

Major Concepts and Definitions: NSS 62nd Round

1.10.0 Important concepts and definitions used in different schedules of this survey are explained below.

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

1.10.2 **Household:** A group of persons normally living together and taking food from a common kitchen will constitute a household. The members of a household may or may not be related by blood or marriage to one another. The following cases are to be noted while determining the group of persons to be considered as households for the current survey:

(i) Each inmate (including residential staff) of a hostel, mess, hotel, boarding and lodging house, etc., will constitute a single member household. If, however, a group of persons among them normally pool their income for spending, they together will be treated as forming a single household. For example, a family living in a hotel will be treated as a separate single household by itself.

(ii) Under-trial prisoners in jails and indoor patients of hospitals, nursing homes etc., are to be excluded, but residential staff therein will be listed while listing is done in such institutions. The persons of the first category will be considered as normal members of their parent households and will be counted there. Convicted prisoners undergoing sentence will be outside the coverage of the survey.

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

(iv) Foreign nationals will not be listed, nor their domestic servants, if by definition the latter belong to the foreign national's household. If, however, a foreign national becomes an Indian citizen for all practical purposes, he/ she will be covered.

(v) Persons residing in barracks of military and paramilitary forces (like police, BSF etc.) will be kept outside the survey coverage for difficulty in conduct of survey therein. However, civilian population residing in their neighbourhood, including the family quarters of service personnel are to be covered, for which, of course, permission may have to be obtained from appropriate authorities.

(vi) Orphanages, rescue homes, ashrams and vagrant houses are outside the survey coverage. However, the persons staying in old age homes, the students staying in ashram/ hostels and the residential staff (other than monks/ nuns) of these ashrams may be listed. For orphanages, although orphans are not to be listed, the persons looking after them and staying there may be considered for listing.

1.10.3 Household size: The number of normally resident members of a household is its size. It will include temporary stay-aways (those whose total period of absence from the household is expected to be less than 6 months) but exclude temporary visitors and guests (expected total period of stay less than 6 months). Even though the determination of the actual composition of a household will be left to the judgment of the head of the household, the following procedures will be adopted as guidelines:

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

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

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

(iv) If a member of a household (say, a son or a daughter of the head of the household) stays elsewhere (say, in hostel for studies or for any other reason), he/ she will not be considered as a member of his/ her parent's household. However, he/ she will be listed as a single member household if the hostel is listed.

1.10.4 Pucca structure: A pucca structure is one whose walls and roofs are made of pucca materials such as cement, concrete, oven burnt bricks, hollow cement/ ash bricks, stone, stone blocks, jack boards (cement plastered reeds), iron, zinc or other metal sheets, timber, tiles, slate, corrugated iron, asbestos cement sheet, veneer, plywood, artificial wood of synthetic material and poly vinyl chloride (PVC) material.

1.10.5 Katcha structure: A structure which has walls and roof made of non-pucca materials is regarded as a katcha structure. Non-pucca materials include unburnt bricks, bamboo, mud, grass, leaves, reeds, thatch, etc. Katcha structures can be of the following two types:

(a) **Unserviceable katcha structure** includes all structures with thatch walls and thatch roof i.e. walls made of grass, leaves, reeds, etc. and roof of a similar material and

(b) **Serviceable katcha structure** includes all katcha structures other than unserviceable katcha structures.

1.10.6 Semi-pucca structure: A structure which cannot be classified as a pucca or a katcha structure as per definition is a semi-pucca structure. Such a structure will have either the walls or the roof but not both, made of pucca materials.

1.10.7 Dwelling unit: It is the accommodation availed of by a household for its residential purpose. It may be an entire structure or a part thereof or consisting of more than one structure. There may be cases of more than one household occupying a single structure such as those living in independent flats or sharing a single housing unit, in which case, there will be as many dwelling units as the number of households sharing the structure. There may also be cases of one household occupying more than one structure (i.e. detached structures for sitting, sleeping, cooking, bathing etc) for its housing accommodation. In this case, all the structures together constitute a single dwelling unit. In general, a dwelling unit consists of living room, kitchen, store, bath, latrine, garage, open and closed veranda etc. A structure or a portion thereof used exclusively for non-residential purposes or let out to other households does not form part of the dwelling unit of the household under consideration. However, a portion of a structure used for both residential and non-residential purposes is treated as part of the dwelling unit except when the use of such portion for residential purpose is very nominal. The dwelling unit covers all pucca, semi-pucca and katcha structures used by a household. Households living more or less regularly under bridges, in pipes, under staircase, in purely temporary flimsy improvisations built by the road side (which are liable to be removed at any moment) etc., are considered to have no dwelling.

1.10.8 Independent house: 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. In some parts, particularly in rural areas, two or more structures together may constitute a single housing unit. While the main residence may be in one of the structures, the other structures may be used for sleeping, sitting and for store, bath etc. In all such cases, all the structures together will form a single housing unit and will be treated as an independent house.

1.10.9 Flat: 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 household residing therein or jointly with other households. It also includes detached room or rooms with or without other housing facilities.

1.10.10 Land possessed: The area of land possessed will include land 'owned', 'leased in' and 'land neither owned nor leased in' (i.e. encroached) by the household but exclude land 'leased out'. The total land area possessed by the household as on the date of survey is taken into account. 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 date of survey will be considered. It may be noted that the 'area of land possessed' to be recorded 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.

1.10.11 Household monthly per capita expenditure: Household consumer expenditure is measured as the expenditure incurred by a household on domestic account during a specified period, called reference period. It also includes the imputed values of goods and services, which are not purchased but procured otherwise for consumption. In other words, it is the sum total of monetary values of all the items (i.e. goods and services) consumed by the household on domestic account during the reference period. The imputed rent of owner-occupied houses is excluded from consumption expenditure. Any expenditure incurred towards the productive enterprises of the households is also excluded from the household consumer expenditure. Monthly per capita expenditure (MPCE) is the household consumer expenditure over a period of 30 days divided by household size. A person's MPCE is understood as that of the household to which he/ she belongs.

1.10.12 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'.

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 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'.

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.

