, baby sitter, general household maintenance activities like brooming of floor, dusting cleaning of utensils.)
<b>99</b>	<b>Activities outside the coverage of Sixth EC</b>

**As stated earlier, establishments engaged in public administration, defence, compulsory social security (Section ‘O’ of NIC-2008), activities of household as employers of domestic personnel (Section ‘T’ of NIC-2008) and activities of territorial organizations and bodies (Section ‘U’ of NIC-2008) and illegal Gambling & betting activities under Group 920, Section ‘R’ of NIC-2008 would not be covered during Sixth EC and they would get broad activity code 99. Details of such excluded activities are given in the following table:**

**Activities out of coverage:**

<b>NIC Section</b>	<b>NIC Division</b>	<b>NIC group</b>	<b>Description of activities</b>
A	01	011 and 012	<b>Agriculture (crop production and plantation):</b> Growing of perennial and non perennial crops and production of all vegetative planting materials
O	84	841,842 and 843	<b>Public administration and defense and compulsory social security:</b> i) This section includes activities of a governmental nature, normally carried out by the public administration covering all Ministries, departments at Central and State/UT Govt. level and also local Govt.. This includes the enactment and judicial interpretation of laws and their pursuant regulation, as well as the administration of programmes based on them, legislative activities such as all type of courts, taxation including octori, sales tax, excise, income tax etc., national defence ( air force, navy and army), public order (police) and safety(fire tender etc.), immigration services, foreign affairs and the administration of government programmes, such as MG-NREGA and other schemes run by Ministries of Health and Family Welfare, Education and Rural Development, etc. This section also includes compulsory social security activities such as pension office, EPFO,ESIC etc. For example, administration of the school system (i.e. regulations, checks, curricula) falls under this section, but teaching itself does not. Similarly, some activities described in this section may be carried out by non-government units.
R	92	920	<b>Gambling and betting activities:</b> This includes bookmaking, wholesale and retail of lottery tickets and betting activities coin operated gambling machines, operation of virtual gambling web sites and other gambling activities, which are declared illegal by the respective State Governments.
T	97	970	<b>Activities of the household as employers and undifferentiated goods and services producing activities of house hold for own use.</b>
U	99	990	<b>Activities of extraterritorial organizations and bodies.</b> This includes activities of international organizations such as United Nations and its agencies.IMF, World Bank, European Commission, OPEC etc.

**44. Further, following types of activities/establishments are not to be covered in this census:**

- (i) Establishments (with no permanent structure) of shelter-less and nomadic population which keep on moving from place to place and camp either without shelter or with make-shift shelter are not covered.
- (ii) Establishments engaged in some activities like smuggling, illegal gambling, beggary, prostitution etc. are not to be covered.
- (iii) Domestic servants whether they work in one household or in a number of households are not being considered as running establishments. Similarly drivers who undertake jobs for others on wages will also not be treated as having establishments.
- (iv) All wage paid employees are not considered to be running establishments.
- (v) Household members engaged in household chores are not considered to be running establishments.
- (vi) Persons doing different types of jobs depending on the availability of work e.g. loading, unloading, helping a mason or a carpenter, doing earthwork for a contractor should not be taken as running establishments since they do work on wages.
- (vii) Households working for others and earning some money (insignificant) should not be treated as engaged in entrepreneurial activity.
- (viii) Households in which none of the members is engaged in any economic activity i.e. household depending on remittances, rent, interest, pension etc. will not be treated as engaged in entrepreneurial activity.

**h) Type of establishment as per duration:**

**Nature of Operation**

45. If the entrepreneurial activity is carried on or likely to be carried on throughout the year more or less regularly, it is treated as **perennial** activity. If the activity of the establishment is confined to a particular season i.e. fixed months of a year, the same is called the **seasonal** activity. The economic activity of the establishment which is neither perennial nor seasonal is termed as **casual**. In case of casual entrepreneurial activity; it is carried out

occasionally depending upon the availability of time and resources. **Care has to be taken to list all the establishments (including the newly started ones) which are ‘existing’ on the date of field work, although may not be found working on the day of fieldwork due to temporary closure as may be the case for many seasonal establishments and even perennial or casual establishments.**

The economic activity performed in the establishment may sometimes help in deciding its nature of operation. A newly started establishment is to be categorized as perennial/seasonal/casual on the basis of economic activity performed by it and also its intention to carry out the activity for the year or season. For example, a new shop is opened in a locality selling ‘crackers’ for a period of 15 days during Deepawali festival, it would be categorized as ‘casual’. If the shopkeeper intends to keep it open during festive season, it would be treated as ‘seasonal. On the other hand, if the shopkeeper intends to run this shop throughout the year, it would be categorized as perennial. Likewise, newly opened medical shop, barber shop or a provision shop would normally be treated as perennial, as the activities performed by these establishments are generally continued throughout the year.

**i) Worker:**

46. All persons (including children under 15 years of age) working in an establishments either as owners, **members of the household working as co-owner or partner or helping the owner in running the establishment, whether hired or not, besides** regular and salaried employees, casual/ daily wage labourers would be considered as workers for that establishment. A worker may serve the establishment in any capacity – primary worker or as supervisor. Salespersons appointed by an establishment for selling/marketing its produce or services of an **apprentices**, supporting workers, *paid or unpaid* are also to be treated as workers. **The owner, running the establishments would also be considered as a worker and counted for the purpose.**

47. **Volunteers, who work without salary / honorarium, will be considered as unpaid workers.**

Some establishments do not hire self-employed professionals like advocates, accountants, doctors etc., on a fairly regular basis. These individuals **work in one or more** establishments in a locality and have some autonomy to determine the charges receivable by him depending upon volume of job performed and usually receive service charges as and when they render such services to the establishments. Such persons will not be considered as workers of the establishments using their services. Instead, they will be



considered as having independent establishments in respective households. **However if a professional is retained by some establishments, in that case he will be treated as worker in all such establishments. This apart if he works as a professional and undertakes the work of clients, he would be treated as running an own account establishment besides serving as a worker of the above stated establishment.** If an establishment has some contract with some other agency (e.g. security, cleaning, nursing, midwife), or persons (like CA, lawyer, etc.), the employees of the agency (or persons) who are working within the premises of the establishments (e.g. sweeper, guard, nurse, etc.) will not be counted as the employee of the establishment; rather they will be considered under agency where they are employed.

**j) Mixed Activity:**

48. There are establishments that carry out a number of activities simultaneously. For example, a bakery may also sell cold drinks, a rice mill may sell sugar, a factory may run a hospital, canteen, fair price shop etc., in its premises. Each such activity is treated as a separate establishment if information for each of them is separately available. If the accounts are not separable then the data pertaining to the establishment as a whole will be collected and the major activity has to be recorded. Major activity refers to the activity which yields maximum income/turnover/employment. **The above criteria are applied in the given order, i.e., income first, then turnover and then employment, to determine the major activity.**

**k) Multiple Activity:**

49. Since many of the entrepreneurs belonging to the unorganised and informal sector operate at small or marginal levels, the phenomenon of carrying out more than one activity simultaneously or at different points of time is quite prevalent. If the activities are carried out at one point of time at the same location and the information is not separately available, then it will be taken as “mixed activity”. Carrying out of more than one economic activity by the entrepreneur during the reference year is called multiple activities. It differs from mixed activities in the sense that former is with respect to the entrepreneur whereas the latter is with respect to the establishment. However, an entrepreneur of an establishment manufacturing woollen garments before winter and cotton clothes before summer will not be considered as carrying out multiple activities. Some examples of multiple activities are: i) a person providing computer services during day-time as an own account worker and also providing tuition in software applications in the evening, ii) A household servant is making paper envelopes in free time

iii) a person carrying out agricultural activity at sowing / harvesting season and doing carpentry at the same time or at other times, etc. In such a case, if accounts for each activity are separately available, each activity may be treated as a separate establishment; otherwise all activities taken together would form part of one establishment with the economic activity having major share in income/turnover/employment is to be considered as the major activity.

**l) Self-employed:**

50. Persons who operate their own establishments or are engaged independently in a profession or trade on own account or with one or a few partners are deemed to be self employed. The essential feature of the self employed is that they have autonomy (i.e., how, where and when to produce) and economic independence (i.e., market, scale of operation and money) for carrying out their operation. The remuneration of the self employed consists of a non-separable combination of two parts: a reward for their labour and profit of their establishments.

51. The self-employed persons may again be categorised into following two groups:

(i) **Own account workers:** They are the self-employed who operate their establishments on their own account or with one or few partners and who during the reference period by and large, run their establishments without hiring any labour. They may however, have unpaid helpers, mostly family members, to assist them in their activity of the establishments; and

(ii) **Employers:** The self-employed persons who work on their own account with one or a few partners and by and large run their establishments by hiring labour are the employers.

**Note: Self-employed professionals working on retainer ship on a regular basis on a fixed honorarium is to be treated as a worker. In case he works independently besides the retainer ship, he will be treated as a worker in each establishment, as well as, an own account worker.**

**j) Number of persons working on the last working day:**

52. The total number of persons i.e. workers working on the last working day prior to the date of fieldwork in the establishment is to be reported. This will include all persons whether hired or not. The workers with age less than 15 years i.e. child workers are also to be included. **Household members whether paid or not if engaged in any of the activities carried out by the**

**establishment will be included.** The figure of number of persons is a position on the last working day for perennial/casual establishment and the last day of the working season for seasonal establishment. This also includes both supervisory and primary workers. A worker need not mean the same person is continued but refers to a position. Part time workers are also treated employees as long as they are engaged on a regular basis. Two part-time workers will be counted as 'two'. In case of regular wage employees, those found absent on the last working day due to sickness, leave, etc. are also to be counted. However the self-employed persons (i.e. either the owner of the establishment or any family member assisting the owner in the establishment) who could not work on the last working day are to be included.

**k) Classification of establishments based on ownership:**

**Government/public Sector Undertaking (PSU):**

53. Establishments which are wholly owned/run/managed by Central or State governments, quasi-government institutions, local bodies like Panchayat, Zilla Parishad, City Corporation, Municipal authorities, etc., autonomous bodies like Universities, Education boards, and institutions like schools, libraries etc. set up by the government, panchayat, etc. or those run with more than 50% share of the government will be treated as government/public sector undertaking. Establishment owned/managed by a single person or a group of persons with less than or equal to 50% share/participation of the Government / local body, both in terms of management and shares, will be treated as private sector establishment. An establishment should not be treated as a public sector establishment if it is run on a loan granted by government, local body, etc.

**All establishments which are not treated as Government/ Public Sector establishments will be treated as Private Establishments and classified into one of the following:**

**Proprietary Establishments:**

54. When **an individual is the sole owner of an establishment** it is a proprietary one. Own account production of fixed assets for own use, when produced by a single member, will be classified as proprietary establishment.

**Partnership Establishments:**

55. Partnership is defined as the 'relation between persons who have agreed to share the profits of a business carried on by all or any one of them acting for all'. There may be two or more owners, belonging to the same or different

households, on a partnership basis, with or without formal registration (where there is a tacit understanding about the distribution of profit among the so-called partners). Own account production of fixed assets, when produced by two or more members belonging to the same or different households will be classified as partnership establishments. Thus, own account production of fixed assets by a group of households for community use will be classified as partnership establishment. All partnership establishments registered under Partnership Act, 1932 will also be covered in the Economic Census.

**Note: The partnership establishments registered under Limited Liability Partnership (LLP) Act, 2008, shall be covered under Companies Act,1956.**

**Private Corporate Establishments(Companies):**

56. Those Private Establishments (Companies) registered under the Companies Act 1956 and are carrying out non-financial and financial services economic activities would fall under the category of 'Private Corporate Establishments'. It includes both private limited and public limited companies, as well as establishments registered under Limited Liability Partnership Act, 2008.

**Non-Profit Institutions (NPI):**

57. Non-profit institutions are legal or social entities created for the purpose of producing goods and services whose status does not permit them to be a source of income, profit or other financial gain for the units that establish, control or finance them. In practice, their productive activities are bound to generate either surpluses or deficits but the units that establish, control or finance them cannot appropriate surpluses. The articles of association by which they are established are drawn up in such a way that the institutional units which control or manage them are not entitled to a share in any profits or other income which the NPI's receive. For this reason, they are frequently exempted from various kinds of taxes.
58. NPIs are principally market producers but they may engage in non-market production also. Institutions, which are financed and controlled by households, societies, trusts or charitable institutions etc., e.g. a dharamshala, a temple, a church, etc. are treated as Non Profit Institution serving households. Most market NPIs serving businesses are created by associations of the businesses whose interests they are designed to promote. They consist of chambers of commerce, agricultural, manufacturing or trade associations, employers' organisations, research or testing laboratories or other organisations or institutes which engage in activities which are of mutual

interest or benefit to the group of businesses that control and finance them. The institutions mentioned above fall under the category of "Private Non-Profit Institutions".

59. **Trusts are also NPIs which is defined as under:**

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

**Co-operative Societies:**

60. A Co-operative society is one that is formed through the co-operation of a number of persons, recognised as members of the society, to benefit themselves. In the process, the funds are raised by members' contribution/investments and the profits generated out of the society's activities are shared by the members. Such societies are usually registered under Co-operative Societies Act 1912. The government itself in a government agency can also be a member or shareholder of a registered co-operative society but this fact cannot render the society into a public sector establishment for the purpose of this survey.

**Self-Help Groups (SHG):**

59. A self-help group (SHG) is a financial intermediary usually composed of between 10-20 local persons. Members make small regular savings/contributions over a few months until there is enough capital in the group to begin lending. Funds are then blent back to the members or to others in the village for any purpose. Many SHGs are 'linked' to banks for the delivery of microcredit. SHG need not be registered.

**Activity of self-help groups**

Self-help groups are generally engaged in **financial intermediation only** i.e. the activity of the SHG is confined to providing loans to the members and the members can utilise the loan for any purpose- personal or entrepreneurial.

However, an SHG may be formed initially and later it may be engaged in group-based establishment. Some of the examples of such group-based activities are given below:

- i. Collective organisation of marketing for the produce of **individual establishments established using micro-credit**, particularly milk collection centres/ diary cooperatives at village level.
- ii. Collective activities of SHGs **using group credit** to access larger natural assets for production e.g. leasing lands and ponds for cultivation and pisciculture.
- iii. Other collective economic activities based on **group credit** that combines labour and management: stone-cutting, processing rice, managing a tent house etc.

