

# NSS FIFTY-THIRD ROUND (JAN-DEC 1997)

## INSTRUCTIONS TO FIELD STAFF

### SCHEDULE 1.0: HOUSEHOLD CONSUMER EXPENDITURE

#### INTRODUCTION

0.1 The programme of quinquennial surveys on consumer expenditure and employment & unemployment, adopted by the National Sample Survey Organisation (NSSO) since 1972-73, provides a time series of household consumer expenditure data. Consumer expenditure surveys conducted in NSS rounds besides the 'quinquennial rounds' - starting from the 42nd round (July 1986-June 1987) - also provide data on the subject for the period intervening between successive quinquennial rounds using a much smaller sample.

0.2 The last survey - the ninth - of the annual series was held during the 52nd round (July 1995-June 1996). The tenth will be conducted in the 53rd round (Jan-Dec 1997).

0.3 Schedule 1.0 as usual has been organised into several blocks to obtain information on categories of consumption expenditure incurred and other particulars of the sample household. From the 45th round onwards the subject coverage of the annual schedule has been expanded to include some educational, demographic and activity particulars of each member of the sample household.

0.4 The design of schedule adopted in the 53rd round follows the 52nd round as far as item accounting is concerned. Also, as in the 52nd round, there will be two schedule types, one with a fixed reference period of 'last 30 days' and the other (schedule type 2) with different reference periods for different groups of consumption items as follows:

**Item**

**Reference period**

food items, pan, tobacco and

intoxicants	last 7 days
fuel and light, miscellaneous goods and services and medical (non-institutional)	last 30 days
educational, medical (institutional), clothing, footwear and durable goods	last 365 days

This approach adopted for schedule type 2 has been devised to take into account the variation in the periodicity with which different items of consumption are purchased by individual households, in a better way. It will be ensured, by suitably setting survey dates for sample FSU's, that equal numbers of schedule type 2 households are surveyed in different weeks of each month. This will make sure that the pattern of within-month variation present in 'last 7 days' consumption does not affect the value of the (annual average) estimates to be generated.

0.5 The schedule provides for separate accounting of particulars of expenditure incurred on ceremonies. However, such information will be collected only for schedule type 2 households under two different reference periods, viz., 'last 7 days' and 'last 365 days'.

0.6 Only one schedule type will be used for all sample households in each sample village or block. The sample village/block number will be used (see para 1.2) to determine which schedule type will be canvassed. The colour of the two schedule types will, as in the past, differ so that they are easily distinguishable.

## **DETAILS OF SCHEDULE**

1.0 **Block 0:** This block is meant for recording descriptive identification particulars of a sample household. All the items are self-explanatory.

1.1 **Block 1:** Identification particulars of the sample household: items 1 to 13: These particulars will be copied from the sample list. The particulars to be recorded in items 5 and 6 have already been printed in the schedule. It may be noted that items 1-5 and 7-12 are identical with the corresponding items of block 1 of schedule 0.0.

1.2 **Item 14: schedule type:** This is printed in the schedule. Schedule type 1 will be canvassed in fsu's with *odd* sample village/block number (item 13 of block 1) and Schedule type 2 will be canvassed in fsu's with *even* sample village/block number.

1.3 **Item 15: sample household number:** The sample household number (i.e. order of selection) of the selected household is to be copied from the appropriate column of the main block of schedule 0.0 against item 15 of this block. The corresponding house number and the name of the head of the household are to be copied from there in block 0.

1.4 **Item 16: serial number of informant (as in block 4) and name:** The name of the person from whom the bulk of the information is collected is to be recorded in the space provided and the serial number of the informant as recorded in block 4 is to be entered against item 16.

1.5 **Item 17: response code:** The type of informant, considering his co-operation and capability in providing the required information, will be recorded against item 17 in terms of specified response codes. The codes are:

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

1.6 **Item 18: survey code:** Whether the originally selected sample household has been surveyed or a substituted household has been surveyed will be indicated against this item by recording '1' if it is the originally selected sample household, and '2' if it is the substituted one. If neither the originally selected household nor the substituted household can be surveyed i.e., if the sample household is a casualty, code '3' will be recorded. In such cases only blocks 0, 1, 2, 13 and 14 will be filled up and on the top of the front page of the schedule the word 'CASUALTY' will be written and underlined.

1.7 **Item 19:** reason for first substitution of original household: For an originally selected sample household which could not be surveyed, the reason for its becoming a casualty will be recorded against item 19 in terms of the specified codes. The codes are: informant not available-1, unwilling-2, others-9.

2.0 **Block 2: Particulars of field operations:** The identity of the Investigator, Assistant Superintendent and Superintendent associated, date of survey/inspection/scrutiny/ duplication of schedules, despatch, etc., will be recorded in this block against the appropriate items in the relevant columns. Besides, from the 46th round onwards, person codes of field officials have been introduced which are to be recorded against item 1(ii) (for central sample only).

3.0 **Block 3: Household characteristics:** Characteristics which are mainly intended to be used to classify the households for tabulation will be recorded in this block.

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

3.2 **Item 2: principal industry-occupation:** The description of the principal household industry-occupation will be recorded in the space provided. The right hand side of item 2 has been divided into two lines. The appropriate three digit industry code of the NIC 1987 will be recorded in the first line and the relevant occupation family of the NCO 1968 will be entered in the second line.

3.3 To determine the principal household industry-occupation, the general procedure to be followed is to list all the gainful occupations pursued by the members of the household excluding those employed by the household and paying guests (who in view of their staying and taking food in the household are considered as its normal members) during the one year period preceding the date of survey, no matter whether such occupations are pursued by the members in their principal or subsidiary (on the basis of earnings) capacity. Out of the occupations listed, that one which fetched the maximum earnings to the household during the last 365 days preceding the date of survey would be considered as the principal household occupation. It is quite possible that the household occupation, thus determined as

the principal one, may be pursued in different industries by one or more members of the household. In such cases, the particular industry out of all the different industries corresponding to the principal occupation, which fetched the maximum earnings, should be considered as the principal industry of the household. In extreme cases, the earnings may be equal in two different occupations or industry- occupation combinations. By convention, in such cases, priority will be given to the occupation or industry-occupation combination of the seniormost among the participating members. For households deriving income from non-gainful activities only, a dash (-) may be put against this item.

**3.4 Item 3: household type code:** The household type code based on 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 this purpose, only the household's income (net income and not gross income) from gainful employment will be considered; but the incomes of servants and paying guests will not be taken into account. For the rural areas, the selected household will be assigned appropriate type code out of the following five different household type codes:

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

The procedure for assigning type codes is laid down in paras 3.8 to 3.11 .

**3.5 Rural labour:** This is defined as 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). A person who is self-employed in manual work will not be treated as a wage paid manual labourer. The term 'manual work' means a job essentially involving physical operations. However, a job though essentially involving physical labour but also requiring a certain level of general, professional, scientific or technical education will not be classified as manual work. On the other hand, jobs not involving much of physical labour and at the same time not requiring much educational (general, scientific, technical or otherwise) background will be treated as manual work. Thus the definition will exclude engineers, doctors, dentists, midwives, etc. from manual workers even though their jobs involve some element of physical labour but will include peons, chowkidars, watchmen etc. even if their work does not involve much of physical labour.

3.6 A person will be treated as wage paid manual labourer in agriculture, or in other words, agricultural labourer if he/she follows one or more of the following agricultural occupations in the capacity of a labourer on hire or on exchange, whether paid wholly in cash or in kind or partly in cash and partly in kind:

- a) farming including cultivation and tillage etc.
- b) dairy farming
- c) production, cultivation, growing and harvesting of any horticultural commodity
- d) raising of livestock, bees or poultry and
- e) any practice performed on a farm as incidental to or in conjunction with farm operations (including any forestry or timbering operations and the preparation for market and delivery to storage or to market or to carriage for transportation to market of farm produce).

It may be noted that wage paid manual labour in 'fisheries' are excluded from the purview of the category 'agricultural labour' but included in 'other labour'. Further, carriage for transportation will refer only to the first stage of the transportation from farm to the first place of disposal.

3.7 As for the urban areas the household type codes are as follows:

self-employed - 1, regular wage/salaried - 2, casual labour - 3, others - 9.

Note that the different urban type codes correspond to four sources of household income, unlike the rural sector where five sources are considered. An urban household will be assigned the type code 1,2,3 or 9 corresponding to the major source of its income from gainful employment during the last 365 days. A household which does not have any income from gainful employment will get type code 9 (others).

3.8 Procedure for assigning household type codes in rural sector: For the rural sector, the single 'major source of income' criterion is modified slightly as follows. For a rural household, if a single source (among the five sources of income listed in para 3.4) contributes 50% or

more of the household's income from gainful employment during the last 365 days, it will be assigned the type code (1,2,3,4 or 9) corresponding to that source.

3.9 For a household to be classified as 'agricultural labour' or 'self-employed in agriculture' (code 2 or 4) its income from that source must be 50% or more of its total income. If there is no such source yielding 50% or more of the household's total income, it will be given code 1,3 or 9 according to the following procedure.

3.10 To be classified as self-employed in non-agriculture (code 1), the household's income from that source must be greater than its income from rural labour (all wage-paid manual labour) as well as that from all other gainful sources put together (a three-way division is to be considered here).

3.11 A household not getting code 1,2 or 4 will be classified as other labour (code 3) if its income from rural labour (all wage- paid manual labour) is greater than that from self-employment as well as that from other gainful sources (again a three-way division).

All other households will get type code 9.

3.12 **Item 4: household social group:** Whether or not the household belongs to scheduled tribe or scheduled caste will be indicated against this item in terms of the specified codes which are:

scheduled tribe - 1, scheduled caste - 2, others - 9.

Those who do not come under any one of the first two groups will be assigned code 9 meant to cover all other categories. Neo-buddhists of Maharashtra and neighbouring states, however, will be given code 2. In case different members belong to different household groups, the group to which the head of the household belongs will be considered as the 'household social group' and the group code appropriate for the head of the household will be assigned.

