

SOCIO-ECONOMIC SURVEY

FORTYTHIRD ROUND

JULY 1987 - JUN 1988

INSTRUCTIONS TO FIELD STAFF

VOLUME - I

DESIGN, CONCEPTS, DEFINITIONS AND PROCEDURES

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National Sample Survey
Fortythird Round : July 1987 - June 1988
Instructions to Field Staff : Volume I

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NATIONAL SAMPLE SURVEY

FORTYTHIRD ROUND: JULY 1987- JUNE 1988

INSTRUCTIONS TO FIELD STAFF: VOLUME I

DESIGN, CONCEPTS, DEFINATION AND PROCEDURES

Section One

G E N E R A L

INTRODUCTION

1.1.1 The Indian National Sample Survey (NSS), ESTABLISHED BY THE Government of India in 1950

To collect socio-economic statistics applying scientific sampling methods, will have completed forty-two rounds of survey by June 1987. the field operations of the fortythird round of NSS will start from July 1987. The survey period of this round will be from July 1987 to June 1988.

1.1.2 This is the fourth quinquennial round of survey on household , consumer expenditure and unemployment ; the three previous surveys of this series were carried out in the 27th (October-September 1973) , the 32nd (July 1977 to June 1978) and the 38th (January to December , 1983) rounds Of the NSSO.

1.1.3 It may be mentioned here that in order to net more households of the upper income bracket in the Sample , significant changes have been made in the sample design in this round (compared to the design of the 38th round).

SUBJECT COVERAGE AND SCHEDULES

1.2.1 The main subjects of enquiry are , thus , employment and unemployment and household consumer expenditure. Information relating to these will be collected through schedule 10 (employment and unemployment) and schedule 1.0 (consumer expenditure). In addition to these , some information on domestic

General

List of schedules

Tourism will be collected in this round at the instance of the Department of Tourism, of India. This survey of tourism will be carried out through household schedule 21 : Survey on Travel Habits of households. All these three schedules will be canvassed in the same sample of households. Then there will be the usual house listing schedules using which the listing of households in the sample village/block and the selection of sample households will be carried out. They are, schedule 0.1 for the rural sector and schedule 0.2 for the urban sector.

1.2.2 The schedules to be canvassed in this round are given in the following table.

Table (1.1) : Schedules of NSS 43rd round

srl. no.	Schedule number	description	sector
(1)	(2)	(3)	(4)
1.	0.1	List of households	rural
2.	0.2	List of households	urban
3.	1.0	Household consumer expenditure	rural & urban
4.	10	Employment and Unemployment	rural & urban
5.	21	Survey on Travel Habits of Households	rural & urban

1.2.3 Board particulars relating to the sample design, sample size and work programme are given in this section. Instructions for recording entries in schedules 0.1, 0.2, 1.0, 10 and 21 are given respectively in the sections 2 through 6. The composition of the NSS regions is given in the Appendix.

GEOGRAPHICAL COVERAGAGE

1.3.1 The survey will cover the whole of Indian Union excepting

- i) Ladakh and Kargil districts of Jammu & Kashmir
- ii) Rural areas of Nagaland

SAMPLE DESIGN AND SAMPLE SIZE

1.4.1 The survey will have a two-stage stratified design. The first stage units (f.s.u.'s) are villages in the rural sector and urban blocks in the urban sector. The second stage units are households in both the sectors.

1.4.2 **Sampling frame for f.s.u.'s** : The lists of 1981 census villages constitute the sampling frame for rural sector in most districts. But the 1981 census frame could not be used for a few districts because, either the 1981 census was not held there or the list of 1981 census villages could not be obtained or the lists obtained from the census authorities were found to be grossly incomplete. In such cases 1971 census frame have been used. In the urban sector, the Urban Frame Survey (U.F.S.) blocks constitute the sampling frame.

1.4.2 **Stratification** : States are first divided into agro-economic regions which are groups of contiguous districts, similar with respect to population density and crop pattern. In Gujarat, however, some districts have been split for the purpose of region formation. In consideration of

the location of dry areas and the distribution of the tribal population in the state. The composition of the regions is given in the Appendix.

1.4.4 **RURAL SECTOR**: In the rural sector, within each region, each district with 1981 Census rural population less 1.8 million forms a single stratum. Districts with larger population were divided into two or more strata, depending on population, by grouping contiguous tehsils similar, as far as possible, in respect of rural population Density and crop pattern. (In Gujarat, however, in the case of districts extending over more than one region, even if the rural population was less than 1.8 million, the portion of a district falling in each region constituted a separate stratum. Further, in Assam the old “basic strata” formed on the basis of 1971 census rural population exactly in the above manner, but with cut-off population as 1.5 million have been retained as the strata for rural sampling.)

1.4.5 **URBAN SECTOR**: In the urban sector, strata are formed, again within NSS region, on the basis of the population size class of towns. Each city with population 10 lakhs or more is self-representative, as in the earlier rounds. For the purpose of stratification, in towns with '81 census population 4 lakhs or more, the blocks have been divided into two categories, viz.: One consisting of blocks in areas inhabited by the relatively affluent section of the population and the other consisting of the remaining blocks. The strata within each region are constituted as follows:

Table (1.2) : Composition of urban strata

Stratum number	population class of town		
(1)	(2)		
1	all towns	less than	50,000
2	with	50,000 -	199,999
3	population	200,000 -	399,999
4	“	400,000 -	999,999 (affluent area)
5	“	“	“ (other area)
6		a single city with population 1 million and above	(affluent area)
7		“	(other area)
8		an other city with population 1 million and above	
9		“	(other area)

Note : There is no region with more than one city with population 1 million and above. The stratum number have been retained as above even if in some regions some of the strata are empty.

1.4.6 **Allocation for first stage units**: The total all-India sample size has been allocated to the states /U.T.'s proportionate to the strength of central field staff. This was allocated to the rural and urban sectors considering the relative size of the rural and urban population. Now the rural samples were allocated to the rural strata in proportion to rural population. The urban samples were allocated to the urban strata in proportion to urban population with double weight age given to those strata of towns with population 4 lakhs or more which lie in area inhabited by the relatively affluent section. All

allocations have been adjusted such that the sample size for stratum is at least a multiple of 4 (preferably multiple of 8) and the total sample size of a region is a multiple of 8 for the rural and urban sectors separately.

1.4.7 **Selection of f.s.u.'s** : The sample villages have been selected circular systematically with probability proportional to population in the form of two independent interpenetrating sub-samples (IPNS) . The sample blocks have been selected circular systematically with equal probability , also in the form of two IPNS' s.

1.4.8 **Arunachal Pradesh** : As regards the rural areas of Arunachal Pradesh, the procedure of 'cluster sampling' will be follows. The field staff will be supplies with a list of the nucleus villages of each cluster and they will select the remaining villages of the cluster according to the procedure described in Section Two. The nucleus villages have been selected circular systematically with equal probability, in the form of two IPNS 's.

1.4.9 **Hamlet-group and sub-blocks** : Large villages and blocks will be sub- divided into a suitable number of hamlet-groups and sub-blocks respectively having equal population convent and one them will be selected at random for surveys (For details see sections Two and Three).

1.4.10 **Selection of households** : rural : In order to have adequate number of sample households from the affluent section of the society, some new procedures have been introduced for selection of sample households, both in the rural and urban sectors. In the rural sector , while listing households, the investigator will identify the households in village/ selected hamlet- group which may be considered to be relatively more affluent than the rest. This will be done largely on the basis of his own judgment but while exercising his judgment he may consider factors generally associated with rich people in the locality such as : living in large pucca house in well-maintained state, ownership/possession of cultivated/irrigated land in excess of certain norms. (e.g.20 acres of cultivated land or 10 acres of irrigated land), ownership of motor vehicles and costly consumer durables like T.V. , VCR, VCP AND refrigerator, ownership of large business establishment , etc. Now these "rich" households will form sub-stratum 1. (If the total number of households listed is 80 or more , 10 relatively most affluent households will form sub-stratum 1. If it is below 80, 8 such households will form sub-stratum 1. The remaining households will 'constitute sub-stratum 2. At the time of listing, information relating to each household' s major sources of income will be collected, on the basis of which its means of livelihood will be identified as one of the following : "self-employed in non-agriculture " "rural labour" and "others" (see section Two for definition of these terms) . Also the area of land possessed as on date of survey will be ascertained from all households while listing. Now the households of sub-stratum 2 will be arranged in the order : (1)self-employed in non-agriculture, (2) rural labour, other households, with land possessed (acres) : (3) less than 1.00 (4) 1.00-2.49,(5)2.50-4.99, (6) 5.00-9.99 and (7) 10.00 or more. 2 sample households will be selected from sub-stratum 1 circular systematically with a random start. In the case of sub-stratum 2,8 households will be selected from the arranged frame, also circular systematically with random start.

1.4.11 **Selection of households** : At the time of listing, information on the major sources of income will be ascertained from each household, based on which its mean of livelihood class will be identified as one of the following : (a) self-employed , (b) regular wage/ salaried employee , (c) casual labour and (d) others. Further , the average monthly consumer expenditure and the household size will also be ascertained from each household from which its (average monthly) per capita expenditure (pce) will be obtained . Now , in all towns except those with population 10 lakhs or more all households with pce Rs. 800/-or more will from sub-stratum 1 (the affluent or rich section) and the rest , sub-stratum 2. In towns with population 10 lakhs or more , households with pce Rs,1000/-or more will constitute sub-

stratum 1 and the others, sub-stratum 2 Households of sub-stratum to m.1. classes (a) and (b) above will be assigned to one of the three pce classes : (1) less than 'A' , (2) 'A' to 'B' : A and B have been determined at states / U.T. level such that the above three pce classes will roughly include , respectively , the lowest 30 % , the middle 60% and the top 10% of the population for state/U.T. The values of A and B are given state wise in Section 2). The households of sub-stratum 2 will be arranged by means of livelihood x pce class thus : a-1, a-2, a-3, b-3,b-2, b-1, c, d where a,b,c and d

stand for the m.1. classes and 1,2 and 3 for the pce classes as given above . Now, in the affluent strata of towns with population 4 lakhs or more, households will be selected from sub-stratum 1 and 6 from sub-stratum 2 . In the remaining strata , 2 household will be selected from sub-stratum 1 and 8 from sub-stratum 2 as in the rural sector . The required number of sample households will be selected separately from each sub-stratum circular systematically with a random start .

1.4.12 In both rural and urban sectors , schedules 1.0, 10 and 21 will be canvassed in the same set of sample households .

1.4.13 **Sample size (central sample)** : The all India sample in respect of the central sample consists of 8518 villages and 4648 blocks. Table (1.3) gives the distribution of sample villages and blocks along with the number of net investigators (central sample).

1.4.14 **Sample size (state sample)** : All the states and Union Territories except Andaman & Nicobar Islands, Chandigarh , Dadar & Nagar Haveli and Lakshadweep are participating in this, round at least on an equal matching basis. The sample of the state samples are also given in Table 1.3.

1.5.1 Sub-round : The survey period of one year will be divided into four equal sub-rounds as follows :

<u>Sub-round No .</u>	<u>Period</u>
1	July 1987 to September 1987
2	October 1987 to December 1987
3	January 1988 to March 1988
4	April 1988 to June 1988

Equal number of sample villages and blocks have been allocated for survey in each of these sub-rounds. Each sample village / block will be surveyed during the sub-round to which it has been allotted in the sample list.

Table (1.3) : The proposed distribution of sample villages and blocks for NSS 43rd round

Srl. no.	State/union territory	no. of investigators (central)	no. of sample units			
			central rural	central urban	state rural	state urban
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Andhra Pradesh	60	616	344	616	344
2.	Assam	30	360	120	360	120
3.	Bihar	64	808	216	808	216
4.	Gujarat	32	280	232	560	464
5.	Haryana	12	120	64	240	128
6.	Himachal Pradesh	16	208	48	208	48

7.	Jammu & Kashmir	30	328	152	656	304
8.	Karnataka	36	328	232	328	232
9.	Kerala	30	336	144	336	144
10.	Madhya Pradesh	60	656	304	656	304
11.	Maharashtra	70	576	552	576	823
12.	Manipur	12	120	72	240	144
13.	Meghalaya	11	128	48	128	48
14.	Nagaland	2	-	32	-	96
15.	Orissa	30	368	120	368	120
16.	Punjab	29	272	192	272	192
17.	Rajasthan	34	368	176	368	176
18.	Sikkam	10	40	24	80	32
19.	Tamil Nadu	56	464	424	464	424
20.	Tripura	16	208	48	208	48
21.	Uttar Pradesh	94	1064	456	1064	456
22.	West Bengal	54	520	352	520	352
23.	Andaman & Nicobar Islands	12	80	32	-	-
24.	Arunachal Pradesh	10	30*	20	30*	20
25.	Chandigarh	1	8	16	-	-
26.	Dadra & Nagar Haveli	2	32	-	-	-
27.	Delhi	8	8	120	24	360
28.	Goa, Daman & Diu	2	32	24	64	48
29.	Lakshadweep	3	16	12	-	-
30.	Mizoram	11	112	48	112	48
31.	Pondicherry	2	32	24	32	24

32.	All- India	839	8518	4648	9318	5720

*Nucleus villages . The ultimate sample size will be about four times this.

Section- Two

SCHEDULE 0.1 : LIST OF HOUSEHOLDS (RURAL)

INTRODUCTION

Schedule 0.1 is meant for listing all the households in the sample village (or selected hamlet-group) , preparing sampling frames and selection and recording the details of selection of sample households for schedules 1, 10 and 21. Whenever hamlet-group selection is required , particulars relating to hamlet-group formation and selection will also be recorded in this schedule.

UNIT OF SURVEY

2.0.2 The first-stage sampling unit and also the unit of survey is the census village in the rural sector . In most cases it is the 1981 census village. But in some cases where the 1981 census was not done or '81 census lists of villages were not received or they were incomplete, the sampling unit is 1971 census village. This is indicated in the sample list by 'frame code'. The frame code is '1' for '81 census villages and '2' for '71 census villages. On arrival at a sample village , the investigator is to ascertain first the boundaries of the sampled census village mentioned in the rural sample list. This may be done with the help of patwari, local officials, Panchayat authorities etc. In cases where the above officials are not sure of boundary demarcations of the sampled census village, enquiry will be made to the officials about the corresponding revenue village (s) for which boundary particulars, map etc. will be available with them. In the corresponding-revenue villages will be surveyed.

2.0.3 Selection of revenue village : There may be two types of situation as follow : (a) the sampled census village contains wholly or partly several revenue villages. In such cases, all the revenue villages contained wholly or partly in the sampling census village together will surveyed. (b) The sampled census village is wholly contained in a revenue village which consists of several census villages (partly or wholly). In such cases, the whole of the revenue village will be surveyed. Whenever revenue village selection is resorted to, a separate report indicating the actual circumstances in which this had to be done may be submitted to the Director, NSSO (SDRD) by both the Central and the State Field Staff. This is required to study the incidence of such cases as well as the usefulness of this procedure in actual field work.

