

## Chapter Four

### Schedule 10: Employment and Unemployment

#### INTRODUCTION

4.0.0 The survey on employment and unemployment is the prime source of statistical indicators and estimates of various parameters of labour force and activity participation of the population. The first quinquennial survey on employment – unemployment, carried out by the NSSO in the 27<sup>th</sup> round (September 1972 - October 1973), made a marked departure from the earlier employment surveys of NSSO in procedure and content. The concepts and procedures followed in this survey were primarily based on the recommendations of the 'Expert Committee on Unemployment Estimates' (1970). Since then, the six successive quinquennial surveys conducted in the 32<sup>nd</sup>, 38<sup>th</sup>, 43<sup>rd</sup>, 50<sup>th</sup>, 55<sup>th</sup> and 61<sup>st</sup> rounds have, more or less, followed an identical approach in the measurement of employment and unemployment. The basic approach in all these six quinquennial surveys have been the collection of data to generate the estimates of employment and unemployment according to the 'usual status' based on a reference period of one year, the 'current weekly status' based on a reference period of one week, and the 'current daily status' based on each day of the seven days preceding the date of survey. In order to reveal the multi-dimensional aspects of the employment-unemployment situation in India, information on several correlates were also gathered in these surveys. Sets of probing questions on some of these aspects have also been one of the basic features of these surveys. The eighth quinquennial survey on employment-unemployment is to be carried out along with the surveys on household consumer expenditure during the 66<sup>th</sup> round survey operations (July 2009 - June 2010) of the NSSO.

4.0.1 A Working Group was set up for the purpose of finalising the survey methodology and schedules of enquiry of the 66<sup>th</sup> round. Considering all the aspects of current data demand and usefulness of the survey results, the Group has suggested a few improvisations, additions and deletions in the content of the schedule of enquiry for the present survey. The major changes made in the schedule for employment and unemployment survey vis-à-vis the previous quinquennial survey (NSS 61<sup>st</sup> round) are given below:

- a) Instead of collecting information on number of members who got work for at least 60 days in public works during last 365 days, in the household characteristics block, a few questions will be put to the rural households for collection of information related to NREG works, such as 'whether the household has NREG job card', 'whether got work in NREG works during last 365 days', 'number of days worked' and 'mode of payment of the wages earned in NREG works'.
- b) At the request of Department of Posts, Government of India, information on a few items related to holding of some specified Post Office accounts and use of some specified postal services will be collected in the household characteristics block.
- c) Information on 'whether the household member is a beneficiary of the specified schemes', such as, 'Annapurna', 'ICDS', 'mid-day meal', and 'food for work', will not be collected.
- d) Information on 'whether currently registered with employment exchanges' will be collected for all persons of age 15 to 45 years instead of persons of age below 65 years earlier.

e) The information on 'whether receiving/received any vocational training' will be collected for persons of age 15 to 59 years, instead of persons of age 15 to 29 years. Besides collecting information on 'source from where degree/diploma/certificate received', 'duration of training' and 'field of training' from those who have received or are receiving 'formal vocational training, as was done in NSS 61<sup>st</sup> round, information on 'whether the vocational training was ever helpful in getting a job' will be collected from those who have received formal vocational training

f) Information on 'voluntary participation without remuneration in production of goods and services' will not be collected in this round.

g) Some probing questions, similar to those canvassed in NSS 55<sup>th</sup> round, have been re-introduced to the self-employed persons in usual status to identify Home Based Workers (HBW). This time, this information will be collected for the self-employed engaged in non-agriculture sector as well as for those engaged in agricultural sector excluding only growing of crops, market gardening, horticulture (i.e., NIC-2004 code 011) and growing of crops combined with farming of animals (i.e., NIC-2004 code 013). Besides, the codes and its the description for 'location of the enterprise' in which they are engaged, have been suitably modified to facilitate the generation of information on HBW according to the recommendation of the Independent Group on Home-Based Workers in India.

h) NIC-2004 will be used for collection and recording of household principal industry and industry of work of household members. It is important to note that the industry Divisions 96 and 97 of NIC-2004 will not be used for the purpose of collection of information on industry of activity. The entire activities described under Division 97 are not under the production boundary of ISNA and are not also considered as economic activities in the employment and unemployment surveys of NSSO. A part of the activities under Division 96 (viz. hunting and gathering, farming and the production of shelter), which is within the production boundary of ISNA, is also considered as economic activities in NSS surveys and the industry of these undifferentiated activities will be judged in the usual manner as is done now, by considering the industry in which major time is spent. Thus, this part of activities will get classified against the respective industries under divisions 01-14 relating to the primary sector or 45 relating to construction. The rest of Division 96 is outside the production boundary of ISNA and will not be considered as economic activity for the NSS survey.

i) Information on household principal occupation and on the type of occupation for the workers according to usual status and current status will be collected using 3-digit NCO-2004 codes.

j) It is to be noted that the activity status code 41 (casual wage labour in *public works*) has been split into two codes for assigning activity status codes as per current daily activity status and current weekly activity status, as follows:

- a) worked as casual wage labour in *public works* other than National Rural Employment Guarantee (NREG) *works* – 41.
- b) worked as casual wage labour in National Rural Employment Guarantee (NREG) *works* – 42.

## SUMMARY DESCRIPTION OF THE SCHEDULE

4.0.2 In the present round, Schedule 10 on employment-unemployment consists of 16 blocks. The first three blocks, viz. Blocks 0, 1 and 2, are used to record identification of sample households and particulars of field operations, as is the common practice in usual NSS rounds. The last two blocks, viz., Blocks 10 and 11 are to record the remarks of investigator and comments by supervisory officer(s), respectively. Block 3 will be used for recording the household characteristics, like household size, religion, social group, land possessed, land cultivated, etc. For the rural households information will also be collected, in Block 3, on whether the household has NREG job card, whether got work in NREG works during the last 365 days, number of days got work in NREG works and mode of payment of the wages earned in NREG works. Besides, some particulars about holding of specified Post Office accounts and use of specified Postal services will also be collected in this block. Block 3.1 is for recording particulars of indebtedness of rural labour households. Block 4 will be used for recording the demographic particulars and attendance in educational institutions of the household members. Particulars of vocational training being received/received by the household members will also be collected in this block. In Block 5.1, particulars of usual principal activity of all the household members will be recorded along with some particulars of the enterprises in which the usual status workers (excluding those in crop and plantation activities) are engaged. In this block information for all the workers about the location of workplace will also be collected. For the self-employed persons who are working under specifications (wholly or mainly), information will also be collected about 'who provided credit/raw materials/equipments', 'basis of payment' and 'number of outlets of disposal'. Information on informal employment will also be collected in Block 5.1. Similarly, the particulars of one subsidiary economic activity of the household members along with some particulars of the enterprises, informal employment and details of the self-employed persons in their subsidiary activity will be recorded in Block 5.2. The daily time disposition for the seven days preceding the date of survey along with the corresponding activity particulars will be recorded for each household member in Block 5.3. Besides this, the current weekly status (CWS) will be derived from the daily time disposition data and will be recorded in this block. As in the past, wage and salary earnings and mode of payment will also be collected for regular salaried/wage employees and for the casual labourers in this block. Block 6 will be used to record the responses to the probing questions to the persons who were unemployed on all the seven days of the reference week. Blocks 7.1 and 7.2 contain the probing questions which are related to the under-utilisation of labour time and labour mobility, respectively. For the members of the household classified as engaged in 'domestic duties' as per their usual principal status, some follow-up questions have been framed and listed in Block 8, with a view to collecting some additional information which might explain as to whether their usual attachment to domestic duties was voluntary or involuntary and also to throw light on their participation in some specified activities for family gain. A worksheet to obtain the total monthly household consumer expenditure has been provided in Block 9.

4.0.3 **Concepts and definitions:** Concepts and definitions for various terms, viz., economic activity, activity status, procedure for determining the activity status by different approaches, vocational training and other related terms used in this schedule have been discussed in Chapter One.

## DETAILS OF SCHEDULE

4.0.4 **Block 0: Descriptive identification of sample household:** This block is meant for recording descriptive identification particulars of the sample household and the sample village/block to which the sample household belongs. All the items in this block are self-explanatory. Items 4 and 5 are applicable to rural areas only and a dash '-' will be put against this item in urban schedule. The name of the hamlet to which the sample household belongs will

be recorded against the fifth item 'hamlet name'. On the other hand, for a sample village with no hamlet group selection, a dash (-) is to be recorded against this item. Item 6 is applicable to urban areas only and a dash (-) will be put against this item in rural schedules. The entry against the last item, viz., 'name of informant', will be the name of the principal informant, i.e., the person from whom the bulk of the information is collected.

**4.1.0 Block 1: Identification of sample household:** The identification particulars of the sample household are to be recorded against items 1, 4 to 15. The entries against items 2 and 3 are already printed in the schedule. Items 1 and 4 to 12 will be copied from the relevant items of block 1 of schedule 0.0.

**4.1.1 Item 13: Sample hamlet group/ sub-block number:** This item will be obtained from the heading of block 5 of schedule 0.0.

**4.1.2 Item 14: Second stage stratum number:** This will be taken from headings of columns (21) to (23) of block 5 of schedule 0.0. Entries will be any of 1, 2 or 3.

**4.1.3 Item 15: Sample household number:** This is same as the order of selection of the sample household and will be copied from columns (21) to (23) of block 5 of schedule 0.0.

**4.1.4 Item 16: Serial number of informant:** The serial number of the person recorded in column 1 of block 4 from whom the bulk of the information is collected will be entered here. Information is to be collected from members of the household. However, under the compelling circumstances if bulk of the information is collected from a person who is not a member of the household, '99' will be recorded against this item.

**4.1.5 Item 17: Response code:** This item will be filled in after collecting information for all items in the schedule. The entry is to be made in terms of codes on the basis of the impression formed by the investigator regarding the overall response of the informant. The codes are:

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

**4.1.6 Item 18: Survey code:** Whether the originally selected sample household or a substitute household has been surveyed will be indicated against this item by recording code '1' if the originally selected household has been surveyed and code '2' if the substitute household has been surveyed. If neither the originally selected household nor a substitute household could be surveyed, i.e., if the sample household is a casualty, code '3' will be recorded. In case of a casualty only the blocks 0, 1, 2, 10 and 11 are to be filled up and on the top of the front page of the schedule the word 'CASUALTY' will be written in block capitals.

**4.1.7 Item 19: Reason for substitution of original household (code):** For an originally selected sample household, which could not be surveyed, irrespective of whether a substituted household could be surveyed or not, the reason for not surveying the original household will be recorded against item 19 in terms of codes. The codes are:

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

This item is applicable if the entry against item 18 is either 2 or 3. Otherwise, this item is to be left blank.

**4.2.0 Block 2: Particulars of field operation:** The identity of the Investigator and Supervisory officer(s) associated, date of survey/ inspection/ scrutiny of schedules, despatch, etc., will be recorded in this block against the appropriate items in the relevant columns. Besides, from the 46<sup>th</sup> round onwards, person codes of field officials have been introduced which are to be recorded against item 1(ii) (for central sample only). If the schedule is required to be canvassed for more than one day, the first day of survey is to be recorded against the item serial number 2(i).

**4.2.1 Items 4 and 5: Total time taken to canvass schedule 10 (in minutes):** Total time taken to canvass schedule 10, which will include time taken to canvass block 9 also, will be recorded in item 4. Time taken to canvass block 9 only will be recorded against item 5. Entries in item 4 and 5 will be made in whole number in minutes. The time required to canvass the schedule should be the actual time to canvass the schedule and will not include the time needed by the investigator to finalise the schedule.

**4.2.2 Item 6: Whether the schedule contains remarks? (yes -1, no-2):** In blocks 10 and 11, remarks of (i) investigator and (iii) other supervisory officer(s) are to be recorded when some difficulty is encountered in collection of data or if some of the items of information seem doubtful in nature. Besides, the remarks blocks, sometimes remarks are also recorded in the available blank spaces in the schedules. These remarks may help to make proper assessment of the entries made in the schedule. Entry will be 1 against the appropriate cell if relevant remarks are recorded, else entry will be 2. If remarks have been recorded in block 10/11 entry will be 1 against the relevant cell, otherwise entry will be 2. If remarks are recorded elsewhere in the schedule, entry will be 1 in against the relevant cell, else entry will be 2.

**4.3.0 Block 3: Household characteristics:** Certain household characteristics, such as, household size, household type, religion, social-group, household industry, household occupation, land owned/ land possessed as on the date of survey, land cultivated (including orchard and plantation) during July 2008 - June 2009, etc., which are intended to be used mainly as classificatory characteristics in studying the indicators of employment and unemployment will be recorded in this block. For the households in the rural areas information will also be collected on some items related to NREG works. Besides, for all the households, information will be collected on whether any member of the household is holding any specified post office account, number of such accounts in the household, and whether any member of the household has used any of the specified services in any post office.

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

4.3.2 **Item 2: Principal industry (NIC-2004):** The description of the principal household industry will be recorded in the space provided. The appropriate five-digit industry code of the NIC-2004 is to be recorded against 5 cells provided for recording NIC codes putting one digit in each cell. For households deriving income from non-economic activities only, (e.g. for a pensioner/ beggar/ prostitute household) a dash (-) may be put against this item.

4.3.3 **Item 3: Principal occupation (NCO-2004):** The description of the principal household occupation will be recorded in the space provided. The appropriate three-digit occupation code of the NCO -2004 is to be recorded against 3 cells provided for recording the NCO codes putting one digit in each cell. For households deriving income from non-economic activities only, a dash (-) may be put against this item.

4.3.4 The procedure for determining principal industry and principal occupation of the household has been discussed in Para. 1.9.35 of Chapter One.

4.3.5 **Item 4: Household type (code):** For the **rural** areas, the selected household will be assigned appropriate type code out of the following five different household type codes:

self-employed in non-agriculture ...	1	self-employed in agriculture .....	4
agricultural labour .....	2	others .....	9
other labour .....	3		

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

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

4.3.6 The procedure for assigning household type codes for both rural and urban areas has been discussed in Para. 1.9.5 of Chapter One. A household, which does not have any income from economic activities, will get type code 9 (others).

4.3.7 **Item 5: Religion (code):** The religion of the household will be recorded against this item in codes. If different members of the household claim to belong to different religions, the religion of the head of the household will be considered as the religion of the household. The codes are:

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

4.3.8 **Item 6: Social group (code):** Whether or not the household belongs to scheduled tribe, scheduled caste or other backward class will be indicated against this item in terms of the specified codes, which are:

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

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

**4.3.9 Item 7: Land owned as on date of survey:** The land area, including homestead land, owned by the household as on the date of survey will be recorded in hectares in three places of decimal. Special care is to be taken so that for urban households land owned in rural areas and for rural households land owned in urban areas are not excluded. Separate provision has been kept for recording integral and decimal parts. For 'nil' entry a dash (-) may be recorded here. A piece of land is considered 'owned by the household' if permanent heritable possession with or without the right to transfer the title is vested in a member or members of the household. Land held in owner-like possession under long-term lease or assignment is also considered as land owned. Detailed discussion regarding ownership of land has been made in Para. 1.9.7 of Chapter One.

**4.3.10 Item 8: Land possessed as on date of survey:** Land possessed is given by land owned (including land under 'owner like possession') + land leased in – land leased out + land held by the household but neither owned nor leased in (e.g., encroached land). The land area possessed by the household as on the date of survey will be recorded in hectares in three places of decimal. Separate provision has been kept for recording integral and decimal parts. For 'nil' entry a dash (-) may be recorded here. Detailed discussion regarding possession of land has been made in Para. 1.9.8 of Chapter One.

**4.3.11 Item 9: Land cultivated (including orchard and plantation) during July 2008-June 2009:** Land cultivated is defined as *net sown area* (areas sown with field crops and area under orchards and plantations counting an area only once in an agricultural year) during the agricultural year 2008-09, i.e., July 2008 to June 2009. Land cultivated (including orchard and plantation) during the agricultural year 2008-2009, i.e., July 2008 to June 2009 will be recorded against this item. Land cultivated may be from the land 'owned', 'land leased-in' or from 'land neither owned nor leased-in'. It will be recorded against item 9 in hectares in three places of decimal. Separate provision has been kept for recording integral and decimal parts. For 'nil' entry a dash (-) may be recorded here.

**4.3.12 Items 10 to 13:** Information for these items will be collected from the households in the rural areas and for urban samples, dash (-) may be put in these items.

**4.3.13 Item 10: Whether the household has NREG job card?:** Under the provisions of the NREGA, the Gram Panchayat is to issue job cards to every registered household. The Photographs of the adult members ("adult" means a person who has completed his eighteenth years of age) who are applicants have to be attached to the job cards. The application for registration may be given on plain paper to the local Gram Panchayat. It should contain names of those adult members of the household who are willing to do unskilled manual work. The job cards shall be valid for a period of five years and will have provision for the addition/deletion of members eligible for work. If the household has a NREGA job card, entry will be 1 in this item, otherwise entry will be 2.

**4.3.14 Item 11: Whether got work in NREG works during last 365 days:** In this column, for each household in the rural areas, situation in respect of whether the household member(s) got work in NREG works at least for a day, or sought but did not get work in NREG works, or did not seek work in NREG works, during the last 365 days, is to be ascertained and will be recorded in terms of the following codes:

got work in <i>NREG</i> works .....	1
sought but did not get work in <i>NREG</i> works .....	2
did not seek work in <i>NREG</i> works .....	3

4.3.15 **Items 12 and 13:** Information for these items will be collected from the households in the rural areas who have got work in *NREG* works during the last 365 days, i.e., for those household with entry 1 in item 11.

