

Abbreviations/acronyms used

CSO	Central Statistical Organisation
EC	Economic Census
EB	Enumeration Block
HL	House List
ES	Enterprise Schedule
EA	Enterprise Abstract
FOD	Field Operations Division
ICR	Intelligence Character Recognition
KVIC	Khadi and Village Industries Commission
KVIB	Khadi and Village Industries Board
NSSO	National Sample Survey Organisation
NIC	National Industrial Classification
NPI	Non Profit Institutions
P S U	Public Sector Undertaking
UFS	Urban Frame Survey

INSTRUCTIONS

FOR CONDUCT OF FIFTH ECONOMIC CENSUS (2005)

SECTION-ONE

General:

Economic Census (EC) is the complete count of all entrepreneurial units located within the geographical boundaries of the country. So far four economic censuses (EC) have been undertaken so far under the aegis of the Central Statistical Organisation (CSO), Ministry of Statistics & Programme Implementation, Govt. of India. The first economic census was conducted in 1977.

2. All units engaged in the production or distribution of goods or services other than for the sole purpose of own consumption will be counted. While all units engaged in non-agricultural activities will be covered, in the agricultural sector units in crop production and plantation activities will be excluded.

3. The fieldwork for Fifth Economic Census (EC) will be conducted between April 2005 and June 2005. The information during the census would be collected through three schedules namely (i) House list (HL); (ii) Enterprise schedule (ES) and (iii) Address Slip. Separate schedules will be used for rural and urban areas. The fourth schedule, namely the Enterprise Abstract (EA) will be prepared from the entries contained in the Enterprise Schedule. Census villages will be the primary unit in rural areas where as in urban areas the Urban Frame Survey Block (UFS) formed by the Field Operations Division (FOD) of National Sample Survey Organisation (NSSO) will be the primary units.

Scope & Coverage

4. The Economic Census will be conducted in the whole of Indian Union except some areas that remain inaccessible throughout the year and where State/UT Government find it impossible to collect the information. **Details of such areas should be informed to the CSO along with reasons for exclusion by the State level census authorities.**

5. All economic activities (agricultural and non-agricultural) except those involved in crop production and plantation are to be covered under the Fifth Economic Census.

Some of the activities (exclusions/inclusions) that are to be excluded from the coverage and some other activities to be included are explicitly described in the paragraphs 33 to 36.

Field Operations

6. For the fieldwork, the enumerator has to visit the census village or UFS block in rural/urban areas, as the case may be. Each enumerator is allotted with the work of one or more Enumeration Blocks. One Enumeration Block broadly covers 200-230 households in rural and 150-170 households in urban area. In hilly and difficult terrains the workload is appropriately reduced. **In fact, each village has to be divided into one or more Enumeration Blocks depending upon the number of households. The geographical area should cover all enterprises especially those with fixed structures located outside the households. It is to be made sure that no enterprises with fixed structure outside households or residential area are left out.** This booklet illustrates the concepts and definitions to be followed in the fieldwork and explanations of various terms involved and the manner in which House List, Enterprise Schedule, Enterprise Abstract and Address Slip schedules are to be filled. The success of the Economic Census is very much dependent on a thorough understanding of the concepts, definitions and instructions and on their faithful application while canvassing various schedules. In case of any doubt, the supervisor or charge officer is to be consulted for necessary clarification.

7. In urban areas when the Census work in a UFS block is allotted to a single enumerator, he/she will fill up House List, Enterprise Schedule, Enterprise Abstract and Address Slip as per the detailed instructions given in sections 2,3,4 and 5 of this instruction booklet. In some cases, the same enumerator may be allotted with the work of more than one UFS block (say 3 UFS blocks). In such cases he/she will fill up House List, Enterprise Schedule, Enterprise Abstract and Address slip separately for each of these UFS blocks.

8. In rural areas generally one enumerator is allotted with the census work of one village (may be comprising of one or more Enumeration Blocks). In such case he will fill up House List, Enterprise Schedule, Enterprise Abstract and Address Slip for the

entire village. In case the census village is so large requiring more than one enumerator for completing EC work, then every enumerator independently will fill up the House List, Enterprise Schedule, Enterprise Abstract and Address Slip as explained above.

9. While listing the houses in an Enumeration Block, the enumerator has to identify the enterprise and note their number and details of identification in House List. For each enterprise identified in the House List, the Enterprise Schedule and Address Slip (**for enterprises employing 10 or more workers**) has to be filled up. At the bottom of each page of the Enterprise Schedule, a row for “totals” is given which may be completed when the page is full with list of enterprises or when there is no more enterprise to be listed. After completion of Enterprise Schedule for all the enterprises in an Enumeration Block, the enumerator has to complete the EA in which all the entries are only transfer entries from ‘Total’ row of the ES. The EA is to be filled for each Enumeration Block by the enumerator. The House List, Enterprise Schedule, Enterprise Abstract and Address Slip for rural and urban areas are given schedule Nos. 51 to 57 as Annexure I to VII. These seven schedules have to be filled by contacting the head or any other responsible person of the unit/household/enterprise and not through any other source. If there is a doubt about any entry, the same is to be made after consulting supervisors in this regard.

Since ICR Technology is being adopted for processing of 5th Economic Census data, great care is to be taken by all concerned in handling the schedules. The following general instructions are to be kept in mind all the time:

- i) i) Use only English Numerals 0,1,2,3,4,5,6,7,8 and 9 as per specification given in the schedules
- ii) Do not fold the schedules
- iii) iii) Use black ink ball/gel point pen, keeping schedule on hard surface, use pencils initially in order to avoid corrections.
- iv) iv) Write in the center of boxes without touching the boundary
- v) v) Avoid overwriting. In case of correction, delete the line and use a fresh line.

Concepts and Definitions

10. In order to identify the respondents, activities and enterprises under the purview of Economic Census, important concepts and definitions along with examples of different situations are illustrated below:

a) a) Building

11. A building is generally a single structure available on the ground. Usual structure will have four walls and a roof. But in some areas, the very natural construction of houses is such that there may not be any wall. For example, a conical roof almost touches the ground and an entrance is also provided and there will not be any wall as such. Such structures should be treated as buildings.