**3.13 Item 5: land possessed:** The area of land possessed will include land 'owned', 'leased in' and (encroached) 'land neither owned nor leased in' by the household but exclude land 'leased out'. The total land area possessed by the household as on the date of survey will be worked out and recorded against this item in code. The codes are:

class interval	code	class interval	code
less than 0.01 hectares	01	2.01 to 3.00 hectares	06
0.01 to 0.20 "	02	3.01 to 4.00 "	07
0.21 to 0.40 "	03	4.01 to 6.00 "	08
0.41 to 1.00 "	04	6.01 to 8.00 "	09
1.01 to 2.00 "	05	more than 8.00 "	10

(1 acre = 0.40469 hectare)

A piece of land is considered to be owned by the household if permanent heritable possession with or without the right to transfer the title vests in a member or members of the household. Land held in owner-like possession say, under perpetual lease, hereditary tenure, long term lease for 30 years or more etc., will also be considered as land owned. For a piece of land under the possession of the household, if the household lacks title of ownership and also does not have lease agreement for the use of land transacted, either verbally or in writing, such land will be considered as 'neither owned nor leased in'. In collecting information regarding land possessed, the actual position as obtained on the data of survey will be considered. It may be noted that the 'area of land possessed' to be recorded against this item should not include the area of land owned, leased in etc., by the servants/paying guests who are considered as normal members of the household. Entry will be made in two-digit code. *In case of land possessed less than 0.005 hectare or nil, code 01 is to be recorded.*

**3.14 Item 6: per capita expenditure last month (Rs 0.00):** This item will be filled in only after completing blocks 5 to 9 and 12. The sum total of the relevant sub-total items (as indicated in block 12) which constitute the total consumer expenditure, will be divided by the household size to obtain the per capita expenditure.

**3.15 Item 7: dwelling unit:** This item of the block refers only to the dwelling unit or the actual residence of the sample household. The 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 is owned by the occupant, code 1 will be recorded against item 7. If it is taken on rent, code 2 will be entered and if it is occupied otherwise, code 9 will apply. However, if any household is found living under trees, bridges, in pipes etc. it will not be treated as living in dwelling unit. For such households code 3 will be recorded and in such cases a cross 'x' mark will be put against the items 8, 9 and 10 of the block. It may be noted that a dwelling unit constructed on a plot of land which is taken under long term lease, usually 30 years or more, will be considered as being held under owner-like possession. Similarly, a dwelling unit itself possessed by a household under a long term lease may be treated as under owner-like possession and code 1 will be applicable in such cases also.

**3.16 Item 8: type of dwelling:** A dwelling unit may be in a chawl or bustee, or an independent house or a flat. Code for each type of dwelling is given in the schedule and the applicable code will be entered against this item.

3.17 A 'chawl/bustee' is a collection of huts (thatched house or huts) or tenements which is generally constructed of katcha or semi-pucca materials like mud, bamboo, grass, leaves, reeds, thatch, unburnt bricks 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.

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

3.19 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.

**3.20 Item 9: type of structure:** The structures have been classified into three categories, namely, pucca, semi-pucca and katcha on the basis of materials used for construction. Code for each type of structure has been given in the schedule.

3.21 A katcha structure is one whose walls and roof are made of mud, bamboo, grass, leaves, reeds, thatch or unburnt bricks. A pucca structure is one whose walls and roof are made of burnt bricks, stone, cement, concrete, jack board (cement-plastered reeds) and timber. Tiles, galvanised tin or asbestos cement sheets used in construction of roofs will be regarded as pucca materials. A semi-pucca structure is one of which either the roof or the walls but not both is made of pucca materials like burnt bricks, stone, cement, concrete or timber.

3.22 **Item 10: covered area (square metre):** This will be the sum of the floor areas of all the rooms, kitchen etc., and verandah of the building. The area will be recorded (to nearest integer) in square metres. The verandah will mean a roofed space adjacent to living/other rooms and not walled from all sides. In other words, at least one side of such space is either open or walled only to some height or protected by grille, net etc.

3.23 **Items 11 & 12: primary source of energy used for cooking and lighting:** Against these two items, the code 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 utilised, 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:

cooking: coke, coal- 01, firewood and chips- 02, LPG- 03, gobar gas - 04, dung cake- 05,

charcoal- 06, kerosene- 07, electricity- 08, others- 09, no cooking arrangement- 10

lighting: kerosene -1, other oil -2, gas - 3, candle - 4, electricity - 5,

no lighting arrangement - 6, others - 9

3.24 **Item 13: Did any member of the household take any meal from outside during the last 30 days?:** If any member of the household has taken meals from outside, with or without payment, during last 30 days preceding the date of enquiry, code 1 will be recorded against this item, otherwise code 2 will be entered. For definition of meal etc. see paras 4.23 to 4.29.

3.25 **Item 14 (for schedule type 1 only):** Did the household perform any ceremony during the last 30 days?: Ceremonies are performed to solemnise some events of life, e.g. birth,



spouse of head	- 2	father/mother/father-in-law/mother-in-law	- 7
married child	- 3	brother/sister/brother-in-law/sister-in-law	
spouse of married child	- 4	/other relatives	- 8
unmarried child	- 5	servant/employee/other non-relatives	- 9

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

4.5 **Column (5): age:** The age in completed years of all the members listed will be ascertained and recorded in column (5). For babies below one year of age at the time of listing, enter '0' in column (5).

4.6 **Column (6): marital status:** The marital status of each member will be recorded in terms of the specified code in this column. The codes are: never married - 1, currently married - 2, widowed - 3, divorced/separated - 4.

4.7 **Column (7): general education:** Information regarding the level of general education attained by the members of the household listed will be recorded in column (7) in terms of the specified code. For the purpose of making entries in this column, only the course successfully completed will be considered. For instance, for a person who has studied upto say, first year B.A., his/her educational attainment will be considered as higher secondary (code 07). For a person who has studied upto 12th standard but has not appeared for the final examination or has failed, his/her educational attainment will be considered under 'secondary' (code 06). The relevant codes to be used for recording entries in column (7) are:

not literate .....	01	secondary .....	06
literate without formal schooling..	02	higher secondary .....	07
literate but below primary .....	03	diploma/certificate course..	08
primary .....	04	graduate and above.....	09
middle .....	05		

A person who can both read and write a simple message with understanding in at least one language is to be considered literate. Those who are not able to do so, are to be considered not literate and will be assigned code 01. Those who are literate but never attended any school, will be assigned code 02. Those who are by definition literate but are yet to pass a primary standard examination will get code 03. Similarly codes 04, 05, 06 and 07 will indicate the successive higher standards of examinations passed. A degree holder will get one of the codes 08 to 10 or 99 depending on the subject studied. For code 10, medical graduates belonging to systems of medicine other than allopathic, e.g., homeopathic, ayurvedic, etc. are also to be taken into consideration. Code 08 will also include graduates in 'forestry', 'fishery science', etc. If more than one of the codes 08 to 10 or 99 are relevant for a person the following procedure will be adopted:

(i) when code 99 as well as one of the codes 08 to 10 are relevant code 99 will not be considered.

(ii) when more than one of the codes 08 to 10 are relevant, the code indicating the degree last obtained will be considered.

Persons who have attained proficiency in Oriental languages (e.g. Sanskrit, Persian etc.) through formal but not the general type of education will be classified appropriately at the equivalent level of general education standard.

#### 4.8 Usual activity and current weekly activity particulars:

Columns (8) to (13) of this block are meant for recording the usual as well as current weekly activity status particulars of all the members of the household listed in this block.

**4.9 Definitions:** Definitions adopted for a few items on which data will be collected in cols.(8) to (13) of this block and the concepts involved therein are as follows:

(a) **Economic activity:** Any activity that results in production of goods and services that adds value to national product is considered as economic activity. Such activities include production of all goods and services for market i.e. production for pay or profit and the

production of primary commodities for own consumption and own account production of fixed assets among the non-market activities.

The entire spectrum of human activity falls into two categories - economic and non-economic activities. The economic activities have two parts - market activities and non-market activities. Market activities are those that involve remuneration to those who perform them for pay or profit. These are essentially production of goods and services for the market including those of government services etc. Non-market activities are the production for own consumption of primary products including own account processing of primary products and own account production of fixed assets.

4.10 For the purpose of this survey, the term '**economic activity**' will include:

(A) all the market activities described above i.e. the activities performed for pay or profit which result in production of goods and services for exchange,

(B) of the non-market activities,

(i) all the activities relating to the agricultural sector (industry section 0 of the NIC 1987) which result in production (including gathering of uncultivated crops, forestry, collection of firewood, hunting, fishing etc.) of agricultural produce for own consumption and

(ii) the activities relating to the own account production of fixed assets. Own account production of fixed assets include construction of own house, roads, wells etc., and of machinery, tools etc., for household enterprise and also construction of any private or community facilities free of charge. A person may be engaged in own account construction either in the capacity of a labourer or a supervisor.

The definition is much closer to the concept of gainful activity used upto 49th round of the NSS. The difference in the definition of economic activity recently introduced and the concept of gainful activity used earlier is the inclusion of own account production of fixed assets in the present survey. It is to be noted that like in earlier rounds, the activities like

prostitution, begging, smuggling etc. which may result in earnings, by convention, will not be considered as economic activities.

(b) **Activity status:** It is the activity situation in which a person is found during a reference period in respect of the person's participation in economic and non-economic activities. According to this, a person will be in one or a combination of the following three statuses during a reference period:

(i) working or being engaged in economic activity (work) as defined in para 4.9 (a),

(ii) being not engaged in economic activity (work) and either making tangible efforts to seek 'work' or being available for 'work' if the 'work' is available and

(iii) being not engaged in any economic activity (work) and also not available for 'work'.

Activity statuses mentioned in (i) & (ii) above are associated with 'being in labour force' and (iii) with 'not being in the labour force'. Within the labour force activity status (i) is associated with 'employment' and that of (ii) with 'unemployment'.