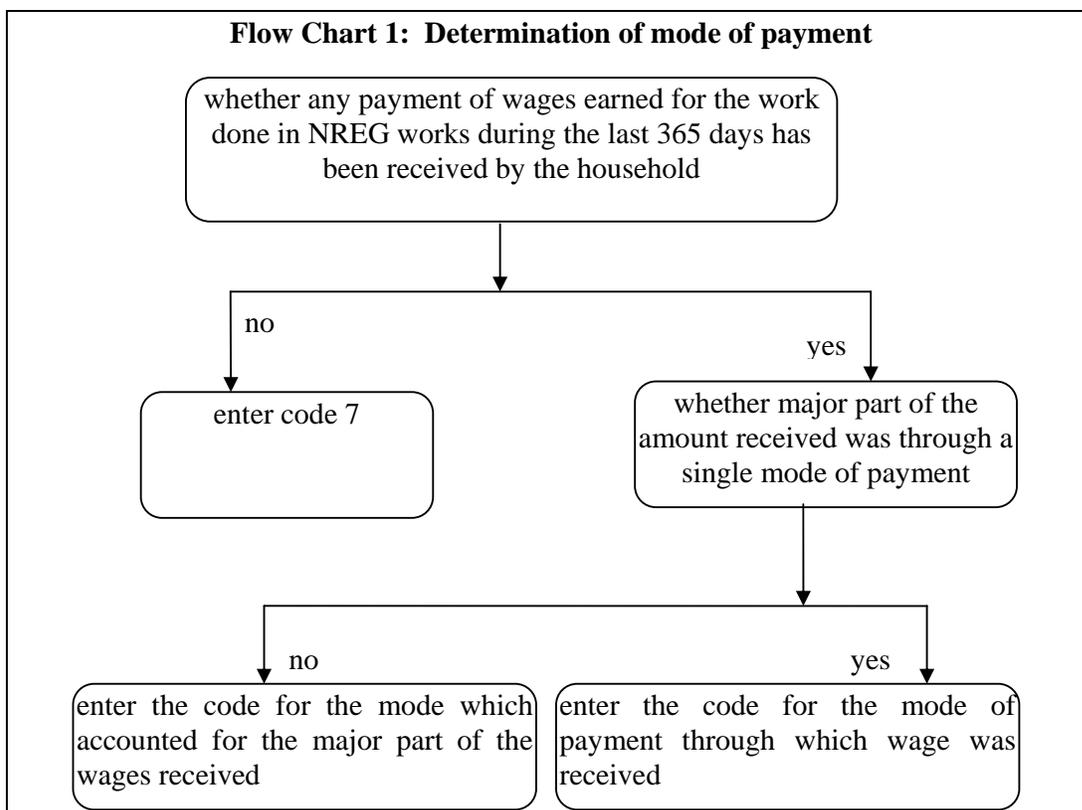
4.3.16 **Item 12: Number of days worked:** The total number of days worked in *NREG* works, during the last 365 days, by all the household members will be recorded in this item. Number of days worked in *NREG* works is to be arrived at considering all the days worked by different household members irrespective of the duration of *NREG* works done by the household member(s) in those days.

4.3.17 **Column 13: Mode of payment:** The ‘operational guideline’ of *NREGA* recommends that wages should be paid on weekly basis on a pre-specified day of the week in each Gram Panchayat. The mode of payment of wages earned for the work in *NREG* works by considering the total wages of all the household members during the last 365 days will be recorded in terms of the following codes:

*paid:*

directly into post office account.....	1
directly into bank account.....	2
in a gram sabha meeting.....	3
by the field assistant/mate.....	4
by an SHG member.....	5
through a smartcard.....	6
others.....	9
<i>not yet paid</i> .....	7

To determine the mode of payment, the wages earned by all household members in *NREG* works during the last 365 days will be considered. If some members of a household have worked in *NREG* work for which no payment of wages earned has yet been received by them, code 7 may be recorded in this item. On the other hand, if the household has received some payment (either fully or partly) for the work done by its members in *NREG* works during the last 365 days, appropriate code will be assigned considering the mode through which the major part of the wages earned have already been received by the household. For example, if an amount of Rs. 2000/- was earned by a household as wages in *NREG* works and of which an amount of Rs. 500/- was paid directly into post office account, another amount of Rs. 200/- was given in Gram Sabha meeting, and Rs. 1300/- is due to be received, then the entry will be 1 in this item. The determination of the mode of payment may be made through the Flow Chart 1 given below:



4.3.18 **Items 14 to 17: Is any member of the household the holder of post office account (yes-1, no-2, don't know-9) and number of such accounts in the household as on the date of survey:** In items 14 to 17, information will be collected on whether any member(s) of the household is a holder of specified Post Office account(s) or savings instruments of Department of Post, Government of India, and if any member(s) of the household is a holder of specified Post Office account(s), number of such accounts held by all the members of the household as on the date of survey will be recorded. The specified accounts for which information will be collected are:

- i) saving bank account,
- ii) recurring deposit account,
- iii) monthly income account, and
- iv) any other accounts or savings instruments, such as public provident fund account, national savings certificate, kisan vikas patra, time deposit, senior citizens savings scheme, etc.

For each type of account listed against items 14 to 17, two columns have been provided. In the first column, information on whether any member of the household has the specified account will be recorded. If any household member has the specified account entry will be 1 and entry will be 2 if no member of the household has the specified account. On the other hand, if the informant reports that he/she does not know whether any member of the household has the specified post office account entry will be 9 against that item. For the item(s) with entry 1, i.e., if any household member is holding the specific type of account, the number of such accounts held by all the household members will be recorded in the next column against that item. It may be noted that in item 17, besides the types of accounts listed in items 14 to 16, information will be recorded for any other type of accounts or savings instruments.

Brief descriptions of the specified Post Office accounts are given in BOX 1:

**BOX 1**

Savings bank account can be opened either as an individual account or a joint account. The savings bank provides for cheque facility also. In the recurring deposit account, deposit should be made every month and default fee is chargeable for delayed deposit. The recurring deposit has a provision for premature closure on completion of three years after opening the account. Monthly Income Scheme (MIS) is viewed as safe and sure way to get a regular monthly income. This scheme is specially suited for retired employees/ senior citizens or any one with high sum for investment. The maturity period for MIS is six years. MIS has provision for auto credit facility to savings bank account. Only one public provident fund (PPF) account can be opened in the name of a person. Deposits in PPF account qualify for Income Tax rebate subject to a maximum limit of Rs. 70,000. The maturity period of the National Savings Certificate (NSC) is 6 years. No premature encashment of NSC is permitted in the normal course. However premature encashment of NSC can be allowed after the expiry of three years from the date of purchase of certificate. A single time deposit account or joint time deposit account can be opened for 1 year, 2 year, 3 year and 5 year period. 2 year, 3 year and 5 year time deposit accounts can be closed after one year at a discount. Money doubles in 8 years and 7 months for kisan vikas patra and it has a provision for premature encashment. The Senior Citizens Savings Scheme (SCSS) is a new avenue of investment and return for Senior Citizen. The account may be opened by an individual, (i) who has attained age of 60 years or above on the date of opening of the account, or (ii) who has attained the age 55 years or more but less than 60 years and has retired under a voluntary retirement scheme or a special voluntary retirement scheme on the date of opening of the account within three months from the date of retirement. However, there is no age limit for the retired personnel of defence services. Under SCSS no withdrawal is permitted before the expiry of a period of five years from the date of opening of the account and the depositor may extend the account for a further period of 3 years. Premature closure of account is permitted after deduction at specified rates.

**4.3.19 Items 18 to 20: Has any member used the following services in any Post Office during last 3 months account (yes-1, no-2, don't know-9):** In items 18 to 20, information will be collected on whether any member of the household has used any of the specified services in any Post Office of the Department of Post, Government of India, during the last 3 months. If any household member has used any of the specified services during the last 3 months entry will be 1 and entry will be 2 if no member of the household has used any of the specified services during the last 3 months. On the other hand, if the informant reports that he/she does not know whether any member of the household has used any of the specified services during the last 3 months entry will be 9 against that item. The household member can avail of these services in the capacity of either as a sender of money or as a receiver of money. A brief description of the specified services on which information will be collected is given below:

- i) Money order:* A money order is an order issued by the Post Office for the payment of a sum of money to the person in whose name the money order is sent through the agency of the Post Office.
- ii) Instant Money Order:* IMO is an instant web based money transfer service through Post Offices (IMO Centre) in India between two resident individuals in Indian territory.
- iii) International Money Transfer Service:* As a result of the collaboration of the Department of Posts, Government of India with the Western Union Financial Services, USA, a state of the art International Money Transfer Service is now available through the Post Offices in India, which enables instantaneous remittance of money from nearly 185 countries to India.

**4.3.1.0 Block 3.1: Household indebtedness:** This block is intended to collect information on the extent of indebtedness of the rural labour households, i.e., those with household type code 2 or 3 against item 4 of block 3 of rural schedules. The information pertaining to the household indebtedness as on the date of survey will be collected in this block. For the purpose of this survey, **loans will include borrowing in cash and/or kind (including hire purchases/credit**

**purchase**). Borrowings in **kind should be evaluated at current retail price** prevalent in the local market. An advance payment received for forward delivery of goods **should also be** regarded as loan. Attempts will be made to record each loan separately irrespective of the type of loan and amount outstanding. Each loan will have a separate serial number against which the information on nature, source, purpose and amount outstanding of the loan will be recorded. If, however, the nature, source and purpose of two or more loans are similar, they may be entered as a single loan.

4.3.1.1 **Column (1): Serial number of loan:** As mentioned above, entries are to be made for each loan separately. Thus, each loan outstanding on the date of survey will get a separate serial number and that has to be recorded under this column.

4.3.1.2 **Column (2): Nature of loan:** For each loan listed in column (1), the 'nature of loan' in terms of codes will be recorded in this column. The relevant codes are:

hereditary loan .....	1	loan contracted in kind .....	3
loan contracted in cash ...	2	loan contracted partly in cash and partly in kind ....	4

4.3.1.3 **Column (3): Source:** The information regarding the source of each loan will be recorded in this column in terms of the following codes:

government .....	1	agricultural/professional money lender .....	5
co-operative society .....	2	shop-keeper/trader .....	6
bank .....	3	relative/friends .....	7
employer/landlord .....	4	others .....	9

If any relative/ friend charges interest, the proper source code should be 5 and not 7. Co-operative banks will be considered as banks and not co-operative society.

4.3.1.4 **Column (4): Purpose:** The purpose for which the loan has been contracted, irrespective of the actual use of the loan, by the household will be recorded in this column in terms of codes. If a particular loan is taken to meet more than one purpose, the purpose for which large part of the loan is intended to be utilised will be considered for recording entries in this column. The relevant codes are:

household consumption :	
medical expenses .....	1
educational expenses .....	2
legal expenses .....	3
marriage and other ceremonial expenses ....	4
other household consumption expenses .....	5
purchase of land / construction of building.....	6
other productive purpose .....	7
repayment of debt .....	8
others .....	9

The purpose of loan taken for legal expenses for the enterprise will get code 7. Code 5 will cover for loans taken for the purpose of food consumption, consumption of clothing, purchase of durable goods, etc.

**4.3.1.5 Column (5): Amount outstanding including interest as on date of survey:** For each loan, the total amount due on the date of survey (i.e., the outstanding principal *plus* the interest due) will be recorded in column (5) in whole number of rupees. Initial discount allowed, if any, in the principal should be taken into account while recording the total amount of loan outstanding on the date of survey. Suppose the value of an item of hire purchase is Rs. 5,000/- and 10% off-season discount is allowed, then the loan under this situation will be considered as Rs. 4500/- only. Account should also be taken of any advance deduction made at the time of giving loan. Thus, for a loan of Rs. 100/-, if Rs. 10/- is deducted as interest at the time of receiving the loan, the entry against this column will be Rs. 100/- and not Rs. 90/-. If only one loan is recorded in column (5), the amount of that loan should be repeated in the line meant for recording 'total'. If information is recorded for two or more loans, the total amount of all such loans taken together should be recorded in the line meant for recording 'total'.

**4.3.1.6** The procedure adopted for making entries in regard to credit purchase requires elaboration. In the case of credit purchase, it should first be ascertained whether such credits are really due on the date of survey or not. Sometimes the payments are usually made to shopkeepers (for purchases of some items like milk, news paper, etc.), or for house rent, electricity charges, doctors, maid servants, etc. once in a month or at the end of the month or after a fixed period of time, in all such cases, dues will be considered only after the expiry of the stipulated due date of payment of such charges.

**4.4.0 Block 4: Demographic particulars of household members:** This block is meant to record the demographic particulars like sex, age, marital status, educational level, current attendance in educational institution, current registration with employment exchange and receipt of vocational training, etc., of all the household members. The description of the items and the procedure for recording them are explained below:

**4.4.1 Column (1): Serial number:** All the members of the sample household will be listed in this block using a continuous serial number in column (1). In the list, the head of the household will appear first followed by head's spouse, the first son, first son's wife and their children, second son, second son's wife and their children and so on. After the sons are enumerated, the daughters will be listed followed by other relations, dependants, servants, etc.

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

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

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

**4.4.4 Column 4: Sex:** For each and every member of the household, sex in terms of the code (*male-1, female-2*) will be recorded in this column. For eunuch, code '1' will be recorded.

4.4.5 **Column 5: Age (years):** The age in completed years of all the members listed, will be ascertained and recorded in column (5). For infants below one year of age at the time of listing, '0' will be entered in column (5). Similarly for persons of age 105 years, entry under this column will be 105.

4.4.6 **Column (6): Marital status:** The marital status of each member will be recorded in this column in codes. The codes for different marital statuses are as follows:

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

4.4.7 **Educational level:** Information on the highest level of education successfully completed by each member of the household considering his/ her all general/ technical/ vocational educational level will be recorded in terms of codes in column (7), whereas in column (8), the highest level of technical education successfully completed will be recorded. A person who has studied up to say, first year B.A. or has failed in the final B.A. Examination, his educational attainment will be considered only as 'higher secondary', for the purpose of column (7).

4.4.8 **Column (7): General:** In column (7), the highest level of education successfully completed by the members of the household considering general/ technical/ vocational education will be recorded in codes which are given below:

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

A person who can both read and write a simple message with understanding in at least one language is to be considered literate. Those who are not able to do so, are to be considered not literate and will be assigned code 01. Some persons achieve literacy by attending Non-formal Education Courses (NFEC) or Adult Education Centres (AEC) or by attending primary schools created under Education Guarantee Scheme (EGS). Such persons will be given code 02. Persons who have become literate through attending Total Literacy Campaign (TLC) will be given code 03. Persons who are literate through means other than formal schooling or the two enumerated

above will be given code 04. Those, who are by definition literate through formal schooling but are yet to pass primary standard examination will be assigned code 05. Similarly codes 06, 07, 08, and 10 to 13 will be assigned to those who have passed the appropriate levels. The criteria for deciding primary, middle, secondary, etc., levels will be that followed in the concerned states/union territories. Persons who have attained proficiency in Oriental languages (e.g., Sanskrit, Persian, etc.) through formal but not through the general type of education will be classified appropriately at the equivalent level of general education standard. For them who have completed some diploma or certificate course in general or technical education, which is equivalent to below graduation level, code 11 will be assigned. Whereas, code 12 will be recorded for them who have obtained degree or diploma or certificate in general or technical education, which is equivalent to graduation level. Similarly, code 13 will be assigned for them who have obtained degree or diploma or certificate in general or technical education, which is equivalent to post-graduation level and above.

4.4.9 **Column (8): Technical:** Technical education standard achieved by the members of the household will be recorded in one of the following codes:

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

Technical diploma or certificate in 'other subjects' will cover diploma or certificate in management, applied arts, etc. If more than one of the codes 03 to 07 are applicable, the code indicating the diploma/ certificate **last received** will be considered. Similar will be the treatment when more than one of the codes 08 to 12 are applicable for a person. It may be noted that the technical certificate/ diploma obtained by the person **need not necessarily be recognised** by the Government.

4.4.10 **Column (9) & (10): Current attendance in educational institution:** Columns (9) & (10) will be used to record the particulars of current attendance in educational institution **for persons of age below 30 years**. Column (9) will be used to record 'status of current attendance'. Column (10) will be used to record 'type of institution' for those who are currently attending educational

institution, i.e., with entry 21 to 43 in column (9). Procedure for recording the particulars in these columns is explained in the subsequent paragraphs.

**4.4.11 Column (9): Status of current attendance.** It will be first ascertained if the person is currently attending any educational institutions (government or private) or not. Persons who are registered for any regular correspondence courses or distance education courses for a stipulated period at the end of which, are allowed to appear in the examination for the course, **will also be** considered as 'currently attending'. Persons who are awaiting results will be considered as 'currently attending' and the appropriate code for the level for which they have appeared in the examinations will be recorded. Persons who are not currently attending any educational institutions, reason for not attending will be ascertained and will be given any of the codes 01 to 05 if they have never attended and 11 to 15, if they ever attended but currently not attending. For those who are found 'currently attending', the course of study pursued by them will be further ascertained and codes will be assigned depending on the course of study pursued by them. For persons attending more than one course, the one which is of full time will be considered for recording current attendance, in case only one of the courses is full time. In case more than one of the courses are full time, the one, which is of higher level will be considered for current attendance. If the full time courses are of same level, the one with longer duration will be considered. If the person is pursuing only part time courses, the course to be considered for current attendance will be determined in the similar way as is done for full time course.

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

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

4.4.12 **Column (10): Type of institution:** Those with code 21 to 43 in column (9) will be considered for recording entries here. The type of institution refers to the type of management by which the institution is run. It may be government, local body, or private body receiving government aid. Thus, the type may be (a) Government, (b) Local body, (c) Private aided or (d) Private unaided. All schools/ institutions run by the State, Central Government, Public Sector Undertakings or Autonomous Organisations, which are completely financed by the Government will be treated as government institutions. Schools/ institutions where some intervention of government is in the management and are mainly financed by the government will also be treated as government institutions. All institutions run by municipal corporations, municipal committees, notified area committees, zilla parishads, panchayat samitis, cantonment boards, etc., will be treated as local body institutions. Private and aided institution is one, which is run by an individual or a private organisation and receives maintenance grant partly or fully from the Government or local body. Private and unaided institution is one that is managed by an individual or a private organisation and not receiving maintenance grant either from a Government or a local body.

Relevant codes to be given are:

government .....	1	private and unaided .....	4
local body .....	2	not known .....	5
private and aided .....	3		

4.4.13 **Column (11): Currently registered with employment exchange: For persons of age 15 to 45 years** listed in column (1) of this block, it is to be ascertained whether or not they are currently on the live register of the employment exchange. For a person to be currently on the live register, he or she should renew his/her registration before it lapses, i.e., when the renewal becomes due. The period specified for renewal varies from state to state and also perhaps, from one employment category to the other. The investigator, therefore, should ascertain from some knowledgeable sources, the period specified for such renewal in the particular region where he has to carry out the field work. With this background information, the investigator should find out when the person has registered in the employment exchange, whether he has renewed the registration, etc., and thus determine whether or not he or she was currently on the live register of the employment exchange. If the name of the person is in the live register of the employment exchange, code 1 and if not, code 2 will be recorded in this column.

4.4.14 **Column (12) to (16): Particulars of vocational training:** Columns (12) to (16) will be used to record particulars of vocational training received/ being received by **persons of age 15 to 59 years**. Procedure for recording the particulars in these columns is explained in the subsequent paragraphs.

4.4.15 **Column (12): Whether receiving/received any vocational training:** Information on whether the household member is receiving or has received any vocational training will be collected in this column in codes given below:

receiving formal vocational training.....	1
received vocational training:	
formal.....	2
<i>non-formal:</i>	
hereditary .....	3
self-learning .....	4
learning on the job.....	5
others .....	6
did not receive any vocational training .....	7

Only those who are currently receiving 'formal vocational training' will be given code 1 and if the vocational training, which is formal, has already been received, i.e., if the training course is successfully completed, then code will be 2. Codes 3 to 6 relate to non-formal vocational training. Code 3 will be applicable for those who have received 'hereditary' non-formal vocational trainings and code 4 for those who have received non-formal vocational trainings though 'self-learning'. Persons who have received non-formal vocational training through 'learning on the job' will be given code 5. All other cases of non-formal vocational training received will be assigned code 6. Persons who have failed in formal vocational training after completion of the full duration of the course will also be given code 6 provided they have acquired competency through this training to employ themselves as wage salary employee or self-employed. Note that if one has already received some vocational training, formal or informal, and also currently receiving some formal vocational training, then the vocational training already received will be recorded for him/her. In case, he/she has received more than one vocational training, then the one among the applicable codes that appears first will be recorded. Concepts of vocational training, formal and non-formal vocational trainings have been discussed in Paras. 1.9.40, 1.9.41 and 1.9.42, respectively, of Chapter One. Examples of some formal vocational trainings have been given in Annexure 1.