12. If there is more than one structure within an enclosed or open compound (premises) belonging to the same person e.g. the main house, the servant quarter, garage etc., the entire group of structures is to be considered to be only one building.

13. If within a large enclosed area there are separate structures owned by different persons then each such structure should be treated as a separate building. Sometimes there may be a number of structures within an enclosed area or compound owned by an Undertaking or a Company or Government, which are occupied by their employees. Each such structure should be treated as a separate building.

14. Sometimes a series of different structures may be found along a street, which is separated from one another by a common wall, and yet look like a continuous structure. These different units are practically independent of one another and may likely to have been built at the same time or different time and owned by different persons. In such cases though the whole structure with all the adjoining units might appear to be one building, but each portion has to be treated as a separate building for the purpose of the census.

15. Sometimes the structure is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such as shops, business houses, offices, factories, workshops, work-sheds, schools, places of entertainment, places of worship, godowns, stores etc. It is also possible that buildings

which have different component units might be used for a combination of purposes such as shop-cum-residence, workshop-cum-residence, office-cum-residence etc.

b) Census House

16. A census house is a building or a part of a building having a separate main entrance from the road or common courtyard or staircase, etc., used, or recognized as a separate unit. It may be occupied or vacant. It may be used for residential or non-residential purposes or for both.

17. If a building has a number of flats or blocks which are independent of one another having separate entrances of their own from the road or a common staircase or a common courtyard leading to a main gate, they will be considered as separate census houses.

18. It may be difficult to apply the definition of census house strictly in certain cases. For example, in an urban area, a flat has five rooms each room having direct entrance to the common staircase or courtyard. By definition this has to be treated as five census houses. If all these five rooms are occupied by a single household it is not realistic to treat them as five census houses. In such a case 'singleness' of use of these rooms along with the main house should be considered and the entire flat should be treated as one census house. On the other hand, if two independent household occupy these five rooms, the first household occupying 3 rooms and the second household occupying 2 rooms, then the first three rooms together should be treated as one census house and the remaining two rooms as another census house provided that they satisfy the definition of a census house. But if each room is occupied by an independent household, then each such room should be treated as a separate census house.

19. In case of hostels, hotels, etc. even if the door of each room in which an inmate lives opens to a common varandah, staircase, courtyard or a common room, as it happens almost invariably, the entire hostel/hotel building should be treated as one census house. But if such hostel/hotels have out-houses or other structures used for different purposes or the same purpose then each such structure attached to the main hostel/hotel should be treated as a separate census house.

20. In some rural areas of the country, the pattern of habitation is such that a group of huts located in a compound - whether enclosed or open - is occupied by one household. While the main residence may be located in one hut, other huts may be used for sleeping,

as kitchen, bathroom, baithak etc. Though each of the hut is a separate structure, they form a single housing unit and therefore, have to be treated collectively as a single census house. If one household uses some of the huts and the others by a second household as residences, then the two groups of huts should be treated as separate census houses. However, if there are also other huts in the compound used for other purposes and not as part of the household's residence such as, cattle shed, work-shed etc. they should be treated as separate census houses.

21. It is also possible that a household uses another structure, a baithak, separated from the main residence by some distance or by other structures or by a road. In such cases, it may become necessary to treat that separate structure used as 'baithak' as a separate census house.

22. In municipal towns and cities it is usual to find that every site whether built or not is numbered by the municipal authorities on property basis. Such open sites, even if these are enclosed by a compound wall, should not be listed for census purpose. Only cases where a structure with roof has come up should be treated as census house and listed.

23. Pump houses, temples and other similar structures must also be treated as houses. These are places where people can also live. Obviously, such structures need not be considered if they are so small that no person can live in them.

24. **In the following instructions, a house refers to a census house.**

c)

d) c) Household

25. A household is a group of persons usually living together and taking their meals from a common kitchen unless the exigencies of work prevents any of them from doing so. There may be a household of persons related by blood or a household of unrelated persons or having a mix of both. Examples of unrelated households are boarding houses, messes, hostels, residential hostels, rescue houses, jails, ashrams etc. These are called 'Institutional Households'. There may be single member households, two member households or multi member households. For census purpose, each one of these types is regarded as a "Household". If a group of persons who are unrelated to each other live in a census house but do not have their meals from a common kitchen, they would not

constitute an institutional household. The important link to find out whether there is a household or not is the common kitchen.

26. The following cases are to be noted:

- (i) (i) Each inmate (including residential staff) of a mess, hostel, boarding and lodging house, hotels, etc. will constitute a single-member household. If however, a group of persons among them normally pool their income for spending, all of them together will be treated as forming a single household. For example, a family living in a hotel will be treated as a separate single household by itself.
- (ii) (ii) Under trial prisoners in jails and indoor patients of hospitals, nursing homes, etc. are to be excluded. They will be considered as normal members of their parent households, and will be counted there. But households of residential staff of jails, hospitals etc will be listed. Convicted prisoners undergoing sentence will not be considered in the census.
- (iii) (iii) Floating population, i.e. persons without any normal residence will not be listed during house listing. But households residing in open spaces as in roadside shelter, under a bridge, etc. more or less regularly will be listed in such places.
- (iv) (iv) Households of foreign nationals will not be listed. Their domestic servants, who by definition belong to the household of the foreign national, also will not be listed. In some cases, however, a foreign national might have become an Indian citizen for all practical purposes. Such persons will be covered.
- (v) (v) Barracks of military and paramilitary forces (like Army, BSF, Police etc.) are outside the census coverage. However, civilian population residing in their neighborhood including the family quarters of service personnel are to be covered. Orphanages and vagrant houses also will be outside the survey coverage. (It may, however, be noted that if inmates of institutions like Orphanages, Nari Niketans,

etc. are engaged in manufacturing articles of utility for sale, in such cases, the enterprises run by these institutions should be listed).

d) Unit

27. A unit within a census house is a physical entity where one or more entrepreneurial activities are undertaken. The examples of a unit are: Workshop, manufacturing plant, a shop, an office, a firm, a school, hospital, places of worship etc.

e) Premises

28. Premise is a census house or part of a census house occupied by a unit/household. If the activity of the enterprise carried out by a unit/household extends beyond the boundaries of a single house to a group of contiguous houses and in rare cases, a group of houses in close proximity, the entire group of houses is regarded as a single premise.

f) Enterprise

29. An enterprise is an undertaking engaged in production and/or distribution of goods and/or services other than for the sole purpose of own consumption. The workers in an enterprise may consist of members of the household or hired workers or both. The activity of the enterprise may be carried out at one or more than one distinct location. The activity of the enterprise may also be carried out only for a part of the year but on a fairly regular basis, i.e. it is in operation for the major part of the season/year. An enterprise may be owned or operated by a single household or by several households jointly (on a partnership basis) or by an institutional body or by government.