Classification of each individual into a unique status poses a problem when more than one of the three activity statuses listed above concurrently obtain for a person. In such an eventuality, the identification uniquely under any one of the three activity statuses is done by adopting either the major time or priority criterion. The former is used for classification of persons under 'usual activity status' and the latter for classification of persons under 'current activity status'. The three major activity statuses have been further sub-divided into several detailed activity categories. If a person categorised as engaged in economic/non-economic activity, by adopting one of the two criteria mentioned above, is found to be pursuing more than one economic/non-economic activity during the reference period, the appropriate detailed status code will relate to the activity in which relatively more time has been spent. The categories under each of the three major activity statuses used in the survey (with the corresponding codes) are:

(i) working or being engaged in economic activity (employed):

(a) worked in household enterprise (self-employed) as an own account worker -	11
(b) worked in household enterprise (self-employed) as an employer -	12
(c) worked in household enterprise (self-employed) as 'helper' -	21
(d) worked as regular salaried/wage employee -	31
(e) worked as casual wage labour in public works -	41
(f) worked as casual wage labour in other types of works -	51
(g) did not work due to other reasons though there was work in household enterprise-	61
(h) did not work due to other reasons though there was work in household enterprise-	62
(i) did not work due to sickness but had regular salaried/wage employment -	71
(j) did not work due to other reasons but had regular salaried/wage employment -	72
(ii) not working but seeking or available for work (unemployed):	
(a) sought work -	81
(b) did not seek but was available for work -	82
(iii) not working and also not available for work (not in labour force):	
(a) attended educational institution -	91
(b) attended domestic duties only -	92
(c) attended domestic duties and was also engaged in free collection of goods, tailoring, weaving etc. for household use -	93
(d) recipients of rent, pension, remittance, etc. -	94
(e) not able to work due to disability -	95
(f) beggars, prostitutes etc. -	96
(g) others -	97
(h) did not work due to sickness (for casual workers only) -	98

(c) **Workers (or employed):** Persons who are engaged in any economic activity or who, despite their attachment to economic activity, have abstained from work for reason of illness, injury or other physical disability, bad weather,, festivals, social or religious functions or other contingencies necessitating temporary absence from work constitute workers. Unpaid helpers who assist in the operation of an economic activity in the household farm or non-farm activities are also considered as workers. All the workers are assigned one of the detailed activity statuses under the broad activity category 'working or being engaged in economic activity'.

(d) **Seeking or available for work (or unemployed):** Persons, who owing to lack of work, have not worked but either sought work through employment, exchanges, intermediaries, friends or relatives or by making applications to prospective employers or expressed their willingness or availability for work under the prevailing conditions of work and remuneration are considered as those who are 'seeking or available for work' (or unemployed).

(e) **Labour force:** Persons who are either 'working' (or employed) or 'seeking or available for work' (or unemployed) during the reference period together constitute the labour force. Persons who were neither 'working' nor 'seeking or available for work' for various reasons during the reference period are considered to be 'out of labour force'. The persons under this category are students, those engaged in domestic duties, rentiers, pensioners, recipients of remittances, those living on alms, infirm or disabled persons, too young or too old persons, prostitutes, smugglers etc. and casual labourers not working due to sickness.

(f) **Self-employed in household enterprise:** Persons who operate their own farm or non-farm enterprises or are engaged independently in a profession or trade on own account or with one or a few partners are self-employed in household enterprises. The essential feature of self-employment is that the remuneration is determined wholly or mainly by sales or profits of the goods or services which are being produced. In the case of 'putting out' system where part of a job is performed in different household enterprises, persons will be considered as self- employed if they have some tangible or intangible means of production and their work is a kind of enterprise to them and the fee or remuneration really consists of two parts viz., the share of their labour and the profit of the enterprise. The self- employed persons may again be categorised into the following three groups:

(i) **Own account workers (status code 11):** These are the self-employed persons who operate their enterprises on their own account or with one or a few partners and who, during the reference period, by and large run their enterprise without hiring any labour. They may, however, have unpaid helpers to assist them in the activity of the enterprise.

(ii) **Employers (status code 12):** The self-employed persons who work on their own account or with one or a few partners and by and large run their enterprise by hiring labour are the employers.

(iii) **Helpers in household enterprise (status code 21):** The helpers are category of self-employed persons, mostly family members, who keep themselves engaged in their household enterprises, working full or part time and do not receive any regular salary or wages in return for the work performed. They do not run the household enterprise on their own but assist the related person living in the same household in running the household enterprise. This is a departure from the definition of 'helpers' adopted in the employment-unemployment surveys of the rounds prior to NSS 50th round. Persons who worked in the capacity of 'helpers' but had a share in the family earning were not considered as 'helpers' earlier. Such persons also are being considered as 'helpers' from the 50th round onwards.

(g) **Regular salaried/wage employee (status code 31):** Persons working in others' farm or non-farm enterprises (both household and non-household) and getting in return salary or wages on regular basis and not on the basis of daily or periodic renewal of work contract) are the regular salaried/wage employees. The category not only includes persons getting time wage but also persons receiving piece wage or salary and paid apprentices, both full-time and part-time.

(h) **Casual wage labour (status codes 41 & 51):** A person casually engaged in others' farm or non-farm enterprises (both household and non-household) and getting in return wage according to the terms of the daily or periodic work contract is a casual wage labourer. Usually, in the rural areas, a class of labourers can be seen who normally engage themselves in 'public works' activities. 'Public works' are those activities which are sponsored by Government or local bodies for construction of roads, bunds, digging of ponds etc. as 'test relief' measures (like flood relief, drought relief, famine relief, etc.) and also employment generation schemes under poverty alleviation programmes (NREP, RLEGP, etc.).

(i) Had work in household enterprise but did not work (current status codes 61 & 62) and had regular salaried/wage employment but did not work (current status codes 71 & 72): Persons engaged in household farm or non-farm enterprises or working in others' farm or non-farm enterprises as salaried/wage employees but absenting themselves from work temporarily due to sickness or enjoying leave or holiday or for other reasons will be categorised under codes 61 & 62 or 71 & 72 respectively depending on whether they are self-employed in household farm or non-farm enterprises or employed in others' farm or non-farm enterprises as wage/salaried employees. In the case of self-employed, if the reason is sickness, the code to be used is 61 and for other reasons, the relevant code is 62. Similarly, for the regular salaried/wage employees, code 71 will be recorded for those who did not work due to sickness and code 72 will be entered for others who did not work due to other reasons.

**4.11 Column (8): usual (principal) activity status:** The usual activity status relates to the activity status of a person during the reference period of 365 days preceding the date of survey. The activity status on which a person spent relatively longer time (major time criterion) during the 365 days preceding the date of survey is considered the principal usual activity status of the person. In the first instance the broad principal usual activity of the person will be identified based on the various activities pursued by the person during the reference period of last 365 days adopting a relatively long time (or major time) criterion, not necessarily for a continuous period. The broad principal usual activity status will be one of the three categories viz. 'employed' (working), 'unemployed' (available for work) or 'not in labour force' (neither willing nor available for work). It is to be noted that in deciding this, only the normal working hours available for pursuing various activities need be considered, and not the 24 hours of a day. The broad principal usual activity status will be obtained on the basis of a two- stage dichotomous classification depending on the major time spent. Persons will be classified in the first stage into (i) those who are engaged in any economic activity (i.e., employed) and/or available for any economic activity (i.e., unemployed) and (ii) who are not engaged and not available for any economic activity i.e., the persons will be first classified as those in the labour force and those not in the labour force depending on in which of these two statuses the person spent major part of the year. In the second stage, those who are found in the labour force will be further classified into working (i.e., engaged in economic activity or employed) and seeking and/or available for work (i.e., unemployed) based on the major time spent. Thus, the procedure followed in the identification of the broad usual status classification is different from the one followed upto the 49th round. The following example will help in highlighting the difference and also clarify the procedure.

person	number of months			principal usual activity status
	labour force		not in labour force	
	employed	unemployed		
(1)	(2)	(3)	(4)	(5)
A	5	4	3	employed
B	4	5	3	unemployed
C	4	3	5	employed
D	4	1	7	not in labour force

Note: In the case of C as per the procedure followed in rounds prior to 50th round, he would have been categorised as not in labour force whereas he is now categorised as employed.

With the broad category identified for a person, detailed activity status will be assigned on the basis of relatively longer time spent on a detailed activity. For example, suppose A in the example given above worked in household enterprises without hiring labour for 3 months and worked as casual labour for 2 months, then his principal usual activity status would be 'worked in household enterprise (own account worker).' The detailed principal status activity codes are the same as given in para 4.9(b). Codes 61,62,71,72,82 and 98 are not applicable for usual status classification. Code 81 will be used to indicate both the situations of seeking work and being available for work.

**4.12 Column (9): industry section:** For the persons categorised 'working' (i.e., those with status codes 11-51), the corresponding 'industry section' will be recorded in terms of the specified codes in column (9). The codes are:

agriculture, hunting, forestry & fishing .....	0
mining and quarrying .....	1
manufacturing .....	2/3 as in NIC- 1987
electricity, gas and water .....	4

construction .....	5
wholesale and retail trade, restaurants & hotels..	6
transport, storage & communication services ....	7
financial, insurance, real estate and business services ..	8
community, social & personal services .....	9

4.13 **subsidiary economic activity:** For each person listed in this block, it has to be ascertained whether he or she worked in a subsidiary capacity during the 365 days preceding the date of survey or not; in other words, whether he or she had a subsidiary economic usual status. This has to be ascertained for all the three broad categories of persons initially classified as 'employed', 'unemployed' and 'not in labour force'. To illustrate, a person categorised as working and assigned the principal usual activity status 'self-employed' may also be engaged for a relatively shorter time during the year as casual wage labour. In such a case, he will be considered to have worked also in a subsidiary capacity(i.e., having a subsidiary economic status which is different from the principal status). On the other hand, a person may be self-employed in trade for a relatively longer period and simultaneously also engaged in agricultural production for a relatively minor time. In such a case, the principal usual activity status will be 'self-employed in trade' and subsidiary economic status, 'self-employed in agriculture'. Similarly, persons categorised as 'unemployed' or 'not in labour force' on the basis of 'relatively longer time' criterion might have pursued some economic activity for relatively shorter time during the year. In all the above cases, they will be treated to have had subsidiary economic usual status. It may be noted that engagement in work in subsidiary capacity may arise out of two situations:

(i) a person may be engaged for a relatively longer period during the 365 days in one economic activity/non-economic activity and for a relatively shorter period in another economic activity;

(ii) a person may be pursuing one economic activity/non- economic activity almost throughout the year in the principal status and also simultaneously pursuing another economic activity for relatively shorter time in a subsidiary capacity.

4.14 **Columns (10) & (11): subsidiary economic activity status:** For all persons engaged in any 'work' in subsidiary capacity, the status codes of the economic activities pursued by them in their subsidiary capacity will be recorded in col.(10) and the corresponding 'industry section' codes will be recorded in col.(11). In the situation where a person has been found to

have pursued more than one economic activity during the last 365 days in his or her subsidiary capacity, the activity on which more time has been spent would be considered for recording entry in this column. Columns (10) & (11) are to be filled in for each and every member of the household irrespective of whether the person's principal status is economic activity or not. For those reporting no subsidiary economic activity, 'X' may be recorded in both the columns.