#### **Determination of number of working owners of an SHG**

Those members of SHG who are regularly attending meetings or taking part in decision making procedure like secretary, treasurer, active committee member etc. will be treated as working owners.

## SECTION TWO

### HOUSE AND ESTABLISHMENT LISTING SCHEDULE 6A

#### Introduction

House and Establishment Listing Schedule (i.e. Schedule 6A) is the main schedule. It is meant for listing of all establishments and households available in the enumeration blocks (EB) of Census 2011, covering both rural and urban areas. For listing of these establishments / households, enumerator has to visit all the houses/households/establishments of the allotted EBs of village/Ward.

2. In rural all the census villages/ EBs within the geographical boundary of the country will be covered in this Census. The work of the enumerator involves canvassing the i) Schedule 6A: House and establishment Listing Schedule, (ii) Schedule 6C: Directory of Establishment Schedule, (iii) preparation of Establishment Abstract (Schedule 6B); and (iv) Updating of Lay out Map. It is possible that one enumerator is allotted two to three EBs so as to cover the whole village by him. Then the enumerator has to record the information separately for each EB of that village in separate set of 6A schedule. **The page number should be given afresh for each EB.**
3. In Urban areas also, for each EB, the same procedure as above in case of rural EB is to be followed.
4. For identification of EB, Layout map and Abridged House List (AHL) for each EB containing boundary details and distribution of houses are made available to each enumerator. Proper identification of the EB boundaries needs to be ensured before the fieldwork is started.
5. In the first step, each enumerator has to identify the exact geographical area of the EB allotted to him along with its boundaries for carrying out the Census work. Identification of EB may not pose any problem due to availability of Layout Map and AHL of each EB. However, if any problem is faced, the help of local people may be taken to identify it correctly. **In case the problem persists in identification of EB boundaries, the supervisor or other official of the State/UT Directorate of Economics and Statistics should be contacted.**
6. After identification of the allotted EB, each structure/building has to be visited starting from one corner of the EB preferably as per Layout Map and AHL. This will help the enumerator in the identification and recording of the house numbers in the 6A Schedule. In case, the work of a census village is allotted to more than one enumerator, then the Supervisor/ Charge Officer should allot

the house numbers and inform the Enumerator. Care should be taken to avoid duplication and omission of houses. Care is also to be taken to ensure that the new households/houses that may have come up after Census 2011 (which would not feature in the Layout Map / AHL) are listed in Schedule 6A.

7. The following paragraphs explain further the procedure to be followed to enter the information in the 6A Schedule:

On the top right hand corner of side ‘A’ and side ‘B’ of the schedule, three boxes are provided for entering the page number. Each page of the House and Establishment listing Schedule used is to be given a continuous serial number starting from 01. This is to be entered in the boxes on each page of the schedule. Thus, the first 6A Schedule will have page numbers 01 on side ‘A’ and 02 on side ‘B’. Similarly, the second schedule will have page numbers 03 on side ‘A’ and 04 on side ‘B’. Likewise, these numbers will run continuously for all subsequent pages used for listing of houses and establishments and their relevant details within the Enumeration block. **Thus page numbers will be continuous from ‘01’ within each EB.**

At the top of the 6A Schedule **Side A**, provision has been made to write the identification particulars viz. names and code numbers of State/UT, District, Tehsil/PS/Dev.block/Circle/Panchayat, Village/Town, Ward and Enumeration Block.

For rural areas use schedule 6A and fill in the details of codes indicated in the layout Map and AHL for rural sector in the following manner in the boxes/spaces:

<b><u>Box Space</u></b>	<b><u>Information</u></b>
1-2	State Code
3-4	District Code
5-7	Tehsil/Taluk/PS/Dev.Block/Circle/Panchayat code
8-11	Village code
12-15	(Blank)
16-20	Enumeration Block No.

For Rural areas, the State Code, District Code, and Tehsil/Taluk/PS/Development Block/Circle/Panchayat code may be confirmed from the Rural Directory, which is to be supplied by the Census authorities of the respective State/UT.

For Urban areas, use schedule 6A for which the details of codes are given below:



<b>Box Space</b>	<b>Information</b>
1-2	State Code
3-4	District Code
5-7	Tehsil/Taluk/PS/Dev.Block/Circle/Panchayat code
8-11	Town code
12-15	Ward code
16-20	Enumeration Block No.

For urban areas, the State Code, District Code, Town Code, Ward code and Enumeration Block Number are to be copied from the Urban Directory of EBs or from Layout Map and AHL to be supplied by the State/UT Census authorities.

The entries for these codes have to be made by the enumerators in the boxes provided. **Supervisors should scrutinise these entries with the help of Layout Map / AHL of the EB, as these are very important for identification purposes.**

8. In addition to Identification Particulars and Page Number a bar code as well as Form Number, which is unique, is also printed at the top of the schedule. The bar code along with the unique form number facilitates the logistics of distribution and receipt of 6A Schedule. It also increases the accountability of schedules printed, utilized, spoiled and unutilized etc. Since bar code will be read by bar code reader therefore nothing should be written in bar code area so that there will not be any problem in reading the bar code at a later date. At the top of all the Schedules used in the census, a unique Schedule Number ranging from 6A to 6C and colors has been given to avoid mixing of schedules.
9. House and Establishment Listing Schedule broadly comprises two parts viz. (i) Identification particulars of Rural EB/ Urban EB; and (ii) Information on basic characteristics of establishments and households identified through house-to-house visit; (iii) Instructions for filling up schedule and (iv) Particulars of field Officers.

**Important instructions to be followed for listing of houses/households/establishments:**

10. All the houses structures/buildings and details of, households and establishments located therein within the EB boundaries are to be listed in different lines in the prescribed manner. **It is to be noted that all the establishments existing on the date of survey (including establishment temporarily closed but have not stopped their economic activity) are to be**

**listed. But establishments which have permanently closed their business are not to be listed.**

No house/structure is to be left out. Use of house/ structure could be for different purposes like commercial, residential, a mixture of both, or vacant. If it is commercial, obviously some establishment(s) should get associated against this house or structure.

Establishment details for a given establishment are to be recorded in a single line. If there are more than one establishment in the house or structure, details of different establishments are to be recorded in different lines of the Schedule

If the house/ structure is used for residential purpose or residential cum commercial, all, household(s) in the house would be listed against the house. First, record the name of the head of the household and details of the members of the household in columns 3 to 5. Thereafter, ascertain whether any establishments are run by them and if so their exact number. The establishments run by the household members come under two broad categories: (a) those located within the premises of the house/household itself; or outside the house – even outside the EB – but without any fixed/permanent structure (say a member selling vegetables in a market in an open space or make-shift shelter), and (b) located outside this house and having a fixed/permanent structure with walls and roof. Note that establishments of type (b) owned by the household would be listed at the site against the structure where it is located and not here i.e. not against the household. On the other hand, all establishments of type (a) above, run by the household would be listed in different consecutive lines against the household.

After listing details of one household and establishments associated with the household ( above type (a) ), repeat the procedure for other household(s), if any, located in the same house/structure and continue to record the information in the schedule 6A.

**Col.1: Census House/Structure number**

11. House number has to be recorded in this column. House number may be the house number given **during Population Census 2011** or by any other authority like municipality/panchayat. If house numbers are already available,

record the house numbers against each such house. In case no such house number exists, give running serial numbers **within brackets** starting from (1) to all such houses having no house number.

**Col. 2: Use of Census House/structure Code**

12. Code for the **Use of Census House/structure** will be recorded in this column after giving the house number. Their coding structure is given below:

<b>Use of census house/structure</b>	<b>Code</b>
Commercial	1
Residential	2
Residential cum commercial	3
Others including vacant, demolished, inaccessible, Govt buildings, etc. (Houses/Buildings/Structures housing activities not covered under Sixth Economic Census)	9

**At the outset, some entrepreneurial activity being carried out within the house premises or outside it by its household members may not be visible to the enumerator. Therefore it may not be possible to decide the house category or the use of census house without probing. It is therefore advisable to fill up the column No (2) after filling up columns 3 to 10 of schedule 6A. Assign code 3, if premises is used for both living and doing business outside or inside, without fixed structure.** If the entire house structure is used as an establishment such as, factory/branch of a factory, work shed, shop, office, hospital, dispensary, temple, church, mosque, etc., then code 1 is to be entered in Column 2. In case the house is used purely as residence (not of type 3 above) assigns code 2. However houses of cultivators exclusively doing crop production and Govt. Building offices not covered under 6<sup>th</sup> EC would be given code 9 in col(2). Boarding houses, hostels meant for studying children (students) of any profession say nurse hostels; Doctor’s hostel; school/college hostel would however form part of establishment but inmates of these need not be individually enumerated. Hostels, boarding houses accommodation like lodges, Inn meant for general public or for working men/women would also be treated as establishment. Each unit occupied by a household would become a house in itself. Information about each household residing there would be recorded separately. **Further in case of structure/house used as a temple or other place of worship, cowshed, pump house etc. whose owner has already been covered or it is difficult to assign the ownership or unmanned. Such structures should be assigned code 9 in Col. 2.**

**If the house is exclusively used for residential purpose (other than cultivators household) only, code 2 will be recorded in this column and in such cases columns up to col no 9 will be filled in and the information in column (7) (8) & (9) would necessarily be zero and remaining columns i.e. from 10 to 26 would be left blank and (-) should be inserted in all the columns.**

In case, the house is used for residential purpose and some entrepreneurial activity is also carried out within the household and /or the household members run some establishments without fixed structure outside the household then code 3 is to be entered in Column 2 and further columns of the Schedule 6A would be filled up in this case.

**If the house is vacant/demolished or found locked even after repeated visits or inaccessible or house hold/entrepreneur refuses to provide any information, then code 9 is to be entered in Column 2. In such a situation all the remaining columns i.e., 3 to 26 would be left blank and (-) should be inserted in all the blank columns. Besides, if the house or structure happens to be undertaking an activity or running an establishment not covered for the purpose of Sixth EC, then the usage of house/structure would also be categorized under code '9'. Name of the establishment in col (3) would be recorded and code '99' under col (12) would be given leaving remaining column filled with (-).**

**Col.3: Name of the head of the household / name of establishment / name of owner of the establishment**

13. For each household, name of head of household is to be recorded and for each establishment (associated with the household or otherwise), name of the establishment or the name of its owner is to be reported. If establishment has a name, it should be recorded rather the name of the owner. Please remember establishments running inside the premises of HH or outside without permanent or fixed structure are categorized as the establishments associated with the household.
14. For each entry 2 or 3 in column 2, the name of head of the household should be written. The head of the household for the purpose of Economic Census is a person who is recognized as such in the household. He or she is generally the person who bears the main responsibility for the management of the household and takes decisions on behalf of the household. The head of the household need not necessarily be the eldest male member, but may even be a female or a younger member of either sex. Care should be taken that the enumerator should not enter into any argument about the legality of the head

of the household, but record the name of the person who is recognized by the household as its head. In case of an absentee de jure head, the person on whom the responsibility of managing the affairs of the household rests at the time of house listing, should be regarded as the head.

15. In the case of institutions like boarding houses, messes, which should be regarded as households of unrelated persons living together and may be called institutional households, boarding house or mess itself would qualify as an establishment. The details of this establishment are to be listed in the subsequent columns. Further, each inmate of the boarding house or mess would qualify as single member households and their details are to be recorded in the subsequent lines. Again if any member runs any establishment without having permanent structure, details of such establishment would also get listed against this household/inmate.

**Columns 4 to 9: These columns are applicable for households' details and enterprise operated or owned by it. These are to be filled in only when code 2 or 3 appears in column 2. In case of code 1 & 9 in column (2), these columns are to be kept blank by inserting (-) therein.**

**Column 4: Number of members in the household**

16. Write the total number of usually residing members (residing for six months or more) in the space provided

**Column 5. Number of *only* wage/salary earners in the household**

17. Wage or salaried earners are those who are employed as workers by others. Number of household members, out of the total members in the household, whose earnings are from only regular wages / salaries, will be written here. If any household member is wage/salaried earner and he or she is also either owning an establishment or getting a salary from it being Managing Director (MD) or associated with it or is regularly assisting any other member of the household who may be owning the establishment, such member is not to be considered for making entry in this column.

**Columns 6 to 8: Total number of establishments owned by the household**

18. These columns are meant for recording total number of establishments owned by the members of the household at different locations. Such establishments may be located outside the household with fixed structure, outside the household without fixed structure or within the household. If an establishment is associated with two or more households, the establishment should be recorded against the household which is the major decision-maker or have

major share in the profit or in running the establishment. Also ask the respondent “Is there any person or persons in the household/establishment who work with their hand” if yes find out for each member or person what activity they do and what output is produced to identify handicraft or handloom activity.

**Column 6:** It is meant to record the total number of establishments owned by the members and located outside the household with Fixed Structure. The number of such establishments owned by the household (such as factory in industrial area, shops, showrooms in the market or offices etc. located outside the house) and run by persons of the household themselves or with the help of hired worker or both, are to be recorded in column 6. **Please note that details of these establishments will not be listed against the household. They would be listed at their respective sites when the enumerator visits that site.**

**Column 7:** It is meant for recording total number of establishments owned by the self employed members of the HH which are outside the HH without Fixed Structure. Total number of such establishments such as selling of vegetables/repair shop carried out in open space or within make-shift structures in a market place or elsewhere located outside the house without fixed structure, run by self-employed persons of the household, are to be recorded in column 7.

**Column 8:** It is meant for recording total number of establishments(only associated with the household) owned by the members of the household and located inside the household such as stitching of clothes, making of snacks for sale, providing medical/ legal advice. This would require probing by enumerator.

**Column 9:** Total number of the establishments run by the members of the household covered in Column 7& 8 is to be reported here. It is the sum of entries in columns 7 and 8.

- 19 The basic objective of this question is to identify and list the household entrepreneurial activities of the household members which are either carried out within the household or elsewhere but without any fixed structures. Unless specifically asked such establishments will be missed. **Adequate care should be taken and probing made at the household level not to miss such establishments. Missing out a large proportion of such establishments has been a major limitation of the earlier censuses.**

- 20 In the case of households, the enumerator has to ask the head of the household or any other responsible person about the activities of the members and then decide whether any activity falls under the purview of the Economic Census. In fact searching enquiry should be made to find out if any member is engaged in production of any goods or processing or repairing even on a household industry basis, as these are not likely to be apparent to a casual observer. The definition of an establishment is already been given under Section One of this instruction booklet. After recording the number of such establishments associated with the household in cols. 7 and 8, the enumerator has to report the total number of such establishments in col. 9.