30. It is possible that more than one entrepreneurial activity is carried out in the same census house. **If these activities are carried out by the same person/ persons or by the same workers and the workers can not be divided into two or more enterprises then it should be treated as one enterprise with two activities: one major and the other subsidiary. Both the activities are to be recorded in column 4 of the House List. All the items of information pertaining to the major activity of the enterprise will be recorded and for the subsidiary activity, information relating to the description of economic activity and the corresponding NIC-2004 code are to be recorded in the next line below the major activity. In such cases not more than two activities will be listed.** The major activity can be recognized on the basis of income or turnover or

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

However if workers can be divided into two or more activities, then each of these activities should be considered as a separate enterprise.

g) Agricultural Enterprise

31. An agricultural enterprise is one engaged in livestock production, agricultural services, hunting, trapping and game propagation, forestry and logging and fishing. Enterprises engaged in activities pertaining to agricultural production and plantations as mentioned in paragraph 33 and 34 of this section will not be covered under the census.

h) Non-Agricultural Enterprises

32. Enterprises engaged in activities **other than** agricultural activities will be termed as non-agricultural enterprises.

Exclusions /Inclusions of activities

33. Growing of agricultural crops and plantations mentioned below should not be counted as enterprises for the purpose of this Census. All such enterprises relating to growing of agricultural crops are listed below.

- i) Growing of Cereal crops such as paddy, wheat, jawar, bajra, maize, barley etc.
- ii) Pulses such as arhar, gram, moong, masoor, urd etc.
- iii) Raw cotton, raw jute, mesta, sun hemp and other kind of fibres etc.

- iv) Oil seeds such as sesamum, ground nut, mustard, linseed, castor, rape seed etc.
 - v) Sugarcane, sugarbeet, potatoes, other roots and tubers etc.
 - vi) vegetables, singhara, chillies and spices (other than pepper and cardamom)
 - vii) Floriculture and horticulture including their nurseries,
 - viii) Fodder crop, medicinal plants.
 - ix) Agricultural production not else where classified.
34. All enterprises engaged in plantations, which are to be excluded, are listed below:
- i) Tea, coffee, rubber, tobacco, pepper and cardamom etc.
 - ii) Coconut, arecanut, cashewnut, walnut, almond, other edible nuts not elsewhere classified.
 - iii) Apple, bananas, grapes, mangoes, oranges, pears, other fruits not elsewhere classified.
 - iv) Ganja, cinchona, opium, betel leaves (pan), cocoa, other plantations not elsewhere classified.

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

36. Enterprises engaged in activities mentioned under (i) to (iii) below are to be counted for the purpose of this Census.

(i) Mining and quarrying or manufacturing, processing, repair or servicing activity are included. Similarly, activities relating to generation, transmission and distribution of gas, steam, water supply, construction, wholesale or retail trade, hotels and restaurants, transport, storage & warehousing, communication, financing, insurance, real estate and business services, community, social and personal services, public administration and defence services such as government offices, schools, hospitals, recreation and cultural services, community services such as temples, etc. are also to be covered.

(ii) In addition, it may be noted that enterprises engaged in rearing of cattle and production of milk, rearing of sheep for production of wool, rearing of other animals such as pigs, rearing of bees and production of honey, rearing of silk worms and production of cocoons and raw silk, hunting, trapping, collection of fuel and other forest products and their sale, gathering of materials such as herbs, resins, etc., cotton ginning, cleaning and baling, catching and selling of fish, providing agricultural services such as spraying etc. **are all included**. In other words, **enterprises dealing with livestock production, agricultural services, hunting, trapping and game propagation, forestry and logging and fishing will also be covered**.

(iii) In case of mixed farming (mixed cropping or mixed livestock units), if the main activity of the unit/household is farming of animals then those units are also to be covered.

37. Utmost care should be taken while considering whether an activity qualifies to be taken as an enterprise. It has been mentioned earlier that rearing of cattle and production of milk will be covered as an enterprise. However, if the milk produced is for own consumption and is not usually sold on a regular basis, then this activity will not constitute an enterprise. The same approach should be adopted with regard to similar activities like rearing of pigs, hens, bees, gathering of firewood or forest products, etc.

SECTION – THREE

ENTERPRISE SCHEDULE

Introduction

In Section Two, procedure to canvass the House List has been described. In the House List the number of enterprises in an entrepreneurial unit/household is given in columns 8 to 10 depending upon the type of premises from which they operate. For all such enterprises the Enterprise Schedule has to be completed immediately after they are identified and entered in the House List. In the Enterprise Schedule information on various characteristics of the enterprises like number of workers, social group of owner, registration code, type of assistance received etc. is collected.

2. Most of the concepts and definition used in canvassing the Enterprise Schedule have already been discussed in Section One and Two of this instruction booklet. In this section instructions for completing different columns of the ES schedule are given.

Reference Period:

3. While all the enterprise found during the Census will be listed along with enterprises that are reported as operating only seasonally. The reference period for recording entries in Enterprise Schedule will be the last calendar year for perennial enterprise and last working season for the non-perennial enterprises. **For enterprises that have started operations only recently the characteristics to be noted for Enterprise Schedule may be recorded as on the date of census.**

4. At the top of the ES schedule, provision has been made to write identification particulars viz. name and code numbers of State/UT, District, Tehsil/PS/Dev.block/Circle, Village/Town, Ward, Investigator Unit, UFS block, Enumeration Block etc.