**4.15 Column (12): current weekly activity status:** The current weekly activity status of a person will be the activity status obtaining for a person during a reference period of seven days preceding the date of survey. Irrespective of the usual activity pursued by a person, his/her current weekly activity will be determined strictly on the basis of the activities pursued by the person during the reference period of seven days preceding the date of survey adopting the priority criterion. Even self-employed persons, one need not prejudge and take for granted that the current activity situation for them will be identical with the usual activity situation. A careful probe on the part of the investigator regarding the various activities pursued by the person during the seven days preceding the date of survey is, therefore, necessary for ascertaining his/her current weekly activity status. In defining the 'activity status', it has already been mentioned that the activities are grouped broadly into three categories, namely:

- (i) working,
- (ii) not working but seeking and/or available for work, and
- (iii) neither working nor available for work.

According to the priority criterion, the status of 'working' gets priority over the status 'not working but seeking and/or available for work' which in turn gets priority over the status of 'neither working nor available for work'. In the category, 'not working but seeking and/or available for work', the status 'seeking' gets priority over the status of 'not seeking but available for work'. A person would be considered 'working (or employed)' if he/she while pursuing any economic activity had worked for at least one hour on any one day during the week preceding the date of survey. A person would be considered 'seeking and/or available for work (or unemployed)' if during the reference week no 'work' was done by the person but he or she had made efforts to get work or had been available for work during the reference week though not actively seeking work, in the belief that no work was available. A person who had neither worked nor was available for work will be considered to be engaged in non-economic activities (or not in labour force).

4.16 The three broad groups of activities are further classified into 20 detailed 'status' categories, 10 for persons categorised 'working' (codes 11-72), 2 for those categorised 'not working but seeking and/or available for work' (codes 81 & 82) and 8 for those categorised 'neither working nor available for work' (codes 91-98). For a person, the appropriate broad 'status' will be determined first adopting the priority criterion. If a person categorised 'working' is found to be pursuing more than one economic activity during the reference week, the economic activity in which relatively more time has been spent will be the appropriate detailed 'status' that will be assigned to him/her. (If the time spent on the different activities is found to be equal, the activity that appears first in the list will be assigned to the person.)

4.17 In case more than one 'non-economic activity status' (codes 91-98) are assignable to a person in view of typical activity pattern followed by him/her during the reference week, the activity which appears first in the code list in the ascending order starting from 91 will be assigned. But it may be noted that a person engaged in 'domestic duties' should not be classified as 'student' (code 91) simply because he/she was attending some training. Similarly, a disabled person who was a recipient of regular pension, remittance etc., should be classified as 'rentiers, pensioners, remittance recipients, etc.', and not in the category 'not able to work due to disability' (code 95). After thus determining the current weekly activity status of a household member, the appropriate 2-digit status code will be recorded in column (12).

4.18 The following points may be noted while assigning the activity status to a person.

(a) A person found to be engaged in domestic duties should not be categorised 'engaged in domestic duties' (code 92) if the person reports that he/she has also been available for work concurrently.

(b) A person engaged in regular wage/salaried employment but currently not at work, will be assigned code 71 or 72 irrespective of whether he/she is engaged in any other 'economic' or 'non-economic' activity.

(c) Unpaid apprentices will be treated as 'students' while paid apprentices will be treated as employees.

(d) Persons under 'paid lay-off' will be considered 'employed' and those under 'unpaid lay off' as 'unemployed' if they are seeking and/or available for work.

(e) 'Free collection for sale' will be treated as self-employment. If the products collected relate to agricultural sector (even if the products collected are not for sale but for household consumption) the industry section will be '0' and for other goods like rag, waste paper, tins, etc., the industry section will be '6'.

**4.19 Column (13): industry section:** For persons categorised as 'working' i.e., those with status codes 11-72 in column (12), the industry section code corresponding to the activity status recorded in column (12) will be entered in column (13). The codes are the same as given in para 4.12.

#### 4.20 Activity Status: Some Important Clarifications

(i) If a student is reported to be engaged in private tuition or in any other economic activity like helping the family enterprise for at least one hour on any day during the reference week, his current week activity status code will be 11 (self- employed). If the time spent on such activity is less than one hour, his current week activity status code will be 91 (student).

(ii) A disabled person/pensioner, reported to be seeking/ available for work, will be treated as unemployed and not as a disabled person/pensioner.

(iii) When a female casual labourer reports that she is not able to work due to pregnancy, she will be treated as 'casual labour not working due to sickness' and will be assigned current activity code 98.

(iv) Exchange labour will be considered as 'self- employed'. But a regular employee as exchange labour while on leave or holiday will be assigned status code 72. On the other hand, a casual labourer working as 'exchange labour' on some days will be categorised as 'self-employed' for those days.

(v) For determining the activity status code of an MP/MLA/ Municipal Councillor (MC) etc. it has to be first ascertained whether they had any other primary economic occupation or not. If they had other primary economic occupation, their activity status will be according to that economic occupation. If not, they will be categorised as 'self-employed' (status code 11) with industry section code as '9'.

(vi) A pensioner reported to be engaged in the family enterprise or employed in any other capacity should be considered as 'currently working', if he/she was engaged in the activity at least for one hour on any one day of the reference week and 'usually working', if he/she was engaged for a relatively long time during the reference year.

(vii) The 'meal carriers' (who deliver lunch at various offices), 'night watchmen' of a locality, 'cowherd' etc. are normally employed by a group of households on a regular monthly wage. the 'activity status' of such workers will be the same as that of maid servant/male servant etc. i.e., 'wage/salaried employee'.

(viii) Sometimes it is found that a regular student is currently on live register of the Employment Exchange and such a situation creates confusion in deciding his activity status. Normally, the person will be categorised as a student. But before categorising him as a student, further probes should be made as to whether he will give up his studies the moment he gets a job. If it is found that he will leave his studies to take up the type of job for which he has registered, he will be considered as unemployed.

(ix) Engagement in domestic duties by a member of the household is not considered economic activity but the domestic duties performed by the domestic servant staying in the employer's household and taking food from the common kitchen and thereby being a member of the household is to be considered as an economic activity, as a special case. The appropriate work status code depending on the duties performed is to be assigned to him/her.

**4.21 Column (14): number of days stayed away from home during the last 30 days:** The number of days for which the member 'stayed away from home' during the 30 days preceding the date of enquiry should be recorded here. A continuous absence from home for 24 hours will be reckoned as a 'day stayed away'. That is, the entry will be made in completed number of days and any fraction of a day will be ignored. The location 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 food consumption from his/her own household.

**4.22 Column (15): 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 across 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. A breast-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 '0'. To have a clear idea of what constitutes a meal, the following three paragraphs may be referred to.

**4.23 Meal:** A 'meal' is composed of one or more readily eatable (generally cooked) items of food, the usually major constituent of which is cereals. The meals consumed by a person twice or thrice a day provide him/her the required energy (calorie) and other nutrients for living and for pursuing his/her normal avocations. A 'meal', as opposed to 'snacks', 'nashta' 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 then, if the quantum of food in a plate is heavy as a meal, the contents of the food plate will also be considered as a 'meal'. Sometimes the contents of a 'nashta' may not be very different from the contents of a 'meal'. The difference in quantity will therefore be the guiding factor for deciding whether the plate is to be labelled as a 'meal' or a 'nashta'.

4.24 A person rendering domestic service (like cleaning utensils, dusting and cleaning of rooms, washing linen, carrying water from outside etc.) to a number of households during the daytime time 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 particular situation, the person will be considered to be consuming one meal every day under 'meal taken away from home'.

4.25 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 judgement of the informant because, the informant would reckon the number on the basis of his/her own understanding of the concept of a meal/khana.

4.26 Columns (16), (17), (18), (19) and (20): number of meals taken during last 30 days : It is important to note that the entries are to be made in these columns depending on the place from where food is served irrespective of where it is consumed.

4.27 Columns (16), (17) & (18) pertain to meals taken away from home without payment. Number of meals taken outside home on payment and at home during last 30 days preceding the date of survey, for each member of the household will be recorded against columns (19) & (20). There are schools/balwadis etc., which provide standard food to all or some students as midday meal, tiffin etc., free or at subsidised rate. Such meals are to be considered as meals taken away from home. If such food is received free it will be recorded in column (16). Meals received at subsidised rate will be recorded in column (19). There are institutions which provide canteen facilities to their students. Students can purchase food of their choice and to their requirements from those canteens on payment. In such cases also entry will be made in column (19).

4.28 Sometimes meals are provided by the employer. These may be as perquisites or as part of wages in kind. These meals are generally consumed at the place of work and are to be considered as meals taken away from home. It may not be rare that meals provided by the employer are brought home by the employees and consumed there. Such meals are also to be considered as meals taken away from home. In column (17), 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 (18) . For the purpose of making entry in column (19), 'meals received on payment' will mean that the informant has to incur some expense or part with a certain portion of his salary/wage for 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 (19). 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 are to be counted under either of the columns (16) to (18) or (19).

4.29 In column (20), 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. In short, all the meals consumed by a member which are either prepared by the household or purchased from outside the expenditure relating to which is collected and recorded at appropriate places of the schedule should be considered either as 'meals taken away from home on payment' or as 'meals taken at home'.

**5.0 Blocks 5 to 9: Blocks on Consumer Expenditure:** In these blocks information on consumer expenditure on various items/groups of items will be collected. The titles of the blocks are:

Block 5: Cash purchase, consumption out of home-grown stock and total consumption of food, pan, tobacco and intoxicants.

Block 5.1: Cash purchase, consumption out of home-grown stock and total consumption of fuel and light.

Block 6: Cash purchase, consumption out of home produced stock and total consumption of clothing.

Block 7: Cash purchase, consumption out of home produced stock and total consumption of footwear.

Block 8: Expenditure (cash & kind) on miscellaneous goods and services and rents & taxes.

Block 8.1: Expenditure (cash & kind) on educational & medical (institutional) goods and services.

Block 8.2: Expenditure (cash & kind) on medical (non-institutional) goods and services.

Block 9: Expenditure (cash & kind) for purchase and construction (including repairs) of durable goods for domestic use.

**5.1 Block 5: Cash purchase and consumption of food, pan, tobacco and intoxicants:** In this block information on purchase, consumption out of home-grown stock and the total consumption of each item of food, pan, tobacco and intoxicants for the household during last 30 days for schedule type 1 and last 7 days for schedule type 2, prior to the date of survey, will be collected. Purchase and consumption of items by any member of the household during the day(s) he was absent in the reference period from the usual residence should also be taken into account to the extent possible while making entries against the items of this block.

