the last calenda	ar year for perennial enterprise and last working season for the non-perenn	ial enterprises. For enterprises that have started operations only recently the characteristics to be noted for
Enterprise Sch	nedule may be recorded as on the date of census.	
1 At the ten of	f the ES schedule provision has been made to write identification particular	rs viz. name and code numbers of State/UT, District, Tehsil/PS/Dev.block/Circle, Village/Town, Ward, Investigator
-		s viz. name and code numbers of State/O1, District, Tensil/P5/Dev.block/Circle, vinage/Town, ward, investigator
	k, Enumeration Block etc.	
For rural areas	s use schedule no. 53, the details of which are given below:	
Box	<u>Information</u>	
Space	_	
1-2	State Code	
3-4	District Code	
5-8	Tehsil/Taluk/PS/Dev. Block/Circle/ Panchayat Code	
9-16	Village code	
17-20	Enumeration Block No.	
E D 1		
For Kural areas	, the State Code, District Code, and Tehsil/Taluk/PS/Dev.Block/Circle/Panch	ayat code are to be copied from the Kural Directory.
For Urban are	as, use schedule no. 54, the details for which are given below	
Box Space	<u>Information</u>	
1-2	State Code	

SECTION – THREE

ENTERPRISE SCHEDULE

the type of premises from which they operate. For all such enterprises the Enterprise Schedule has to be completed immediately after they are identified and entered in the House List. In the Enterprise

3. While all the enterprise found during the Census will be listed along with enterprises that are reported as operating only seasonally. The reference period for recording entries in Enterprise Schedule will be

Schedule information on various characteristics of the enterprises like number of workers, social group of owner, registration code, type of assistance received etc. is collected.

In Section Two, procedure to canvass the House List has been described. In the House List the number of enterprises in an entrepreneurial unit/household is given in columns 8 to 10 depending upon

Most of the concepts and definition used in canvassing the Enterprise Schedule have already been discussed in Section One and Two of this instruction booklet. In this section instructions for

Introduction

Reference Period:

completing different columns of the ES schedule are given.

earthen ware and earthen pottery

goods transport by motor trucks

writing for papers and periodicals

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

Col.5. National Industrial Classification (NIC) Code

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

Mining and quarrying

Hotels and restaurants

Health & social work

Rearing and production of sheep

Financial Intermediation

Electricity, gas and water supply

Transport, storage and communication services

Community, social and personal service activities.

Public Administration and defence; compulsory social security

etc.

Curing of tobacco

Preservation of meat

(other than plywood)

Real Estate, Renting and business activities

Private households with employed persons

grading of agricultural products curing of tea/coffee leaves,

Extra-territorial organizations and bodies

Manufacturing

Construction

Education

corresponding NIC Code are to be filled up. in columns 4, 4(a) & 5.

of the activity/activities in column 5. The code(s) will be given at 4-digit level as per the NIC -2004 book supplied.

Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods

enterprises and not as agricultural enterprises. A few examples to distinguish between agricultural and non-agricultural enterprises are given below:

Non-agricultural enterprises

bailing and processing of wool

collection of milk and selling,

slaughtering, preparation and

processing and sale of fish

sawing and planking of wood

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

3

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

serving commercial organisations/business houses. Both the type of institutions mentioned above fall under the category of "Private Non-Profit Institutions".

belongs to ST, SC, OBC will be enquired. The code for the social group of owner of each enterprise will be recorded in column 10 as per the codes given below:

classified as 'other than private enterprises'. For such enterprises there social group or gender of the owner is not relevant. The ownership code for all such enterprises will be 9.

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

Code

5

8

Code

8

coal/soft coke. For enterprises using non-conventional energy like solar energy, windmill, water mills etc code 8 will be recorded.

cooking in a hotel or restaurant, then code 2 will be entered. In the case of a X-Ray clinic which necessarily uses electricity, the code will be 2.

Code

2

If an enumerator records this information like

is engaged in more than one enterprise, he will be counted as a worker in each of the enterprise even though it may inflate the total number of workers.

Code

0

2

3

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

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

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

9

4

the registration is with the State Directorate of Industries only, then the code will be 2 and 2 in 11(a) & 11(b) respectively.

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

No. of persons usually working - Total

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

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

children whereas others i.e. with age 15 years and above are categorised as adults.

9

9

manufacturing of cream/butter

census. Non-agricultural enterprises are those, which are engaged in any of the activities pertaining to:

inspection bungalows, dak bungalows, rest houses

private tuition

health clinic

XV11.

XV111.

X1X.

XX.

10.

One.

12.

(i)

(ii)

(111)

(iv)

(v)

(vi)

(vii)

(viii)

(ix)

(x)

(xi)

(xii)

(xiii)

(xiv)

(xv)

(i)

(ii)

(iii)

(iv)

(v)

(vi)

13.