For rural areas use schedule no. 53, the details of which are given below:

<u>Box Space</u>	<u>Information</u>
1-2	State Code
3-4	District Code
5-8	Tehsil/Taluk/PS/Dev. Block/Circle/ Panchayat Code

9-16	Village code
17-20	Enumeration Block No.

For Rural areas, the State Code, District Code, and Tehsil/Taluk/PS/Dev.Block/Circle/Panchayat code are to be copied from the Rural Directory.

For Urban areas, use schedule no. 54, the details for which are given below

<u>Box Space</u>	<u>Information</u>
1-2	State Code
3-4	District Code
5-6	Town Code
7-8	Frame Code(Year of updation of UFS)
9-13	Ward No.
14-18	Investigator Unit (IV) Number (within town)
19-20	(UFS) block number (Within IV Unit)

For urban areas, the State Code, District Code, Town Code, Frame code and UFS Block No. within Investigator Unit are to be copied from the Urban directory of UFS Blocks. The entries in these boxes have to be made by the enumerators and scrutinized by the supervisors. Separate schedules will be utilized for rural area and urban area as the case may be. Page number has to be recorded continuously for all the pages of the ES schedules for the Rural Enumeration Block/UFS block in the right hand top most corner of the ES schedule.

The detailed instructions for filling up various columns in ES are given below. **These are the same for Schedule no 53 and 54.**

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Col. 1 Line number (To be taken from Column 1 of House List)

5. Every line in House List is serially numbered and recorded in Column1 of House List. Therefore corresponding to the enterprises identified in House List in any of the columns 8, 9 or 10, there is a line number given in Column 1 of House List. This number

is to be copied from column 1 of House List to column1 of Enterprise Schedule corresponding to the enterprise under consideration..

Col. 2 Enterprise Premises Status code

6. The premises status code refers to whether the enterprise is 'without premises' (code 1) or 'with premises' (code 2). In the House List, enterprises are identified through col. 8, 9 or 10. For the enterprises recorded in col. 9 and 10 of the House List i.e. 'outside the household/unit but without any structure', code 1 will be recorded in this column, whereas for enterprises recorded in column 8 of House List, code 2 will be recorded.

Col. 3 Running serial number of enterprises within a page

7. In this column, continuous serial numbers will be given for the enterprises belonging to a particular page of the Enterprise Schedule. It may be noted that last serial number of each page of Enterprise Schedule will be less than or equal to 15 as there only 15 lines to a page.

Col 4: Description of Economic Activity of Enterprise

8. The description of the activity of the enterprise is one of the important items of information to be carefully recorded. The description should be adequately elaborated to enable proper classification and coding of the entrepreneurial activity during scrutiny and coding stage. Sufficient details of the activity of the enterprise should, therefore, be given. For instance, it is not sufficient to describe simply 'a shop' or the name displayed on the signboard of the shop. It is necessary to give full description, such as 'electrical repair shop', 'medical shop', etc.,

It may be borne in mind that recording of broad description of activity such as 'manufacture of dairy products' will not be sufficient but greater details such as (i) manufacture of milk powder, ice-cream powder or condensed milk, (ii) manufacture of baby milk food, (iii) manufacture of ice-cream and kulfi, (iv) manufacture of butter, cream, ghee etc. should be recorded in order to carry out proper coding of industrial activities.

9. A few examples of description of activities of the enterprises are listed below:

- i. i. cattle rearing and production of milk.

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|--------|--------|---|
| ii. | ii. | rearing of ducks, hens and other birds and production of egg. |
| iii. | iii. | rearing of silk worms and production of cocoons and raw silk. |
| iv. | iv. | animal rearing and livestock services (other than veterinary services) |
| v. | v. | production of fuel by exploitation of forests. |
| vi. | vi. | gathering of fodder by exploitation of forests. |
| vii. | vii. | spinning yard in Amber Charkha. |
| viii. | viii. | flour making chakki. |
| ix. | ix. | Oil ghani |
| x. | x. | carpentry - manufacturing of wooden doors and windows |
| xi. | xi. | hair cutting |
| xii. | xii. | Wholesale store for grains and cereals |
| xiii. | xiii. | Blacksmith |
| xiv. | xiv. | production of hosiery goods |
| xv. | xv. | stationery store |
| xvi. | xvi. | earthen ware and earthen pottery |
| xvii. | xvii. | private tuition |
| xviii. | xviii. | goods transport by motor trucks |
| xix. | xix. | writing for papers and periodicals |
| xx. | xx. | health clinic |
| xxi. | xxi. | inspection bungalows, dak bungalows, rest houses |

10. If an enterprise/household is engaged in more than one activity at the same time, then the information about two activities would be recorded in the schedule i.e. main activity and the next important activity (subsidiary activity) in the next line. It is to be noted that the main and subsidiary activities will be different and the NIC codes for these two activities will be different. NIC. When subsidiary activity is recorded in a column, other columns except column 4(a) will be left blank by the enumerator. Identification of activities of an enterprise having more than one activity is described in Para 29 of Section One.

Col.4(a): Major activity and Subsidiary activity

In this column code 1 will be recorded for the Major activity of the enterprise and Code 2 will be recorded for the Subsidiary activity. For the Subsidiary activity, only the description of economic activity and corresponding NIC Code are to be filled up. in columns 4, 4(a) & 5.

Col.5. National Industrial Classification (NIC) Code

11. This column is to be left blank by the enumerator and will be filled up by the officials of District Statistical Offices at the stage of scrutiny/coding. This column is filled up on the basis of the description of the activity/activities in column 5. The code(s) will be given at 4-digit level as per the NIC -2004 book supplied.

