

Chapter Two

Schedule 0.0: List of Households and Non-agricultural Enterprises

2.0.0 Introduction: Schedule 0.0 is meant for listing all the houses, households and non-agricultural enterprises including those without fixed premises found to operate for at least one day during the last 365 days preceding the date of survey in the sample FSU (or segments 1 & 2 in the case of large FSUs). Some enterprise particulars like description of activity, number of hired and total workers, NIC code, duration of operation etc. in terms of 'eligibility code' are also to be collected. This auxiliary information will be used for categorising the enterprises into different types and formation of second stage strata. The sampling frames for selection of enterprises for each of the second-stage stratum will be prepared and details of the selection of sample enterprises will be recorded in this schedule. Whenever hamlet-groups/ sub-blocks (hg's/ sb's) are required to be formed, particulars relating to the formation and selection of hg's/ sb's are also to be recorded in this schedule. Concepts and definitions of various items are given in Chapter one.

2.0.1 Structure of the schedule: Schedule 0.0 contains the following blocks:

Block 0: descriptive identification of sample village/EB/UFS block

Block 1: identification of sample village/EB/UFS block

Block 2: particulars of field operations

Block 3: sketch map of hamlet-group (hg)/ sub-block (sb) formation

Block 4.1: list of hamlets (only for rural samples with hamlet-group (hg) formation)

Block 4.2: list and selection of hamlet-groups (hg's) / sub-blocks (sb's)

Block 5a: list of households and non-agricultural enterprises (segment 1/ 2)

Block 5b: selection of non-agricultural enterprises under coverage (segment 1/ 2)

Block 6a: particulars of enterprises in segment 9

Block 6b: particulars of sampling of enterprises (for segments 1 & 2)

Block 7: list of non-agricultural enterprises having 20 or more workers in the sample village/EB/UFS block (segment 9)

Block 8: remarks by investigators (FI/JSO)

Block 9: comments by supervisory officer(s)

2.0.2 Unit of survey and sampling frame:

In the rural sector, First Stage Unit (FSU) is 2011 Population Census village (except Kerala). In the urban sector, FSU is either Enumeration Block (EB) as per Census 2011 or UFS block as per the latest updated frame.

However, for both rural and urban areas of Kerala, EB is considered as an FSU.

A. For rural areas of Kerala and urban areas of those States/UTs where EBs will be considered as FSUs, the following procedure will be followed:

In the sample list, particulars of the selected EBs viz. EB no., ward, town name, sub-district, district name etc. will be available. For identification of the selected EB, Layout Map and Abridged House List (AHL) for each EB containing boundary details and listing of structures/households/enterprises will be used. Proper identification of the boundaries of the selected EB with the help of Layout Map and AHL needs to be ensured before the fieldwork is started.

For the fieldwork, the field investigator has to visit each selected EB. In order to ensure complete coverage, it would be necessary to locate and identify each and every structure in the EB. Thus to become familiar with the boundaries, land marks and location of houses in the EB, with the help of Layout Map and AHL it would be essential to go around the EB.

The Layout Map, **specimen given in Annexure I**, provides the identification particulars i.e., names and codes of State, District, Tehsil/Taluk/PS/Dev. Block/Circle/Mandal, Town/Village, Ward and Enumeration Block. The AHL, **specimen given in Annexure II**, provides a list of all the structures in a particular EB along with some information regarding use of census house such as residential and non-residential and distinct Census house numbers.

With the help of these documents, the selected EB will be covered completely. ***Further, it needs to be ensured to include all the new structures that may have come up after the fieldwork of Population Census.***

B. For urban areas of those States/UTs where UFS blocks will be used as FSUs, the following procedure will be followed:

It is indicated in the sample list under the head "frame code" as to which particular UFS phase has been used as the sampling frame for selection of FSUs belonging to a town where UFS data used for sample selection. The field investigator, on arrival at a sample FSU will ascertain the exact boundaries of it as per the frame code indicated in the sample list. This may be done with the help of UFS maps/ ward maps/ town maps.

C. For rural areas (except Kerala) where villages are treated as FSUs, the following procedure will be followed:

For rural areas, the field investigator/JSO, on arrival at a sample FSU, will ascertain the exact boundaries of it. This may be done with the help of the village officials like patwari, panchayat authorities etc.

2.0.3 Listing of big non-agricultural enterprises and formation of segment 9: After ascertaining the boundaries of the sample FSU, all the non-agricultural enterprises having 20 or more workers and having operated for at least one day during last 365 days preceding the date of survey will be listed in Block 7 of Schedule 0.0. This will constitute *segment 9* of the FSU. Wherever big enterprises are available, segment 9 will be formed in the sample FSU irrespective of hg/sb formation. For the FSUs without hg/sb formation, listing of enterprises for segment 9 in Block 7 and the listing of enterprises in Blocks 5a and 5b may be done simultaneously. For the FSUs requiring hg/sb formation, listing of enterprises of segment 9 in Block 7 may be done at the time of the listing of hamlets (described in the para 2.0.4.1). While listing the enterprises in Block 5a (i.e. segment 1/ 2), these big enterprises are also to be included with the caption 'segment 9 enterprise' for the sake of completeness.

2.0.4 Formation of hamlet-groups (hg's) and formation of segments 1 and 2: With a view to controlling the work load mainly at the stage of listing, hamlet-group formation will be resorted to in the large villages in rural areas. A large village will be divided into a certain number (D) of sub-divisions called hamlet-groups (hg's). The number of hg's to be formed (i.e. the value of D) will depend on the approximate present population of the sample FSU and/or the approximate number of non-agricultural enterprises found to exist in the sample village. The criteria for deciding the number of hg's to be formed in a large village have been discussed in details in Chapter one.

The hg having maximum approximate number of establishments under coverage of survey will be selected with certainty and designated as *segment 1*. This will be done after considering the percentage of NAE in the hg and approximate number of establishments under coverage as recorded in Block 4.2 of the listing schedule. Details regarding the selection procedure of segments have been discussed in para 2.5.2.4 – 2.5.2.6 of this Chapter.

Two more hg's will be selected for survey from the remaining hg's of the sample FSU with equal probability following the method of SRSWOR and they together will be marked as *segment 2*.

Listing and selection of enterprises will be done separately and independently in segments 1 & 2. FSUs without hg/ sb formation will not have segment 2.

The procedure for listing of hamlets, formation of segment 9 and hamlet-groups is outlined below:

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

(i) Identify the hamlets as described above.

(ii) Ascertain approximate percentage of population or percentage of non-agricultural enterprises of each hamlet and (a) identify the hamlets which have at least one big non-agricultural enterprise (i.e. non-agricultural enterprise with 20 or more workers), (b) approximate number of establishments under coverage in each hamlet, (c) the hamlets with own-account non-agricultural enterprise under coverage.

(iii) For each of the hamlets identified in (ii) above as having big enterprises, all the big non-agricultural enterprises in the hamlet will be listed in Block 7.

(iv) Draw a notional map in Block 3 showing the approximate location of the hamlets and number them in a serpentine order starting from the northwest corner and proceeding southwards. While drawing this map, uninhabited area (non-abadi area) of the village will be included as part of nearby hamlet, so that no area of the village is left out. The boundaries of the hamlets may be defined with the help of some land marks like canals, footpaths, railway lines, roads, cadastral survey plot numbers etc., so that it would be possible to identify and locate the geographical boundaries of the hamlet-groups to be formed in the village.

(v) List the hamlets in Block 4.1 in the order of their numbering. Indicate the present population content or non-agricultural enterprises depending upon the criterion on the basis of which value of D is determined in terms of percentages for each hamlet. Record approximate number of non-agricultural establishments under survey coverage and indicate whether any own-account non-agricultural enterprise under survey coverage is present in the hamlet.

(vi) Grouping the hamlets into D hamlet-groups is then to be done. The criteria to be adopted for hamlet-group formation are: (i) geographical contiguity and equality of population content if population criterion is used or (ii) geographical contiguity and equality of non-agricultural enterprises if enterprise criterion is used (numbering of hamlets is not to be adopted as a guideline for grouping). In case there is a conflict between the two aspects, geographical contiguity is to be given priority. Indicate the grouping in the map.

(vii) Numbering of hamlet-groups will be done next in Block 4.2 of Schedule 0.0. Hamlet-groups will be numbered serially in column (1) of Block 4.2. The hamlet-group containing hamlet no. 1 will be numbered as 1, the hamlet-group with next higher hamlet number not included in hg 1 will be numbered as 2 and so on. Indicate the numbers also in the notional map. It is quite possible that a hamlet-group may not be constituted of hamlets with consecutive serial numbers. Indicate the approximate number of non-agricultural establishments under survey

coverage, number of hamlets having own-account enterprises under survey coverage and percentage of population or percentage of NAEs as the case may be for each hamlet group.

2.0.5 Formation of sub-blocks and their selection: Procedures for formation of sub-blocks, identification of the sub-blocks having big non-agricultural enterprises and listing of big non-agricultural enterprises are same as those for the formation of hamlet-groups in the case of large villages. Here the sub-blocks are to be formed artificially by dividing the EB/UFS block into a certain number (say, D) of divisions by more or less equalizing the population or NAEs giving priority to geographical compactness within each sub-block. The value of D will be determined according to the same criteria as adopted in the case of rural FSUs. Sub-blocks will be numbered serially in column (1) of Block 4.2. For each sub-block, ascertain the approximate present population or NAEs of the sub-blocks in terms of percentage of the total population or total number of NAEs and identify the sub-blocks having big non-agricultural enterprises. Record the percentage of population or percentage of NAEs of each sub-block in column (3) of Block 4.2. List the big non-agricultural enterprises in Block 7 from the identified sub-blocks to form *segment 9*. Procedures for selection of sub-blocks and formation of *segment 1* and *segment 2* are exactly same as those for rural FSUs with hg formation.

Listing and selection of enterprises will be done separately and independently for each selected segment.

2.0.6 Starting point for listing: After having determined the area unit to be surveyed, the investigator will proceed to list all the structures/households/non-agricultural enterprises in the FSU. The listing may be done in the same order as that of the order followed in Abridged House List (in the case of EB) or 2011 Census order of house listing (in the case of villages, other than Kerala). For those cases where the order followed in AHL or 2011 Census order of house listing is not available or cannot be used (specially where sb's have been formed), the listing may be started from the northwest corner of the FSU/ segment and proceeding southwards in serpentine manner. While listing the structures/households/NAEs, some essential minimum particulars about them will be recorded for the purpose of formation of second stage strata considering the eligible non-agricultural enterprises. Any new structure which has come up after Census 2011 should also be listed at appropriate place in that FSU. All segment 9 enterprises are also to be included with a caption 'segment 9 enterprise'.

2.0.7 Use of additional sheets of blocks 4.1, 4.2, 5a, 5b, 7: Whenever one schedule booklet is not adequate to list all the hamlets and hamlet-groups/sub-blocks (Blocks 4.1, 4.2) or all the enterprises (Blocks 5a, 5b and 7) of the sample FSU or hg/sb, additional sheets containing the relevant Block(s) shall be used and tagged firmly to the main schedule.

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

Before filling in blocks, it is necessary to put tick-marks in the appropriate boxes at left hand and right hand top corners of the first page of the schedule.

Block 0: Descriptive identification of sample village/EB/UFS block

2.0.8 General: This block is meant for recording descriptive identification particulars of the sample village/EB/UFS block. State/UT, district, sub-district, village/town name, ward/investigator (IV) unit no., enumeration block (EB)/ UFS block no. are to be copied properly from the sample list in the appropriate places. Tick marks will be given against appropriate items for rural and urban sample.

Block 1: Identification of sample village/EB/UFS block

2.1.0 General: This block is meant for recording the identification particulars of the sample village/EB/UFS block in terms of codes or numbers. The particulars relating to all the items are given in box spaces provided in the block against each item (except for items 2 & 3, the codes of which are already printed). For multiple cells, the rightmost cell shall be used for recording the digit of the unit place, the next left cell for the tenth place digit and so on. *Items 1, 4 to 11 and 13 to 15 shall be copied from the sample list.*

2.1.1 Item 12: FOD sub-region: The four-digit code corresponding to the FOD sub-region to which the sample FSU belongs will be recorded against item 12. *A ‘-’ will be put against this item for the state samples and also for the central samples for the States of Arunachal Pradesh, Manipur, Mizoram and Tripura for which field work is carried out by the respective States.*

2.1.2 Item 13: frame code: The different types of frames used for selection of FSUs are indicated by 'frame code' in the sample list. *Entry against item 13 shall be copied from the sample list.* It is to be noted that whenever EB is selected as FSU frame code is to be recorded as 16 i.e. 2011 census. The frame codes to be used are:

Rural/ Urban: 2011 census – 16.

Urban: 2007-12 UFS – 15, 2012-17 UFS – 17.

2.1.3 Item 14: frame population (rural only): The population of sample FSU, for rural sector, as given in the sample list will be copied here. For villages, it will be the census 2011 population. However for rural areas of Kerala, this item may be left blank.

2.1.4 Item 15: selection size: This item will be copied from the sample list.

For rural & urban sector, where Sixth EC frame has been used, 'selection size' is the total number of non-agricultural workers under coverage.

For rural areas, where population census based frame has been used, it is total number of non-agricultural workers, i.e. sum of household industry workers and other workers, as per Primary Census Abstract (PCA) 2011.

For other urban areas where UFS blocks are considered as FSUs, size is '1'.

2.1.5 Item 16: approximate present population: The investigator will first ascertain the approximate present population of the entire sample FSU taking into consideration the normal growth of population along with any abnormal influx of population into or exodus of population

from the sample FSU. This may be ascertained mainly from the knowledgeable persons by putting certain probing questions. The starting point can be 2011 census population in case of rural FSUs. In case of large difference with frame population, it may be asked whether there has been any abnormal influx into or exodus from the FSU after the census or the village has been split or partly merged with other village/urban area. If so, the approximate increase or decrease of population due to such events or any new settlements that have come up in the FSU after the census is to be ascertained. In case it is difficult to explain the large difference between frame population and approximate present population in terms of likely growth/decline of population during the intervening period, adequate remarks for such differences should be given in Blocks 8/9.

2.1.6 Item 17: approximate no. of non-agricultural enterprises (without segment 9 enterprises): Approximate number of non-agricultural enterprises in the whole sample village/EB/UFS block, as ascertained by local enquiry from knowledgeable persons, may be recorded here. *It may be noted that while recording this value, the big enterprises which will be covered in segment 9 should not be considered.*

2.1.7 Item 18: total number of hg's/ sb's formed (D): The total number of hg's/ sb's formed in the sample FSU will be the value of 'D'. This will be recorded in the block heading of Block 4.2. **If the sample FSU does not require any hg/ sb formation, the entry against this item will be '1'.**

2.1.8 Item 19: survey code: The different survey codes are:

selected village/EB/UFS block has been surveyed:

inhabited	1
uninhabited	2
zero case	3

selected village/EB/UFS block is casualty but a substitute village/EB/UFS block has been surveyed:

inhabited	4
uninhabited	5
zero case	6

selected village/EB/UFS block is casualty and no substitute has been surveyed

Some examples of zero cases are: FSUs comprising wholly the barracks of military and paramilitary forces (like CRPF, BSF etc.), rural areas declared as urban areas and now forming part of UFS frame used for urban sampling, FSUs wholly submerged under water in a dam or FSUs with the whole population evicted because of acquisition of land to construct a new factory or other project work etc. with no chance of habitation in future. As against this, the FSU whose entire population has shifted elsewhere due to some natural calamities like fire, cyclone etc., but is likely to return in the future, will be considered as uninhabited FSU and will be given code 2 or 5 as the case might be. Because of some unavoidable reasons if a selected FSU cannot be surveyed then that FSU is substituted by another FSU. If the substitute FSU cannot be surveyed, survey code will be 7.

