

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



**GUIDE FOR ENUMERATORS & SUPERVISORS**

**Economic Statistics Division  
Central Statistics Office  
National Statistical Organisation  
Ministry of Statistics and Programme Implementation  
Government of India**

Ministry's Website: [www.mospi.gov.in](http://www.mospi.gov.in)

## 1. General

### 1.1 Important steps for filling up schedules of Sixth Economic Census

#### A: Instructions to Enumerators along-with check list

1. Attend the training classes, study the Instruction Manual (Guide for Enumerators and Supervisors) and schedules carefully before and after attending the training classes and understand them thoroughly. If any part of instructions is not clear seek clarification from the trainer.
2. Obtain the following material needed for filling up of schedules, before finally leaving the Training Centre at the end of the last training session:
  - a) Layout Map (LM) of each Enumeration Block (EB) to be covered;
  - b) Abridged House List (AHL) of each EB allotted;
  - c) Sufficient copies of Blank Schedules 6A, 6B and 6C; and
  - d) Economic Census Kit items:

| Sl no. | Items                                | Number |
|--------|--------------------------------------|--------|
| 1.     | Water Proof Carry Bag                | 1      |
| 2.     | Water Proof Plastic Folder (A3 Size) | 2      |
| 3.     | Water Proof Plastic Folder (A4 Size) | 1      |
| 4.     | Writing Board with Clip (A3 Size)    | 1      |
| 5.     | Pocket Calculator (8 digit, Small)   | 1      |
| 6.     | Ball Pen (Blue/Black ink)            | 4      |
| 7.     | H B Pencil                           | 2      |
| 8.     | Eraser                               | 1      |
| 9.     | Sharpener                            | 1      |
| 10.    | Permanent Marker Pen                 | 2      |
| 11.    | Plastic Coated Gem Clip ( in Box)    | 1      |
| 12.    | White Chalk Box                      | 1      |

3. The enumerator must obtain an identity card/slip for himself /herself before going to the field and show his/her identity card/slip to the household / owner of the establishment and request them to provide complete and correct information.
4. Enumerator should also carry a photo copy of the “Appeal” given by the State/Central Govt. to convince the respondent to part with the information.
5. Before canvassing the schedules, go round the EB and identify its boundaries, landmarks, location of houses with the help of the particulars contained in LM & AHL.

6. Visit each and every house/ structure/building (residential & non residential) within the allotted EB without exception and fill up the schedules. Adequate care may be taken to list all the establishments within the EB. Establishments with fixed structure would be covered at the place of operation/site against the structure housing them, whereas, establishments without permanent (fixed) structure (e.g. activities of selling of goods in open areas in a market) are to be listed against the households where the respective entrepreneur/owner resides. Thus, while visiting the households, due probing may be made to identify such establishments, if any, run by the household members and list them against the households only in different lines of schedule 6A.
7. Since Intelligent Character Recognition (ICR) Technology is being adopted for processing of Sixth Economic Census schedules, following points are to be kept in mind while filling up 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) Use blue/black ink ball point pen only (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 columns of the schedules and only after that pen should be used. The entries made in the pencil must be rubbed off subsequently and replaced with pen ink entries);
  - iii) Write in the center of boxes without touching the boundary;
  - iv) Avoid overwriting. In case of correction, cross the line and use a fresh line;
  - v) Do not fold the schedules; and
  - vi) Keep all the schedules of each type (6A, 6B & 6C) in the separate plastic folders provided in the kit.
8. Check each filled-in Schedule and ensure that all its required columns are filled in completely and correctly.
9. Ensure that the totals in boxes A to J of Schedule 6A have been correctly done and filled in properly.
10. See that the Establishment Abstract (Schedule 6B) which is a summary schedule is compiled properly.
11. See that all the establishments in an EB having 8 or more workers have been covered and information has been filled in schedule 6C also. No establishment with 8 or more workers should be left uncovered.

12. Handover the following documents back to the Supervisor after finishing field work in EBs assigned 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 folder packets, provided in kit supplied to each enumerator;
  - d) All blank schedules;
  - e) Certificate of complete coverage for each EB (as per specimen at section 3.1) and inventory used/unused.

**B: Instructions to Supervisors along with checklist**

1. Attend the training classes, study the Instruction Manual (Guide for Enumerators and Supervisors) and schedules carefully before and after attending the training classes and understand them thoroughly. If any part of instructions is not clear seek clarification from the trainer.
2. Obtain the following material needed for supervisory work before finally leaving the training at the end of the last training session:
  - i) Instruction Manual (Guide for Enumerators and Supervisors)
  - ii) Economic Census Kit Items.
3. Ensure that all the enumerators under you have attended all the training classes and have obtained all requisite items/material eg. Kit, AHL, LM and copies of Blank Schedules at the end of the training session.
4. Go round each EB along with its enumerator and identify its boundaries, landmarks, location of houses with the help of the particulars contained in LM and AHL available with the enumerator.
5. Inspect at least 2 houses per EB, see whether all establishments associated with the house or households therein, as the case may be; (i.e. run by household members and without permanent structures or establishments with permanent structures) are listed by the enumerators. Otherwise, take corrective measures. Fill the Inspection Report separately for each house and submit it to the Charge Officer.
6. Ensure that the general instructions under paragraph 1.1 A; relating to filling up of ICR Schedules given on pages 2 & 3 have been duly followed by each enumerator under you.
7. Check the filled-in Schedules and ensure that all the required columns are filled in completely and correctly.