Col.6. Classification of enterprise (agri - 1, non-agri - 2)

12. The enterprise will be classified as agricultural or non-agricultural depending on the nature of the activity of the enterprise. Agricultural enterprises are those engaged in any of the activities relating to livestock production, agricultural services, hunting, trapping and game propagation, forestry, logging and fishing. The activities pertaining to crop production and plantations will not be covered under this census. Non-agricultural enterprises are those, which are engaged in any of the activities pertaining to:

- (i) (i) Mining and quarrying
- (ii) (ii) Manufacturing
- (iii) (iii) Electricity, gas and water supply
- (iv) (iv) Construction
- (v) (v) Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods
- (vi) (vi) Hotels and restaurants
- (vii) (vii) Transport, storage and communication services
- (viii) (viii) Financial Intermediation
- (ix) (ix) Real Estate, Renting and business activities
- (x) (x) Public Administration and defence; compulsory social security
- (xi) (xi) Education

- (xii) (xii) Health & social work
- (xiii) (xiii) Community, social and personal service activities.
- (xiv) (xiv) Private households with employed persons
- (xv) (xv) Extra-territorial organizations and bodies

Activities relating to processing of primary produce of agriculture and allied activities to make processed saleable goods which are carried out fairly on a regular basis are to be treated as non-agricultural enterprises and not as agricultural enterprises. A few examples to distinguish between agricultural and non-agricultural enterprises are given below:

Agricultural enterprises

Non-agricultural enterprises

- | | |
|--|--|
| (i) Rearing and production of sheep | bailing and processing of wool |
| (ii) Production of milk | collection of milk and selling,
manufacturing of cream/butter
etc. |
| (iii) (iii) grading of agricultural products
such as tea, tobacco, etc. | curing of tea/coffee leaves,
Curing of tobacco |
| (iv) Rearing of cattle | slaughtering, preparation and
Preservation of meat |
| (v) Rearing of fish | processing and sale of fish |
| (vi) Logging-felling and cutting
of trees | sawing and planking of wood
(other than plywood) |

13. Activity like providing services of harvesting, threshing, spraying of insecticides etc. on payment will be treated as agricultural enterprises. However, if person(s) carrying out processing of agricultural produce on payment, will be treated as running non-agricultural enterprises. For example: rice and dal milling, processing and grinding of cereals, pulses, etc. will be non-agricultural enterprises. If a person/farmer sells part of his milk produce, this will be classified as an agricultural enterprise and the activity is 'milk production'. However, if he procures milk from others and then sells it the activity will be 'selling of milk' and will be classified as non-agricultural enterprise. Government offices providing support/assistance for the activities like livestock production, forestry & logging, fishing, etc. will be treated as non-agricultural enterprises.

14. 14. Taking into account the description of activity given in column 5, the enterprise may be classified as agricultural or non-agricultural according to the concepts and definitions given in the above paragraphs.

If the enterprise is of agricultural type, code 1 will be entered. If the enterprise is of non-agricultural type code 2 will be entered.

Col.7. Operation Code (perennial-1, non-perennial - 2)

15. Against this column, information as to whether the enterprise runs more or less regularly throughout the year or in particular season(s), is to be entered in terms of codes. For example, selling of cereals, pulses, etc. in a grocery shop, running of a restaurant/hotel etc. are perennial activities and for such activities code 1 will be entered. Similarly, a person giving tuitions on a fairly regular basis is also to be classified as engaged in perennial activity. All perennial activities like the examples quoted above will be given code 1. Some activities such as gur making is carried out only during part of the year. For such activities, code 2 will be recorded in this column.

16. If a person is engaged, as part of his regular work, in different seasonal enterprises during different parts of the year, the different activities will be listed as separate enterprises although at the time of enumeration he may be engaged in only one of the activities. For example, a person sells cane juice in one season and roasted groundnut/gram in another season he is treated as operating two non-perennial enterprises in the year. In such cases, only two such major enterprises will be listed.

Col. 8. Ownership of enterprise

17. In this column, type ownership of the enterprise will be identified and recorded in codes given below: -

<u>Ownership</u>	<u>Code</u>
Government and PSUs	1
Private enterprises	
Private Non-profit Institutions	2
Private Proprietary Enterprises	3
Private Partnership Enterprises	4
Private Corporate Non financial Enterprise	5
Private Corporate Financial Enterprises	6
Private Co-operative Enterprises	7

Government including PSUs (code 1)

18. **All enterprises/offices owned or run by Central Government, State Government,. Public Sector Undertakings, Local Bodies (Zilaparshad, City Corporation and Municipal Authority, Block Panchayat Gram Sabhas etc.) are considered to be Government enterprises. Research institutions, Universities, Educational Boards which are autonomous but are getting grants from Central or State governments or local bodies will also be included in the category of 'Government'.**

All enterprises which are not treated as Government enterprises will be treated as Private enterprises and classified into one of the following:

Private Non-profit Institutions (Code 2)

19. Institutions, which are **financed and controlled by households, societies, charitable institutions etc** e.g. a Dharamshala, a Trust or a Temple etc are treated as Non-profit Institutions (NPIs) serving households. Institutions, which are financed and controlled by commercial organizations, e.g. Federation of Indian Chamber of Commerce and Industries (FICCI), or other Associations, are treated as NPIs serving commercial organisations/business houses. Both the type of institutions mentioned above fall under the category of "Private Non-Profit Institutions".

Private unincorporated proprietary enterprises: (code 3)

20. Enterprises that are owned by individuals or group of individuals would be treated as private Unincorporated Proprietary Enterprises. Most of the private enterprise will come under this category.

Private unincorporated partnership enterprises (code 4)

21. Enterprises registered under Indian Partnership Act 1932 as a partnership 'Firm' would fall under this category of 'Private Unincorporated Partnership Enterprise'. **It may be noted that enterprises run by more than one person but not registered under Indian Partnership Act 1932 would not be treated under this category but as Private Unincorporated Proprietary Enterprises.**

Private Corporate Non financial Enterprise (Code 5)

22. Those Private Enterprises (Companies) registered under The Companies Act 1956 and are carrying out non-financial economic activities would fall under the category of 'Private Corporate Non-Financial Enterprises'.