2.0.4 Number of hamlet-group : With a view to controlling the work load mainly at the stage of listing of households, hamlet-group selection will be resorted to in villages having large population . A large village will be divided into a certain number (D) of sub-divisions called “ Hamlet-Groups “ , one of which will be selected at random and survey will be confined to the to the selected hamlet-group only. The number of hamlet-groups to be formed in a sample village will be decided as follow :

The investigator will first ascertain the approximate population of the sample village (or, revenue village (s) selected as per para 2.0.3) at the time of the survey . This has to be ascertained mainly from the village officials and other knowledgeable individuals by putting certain probing questions . The starting point can be the ‘S 1 census population . In cases of large difference with the 1981 census population , it may be asked : whether there has been any abnormal influx into or exodus from the village after 1981 census and if so what is the approximate increase or decrease of population ascribable to such events ; whether any new settlements have come up in the village after ’81 census and if so what is the approximate population of the same ; and to on . Thereafter the number of hamlet-groups to be formed will be decided as follows :

approximate present population of the sample village	number of hamlet- groups to be formed(D)
1	2
less than 1200	1 (i.e no hamlet-group selection)
1200 to 1999	2
2000 to 2799	3
2800 to 3599	4

and Punch, Rajouri , Udhampur and Doda districts of Jammu & Kashmir . However , for Himachal pradesh, Sikkam , the limits will be D= 1 for population less than 600 , D=2 - for population 600 to 1199, D=3 – for population 1200 to 1799 and so on , if it is not possible to know the present population of the village at the time of the survey , 1981 census population may be used for this purpose.

2.0.5 The procedure for formation and selection of hamlet-groups is best described, perhaps , by listing sequentially the steps involved . They are follows :

(i) Identity the natural hamlets i.e. pockets or localities where the houses of the village tend to cluster together . In case there are no recognized hamlets in the village. The census sub-divisions of the village (e.g. Enumerator’ s Blocks) or group of census house numbers or geographically distinct blocks of houses may be treated as hamlets.

(ii) Ascertain approximate present population of each of the hamlets.

(iii) Draw a notional map showing the approximate , locations of the hamlets and number them in a serpentine order starting from north-west corner and proceeding southwards.

(iv) List the hamlets in block 3.1 of schedule 0.1 in the order of their numbering and indicate the present population content in terms of percentages.

(v) Grouping of the hamlets into hamlet groups is now required to be done . The criteria to be adopted for hamlet group formation are equality of population content and geographical continuity . (As such , the numbering of hamlets is not to be adopted as a guideline for grouping) . In case there is a conflict between the two aspects, geographical contiguity is to be given priority over equality of population content . Indicate the grouping in the map . (However , large hamlets may be divided artificially to achieve equality of population) .

(vi) Numbering of the hamlet groups has to be done next. Hamlet-groups will be serially numbered in the order of the first hamlet included in each . Show the numbers in the notional map and subsequently indicate the hamlet-group number against the constituent hamlets listed in block 3.1. it is quite possible that the constituent hamlets of a hamlet group may not be listed one after another . This is quite in order .

(vii) Select one of the hamlet group at random and ring the number of the selected hamlet group

2.0.6.0 Cluster Sampling in Arunachal Pradesh : Due to the special field difficulties experienced in Arunachal Pradesh , the procedure of “ cluster sampling “ will followed in the rural sector of this state . The procedure to be adopted is described below : -

2.0.6.1 The rural sample list gives, in the case of Arunachal Pradesh , the list of what are called ‘nucleus ‘ villages . The number of nucleus villages is one –fourth of the excepted total sample size. The clusters of villages to be surveyed will be built around the nucleus villages . A cluster will generally contain 4 villages including the nucleus village . If the villages contain large number of households, the number of villages in a cluster will have to be reduced . In the reverse case , it will have to be increased . But in no case it will be allowed to exceed six .

2.0.6.2 The following working procedure are to be followed while forming cluster :-

(a) The maximum distance to be traveled to move between the sample villages within a cluster may not ordinarily exceed 15 km.

All the households of a village included in a cluster will be listed . That is to say, there will not be any hamlet-group selection .

c) Starting from the nucleus village, the households of each village within the cluster will be completely listed . The order of listing of villages will be that increasing distance from the nucleus village .

(d) After completely listing a village it will be checked whether the total number of households listed so far in the cluster is equal to or greater than 400 . If it is , no more villages are to be surveyed .

(e) If, however , even after listing four villages the total number of households does not come to 100 , one or at most two more villages are to be listed . In no case a cluster will include more than six villages .

2.0.6.3 After determining the villages forming a cluster, each of them will be treated as an individual sample village. Each will have a unique serial number and the survey will be carried out as described in the sequel as in the rest of the counter (except that there will be no hamlet group selection).

2.0.6.4 In the sample list, the serial numbers of the nucleus villages are given with a gap of six. The serial numbers of the remaining villages or each cluster will be given continuation to that of the nucleus village, in the order in which they are selected. Sample village number will also be given in the same manner. The sub-sample and sub-round of all the villages of a given cluster will be those of the (nucleus) village.

2.0.6.5 After finalizing composition of the cluster, a consolidated list of the sample villages (both central and state samples) will be sent to SDRD in the same format as the sample list supplied originally.

DEFINITIONS

2.0.7 After having thus determined the area unit to be surveyed, the investigator will proceed to list the households living therein. Now, while listing the households, some essential minimum information about the households will have to be collected. These are required mainly to prepare the sampling frame for household selection. The definitions of the important terms used in this connection that will be adopted for this purpose are given below:

2.0.8 House: Every structure, that, shelter etc. is a house irrespective of its use. It may be used for residential or non-residential purpose or both or even may be vacant.

2.0.9 Household: A group of persons normally living together and taking food from a common kitchen will constitute a household. The members of a household may or may not be related by blood to one another. The following cases are to be noted:

(i) Each inmate (including residential staff) of a mess, hotel, boarding and lodging house, hostel, etc. will constitute a single-member household. If, however, a group of persons among them normally pool their income for spending, they 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) Under trial prisoners in jails and indoor patients of hospitals, nursing homes etc. are to be excluded but residential staff therein will be listed, while listing is done in such institutions. The former persons will be considered as normal members of their parent households and will be counted there. Convicted prisoners undergoing sentence will be outside the coverage of the survey.

(iii) Floating population, i. e. persons without any normal residence will not be listed. But households residing in open space, roadside shelter, under a bridge etc. more or less regularly in the same place will be listed.

(iv) Foreign national will not be listed, nor their domestic servants, if by definition they belong to the foreign national's household. In some cases, however, a foreign national might have become an Indian citizen for all practical purposes. Such persons will be covered.

(v) Barracks of military and paramilitary forces (like police, BSF etc.) are outside the survey coverage. However, civilian population residing in their neighborhood including the family quarters of services personnel are to be covered for which, of course, permission may have to be obtained from appropriate authorities. Orphanages and vagrant houses also will be outside the survey coverage.

2.0.10 **Household size** : The number of normally resident members of a household The number of normally resident member of a household it its size . It will include temporary stay-away but exclude temporary visitors and guests . Even though the determination of the actual composition of a household will be left to the judgment of the head of the household , the following procedures will be followed as guidelines :

(i) In deciding the composition of a household , more emphasis is to be placed on “ normally together “ than on “ordinarily taking food from a common kitchen “ . In case the place of a person is different from the place of boarding he will be treated as a member of the household with whom he resides .

(ii) A resident employee , or domestic servant , or a paying guest (but not just a tenant in the house) will be considered as a member of the household with whom he resides even though he is not a member of the same family .

(iii) When a person sleep in one place (say , a shop or a room in another house because of space shortage) but usually takes food with his family , he should be treated not as a single member household but as a member of the household in which other members of his family stay .

(iv) One member of a household (say , a son of the head of the household) stays elsewhere in hostel for studies or any other reason . He will not be considered as a member of his parent ‘ s household .

2.0.11 **Self-employed** : Persons who are engaged in their own farm or non-farm enterprises are defined as self-employed . There are different type of self-employed persons. Some may operate their enterprises without hiring any labour . Others may normally work on their own but occasionally hire a few labourers . There is also a third category who by and large regularly run their enterprises by hiring labour . The first two groups of self-employed are known as ‘own account worker ‘ and the third as ‘employer ‘ . For more detailed explanation of this term reference may be made to Section Five on Schedule 10.

2.0.12 **Non-agricultural enterprises** : All enterprises covered by Industry Division O are “agricultural enterprises “ and all the others are not-agricultural enterprises”.

2.0.13 **Rural Labour** : Manual Labour (by a person living in rural area) in agricultural and / or non- agricultural occupations in return for wages/ salary either in cash or kind (excluding exchange labour) is defined as ‘rural labour ‘ .

2.0.14 **Manual work** is work which essentially involves physical operations . However , jobs essentially involving physical labour but also requiring a certain level of general professional , scientific or technical education are not to be termed as manual work . On other hand , job not involving much of manual labour but at the same time not requiring much educational back-ground either , are to be treated as manual work . Thus engineers , doctors , dentists , midwives etc. are not considered as manual workers even though their jobs involve some amount of physical labour. But peons , chowkidars watchmen etc. are considered as manual workers even though their work may not involve much physical labour Manual work will cover one or more the following occupational groups of the National Classification of Occupations (Revised 1968) :-

Division 5 – Service Workers :-

Group 52 : cooks, waiters, bartenders and related workers .

Group 53 : maids and other housekeeping service workers .

Group 54 : building caretakers, sweepers, cleaners and related workers .

Group 55 : launders dry cleaners and pressers .

Group 56 : hair dressers, barbers , beauticians and related workers .

Family 570 : fire fighters

Family 574 : watchmen , gate-keepers

Family 579 : protective service workers not elsewhere classifies .

Division : Farmers, Fishermen , Hunters , Loggers and Related workers :-

Group 63 : agricultural labourers

Group 64 : plantation labourers related workers

Group 65 : other farm workers

Group 66 : forestry workers

Group 67 : hunters related workers

Group 68 : fishermen and related workers

Division 7-8-9 : Production and related workers , Transport Equipment Operation and Labourers :-

All groups excluding Group 85 (electrical fitters and related workers) and group 86 (broadcasting) station and sound equipment operators and cinema projectionists) .

2.0.15 Means of livelihood : The means of livelihood of a household will be decided on the basis of the source of the household's income during the 365 days preceding the date of survey . For the purpose of schedule 0.1 , it will be classified as one of the following (a) self – employed in non-agriculture , (b) rural labour and (c) others . For this purpose , only the household's income (net income and not gross income) from gainful employment (for a definition of “gainful work” please refer to para 5.4.1.) will be considered . If a household has no such income , its m.l. class be ‘tiers ‘ . For deciding the means of livelihood of a household the incomes of servants and paying guests will not be taken into account .

2.0.16 If a household' s income is mostly from one source , there will not be any difficulty in classifying its means of livelihood but if it derives its income from several sources ,the following procedure will be followed to determine its means of livelihood . At first the sources of the household's income from gainful occupations during the last 365 days will be grouped into the four categories given below : -

- (i) self- employment in non- agriculture
- (ii) self- employment in agriculture,
- (iii) wage-paid manual labour (i.e., rural labour) .
- And (iv) wage-paid non-manual employment .

Then see if income from (I) equals or exceeds income from (i ,i) and also that from (ii) + (iv) . If it does , then the household's m.l . class is "self-employed in non-agriculture " . If it does not ,see if income from (iii) equals or exceeds that from (I) + (ii) and also income from (iv) . If it does , the m.l. class will be "rural " . In all other cases , the m.l. class will be " others .

2.0.17 As a consequence of the above definition if a household's incomes from (i) and (iii) are both 50% , it will be classified as " Self employed in non-agriculture " . Further, it may be noted that in some cases even if income from (ii) + (iv) is more than 50 % , a household may still be classified as rural labour (but not as s.e. in non-agr.) depending on the distribution of the household's income by the four types of source listed in the previous paragraph . For example , let a household have 2% , 40 % , 45 % and 13 % of its income from sources (i) , (ii) , (iii) and (iv) respectively . The income from (ii) + (iv) is 53 % . (I) + (ii) is only 42 % and (iv) is only 13 % so (iii) is greater than (I) + (ii) as well as (iv) and hence it will be classified as rural labour household . This indicates that when a household has income from several types of sources, care should be taken to classify it correctly . Of course, if a household' s income from (ii) alone or (iv) alone is more 50%, its m.l. class will be certainly "others " . But , as a general rule , it should be understood that " others" is a residual of all households which cannot be classified as " s . e . in non-agriculture " nor as "rural labour " . The above definitions are exactly the same as used in the 32nd and earlier in the 29th round of NSS and follows those adopted by the Labour Bureau

2.0.18 Land possessed :- Land possessed is given by land owned (including land under "owned-like possession ") + land leased-in-land leased out + any land held by the household which is neither owned nor leased in (e.g.encroached land etc.)More detailed definition ' of these ' terms are given in Section Five .

2.0.19. Affluent households : There has been a general feeling among the users of NSS consumer expenditure data that the number of sample households belonging to the top income bracket has been somewhat inadequate in the NSS sample and this has probably resulted in the estimates of durable consumer goods , usually used by the relatively affluent section of the population , being apparently not fully satisfactory . Attempt is therefore made in this round to net more of such households by forming a separate stratum of such households and selecting sample households from this stratum with enhanced sampling fraction compared to residual stratum.

2.0.19. In the rural areas the identification of the affluent households may create some problems . It was felt that a direct question on monthly consumer expenditure may not serve the purpose . Therefore the Investigator may have to use other criteria (which will certainly vary from area to area) and ultimately to really on his judgment .

The objective will be to identify 8- 10 of the relatively more affluent households ,of the Village/hamlet-group . While listing he may form an impression about some households that they may be enjoying a better standard of living compared to most households of the village . A spacious pucca residential house in good condition , the dress of members and overall atmosphere of the household may give a first indication . This may be confirmed by finding out some facts (by- observation) about the possession by the households of land cultivated / irrigated above certain norms (say 20 acres / 10 acres) , motor vehicles including tractors , large business establishments , job with good salary profession with considerable income (doctor, advocate etc.),costly consumer durables such as T. V. , VCR /VCP, refrigerator, etc. The important point is that enquiry must be made in a most discreet number in order not to cause any unique suspicion .While listing , the investigator will record all relevant information about households likely to be classified as relatively affluent in a working sheet designed for the purpose . After completion of listing he will pick up the required number of households which are considered as relatively better off than most households in the village going by entries this working sheet as well as his impressions formed otherwise . If the number of households listed is 80 or

more , than 10 and otherwise 8 households whose living level is better than that of the rest will be identified for the purpose of this enquiry .

.0.20 The schedule : Schedule 0.1 is printed as a 12 – page booklet, containing Blocks 1 to 6 .
The blocks are follows : -

block	description	page
1	identification of sample village	1
2	particulars of field operations	1
3.1	list of hamlet-groups	2
3.2	sketch map of hamlet-group formation	2
3.3	summary information from block 6	2
4	remarks by investigator	3
5	comments by supervisory officer	3
6	list of households and record of selection	4 - 12

When the booklet is not enough to list all the households in the sample village , supplementary sheets containing block 6 are to be used . The identification particulars of the sample village will be recorded in the space provided on all such sheets and they will be firmly attached to the main schedule 0.1. Block by block instructions are given in the following paragraphs .

BLOCK 1 : IDENTIFICATION OF SAMPLE VILLAGE

2.0.2 Items 1 to 7 and 11 to 15 are to be copied from the sample list . The number of hamlet-groups formed in the village will be entered in item 8 . In case of no hamlet-group selection , the entry in item 8 will be ‘1’ . Item 9 is for recording information on revenue village selection , described in para 2.0.3. If either there was no need for this , or it was a case of the sample census village containing a number of revenue villages all of which together constituted the survey unit (case (a) of para 2.0.3 , ‘1’ would be entered in this line and also in line 10 . Otherwise , i. e. if the surveyed unit was a large revenue village which included more than one census village, including the sample village (case (b) of para 2.0.3) ‘2’ would be entered in item 9 and the number of census villages included wholly / partly in the surveyed revenue village would be noted in item 10 . The approximate population at the time of the survey on the basis of which the number of hamlet-groups to be formed was determined will be recorded in item 16. If there had been hamlet-group selection in the village the name of the selected hamlet-group will be recorded in item 17.