14.

18.

Agricultural enterprises

Production of milk

such as tea, tobacco, etc.

Logging-felling and cutting

be treated as non-agricultural enterprises.

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

For such activities, code 2 will be recorded in this column.

Private Non-profit Institutions

Private Proprietary Enterprises

Private Partnership Enterprises

Private Co-operative Enterprises

Private unincorporated proprietary enterprises: (code 3)

Private unincorporated partnership enterprises (code 4)

Private Corporate Non financial Enterprise (Code 5)

Private Corporate Financial Enterprises (Code 6)

Private enterprises

(ii) Other than private enterprises

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

Private Co-operative Enterprises (Code 7)

Non-Financial Enterprises'.

Cooperative Enterprises.

Female ST

Female SC

Male ST

Male SC

and Communities.

Type of power used_

Petrol/diesel/Kerosene

Non-conventional energy

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

Authority for registration/recognition

Registered under /Recognised with

State Directorate of Industries

Central Excise/Sales Tax Act

Shop & Establishment Act

Col. 12, 13, 14, 15, & 16

blank.

Col .22: Source of Finance

during the reference period:

Source

Col.23 Whether Address Slip Attached

otherwise Code 2 will be recorded

Totaling of columns

No finance/ Self Financing

Assistance from Govt. sources

Borrowing from Financial Institutions

Borrowing from Non - Institutions/ Money lenders

mentioned in the concerned column. Details of these totals are given below:

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

Others(like NGOs, Voluntary Organisations)

Co-operative Society/Labour Act

Registered with other agencies

Textile Commissioner / Jute Commissioner /

Not Registered

Factories Act

KVIC/KVIB

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

Powerlooms/Handloom/ Development Commissioner Handicraft

Coir Board/Central silk Board

Coal/soft coke

LPG/natural gas

Animal power

Fire wood

Others

Without power (Not using power)

Electricity (Used for production purpose)

Male OBC

Male Others

Female OBC

Female Others

(i)

Female

<u>Male</u>

27.

Col.9. Social group of owner

Private Corporate Non financial Enterprise

governments or local bodies will also be included in the category of 'Government'.

Private Corporate Financial Enterprises

enterprises in the year. In such cases, only two such major enterprises will be listed.

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

Rearing of cattle

Rearing of fish

of trees

paragraphs.

Col. 8. Ownership of enterprise

Government and PSUs

Government including PSUs (code 1)

Private Non-profit Institutions (Code 2)

Private enterprises

Ownership

3-4 District Code 5-6 Town Code Frame Code(Year of updation of UFS) 7-8 9-13 Ward No. 14-18 Investigator Unit (IV) Number (within town) 19-20 (UFS) block number (Within IV Unit) the pages of the ES schedules for the Rural Enumeration Block/UFS block in the right hand top most corner of the ES schedule. The detailed instructions for filling up various columns in ES are given below. These are the same for Schedule no 53 and 54. Col. 1 Line number (To be taken from Column 1 of House List) number given in Column 1 of House List. This number is to be copied from column 1 of House List to column 1 of Enterprise Schedule corresponding to the enterprise under consideration.. Col. 2 Enterprise Premises Status code 6.

For urban areas, the State Code, District Code, Town Code, Frame code and UFS Block No. within Investigator Unit are to be copied from the Urban directory of UFS Blocks. The entries in these boxes have

to be made by the enumerators and scrutinized by the supervisors. Separate schedules will be utilized for rural area and urban area as the case may be. Page number has to be recorded continuously for all 5. Every line in House List is serially numbered and recorded in Column1 of House List. Therefore corresponding to the enterprises identified in House List in any of the columns 8, 9 or 10, there is a line The premises status code refers to whether the enterprise is 'without premises' (code 1) or 'with premises' (code 2). In the House List, enterprises are identified through col. 8, 9 or 10. For the enterprises recorded in col. 9 and 10 of the House List i.e. 'outside the household/unit but without any structure', code 1 will be recorded in this column, whereas for enterprises recorded in column 8 of House

List, code 2 will be recorded. Col. 3 Running serial number of enterprises within a page Schedule will be less than or equal to 15 as there only 15 lines to a page. Col 4: Description of Economic Activity of Enterprise 8.