**5.2 Columns (1) & (2): item code and description of item:** It may be noted that for accounting of items a 3-digit coding system is used in all these blocks. Items are arranged in groups such as 'rice and rice products', etc., the first two digits of the item code being referred to as the group code. Similarly, item codes and item descriptions for blocks 5, 5.1, 7, 8, 8.1, and 9 appear in the body of the relevant block.

**5.3 Unit:** Each filled-in line of this block will relate to a particular item of consumption. Generally, the unit of quantity for the majority of the listed items is kilogram (kg.). However, if 'kg.' is not the appropriate unit for any item then the appropriate unit has been shown within brackets after the name of the item. The unit should be 'kg.' for all items for which the unit has not been mentioned in the list. Wherever the unit is gram (gm) or number (no.), the entry should be made in whole numbers only (without decimals).

**5.4 Columns (3) & (4): cash purchase:** In columns (3) and (4), the quantity and value respectively of items purchased in exchange of money during last 30 days/ 7 days prior to the date of survey will be recorded. Here purchase will mean only those purchases made against cash payment (including those made on credit but to be paid in cash). Barter purchase, if any, will not be considered here. Purchase made for domestic consumption only

should be considered. It may be noted that purchases made for gifts, charities etc. for household ceremonial purposes should be considered as purchase and the total quantity and the value of purchase inclusive of such purchases 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.

5.5 Against each item of blocks 5, 5.1, 6 & 7 there is provision to record the quantity figures in terms of the respective standard units under three 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 part. It may be noted that against the items printed on the schedule for which the specified unit is 'gram'/'number'/'box'/'pair'/'standard unit', two zeros (00) have already been printed in the decimal part. This means only the integral part of these units is to be recorded for such items.

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 or not. Any payment made during the reference period corresponding to some credit purchase made earlier should be ignored.

5.7 **Columns (5) & (6): consumption out of home-grown stock:** Consumption of any of the items in the block, 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 reference period will be recorded here. The quantity of an item consumed out of home-grown stock will be recorded in column (5) and its value will be shown in column (6). The value will be imputed at the ex farm or ex factory price. Home-produced agricultural produce includes 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. The transport charges for carrying the commodity to the place of residence for consumption should not be added to the ex-farm/ex-factory value but should be recorded under the appropriate item(s) of transport charges in block 8.

5.8 **Columns (7) & (8): total consumption:** These columns relate to the total consumption of the household during the reference period. Column (7) relates to the quantity of total

consumption and column (8) to the corresponding value. The term 'total' includes all consumption in columns (5) and (6) as well as consumption of monetary and non-monetary purchases and goods received as gift, loan etc. The total consumption data should be strictly confined 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 594 of block 8. It may be noted that consumption by livestock belonging to the household will not be included in household consumption. Accounting should however, be made of the livestock products like milk, meat, egg, etc., obtained from such livestock 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 payments in kind, if any. But consumption from transfer receipts will be included. Total consumption of the household will consist of consumption made out of:

- (i) commodities purchases in cash;
- (ii) commodities received in exchange of goods and services;
- (iii) home-grown/home-produced stock;
- (iv) transfer receipts such as gifts, loans, charities, etc., and
- (v) free collection.

5.9 In view of the above instructions, it should be clearly understood that the entries made in columns (7) and (8) will not necessarily be the sum of the entries made in columns (3) and (5) and columns (4) and (6) respectively.

5.10 While recording total consumption, care should be taken to include consumption on ceremonials, parties etc.

**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 the 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 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.

**5.11 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 include any element of distributive service charges (all such expenditure should, however, be included in appropriate places of block 8);

(c) the value of consumption out of gifts, loans, free collection, 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**

**5.12 Item 101: paddy:** If paddy is purchased against cash payment and consumed after husking, the quantity and value of paddy will be recorded against 'paddy' (cash purchase) in columns (3) and (4) respectively. The quantity and value of paddy consumed after husking will be recorded against 'rice' (item 102) in columns (7) and (8) respectively. And it will not be shown as consumption against paddy. Consumption of paddy by pet animals and birds other than livestock and poultry will be accounted under item 594 (pet animals) of block 8. However, 'paddy' purchased for pet animals will be accounted in columns (3) and (4) of block 5 against item 101 'paddy'.

**5.13 Item 102: rice:** Rice will mean the grain obtained after husking and cleaning paddy.

5.14 **Item 103 to 108:** Rice products like muri, chira, kholi, lawa, rice powder, etc. which are obtained by splitting, frying, powdering, parching of the grain are covered by these items. Food preparations out of rice viz. , pastries, cakes, sweets, etc., should not be considered as rice products. 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).

5.15 **Item 110: wheat:** This will mean wheat in its whole grain form, as well as broken wheat (not powdered) used for food preparation.

5.16 **Items 111 to 118:** Wheat flour, that is, wheat in its powdered form, will be included under item 111 - atta - or item 112 - maida. 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 against item 115, those for other wheat preparation like biscuits, cakes etc., will be accounted for in food group 41 (refreshment and processed food).

5.17 **Items 120 to 178:** This series of items has been provided for recording details of purchase and consumption of jowar, bajra, maize, barley, small millets, ragi and their respective products. Item 148 will include cornflakes, pop-corn etc. As instructed earlier, food preparations of these cereals will be recorded against food group 41.

5.18 The grains of cereals are seldom consumed in the whole grain form. So, corresponding to the cereal items wheat, jowar, bajra, barley, maize, ragi and small millets, there should not usually be any entry 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, the quantity and value of wheat purchased will be recorded under the purchase columns (3) and (4) against item 110 but its consumption in the form of atta or maida will be 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 two different items and hence, there may be some items against which purchase is recorded but no consumption is shown and vice versa. But if the grains of cereals like wheat, jowar, bajra, barley, maize, ragi and small millets are produced by the household and consumed either as 'atta' or any form of cereal products, the entries are to be made under the head

'consumption out of home-grown stock' i.e. columns (5) and (6) against the appropriate items of consumption (e.g. if consumed as atta, entry will be against 'atta'). Further are to be also made under 'total consumption' in columns (7) and (8). For example, if a household produces wheat and consumes it as atta, then quantity and value of consumption will be recorded in columns (5) and (6) against item 111 (atta) as well as under 'total consumption' in columns (7) and (8) and no entry would be made against item 110 (wheat).

5.19 It may be mentioned that for all the items in block 5, the quantity reported to have been actually consumed is to be recorded. For example, suppose weight of barley originally weighing 100 kg. becomes only 95 kg. after its cleaning etc. In this case the quantity of barley consumed is to be recorded as 95 kg. and the value as the purchase price of 100 kg. On the other hand if a person buys 2 kg. of rice at Rs 10/- and consumes only 1 kg., the rest being thrown away due to damage by insects, infection etc. then the quantity consumed is only 1 kg. and value Rs 5/-.

5.20 It may be noted that in the list, a cereal item in the whole grain form appears first, followed by its 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.

5.21 **Item 189: total cereals:** The sum of the sub-totals of all the cereal items will be obtained for each of the columns (3) to (8) and the totals will be recorded in the respective columns of this line. 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 and cereal products (excluding of course the sub-total items).

5.22 **Item 198: gram products:** This relates to items like sattu obtained by frying and powdering of gram (whole grain).

5.23 **Items 200 to 208: cereal substitutes:** 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 consume no cereal at all. The food requirement is partially or wholly met in such cases by consumption of food which could be treated as substitutes for cereals. Tapioca (items 200 & 201) for example, is consumed in some parts of the country as a substitute for cereals. Similarly, other items listed here are also consumed as substitute for cereals. Potato or sweet

potato consumed as substitutes for cereals will not however be shown here. These will be recorded under the root vegetable group (group code 28).

5.24 Special case: Sometimes mixed cereal flour, like idli flour which is a mixture of cereals, pulses and also of spices, is purchased and consumed. In such a case if the proportion of different constituents of the mixture is not known and/or might be difficult to obtain, the quantity and value of it will be recorded against the major constituent item of the mixed cereal flour.

5.25 **Items 230 to 238 (item group 23): milk and milk products:** These items relate to milk (liquid), baby food, and products of milk obtained on transforming milk by heating, churning milk or adding chemicals like acid drops or fermenting agent in the form of ghee, butter, curd (dahi), casein (chhana), buttermilk etc. Sweetmeats like 'sandesh', 'rasagolla', 'pera' etc. prepared at home out of milk purchased or home-produced will not be treated as milk products and hence will not be accounted against these items. In case a 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. Similarly, when milk products like ghee, butter, curd etc. are obtained from milk (liquid) by the household and consumed, consumption will be recorded against milk (liquid) and not against the particular milk product. For example, suppose a household has consumed 30 litres of milk, out of which 15 litres was converted into curd and consumed. In this case 30 litres of milk will be shown against milk (liquid) only. But if the milk product is purchased from the market and consumed by the household, the quantity and its corresponding value will be recorded against the particular milk product under columns (3) and (4) as well as under columns (7) and (8). In the case of ice-cream purchased or received as gift, a cross (x) mark may be recorded in the quantity column. Total value consumed will be ascertained and recorded in the relevant column.

5.26 **Item 230: milk (liquid):** This will mean milk as directly obtained from cow, buffalo, goat or any other livestock. Milk sold in bottle or polypack will also be treated as 'liquid milk'. The unit of quantity for milk (liquid) is 'litre'. Readily drinkable flavoured and bottled milk should be considered as milk (liquid) and should also be recorded against this item. Milk transformed into curd, casein, ghee etc. only for the purpose of consumption and actually consumed during the reference period should also be included in this item.

5.27 **Item 231: baby food:** This relates to such baby food the principal constituent of which is milk e.g. Lactogen, Milk Care, Amulspray 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).

5.28 **Items 240 to 258:** edible oil: Oil used in food preparation will be considered as 'edible oil' such as mustard oil, groundnut oil, etc. Such oil used for toilet purpose will not be accounted against any of these items in this block, but will be recorded against item 543 (hair oil, lotion, shampoo, hair cream) or item 548 (other toilet articles) of block 8.

5.29 **Item 247: refined oil:** Some edible oils, such as groundnut oil, etc., are sold in the market after refining the raw oil, obtained by crushing the seeds by some chemical process of neutralisation, bleaching and decolourisation. 'Refined oil' is thus an edible oil freed from the acidity, colour and odour which are associated with the relevant raw oil. The 'refined oil' is distinguished from its 'raw oil' by absence of its colour, odour and taste. 'Refined oil' is generally colourless and costlier than raw oil and sold in a sealed container. Note that refined groundnut oil, for instance, should be accounted under refined oil and not under 'groundnut oil' (item 243).

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

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 chillies are most 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 each individual item of spices. For such spices item 388 (other spices) has been provided.