#### **Col. 10. Running serial number to establishments**

21. In this column all the establishments recorded in column 9 which are associated with a particular household will be given serial number starting with number 1 with their detail filled up in next columns. As many rows of schedule would be used to record information as the number indicated in col. 9.

**Columns 11 to 26:** These columns are meant for details of establishments only and are to be filled up for each establishment irrespective of whether it is having fixed premises or not. All these columns are to be filled up for each establishment in separate lines/rows.

#### **Columns 11 and 12: Description of Major Activity of the Establishment and its Broad Activity Code**

The description in the column 11 should be reasonably elaborate to enable proper classification and coding of the entrepreneurial activity in columns 12 and 13. For example simply writing **“Tea Shop” is not a sufficient description.** Tea shop could be of different types namely (a) those selling tea leaves and (b) those preparing tea and serving to customers. A tea shop of type (a) is a trading activity while the shop of type (b) is to be codified under food service activity. Thus, proper description discriminating the actual activities in terms of activity codes is necessary. **Similarly distinction between accommodation and food services is important to note. In many places, particularly in village sites, restaurants serving meals / snacks only may be commonly known as ‘hotels’ and even sometimes named like ‘Amar Hotel’, although they are actually different from hotels providing accommodation and thus such restaurants establishment are not to be treated as hotels providing accommodation services. Thus above activities should be described as restaurant activities and not as hotels in this column.** Enumerators should also frequently refer to Broad Activity codes while writing detailed description and classifying the activity under col (12).

In the column 12, broad activity code is to be written on the basis of the description of the entrepreneurial activity recorded in column 11. All the economic activities except crop production & plantation, public administration, defence and compulsory social security have been divided into 23 broad activities. The activities outside the coverage of Sixth EC are to be listed under broad activity code 99.The details of the activities covered under each broad activity are as under:

<b>Broad Activity</b>	<b>Code</b>
Activities relating to agriculture other than crop production and plantation	01
Livestock	02
Forestry and logging	03
Fishing and aquaculture	04
Mining and quarrying	05
Manufacturing <sup>2</sup> ( including repair & installation of machinery & equipment)	06
Electricity , gas, steam and air conditioning supply	07
Water supply; sewerage, waste management and remediation activities	08
Construction	09
Whole sale trade, retail trade of motor vehicles & repair of motor vehicles & motor cycles	10
Whole sale trade,( other than motor vehicles and motor cycles)	11
Retail trade (excluding motor vehicles & motor cycles)	12
Transportation and storage (including postal & courier service)	13
Accommodation and food service activities	14
Information & communication (publishing, motion picture, telecommunication)	15
Financial & insurance activities (except compulsory social security)	16
Real estate activities	17
Professional, scientific & technical activities (Legal, accounting, architecture)	18
Administrative and support service activities (employment agencies, travel agency)	19
Education	20

<sup>2</sup> The term ‘manufacturing’ means the activity where transformation of raw materials takes place to get some finished products. As against this, the term ‘trade’ for broad activity codes 10 to 12 refers to the activities of purchase of goods and selling the same in the same condition without any transformation.



<b>Broad Activity</b>	<b>Code</b>
Human health & social work activities	21
Arts, entertainment, sports & amusement and recreation	22
Other service activities not elsewhere classified (including membership organization, repair of computers and personal household goods excluding activities of household as employers of domestic personnel)	23
<b>All activities outside the coverage of Sixth Economic Census</b>	<b>99</b>

**Note:** Activities of extra territorial organisations and bodies such as United Nations, IMF, ADB, World Bank European Commission, OPEC etc are excluded. On the basis of the description of the entrepreneurial activity only one broad activity code for the major activity is to be recorded in this column.

Illustration of descriptions of some major activities along with its broad activity code is as under:

<b>S. No.</b>	<b>Description of Major Activity</b>	<b>Broad Activity Code</b>
1	Flour making Atta chakki.	06
2	Oil ghani /oil explorer/Sugarcane crushers	06
3	Carpentry – manufacturing of wooden doors and windows	06
4	Blacksmith/Goldsmith/making of furniture etc.	06
5	Production of hosiery goods, Ghee making by dairies	06
6	Doll and toys manufacturing	06
7	Wholesale storage for selling grains and vegetable oil	11
8	Stationery store/Shop	12
9	Provision store or retail store	12
10	Medical store	12
11	Selling tea leaves (retailers)	12
12	Goods transport by motor trucks	13
13	Inspection bungalows, dak bungalows, rest houses	14
14	Preparing tea and serving to customers.	14
15	Renting & sale of house, brokers engaged in real estate	17
16	Writing for papers and periodicals	18
17	Private tuition/Coaching Centers/Coaching institutes	20
18	Health clinic	21
19	Stage drama & doing theatre	22
20	Making of sculptures, painting, engraving	22
21	Hair cutting	23
22	Place of worship, Temple, Church, Mosque, Gurudwara etc. religious services	23
23	Repair shop (Computer, electronic equipment, mobile phones, other appliances)	23

**Col.13: National Industrial Classification (NIC 2008) 3-Digit Code**

24. This column is to be left blank by the enumerator and will be filled up by the officials of District Statistical Office at the stage of scrutiny/coding of information in the Schedule. This column is filled up on the basis of the description of the activity in column 11. The code will be given at 3-digit level as per the NIC-2008 list, at **Annexure 2** of this instruction booklet. **This code is very important and it must be recorded properly.**

**Col. 14: Is it a handloom/handicraft activity? (Yes-1, No-2)**

25. This column is to be filled up after ascertaining whether the establishment doing the business has predominantly role of human skills; performed by hands using traditional knowledge and simple tools and thus can be classified as handicraft or handloom activity as per definition stated earlier .All the handicraft activities are categorized under broad activity code 06 i.e. Manufacturing. A detailed list of such activities is at Annexure-6. If activity found is handicraft it is categorized as yes, then code 1 would be assigned otherwise code 0. Besides, before giving appropriate code also refer to the 'List of handicraft activities specific to the State/UT, district wise' given at Annexure 7 in the Guide along with map. In case an establishment is engaged in handloom/handicraft activity along with other economic activities with accounts in terms of number of workers etc are not separable, code 1(Yes) is to be reported only if handloom/handicraft happens to be the major activity.

**Col. 15: Ownership Code**

26. Valid codes are 1 to 7 & 9. Appropriate code as given below may be recorded in the relevant box:

<b>Ownership</b>	<b>Code</b>
Government / PSU	1
Proprietary	2
Partnership	3
Company	4
Self Help Group	5
Cooperative	6
Non Profit Institution	7
<b>Others</b>	9

**Columns 16 to 18 are to be filled in respect of the proprietary establishment i.e., when there is entry of code 2 in column 15 otherwise leave blank and put (-),**

**Col 16. Sex of the owner of proprietary establishment**

28. In this column, the gender of the owner of proprietary establishment will be recorded in this column in codes given below: -

<b>Sex</b>	<b>Code</b>
Male	1
Female	2
Others	9

For eunuchs and hermaphrodites, code 9 in the column should be given.

#### **Col.17. Social group of owner**

29. The social group of the owner of the establishment i.e., SC, ST, OBC or Others as reported by the respondent is to be recorded in this column in terms of codes as below:

<b>Social group (Proprietary)</b>	<b>Code</b>
SC	1
ST	2
OBC	3
Others	9

**The information regarding SC, ST , OBC and others would be based upon the information provided by the respondent. No documentary evidence is required to be checked by enumerators**

#### **Col 18: Religion of the owner**

30. The religion such as Hindu, Islam, Christian, Sikh, Zoroastrian (Jews), Jain is to be enquired from the respondent/owner and reported in this column. In case the owner does not profess any religion or does not want to provide any information in this regard, such respondents are to be categorized as 'not specified/others, and in such cases code 9 should be recorded.

<b>Religion</b>	<b>Code</b>
Hindu	1
Islam	2
Christian	3
Sikh	4
Buddhist	5
Zoroastrian (Jews)	6
Jain	7
Others	9

- Note: i) Scheduled Caste can be only from Hindus, Sikhs and Buddhists and not from any other religion; and  
ii) Scheduled Tribe & OBC can be from any of the religions.**

### Column19: Nature of operation

31. If the entrepreneurial activity is carried on or likely to be carried on (for newly started establishments) throughout the year more or less regularly, it is treated as **perennial** activity (code-1). If the activity of the establishment is confined to a particular season i.e. fixed months of a year, the same is called the **seasonal** activity (code-2). The economic activity of the establishment which is neither perennial nor seasonal is termed as **casual** (code-9). In case of casual entrepreneurial activity, it is carried out occasionally depending upon the availability of time and resources.

### Col. 20: Major Source of Finance

32. An establishment may seek funds for running the establishment or for expanding its activities from several financing or lending agencies or persons. For filling up this column, the agency or an institution (Public/Private) in respect to which the business unit owes loan liability and unpaid on the day of visit is the highest, that agency is to be considered as the major source of finance. For example, an establishment has to pay a balance sum of Rs. 10 lakhs to a bank whereas it has to pay a balance sum of Rs. 5 lakhs to money lender on the day of visit. In such a situation major source of finance is borrowing from financial institution (bank) and code 3 is to be recorded in this column. Valid codes are 1-5 & 9. The details are as under:

Source of Finance	Code
No finance/Self Financing	1
Financial Assistance from Govt. sources	2
Borrowing from Financial Institutions	3
Borrowing from Non-Institutions/Money lenders	4
Loan from Self-Help Group	5
Donations /transfer from other agencies	9

### Columns 21-25: Number of persons employed on the last working day in relation to day of visit

33. The number of persons found working comprising, hired, non-hired(including family members; unpaid apprentice and owner himself), on the last working day in the establishment with gender break up; male and female, and the total will be recorded in columns 21 to 25 respectively. Eunuchs & Hermaphrodite workers are to be categorized under male **Please note that regular wage/salaried workers, who are temporarily absent on the last working day are also to be counted. In case of working owner/other family workers (i.e. Self-employed persons), those who 'normally' work in the establishment but could not work on the last working day, are also to be included.**

Recording the number: Suppose the number of hired female workers in a unit is 1000, then the correct way of recording the information is:

1	0	0	0
---	---	---	---

Suppose the number of hired female workers in a unit is 12, then the correct way of recording the information is:

0	0	1	2
---	---	---	---

The detailed instruction for filling up Cols. 21 to 25 are as under :-

**Col. 21 & 22: No. of persons working on the last working day – Hired**

34. It has to be enquired on the day of visit from the informant as to how many of the total number of workers, with male and female breakup, worked on the last working day i.e., yesterday or the last working day were hired and this number will be recorded in col. 21 & 22 respectively. If there are only unpaid workers, columns 21 & 22 are to be filled up with zeroes “0”.

**Col. 23&24: No. of persons working on the last working day – Not-hired**

35. After filling the columns 21 & 22, it has to be enquired from the informant as to how many of the total number of workers, with male and female breakup, worked on the last working day i.e., yesterday or the last working day were ‘not hired’ (either self-employed or rendered unpaid voluntary service) and this number will be recorded in col. 23 & 24 respectively.

**Col. 25: Total (hired + not hired)**

36. In this column total number of workers, hired as well as not hired, employed on the last working day is to be recorded. It is the sum of the entries in cols.21, 22, 23 & 24.

**Col 26: Serial no. to establishments with 8 or more workers as per col. 25**

37. In this column, on each page of the Schedule 6A beginning from Side ‘A’ all such establishments having 8 or more workers found in Column 25, are to be given serial number from top to bottom of the schedule beginning with sl. no. 1. This serial numbering would end up at the end of each page; Fresh serial no. in the same way would be given to such est. on Side B of the Schedule. Thus serial.no. has to be recorded for each side of the page independently always starting with ‘1’.

### **Totaling of columns**

38. After filling all the rows or lines in a page of the Schedule 6A, totaling has to be done for column nos. 2,7,8,14,21,22,23,24&25 and the total should be entered in boxes A,B,C,D,E,F,G H & I respectively given at the end of rows and lower bottom of the schedule. The entries should be made carefully in the 'Boxes' provided at the bottom of the relevant columns. Care has to be taken to record these totals one by one. Also last serial no. under col (26) is to be entered in Box 'J' on each page (or side) of the Schedule 6A
39. Totals for each page of the 6A Schedules will be made in the above manner.

## SECTION - THREE

### ESTABLISHMENT ABSTRACT 6B

#### **General:**

After completing the Schedule 6A for the entire Enumeration block and filling the totals of concerned columns of Schedule 6A, the Schedule 6B is to be prepared. Schedule 6B will give the total number of different types of establishments working in the EB including units/est. associated with the households. This would also give total number of workers (Hired and Not-hired, Male (including Eunuchs /Hermaphrodites)and Female workers separately) along with the total number of establishments having 8 or more workers. **Filling up of this schedule is a desk work as it does not require any additional information from the establishments/respondents. Hence, it is preferable if this schedule is completed after canvassing of Schedule 6C in the field.**

Schedule 6B has to be prepared for each Rural/ Urban Enumeration block, by using more than one sheet/page of this schedule if required. In case the census village is so large which requires more than one enumerator to be engaged for completing the work, then each enumerator will independently fill up the Establishment Abstract (schedule 6B) separately for each of his/her EB(s) and identification particulars would be recorded as usual. In case one EB covers more than one village, then for each village, schedule 6B has to be prepared separately so as to cover full EB.

The entire schedule Side A is divided into 4 sections. In Side B of the Schedule only Section II to IV would feature. The sections are:

- i) Section I: Identification particulars
- ii) Section II: Information on establishments and workers
- iii) Section III: Instructions for filling up schedule
- iv) Section IV: Particulars of Field Officers

**Note: In the last row of each Schedule 6B, Total is to be calculated and entered for each column of 6B (from Col. 2 to Col. 12).**

#### **Col.1: Page number of Schedule 6A**

Side A and Side B, of the Schedule 6A were given running page numbers at the time of filling up the EB information. All the sheets of Schedule 6A used for an EB information be now arranged serially. Page number on right top of that Schedule 6A, which would be used for filling up its information in the column (2) to (12) of

Schedule 6B in the row of Establishment Abstract (6B), is to be recorded in this column one below the other and so on so forth.