2.1.9 Item 20: reason code for substitution of original sample (for codes 4 – 7 in item 19): In all the cases where the *originally* selected sample FSU is a casualty irrespective of whether it has been substituted and subsequently surveyed or not surveyed (i.e. for codes 4 to 7 against item 19), the reason for its becoming a casualty will be recorded in terms of code against item 20. The codes are:

Original sample village/EB/UFS block:

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

A ‘-’ may be put against this item if the entry against item 19 is 1 or 2 or 3. *Cases of FSUs comprising wholly the barracks of military and paramilitary forces will not be considered as restricted area for providing code 3 against item 20. As stated earlier, such cases will be considered as surveyed and will be treated as zero cases.*

Block 2: Particulars of field operations

2.2.0 The details of field operations will be recorded in this block. In the serial number 1(a) and 1(b), names of the field investigator (FI)/Junior Statistical Officer (JSO)/ Field Officer (FO)/ Senior Statistical Officer (SSO), codes (permanent employee code in case of regular employees and temporary codes, if available, for other staff) and signatures will be recorded. In the serial number (4), total time taken to canvass the schedule by the team of investigators (FI/JSO) will be recorded. Time taken by the **team jointly** may be reported in hours after rounding off to whole numbers. While recording the total time taken to canvass (i.e. column 3, srl. no. 4 of this block), it may be noted that the time taken to reach the sample FSU and return back should not be considered for filling in this item. In other words, total time spent in identification of the boundaries of the sample FSU, hamlet-group/ sub-block formation, listing of structures/households/NAEs, formation of second-stage strata, selection of enterprises and filling in all other blocks of this schedule may be recorded in hours. In serial number 5, number of investigators (FI/JSO) in the team will be recorded in column (3). All other items are self-explanatory.

For recording the entry in column (3) and (4) corresponding to serial number 2 (i) and (ii), following procedure may be adopted. For entering date of commencement of survey/ inspection the date when commencement of identification of village/EB/UFS block was started will be recorded. But while entering date of completion of survey/ inspection, the date when completion of listing and selection of enterprises was done will be recorded. However, the minor part relating to columns (8), (9) of Block 6a and columns (7) to (9) of Block 6b may be ignored.

Block 3: Sketch map of hamlet-groups (hg)/sub-blocks (sb) formation

2.3.0 For large FSUs requiring hg/sb formation, the space provided for in the block shall be used to draw a free hand sketch-map of the FSU showing the boundaries of the hamlets and hg’s/ sb’s formed so that they may be identifiable in the field afterwards with the help of this map. It need not be drawn to scale. The serial numbers of the hamlets as given in column (1) of Block 4.1 will

be written down on the map against each hamlet. The hamlet-group number given in column (1) of Block 4.2 to which the hamlet belongs will also be shown against each hamlet within brackets on the right side of the hamlet number. Similarly, sub-blocks will also be numbered in the map. The areas for the selected hg's/sb's shall be shaded in the map.

Block 4.1: list of hamlets (only for rural samples (except for Kerala) with hamlet-group (hg) formation)

2.4.1.0 This block is to be filled in only for the rural samples requiring formation of hamlet-groups (i.e. for $D > 1$). All the hamlets located in the village will be listed in the specified order.

2.4.1.1 **Columns (1) to (3):** A running serial number for the hamlets will be given in column (1). Name of the hamlets will be written in column (2). Present population of each hamlet expressed as percentage of total population when value of D is determined on the basis of population in the village will be given in column (3) in whole numbers. When the value of D is determined on the basis of number of NAEs, percentage of total number of NAEs for each hamlet will be entered in this column. Entries in column (3) should add up to 100.

2.4.1.2 **Column (4): approximate number of non-agricultural establishments under survey coverage:** Approximate number of non-agricultural establishments under survey coverage for each of the hamlets will be entered in this column. If there is no non-agricultural establishment under survey coverage in the hamlet, a '-' will be put in this column. *It may be noted that while recording this number, the big establishments which will be covered in segment 9 should not be considered.*

2.4.1.3 **Column (5): availability of any own account non-agricultural enterprises under survey coverage (yes – 1, no – 0):** Here, it will be enquired whether there is any own account non-agricultural enterprise under survey coverage in the hamlet. If at least one such enterprise is present in the hamlet, '1' will be recorded in this column, else '0'.

Block 4.2: list and selection of hamlet-groups (hg's) / sub-blocks (sb's)

2.5.2.0 **General:** This block is meant for recording the details of the hg/sb formation and their selection for FSUs requiring hg/sb formation (i.e. with $D > 1$). Reference may be made to paragraphs 2.0.4, 2.0.4.1 and 2.0.5 for the procedures of formation and numbering of hg's/ sb's.

2.5.2.1 **Column (1): serial no. of hg/sb:** The hg's/sb's formed will be given a running serial number (starting from 1) in column (1) as per the guidelines given in paragraphs 2.0.4, 2.0.4.1 and 2.0.5. The last serial number in this column will be the value of 'D' which is to be recorded against 'D' below the block heading. This value of 'D' will be the same as recorded against item 18 of Block 1.

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

2.5.2.3 Column (3): (%) of population/ NAE in the hg/sb: Approximate present population of the hg/sb in terms of percentage to total population in the FSU when value of D is determined on the basis of population will be recorded in column (3) in whole number. Number of NAEs as percentage of total number of NAEs will be recorded when value of D is determined on the basis of NAEs. Entries in this column should always add up to 100.

2.5.2.4 Column (4): approximate number of non-agricultural establishments under survey coverage in the hg/sb:

For rural FSU (except Kerala), the approximate total number of non-agricultural establishments under survey coverage in all the hamlets comprising a hamlet-group will be summed up from column (4) of Block 4.1 and recorded in this column. If no such establishment is present in the hamlet-group, a '-' will be given in this column.

For urban FSU and rural FSU of Kerala, the approximate number of non-agricultural establishments under survey coverage in a particular sub-block will be ascertained and recorded in this column. If no such establishment is present in the sub-block, a '-' will be given in this column.

2.5.2.5 Column (5): count of hamlets with own account enterprise under survey coverage in the hg (for rural FSUs):

For rural FSU, the number of hamlets having any own account non-agricultural enterprise under survey coverage will be recorded for a particular hamlet-group. Suppose, a hg comprises of seven hamlets out of which five hamlets have some own account NAEs under survey coverage (i.e. entry = '1' in column (5) of Block 4.1). Then '5' will be recorded in this column. If no such enterprise is present in the hg, a '-' will be given in this column.

2.5.2.6 Column (6): availability of own account enterprise under survey coverage in the sb (yes – 1, no – 0), for urban FSUs and rural FSUs of Kerala:

For urban FSU and rural FSU of Kerala, it will be enquired whether there is any own account NAE under survey coverage. If at least one such enterprise is present in the sub-block, '1' will be recorded in this column, else '0'.

Entries made in columns (3), (4), (5) and (6) together will be used for recording the sampling serial number in column (7) of this block.

2.5.2.7 Columns (7) – (9): Three hg's/ sb's will be selected from the large FSU for the purpose of survey. One hg/ sb will be selected with certainty in the following manner:

- (a) *If there is one or more hg/ sb with establishments under survey coverage, then the hg/ sb with the maximum approximate number of establishments (please refer to positive entries in column (4)) will be selected purposively.*

- (b) For rural FSUs, *if there is no establishment under survey coverage in the FSU but there is one or more hg with own-account enterprises under survey coverage, then the hg with the maximum number of hamlets having own-account non-agricultural enterprises under survey coverage within the hg (please refer to positive entries in column (5)) will be selected purposively. If there is one or more hg with same number of hamlets having own-account NAEs under survey coverage, then the hg which is listed first will be selected purposively.*

For urban FSUs, *if there is no establishment under survey coverage in the FSU then the sb having any own-account non-agricultural enterprise under survey coverage will be selected purposively. If there is one or more sb with own-account NAEs under survey coverage, then the sb where there is any such OAE (please refer to '1' in column (6)) and which is listed first will be selected purposively.*

- (c) *If there is no non-agricultural enterprise under survey coverage in the FSU, then the hg/sb with maximum percent share of population as per column (3) will be selected purposively.*

The hg/sb selected with certainty will be identified as *segment 1* and it will be assigned sampling serial number '0' in column (7).

In case there is more than one hg/sb satisfying the criterion for identification as hg/sb '0' according to the procedure described above, the following method for breaking the tie will be adopted for deciding the hg/sb to be assigned number '0' in column (7):

- i) If two or more hg's/sb's have the same maximum number of establishments under coverage as per criterion (a), the one among them having the maximum number of own account enterprises under coverage (for rural FSUs, highest entry in column (5)) or the one having at least one own-account enterprise under coverage (for urban FSUs, entry 1 in column (6)) will be chosen as hg/sb '0'.
- ii) If the tie still persists, the one among them which is listed first will be chosen as hg/sb '0'.

Similarly, when there is no establishment under coverage and more than one hg having the same maximum number of hamlets having own account enterprises under coverage as per criterion (b) or more than one sb having at least one own-account enterprise under coverage, then also the one among them which is listed first will be chosen as hg/sb '0'. When there is no non-agricultural enterprise under survey coverage and more than one hg/sb having the same maximum percentage share of population as per criterion (c) then the one among them which is listed first will be chosen as hg/sb '0'.

2.5.2.7.1 Column (7): sampling serial number of the hg/ sb: '0' will be entered in this column against the hg/sb chosen with certainty as per the procedure described above. Then, other listed hg's/ sb's may be serially numbered from 1 to (D – 1) in this column starting from the top. These will be the sampling serial numbers for selecting two other hg's/ sb's.

2.5.2.7.2 Column (8): order of selection: Two hg's/sb's will be selected with SRSWOR from the (D-1) hg's/sb's. First, '0' will be entered against hg/ sb number '0' of column (7). Then draw a random number, say R_1 , between 1 and (D-1). Enter '1' in column (8) against the serial number in column (7) that is equal to R_1 . Next draw another random number between 1 and (D-1). If it is equal to R_1 , reject this random number and draw another random number. Continue this way till a distinct random number different from R_1 , say R_2 , is drawn. Enter '2' in column (8) against the serial number in column (7) that is equal to R_2 .

For all other hg's/ sb's (except the three selected), column (8) may be left blank.

Record the values of R_1 and R_2 against 'R' in the block heading, separating them by commas.

2.5.2.7.3 Column (9): segment number: '1' will be entered in column (9) against the hg/ sb number with order of selection number '0' in column (8). For each of the other two hg's/ sb's with order of selection numbers 1 and 2 in column (8), enter '2' in column (9).

2.6 Blocks 5a and 5b

In these blocks, details are to be given separately for each of the two segments selected for survey. *When there is no hamlet-group/sub-block formation, the information in respect of the whole village/EB/UFS block shall be given against segment number '1' in these blocks.*

2.7 Block 5a: list of households and non-agricultural enterprises (segment 1/ 2):

2.7.1 Listing of households and non-agricultural enterprises without fixed premises and enterprises with fixed premises will be done in this block. Collection of a few particulars for identification of non-agricultural enterprises under survey coverage, preparation of sampling frames and selection of sample enterprises (for Schedule 2.34) will be carried out in this block. *Listing of households/enterprises is to be done separately for segments 1 and 2 for large FSU requiring hg/ sb formation.*

2.7.2 It is essential to ensure that there is no omission or duplication of any house, household and non-agricultural enterprise. *All the non-agricultural enterprises (without fixed premises or located within the household premises) run by households which are found to be temporarily absent as also all the temporarily locked non-agricultural enterprises (NAEs) with fixed premises should be listed and included in the overall frame for sample selection provided the following information can be ascertained from local enquiry: (i) the enterprise is an enterprise under survey coverage; (ii) the NIC 2008 code for the activity of the enterprise; (iii) type of enterprise (i.e. establishment/OAE); (iv) the enterprise operated for at least 30 days during the preceding 365 days (15 days for seasonal enterprise and SHG).* After obtaining as much details as possible from the neighbours about the enterprises run by them, attempt should be made to contact the households/ enterprises at the appropriate hours (even outside the normal working hours of the investigators) and if required, by revisiting the households/ enterprises during the survey period in the sample village/EB/UFS block. In order to ensure complete listing of NAEs, it is, therefore, better to follow some definite order for listing of houses. The order followed in

Abridged House List (in the case of EB) or 2011 Census order of house listing (in the case of villages, other than Kerala) may be adopted, wherever possible, taking care that any house that has come up later is not omitted; otherwise, listing may be done in serpentine manner starting from the north-west corner and moving southwards. The names of any natural grouping of the houses like hamlet, street, mohalla, etc. and date of listing may be written at the top before the listing of houses starts. This will help in checking completeness.

2.7.3 A house to house enquiry will be made to list all the NAEs. An enterprise without fixed premises is enumerated in the house where the owner/ operator reside and an enterprise with fixed premises will be listed in the structure/house in which it is situated.

The following two situations may be kept in mind during listing. First, an enterprise may not be clearly visible or prominent from outside of a house/room. For example, one member of a household may manufacture small toys, dolls, transistor/radios etc. inside a house not visible from outside. Secondly, the enterprise may not have physical existence at any fixed location; e.g. a hawker or a vendor selling his goods like vegetables, fruits, cloth, etc. without having any fixed premises. These types of enterprises can be detected only by enquiring about the activities of all the members of the household. Necessary care may be taken to list such enterprises.

2.7.4 While listing in a house, the investigator shall first find out how many households (including temporarily absent i.e. locked households) reside there. From each household he will collect the details of all NAEs run for at least one day by its members during last 365 days preceding the date of survey (*the enterprise may not be in operation on the date of listing*). The NAEs run by the household during the reference period and located in the same house where the household lives and those run without any fixed premises shall be listed one after another against that household. But NAEs run by the same household and located at other *fixed* premises will be listed at the location of the enterprise. After exhausting the resident households and all the different types of NAEs run by the household members as described above, the investigator will list other NAEs, if any, which may be located in that house and operated either by households staying in some other houses (either within or outside the selected segment/ FSU) or by an institutional body. After this, the investigator will proceed to the next house. *Care should be taken to list all the seasonal NAEs*, though may not be operating on the date of survey.

