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INSTRUCTIONS TO FIELD STAFF

SOCIO-ECONOMIC SURVEY

FIFTY-THIRD ROUND

JANUARY-DECEMBER 1997

VOLUME - 1

DESIGN, CONCEPTS, DEFINATION AND PROCEDURES

DECEMBER 1996

NATIONAL SAMPLE SURVEY ORGANISATION

DEPARTMENT OF STATISTICS

MINISTRY OF PLANNING & PROGRAMME IMPLEMENTATION

GOVERNMENT OF INDIA

Corrigenda

NSS 53RD ROUND - SCH. 0.0 (CHAPTER ONE)

1. Ref : Para 1.3.7 (q) (vi), page A22

The sentence 'If $E_i > e_i > 1$ for the i -th enterprise class..... col. 10 of this block' may be read as

If $E_i > e_i > 1$ for the i -th enterprise class ($I=1,2,3$) as recorded in the column headings, all the enterprises (E_i in number) may be arranged in ascending order of NIC division codes (i.e. though the trading enterprises are having NIC 3-digit group codes, arrangement may be done on the basis of the first two digit codes only)'.

2. Ref : An illustration showing ... trading enterprises, page A26

In col.17 of block 3 : read '6' as '4', '9' as '8', '4' as '5' '8' as '9' and '5' as '6'.

In col.18 of block 3 : read 'blank' against enterprise sl. no. '1' of col.8; '2' against enterprise sl. no. '20' of col.8 and 'blank' against enterprise sl. no. '24' of col.8 and '1' against enterprise sl. no. '25' of col.8.

3. Ref : Vol. II, Sch.0.0, Block 3

In the sub-heading of col.16, enterprise class code is indicated by (f). The m.l. code [as indicated in foot-note (a)] for 'others' will be 9 for both the rural and urban sectors.

NSS 53RD ROUND - SCH. 2.41.2 (CHAPTER TWO)

4. Ref : Para 2.0.1 (page B1)

The last sentence may be modified as

However, if the enterprise did not operate during the last 30 days, the reference month will be the last working month for perennial and casual enterprises and average month of the last working season for seasonal enterprises.

5. Ref : Para 2.2.1 (page B4), Item 5

The word 'usable' may be dropped from the first sentence.

6. Ref : Para 2.2.1 (page B6), Item 21

Following sentence may be added at the end of the para

For 'no problem', a cross (X) may be given against this item.

7. Ref : Para 2.2.3 (page B7)

In the first sentence, the term '**(simple average)**' may be added in between '**workers per day**' and '**working full-time or part-time**'.

8. Ref : Para 2.4.1 (para B8), line no. 9 from top

The portion '**The value figuresmay be written as 25.0**' may be replaced by the following sentence

The value as well as quantity figures in cols. 4 to 7 are to be recorded in whole number.

In the sub-headings of cols 4 & 6, block 4, '0.0' may be ignored in the schedule (Vol. II).

9. Ref : Para 2.5.2 (page B10), Item 3, Block 5

The following sentence may be added after the portion : '**Electricity charges against item 3**'.

Charges for electricity purchased from community generators may also be included here.

10. Ref : Para 2.7.2 (page B13)

The portion '**in one place of decimal**' may be deleted from the third sentence of the para.

In the sub-heading of col.4, block 7, '0.0' may be ignored in the schedule (Vol.II).

11. Ref : Para 2.7.2 (I), page B13

The first sentence may be modified as

The informant may be asked about the usual trade margin during the previous year on which the individual commodity of the group was sold by the trading enterprise.

12. Ref : Para 2.7.2 (ii) page B13

The portions : '**in one place of decimal**' and '**as, say, 9.5% or 8.0% etc.**' may be deleted.

13. Ref : Vol. II, Sch.2.41.2, Blocks 4 & 7, col.3

In the schedule, the unit for commodity group code 8(**bread**) may be changed as '**kg**' in place of '**lbs**'.