1.10.13 **P.D.S.:** This stands for Public Distribution System, which means the distribution of some essential commodities by the government at subsidised rates through ration shops, fair price shops and control shops. These shops may be owned by the government, local government, a government undertaking, the proprietor of a firm, co-operatives or private persons (individually or jointly) or other bodies like club, trust, etc. The following points may be noted while classifying a *purchase* as “PDS” or otherwise.

- "Super Bazaars" and co-operative stores will not generally be included under public distribution system. However, when these also sell rationed commodities at controlled prices against ration cards, they will be taken as ration shops for particular commodities.
- For kerosene, "PDS" will also include kerosene depots selling kerosene at controlled prices.
- Distribution of some controlled price commodities such as kerosene may in some areas be made without a system of presentation of ration card. Except in such situations, a purchase which is not made against a ration card will not qualify as a PDS purchase.
- A purchase will be considered as “PDS” irrespective of whether the household uses its own ration card or that of some other household.
- Purchase from PDS shops at prices higher than the PDS prices will also be considered as purchase from PDS as long as the price paid is perceptibly lower than the market price. (This is a departure from the practice followed in earlier rounds.)

1.10.14 **Economic activity:** The entire spectrum of human activity falls into two categories: economic activity and non-economic activity. Any activity that results in production of goods and services that adds value to national product is considered as an economic activity. The economic activities have two parts - market activities and non-market activities. Market activities are those that involve remuneration to those who perform it, i.e., activity performed for pay or profit. Such activities include production of all goods and services for market including those of government services, etc. Non-market activities are those involving the production of primary commodities for own consumption and own account production of fixed assets.

The full spectrum of economic activities as defined in the UN System of National Accounts is not covered in the definition adopted for the Employment and Unemployment surveys of NSSO. Production of any good for own consumption is considered as economic activity by UN System of National Accounts but production of only primary goods is considered as economic activity by NSSO. While the former includes activities like own account processing of primary products among other things, in the NSS surveys, processing of primary products for own consumption is not considered as economic activity. However, it may be noted that ‘production of agricultural goods for own consumption’ covers all activities up to and including stages of thrashing and storing of produce, for own consumption, comes under the coverage of the economic activities of NSSO.

The term 'economic activity' in the Employment and Unemployment survey of NSSO in this round will include:

(i) 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,

(ii) of the non-market activities,

(a) all the activities relating to the primary sector (i.e. **industry Divisions 01 to 14 of NIC-2004**) which result in production (including free collection of uncultivated crops, forestry, firewood, hunting, fishing, mining, quarrying, etc.) of primary goods, including thrashing and storing of grains for own consumption.

and

(b) the activities relating to the own-account production of fixed assets. Own account production of fixed assets include construction of own houses, 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 in the capacity of either a labour or a supervisor.

It is to be noted that as in earlier rounds, the activities like prostitution, begging, etc., which may result in earnings, by convention, will not be considered as economic activities. In earlier rounds, activities under 'smuggling' were kept outside the economic activity. In assigning the activity status of an individual in the field, probing is perhaps not extended to ascertain whether the production of goods and services is carried out in the form of smuggling. Thus, in practice, production of goods and services in the form of smuggling have actually been considered as economic activity in NSS surveys. In view of this, activity status of a person may be judged irrespective of the situation whether such activity is carried out illegally in the form of smuggling or not.

1.10.15 Activity status: It is the activity situation in which a person is found during a reference period, which concerns with 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 status during a reference period:

(i) Working or being engaged in economic activity (work),

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

The three broad activity statuses have been further sub-divided into several detailed activity categories. These are stated below:

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

- (a) worked in household enterprise (self-employed) as an own-account worker
- (b) worked in household enterprise (self-employed) as an employer
- (c) worked in household enterprise (self-employed) as 'helper'
- (d) worked as regular salaried/ wage employee
- (e) worked as casual wage labour in public works
- (f) worked as casual wage labour in other types of works
- (g) did not work due to sickness though there was work in household enterprise
- (h) did not work due to other reasons though there was work in household enterprise
- (i) did not work due to sickness but had regular salaried/ wage employment
- (j) did not work due to other reasons but had regular salaried/ wage employment

(ii) not working but seeking or available for work (unemployed) :

- (a) sought work
- (b) did not seek but was available for work

(iii) not working and also not available for work (not in labour force) :

- (a) attended educational institution
- (b) attended domestic duties only
- (c) attended domestic duties and was also engaged in free collection of goods, tailoring, weaving, etc. for household use
- (d) recipients of rent, pension, remittance, etc.
- (e) not able to work due to disability
- (f) others
- (g) did not work due to sickness (for casual workers only).

1.10.16 The various constituents of 'workers', 'unemployed', 'labour force', 'out of labour force' are as explained below:

(a) **Workers (or employed):** Persons who are engaged in any economic activity or who, despite their attachment to economic activity, have abstained from work for reasons 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 status under the broad activity category 'working or being engaged in economic activity'.

(b) **Seeking or available for work (or unemployed):** Persons, who owing to lack of work, had 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 condition of work and remuneration* are considered as those who are 'seeking or available for work' (or unemployed).

(c) **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.

(d) **Out of labour force:** Persons who are neither 'working' and at the same time 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, etc. and casual labourers not working due to sickness.

1.10.17 It may be noted that workers have been further categorized as *self-employed, regular salaried/ wage employee and casual wage labour*. These categories are defined in the following paragraphs.

1.10.18 **Self-employed:** 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 the self-employed is that they have *autonomy* (i.e., regarding how, where and when to produce) and *economic independence* (i.e., regarding market, scale of operation and money) for carrying out operation. The fee or remuneration received by them consists of two parts - the share of their labour and profit of the enterprise. In other words, their remuneration is determined wholly or mainly by sales or profits of the goods or services which are produced.

The self-employed persons may again be categorised into the following three groups:

- (i) **own-account workers:** They are the self-employed 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:** 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, and
- (iii) **helpers in household enterprise:** The helpers are a 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.

1.10.19 There is a category of workers who work at a place of their choice which is outside the establishment that employs them or buys their product. Different expressions like 'home workers', 'home based workers' and 'out workers' are synonymously used for such workers. For the purpose of this survey, all such workers will be commonly termed as 'home workers' and will be categorised as 'self-employed'. The 'home workers' have *some degree of autonomy and economic independence* in carrying out the work, and their work is not directly supervised as is the case for the *employees*. Like the other self-employed, these workers have to meet certain costs, like actual or imputed rent on the buildings in which they work, costs incurred for heating, lighting and power, storage or transportation, etc., thereby indicating that they have some tangible or intangible means of production. It may be noted that *employees* are not required to provide such inputs for production.