2.7.5 NAEs without *fixed premises* may be listed against the **households** of the owners whereas those with *fixed premises* are to be listed at their **sites**. By 'fixed premises', it means that the entrepreneurial activity is carried out within some sort of permanent structure (refer to Para 2.7.7 for further details). Partnership enterprises run without fixed premises may be listed against the household of the **partner who takes major decisions** for running the enterprise. An enterprise pursuing mixed activities or an entrepreneur pursuing multiple activities may be listed separately under respective NIC codes if separate accounts/details of employment, receipts, expenses, etc. for each such activity are available. Otherwise, it will be listed as one enterprise with NIC code corresponding to the *major* activity. By major activity, it means the activity fetching maximum income to the enterprise during the last accounting year. If it is difficult to decide major activity based on income, the same may be done by looking at the turnover/employment in the order specified.

It is to be noted that all NAEs found to be in operation for at least one day during the last 365 days are to be listed irrespective of whether they are *operating on the date of survey or not*. However, if any NAE *with fixed premises* which has changed its place of operation (i.e. stopped operating in the current structure under listing), the same may not be listed in the present place but be listed against the place/site where it is currently operating, provided the changed place/site is within the segments/FSU. On the other hand, an enterprise may be found which has shifted to the current location from another location within or outside the segment/FSU. In such cases, entire period of operation, considering both previous and current locations, will be taken into account for determining the eligibility.

2.7.6 While listing is done in segment 2, the houses and households/ NAEs of the two selected hamlet-groups/ sub-blocks will be listed one after another maintaining a continuous serial number for households as well as for the NAEs, as if they together constitute one unit/segment. For doing so, the serial number and the names of the hamlets belonging to the hg/ sb that is selected first (i.e. the hg/ sb with order of selection number 1 in column (8) of Block 4.2) will be recorded in block capitals on the first line of the listing block (i.e. Block 5a). After completing the listing of houses/households/NAEs of this hg/ sb, one line will be left blank and on the next line, the serial number and the names of the hamlets belonging to the next hg/ sb (i.e. the hg/ sb with order of selection number 2 in column (8) of Block 4.2) will be clearly written in block capital and listing of houses/ households/NAEs belonging to this hg/ sb will start from the next line. However, where there is no hg/ sb formation, listing will be carried out under segment 1 only.

2.7.7 In connection with listing, some special situations are described below:

(i) In a 'hat'(i.e. periodical market) there are some permanent structures built by panchayat or local bodies. The entrepreneurs occupy them on 'hat' days and carry out their activities. These will be considered as *activities without fixed premises* and listed through the residences of the owners even though they carry out the activities at more or less fixed locations. It may be mentioned that the activities carried on by the roadside or in the open public places like that under a bridge or a tree, etc. with temporary make-shift shelter or no structure at all, are deemed be carried out without fixed premises.

(ii) In daily markets or 'hats', some vegetable/ fish sellers carry out their activities in open space or under tents/shelters (having canvas/ cloth on the top and tied/ fixed with sticks on the corners). These enterprises will be listed not in the markets/ 'hats' but against the households of the owners where they reside.

(iii) Persons running transport enterprises like taxi, rickshaw etc. not having a separate fixed place for running the enterprise will be listed in their place of residence.

(iv) Enterprises run without fixed premises on partnership basis shall be listed against the household of the **partner who takes major decisions** for running the enterprise. If more than one such partner stays in the FSU/segment, then the one who is listed first will be chosen as the informant.

(v) The brick kilns having fixed site (*with or without structure*) will *always* be listed at their sites. In case of pottery also, the same procedure may be followed.

(vi) For mixed activities if the accounts, employment, etc. for various activities can be separated out, then each activity shall be separately listed. Otherwise, they should be listed under one major activity i.e. the one having major *income/ turnover/ employment in that order of priority*. To determine the appropriate NIC code for such enterprises *for listing and classification into second-stage strata*, the following points may be considered:

a) When activities under broad categories (manufacturing, trade, other services and remaining activities) are mixed up, the major activity (i.e. whether to be treated as under coverage) may be determined in the following manner: find out the maximum income / turnover / employment for (i) manufacturing + trade + other service activities and (ii) the remaining activities. If (i) is more than (ii), then the enterprise will be under coverage. Otherwise, it will not be under coverage (code will be 4 in column 5 of Blocks 7 and 5a).

b) When two or more activities under coverage are mixed, major activity may be determined at 2/3/4/5-digit level of NIC on the basis of maximum income / turnover / employment as required since enterprises under some 2 or 3 or 4 or 5-digit codes are either out of coverage or will be in different second stage strata.

(vii) In the cases of mixed activity of manufacturing and trade, such as handloom weavers, sweetmeat shops, by convention, manufacturing will be taken as the major activity. If the manufacturing activity of the enterprise is carried out in the household and products are sold in a fixed stall or shop or a fixed structure then the enterprise will be listed as manufacturing at the location of the household and not at the stall/shop.

(viii) If same activity is being carried out in different places e.g. a doctor having chambers at various places or a coaching institute having centres at different places in the same FSU or spread over different FSUs, each will be listed as a separate enterprise. If accounts/details are not separable, then suitable apportionment may have to be done.

(ix) Sometimes, a concern may set up an office for facilitating its work and not rendering any type of service to other agencies or public. The office may be located away from the main concern even in some other town, district or State. In such a case, while the main concern will be classified under the appropriate NIC code and surveyed, the office will also be treated as a branch office of the concern and surveyed under the same NIC code as that of the concern. However, if the branch office so identified happens to be head office of the enterprise, it will be given NIC code 701.

(x) If several doctors practise from one place with no separate management facility for the premise, then all the doctors are to be listed separately and considered to be forming separate enterprises.

(xi) When a master weaver distributes yarn to weavers working at home according to his specifications, offers them credit facilities, etc. and pays them at agreed rates against delivery of

woven cloth, he is treated as a manufacturer. Similar is the case of entrepreneur/master craftsman in beedi making, furniture making, etc. who procures orders, distributes raw materials to workers (who may work in their homes or elsewhere) and pays for the manufacturing services in piece rate or time rate. In all such cases, the master weaver/ craftsman/ entrepreneur will be treated as engaged in manufacturing activity. The persons, who work for master weaver or under his patronage, may be either entrepreneurs in their own right i.e. self-employed persons or merely wage paid employees receiving remuneration for work done, either on time-rate or piece-rate basis. *This can be judged by studying the situation carefully.* Only when the persons working for the master craftsman are found to have tangible or intangible means of production, have some sort of autonomy in decision making and their remuneration contains an element of profit in addition to labour compensation, they should be treated as constituting separate or independent household enterprises.

(xii) Though the inmates of a hostel, etc. are treated as single-member households, the institution itself will qualify as an enterprise (provided it satisfies the criteria of becoming an enterprise). The name of the institution and its nature of activity will be recorded in the first line and inmates will be listed in the subsequent lines.

(xiii) Sale of own agricultural produce directly by the producer will not be treated as non-agricultural (i.e. trading) activity. Similar is the case of a person engaged in production of milk and selling the same. However, door-to-door collection of milk and selling will be listed as a trading activity.

2.7.8 Certain types of enterprises will *not be covered* in the survey:

(i) Within the sections under coverage (i.e. C, D, E, G, H, I, J, K, L, M, N, P, Q, R, S), some NIC codes are not covered in the survey. Reference may be made to para 1.1.1 of Chapter one for a list of NIC 2008 codes under coverage.

(ii) All enterprises belonging to *Govt. and public sector* will be outside the coverage.

Enterprise owned or run/managed by Central, State Governments or quasi Government institutions or by local bodies like Panchayat, Zilla Parishad, City corporations, Municipal authorities etc., autonomous bodies like Universities, Education Boards and institutions like schools, libraries etc. set up by Government, Panchayat etc. will be treated as *public sector enterprise*. Enterprises, being run with shares of both the Government, local body etc. and a private body will be treated as *public sector enterprises* irrespective of the amount of share held by Government, local body etc. Enterprises owned/ managed by a single or a group of private persons with no participation of the Government, local body etc. in it, both in terms of management and shares, will be treated as private sector enterprises. Loans granted by the Government, local body etc. do not make an enterprise a public sector enterprise.

(iii) All public limited and private limited companies will be out of coverage.

(iv) All enterprises registered under Sections 2m(i) and 2m(ii) of the Factories Act, 1948 or beedi and cigar workers (conditions of employment) Act, 1966 or Limited Liability Partnership Act, 2008 will be out of coverage.

(v) All electricity units registered with the Central Electricity Authority (CEA) will be out of coverage.

(vi) Cooperative Societies will be out of coverage.

(vii) The activities of membership organisations like trade unions, religious organisations and political organisations will be excluded from coverage.

However, activities such as running school, dispensary, hospital, orphanage, guest house etc. by the religious organisations will be classified under respective activity like education, health, hotel or social work etc. provided they can be treated as a separate entities and have at least one person employed on hired basis to render the service. But if service is provided without hiring any person, the activity will not be covered e.g. a dispensary run by a religious organisation will not be covered if the dispensary does not have at least one staff on payment basis. Serving of 'Prasad' or food by temples, langars in gurudwaras or other religious institutions, even if served on payment of token money/donation, will not be treated as enterprise activities.

(viii) Government/ fully Govt. aided educational institutions are out of the coverage.

(ix) Departmental canteens run by the office staff will be treated as an integral part of the main office and such canteens will not be included in the survey. However, if they are run on a contract basis by private parties they will be covered.

(x) Godowns meant to store the farm produce, trading commodities, manufactured goods etc. owned by the owner of the godown himself will not be treated as storage and warehousing enterprise. Locker in commercial banks and in other type of enterprises for safe storage of precious articles will not be treated as storage and warehousing enterprise.

(xi) The individuals serving as housemaids, cooks, gardeners, governess, baby sitters, chowkidars, night watchman, etc. will be outside the coverage of the survey. Such activities normally get classified under code 97 of Section T (Activities of households as employers; undifferentiated goods and **services** producing activities of households for own use) of NIC 2008. As mentioned in Chapter one, Section T is out of coverage of NSS 73rd round. However, if such services are rendered to enterprises, even in own account capacity, then they will be covered. Also, if such services are provided by some agencies against prescribed fees, those agencies will be treated as enterprises.

(xii) Similar is the case with teachers providing tuitions to students by visiting the households of students in lieu of fixed remuneration. However, if the teacher runs a coaching centre at a fixed premise or teaches at his/ her own residence, he/ she will be considered as running an enterprise (i.e. the coaching centre is an enterprise).

To illustrate further following activities will not be covered in this survey:

- (a) Enterprises engaged in some activities like smuggling, illegal gambling, beggary, prostitution etc. are not to be covered.
- (b) Domestic servants whether they work in one household or in a number of households are not being considered as running enterprises. Similarly drivers who undertake jobs for others on wages will also not be treated as having enterprises.
- (c) All wage paid employees are not to be considered as running enterprises.
- (d) Household members engaged in household chores are not considered to be running enterprises.
- (e) Persons doing different types of jobs depending on the availability of work e.g. loading, unloading, helping a mason or a carpenter, doing earthwork for a contractor should not be taken as running enterprises since they do work on wages.

The activity coverage as detailed in para 1.4.23 of Chapter one may also be referred to in this context.

2.7.9 In sample FSUs with hamlet-group/ sub-block formation, list of NAEs will be recorded in separate pages of blocks 5a and 5b for segment numbers 1 and 2. At first, listing will be done for segment number 1. Then listing for segment number 2 will be started in a separate page. One of the segment numbers 1 or 2 (printed in the heading of Blocks 5a and 5b), as appropriate for the selected segment, may be retained and the other serial number may be crossed in the heading of blocks 5a and 5b before listing is started.

First mark the segment number (1 or 2) in the heading of the Block 5a correctly and cross the one not applicable.

Various columns of Block 5a are described below:

2.7.10 **Column (1): house number:** All houses including vacant ones shall be listed by giving a house number. The 2011 population census house number or that given by the local panchayat, municipality or other local bodies, may be used if available. The houses without such numbers will be given a separate running serial number starting from 1 within brackets. Wherever house numbers are available, even if not for all the houses, the actual house numbers shall be recorded without any brackets. After listing all the households and NAEs associated with a house, the next house shall be listed. If the house is used solely for non-residential purpose or is vacant, the purpose to which it is put will be written across the line, e.g. 'temple', 'vacant', etc. However, details of the enterprise will be recorded for the non-residential houses having any non-agricultural enterprise. For family living under a tree or bridge etc. (i.e. without any house), a '-' may be put in this column.

2.7.11 **Column (2): household serial number:** The household(s) normally residing in the house or in a fixed location (e.g. under a tree/bridge/open space etc.) listed in column (1) will be numbered in column (2). While listing a household, first line will be reserved for name of the head of the household. The NAEs run by members of a particular household either without fixed premise or within household premises will be listed just below the line for the head of the household. All households (including those found temporarily absent) will be given a running serial number in this column starting from 1. Household serial numbers will be given against the

lines listed for households only i.e. against the head of the household only. In the case of persons staying, say, in hostels and forming single member households, each of them will be listed in separate lines giving a household serial number. Continuous serial number starting from 1 will be given in column (2) for each of the segments 1 & 2 separately. This column will be left blank for the lines meant for the enterprises with fixed premises, vacant houses, non-residential buildings, etc.

2.7.12 Column (3): name and address of enterprise/ owner/ operator/ head of household:

For a household having serial number in column (2), the name of the head shall be recorded here. For enterprise, name of the enterprise/owner/operator etc. will be recorded in this column. If an enterprise bears a distinct name, only then the name will be recorded; otherwise the name of the owner shall be recorded. If the owner of an enterprise stays at different place, the name and address of the owner/operator shall be recorded. For an institutional enterprise, name of the enterprise shall be recorded. For segment 9, these big units are also to be included with the caption 'segment 9 enterprise' in this column. No further details will be collected relating to these enterprises in Block 5a. For segment 9, detailed information will be collected in Block 7. In all cases, distinct name of the enterprise, if any, shall be given preference.

2.7.13 Column (4): description of activity: The activity of the enterprise shall be briefly described in words in this column, such as bread making, coffee curing, grocery, coaching, tea-stall, dispensary, restaurant etc.

2.7.14 Columns (5): broad activity category code: Each non-agricultural enterprise shall be given broad activity category code on the basis of the type of work it does. Codes are as follows: manufacturing – 1, trade – 2, other services (excluding construction) – 3, remaining – 4. All the activities which are not under the coverage of the survey will be given code 4. For activities not under coverage, reference may be made to paras 1.1.1 and 1.4.23 of Chapter one.

For enterprises with code 4 in column (5), rest of the columns need not be filled up.

2.7.15 Columns (6) – (8): for 1 – 3 in column (5):

2.7.15.1 Column (6): type of ownership code: For all the NAEs of manufacturing, trade and other services (i.e. for codes 1 – 3 in column (5)), type of ownership codes are to be recorded in this column. *Codes are as follows:*

proprietary/ partnership – 1,
Govt./ PSU – 2,
limited companies – 3,
co-operative society – 4,
others – 5.