2.1.2 Particulars relating to casualty , substitution etc. will be entered in item 18 and 19. (Instruction on casualty and substitution of villages are given in para 2.7.4.). If the original village is surveyed , code ‘1’ will be entered in item 18 . If the original village is a casualty and it has been substituted by another village which has been surveyed , code ‘2’ will be entered . If even a substitute village could not be surveyed , code ‘4’ will be entered here . If the village is depopulated or other “zero “ case “3” will be entered here .

2.1.3 In all cases where the originally selected village is a casualty , irrespective of whether it has been substituted or not , the reason for its becoming a casualty will be given in codes in item 19 . The codes are :-

Sample village not traceable or not identifiable -	1
not accessible - - - -	2
Survey not allowed - - -	3
Others (specify) - - -	9

Block 2 : PARTICULARS OF FIELD OPERATIONS

2.2.1 This block is self explanatory .

BLOCK 3.1 : LIST OF HAMLET-GROUPS

2.3.1 This block is meant for recording the details of hamlet group formation and selection . All the hamlets of the village will be listed here in the specified order (see para 2.0.5) . A running serial number will be given in column (1) and the name of hamlet will be recorded in column (2). In column (3) ,the population of the hamlet expressed as percentage of the total village population will be entered . The hamlets will be grouped into as many (say D) hamlet-groups as are to be formed as per the criterion laid in para 2.0.4 and the hamlet-groups so formed will be given another running serial number (form 1 to D) . The serial number of the group to each individual hamlet belongs will be recorded in column (4) . A random number will be selected between 1 and D that hamlet- group whose serial number agrees with this random number will be selected for survey . The serial number of the selected hamlet-group will be circled in column (4) .

BLOCK 3.2 : SKETCH OF HAMLET-GROUP FORMATION

2.3.2 A free hand sketch map of the village showing the hamlets and hamlet-groups formed is to be given in this space . It need not be drawn to scale. In the case of Arunachal Pradesh where no hamlet-group selection is to be done , this block will be used to give a sketch map (free-hand , i.e. , not drawn to scale) of the cluster of villages to which the sample belongs . The map to be drawn in the schedule of each village of a cluster will show the whole cluster , but the village to which a given schedule relates will be shown shaded . The nucleus village will be indicated by writing “ nucleus village “ within brackets below the name of the village .

BLOCK 3.3 : SUMMARY INFORMATION FROM BLOCK 6

2.3.3 Some summary information from block 6 will recorded in block 3.3. The total number of households listed by m.1. class will be entered in columns 2 through (4) for each sub-stratum indicated in columns (1), col. (5) = cols. (2) + (3) + (4). The total household size of all the listed households given in column (4), block 6 will be entered in the total line column (6). The interval and random start used for sampling of household for schedules 1.0, 10 and 21 will be recorded respectively in column (7) and (8) , and the number of households selected in column (9) for each sub-stratum . The entry in column (9) will always be 2 for sub-stratum 1 and 8 for sub-stratum 2 unless the total number of households in the respective frame is itself less than this. In case any household selected for detailed enquiry has become casualty , the number of casualty households which have been substituted (see para 2.8.1) will be given in column (10) and the number of casualty households which could not be substituted will be given in column (11) . It may be noted that the entries is column : (9) – (11) = (12) . The entry (in each column) in the total line will be the sum of the entries against sub-strata 1 and 2.

BLOCK 4 : REMARKS BY INVESTIGATOR

2.4.1 The investigator may record his remarks here on any abnormal situation or entry in the schedule , especially on the availability of affluent households.

BLOCK 5 : COMMENTS BY SUPERVISORY OFFICERS

2.5.1 The assistant Superintendent, the superintendent or any other officer who has inspected the work relating to this schedules , may give his comments here.

BLOCK 6 : LIST OF HOUSEHOLDS AND RECORD OF SELECTION

2.6.1 This is the main and the most important block of the schedule . Listing of houses and households , preparation of sampling frames and selection of sample households – all will be carried out in this block . The block is reproduced on the following page.

2.6.2 All the houses and households of the sample villages will be listed in this block . It is essential that there is no omission or duplication of any house or households . These are best avoided by following some definite order for listing . The order followed in 1981 census may be adopted if possible , taking care that any house that has come up later is not omitted . While listing , the same of any natural grouping of the houses like hamlet , street, Molalla etc. Where listing is done and date of listing may be written at the top before starting listing the houses of the locality . This will help in checking completeness.

2.6.3 Column (1) house number : All houses including vacant ones will be listed in block 6 and in column (1) a house number will be given to each listed house . The 1981 census house number or the number given by the local panchayat or other body may be used if available . In case no such number exists , a running.

(6) : List of households and record of selection

house no.	household serial no.	name of head of household	household size	means of livelihood code (c)	land possessed as on date of survey (acres 0.00)
-----------	----------------------	---------------------------	----------------	--------------------------------	--

1	2	3	4	5	6
---	---	---	---	---	---

sampling serial number

order of selection

sub-stratum – 2

sub stratum 1	m.1. code	sub stratum
---------------	-----------	-------------

9 : area of land possessed

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

1.00 1.00-2.49 2.50-4.99 5.00-9.99 10.00

(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
-----	-----	-----	------	------	------	------	------	------	------

Serial number may be given by the Investigator himself . But if the number is scribed by census or panchayt are there for most of the houses excepting a few (e.g. houses which have come up after 81 census will not have census house number and hence if the census number is used , these will have no numbers) , a running serial number will be assigned to such houses (but only to then and this

number will then be enclosed within brackets to distinguish it from the original number given by census/ panchayt .

2.6.4 Column (2) : household serial number : The house hold or households normally residing in the house listed column (1) will be listed in column (2) where a running serial number will be recorded . Now, in the case of certain categories of persons who habitually migrate frequently in connection with their occupation , like labourers who move to other villages during harvesting season , labourers , hired by contractors who proceed from one work-site to another etc. their current place of residence will be treated as their place of normal residence (even though they may have a permanent home elsewhere) . They will be listed in the place here they are found provided they are likely to stay there till the end of the detailed enquiry . The following situation may be noted :-

(i) if no household lives in the house i. e. if it is used for non-residential purposes or is vacant the purpose to which it is put will be written across the page in that line , e.g. “dispensary “, “ vacant” etc.

(ii) If two or more households live in a house , all of them will be listed one by one . The first household may be listed in the same line as the house . The next house will be listed only after listing all the households living in this house .

(iii) In the case of households living within an establishment such as hospital , hotel etc. the same of the establishment will be written in the first line across the page and the normal resident households there of will be listed from the next line onwards.

2.6.4.1 Affluent households : The serial numbers of the households which the investigator has identified as relatively affluent will be ringed in col. (2). Usually there will be 8 (total households less than 80) or 10 (total listed households 80 or more) . However , if the number of households listed is 40 less , 20 % (integral part only) of the listed households only will be identified as relatively affluent and taken in sub-stratum – 1 . The others will sub – stratum – 2. For example if there are only 23 households in the village , the number of households in sub-stratum 1 will be 4.6 or 4 and the remaining 19 households will be form sub-stratum 2 .

2.6.5 Columns (3) and (4) : name of the head of households and household size : The name of the head of the household will be recorded in column (3) and the number of normally resident members of the household , in column (4) . Guidelines given in para 2.0.10 may be kept in mind while determining the household size .

2.6.6 Column (5) : means of livelihood code : The means of livelihood of the household will be determined according to the definitions given in paras 2.0.15 to 2.0.17 and it will be recorded in terms of codes in column (5) . The codes are as follows : -

self-employed in non- agriculture	1
rural labour - - -	2
others - - -	3

2.6.7 Column (6) : land possessed as on date of survey : The total area of the land possessed by the members of the household as on the date of listing will be ascertained and entered in column (6) in acres in two decimal places . However , as in the case of means of livelihood the land possessed by normally resident servants , paying guests etc. will not be included in the household’s land possessed . Columns (5) and (6) are to be filled for all households .

2.6.8 Columns (7) to (14) : sampling serial numbers : The frame for sampling of households will be prepared in columns (7) to (14) after completing the listing of all the households of the village . The “affluent “ households will constitute sub-stratum 1 and therefore all households whose serial number of col. (2) has been ringed will be given a tick mark in col. (7) . In the case of the remaining households if a household’s m . 1. code is 1 , a tick mark will be put against it in column (8(. Similarly for households with m.1. code 2, a tick mark will be put in column (9) . In the case of a household with m.1. code 9 , the tick mark will be put in one and only one of the columns (10) to (14) . In the heading of each of these columns a class interval of land possessed is given . If the households ‘ land possesses (entry in column (6) is less than 1.00 acres and 2.49 acres it will be put in column (11) and so on . That is to say , the tick mark of a household will be put in a column if the area of land possessed by the household falls within the class range printed at the top of that column.

2.6.9 After having put the tick marks in this manner for all the households a running serial number will be given first to the tick marks of column (7) . This will constitute the sampling frame for sub-stratum 1. Then all the tick marks of columns (8) to (14) will be given a continuous serial number , starting with the first tick mark of col. (8) and ending with the last one of col. (14) . It should be made sure that all the tick marks in a given column, spread over all the pages of block 6 , have been exhausted before proceeding to the first mark of the next column. This is the sampling frame for sub-stratum – 2 .

2.6.10 Columns (15) and (16) : Order of selection : Two sample households will be selected from sub- stratum – 1 and 8 from sub-stratum – 2 circular systematically with a random start . The procedure is as follows :- Let N be the total number of households in the frame . Let n be the number of households to be selected . Calculate N/n . The sampling interval , denoted by I , will be given by the integer part of N/n . No rounding off need be done. Next , select a random number between 1 and N from the table of random numbers as per the procedure given in para 2.9.1.Let it be R. obtain the n numbers R, R+I, R+2I, ..., R+(n-1) I . The sample households are those households whose sampling serial number agree with these numbers. When any of these numbers R, R+I, R+2I, ..., R+(n-1) I exceeds N, the sampling serial number is to be obtained by subtracting N from it . The order of selection will be given exactly in the order R, R+I, R+2I,That is to say it will be 1 for sampling serial no . R, 2 for sampling serial no. R+I, and so on. Selection will be done independently for sub-strata 1 and 2 . Sample households will first be selected from sub-strata – 1 and then from sub-stratum 2. The orders of selection for sub-stratum – 1 will be entered in col. (15) and those of sub-stratum – 2 , in col. (16) .

2.6.11 In the case of Arunachal Pradesh, however, the number of sample households to be selected from a sample village will depend on the number of villages in the cluster to which it belongs . It will be determined as follows : -

number of villages in cluster	number of sample households per villages	
	s.str. 1	s. str. 2
(1)	(2)	(3)
4 or less	2	8
5	2	6
6	2	4

The procedure of selection of households is the same as given above .

SUBSTITUTION OF VILLAGES

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

The Deputy Director,
NSSO (DPD) Pooling Centre,
25-A, Shakespeare Sarani,
Calcutta – 700017.

In case no substitute village could be surveyed even with best efforts, a blank 0.1 will be submitted with only blocks 1,2,4 and 5 filled-in. The word 'CASUALTY' is to be written at the top of the front page of the schedule in such cases.

2.7.2 If a sample village is found to be depopulated at the time of survey, or its population has been shifted elsewhere due to some natural calamity, it will not be substituted. It will be treated as "zero-case", and a blank schedule 0.1 with only blocks 1,2,4, and 5 filled-in will be submitted in such cases. The words ZERO CASE " will be written at the top of the front page of the schedule. However, in Arunachal Pradesh and possibly elsewhere also in the hill tracts of North Eastern states where, for example, hum cultivation is prevalent, whole villages may shift from place to place. In such cases the sample village will be surveyed in the place where it is currently located and not treated as a zero case if found absent in its original location.

2.7.3 If a sample village is found to have been declared as urban (as a town by itself or as merged in another town) either by State Govt. notification prior to 1981 census or by census authorities in 1981 census, it will be treated as a zero case and the procedure given in the previous para will be followed in this case.

2.7.4 However if the Government Notification declaring it as urban has been issued after '81 census it is to be surveyed as per the rural programme. In such cases however, if the boundaries of the original village are not identifiable, it may be substituted. However, if the UFS frame of the town of which it is a part includes it, it will be treated as a "ZERO case". If only a part of the village has been merged in the town, the remaining part will be surveyed as per rural programme even in this situation.

REPETITION OF VILLAGES

2.8.1 If a sample village in the sample list, it will be surveyed as many times as it has been selected. The following procedures will be followed in the respective cases cited below :-

Case (a) : Without hamlet-group selection : If repetition is in the same sub-round, listing of households is to be done only once. The listing schedule will be copied with the identification particulars changed to those of the serial number at which it is found repeated. (The items that may change are only these : serial number, sub-sample and sample village number). The sample households will be selected afresh. In case a household already selected is selected again, it is to be substituted. In case, due to the new random start, the whole set of sample households is re-selected, a new random start will be taken. If, however, repetition of village takes place in a different sub-round, it is to be surveyed just like a new sample with fresh listing and sample selection.

Case (b) : With hamlet-group selection : The hamlet-groups carved out during the first visit will be used for all subsequent repetitions. However on the second and subsequent occasions, the survey will be conducted in a hamlet-group selected at random from the remaining ones.

SUBSTITUTION OF HOUSE HOLDS

2.9.1 If any sample household cannot be surveyed due to its temporary absence from the village , refusal to give information or for other reason , it will be substituted by the household with the next sampling serial number of the same column. The substitute for the last household of a column will be , however, the first household of the same column . If a household has been already selected for survey (either in the original sample or a substitute), it will not be taken as a substitute . If there is no proper substitute household in the same column, the first household of the next column is to be taken . In the case of households with m.1. code 9 of substratum – 2, if there is no proper substitute for a casualty household in the last column. The substitute may be taken from the nearest previous column . In case a household chosen as a substitute becomes a casualty another household is to be selected following the same procedure. If this household also turns out to be a casualty , further substitute need not be taken.

RANDOM NUMBERS

2.10.1 A table of random numbers is supplied to each investigator . The n-th column of the table will be consulted in the case of central sample and the (n+1) –th column in the case of the state sample , where n is the last two digits of the serial number of the sample village . When n = 00 , it will be taken as 100 . The number of digits to be used will be the same as that of the highest number of the range within which the random number is to be selected.

Schedule 0.2 : LIST OF HOUSEHOLDS (URBAN)

INTRODUCTION

3.0.1 Schedule 0.2 will be filled- in in sample blocks of the urban sector . Listing and selection of sub-blocks if sub-block selection is required , listing of the house and the households of the sample block/sub-block, preparation of sampling frames of households and selection of sample households – all these tasks will be carried out in this schedule . It may be said at the outset that most of the procedures to be followed in the case of schedule 0.2 are the same as or very similar to those prescribed for schedule 0.1 Therefore , in this section only those procedure which are specially meant for schedule 0.2 will be discussed in detail . Definitions of toe terms , viz. “ household consumer expenditure “ and “ household mean of livelihood “ are given below . The former was not needs for schedule 0.1 , while the means of livelihood classes differ between the rural and urban sectors . All the other main terms have been defined in the preceding section.

3.0.2.1 Household consumer expenditure : This is the total expenditure of a household on domestic consumption only . This will not include any expenditure on enterprise account or transfer payments . For more details see Section Four.