Private Corporate Financial Enterprises (Code 6)

23. The Private Enterprises (Companies) registered under the Companies Act 1956 and are carrying out mainly **financial services** would be treated as Private Corporate Financial Enterprises

Private Co-operative Enterprises (Code 7)

24. Enterprises, which are registered under Cooperative Societies Act 1912 or under any other law in force in any state for the registration of cooperative societies would fall under the category of Private Cooperative Enterprises.

Col.9. Social group of owner

25. **In case the enterprise is a private unincorporated enterprise, it will be first ascertained if the owner of the enterprise is a male or female. Then the social group of the owner i.e. whether he/she belongs to ST, SC, OBC will be enquired.** The code for the social group of owner of each enterprise will be recorded in column 10 as per the codes given below:

(i) <u>Private enterprises</u>	<u>Code</u>
<u>Female</u>	
Female ST	1
FemaleSC	2
FemaleOBC	3
FemaleOthers	4
<u>Male</u>	
Male ST	5
Male SC	6
Male OBC	7
Male Others	8
(ii) Other than private enterprises	9

26. Codes 1-8 are applicable to private enterprises, which are on sole proprietary basis or on partnership basis for the purpose of this column. Government, Public sector, Limited companies etc. are classified as 'other than private enterprises'. For such enterprises there social group or gender of the owner is not relevant. The ownership code for all such enterprises will be 9.

27. If the private enterprise is run on partnership basis and the partners have different social groups, then for giving code priority may be given in the order ST first, SC second, OBC third and others last i.e., if an enterprise is jointly operated by an ST female (code 1) and Others female (code 4), then code 1 will be relevant. If an enterprise is jointly operated by an OBC female (code 3) and ST male (code 5), then code 5 will be relevant. It is to be noted here that assigning social group of owner i.e. ST, SC, **OBC and others will be on the basis of the practice followed in the State for classifying Tribes, Castes and Communities.**

Col. 10. Power/fuel used (for entrepreneurial activity)

28. In this column power/fuel used in carrying out the entrepreneurial activity is to be recorded in codes, the details of which are given below: -

Type of power used_	<u>Code</u>
Without power (Not using power)	1
Electricity (Used for production purpose)	2
Coal/soft coke	3
Petrol/diesel/Kerosene	4
LPG/natural gas	5
Fire wood	6
Animal power	7
Non-conventional energy	8
Others	9

29. If electricity is used for the purpose of lighting or heating the premises only, it is not considered to be the source of power/fuel for the activity. On the other hand, if electricity is used as a source of cooking in a hotel or restaurant, then code 2 will be entered. In the case of a X-Ray clinic which necessarily uses electricity, the code will be 2.

30. An enterprise using manual labour will be counted as enterprise not using power and code 1 will be given for such units. Coconut shells, dry leaves etc. used as source of power for heating the iron for pressing cloth, making tea or coffee in teashops, roasting grams or nuts etc. should be given code 6 for 'firewood'. Similarly, charcoal used as source of power for an activity will be given code 3 meant for coal/soft coke. For enterprises using non-conventional energy like solar energy, windmill, water mills etc code 8 will be recorded.

31. In case more than one type of power/fuel is used for carrying out the entrepreneurial activity the code will refer to the major source or on which more expenditure is incurred.

32. If an enterprise is engaged in more than one activity that cannot be distinguished, the power/fuel used in such cases will pertain to the major activity recorded in column 5.

Col. 11(a) & 11(b) Registration

33. An enterprise may or may not require registration under an Act for carrying out its activity. For instance factory employing 10 or more workers and using power, or 20 or more workers but not using power, is required to be registered under the Factories Act, 1948. The state government may also require some other factories to be registered under section 85 of the Factories Act. Similarly, there may be small industrial units in the manufacturing sector, which may be registered with some authority such as the State Directorate of industries etc. The status of registration and the agency with which the unit is registered will be noted under this column. **Since it is possible that many units will be registered with more than one agency, two columns are provided for recording the registration status.**

The codes for registration or recognition of the enterprises are as follows

Authority for registration/recognition	<u>Code</u>
Not Registered	0
Registered under /Recognised with	
Factories Act	1
State Directorate of Industries	2
KVIC/KVIB	3
Powerlooms/Handloom/ Development Commissioner Handicraft	

	4
Textile Commissioner /Jute Commissioner / Coir Board/Central silk Board	5
Central Excise/Sales Tax Act	6
Shop & Establishment Act	7
Co-operative Society/Labour Act	8
Registered with other agencies	9

34. Two registration/ recognition codes will be recorded for an enterprise in ascending order of codes in column 11(a) & 11(b). For example, if an enterprise is registered under Factories Act and also with State Directorate of Industries then code 1 will be recorded in 11(a) and Code 2 has to be recorded in 11(b). For enterprises registered with only one agency the same code will appear twice. For example, if the registration is with the State Directorate of Industries only, then the code will be 2 and 2 in 11(a) & 11(b) respectively.

Col. 12, 13, 14, 15, & 16 No. of persons usually working - Total

35. The number of persons usually working in the enterprise with break-up into adult male, adult female, male children (M), female Children (F) and the total will be recorded in cols 12, 13, 14, 15 & 16 respectively. The number of persons to be recorded in these columns should include the members of the household and other unpaid workers engaged in the activity as well as the number of workers hired from outside for the same activity. In case where the enterprise is engaged in more than one activity, the number of persons usually working in that enterprise should relate not merely to the major activity but for all the activities of the enterprise put together. Recording the number: Suppose the number of female workers in a unit is 1000 then the correct way of recording the information is:

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

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

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

If an enumerator records this information like

1	2		
---	---	--	--

Then it will be read in computer as 1200. Therefore all the figures are to be right justified while recording in this column.

Col. 17, 18, 19, 20 & 21 No. of persons usually working – Non-hired(unpaid)

36. After filling the columns 12 to 16 it has to be enquired from the informant as to how many of the total number of workers are unpaid i.e. ‘not hired’ and this number will be recorded in col. 21. Further break up of this into adult male, adult female, male children (M) and female children (F) has to be recorded in col. 17, 18, 19 & 20 respectively. If there are only hired workers, columns 17 to 21 are left blank.