The terms proprietary/ partnership, Govt./ PSU, limited companies, co-operative society have been explained in para 1.4.20 of Chapter one. Enterprises with type of ownership not falling into these categories will get code 5.

If entries in column (6) are 2, 3 or 4, then column (7) onwards need not be filled in Block 5a.

2.7.15.2 Column (7): registration code for codes 1 and 5 in column (6): Registration code will be enquired of those enterprises with codes 1 and 5 in column (6). Code 1 shall be recorded if the enterprise is registered under sections 2m(i) and 2m(ii) of the Factories Act, 1948 or beedi and cigar workers (conditions of employment) Act, 1966 or Limited Liability Partnership (LLP) Act, 2008 or with the Central Electricity Authority (CEA). For the enterprises which are not registered entry will be 2.

2.7.15.3 Column (8): NIC 2008 code 2/ 3/ 4/ 5 digits for codes 1 & 5 in column (6) and 2 in column (7): For all the NAEs of manufacturing, trade and other services with '1' and '5' in column (6) i.e. type of ownership as proprietary/partnership and others, along with code '2' in column (7) i.e. not registered under Sections 2m(i) and 2m(ii) of the Factories Act, 1948 or beedi and cigar workers (conditions of employment) Act, 1966 or LLP Act, 2008 or with Central Electricity Authority (CEA) will be considered for entry in this column.

NIC - 2008 code related to the activity of the enterprise (as written in col. (4)) will be recorded here. This will be used for preparing the frame for second stage strata. For enterprises under survey coverage, NIC – 2008 codes will be as follows:

<u>codes to be recorded in</u>	<u>NIC – 2008 codes</u>
2-digit	11 – 33, 37 – 39, 45 – 47, 50, 52 – 55, 58 – 63, 69 – 75, 78 – 82, 85 – 93, 96
3-digit	101, 102, 103, 104, 105, 106, 107, 108, 561, 562, 563, 663, 681, 682, 771, 772, 773, 941, 952
4-digit	4922, 4923, 6491, 6499, 6612, 6619, 6621, 9491 (individuals), 9499, 9511, 9512
5-digit	01632, 35103, 35105, 35106, 35107, 35109, 49211, 49219, 64193, 64300, 64309, 64920, 64921, 64929

For mixed activities or the same activity being conducted in two different places, if the accounts/details, for various activities can be separated out, then each activity shall be separately listed. Otherwise, they should be listed under one major activity i.e. the one having major *income/turnover/employment in that order of preference.*

2.7.16 Column (9): eligibility code: Code 1 shall be recorded if the enterprise operated for at least 30 days (15 days for seasonal enterprises and SHG) during the last 365 days. For enterprises, which operated for less than 30 days (15 days for seasonal enterprises and SHG), code 2 shall be recorded in this column.

If eligibility code is '2' in column (9), no further information needs to be captured for such enterprises.

2.7.17 Column (10): eligible enterprise serial no. for code 1 in column 9: It relates only to eligible enterprises under survey coverage. If the entry in column (9) is 1, then in column (10), first a tick-mark (√) may be given in this column. Then all the tick-marks may be given a running serial number starting from 1 over this column.

2.7.18 Columns (11) – (12): number of workers: *Columns (11) – (14) will be filled in only for those enterprises with eligibility code '1' in column (9).*

2.7.18.1 Column (11): total: The total number of persons *usually working on a working day* during the reference year (i.e. last 365 days for enterprises not maintaining accounts and last accounting year for those maintaining accounts) for perennial and casual enterprises and during the last working season of the reference year for seasonal enterprises, shall be recorded in this column. This total should include both household workers and hired workers. All categories of workers including supervisory and primary shall be considered. Total should also include other workers, working proprietors and apprentices (paid or unpaid), unpaid helpers and part-time workers so long they are engaged on a fairly regular basis. A worker need not mean that the same person is functioning continuously; it only refers to a position. Two part-time workers will be counted as 2 and not 1. Part-time workers are those who work for less than or equal to half of the period of normal working hours of the enterprise on a fairly regular basis. *For enterprises running in shifts*, workers of all the shifts may be considered together (i.e. the numbers of workers will be added) for the purpose of making entries in columns (11) and (12). *The average number of workers on a working day during the reference year shall be recorded for both total and hired workers in columns (11) and (12) respectively.*

2.7.18.2 Column (12): hired: The number of hired workers in the enterprise, usually employed on fairly regular basis (i.e. for most of the days during the period of operation) shall be recorded in this column. If there is no hired worker, '0' shall be entered here. Apprentices, paid or unpaid, shall be treated as hired workers. Unpaid helpers and labour exchanged between households shall be treated as household workers. A paid household member/ servant/ resident worker working in the enterprise shall be considered as hired worker. In case of an SHG, all the members who work for the enterprise for remuneration will be treated as hired worker for the purpose of the survey. In case of SHGs, if any member (including office bearers) performs the activities of the SHG by drawing remuneration, they will be treated as hired workers.

Information on number of workers, total and hired, may be recorded properly so as to avoid misclassification of enterprises by enterprise type.

2.7.19 Column (13): enterprise type code: Each eligible enterprise shall be given enterprise type code on the basis of the entries made in columns (11) and (12). The codes are as follows:

- OAE i.e. enterprises with entry zero in column (12) 1
- Establishment i.e. enterprises with positive entry in column (12) 2

2.7.20 Column (14): SSS number (either of 1 to 16): As described in Chapter one, a maximum of sixteen second stage strata (SSS) will be formed in each of the segments 1 & 2 of an FSU. SSS will be formed in the following manner:

NIC 2008 codes	enterprise type code	SSS no.	description
Establishments			
Manufacturing			
101, 102, 103, 104, 105, 107, 11	2	1	Food products and beverages
01632, 13, 14, 15, 16, 17, 18, 31	2	2	Cotton ginning, cleaning and bailing, textiles, wearing apparel, leather and leather products, wood and wood products, furniture, paper and paper products, printing, etc.
106, 108, 12, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 33, 35103, 35105, 35106, 35107, 35109	2	3	Grain mill products, prepared animal feeds, tobacco, petroleum, chemical and chemical products, pharmaceuticals, rubber, plastic, motor vehicle, transport equipments, electric power generation and other manufacturing activities
Trade			
45	2	4	Wholesale and retail trade and repair of motor vehicles and motorcycles
46	2	5	Other wholesale trade
47	2	6	Other retail trade
Other Services			
55 , 562	2	7	Accommodation, Event catering and other food service activities
49211, 49219, 4922, 4923, 50, 52, 79	2	8	Transport, supporting and auxiliary transport activities, travel agency, tour operators etc.
64193 (chit funds), 643, 64309 (self help groups), 6491, 6492, 64921 (investment clubs), 64929 (activities of private moneylenders), 6499, 6612, 6619, 6621, 663	2	9	Financial service activities, except insurance and pension funding and other financial activities
53, 58 - 62, 631, 639, 681, 69, 70, 71, 72, 73, 74, 771, 772, 773, 78, 80, 81, 82, 9511	2	10	Postal, courier, software publishing, information service and communication
85	2	11	Education
75, 86, 87, 88, 941, 9491 (organizations), 9499	2	12	Veterinary, human health, residential care, social work activities and membership organizations
37, 38, 39, 561, 563, 682, 90, 91, 92, 93, 9512, 952, 96	2	13	Other services activities
OAEs			
01632, 10-33, 35103, 35105, 35106, 35107, 35109	1	14	Manufacturing
45, 46, 47	1	15	Trade
37 - 39, 49211, 49219, 4922, 4923, 50, 52 - 63, 64193, 643, 64309, 6491, 64920, 64921, 64929, 6499, 6612, 6619, 6621, 663, 68, 69, 70 - 75, 771, 772, 773, 78 - 82, 85 - 93, 941, 949, 95, 96	1	16	Other Services

2.8 Block 5b: selection of non-agricultural enterprises under coverage (segment 1/ 2)

2.8.0 In this block only enterprises under coverage of survey will be considered. After copying the enterprise serial number (column 10) and the corresponding SSS number (column 14) from Block 5a, formation of frame for enterprises (i.e. SSS 1 – 16) and selection of sample enterprises will be completed here.

First mark the segment number (1 or 2) in the heading of the Block 5b correctly and cross the one not applicable.

2.8.1 **Columns (1), (2) and (3):** Entries for these columns will be copied from the columns 1, 10 and 14 of Block 5a. Care must be taken to copy the entries correctly.

2.8.2 **Columns (4) – (19): Schedule 2.34: sampling serial number and sample enterprise number: SSS 1 to SSS 16:** The enterprises with SSS numbers 1 to 16 in column (3) shall be separately tick-marked (\surd) independently in columns (4) to (19) (towards left side of the cells) as the case may be. Then all the tick-marks (\surd) appearing in each of the columns (4) to (19) shall be given a separate running serial number starting from 1. Total number of enterprises in the frame under each SSS will be the number of tick-marks (i.e. the highest serial number) appearing in each of the columns (4) to (19) and these values will be recorded against 'E' in respective columns. Total of 'E' values in columns (4) to (19) should tally with the last/ highest serial number in column (10) of Block 5a/ column (2) of Block 5b.

Sample enterprises are to be selected by SRSWOR from each segment. For selecting the sample enterprises of any particular (segment \times SSS) by SRSWOR, the following procedure will be followed. Suppose 'E' denotes the total number of enterprises in the frame [i.e. the highest entry in columns (4) – (19)] and 'e' the number of enterprises to be selected. If $E = e$, all the enterprises will be selected and no random number needs to be drawn. [In such cases the sample enterprise numbers will be the same as the sampling serial numbers.] Otherwise, first draw a random number, say R_1 , between 1 and E. Next, draw another random number, say, R_2 , also between 1 and E. If $R_2 = R_1$, then reject R_2 and draw a fresh R_2 . Continue this process till requisite number of distinct R's [i.e. R_1, R_2, \dots, R_e] have been drawn. Then the enterprises with sampling serial numbers R_1, R_2, \dots, R_e [in columns (4) – (19), separately for each column] will be the selected enterprises and be given sample enterprise numbers as 1, 2,....., e respectively towards the right side of the cells in columns (4) - (19). *The sampling serial numbers of the selected enterprises may be encircled in columns (4) to (19).*

A worksheet has been provided in the listing schedule at the end (after completion of Block 5b) to record the random numbers drawn for selection of sample enterprises in Block 5b. The random numbers drawn for selecting sample enterprises of different SSS will be recorded in the respective columns from (4) – (19).

2.8.3 **All the establishments in the frame will be selected** for a broad activity category of establishments (manufacturing/trade/other services) in the following situations:

- (i) All the manufacturing establishments if total number of establishments in manufacturing SSSs is less than or equal to 6 considering both the segments 1 & 2
- (ii) All the trading establishments if total number of establishments in trading SSSs is less than or equal to 6 considering both the segments 1 & 2
- (iii) All the 'other service sector' establishments if total number of establishments in other services SSSs is less than or equal to 14 considering both the segments 1 & 2.

In such cases as referred in para 2.8.3 there is no need to draw random numbers for selection of sample enterprises. For these cases, the sample enterprise numbers will be the same as the sampling serial numbers as recorded in columns (4) – (19) of Block 5b and will be recorded towards right side of the respective cells.

2.8.4 An example showing the details of filling up the columns of Blocks 5a & 5b and selection of enterprises is given at the end of this chapter.

2.9 Block 7: list of non-agricultural enterprises having 20 or more workers in the sample village/EB/UFS block (segment 9)

2.9.0 **General:** This block is meant for listing the big non-agricultural enterprises located within each FSU. These enterprises will be identified by the criterion of number of workers in the enterprise. Any non-agricultural enterprise in which the total number of workers is 20 or more and has operated for at least one day during the last 365 days preceding the date of survey will be listed in this block. These enterprises will be treated as forming a separate segment (*segment 9*) within the FSU. After listing all such enterprises in the entire FSU, only those engaged in the activities under the coverage of present survey will be considered for canvassing the detailed Schedule 2.34. *It is to be noted that all the eligible enterprises belonging to segment 9 will be surveyed and no sampling of enterprises will be necessary for segment 9.*

2.9.1 The listing of enterprises in Block 7 may be done along with the listing of enterprises in Block 5a if the FSU is small where hg/ sb formation is not necessary. But for large FSUs with hg/ sb formation, the situation is not the same. A big unit may not be located within the selected hg's/ sb's but in another hg/ sb of the FSU. *Care may be taken not to miss these units.* It is therefore, necessary to identify and list the big units at the time of listing of hamlets in the FSU. At the time of collecting information about a hamlet or sub-block, the field staff will enquire whether there is any big enterprise in the hamlet/ sub-block. If there are some such enterprises in the hamlet/ sub-block, they will be identified then and there and house number, household serial number (if required), name, address of the enterprise will be recorded in cols. (1), (2) and (3) of Block 7 without fail. Suitable reference for the identity of the hamlet/ sub-block may also be kept within brackets on the right side of the row corresponding to the enterprise. *It is emphasised that if a big unit is located in a FSU without hg/sb formation or in the area under selected segment 1 or 2 of a FSU with hg/sb formation, it will be included in segment 9 and details are to be recorded in Block 7 and only listed in columns (1) to (3) in Block 5a. In other words, no enterprise will be common in the sampling frames between segment 1 and 9 for FSU without hg/sb formation and between segments 1, 2 and 9 for FSU with hg/sb formation.*

2.9.2 The columns of Block 7 are exactly the same as that of Block 5a. Therefore, for the detailed procedure regarding filling-in the columns of Block 7, descriptions for the corresponding columns given in respect of blocks 5a may be referred to. A running serial number may be given in column (10) which will be the eligible enterprise serial numbers for the enterprises belonging to segment 9.

2.10 Shortfall and Compensation for shortfall (segments 1 & 2): Allocation of sample enterprises for each SSS has been specified in Chapter one. However, there may be situation where number of enterprises in the frame of an SSS is less than the required allocation leading to a shortfall.

If there is a shortfall in required number of sample enterprises in any SSS due to inadequate number of enterprises in the frame of one or more SSSs, compensation rules will be applied to enhance the allocation of other SSSs to make up for the overall shortfall of the total number of enterprises to be selected from the FSU/Segment.