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GOVERNMENT OF INDIA

NATIONAL SAMPLE SURVEY ORGANISATION

Fifty Third Round : January - December. 1997

Instructions to Field Staff : Volume - I

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* * * * * CHAPTER ONE

SCHEDULE 0.0 : LIST OF HOUSEHOLDS AND NON-AGRICULTURAL ENTERPRISES

1.0.0 General : NSS 53rd round (January - December 1997) will be devoted to the survey on small trading units (i.e. own account trading enterprises and non-directory trading establishments excluding those that are in the public sector). In addition, the annual consumer expenditure enquiry will also be carried out.

1.0.1 Schedules of enquiry : The following table lists the schedules of enquiry for the NSS 53rd round.

sl.no.	schedule no.	title	sector
1.	0.0	list of households & non-agricultural enterprises	rural & urban

2.	2.41.2	unorganised trading enterprises : own account trading enterprises (OATEs) & non-directory trading establishments (NDTEs)	rural & urban
3.	1.0	consumer expenditure	rural & urban

1.0.2 Geographical coverage : The survey will cover the whole of the Indian Union excepting (i) Ladakh & Kargil districts of J & K (ii) 768 interior villages of Nagaland situated beyond 5 kms. of the bus route and (iii) 195 villages of A & N Islands which remain inaccessible throughout the year.

1.0.3 : Period of survey & programme of work : The survey period of one year duration, starting from 1st January 1997 & ending on 31st December 1997, is divided into four parts called sub-rounds. Equal number of sample FSUs are allotted to each sub-round by sub-samples at each level of NSS region separately for rural & urban sectors. This restriction is not enforced in A & N Islands, Lakshadweep and rural areas of Arunachal Pradesh & Nagaland because of difficult field conditions.

1.0.4 : Participation of states : All the states and U.Ts excepting A & N Islands, Dadra & Nagar Haveli & Lakshadweep are participating at least on an equal matching sample basis compared to the size of the central sample. The following table shows the matching pattern of the participating states (U.Ts).

Matching pattern	States/U.Ts
Triple	Nagaland (urban) & Delhi
Double	Gujarat, Haryana, J & K, Manipur & Chandigarh (urban)
One & half	Goa, Maharashtra (urban)
Equal	all other states/U.Ts

(Note : Chandigarh is not participating in the rural sector for state sample)

1.0.5 : Number of trading enterprises and households to be surveyed : A maximum of 16 enterprises (OATES and NDTEs only for schedule 2.41.2) and 4 households (for schedule 1.0) will be surveyed in each sample FSU (refer to paras C.1.2.6 & C.1.2.7 of Appendix -1 for details including the Sample Design adopted for the survey).

1.0.6 Unit of survey : The first stage sampling unit (FSU) is the Village in the rural sector and UFS block in the urban sector. For the rural sector of Kerala, in exception to other states, panchayat wards are taken as the FSUs. The sample village/block as per its 'frame code' given in the sample list is to be identified by its boundaries with confirmation from village authorities like Patwari, Village/ Panchayat official, etc.

It may be noted that in exception to the previous rounds, the listing of all the houses /households/non-agricultural enterprises for the whole FSU has to be done in the current round without resorting to any hamlet group /sub-block formation.

After completion of the listing in the FSU, the required number of trading enterprises and households may be selected for detailed enquiry.

1.0.7 Sampling in Arunachal Pradesh (rural) : In exception to other rounds of NSS, cluster sampling will not be adopted for the rural sector of Arunachal Pradesh in 53rd Round of NSS. Thus the sample list supplied by SDRD contains all the villages to be taken up for survey. No additional villages need be surveyed.

1.0.8 Schedule 0.0: : The listing schedule (sch. 0.0) is meant for listing all the houses, households and non-agricultural enterprises in each sample village/block, collecting some particulars about them, preparing the sampling

frame and recording the details of selection of enterprises/households for schedules 2.41.2 and 1.0 respectively.

1.0.9 Some Concepts and Definitions : Some broad information about the households and enterprises shall be collected during listing. These are required mainly to have a count of enterprises of different types and also to identify the trading enterprises relevant to schedule 2.41.2. The definitions of the terms used in this connection are given below.