3.0.2.2 Household means of livelihood : The means of livelihood of a household will be determined will be determined on the basis of the total income of all the household members (excluding servants , paying guests etc.) derived from gainful employment during the 365 days preceding the date of survey . It will be classify into one of the following classes in the basis of the source (s) of the household ‘s income : (1) self-employed , (2) regular wage/ salaried employment , (3) casual labour and (4) others . A household ‘s means of livelihood will be considered as that one out of (1) , (2) or (3) above which contributed the maximum amount of the household’s income from gainful work during the last 365 days . The m.1.class of households with no income from gainful employment will be “ others “.

3.0.2.3 Sub- block selection : If the present population of a sample block is 1200 or more , it will be divided into a number of sub-blocks (D) and one of them will be selected at random for survey . The value of D is to be determined exactly in the same manner as proposed for the rural sector (see para 2.0.4).

3.0.3 The schedule consists of six blocks . Block 1 which is for recording mainly the identification particulars of the sample blocks and block 2 which is for recording some essential information on the field work are similar to those of schedule 0.1. In sample blocks where sub-block formation has been done, the sub-block will be listed in block 3.1 with a notional map in block 3.2. The sub-blocks formed will be serially numbered starting from the north-west corner and proceeding south wards in a serpentine fashion . One of them will be selected at random for survey . The serial number of the selected sub-block will be ringed in block 3.1. Summary of some information extracted from block 6 will be entered in block 3.3 which again is similar to block 3.3 of schedule 0.1. Block 4 and 5 are for the investigator and the superior officer to record their special remarks, if any . These blocks (i.e. blocks 1-5) are to be filled –in in much the same way as in the case of schedule 0.1 and apparently no further explanations are therefore , needed for them.

BLOCK 6 : LIST OF HOUSEHOLDS AND RECORD OF SELECTION

3.1.1 A Performa of block 6 is given below . Listing of households is to be carried out as in the rural sector .

(6) List of households and record of selection

no.	name of h.h no.	m.l. h.h.	h.h monthlyexp. (Rs.) size	average per cap.House code ©	cons. exp. (Rs.)	h.h. srl.	head of Col. (6) + col. (4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	

sampling serial number							order of selection			
s. str. 2	:	m.l.	code							
1		2								
s. gar.	per captia expenditure class				3	9	s.str.	s.str.		
1	below A A to B above B above B A to B below A									
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

© means of livelihood code : Self-employed - 1 ; regular wage/
Salary earning - 2 ; casual
Labour - 3 ; others - 9.

3.1.2 Columns (1) to (4) : As the schedule 0.1, the house number, household serial number, name of head of household and household size will be entered in column (1) to (4) respectively.

3.1.3 Column (5) : Means livelihood code : The household 's means of livelihood will be recorded in col. (5) in codes . The codes are

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

3.1.4 Column (6) : Average monthly consumer expenditure :

This average monthly consumer expenditure of the household will be ascertained and recorded in rupees (whole numbers) in column (6).It may be clarified that this will be the average expenditure per month based on the preceding year's expenditure and not simply the expenditure of the preceding month.

3.1.5 Column (7) : Pre-capita expenditure : The remaining columns of block 6 are to be completed by the investigator at his desk after listing all the households of the sample block. The household expenditure (column) will be divided by household size (column 4) to get the pre-capita expenditure which will be recorded in rupees (whole numbers) in column (7).

3.1.6 Columns (8) to (16) : Sampling serial numbers :

As explained in section 1. in the urban sector also, the households will be first divided into two sub-strata and the households of sub-stratum-2 will be arranged according to a certain order before selection of sample households. In the urban sector, except in cities with population 10 lakhs or more, all households with per-capita expenditure (p.c.e) (entry in column) (7) Rs. 800/-or more will from sub-stratum-1 and the rest, sub-stratum-2. In the cities with population 10 lakhs or more, the households with pce Rs. 1000/-or more will from sub-stratum-1.They are : Bombay, Calcutta, Delhi, Madras, Ahmedabad, Bangalore, Hyderabad, Kanpur, Nagpur and Pune. The blocks of these cities will have stratum code 6 or 7. Households with entry in col. (7) 800/1000 or more will get a tick mark in column (8). Of the remaining households, (i.e. households of sub-stratum-2), those with m.1. code 1 will get a tick mark in one of the columns (9),(10)or (11) depending on whether its p.c.e. is less than 'A', 'A' to 'B' (both inclusive) or greater than 'B' respectively. The values of A and B are given for each state/u.t. in Table 3.1. Similarly, a household with m.1. code 2 will be given a tick mark in column (12) (13) or (14) according as its p.c.e. is greater than B,A to B or less than A respectively. Households with m.1. codes 3 or 9 will be given tick marks in columns (15) or (16) respectively. The tick marks in col. (8) will be given a running serial number from top to bottom. This then will constitute the sampling frame for sub-stratum-1.The ticks from columns (9) through (16) will be given a continuous running serial number starting from the first tick mark of col. (9) and ending with the last one of col. (16). This will form the sampling frame for sub-stratum-2.

3.1.7 Columns (17) and (18) : Orders of selection :

Generally 2 sample households will be selected from sub-stratum 1 and 8 from sub-stratum 2. However from the strata of towns with population 4 lakhs or more situated in area inhabited by the relatively affluent section of the society, 4 households will be selected from sub-stratum-1 and 6 from sub-stratum 2. The stratum code of such sample blocks (blocks 1, item 3)will be 4, 6 or 8 (usually it will be 4 or 6).

3.1.8 The required number of sample households for each sub-stratum will be selected independently from the respective frames circular systematically with random start as per the procedure described in Section Two. The orders of selection of the sample households of sub-stratum-1 will be recorded in column (15) and those of the sample households of sub-stratum-2, in column (16)

Table (3.1) : The values of the cut-off points of per capita expenditure ,A and B by states/U.T.

State/U.T.		Value in Rs.	
		A	B
(1)		(2)	(3)
1.	Andhra Pradesh	130	370
2.	Assam	150	320
3.	Bihar	120	320
4.	Gujarat	150	360
5.	Haryana	150	420
6.	Himachal Pradesh	210	530
7.	Jammu & Kashmir	150	330
8.	Karnataka	130	410
9.	Keral (a)	130	430
10.	Madhya Pradesh	130	330
11.	Maharashtra	150	450
12.	Manipur (b)	160	270
13.	Nagaland	200	410
14.	Orissa	130	360
15.	Punjab	150	440
16.	Rajasthan	140	370
17.	Sikkim	170	440
18.	Tamil Nadu	130	380
19.	Uttar Pradesh	110	320
20.	West Bengal	140	400
21.	Andaman & Nicobar	210	490
22.	Chandigarh	230	520
23.	Delhi	170	470
24.	Goa, Daman & diu	180	430
25.	Mizoram	200	390
26.	Pandicherry	110	430

(a) The values of A and B or Kerala may be used for Lakshadwip also

(b) The values of A and B of Manipur may be used for Tripura also.

CASUALTY ETC.

3.2.1 The procedure to be followed in the case of casualty blocks, repetition of blocks in the sample list, casualty households ,etc. , are all the same for rural and urban sectors .Hence the same instructions are not repeated here. In the case of substitutions of casualty households the following may however be noted. Substitution of households will be done from the same m.1. code if available. Thus if a household with sampling serial number in a given column is to be substituted by one from some other column .usually the first household of the next column will be chosen as a substitute, but in the case of

columns (11) and (14) (the last columns of m.1. codes and 2 respectively), the first household of the nearest previous column will be chosen as substitute.

3.2.2 If the number of households in the frame of any sub-stratum is equal to or less than the number required to be selected, all of them will be surveyed. The order of selection will be the same as the sampling serial number in such cases. In the latter cases i.e. if the number available in the frame of any sub-stratum is less than the prescribed sample size, the shortfall will be added to the sample size of the other sub-stratum. For example, 11 in a sample belonging to stratum 4, the number of households from sub-stratum-1 is only 3, all 3 will be selected from sub-stratum-1 and 6+1= 7 households will be selected from sub-stratum-2.

4.3.1.2 **Item 19** : Per capita expenditure last month (Rs. 0.00) :
This item will be filled –in after completing recording of entries in block (11). ‘Summary of consumer expenditure’. The derived figure recorded in block 11, item 30, column (6), will be copied here.

4.3.1.3 **Items 20 to 21** : Primary source of energy used for cooking and lighting : Against these two items, the respective codes corresponding to the primary source of energy that is being used by the household for the purpose of cooking and for lighting, will have to be recorded. If more than one type of energy is utilized, the primary or principal one on the basis of its use will have to be identified and the corresponding code will be noted in the appropriate box.

The codes to be used are :

F u e l

Coke, coal	1	charcoal.....	6
Firewood and chips....	2	kerosene.....	7
Lpg.....	3	electricity.....	8
Gobar gas.....	4	Others	9
Dung coke.....	5		

L I g h t I n g

Kerosene.....	1	candle.....	4
Other oil.....	2	electricity.....	5
Gas.....	3	others.....	6

4.3.32.0 **Block 3.2 : Other household characteristics** : With a view to explore economic indicators that measure wealth differences, poverty and inequalities between households, the procedure of obtaining information from responses to some important questions put to different households is first attempted in consumer expenditure schedule in this round. The most important single indicator is control of land followed by other productive resources-capital formation (tractor, ploughs), consumer durables, income (farm and non-farm) and livestock. Non-productive indicators include housing, consumer goods, fuel ceremonial expenditure and diet. The questions listed in this block are in most cases self-explanatory and their scope and limitations are also apparent. The probable answers to these questions are pre-coded and 1 intend in parentheses along with the relevant questions. The investigators will try to find out, through their investigations, what of the many possible alternative, is the answer offered by the informant and record in the box spaces provided for, the appropriate code relevant to that answer. The questions and answers should, in general, refer to the period of last 30 days (questions. 7,8 & 9), last 365 days of (question nos. 1,2 & 3) and last 5 years (question no.4).

4.3.2.1 **Question 1, items 11 to 18** : During the last agricultural year, did the household grow/cultivate : This question will be put to the informant with a view to finding out whether the household grow or cultivate any of the items listed under item 1. If the answer to the question is in the affirmative, code-1 and if the negative, code 2 will be entered against each of the items (11 to 18) separately.

Here ‘growing or cultivation’ means an activities relating to production of crops by tillage and related ancillary activities will be considered cultivation. Growing of trees/plants/crops (such as rubber, ,cashew, coconut, pepper, coffee, tea, etc.) as plantation or orchards will not be considered cultivation activity.

4.3.2.2 **Question 2, item 21** : Did any member of the household work for at least 60 days on public works during last 365 days : The entry will be made against this item in terms of code’1’ for ‘yes’ and ‘2’ for ‘no’.

Here ‘ public works’ taken up by the Government or local bodies for construction of roads, bunds, digging up of ponds etc. as test-relief measures. National employment scheme etc. for generating employment.

4.3.2.3 **Question 3, items 31 to 38** : During the proceeding 365 days did the household receive any income from : This question will be asked to the informant with a view to ascertain whether the household received any income during the proceeding 365 prior to the date of survey the items (31 to 38) listed against this question. The entry will be made in code’1’ for ‘yes’ and ‘no’ for ‘21’.

4.3.2.1 **Question 4, item 41** : Did the household receive any assistance during the last 5 years from IRDP: The answer will be recorded in code, For ‘yes’ the codes are : milch animal-1, draught animal-2 sheep/goat-3,pump set-4, fish pond-5, sewing machine-6, others-9,none-0.

4.3.2.5 **Question 5, item 51** : Did the household possess milch animals : The entry will be made in codes. If ‘yes’ the codes are : cows-1,buffaloes-2, others-9, nono-0.

4.3.2.6 **Question 6, item 61** : Did the household possess any draught animal : The answer will be recorded in codes. If ‘yes’ the codes are : a pair or more-1, single-2,none-0.

4.3.2.7 **Question 7, item 71** : Did the household purchase only commodity from ration/fair price shop during last 30 days : The entry will be made in codes. The codes are : yes-1, no-2,

4.3.2.8 **Question 8, item 81-87** :Did any member of the household consume during the last 30 days : The answers against this question will recorded in codes. The answer against this question will be recorded in codes. The codes are : yes-1, no-2.

4.3.2.9 **Question 9, item 91-96** : Did any member of the household make a journey by train/bus during the 30 days : To record the entry for these item only two modes of journey are considered here i.e .train and bus. But the purposes of journey for each of the modes of journey are three. The purpose of journey are work (domestic account), education and others not related with economic activity. The entry will be recorded in codes : The codes are : yes-1, no-2, journeys which are performed for attending the place work (gainful activity) and the expenses are made from personal account. Gainful activity) and the expenses are made from personal account. Gainful activity or work is the activity pursued by persons for pay, profit or family gain or in other words the activity which adds value to the national product.

4.3.3.0 **Block 3.3 : Ceremonies performed and meals served by the household** :

Ceremonies are performed to solemnize some events of life, birth, annarmbha ,birthday marriage etc. Member of a household may have to perform some religious rites consequent upon the death of a person. For various religious faiths, there are some days in a year which are observed with ceremonial performances like offering puja, prayer, ritual performances etc. Such ceremonies may be performed by household members as required under the social/religious custom and not incurring expenditure for entertaining guests. On the other hand, some households may spend some amount of money for entertaining guests with meals which are considered as essential part of the ceremonies performed by them. The purpose of providing this block in this schedule is to estimate the meals served to guest on ceremonies performed by the household during the last 30 days preceding the date of enquiry as also the meals served to guests and employees (non-members only) on any other occasion(other than ceremonies). Hence, only these ceremonies on which guests were entertained with meals, should be listed here.

4.3.3.1 : **Sub-block 1** : Code 1 will be entered in the box space provided against the item if, at least one ceremony of the type described in the previous paras had been performed by the household during the last 30 days preceding the date of enquiry, and code 2 will be entered if no such ceremony was performed by the household.

4.3.3.2 **Sub-block 2** : This sub-block will be filled in, if code 1 is recorded in sub-block 1 that is, if the household reported to have performed a ceremony . There are 5 lines for recording particulars of five ceremonies. The serial number of ceremony is printed in the first column. In the second and the third columns, the description and code for ceremony will be recorded. The codes for the ceremonies are printed on the body of the schedule. Particulars about the ceremony performed last (within the reference period of 30 days) will recorded in line 1. Other ceremonies performed within the period will be noted in the following lines in sequential order of the dates of performance of the ceremonies. The entry in the fourth column of this sub-block will indicate the number of meals served to guests during the ceremony. The total number of meals served to guests in all the ceremonies performed by the household during the reference period will be recorded in the fourth column of the line against ‘total’ of the sub-block. The ceremony codes to be recorded in column 3 are :

Birth.....1
 Marriage.....2.
 Death.....3.
 Other ceremony..4

4.3.3.3 **Sub-block 3** : In this sub-block the number of meals served by the household to its guest and to its employees during the reference period of 30 days preceding the date of enquiry will be recorded in the box spaces provided against 1 and 2 respectively. While reckoning the number of meals served to guests, those meals which have already been accounted for in sub-block 2 that is, ‘meals served to guests’ during ceremonies should not be counted in making entries in this sub-block. An employees of the household who lives under the same road and takes food from the same kitchen, as the other members of the household should by NSS convention, be treated as a normal member of the house hold. Hence, meals served to employees member : should not be counted for making entry against item 2 of this sub-block.