While compensating for shortfall in the required number of enterprises in different SSS, following constraints will be adhered to:

- (i) There will not be any compensation between the broad activity categories e.g. shortfall in manufacturing will not be compensated from trading sector or service sector enterprises or vice versa.
- (ii) Number of manufacturing establishments will not exceed 6, trading establishments will not exceed 6 and service sector establishments will not exceed 14.
- (iii) Number of manufacturing OAEs will not exceed 4, trading OAEs will not exceed 4 and service sector OAEs will not exceed 4.
- (iv) Number of manufacturing enterprises (i.e. OAE+ Estt.) will not exceed 8, trading enterprises (OAE+Estt.) will not exceed 8 and service sector enterprises (OAE+Estt.) will not exceed 16.
- (v) **Under no circumstances shortfall of OAEs will be compensated by establishments.** As such it will not be possible to compensate the shortfall of OAEs by establishments, because the SSS of respective sectors of broad activity category viz., manufacturing, trade and other services are capped at the maximum. However, the shortfall of establishments can be compensated from OAEs as per procedure described here.
- (vi) Priority order for compensation in SSS of establishments of each sector will be the ascending order of remaining SSS numbers (e.g. for manufacturing establishments, order will be 1, 2, 3). However, shortfall in SSS 3 will be compensated from SSS 1, shortfall in SSS 6 will be compensated from SSS 4, and shortfall in SSS 13 will be compensated from SSS 7. Priority order for all SSS is given in the following paragraph.

2.10.1 Procedure for compensation: For Schedule 2.34, shortfall of enterprises in the frame of any particular SSS will be compensated from the same SSS of the other segment failing which

from the other SSS of the same or other segment where additional enterprise(s) are available following the priority order given below. The procedure is as follows:

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

step 2: In case of hg/sb formation, compensate from the same SSS of the other segment if available for all the SSS having shortfall. If the shortfall still remains identify the SSS having shortfall and go to Step 3.

step 3: Find the SSS where additional enterprises are available following the priority order and compensate.

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

SSS having shortfall (Schedule 2.34)	priority order of SSS for compensation
manufacturing	
1	2, 3, 14
2	1, 3, 14
3	1, 2, 14
trade	
4	5, 6, 15
5	4, 6, 15
6	4, 5, 15
other services	
7	8, 9, 10, 11, 12, 13, 16
8	7, 9, 10, 11, 12, 13, 16
9	7, 8, 10, 11, 12, 13, 16
10	7, 8, 9, 11, 12, 13, 16
11	7, 8, 9, 10, 12, 13, 16
12	7, 8, 9, 10, 11, 13, 16
13	7, 8, 9, 10, 11, 12, 16

2.10.2 To illustrate further, in case of hg/ sb formation, if shortfall is in SSS 3 of segment 1, details of step 2 & step 3 are given below.

step 2: try to compensate the shortfall of SSS 3 of segment 1 from SSS 3 of segment 2

If the shortfall still remains in SSS 3 of segment 1,

step 3: try to compensate from SSS 1 of segment 1, failing which try from SSS 1 of segment 2. If the shortfall still remains then try from SSS 2 of segment 1, failing which try from SSS 2 of segment 2. If the shortfall still remains then try from SSS 14 of segment 1, failing which try from SSS 14 of segment 2. It may also be remembered while compensating that maximum allocation of OAEs for SSS 14/15/16 is 4 for each.

The resulting number of enterprises (e) for each SSS will be entered at the top of relevant column(s) of Block 5b and also in column (5) against the relevant SSS × segment of Block 6b of Schedule 0.0.

Some illustrations on compensation of shortfall are given:

Examples of compensation for Schedule 2.34

Example 1 –without hg/sb formation					
Compensation of shortfall for manufacturing enterprises					
SSS	no. of enterprises to be surveyed	E	Step 1	Step 3	e
1	2	1	1*(1)	C(SSS 3)	1
2	2	0	0*(2)	C (SSS 3, SSS 14)	0
3	2	4	2	1+1	4
14	2	10	2	1	3
total	8	15	5	3	8
shortfall			3	0	×

* indicates the SSS having shortfall (the number of shortfall);
C – indicates compensation made (SSS from which compensation is made)

Example 2 – with hg/sb formation								
Compensation of shortfall for manufacturing enterprises								
seg no.	SSS	no. of enterprises to be surveyed	E	Step 1	Step 2	Step1 + Step2	Step 3	e
1	1	1	3	1	1	2	1	3
	2	1	0	0*(1)		0*(1)	C(SSS 1, seg1)	0
	3	1	2	1		1		1
	14	1	1	1		1		1
	total	4	6	3	1	4	1	5
2	1	1	0	0*(1)	C(SSS 1, seg1)	0		0
	2	1	0	0*(1)		0*(1)	C (SSS 3, seg2)	0
	3	1	6	1		1	1	2
	14	1	0	0*(1)		0*(1)	**	0
	total	4	6	1	0	1	1	2
1+2	1-3	6	11	3	1	4	2	6
	14	2	1	1	0	1		1
	total	8	12	4	1	5	2	7
shortfall				4		3	1	×

* indicates the SSS having shortfall (the number of shortfall);
C – indicates compensation made (SSS from which compensation is made)
** compensation could not be made since OAEs are not to be compensated by establishments

Example 3 –without hg/sb formation					
Compensation of shortfall for trading enterprises					
SSS	no. of enterprises to be surveyed	E	Step 1	Step 3	e
4	2	2	2		2
5	2	1	1*(1)	C (SSS 15)	1
6	2	0	0*(2)	C ** (SSS 15)	0
15	2	20	2	1+1	4
total	8	23	5	2	7
shortfall			3	1	×
* indicates the SSS having shortfall (the number of shortfall); C – indicates compensation made (SSS from which compensation is made)					
** only 1 enterprise compensated for SSS 6 since maximum quota of 4 for SSS 15 already reached					

Example 4 – with hg/sb formation								
Compensation of shortfall for trading enterprises								
seg no.	SSS	no. of enterprises to be surveyed	E	Step 1	Step 2	Step1 + Step2	Step 3	e
1	4	1	0	0*(1)		0*(1)	C(SSS 5, seg1)	0
	5	1	3	1		1	1	2
	6	1	2	1	1	2		2
	15	1	14	1		1		1
	total	4	19	3	1	4	1	5
2	4	1	1	1		1		1
	5	1	2	1		1		1
	6	1	0	0*(1)	C(SSS 6, seg1)			0
	15	1	5	1		1		1
	total	4	8	3		3		3
1+2	4-6	6	8	4	1	5	1	6
	15	2	19	2		2		2
	total	8	27	6	1	7	1	8
shortfall				2		1	-	×
* indicates the SSS having shortfall (the number of shortfall); C – indicates compensation made (SSS from which compensation is made)								

Example 5 –without hg/sb formation					
Compensation of shortfall for other service sector enterprises					
SSS	no. of enterprises to be surveyed	E	Step 1	Step 3	e
7	2	2	2		2
8	2	0	0*(2)	C (SSS 9, SSS 9)	0
9	2	5	2	2+1	5
10	2	3	2	1	3
11	2	2	2		2
12	2	0	0*(2)	C (SSS 9, SSS 10)	0
13	2	4	2		2
16	2	1	1*(1)	**	1
total	16	17	11	4	15
shortfall			5	1	×
* indicates the SSS having shortfall (the number of shortfall)					
C – indicates compensation made (SSS from which compensation is made)					
** compensation could not be made since OAEs are not to be compensated by establishments					

Example 6 – with hg/sb formation								
Compensation of shortfall for other service sector enterprises								
seg no	SSS	no. of enterprises to be surveyed	E	Step 1	Step 2	Step1 + Step2	Step 3	e
1	7	1	2	1		1	1	2
	8	1	2	1	1	2		2
	9	1	3	1		1	1+1	3
	10	1	1	1		1		1
	11	1	0	0*(1)		0*(1)	C (SSS 7, seg1)	0
	12	1	0	0*(1)	C (SSS 12, seg2)			0
	13	1	0	0*(1)		0*(1)	C (SSS 9, seg1)	0
	16	1	8	1	1	2		2
	total	8	16	5	2	7	3	10
2	7	1	1	1		1		1
	8	1	0	0*(1)	C (SSS 8, seg1)			0
	9	1	1	1		1		1
	10	1	3	1		1	1	2
	11	1	0	0*(1)		0*(1)	C (SSS 9, seg1)	0
	12	1	3	1	1	2		2
	13	1	0	0*(1)		0*(1)	C (SSS 10, seg2)	0
	16	1	0	0*(1)	C (SSS 16, seg1)			0
	total	8	8	4	1	5	1	6
1+2	7-13	14	16	8	2	10	4	14
	16	2	8	1	1	2		2
	total	16	24	9	3	12	4	16
shortfall				7		4	-	×
* indicates the SSS having shortfall (the number of shortfall);								
C – indicates compensation made (SSS from which compensation is made)								

2.11 Block 6a: particulars of enterprises in segment 9

2.11.0 For entries relating to segment 9, Block 7 will be the basis. Number of enterprises for SSS numbers 1 to 16 will be counted from column (14) of Block 7 and entered against the corresponding SSS of segment 9 in column (4). Entry in column (5) will be same as that of column (4) as all the big enterprises listed in Block 7 will be surveyed. Total number of surveyed enterprises shall be recorded in column (8). It may be seen that column (9) = column (5) – column (8). The row for ‘all’ will give the totals of the relevant columns.

2.12 Block 6b: particulars of sampling of enterprises (for segments 1 & 2):

2.12.1 In this block, particulars of sampling of enterprises shall be recorded for segments 1 and 2.

2.12.2 **Columns (4) to (9): Number of enterprises:** Total number of enterprises in the frame for each SSS i.e. the entries for column (4) is the highest sampling serial numbers recorded in columns (4) to (19) respectively of Block 5b. These highest entries are also recorded against the symbols ‘E’ appearing in the headings of columns (4) to (19) of Block 5b. They may be recorded properly in column (4) of Block 6b for each segment. Number of enterprises selected for survey shall be recorded in column (5). These numbers are also recorded against ‘e’ in the headings of column (4) to (19) of Block 5b. Columns (6) and (7) shall be filled up on the basis of survey code recorded against item 18 of Block 1 of Schedule 2.34. Number of filled-in 2.34 schedules with survey codes 1 and 2 shall be recorded in columns (6) and (7) respectively. It may be seen that (i) column (8) = column (6) + column (7) and (ii) column (9) = column (5) – column (8). The row for ‘all’ will give the totals of the relevant columns.

2.13 **Block 8: remarks by investigators (FI/JSO):** The field investigator/junior statistical officer may give remarks here on any abnormal situation or entry in the schedule.

2.14 **Block 9: comments by supervisory officer(s):** The supervising officer inspecting the work relating to this schedule may give comments here.

2.15 Substitution of sample enterprises, misclassification of enterprises and random numbers

2.15.1 **Substitution of enterprises:** If any sample enterprise cannot be surveyed due to some reason or the other, it will be substituted by the next one having higher sampling serial number (provided not already selected) of the same SSS. The substitute for the one having highest sampling serial number of an SSS will be the one having smallest sampling serial number within the same SSS. If the substituted enterprise becomes a casualty, *it will be substituted by another in the same manner. If this enterprise also turns out to be a casualty, further substitute need not be taken.* **However, it must be ensured that a minimum of one sample enterprise is always surveyed for each of second stage strata within each of segments 1 and 2. In other words, $e > 0$ if $E > 0$ for each FSU × segment × second stage stratum. Substitution may be attempted more**

than twice in a few cases to adhere to this restriction. In such cases, the fact has to be recorded in the remarks block (blocks 8 & 9).

It is to be noted that in the case of a substitution of an enterprise, the word “SUBSTITUTED” should be written at the top of the front page of schedule.

2.15.2 Misclassification of an enterprise during listing:

It is quite possible in a few cases that a sample enterprise listed under a particular type (i.e. Sector × Establishment × NIC code or Sector × OAE × NIC code) in Schedule 0.0 actually belongs to other type as detected during canvassing of Schedule 2.34. *Entries for Schedule 0.0 will not be changed if misclassification is found to occur.* However, correct particulars in terms of enterprise type and NIC code may be recorded against the respective items in Schedule 2.34 without altering second-stage stratum number in Block 1 of Schedule 2.34.

However, if the enterprise goes out of the survey coverage because of the revision in industry division code or because of inclusion in ASI/Govt./PSU, substitute may be taken. In all these cases entries made in Blocks 6a and 6b need not be disturbed.

2.15.3 Random numbers: A table of random numbers is supplied to each investigator. The n^{th} column of the table will be consulted in the case of the central sample and $(n + 1)^{\text{th}}$ column in the case of the state sample, where n is the last two digits of the serial number of the sample FSU. When $n = 00$, it will be taken as 100. The number of digits to be used will be the same as that of the highest number of the range within which the random number is to be selected. However, if random number is required to be drawn between 1 and 10 or between 1 and 100, only one or two digit random numbers may be used where random number '0' will stand for '10' and random number '00' for '100'.

The first random number will be used for hamlet-group/sub-block selection whenever required. The subsequent random numbers may be used for selection of enterprise in the order: (i) for segment 1 – enterprises for Schedule 2.34 and then (ii) for segment 2 – enterprises for Schedule 2.34. If the particular column of random numbers is exhausted in the process, next column may be used. Similarly, if all the columns of the Random number table are exhausted, then the first column will be used.

2.16 Substitution of sample FSU:

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

The Deputy Director General (TC), DPD, NSSO
Mahalanobis Bhawan,
164, Gopal Lal Tagore Road, Kolkata- 700108.
e-mail address: dpd_tc@yahoo.co.uk
fax: 033-25771025

A copy of the letter may be given to:

The Deputy Director General (Co-ordination), SDRD, NSSO
 Mahalanobis Bhawan,
 164, Gopal Lal Tagore Road, Kolkata- 700108.
 e-mail address: nss.sdrd@gmail.com
 fax: 033-25776439

If the substituted FSU has same problem as the original, correspondences may be made immediately so that another substitute can be provided to prevent voidness of stratum. In case no substitute FSU could be surveyed even with best efforts [i.e. code 7 in item 19, Block 1], a blank Schedule 0.0 will be submitted with only Blocks 0, 1, 2, 8 and 9 filled in. The word 'CASUALTY' is to be written at the top of the front page of the schedule in such cases.

All efforts must be made to ensure that at least one FSU is always surveyed from each stratum/sub-stratum for each sub-sample so as to prevent occurrences of void strata.

(b) If a sample FSU is found to be depopulated at the time of survey or its population has shifted elsewhere due to some natural calamity or it is treated as a "zero-case", it will not be substituted. It will be treated as a valid sample and blank Schedule 0.0 with only blocks 0, 1, 2, 8 and 9 filled in will be submitted in such cases. The word/words 'UNINHABITED' or 'ZERO CASE', as appropriate will be written on the top of the front page of the schedule in such cases. However, in Arunachal Pradesh and possibly elsewhere also in the hill tracts of North Eastern states where, for example, jhum cultivation is prevalent, whole village may shift from place to place. In such cases the sample village will be surveyed in the place where it is currently located and not treated as uninhabited if found absent in its original location.

(c) If a sample village is found to have been declared as urban (as a town by itself or as merged in another town) either by State Govt. notification or by Census authorities and if it is covered in the urban frame used for selection of FSUs, it will be treated as a zero case and the procedure given in the previous para will be followed in this case. However, if it is not covered in the urban frame of FSUs, it is to be surveyed as per the rural programme. In such cases, however, if the boundaries of the original village are not identifiable, it may be substituted. If only a part of the village has been merged in the town, the remaining part will be surveyed as per rural programme even in this situation. *It is suggested* to write to SDRD before treating any sample as a zero case.