8. Check that the totals in boxes A to J of schedule 6A have been properly filled in and are correct.
9. See that the Establishment Abstract (schedule 6B) is compiled properly.
10. See that all the establishments having 8 or more workers, as stated in column 26 of schedule 6A have been covered and schedule 6C has been canvassed against each such establishment. In case of discrepancy, it may be got corrected by the enumerator.
11. Check whether each entry has been transferred correctly in the schedule 6B from schedule 6A by the enumerator. Check the totals of each page of Schedule 6A and 6B.
12. All the above stated checks are to be performed for each enumerator.
13. Inspect at least two houses/structures and households therein and ascertain the quality of field work. In case of discrepancy, it should be brought to the knowledge of the enumerator and ensure that all the households or establishments in these have been visited and schedules have been filled in properly. Further submit at least two inspection reports (as per specimen at item section 3.3) to the Charge Officer.
14. Obtain the following materials from the enumerator after he/she finishes the field work in EBs:
  - 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 3.1) and inventory used/unused.
15. After checking each of the items, check whether information on number of houses structures stated in the item number 3 of the Completion Certificate matches with the number of houses/structures mentioned in the schedule 6A.
16. Ensure that the 3 sets of schedules, received from each enumerator packed in 3 separate plastic covers; along with inspection reports have been deposited with the Charge Officer.
17. Obtain an acknowledgement after submitting completion certificate (as per specimen in item Section 3.2) and the above documents to the Charge Officer.

## 1.2 Important questions on Sixth Economic Census

### 1. What is Economic Census?

Economic Census (EC) is the complete count of all establishments/units located within the geographical boundaries of the country.

### 2. Why Economic Census?

The information collected will be used for planning purposes and to assess contribution of various sectors of the economy through follow up surveys based on the frame provided by the Economic Census.

### 3. What is an Establishment?

An establishment is a unit or an economic entity 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 is sold. For example it can be an office providing services to the consumers/clients on fee or payment basis, a shop selling the provisions of day to day consumption/ use, a factory producing or manufacturing a goods item, or a house where an economic activity is carried out by the member(s) within the household by themselves or by hiring person(s) or with a combination of the two.** An establishment may be a part of a multi-branch concern/company that has branches at different locations. In such a case each branch as well as headquarters will qualify as an establishment.

### 4. How to treat an Establishment performing more than one type of activity?

It is possible that more than one type of activity is carried out in and by the same establishment. If these activities are carried out by the same set of workers and book of accounts is also not prepared separately or accounts are not kept separately for each activity and it is difficult to segregate the number of workers performing each specific activity, then all activities put together should form part of same establishment only. Typical example would include a grocery store also providing the services of telephone facility to the customers/public. The major activity or the dominant activity of the establishment in such cases can be recognized on the basis of income or turnover/receipts or number of workers depending on the information readily available. Where different activities done within the same premises can be segregated out in terms of number of workers, performing each of these with independent set of inputs / equipments then it will be treated as a case of multiple establishments.

## 5. What is an Agricultural Establishment?

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, livestock production, forestry and logging as well as fishing and aquaculture, 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.

**It may be noted that while the growing of tea, coffee, rubber, tobacco, etc. are not classified as agricultural establishments for the purpose of this census, however establishments engaged in processing of tea, coffee, tobacco etc. are covered.**

## 6 What is Non-Agricultural Establishment?

Establishments engaged in activities **other than** agricultural activities as defined above 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.

## 7. Which establishments are to be enumerated in the EC?

All establishments engaged in agricultural) and non-agricultural activities **as defined** above will be covered (see **Annexure-I** for details).

## 8. What is to be left out?

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.<br><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.  |

## 9. How to identify an Establishment?

Establishments are to be identified by visiting each and every structure/building/household and making enquiries. Abridged House List (AHL) and Layout Map (LM) of an EB will facilitate the process of visiting. In most cases where establishments are run from buildings like schools, banks, shops, factories etc, their identification and enumeration is straightforward. Even in such cases, it is necessary to ask from knowledgeable persons about all activities being carried out from such places to ensure that all establishments within the building or premises are covered. For example, an educational institution may also be having a separate canteen run by an outsider which will form a separate establishment.

Members of a household may carry out activities like providing tuition to members of other households, tailoring, beedi making etc. within the house premises and operating from their household premises or even may be engaged in (a) storing of vegetables or other items of trade and (b) preparing cooked meals/other items, for selling in open markets/streets. Such cases can be identified only by making detailed enquiries about the activities of each resident member of the household. All such activities if they exist will qualify to form establishments.

Establishments may be running in 'fixed/permanent structures' or in some cases without having any fixed structures like the case of a travelling salesman. Establishments with fixed/permanent structures will be listed at the location/ site and against the respective structures. But establishments without such fixed/permanent structures will be listed against the households of the respective owners of the establishments.

All households residing in a house/building/structure will be listed in the Census to identify establishments associated with the household(HH) which may be either operated inside the HH premises or from outside without fixed premises/structure.