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

1.0.9.2 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 have blood-relation.

The following cases are to be noted :

(i) Each inmate (including residential staff) of a mess, hotel, boarding and lodging house, hostel etc. will constitute a single-member household. If however, a group of persons among them 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. The residential staff of such establishments will also be treated as constituting households.

(ii) Undertrial 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 carried out in such institutions. The former person(s) will be considered as normal member(s) of their parent household and will be counted there. Convicted prisoners undergoing sentence will be outside the coverage of this survey.

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

(iv) Foreign nationals and their domestic servants if they belong to foreign national households will not be listed. However, if any foreign national become an Indian citizen for all practical purpose, he may be listed.

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

ashrams will be covered in this survey.

1.0.9.3 Household size : The number of normally resident members of a household is its size. It will include temporary stay aways but exclude temporary visitors and guests. Even though the determination of the actual composition of a household will be left to the judgement of the head of the household, the following procedure will be followed as guidelines :

(i) In determining the composition of a household, more emphasis is to be placed on 'normally living together' than on 'ordinarily taking food from 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 which he or she resides.

(ii) A resident employee/domestic servant/paying guest (but not just a tenant) will be considered as a member of the household with which he or she resides.

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

(iv) If one member of a household stays elsewhere for studies or service or for any other reason, he or she shall not be considered as a member of the parent household.

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

1.0.9.5 Non-agricultural enterprises : The enterprises engaged in free hunting, trapping and game propagation for commercial purposes, free collection for sale of forest products including honey, fish, crabs etc covered under NIC'87 group codes 040, 052,053,054,059,060,061,063 & 069 and all enterprises covered by industry section other than '0' of the NIC, 1987 are treated as non-agricultural enterprises for the purpose of NSS 53rd round survey.

1.0.9.6 Own Account Enterprise (OAE) : An own Account Enterprise is an undertaking run with the household labour only i.e. without any hired worker employed on a fairly regular basis.

1.0.9.7 Establishment : Those enterprises which have got at least one hired worker on a fairly regular basis are called establishments. By fairly regular basis it is meant that the enterprise has engaged hired worker (s) during the major part of its period of operation(s) in the last one year.

Establishments have been further sub-divided into two classes : (i) Non-Directory Establishments(NDE) and (ii) Directory Establishments (DE)

(i) Non-Directory Establishment (NDE) : An establishment having less than six workers (household and hired taken together) is termed as Non-Directory Establishment.

(ii) Directory Establishment (DE) : A directory establishment is one which has got six or more workers (household and hired taken together).

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

1.0.9.9 Casual enterprises : Casual Enterprises are those which are run in an irregular manner and not in particular months of a year.

1.0.9.10 Trading Enterprise : A trading enterprise is an undertaking engaged in trade. Trade is defined to be an act of purchase of goods and their disposal by way of sale without any intermediate physical transformation of the goods. Thus all the trading activities, both wholesale and retail (perennial, casual or seasonal) listed under NIC divisions 60 to 63 and 65 to 68 will be treated as trade. The activities of intermediaries who do not actually purchase or sell goods but only arrange their purchase and sale and earn remuneration by way of brokerage and commission will also be treated as trade. Thus purchase and sale agents, brokers listed under NIC division 64 and auctioneers listed under NIC group 890 will also be under the survey coverage.

The activities covered under trade in the present survey are :

<u>NIC division/group</u>	<u>description</u>
60 ma- beverages,	wholesale trade in agricultural raw materials, live animals, food, intoxicants and textiles
61 paper,	wholesale trade in wood, firewood, skin, leather and fur, fuel, petroleum, chemicals, perfumery, ceramics, glass and ores and metals
62 machin equip	wholesale trade in all types of ery equipment including transport ment

63
classified

wholesale trade not elsewhere

<u>(NIC division/group)</u>	<u>description</u>
64	commission agents
65	retail trade in food and food
articles,	beverages, tobacco and intoxicants
66	retail trade in textiles
67	retail trade in wood, fuels and other household utilities and durables
68	retail trade not elsewhere classified
890	auctioneering services

In addition, the activities of free hunting, trapping and game propagation for commercial purposes , free collection for sale of forest products like gathering of fodder, grass, wild fruits, leaves and other forest products , free collection for sale of fish, prawns, crabs, oysters etc. will be covered in trade under NIC group 040.052,053,054,059,060,061,063 & 069 and free collection for sale of waste paper, rags, ash, coal etc will be covered in trade survey under NIC group 689. Separate and distinct trading units of manufacturing concerns like sale shops of DCM, Bombay Dying, Bata Shoe etc will be covered under trade.