1.10.20 It may further be elaborated that the 'putting out' system prevalent in the production process in which a part of production which is 'put out' is performed in different household enterprises (and not at the employers establishment). For example, *bidi* rollers obtaining orders from a *bidi* manufacturer will be considered as home workers irrespective of whether or not they were supplied raw material (leaves, *masala*, etc.), equipment (scissors) and other means of production. The fee or remuneration received consists of two parts - the share of their labour and profit of the enterprise. In some cases, the payment may be based on piece rate. Similarly, a woman engaged in tailoring or embroidery work on order from a wholesaler, or making *pappad* on order from some particular unit/ contractor/ trader at her home will be treated as 'home worker'. On the other hand, if she does the work in the employers premises, she will be treated as *employee*. Again, if she is not undertaking these activities on orders from outside, but markets the products by herself/ other household members for profit, she will be considered as an own account worker, if of course, she does not employ any hired help more or less on a regular basis.

1.10.21 **Regular salaried/ wage employee:** Persons working in others farm or non-farm enterprises (both household and non-household) and getting in return salary or wages on a 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.*

1.10.22 **Casual wage labour:** 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 labour. Usually, in the rural areas, a type of casual labourers can be seen who normally engage themselves in 'public works' activities. The concepts related to '*public works*' are discussed later in this chapter.

1.10.23 **Different approaches for determining activity status:** The persons surveyed are to be classified into various activity categories on the basis of activities pursued by them during certain specified reference periods. There are three reference periods for this

survey viz. (i) one year, (ii) one week and (iii) each day of the reference week. Based on these three periods, three different measures of activity status are arrived at. These are termed respectively as usual status, current weekly status and current daily status. The activity status determined on the basis of the reference period of 1 year is known as the usual activity status of a person, that determined on the basis of a reference period of 1 week is known as the current weekly status (cws) of the person and the activity status determined on the basis of a reference period of 1 day is known as the current daily status (cds) of the person.

1.10.24 Identification of each individual into a unique situation poses a problem when more than one of three types of broad activity status viz. 'employed', 'unemployed' and 'not in labour force' is concurrently obtained for a person. In such an eventuality, unique identification under any one of the three broad activity status is done by adopting either the major time criterion 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'. If, by adopting one of the two criteria mentioned above, a person categorised as engaged in economic activity is found to be pursuing more than one economic activity during the reference period, the appropriate detailed activity status category will relate to the activity in which relatively more time has been spent. Similar approach is adopted for non-economic activities also.

1.10.25 **Usual 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 *usual principal activity status* of the person. To decide the usual principal activity of a person, he/ she is first categorised as belonging to the labour force or not, during the reference period **on the basis of major time criterion**. Persons, thus, adjudged as not belonging to the labour force are assigned the broad activity status 'neither working nor available for work'. For the persons belonging to the labour force, the broad activity status of either 'working' or 'not working but seeking and/ or available for work' is then ascertained again on the basis of the relatively longer time spent in the labour force during the 365 days preceding the date of survey. Within the broad activity status so determined, the detailed activity status category of a person pursuing more than one such activity will be determined again on the basis of the relatively longer time spent.

1.10.26 **Subsidiary economic activity status:** A person whose principal usual status is determined on the basis of the major time criterion may have pursued some economic activity **for 30 days or more** during the reference period of 365 days preceding the date of survey. The status in which such economic activity is pursued during the reference period of 365 days preceding the date of survey is the subsidiary economic activity status of the person. In case of multiple subsidiary economic activities, the major activity and status based on the relatively longer time spent criterion will be considered. It may be noted that engagement in work in subsidiary capacity may arise out of the two following situations:

i) a person may be engaged in a relatively longer period during the 365 days in economic (non-economic activity) and for a relatively minor period, which is not less than 30 days, in another economic activity (any economic activity).

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

1.10.27 Current weekly activity status: The current weekly activity status of a person is the activity status obtaining for a person during a reference period of 7 days preceding the date of survey. It is decided **on the basis of a certain priority cum major time criterion**. According to the priority criterion, the status of 'working' gets priority over the status of 'not working but seeking or available for work', which in turn gets priority over the status of 'neither working nor available for work'. *A person is considered working (or employed) if he/ she, while pursuing any economic activity, had worked for at least one hour on at least one day during the 7 days preceding the date of survey.* A person is considered 'seeking or available for work (or unemployed)' if during the reference week no economic activity was pursued by the person but he/ she made efforts to get work or had been available for work any time 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 any time during the reference week, is considered to be engaged in non-economic activities (or not in labour force). Having decided the broad current weekly activity status of a person on the basis of 'priority' criterion, the detailed current weekly activity status is again decided **on the basis of 'major time' criterion if a person is pursuing multiple economic activities**.

1.10.28 Current daily activity status: The activity pattern of the population, particularly in the unorganised sector, is such that during a week, and sometimes, even during a day, a person can pursue more than one activity. Moreover, many people can even undertake both economic and non-economic activities on the same day of a reference week. The current daily activity status for a person is determined on the basis of his/ her activity status on each day of the reference week **using a priority-cum-major time criterion** (day to day labour time disposition). The following points may be noted for determining the current daily status of a person:

- i) Each day of the reference week is looked upon as comprising of either two 'half days' or a 'full day' for assigning the activity status.
- ii) A person is considered 'working' (employed) for the entire day if he/ she had worked for 4 hours or more during the day.

- iii) If a person was engaged in more than one of the economic activities for *4 hours or more* on a day, he/ she would be assigned two economic activities out of the different economic activities on which he/ she devoted relatively longer time on the reference day. In such cases, one 'half day' work will be considered for each of those two economic activities (i.e., 0.5 intensity will be given for each of these two economic activities).
- iv) If the person had worked for *1 hour or more but less than 4 hours*, he/ she is considered 'working' (employed) for half-day and 'seeking or available for work' (unemployed) or 'neither seeking nor available for work' (not in labour force) for the other half of the day depending on whether he was seeking/ available for work or not.
- v) If a person was not engaged in 'work' even for 1 hour on a day but was seeking/ available for work even for 4 hours or more, he/ she is considered 'unemployed' for the entire day. But if he/ she was 'seeking/ available for work' for more than 1 hour and less than 4 hours only, he/ she is considered 'unemployed' for half day and 'not in labour force' for the other half of the day.
- vi) A person who neither had any 'work' to do nor was available for 'work' even for half a day was considered 'not in labour force' for the entire day and is assigned one or two of the detailed non-economic activity status depending upon the activities pursued by him/ her during the reference day.