4.4.16 Columns (13) to (15) will be filled in for those who are receiving/ have received formal vocational training, i.e., for code 1 or 2 in column (12)

4.4.17 **Column (13): Field of training (code):** Field of training in this column refers to the broad area/ trade, say, 'Mechanical engineering trades', 'Electrical and electronic trades', 'Leather related work', etc., on which the formal vocational training has been received/being received by the household member. 'Field of training' **will be recorded in terms of 2 digit codes.**

4.4.17.1 For a formal vocational training, if the 'field of training' is not covered by any of the codes 01 to 21, code 99 will be assigned to that field of training. It may be noted that under a particular broad area of the training stated above, an individual may have received the vocational training for development of skill in specific area(s). For example, a vocational training may develop skill in specific area(s) like 'blacksmithy', 'fitter', etc., under the broad area 'Mechanical engineering trades' or in the specific area 'Cutting and Tailoring' under the broad area 'Textile related work' or in the specific area 'Cane & Bamboo work' under the broad area 'Artisan/ craftsman/ handicraft and cottage based production work'. Specific areas and broad areas of the vocational training, in most cases, will be understood from the name of trade/training course.

4.4.17.2 To facilitate the collection of data on 'field of training', an indicative list of specific areas on which one can receive the vocational training and the broad area covering the specific area(s) is given in Annexure 2. There may be cases where broad area of training can be understood from the specific area of training but the specific area is not covered under any of the broad areas in the list given in Annexure 2. For a person when more than one of the codes are applicable, last training received will be considered for giving code for 'field of training'.

4.4.17.3 Some instances for recording field of training are being illustrated with the help of the following examples:

1. A person has received a vocational training for which the name of the training course is 'Fitter'. In this case the specific area of the training is 'Fitter' and the broad area will be 'Mechanical engineering trades'. In this case, the entry against 'field of training' will be the code for the broad area of training 'Mechanical engineering trades', i.e., 01.

2. For the vocational training course ‘**Cutting and Tailoring**’, the specific area is ‘**Cutting and Tailoring**’, and the broad area will be ‘**Textile related work**’. In this case, the entry against ‘field of training’ will be the code for the broad area of training ‘Textile related work’, i.e., 07.

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

<b>field of training</b>	<b>codes</b>
Mechanical engineering trades .....	01
Electrical and electronic engineering trades.....	02
Computer trades.....	03
Civil engineering and building construction related works.....	04
Chemical engineering trades.....	05
Leather related work.....	06
Textile related work.....	07
Catering, nutrition, hotels and restaurant related work.....	08
Artisan/ craftsman/ handicraft and cottage based production work.....	09
Creative arts/ artists.....	10
Agriculture and crop production related skills and food preservation related work.....	11
Non-crop based agricultural and other related activities.....	12
Health and paramedical services related work.....	13
Office and business related work.....	14
Driving and motor mechanic work.....	15
Beautician, hairdressing and related work.....	16
Work related to tour operators/ travel managers.....	17
Photography and related work.....	18
Work related to childcare, nutrition, pre-schools and crèche.....	19
Journalism, mass communication and media related work.....	20
Printing technology related work.....	21
Other.....	99

4.4.18 **Column (14): Duration of training:** Duration of the **formal vocational training**, in weeks, will be entered here. The stipulated duration that the training may take for successfully completing the course will be recorded for those who are receiving the training on the date of survey. In case, the duration of formal vocational training received/being received is in months or in years then it will be rounded off to the nearest week. For this purpose, one month will be considered as 4 weeks, three months will be considered as 13 weeks, 6 months will be considered as 26 weeks and one year will be considered as 52 weeks. If the duration of training is in terms of days then it will be converted to weeks and entry will be made in whole number.

4.4.19 **Column (15): Source from where degree/diploma/certificate received/to be received:** This column will be used to record the source, i.e., agency/authority from where

degree/diploma/certificate is received/to be received by the members of the household who have received or are receiving **formal vocational training**, i.e, those with code 1 or 2 in column (12). The relevant source codes that are to be used for recording the information are given next.

<b>source</b>	<b>code</b>
Industrial Training Institutes (ITIs) / Industrial Training centres (ITCs).....	01
School offering vocational courses (Secondary, Higher Secondary level).....	02
UGC (first degree level).....	03
Polytechnics.....	04
Community Polytechniques/ Jansiksha Sansthan.....	05
National Open School.....	06
Hotel Management Institutes.....	07
Food craft and Catering Institutes.....	08
Small Industries Service Institutes/ District Industries Centres/ Toll Room Centres.....	09
Fashion Technology Institutes.....	10
Tailoring, Embroidery and Stitch Craft Institutes.....	11
Nursing Institutes.....	12
Rehabilitation/Physiotherapy/Ophthalmic and Dental Institutes.....	13
Institutes giving Diploma in Pharmacy.....	14
Hospital and Medical Training Institutes.....	15
Nursery Teachers' Training Institutes.....	16
Institutes offering training for Agricultural Extension.....	17
Training provided by Carpet Weaving Centers.....	18
Handloom/ Handicraft Design Training Centers/ KVIC.....	19
Recognised Motor Driving Schools .....	20
Institute for Secretariat Practices.....	21
Recognised Beautician Schools.....	22
Institutes run by Companies/ Corporations.....	23
Institutes for Journalism and Mass Communication.....	24
Other Institutes.....	99

4.4.20 **Column (16): Whether the vocational training was ever helpful in getting a job:** This column will be applicable to those with code 2 in column 12, i.e., for those who have received formal vocational training. **The term 'getting a job' implies getting engaged in economic activity.** The usefulness of the vocational training received will be recorded in terms of the following codes:

yes:

was helpful in taking up self-employment activity.....	1
was helpful in taking up wage/salaried employment.....	2
was not helpful.....	3
not applicable.....	4

It may be noted that if an individual reports that the vocational training received by him/her had been helpful in getting a job in the past, whether or not the expertise gained through the vocational training was required for executing the job, then any of the codes 1 or 2 will be applicable for him/her. On the other hand, if the individual reports that the vocational training received had not been helpful in getting a job in the past, irrespective of whether he/she was employed in the past or not, but at least sought some job, for them code 3 will be recorded. For others who did not seek job at all, although had received formal vocational training, for reasons of engagement in some other non-economic activities, code 4 will be assigned. The following situations may arise in recording code 1 or 2:

- (i) Vocational training received was helpful in taking up only one type of economic activity (self-employment or wage/salaried employment) in the past. In this case, code will be 1 if the activity taken up was self-employment activity, and code will be 2 if the activity taken up was wage/salaried employment.
- (ii) If the vocational training received was helpful in taking up both self-employment as well as regular wage salaried employment and both of these activities were terminated some time in the past, then the code corresponding to the one which was terminated last will be recorded. However, if both of these activities were terminated simultaneously then the code appearing first in the code list will be recorded.
- (iii) If the vocational training received was helpful in taking up both self-employment as well as regular wage salaried employment and one of these activities are still being pursued and the other was terminated, then the code corresponding to the one which is still being pursued will be recorded.
- (iv) If the vocational training received was helpful in taking up both self-employment as well as regular wage salaried employment and both of these activities are still being pursued then the code appearing first in the code list will be recorded.

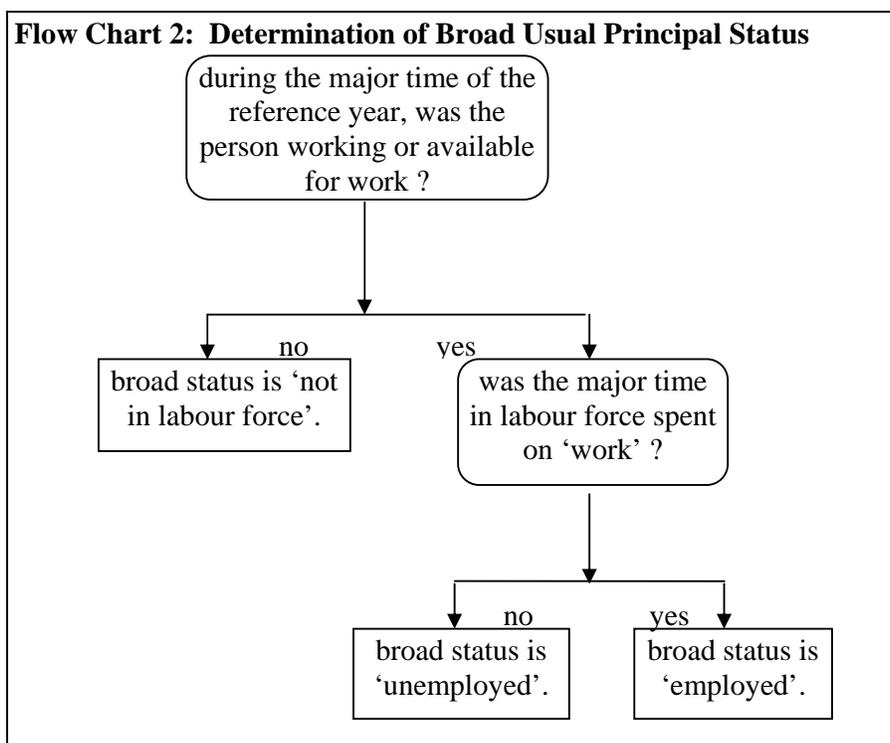
**4.5.1.0 Block 5.1: Usual principal activity particulars of household members:** The usual principal activity particulars of each member of the household will be collected in this block. This will include information on industry-occupation of the working members, some particulars of the enterprises in which they are working and conditions of employment for the persons employed as regular wage/salaried employee and casual labour. Besides, for the self-employment persons, information will be collected regarding whether worked under given specifications, and if worked under given specifications, who provided credit/raw materials, equipments, etc., number of outlets of disposal and type of specifications. The particulars of usual activity are collected with reference to a period of 365 days preceding the date of survey. The relevant concepts like 'economic activity', 'activity status', 'usual principal activity', 'usual subsidiary economic activity', etc., are explained in Paras. 1.9.11, 1.9.12, 1.9.22 and 1.9.23, respectively, of Chapter One. The description of the items and the procedure for recording them are explained below:

**4.5.1.1 Columns (1) & (2): Srl. no. & age, as in cols. (1) & (5) of block 4:** The entries in these two columns are to be copied from columns (1) and (5) of block 4, for each of the members of the household.

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

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

**4.5.1.4 Identification of broad usual principal activity status:** The broad usual principal activity status will be obtained on the basis of a two stage dichotomous classification depending on the major time spent. Persons will be classified in the first stage into (i) those who are engaged in any economic activity (i.e. employed) and / or available for any economic activity (i.e., unemployed) and (ii) who are not engaged and also not available for any economic activity (i.e., not in labour force). Thus, the persons will be first classified as those in the labour force and those not in the labour force depending on in which status, out of these two, the person spent major part of the year. In the second stage, those who are found in the labour force will be further classified into working (i.e., engaged in economic activity or employed) and seeking and/or available for work (i.e., unemployed) based on the major time spent. Thus, we can obtain the broad usual principal status as one of the three viz. employed, unemployed and out of labour force. Flow chart 2 explains the procedure for determining the broad usual principal activity status.



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

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

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

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

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

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

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

(i) It is to be noted that availability for work being more of a status than an activity, a person being available for work may well be engaged in one or more of the activities denoted by codes 91 to 97. In all such cases except those engaged as students (code 91), persons will be categorised as 'unemployed' if he/she reports to be available for work for a relatively longer

period, inspite of his/her being engaged simultaneously in a non-economic activity. But, if a person who is available for work is reported to have attended educational institution more or less regularly for a relatively longer period during the preceding 365 days, further probing as to whether he will give up the study if the job is available is to be made before considering him as 'unemployed'.

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

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

**4.5.1.8 Columns (4) to (6): Principal industry-occupation:** Columns (4) to (6) will be filled-in for those who are 'working', i.e., those with any one of codes 11, 12, 21, 31, 41, or 51 in column (3). The description of the industry-occupation relevant to the type of economic activity pursued by the person in the status recorded in column (3) will be given in column (4). The corresponding 5-digit industry code (NIC-2004) and the 3-digit occupation code (NCO-2004) will be entered in columns (5) and (6), respectively. In case, two or more industry-occupation combinations corresponding to the status code given in column (3) have been reported by a person, the principal industry-occupation will be the one in which **relatively more time** has been spent during the preceding 365 days by the person.

**4.5.1.9 To identify certain category of workers separately, NIC-2004 industry class code 9500 (Division 95) has been split, for the purpose of the survey, into the following sub-classes as given below:**

**Division 95: ACTIVITIES OF PRIVATE HOUSEHOLDS AS EMPLOYERS OF DOMESTIC STAFF**

housemaid/servant .....	95001	governess/baby-sitter .....	95005
cook .....	95002	tutor .....	95006
gardener .....	95003	driver .....	95007
gatekeeper/chowkidar/watchman .....	95004	others .....	95009

These additional codes are to be used, wherever necessary, in **recording five digit industry codes in column 5 of block 5.1**. In assigning the industry code under Division 95, it should be kept in mind that the work is to be performed predominantly in the premises of the household irrespective of whether it is performed in one or more than one household. If services provided by the individuals to the household originate and terminate in the same household, they will be classified under Division 95.

For example, all persons who collect electric bills from the households for payment, who provide potable water in the container made available by the household, who collect grocery items from the shops/market as per the list of items supplied by the household, who give tuition to the members of the household at the residence of the household members, etc., **will be** classified under this division. On the other hand, if the households avail these services by approaching such persons (providing these services) in their establishment/house, then those services **will not be** classified under Division 95. They will be classified under appropriate division. For example, for a person giving tuition in his coaching center or in his own house, his activity will be classified under NIC 80902 or NIC 80903, respectively. Similarly, a person who is supplying potable water to one or more households (and uses his own container - which is his asset) will be classified under NIC 93093. **Note that the persons classified under NIC division 95 in the above example will be considered as ‘wage earners/employees’, while those not classified under division 95 will be considered as ‘self-employed’.**

4.5.1.10 It may be noted that in determining the usual principal status of a person, it is not essential to consider the time disposition in respect of various activities pursued by the person on a day-to-day basis - which is generally done in the case of current status. What is important is that the activity, which a person usually performed or the status in which the person usually belonged for a longer period during the reference period, is to be assessed. In order to determine the usual principal status, the dominant activity of the individual that kept the person engaged for a longer period during the reference period, may be identified. This may largely be understood by the functional role of the individual in daily life or normal attachment of the individual to an activity or the activity situation in which an individual disposes himself or herself. This may even be understood by the response to the question generally asked ‘what he/she normally does or did during the reference period?’ such as, teaching or housekeeping or tutoring others or studying or farming or renting or prostitution. For example, the dominant activity of a person whose normal attachment is with household chores, even though gives tuition for some time – maybe for three/ four hours in a day, will be considered as performing ‘domestic duties’ or, that of a boy who disposes himself as a student though performs some work activity regularly will be considered as ‘student’. Note that the dominant activity of a person during the reference period is determined irrespective of the activity situation on a specific point of time (say, 1 day) or during a short period of time (say, 1 week).

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

**4.5.1.12 Column (7): Whether engaged in any work in a subsidiary capacity (yes-1, no-2):**

For each member of the household listed in this block, it has to be ascertained whether he/she worked in a subsidiary capacity during the 365 days preceding the date of survey or in other words if he had any subsidiary economic status. A person will be considered to have worked in the subsidiary capacity if he/she has worked for a minimum period of 30 days, not necessarily for a continuous period, during the last 365 days, and for them code 1 will be recorded in this column. Otherwise, code will be 2.

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

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

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

*It may be stated again that engagement in work in subsidiary capacity may arise out of two situations:*

*(i) a person may be engaged in a relatively longer period during the 365 days in economic (non-economic activity) and for a relatively minor period, which is not less than 30 days, in another economic activity (any economic activity). 30 days of work need not necessarily be for a continuous period but may be distributed over the last 365 days.*

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

Differentiation between usual principal economic activity and usual subsidiary economic activity will be made by considering activity status and industry at 2-digit level of NIC-2004. Thus, while for a person with two or more economic activities pursued at different activity status, one of the economic activity will be considered as usual principal economic activity on the basis of major time criteria, another activity will be considered as usual subsidiary economic activity. On the other hand, if a person pursues two or more economic activities in the same activity status but if the industry at 2-digit level of NIC-2004 are different, then the person will be considered to have different usual principal and usual subsidiary economic activity.

**4.5.1.14 Columns (8) to (15): Particulars of enterprise and conditions of employment:** For persons with **industry groups 012, 014, 015 and divisions 02 to 99 in col. (5)**, particulars of

the enterprises where the household members are usually engaged will be recorded in columns (8) to (11), and conditions of employment will be recorded in columns (12) to (15) for those with **status codes 31, 41 or 51 in column (3)**. The data recorded in these columns will provide indicators of Home-based Workers (HBW), informal sector and informal employment. **Note that in this block the particulars to be collected in columns (8) to (15) will pertain to the principal status (col. 3) and industry (col. 5) obtained for the person.**

4.5.1.15 **Column (8): Location of workplace (code):** The location of the workplace will be recorded in terms of code under this column. The detailed codes are:

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

It may be noted that the location of the sample household (rural or urban) is not to be considered for entry in this column; location of the enterprise is to be ascertained and appropriate code is to be recorded. For the purpose of the survey, the term 'adjacent' area/structure will be restricted within *homestead land* only. For the working members, if the enterprise in which they are working does not have a fixed premises or in other words if these enterprises do not have fixed workplace (as in the case of a hawker or an artisan like carpenter, cobbler, knife-grinder, own-account carpenters, etc., who moves from place to place and goes to the customers), code 99 will be assigned, irrespective of whether the enterprise is operation in rural or urban areas. For those working in enterprises with fixed location, two sets of codes have been provided, one for the enterprises, which are located in the rural areas and the other for those that are in the urban areas. The two sets are identical in their classification. In the case, where the sector of location is both rural and urban, appropriate code is to be given on the basis major time criterion. Code 18/28 is relevant only for persons engaged in construction industry. The workplace of the workers engaged in construction activity is normally the site of construction and may change frequently. For them appropriate entry will be 18 / 28 and not 99. If the enterprise changes its location from time to time, e.g., a trading enterprise may shift its location from one market to the other on different days of the week although operates in a fixed place of the market, code will be 19 or 29 depending on whether the workplace is in the rural areas or in the urban areas. Similarly for the

own account workers such as, rickshaw pullers, auto drivers, taxi drivers, lorry drivers, etc., code 19 or 29 will be assigned on the basis major time of operation of such enterprises.

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

enterprise type:

proprietary: male.....	1
female .....	2
partnership: with members from same hh.....	3
with members from different hh.....	4
Government/public sector .....	5
Public/Private limited company .....	6
Co-operative societies/trust/ other non profit institutions.....	7
Employer's households (i.e., private households employing maid servant, watchman, cook, etc.) .....	8
others.....	9.