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

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

2.17.1 Repetition within state or central sample FSUs:

Case (a): without hamlet-group/sub-block formation: If repetition is in the *same sub-round*, listing is to be done only once. The listing schedule will be copied with the identification particulars changed to those of the serial number against which it is found repeated. (The items that may change are only these: serial number and sub-sample). The sample enterprises will be selected afresh. However, if any enterprise already selected is selected again, it is to be substituted. If the required number of fresh enterprises (i.e. not selected in the first occasion) is not available in the frame as a result of which some enterprises are reselected in the second/subsequent occasion, entries in various blocks for such enterprise may be copied. If, however, repetition of the FSU takes place in a different sub-round, it is to be surveyed just like a new sample with fresh listing and sample selection.

Case (b): With hamlet-group/sub-block formation: If repetition is in the *same sub-round*, the hamlet-groups/sub-blocks formed during the first occasion will be used for all subsequent repetitions. However, on the second and subsequent occasions, the survey will be conducted in the hamlet-group/ sub-block selected afresh for segment 2. If one or both hg/sb is repeated, random number may be drawn afresh to get different hamlet-group/sub-block not selected earlier. For the selection of enterprises, the usual procedure as suggested for fresh FSUs may be followed. If, however, repetition of the FSU takes place in a *different sub-round*, it is to be surveyed just like a new sample with fresh listing and sample selection.

2.17.2 Repetition between state and central sample FSUs: As usual, the central and the state agencies will survey the sample FSUs independently.

[5a] list of households and non-agricultural enterprises (segment 1/ 2)*															
house number	household serial number	name and address of enterprise/ owner/ operator/ head of household	description of activity	broad activity category code	for 1 – 3 in col. 5			eligibility code	for 1 in col. 9	number of workers		enterprise type code	SSS number (either of 1 to 16)	col.(14): SSS number: ESTABLISHMENTS: for code 2 in col. 13: SSS 1: NIC 101, 102, 103, 104, 105, 107, 11; SSS 2: NIC 01632, 13 – 18, 31; SSS 3: NIC 106, 108, 12, 19 – 30, 32, 33, 35103, 35105, 35106, 35107, 35109; SSS 4: NIC 45; SSS 5: NIC 46; SSS 6: NIC 47; SSS 7: NIC 55, 562; SSS 8: NIC 49211, 49219, 4922, 4923, 50, 52, 79; SSS 9: NIC 643, 64193, 64309, 6491, 6492, 64921, 64929, 6499, 6612, 6619, 6621, 663; SSS 10: NIC 53,58 – 62, 631, 639, 681, 69 – 74, 771, 772, 773, 78, 80 – 82, 9511; SSS 11: NIC 85; SSS 12: NIC 75, 86 – 88, 941, 9491, 9499; SSS 13: NIC 37 – 39, 561, 563, 682, 90 – 93, 9512, 952, 96; OAEs: for code 1 in col. 13: SSS 14: NIC 01632, 10 – 33, 35103, 35105, 35106, 35107, 35109; SSS 15: NIC 45 – 47; SSS 16: NIC 37 – 39, 49211, 49219, 4922, 4923, 50, 52 – 63, 643, 64193, 64309, 6491, 64920, 64921, 64929, 6499, 6612, 6619, 6621, 663, 68, 69, 70 – 75, 771, 772, 773,78 – 82, 85 – 93, 941, 949, 95, 96.	
					type of ownership code	for 1 & 5 in col. (6)			NIC 2008 code 2/ 3/ 4/ 5 digits [@]	eligible enterprise serial number	total				hired
						registration code	for 2 in col. (7)								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)		
56	1	Arshad	No NAE												
56/1		Rajwada Construction	Construction	4											
56/2	2	Siddarth Kumar													
56/2		Siddarth Kumar	Real estate	3	1	2	682	1	1	1	0	1	16		
58/1	3	Satish KT													
58/1		Madhavan KT	RT of 2 wheelers	2	1	2	45	1	2	6	5	2	4		
58/1		Ameesh KT	Taxi operation	3	1	2	4922	1	3	1	0	1	16		
58/2	4	Pratibha	Self help group	3	5	2	64309	1	4	5	0	1	16		
58/3	5	Nilesh Raj													
58/3		Nitin Raj	Renting of building	3	1	2	682	1	5	1	0	1	16		

* strike out which is not applicable

CODES FOR BLOCK 5a

col.(5): **broad activity category code:** manufacturing – 1, trade – 2, other services – 3, remaining – 4

col.(6): **type of ownership code:** proprietary/partnership – 1, Govt./ PSU – 2, limited companies – 3, co-operative society – 4, others – 5

col.(7): **registration code:** registered under Sections 2m(i) and 2m(ii) of the Factories Act, 1948 or beedi and cigar workers (conditions of employment) Act, 1966 or Limited Liability Partnership (LLP) Act, 2008 or with the Central Electricity Authority: yes – 1, no – 2.

[@] col. (8): **NIC –2008 code: 2 digits** for 11 – 33, 37 – 39, 45 – 47, 50, 52 – 55, 58 – 63, 69 – 75, 78 – 82, 85 – 93, 96;

3 digits for 101, 102, 103, 104, 105, 106, 107, 108, 561, 562, 563, 663, 681, 682, 771, 772, 773, 941, 952;

4 digits for 4922, 4923, 6491, 6499, 6612, 6619, 6621, 9491 (individuals), 9499, 9511, 9512;

5 digits for 01632, 35103, 35105, 35106, 35107, 35109, 49211, 49219, 64193 (chit funds), 64300, 64309 (self help groups), 64920, 64921 (investment clubs), 64929 (activities of private moneylenders).

col.(9): **eligibility code:** operated for at least 30 days (15 days for seasonal enterprises and SHG) during last 365 days – 1, otherwise – 2.

col.(13): **enterprise type code:** OAE – 1, Establishment – 2

[5a] list of households and non-agricultural enterprises (segment 1/ 2)*															
house number	household serial number	name and address of enterprise/ owner/ operator/ head of household	description of activity	broad activity category code	for 1 – 3 in col. 5			eligibility code	for 1 in col. 9	number of workers		enterprise type code	SSS number (either of 1 to 16)	col.(14): SSS number: ESTABLISHMENTS: for code 2 in col. 13: SSS 1: NIC 101, 102, 103, 104, 105, 107, 11; SSS 2: NIC 01632, 13 – 18, 31; SSS 3: NIC 106, 108, 12, 19 – 30, 32, 33, 35103, 35105, 35106, 35107, 35109; SSS 4: NIC 45; SSS 5: NIC 46; SSS 6: NIC 47; SSS 7: NIC 55, 562; SSS 8: NIC 49211, 49219, 4922, 4923, 50, 52, 79; SSS 9: NIC 643, 64193, 64309, 6491, 6492, 64921, 64929, 6499, 6612, 6619, 6621, 663; SSS 10: NIC 53,58 – 62, 631, 639, 681, 69 – 74, 771, 772, 773, 78, 80 – 82, 9511; SSS 11: NIC 85; SSS 12: NIC 75, 86 – 88, 941, 9491, 9499; SSS 13: NIC 37 – 39, 561, 563, 682, 90 – 93, 9512, 952, 96; OAEs: for code 1 in col. 13: SSS 14: NIC 01632, 10 – 33, 35103, 35105, 35106, 35107, 35109; SSS 15: NIC 45 – 47; SSS 16: NIC 37 – 39, 49211, 49219, 4922, 4923, 50, 52 – 63, 643, 64193, 64309, 6491, 64920, 64921, 64929, 6499, 6612, 6619, 6621, 663, 68, 69, 70 – 75, 771, 772, 773,78 – 82, 85 – 93, 941, 949, 95, 96.	
					type of ownership code	for 1 & 5 in col. (6)			NIC 2008 code 2/ 3/ 4/ 5 digits [®]	eligible enterprise serial number	total				hired
						registration code	for 2 in col. (7)								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)		
58/5		Latha clinic	Medical activity	3	1	2	86	1	6	3	2	2	12		
58/6		Sunita Verma	Self Help Group	3	5	2	64309	1	7	5	0	1	16		
58/6		Nripesh Verma	Retail Vegetable Vendor	2	1	2	47	1	8	2	1	2	6		
59		J K medicals	RT of medicines	2	1	2	47	1	9	3	2	2	6		
60		Royal bake restaurant	Restaurant	3	1	2	561	1	10	9	8	2	13		
61/1		Olaya marketing	RT household electricals	2	1	2	47	1	11	4	3	2	6		
61/2		C. R. Dutt	Marriage broker	3	1	2	96	1	12	1	0	1	16		
61/3		Mohd. Shafi	RT of second hand goods	2	1	2	47	1	13	1	0	1	15		
61/4		Royal tourist home	Lodging	3	1	2	55	1	14	3	3	2	7		
61/5		Abdul Gafoor	Taxi operation	3	1	2	4922	1	15	2	1	2	8		

* strike out which is not applicable

CODES FOR BLOCK 5acol.(5): **broad activity category code:** manufacturing – 1, trade – 2, other services – 3, remaining – 4col.(6): **type of ownership code:** proprietary/partnership – 1, Govt./ PSU – 2, limited companies – 3, co-operative society – 4, others – 5col.(7): **registration code:** registered under Sections 2m(i) and 2m(ii) of the Factories Act, 1948 or beedi and cigar workers (conditions of employment) Act, 1966 or Limited Liability Partnership (LLP) Act, 2008 or with the Central Electricity Authority: yes – 1, no – 2.® col. (8): **NIC –2008 code: 2 digits** for 11 – 33, 37 – 39, 45 – 47, 50, 52 – 55, 58 – 63, 69 – 75, 78 – 82, 85 – 93, 96;**3 digits** for 101, 102, 103, 104, 105, 106, 107, 108, 561, 562, 563, 663, 681, 682, 771, 772, 773, 941, 952;**4 digits** for 4922, 4923, 6491, 6499, 6612, 6619, 6621, 9491 (individuals), 9499, 9511, 9512;**5 digits** for 01632, 35103, 35105, 35106, 35107, 35109, 49211, 49219, 64193 (chit funds), 64300, 64309 (self help groups), 64920, 64921 (investment clubs), 64929 (activities of private moneylenders).col.(9): **eligibility code:** operated for at least 30 days (15 days for seasonal enterprises and SHG) during last 365 days – 1, otherwise – 2.col.(13): **enterprise type code:** OAE – 1, Establishment – 2

[5a] list of households and non-agricultural enterprises (segment 1/ 2)*															
house number	household serial number	name and address of enterprise/ owner/ operator/ head of household	description of activity	broad activity category code	for 1 – 3 in col. 5			eligibility code	for 1 in col. 9	number of workers		enterprise type code	SSS number (either of 1 to 16)	col.(14): SSS number: ESTABLISHMENTS: for code 2 in col. 13: SSS 1: NIC 101, 102, 103, 104, 105, 107, 11; SSS 2: NIC 01632, 13 – 18, 31; SSS 3: NIC 106, 108, 12, 19 – 30, 32, 33, 35103, 35105, 35106, 35107, 35109; SSS 4: NIC 45; SSS 5: NIC 46; SSS 6: NIC 47; SSS 7: NIC 55, 562; SSS 8: NIC 49211, 49219, 4922, 4923, 50, 52, 79; SSS 9: NIC 643, 64193, 64309, 6491, 6492, 64921, 64929, 6499, 6612, 6619, 6621, 663; SSS 10: NIC 53,58 – 62, 631, 639, 681, 69 – 74, 771, 772, 773, 78, 80 – 82, 9511; SSS 11: NIC 85; SSS 12: NIC 75, 86 – 88, 941, 9491, 9499; SSS 13: NIC 37 – 39, 561, 563, 682, 90 – 93, 9512, 952, 96; OAEs: for code 1 in col. 13: SSS 14: NIC 01632, 10 – 33, 35103, 35105, 35106, 35107, 35109; SSS 15: NIC 45 – 47; SSS 16: NIC 37 – 39, 49211, 49219, 4922, 4923, 50, 52 – 63, 643, 64193, 64309, 6491, 64920, 64921, 64929, 6499, 6612, 6619, 6621, 663, 68, 69, 70 – 75, 771, 772, 773,78 – 82, 85 – 93, 941, 949, 95, 96.	
					type of ownership code	for 1 & 5 in col. (6)			NIC 2008 code 2/ 3/ 4/ 5 digits [®]	eligible enterprise serial number	total				hired
						registration code	for 2 in col. (7)								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)		
62		Hillview	Education	3	1	2	85	1	16	4	3	2	11		
63/1		Sukla Food Centre	Fast-food shop	3	1	2	561	1	17	3	2	2	13		
63/2		Ramesh Florist	Wholesale of flowers	2	1	2	462	1	18	5	4	2	5		
64		Satyam associates	Renting of vehicles	3	1	2	771	1	19	2	1	2	10		
65		Glorious Studio	Photographic activity	3	1	2	742	1	20	2	1	2	10		
66/1		Kosamattam finance	Financial activity	3	1	2	6491	1	21	5	4	2	9		
66/2		Shyam Enterprise	Motor cycle parts shop	2	1	2	45	1	22	2	0	1	15		
66/3		Sunanda Fish Shop	Retail trade of fish	2	1	2	47	1	23	2	1	2	6		
66/4		Rohit Modi	Wholesale of Footwear	2	1	2	464	2							
66/5		Vim Traders	Sale of Motor Vehicles	2	1	2	45	1	24	3	2	2	4		

* strike out which is not applicable

CODES FOR BLOCK 5a

col.(5): **broad activity category code:** manufacturing – 1, trade – 2, other services – 3, remaining – 4

col.(6): **type of ownership code:** proprietary/partnership – 1, Govt./ PSU – 2, limited companies – 3, co-operative society – 4, others – 5

col.(7): **registration code:** registered under Sections 2m(i) and 2m(ii) of the Factories Act, 1948 or beedi and cigar workers (conditions of employment) Act, 1966 or Limited Liability Partnership (LLP) Act, 2008 or with the Central Electricity Authority: yes – 1, no – 2.