It may be noted that while assigning intensity, an intensity of 1.0 will be given against an activity which is done for 'full day' and 0.5, if it is done for 'half day'.

1.10.29 Earnings: Earnings refer to the wage/ salary income (and not total earnings) receivable for the wage/ salaried work done during the reference week by the wage/ salaried employees and casual labourers. The wage/ salary already received or receivable may be in cash or kind or partly in cash and partly in kind. For recording the wages and salaries:

- i) The kind wages are evaluated at the current retail price.
- ii) Bonus (expected or paid) and perquisites evaluated at retail prices and duly apportioned for the reference week are also included in earnings.
- iii) For any economic activity, amount received or receivable as 'over-time' for the additional work done beyond normal working time is excluded.

1.10.30 Household principal industry and occupation: To determine the household principal industry and occupation, the general procedure to be followed is to list all the occupations pertaining to economic activities 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 one or more members of the household may pursue the household occupation in different industries. 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 senior-most member.

1.10.31 Public works: 'Public works' are those activities which are sponsored by Government or Local Bodies, and which cover local area development works like construction of roads, dams, bunds, digging of ponds, etc., as relief measures, or as an outcome of employment generation schemes under the poverty alleviation programme such as Employment Guarantee Scheme (EGS), Sampoorna Grameen Rozgar Yojana (SGRY), National Food for Work Programme (NFFWP), Indira Awaas Yojana (IAY), etc.

The coverage of schemes under 'public works' is restricted to those schemes through which the Government generates wage employment under poverty alleviation programme, or relief measures. It may be noted that the names of these schemes signify the Budget Heads under Plan from which funds are released for carrying out various 'types of works'. The types of works that are generally under taken through these schemes, are watershed development, drought proofing, land levelling, flood control, laying pipes or cables, sanitation, water harvesting, irrigation canal, development of orchard, road construction, building construction / repair, running crèche, etc.

There may be some schemes sponsored by the Government and in operation, which are conceived as self-employment generation. Some such schemes of the Government are Swarnjayanti Gram Swarozgar Yojana (schemes under erstwhile IRDP merged with this), Rural Employment Generation Programme (REGP), Prime Minister's Rozgar Yojana (PMRY), Valmiki Ambedkar Awas Yojana (VAMBAY), etc. Employment generated through these schemes is not to be considered within the purview of 'public works'.

Sometimes, the Government may undertake various programmes, viz., Accelerated Rural Water Supply Programme (ARWSP), Rural Sanitation Programme (RSP), Drought Prone Areas Programme (DPAP), Desert Development Programme (DDP), Integrated Wastelands Development Programme (IWDP), Pradhan Mantri Gram Sadak Yojana (PMGSY), etc. The main objective of such programmes is on infrastructure development rather than poverty alleviation and generation of employment. Moreover, these programmes are executed as projects through contractors. Employment generated through these programmes, which are executed through contractors, is also kept outside the domain of 'public works'. However, if similar activities relating to rural water supply, rural sanitation, desert development, wastelands development, etc. are undertaken by the

State Government or Local Bodies to provide wage employment and without employing any contractor for its execution, those are to be considered under 'public works'.

Classification of individuals as 'casual labour in *public works*' requires that the work in which they participate is '*public works*' as defined above. To distinguish between '*public works*' and works not classifiable as '*public works*', some broad characteristics of '*public work*' have been identified, viz. the primary objective is generation of wage employment and poverty alleviation, and creation of community asset as an outcome in achieving those main objectives. These features of public works along with the description of some wage employment generation schemes given above will be helpful in identification of '*public works*'.

A short description of the four schemes sponsored by the Central Government, which are in operation either in rural areas or in urban areas, is given below:

1.10.31.1 Employment Guarantee Scheme (EGS): This scheme aims at enhancement of livelihood security of the poor households of the country, by providing at least one hundred days of guaranteed wage employment, in every financial year, to every adult member (who has completed 18th year of age) of the households and who, by application, volunteers to do unskilled manual work. The poor households are those, which are living below the poverty line (BPL). If the applicant, who is from a poor household, is not provided with employment, as per provision of this scheme, he/she shall be entitled to a daily allowance. The focus of the programme shall be on work relating to water conservation, creation of additional irrigation potential through micro and mini irrigation, drought-proofing (including afforestation and tree plantation) and wasteland development. Flood control and protection works (including drainage in water logged areas), rural connectivity to provide all weather access and such other labour-intensive activities, as may be notified by the Central Government from time to time, may also be included under this programme. The EGS will come into force when the Employment Guarantee Act is enacted.

1.10.31.2 Sampoorna Grameen Rozgar Yojana (SGRY): The primary objective of the Sampoorna Grameen Rozgar Yojana (SGRY) is to provide additional wage employment in all rural areas and thereby ensure food security and improve nutritional levels. The secondary objective is the creation of durable assets and infrastructural development in rural areas. This scheme was announced by the Prime Minister on 15.8.2001 and launched in September 2001. The schemes of Jawahar Gram Samridhi Yojana (JGSY), Employment Assurance Scheme (EAS) have been merged under this programme w.e.f. 1.4.2002. The SGRY is open to all rural poor who are in need of wage employment and desire to do manual and unskilled work in and around the village/habitat. The programme is self-targeting in nature. While providing wage employment preference is given to agricultural wage earners, non-agricultural unskilled wage earners, marginal farmers, women, members of Scheduled Castes/ Scheduled Tribes, parents of child labour withdrawn from hazardous occupations, parents of handicapped children or adults with handicapped parents. The programme is implemented through the Panchayati Raj

Institutions (PRIs). Thirty percent of employment opportunities are reserved for women under the programme. Around Rs. 10,000 crore are spent on the programme every year.