**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 some may not be found working on the day of fieldwork due to their temporary closure or suspension of business for the time being due to one or other reason. This may be the case for many seasonal establishments and even perennial or casual establishment.**



**10. What is Handloom/Handicraft activity?**

- i). Dictionaries usually describe a craft or occupation requiring skilled use of hand as ‘handicraft’.
- ii). Handicrafts are items made by hand, mostly using simple tools. While they are predominantly made by hand, some machinery may also be used in the process. Skills are normally involved in such items/activities, but the extent thereof may vary from activity to activity. These items can be functional, artistic and/or traditional in nature.
- iii). The current census has included handicrafts with a view to reflect the huge contribution the artisan communities make to India’s economy.

**11. How to identify handicraft/handloom items?**

Handicraft products range from the simple(diyas,kulhars) to the complex (stone temples, enamel jewellery), Certain products like baskets, brooms, pots, diyas,mats and chiks vary from the simple to quite complex, but are traditionally considered as handicrafts even in their simpler forms. Handicraft products can have distinctive features often derived from their symbolic value to a society. Handloom items are still made by using human skills by the persons called “ Jullahyas”. The products like durries, curtains, carpet; khadi items are the examples.

**12. What is not handicraft activity?**

Certain handmade items are not customarily categorized as handicrafts. Activities involving human labour without skill are usually excluded. Two categories to be excluded are:

- all food items like papads and pickles
- Bricks, beedis, agar baatties ; match sticks and firecrackers

### 1.3 Important concepts

#### Household

A household is a group of persons usually living together and taking their meals from a common kitchen. It includes temporary stay-aways (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.

#### **The following categories of households will not be listed in the EC:**

- a. Households comprising foreign nationals.
- b. Barracks of military and paramilitary forces (like Army, BSF, and Police etc.). However, civilian population residing in the premises including the family quarters of service personnel are to be covered.
- c. Floating population, i.e. persons without any normal residence will not be listed. Persons residing under culverts, footpaths etc. are also to be excluded.
- d. Persons who 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 population and do not strictly constitute resident households and such persons or households will not be covered in EC.
- e. 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.

## **Census House**

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.

## **Worker**

All persons (including children under 15 years of age) working in an establishment 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 **apprentices**, supporting workers, *paid or unpaid* are also to be treated as workers. **The owner running the establishment would also be considered as a worker and counted for the purpose.**

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## 2. Operational Instructions

### 2.1 Use of Layout Map

The **Layout Map (LM)** is available for each EB and would be provided to the enumerator by the respective District Statistical Office for exact identification of an EB. It 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 indicates the boundaries and land marks of the EB, location of each census house in it, **use of the census house, such as residential and non-residential**, along with a distinct Census house number. Specimen layout maps both for Urban and Rural areas are given at **Annexure-2 (i) & 2(ii)** respectively.

### 2.2 Use of Abridged House list

The **Abridged House list (AHL)** of Population Census 2011, is available with the concerned District Statistical Office in respect of each EB and is to be provided to each enumerator, **specimen of which is at Annexure-3**. It 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 House-list particulars such as Enumeration Block Number, Building 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 in the EB. **With the help of LM and AHL, the enumerator with the help of supervisor should clearly identify the boundaries of the EB and its constituent houses/households to be covered. Efforts must be made to include new houses/households that might have come up in the EB after population census 2011.**

### 2.3 Establishing contact with the respondents

The enumerator must show in the first instance, his/her identity card issued to him/her, to the head of the household / or owner of establishment and thereafter request them to provide complete and correct information. He or she may also show a photo copy of the “Appeal” made by the Govt. for collection of data under Collection of Statistics Act 2008.

Before canvassing the schedules, go round the EB and identify its boundaries, landmarks, location of houses with the help of the particulars contained in LM & AHL.

Once EB is completely identified, visit each and every house/structure (residential & non-residential) within the allotted EB and fill up the schedules. Sufficient care may be taken to list all the establishments within the EB. Establishments without permanent structure are to be listed against the respective household where owner resides. Establishments with permanent structure will be listed against the structure / site where these are located and operated.

## **2.4 Instructions to fill up Schedule 6A – House and Establishment Listing Schedule**

### **Number of forms to be used**

1. Number of forms of Schedule 6A/6B/6C to be used for each EB would depend upon the number of houses/households/establishments in the EB. When a village is divided into two or three EBs and one enumerator is allotted all EBs so as to cover the whole village by him, even then the enumerator has to record the information separately for each EB of the village in separate forms, i.e schedule 6A/6B/6C. The page number in the forms of schedules 6A/6B/6C should be given afresh for each EB. However, if an EB is so large that more than one schedule (6A/6B/6C) is required to collect information in that case page number would be given running serial number till EB is completed.
2. In Urban areas also, for each EB, the same procedure as adopted in rural EB is to be followed.
3. House and Establishment Listing Schedule (Schedule 6A) is meant for listing details of all establishments and households available in the enumeration block (EB).

### **Procedure to be followed to record information in the top line of schedule 6A:**

- a. On the top right hand corner of side 'A' and side 'B' of the schedule, two boxes are provided for entering the page number. Each page of the House and Establishment listing Schedule being used is to be given a continuous serial number starting from 01 on Side A of the Schedule. This is to be entered in the boxes on each page of the schedule. Thus, the first copy of schedule 6A will have page numbers 01 on side 'A' and 02 on side 'B' and so on till EB is completed. Similarly, the second copy of schedule 6A will have page numbers 03 on side 'A' and 04 on side 'B'. Likewise, these numbers will be running continuously for all subsequent copies of schedule 6A used for listing of all houses and establishments, and their relevant details within an Enumeration block.
- b. In the top line of the side A of the schedule 6A, please write the identification particulars viz. names and code numbers of State/UT, District, Tehsil/ Taluka /PS/Div.block/Circle/Panchayat/ Mandal, Village/Town, Ward and Enumeration Block in the space provided for the purpose, as the case may be, urban area or rural area.