If the informant does not know the type of enterprise in which the household member works and the investigator is unable to collect such information in spite of his/her best efforts, code 9 will be recorded for such working member against type of enterprise. For persons engaged in own account production of fixed assets, the enterprise type will be either proprietary or partnership, i.e, any of the codes 1 to 4.

**4.5.1.17 Column (10): Whether uses electricity for its production (yes -1, no -2, not known -9):** The information as to whether the enterprise in which the person works, uses electricity for its production purposes is to be recorded here. It may be mentioned here that use of electricity exclusively for purposes other than production like, for comfort, security, illumination, etc., will not be considered as the use of electricity by the enterprise for its production. Code 1 will be assigned if the enterprise uses electricity for its production. If the enterprise does not use electricity for its production, code will be 2. If the informant does not know whether the enterprise uses electricity for its production, code 9 will be recorded.

**4.5.1.18 Column (11): Number of workers in the enterprise:** Number of workers would mean the number of workers employed in the enterprise on an average in a day of operation, irrespective of whether they are hired worker or household members working in the enterprise. The number of workers that includes working owner(s), will be recorded in terms of codes as detailed below:

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

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

4.5.1.19 **Column (12) to Column (15):** Columns 12 to 15 will be filled in for each employee (i.e., those with code 31, 41, or 51 in column 3) working in industry groups 012, 014, 015 and divisions 02 to 99 of NIC 2004 in col. (5).

4.5.1.20 **Column (12): Type of job contract:** It is to be ascertained for each employee (i.e., those with code 31, 41, or 51 in column 3) whether for the job in which he/she is engaged, there is any written contract or agreement, whether protected under national legislation or not, in respect of duration of employment with his/her employer. For those who reports to have written job contract with their employer, further probing may be done in respect of the length of duration of job contracted, and the information so obtained may be recorded in terms of the code 2, 3 or 4, depending upon the length of such contract, as given below:

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

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

4.5.1.21 **Column (13): Whether eligible for paid leave:** If the employee is eligible for paid leave then code 1 will be entered, otherwise code will be 2. Paid leave may include leave during sickness, maternity, or such leaves, as the employee is eligible to take without loss of pay as per the conditions of employment. The situation will be obtained excluding the paid off days/holidays which an enterprise normally allows to its employees.

4.5.1.22 **Column (14): Availability of social security benefits:** It will be ascertained from the employees whether they are covered under any of the specified social security benefits or a combination of them which are arranged or for which contribution is made by the employer. The following code structure is to be adopted for recording the entry against this column:

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

The term Provident Fund (PF) will include General Provident Fund, Contributory Provident Fund, Public Provident Fund, Employees Provident Fund, etc. It may be mentioned that coverage under any of these social security schemes will mean that the employer contributes/ arranges/ pays in implementing the social security benefits for the worker. If an employee



The situation of whether the self-employed person has worked under given specification of the 'employer', is to be adjudged corresponding to the activity status (recorded in col. 3) and the industry (recorded in col. 5) at 2 -digit level of NIC-2004. If the production of the whole range of products/services corresponding to the activity of the self-employed person is carried out according to the product specification of the 'employer', code 1 will be recorded. On the other hand, if majority of the production, in terms of value of output (i.e., more than or equal to 50 per cent), is carried out according to the product specification of the 'employer', applicable code will be 2. However, if only a part of the production is carried out according to the product specification of the 'employer', code will be 3. If the self-employed person does not work under the product specification of any 'employer' code will be 4.

4.5.1.26 Columns 17, 18, 19 and 20 are to be filled in for those who are self-employed and working wholly or mainly under the given product-specifications, i.e., for those with code 1 or 2 in col. 16.

4.5.1.27 **Column (17): Who provided credit / raw material / equipment:** Three questions are integrated under this column: credit, raw material and equipment. A composite code structure has been provided for recording the entries under this column. It is to be ascertained from the self-employed persons whether the 'employer' who gives product-specifications (in terms of the order/contract) also provides credit/raw material/equipment to them. Here, 'credit' means cash advance for a particular order or a group of orders and for working capital only (i.e., for purchase of raw material and meeting other running expenses). However, credit provided for purchase of equipment will not be considered as 'credit' and instead will be considered as 'provided for equipments'. The entry is to be recorded in terms of codes as given below:

own arrangement .....	1
<b>provided by the enterprise:</b> credit only .....	2
raw material only .....	3
equipments only .....	4
credit and raw material only.....	5
credit and equipment only .....	6
raw material and equipment only .....	7
credit, raw material and equipment.....	8
not known .....	9

4.5.1.28 **Column (18): No. of outlets of disposal:** Here, the outlet means the 'employer' for whom the self-employed is working. There may be cases where the self-employed may be working under the specifications of more than one 'employers'. Appropriate code depending upon the cases may be recorded as given below:

one outlet .....	1
two outlets .....	2
three or more outlets .....	3
not known .....	9

4.5.1.29 **Column (19): Basis of payment:** In most cases, the payment received for the work done on order/contract is on the basis of piece rate. For those cases, code 1 will be recorded, otherwise code 2.

piece rate ..... 1  
contract rate ..... 2

4.5.1.30 **Column (20): Type of specifications:** The specifications laid by the 'employer' may be written one or oral and accordingly, code 1 or 2 will be recorded..

written ..... 1  
oral ..... 2  
not known ..... 9

4.5.1.31 **Column (21): Period of seeking/ available for work during last 365 days:** For persons of age 5 years and above, it is to be ascertained whether they were seeking/ available for work for some period during last 365 days. The period, which need not necessarily be continuous, for which the person was seeking/ available for work during last 365 days will be first rounded off to the nearest number of months and then appropriate code is to be given. For example, a person may be employed in his/ her principal usual activity status based on the major time criterion. But he/ she may have been looking for work for some period. Similarly, a girl may have been looking for job for sometime but subsequently got married and may be engaged in the domestic duties. The latter activity might have been pursued for a relatively longer period. In all such cases, one of the codes 1 to 5, applicable for the situation, will be given. If a person was not seeking or available for work any time during the preceding 365 days, the appropriate code will be 6.

The code structure for period of seeking/ availability for work is as given below:

sought/ available for:

less than 1 month.....1  
1 month & above but less than 3 months .....2  
3 months & above but less than 7 months.....3  
7 months & above but less than 10 months .....4  
10 months to 12 months .....5

did not seek/ not available.....6

4.5.1.32 **Column (22): Seeking or available or suitable for the type of occupation:** This column is applicable for persons of age below 75 years and with codes 81 to 97 in column (3), i.e., for those who did not work but was seeking/ available for work or those who were out of labour force. Probing may be done to ascertain the type of occupation for which one was seeking or available or suitable and information so obtained may be recorded in terms of the appropriate 3-digit NCO-2004 code. It is expected that a person who is seeking a particular job, will generally opt for an occupation in which he/ she is proficient. Similarly, there may be a person who is not looking for a job effectively but may be available to do a particular type of job if the job is available to him/ her. The type of job for which he/ she is available will largely determine the type of occupation. In case a person is seeking/ available for more than one job, the type of occupation will be determined in respect of the job in which the person considers himself/herself most suitable based on his/ her proficiency, educational background, interest, etc. There may be a third category of persons who are neither available nor are seeking job, i.e., who are out of labour force. For them, type of occupation will be decided considering their opinion regarding the type of job that they feel suitable for them - had they been given an opportunity, which may depend upon educational qualification, interest, aptitude, skill of the individual.

#### 4.5.2.0 **Block 5.2: Usual subsidiary economic activity particulars of household members:**

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

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

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

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

4.5.2.4 **Columns (7) to (14): Particulars of enterprise and conditions of employment:** These columns are applicable for persons with **industry groups 012, 014, 015 and divisions 02 to 99 in column (5)**. Particulars of the enterprises where the household members are usually engaged in the subsidiary capacity will be recorded in columns (7) to (10). This apart, conditions of employment will be recorded in columns (11) to (14) for those with **status codes 31, 41 or 51 in column (3)**. **Note that in this block the particulars to be collected in columns (7) to (14) will pertain to the subsidiary status (col. 3) and industry (col. 5) obtained for the person. The detailed instructions for columns (7) to (14) of Block 5.2 are similar to that given for Block 5.1 for the relevant columns, and therefore, those are not repeated here.**

4.5.2.5 **Columns (15) to (19):** These columns are meant for identification of home-based workers/home-workers and study their characteristics and to be canvassed for the self-employed persons, i.e., for code 11, 12 or 21 in col. 3, with industry groups/divisions 012, 014, 015 and divisions 02 to 99 (in col. 5). The detailed instructions for columns (15) to (19) of Block 5.2 are similar to that given for block 5.1 for the relevant columns, and therefore, those are not repeated here.

**4.5.3.0 Block 5.3: Time disposition of members during the week:** The data compiled in this block will generate various estimates of employment and unemployment based on the approach of current daily status (CDS) and current weekly status (CWS). This block is meant for recording the time disposition for all the 7 days preceding the date of survey, the current weekly status based on the 7 days time disposition, wage and salary earnings during the week, etc. *Time disposition will be recorded for every member of the household listed in block 4.* This involves recording of different activities pursued by the members along with the time intensity in quantitative terms for each day of the reference week. The different activities will be identified and recorded in terms of 'status' and 'industry' codes for persons in urban areas and 'status', 'industry' and 'operation' codes for persons in rural areas. The time intensity will be measured in half-day units. Since a person may be engaged in more than one type of activity on a single day, (in which case two such activities will be considered for that day) and different activities may be carried out on different days of the week, more than one line have been provided for each person in this block to record information on different activity particulars which have been carried out by the person in the week in separate lines.

**4.5.3.1 Columns (1) & (2): Serial number and age:** In columns (1) and (2) of this block, serial number of each person and his/her age recorded in columns (1) and (5), respectively of block 4, will be copied. The serial numbers in block 5.3 will be entered sequentially as they appear in column (1) of block 4. Provision has been made to record particulars of five persons in one page. Three such sheets have been provided. In case more pages are required to record the particulars of all the persons listed in block 4, additional sheets of block 5.3 may be used. These sheets should be firmly stapled with the main schedule at the appropriate place.

**4.5.3.2** Since a person may pursue more than one activity during the seven days of the reference week, four lines have been provided for each serial number recorded in column (1) for making separate entries relevant to the different activities on a day (two such activities) on different days of the reference week. Past experience indicates that provision of four lines will cover almost all the situations. However, if a person reports more than four different activities during the reference week the block of four lines meant for the next serial number of persons may be utilised by putting cross (x) marks in columns (1) and (2), and continuous serial numbers in column (3). Obviously, the particulars of the next person will be entered in the cell meant for serial number of persons subsequent to the cell already utilised for the previous person. In the case of children of age 0 - 4 years, their particulars will be entered and status code 97 will be assigned to them with intensity 1.0 for all the seven days preceding the date of survey without any probing.

**4.5.3.3 Column(3): Serial number of activity:** For each persons listed in column (1) of this block (which will be same as listed in column (1) of block 4), different activities pursued by them during all the seven days of the reference week will be serially numbered and this serial number of activity will be recorded in column (3). Presuming that the likelihood of one person pursuing more than four different activities in a week is rather remote, only four lines are provided for each person. As stated earlier, if a person pursues more than four different activities, the lines meant for the next person may be utilised. **The current activity of a person in the rural areas is denoted by his status-cum-industry-cum-operation.** Thus, for a person in the rural areas with the same status, if the industry division (2-digit NIC-2004 code) or operation are different on the same or different days, he will be considered to have pursued different activities and these activities will be entered in different lines. Similarly, **in urban areas, the current activity of a person is denoted by his status-cum-industry.** Thus, if a person in urban area ploughs his own field in the first half of the day and sows in the second half of the day, he will be considered to have only one activity during the day. But, in rural areas, he will be considered to have two activities.

4.5.3.4 **Column (4): Status:** The current activity 'status' codes corresponding to the serial number of activity entered in column (3) will be recorded in this column. The status codes which will be used in recording daily activity particulars and the weekly activity particulars are as follows:

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

It may be noted that these are same as the usual activity status codes, except the codes 42, 61, 62, 71, 72, 82 and 98 which are not applicable for usual status. Moreover, **activity status code 41 in the usual status is used for casual wage labour in all types of public works, whereas in the current activity status, code 41 is for casual wage labour in public works other than NREG works and code 42 is for casual wage labour in NREG works. It may be noted that though under NREG Act persons of age 18 years and above in rural areas willing to do unskilled manual work are entitled to get NREG public works, for this survey, activity status code 42 may be assigned to those who have worked under NREG works irrespective of the age and place of residence of the person.** Besides, code 81 in usual status is used to indicate both the situations of seeking and being available for work, while in the current activity status, code 81 is for the persons 'seeking work' and code 82 is for the persons who 'did not seek but was available for work'. The current weekly activity status for each individual will be identified based on the daily activity status codes. The procedure for doing this will be explained

later in this chapter. The following paragraphs describe in details the procedure to be followed in making entries in each of the columns.

**4.5.3.5 Column (5): Industry division (2-digit NIC-2004 code):** For each status code grouped under the activity category 'working' (i.e., for the status codes 11-72 recorded in column 4), the 2-digit NIC-2004 code will be entered in column (5) in terms of the specified code numbers.

**4.5.3.6 Column (6): Operation (for rural areas):** This column will be filled in for persons belonging to the rural households only. The actual working operation performed by the persons relevant to the status codes grouped under the activity category working (i.e., status codes 11-72) will be entered in terms of codes in this column. It may be noted that for regular salaried/wage employees on leave or holiday, the 'operation' will relate to their respective function in the work or job from which he is temporarily off in view of his taking leave or holiday. Similarly for persons categorised 'self-employed' (status codes 11, 12 & 21) if they are not at work on a particular day inspite of their having work on that day, operation to be recorded will relate to the work they would have done if they had not enjoyed leisure on that day. The relevant codes to be used for making entries in this column are:

a) manual work in cultivation :

ploughing - 01	sowing - 02	transplanting - 03
weeding - 04	harvesting -05	other cultivation activities - 06;

b) manual work in other agricultural activities :

forestry - 07	plantation - 08	animal husbandry- 10
fisheries - 11	other agricultural activities - 12;	

c) manual work in non-agricultural activities - 13;

d) non-manual work in :

cultivation - 14	activities other than cultivation- 15.
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**4.5.3.7** Although it may be theoretically possible that **on a particular day of the reference week, a person may have any number of activities, the particulars relating to two activities identified on the basis of priority cum major time criterion need only be considered for making entries in this column.** Thus, on a day, a person may either have only one activity with 'full' intensity or two activities with 'half' intensity for each. If the activity is pursued with intensity 'half' on a particular day, the entry will be 0.5 against that activity and if that is pursued with intensity more than half, 1.0 will be recorded against that activity in the relevant columns (7) to (13). Generally, an activity, which is pursued for more than 1 hour but less than 4 hours is considered to have been pursued with 'half' intensity. If it is pursued for 4 hours or more, the activity is considered to have been pursued with 'full' intensity. However, for some persons, less than four hours of work daily is their normal working hours for the work or profession. In such cases he will be considered to have worked with 'full' intensity.

**4.5.3.8** The decision whether the intensity to be recorded for an activity will be 0.5 or 1.0 has to be taken by the investigating staff making careful probes into the actual situation obtaining for the person on a particular day. Mere declaration made by the informants, that less than four hours of work daily is their normal working hours for the work or profession, should not be the basis for recording the intensity as 1.0. In the case of a cultivator, a village artisan or a small trader, it should not be presumed that a few hours on a day, say during the lean periods of the year, is their normal work, and the intensity 1.0 need not necessarily be recorded for them.

Since this particular block of the schedule is meant for recording the information on periodical or seasonal under-utilisation of available labour time, careful probes about the nature of work performed by a person during the day has to be made before recording the relevant entries.

To illustrate, in so far as the daily activity pattern of a person is concerned, the following seven different situations can be visualized for a person on a single day:

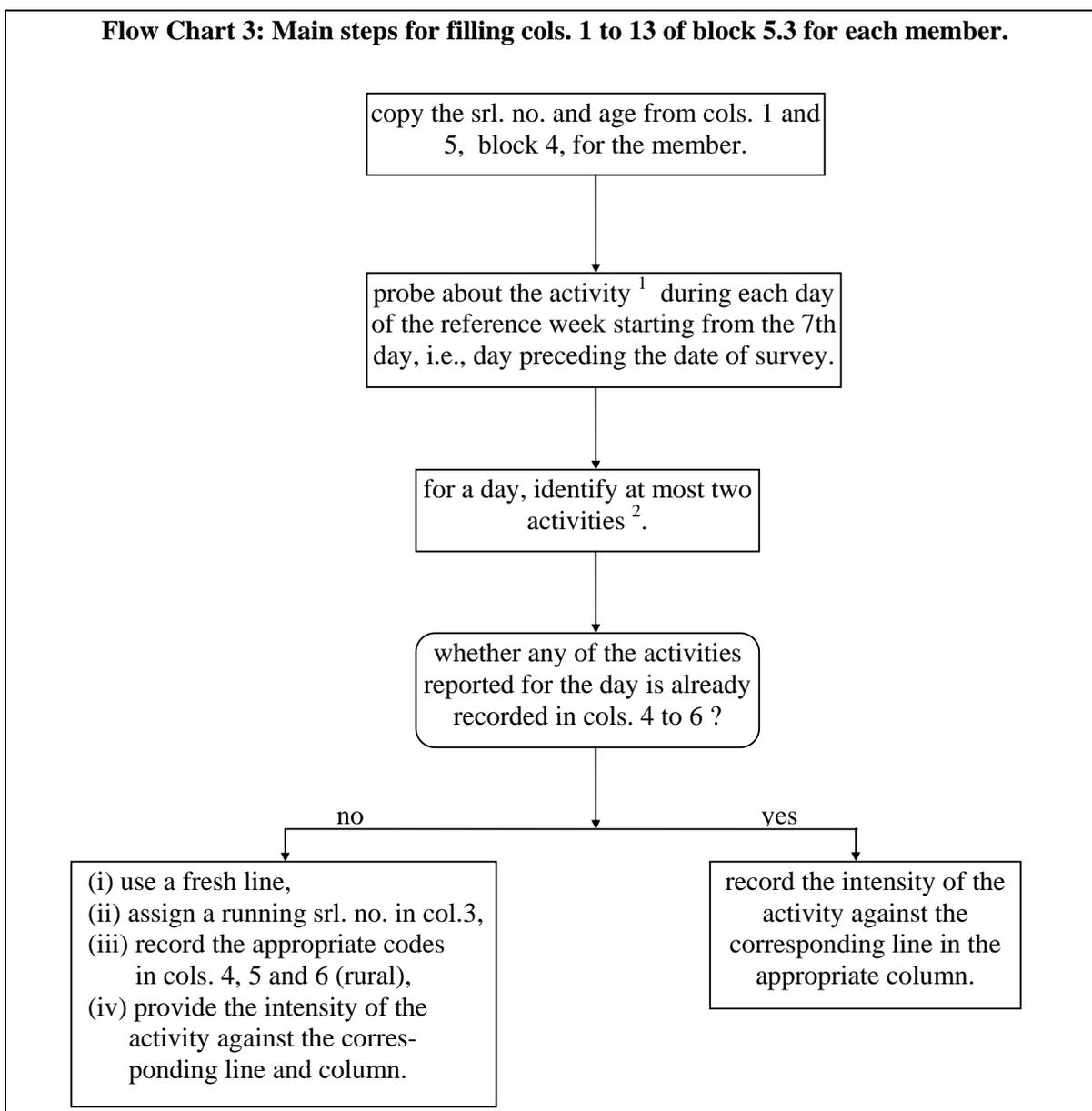
- (i) he/she may be engaged fully in one economic activity;
- (ii) he/she may be engaged in two different types of economic activities;
- (iii) he/she may be partly engaged in economic activity and for the rest of the day he may be seeking or available for work and at the same time may or *may not be doing some non-economic activities*;
- (iv) he/she may be partly engaged in economic activity and during the rest of the day he is not available for work and *may be doing some non-economic activities*;
- (v) he/she may be available for work for the entire day;
- (vi) he/she may be available for work for part of the day and for the remaining part he may not be available for work and may be pursuing some non-economic activity and
- (vii) he/she may be fully engaged in non-economic activities.