4.3.3.4 **Meal** : A ‘Meal’ is composed of one of more readily cat able (generally cooked) items of food, the usual major constituent of which is cereal food. The meals consumed by a person twice or thrice a day provide him/her the required energy of (calorie) and other nutrients for living and for pursuing his/her normal avocations. A ‘meal’ as opposed to ‘snacks ‘ as opposed to ‘snacks’, ‘nasta’ or ‘high tea’ , contains larger quantum and variety of food. In rare cases, a full meal may contain larger quantity of non-cereal food. Even that, if the total quantum of food in plate is heavy as a meal, the contents of the food plate will also be considered as a real. Sometimes the contents of a

'nasta' may not be very different from the contents of a 'meal'. The difference in quantity will there be the guiding factor for deciding whether the plate is to be led as a 'meal ' or a nasta..

4.3.3.5 A person rendering domestic service to a number of households during the day time (like cleaning utensils, dusting and cleaning of rooms, washing linens, carrying water from outside etc.)and gets some food from each of the households he/she serves. Although the quantum of food received from a single household may, by quantity be far less than a full meal, the total quantity of food received from all the households taken together would often, if not more, be at least equivalent to a full meal. In this particulars situation, the person will be considered to be consuming one meal every day under 'meals' taken away from home'.

4.3.3.6 Subject to the guidelines given in the two preceding paragraphs, for the purpose of data collection on 'number of meals consumed', one has to depend on the judgment of the informant because ,the informant would reckon the number on the basis of his/her own understanding about the concert of a meal /khan.

4.4.0 **Block 4 : Particulars of household members** : All normal members of the sample household will be listed in this block. Demographic particulars viz. relation to head, so, age, marital status and general education, number of meals taken and consumption/habit of tobacco will be recorded in column(1) to (7) in schedule 1.0 are similar to that of entries in schedule 10 and as the similar set of households will canvassed in both the schedules, therefore, for field instruction for schedule 1.0, refer to paras 5.4.2 to 5.4.8 of schedule 10.

4.4.1 **Column (8)** : Number of days stayed away from home during the last :The number of days for which the member 'saved away from 'home' during the 30 days preceding the data of enquiry , should be recorded here. A continuous from home for 24 hours will, be recorded as a 'day staves away' That is, the entry will be made in completed number of days and any fraction of a day will be ignored. The coition of the place where the person stayed, having been away from his/her own household, may also be within the same village/town and staying away will not only mean physical absence but also non-participation in feed consultation from his/her own household.

4.4.2 **Column (9)** : Number of meals usually taken in a day : The number of meals * consumed by a person is usually reported as 2 or 3. In rare cases one may come a cross a person who may be taking food only once in a day or more than three times a day. While in the former case the number of meals for the person will be 1 per day, in the latter case, however, only 3 should be entered. That is, in this column, the recorded number of meals taken in a day, even if it is reported to be higher, should not exceed 3. Abreast fed baby does not directly share the food consumed by members of the household. Hence for such babies the entry in this column will be 'o'.

4.4.3 **Columns (10) . (11). (12)** : Number of meals taken during last 30 days : It is important to note that the entries are to be made in these columns on the basis of the place where from food is served and not the placed, where food is consumed.

*As defined in paras 4.3.3.4 to 4.3.3.6

Sometimes meals are provided by employer .these meals generally consumed at the place of work and are to be considered as meals taken away from home. It may not also be rare events when meals provided by employer are brought home by the employee and consumed there. Such meals are also to be considered as meals taken away from home. It is often difficult to evaluate the meals provided free of cost or of unknown cost. An employee, getting meals from employer's household does not receive it free but as payment in kind against the services rendered. But it is not possible to evaluate the cost of such meals. In column (10), the number of such meals received and consumed during the reference

period by an individual member will be recorded. Similarly meals consumed as guests in other households, will also be taken into account while making entries in column (10). For the purpose of making entry in column (11), 'meals received on payment' will mean that the informant has to in our some expense or part with a certain portion of this salary/wage getting the meals. Meals purchased from hotel, restaurant or an eating house will be considered as 'meals taken away from home on payment' and will have to be counted also for making entry in column(11). Meals taken away from home during the days of absence from the household should also be accounted for in making entries in these columns. Such meals need be counted under columns (10) and (11) only.

4.4.4 **In column (12)**. The number of meals taken at home by each member of the household during the period of 30 days preceding the date of survey will be recorded. A meal will be considered to be taken at home if, the meal is prepared at home irrespective of the place where it is consumed.

That is, all the meals consumed by a member which are either prepared by the household or purchased from outside and the expenditure relating to which is collected and recorded at appropriate place of block 5 of the schedule, should be considered either as 'meals taken away from home, on payment' or as 'meals taken at home.

4.4.5 **Columns (13)- (16)** : Consumption habit of tobacco :

With a view to ascertaining habits of tobacco, this information will be recorded in code numbers against each and every household number under these columns. The codes are : regular-1, casual- 2, not consuming- 3.

4.5.0 **Block 5 to 9.2** : In these blocks information on consumer expenditure on various/groups of items will be collected. The title of the blocks are :

Blocks on consumer expenditure

Block-5 : Cash purchase, consumption out of home-grown stock ,gift, loan etc. and total consumption of food, pan, tobacco, intoxicants and fuel and light during the last 30 days;

Block 6.1 : Cash purchase out of home produced stock, gift, loan, etc. and total consumption of clothing during the last 30 days ;

Block 6.2 : Cash purchase, consumption out of home-produced stock, gift, loan, etc. and total consumption of clothing during the last 365 days ;

Block 7.1 : Cash purchase, consumption out of home produced stock, gift, loan, etc. and total consumption of footwear during the last 30 days ;

Block 7.2 : Cash purchase, consumption out of home-produced stock, gift, loan etc. and total consumption of footwear during the last 365 days ;

Block 8 : Expenditure (cash & kind) on miscellaneous goods and services and rents & taxes during the last 30 days ;

Block 9.1 : Expenditure (cash & kind) for purchase and construction (including repairs) of durable goods for domestic use during the last 30 days ;

Block 9.2 : expenditure (cash and kind) for purchase and construction (including repairs) of durable goods for domestic use during the last 365 days.

4.5.1 After the consumer expenditure blocks four more some miscellaneous blocks have been provided in the schedule.

These blocks are :

Block 10 : particulars of dwelling unit.

Block 11 : summary of consumer expenditure during the last 30 days/during the last 365 days.

Block 12 & 13 : remarks by investigator & comments by supervisory officer ;

4.5.2 **Block 5** : Cash purchase and consumption of food , pan, tobacco , intoxicants and fuel and light :In this blocks information on purchase , consumption out of home-grown stock , consumption out of gift, loan, etc., and the total consumption of each item of food, pan, tobacco, intoxicants and fuel and light for the household during last 30 days prior to the date of survey will be collected. Purchase and consumption of items by members of the household during their days of absence from just usual residence should also be taken into account as far as possible while making entries against the items of this block.

4.5.3 **Columns (1) and (2)** : Item code and description of item.

The complete list of item is relating to a sub-block of block (5) has been printed below that. The name of the items which are consumed more frequently are printed in appropriate places of sub-block with their respective code numbers. In this sub-block a few blank lines have been provided after that for recording information on consumption of other items of the group. In these blank lines, the respective codes and description of the other item consumed will be written in column (1) and (2) respectively. For items of cereals food and for some other groups of articles in block (5), the full list of items for a sub-block is printed on the sub-block itself.

4.5.4 **Column (3)** : Unit : Each filled in line of this block will relate to a particular item of consumption . The unit of quantity applicable to a particular item will be recorded in this column. Generally, the unit of quantity for the majority of the listed item is kilogram (Kg) .In the list of items, on any page of the schedule, wherever the unit for an item is other than kg., the appropriate unit has been shown within brackets after the name of the item. The unit should be recorded as 'kg' in this column for all items for which the unit has not been mentioned in the list. Wherever the unit is gram me (gm) or number (no.), the entry should be made in whole numbers only (without decimal).

4.5.5 **Columns (4) and (5)** : In columns (4) and (5), the quantity and value respectively of items purchased in exchange of money during last 30 days prior to the date of survey will be recorded. Here purchase will mean only those purchased against cash payment (including those made on credit but to be repaid in cash). Barter purchase, if any, will not be considered, here, purchase made for domestic consumption should be considered. It may be noted that purchases made for gifts, charities or for household ceremonial purposes should be considered as purchase and the total quantity and the value of purchase inclusive of such purchase should be recorded in these columns. In case the purchase is both for productive and consumption purposes, the part ascribable to productive purposes should be excluded.

Against each item of blocks 5, 6, 1, 6.2, 7.1 and 7.2, there is provision to record the quantity figures in terms of the respective standard unit under four different columns. Each of these columns has been bifurcated in two parts. A quantity figure, in terms of the specified standard unit for an item will usually have two parts- one integral part and the other fractional i.e. decimal part. The integral part will be recorded in the left hand part and the decimal portion will be entered in the right hand

portion. It may be noted that against the items printed on the schedule for which the specified unit is either 'gram' number/box/ or 'standard unit' / pair', two zeroes (00) have already been printed in the decimal part. This means only the integral part of these units are to be recorded for such items. There are also some more items for which units like gram, number, etc., are prescribed but these are not printed on the schedules proper. While making entries for these items, care should be taken to record two zeroes (0) in the decimal part under the quantity columns.

4.5.6 **Credit purchase** : In case of credit purchase, if any, of the items in block 5 during the reference period, the entire quantity purchased and the total value of the corresponding quantity should be entered, irrespective of whether a part payment is made during the reference period. Any payment made during the reference period corresponding to some credit purchase made earlier should be ignored.

4.5.7 **Columns (8) and (7) : Consumption out of home-grown stock** :

Consumption of any of the items in the blocks, made out of home grown/produced stock i.e. out of goods produced by the household in its own farm or manufacturing establishments, during the last 30 Days will be recorded here. The quantity of an item consumed out of home-grown will be recorded in column (6) and its value will be shown in column (7). The value will be imputed at the ex-farm or ex-factory price. Home produced agricultural produce include any produce obtained from cultivation by household or obtained in the form of rent-share of land leased out. Produce brought from village home and consumed in urban residence will also be treated as 'home-grown stock'.

4.5.8 **Columns (8) and (9) : Consumption out of loan, gifts etc.**

Quantity and the corresponding imputed values of the consumption out of gifts, loan, free collections, etc., will be entered in columns (8) and (9) respectively. Consumption out of stock of the household which is collected free or received as gifts or charities or out of loan (in kind) incurred by the household or received as repayment, etc., are to be recorded in these columns.

4.5.9 **Columns (10) and (11) : Total consumption** : These columns relate to the total consumption of the household during the reference period. Column (10) relates to the quantity of total consumption and column (11) to the corresponding value. The term 'total' includes all consumption in columns (6) to (9) as well as consumption of monetary and non-monetary purchases. Consumption out of purchase is not necessarily equal to the total purchase in the current period as recorded in columns (4) and (5) . The total consumption data should be strictly restricted to the domestic consumption of the household. The expenditure incurred on account of pet animal, will be excluded. That expenditure should be recorded under item 640 of block 8. It may be noted that consumption by livestock of the household will not be included in the household consumption. Accounting should however, be made of the livestock products like milk, meat, egg, etc., if obtained from them and consumed by the household. While making entries on household consumption, care should be taken not to include any transfer payment in kind, like loans, advances, charities gifts and other payment in kind, if any. But consumption from transfer receipt will be included. Total consumption of the household will consist of consumption made out of -

- (1) commodities purchased in cash;
- (2) commodities received in exchange of goods and services;
- (3) home-grown/ home-products stock;
- (4) transfer receipt such as gifts, loans, charities etc;
- (5) free collection.

4.5.10 While recording total consumption, care should be taken to uncloud consumption on ceremonials or on other occasions also.

Note

(a) if the household made any transfer payment in terms of commodities like rice, wheat, pulses etc., the quantity of commodity so paid should not be shown under domestic consumption of the payer household. The portion out of that receipt, consumed by the recipient household during the reference period will be shown against the consumption of recipient household.

but

(b) if the transfer payment is made in terms of cooked meals then that will be shown as consumption of the payer household. If the meals were prepared by the household then the consumption will be shown under the respective items used for preparing the meals and if ready meals were purchased by the household and transferred, then the number of meals so served and the value of those will be recorded under cooked meals against the payer household. For such meals nothing is to be recorded against the recipient household.

4.5.11 In view of the above instruction, it should be clearly understood that the entries made in columns (10) and (11) will not necessarily be the sum of the entries made in columns (4), (6) and (8) and columns (5), (7) and (9) respectively.

4.5.12 **Imputation of value** : The value of commodities which are consumed but not purchased will be imputed in the following manner :

(a) the value of goods received in exchange of 'goods' and 'services' will be imputed at the rate of average local retail prices prevailing during the period of reference;

(b) the value of home-produce will be imputed at the ex-farm or ex-factory rate. This should not, however, include any element of distributive service charges;

© the value of consumption out of gifts, loans free collections etc., will be imputed at the average local retail prices prevailing during the period of reference;

(d) the value of consumption out of purchase will be the value at which the purchase was made.

Explanatory notes on items of Block (5)

4.5.13 **item 101 : paddy** : If paddy is purchased against cash payment and consumed after husking the quantity and value of paddy will be recorded against ('cash purchase' in columns (4) and (5) respectively. The quantity and value of paddy consumed after husking will be recorded against 'nice' (item 102) in column (10) and (11) respectively. And it will not be shown as consumption under paddy. Consumption of 'paddy' by pet animals and birds other than livestock and poultry will be accounted-under item 640 (pet animals and others) of block 8. However, 'paddy' purchased for pet animals will be accounted in columns (4) and (5) of block 5 against item 101 'paddy'.

4.5.14 **item 102 : Rice** : Rice will mean the grain obtained after husking and cleaning paddy.

4.5.15 **items 103- 108** : Rice products like muri, chira, ,khai, laws, rice powder etc., which are obtained by splitting, frying, powering, parching of the grain are covered in these items. Food preparations out of rice viz. boiled rice, pastries, cakes, sweets etc. should not be considered as rice product. These items will be put under the appropriate item of food group 41 (refreshment and

processed food). Rice purchased in the form of 'cooked rice' will also be treated as food preparation and will be recorded against item 418 (other processed food).

4.5.16 **item 110 : wheat** : Wheat will mean in its whole grain form. Broken wheat (not powdered) used for food preparation may also be treated as wheat.

4.5.17 **items 111-118** : Wheat flour that is wheat in its powdered form will be included under item 111 atta or item 112 maida. Item 114 include noodles. Other wheat products will either be accounted against the specific listed items or against item 118 (other wheat products). It may be noted that while purchase and consumption of bakery bread will be recorded in item 115, those wheat preparations like biscuits, cakes, etc., will be accounted for in food group 41 (refreshment and processed food).

4.5.18 **items 120-171** : This series of item has been provided for recording details of purchase and consumption of power, bajra, maize, barley ,small millets ragi and their respective products. Items 141 will include corn-flakes, pop-corn etc. As instructed earlier, food preparations of these cereals will be recorded against food group 41.

4.5.19 The grains of cereals are seldom consumed in the whole grain form. So corresponding to the cereal items viz., wheat, jowar, bajra, barley maize ragi and small millet there should not usually be any under the consumption columns unless a particular item is consumed either raw or after cooking in the form of whole or broken grains. For example, if wheat is purchased but is consumed, in the form of wheat flour like atta or maida quantity and value of wheat purchased will recorded under the purchase columns (4) and (5) against item 110 but its consumption in the form of atta or maida will recorded under consumption against item 111 or 112 as the case may be. Thus, entries for purchase and consumption will be made against appropriate items listed in the block that is, if the form of purchase is different from the form of consumption then entries will be made against different items and hence, there may be some items against which purchase recorded but no consumption is shown and vice-versa.