### **General procedure for listing Establishments:**

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.

## Detailed Instructions for filling up different columns of Schedule 6 A

### Column 1: Census House/Structure number

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.

### Column 2: Use of Census House/structure Code

Write one of the following codes for the use of **Census House/structure**.

| Use of census house/structure   | Code |
|---|------|
| Commercial  | 1    |
| Residential   | 2    |
| Residential cum commercial  | 3    |
| Others including vacant, demolished, inaccessible, Govt buildings, etc.<br>(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) assign code 2. Houses of cultivators exclusively doing crop production will also be assigned code 2 but 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 nurses' hostels; Doctors' hostel; school/college hostel would however form part of establishment. 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 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 household/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 (e.g. Government Offices), 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 columns filled with (-).**

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

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.

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 establishments 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**

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**

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**

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 members of the household and which are outside the household without Fixed Structure.

**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.

#### **Column 10: Running serial number to establishments**

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/ establishments are not to be treated as hotels providing accommodation services. 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>1</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          |
| 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>   |

<sup>1</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.

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                         |

**Column13: National Industrial Classification (NIC 2008) 3-Digit Code**

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 the information in the Schedule.

**Column 14: Is it a handloom/handicraft activity? (Yes-1, No-0)**

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 and it is categorized as Yes, then code 1 would be assigned otherwise coded as 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.

### **Column 15: Ownership Code**

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 owned by Centre/State/Local govt. | 1           |
| <b>Private:</b>                                    |             |
| Proprietary  | 2           |
| Partnership  | 3           |
| Company  | 4           |
| Self Help Group                                    | 5           |
| Cooperatives                                       | 6           |
| Non Profit Institution                             | 7           |
| <b>Others</b>                                      | 9           |

**Concepts of various types of ownership are discussed below:**

#### **Government/Public Sector Undertaking (PSU)**

Establishments which are wholly owned/run/managed by Central or State governments, quasi-government institutions, local government bodies like Zila/Gram Panchayat, Zila Parishad, City Corporation, Municipal authorities, autonomous bodies like Central/State/deemed to be Universities, Education boards, and government owned institutions like schools, libraries etc. set up by the government, with 100% funding are usually called Government establishments. Those run with more than 50% share of the government and remaining share coming from other sources will be treated as government/public sector undertaking.

**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:**

When an individual is the sole owner of an establishment it is a proprietary establishment.

#### **Partnership Establishments:**

Partnership is defined as a ‘relationship between two or more persons who have agreed to share the profits of a business carried out by all or any one of them

acting for all'. There may be two or more owners in a firm, belonging to the same or different households, on a partnership basis, with or without formal registration. All partnership establishments registered under Partnership Act, 1932 will also be covered in the Economic Census.

**Private Corporate Establishment (Companies):-**

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

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

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.

**Co-operative Societies:**

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.

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

A self-help group (SHG) is a financial intermediary usually composed of 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 lent 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.

**[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 (-)]**

**Column 16: Sex of the owner of proprietary establishment**

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.

### Column 17: Social group of owner

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:

| Social group (Proprietary) | Code |
|----------------------------|------|
| 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.**

### Column 18: Religion of the owner

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.

| Religion           | Code |
|--------------------|------|
| 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

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-3). In case of casual entrepreneurial activity, it is carried out occasionally depending upon the availability of time and resources.

### Column 20: Major Source of finance

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 dues 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 (see details in the Schedule).

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

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 |
|---|---|---|---|

### Column 26: Serial no. to establishments with 8 or more workers as per Column 25

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 establishment 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**

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.

## **2.5 Instructions for filling up Schedule 6B-Establishment Abstract**

### **General**

Always start with Side A of the Schedule, Schedule 6B is an Establishment Abstract

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

### **Column 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.

## **2.6 Instructions for filling up Schedule 6C-Directory of Establishment Schedule**

### **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 in 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.

\*\*\*\*\*

### 3. Post Enumeration Activities

1. All the enumerators are required to submit the completion certificate for each EB covered by them as per format given; section **3.1 Completion Certificate for Enumerator**. The enumerator is required to obtain an acknowledgement for each EB from the supervisor.

2. The supervisor is required to check the contents of the completion certificate for each EB submitted by the enumerator. After checking each and every item, he/she would provide an acknowledgement certificate to the enumerators for each EB. **(3.1(a) Acknowledgement by the Supervisor)**. Further, in addition he/she would also submit a completion certificate as per format given at section **3.2 Completion Certificate for Supervisor** to the charge officer and obtain an acknowledgement certificate for each EB from him/her. **(3.2(a) Acknowledgement by the Charge Officer)**. Supervisor would also submit inspection report, as per specification given at section 3.3, in respect of at least two houses per EB inspected by him randomly

\*\*\*\*\*



(To be filled in separately for each EB)

**3.1 Completion Certificate for Enumerator  
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) 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. ....