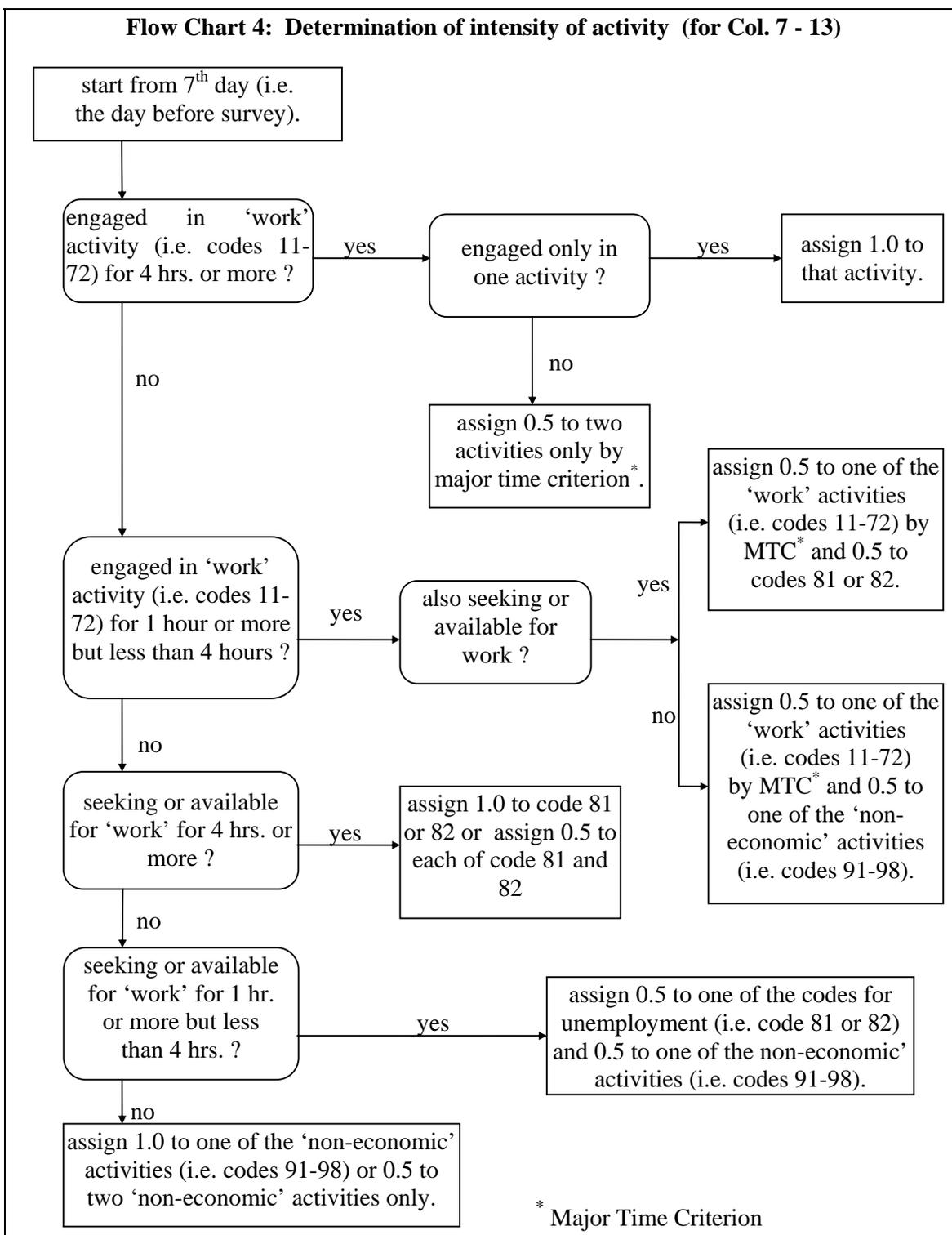
4.5.3.9 Which of the status codes are to be entered in column (4) will depend on whichever of the above situations are obtaining for a person on the different days of the reference week. The investigator is to first ascertain the exact situation from the informant and will then record the appropriate status code or codes, as the case may be, in this column using the priority-cum-major time criterion. The relevant codes to be used for recording the status are already given. The following illustrations may be noted for general guidance.

- (a) A person found to be engaged in domestic duties should not be categorised 'engaged in domestic duties' (code 92) if the person reports that he/she has also been available for work concurrently.
- (b) A person engaged in regular salaried/wage employment but currently not at work will be assigned code 71 or 72 irrespective of whether he is engaged in any other 'economic or non-economic' activity.
- (c) Unpaid apprentices will be treated as 'students' while paid apprentices will be treated as employees.
- (d) 'Free collection for sale' will be treated as self-employment.

4.5.3.10 **Columns (7) to (13): Intensity of activity:** For each activity recorded in column (3), the intensity with which the particular activity is performed on the different days of the reference week will be recorded in quantitative terms 'half' or 'full' in these columns. As described earlier, for each activity listed in column (3) either one 'full' intensity or two 'half' intensity may be assigned to a person on any one of the seven days of the reference week. For a particular

activity, the recording of entries in columns (7) to (13) should start from column (7) which is provided for recording the intensity of that activity on the seventh day of the reference week, i.e., the day preceding the date of survey. Similarly, the intensity of that activity on the sixth, fifth and earlier days of the week will be recorded in columns (8), (9), (10), (11), (12) and (13) respectively. If the intensity of an activity is 'full' on a particular day, '1.0' will be recorded in the relevant column. On the other hand, if the intensity is 'half', the entry will be '0.5'. If that particular activity is not pursued on some other days of the reference week, the corresponding columns provided in the block for those days will be left blank against that activity. Thus, for each day, for a person, there will be either only one entry with intensity 1.0 in any one of the lines or two entries with intensity 0.5 each in any two of the lines. Procedure for recording different activities and the intensities of the activities on different days are explained in the Flow Charts 3 and 4.





*Note:* 1. An activity relating to work will be identified on the basis of the status-cum-industry-cum-operation in the rural areas and on the basis of status-cum-industry in the urban areas. An activity relating to other than work will be identified on the basis of status only both in rural and urban areas.

2. On a day, a person will be considered to have been engaged in one activity with full intensity (1.0) or in two activities with half intensity (0.5). Of the many activities, two activities to be chosen based on priority-cum-major time criterion.

4.5.3.11 For determining the various activities pursued by a person during the reference week and their intensities, the following thumb rule may be adopted:

- (a) If a person had worked or was employed, that is, if he was engaged in any one or more of the activities 11-72 for four hours or more on a day he would be considered 'working' or 'employed' for the whole day and assigned the one or two out of the different work activities on which he devoted relatively long time. In the former case, intensity will be 1.0 and in the latter cases, 0.5 for each of the two activities recorded.
- (b) A person, who had worked for 1 hour or more but less than 4 hours on a day, would be considered 'working' for half day and for the other half he would be considered either 'seeking or available for work', i.e., 'unemployed' (code 81 or 82) or as 'neither working nor available for work', i.e., 'not in labour force' (91-98) depending on whether or not the person was seeking/available for work. The person will be assigned the relevant work status code (11-72) with 'half' intensity and non-work status code 81 or 82 if 'unemployed' and any one of the relevant codes 91-98 if 'not in labour force', with 'half' intensity. If the nature of work is such that, (when employed in a full day) he/she works for less than 4 hours, full intensity will be given (e.g, a doctor may practice for 3 hours only on each day).
- (c) If a person had not worked even for an hour on the day but had sought work or was available for work for four hours or more, he/she would be considered unemployed for the whole day and assigned the code 81 or 82 as the case might be with 'full' intensity. But if he/she sought work or was available for work for one hour or more but less than four hours, he/she would be considered 'unemployed' for half day and assigned the activity status code 81 or 82 with 'half' intensity and 'not in labour force' with 'half' intensity for the other half of the day, for which the relevant code (any one of the codes 91-98) would be assigned.
- (d) A person not so considered 'employed', or 'unemployed' either for 'full' day or 'half' day as shown in (a), (b) or (c), would be given activity codes 91-98 with intensity 'full' or two of them with each having intensity 'half', as the case may be.

4.5.3.12 A few special cases are stated below regarding assigning of intensity.

- (a) In the case of a person engaged in self-employment, such as a doctor, a stationary or peripatetic trader or vendor, a freelance artisan or a mason or a carpenter, etc., the following may be kept in view while recording entries on intensity.
  - (i) A doctor sitting in his chamber for 4 hours or more, no matter whether he examined and prescribed medicine for a single patient or not, intensity 1.0 should be recorded.
  - (ii) For stationary or peripatetic vendor or trader moving around in his professional rounds for 4 or more hours, intensity 1.0 should be recorded whatever little business is done by the person.
  - (iii) For recording intensity (entries 1.0 or 0.5) in columns (7) to (13) in the cases of masons or carpenters in their professional rounds, similar procedure is to be adopted.
- (b) In the case of regular or casual salaried or wage employees, the activity beyond the normal working hours need not be considered for recording entries in these columns. On the other hand, if a person pursues two economic activities of duration, say 4-5 hours each, both are to be recorded with 0.5 intensity for each. In the case of self-employed persons, time spent on any ancillary activity relating to the actual activity of production of goods or services, will also be considered as time spent on 'work'. In this connection, it may be noted '**exchange labour**' will be considered as 'work' performed in 'self-employed' capacity.

**4.5.3.13 Column (14): Total number of days in each activity:** The number of days for which a particular activity was pursued during the seven days, i.e., the total of columns (7) to (13) will be recorded in one place of decimal in column (14) separately for each activity listed in column (3). It may be noted that the total number of days for all the activities taken together should always be 7.0 for each individual entered in column (1).

**4.5.3.14 Columns (15) to (17): Wage and salary earnings (received or receivable) for the work done during the week (Rs):** The wage and salary earnings (not total earnings) receivable for the wage/ salaried work done during the reference week, separately for each of the relevant activities pursued by each person, will be recorded in these columns. The wage and salary earnings are collected for regular wage/salaried employees and casual wage labours, the relevant status codes for which wages & salary are to be recorded are 31, 41, 42, 51, 71 and 72. The wages and salaries receivable for the work done during the reference week may be already received or may still be due to be received in cash or in kind or partly in cash and partly in kind. The total wage or salary receivable for the week in cash will be recorded in column 15 and the value of salary or wages in kind (**evaluated at the current retail price**) receivable for the week will be recorded in column 16. The total of columns 15 and 16 will be entered in column 17. *The entries for all these columns will be made in whole number in rupees.* For recording the wages or salaries, amount receivable as 'overtime' for the additional work done even from the same economic activity beyond normal working time will be **excluded**. Bonus (expected or paid) and perquisites evaluated at retail prices duly apportioned for the reference week will be considered as wages and **included** for making entries in these columns. For the activity statuses '71' and '72', the amount receivable for the week will be worked out on the basis of the number of days reported under the activity during the week.

**4.5.3.15 Column (18): Mode of payment:** This column will be filled in for those members with status codes 31, 41, 42, 51, 71, and 72 in column (4). The mode of payment made by the employer will be recorded in this column in terms of codes. The codes to be used for recording entries are given below:

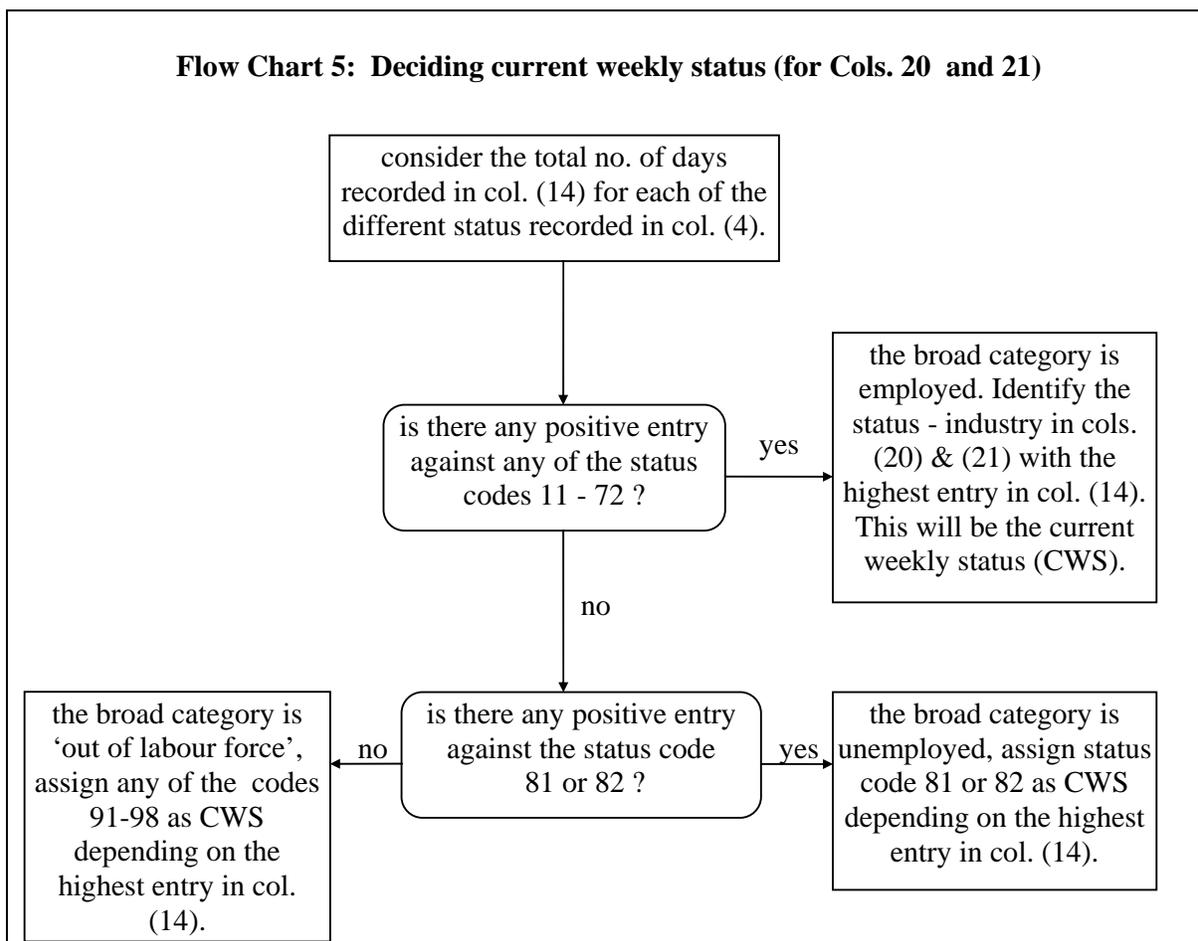
- piece rate in cash:* daily-01, weekly-02, fortnightly-03, monthly-04, other-05.
- piece rate in kind:* daily-06, weekly-07, fortnightly-08, monthly-09, other-10.
- piece rate in both cash and kind:* daily-11, weekly-12, fortnightly-13, monthly-14, other-15.
- other (non-piece) rate in cash:* daily-16, weekly-17, fortnightly-18, monthly-19, other-20.
- other (non-piece) rate in kind:* daily-21, weekly-22, fortnightly-23, monthly-24, other-25.
- other (non-piece) rate in both cash and kind:* daily-26, weekly-27, fortnightly-28, monthly-29, other-30.

**4.5.3.16 Column (19): Total number of days with nominal work:** This column will be filled in for the persons with status code 11 to 72 recorded in column (4) against any 'serial number of activity' in column (3). Some of these persons who have reported intensity of work as 'half', for some of the days might have had work only for say, 1-2 hours on certain days out of them. Such days would be considered as days with nominal work. For each person, total number of days with only nominal work out of the 7 days reference period, for which intensity has been collected in columns (7) to (13) would be recorded in this column against the first line for the person. If for a person with status code 11 to 72, none of the days in the week are with nominal work entry in this column will be made as 0.

**4.5.3.17 Column (20): Current weekly status (codes):** Based on the activity status obtaining for a person on the seven days of the reference week, the current weekly status is to be identified and the status code so obtained is to be recorded here. This will be done as follows:

4.5.3.18 As already explained, the activity status of a person falls into one of three broad categories, viz. employed (any of codes 11-72), unemployed (any of codes 81 or 82) and out of labour force (any of codes 91-98). The activity status for any day of the seven days is recorded in column (4). If any of these is a work related activity code, i.e., any of 11 to 72 the person will fall in the employed category on the current weekly status. In other words, if the person is found to have been assigned a work status code on any of the day of the last week he will be considered as working in the current weekly status. For assigning the unemployed status code (i.e., either 81 or 82) to a person as his weekly activity status code, the person *should not have had any work activity status codes* on any of the days of the last week but should have one of codes 81 or 82 on at least one day of the last week (i.e., the entry in column (4) should not be any of 11-72 but should be 81 or 82 against one of the serial nos. of activity). Persons without any of codes 11-82 in column (4) will be those who will be treated as out of labour force in the current weekly status.

4.5.3.19 Further, within the three broad activity status categorisation, the detailed activity status codes will be assigned taking into account the number of days in each activity recorded in column (14) in terms of the aggregate of intensities obtaining on various days. Within the broad activity status category identified for a person, the activity status code in column (4), which has the highest value in column (14), corresponding to a serial number of activity within the broad activity status, will be recorded in column (20). The entries for column (20) will be made in the line corresponding to the first line for each person, i.e., the line in which serial no. of activity in col. (3) is 1. The procedure for assigning the CWS to a person is explained in the form of Flow Chart 5.