The programme is implemented on cost sharing ratio of 75:25 between the Centre and the States for the cash component of the programme. However, foodgrains under the programme are provided to the States free of cost.

Five per cent of the funds and foodgrains under SGRY are retained in the Ministry of Rural Development for utilization in areas of acute distress arising out of natural calamities or by taking up preventive measures in the chronically drought or flood affected areas. In addition, a certain percentage of the allotted foodgrains under the SGRY is reserved for the Special Component to be used in any Central or State Government scheme with wage employment potential to meet exigencies arising out of any natural calamity. The remaining funds and foodgrains under SGRY are distributed among the Zila Parishad, Intermediate Panchayats and Village Panchayat in the ratio of 20:30:50.

Wages under the programme are paid partly in the form of foodgrains and partly in cash. The States and UTs are free to calculate the cost of foodgrains paid as part of wages, at a uniform rate, which may be either BPL rate or APL rate, or anywhere between the two rates. The workers are paid the balance of wages in cash so that they are assured of the notified minimum wages.

Under the programme, priority is given to works of soil and moisture conservation, minor irrigation, rejuvenation of drinking water resources and augmentation of ground water, traditional water harvesting structures, desiltation of village tanks/ ponds, durable assets such as schools, kitchen sheds for schools, dispensaries, community centers, and Panchayat Ghars. Development of Haats, which are labour intensive, is also to be given priority. The size, cost and nature of the work should be such that they may be completed within a period of one year and in exceptional situations within a maximum period of two years.

1.10.31.3 National Food for Work Programme (NFFWP): The National Food for Work Programme (NFFWP) is being implemented in 150 most backward districts of the country from November, 2004. The objective of the programme is to provide additional resources to 150 most backward districts of the country so that generation of supplementary wage employment and provision of food security through creation of need based economic, social and community assets in these districts is further intensified. Foodgrains are provided to the States free of cost. Works are taken up under the programme in accordance with the Five Year Perspective Plan. The Collector is responsible for preparation of the Perspective Plan and for programme implementation.

1.10.31.4 Indira Awaas Yojana (IAY): The objective of IAY is to provide dwelling units free of cost to the Scheduled Castes (SCs) and Scheduled Tribes (STs) and freed bonded labour and non-SCs/STs living below poverty line in rural areas. From 1995-96, the IAY benefits have been extended to the widows or next of kin of defence personnel killed in action. Benefits have also been extended to ex-servicemen and retired members

of para military forces as long as they fulfil the normal eligibility condition of IAY. Three per cent of funds are reserved for benefit of disabled below the poverty line in rural areas. However, the benefit to non-SCs and STs shall not be more than 40% of IAY allocation. Rural poor living below the poverty line are provided assistance of Rs. 25000/- in plain areas and Rs. 27500 in the hilly/ difficult areas for construction of house. It is funded on cost sharing ratio of 75:25 between Central Government and States. About 15 lakh houses are constructed annually with a plan expenditure of Rs. 1900 crore.

From the year 1999-2000, 20% of the total funds allocated under IAY are being utilized for the conversion of unserviceable kutcha houses into pucca/ semi-pucca houses of the BPL rural households. A maximum assistance of Rs.12,500/- per unit is being provided under the upgradation component.

The above four schemes, viz., EGS, SGRY, NFFWP, IAY are sponsored by the Central Government for generation of wage employment. These apart, there may be similar schemes sponsored by the State Government or Local Bodies to provide wage employment, which are also to be considered under 'public works'.

1.10.32 Midday Meal: A large number of children between the ages of 5 and 14 are victims of malnutrition, associated with food shortages, population expansion, lack of suitable food substitutes, poverty, ignorance, traditional beliefs and customs. The midday meal scheme was launched to lower the widespread incidence of malnutrition, primarily among children of poor families, and to increase their access to education. The scheme was aimed at boosting primary school attendance, by allowing children of parents living below subsistence levels to attain basic literacy levels instead of being pushed into the workforce at an early age.

1.10.33 Antodaya: Under this scheme, the 1 crore poorest families among the BPL families covered under the Targeted Public Distribution System are identified and 25 kg of foodgrain are made available to each eligible family at a highly subsidised rate of Rs. 2 per kg for wheat and Rs. 3 per kg for rice.

1.10.34 Education Guarantee Scheme (EGS) and Alternative & Innovative Education (AIE): EGS & AIE support the following three broad kinds of strategies:

- (a) Setting up schools in the school-less habitations.
- (b) Intervention of mainstreaming of 'out of school' children, viz., bridge courses, back to school camps, etc.
- (c) Strategies for very specific, difficult groups of children who cannot be mainstreamed.

Strategy under (a) above refers to as the EGS component of EGS & AIE scheme and strategies under (b) and (c) above together refer to as AIE component of the EGS & AIE scheme.

EGS aims at setting up schools in the school-less habitations where no school exists within a radius of 1 km and at least 15 children in the age group 6-14 years who are not going to schools, are available. In exceptional cases, e.g., for remote habitations

in hilly areas for Jammu and Kashmir and part of North-Eastern region, EGS schools could be supported even for 10 children. It may be noted that EGS & AIE is applicable throughout the country and not limited to the educationally backward states covered under the scheme of Non-formal Education (NFE). Such schools are in operation under various names in different states, as for example, 'Sishu Siksha Karmasuchi' in West Bengal, 'Bastishala' in Maharashtra, 'Rajiv Gandhi Swaran Jayanti Pathshala' in Rajasthan., 'Maabadi' in Andhra Pradesh. For the purpose of our survey, an individual who is attending or has become literate through schools under EGS & AIE scheme will be considered under the coverage of EGS.

1.10.35 Vocational Training: A vocational training may broadly be defined as a training, which prepares an individual for a specific vocation or occupation. The main objective of vocational education and training is to prepare persons, especially the youth, for the world of work and make them employable for a broad range of occupations in various industries and other economic sectors. It aims at imparting training to persons in very **specific fields** through providing significant '**hands on**' experience in acquiring necessary skill, which will make them employable or create for them opportunities of self-employment. Thus, the essential feature of the vocational training is that it lays more emphasis on development of skill in a specific vocation or trade rather than building knowledge. A person having acquired degree in engineering, medicine, agriculture and business administration will not be covered under vocational training. However, graduates in vocational courses will be covered under vocational training.