**3.1(a) 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 .....**

|        |                         |
|--------|-------------------------|
|        | Signature of Supervisor |
| Place: | Name _____              |
|        | (in block letters)      |
| Date:  | Supervisor No. ....     |

(To be submitted for each EB)

**3.2 Completion Certificate for Supervisor**

**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. 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.

**3.2(a) 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 .....**

Place:

Date:

Signature of Charge Officer

Name \_\_\_\_\_  
(in block letters)

### 3.3 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

### Annexture-1: List of Activities

| Broad Activity Code | Description of activities   |
|---------------------|---|
| <b>01</b>           | <p><b>Activities relating to agriculture viz (Plant propagation, support activities to agriculture and post-harvest crop activities); excluding crop production and plantation.</b></p>   |
|                     | <p><b>I) 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><b>II) 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><b>a) 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, 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.)</p> <p><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</p>  |
| <b>03</b>           | <p><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)</p>   |

| <b>Broad Activity Code</b> | <b>Description of activities</b>   |
|----------------------------|--|
| <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>   |
|                            | 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>Broad Activity Code</b> | <b>Description of activities</b>  |
|----------------------------|---|
|                            | <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; 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>Broad Activity Code</b> | <b>Description of activities</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>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>Broad Activity Code</b> | <b>Description of activities</b>   |
|----------------------------|--|
| <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  |
|                            | 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  |

| <b>Broad Activity Code</b> | <b>Description of activities</b>  |
|----------------------------|---|
|                            | 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>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>Broad Activity Code</b> | <b>Description of activities</b>   |
|----------------------------|--|
|                            | <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>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   |

| <b>Broad Activity Code</b> | <b>Description of activities</b>   |
|----------------------------|--|
|                            | 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>   |



ANNEXURE-2(i i)

**Specimen Layout Map (Rural)**

This is an Important Census Document. Please draw the map neatly and correctly.

**CENSUS OF INDIA 2011**

Name of the village: ಶ್ರೀನಗರ  
District: ಕರ್ನಾಟಕ  
Name of Taluk / Sub-township: ಕಾಡಬೆ  
Name of Gram Panchayat / Panchayat: ಕಾಡಬೆ  
Name of Village / hamlet: ಕಾಡಬೆ  
Village code: 000000  
Name of State / Union Territory: ಕರ್ನಾಟಕ  
State code: 00  
Name of District: ಕರ್ನಾಟಕ  
District code: 00  
Name of Taluk / Sub-township: ಕಾಡಬೆ  
Taluk code: 00  
Name of Gram Panchayat / Panchayat: ಕಾಡಬೆ  
Gram Panchayat code: 00  
Name of Village / hamlet: ಕಾಡಬೆ  
Village code: 000000  
Name of State / Union Territory: ಕರ್ನಾಟಕ  
State code: 00  
Name of District: ಕರ್ನಾಟಕ  
District code: 00  
Name of Taluk / Sub-township: ಕಾಡಬೆ  
Taluk code: 00  
Name of Gram Panchayat / Panchayat: ಕಾಡಬೆ  
Gram Panchayat code: 00  
Name of Village / hamlet: ಕಾಡಬೆ  
Village code: 000000

**LEGEND**


1. House building  
2. Public building (school, temple)  
3. Field  
4. Pond  
5. Well  
6. Canal  
7. Road  
8. Railway line  
9. River  
10. Stream  
11. Lake  
12. Water tank  
13. Electricity line  
14. Telephone line  
15. Boundary wall  
16. Boundary fence  
17. Boundary ditch  
18. Boundary post  
19. Boundary stone  
20. Boundary pillar  
21. Boundary marker  
22. Boundary sign  
23. Boundary flag  
24. Boundary symbol

**Map**

Some details shown in the map are indicative layout map

Source: Office of RGI



  
भारत की जनगणना 2011  
CENSUS OF INDIA 2011  
संक्षिप्त मकानसूची  
ABRIDGED HOUSELIST

भाग 1  
Section 1

परिचय संबंधी विवरण:  
Identification particulars:

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

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

(3) तहसील/तालुक/पुलिस थाना/विकास खण्ड/  
संकेत मण्डल आदि का नाम ..... Panchsheel  
Name of Tehsil/Taluk/PS/Dev Block/Critical/Mandal etc.  
कोड नं.     
Code No.

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

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

(6) गणना ब्लॉक सं. .... 0033  
Enumeration  
Block Number:  
Sub-Block No.

यदि मकानसूचीकरण ब्लॉक को यथावत रखा गया है तो डैश (-) लगाएं )  
(if the Houselisting Block is kept intact, put dashes (-))

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

मकानसूचीकरण ब्लॉक सं. ....  
Houselisting Block No

परिवार संख्या : ..... से ..... तक  
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 (ABKULGANH)

West

DMC (U) Part

Code No.

|   |   |   |   |
|---|---|---|---|
| 7 | 0 | 0 | 1 |
|---|---|---|---|

Number of Particulars

of St. / UT

NCT OF DELHI

Code No.

|   |   |
|---|---|
| 0 | 7 |
| 0 | 3 |

(2) Name of the District

(4) Name of Town/Village

Code No.

|   |   |   |
|---|---|---|
| 0 | 0 | 3 |
|---|---|---|

Name of the Tahsil/Taluk/PS/Dev. Block/Circle/Mandal etc. Punjabi Bagh

Code No.

|   |   |   |   |
|---|---|---|---|
| 0 | 1 | 0 | 3 |
|---|---|---|---|

(6) Enumeration Block Number

Code No.