In this column, continuous serial numbers will be given for the enterprises belonging to a particular page of the Enterprise Schedule. It may be noted that last serial number of each page of Enterprise The description of the activity of the enterprise is one of the important items of information to be carefully recorded. The description should be adequately elaborated to enable proper classification and coding of the entrepreneurial activity during scrutiny and coding stage. Sufficient details of the activity of the enterprise should, therefore, be given. For instance, it is not sufficient to describe simply 'a

shop' or the name displayed on the signboard of the shop. It is necessary to give full description, such as 'electrical repair shop', 'medical shop', etc., It may be borne in mind that recording of broad description of activity such as 'manufacture of dairy products' will not be sufficient but greater details such as (i) manufacture of milk powder, ice-cream powder or condensed milk, (ii) manufacture of baby milk food, (iii) manufacture of ice-cream and kulfi, (iv) manufacture of butter, cream, ghee etc. should be recorded in order to carry out proper coding of industrial activities. A few examples of description of activities of the enterprises are listed below: 9.

cattle rearing and production of milk. rearing of ducks, hens and other birds and production of egg. 11. rearing of silk worms and production of cocoons and raw silk. 111. animal rearing and livestock services (other than veterinary services) 1V. production of fuel by exploitation of forests. V. gathering of fodder by exploitation of forests. V1. spinning yard in Amber Charkha. V11.

flour making chakki. V111.

Oil ghani 1X. carpentry - manufacturing of wooden doors and windows Х.

hair cutting X1. Wholesale store for grains and cereals X11. Blacksmith X111.

production of hosiery goods X1V. xv. stationery store

If an enterprise/household is engaged in more then one activity at the same time, then the information about two activities would be recorded in the schedule i.e. main activity and the next important

activity (subsidiary activity) in the next line. It s to be noted that the main and subsidiary activities will be different and the NIC codes for these two activities will be different. NIC. When subsidiary activity

is recorded in a column, other columns except column 4(a) will be left blank by the enumerator. Identification of activities of an enterprise having more than one activity is described in Para 29 of Section

In this column code 1 will be recorded for the Major activity of the enterprise and Code 2 will be recorded for the Subsidiary activity. For the Subsidiary activity, only the description of economic activity and

11. This column is to be left blank by the enumerator and will be filled up by the officials of District Statistical Offices at the stage of scrutiny/coding. This column is filled up on the basis of the description

livestock production, agricultural services, hunting, trapping and game propagation, forestry, logging and fishing. The activities pertaining to crop production and plantations will not be covered under this

Activities relating to processing of primary produce of agriculture and allied activities to make processed saleable goods which are carried out fairly on a regular basis are to be treated as non-agricultural

Activity like providing services of harvesting, threshing, spraying of insecticides etc. on payment will be treated as agricultural enterprises. However, if person(s) carrying out processing of

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

Against this column, information as to whether the enterprise runs more or less regularly throughout the year or in particular season(s), is to be entered in terms of codes. For example, selling of

If a person is engaged, as part of his regular work, in different seasonal enterprises during different parts of the year, the different activities will be listed as separate enterprises although at the time of

All enterprises offices owned or run by Central Government, State Government, Public Sector Undertakings, Local Bodies (Zilaparshad, City Corporation and Municipal Authority, Block

Institutions, which are financed and controlled by households, societies, charitable institutions etc. e.g. a Dharamshala, a Trust or a Temple etc are treated as Non-profit Institutions (NPIs) serving

Enterprises registered under Indian Partnership Act 1932 as a partnership 'Firm' would fall under this category of 'Private Unincorporated Partnership Enterprise'. It may be noted that enterprises

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

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

25. In case the enterprise is a private unincorporated enterprise, it will be first ascertained if the owner of the enterprise is a male or female. Then the social group of the owner i.e. whether he/she

Codes 1-8 are applicable to private enterprises, which are on sole proprietary basis or on partnership basis for the purpose of this column. Government, Public sector, Limited companies etc. are

If the private enterprise is run on partnership basis and the partners have different social groups, then for giving code priority may be given in the order ST first, SC second, OBC third and others last

i.e., if an enterprise is jointly operated by an ST female (code 1) and Others female (code 4), then code 1 will be relevant. If an enterprise is jointly operated by an OBC female (code 3) and ST male (code 5),

then code 5 will be relevant. It is to be noted here that assigning social group of owner i.e. ST, SC, OBC and others will be on the basis of the practice followed in the State for classifying Tribes, Castes

29. If electricity is used for the purpose of lighting or heating the premises only, it is not considered to be the source of power/fuel for the activity. On the other hand, if electricity is used as a source of

30. An enterprise using manual labour will be counted as enterprise not using power and code 1 will be given for such units. Coconut shells, dry leaves etc. used as source of power for heating the iron for

pressing cloth, making tea or coffee in teashops, roasting grams or nuts etc. should be given code 6 for 'firewood'. Similarly, charcoal used as source of power for an activity will be given code 3 meant for

An enterprise may or may not require registration under an Act for carrying out its activity. For instance factory employing 10 or more workers and using power, or 20 or more workers but not using

Two registration/ recognition codes will be recorded for an enterprise in ascending order of codes in column 11(a) & 11(b). For example, if an enterprise is registered under Factories Act and also with

State Directorate of Industries then code 1 will be recorded in 11(a) and Code 2 has to be recorded in 11(b). For enterprises registered with only one agency the same code will appear twice. For example, if