**Column 2 to Column 5 will give the total of Number of Establishments of different categories. Detailed instructions are given below.**

**Column 2:** Number of Establishments Outside the household with fixed structure ('A' of Column 2 of Schedule 6A)

The page wise total given in box **A** below Column No. 2 of Schedule 6A be copied here.

**Column 3:** Number of Establishments Outside household without fixed structure ('B' of Column 7 of Schedule 6A)

The page wise total given in box **B** below Column No. 7 of Schedule 6A is to be copied here.

**Column 4:** Number of Establishments Inside household ('C' of Column 8 of Schedule 6A)

The page wise total given in box **C** below Column No. 8 of Schedule 6A is to be copied here.

**Column 5: Sum of entries in columns 2, 3 & 4 of Establishment Abstract 6B**

This will give the page wise total no. of establishments of all kinds.

**Column 6: Total no. of Handicraft/Handloom Establishments ('D' of col. 14 of Schedule 6A)**

The page wise total given in box **D** below Column No. 14 of Schedule 6A is to be copied here.

**Column 7 to Column 11 will give the details of number of persons employed on last working day. Detailed instructions are as under:**

**Column 7: Hired Male worker (Box E of Column 21 of Schedule 6A)**

The page wise total given in box **E** below Column No. 21 of Schedule 6A is to be copied here.

**Column 8: Hired Female worker (Box F of Column 22 of Schedule 6A)**

The page wise total given in box **F** below Column No. 22 of Schedule 6A is to be copied here.



**Column 9: Male worker other than hired (Box G of Column 23 of Schedule 6A)**

The page wise total given in box **G** below Column No. 23 of Schedule 6A is to be copied here.

**Column 10: Female worker other than hired (Box H of Column 24 of Schedule 6A)**

The page wise total given in box **H** below Column No. 24 of Schedule 6A is to be copied here.

**Column 11: Total (Box I of Column 25 of Schedule 6A)**

The page wise total given in box **I** below Column No. 25 of Schedule 6A is to be copied here.

**Column 12: Box J of Column 26 of Schedule 6A (No. of establishments having 8 or more workers)**

The page wise entry in box **J** below Column No. 26 of Schedule 6A is to be copied here.

**Note:**

i) The procedure for filling up the Establishment Abstract (6B) stated above is to be repeated for all such pages of Schedule 6A having entries with respect to an Enumeration Block.

ii) The page wise entries in 6B would continue on both sides of it till all pages of 6A are exhausted for an EB.

Total of all pages

iii) Thereafter, total of all col no. (2) to col (12) would be done for all page numbers stated in col (1) at the end of Schedule 6B. This would be done for both sides of schedule 6B i.e. Side A & Side B in case entries extends further and so on so forth.

## SECTION - FOUR

### DIRECTORY OF ESTABLISHMENT SCHEDULE 6C

#### **General**

For each of those establishments in the House and Establishment listing Schedule (6A) which are having 8 or more workers (Hired and Not-hired workers taken together), the name of the establishment, its address, description of major activity, source of registration and other details are to be recorded in **Directory of Establishment Schedule** (Schedule 6C) starting from side A of the schedule. Both sides of the schedule are to be used.

#### **Identification Particulars**

Complete identification particulars of the EB to which the given establishment with 8 or more workers belongs to are to be recorded at the top portion of Side A of the Schedule 6C. This information can be just copied from that page of the Schedule 6A where such establishments are listed.

**Page No.** Running page no. should be given starting with 01 from side A of the Schedule till all Directory establishments of an EB are covered.

#### **Item 1: Page Number of Schedule 6A**

The concerned page number of the House and Establishment Listing Schedule i.e. of Schedule 6A where this particular establishment has been listed would be copied here.

#### **Item 2: Serial No. (To be copied from Column 26 of Schedule 6A)**

The serial number of the given establishment as recorded in Column 26 of Schedule 6A is to be copied against this item.

**Item 3: Name and address of the establishment along with PAN and TAN: If it's a Branch Office, fill in both items 3 & 4, else fill item 4 only and leave item 3 blank.**

Item 3 contains seven parts viz. 3.1 (to be filled In regional Language by the enumerator) , **3.2 (In English)**, 3.3 (Phone No./Mobile no.),3.4 (Fax No.), 3.5( e-mail ), 3.6 (PAN) and 3.7 (TAN). It is to be noted that items 3.1 to 3.7 (**except 3.2**) are to be filled in by the enumerator, whereas information in respect of item **3.2 is to be filled in by the officials of the District Statistical Office of the respective Districts**

in each State/UT. For filling up the information, enumerator has to first ask from the Owner/person available whether the establishment is a Branch Office or not. If the answer is yes, enumerator will fill up Items 3.1 to 3.7 (except 3.2) and subsequently Item 4 also. If the answer is No, enumerator will leave Items 3.1 to 3.7 blank (--) but Item 4 will be filled in completely.

**Item 4: Name and Address of the Main Office along with PAN and TAN**

**Item 4 is a “must-field” information item and should not be left blank. The details in this item along with all other items of this schedule will be used for developing a Business Register based on Sixth EC data.**

Item 4 contains seven parts viz. 4.1 (In regional Language), **4.2 (In English)**, 4.3 (Phone No./Mobile no.), 4.4 (Fax No.), 4.5( e-mail ), 4.6 (PAN) and 4.7 (TAN). It is to be noted that items 4.1 to 4.7 (**except 4.2**) are to be filled by the enumerator, whereas information in respect of **item 4.2 is to be filled by the officials of the District Statistical Office of the respective District in each State/UT.**

**Items 5 to 9 are to be copied/filled in using the relevant columns of Schedule 6A.**

**Item 5: Description of major activity (Column No. 11)**

**Item 6: Broad activity code (Column No. 12)**

**Item 7: NIC 2008 (3 digit code) (To be filled in by District Statistical Office at district level) (column 13 of Schedule 6A)**

**Item 8: Ownership code (Column No. 15)**

**Item 9: Total number of workers (Column No. 25)**

**Item 10: Year of start of operation (under current ownership)**

This item is to be filled up after enquiring the start of operation of business/economic activity under the current ownership in YYYY format (Example: 2011).

In this column year of start of operation or business of the unit/establishment under the current ownership is to be stated. In case a person is running a coaching centre which started its operation from the year 2005. After 2 years he closed the establishment and got engaged as wage paid worker. He reopened the coaching centre in 2010. In such a situation year 2010 is the correct year of start of operation. Further, if an establishment started in the year 1970 and shifted to different places (within or outside the EB). It has been operating in

the present EB since last 6 months. In this situation the correct year of operation is year in which it started operation at the new premises or location.

**Item 11: Does a computer and/or internet facility exist in the establishment? (Both=1, Only Computer=2, None=3)**

If the computer with internet facility exists within the establishment, then the code will be 1. If there is a computer but without any internet facility, then code 2 is to be recorded. In case there is no computer in the establishment, code will be 3.

In this column use of internet is restricted to owned/hired computers including hired services to operate these within the premises of the establishment. In case an establishment uses commercial browsing centers located outside its premises for its business purpose, it will be treated as establishment without using internet and code 3 would be inserted.

**Item 12: Whether using power in production of goods and services? (Yes=1, No=0)**

It is to be ascertained from each establishment whether power is used in **production of goods and services**. Power means electrical energy, or any form of energy which is mechanically transmitted and is not generated by human or animal power. The electrical energy could be generated through solar system, thermal or hydro or nuclear. In case an establishment is using any source of energy that generates power categorized in this category, in production of goods and services it is to be assigned code 1; otherwise code 0 is to be recorded. **Please note that if power is not used for actual manufacturing process or service activity which are sold out or traded but it is used only in the administrative office/rooms where the owner/manager/supervisory official sits, code '0' is to be reported in such cases.**

**Item 13: Whether an exporting unit? (Yes=1, No=0)**

It is to be ascertained from each establishment whether it is exporting any goods or/services, such as, raw material, intermediate goods or processed good, medical/professional technical services etc. In case an establishment had exported goods or/services and earned foreign currency (transaction in foreign exchange) during the reference period of last one year excluding the day of survey, it is to be recorded as an exporting unit and code 1 will be assigned, otherwise code 0 is to be recorded.

**Item 14: Registration information: Whether registered or not? (Yes=1, No=0)**

It is to be enquired whether the establishment is registered or not. If the answer is 'Yes', put code 1 in the box. If the answer is 'No', put code '0' in the box.

In case the establishment was registered but on the day of visit, it was found that Registration has expired and the establishment has not renewed its registration till date. In such a situation it would be treated as **unregistered** establishment.

**Item 15: If the answer of Item 14 is Yes=1, then enter the registration status using codes (i.e. Yes=1, No=0) for each of Items 15.1 to 15.9.**

15.1	Shops and Commercial Establishments Act
15.2	Companies Act, 1956
15.3	Central Excise/Sales Tax Act
15.4	Factories Act, 1948
15.5	Societies Registration Act
15.6	Co-operative Societies Act
15.7	Directorate of Industries
15.8	KVIC/KVIB/DC: Handloom/Handicrafts
15.9	Registered with other agencies

The status of registration of an establishment and the agency with which the unit is registered will be noted under a given Item. It may be possible that an establishment may be registered under with more than one agency or under more than one Act. In such cases enumerator will enquire, whether the establishment is registered under more than one Act or with more than one agency. If the answer is Yes, he will put code 1 in the relevant box(es), against that agency(ies)/Acts. If the answer is No, he/she will put code 0 in the box against that agency/Act.

\*\*\*\*\*

## **SECTION FIVE**

### **INSTRUCTIONS FOR SUBMISSION OF RECORDS**

After making all the entries in the House and Establishment Listing Schedule, Directory of Establishment schedule (for eight or more workers) and preparation of Establishment Abstract, the enumerator is required to submit all these documents EB wise to the concerned Supervisor.

2. The enumerator should ensure that all the schedules received are accounted for in proper manner. He/She should provide details of used and unused schedules. Further, he/she should return the updated layout Map and Abridged House List to the supervisor.
3. For the purpose of accounting the items /records submitted to the Supervisor, 'Completion Certificate-I' is required to be prepared by each Enumerator for each EB covered by him/her. The enumerator should submit it to his/her supervisor and retain a copy duly signed by the supervisor as a token of proof of submission of Sixth EC records.
4. For the purpose of accounting the items /records submitted to the Charge Officer, 'Completion Certificate-II' is required to be prepared by each supervisor for each EB covered by him/her. The supervisor should submit it to his/her Charge Officer and retain a copy duly signed by the supervisor as a token of proof of submission of Sixth EC records.
5. Supervisor would also submit inspection report, as per specification given , in respect of at least two houses per EB inspected by him randomly.

(To be filled in separately for each EB)

**Completion Certificate for Enumerator  
Economic Census 2012**

**Certificate of Complete Coverage of EB and Inventory of Used/Unused Material**

<b>State/UT</b> _____	<b>District</b> _____	<b>Sub-district</b> _____
<b>Village/Town</b> _____	<b>Ward No</b> _____	<b>EB Number</b> _____

**This is to certify that**

- i) I had collected the kit and the blank schedules for my EBs along with AHL, LM, for the same.
- ii) I have updated the layout map as per the boundaries shown by my Charge Officer/Supervisor.
- iii) I have included all the houses in the layout map and no area is left out.
- iv) I have personally filled in both the schedules, i.e. House and Establishment Listing Schedule (6A) and Directory of Establishment Schedule (6C) as per instructions.
- v) I have prepared the Establishment Abstract for each EB as per instruction and the total tallies with the contents of House & Establishment Listing schedules of the EB.
- vi) I have covered all the buildings, Census Houses, viz. residential, non-residential and others and all the households living in my Enumeration block without omission or duplication.

**2. The inventory of material used/unused during canvassing of House-listing and Establishment Schedule, Directory of Establishment Schedule and Establishment Abstract is as under:**

Particulars	Schedules/forms Received (Form Number)		No of Schedules received	Filled-in Schedules/forms returned		No. of filled in schedules returned	Blank Schedules/forms returned		No of blank schedules returned.	Remarks
	From	To		From	To		From	To		
1. House & Establishment Listing Schedule										
2. Establishment Abstract										
3. Directory of Establishment Schedule										

**\* Remarks must be given if the Schedules during the process have got damaged or found non-usable.**

**3. I have submitted Abridged House List and updated Layout Map of the EB to my supervisor. Further, during field work a total of .....houses structures were visited in the EB out of which ..... were new houses/structures, whereas .....houses structures were found vacant/demolished/inaccessible/out of coverage etc.**

Place:  
Date:

Signature of Enumerator  
Name \_\_\_\_\_  
(in block letters)  
Enumerator No. ....

**ACKNOWLEDGEMENT BY THE SUPERVISOR**

**Received the filled-in as well as blank schedules along with Abridged House List and updated Lay out Map as stated above in respect of EB No .....**

Place:

Date:

Signature of Supervisor

Name \_\_\_\_\_

(in block letters)

Supervisor No. ....



(To be submitted for each EB)

**Completion Certificate for Supervisor**

**Economic Census 2012**

**Certificate of Complete Coverage of EB and Inventory of Used/Unused Material**

State/UT _____	District _____	Sub-district _____
Village/Town _____	Ward No _____	EB Number _____

**This is to certify that**

- i. Instruction Manual/s and the Supervisor's kit items have been provided to me.
- ii. The Enumeration Block in my Supervisory area has been clearly identified and the boundaries of which were physically shown to the Enumerator concerned in the field.
- iii. The field work in the Enumeration Block in my Supervisory Circle has been completed as per the time schedule notified.
- iv. All the Census Houses and have been covered without omission or duplication.
- v. I have collected the field material i.e. both filled-in and blank schedules from the Enumerator under my charge and verified them as per the instructions.
- vi. I have submitted all the field materials after due verification to the Charge Officer as per the instructions and within the time schedule.

**2. The inventory of material used/unused during canvassing of House and Establishment listing Schedule, Directory of Establishment Schedule and Establishment Abstract is as under:**

Particulars	Number of filled in Schedules/forms Received (Form Number)		No. of filled in Schedule received	Filled-in Schedules/forms returned		No. of filled in schedules returned	Blank Schedules/forms returned		Remarks
	From	To		From	To		From	To	
1. House & Establishment Listing Schedule									
2. Establishment Abstract									
3. Directory of Establishment Schedule									

**3. I have submitted Abridged House List and updated Layout Map of the EB. Further, during field work a total of .....houses were visited in the EB out of which ..... were new houses, whereas .....houses were found vacant/demolished/inaccessible/out of coverage etc.**

**4. Further, I had supervised the work of the above EB and physically saw the canvassing of the Schedule 6A in .....no. of houses. And Schedule 6C in .....(in figures) no. of establishments.**

Signature of Supervisor

Place:  
Date:

Name \_\_\_\_\_  
Supervisor No.