|   |   |   |
|---|---|---|
| 0 | 0 | 3 |
|---|---|---|

| Household Number (start from 1) | Household Number (top right most item of location Particulars) | Building number (HIS Col.2) | Census house number (HIS Col.3) | Purpose for which census house is used (HIS Col.7: Actual Use) | Household number (HIS Col.9) | Name of the head of the household (HIS Col.13) | Serial number of household (start afresh from 1) | Date(s) of visit/ revisit | Remarks                         |
|---------------------------------|--|-----------------------------|---------------------------------|--|------------------------------|--|--|---------------------------|---------------------------------|
| 101                             | 303  | 50                          | 150                             | 311  | 1001                         | क. शोरी लाल                                    | 001  | 9/2/11                    |                                 |
| 102                             | 303  | 149                         | 149                             | 311  | 1002                         | हरि सिंह                                       | 002  | 9/2/11                    |                                 |
| 103                             | 303  | 151                         | 151                             | 311  | 2003                         | हेतु मिश्रा                                    | 003  | 9/2/11                    |                                 |
| 104                             | 303  | 152                         | 152                             | 311  | 2004                         | सतीश कुमार शर्मा                               | —  | 9/2/11                    | श्री शोभाश्री उपयोग के परिवारिक |
| 105                             | 303  | 153                         | 153                             | 311  | 2005                         | राम प्रभाकर                                    | 005  | 9/2/11                    |                                 |
| 106                             | 303  | 154                         | 154(1)                          | 311  | 2006                         | सुमित/सोमिया                                   | 006  | 9/2/11                    | सुमित/सोमिया                    |
| 107                             | 303  | 154(2)                      | 154(2)                          | 311  | 2007                         | उषेन्द्र सिंह                                  | 007  | 9/2/11                    |                                 |
| 108                             | 303  | 154(3)                      | 154(3)                          | 311  | 2008                         | विजय शर्मा                                     | 008  | 9/2/11                    |                                 |
| 109                             | 303  | 155                         | 155                             | 311  | 1009                         | निलकंठ शर्मा                                   | 009  | 9/2/11                    |                                 |
| 110                             | 303  | 156(1)                      | 156(1)                          | 311  | 2010                         | राम शर्मा                                      | —  | 10/2/11                   | शर्मा के परिवारिक               |
| 111                             | 303  | 156(2)                      | 156(2)                          | 311  | 2011                         | सुरेश कुमार                                    | 011  | 10/2/11                   |                                 |
| 112                             | 303  | 157                         | 157                             | 311  | 2012                         | राधवती   | 012  | 10/2/11                   |                                 |

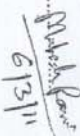
|                             |                             |                  |                                       |                          |               |                              |                               |
|-----------------------------|-----------------------------|------------------|---------------------------------------|--------------------------|---------------|------------------------------|-------------------------------|
| लोकेशन कोड<br>Location Code | राज्य/संघ राज्य<br>State/UT | जिला<br>District | तहसील/तालुक आदि<br>Tehsil/Taluk, etc. | नगर/गांव<br>Town/Village | वार्ड<br>Ward | गुणना ब्लॉक नं.<br>EB Number | सब ब्लॉक नं.<br>Sub-Block No. |
|                             | 07                          | 07               | 003                                   | 7001                     | 0103          | 0033                         | -                             |

**खण्ड 5** जनसंख्या की गुणना संबंधी जांच कार्य के पूरा होने के पश्चात ही भरा जाए | Section 5 to be filled only after completion of revisional round of Population Enumeration  
 (क) गुणना ब्लॉक की जनसंख्या.....740..... (ख) भूजाद आवासीय भवनों की संख्या .....150..... (ग) परिवारों की कुल संख्या .....150.....  
 (A) Population of the Enumeration Block..... (B) Number of occupied residential houses..... (C) Total Number of households.....

**खण्ड 6**  
 जनसंख्या की गुणना **POPULATION ENUMERATION**  
 प्रमाणक के लिए संपूर्ण कवरेज का प्रमाण-पत्र और संचालन में लगे गई/संचालन में न लगे गई सामग्री की सूची  
**Certificate of complete coverage and inventory of used / unused material for Enumerator**