37. For recording the number of workers by break up of children and adult the age of the worker as on date of survey has to be considered. The workers with age less than 15 years are categorised as children whereas others i.e. with age 15 years and above are categorised as adults.

38. The number of persons should represent, on an average, the number of persons usually working on a working day during the last calendar year. The figures should relate to the position in the last year for perennial enterprise and last working season for non-perennial enterprises. Care should be taken to include all categories of workers viz. supervisory and primary level workers. A worker need not mean that the same person should be continued but it should refer to the position. Apprentices, paid or unpaid - other than unpaid family members - will be treated as hired workers. Part-time employees may be treated as employees as long as they are engaged on a regular basis. Persons receiving honorarium for the services rendered to the enterprises on fairly regular basis will be treated as hired workers.

39. Working members of the co-operative societies who often manage the day-to-day work of the society will be considered as workers. In the case of jails the hired workers (employees of jails) will be shown as workers. If the inmates of jail are made to work in the office of the jail or in the work shed of the jail, they will not be treated as workers for the purpose of Economic Census. If a part-time worker is engaged in more than one enterprise, he will be counted as a worker in each of the enterprise even though it may inflate the total number of workers.

Col .22: Source of Finance

40. Enterprise may seek funds for running the enterprise or for establishing or even expanding the activities. In some cases these may be in the form of assistances in the form of machinery or assets under some Government schemes or from banks. The reference period for this item will be the last calendar year. However the information in respect of units that has worked for a period less than the calendar year may also be recorded. If the enterprise has not availed any loan during the calendar year, but has outstanding loans during the reference period it should be taken having availed financing and the source noted. However if an enterprise had taken a loan many years ago for starting the activity and has fully repaid the loan before the reference period, then such units may be considered as not availed any financing for the purpose of this column. In this column, the following codes are to be entered as per the source of finance availed by the enterprise during the reference period:

Source	Code
No finance/ Self Financing	0
Assistance from Govt. sources	1
Borrowing from Financial Institutions	2
Borrowing from Non - Institutions/ Money lenders	3
Others(like NGOs, Voluntary Organisations)	9

Col.23 Whether Address Slip Attached

41. As mentioned earlier, for each of the enterprise employing 10 or more workers an address slip is to be prepared. In this column, Code 1 will be entered if Address Slip of the Enterprise is attached, otherwise Code 2 will be recorded

Totaling of columns

42. After filling all the lines in a page of the Enterprise Schedules, totaling has to be done for each column as per details given at the bottom of the schedule and the entries will be made in the 'Total' row against the relevant columns. In some of the columns more than one total is to be recorded. Care has to be taken to record these totals one-by-

one just below the previous total exactly in the order as mentioned in the concerned column. Details of these totals are given below:

X: COUNT THE FILLED IN ROWS IN THE COLUMN 2 AND 6 AND WRITE THIS AGAINST (X) IN THE RESPECTIVE COLUMNS.

Y: COUNT THE FILLED IN ROWS WITH CODE 1 IN THE COLUMNS 2, 6 AND 23 AND WRITE AGAINST Y IN THE RESPECTIVE COLUMNS.

Z: ADD ACTUAL FIGURES IN THE COLUMNS 12,13,16,17,18 AND 21 AND WRITE AGAINST Z IN THE RESPECTIVE COLUMNS.

43. Totals for each page of the Enterprise Schedules will be made in the above manner.

SECTION - FOUR

ENTERPRISE ABSTRACT (EA)

Enterprise Abstract

After completing the listing and recording the unit/household particulars for the entire rural enumeration block / UFS block and after filling the concerned entries in the enterprise list, enterprise abstract (EA) has to be prepared so that total aggregate figures on the number of enterprises with premises and without premises, number of agricultural and non-agricultural enterprises, number of enterprises owned privately, operating perennially, operating without power, number of enterprises employing hired workers and total number of workers and number of hired workers etc. are readily available at enumeration block level.

2. 2. Every enumerator will fill in the Enterprise Abstract. One Enterprise Abstract has to be filled for each UFS block/ Rural enumeration block. In case the census village is so large requiring more than one enumerator to be engaged for completing the work, then each enumerator independently fills up the Enterprise Abstract separately for each of his/her Enumeration Block(s) for which he/she undertook the work. **Since ICR Technology is adopted for processing of 5th Economic Census data, great care is to be taken by all concerned involved in handling of schedules as explained earlier.**

3. **The identification particulars of the enumeration block will be noted the space provided at the top of the Abstract. This should be done carefully as the abstract will be used for tabulating the quick results_**There should be no difficulty in preparing the abstract. However certain guidelines as to how the abstract is to be prepared are given below:

Col.1 Page number of ES

4. It may be recalled that each page of the Enterprise Schedule is given a page number and the sheets are arranged serially. Page number of the Enterprise Schedule, which is taken up for filling up Enterprise Abstract, has to be recorded in this column one below the other. The entries in column 2 to 13 of EA Enterprise Abstract are either to be

copied from relevant columns of the Enterprise Schedule or to be recorded after making calculations as suggested in the column headings of the EA schedule.

Col.2 Total no. of enterprises without premises

5. In this column, the total ' Y ' under column 2 of Enterprise Schedule has to be copied. This total in the Enterprise Schedule gives the count of entries with code 1 in column 2 of Enterprise Schedule (the number of enterprises without premises).

Col. 3 Total no. of enterprises with premises

6. In column 2 of Enterprise Schedule, the total ' X ' is the total number of entries (i.e. enterprises) in the column and 'Y' is the total number of enterprises without premises. As such entry in column 3 of Enterprise Abstract has to be recorded as 'X' minus 'Y' under column 2 of Enterprise Schedule.

Col.4 Total no. of Agricultural enterprises

7. As mentioned in the heading itself, the total ' Y ' of Column 6 of Enterprise Schedule has to be copied in this column. This total is actually the count of agricultural enterprises.

