

**INSTRUCTIONS TO ENUMERATORS /SUPERVISORS  
FOR CONDUCT OF FIFTH ECONOMIC CENSUS (2005)  
SECTION-ONE**

**General:**

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

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

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

**Scope & Coverage**

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

5. All economic activities (agricultural and non-agricultural) except those involved in crop production and plantation are to be covered under the Fifth Economic Census. Some of the activities (exclusions/inclusions) that are to be excluded from the coverage and some other activities to be included are explicitly described in the paragraphs 33 to 36.

**Field Operations**

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

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

8. In rural areas generally one enumerator is allotted with the census work of one village (may be comprising of one or more Enumeration Blocks). In such case he will fill up House List, Enterprise Schedule, Enterprise Abstract and Address Slip for the entire village. In case the census village is so large requiring more than one enumerator for completing EC work, then every enumerator independently will fill up the House List, Enterprise Schedule, Enterprise Abstract and Address Slip as explained above.

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

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

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

**Concepts and Definitions**

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

**a) Building**

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

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

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

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

15. Sometimes the structure is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such as shops, business houses, offices, factories, workshops, work-sheds, schools, places of entertainment, places of worship, godowns, stores etc. It is also possible that buildings which have different component units might be used for a combination of purposes such as shop-cum-residence, workshop-cum-residence, office-cum-residence etc.

**b) Census House**

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

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

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

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

20. In some rural areas of the country, the pattern of habitation is such that a group of huts located in a compound - whether enclosed or open - is occupied by one household. While the main residence may be located in one hut, other huts may be used for sleeping, as kitchen, bathroom, baithak etc. Though each of the hut is a separate structure, they form a single housing unit and therefore, have to be treated collectively as a single census house. If one household uses some of the huts and the others by a second household as residences, then the two groups of huts should be treated as separate census houses. However, if there are also other huts in the compound used for other purposes and not as part of the household's residence such as, cattle shed, work-shed etc. they should be treated as separate census houses.

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

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

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

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

**c) Household**

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

26. The following cases are to be noted:

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

**d) Unit**

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

**e) Premises**

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

**f) Enterprise**

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

30. It is possible that more than one entrepreneurial activity is carried out in the same census house. **If these activities are carried out by the same person/ persons or by the same workers and the workers can not be divided into two or more enterprises then it should be treated as one enterprise with two activities: one major and the other subsidiary. Both the activities are to be recorded in column 4 of the House List. All the items of information pertaining to the major activity of the enterprise will be recorded and for the subsidiary activity, information relating to the description of economic activity and the corresponding NIC-2004 code are to be recorded in the next line below the major activity. In such cases not more than two activities will be listed.** The major activity can be recognized on the basis of income or turnover or workers depending on the information readily available during the enquiry. For example, if a tailor sells cloth in addition to his tailoring work but does not maintain separate accounts for each, then enumerator should find out the major activity by inquiring from him the activity from which he gets greater income or in which he employs more people etc. That will be shown as the major activity of the enterprise. Some more examples where the activities might not be distinguished are flourmill and selling of commodities such as rice, wheat, etc.; furniture shop engaged in manufacture of furniture and renting of furniture, grocery shop also engaged as travel agent etc. **However if workers can be divided into two or more activities, then each of these activities should be considered as a separate enterprise.**

**g) Agricultural Enterprise**

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

**h) Non-Agricultural Enterprises**

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

**Exclusions /Inclusions of activities**

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

- i) Growing of Cereal crops such as paddy, wheat, jawar, bajra, maize, barley etc.
- ii) Pulses such as arhar, gram, moong, masoor, urd etc.
- iii) Raw cotton, raw jute, mesta, sun hemp and other kind of fibres etc.
- iv) Oil seeds such as sesamum, ground nut, mustard, linseed, castor, rape seed etc.
- v) Sugarcane, sugarbeet, potatoes, other roots and tubers etc.
- vi) vegetables, singhara, chillies and spices (other than pepper and cardamom)
- vii) Floriculture and horticulture including their nurseries,
- viii) Fodder crop, medicinal plants.
- ix) Agricultural production not else where classified.

34. All enterprises engaged in plantations, which are to be excluded, are listed below:

- i) Tea, coffee, rubber, tobacco, pepper and cardamom etc.
- ii) Coconut, arecanut, cashewnut, walnut, almond, other edible nuts not elsewhere classified.
- iii) Apple, bananas, grapes, mangoes, oranges, pears, other fruits not elsewhere classified.
- iv) Ganja, cinchona, opium, betel leaves (pan), cocoa, other plantations not elsewhere classified.

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

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

- (i) Mining and quarrying or manufacturing, processing, repair or servicing activity are included. Similarly, activities relating to generation, transmission and distribution of gas, steam, water supply, construction, wholesale or retail trade, hotels and restaurants, transport, storage & warehousing, communication, financing, insurance, real estate and business services, community, social and personal services, public administration and defence services such as government offices, schools, hospitals, recreation and cultural services, community services such as temples, etc. are also to be covered.
- (ii) In addition, it may be noted that enterprises engaged in rearing of cattle and production of milk, rearing of sheep for production of wool, rearing of other animals such as pigs, rearing of bees and production of honey, rearing of silk worms and production of cocoons and raw silk, hunting, trapping, collection of fuel and other forest products and their sale, gathering of materials such as herbs, resins, etc., cotton ginning, cleaning and baling, catching and selling of fish, providing agricultural services such as spraying etc. **are all included.** In other words, **enterprises dealing with livestock production, agricultural services, hunting, trapping and game propagation, forestry and logging and fishing will also be covered.**
- (iii) In case of mixed farming (mixed cropping or mixed livestock units), if the main activity of the unit/household is farming of animals then those units are also to be covered.

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