1. प्रमाणित किया जाता है कि This is to certify that
- i. दिए गए अनुदेशों और भूजे चार्ट अधिकांशी पर्यवेक्षक द्वारा दर्शाई गई/दी गई सीमाओं के अनुसार भूजे द्वारा नाकरी नक्शा 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. नाकरी नक्शा में भूजे सही भवनों को शामिल कर दिया गया है तथा कोई क्षेत्र नहीं छूटा है ।  
I have included all the buildings in the layout map and no area is left out
  - iii. भूजे नक्शानों को तैयार देने तथा संशुद्धि प्राप्त सूची को अद्यतन किया है ।  
I have updated the house numbering and Abridged Houselist
  - iv. भूजे अनुदेशों के अनुसार सभी अनुसूचियों, फार्मों, लेआउट मप आदि का सही संयोजन किया है ।  
I have personally filled in all the Schedules, forms, layout map etc as per the instructions.
  - v. भूजे अपने गुणना ब्लॉक में रखे जाने वाली भवनों, जनगणना मकानों/अवैध फ्लॉर: आवासीय प्रकार: और आवासीय तथा जल: आवासीय तथा 23 फरवरी, 2011 की तारीख को गुणन कर संस्थागत परिवारों तथा क्षेत्र परिवारों सहित सभी परिवारों को चरित्र कितनी पूर्ण प्रमाण देकर तैयार 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 homeless households found on the night of February 28<sup>th</sup> 2011 in my Enumeration Block without omission or duplication. Instruction Manuals and the Enumerator's Kit items have been provided to me. भूजे की जनगणना, 2011 में जनसंख्या की गुणना के दौरान उपरोक्त में लगे गई/संचालन 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 अनुसूचियों/फार्मों की संख्या<br>No. of Blank Schedules/Forms Received from the Supervisor | पर्यवेक्षक को लौटाई गई भूजे अनुसूचियों/फार्मों की संख्या<br>No. of Filled-in Schedules/forms returned to Supervisor | पर्यवेक्षक को लौटाई गई खाली/खराब अनुसूचियों/फार्मों की संख्या<br>No. of Blank/Spotted Schedules/forms returned to Supervisor |
|---|--|---|--|
| नाकरी नक्शा Layout Map                          | 2  | 169   | 8591 / 94057 (11)  |
| परिवार अनुसूचियां Household Schedules           | फार्मों की संख्या : Number of forms : फार्म नं. Form No. 9387 - 8615   | 2   | 8605 - 8615 (13)   |
| प्रमाणक सार (2 प्रतिपत्र)                       | से From  | तक To   | -  |
| प्रमाणक के हस्ताक्षर<br>Signature of Enumerator | सुपर निरीक्षक के नाम<br>Name in block letter   | स्थान<br>Place  | दिनांक<br>Date   |
|   | Ms. Anuska Arora   | Delhi   | 6-3-11   |

पर्यवेक्षक द्वारा प्राप्त की गई सामग्री का अंकगणना प्रमाणपत्र का **ACKNOWLEDGEMENT BY THE SUPERVISOR**  
 संपूर्णतः अनुसूचित भूजे द्वारा भरी जानी/खराब अनुसूचियां प्राप्त की गई हैं ।  
 Received the filled-in as well as blank/spotted schedules etc. as stated above.  
 पर्यवेक्षक के हस्ताक्षर:  सुपर निरीक्षक के नाम: Mukesh Raw Singh  
 Name in block letter: Mukesh Raw Singh  
 स्थान: Delhi, दिनांक: 6/3/11

**ANNEXURE-4(i)**  
**SPECIMEN SCHEDULE 6A**

Filled in Schedule to be replaced

**ANNEXURE 4(ii)**  
**SPECIMEN SCHEDULE 6B**

Filled in Schedule to be replaced

Filled in Schedule to be replaced

Filled in Schedule to be replaced

Filled in Schedule to be replaced

**SIXTH ECONOMIC CENSUS: 2012****Frequently Asked Questions (FAQs)**

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.

| <b>Serial No.</b> | <b>Frequently asked questions</b>   | <b>Reply</b>   | <b>Concerned Column Number of the Schedules</b> |
|-------------------|---|--|---|
| 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  | i) In case shop/house is exclusively used for making of food articles, say sweets; namkeen, chapatees, cooked vegetables etc. for selling these  |   |



| Serial No. | Frequently asked questions  | Reply  | Concerned Column Number of the Schedules |
|------------|---|--|--|
|            | 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 the main and sub-units are in the same house whether they are to be listed as one establishment or separate establishment? | 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 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                           |

| Serial No. | Frequently asked questions   | Reply  | Concerned Column Number of the Schedules |
|------------|--|--|--|
| 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 schedule 6A?                                | 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) 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.   |  |

| <b>Seri al. No.</b> | <b>Frequently asked questions</b>   | <b>Reply</b>   | <b>Concerned Column Number of the Schedules</b> |
|---------------------|---|--|---|
| 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  |   |
| 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 | 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   | 12 of 6A  |

| Serial No. | Frequently asked questions  | Reply   | Concerned Column Number of the Schedules |
|------------|---|---|--|
|            | 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?  | trading activity. In case it is a Courier establishment, then under transportation activity (Broad activity code 13)  |  |
| 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                                 |
| 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.  |  |

| Serial No. | Frequently asked questions   | Reply   | Concerned Column Number of the Schedules |
|------------|--|---|--|
| 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                           |
| 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  | 19 of 6A                                 |

| Serial No. | Frequently asked questions  | Reply   | Concerned Column Number of the Schedules |
|------------|---|---|--|
|            |   | activity would resume depending upon season/period and its products sold/work is of seasonal nature then, it may be categorized as seasonal.  |  |
| 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 operation) | 19 of 6A                                 |
| 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)'.<br>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                             |

| <b>Seri al. No.</b> | <b>Frequently asked questions</b>   | <b>Reply</b>  | <b>Concerned Column Number of the Schedules</b> |
|---------------------|---|---|---|
| 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 worker on fairly regular basis. How the number of workers have to be recorded?   | 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 working on the last working day excluding the day of visit would be recorded.  | 21 to 25 of 6A                                  |
| 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   | 14 of 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   |

| <b>Schedule 6 C:</b> |   |  |  |
|----------------------|---|--|--|
| <b>Sr. No.</b>       | <b>Frequently asked questions</b>   | <b>Reply</b>   | <b>Concerned Column No. of the Schedules</b> |
| 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  | 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                                     |



|    |  |  |                      |
|----|--|--|----------------------|
|    | ‘2’? It is 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<br>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) |

| Sr. No. | Frequently asked questions   | Reply   | Concerned Column No. of the Schedules |
|---------|--|---|---------------------------------------|
| 12      | Whether registered under Society Act is also to be considered as registered under Cooperative Act?   | No<br>The two acts are different.<br>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. |  |

## ANNEXURE-6

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                           |
| 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   |
| 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  |
| 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   |

**Certificate for Enumerators and Supervisors:**  
**(To be used during Field Work)**

- |    |                                       |          |
|----|---------------------------------------|----------|
| 1. | Completion Certificate for Enumerator | 3 Copies |
| 2. | Completion Certificate for Supervisor | 6 Copies |
| 3. | Inspection Report of Supervisor       | 6 Copies |





4.