[®] col. (8): **NIC –2008 code: 2 digits** for 11 – 33, 37 – 39, 45 – 47, 50, 52 – 55, 58 – 63, 69 – 75, 78 – 82, 85 – 93, 96;

3 digits for 101, 102, 103, 104, 105, 106, 107, 108, 561, 562, 563, 663, 681, 682, 771, 772, 773, 941, 952;

4 digits for 4922, 4923, 6491, 6499, 6612, 6619, 6621, 9491 (individuals), 9499, 9511, 9512;

5 digits for 01632, 35103, 35105, 35106, 35107, 35109, 49211, 49219, 64193 (chit funds), 64300, 64309 (self help groups), 64920, 64921 (investment clubs), 64929 (activities of private moneylenders).

col.(9): **eligibility code:** operated for at least 30 days (15 days for seasonal enterprises and SHG) during last 365 days – 1, otherwise – 2.

col.(13): **enterprise type code:** OAE – 1, Establishment – 2

[5a] list of households and non-agricultural enterprises (segment 1/ 2)*															
house number	household serial number	name and address of enterprise/ owner/ operator/ head of household	description of activity	broad activity category code	for 1 – 3 in col. 5			eligibility code	for 1 in col. 9	number of workers		enterprise type code	SSS number (either of 1 to 16)	col.(14): SSS number: ESTABLISHMENTS: for code 2 in col. 13: SSS 1: NIC 101, 102, 103, 104, 105, 107, 11; SSS 2: NIC 01632, 13 – 18, 31; SSS 3: NIC 106, 108, 12, 19 – 30, 32, 33, 35103, 35105, 35106, 35107, 35109; SSS 4: NIC 45; SSS 5: NIC 46; SSS 6: NIC 47; SSS 7: NIC 55, 562; SSS 8: NIC 49211, 49219, 4922, 4923, 50, 52, 79; SSS 9: NIC 643, 64193, 64309, 6491, 6492, 64921, 64929, 6499, 6612, 6619, 6621, 663; SSS 10: NIC 53,58 – 62, 631, 639, 681, 69 – 74, 771, 772, 773, 78, 80 – 82, 9511; SSS 11: NIC 85; SSS 12: NIC 75, 86 – 88, 941, 9491, 9499; SSS 13: NIC 37 – 39, 561, 563, 682, 90 – 93, 9512, 952, 96; OAEs: for code 1 in col. 13: SSS 14: NIC 01632, 10 – 33, 35103, 35105, 35106, 35107, 35109; SSS 15: NIC 45 – 47; SSS 16: NIC 37 – 39, 49211, 49219, 4922, 4923, 50, 52 – 63, 643, 64193, 64309, 6491, 64920, 64921, 64929, 6499, 6612, 6619, 6621, 663, 68, 69, 70 – 75, 771, 772, 773,78 – 82, 85 – 93, 941, 949, 95, 96.	
					type of ownership code	for 1 & 5 in col. (6)			NIC 2008 code 2/ 3/ 4/ 5 digits [®]	eligible enterprise serial number	total				hired
						registration code	for 2 in col. (7)								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)		
67		Advocate Roy	Legal services	3	1	2	69	1	25	3	2	2	10		
68		Daisy parlour	Hair dressing	3	1	2	96	1	26	5	4	2	13		
68/2		Savari Suzuki	RT of 2 wheelers	2	1	2	45	1	27	6	4	2	4		
69/1		Laal market	RT of cereals, pulses, spices	2	1	2	47	1	28	3	2	2	6		
69/3		Rosa	Manufacturer of footwear	1	1	2	15	1	29	2	1	2	2		
70		Textile world	Weaving of silk fabric	1	1	2	13	1	30	2	1	2	2		
71		Vasulla rehman	Freight transport	3	1	2	4923	1	31	1	0	1	16		
72		Haji Saheb	Slaughtering of poultry	1	1	2	101	1	32	3	2	2	1		
73		Dews n company	Petrol pump	2	1	2	47	1	33	16	15	2	6		
74		KM GAS servicing	Servicing gas stove	3	1	2	952	1	34	1	0	1	16		

* strike out which is not applicable

CODES FOR BLOCK 5a

col.(5): **broad activity category code:** manufacturing – 1, trade – 2, other services – 3, remaining – 4

col.(6): **type of ownership code:** proprietary/partnership – 1, Govt./ PSU – 2, limited companies – 3, co-operative society – 4, others – 5

col.(7): **registration code:** registered under Sections 2m(i) and 2m(ii) of the Factories Act, 1948 or beedi and cigar workers (conditions of employment) Act, 1966 or Limited Liability Partnership (LLP) Act, 2008 or with the Central Electricity Authority: yes – 1, no – 2.

[®] col. (8): **NIC –2008 code: 2 digits** for 11 – 33, 37 – 39, 45 – 47, 50, 52 – 55, 58 – 63, 69 – 75, 78 – 82, 85 – 93, 96;

3 digits for 101, 102, 103, 104, 105, 106, 107, 108, 561, 562, 563, 663, 681, 682, 771, 772, 773, 941, 952;

4 digits for 4922, 4923, 6491, 6499, 6612, 6619, 6621, 9491 (individuals), 9499, 9511, 9512;

5 digits for 01632, 35103, 35105, 35106, 35107, 35109, 49211, 49219, 64193 (chit funds), 64300, 64309 (self help groups), 64920, 64921 (investment clubs), 64929 (activities of private moneylenders).

col.(9): **eligibility code:** operated for at least 30 days (15 days for seasonal enterprises and SHG) during last 365 days – 1, otherwise – 2.

col.(13): **enterprise type code:** OAE – 1, Establishment – 2

[5b] selection of non-agricultural enterprises under coverage (segment 1/ 2)*																				
house number (to be copied from col. 1, bl 5a)	eligible enterprise serial no. (to be copied from col. 10, bl 5a)	SSS number (to be copied from col. 14, bl 5a)	schedule 2.34																	
			sampling serial number and sample enterprise number																	
			establishments												OAEs					
			manufacturing			trade			other services						manuf.	trade	other services			
			SSS			SSS			SSS						SSS					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
			E=1	E=2	E=0	E=3	E=1	E=6	E=1	E=1	E=1	E=3	E=1	E=1	E=3	E=	E=2	E=8		
e=1	e=2	e=0	e=3	e=1	e=2	e=1	e=1	e=1	e=3	e=1	e=1	e=3	e=	e=2	e=4					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)		
56/2	1	16															(√1)	4		
58/1	2	4				(√1)	1													
58/1	3	16																(√2)	3	
58/2	4	16																	√3	
58/3	5	16																	√4	
58/5	6	12												(√1)	1					
58/6	7	16																	(√5)	1
58/6	8	6							√1											
59	9	6							(√2)	1										
60	10	13												(√1)	1					
61/1	11	6							√3											
61/2	12	16																		√6
61/3	13	15																(√1)	1	
61/4	14	7							(√1)	1										
61/5	15	8								(√1)	1									

[5b] selection of non-agricultural enterprises under coverage (segment 1/ 2)*																		
house number (to be copied from col. 1, bl 5a)	eligible enterprise serial no. (to be copied from col. 10, bl 5a)	SSS number (to be copied from col. 14, bl 5a)	schedule 2.34															
			sampling serial number and sample enterprise number															
			establishments												OAEs			
			manufacturing			trade			other services						manuf.	trade	other services	
			SSS			SSS			SSS						SSS			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
			E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=
e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
62	16	11											(√1) 1					
63/1	17	13											(√2) 2					
63/2	18	5				(√1) 1												
64	19	10										(√1) 1						
65	20	10										(√2) 2						
66/1	21	9								(√1) 1								
66/2	22	15													(√2) 2			
66/3	23	6						√4										
66/5	24	4				(√2) 2												
67	25	10										(√3) 3						
68	26	13												(√3) 3				
68/2	27	4				(√3) 3												
69/1	28	6						√5										
69/3	29	2		(√1) 1														
70	30	2		(√2) 2														

[5b] selection of non-agricultural enterprises under coverage (segment 1/ 2)*																		
house number (to be copied from col. 1, bl 5a)	eligible enterprise serial no. (to be copied from col. 10, bl 5a)	SSS number (to be copied from col. 14, bl 5a)	schedule 2.34															
			sampling serial number and sample enterprise number															
			establishments												OAEs			
			manufacturing			trade			other services						manuf.	trade	other services	
			SSS			SSS			SSS						SSS			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
			E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=	E=
e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=	e=			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
71	31	16																√7
72	32	1	(√1)	1														
73	33	6						(√6)	2									
74	34	16															(√8)	2

Frequently asked questions and their replies: Schedule 0.0

sl. no.	block	item	col.	queries raised	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
1.		general		In a sample village, population is less than 1200 but approximate number of enterprises is 150. All the enterprises are located in one hamlet of the village. How will the hamlet groups be formed?	Since four hg's need to be formed on the basis of enterprises criterion, the hamlet having all the 150 enterprises will be divided into 4 hg's on the basis of equalizing the number of enterprises. Other hamlets may be included in appropriate hg's and no hamlet should be excluded.
2.		general		Can shortfall of own account enterprise be compensated from establishment?	No, it is not possible to compensate the shortfall of OAE by establishments, because the SSS of respective sectors of manufacturing, trade and other services are capped at maximum. However the shortfall of establishments can be compensated from OAE as per procedure.
3.		general		While forming hg/sb whether the enterprises appeared in segment 9 are to be considered?	Hg/sb formation is to be done without considering the enterprises appeared in segment 9.
4.		general		Whether a non-agricultural enterprise run by a household not in operation on the date of survey but operated for some days during the last 365 days preceding the date of survey be considered for listing?	Yes. It is to be considered for listing.
5.		general		If all the members of the household are involved in manufacturing garland/ beedi/ agarbatti, keeping their account separately, whether all of them are to be listed separately?	To be listed separately if separate account is maintained.
6.		general		In some parts of the country, factories which are registered under some state specific acts are included in the ASI frame. These factories are not registered under 2m(i) and 2m(ii) of the Factories Act, 1948 or beedi and cigar workers (conditions of employment) Act, 1966. Will such enterprises be considered for this survey?	No. Such enterprises will not be considered for this survey if these are included in ASI.

sl. no.	block	item	col.	queries raised	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
7.	0 & 1	general		Whether inapplicable items such as village/town, state/u.t., ward/ investigator unit, enumeration block/ UFS block will be strike out or applicable items will only be given tick mark?	Tick mark may be given for the appropriate item.
8.	1	15	-	What is selection size?	It is to be copied from sample list. For rural & urban sector, where Sixth EC data have been used it is the total number of non-agricultural workers under coverage. For rural areas, where Sixth EC data have not been used it is total number of non-agricultural workers, i.e. sum of household industry workers and other workers involving both main and marginal workers, as per PCA 2011. For other urban areas where UFS blocks are considered as FSUs, size is '1'.
9.	7	general		If number of enterprises are large in segment 9 whether all the enterprises are to be surveyed?	Yes, all eligible enterprises of segment 9 are to be surveyed.
10.	7	general		For large FSUs, whether listing of segment 9 enterprises is to be done for entire FSU or the selected hamlet groups/sub-blocks only?	For the FSUs requiring hg/ sb formation, listing of enterprises of segment 9 in Block 7 will be done for the entire FSU. Listing of segment 9 enterprises may be done at the time of the listing of hamlets (described in para 2.0.4.1 of Instructions Volume D). While listing the enterprises in Block 5a (i.e. segment 1/2), these big enterprises are to be recorded as 'segment 9 enterprise' in column (3).
11.	7 & 5a	general		One household is running an enterprise with 20 or more workers without fixed premises. Whether it would be listed in both the Blocks 7 and 5a?	The enterprise will be listed in Block 7 and the household will be listed in Block 5a. Enterprise will be listed as 'segment 9 enterprise' in column (3) of Block 5a.

sl. no.	block	item	col.	queries raised	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
12.	7 & 5a	general		Whether a house occupied by a big enterprise be listed in Block 7 or in Block 5a of the listing schedule?	All structures of FSU (segment 1 & 2) to be listed in Block 5a. If the structure has only the enterprise(s) eligible for segment 9, it may be mentioned in column (3) of Block 5a as 'segment 9 enterprise'. Segment 9 may however have enterprises corresponding to structures outside segment 1 & 2 and such structures naturally will not appear in Block 5a.
13.	5a	general		Whether all the non-agricultural enterprises are to be listed at the listing stage irrespective of the duration of operation?	Yes, provided operated for at least one day during the last 365 days preceding the date of survey.
14.	5a	general		A Govt. servant runs a coaching camp/centre at his home regularly. Will this activity be under survey coverage?	Yes, it is an enterprise and within survey coverage.
15.	5a	general		How to list shops in the shopping mall?	Each & every shop in the shopping mall is to be listed depending upon the activity.
16.	5a	general		A family with all the 3 members manufacture bamboo products. In addition, head of the household pursue two more economic activities – singing and rickshaw pulling. How it would be listed?	In the first line household will be listed. In the next line, against head of the household, list the enterprise of manufacturing of bamboo products with the two family members as unpaid workers. Two more lines are to be listed against the head of the household for the other two enterprises, since he is engaged in multiple activities.
17.	5a	general		How will an auto rickshaw driver or a manual rickshaw puller who is not owning the vehicle but driving it and earning his livelihood be treated?	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; its minor repair & maintenance; etc. lies with the puller (driver) then this will be treated as an OAE. If he is working as a driver on a fixed amount to be paid by the owner then such cases would not be

sl. no.	block	item	col.	queries raised	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
					covered.
18.	5a	general		Parking lot operation in a public place (without structure) is to be listed at site or at the residence of owner? Under which code it is to be recorded?	If the parking is provided from the specific earmarked location such as airport, railway station, shopping malls etc. then it will be listed at site. The road side parking will be treated as without fixed premises and will be listed at household. NIC code 96093 may be used for the activity.
19.	5a	general		While listing it was found that an NRI resides 6 months abroad & 6 months in India. Whether he will be listed if he is having an enterprise in India?	The enterprise will be listed and canvassed if eligible and selected for the present survey. (refer para 1.4.1(3) of Instructions Volume I)
20.	5a	general		While listing it was found that an accountant visits occasionally an enterprise and maintains book of accounts and gets remuneration against his service. Whether the accountant will be considered as employees of that enterprise or as an OAE independently?	Accountant in this case is to be considered as an independent OAE and not employee of that enterprise.
21.	5a	general		A stage artist was engaged with stage shows during festival seasons continuously for 6 months in a year and for the remaining part of the year, he worked as an agricultural labour. Whether he qualifies as a perennial or seasonal enterprise?	The stage artist may be considered as seasonal enterprise.
22.	5a	general		Whether listing is to be done for all educational institutions (Govt./private) or only private and aided institutions will be listed?	Listing will be done for all educational institutions and entries will be made in columns (1) to (5) of Block 5a. Enterprises under coverage will be filtered from column (6) onwards.
23.	5a	general		Major part of a school is aided and minor part is unaided. Will this enterprise be under survey coverage?	Yes, it will be under survey coverage, as this is not fully aided.