4.5.3.20 A few examples for determination of current weekly status are given below :

reference to block 5.3 columns					
srl. no. of person <i>col.(1)</i>	srl. no. of activity <i>col.(3)</i>	status col. (4)	industry division <i>col.(5)</i>	total no. of days in each activity <i>col.(14)</i>	current weekly activity status <i>col.(20)</i>
(1)	(2)	(3)	(4)	(5)	(6)
1	1	51	01	3.5	51
	2	41	50	2.0	
	3	98	-	1.5	
2	1	82	-	1.0	82
	2	92	-	6.0	
3	1	11	01	0.5	11
	2	81	-	6.5	
4	1	11	01	3.0	11
	2	11	61	3.0	
	3	92	-	1.0	

4.5.3.21 **Columns (21) & (22): Industry and occupation:** For persons with any of codes 11-72 in column (20), the 5-digit industry (NIC-2004) and 3-digit occupation (NCO-2004) will be recorded in these two columns. **Note that to identify certain category of workers separately, NIC-2004 industry class code 9500 has been split.** Those are to be considered here also. The industry and occupation will correspond to the economic activity in which the highest number of days have been spent as explained in the previous paragraph. In the cases where equal number of days is spent on two or more activities (like in case of person with serial number 4 in the above example) the industry and occupation corresponding to the activity appearing first in the code list in terms of status and industry (in urban areas) or in terms of status, industry and operation (in rural areas) will be noted in columns (21) & (22).

4.5.3.22 **Column (23): Whether unemployed on all the 7 days of the week:** From the daily time disposition recorded in columns (7) to (13), it is to be ascertained whether the person was unemployed on all the seven days, i.e., if he/she had total intensity 1.0 against code 81/82 in column (4) on all the seven days of the week. Code 1 or 2 will be recorded in this column depending on the situation.

4.6.0 **Block 6: Follow-up questions for persons unemployed on all the seven days of the week:** This block is meant for collecting information on persons who are found to be unemployed on all the seven days of the week preceding the date of survey, i.e., for those persons with entry 1 in column (23) of block 5.3. Information to be recorded in this block broadly includes their present spell of unemployment and particulars of last employment for those who are unemployed on all the 7 days of the week but were ever employed. The item-wise description of the block is given below.

4.6.1 **Columns (1) & (2): Serial number and age (years):** The serial number and age of persons with code 1 in column (23) of block 5.3 will be copied in columns (1) & (2) in the same order as they appear in block 5.3.

**4.6.2 Column (3): Duration of present spell of unemployment:** The spell of unemployment means the continuous period for which the person remains unemployed. The present spell will, therefore, refer to the period starting from the day the person became unemployed to the survey date, without any change in his/ her activity status. In the case of persons who are first entrants to the labour force, the present spell will be equal to the entire length of unemployment starting from the day such person joins the labour force, i.e., the day since when he/ she was seeking/ available for work. For those who had any previous employment, the present spell will be the period starting from the day they were seeking or available for work after losing their last employment to the survey date. The spell will be recorded in terms of codes indicating various durations as follows:

duration	code	duration	code
only 1 week.....	1	more than 2 months to 3 months....	5
more than 1 week to 2 weeks.....	2	more than 3 months to 6 months....	6
more than 2 weeks to 1 month.....	3	more than 6 months to 12 months...	7
more than 1 month to 2 months....	4	more than 12 months.....	8

**4.6.3 Column (4): Whether ever employed:** The purpose of this item is to separate first time job seekers from persons who worked sometime in the past but are now unemployed. As the subsequent columns will be used to record the details of last employment, this last employment will mean having more or less regular work at least for some time in the past. Thus, among the unemployed, those who had worked at least for sometime in the past will be given code 1 in column (4).

**4.6.4 Columns (5) to (10): Particulars of last employment:** Columns (5) to (10) will be used to record the particulars of the last employment of those who had some employment in the past, i.e., **entry 1 in column (4)**. Procedure for recording the particulars are explained in the subsequent paragraphs.

**4.6.5 Column (5): Duration of last employment:** The duration of last employment will be recorded in codes, which are:

duration	code	duration	code
only 1 month.....	1	more than 3 months to 6 months.....	4
more than 1 month to 2 months.....	2	more than 6 months to 12 months....	5
more than 2 months to 3 months.....	3	more than 12 months.....	6

**4.6.6 Column (6): Status:** Status refers to the usual work activity status during the period he/ she was employed like self-employment, casual labour, etc., and the codes used for usual work activity status relating to employment (i.e. codes 11-51) only will be applicable. The activity status and corresponding codes are as follows:

worked in household enterprise(self-employed):	
own account worker.....	11
employer.....	12
worked as helper in household enterprise (unpaid family worker).....	21
worked as regular salaried/wage employee.....	31
worked as casual wage labour:	
in public works.....	41
in other types of work.....	51

4.6.7 **Columns (7) & (8): Industry & Occupation:** 2-digit industry code as per NIC-2004 and 3-digit occupation code as per NCO-2004, respectively, applicable to the last employment will be entered in these two columns.

4.6.8 **Column (9): Reason for break in employment:** This column is meant for recording the reason for break in or termination of the last job held by the persons. These reasons are coded as follows:

loss of earlier job .....	1
quit earlier job .....	2
lay-off without pay .....	3
unit has closed down .....	4
lack of work in the enterprise (for self-employed persons) .....	5
lack of work in the area (for casual labour) .....	6
others .....	9

The appropriate reason has to be identified through suitable probes. Loss of earlier job will include cases where person is removed from service or work due to temporary nature of work contract, on disciplinary grounds, retrenchment, retirement and all such involuntary breaks other than those covered under codes 3, 4 or 6. Quit earlier job (code 2) will be applicable for persons who have left the job on their own volition, may be owing to compelling circumstances. (The reason for doing so will be further recorded in column 10). Lay-off is defined as 'failure/refusal/inability of an employer to give employment to a workman whose name is borne on the master rolls and who has not been retrenched'. Those laid-off with some pay are treated as employed. Those laid-off without any pay will be considered as unemployed and for such persons code 3 will be given. If the unit in which the person was working has closed down due to lack of demand, difficulties in running the unit or any other reason and consequently person is thrown out of employment, code 4 will be applicable. For those who were self-employed and are now out of job as there is lack of work in the enterprise due to fall in demand, scarcity of raw materials, etc., code 5 will be recorded. Persons who are engaged as self-employed in the seasonal enterprises and are unemployed during the off season owing to lack of work in the enterprise will also be given code 5. However, if such an enterprise is closed down permanently, applicable code will be 4 and not 5. For those employed as casual workers and are out of work as there is no work in his/her area, code 6 will be given. This should be distinguished from those casual labours employed in enterprises with some regularity and coming under reasons 1, 2, 3 or 4. Thus, one of the reasons should be identified in a sequential manner starting with reason code 1. Reasons which cannot be coded in 1 to 6 will be given code 9.

4.6.9 **Column (10): Reason for quitting job:** For those persons who have quit their job (i.e., code 2 in column 9) the reason for quitting the job will be recorded as follows:

work was not remunerative enough .....	1
unpleasant environment.....	2
employer harsh.....	3
health hazard.....	4
to avail benefits of voluntary retirement.....	5
others.....	9

Codes are self-explanatory. Unpleasant environment will be **excluding** the factor mentioned for codes 3 & 4. In case more than one code is applicable, the code, which appears first in the code list will be given.

**4.7.1.0 Block 7.1: Follow-up questions on availability of work to persons working in the usual principal or subsidiary status (i.e. those with codes 11-51 in col. 3 of bl. 5.1 or bl. 5.2):** In this block an attempt is made to collect information on certain qualitative aspects of employment of those who are categorised as employed either in the principal or subsidiary status. The procedure for recording the information under each column is described below.

**4.7.1.1 Column (1) & (2): Srl no. and age as in block 5.1:** As already stated, this block will be filled in only for those who are employed either in the principal status or in the subsidiary status (i.e., codes 11-51 in col. 3 of block 5.1 or block 5.2). The serial number and age of such persons will be copied from block 5.1 in the same order in columns (1) and (2), respectively.

**4.7.1.2 Columns (3) & (4): Usual Principal activity status and usual subsidiary activity status:** The usual principal activity status and usual subsidiary activity status will be copied from column (3) of block 5.1 and 5.2 to columns (3) and (4), respectively, as described below.

- (i) For persons having one of the codes 11-51 in column (3) of block 5.1, the entry in column (3) of block 7.1 will be same as that in column (3) of block 5.1. For these persons, the subsidiary status will also be recorded in column (4) and will be copied from column (3) of block 5.2. For persons with one of the codes 11-51 in column (3) of block 5.1 and not having any subsidiary economic activity, put a 'x' mark in col. (4).
- (ii) For persons engaged in economic activity in subsidiary capacity only, their subsidiary status will be copied from column (3) of block 5.2 and recorded in column (4), and principal status will be copied from column (3) of block 5.1 and recorded in column (3).

**4.7.1.3 Column (5): Whether engaged mostly in full time or part time work during last 365 days:** In column (5), it will be ascertained if the person was engaged mostly in full time work or part time work during last 365 days. Persons working for less than or equal to half of the normal working hours of the enterprise on a fairly regularly basis will be considered as part time workers and others will be considered as full time workers. Those who are mostly engaged in full time work will be given code 1 and those who are mostly engaged in part time work will be given code 2. The codes are:

full time ..... 1  
part time ..... 2

**4.7.1.4 Column (6): Whether worked more or less regularly during last 365 days:** According to the usual principal status approach, the broad activity category has been determined on the basis of the major time criterion. Thus, the persons, who are 'employed' in their usual principal status may or may not be employed throughout the last 365 days. By virtue of the procedure adopted for classification of activity statuses it is possible that some of them were not employed for considerable length of time. In the case of those, who were employed only in the subsidiary status, this will be the situation most often. Thus, this item will be filled in both for usual principal status workers and usual subsidiary status workers. Those who have worked more or less regularly, considering both principal economic activity and subsidiary economic activity, during the reference year will be given code 1. Others will be given code 2.

**4.7.1.5 Column (7): Approximate no. of months without work:** In column (7), the number of months a person was without work will be recorded. The months without work need not be continuous. It is quite possible that a person was without any work for a couple of months, then in employment for some months and again out of work for a couple of months. The 'approximate number of months without work' will include the months in which a person was unemployed and also the months in which he/she was out of labour force, i.e., neither seeking/available for work. Part of month will be rounded off to the nearest month. Hence, for a month if the period without work is reported to be less than 30 days but 15 days or more, it should be recorded as 1 month without work. Situation is to be assessed for all the months separately to get number of months without work during the reference year. Note that some of those, who have reported to have worked more or less regularly during the reference year, i.e., code 1 in column (6), may be found to be without work for some months, after deep probing. For such persons also, number of months without work will be recorded in column (7) and *entry* in col. (6) **should not be changed**.

**4.7.1.6 Column (8): If entry  $\geq 1$  in column (7), whether sought/available for work during those months:** Column (8) will be filled in for persons who were without work for at least one month, i.e., entry greater than or equal to 1 in column (7). The codes for column (8) are given below:

yes :	on most days .....	1
	on some days .....	2
	no .....	3

**4.7.1.7 Column (9): Whether made any efforts to get work:** For those who were not at work for some months and sought or were available for work on most or some days of those months (i.e., with codes 1 or 2 in col. 8), the efforts made by them to get work, viz., whether they registered their name in the employment exchange, or made other efforts, will be recorded here. Relevant codes to be entered in this column are:

yes:		
	registered in employment exchange .....	1
	made other efforts .....	2
	no efforts .....	3

**4.7.1.8 Column (10) & (11): Earning from employment:** Columns (10) and (11) will be filled in for the persons, whose status is self-employed either in the principal status or in the subsidiary status, i.e., codes 11, 12 or 21 either in column (3) or in column (4). Columns (10) & (11) will be used to have some idea about earning from self-employment. The procedure for filling up column (10) & column (11) are stated below.

**4.7.1.9 Column (10): Do you regard the current earning from self-employment as remunerative:** In this column, perception of the self-employed member of the household, either in the principal status or in the subsidiary status, (i.e., for the member of the household having codes 11, 12 or 21 in column 3 or 4) on whether the current earning from self-employment is regarded as remunerative will be recorded. Here the earning of the individual is to be judged considering all his/ her farm and non-farm businesses together in which he/ she is engaged in self-employment capacity during the last 365 days, either in principal status or subsidiary status or in both the status. The current earning from self-employment will be regarded as remunerative if total earnings from self-employment are able to meet the desired level of income of the individual under the existing situation in respect of type of activity, scale of operation of

the business (s), market condition, location of the business, etc. If the actual earnings from the self-employment activities fall short of the desired level, the employment may not be regarded as remunerative. It may be noted that the situation for the 'helpers' may be judged in the similar manner as for the 'own account workers' or 'employers' and no distinction should be made for them in this regard. If the owners of the enterprise are from the same household, earning will be judged by considering equal distribution of income among all the owners including the helpers irrespective of the shares hold by the individual member. If the owners of the enterprise are from the different households, earning from the partnership business will be distributed first, according to the agreement (verbal or written), among the partner households. Then, the share of the earning from self-employment hold by a household will be distributed among its owners including the helpers equally. If the employment is regarded as remunerative by the individual, code will be 1. Otherwise, code will be 2.

**4.7.1.10 Column (11): What amount (Rs) per month would you regard as remunerative:** This column is to be filled-in for all the self-employed members of the household for whom column (10) is filled in. The desired level of earnings in a month from all the activities carried out by them in the self-employment capacity, considering the existing situation in respect of type of activity, scale of operation of the business (s), market condition, location of the business, etc., is to be ascertained and recorded in terms of the codes as given below:

less than or equal to Rs.1000.....	1
Rs 1001 to Rs. 1500 .....	2
Rs, 1501 to Rs. 2000 .....	3
Rs. 2001 to Rs. 2500 .....	4
Rs. 2501 to Rs, 3000 .....	5
more than Rs. 3000 .....	6

**4.7.1.11 Column (12): Whether sought/ available for additional work during the days he/ she had work:** The time reference to record whether the person was seeking/ available for additional work (i.e., work in addition to the present work) will be that period of last 365 days during which the person was employed either in principal status or in subsidiary status or in both the status. Thus, for a person, whose usual principal status is unemployed but had subsidiary work for a relatively short period, the availability for additional work will refer only to the short period he/ she was working. This criterion will be applicable to column (14) also. The entries will be made in codes given below:

yes : on most days .....	1
on some days .....	2
no .....	3

**4.7.1.12 Column (13): Reason for seeking/ available for additional work:** For codes 1 and 2 in column (12), the reason for seeking/ available for additional work will be entered in this column in terms of codes as follows:

to supplement income .....	1
not enough work .....	2
both .....	3
others .....	9

**4.7.1.13 Column (14): Whether sought/ available for alternative work during the days he/ she had work:** As in the case of availability for additional work, information in respect of a person's availability for alternative work (i.e., work instead of the present work) will be collected with reference to that period of last 365 days during which he/ she was employed either in principal status or in subsidiary status or in both the status. The entry will be made in codes as given below.

yes : on most days .....	1
on some days .....	2
no .....	3

**4.7.1.14 Column (15): Reason for seeking/ available for alternative work:** For the persons who 'sought/ available' for alternative work at least for some days, i.e., for persons with codes 1 and 2 in column (14), the reason for doing so will be recorded in codes as follows:

present work not remunerative enough .....	1
no job satisfaction .....	2
lack of job security .....	3
work place too far .....	4
wants wage/salary job .....	5
others .....	9

When more than one code is applicable, the code **appearing first in the list** may be given.

**4.7.2.0 Block 7.2: Follow-up questions on change of nature of work and/ or establishment to persons working in the usual principal or subsidiary status (i.e., with codes 11-51 in col. 3 of bl. 5.1 or 5.2):** This block will be filled in only for the persons categorised as employed either in usual principal or usual subsidiary status. Attempt is made to collect information on certain qualitative aspects of mobility - changes in status, occupation, industry, establishment, etc., for the persons employed in the usual principal status and membership in trade unions, nature of employment, etc. for the employed either in the principal or subsidiary status.

**4.7.2.1 Column (1) & (2): Serial no. and age as in block 5.1:** This block will be filled in only for those who are employed either in the principal status or subsidiary status (i.e. codes 11-51 in col. 3 of block 5.1 or 5.2). The serial number and age of such persons will be copied from block 5.1 in the same order in columns (1) and (2), respectively.

**4.7.2.2 Columns (3) & (4): Usual Principal activity status and usual subsidiary activity status:** The usual principal activity status and usual subsidiary activity status will be copied from column (3) and column (4) of block 5.1/5.2 to columns (3) and (4), respectively in block 7.2, as described below.

(i) For persons having one of the codes 11-51 in column (3) of block 5.1, the entry in column (3) of block 7.2 will be same as that in column (3) of block 5.1. For such persons, a cross (x) mark will be put in column (4) of block 7.2.

(ii) For persons having one of the codes 81-97 in column (3) of block 5.1 and one of the codes 11-51 in column (3) of block 5.2, the entry in columns (3) and (4) of block 7.2 will be copied from column (3) of blocks 5.1 and 5.2, respectively.

**4.7.2.3 Column (5): Is there any union/association in your activity?:** Union/association will mean any registered/recognised body whose membership is open to a section of those engaged in a specific activity or trade and whose main objective is to look into the interests of its members. **'Trade' here refers to any occupation under the usual statuses 11-51.** Thus, besides the usual trade unions, association of owners, self-employed persons, etc., will also be covered. The union/association sometimes may be a large body like a factory union looking after the welfare of different types/levels of workers. Depending on the respondents reply, codes 1, 2 or 9 will be recorded in this column. It is to be noted that even if a self-employed person is aware of an association which looks after the interests of those of his kind, the answer to the question will be 'no' (code-2) if the membership of such an association is not open to him or the association does not cover the locality where he/she runs the enterprise. It is possible that some of the self-employed persons are not aware of the existence of any association of the kind described above relating to his trade. In such cases, code 9 will be entered in column (5).

The relevant entries for column (5) are:

yes .....	1
no .....	2
not known .....	9

**4.7.2.4 Column (6): Whether a member of union/association:** If the respondent reports that a union/association exists in his/her activity, i.e, if entry is 1 in column (5), it is to be ascertained if he/she is a member of that union/association. If the household member is a member of that union/association, code 1 will be recorded, otherwise code will be 2.

**4.7.2.5 Column (7): Nature of employment:** In column (7), the nature of employment (i.e., whether permanent or temporary) will be recorded in terms of code. Nature of employment will be considered as permanent if the person is, in normal course, likely to continue in the same employment. If the nature of employment is permanent code will be 1 and if the nature of employment is temporary code will be 2.

**4.7.2.6 Columns (8) to (14): Change in work activity status, industry, occupation and establishment during last 2 years:** These columns will be filled in only for those **who are employed in the usual principal status** (i.e., persons with code 11-51 in col. 3). In columns (8) to (14) information on whether during the last 2 years, the person has changed - usual principal work activity status, industry associated with usual principal work activity, occupation associated with usual principal work activity and establishment will be ascertained and if a change in respect of work activity status, industry and occupation is reported, the earlier position in that regard would also be ascertained.