**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**

- vii) I had collected the kit and the blank schedules for my EBs along with AHL, LM, for the same.
- viii) I have updated the layout map as per the boundaries shown by my Charge Officer/Supervisor.
- ix) I have included all the houses in the layout map and no area is left out.
- x) 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.
- xi) 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.
- xii) 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. ....

**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**

- xiii) I had collected the kit and the blank schedules for my EBs along with AHL, LM, for the same.
- xiv) I have updated the layout map as per the boundaries shown by my Charge Officer/Supervisor.
- xv) I have included all the houses in the layout map and no area is left out.
- xvi) 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.
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|---|--|----|--------------------------|------------------------------------|----|-------------------------------------|--------------------------------|----|---------------------------------|---------|
|   | 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. ....

**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**

- xix) I had collected the kit and the blank schedules for my EBs along with AHL, LM, for the same.
- xx) I have updated the layout map as per the boundaries shown by my Charge Officer/Supervisor.
- xxi) I have included all the houses in the layout map and no area is left out.
- xxii) 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.
- xxiii) 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.
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|---|--|----|--------------------------|------------------------------------|----|-------------------------------------|--------------------------------|----|---------------------------------|---------|
|   | 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. ....

**Completion Certificate for Supervisor**  
**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. 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 .....**

Place:

Date:

Signature of Charge Officer

Name \_\_\_\_\_  
(in block letters)

**Completion Certificate for Supervisor**  
**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. Instruction Manual/s and the Supervisor's kit items have been provided to me.
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  - 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 .....**

Place:

Date:

Signature of Charge Officer

Name \_\_\_\_\_  
(in block letters)

**Completion Certificate for Supervisor**  
**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. 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.
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|---|--|----|------------------------------------|------------------------------------|----|-------------------------------------|--------------------------------|----|---------|
|   | From   | To |                                    | From                               | To |                                     | From                           | To |         |
| 1. House & Establishment Listing Schedule |  |    |                                    |                                    |    |                                     |                                |    |         |
| 2. Establishment Abstract                 |  |    |                                    |                                    |    |                                     |                                |    |         |
| 3. Directory of Establishment Schedule    |  |    |                                    |                                    |    |                                     |                                |    |         |

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| 1. House & Establishment Listing Schedule |  |    |                                    |                                    |    |                                     |                                |    |         |
| 2. Establishment Abstract                 |  |    |                                    |                                    |    |                                     |                                |    |         |
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**Certificate of Complete Coverage of EB and Inventory of Used/Unused Material**

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Supervisor No.



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

|                           |                       |                           |
|---------------------------|-----------------------|---------------------------|
| <b>State/UT</b> _____     | <b>District</b> _____ | <b>Sub-district</b> _____ |
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|---|--|----|------------------------------------|------------------------------------|----|-------------------------------------|--------------------------------|----|---------|
|   | From   | To |                                    | From                               | To |                                     | From                           | To |         |
| 1. House & Establishment Listing Schedule |  |    |                                    |                                    |    |                                     |                                |    |         |
| 2. Establishment Abstract                 |  |    |                                    |                                    |    |                                     |                                |    |         |
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Place:  
Date:

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

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Place:

Date:

Signature of Charge Officer

Name \_\_\_\_\_  
(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 \_\_\_\_\_  
(in block letters)

Date: \_\_\_\_\_ Supervisor No. ....

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

### Inspection Report of Supervisor

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

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

Place: \_\_\_\_\_ Name \_\_\_\_\_  
(in block letters)

Date: \_\_\_\_\_ Supervisor No. ....

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### 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> _____    |

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

| <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 |
|   |                      |                            |  |
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|   |                      |                            |  |

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Signature of Supervisor

Place: \_\_\_\_\_ Name \_\_\_\_\_  
(in block letters)

Date: \_\_\_\_\_ Supervisor No. ....

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### Inspection Report of Supervisor

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

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) |
|  |                      |                            |  |
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| <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 |
|   |                      |                            |  |
|   |                      |                            |  |
|   |                      |                            |  |
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Signature of Supervisor

Place: \_\_\_\_\_ Name \_\_\_\_\_  
(in block letters)

Date: \_\_\_\_\_ Supervisor No. ....

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### 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) |
|  |                      |                            |  |
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|  |                      |                            |  |
|  |                      |                            |  |

| <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 |
|   |                      |                            |  |
|   |                      |                            |  |
|   |                      |                            |  |
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Signature of Supervisor

Place:

Name \_\_\_\_\_

Date:

(in block letters)

Supervisor No. ....

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### Inspection Report of Supervisor

|                           |                       |                           |
|---------------------------|-----------------------|---------------------------|
| <b>State/UT</b> _____     | <b>District</b> _____ | <b>Sub-district</b> _____ |
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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) |
|  |                      |                            |  |
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|  |                      |                            |  |
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| 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 |
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Place:

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