**ACKNOWLEDGEMENT BY THE CHARGE OFFICER**

**Received the filled-in as well as blank schedules along with updated Lay out Map and Abridged House List as stated above in respect of EB No .....**

Signature of Charge Officer

Place:

Name \_\_\_\_\_

Date:

(in block letters)

### Inspection Report of Supervisor

<b>State/UT</b> _____	<b>District</b> _____	<b>Sub-district</b> _____
<b>Village/Town</b> _____	<b>Ward No</b> _____	<b>EB Number</b> _____

Name & Number of the Enumerator:

House Number:

Household/establishment name/identification:

<b>House &amp; Establishment Listing Schedule 6A</b>			
Item* name with col.no.	Information Reported	Information actually Found	Remarks @ whether information corrected (write yes or no)

<b>Establishment Abstract 6B</b>			
Item* name with col.no.	Information Reported	Information actually Found	Remarks@ whether information corrected write (yes or no)

<b>Directory of Establishment Schedule 6C</b>			
Item* name with col. No.	Information Reported	Information actually Found	Remarks @ whether information corrected write yes or no

This is to certify that I had actually inspected the work of the enumerator in the house/HH/Structure mentioned above.

Signature of Supervisor

Place:

Name \_\_\_\_\_

Date:

(in block letters)

Supervisor No. ....

\* Only those items where variation was found are to be reported.

@ reasons for variation

**SECTION SIX**  
**Data Validation and Quality Control Checks**

1. In the country, there exist several sources, usually govt. owned or administered, which maintain list of establishments or business units with their addresses and some kind of information about economic or industrial activity pursued by them. While carrying out the fieldwork of Economic Census, it is necessary to ensure that the establishments covered in such lists and which have not stopped their operation are listed in Schedule 6A.
2. Certain types of information, many a time, are collected by the registering authorities at the time of seeking registration or obtaining license to carry out their business by the intended entrepreneurs under relevant Statutory Act. Besides, a business unit or a firm is also sometime required to regularly file a statutory Return. In some cases, filing of return is on voluntary basis. A list of major Acts or Agencies registering business units is given below:

<b>S.No.</b>	<b>Acts/Authorities</b>
1	Companies Act,1956
2	Factories Act,1948
3	Shops and Commercial establishments Act
4	Societies Registration Act
5	Cooperative Societies Act
6	Khadi and Village Industries Board/Commission
7	Directorate of Industries(District Industries Centre)

Further, units engaged in production of goods or services are also registered with the taxation Departments/agencies, for purpose of paying Income Tax, Sales Tax or VAT, Service Tax, Central Excise and are assigned a requisite PAN; TAN, TIN or Service Tax no. etc. In compliance to one of the recommendations of 13<sup>th</sup> Finance Commission for developing Business Register, DES of State/UT governments are compiling list of establishments registered under the major Acts stated above.

3. Similarly, State Electricity Boards/ Power Corporations maintain data on electric connection provided separately for domestic use, industrial or commercial use. A shop or a firm, business unit, factory etc. fall under industrial or commercial connection category and Electricity Undertakings do maintain information about them. Loans or advances provided by the banks to the industrial units or commercial establishments could be another source for compiling information on number of such establishments. State/District Level Bankers' committees could provide the list of such establishments with details of their activity & addresses in a particular area. High Incidence of mortality especially among micro and small scale units and own account establishments has always been a matter of concern to the Govt. Similarly, rapid growth is also being witnessed among such units .

4. Sixth Economic Census is aimed to collect information on all active establishments (as defined in the scope & coverage sections of the Guide) whether registered or unregistered, working within the house/household premises or outside in a fixed location(structure) or without it. This being a very vast and extensive exercise covering millions of households and establishments, it is imperative that the quality control mechanism is put in place to check the veracity of data so collected. Accordingly, quality control measures would be taken during the collection of census data in the field itself through cross verification and checking of the same against the existing information or data as available from other sources discussed above and the District Industrial Centres so as to validate it before passing on to the district statistical office. DES of the State/UT governments would obtain the requisite lists of establishments maintained by the respective agencies and make these available to the supervisors and charge officers for undertaking concurrent verification or cross checking of census data on the spot by them. They would select /pick up randomly on sample basis a couple of establishments from the list and verify whether census enumerator has covered these or not. Enumerator would be suitably guided by them in case of any discrepancy for taking remedial measures. In addition to the above measures, senior officials of State DESs / NSSO and CSO would undertake concurrent inspections in a randomly selected set of EBs to cross-verify the quality of fieldwork.
5. Another round of data validation would be at the District level and would be undertaken by the District Statistical Office, who in turn would cross-verify the census data as against the unified list of establishments registered under seven major Acts prepared by the State DES and segregated at the district level for the purpose of canvassing BR Schedule - an exercise being done by DES for preparing District Business Register in compliance to one of the recommendations of the thirteenth Finance Commission. List of commercial establishments; or shops; industrial firms, companies or social institutions registered under seven major Acts/or with appropriate agencies are being compiled by DES from the concerned Department/Agencies. These lists would be segregated at least to a minimum geographical or administrative level of a district. If possible these lists can be further split up to block/town or taluka level depending upon the exactness of the addresses recorded by Registering Authorities and shared with the supervisors / charge officers. This would lessen the burden on the staff deployed for cross-validation of census list and would serve, to a large extent, the purpose of cross-validating the census data to an appreciable extent. This will be particularly more helpful in cross verifying the information particularly about the establishments employing 8 or more workers and the bigger or registered units. In case of gross under coverage noticed in the case of registered units in a district or Block or town or taluka, re-enumeration has to be ordered by the concerned DES in that particular geographical unit.

**Sixth Economic Census: 2012-13****Number of Enumeration Blocks by State/UT as per Population Census 2011**

<b>S.NO</b>	<b>State/UT</b>	<b>Enumeration Blocks</b>
1	Andhra Pradesh	188000
2	Arunachal Pradesh	6809
3	Assam	71842
4	Bihar	202314
5	Chhattisgarh	49391
6	Delhi	33340
7	Goa	3175
8	Gujarat	111611
9	Haryana	48526
10	Himachal Pradesh	24845
11	Jammu & Kashmir	25494
12	Jharkhand	64088
13	Karnataka	123366
14	Kerala	67500
15	Madhya Pradesh	162000
16	Maharashtra	223120
17	Manipur	6607
18	Meghalaya	9250
19	Mizoram	2200
20	Nagaland	3833
21	Orissa	95452
22	Puducherry	2287
23	Punjab	52343
24	Rajasthan	142269
25	Sikkim	1344
26	Tamil Nadu	133966
27	Tripura	7242
28	Uttar Pradesh	400925
29	Uttaranchal	28200
30	West Bengal	176730
31	Andaman & Nicobar	1236
32	Chandigarh	2050
33	Dadar & Nagar Haveli	643
34	Daman & Diu	476
35	Lakshadweep	116
	<b>Total</b>	<b>2472590</b>

**NIC 2008 CODES  
(Sections, Divisions and Groups)**

**Section A      Agriculture, forestry and fishing**

Division 01      Crop and animal production, hunting and related service activities

Group 011      Growing of non-perennial crops

Group 012      Growing of perennial crops

Group 013      Plant propagation

Group 014      Animal production

Group 015      Mixed farming

Group 016      Support activities to agriculture and post-harvest crop activities

Group 017      Hunting, trapping and related service activities

Division 02      Forestry and logging

Group 021      Silviculture and other forestry activities

Group 022      Logging

Group 023      Gathering of non-wood forest products

Group 024      Support services to forestry

Division 03      Fishing and aquaculture

Group 031      Fishing

Group 032      Aquaculture

**Section B      Mining and quarrying**

Division 05      Mining of coal and lignite

Group 051      Mining of hard coal

Group 052      Mining of lignite

Division 06      Extraction of crude petroleum and natural gas

Group 061      Extraction of crude petroleum

Group 062      Extraction of natural gas

Division 07      Mining of metal ores

- Group 071 Mining of iron ores
- Group 072 Mining of non-ferrous metal ores
- Division 08 Other mining and quarrying
  
- Group 081 Quarrying of stone, sand and clay
- Group 089 Mining and quarrying n.e.c.
  
- Division 09 Mining support service activities
  
- Group 091 Support activities for petroleum and natural gas mining
- Group 099 Support activities for other mining and quarrying

**Section C Manufacturing**

- Division 10 Manufacture of food products
  
- Group 101 Processing and preserving of meat
- Group 102 Processing and preserving of fish, crustaceans and molluscs
- Group 103 Processing and preserving of fruit and vegetables
- Group 104 Manufacture of vegetable and animal oils and fats
- Group 105 Manufacture of dairy products
- Group 106 Manufacture of grain mill products, starches and starch products
- Group 107 Manufacture of other food products
- Group 108 Manufacture of prepared animal feeds
  
- Division 11 Manufacture of beverages
  
- Group 110 Manufacture of beverages
  
- Division 12 Manufacture of tobacco products
  
- Group 120 Manufacture of tobacco products
  
- Division 13 Manufacture of textiles
  
- Group 131 Spinning, weaving and finishing of textiles
- Group 139 Manufacture of other textiles
  
- Division 14 Manufacture of wearing apparel
  
- Group 141 Manufacture of wearing apparel, except fur apparel



Group 142	Manufacture of articles of fur
Group 143	Manufacture of knitted and crocheted apparel
Division 15	Manufacture of leather and related products
Group 151	Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur
Group 152	Manufacture of footwear
Division 16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
Group 161	Sawmilling and planing of wood
Group 162	Manufacture of products of wood, cork, straw and plaiting materials
Division 17	Manufacture of paper and paper products
Group 170	Manufacture of paper and paper products
Division 18	Printing and reproduction of recorded media
Group 181	Printing and service activities related to printing
Group 182	Reproduction of recorded media
Division 19	Manufacture of coke and refined petroleum products
Group 191	Manufacture of coke oven products
Group 192	Manufacture of refined petroleum products
Division 20	Manufacture of chemicals and chemical products
Group 201	Manufacture of basic chemicals, fertilizer and nitrogen compounds, plastics and synthetic rubber in primary forms
Group 202	Manufacture of other chemical products
Group 203	Manufacture of man-made fibres
Division 21	Manufacture of pharmaceuticals, medicinal chemical and botanical products
Group 210	Manufacture of pharmaceuticals, medicinal chemical and botanical products
Division 22	Manufacture of rubber and plastics products

Group 221	Manufacture of rubber products
Group 222	Manufacture of plastics products
Division 23	Manufacture of other non-metallic mineral products
Group 231	Manufacture of glass and glass products
Group 239	Manufacture of non-metallic mineral products n.e.c.
Division 24	Manufacture of basic metals
Group 241	Manufacture of basic iron and steel
Group 242	Manufacture of basic precious and other non-ferrous metals
Group 243	Casting of metals
Division 25	Manufacture of fabricated metal products, except machinery and equipment
Group 251	Manufacture of structural metal products, tanks, reservoirs and steam generators
Group 252	Manufacture of weapons and ammunition
Group 259	Manufacture of other fabricated metal products; metalworking service activities
Division 26	Manufacture of computer, electronic and optical products
Group 261	Manufacture of electronic components
Group 262	Manufacture of computers and peripheral equipment
Group 263	Manufacture of communication equipment
Group 264	Manufacture of consumer electronics
Group 265	Manufacture of measuring, testing, navigating and control equipment; watches and clocks
Group 266	Manufacture of irradiation, electromedical and electrotherapeutic equipment
Group 267	Manufacture of optical instruments and equipment
Group 268	Manufacture of magnetic and optical media
Division 27	Manufacture of electrical equipment
Group 271	Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
Group 272	Manufacture of batteries and accumulators
Group 273	Manufacture of wiring and wiring devices

Group 274	Manufacture of electric lighting equipment
Group 275	Manufacture of domestic appliances
Group 279	Manufacture of other electrical equipment
Division 28	Manufacture of machinery and equipment n.e.c.
Group 281	Manufacture of general purpose machinery
Group 282	Manufacture of special-purpose machinery
Division 29	Manufacture of motor vehicles, trailers and semi-trailers
Group 291	Manufacture of motor vehicles
Group 292	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
Group 293	Manufacture of parts and accessories for motor vehicles
Division 30	Manufacture of other transport equipment
Group 301	Building of ships and boats
Group 302	Manufacture of railway locomotives and rolling stock
Group 303	Manufacture of air and spacecraft and related machinery
Group 304	Manufacture of military fighting vehicles
Group 309	Manufacture of transport equipment n.e.c.
Division 31	Manufacture of furniture
Group 310	Manufacture of furniture
Division 32	Other manufacturing
Group 321	Manufacture of jewellery, bijouterie and related articles
Group 322	Manufacture of musical instruments
Group 323	Manufacture of sports goods
Group 324	Manufacture of games and toys
Group 325	Manufacture of medical and dental instruments and supplies
Group 329	Other manufacturing n.e.c.
Division 33	Repair and installation of machinery and equipment
Group 331	Repair of fabricated metal products, machinery and equipment
Group 332	Installation of industrial machinery and equipment

**Section D Electricity, gas, steam and air conditioning supply**

Division 35 Electricity, gas, steam and air conditioning supply

Group 351 Electric power generation, transmission and distribution

Group 352 Manufacture of gas; distribution of gaseous fuels through mains

Group 353 Steam and air conditioning supply

**Section E Water supply; sewerage, waste management and remediation activities**

Division 36 Water collection, treatment and supply

Group 360 Water collection, treatment and supply

Division 37 Sewerage

Group 370 Sewerage

Division 38 Waste collection, treatment and disposal activities; materials recovery

Group 381 Waste collection

Group 382 Waste treatment and disposal

Group 383 Materials recovery

Division 39 Remediation activities and other waste management services

Group 390 Remediation activities and other waste management services

**Section F Construction**

Division 41 Construction of buildings

Group 410 Construction of buildings

Division 42 Civil engineering

Group 421 Construction of roads and railways

Group 422 Construction of utility projects

Group 429 Construction of other civil engineering projects

Division 43 Specialized construction activities

- Group 431 Demolition and site preparation
- Group 432 Electrical, plumbing and other construction installation activities
- Group 433 Building completion and finishing
- Group 439 Other specialized construction activities