1.10.36 Formal Vocational Training: The vocational training that takes place in education and training institutions which follow a structured training programme and lead to recognised certificates, diplomas or degrees, will be treated as formal one. But when the vocational training neither follows a structured programme nor the training lead to recognised certificates, diplomas or degrees, those training programmes will be treated as non-formal vocational training. For the purpose of survey, formal vocational training will have the following characteristics:

- i) structured training programme towards a particular skill,
- ii) certificate/ diploma/ degree received should have a recognition by State/ Central Government, Public Sector and other reputed concerns,

By structured training programme, it is meant that:

- (a) the training programme should have a definite title with prescribed syllabus and curriculum and a specified duration of the training, and
- (b) the training should have some entry level eligibility in terms of education and age.

Examples of some formal vocational trainings are: Advance Welding, Fitter, Book Binder, Carpentry, Fashion Design, etc. Some sources from where formal vocational training can be received are: Industrial Training Institutes (ITIs)/ Industrial Training centres (ITCs), School offering vocational courses (Secondary, Higher Secondary level),

Polytechnics, Small Industries Service Institutes/ District Industries Centres/ Toll Room Centres, Recognised Motor Driving Schools, etc.

1.10.37 Non-formal Vocational Training: The expertise in a vocation or trade is sometimes acquired by the succeeding generations from the other members of the households, generally the ancestors, through gradual exposures to such works as are involved in carrying out the profession by their ancestors. The expertise gained through significant 'hands-on' experience enables the individual to take up activities in self-employment capacity or makes him employable. Acquiring such marketable expertise by one, which enables him/ her to carry out the trade or occupation of their ancestors over generations, may also be considered, for the purpose of survey, to have received 'non-formal' vocational training and that through 'hereditary' sources. Any other 'non-formal' vocational training received through some sources other than the household members to pursue a vocation that may either be hereditary or other profession, may be considered to have received the training through 'other' sources. The 'other' sources may also include the cases where the expertise for a vocation or trade has been developed even from the household members or ancestors, provided the said vocation or trade is different from the one relating to their ancestors. Thus a person may learn tailoring work from a master tailor or a person may learn book-binding work from a printing press. All such expertise will be considered to have received non-formal vocational training through 'other' sources. Mere possession of a skill, which neither creates opportunities for self-employment nor makes a person employable, will not be considered as having vocational training.

1.10.38 Manufacture: The term 'manufacture' is used to denote all activities relating to the transformation of materials. Thus all activities covered by Industry Divisions 15 to 37 of NIC- 2004 will be considered as 'manufacturing' for the purpose of the survey. In addition, the activity of cotton ginning, cleaning and baling (NIC code 01405) will be covered in the present survey. It is important to note that production of goods for the sole purpose of domestic consumption will not be considered as manufacture.

Only the unorganized part of this manufacturing sector will be covered in the present survey.

1.10.39 Enterprise: An enterprise is an undertaking which is engaged in the production and/ or distribution of some goods and/ or services meant mainly for the purpose of sale, whether fully or partly. An enterprise may be owned and operated by a single household, or by several households jointly, or by an institutional body.

1.10.40 Non-agricultural enterprise: All enterprises covered under Sections 'A' and 'B' of NIC-2004 are "agricultural enterprises" while the others covered under Sections 'C' to 'O' are "non-agricultural enterprises". The NIC-2004 booklet may be used for recording NIC codes in various schedules. *For the present round, non-agricultural enterprises under Section 'L' will be kept out of the purview of listing in sch. 0.0.* All other non-agricultural enterprises will be henceforth referred to as NAE for this survey.

1.10.41 **Unorganized manufacturing enterprises:** All manufacturing enterprises excluding those covered under the Annual Survey of Industries may be treated as *unorganized manufacturing enterprises for the present survey*. This includes all non-ASI enterprises manufacturing bidi and cigar (those registered under bidi and cigar workers (condition of employment) Act, 1966 as well as those un-registered) and all enterprises engaged in the activity of cotton ginning, cleaning and baling (NIC-2004 code 01405), not covered in ASI. Government and public sector manufacturing enterprises are excluded from the survey coverage.

1.10.42 **Own account enterprise (OAE):** An own account enterprise is an undertaking run by household labour, usually without any hired worker employed on a 'fairly regular basis'. By 'fairly regular basis' it is meant that employment was for the major part of the period of operation(s) of the enterprise during the last 365 days.

1.10.43 **Establishment:** Enterprises which have got at least one hired worker on a 'fairly regular basis' are called establishments. Paid or unpaid apprentices, paid household member/ servant/ resident worker in an enterprise are considered as hired workers. Establishments have been further sub-divided into two classes: (i) Non-directory establishment (NDE) and (ii) Directory establishment (DE).

1.10.43.1 **Non-directory establishment (NDE):** An establishment having one to five workers (household and hired taken together) is termed as a non-directory establishment.

1.10.43.2 **Directory establishment (DE):** A directory establishment is an establishment which has got six or more workers (household and hired taken together).

1.10.44 **Perennial enterprise:** Enterprises that are run more or less regularly throughout the year are called 'perennial enterprises'. An enterprise operating for the major part of a year and manufacturing different seasonal items during different months/seasons of the year will not be considered as a seasonal enterprise, if it does not keep separate accounts for these activities. For example, suppose an OAME manufacturing plastic goods made *pichkaris* during *holi* and plastic pitchers during rest of the year. If accounts are not separable, it will be considered as a single perennial enterprise. Again, suppose an OAME manufactured *agarbatti* during one season, fire-crackers during some other season and woollen clothes during a third season. The accounts for these activities are not separable. As the enterprise has run throughout the year, it will be considered as a perennial enterprise and not a seasonal one. Rice mills, etc. operating for major part of the reference year will be considered as a perennial enterprise and not a seasonal one.

1.10.45 **Seasonal enterprise:** Seasonal enterprises are those, which are usually run in a particular season or fixed months of a year.

1.10.46 **Casual enterprise:** Enterprises that are run occasionally, for a total of at least 30 days in the last 365 days, are called 'casual enterprises'.

1.10.47 **Household enterprise:** A household enterprise is one which is run by one or more members of a household or run jointly by two or more households on partnership basis irrespective of whether the enterprise is located in the premises of the household(s) or not. In other words, all proprietary and partnership enterprises are household enterprises.