**4.7.2.7 Columns (8) & (9): During last 2 years, whether changed work activity status and if changed, last activity status:** It will be ascertained whether or not the person has changed his/her usual principal **work** activity status (i.e., work statuses 11-51) during the last 2 years. In column (8), code 1 will be assigned, if he has changed the work status and code 2 if not. For persons with code 1 in column (8), i.e., those reporting a change in work status, the last usual principal work activity status prior to this change will be recorded in column (9). The codes applicable in column (9) are any of 11 to 51 only. (The detailed code structure is given for col. 3, block 5.1). Note that during the last 2 years, if a person was initially unemployed or out of labour force and he/ she is now employed according to usual principal status, then he/she **will not be** considered to have changed his/ her activity status as the work activity status did not change. It is quite possible that during the period in between the changes in the work activity

status, a person was unemployed or out of labour force. Such a person **will be** considered to have changed his/her work activity status and code 1 will be recorded here. In the case of more than one change in work statuses during last 2 years, the work status relating to the **last change** (i.e., work status prior to the present status) will be recorded in column (9).

**4.7.2.8 Columns (10) & (11): During last 2 years, whether changed industry and if changed, last industry:** Whether the person has changed his/her industry of work, associated with usual principal work activity, at 2-digit code as per NIC-2004 during the last 2 years will be ascertained. If the person has changed industry of work at 2-digit code as per NIC-2004 then in column (10) entry will be code 1, otherwise, code 2 will be entered in column (10). For persons with code 1 in column (10), that is, those reporting a change in industry, the last industry of work in terms of 2-digit code as per NIC-2004 will be recorded in column (11).

**4.7.2.9 Columns (12) & (13): Whether during last 2 years changed occupation and if changed, last occupation:** Whether the person has changed his/her occupation, associated with usual principal work activity, as per NCO-2004, during the last 2 years will be ascertained. If the person has changed occupation then in column (12) entry will be code 1, otherwise, code 2 will be entered in column (12). For persons with code 1 in column (12), that is, those reporting a change in occupation, the last occupation in terms of 2-digit code as per NCO-2004 code will be recorded in column (13).

**4.7.2.10 Column (14): Whether during last 2 years changed establishment:** For the workers in the usual principal status, it will be ascertained whether they have changed their establishment (of work) during the last 2 years. The term establishment is used in a broad sense and will **include all producing units including household enterprises**. In this sense, a person changing from one section/department/organisation to another of the same establishment on a transfer/promotion posting will not be considered as having changed establishment. However, if his/her nature of work in respect of NIC (at 2-digit level) or NCO (at 2-digit level) has changed consequent to this transfer/promotion, it **will be** considered as change of establishment. In case he/ she has lost or quit the earlier job and taken up a fresh job in another department or organisation, it **will be** taken as a change in establishment. Those reporting a change in establishment will be assigned code 1 and others will be assigned code 2.

**4.7.2.11 Column (15): Reason for last change:** In this column, the reason for the last change will be recorded for those who have either changed their industry or occupation or both during the last 2 years, i.e., **those with codes 1 in column (10) and/or (12) of this block**. The reason codes are as follows.

loss of earlier job due to:	
retrenchment/lay-off .....	1
closure of unit .....	2
for better income / remuneration .....	3
no job satisfaction .....	4
lack of work in the enterprise .....	5
(for self-employed)	
lack of job security .....	6
work place too far .....	7
promotion/transfer .....	8
others .....	9

If more than one code is applicable to a person, the one, which appears first in the code list will be recorded.

**4.8.0 Block 8: Follow-up questions for persons with usual principal activity status code 92 or 93 in column (3) of block 5.1:** In order to study the pattern of activities carried out along with domestic chores of the persons classified as engaged in domestic duties, a separate set of special follow-up questions have been designed. These follow-up questions will be asked to all the members of the household classified as engaged in domestic duties according to usual principal status (i.e. those with usual principal status codes 92 or 93 in column 3 of block 5.1) and the relevant answers will be recorded in terms of the specified codes.

**4.8.1 Items 1 & 2: Serial number and age as in column (1) & (2) of block 5.1:** For all members categorized as 'engaged in domestic duties' according to usual principal status, i.e., those assigned the usual status codes 92 or 93 in column (3) of block 5.1, their serial number and age as in columns (1) and (2) of block 5.1 will be entered against items 1 and 2. Different columns will be used for different members.

**4.8.2 Item 3 to 5:** It will be ascertained whether the members are "required to spend most of their time on domestic duties during 365 days preceding the date of survey". If the answer is in the affirmative, code 1 and if the answer is in the negative, code 2 will be recorded against item 3 for each of the members. If the answer is 'yes', i.e., if the entry against item 3 is code 1 for a member, the reason for his/her participation in the household duties will be ascertained and recorded in terms of the specified codes against item 4.

The relevant codes to be used for item 4 are:

no other member to carry out the domestic duties .....	1
cannot afford hired help .....	2
for social and/or religious constraints .....	3
others .....	9

**For persons with code 1 in item 3, item 5 will be left blank.** On the other hand, if the entry against item 3 is 2 for a person, (i.e., such participation was not required but still the he/she participated in the household chores) the reason for his/her voluntary participation in household chores will be ascertained and the code relevant to the answer obtained will be recorded against item 5. In such a case, item 4 will be left blank.

The codes to be used for making entries against item 5 are:

non-availability of work .....	1
by preference .....	2
others .....	9

**4.8.3 Items 6 to 19:** These 14 questions relate to the participation in 14 specified activities, which are self-explanatory. It will be ascertained whether the person along with his/her normal domestic duties also participated, during the 365 days preceding the date of survey, *more or less regularly* in the specified activities listed. For the questions 6 to 9 and 15 to 19, if the answer is 'yes', code '1' and if the answer is 'no', code '2' will be recorded against the relevant items for the particular person. It may be noted that item 19 and 20 will be filled in for rural areas only. On the other hand, for the items 10 to 14, if the answer is in the affirmative, it will be further ascertained whether the person participated in the processing of mainly own farm/free collected

commodities or processing of commodities procured otherwise and the code relevant to the situation will be recorded. The codes to be used are:

yes:	commodities produced in own farm/free collection .....	1
	commodities acquired otherwise .....	2
no	.....	3

4.8.4 **Item 20:** This item will be used for rural areas only. If for a particular person the answer to the question listed against item 19 (i.e., whether the person brings water from outside the village), is 'yes' (i.e., code 1), the distance (rounded off to the nearest kilometre) he/she had to travel from the household premises to the source of water will be recorded against this item.

4.8.5 **Item 21:** For all those categorised as 'usually engaged in domestic duties' and listed against item '1' it will be ascertained whether they will be prepared to accept work if work is made available at their household premises. If the answer is in the affirmative, code 1 and if the answer is in the negative, code 2 will be recorded against this item.

**Information on items 22 to 25 is to be collected for those with code 1 in item 21.**

4.8.6 **Item 22 to 25 (for persons with code 1 in item 21):** The questions listed against these items will be put only to those who have answered in the affirmative for the question listed against item 21 (i.e., persons with entry 1 against item 21). The codes appropriate for the answers obtained will be recorded against the relevant items. For items 22, 23 and 25, if more than one code is found to be applicable, the code which appears first in the code list only will be recorded. The relevant codes to be used for filling in the items 22, 23 and 25 are as under:

(i) **Item 22:** nature of work acceptable:

regular full time .....	1
regular part time .....	2
occasional full time .....	3
occasional part time .....	4

(ii) **Item 23:** type of work acceptable:

dairy .....	1
poultry .....	2
other animal husbandry .....	3
food processing ..	4
spinning & weaving .....	5
manufacturing wood & cane products.....	6
tailoring .....	7
leather goods manufacturing .....	8
others ...	9

(iii) *Item 25: assistance required to undertake that work:*

no assistance.....	1
yes:	
initial finance on easy terms .....	2
working finance facilities .....	3
easy availability of raw materials .....	4
assured market .....	5
training .....	6
accommodation .....	7
others.....	9

(iv) *Item 24:* In this item information on whether the person have any skill/experience to undertake the work which is acceptable to him/her as mentioned in item 23, will be recorded. If the person has any skill/experience to undertake the work code will be 1, otherwise code will be 2.

4.9.0 **Block 9: Household consumer expenditure:** Household consumer expenditure is the sum total of monetary values of all goods and services consumed (out of purchase or procured otherwise) by the household on domestic account during a specific reference period. The definition of household consumer expenditure and the procedure for evaluating it will be the same as for Schedule 1.0. Care should be taken to exclude (i) expenditure on purchase of land and building (ii) expenditure on household enterprise including farm (iii) interest payments (iv) cash transfers (one-way transactions where the household does not receive any consumer goods and services in return), as all these may be mistakenly reported by the household as “consumer expenditure”.

4.9.1 A worksheet has been designed to collect information on household consumer expenditure in Schedule 10. The aim of this worksheet is to arrive at an approximate value of household consumer expenditure, which will serve as proxy for total expenditure that could be obtained through the detailed consumer expenditure schedule. This approximate value of consumer expenditure will be used for classifying sample households into different levels of living for studying employment characteristics of households at different levels of living. The worksheet contains 36 different components of household consumer expenditure. Considering that an item group may contain different items, an attempt has been made to indicate, in parentheses, some of the items included in a particular group, so as to facilitate collection of consumer expenditure data for an item group. Two reference periods, viz., 30 days and 365 days, will be used to record consumption of different groups of items; these are indicated in the headings of columns (3) and (4).

4.9.2 The items of consumption have been classified into four groups and the definition of consumption differs from group to group, as explained in tabular form below.

group	items in the group	serial numbers items in the worksheet	definition of consumption
I	food (other than purchased cooked meals), pan, tobacco & intoxicants, fuel & light	1 to 13	Consumption is the value of actual amount used during the reference period. The value of home-produce will be imputed at the ex-farm or ex-factory rate. This should not include any element of distributive service charges. <u>Exception:</u> When a person consumes food cooked in a different household, the preparing household is considered to be the consuming household. But when a person consumes meals received as assistance from the Government or a non-Government agency, it will be considered to be the consumption of the household to which the person belongs.
II	purchased cooked meals, miscellaneous goods and services including education, medical, rent, taxes and cesses	11, 14 to 22, 24 to 26	Expenditure incurred on the item during the reference period. <u>Exceptions:</u> 1. If cooked meals are purchased and then used by the purchaser as means of payment, they will be accounted in the household receiving the meals as payment. 2. If payments of tuition fees and rent of household dwelling are regularly made by another household, the household making use of the accommodation or receiving the education is to be considered as the consuming household, and not the household making the payment
III	clothing and footwear	27 and 28	An item is consumed if it is brought into first use during the reference period. The item may or may not be procured within the reference period. It can be procured by purchase, home production, gift, charity, etc. Purchase and use of second hand clothing materials will also be included. <u>Exception:</u> When second-hand purchase of clothing and footwear occurs, consumption is considered to occur <i>at the moment of purchase</i> , irrespective of whether and when the article is used.
IV	durable goods	29 to 37	Expenditure incurred on the items for purchase or towards cost of raw materials and services for its construction and repair during the reference period.

**4.9.3 Sources of consumption:** A household procures different items for its consumption by different ways. The different ways of collecting items of consumption are:

- 1) purchase
- 2) receipt in exchange of goods and services
- 3) home-grown/home-produced stock
- 4) transfer receipts such as gifts, loans, charities, etc., and
- 5) free collection

**4.9.4 Imputation of value:** Consider the items of Group I and Group III in the table above. If an item is purchased and consumed by a household, the value of consumption can be taken as its purchase value. But the value of an item consumed out of commodities received in exchange of goods and services, home-grown/home-produced stock, transfer receipts or free collection requires imputation. The rule for imputation of value of consumption of commodities is given below:

- The value of goods and services received in exchange of goods and services – including those received as perquisites by the members of the household from their employers - will be imputed at the rate of average local retail prices prevailing during the reference period. However, the judgement of the respondent about the price of the goods purchased in exchange is to be taken into account.
- The value of home produce will be imputed at the ex farm or ex factory rate. This should not include any element of distributive service charges.
- The value of consumption out of gifts, loans, free collection, etc., will be imputed at the average local retail prices prevailing during the reference period.
- The value of consumption out of purchase will be the value at which the purchase was made.

**4.9.5** Special care is to be taken to ensure that the items which are consumed by the household out of home grown stock as well as from other sources like free collection, gifts, loans, etc., do not get missed out and necessary probing is to be done to include such consumption, if any, in the total consumption of the household.

**4.9.6 Note:** For items of Group II and Group IV, the question of imputation of value normally does not arise, as value of consumption is, for these groups, defined as expenditure incurred, and is zero when zero expenditure is incurred. However, in case of items of Group II and Group IV received from employer or any creditor as perquisite or payment, imputation of value is necessary because for such items it is considered as if the receiver incurs expenditure on them. Imputation in such cases should be done at local retail prices.

***Value of consumption during last 30 days***

**4.9.7 Item 1: Cereals & cereal products:** This will include items like rice, wheat/atta, jowar, bajra, maize, barley, small millets and their products like chira, khoi, lawa, muri, maida, suji, rawa, sewai, noodles, bread (bakery), cornflakes, pop-corn, etc. and sattu prepared from barley/ other cereals. Besides these, tapioca, jackfruit seed, mahua, etc, which are consumed as substitutes for cereals will also be included here.

**4.9.8 Item 2: Pulses & pulse products:** This includes pulses such as arhar, gram, moong, masur, urd, peas, soyabean, khesari, etc., and pulse products such as besan, sattu, papad, badi, etc.

**4.9.9 Item 3: Milk:** This will mean milk as directly obtained from cow, buffalo, goat or any other livestock, milk sold in bottle or polypack. If the household purchases milk and prepares sweetmeats or transforms milk into curd, casein, ghee, etc., at home these will be included here.

**4.9.10 Item 4: Milk products:** This will include condensed/powder milk, curd, ghee, butter and also baby food, ice-creams, etc., the principal constituent of which is milk.

**4.9.11 Item 5: Edible oil and vanaspati:** Oil used in food preparation will be considered as 'edible oil' such as vanaspati, margarine, mustard oil, groundnut oil, etc. If oil is extracted by crushing purchased or grown oilseeds and the oil is consumed then the entry will be shown against this item.

4.9.12 **Item 6: Vegetables:** This item will include potato, onion, radish, carrot, turnip, beet, sweet potato, arum, leafy vegetables, tomato, peas, garlic, ginger, etc. It will also include green fruits like mango, watermelon, etc. consumed after preparing processed food.

4.9.13 **Item 7: Fruits & nuts:** This includes fresh fruits such as mango, banana, jackfruit, watermelon, pineapple, sugarcane coconut, guava, orange, etc. and also dry fruits and nuts.

4.9.14 **Item 10: Salt and spices:** It will include all edible salt irrespective of whether it is iodised or not. This item will also include spices such as turmeric, black pepper, dry chillies, oilseeds which are generally used in food preparations.

4.9.15 **Item 11: Other food items:** This will include prepared tea, coffee, tea leaf, coffee powder, ice, cold beverages, fruit juice, green coconut, biscuits, salted refreshments, prepared sweets, cake, pastry, pickles, sauce, jam, jelly, cooked meals, prepared rice, snacks, tiffin, food packets, etc. Food items for babies like Farex, Cerelac, etc., whose principal constituent is not milk will also be included here.

4.9.16 **Item 12: Pan, tobacco & intoxicants:** This will include pan leaf, finished pan, supari, lime, katha, bidi, cigarettes, snuff, cheroot, zarda, ganja, toddy, country liquor, beer, foreign liquor, etc.

4.9.17 **Item 13: Fuel & light:** This will include coke, firewood and chips, electricity, dung cake, kerosene, match box, coal, LPG, gobar gas, candle, etc. and petrol, diesel, etc. used for generating electricity.

4.9.18 **Item 20: Rent/house rent:** This item consists of rent for residential building and garage rent for private vehicle of the household. Amount last paid divided by the number of months for which the payment was made will be recorded here. The rent for government quarters will be the amount of house rent allowance (HRA) per month not paid to the employee plus the licence fee deducted per month from the salary for the quarters. Salami/pugree will not be considered anywhere in the schedule. No imputation of rent will be done for owner occupied dwellings.

4.9.19 **Item 21: Consumer taxes and cesses:** This will include road cess, chowkidari tax, municipal rates, water charges, etc.. Sometimes, while purchasing a new vehicle, life tax is paid. In such case, monthly average of tax & cess will be recorded against this item.

4.9.20 **Item 22: Medical expenses (non-institutional):** This includes expenditure which were incurred on medical treatment not as an in-patient of a medical institution. This includes expenses on medicine, clinical tests, X-ray, pathological tests, payments made to doctor, nurse, etc., on account of professional fees. Expenditure on family planning appliances such as IUD, oral pills, condoms, diaphragm, spermicide. Expenditure incurred on MTP (medical termination of pregnancy) may be recorded against here if hospitalisation is not necessary. Similarly, hiring charges for ambulance may be recorded here if hospitalization is not necessary. Reference period for medical expenses (non-institutional) is 30 days.

#### **Value of consumption during last 365 days**

4.9.21 **Item 24: Medical expenses (institutional):** This includes expenditure which were incurred on medical treatment as an in-patient of a medical institution. Expenditure incurred on MTP (medical termination of pregnancy) may be recorded against here if hospitalisation is necessary. Similarly, hiring charges for ambulance may be recorded here if hospitalization is necessary. Expenditure incurred for clinical tests, X-ray, etc. will be recorded against this item if hospitalisation was necessary.

4.9.22 **Item 25: Tuition fees and other fees:** It also includes fees paid to educational institutions (e.g., schools, colleges, universities, etc.) on account of tuition (inclusive of minor items like game fees, fan fees, etc.) and payment to private tutor. Occasional payments to the school fund made on account of charities provided for indigent students and 'donations' generally will not be included here as these are regarded as transfer payments.

4.9.23 **Item 26: School books and other educational articles:** Expenditure on all kinds of books, magazines, journals, etc., including novels and other fiction will be covered under this item. Expenditure on Internet other than telephone charges will also be covered here. Besides these, expenses on library charges, stationery, etc., will also be covered here.

4.9.24 **Item 27: Clothing and bedding:** In this item, information on value of consumption of all items of clothing and bedding during the last 365 days will be collected. When any garment is sewn at home by a household member, its value will be equal to the value of cloth only. No labour charges for sewing of the garment need be included unless the sample household itself is running a tailoring shop. Similarly, for a quilt made at home of which the materials (viz., cloth, stuffing, cotton, thread, etc.) were purchased the value of the materials used will be shown against this item. All second-hand clothing items, like dhoti, saree, ready-made garments, etc., purchased and brought into first-use will be recorded against this item.

4.9.25 **Durables goods (items 29 to 37):** Information on expenditure incurred for purchase and cost of raw materials and services for construction and repairs of durable goods for domestic use during the last 365 days will be collected in items 29 to 37. Expenditure will include both cash and kind. Purchase will include both first-hand and second-hand purchase. Only if some expenditure is incurred towards purchase of an item, may be in cash or kind or both, the item will be considered as purchased. Expenditure incurred on purchase of durable goods for giving gifts will also be included. In case of credit/ hire-purchase, the actual expenditure made during the reference period will be recorded.