**Section G Wholesale and retail trade; repair of motor vehicles and motorcycles**

Division 45 Wholesale and retail trade and repair of motor vehicles and motorcycles

- Group 451 Sale of motor vehicles
- Group 452 Maintenance and repair of motor vehicles
- Group 453 Sale of motor vehicle parts and accessories
- Group 454 Sale, maintenance and repair of motorcycles and related parts and accessories

Division 46 Wholesale trade, except of motor vehicles and motorcycles

- Group 461 Wholesale on a fee or contract basis
- Group 462 Wholesale of agricultural raw materials and live animals
- Group 463 Wholesale of food, beverages and tobacco
- Group 464 Wholesale of household goods
- Group 465 Wholesale of machinery, equipment and supplies
- Group 466 Other specialized wholesale
- Group 469 Non-specialized wholesale trade

Division 47 Retail trade, except of motor vehicles and motorcycles

- Group 471 Retail sale in non-specialized stores
- Group 472 Retail sale of food, beverages and tobacco in specialized stores
- Group 473 Retail sale of automotive fuel in specialized stores
- Group 474 Retail sale of information and communications equipment in specialized stores
- Group 475 Retail sale of other household equipment in specialized stores
- Group 476 Retail sale of cultural and recreation goods in specialized stores
- Group 477 Retail sale of other goods in specialized stores
- Group 478 Retail sale via stalls and markets
- Group 479 Retail trade not in stores, stalls or markets

**Section H Transportation and storage**

Division 49 Land transport and transport via pipelines

Group 491 Transport via railways  
Group 492 Other land transport  
Group 493 Transport via pipeline

Division 50 Water transport

Group 501 Sea and coastal water transport  
Group 502 Inland water transport

Division 51 Air transport

Group 511 Passenger air transport  
Group 512 Freight air transport

Division 52 Warehousing and support activities for transportation

Group 521 Warehousing and storage  
Group 522 Support activities for transportation

Division 53 Postal and courier activities

Group 531 Postal activities  
Group 532 Courier activities

**Section I Accommodation and Food service activities**

Division 55 Accommodation

Group 551 Short term accommodation activities  
Group 552 Camping grounds, recreational vehicle parks and trailer parks  
Group 559 Other accommodation

Division 56 Food and beverage service activities

Group 561 Restaurants and mobile food service activities  
Group 562 Event catering and other food service activities  
Group 563 Beverage serving activities

**Section J Information and communication**

Division 58 Publishing activities

Group 581	Publishing of books, periodicals and other publishing activities
Group 582	Software publishing
Division 59	Motion picture, video and television programme production, sound recording and music publishing activities
Group 591	Motion picture, video and television programme activities
Group 592	Sound recording and music publishing activities
Division 60	Broadcasting and programming activities
Group 601	Radio broadcasting
Group 602	Television programming and broadcasting activities
Division 61	Telecommunications
Group 611	Wired telecommunications activities
Group 612	Wireless telecommunications activities
Group 613	Satellite telecommunications activities
Group 619	Other telecommunications activities
Division 62	Computer programming, consultancy and related activities
Group 620	Computer programming, consultancy and related activities
Division 63	Information service activities
Group 631	Data processing, hosting and related activities; web portals
Group 639	Other information service activities
<b>Section K</b>	<b>Financial and insurance activities</b>
Division 64	Financial service activities, except insurance and pension funding
Group 641	Monetary intermediation
Group 642	Activities of holding companies
Group 643	Trusts, funds and other financial vehicles
Group 649	Other financial service activities, except insurance and pension funding activities
Division 65	Insurance, reinsurance and pension funding, except compulsory social

security

- Group 651 Insurance
- Group 652 Reinsurance
- Group 653 Pension funding
  
- Division 66 Other financial activities
  
- Group 661 Activities auxiliary to financial service activities, except insurance and pension funding
- Group 662 Activities auxiliary to insurance and pension funding
- Group 663 Fund management activities

**Section L Real estate activities**

- Division 68 Real estate activities
  
- Group 681 Real estate activities with own or leased property
- Group 682 Real estate activities on a fee or contract basis

**Section M Professional, scientific and technical activities**

- Division 69 Legal and accounting activities
  
- Group 691 Legal activities
- Group 692 Accounting, bookkeeping and auditing activities; tax consultancy
  
- Division 70 Activities of head offices; management consultancy activities
  
- Group 701 Activities of head offices
- Group 702 Management consultancy activities
  
- Division 71 Architecture and engineering activities; technical testing and analysis
  
- Group 711 Architectural and engineering activities and related technical consultancy
- Group 712 Technical testing and analysis
  
- Division 72 Scientific research and development
  
- Group 721 Research and experimental development on natural sciences and engineering
- Group 722 Research and experimental development on social sciences and humanities



- Division 73 Advertising and market research
  - Group 731 Advertising
  - Group 732 Market research and public opinion polling
  
- Division 74 Other professional, scientific and technical activities
  - Group 741 Specialized design activities
  - Group 742 Photographic activities
  - Group 749 Other professional, scientific and technical activities n.e.c.
  
- Division 75 Veterinary activities
  - Group 750 Veterinary activities
  
- Section N Administrative and support service activities**
  
- Division 77 Rental and leasing activities
  - Group 771 Renting and leasing of motor vehicles
  - Group 772 Renting and leasing of personal and household goods
  - Group 773 Renting and leasing of other machinery, equipment and tangible goods n.e.c.
  - Group 774 Leasing of nonfinancial intangible assets
  
- Division 78 Employment activities
  - Group 781 Activities of employment placement agencies
  - Group 782 Temporary employment agency activities
  - Group 783 Human resources provision and management of human resources functions
  
- Division 79 Travel agency, tour operator and other reservation service activities
  - Group 791 Travel agency and tour operator activities
  - Group 799 Other reservation service activities
  
- Division 80 Security and investigation activities
  - Group 801 Private security activities
  - Group 802 Security systems service activities
  - Group 803 Investigation activities

Division 81 Services to buildings and landscape activities

Group 811 Combined facilities support activities

Group 812 Cleaning activities

Group 813 Landscape care and maintenance service activities

Division 82 Office administrative, office support and other business support activities

Group 821 Office administrative and support activities

Group 822 Activities of call centres

Group 823 Organization of conventions and trade shows

Group 829 Business support service activities n.e.c.

**Section O Public administration and defence; compulsory social security**

Division 84 Public administration and defence; compulsory social security

Group 841 Administration of the State and the economic and social policy of the community

Group 842 Provision of services to the community as a whole

Group 843 Compulsory social security activities

**Section P Education**

Division 85 Education

Group 851 Primary education

Group 852 Secondary education

Group 853 Higher education

Group 854 Other education

Group 855 Educational support services

**Section Q Human health and social work activities**

Division 86 Human health activities

Group 861 Hospital activities

Group 862 Medical and dental practice activities

- Group 869 Other human health activities
  
- Division 87 Residential care activities
  
- Group 871 Nursing care facilities
- Group 872 Residential care activities for mental retardation, mental health and substance abuse
- Group 873 Residential care activities for the elderly and disabled
- Group 879 Other residential care activities n.e.c.
  
- Division 88 Social work activities without accommodation
  
- Group 881 Social work activities without accommodation for the elderly and disabled
- Group 889 Other social work activities without accommodation n.e.c.

**Section R Arts, entertainment and recreation**

- Division 90 Creative, arts and entertainment activities
  
- Group 900 Creative, arts and entertainment activities
  
- Division 91 Libraries, archives, museums and other cultural activities
  
- Group 910 Libraries, archives, museums and other cultural activities
  
- Division 92 Gambling and betting activities
  
- Group 920 Gambling and betting activities
  
- Division 93 Sports activities and amusement and recreation activities
  
- Group 931 Sports activities
- Group 932 Other amusement and recreation activities

**Section S Other service activities**

- Division 94 Activities of membership organizations
  
- Group 941 Activities of business, employers and professional membership organizations
- Group 942 Activities of trade unions
- Group 949 Activities of other membership organizations

Division 95 Repair of computers and personal and household goods

Group 951 Repair of computers and communication equipment

Group 952 Repair of personal and household goods

Division 96 Other personal service activities

Group 960 Other personal service activities

**Section T Activities of households as employers; undifferentiated goods- and services producing activities of households for own use**

Division 97 Activities of households as employers of domestic personnel

Group 970 Activities of households as employers of domestic personnel

Division 98 Undifferentiated goods- and services-producing activities of private households for own use

Group 981 Undifferentiated goods-producing activities of private households for own use

Group 982 Undifferentiated service-producing activities of private households for own use

**Section U Activities of extraterritorial organizations and bodies**

Division 99 Activities of extraterritorial organizations and bodies

Group 990 Activities of extraterritorial organizations and bodies

### Annexure-3

List of Manufacturing activities categorised under handicrafts activities under Broad activity code 06 in col.12 of Schedule 6A:

<b>List of Activities</b>
Preparation and spinning of textile fibres
Weaving of Textiles
Weaving, manufacturing of cotton and cotton mixture fabrics
Weaving, manufacturing of silk and silk mixture fabrics
Weaving, manufacturing of wool and wool mixture fabrics
Weaving, manufacturing of man made fibre and man made mixture fabrics
Weaving of jute, mesta and other natural fibres including blended natural fabrics n.e.c.
Finishing of textiles
Manufacture of made up textiles, except apparel.
Manufacture of knitted & crocheted fabrics.
Manufacture of made up textiles, except apparel
Manufacture of carpets & rugs
Manufacture of cordage, rope, twine and netting
Manufacture of other textiles, n.e.c.
Embroidery work and making of laces and fringes
Zari work and other ornamental trimmings
Manufacture of wearing apparel, except fur apparel
Manufacture of all types of textile, garments & clothing accessories.
Manufacture of hats, caps, gloves, ties, belts, hairnets etc.
Wearing apparel made up of leather and substitute of leather
Custom tailoring
Manufacture of wearing apparel n.e.c.
Manufacture of articles of fur
Manufacture of knitted & crocheted apparel
Manufacture of knitted and crocheted wearing apparel
Manufacture of other knitted and crocheted wearing apparel
Embroidering & embroidering of leather articles
Manufacture of luggage, handbags
Manufacture of bags for travel, etc.
Manufacture of purse, ladies' handbag, artistic leather presented articles & novelties
Manufacture of saddlery and harness
Other articles n.e.c.
Manufacture of footwear
Manufacture of leather footwear
Manufacture of footwear made primarily of vulcanized or moulded rubber and plastic
Manufacture of other footwear, n.e.c.
Manufacturing of structural wooden goods
Manufacture of prefabricated buildings or elements thereof, predominantly wood
Manufacture of builders' carpentry and joinery n.e.c
Manufacture of containers of wood, cane, bamboo, rattan and other such materials

<b>List of Activities</b>
Basketry, grain storage bins & similar products made of bamboo or reed.
Other wooden containers mainly of cane, rattan, bamboo, willow, fibre, leaves and grass n.e.c.
Wood work and rope articles
Wood carving
Inlay work in wood
Turning and Lacquering of wood
Articles made of rope
Articles made of bamboo, cane and grass
Broomsticks
Manufacture of products of Palm leaf, dhak leaf, screw pine leaf, khajoor leaf articles of veg. Fibre etc.
Manufacture of products of pith and shalapith
Other wood products n.e.c.
Manufacture of pulp
Manufacture of corrugated paper and paper boards and containers of paper & paper boards.
Manufacture of paper pulp articles and papier mache products other than containers and egg trays
Manufacture of file covers/file boards & similar articles
Manufacture of stationery items
Manufacture of paper products n.e.c. and handicraft articles made of paper
Printing & service activities relating to printing
Printing directly on textiles, plastic, metal, wood and ceramics
Screen printing
Service activities relating to printing, n.e.c.
Engraving, etching and block making etc.
Manufacture of tanning and dyeing extracts
Manufacture of dyes & pigments
Manufacture of synthetic aromatic products
Manufacture of soap
Manufacture of glass and glass products
Manufacture of laboratory or pharmaceutical glass ware
Manufacture of table or kitchen glassware
Manufacture of glass bangles
Manufacture of glass decoration pieces and glassware used in imitation jewellery
Manufacture of glass beads, n.e.c.
Manufacture of sanitary wares
Manufacture of porcelain and ceramic products
Manufacture of chinaware, earthenware, common pottery, earthen statues
Manufacture of ceramic tableware and other domestic or toilet articles
Manufacture of statuettes and other ornamental ceramic articles
Manufacture of articles of concrete, cement and plaster and stucco work
Cutting , shaping and finishing of stone
Cutting , shaping and finishing of stone

<b>List of Activities</b>
Casting of ferrous metals
Casting of non-ferrous metals
Manufacture of cutlery, hand tools and general hardware
Manufacture of cutlery, forks, spoons etc.
Manufacture of hand tools for agricultural etc.
Manufacture of hand tools, screwdrivers etc.
Manufacture of padlocks, locks, keys
Manufacture of general hardware
Manufacture of fabricated metal products by hand and metalworking service activities by hand including beating, casting, lost wax casting, repousse, cladding, engraving, die work, sheet metal work, sheet metal embossing, wrought iron work, etc.
Manufacture of metal household articles
Manufacture of metal sanitaryware
Manufacture of ploughs, manure spreaders etc.
Building of boats, houseboats and various floating structures by artisanal means
Manufacture of vehicles drawn by animals
Manufacture of other transport equipment n.e.c. such as pushcarts, handcarts, etc.
Manufacture of furniture
Manufacture of furniture made of wood
Manufacture of furniture made of cane & reed
Manufacture of furniture primarily of metal
Manufacture of furniture primarily of plastic
Manufacture of furniture mattress and pillows
Manufacture of other furniture n.e.c
Manufacture of jewellery & related articles
Manufacture of jewellery & related articles
Manufacture of jewellery of gold, silver
Working of diamonds
Production of worked pearls
Manufacture of other precious and semi-precious metal and stone
Manufacture of imitation jewellery and related articles
Articles made of conch and other shells
Conch shell products
Other shell products
Manufacture of musical instruments
Manufacture of stringed instruments
Manufacture of wind instruments, accordions, harmonium and mouth organs
Manufacture of percussion musical instruments
Manufacture of musical instruments, the sound of which is produced electronically
Manufacture of other musical instruments
Manufacture of games & toys
Manufacture of games & toys
Manufacture of dolls and toy animals
Manufacture of wheeled toys
Manufacture of playing cards