35. The number of persons usually working in the enterprise with break-up into adult male, adult female, male children (M), female Children (F) and the total will be recorded in cols 12, 13, 14, 15 & 16

respectively. The number of persons to be recorded in these columns should include the members of the household and other unpaid workers engaged in the activity as well as the number of workers hired

from outside for the same activity. In case where the enterprise is engaged in more than one activity, the number of persons usually working in that enterprise should relate not merely to the major activity but

36. After filling the columns 12 to 16 it has to be enquired from the informant as to how many of the total number of workers are unpaid i.e. 'not hired' and this number will be recorded in col. 21. Further

break up of this into adult male, adult female, male children (M) and female children (F) has to be recorded in col. 17, 18, 19 & 20 respectively. If there are only hired workers, columns 17 to 21 are left

38. The number of persons should represent, on an average, the number of persons usually working on a working day during the last calendar year. The figures should relate to the position in the last year for

perennial enterprise and last working season for non-perennial enterprises. Care should be taken to include all categories of workers viz. supervisory and primary level workers. A worker need not mean that

the same person should be continued but it should refer to the position. Apprentices, paid or unpaid - other than unpaid family members - will be treated as hired workers. Part-time employees may be treated

shown as workers. If the inmates of jail are made to work in the office of the jail or in the work shed of the jail, they will not be treated as workers for the purpose of Economic Census. If a part-time worker

assets under some Government schemes or from banks. The reference period for this item will be the last calendar year. However the information in respect of units that has worked for a period

less than the calendar year may also be recorded. If the enterprise has not availed any loan during the calendar year, but has outstanding loans during the reference period it should be taken

having availed financing and the source noted. However if an enterprise had taken a loan many years ago for starting the activity and has fully repaid the loan before the reference period, then

such units may be considered as not availed any financing for the purpose of this column. In this column, the following codes are to be entered as per the source of finance availed by the enterprise

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

42. After filling all the lines in a page of the Enterprise Schedules, totaling has to be done for each column as per details given at the bottom of the schedule and the entries will be made in the 'Total' row

against the relevant columns. In some of the columns more than one total is to be recorded. Care has to be taken to record these totals one-by-one just below the previous total exactly in the order as

as employees as long as they are engaged on a regular basis. Persons receiving honorarium for the services rendered to the enterprises on fairly regular basis will be treated as hired workers.

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

Working members of the co-operative societies who often manage the day-to-day work of the society will be considered as workers. In the case of jails the hired workers (employees of jails) will be

Enterprise may seek funds for running the enterprise or for establishing or even expanding the activities. In some cases these may be in the form of assistances in the form of machinery or

for all the activities of the enterprise put together. Recording the number: Suppose the number of female workers in a unit is 1000 then the correct way of recording the information is:

power, is required to be registered under the Factories Act, 1948. The state government may also require some other factories to be registered under section 85 of the Factories Act. Similarly, there may be

small industrial units in the manufacturing sector, which may be registered with some authority such as the State Directorate of industries etc. The status of registration and the agency with which the unit is

registered will be noted under this column. Since it is possible that many units will be registered with more than one agency, two columns are provided for recording the registration status.

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

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

households. Institutions, which are financed and controlled by commercial organizations, e.g. Federation of Indian Chamber of Commerce and Industries (FICCI), or other Associations, are treated as NPIs

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

run by more than one person but not registered under Indian Partnership Act 1932 would not be treated under this category but as Private Unincorporated Proprietary Enterprises.

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

Panchayat Gram Sabhas etc.) are considered to be Government enterprises. Research institutions, Universities, Educational Boards which are autonomous but are getting grants from Central or State

cereals, pulses, etc. in a grocery shop, running of a restaurant/hotel etc. are perennial activities and for such activities code 1 will be entered. Similarly, a person giving tuitions on a fairly regular basis is also

to be classified as engaged in perennial activity. All perennial activities like the examples quoted above will be given code 1. Some activities such as gur making is carried out only during part of the year.

enumeration he may be engaged in only one of the activities. For example, a person sells cane juice in one season and roasted groundnut/gram in another season he is treated as operating two non-perennial

agricultural produce on payment, will be treated as running non-agricultural enterprises. For example: rice and dal milling, processing and grinding of cereals, pulses, etc. will be non-agricultural enterprises.

If a person/farmer sells part of his milk produce, this will be classified as an agricultural enterprise and the activity is 'milk production'. However, if he procures milk from others and then sells it the activity

will be 'selling of milk' and will be classified as non-agricultural enterprise. Government offices providing support/assistance for the activities like livestock production, forestry & logging, fishing, etc. will

The enterprise will be classified as agricultural or non-agricultural depending on the nature of the activity of the enterprise. Agricultural enterprises are those engaged in any of the activities relating to