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

**5.33 Item 413: cooked meals:** 'Cooked meals' may be (i) purchased from market, i.e., from hotel, restaurant, canteen etc. (ii) obtained by paying a lumpsum to an agency providing catering services for serving meals 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 principle, 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 columns on purchase and also on consumption for the household reporting purchase of cooked meals which might have been consumed by household members, employees, guests 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 such institutions, if these are received free of cost, will not be considered in the employee households for making entries under columns (7) & (8) of block 5. However, such meals will be recorded in column (17) of block 4. The case (ii) will also be similarly treated as case (i), i.e., accounting will be made in the purchaser household as far as block 5 is concerned. 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 case (iii) and (iv). Consumption of such meals will, however, be noted in columns (17) & (18) respectively of block 4 of the schedule (see paras 4.23 to 4.29). Sometimes a catering agency is engaged to provide meals only, for which the agency is paid on per plate basis. Some items like sweets, ice-cream, beverages etc., are purchased separately and served to the guests. The purchase and consumption of such other items will be shown against the respective items and should be excluded from the item 'cooked meals'.

**5.34 Items 414 to 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, atta, maida, salt, fuel and light etc. required for preparing the product at home, are already accounted for in their respective item groups, care should be taken to avoid repetition of the same in item group 41.

Example: A household prepared some pickles at a cost of Rs 20/- one year ago. But during the reference period only one-fourth of it was consumed by the household. How will the value and quantity of its consumption be recorded?

In this case, no entry will be made in columns (3) to (6). But the value of consumption will be recorded in column (8) as 1/4 of Rs 20/- i.e., Rs 5/- and the corresponding quantity consumed

is to be recorded in column (7) against the item 415. This example will hold good for any processed food which is preserved and consumed over a period.

**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'.

**5.36 Item 432: supari:** Supari (betelnuts) in various forms are available in the market. These are fresh supari, sundried supari, fermented supari, boiled and coloured supari and scented supari. Supari purchased and/or consumed in any of the forms will be accounted for against this item.

**5.37 Item 438: other ingredients for pan:** All other ingredients excepting items 432-434, used for preparing pan, should be included in this item. But tobacco, zarda, surti, kimam, 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 to 'tobacco'.

**5.38 Item 441: cigarettes:** Cigarette paper and tobacco are sometimes purchased separately for making cigarettes. In such cases value to be recorded would be the value of tobacco plus the value of paper taken together. The corresponding entry in quantity column will be in terms of number of cigarettes expected to be made or actually made as the case may be.

**5.1.0 Block 5.1: Cash purchase and consumption of fuel and light:** For this block the reference period for both schedule types is last 30 days prior to the date of survey. Quantity and value of cash purchase, consumption out of home-grown stock, and total consumption will be recorded in separate columns. Definitions of cash purchase, consumption out of home-grown stock, etc., treatment of transfer receipts and payments, and procedures for imputation of value will be exactly the same as for block 5.

**5.1.1 Item 470: LPG:** A fixed quantity of liquid petroleum gas (LPG) 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 14.2 kg. of gas and usually the household consumes one full cylinder in 'D' days then the quantity of gas consumed during the last 30 days will be  $(14.2 \times 30)/D$ . This will be calculated upto two places of decimal and the

quotient will be recorded in column (7). The value will also be derived in a similar manner. In column (3) under cash purchase for this item, the actual number of cylinders purchased during the month will be multiplied by 14.2 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.

**6.0 Block 6: Consumption expenditure on clothing:** In this block, information on quantity and value of cash purchase, consumption out of home produced stock and total consumption of all items of clothing will be collected. The information in this block is required to be collected for a reference period of last 30 days in schedule type 1 & last 365 days in schedule type 2 as the case may be. Clothing purchased second hand will not be considered for making entries in this block.

**6.1 Columns (1) & (2):** In these two columns, the item code number and the description of the clothing items are already printed in the block.

**6.2** The unit of quantity for an item, as shown within brackets after the name of the item in the list, is printed in the schedule itself. For detailed instructions, refer to para 5.3.

**6.3 Columns (3) & (4):** quantity and value of cash purchase: As in case of items of block 5, cash purchase of clothing will include all purchases made during the reference period in cash or on 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 for 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 purchases made on account of household productive enterprises.

**6.4 Columns (5) & (6):** consumption out of home-produced stock: Consumption of clothing is defined as an item of clothing being brought into maiden or first use. Out of the home-produced stock only those which are consumed, that is brought into first use during the reference period will be taken into account 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 in columns (5) and (6) respectively.

**6.5 Columns (7) & (8): total consumption:** Entries regarding total consumption of clothing items will be the total of consumption out of purchase, out of home produce, out of transfer receipts such as gift, charity, and out of receipts in exchange of goods or services etc. (See para 5.8.)

**6.6** 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 goods and services will be evaluated at the retail price prevailing in the local market.

### **Explanatory notes on items of Block 6**

**6.7** For 'ready-made' garments, the unit of quantity will be number. But if a household prepared a garment out of cloth purchased, then the item of consumption will be recorded as 'cloth' and the quantity will be recorded in 'metres'. When any garment is sewn at home by a household member, its value will be equal to the value of cloth only. No labour charges for sewing of the garment need be included unless the sample household itself is running a tailoring shop. In case the household does have such a shop and a garment is sewn there, the value of cloth will be recorded against item 482 or 483 and the tailoring charge will be shown against item 584 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 a hired person for making the quilt will be entered against item 584 as tailoring charge in block 8.

**6.8 Item 481: saree:** In some regions of the country a variant of the saree is commonly used. For example, Assamese ladies wear 'mekhla'. Similarly, in Garo hills ladies use 'dakbanda'. The length of the cloth used in 'mekhla' and 'dakbanda' is generally 1.50 metres. These dresses may be treated as sarees of shorter length. Sarees used in some areas on the other hand are much longer than the standard ones. Hence, the unit for saree has been prescribed as metre and not number. The length of mekhla, dakbanda, etc. and saree in 'metre' with two places of decimal should be recorded against this item.

**7.0 Block 7: Consumption expenditure on footwear:** While filling in this block on purchase and consumption of footwear, the general instructions given for filling in the block on clothing will be followed. The quantities to be recorded in columns (3), (5) and (7) are to be entered in whole number (of pairs) only.

**8.0 Block 8: Expenditure (cash & kind) on miscellaneous goods and services, and rents and 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 for both the schedule types 1 and 2.

**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 lumpsum 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 here is not the same as that followed for the items covered in blocks 5, 6 and 7 (See paras 5.6 and 6.3).

**8.2 Payment in kind:** If a payment in kind is made against consumer services like payment to priests, domestic servants, barbers, washermen etc. in terms of food, pan, tobacco, intoxicants, fuel, clothing and footwear, the value of the item will be recorded against the particular service consumed. But if such payment in kind is made in terms of miscellaneous goods or durable goods, it will not be recorded against consumer service, but instead, will have to be recorded against the respective items of blocks 8 and 9. However, if an old (used) durable good (say, an almirah), is given to a person (say, a priest) for the services rendered by him, the present (imputed) value of the good may be reported against the appropriate service item of block 8 (e.g. priest).

**8.3** If a household member receives any item of this block as a part of wages and salaries or perquisites from the employer (enterprise) then that is to be accounted for as expenditure incurred against the corresponding item even if a part of the said receipt is given away to others. However, an item of miscellaneous goods received by a domestic servant from his or

her employer household will not be included in the recipient household. Such expenditure will be considered in the employer household.

**8.4 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 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 in case 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).

**8.5** Expenditure on the individual items together with their corresponding group sub-totals should be entered. For example, if during the reference period, the sample household incurred some expenditure towards amusement, the entries should first be made in the lines corresponding to the reported individual item from amongst item code 520 to 528 and then the sub-total (item code 529) should be struck. Entries will be made in a similar way 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**

**8.6 Item group 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 on the occasion of attending sports or cinema/video show some expenditure is incurred on travelling and conveyance and/or on refreshment. Such expenditure will be excluded from this item group and will come under appropriate items reserved elsewhere in the schedule. Expenditure incurred on processing, developing etc., of photographic film will be shown against item 525. Expenses incurred for hiring of video cassette/VCR/VCP will be recorded against item 526. But the expenditure incurred for viewing a video show will be recorded against item 520 (cinema, theatre). For item 523 (club fees) the last payment made divided by the number of months for which the amount was paid will be noted. Expenses incurred on subscription to dish antenna, cable TV facilities etc. may be included in item 528: other amusement.

8.7 **Item 557: washing soap:** This will include washing soap in cake form, powdered form and also in liquid form (detergent powder is also to be reported).

8.8 **Item 580: domestic servant, cook:** Wages paid to servants may be recorded against this item if they are not considered as members of the household. But any expenditure incurred by a domestic servant who is also a member of the household should be treated as consumer expenditure of the household and recorded as such against the appropriate items of different blocks. The wages of such servants should not be shown as consumer expenditure of the household.

8.9 **Item 582: barber, beautician etc.:** The actual expenditure incurred for availing of the services of barber, beautician etc. will be considered as the consumer expenditure of the household. Expenditure both in cash and in kind will be taken into account. In the villages the barber charges might be paid in kind annually. In such cases, if the payment in kind for the year is made during the reference month, the entire payment is to be evaluated at the local retail price and accounted for. On the other hand, if no payment was made during the reference month then no expenditure should be recorded. In this context, it may be noted that if the kind payment is in terms of an item of blocks 5 to 7, then the entry is to be made in block 8 against item 582 in column (4). But if it is in terms of an item of block 8, 8.1, 8.2 or 9, then the entry will be the amount actually paid (if any) during the reference period against the particular item given in kind. (See also para 8.2.)

8.10 **Item 586: legal expenses:** This will include charges like lawyer's fees, legal and court fees, etc.

8.11 **Item 590: telephone charges:** For domestically installed telephones, the telephone bill last cleared divided by the period in months for which it was charged (i.e., monthly average payable) will be considered as the expenditure to be recorded even if the expenditure was not incurred during the reference period of 30 days. Cases like new telephone connections for which no bill has been paid till the date of survey may be ignored. Security deposit made for the installation of telephone connection is excluded. However, installation charges paid to the telephone department like labour charges, cost of wire etc. will be included under this item.

8.12 **Item 591: repair charges:** This will include service charges paid to artisans for repairing any item of miscellaneous goods not used for productive purposes but used as items of domestic consumption.