<b>List of Activities</b>
Manufacture of other games and toys n.e.c
Traditional painting
Miscellaneous handicraft articles
Articles made of lac and wax
Articles made of horn and bone
Articles for theatre and festival use
Articles made of recycled material
Articles assembled from various mixed materials – lampshades, bags, containers, novelties and presentation articles made from a combination of cloth, paper, leather, wood, metal, etc.
Artisanal constructions
Houses, fences, etc.
Other community structures
Bridges, checkdams, etc.
Other manufacturing, n.e.c.
Manufacture of stationary articles
Manufacture of umbrellas, walking sticks
Manufacture of articles of personal use
Manufacture of other articles n.e.c.
Repair of fabricated metal products and equipment
Repair of other equipment
Building completion and finishing
Interior and exterior painting, glazing, plastering and decorating of buildings
Other building completion and finishing



# SCHEDULE 6A

# **SCHEDULE 6B**

# **SCHEDULE 6C**

**Frequently Asked Questions (FAQs)**

**SIXTH ECONOMIC CENSUS: 2012-13**

Sixth Economic Census will be conducted during October 2012-June 2013. Each State/UT is required to complete the fieldwork in the state/UT preferably within a period of one to one and half months. The State/UT DES has to ensure that all the villages/towns and its constituent rural and urban EBs has been covered. Depopulated villages are also to be considered for the fieldwork. In case no household/establishment is found in an EB, three schedules (6A, 6B & 6C) must be submitted with identification particulars of the EB filled-in and with the remark that no household/establishment is found in the EB. After reaching the EB, enumerator has to clearly identify its boundaries first. For this purpose, he/she should consult the Layout Map and Abridged House List (AHL) of the EB that gives the details of houses/households in the EB at the time of fieldwork of Population Census 2011. With the help of these documents, the enumerator, before taking up the fieldwork, may first go around the EB by following the direction in which the houses/households are listed in the AHL. This would help him in clearly identifying the EB boundaries. The houses/households/establishments in Schedule 6A may be listed in the order in which the houses are listed in the AHL, taking care that no house/household included in the AHL is missed and no newly formed house/household that may have come up after Population Census 2011 is omitted. **The probing must be made in each listed household** about the establishments associated with it which are owned by the household members and which are either located within the house/household or outside (even outside the EB) but without having any fixed/permanent structures. Such establishments are to be listed against the household in different lines of Schedule 6A. Unless probing is made, such establishments will be missed. Other establishments owned by the household members but having permanent structures are not to be listed against the household but they would be listed at their respective sites. Households residing in open space, under bridge, etc. are not to be listed. Please note that if any unit consumes entire production of goods/services itself without normally selling a part, it is not to be listed. Probing is also necessary particularly in the households to list the seasonal establishments as well. Some frequently asked questions are given below, which would help the enumerators in taking appropriate decision at the time of fieldwork.

Some illustrations of the possible questions which could arise in the mind at the time of reading the instructions or later while canvassing the schedules in the field are given below. The replies given therein would help the enumerator to take correct decision

Sr. No.	Frequently asked questions	Reply	Concerned Column Number of the Schedules
1	For an establishment without having its name, which could be located within the House/HH premises or mobile or outside with no fixed/permanent structure, what is to be recorded in Col (3) of the Schedule 6A in such cases?	The name of the head of the household or preferably actual owner of the establishment (as the case may be) will be recorded.	3 of 6A
2	For an auto Rickshaw Driver (TSR) or a manual rickshaw puller who is not owning the vehicle but driving it and earning his/her livelihood. What would be the treatment?	In case the Rickshaw puller or auto driver is working on the basis of fixed amount to be paid to the owner on monthly or daily basis and has some sort of verbal/mutual or formal agreement entered with the owner such that major decision for operating/running the vehicle (day or night); its minor repair & maintenance; traffic challan fine/fee etc. lies with the puller(Driver) then this will be treated as an establishment (self-employed) of proprietary nature. If he is working as a driver on a fixed amount to be paid by the owner then such cases would not be covered.	5 & 15 of 6A
3	A house/ structure/shop (a sub-unit of a restaurant) is exclusively used for preparation of food articles for a restaurant by its own or hired employees and these articles are being sold by the main restaurant owner which is either situated in the same house or a different house or market. Whether the house or shop used for production shall be treated as an establishment or not. If both	i) In case shop/house is exclusively used for making of food articles, say sweets; namkeen, chapatees, cooked vegetables etc. for selling these by other sweet shop or restaurant owners although these may be in the same location/house /structure then these will be counted as two separate establishments. If the production/making/preparation of food article though done at a different site or location but is an	

Sr. No.	Frequently asked questions	Reply	Concerned Column Number of the Schedules
	the main and sub-units are in the same house whether they are to be listed as one establishment or separate establishment?	integral part of the sweet shop or restaurant (i.e. a feeding unit) under the same ownership then it would be counted as one establishment.	
4	An establishment has wound up its operation six months back and is closed since then but has not dismantled its assets. Is it to be listed?	No, since the establishment is not functional. However, in case it has suspended its function time being or temporarily or activity has become seasonal then it will be listed.	
5	A husband and wife are providing tuition to students, with the husband working in the morning for 2 hours and wife working for 2 hours in the afternoon. How to list this case?	May be listed as two separate establishments, if and only if accounts are maintained separately or else it will be treated as a single establishment.	
6	The reference month being summer vacation, work of coaching was not performed in a coaching centre. But tuition classes remained open and other expenses like electricity, sweepers' charges, rent etc. were being incurred by the owner. Naturally no payment from the students was received during the reference month. Whether such establishments are to be covered?	Yes, the establishment is to be covered and listed as it is non-functional only for a temporary period and would resume its work thereafter. All assets are also in place and not dismantled.	06 to 09 of 6A
7	Establishments pursuing certain activities ("see heading "what is to be left out") are outside the coverage of the Census, Whether such activities including agriculture pursued by the entrepreneur are to be considered while making entries in columns 6 to 12 of	The establishment pursuing activities outside the scope of 6 <sup>th</sup> EC are not to be covered. However, since it is a house to house visit, it may happen, such activities are noticed, only when enquiries are made. In such cases information would automatically get filled up in col (1) by the enumerator. In col (2)	

Sr. No.	Frequently asked questions	Reply	Concerned Column Number of the Schedules
	schedule 6A?	code '9' would be assigned about the use of the structure/census house in case of govt. offices/defence offices and col (3) would be filled up accordingly. In case of all members of household pursuing exclusively crop production, etc. then name of the head of the household is enough and column from (4) to (11) are not to be filled up. In col (12), broad activity code 99 may be given. Similarly if this happens to be a Govt. office, Defence office etc. outside coverage then also code 9 in col(2) and name of the office in col(3) with Broad activity code '99' in col(12) would be assigned. No other entries are required to be made.	
8	A rickshaw-puller is operating from a particular place only. It is argued that though the rickshaw-puller starts his business daily from a single place but he wanders throughout the town to carry passengers, and therefore the treatment which is given to street vendors should be given to rickshaw-puller.	Yes. He should be covered at his place of residence.	
9	Whether fixed structure or premises also include temporary shed/tamboo structure?	Fixed structure or premises EXCLUDE temporary structures/shelters/sheds/tamboos or temporary khokha's etc.	
10	Home-grown wheat is processed in own flour mill or "Atta Chakki" and sold as 'atta'. Is it a manufacturing establishment?	Yes	

Sr. No.	Frequently asked questions	Reply	Concerned Column Number of the Schedules
11	If there are two activities performed by an entrepreneur/owner which activity should be considered as principal activity?	Among the two activities, priority should be given to the activity having relatively more income/turnover/employment in order of preference and details of that one only be recorded.	11 of 6A
12	Is renting of own house(s) flats/apartments/shops by an owner classified under "other service activity"?	It is a Real Estate activity if the owner is doing it on fairly regular basis and it becomes a major activity and broad activity code 17 should be given.	12 of 6A
13	If a pan shop also sells mobile recharge card what type of activity should be given?	Selling Mobile recharge coupon is a retail trading activity. However in this case the basic & fundamental activity of the establishment is making pans, a chewing item and selling it after doing little preparation. In both the cases, activities are retail trading activity. Thus Broad activity code '12' be given.	12 of 6A
14	Will LIC agents be treated as establishment?	Yes. It is covered under broad activity category 16. They are involved in insurance activities as commission agents.	12 of 6A
15	Individual shop owners to boost their sales (especially during World Cup Football/ Cricket season) provide additional insurance to their customers on purchase of the products from their shops or Courier Franchise establishments provide insurance to the Courier goods booked through them. Can these come under coverage of insurance activity? If not then what should be the activity description in such a case?	No, this will be a part of ongoing activity only as the insurance component is purely ad hoc and not the main activity. If establishment happens to be a shop selling goods then it will be treated as trading activity. In case it is a Courier establishment, then under transportation activity (Broad activity code 13)	12 of 6A
16	Whether preparation of lassi will be treated as trading, manufacturing or restaurant/food service activity?	Preparation & selling of lassi is a restaurant / food service activity. It is covered under broad activity code 14.	12 of 6A



<b>Sr. No.</b>	<b>Frequently asked questions</b>	<b>Reply</b>	<b>Concerned Column Number of the Schedules</b>
17	A carpenter is performing both Manufacturing and Installation activity with majority of his work in the construction sector. How to list this case?	It is to be treated as a case of two establishments with manufacturing and construction as the two broad activities if and only if accounts for the two activities are maintained separate. Otherwise, list out it under the major activity of the carpenter in this case based on his maximum income or no. of employee.	12 of 6A
18	A manufacturing establishment is also engaged in selling of spares etc. of items related to manufacturing. It is also engaged in other trading activity. What activity should be recorded?	Activity contributing maximum towards turnover/ sale out of these two (manufacturing & trading) may be reported unless accounts of these activities and the records of the corresponding manpower/ worker are kept separate and accounted in which case these activities will form separate establishments.	12 of 6A
19	A manufacturer prepares sweets and namkin at his workshop without doing any selling/trading activity at workshop and then distributes his produce to his different outlets in different EBs. Whether the shop/shops where only selling is done will be treated as manufacturing or trading and how workshop will be treated/listed?	Workshop will be listed as Manufacturing activity and all the outlets should be treated as establishments with trading activity.	
20	Whether description of activity should be written as per NIC 2008 booklet or as per the actual activity being performed by that establishment?	The guiding principle for an enumerator is that description of major activity in column 11 should provide a clear indication of the activity being pursued by the establishment, and it must correspond to any one of the Broad Activity Code (col12) clearly. Whereas NIC-3 digit code in (col13) would be given by DSO as per NIC 2008 based on the description of the activity mentioned under col (11).	11,12,13 of 6A

Sr. No.	Frequently asked questions	Reply	Concerned Column Number of the Schedules
21	What will be the name of the owner in case of Self Help Group?	The name of the person who takes major decision like President or Secretary etc. will be the owner of the SHG.	3 of 6A
22	What will be the ownership for an establishment, where there has been a change of ownership due to partitioning of the parent property?	Present ownership is to be stated.	15 of 6A
23	If an establishment is run jointly by more than one owner, whose social group is to be considered.	Social group of only proprietary establishment or business is required to be stated. In the cited case this item is not applicable.	17 of 6A
24	An establishment is owned and financed by a woman but that lady does not participate in any day to day business activities. All the business activities & decisions to run the establishments are taken by her husband. What would be the ownership code and sex of the owner?	It is a proprietary establishment owned by female.	15 & 16 of 6A
25	Various social Groups have been classified as OBC in state list whereas these appear as general category in Central list. How the code is to be assigned at the time of filling col (17) in the schedule?	The code is to be assigned as <b>per the version</b> of the informant/ respondent.	17 of 6A
26	An establishment has operated for 5 days in first month, 6 days in 2 <sup>nd</sup> month and 7 days in 3 <sup>rd</sup> month during last 3 months. What will be the code for nature of operation/activity /establishment?	The enumerator has to undertake deep probing regarding its nature of operation/activity. It will be treated as casual establishment if there is no certainty about its operation in future. If the activity would resume depending upon season/period and its products sold/work is of seasonal nature then, it may be categorized as seasonal.	19 of 6A
27	What will be the nature of operation if the establishment runs for one or two days in a month only?	As above. If the establishment does exist from month to month and its business is such that it is conducted only for one or two more or less fixed days or dates in a month but every month, then it is a perennial establishment otherwise it would be casual. ( if it is not going to resume its	19 of 6A

Sr. No.	Frequently asked questions	Reply	Concerned Column Number of the Schedules
		operation)	
28	Whether a normal loan availed by an establishment on its own from a Nationalized Bank be treated as an assistance from the Government Sources	No. Normal loan availed by an establishment on its own from a Nationalized Bank is not an assistance from the Govt. Rather this case is of borrowing from financial institutions. However, if there is subsidy/ soft loan provided by the Govt especially, then it will be considered as assistance.	20 of 6A
29	Whether a formally hired worker and receiving regular wages, which is on leave for last 30 days, will be counted as a worker?	Yes	21 to 25 of 6A
30	In an establishment one male worker worked for first 15 days and one female worker worked for next 15 days; how to consider them?	No. of persons found working on the last working day with reference to the day of visit are to be considered and recorded. In this case no. of persons working would be as 'one(1)'.	21 to 25 of 6A
31	If the female members of the household are engaged in household establishment and helping their spouse/husband or other family or non-family workers, whether they will be recorded as not hired persons?	Yes	24, 25 of 6A
32	For a tailoring unit run by a woman, purchase of thread, button etc. is done by her husband once in a week or as and when required. Can the husband be treated as a helper in the unit and included in other worker/ helper?	Yes, the husband is to be counted as a family worker (non-hired)	21 to 25 of 6A
33	During the last 365 days an establishment had at least one hired worker in first six months, but during last six months there was no hired	Number of workers whether hired on regular basis or on temporary basis or casual basis and also family workers involved in the establishment and found	21 to 25 of 6A