4.9.26 It should be noted that the purchase of residential building and land, whether first-hand or second-hand, should not be entered in item 37, since such purchases are considered capital expenditure on real estate. Any new construction of building is also an expense on capital account and should not be entered in item 37. The total expenditure incurred by the household towards repairs and maintenance of dwelling unit (only) during the reference period would be entered against item 37.

4.9.27 Investigators should not spend too much time for filling up the worksheet. Unless the respondents themselves ask for clarifications, they are not to ask about quantities consumed item by item to arrive at sub-total figure. The idea is to fill up the worksheet in about half an hour per household. Experience shows that one can obtain a fair enough estimate of household consumer expenditure in half an hour per household.

4.9.28 In case both Schedule 1.0 (Type 1) and Schedule 10 are canvassed in the same household, then the entries in the worksheet (Block 9) of Schedule 10 for item groups 1 to 22 (which has a reference period of last 30 days) and 24 to 37 (which has a reference period of last 365 days) will be obtained from the corresponding items of Schedule 1.0 (Type 1). On the other hand, if Schedule 1.0 (Type 2) and Schedule 10 are canvassed in the same household, then the entries in the worksheet for item groups 1 to 22 and 24 to 37 of Schedule 10 will be copied from the corresponding **items bearing same reference period obtained for Schedule 1.0 (Type 2)**. For the other items, for which the reference period is different, the information in the worksheet of Schedule 10 will be collected afresh from the household corresponding to the reference period for these item groups.

**4.10.0 Block 10: Remarks by investigator:** Any remark which is considered necessary for explaining any peculiarity in the consumption pattern of the household or any other item-specific unusual feature of the household or of any member thereof will be noted here. Such remarks will help in understanding the entries made in different blocks of the schedule, especially when any entry is numerically very high or very low or entry is unusual.

**4.11.0 Block 11: Comments by supervisory officer(s):** The supervisory officers should note their views on any aspect pertaining to the characteristics under enquiry in this schedule relating to the household or any member thereof.

**4.12.0 Some Important Clarifications for determining activity status:**

1. Production of primary goods for own consumption is considered as economic activity. It may be noted that 'production of agricultural goods for own consumption' covers all activities up to and including stages of thrashing and storing of produce.
2. Engagement in domestic duties by a member of the household is not considered economic activity but the domestic duties performed by the domestic servant staying in the employer's household and taking food from the common kitchen and thereby being a member of the household is to be considered as an economic activity, as a special case. Activity status code 31 will be assigned to domestic servants.
3. 'Free collection for sale' will be treated as self-employment. In the case of primary products in the agricultural sector, even if the products collected are not for sale but for household consumption, persons engaged in these activities will be considered as self-employed. If the products collected relate to agricultural sector, the NIC-2004 section will be 'A' and for other goods like rag, waste paper, tins, etc., the NIC-2004 section will be 'G'.
4. A disabled person/ pensioner will be considered as 'employed' according to usual principal status if he/she is engaged in an economic activity for a relatively long time during the reference year. He/she will be treated as unemployed if reported to be seeking/available for work for a relatively long time during the reference year, and not as a disabled person/pensioner.
5. Any person carrying out domestic duty for major part of the day and additionally doing some economic activity for three/ four hours in a day, both on a regular basis, will be considered as engaged in domestic duties according to the usual principal status. Similarly, a pensioner/student doing agricultural activities in household agricultural enterprise for three/ four hours in a day, his usual principal activity status will be pensioner/ student, and not worker in the usual principal status. However, according to the usual status considering principal status and subsidiary status together, they will be considered as worker.
6. Sometimes it is found that a regular student is currently on live register of the Employment Exchange and such a situation creates confusion in deciding his usual activity status. Normally, the person will be categorised as a student. But before categorising him/her as a student, further probes should be made as to whether he/she will give up his/her studies the moment he/she gets a job. If it is found that he/she will leave his studies to take up the type of job for which he/she has registered, he/she will be considered as unemployed.
7. Current weekly activity status of a student/ disabled person/ pensioner/person engaged in domestic duties will be 'employed' if he/she is engaged in an economic activity for at least 1 hour on any day during the reference week (i.e at least 0.5 intensity against any of the activity status codes 11 to 72 in column 14 of block 5.3).
8. A Government servant who is on extraordinary leave or suspended, his/her usual principal status code will be 31. Other economic activities pursued by him/her during the period will not be considered for determining his usual principal activity status but those activities will be considered as subsidiary economic activities.
9. According to the current status approach, for a regular salaried/wage employee, activity status code 31 is to be given on holidays and code 71/72 for the days he is on leave depending on the reason. Additional economic activity carried out on these days by a regular wage/ salaried employee will not be considered to determine his current daily status, e.g., for a Govt. employee who is on leave for 1 week and does agricultural activity during that week, his current daily status code for all the 7 days of the week will be 72.

10. According to the current status approach, for a self-employed person, activity status code 11 is to be given on holidays or weekly-off days and code 61 or 62 for the days he is on leave depending on the reason.
11. If a casual worker works for 4 days in a week and remains without work for the other 3 days, then for the days he did not work, his current activity status codes will be 81, 82 or any of 91 to 98 depending upon the situation on those days.
12. For regular salaried/wage employees on leave or holiday, the 'operation' will relate to their respective function in the work or job from which he is temporarily off in view of his taking leave or holiday. Similarly for persons categorised 'self-employed' (status codes 11, 12 & 21) if they are not at work on a particular day inspite of their having work on that day, operation to be recorded will relate to the work they would have done if they had not enjoyed leisure on that day.
13. If a person performed 3 economic activities in a day then number of hours spent on each activity is to be considered to assign intensity for the different activities.
  - a. If only 1 of the activities is done for 4 hours or more, 1.0 intensity to be given for that activity.
  - b. If any of the 2 activities are done for 4 hours or more, then 0.5 intensity is to be given to each of these two activities.
  - c. If all activities are done for more than 4 hours then two of the activities by major time criteria (MTC) will be given intensity 0.5.
  - d. If all the activities are performed for less than 4 hours but the total is more than 4 hours then 2 activities by MTC will be assigned 0.5 intensity.
  - e. If all the activities are performed for less than 4 hours and the total is less than 4 hours but more than 1 hour, then 1 activity by MTC will be assigned 0.5 intensity.
14. If a person is engaged in 2 economic activities each of less than 1 hour duration but the total duration is 1 to 4 hours, then one of the activities will be assigned intensity 0.5 by MTC.
15. When a female casual labourer reports that she is not able to work due to pregnancy, she will be treated as 'casual labour not working due to sickness' and will be given current activity code 98.
16. Exchange labour will be considered as 'self-employed'. But a regular employee, on holiday or while on leave, working as 'exchange labour', will be assigned status code 31/71/72. On the other hand, a casual labourer working as 'exchange labour' on some days will be categorised as 'self-employed' for those days.
17. The 'meal carriers' (who collects meals from respective households and delivers the same at various offices), 'night watchmen' of a locality, 'cowherd', etc., are normally employed by a group of households on a regular monthly wage. The 'activity status' of such workers will be the same as that of maid servant/male servant, etc., i.e., 'wage/salaried employee'.
18. Carpenters, masons, plumbers, etc., who in their professional rounds, move from place to place in search of work and carry out the work on contract basis whenever work is available will be considered as own account worker. But if such persons are working on a wage basis or so under a contractor or for a household, they will be considered as regular salaried/wage employee.

19. Unpaid apprentices will be treated as 'students' while paid apprentices will be treated as employees.
20. Persons under 'paid lay-off' will be considered 'employed'. Those under 'unpaid lay off' will not be considered as employed and they will be considered 'unemployed' if they are seeking and/or available for work. Persons who are under lay-off without any payment from the establishment but gets some benefits from other sources because of the lay-off will not be considered as worker.
21. MPs and MLAs will be considered as regular salaried worker. Party functionaries not getting salaries are not to be considered as economically active if they are not engaged in any other economic activity.
22. A porter/ coolie in their professional rounds in search of jobs contracts with several clients for the amount of remuneration depending upon the quantity and volume of goods to be carried for a given distance. Thus in a day, he/ she, in fact, serves several clients and generally, posses some tangible assets to perform these activities. Moreover, they decide the scale of operation of their own. In view of this, a porter/ coolie may be considered as self-employed and may be given the industry code 93093 as per NIC-2004.
23. Renting of machinery and equipment, building for residential or non-residential purposes is considered as economic activity, if those are performed as a business activity, for which substantial amount of time is spent.

## Annexure-1

## Examples of some formal vocational trainings

Name of the trade/training course	Duration	Educational qualification required
ADVANCE WELDING	12 Months	8th standard passed
BOOK BINDER	12 Months	8th standard passed
CARPENTRY	12 Months	7th standard passed
CUTTING & SEWING	12 Months	8th standard passed
EMBROIDERY & NEEDLE WORK	12 Months	8th standard passed
FASHION DESIGN	12 Months	10th standard passed
FITTER	24 Months	10th standard passed
SURVEYOR	24 Months	10th standard passed with Science & Maths
TELEPHONE OPERATOR CUM RECEPTIONIST	12 Months	10th standard passed
SANITARY HARDWARE FITTER	6 Months	8th standard passed
TOURIST GUIDE	6 Months	12th standard passed
DENTAL LABORATORY TECHNICIAN	24 Months	10th standard passed and typing speed of 30 WPM in English / Hindi / any local language
TOOL & DIE MAKER	36 Months	10th standard passed with Science & Maths
HANDICRAFT	12 Months	7th standard passed
HOSIERY & KNITTING	12 Months	7th standard passed
SHORT TERM COMPUTER COURSES (DATA ENTRY OPERATOR)	3 Months	10th standard passed with English
SHORT TERM COMPUTER COURSES (DESK TOP PUBLISHING OPERATOR)	3 Months	10th standard passed with English
MEDICAL TRANSCRIPTION	6 Months	12th standard passed with Biology/ Physiology as major subject. Knowledge of English Language is essential.
MECHANIC WATCH & CLOCK	12 Months	10th standard passed

## Annexure-2

**An indicative list of specific areas and the broad area covering the specific area(s) associated with formal vocational training to be used for identification of ‘field of training’**

<b><i>Broad area: Mechanical engineering trades (01)</i></b>	<b><i>Broad area: Electrical and electronic engineering trades (02)</i></b>
<b><u>Specific areas:</u></b>	<b><u>Specific areas:</u></b>
<ul style="list-style-type: none"> <li>• Blacksmithy</li> <li>• Denting &amp; Painting</li> <li>• Draftsman (mechanical)</li> <li>• Drilling and Boring</li> <li>• Fitter</li> <li>• Forger and Heat Treater</li> <li>• Foundry man</li> <li>• Grill Maker</li> <li>• Grinder</li> <li>• Instrument Mechanic</li> <li>• Lock Repairer and Key Maker</li> <li>• Machinist</li> <li>• Mechanic (Agriculture machinery)</li> <li>• Mechanic Bio-gas</li> <li>• Mechanic Farm Machinery</li> <li>• Mechanic machine tools Maintenance</li> <li>• Mechanic (Watch and Clock)</li> <li>• Millwright/Maintenance Mechanic</li> <li>• Pattern Maker</li> <li>• Pump Operator cum mechanic</li> <li>• Repair Cart, Cycle, Cycle Rickshaw</li> <li>• Repairer–Umbrella, Stove, Cooker etc.</li> <li>• Repair Watch</li> <li>• Sheet Metal Worker</li> <li>• Tools &amp; Die Maker</li> <li>• Turner</li> <li>• Upholster</li> <li>• Rural Engineering Technology</li> <li>• Moulder</li> </ul>	<ul style="list-style-type: none"> <li>• Audio Visual Technician</li> <li>• Battery Maintenance</li> <li>• Cable Operator</li> <li>• Choke Making</li> <li>• Electrician</li> <li>• Electroplater</li> <li>• Fitter electronics</li> <li>• Radio &amp; TV Repairer</li> <li>• Refrigerator &amp; Air conditioner repairer</li> <li>• Repair Fans, Cooler</li> <li>• Servicing Phones, Tape recorder</li> <li>• Stabilizer Assembling</li> <li>• Transformer Coil Rewinding</li> <li>• Welder</li> <li>• Wireless Mechanic</li> <li>• Wireman</li> <li>• Mechanic-cum-operator electronics communication system</li> </ul>
	<b><i>Broad area: Computer trades (03)</i></b>
	<b><u>Specific areas:</u></b>
	<ul style="list-style-type: none"> <li>• Computer Operator &amp; Programme Assistant</li> <li>• Data Entry Operator</li> <li>• Electronic System Maintenance</li> <li>• Information Technology</li> <li>• Office Assistant</li> <li>• Phototype Setter &amp; Desktop Publishing Operator</li> <li>• Technician Computer</li> <li>• Desk top publishing operator</li> <li>• Data preparation &amp; Computer Software</li> <li>• Networking Technician</li> <li>• Computer repairing</li> </ul>

**Broad area: Civil engineering and building construction related works (04)**Specific areas:

- Bar Bending
- Brick Making
- Carpenter
- Cement Block and Article Making
- Colour Washing, Distemper, White Wash
- Construction worker
- Draftsman (Civil)
- Ferro Cement Work
- Floor Furnishing and Grinding
- Mason
- Painter
- Plumber
- Polishing of Furniture
- Soil Testing
- Surveyor
- Tiles Work
- Waste Water Disposal System
- Water Shed Management
- Wood Work
- Building and Road Construction
- Building Maintenance

**Broad area: Chemical engineering trades (05)**Specific areas:

- Candle making
- Instrument Mechanic (Chemical Plant)
- Laboratory Assistant (Chemical Plant)
- Maintenance Mechanic (Chemical Plant)
- Match Box & Sticks making
- Pest Control Operator
- Phenyl making
- Plastic Processor
- Soap & Detergent Maker
- Soap making
- Vegetable Dyeing
- Attendant operator (chemical plant)
- Agricultural Chemicals
- Ceramic Technology

**Broad area:Leather related work (06)**Specific areas:

- Flaying and Carcass

- Leather Goods Maker
- Manufacture of Footwear
- Shoe/Chappal making
- Tanning
- Tanneries
- Making of leather & Rubber sports goods
- Rubber mats making

**Broad area: Textile Related work(07)**Specific areas:

- Bleaching, Dyeing and Calico Printing
- Cutting & Tailoring
- Cotton Classifier
- Dress Designing
- Dress Making
- Embroidery & Needle Work
- Fabric Painting
- Fabric Printing
- Hand Weaving of Newar, Tape and Carpet
- Knitting Technology
- Knitter (Hosiery)
- Knitting with Machine
- Screen Printing
- Spinning (Power looms)
- Textiles Wet Process
- Weaving (Handlooms)
- Weaving Silk & Woolen Fabrics
- Structure and Fabrication Technology
- Winder (Textile)

**Broad area: Catering, nutrition, hotels and restaurant related work (08)**Specific areas:

- Baker & Confectioners
- Catering and Restaurant Management
- Cooking – Selling networking
- Craftsman Food Production
- Drying and Dehydration of vegetables
- Food Processing ( Papad, Achar etc.)
- Fruit and Vegetable Processing
- House keeping
- Hotel Clerk or Front office Assistant
- Preservation of Fruits & Vegetables
- Steward

**Broad area: Artisan/ craftsman/ handicraft and cottage based production work(09)**Specific areas:

- Aggarbati Making
- Bee keeping and related skills
- Cane & Bamboo work
- Chalk Making
- Coir Products
- Crewel Work
- Flower making
- Glass Painting
- Gur Making
- Handmade paper work
- Jute Work
- Oil making skills
- Packing Skills
- Pottery Making
- Toy Making

**Broad area: Creative arts/ artists (10)**Specific areas:

- Dance
- Folk Arts
- Music Instrumental
- Music Vocal
- Oil Painting
- Interior Design
- Classical Dance (Kathak)
- Commercial Art

**Broad area: Agriculture, crop production related skills and food preservation work(11)**Specific areas:

- Agricultural Chemicals
- Crop cultivation/Production
- Food Preservation
- Medicinal and Aromatic Plant industry
- Plant Protection
- Seed Production Technology
- Plantation Crops & Management
- Vegetable Seed Production
- Repair & Maintenance of Power Driven Farm Machinery
- Agro Based food Industries (Crop based)
- Post Harvest Technology
- Soil Conservation
- Sugar Technology

**Broad area: Non-crop based agricultural and other related activities(12)**Specific areas:

- Apiculture
- Dairying
- Fish Farming
- Fish Processing
- Fish seed Production
- Floriculture
- Poultry Farming
- Sericulture
- Sheep and Goat Husbandry
- Inland Fisheries
- Swine Production
- Agro Based Food Industries (Animal based)
- Fishing Technology
- Horticulture

**Broad area: Health and paramedical services related work (13)**Specific areas:

- Health Sanitary Inspector
- Health Worker
- Hospital Documentation
- Hospital House Keeping
- Medical Laboratory Assistant
- Medical Transcription
- Multi Rehabilitation Worker
- Nursing
- Ophthalmic Technician
- Physiotherapy and Occupational therapy
- X-Ray Technician
- Health Care and Beauty Culture
- Bio Medical Equipment and Technician
- Dental Hygienist
- Dental Technician
- ECG and Audiometric Technician
- Nutrition and Dietetics
- Auxiliary Nurse and Midwives
- Primary Health Worker
- Physical Education

**Broad area: Office and business related work (14)**Specific areas:

- Accountancy & Auditing
- Basic Financial Service
- Banking
- Cooperation
- Export-Import Practices and Documentation
- Insurance
- Industrial Management
- Marketing and Salesmanship
- Office Management
- Purchasing & Store Keeping
- Receptionist
- Secretarial Practice
- Stenography
- Taxation Practices/taxation Laws/  
Tax Assistant

**Broad area: Driving and motor mechanic work (15)**Specific areas:

- Mechanic (Diesel)
- Mechanic (Motor Vehicle)
- Mechanic tractor
- Repairer (Scooter, Car)
- Driving motor vehicle
- Motor vehicle body builder

**Broad area: Beautician, hairdressing and related work (16)**Specific areas:

- Beautician
- Barber/ Hair Cutter / Dresser
- Beautician Assistant
- Hair and Skin Care
- Hair Dresser
- Health and Slimming Assistant

**Broad area: Work related to tour operators/ travel managers (17)**Specific areas:

- Tour Operators
- Travel Managers
- Tourism and Travel Techniques
- Tourist Guide

**Broad area: Photography and related work (18)**Specific areas:

- Cameraman
- Photography

**Broad area: Work related to childcare, nutrition, pre-schools and creche (19)**Specific areas:

- Child care & Nutrition
- Pre-Play School Management
- Preschool & Creche Management

**Broad area: Journalism, mass communication and media related work (20)****Broad area: Printing technology related work (21)**Specific areas:

- Engraver
- Hand Compositor
- Offset Machine Minder
- Photocopying
- Plate Maker (Lithographic)
- Printer
- Retoucher Lithographic

**Broad area: Other (99)**Specific areas:

- Book Binder
- Call Centre Assistant
- Entrepreneurship skills
- Financial Skills
- Gardening
- Maintenance Library
- Marketing skills
- Office Gum Paste making
- Sign Board Painting
- Tat Patti Making