8.13 **Item 593: miscellaneous expenses:** This item will include expenses such as application fees for employment etc., subscriptions to societies and similar organisations, and generally, expenditure on any other 'miscellaneous' items relevant to the block and not provided in the list of items.

8.14 **Item 594: pet animals:** This item will include expenditure incurred for purchase and maintenance of pet animals. Maintenance expenses will include cost of feed, treatment expenses etc.

8.15 **Item 598: other consumer services:** This item will stand for services of driver, coachman, cleaner, cobbler, blacksmith, unskilled labourers etc.

8.16 **Item groups 60 & 61: conveyance charges excluding conveyance:** Expenditure incurred on account of journeys undertaken and/or transportation of goods made by airways, railways, bus, steamer, motor car (or taxi), motor-cycle, autorickshaw, bicycle, rickshaw (hand-drawn and cycle) horsecab, bullock cart, hand-cart, porter or any other means of conveyance will be recorded against the respective items of conveyance. The expenditure will be the actual fare paid. The expenditure incurred on journeys undertaken under the L.T.C. etc., even if reimbursed, is to be included. In case of owned conveyance the cost of fuel (petrol, mobile oil, diesel etc.) for power driven transport and animal feed for animal-drawn carriage will be recorded. Expenditure incurred on account of garage rent, driver's/cleaner's salary and servicing of any of the items under block 8 will be shown against items 630, 598 and 591 respectively. For item 601 (railway fare), season tickets valid for more than a month will be treated differently from other railway fare expenditure. Value of season tickets valid for more than a month held during the reference period by a household member will be divided by the number of months covered by the ticket to get the amount to be recorded. For all other railway fare expenditure, the amount actually paid during the reference period will be recorded.

8.17 The expenditure incurred on any conveyance used during the reference period partly for household enterprise and partly for domestic purposes will be apportioned on the basis of

the number of kilometres it travelled for each type of use. In case the information on distance travelled is not available, the apportionment will be done on the basis of duration of use, say, number of hours or days used for enterprise and domestic purpose. In case information on actual number of days engaged in enterprise or in domestic use is also not available, it will be done on the basis of 'normal use'. The word 'normal' refers to a period beyond the reference period.

**8.18 Item 579: miscellaneous consumer goods: sub-total:** This will be the aggregate of the sub-total entries against item group sub-total codes 529,539,549 and 569.

**8.19 Item 629: miscellaneous consumer services: sub-total:** This will be the aggregate of the sub-total entries against item group sub-total codes 599 and 619.

**8.20 Item 630: house rent, garage rent:** This item consists of rent for residential building and garage rent for private vehicle of the household. Amount last paid divided by the number of months for which the payment was made will be recorded here. The procedure laid down for recording payment of telephone charges is also applicable to other starred items of this block. The rent for government quarters will be the amount being deducted per month towards house rent from the salary of the employee plus the licence fee per month for the quarters. If some amount of money was paid in advance at the time of hiring 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.

**8.21 Item 632: consumer rent (other goods):** Hiring charges for consumer goods like furniture, electric fans, crockery, utensils and charges for decoration on ceremonial occasions are to be recorded here. Amount of last payment on such goods divided by the number of months for which the payment was made will be taken into account.

**8.22 Item 640 to 648: consumer taxes and cesses:** This is for recording the expenditure on taxes and cesses paid by the household as a domestic consumer. Only taxes and cesses are included which are considered to be levied on the household as a consumer unit. Road cess, chowkidari tax, municipal rates are some examples. Consumer licence fees will also be included. Examples are fees paid for possession of firearms, vehicles etc. Entries made for

such expenditures will be the amount last paid divided by the number of months for which paid.

**8.23 Item 640: water charges:** Water charges last paid to the municipality or other local bodies divided by the number of months for which the amount was charged may be recorded against this item. If water is purchased through tanker etc., the expenditure incurred will not be recorded here - even if the water is solely used for household consumption - but against item 593.

**8.1.0 Block 8.1:** Expenditure (cash & kind) on educational and medical goods and services: Under this block, information will be collected on educational and institutional medical expenses incurred. Non-institutional medical expenses will be recorded separately in block 8.2. The institutional category will include payments made for goods & services availed of in both private as well as Government medical institutions like nursing homes, hospitals etc. All other medical expenses will be treated under non-institutional category. For schedule type 1 information will be collected for all items for the last 30 days preceding the date of enquiry. However, for schedule type 2, the reference period will be 'last 365 days'. The actual expenditure incurred during the reference period on the items listed in the block will be recorded.

**8.1.1 Columns (1) & (2):** In these columns the three digit code number of the items and the name of the items are already printed in the block.

**8.1.2 Columns (3) & (4): value (Rs 0.00) cash, cash & kind:** Same (excepting the reference period) as in block 8.

**8.1.3 Item group 65: education:** This is meant for recording expenses incurred in connection with education. It will include expenditure on goods purchased for the purpose of education, viz., books and journals, paper, pencil etc. It also includes fees paid to schools or colleges on account of tuition (inclusive of minor items like game fees, fan fees etc.) and payment to private tutor. Occasional payments to the school fund made on account of charities provided for indigent students and 'donations' generally will not be included here as these are regarded as transfer payments. It may be noted that all kinds of books, magazines, journals etc. including novels and other fiction will be covered under item 650.

**8.1.4 Item groups 66 & 67: medical (institutional & non-institutional):** This includes expenditure on medicines of different types and on medical goods; also, payments made to doctor, nurse etc., on account of professional fees and those made to hospital, nursing home etc. for medical treatment. Item 674 (family planning appliances) will include IUD(intra-uterine device), oral pills, condoms, diaphragm, spermicide (jelly, cream, foam tablet) etc. Expenditure incurred for clinical tests, X-ray etc. will be recorded against items 661 or 671 (X-ray, ECG, pathological test etc.). 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 during the reference period, the expenditure, even if reimbursed, is to be included. The distinction between institutional and non-institutional medical expenses, as mentioned in para 8.1.0 above, lies in whether the expenses were incurred on medical treatment as in-patient of a medical institution or otherwise. Expenditure incurred on MTP (medical termination of pregnancy) may be recorded against item 668 or 678 depending on the category of treatment availed of, i.e. if hospitalisation is necessary for MTP then it has to be recorded against 668, otherwise against 678. Hire charges for ambulance may likewise be recorded against item 668 or 678.

**8.2.0 Block 8.2: Expenditure (cash & kind) on medical (non-institutional) goods and services:** Under this block, information will be collected on non-institutional medical expenses incurred. For both schedule types information will be collected for all items for the last 30 days preceding the date of enquiry.

**8.2.1 Columns (1) & (2):** In these columns the three digit code number of the items and the name of the items are already printed in the block.

**8.2.2 Columns (3) & (4): value (Rs 0.00) cash, cash & kind:** Same as in block 8.

**8.2.3 Item group 67: medical (non-institutional):** See para 8.1.4.

**9.0 Block 9:** Expenditure (cash & kind) for purchase and construction (including repair) of durable goods for domestic use: Information on expenditure incurred for purchase and cost of raw materials and services for construction and repairs of durable goods for domestic use during the last 30 days for schedule type 1 and for the last 365 days for schedule type 2 will

be collected in this block. Purchase will include both first hand and second hand purchase and will be recorded in separate columns of this block.

**9.1 Columns (1) & (2):** In these columns the three digit code number of the items and the name of the items are already printed in the block.

**9.2 Column (3): number:** The number of each item of durable goods purchased (first-hand) in cash and/or kind during the reference period will be recorded in this column.

**9.3 Column (4): whether hire-purchased:** It may be noted that when durable goods are purchased in 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 instalment payment and the expenditure made on it during the reference period consists of one or more such instalment payments, code 1 will be recorded in this column.

**9.4 Column (5) & (6): first hand purchase:** Value of first hand purchase during the reference period will be entered in columns (5) and (6). The amount paid during the reference period in cash only will be recorded in column (5) and expenditure in cash and kind together will shown in column (6) against the respective items.

**9.5 Columns (7) & (8): cost of raw materials and services for construction and repair:** Information on expenditure made in cash and in cash & kind for construction, assemblage and repairs of durable goods will be collected here. Value of durable goods constructed will comprise value of raw materials, services and/or labour charges and any other charges. The total value of raw materials, services and labour charges will be recorded in this block. The purchase values of a consumer durable constructed or repaired by an artisan for his/her domestic use will be the aggregate of the purchase value of the raw material components used and imputed value of his/her services for its construction/repairs. Amount paid in cash only will be recorded in column (7) and that in cash & kind including the imputed value of own services, if any, will be recorded in column (8) against the respective items. Columns (7) & (8) are for recording expenditure on materials and services for construction and repair of all durable goods - first hand as well as second hand.

9.6 **Columns (9) & (10): total expenditure:** Column (9) is the sum of entries made in columns (5) and (7) and column (10) is the sum of entries made in columns (6) and (8).

9.7 **Column (11): number:** The number of each item of durable good purchased (second hand) in cash or in cash & kind during the reference period will be recorded in this column.

9.8 **Column (12) & (13): value of second hand purchase:** Value of second hand purchase during the reference period will be entered in columns (12) & (13). Amount paid in cash only will be recorded in column (12) and that in cash & kind in column (13).

9.9 **Sub-total items 709, 729, 739, 749, 769, 779, 789, 799 & 809:** 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 in each of columns (5), (6), (7), (8), (9), (10), (12) and (13) will be derived by adding the entries in the column against the corresponding constituent items.

9.10 **Item 819: total expenditure (cash & kind) for purchase and construction (including repair) of durable goods:** Total expenditure for purchase, construction and repairs of household durable goods will be recorded against this item. The totals in each of columns (5), (6), (7), (8), (9), (10), (12) and (13) against this item will be derived by adding all the entries against the sub-total items of the block in the column.

### **Explanatory notes on items of Block 9**

9.11 **Item 800: 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 such purchases are considered capital expenditure on real estate. Any new construction of building is also an expense on capital account and should not be entered in this block. The total expenditure incurred by the household towards repairs and maintenance of dwelling unit (only) during the reference period would be entered against this item.

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

**10.0 Block 10: Perception of household regarding sufficiency of food:** This block will be filled after completion of the enquiry on all the preceding blocks. The expression in item 1 - 'getting two square meals a day' - as used in common parlance, conveys that the concerned person gets, by and large, sufficient food to eat. This question is asked in order to know the perception of the household regarding sufficiency of food. While putting this question to the informant, it is thus presumed that the informant has a clear understanding of its meaning. There are equivalent phrases conveying the same meaning in regional languages. It is, therefore, important to put the proper question in the local language and record the answer given by the informant in the appropriate code.