4.5.20 It may be noted that in the list, a cereal item in the whole grain form appear first, followed by this products and a total line for the item. Whenever at least one line relating to a particular cereal item is filled-in the sub-total line for that cereal item will also be filled-in.

4.5.21 **Item 189 : Total cereals** : The sum of the sub-totals of all the cereals items will be drawn for each of the columns (4) to (11) and the total will be recorded in the respective columns of this line, or, in other words the entry under a column of this line will be the sum of the entries recorded in that column against each of the cereals & cereal products (excluding of course the sub-total items).

4.5.22 **item 191 : Gram products** : This relates to items like sattu obtained by frying and powdering of gram (whole grain).

4.5.23 **items 200-208 : Cereal substitute** : Cereals are usually a person's staple food. But sometimes by choice or due to scarcity a person may not consume much of cereals or no cereal at all This food requirement is partially or wholly met in such cases by consumption of food which could be treated as substitutes for cereals. Tapioca (item 200& 201) for example, consumed in some part of the country by the poor people as a substitute for cereals. Similarly, other items listed here are also consumed as substitute for cereals will not however to shown here. Those will be recorded under the root vegetable group, group code 28).

4.5.24 **Example** : sometimes mixed cereal flour, like idle powder which is a mixture of cereals, pulses and also of spices are purchased and consumed .In such a case if the proportion of different constituents of the mixture is not known and might to difficult to obtain, the quantity and value of it will be recorded against in major constituent of the mixed cereal flour.

4.5.25 **Items 230-238 (item group 23) : Milk and milk products** : These items relate to milk (liquid), baby food and product or milk obtained on transferring milk by heating churning milk or adding chemical like acid drops or fermenting agent in the former of 'ghee' butter,' 'curd '(dahi), case in (channa), butter milk etc .Sweet seams like (sandesh', rasagolla', 'para' etc. Prepared at home out of milk purchase or home produced will not be treated as milk products and hence will not be accounted against any of these items. In case of household prepares these sweetmeats from milk (liquid) then its consumption will be recorded against item 230 i.e. milk (liquid) and other constituent items of the preparations. In this round a departure is being made in the sense that when milk products like ghee, butter, curd ,etc. are obtained from milk (liquid) and not against the particular milk product. The quantity for ice-cream will be recorded in number of times it is consumed last 30 days and its total value will be ascertained and recorded.

4.5.26 **item 230 : Milk (liquid)** : This will mean milk as directly obtained from cow, buffalo, goat or any other lives to . Milk in bottles or polypack will also be treated as 'liquid milk'. The unit of quantity for milk (liquid) is 'litre'. He adly drinkable flavored and bottles milk should be considered as-milk (liquid) and that should also be recorded against this item. Milk transformed into curd, cosine, ghee etc. only for the purpose of consumption and actually consumed during the reference period should also be included in this item.

4.5.27 **item 231 : Baby food** : This relates to such baby food of which the principal constituent is milk e.g. Glaxo, Amul etc. Other foods meant for babies like Farex, Cerelac etc. whose principal constituent is not milk will not be accounted here. Such items should be recorded against 'processed food-others' (item 418).

4.5.28 **items 240-258 :Edible Oil** : Oil or Oil seeds used in food preparation will be considered as 'edible oil' such as mustard oil, Groundnut oil, cocoanut oil etc. Such oil used for toilet purpose will not be accounted against any of those items in this block, but will be recorded against item 563 (hair oil< lotion, shampoo, hair cream) of block 8.

4.5.29 **item 247 : Refined oil** : Some edible oils like 'ground-nut oil' are sold in the market after refining the raw oil, obtained by crashing the seeds by some chemical process of neutralization , bleaching and de colorization. 'Refined oil' is this an edible oil freed from the acidity, colour and odor which are associated with the relevant raw oil. The 'refined oil' is distinguished from its 'raw oil' by absence of its colour order and taste. Refined oil is generally colorless and costlier than raw oil and sold in sealed container.

4.5.3. **Item 252 : Oil seed** : The quantity and value of oil seeds purchased for extracting edible oil by crushing will be shown against this item under the 'purchase' columns. Some of these goods like coconut, groundnut are also consumed raw, as food. These will be accounted for in the fruit and nuts groups. Mustard seed used for cooking will, however, be taken account of under the consumption columns also.

4.5.31 **Item group 38 : Spices** : There are a large variety of spices which are generally used in food preparations. Of these items, turmeric and chilies are more commonly used. Items not listed here are mostly purchased in the villages as mixed spice and it may be difficult to collect information on expenditure and consumption of such individual items of spices . Hence , only a lumpy item 300(other spices) has been provided for recording purchase and consumption details mixed spices. Items which are more frequently used are likely to be purchased separately. Some of those frequently used items have been listed.

4.5.32 **Item 410 : Biscuits and confectioneries** : This will include all types of biscuits and will also relate to confectionary items like chocolate , toffee, lozenge etc. Cake and pastry have been separated from confectionary items and these will be recorded against item 414.

4.5.33 **Item 413** : Cooked meals 'Cooked meals' may be (i) purchase from market i.e. from hotel, restaurant, canteen, etc., (ii) by paying lump sum to an agency providing catering services for serving meal to guests attending a ceremony performed by the household, (iii) received as perquisites from employer's household or (iv) received as gift or charity. As a general principal, for cooked meals both purchase and consumption will be taken account of in the purchaser household. Thus, in case of (i) entry will be made against the column on purchase and also on consumption for the household reporting purchase of cooked meals which might have been consumed by household members, employees, guest and other persons. There are factories and offices which have their own canteen providing meals to the employees. Consumption of meals by the employees of those institutions even if it is received free of cost, should be recorded in the employee's households. Such meals are to be included for making entries under columns (10) to (11) of block 5. However, such meals will be recorded in col. (11) of block 4 as if it is taken on payment. The value of the meals should be imputed on the basis of the prevailing market price. The case (ii) will be similarly treated as for case (i). No entry will be made in the enquiry schedule of the recipient households against this item, for the cooked meals of the type described under cases (iii) and (iv). Consumption of such meals will however be noted in column (10) of block 4 of the schedules (See instruction para 4.4.3). Sometimes a catering agency is engaged to provide meals only, for which the agency is paid on per plate basis. Some other items like sweets, ice-cream , beverages etc. are purchased separately and served to the guests. The purchase and consumption of those 'other items' will be shown against the respective items and those should be excluded from the item 'cooked meals'.

4.5.34 **Items 414-418** : Cake, pastry etc. 'Cake, pastry (414),pickles, (415, sauce (416) and jam, jelly (417) may be purchased or prepared at home. If ingredients like fruits, spices, sugar, egg, ata, maida, salt, fuel and light etc. required for preparing the product at home, are already avoid repetition of the same in item group 41.

Example : A household prepared some pickles at a cost Rs. 20/- (say) one year back. But during the reference period one-fourth of it is consumed by the household. How to record the value and quantity of its consumption.

In this case, no entry will be made in col. (4) to (9). But the value of consumption will be recorded in col.(11) as $\frac{1}{4}^{\text{th}}$ of Rs. 20/- i.e. will be recorded in col. (10) against the item 415. This example will hold good for any processed food which is preserved and consumed over a period.

4.5.35 **Item 418 : Other processed food** : Items like snacks, tiffin, food packets etc. which have not been covered under items 410-417 of the list of food items, will be recorded against the item ' other processed food'.

4.5.36 **Item 432 : Supari** : Supari (betel nuts) in various forms are available in the market. These are fresh supari , supari, sun dried supari, boiled and coloured supari and scented Supari purchased end/ or consumed, in any of the forms will be accounted for against this item.

4.5.37 **Item 438 : Other ingredients for pan** : All other ingredients excepting item 432- 434, used for preparing pan, should in this item. But tobacco, zarda, limam, surti etc. which are also consumed with pan should not be included in this item. Provision for them has been made in group code 44 assigned for 'tobacco.

4.5.38 **Item 470 : LPG** : A fixed quantity of liquid petroleum is filled- in a gas cylinder and supplied for domestic consumption. The quantity in kg. is shown on the body of the cylinder. If, for example, a cylinder contains 16.2 kg. of gas (say) and usually the household, consume one full cylinder in x days than the quantity of gas consumed during the last 30 days will be 16.2×30 . This will be calculated up to two places of decimal and the quotient will be recorded in col. (10). The value will also be derived in a similar manner. In column (4) under cash purchase for this item, the actual number of cylinders, purchased during the month will be multiplied by 16.2 and recorded under this column. Caution money deposited for getting a gas cylinder should not be considered as consumer expenditure and should not be recorded in this schedule.

4.6.0 **Block 6.1 & 6.2** : In those two blocks, information on quantity and value of cash purchase, consumption out of hole produced stock, gift, loan etc. and total consumption of various items of clothing will be collected. The information relating to 30 days preceding the date of enquiry will be recorded in block 6.1 and those relating to the preceding 365 days will be recorded in block 6.2. Second hand purchase of clothing will not be considered in those blocks.

4.6.1 **Reference period** : It may be noted that for items of clothing in blocks 6.1 & 6.2, footwear in blocks 7.1 & 7.2 and for items of durable goods in blocks 9.1 and 9.2, information is to be collected for two reference periods viz., 30 days and 365 days preceding the date of enquiry. It is needless to emphasize that there is no point in getting the latter entry as a derived figure from the former one. The information relating the 365 days reference, on the contrary, has to be elicited independently from the informant household. Information on equal expenditure will require probing as to the occasions of purchases made and the details of recall difficulty on the part of the informant, efforts are to be made to obtain the information. For durable goods (blocks 9.1 and 9.2) recall difficulties are likely to be much less as the purchases of these are usually less frequent than in case of clothing and footwear.

4.6.2 But for the difference in the reference period for data collection, the two blocks 6.0 and 6.2 are identical. Hence the following instructions (paras 4.6.3 to 4.6.10) will equally apply to both the blocks.

4.6.3 **Columns (1) and (2)** : In these two columns, the item code number and the description of the clothing item will be recorded. The list of clothing items with their respective item code numbers are printed at the bottom of schedule block.

4.6.4 **Column (3) : Type code** : In this column, the type code will be entered for the item recorded in column (2). A 'type code' will specify the material e.g. cotton, wool, silk etc. with which the item of clothing is made. If an item is made of cotton, a further distinction will be made as mill-made power loom, hand-loom and khadi production.

The type codes are :

Cotton :

Mill made.....1	art, silk, rayon or
Power loom.....2	other synthetic textile6
Handloom.....3	pure silk..... 7
Khadi4	mixed : wool/synthetic/..... 8
	cotton/silk
wool :5	others.....9

The codes are also printed on the schedule. It may be noted that if an item of clothing of different 'types' are purchased and /or consumed it will be necessary to fill-in one line for each item and 'type' combination.

4.6.5 **Column (4) : Unit** ; The unit of an item, as shown within brackets after the name of the item in the list, will be recorded in this column.

For detailed instruction, refer to para 4.5.5 of block 5, sch. 1.0

4.6.6 **columns (5) & (6) : Quantity and value of cash purchase** :

As for lock 5, cash purchase of clothing will include all purchases made during the reference period in cash or an credit (to be paid in cash). Payment made by cash during the reference period, on purchases made prior to the reference period, should be ignored. Transfer receipt will not be accounted for here. While making entries, the quantity and value of purchase of clothing in these two columns, all purchases for consumption or for the purpose of transfer payment like gift charity etc. should be included. Care should however be taken to exclude purchase made on account of household productive enterprise.

4.6.7 **Columns (7) & (8) : Consumption out of home produced stock** :

Consumption of clothing is defined as an item of clothing being brought in maiden or first use. Out of the home produced stock, those which were consumed this is, brought into first use during the reference period will only taken into coconut for recording the quantity and value of consumption out of home produced stock. For example, if a household weaves two pieces of cloth and puts into use only one piece in the reference period keeping the other for future disposal, the quantity and value of one piece only will be entered.

4.6.8 **Columns (9) and (10) : Consumption out of gift, loan, etc.** :

Quantities and the corresponding, etc. will be entered the cols. (9) and (10). Consumption out of stock of the household which is collected free or received as gift or char tics or out of loans (in kind) incurred by the household or received as repayment, etc., are to be recorded in these columns.

4.6.9 **Column (11) & (12) : Total consumption** :Entries regarding total consumption of clothing items will be the total of consumption out of purchase, out of home-produce and out of transfer receipts such as gift charity, receipt in exchange of labour or services etc.

4.6.10 consumption of clothing out of home-production during the reference period will be evaluated at the producer's price. But consumption of clothing items made out of transfer receipts and receipts in exchange of services will be evaluated at the retail price prevailing in the local market.

Explanatory Notes on items of Blocks 6.1. 6.2

4.6.11 For 'readymade' garments, the unit of quantity will be number. But if a household prepared a garment out of cloth purchased then the items of consumption will be recorded as 'cloth' and the quantity will recorded in 'returns' .When any garment is stitched at home by a household member ,its value will be equal to the value of cloth only. No labour charges for stitching of the garment need be accounted for unless the sample household itself is running a tailoring shop. In case the household is having such a shop and a garment is stitched there, the value of cloth will be recorded against item 482 or 483 and the tailoring charges will be shown against item 610 of block 8. Similarly for a quilt made at home of which the materials (viz., cloth, stuffing, cotton, thread etc.) were purchased, the quantity and value of the materials used will be shown against the respective items. The service charge paid to hired person for stitching the quilt will be entered against item 610 as tailoring charge in . block 8.

4.6.12 **Item 481 : Saree** : In some regions of the country cloth is used in different forms. For example. Assamese ladies wear 'rekhle'. Similarly, in care hills ladies used 'Dakbandha'. The length of the cloth used 'Mekhle and Dakbandha is generally 1.50 metre. These cloths may be treated as sarees of shorter length. Sarees used in some areas on the other hand much longer than the standard ones. Hence the unit for saree and saru in 'metres' with two places of decimal should be recorded against this item.

4.7.0 While filling-in these blocks on consumption and purchase of footwear, the general instructions given for filling in the blocks on clothing will be followed. The quantity to be recorded in columns (4), (6) and (8) are to be entered in whole number (of pairs) only.

For detailed instructions, refer to para 4.5.5 of block 5, schedule 1.0

4.8.0 **Block 8** : Expenditure cash and kind on miscellaneous goods & services rent & taxes. In this block, relating to miscellaneous goods and services, information will be collected on the expenditure for purchase of these items during the reference period. The actual expenditure incurred towards purchase of these items, used for non-productive purposes, will be considered as the consumer expenditure of the household. Expenditure both in cash as also in kind will be taken into account. The reference period will be the last 30 days prior to the date of survey.

4.8.1 **Credit purchase** : In case of credit purchase, of any item of the block, the actual expenditure made during the reference period will be recorded. If any payment is made during the reference period for any credit purchase made earlier, then that amount will also be included. If the household makes a lump payment against the credit purchase of several items, apportionment will be made for each of the items in proportion to their value. It may be noted that the procedure followed for/ the items covered blocks 5, 6.1, 6.2, 7.1 and 7.2.

4.8.2. **Payment in kind** : If a payment in kind is made against consumer services like payment to priests, domestic servant, barber, washer man etc. in terms of food pan, tobacco, intoxicants, fuels, clothing and footwear, the value of the item will be recorded against the particular service consumed. But if, such payment in kind are made in terms of miscellaneous items listed for this block, it will not be recorded against consumer service, but instead, will have to be recorded against the respective items of the block.