sl. no.	block	item	col.	queries raised	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
24.	5a	general		Whether the activity of renting out of buildings by an individual come under coverage of survey in the following cases: a) Rented out his building for residential purposes b) Rented out his building for non-residential purposes	a) This activity not to be listed. b) This activity will be under coverage with NIC code 68100.
25.	5a	general		Will the chit-fund activity be under survey coverage?	Yes, it is under survey coverage under special code 64193.
26.	5a	general		Whether Rotary club, Lions club etc. involved in social work may be considered as non-profit institutions?	Yes, it may be considered as NPIs. Please refer to para 1.4.20 (viii), page A-21.
27.	5a	general		Whether PDS shops would be considered as trading enterprise and listed accordingly?	Yes, PDS shops will be listed as trading enterprise.
28.	5a	general		Whether domestic servants like maid, cook, driver, sweeper etc. providing services individually would be considered as enterprise and listed accordingly?	No. The domestic servants will not be considered as enterprise. But, if they are provided by an agency then that agency will be considered for the survey and listed accordingly.
29.	5a	general		A barber is having a saloon outside the village where he is engaged full time. He also gives his service during weekly off at his village which is our selected FSU. How to treat this?	The barber will be listed as an enterprise in the selected FSU if separate accounts/details are available.
30.	5a	general		In a household there are three brothers. Two of them are engaged in hair-cutting activities in a shop in the same FSU while the third brother does not have any fixed premise. How to list the household members?	In the first line household will be listed. The two brothers who are running their business from a fixed location will be listed at the site. For the third brother, his activity will be listed in the household as an enterprise.
31.	5a	general		A tailor stitches clothes of his customers at his shop and also does tailoring activities at his residence, which is in different FSU. How to record these activities?	The tailoring shop will be listed as an enterprise in the selected FSU.
32.	5a	general		While listing what treatment is to be given to locked enterprises?	Locked enterprises with fixed premises are to be listed and included in frame if the information about (i) whether under coverage (ii) NIC 2008 code (iii) type of enterprise (i.e.

sl. no.	block	item	col.	queries raised	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
					establishment/OAE) (iv) eligibility criterion are available from the neighbours. Otherwise it is to be recorded as locked enterprise.
33.	5a	general		A carpenter has no fixed premises. He visits the households and provides services. Whether he will be covered for the survey?	Yes, he will be covered for the survey.
34.	5a	general		If some enterprises are found in a depopulated village, whether these enterprises will be surveyed?	Yes, the enterprises will be listed and surveyed upon selection.
35.	5a	general		Can we consider 'sulabh souchalaya' (operating public toilets) as an enterprise?	Yes.
36.	5a	general		Whether SHG registered under co-operative society act is eligible for survey?	No.
37.	5a	general		Some SHGs are engaged in financial intermediation along with agricultural activities. Whether to include such SHG's which are engaged in both agricultural and non-agricultural activities where accounts and other details are not separable and resources are shared? Will they be treated as mixed activity?	If non-agricultural activity is not separable from the agricultural activity and is a minor component then it will not be covered in the survey.
38.	5a	general		Whether paying guest accommodation provided by a household is treated as an enterprise?	Yes. Paying guest accommodation, if for commercial purpose, will be treated as an enterprise under NIC division 55 for stratification purpose.
39.	5a	general		While listing structures with the help of AHL it is found that some new structures have come up which are not present in the AHL. Where will they be listed?	The new structures will be listed at the places where they are found.
40.	5a	-	1	Whether the house number will be repeated for more than 1 enterprise in the same house?	Yes. House number will be repeated.

sl. no.	block	item	col.	queries raised	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
41.	5a	-	3	Whether an individual teaching at three different educational institutions is to be listed at his house as an NAE?	No. He would be treated as an employee of the educational institutions in which he teaches.
42.	5a	-	3	Whether a person providing tuition at his house is to be listed as an enterprise?	Yes.
43.	5a	-	3	Whether owner of the educational institution is to be listed at his house as enterprise owner or listing is to be done at the site of the enterprise?	The educational institution concerned will be listed as an enterprise at its premises.
44.	5a	-	3	How will a flour mill be listed? He is doing job work as well as selling his own produce.	It is to be treated as manufacturing.
45.	5a	-	3	SHGs (engaged in financial intermediation) are common in most part of the country. It is normally run without fixed premises. The members belonging to different households join together and manage the activities. Where to list such SHGs?	The SHG may be listed at the residence of the President/Secretary/Treasurer. For further details please refer to para 1.4.21.3 page A-24.
46.	5a	-	3	An SHG is engaged in both financial intermediation as well as non-financial activities under coverage. How to list such SHGs?	If accounts are separable, the SHG will be listed under financial intermediation for its financial activities. For the non-financial part, it will be treated as separate partnership enterprise. If separate accounts are not identifiable, the major activity will be decided based on the maximum turnover/employment.
47.	5a	-	3	Few members of an SHG are individually engaged in different own-account entrepreneurial activities. How to treat these OAEs?	SHG will be listed under financial intermediation. The members of the SHG who are engaged in different activities will be treated as having separate enterprises.
48.	5a	-	4	Whether column (4) in respect of households having no NAEs would remain blank?	For such households column (4) will have entry 'No NAE'.

sl. no.	block	item	col.	queries raised	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
49.	5a	-	4	An enterprise running its business in two locations. In one location it is manufacturing goods whereas in another location (outlet) it is selling those goods. What should be written in the listing schedule while listing that outlet unit?	Outlet/sale unit is to be written in the column (4), while listing such outlets column (5) onwards need not be filled in. The outlets will form part of the manufacturing unit and receipts, sales, number of workers etc. will be included there.
50.	5a	-	5	A shopkeeper sells mobile recharge coupon/ card of different denominations of different service providers like BSNL, Airtel etc. He purchases voucher/ coupon from the company and also maintains stock of the voucher coupon. What will be the broad category?	This is a trading activity. However if the shop provides recharging through mobile call it will be treated as other services.
51.	5a	-	5	Is sugarcane juice seller considered as manufacturing?	No, this is trading.
52.	5a	-	5	Would household preparing beedi from material supplied by the contractor, who is covered in ASI, be covered as manufacturing unit?	Yes, this is an own account enterprise and would be covered as manufacturing unit.
53.	5a	-	5	If a person is engaged in three types of activities say, trading of kerosene, tailoring of garments and private tuition in different times of the day, whether all these activities are to be listed as separate enterprises for the survey?	All these activities are to be listed separately.
54.	5a	-	5	Preparation of curd from milk is manufacturing or trading activity?	It is manufacturing activity.
55.	5a	-	5	Road, bridge etc. constructed by a private body on BOT basis. After completion of construction work Govt. allowed the contractor to collect toll tax as per agreement. Whether it is to be considered as service sector enterprise in this round?	Construction activity will not be covered. However, collection of toll tax is a separate entrepreneurial activity. It will be listed and under survey coverage.

sl. no.	block	item	col.	queries raised	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
56.	5a	-	5	If a slaughter house sells meat at its own shop, whether it is to be treated as manufacturing or trade?	If a slaughter house sells meat after slaughtering, it is a manufacturing enterprise. However if a person after purchasing a piece of meat from the slaughter house sells to different customers by cutting into small pieces, it is a trading activity.
57.	5a	-	5	Whether shops preparing and selling kachories and also those preparing and selling fruit juices will be treated as a restaurant or performing manufacturing or trading activity?	For kachori it will be treated as a restaurant if sold to the final consumers. Preparing and selling of fruit juice will be considered as trade.
58.	5a	-	5	Real estate and construction activities are generally integrated activities. If construction is the major activity of the enterprise, then should such enterprises be considered?	No, such enterprises should be ignored.
59.	5a	-	5	An entrepreneur pursuing real estate activity and also undertakes construction work on contract basis. Kindly clarify :- a) Whether it is a mixed activity? b) Whether this type of enterprises will be listed in Block 5a?	Yes, it is a mixed activity. If accounts are separable, then the real estate activity will be under coverage. If accounts are not separable major activity based on income/ turnover/ employment to be considered as the deciding factor.
60.	5a	-	6	Whether co-operative societies should necessarily be registered under registration Act?	Yes, it is necessary to be registered as co-operative society with Registrar of co-operative societies.
61.	5a	-	5 & 6	Whether Housing Co-operative society registered under co-operative society act, will be under survey coverage for this round?	Co-operatives will be outside the survey coverage. However, all other societies registered under Societies Registration Act, 1860 will be under survey coverage. Examples of other societies are: charitable societies, societies established for promotion of science, literature, or for fine arts, societies established for maintenance of libraries or reading rooms for general public etc.

sl. no.	block	item	col.	queries raised	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
62.	5a	-	6	Whether the association of flat owners for the maintenance of the flats with one hired worker will be covered in this survey?	No, such type of enterprise is giving services to its member only.
63.	5a	-	6	Whether petrol pumps would be under survey coverage for this round?	Yes, if petrol pumps are operated under dealership. Company outlets will be outside coverage.
64.	5a	-	6	An enterprise is working under Limited Liability Partnership (LLP) Act, 2008. What will be the ownership code of such units?	LLP enterprises will be treated at par with limited companies and will be assigned code 3 in column (6).
65.	5a	-	8	A computer firm provides annual maintenance services for the installed computers in private/Govt. establishments. Whether it will be covered under NIC Division 62?	Yes.
66.	5a	-	8	Whether places of worship say, temples, churches, mosques etc are non-agricultural enterprises?	Yes, they are NAEs and to be listed under NIC 9491 provided they are running any non-agricultural enterprise with at least one hired worker.
67.	5a	-	8	A travel agent plans travels, arranges transport, accommodation and other facilities for tourist. NIC codes 52291 and 79110 deals with travel agency activities. Please specify the appropriate NIC code for the enterprise under reference. Please give an example of an activity carried out by travel agent covered under NIC code 52291.	Travel agent and tour operators providing various services to the tourists may be classified under NIC code 79110. If the major activity of travel agency is to support the transport service activities, then their activity would be classified under NIC code 52291.
68.	5a	-	8	What 2 digit code should be given for computer training institute at the time of listing?	NIC code 85 may be given.
69.	5a	-	8	An enterprise transports water purchased from Municipal Corporation in lorry tankers and supplies regularly to the different households as per demand for a price. What is the 5 digit NIC code for the activity?	This is a retail trade and the code will be 47990.

sl. no.	block	item	col.	queries raised	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
70.	5a	-	8	There is a service enterprise which enables the consumer to find out the exact weight of gold in a gold ornament. What is the NIC code of the enterprise?	Code 96094 may be given.
71.	5a	-	8	What code will be assigned to stock brokers and sub-brokers involved in financial stock market?	Code 66120 may be assigned.
72.	5a	-	8	What is the NIC code for printing and publishing activities?	Printing activity will be considered under NIC division '18' and publishing activity will be considered under NIC division '58'.
73.	5a	-	8	Whether establishment engaged in termite treatment in a building will be covered? If so, what will be the NIC code of the enterprise?	Yes. This also comes under building maintenance service. NIC code is 81100.
74.	5a	-	8	An NPISH is involved in running of Public Comfort Station (public conveniences) in the selected FSU. What will be the NIC code in this case?	The NIC code will be 96091.
75.	5a		8	Entrepreneur provides consultancy services like drawing of building plan and preparation of estimates etc. Will it be construction work?	No. This is an engineering consultancy firm. NIC code will be 71100.
76.	5a	-	8	In a village, a person is generating electricity by generator and supplying electricity to some households/shopkeepers in local market. Whether this activity will be under coverage and what will be NIC 2008 code?	Yes, it will be under coverage NIC code 35103 may be given for the enterprise.
77.	5b	-	8	What will be the 3 digit NIC 2008 code for a cycle repair shop?	NIC code 952 may be given.
78.	5a	-	8	Whether plumber engaged in plumbing activity will be under coverage?	Plumber engaged in plumbing service during construction of building comes under construction NIC division 43 which is out of survey coverage. However, activity of plumber for repair and maintenance purpose will be under coverage with NIC code 33112.

sl. no.	block	item	col.	queries raised	SDRD reply
(1)	(2)	(3)	(4)	(5)	(6)
79.	5a	-	11-12	An establishment is being run by the workers only. The owner visits the establishment to check the accounts and collect the proceeds. Whether that owner will be included in column (11) while recording total workers?	If the owner is working regularly in the enterprise, he will be considered for entry in column (11), otherwise entries in column (11) & (12) will be same.
80.	5a	-	11-12	A person runs a tea stall and a grocery shop. What would be the number of worker for the two enterprises?	One worker each to be reported for both the enterprises.
81.	5a	-	11-12	If an enterprise engages children below 15 years of age, whether those children will be considered while determining the total number of workers in that enterprise?	Yes, all will be considered while recording the entries in columns (11) – (12).
82.	5a	-	12	Whether persons working in two shifts will be counted as single worker or double?	They will be counted as two workers.
83.	5a	-	13	At the time of listing, for deciding the number of hired workers, what is the reference period that is to be considered?	Number of hired workers on a fairly regular basis during last 365 days/period of operation is to be taken into consideration.
84.	5a	-	10	Whether all the enterprises listed in Block 5a are to be copied in Block 5b?	All enterprises having entry in column (10) are to be copied in Block 5b.
85.	5b	-	4-19	In an FSU, there is adequate number of establishments of each broad activity category type but no OAE is present. How many schedules 2.34 are to be canvassed?	For manufacturing – 6, trade – 6 and other services – 14 enterprises are to be surveyed.

ANNEXURE-I



**CENSUS OF INDIA 2011
ABRIDGED HOUSELIST**

Section I

Identification of Particulars

- (1) Name of State/UT *Haryana* Code No. (2) Name of the district *Gurgaon* Code No.
- (3) Name of the Tahsil/ Taluk/PS/ Dev-Block/Choker-Mandal, etc. *Gurgaon* Code No. (4) Name of Town/ Village..... *Gurgaon* Code No.
- (5) Number of Ward *2* Code No. (b) Enumeration Block Number..... Sub Block-Number.

113

Concordance statement to be filled in cases where Houselisting Block has been split into two or more Ebs

(If the Houselisting Block is kept intact, put dashes (-))

The EB has been carved out from the following Houselisting Block:

Houselisting Block No. To Household numbers: From To

NOTE : Generally Houselisting Blocks should be kept intact

**CENSUS OF INDIA 2011
ABRIDGED HOUSELIST**

Page No. 1.....

Identification of Particulars

- (1) Name of State/MP..... Code No. 06 (2) Name of the district Gurgaon..... Code No. 18
 (3) Name of the Tahsil/Taluk/F.S. Gurgaon..... Code No. 002 (4) Name of Town/Village..... Code No. 1069
 -Dev. Block/Girdhar Mandar, etc.: 2
 (5) Number of Ward Code No. 0002 (b) Enumeration Block Number..... 0008 Sub Block-No.

SECTION 2: Houselist particulars (Columns 2 to 7 are to be copied from the relevant Houselisting and Housing Census Schedules (HLS):

Serial number (Start from 1, give number at each line)	Houselisting Block Number (HLS top right most item of Location Particulars)	Building number (HLS Col. 2)	Census house number (HLS Col. 3)	Purpose for which the census house is used (HLS Col. 7, Actual Use)	Household number (HLS Col. 9)	Name of the head of the household (HLS Col. 13)	Serial number of household (Start afresh from 1)	Date(s) of visit/revisit	Remarks
1	2	3	4	5	6	7	8	9	10
1	8	1	1 (1)	Residence	001	Janki Devi	1		
2	8	—	1(2)	Cattle Shed	—	—	—		
3	8	2	2(1)	Residence-cum-Workshop	002	Ganga Singh	2		
4	8	—	2(2)	Kirana Shop	—	—	—		
5	8	3	3	Tea Shop	—	—	—		

ANNEXURE-I (Contd.)