Col. 5 Total no. of non-agricultural enterprises

8. The total ' X ' in column 6 of Enterprise Schedule is the count of all entries (i.e. total number of enterprises) and 'Y' is the total number of agricultural enterprises. As such 'X' minus 'Y' is the total no. of non-agricultural enterprises. This has to be recorded in column 5 of Enterprise Abstract.

Col. 6 Total No. of Agricultural & Non-Agricultural enterprises

9. In this column, total of entries of Col (4) and Col (5) of Enterprise Abstract are to be recorded.

Col.7,8 & 9 Total number of persons usually working in Agricultural & Non-Agricultural enterprises

10. In columns of Enterprise Schedule "Z" is recorded by summing the actual figures in these columns. These are total numbers of workers in agricultural & Non-agricultural enterprises with break up of adult male, adult female and total (including adult male, adult female & children). The sum 'Z' of columns 12,13 and 16 from Enterprise Schedule has to be copied in columns 7, 8 and 9 respectively of Enterprise Abstract.

Col. 10, 11 & 12 No. of Non-hired persons usually working in agricultural & Non-agricultural enterprises.

11. Under the columns 17, 18 and 21 of Enterprise Schedule “Z” is recorded as the sum of figures in these columns. These are total number of hired workers in agricultural & non-agricultural enterprises with break up of adult male, adult female and total (including adult male, adult female & children). This sum ‘Z’ of columns 17, 18, and 21 of Enterprise Schedule has to be copied in columns 10,11 and 12 respectively of Enterprise Abstract.

Col. 13 No. of enterprises having 10 or more workers

12. Under the column 23 of Enterprise Schedule the total “Y” is recorded as the count of filled in rows where address slip is attached. This gives the total number of enterprises where 10 or more workers are employed.

13. After copying the totals for each page of Enterprise Schedule of each Enumeration Block(s) /village/UFS block, the figures for each of the columns Enterprise Abstract have to be added and recorded against the 'total' line of the Abstract.

14. If the Enterprise Abstract for a village/Enumeration Block(s)/UFS block runs **into more than one page, the totals of the previous page should be carried over to the first line of next page of abstract** before filling in the information for other pages of Enterprise Schedule in the next pages of Enterprise Abstract. In making such entries the word 'B/F' has to be written in column 1 of abstract. All the filled in House Lists, Enterprise Schedules and Enterprise Abstracts have to be handed over to the supervisor along with all unfilled schedules.

SECTION – FIVE

ADDRESS SLIP

Introduction

In Section Three, procedure to canvass the Enterprise Schedule has been described. For enterprises in the Enterprise Schedule having 10 or more number of workers (unpaid & hired workers included), an address slip has to be filled up immediately.

I. Enterprise Schedule Number

The two-digit schedule number i.e. 53 for rural area or 54 for urban area may be recorded here.

II. Identification Particulars

Identification Particulars are to be recorded for Rural and Urban sector as the case may be in the separate blocks provided.

III. Page Number of Enterprise Schedule

The page number of relevant Enterprise Schedule has to be copied here.

IV. Running Serial Number of Enterprise within a page (Column 3 of the Enterprise Schedule)

The running serial number of Enterprise within a page from the page number recorded in Item III above is to be copied here.

V. Total Number of persons working

Total number of persons including unpaid and hired workers has to be recorded here.

VI. Total Number of Non – hired persons working

Total number of non – hired persons i.e. unpaid workers has to be recorded here.

VII. Year of start of operation

The year since the unit is under operation has to be recorded here

VIII. Description of Major Economic activity of the enterprise

The description of economic activity from Col.4 of ES has to be recorded here.

IX. NIC Code (to be filled at District Level)

The 4 digit NIC –2004 code given in the Col.4(a) of ES has to be recorded by DSO here.

X. Name of the Enterprise with full address.

Name of the enterprise along with the detailed address is to be written in local language/English. In case name of the Enterprise does not exist then name of the owner/head should be recorded. Address in the slip should include information like plot no., street/road no., name of the village/locality, post office etc so that unit is identified easily. In case enumerator is not in a position to write the address in English, it may be written in the local language and the supervisor/charge officer has to translate the same in English and record it in the boxes provided above.

Telephone Number, Fax Number, E-Mail Address and Head Office Telephone No, Fax, E-Mail Address are to be recorded in the space provide in the Address Slip.

While writing the address in English language, care should be taken to write it in **block capital letter** with one letter in each box in the boxes provided for the same.

FIFTH ECONOMIC CENSUS

A	PREMISES_CD	CODE
	1 Without Premises	1
	2 With Premises	2
B	OPERATION CODE	
	1 PERENNIAL	1
	2 NON_PERENNIAL	2
C	Ownership_code	
	1 Govt & PSU	1
	private enterprise	
	2 Non profit Insts	2
	3 Unincorporated proprietary	3
	4 Unincorporated partnership	4
	5 Corporate non financial	5
	6 Corporate financial	6
	7 Co-operative	7
D	Social Group Code	
	1 Female ST	1
	2 Female SC	2
	3 Female OBC	3
	4 Female Other	4
	5 Male ST	5
	6 Male SC	6
	7 Male OBC	7
	8 Male Other	8
	9 Other then private enterprise	9
E	Power/fuel used	
	1 Without Power	1
	2 Electricity	2
	3 Coal/soft coke	3
	4 petrol/diesel/kerosene	4
	5 LPG/Natural Gas	5
	6 Firewood	6
	7 Animal Power	7
	8 Non-conventional Energy	8
	9 Others	9
F	Registration	
	1 Not Registered	0
	Registered Under	
	1 Factory Act 1948	1
	2 State Directorate of Industries	2
	3 KVIC/KVIV	3
	4 Powerloom/Handloom/handicraft	4
	5 textile Comm/Jute Commis/Coir board/silk board	5
	6 Central Excise/Sales Tax Act	6
	7 Shop & Estab Act	7
	8 Co-operative Society/Labour Act	8
	9 Registered with other Agencies	9
G	Source of Finance	
	1 No Finance/self finance	0
	2 Assistance from Govt sources	1
	3 Borrowing from financial Institn	2
	4 Borrowing from Non Institn/Money Lenders	3
	5 Others like NGO Voluntary Orgn	9