1.10.48 **Non-household enterprise:** Non-household enterprises are those which are institutional i.e. owned and run by the public sector (Central or State Government, local self-governments, local bodies, government undertakings, etc.), corporate sector, co-operative societies, other type of societies, institutions, associations, trusts, etc.

Schedule 2.2: Manufacturing Enterprises

3.0.1 **Unorganised manufacturing sector:** Manufacturing enterprises in the unorganised sector are the target units for this survey. For the purpose of this survey all manufacturing enterprises, which are not covered under the ASI will be considered to constitute the unorganised sector. Government and public sector undertakings, as well, will not be under the survey coverage. In the unorganised sector, in addition to the proprietary or partnership enterprises, enterprises run by cooperative societies, trusts, associations, private and public limited companies, with a minimum of 30 days of operation during the last 365 days (15 days of operation for the seasonal enterprises) will be covered. The NIC 2004 codes for the activities covered are 01405, 15111 to 37200. Cotton ginning, cleaning and baling (NIC code 01405) is being covered to have parity with ASI coverage.

3.0.1.2 “While-you-wait” services under printing of textiles (NIC-98 code 1712) and engraving of metals (NIC-98 code 2892) have been classified under repair of personal and household goods (NIC-2004 code 52609) in the current updated version of NIC (NIC 2004). Hence, these services will not be covered in the current survey, although these were covered under the 56th round of NSS. Some examples of these activities are:

- i) Households giving new/ old clothes to a shop for block printing, embroidery, etc.
- ii) shop-owners writing name-plates, etc. on metal,
- iii) Boutique shops purchasing *sarees* and doing art-work either themselves or through outsourcing before sale, etc.

3.0.2 **Reference Period:** The reference period for recording details of various items will depend primarily on whether the enterprise under survey can provide information from their books of accounts, or they can provide information orally.

3.0.2.1 If the enterprises **are providing only oral information**, three kinds of reference periods will be used to collect data in different blocks of the schedule, which are *reference month, reference year and last date of the reference month*.

3.0.2.1.1 **Reference Month:** This period will be used to collect data on various receipts and expenses as well as value added, employment, emoluments, rent and interest payments for the enterprises providing oral information.

For perennial and casual enterprises, ‘Reference Month’ will refer to the **last 30 days** (preceding the date of survey) *irrespective of the number of days of operation.*

For seasonal enterprises, consider the following two cases-

- **Case 1: Working continuously for 30 days or more (including scheduled holidays) in the current season:** - ‘Reference Month’ will refer to the last 30 days (preceding the date of survey).
- **Case 2: Worked for less than 30 days in the current season:** - ‘Reference Month’ will refer to an average month in the last working season.

In the case of items “**rent payable**” and ‘**interest payable**’, the monthly average of yearly values will be reported, be it a perennial, seasonal or casual enterprise.

If an enterprise is unable to provide information for the last 30 days, but can provide it for the latest completed calendar month, this calendar month will be considered as ‘Reference Month’.

3.0.2.1.2 **‘Reference year’:** Among the items other than those mentioned in 3.0.2.2.1, net additions to fixed assets owned, number of months operated, number of other economic activities pursued etc., data will be collected for the entire ‘Reference Year’. It will be last 365 days prior to the date of survey, if ‘reference month’ of that enterprise is ‘last 30 days’. For the enterprises where ‘reference month’ is ‘last calendar month’, ‘reference year’ will be last 12 calendar months taken together. For seasonal enterprises of case 2 above (i.e., seasonal enterprises which have operated for less than 30 days during the current season), ‘Reference Year’ will be a continuous period of 365 days starting from the first day of the corresponding working season.

3.0.2.1.3 **‘last date of the reference period’:** For some of the items like value of fixed assets, amount of loan outstanding, etc., this reference period will be used. It will be last date of the ‘Reference Month’, which is same as the last date of the ‘Reference Year’. However, opening stock of semi-finished goods manufactured, opening stock of goods traded will be collected for the beginning of the first day of the ‘Reference Month’.

3.0.2.2 If data from the enterprises **are collected from their books of accounts**, two kinds of reference periods will be used to collect data in different blocks of the schedule, ‘Reference Year’ and ‘last date of the reference year’.

3.0.2.2.1 **Reference year:** This will be the last completed accounting year of the enterprise under survey. Various receipts, expenses, value added as well as employment, emoluments, rent, interest, net additions to fixed assets owned, for the enterprises will be recorded for the last completed accounting year. To identify the ‘Reference Year’ consider the following:

- **Accounts have been closed on any day between 1st April 2004 and a date before the date of survey:** 'Reference year' will refer to the accounting year for which the books of accounts have been closed between these dates.
- **Accounts not closed between 1st April 2004 and the date of survey:** Consider it as a case for oral enquiry.

3.0.2.2.2 '*as on first/ last date of reference period*': For some of the items like value of fixed assets, amount of loan outstanding, etc., this reference period will be used. It will be last date of the 'Reference Year'. For items like opening stock of semi-finished goods manufactured, opening stock of goods traded, the beginning of the first date of the reference year will be the point of reference.

3.0.2.2.3 Whenever data for an enterprise is collected from its books of accounts, and the enterprise provides a copy of its balance sheet/ profit and loss account, the **same will be attached with the schedule invariably**.