10.1 Care should be taken to see that the informant is not offended by this question. The question should, in fact, not be asked to those whose reported consumption would obviously indicate that they get sufficient food to eat. In item 1, if the members of the household are reported as getting two square meals a day throughout the year, the code to be entered in the box space of this block is 1. If adequate food is available in only a few months of the year code 2 will be noted. Code 3 will indicate that the household does not usually get two square meals a day for all its members. Here the reference period is last 12 calendar months preceding the date of enquiry.

10.2 If adequate food was available in only some months of the year i.e. if code 2 is recorded in item 1, those calendar months in which all members of the household did not have two square meals a day will be recorded in the cells provided against item 2 in codes. For example, suppose all members of a sample household did not have two square meals a day in the months of January and March during the reference period. The entries to be made are 01 & 03 in the first two cells of the first row out of the 12 cells provided in the block against item 2.

10.3 If for the purpose of making an entry in item 1, the investigator has actually put the relevant question to the informant and got his answer, then code 1 will be entered in item 3. Otherwise, i.e., if he has inferred the answer to item 1 from the schedule entries or otherwise without actually asking the informant, code 2 will be recorded against item 3.

**11.1.0 Block 11.1 (schedule type 2 only):** Particulars of expenditure incurred on ceremonies by the household during the last 7 days prior to the date of survey: Ceremonies are performed to solemnise notable events of life e.g. birth, marriage etc. Members 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 of puja, prayer, celebration of rituals etc. Such ceremonies may be performed by household members as required under the social/religious customs without incurring any expenditure for entertaining guests. On the other hand, it may happen that households have to spend some amount under different heads for the purpose of entertainment. Conventionally these expenditures are considered as an essential part of the ceremonies performed. The purpose of providing this block in this schedule is to estimate the amount of expenditure incurred by the household on these occasions under various broad groups of items e.g. food, fuel & light, clothing & footwear, misc. goods & services, durable goods etc. Hence only those ceremonies on which some amount of expenditure is involved should be listed in this block.

**11.1.1. Item 1:** Code 1 will be entered in the box space provided against the item, if at least one ceremony of the type listed at the bottom of block 11.1 has been performed by the household during the last 7 days preceding the date of enquiry, and code 2 will be entered if no such ceremonies were performed by the household during the same reference period.

**11.1.2 Item 2:** The 'sub-block' item 2 will be filled in three situations: (i) in case code 1 is recorded in item 1, that is, if the household reports having performed one or more ceremonies during the reference period (ii) in case the ceremony is yet to be performed but some expenditure on account of the ceremony has already been incurred and (iii) in case the ceremony has already been performed prior to the reference period but some expenditure on account of that ceremony has been incurred during the reference period. The serial number of ceremony may be recorded in the first column. In the second and the third columns, the description and code for the ceremony will be recorded. The codes for the ceremonies are printed at the bottom of the page. Particulars about the ceremony performed last (within the reference period) will be recorded first. Other ceremonies performed within the period will be noted one by one in sequential order of the dates of

performance of the ceremonies. The value of consumption /actual expenditure incurred for the performance of every ceremony, under five different broad groups of items viz.,

- (i) food, pan, tobacco and intoxicants
- (ii) fuel & light
- (iii) clothing & footwear
- (iv) misc. goods & services and consumer rents
- (v) durable goods,

may be recorded in columns (4) to (9). The approach to fill up these columns will be exactly the same as is applicable to detailed blocks 5 to 9. Therefore, the instructions meant for detailed blocks 5 to 9 may be followed while filling up these columns. Consumption (maiden use) by the household members for the ceremony only will be taken into account while recording the consumption of clothing and footwear against col.6, item 2 of this block. (The approach is the same as that for blocks 6 & 7.) Block 5 is meant for accounting the consumption of food, pan, tobacco and intoxicants. It may be noted that the ceremonial expenditure on the items listed in block 5 will be accounted in column 4: food, in item 2 of this block, whereas the consumption of fuel & light is to be recorded in column 5. Items of clothing & footwear given away as gift on account of the ceremony should not be considered for this block. It is clarified that any ceremonial consumption expenditure made during the reference period which has already been accounted for in the detailed blocks will be reflected here against the corresponding ceremony irrespective of whether the ceremony has been performed or not during the reference period. The total expenditure for each ceremony may be entered against col.(10): all. The ceremony codes to be recorded in column 3 are:

- birth-1, birthday- 2, mundan/head shaving- 3, annaprasan/first rice taking- 4
- thread- 5, marriage- 6, marriage anniversary- 7, death- 8, others(specify)- 9

**11.2.0 Block 11.2 (schedule type 2 only):** Particulars of expenditure incurred on ceremonies by the household during last 365 days prior to the date of survey: This block is similar to the earlier block i.e. block 11.1 except that the reference period for collection of information is 365 days prior to the date of survey instead of 7 days prior to the date of survey as in block 11.1. Hence instructions at para 11.1.0 to 11.1.2 may be followed while recording the entries in this block with a reference period of last 365 days preceding the date of survey.

**12.0 Block 12: Summary of consumer expenditure:** The design of this block for schedule type 2 is slightly different from the design for schedule type 1. For both schedule types, the block

is meant to derive value of household per capita consumption expenditure for a period of 30 days. Most entries in this block are transfer entries from blocks 5 to 9. References for transfer are provided in columns (3) to (5). Now, for schedule type 1, simple addition of transfer entries yields the required sub-totals and total for 30 days. On the other hand, since for most item groups in schedule type 2 the reference period is not 30 days, the relevant sub-totals obtained by simple addition have to be adjusted by a suitable multiplication factor (30/7 or 30/365 as the case may be) for schedule type 2.

12.1 Note that since information on ceremonies is not collected through the schedule type 1, there is no block 11 in that schedule.

13.0 **Block 13: 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 different blocks of the schedule, especially when any entry is very high or very low.

14.0 **Block 14: Remarks by supervisory officer:** The supervisory officers may note their views on any aspect relating to the household and on any observed peculiarity in the consumption pattern of the household.

## **A. SOME GENERAL CLARIFICATIONS ON THE PROCEDURE OF COLLECTION OF CONSUMER EXPENDITURE DATA**

### **I. APPROACH FOR FILLING IN BLOCKS 5, 5.1, 6 & 7**

The itemwise information to be collected in these blocks refers to the quantity and value of items (a) purchased during the reference period, (b) consumed during the reference period out of home-grown/home-produced stock, and (c) consumed during the reference period irrespective of how acquired. The figures under (c) i.e., total consumption are to be arrived at independently of those under (a) & (b).

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

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

(3) The quantity and value of consumption of an item during the reference period will be noted against total consumption. Total consumption includes 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 receipts such as receipts from gifts, loans, charities etc. (value of consumption to be imputed as in (ii)), [Transfer payments 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 to be imputed at ex-farm, ex-factory price)

The time of consumption of an item of clothing or footwear is considered to be that point of time when it was brought into use for the first time.

## **II. APPROACH FOR FILLING IN BLOCKS 8, 8.1, 8.2 & 9**

For these blocks, only cash and/or kind purchase, made for any purpose whatsoever, 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 instalments paid during the reference period will be recorded. Purchase made for transfer payment will be included.

## **III. CASH PURCHASE AND CREDIT PURCHASE**

In all the blocks of the schedule provided for accounting of consumer expenditure viz., blocks 5 to 9, 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 blocks 5, 5.1, 6 & 7 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 not at all within 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, 8.1, 8.2 & 9 a different procedure is to be followed: purchase on credit for which no payment is made during the reference period will be excluded, whereas part or full payment made during the reference period towards credit purchase made earlier will be included under purchase. In other words, while for blocks 5, 5.1, 6 & 7 a credit purchase will be entered when the actual transaction occurs during the reference period irrespective of the time of payment, for blocks 8, 8.1, 8.2 & 9, it will be the amount of actual payment made during the reference period irrespective of the time of the transaction of the credit purchase. In the former, information will be collected on acquisition of the items, during the reference period, irrespective of whether the payment was made or not, whereas the information in blocks 8, 8.1, 8.2 & 9 will show explicitly the actual expenditure incurred by the household, within the reference period, on the listed items, no matter whether the particular article/service was received or not within the reference period. This point has been explained, separately, in I and II also. For certain items of block 8, a somewhat different procedure is to be followed. These items are 'club fees', 'telephone charges', 'house rent/garage rent', 'residential land rent', 'consumer rent (other goods)', 'consumer taxes and cesses', 'water charges', and 'other taxes etc.'. (The corresponding item codes are marked with an asterisk in block 8.) For these items, the entry to be made is the payment last made by the household divided by the number of months for which the amount was paid. For 'railway fare', payment for season tickets will be accounted differently from other railway fare expenditure (see para 8.16).

## **B. SOME GENERAL INSTRUCTIONS FOR FILLING IN THE CONSUMER**

### **EXPENDITURE SCHEDULE (INVESTIGATOR'S CHECK LIST)**

#### **Block 4**

The last serial number under column (1) should be transcribed against item 1 of block 3. All the columns against all the persons listed are to be filled in. There must be an entry against each household member for each of the columns (8) to (13) for recording particulars of activity status and industry section. In each of the columns (14) to (20) there must be some

entry. If the number is nil for any of columns (16) to (20) or (14), entry '00' will be recorded there. For col.(15), the entry must be 0, 1, 2 or 3; question of nil entry in col.(15) does not arise.

### **Blocks 5 to 9**

(i) At the end of each sub-block the sub-total items are 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;

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

(iii) If the entry in all columns of any line of blocks 5 to 9 is zero, the investigator may leave it blank. For example, if rice was neither purchased nor consumed, all columns against item 102 will be left blank. But if rice was not purchased but some quantity was consumed wholly out of home-grown stock, dashes (-) may be put in the columns for cash purchase.

### **Blocks 8, 8.1 & 8.2**

The following points may be noted while filling in the block:

(i) Whenever there is an entry against an item under 'cash' there must be an entry in the corresponding 'cash & kind' column,

(ii) Whenever there is an entry against at least one of a particular group of items, there must be an entry against the corresponding sub-total item,

(iii) The sub-total lines (including items 579 and 629 of block 8) must be properly filled in .

## **Block 9**

- (i) Whenever there is an entry in columns (5), (7), (9) and (12) there must be an entry in columns (6), (8), (10) and (13) respectively.
- (ii) For all the items, values will be recorded in rupees (whole number) only, as two zeros '00' have already been printed in the part specified for decimal.