4.8.3 **Columns (3) & (4) : Value (Rs. 0.00)-cash, cash & kind** :

The amount of expenditure incurred on an item during the reference period of 30 days preceding the date of the enquiry will be recorded in these two columns. When the payment is made in cash, the entry will be made in both the columns (3) and (4) . In case the payment is made in kind, the entry will be made in column (4) only. And incase, it is made both in cash and in kind, the amount of cash expenditure will be recorded in column (3) and the total expenditure i.e. cash and kind together will be put in column (4).

4.8.4 Expenditure on the individual item together with their corresponding group sub-totals should be entered. For example, if during the reference period the sample household incurred some expenditure toward amusement, the entries should first be made in the lines corresponding to the reported individual item from amongst item codes 520 to 528 and then the sub-total (item code 529) should be struck. Entries will be made in similar may for all the reported items including the corresponding sub-total items. The entries in this block should be made according to the sequential order of the item codes. It is important to note that the entry in an item group sub-total will have to be made even if, expenditure is reported on only one item of the group.

Explanatory Notes on items of Block 8

4.8.5 **Item groups 52 : Amusement** : This stands for amusement and sports. Here consumption is represented by purchase of amusement services or articles catering to amusements. It is possible that in attending to sports or cinema show some expenditure is incurred on traveling and conveyance and also on refreshment. Such expenditure will be excluded from this item group and come under appropriate heads reserved etc. of photography will be shown against item 525. Expenses incurred for hiring of video caste will be recorded against the item 526.

4.8.6 **Item group 53 : Education** : This is meant for recording education. These expenses, paper, pencil ,etc. This also include fees paid to the schools or colleges on account of tuition inclusive or minor items like game, fees, fan fees , etc Payment to private tutor(603) and school bus/ van (636) will be excluded from this item group and will be recorded against item group 60 and 63. Occasional payments to the school fund are made on account of charities provided indigent students . Such accounts will not be included here as these are regarded as transfer payments.

4.8.7 **Item groups 54 : Medical** : Expenditure on medicine of different types and medical goods will be recorded here. Payments to doctor, nurse, etc., on account of professional fees and fees and those made to hospital for medical for medical treatment will be shown against items 600 , 601, and 602 of block 8. the item 544 (family planning appliance) will include-IUD intra-uterine device), oral pills, nirodh, diaphragm, spermicide (jelly, cream, foam tablet), MTP (medical termination of pregnancy), injection etc. Expenditure incurred for clinical tests, x-ray etc., will be recorded against item 548. For central Govt. Employees receiving medicines and medical services from CGHS dispensaries, only the monthly contribution made will be recorded. If however, some medicine or service is purchased from outside, the amount paid for that during the month should also be taken into account for making entries under this group of items. Such expenditure, even if re-imbrued, are to be included..

4.8.8 **Item 614 : Repair charges** : For repairing any of the items of miscellaneous goods, not used for productive purposes, but used as items of domestic consumption might involve some charges paid to the artisans. Such payment will be recorded against item 614.

4.8.9 **Item 618 : :Other consumer services** : This item will stand for services of driver, coachman, cobbler, blacksmith, unskilled labourer etc.

4.8.1. **Item groups 62 & 63 : Conveyance** : Expenditure incurred on account of journey undertaken and /or transportation of goods made by railway, bus, steamer, motor-car (or taxi), motor cycle, auto-rickshaw, bi-cycle (hand drawn and cycle) horse cab, bullock cart, hand cart, porter or any other means of conveyance. The expenditure will be the actual fare paid . The expenditure incurred on journeys undertaken under the LTC etc. rules, even if reimbursed, are to be included. In case of owned conveyance the cost of fuel (petrol, mobile oil, diesel etc.) for power driven transports and animal feed for animal drawn carriage will be recorded. Expenditure incurred on account of garage rent, driver's and cleaner's salary and servicing of any of the items under block 1 will be shown against 650, 618, and 614 respectively.

4.8.11 The expenditure incurred on a conveyance used during the reference period partly for household enterprise and partly for domestic purposes will be apportioned on the basis of the member of kilometers it traveled for each type of use. In case the information on distance traveled is not available the apportionment will be done on the basis of duration of use, say, number of hours or day used for enterprise and domestic purpose. In case information on actual number of days engaged in enterprise or in domestic use is not also available it will be done on the basis of 'normal use'. The word 'normal' refers a period beyond the reference period.

4.8.12 Item 640 : pet animal and others : This item will include :

(i) expenditure incurred for purchase and maintenance pet animals expenses, etc.,

(ii) expenditure incurred by the household during the reference period for payment made towards such fines and penalties as may be imposed by the Court of Law for legal offence provided they do not relate to household enterprise; - other types of fines and penalties e.g. fine for late payment of – electric bills or telephone bills, municipal taxes, radio license, school/college fees etc. will not be recorded here and these will be recorded under appropriate items of expenditure of this block.

(iii) expenditure on any other ‘miscellaneous’ items like subscription to societies or similar type of organizations etc. (relevant to the block) not provided in the list, of items. Subscription to clubs or journals will however be recorded against this item.

4.8.13 Item 599 : Miscellaneous consumer goods total: This will be the aggregate of the sub- total lines against item group sub-total codes 529, 539, 549, 559, 569 and 589.

4.8.14 Item 649 : Miscellaneous consumer services total : This will be the aggregate of the sub-total lines against item groups sub-total codes 619, 639, & 640.

4.8.15 Item 650 : house rent, garage rent : This item consists of rent for residential building and garage rent for private vehicle of the household. Amount actually paid during the reference period will be noted here. The rent for a government quarter will be the amount being deducted per month towards house rent from the salary of the employee. If some amount of money was paid in advance at the time of hiring of the house , only that part of the advanced amount which is being deducted every month from that advance payment added up with the actual amount paid every month towards rent will be the amount to be recorded as house rent.

4.8.16 Item 652 : Consumer rent (other goods) : Hiring charges for consumer goods like furniture, electric fans, crockeries, utensil and charges for decoration on ceremonial occasions are to be recorded here.

4.8.17 Item 669 : Consumer taxes and cesses : This is for recording the expenditure on taxes and cesses paid by the household as a domestic consumer. It will appear that only such taxes and cesses are enumerated which are considered to be levied on the household as consumer unit. The road-cess, chowkidari tax, Municipal rates are some of the items. Consumer licence fees will also be included in it. These fees are constituted by the fees paid for keeping radio sets, guns, T.V. Sets, Video Sets, Cycles and the like.

4.9.0 Blocks 9.1 and 9.2 : Expenditure (cash & kind) for purchase and construction (including repairs) of durable goods for domestic use : Information of expenditure incurred for purchase and cost of new materials and services for construction and repairs of durable goods for domestic use during the last 30 days (block 9.1) and also for the last 365 days (bl.9.2) will be collected in these blocks. Purchase will include both first-hand and second-hand purchase and will be recorded in separate columns of these blocks.

4.9.1.1 Block 9.1, columns (1) and (2) : In these columns the three digit code number of the items and the name of the items will be entered. The item will be taken from the list of items for durable goods as printed on the schedule. For each entry in a blank line, the corresponding three digits item code number must be clearly written.

4.9.1.2. **Column (3) : Number in use of the date survey** : The number in use on the date of survey of each item of durable goods will be entered in this column. It will also include those items which may not be in use temporarily but are likely to be in use after repair/necessary servicing. But if any items are purchased and offered to some body on ceremonial occasion or for any other purposes then the number of such items in use will not be recorded in the giver household . This means that the particular given household is not using that on the date of survey. In such case, 'O' will be recorded under this column. It is, therefore, important for the investigator to make proper investigation before recording any entry under this column.

4.9.1.3 **Column (4) : Number** : The number of each item of durable goods purchased (first-hand) in cash/and /or kind will be recorded in this column.

4.9.1.4 **Column (5) : Whether hire-purchased** : It may be noted that when durable goods are purchased on cash or kind during the reference period code 2 will be recorded in this column. If on the other hand, an item of durable goods is purchased on installment payment during the reference period, code 1 will be recorded in this column.

4.9.1.5 **Columns (6) & (7) : First-hand purchase** : Value of first-hand purchase during the last 30 days preceding the date of survey will be entered in columns (6) and (7) .The amount paid during the reference period in cash only be recorded under col. (6) and in cash and kind together will be shown under col. (7) against the respective items.

4.9.1.6 **Columns (8) and (9) : Cost of raw materials and services for construction and repairs.** Information on expenditure made in cash and cash & kind for construction, assemblage of repairs of durable goods will be collected here. Value of durable goods constructed will comprise of value or raw materials services and /or labour charges and any other charges. The total value of raw materials as also services and labour charges will be recorded in this block. The purchase value of a consumer durable constructed or repaired by an artisan for his domestic use will be the aggregate of the purpose value of the raw materials used and imputed value of his services for its construction/repairs. Amount paid in cash, including the imputed value of own services if any, only will be recorded under col. (8) and that in cash & kind together under col. (9) against the respective items.

4.9.1.7 **Columns (10) & (11) : Total expenditure** : Column (10) is the sum of entries made in columns (6) and (8) and column (11) is the sum of entries made in columns (7) and (9).

4.9.1.8 **Column (12) : Number** : The number of each item of durable goods purchased (second hand) in cash or cash & kind will be recorded in this column.

4.9.1.9 **Columns (13) & second hand purchase** : Value of second-hand purchase during the last 30 days preceding the date of survey will be entered in columns (13) and (14). Amount paid in cash only will be recorded in col. (13) and that in cash & kind in col. (14).

4.9.1.10 **Items 689,709, 719, 729, 749, 759, 769, 779, 780, 788 : Sub-total** :

Expenditure(cash & kind) made on purchase and construction & repair of durable goods for domestic use during the reference period will be entered against these items. The entry against each sub-total item under cols. (4), (7),(8),(9), (10), (11), (13) and (14) will be derived by adding the entries under the respective column against the corresponding constituent items.

4.9.1.11 **Item 789** : Total expenditure (cash and kind) for purchase and construction (including repairs of durable goods) : Total expenditure on durable goods for purchase, construction and repairs will be recorded against this item. The totals under columns (6), (7), (8), (9), (10), (11), (13) and (14)

against this item will be derived by adding all the entries against the sub-total items of the block under the respective columns.

4.9.2.0 **Block 9.2** : Expenditure for purchase (cash and kind) and construction (including repairs) of durable goods for domestic use during the last 365 days : Information expenditure incurred for purchase of durable goods and purchase of raw materials and servicing for construction and repairs of durable goods domestic use during the 365 days will be collected in this block.

4.9.2.1 **Columns (1)-(14)** of this block are exactly similar to that of block 9.1. The difference is only in the reference period. For block 9.2 the reference period is 365 days preceding the date of survey. Therefore, instruction for making entries in this block will be the same as laid in paras 4.9.1.1 to 4.9.1.11 relating to block 9.1 of schedule 1.0.

4.9.2.2 As for the blocks on clothing and footwear, in this block also whenever an entry is made against any of the items under the 30 days reference period in block 9.1, there must be an entry against the corresponding item under 365 days reference period in block 9.2. Moreover, the expenditure during 365 days should be more or at the most equal to the corresponding expenditure during the last 30 days.

Explanatory Notes on items of blocks 9.1 & 9.2

4.9.2.3 **Item 780** : Residential building and land (cost of repair only) It should be noted that the purchase of residential building and land, whether first-hand or second-hand should not be entered in this block as these are considered capital expenditure on real property. Any new construction of building is also an expense on capital account and should not be entered in this block. The total expenditure incurred by the sample household towards repairs and maintenance of residential building during the reference period would be entered against this item.

4.9.2.4 Livestock animals like horses, bullocks etc., and conveyance like horse cab, bullock cart etc., when used exclusively for non-productive domestic purposes, should also be considered for this block and expenditure incurred towards their purchase or repair etc., will be noted against the respective items printed in this block. If these animals and conveyances are used both for household enterprise and for household consumption, the part ascribable to latter will only be considered to record the value of purchase or the cost of raw materials required for repair, etc.

4.10.0 **block 10** : Particulars of dwelling unit : In this block, date on condition and rental value of dwelling house (unit) will be collected. The dwelling house (unit) has been defined as the housing accommodation available to the household for residential purpose. It may be an entire building, hutment, thatched house or jhopri or a part of building i.e. self-contained flat, flat with housing facilities jointly used with other household, a room or a number of rooms either being used exclusively by a household or jointly with other households. Detached rooms for habitation, which are clearly intended to form part of the dwelling house are also counted as such whereas any building, flat or portion there of used for non-residential purpose is excluded.

4.10.1 In the urban areas, direct information on actual or imputed value of rent for residential accommodation may not be difficult to obtain from the informants. But in the rural areas since the prevalence of hiring residential accommodation is likely to be rare phenomenon, information on the structure type of dwelling house (unit) may be used as an indicator of the level of living. This block has been introduced to collect information relating to some structural particulars of the dwelling houses (unit) owned or occupied as tenant by the household, both in rural and urban areas. In the urban areas, an additional information, viz., that on actual or imputed monthly rent (item 8) of the dwelling house

(units) owned or otherwise occupied by the household will be collected. This item will not be filled-in for rural households.

4.10.2 **Item 1 : Owned/ hired/ rented** : This item of the block refers only to dwelling unit of the actual residence of the sample household. This dwelling unit may be the entire structure for one household or may be only a part of it. Accordingly, the investigator will ask the informant if it is owned, hired or otherwise occupied. If the dwelling unit owned code 1 will be recorded against item 1. if it is taken on rent code 2 will be entered and if it is occupied otherwise, code 3 will apply. However, if any household living under trees, bridges, in peeps etc. will not be treated as living in dwelling unit. For such household code 'o' will be recorded and in such case a cross 'X' mark will be put against all the items under this block. It may be noted that a dwelling unit constructed on a plot of land which is taken under long term lease, usually ranging from 30 years will be considered as being held under an owner like possession. Similarly a dwelling treated as an owner like a possession and the code 1 will be applicable in such cases also.

4.10.3 **Item 2 : Covered area** : This will be the sum of the floor areas of all rooms, kitchen etc. and covered and / or uncovered verandah of the building . The area will be recorded in nearest of sq.m. The verandah will mean the space adjacent to the rooms (both living and other) which is used as an access the rooms of the dwelling unit. Verandah will not, however, cover a passage or a corridor used mainly as an access to the dwelling unit itself. A verandah covered on four sides by walls with a roof above, is a covered verandah. But the verandah not supported by walls on four sides is an uncovered verandah, irrespective of whether there is a roof or not.

4.10.4 **Item 3 : land possessed code** : The land on which the residential building is constructed may be either owned, or rented or leased in or otherwise occupied Land leased in for 30 years or more will be classifies as owned. In case of multistoried buildings if an apartment is owned and occupied by the household, land possessed code in that case will also be '1' i.e. owned.

4.10.5 **Item 4 : Plinth level** : Plinth level means the constructed ground floor level of the house from the ground at the main entrance of the dwelling unit. If there is a basement that is, some floor area below the ground level, then code 1 will be recorded. In case there is no distinction between level of the ground (i.e. land) and the level of the lowest floor then the plinth level will be 0.00 metre and code 2 will be recorded against this item. If the level of the lowest floor is higher than that of the ground (land) i.e., more than 0.00 metre then 3 will be recorded. Here 'plinth' refers to the foundation base of a house.

4.10.6 **Item 5 : Type of dwelling** : A dwelling unit may be in a chawl or bustee, or an independent house or a flat. Code for each of the type of dwelling is given in the schedule and the applicable code will be entered against this item.

4.10.7 A 'chawl/ bustee' is a collection of huts (that chophouses or huts) or tenements which is generally constructed of katcha or semi-pucca materials like mud, bamboo, grass, leaves, reeds, that on unburnt-brcks etc. and is inhabited by a large number of households. If a household is living in such a 'chawl or bustee', code 1 will be recorded against this item.