<b>Sr. No.</b>	<b>Frequently asked questions</b>	<b>Reply</b>	<b>Concerned Column Number of the Schedules</b>
	worker on fairly regular basis. How the number of workers have to be recorded?	working on the last working day excluding the day of visit would be recorded.	
34	How to ascertain an handloom/handicraft activity of an establishment?	If the items or products are made by hand using simple tools and little role of machinery in the main process of the entity and also human skills have been involved in such items or activities, products/items can be functioning, artistic or traditional in nature. Please refer the list given at the end.	12 & 14 of 6A
35	If activity or business pursued by the establishment is predominantly a handloom or handicraft activity, what code is to be given under col.14 of Schedule 6A?	Code '1' is to be given	13 f 6A
36	What code to assign in col. 2 for un-manned pump houses, cattle sheds, security huts etc.?	Code '9' is to be given	2 of 6A

## A FEW FREQUENTLY ASKED QUESTIONS ON SCHEDULE 6C

Sr. No.	Frequently asked questions	Reply	Concerned Column No. of the Schedules
1	What will be the entry for year of start of operation (in schedule 6C) for the household establishment carrying out business from the times of forefathers?	This will be the year since when the current owner or operator or head of the unit has taken over the unit.	10 of 6C
2	One person is running a coaching centre which started operation since the year of 2005. After 2 years he closed the establishment and got engaged as wage paid worker. He reopened the coaching centre in 2010. What will be the year of start of operation in this case?	Year 2010	10 of 6C
3	In case of mixed activity being undertaken in an establishment and both the activities started in different years, which year should be taken as start of operation in this case?	The year in which major activity was started in the unit would be recorded for EC purpose. Details of only currently major or predominant activity of the unit would be considered.	10 of 6C
4	If any establishment was started during year 2000 and it was sold to another person during 2005 who at present is running the establishment on the same location. Which year should be recorded in the item number 10 of schedule 6C?	Year 2005	10 of 6C
5	Is it necessary for the establishment to own or hire a computer and/ or have internet connection within its premises to make positive entries against item 11 of schedule 6C i.e. in order to assign code '1' or '2'? It is	Either owned or hired computer or internet connection as the case may be, should necessarily exist in the establishment, for recording code '1' or '2' ,otherwise code '3' would be given.	11 of 6C

	now very common to see people visiting internet cafes and making use of computer and internet facilities even without owning or hiring a computer.		
6	If an establishment uses cyber café or browsing centers for its business purpose often or occasionally, will it be treated as an establishment using internet or computers and given code '1' or '2'?	Although unit is using internet or computer facility for its business, but these facilities are not owned by it and also not located in the premises of the est. Therefore code '1' or code '2' cannot be given in this case code '3' would be given.	11 of 6C
7	A shop is registered under Shops and Establishment Act but registration has not been renewed till the date of survey and the shop is functioning as usual. Whether the shop is to be treated as registered or not?	Shop will be treated as registered only when the registration is found valid on the day of survey. Even if he has applied for renewal but after expiry of the date it will be considered as unregistered.	14 of 6C
9	Establishments engaged in sale of food and beverages obtain a license from Medical and Health Department for selling their products. Whether this can be considered as registered under any Act /Authority?	Yes Usually such units are registered under Shops & Estt. Act or under Central Excise/Sales Tax Act. Give appropriate code otherwise also they would be considered as registered.	14 & 15 of 6C
10	In Sikkim, the registration of establishments is done with the UD&HD which is a separate department under Govt. of Sikkim. But recently it has come under Municipal Corporation of Gangtok. Will such establishment be considered as registered?	Yes, If UD & HD still continue to register the units, Administrative control of M.C, of Gangtok over the Registering Authority does not matter for EC purpose. All units registered with the UD & HD or any other agency if any could be considered as registered one.	14 & 15 of 6C
11	Factory is registered against section 85 of Factories Act 1948. Will such establishments be considered as registered under Factories Act?	Yes	14 & 15 of 6C (15.4)

<b>Sr. No.</b>	<b>Frequently asked questions</b>	<b>Reply</b>	<b>Concerned Column No. of the Schedules</b>
12	Whether registered under Society Act is also to be considered as registered under Cooperative Act?	No The two acts are different. A unit registered under Society Act 1860 will not be registered under Cooperative Societies Act. If respondent says otherwise, Please check the document to ascertain the facts.	14 &15 of 6C
13	An establishment is functioning but has not registered under any industry-specific Act/Authority and also it does not have any formal license or permit from an appropriate agency/authority to carry out its economic activity. Will such establishment be considered as un-registered?	Yes code '0' to be given	14 of 6C ;

## General questions for Enumerators and Supervisors

Srl. No	Questions	Reply	
1	Who has authorized you to collect the data?	This is a Central Govt. Scheme of the Ministry of Statistics and Programme Implementation where state govts. are conducting the field work at the behest of the Central Govt. Our State govt. has deployed us to collect the data and given this responsibility. Concerned District Statistical Office is the nodal officer for overseeing this exercise in this district. A copy of the Appeal issued by Central or State Govt. could be shown to the informant/ respondent and also the Identity Card issued to the enumerator.	
2	What will be the use of this data and how it benefits us?	This will be useful to the Central /State Govt and local govts. for planning and policy making in the country as a whole or even at the village/ward/tehsil level by any one. No of industries/ establishments/ shops; factories textile; handloom, etc. would be available and data of small and micro units working in your area would be utilized by the govt for planning industrial development or even extending benefit to these areas which lack industrial development.	
3	What will happen if I do not part with the information or refuses to give you the information you require?	We have been authorized to collect the data by both the Central and State Govt. under an Act which is called "Collection of Statistics Act 2008" This Act has been passed by Parliament. As per this Act, you are expected to give the desired information, otherwise, a notice can be issued to you for refusal and later on requisite penalty/fine would be imposed.	



<b>Srl. No</b>	<b>Questions</b>	<b>Reply</b>	
4	Are you collecting information from me only or from others also?	There is house to house visit and all have to give information. Your information would be kept secret.	

## Specimen of Abridged House List

**भारत की जनगणना 2011**  
CENSUS OF INDIA 2011

**संक्षिप्त मकानसूची**  
ABRIDGED HOUSELIST

**Section 1**

परिचय संबंधी विवरण:

**Identification particulars:**

(1) राज्य/राज्यक्षेत्र का नाम ..... NCT of Delhi ..... कोड नं.    
Name of State/UT Code No.

(2) जिले का नाम ..... West कोड नं.    
Name of the District Code No.

(3) तहसील/तालुका/पुलिस थाना/विकासखण्ड/  
सर्कल मण्डल आदि का नाम ..... Panchsati Pura कोड नं.     
Name of Tehsil/Taluk/PS/Dev Block/Circular/Mandal etc. Code No.

(4) नगर/गांव का नाम ..... कोड नं.      
Name of Town/Village Code No.

(5) वार्ड संख्या ..... 03 ..... कोड नं.      
Ward Number Code No.

(6) जपना ब्लॉक सं. .... 0433 उप ब्लॉक नं.   
Enumeration Block Number Sub-Block No.

ये या उससे अधिक गणना ब्लॉकों में विभक्त मकानसूचीकरण ब्लॉक के मामलों में भरा जाने वाला समता विवरण  
Concordance statement to be filled in cases where Houselisting Block has been split into two or more EBs  
(यदि मकानसूचीकरण ब्लॉक को यथावत रखा गया है तो डैश (-) लगाएं )  
(if the Houselisting Block is kept intact, put dashes (-))

यदि गणना ब्लॉक निम्नलिखित मकानसूचीकरण ब्लॉक से बनाया गया है ।  
This EB has been carved out from the following Houselisting Block:

मकानसूचीकरण ब्लॉक सं. .... परिवार संख्या ..... से ..... तक  
Houselisting Block No Household numbers: From To

टिप्पण : सामान्यतया मकानसूचीकरण ब्लॉकों को यथावत रखा जाना चाहिए  
NOTE : Generally Houselisting Blocks should be kept intact

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CENSUS OF INDIA 2011 (ABKUDGARH TOWN)

Office: on Particulars:

Name of the Tahsil/Taluk/TS/Dev. Div. of Tal. /UT.....

Name of the Tahsil/Taluk/TS/Dev. Div. Block/Circle/Mandal etc..... Purjahi Bagh

Number of Ward.....

Code No. 0 1 0 0 3 (6) Enumeration Block Number.....

Code No.	0	7
Code No.	0	3

(2) Name of the District..... West  
(4) Name of Town/Village..... DMC (U) Part

Code No.	0	7
Code No.	7	1

1	2	3	4	5	6	7	8	9	10
Household Number (HLS top right hand corner)	Household Number (HLS top right hand corner)	Building number (HLS Col.2)	Census house number (HLS Col.3)	Purpose for which census house is used (HLS Col.7: Actual Use)	Household number (HLS Col.9)	Name of the head of the household (HLS Col.13)	Serial number of household (start afresh from 1)	Date(s) of visit/revist	Remarks
101	303	56	150	5	311	311	001	9/2/11	
102	303	149	149	5	1002	हरिहर सिंह	002	9/2/11	
103	303	151	151	5	2003	मधु मिश्रा	003	9/2/11	
104	303	152	152	5	2004	सतीश कुमार शर्मा	004	9/2/11	श्री आचार्य अयोग के परिचय
105	303	153	153	5	2005	राज शर्मा	005	9/2/11	
106	303	154	154(1)	5	2006	अभिजात/गोविन्दा	006	9/2/11	अभिजात अदलता 711
107	303	154(2)	154(2)	5	2007	उषेन्द्र सिंह	007	9/2/11	
108	303	154(3)	154(3)	5	2008	विजय शर्मा	008	9/2/11	
109	303	155	155	4	1009	विक्रम शर्मा	009	9/2/11	
110	303	156	156(1)	4	2010	राज शर्मा	010	10/2/11	शर्मा के अलावा परिवार-बेटा, भैया
111	303	156(2)	156(2)	4	2011	सुरेश कुमार	011	10/2/11	
112	303	157	157	1	2012	रमणवती	012	10/2/11	



लोकेशन कोड  
Location Code

राज्य/संघ राज्य State/UT: 07  
ज़िला District: 07  
तहसील/तालुका आदि Tahsil/Taluk, etc.: 003  
गांव/ग्राम Town/Village: 7001  
वार्ड Ward: 0103  
गणना ब्लॉक सं. EB Number: 0033  
उप-ब्लॉक सं. Sub-Block No.: 1

खण्ड 5 जनसंख्या की गणना संबंधी जांच कार्य के पूरा होने के पश्चात ही भरना चाहिए। Section 5 To be filled only after completion of revisional round of Population Enumeration  
(क) गणना ब्लॉक की जनसंख्या ..... 740  
(ख) अज्ञात आवासीय भवनों की संख्या ..... 150  
(ग) परिवर्तन की कुल संख्या ..... 150  
(घ) Total Number of households.....

**खण्ड 6 Section-6**

जनसंख्या की गणना POPULATION ENUMERATION  
भारत की जनगणना 2011 CENSUS OF INDIA 2011  
प्रमाण के लिए संपूर्ण कवरेज का प्रमाण-पत्र और संचालन में लगे गई/उपयोग में न लगे गई सामग्री की सूची  
Certificate of complete coverage and inventory of used / unused material for Enumerator

1. प्राणित किया जाता है कि This is to certify that:  
i. दिए गए अनुसूची और क्षेत्र चार्ट अधिकारी पर्यवेक्षक द्वारा दलाई गई/दी गई सीमाओं के अनुसार क्षेत्र द्वारा नए/नया तैयार किया गया। I have prepared the layout map as per the instructions and as per the boundaries shown/provided by my Charge Officer/Supervisor  
ii. नक़्शे तैयार में क्षेत्र सभी भवनों को शामिल कर लिया गया है तथा कोई क्षेत्र नहीं छोड़ा है। I have included all the buildings in the layout map and no area is left out  
iii. क्षेत्र भवनों को तैयार देने तथा संश्लिप्त गणना सूची को अपडेट किया है। I have updated the house numbering and Abridged Houselist  
iv. क्षेत्र अनुसूची के अनुसार सभी अनुसूचित, फार्म, लेआउट मानचित्र को स्वयं भरा है। I have personally filled in all the Schedules, forms, layout map etc as per the instructions.  
v. क्षेत्र भवनों के अनुसार तैयार सभी परिवारों को नहीं किसी एक भूभाग क्षेत्रों के कवर किया है। I have covered all the buildings, Census houses viz. fully residential, fully non-residential and partly residential and all the households, including the institutional households and the houseless households found on the night of February 28<sup>th</sup> 2011 in my Enumeration Block without omission or duplication. Instruction Manuals and the Enumerators' Kit items have been provided to me.  
भारत की जनगणना, 2011 में जनसंख्या की गणना के दौरान उपयोग में लगे गई/उपयोग में न लगे गई सामग्री की संपूर्ण सूची निम्नानुसार है :  
The inventory of material used / unused during Census of India, 2011 Population Enumeration is as under:

विवरण Particulars	पर्यवेक्षक से प्राप्त वाली अनुसूचित/फार्मों की संख्या No. of blank Schedules/Forms Received from the Supervisor	पर्यवेक्षक को लौटाई गई सभी सूची अनुसूचित/फार्मों की संख्या No. of Filled-in Schedules/Forms returned to Supervisor	पर्यवेक्षक को लौटाई गई खाली/खराब अनुसूचित/फार्मों की संख्या No. of Blank/Spilled Schedules/Forms returned to Supervisor
समाप्ति तारीख House Map	2	2	0
परिवार अनुसूचित Household Schedules	फार्मों की संख्या : Number of forms: 9525 फार्म नं. Form No. 8590 - 8615	109	156 8591, 9405 } 8605 - 8615 } (11) (13)
प्रमाण शीट (2 प्रतिभा) Form sheet (2 copies)	2	2	0

पर्यवेक्षक द्वारा प्रकृति रसीद ACKNOWLEDGEMENT BY THE SUPERVISOR  
गणना के रसीद Name in block letter: M. K. Singh  
स्थान Place: Delhi  
दिनांक Date: 6-3-11  
संपूर्ण अनुसूचित भरी हुई तथा खाली/खराब अनुसूचित प्राप्त की गई है Received the filled-in as well as blank/spilled schedules etc. as stated above.  
पर्यवेक्षक के हस्ताक्षर: M. K. Singh  
नाम (in block letter) Name (in block letter): M. K. Singh  
स्थान Place: Delhi  
दिनांक Date: 6/3/11