The different reference periods corresponding to different items of schedule 2.2 are also given below in a tabular form:

Block No.	Item number/ description	Surveyed enterprise providing information from	
		Books of accounts	orally
2	all items except 205, 214, 234-236	reference year	reference year
	205	reference month	reference month
	214	reference year	reference month
	234, 235	last 5 years	last 5 years
	236	last 3 years	last 3 years
3 to 7	all items except opening/ closing stock	reference year	reference month
4	closing stock	last date of reference year	last date of reference month
	opening stock	first date of reference year	first date of reference month
8	value of assets owned and hired	last date of reference year	last date of reference month
	net addition to fixed asset, rent	reference year	reference month
9	outstanding loans	last date of reference year	last date of reference month
	interest	reference year	reference month

3.0.3 **Mixed activity:** Mixed activity is defined as more than one activity (classified under NIC codes 2004) carried out by one single enterprise. The activities may be mixed at any level of NIC, but for the present survey it will be restricted to 2-digit level of NIC-2004. If the enterprise sells any material incidental to manufacturing in the same condition as purchased, it will not be considered as mixed activity. This concept will be useful in filling up **items 201 and 206 of block 2**. Some examples of mixed activities are given below-

1. A bakery selling cold drinks
2. A rice mill selling sugar
3. A factory running a hospital

Some instructions to be followed in case of mixed activities: -

- If more than one economic activity is carried out from the same premises, each of such activity is to be treated as a separate enterprise if separate books of accounts are maintained for these activities and information for them is separately available.
- If the accounts are not separable and the activities are different at 2-digit level of NIC 2004, then these activities will be considered as activities pursued by one enterprise and the enterprise will be classified as having mixed activities. Data for an enterprise will be collected as a whole encompassing all the activities pursued by the enterprise. The appropriate NIC in such cases will be determined on the basis of **major** activity.
- There may be cases, where, at the listing stage, an enterprise pursuing mixed activity was classified under manufacturing, although at detailed enquiry stage, it was found that the major activity during the ‘reference year’ was non-manufacturing. Then also, data for the enterprise may be collected as a whole, after recording the appropriate NIC code based on major activity during the reference year found during the detailed enquiry stage. Similarly, if major activity of an enterprise during the reference year was manufacturing, although the enterprise has pursued one or more of the minor activities during the reference month, data pertaining to the reference month will be for both the manufacturing and non-manufacturing activities.
- Determination of major activity of the enterprise pursuing mixed activity-
Step 1: Major activity will be the activity providing highest **income** during the reference year. If activity wise income is not available, go to next step.
Step 2: Major activity will be the activity providing highest **turnover** during the reference year. If that is also not available then go to next step.
Step 3: Now, it will be the activity where **employment** during the reference year was highest.
Some examples of mixed activities and method followed for determining the industry-section as per NSS convention is given in page C43 of this chapter.

3.0.4 Multiple activity: Since many of the entrepreneurs belonging to the unorganised sector operate at small or marginal levels, the phenomenon of carrying out more than one activity simultaneously or at different points of time is quite prevalent. If the activities are carried out at one point of time at the same location and the information is not separately available, then it is taken as “mixed activity”. Carrying out of more than one economic activity by the entrepreneur during the reference year is called multiple activities. *It differs from mixed activities in the sense that former is with respect to the entrepreneur whereas the latter is with respect to the enterprise.* However, an entrepreneur of a manufacturing enterprise manufacturing woollen garments before winter and cotton clothes before summer will not be considered as carrying out multiple activities. This concept will be useful in filling up **item 207 of block 2** in the detailed schedule. Some examples of multiple activities are-

- 1) A person carrying out agriculture activity at sowing/harvesting season and doing carpentry at the same time or at other times,
- 2) A household servant is making paper envelopes in free time,
- 3) An agricultural worker engaged in handicraft making during non-harvesting season of the year.

- 4) A lady working as regular wage/salary earner and also running a tailoring shop in the evenings, etc.

3.0.5 Enterprise with branches: If an enterprise has its office/ factory at more than one location it will be considered as an enterprise with branches. In such cases, the following steps may be taken:

Step 1: If a branch office is selected then collect information pertaining to that branch. In case they cannot provide any information go to next step.

Step 2: If the head office can provide information for that selected branch office then it should be collected from the head office. If they are also unable to provide data on branch office then go to next step.

If the information is to be collected from the head office, and the head office falls under a different SRO then the SRO under whose jurisdiction the head office falls will collect data. Then the filled in schedule can be sent back to the SRO from where the request has been made. The concerned SROs can interact with each other directly provided the RO is kept informed. In State samples also, similar procedure may be followed.

Step 3: When information for the selected branch is not separately available, either in the branch office or in their head office, data on receipts, expenses, wages, rent, interest etc. are to be apportioned using the number of workers in the selected branch and the number of workers considering all the branches and head office (let us call it 'the group'). An illustration is given below-

E=total expenses of the group,

W=total number of workers in the group

w=number of workers in the branch

e=expenses of the branch (which we have to calculate)

$$\text{Then, } e = E \times \frac{w}{W}$$

Similar procedure will be adopted if the head office is selected for the survey.

3.0.6 **Worker:** -

- According to Factories Act, 1948, a worker is defined as the persons working within the premises of the enterprise.
- This definition is extended in case of bidi and cigar workers (NIC code 16) as per the Bidi and Cigar Workers (conditions of employment) Act, 1966. According to this Act, workers include persons engaged or employed in any premises by or through a contractor with or without the knowledge of employer in any manufacturing process and employee means any person engaged or employed through an agency, whether for wages or not in any establishment to do any work, skilled, unskilled, manual or clerical and includes any labourer who was given raw material by any employer or a contractor for being made into bidi and cigar or both at home.

- However, for this survey, a worker is defined as all persons working within the premises of the enterprise, whether for wages or not. There is an exception to this case. A salesman may not work within the premises but he gets salary/wages from the enterprise for selling its products. He also will be considered as a worker of the enterprise.
- Some enterprises do not hire individuals like porters, sweepers, accountants, etc., on a fairly regular basis. These individuals **work in many enterprises** in a locality and usually receive service charges as and when they render such services to the enterprise, either on a piece rate basis or at some particular period of the year. Such persons will not be considered as workers.
- As a guideline for determining the number of workers of an enterprise, consider the following example:

An enterprise where figures are being collected from the books of accounts worked for 300 days during the reference year. On at least 151 days, it worked for 8 hours per day. Suppose, i) for at least 151 days, people have worked in 3 positions for more than 4 hours per day; ii) for at least 151 days, people have worked in 2 other positions for at least 1 hour (but at most 4 hours) per day iii) for 45 days, 1 person have worked for 6 hours per day, iv) for 30 days 4 persons have worked for 1 hour per day. Then, number of full-time workers will be recorded as 3 and number of part-time workers will be recorded as 2. Payments made to persons given in serial numbers iii) and iv) will be considered as service charges paid to other concerns. It may further be noted that workers mentioned in iii) and iv) are supposed to be considered as self-employed persons (i.e., separate enterprises belonging to some NIC division depending on their principal activity) at the listing stage.