4.10.8 An independent house is one which has a separate structure and entrance with self contained arrangement. In other words, if the dwelling unit and the entire structure of the house are physically conterminous, it should be considered an independent house. Here dwelling unit will mean living rooms ,kitchen , bathroom, latrine, store-room, verandah (both open and closed).

4.10.9 A flat generally, is a part of the building and has one or more rooms with self-contained arrangements and normal housing facilities like water supply, latrine, toilet etc. which are used

exclusively by the family residing therein or jointly with other families. It also includes detached room or rooms with or without other housing facilities.

4.10.10 **Item 6 : Type of structure** : The structure have been classifies into three categories, namely, pucca, semi-pucca, and katcha on the basis of the materials used for construction. Codes for each type of structure has been given in the schedule.

4.10.11 A katcha house is one whose walls and roofs are made of mud, bamboo, grass, leaves reeds, thatch or unburnt bricks. A pucca house is one whose walls and roof, at least, are made of burnt bricks, stone, cement concrete, concrete jack board (cement-plastered reeds) and timber. Tiles galvanized tin or asbestos cement sheets used in construction of roofs will be regarded as pucca material. A pucca house is one of which either the roof or the walls are made of pucca materials like burnt bricks, stones, cement concrete, concrete jack board (cement-plastered reeds) and timber. Tiles, galvanized tin or asbestos cement sheets used in construction of roofs will be regarded as pucca material. A pucca house is one of which either the roof or the walls are made of pucca materials like burnt bricks, stones, cement concrete or timber.

4.10.12 **Item 7 : Floor type** : Floor of a house may be made of (i) mud (ii) wood, bamboo, reed, (iii) brick, cement, stone, (iv) any other materials. Codes have been provided for type of floor built with any of these materials. Appropriate code number will be recorded against this item after ascertaining the material which has been used for construction of the floor.

4.10.13 **Items : Actual or imputed monthly rent** : The information will be collected for households of urban areas only. Actual monthly rent of the dwelling unit will be noted if it is taken on rent. But if a household in urban areas is not residing in a rented house that is, residing in a house which is either owned or otherwise occupied without paying any rent, than the rent will be imputed considering as if it was taken on rent. Imputation will be done on the basis of prevailing rate of rent for similar house in the locality or surrounding areas. It may be mentioned in this connection that, rent does not include any salami/pugree or any kind of cess payable to local self-government or to government. It is merely an amount payable to the owner or to some other party as per contract between the occupier and the persons who lets it out. A household may occupy a dwelling unit which is neither owned nor hired in. In such cases also the imputed rent will be recorded. (Refer to para 4.0.15 also)

4.10.14 **Items 9 : Condition of the house** : Against this item is to be recorded the physical condition of the house in the sense whether the house is excellent for habitation and needs no immediate repairs, good and needs no major repairs; bad and needs immediate major repairs or structural changes. Major repairs will constitute such essential repairs of the house without which the house is risky or very unhealthy for human habitation. The entries are to be made in code numbers given in the schedule. The condition of the house will have to be assessed the time of investigation and the appropriate code will be recorded here.

4.10.15 **Item 10 : House category code** : (The appropriate code for this item will be recorded at the Data Processing centre). Codes which are to be recorded here, will be based on the combination of codes entered in item 5 (type of dwelling : chawl/bustee-1, independent-2, flat-3,) and in item 6 type of structure : kacha-1, semi-pucca-2, pucca-3) in the following manner.

house category	entry against	house category code

	item 5 item 6	

(1)	(2)	(3)	(4)
i. Kactch independent house	2	1	1
ii Katcha chawl/bustee	1	1	2
iii katcha flat	3	1	3
iv. all katcha houses (i- iii)	x	1	4
v. semi-pucca independebt house	2	2	5
vi. semi-pucca chawl bustee	1	2	6
vii semi pucca flat	3	2	7
viii.all semi-pucca house (v- viii)	x	2	8
ix pucca independent house	2	3	9
x. pucca chawl/bustee	1	3	10
xi. pucca flat	3	3	11
xii. all pucca house (ix- xi)	x	3	12

4.11.0 **Block 11 : Summary of consumer expenditure** : In this block, the summary of expenditure by broad groups of items is to be recorded in col. (6). The figures for this summary block should be collected from the entries made against various sub-total lines of block 5 to 9.2. the expenditure recorded here will relate to two sets of reference periods viz. (i) for the last 30 days and (ii) for the last 365 days (i.e. monthly expenditure and annual expenditure). The expenditure for the last 30 days will be filled-in against the serial numbers 1 to 30 and that for the last 365 days against the serial numbers 31 to 33. Reference for block, line/ item code and columns from which the amount is to be copied are printed in columns (3) (4) and (5) respectively.

4.11.1 **Serial number 15 : Food sub-total** : It is the total of the entries made against serial numbers 1 to 14, column (6) of this block (block 11)

4.11.2 **Serial number 27 : Non-food sub-total** : This will be obtained as the sum of the entries made against serial numbers 16 to 26, column (6) of this block (block 11).

4.11.3 **Serial number 28 : Total consumer expenditure** : it is the sum of the entries made against serial numbers 15 (food sub-total) and 27 (non-food sub-total) column (6) of this block (block 11).

4.11.4 **Serial number 29 : Household size** : This is to be copied from the entry made in block 3.1, item 1.

4.11.5 **Serial number 30 : Per capita expenditure last month (Rs. 0.00)** : It is to be obtained by dividing the entry made against serial number 28, column (6) total consumer expenditure) by that against serial number 29, column (6) (household size) of this block. The result of the division will be recorded in rupees with two places of decimal. This derived amount will also be entered against item 19 of block 3.1.

4.12.0 **block 12 : Remarks by investigator** : Any remark which is considered necessary for explaining any peculiarity in the consumption pattern of the household or any other characteristic of the household will be noted here. Such remarks will help understanding the entries made in several blocks of the schedule, specially when any entry is very high or very low.

4.12.0 **block 13 : Remarks by supervisory officer** : Supervisory officer may note their views on any aspect relating to the household and on any observed peculiarity in the consumption pattern of the household.

SOME GENERAL CLARIFICATIONS OF THE PROCEDURE OF COLLECTION OF CONSUMER EXPENDITURE DATA

1. APPROACH FOR FILLING IN BLOCKS (5),(6.1),(6.2),(7.1) &(7.2) :

The item wise information to be collected in these blocks refer to the quantity and value of items under three different aggregation viz., 91) those purchased during the reference period (2) those consumed during the reference period out of home-grown/home produced stock (3) gifts, loan etc. and 94) the total consumption during the reference period. The figure under (3) i.e., 'total consumption' are to be arrived at independently of those under (1),(2) and (3).

(1) Only cash purchases (including these made on credit but to be considered as purchase. Barter purchase will be ignored. For clothing and footwear, second-hand purchase will also be ignored.

The quantity and value of purchases, as defined above of any item made during the reference period will be shown under the column as 'purchase'.

(2) Consumption out of home grown/home produced stock of an item will mean that it should be produced by the household members not necessarily within the reference period and consumed by them within the reference period.

(3) Consumption out of loan, gifts, etc. will mean consumption out of stock of the household which is collected free or received as gifts or charities or out of loans (in kind) incurred by the house hold or received as repayment etc.

(4) The quantity and value of consumption of an item during the reference period will be noted against total consumption. The consumption will include consumption out of :

(i) commodities purchased in cash (value of consumption to be evaluated at purchase . price).

(ii) commodities received in exchange of goods and services (value of consumption to be imputed at average local retail prices prevailing during the reference period);

(iii) transfer receipt such as receipt from gifts, loan, charities etc. (value of consumption to be imputed as in (ii).

Transfer payment made to others should not be considered as consumption of the payee household.

(iv) free collection value of consumption to be imputed as in (ii)

(v) home grown, home produced stock (value of consumption is to be imputed at ex-farm, ex-factory price);

(the time of consumption of an item of clothing or footwear is considered to be consumed at the point of time when it was brought into use for the first time).

Reference period for blocks 5,6.1 & 7.1 is the last 39 days preceding the date of enquiry and for blocks 6.2, 7.2, it is the last 365 days preceding the date of enquiry.

II. APPROACH FOR FILLING IN BLOCKS 8, 9.1 & 9.2

For these blocks, only cash purchase, made for any purpose what so ever, will be considered. Any purchase made on credit during the reference period will be ignored. Payment made in cash during the reference period for purchase made earlier will also be considered. For hire-purchase, the total amount of the installments paid during the reference period will be recorded. Purchases made for transfer payment will be included but transfer receipts will be excluded.

Payment made in kind for purchase of an item contained in any of these blocks will be recorded against the purchased in any of these blocks will be recorded against the purchased item only.

III. PURCHASE AND CREDIT PURCHASE

In all the blocks of the schedule on consumer expenditure viz., blocks 5 to 9.2, the purchase value is to be noted against each of the items purchased during the reference period. Thus purchase made on credit in respect of any item of block 5, 6.1, 6.2,7.1 & 7.2 during the reference period will be included under purchase and the entire quantity and the corresponding value will be treated as purchase irrespective of whether payment is made wholly, partly or nil during the reference period. However, any payment made during the reference period corresponding to credit purchase made earlier will be excluded. For items of blocks 8, 9.1 & 9.2 a different procedure is to be followed. Purchase on credit for which no payment made during the reference period will be excluded, whereas part or full payment made during the reference period toward credit purchase made earlier will be included under the purchase. In other words, while for blocks 5, 6.1, 6.2, 7.1 & 7.2 a credit purchase will be entered when the actual transaction actual during the reference irrespective of the time of payment, for block 8, 9.1 & 9.2, it will be the amount of actual payment made during the reference period irrespective of the time of the transaction of the credit purchase. This point has been explained, separately, in I and II also.

NOTES RELATING BLOCKS 10, 11

Block 10 : If the code in item 1 is other than 1 to 2 and 9, a cross 'x' mark will be put against all the items. Excepting for item 10, there should be an entry against each of the items.

Block 11 : (i) Most of the entries made in column (6) of the block are to be copied from appropriate places. While making an entry against a line, care should be taken to transfer the entry from the appropriate locations which are printed in columns (3) to (5) of the line.

(ii) Item 30 (per capita monthly consumer expenditure) will be computed by dividing the entry in column 6 of item 28 by the entry in column 6 of item 29 and the quotient, correct to two decimal places, will be recorded in column (6).

(iii) The figure recorded in column (6) of item (30) will also be Transferred to item 19 of block 3.1.

SOME GENERAL INSTRUCTIONS FOR FILLING IN THE CONSUMER
EXPENDITURE

SCHEDULE (INVESTIGATOR'S CHECK LIST)

Block 1 : All the items of this block expecting item 23, should be filled-in for a sample household. Some items of the block are, however, relevant for rural samples and some others for urban samples only; in a not applicable line a cross 'x' mark will be put. When the entry in item 22 is '1', a cross recorded in item 23. Code 1 will be recorded against item '19' if schedule 1.0 is 'canvassed' first and code 2, if 'canvassed' second.

Block 3.1 : Items 1 to 21 of this block are to be filled-in for each household. The entry against in any one of these items should be positive integer or '0' (zero)

Block 3.3 : There will be entry/entries in sub-block 2 if the entry in sub-block 1 is '1'. If the entry in sub-block 1 is '2', strike out the whole of sub-block 2 with a line across the part block. Entry in item of sub-block 3 will be independent of any entry in sub-block 1 or sub-block 2. Entry '00' against serial no. 2 of sub-block 3 if no meal was served to employees.

Block 4 : The last serial number under col. (1) should be transcribed against item 1 of block 3.1. All the columns against all the persons listed are to be filled-in. In each of the cols. (8), (10), (11) & (12) there must be some entry. If the number is nil for any of these columns entry '00' there. There must be an entry against each household members for each of the cols. (13) to (16)

Blocks 5, 6.1, 6.2, 7.1 and 7.2 :

(i) whatever to the unit of quantity, record integral part in the left hand part and the decimal portion will be recorded in the right hand part. The items for which the specified unit is either gram/number/box standard unit or pair, two zeros (00) will be recorded in the decimal part. It may be observed in this context that whenever such an item has been printed in a line within a schedule block pairs of zeros printed in the decimal part under the quantity columns against the line;

(ii) At the end of each sub-block the sub-total item is printed. If entries are made in at least one of the items of a sub-block, care should be taken to fill-in the sub-total line of the sub-block also and vice-versa. The sub-total under any column should be equal to the sum of the entries made against all the items of the corresponding group of items;

(iii) Whenever any entry made in either quantity or value it is essential to make an entry in the corresponding value of quantity column, unless the quantity column is already crossed cut;

(iv) Name of the columns of a filled-in line should be left blanks. For zero reported cases, put a '-' in the corresponding column.

NOTES ON BLOCKS 5, 6.1, 6.2, 7.1, 7.2, 9.1 and 9.2 :

Before a sub-total line, in most of the blocks and sub-blocks, a few blank lines have been provided to accommodate any other listed items which are not printed in the block/sub-block proper. Items not covered in the list are to be pooled together and recorded against the residual category 'others' of the appropriate sub-group. For each entry in a blank line, the corresponding three digit item code number must be clearly written. In other words, these should not be any entry in blocks 5 to 9.2 of the schedule without the appropriate item code number. Any item code outside the list provided in the schedule should not be entered anywhere in the schedule. For example, while collecting information on purchase and consumption of vegetables under group 30 an informant might report consumption of

cholai/Amaranth , Mustard leaves and Methi/Fenhgreck leaves. That is, three different types of leafy vegetables. None of the three items will be pooled together and recorded in one line with item code 305 in col. (1) giving the description 'other leafy vegetables' in col. (2) and the pooled quantity and value figures would be recorded in appropriate columns.

Block 5 : For some items, the particulars are printed in columns (1) to (3). Apart from these , in a few sub-blocks, some blank lines have also been provided. Particulars of items provided in the list, other than those printed within a sub-block, which was purchased and /or consumed in columns (1) to (3) of the blank lines.

Blocks 6.1 and 6.2 : The particulars of items purchased and/or consumed during the reference period should be recorded in columns (1) to (4). Two different lines need be filled-in for recording purchase and/or consumption of the same item of two different type codes.

Blocks 6.1, 6.2, 7.1, 7.2, 9.1 and 9.2 : Whenever an entry is made any of the items in blocks 6.1/7.1, there must be an entry against corresponding item in blocks 6.2/7.2. Similarly, corresponding to an entry against on item under the 30 days reference period in block 9.1, there should also be an entry against the same item under the 365 days reference period of block 9.2.

Block 8 : For some items, the particulars are printed in column(1) (2). Apart from those, a few blank lines have been provided for each group of items and sub-total lines corresponding to each group of items are also printed on the schedule. The following points amy be noted while filling in the block :

- (i) Whenever there is an entry against an item under column (3) there must be an entry under column (4) of the same line;
- (ii) Whenever there is an entry against at least one item of a particular group of items, there must be an entry against the corresponding sub-total item;
- (iii) the sub-total lines and the total (items 599 and 649) line are properly filles in.

Block 9.1 & 9.2 :

- (i) the entry to be recorded under cols. (3), (4) and (12) should be any one of '0', a positive integer and ' x' mark. A cross mark 'x' should be recorded against the items for which a star mark '*' is printed against the item in the schedule and also against each of the sub-total items in these blocks.
- (ii) Whenever there is an entry in column 6/8 /10 /13 there must be entry in column 7/ 9/ 11/ 14 respectively.

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