The following activities will also be covered under trade:-

- (i) Selling of fruit juice, sugarcane juice etc. which involves a process of transformation marginally
- (ii) selling finished pan by mixing purchased pan leaves and other ingredients
- (iii) selling of meat purchased from slaughter houses after cutting it into smaller pieces.
- (iv) cooling of aerated water, soft drinks, ice cream for sale
- (v) sale of bicycles after fitting parts as per customer's order
- (vi) sale of spectacle frames and glasses (lenses) after grinding, polishing etc.

The activities not covered under trade :

- (i) sale of own produce.

(ii) rental and leasing of durable goods like furniture, fans, household utilities etc. and machinery and equipments like transport equipments (including bicycles also)

(iii) brokerage or agency activities in stock exchange, real estate, lotteries and other financial matters.

1.0.9.11

(a) Wholesale trade : In the wholesale trading enterprise, goods are generally bought from the producer and sold to the retailer. In other words, wholesaler works as an intermediary between the producer and the retailer. A wholesaler sells his goods to other wholesalers or to users in bulk for further processing in manufacturing enterprise or sells in bulk to commercials, institutionals, professionals or to other consumers.

(b) Retail trade : In the retail trade, goods are bought from wholesalers and sold to consumers. The retail trader acts as an intermediary between wholesaler and consumers or users. The retail trader may purchase goods directly from producers or manufacturers. Hawkers and peddlers selling goods are also considered as retail traders.

1.0.9.12 Means of livelihood : The means of livelihood of a household will be decided on the basis of the sources of household's income during the 365 days preceding the date of survey. For rural samples, it is classified as (a) self-employed in non-agriculture (b) rural labour and (c) others. For urban samples the classification is (a) self-employed, (b) regular wage/salary earning, (c) casual labour and (d) others. Here, the household's income from economic activities only will be considered. If a household has no such income, its m.l class will be 'others'. For deciding the m.l class of a household, the income of servants and paying guests will not be taken into account.

If a household's income is mostly from one source then there is no problem in identifying its means of livelihood class, but if there are several sources of income for a household, the following procedure is to be followed for determining it's m.l class.

(a) Rural sample : The sources of household's income from economic activities during the last 365 days may be categorized as follows :

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

If income from (i) > that from (iii) & also
income from (i) >= that from (ii) + (iv)
then m.l. class will be self-employment in non-agriculture
&
code will be 1.

otherwise, if income from (iii) >= that from (iv) & also
income from (iii) >= that from (i) + (ii)
then m.l. class is rural labour & code will be
2.

In all other cases, m.l class will be others & code will be 9

(b) urban sample : The household's income is classified
into four categories (i) self-employment, (ii) regular
wage/salary earning (iii) casual labour and (iv) other
economic activities

If income from (iv) > that from each of (i), (ii), (iii)
then m.l class code will be 9.

otherwise m.l code =1,2 or 3; appropriate code will relate
to the class which has maximum income (code 1,2 or 3 are
respectively for category (i),(ii) & (iii)).

If however, two or more sources have equal amount of income,
m.l code will be decided on the basis of priority order of the
categories listed.

1.0.10 The structure of the schedule 0.0 : schedule 0.0
contains the following blocks :

Block 0 : descriptive identification of sample village/block

Block 1 : identification of sample village/block

Block 2 : availability of some facilities in the village

Block 3 : list of households and non-agricultural enterprises

Block 4 : number of non-agricultural enterprises

Block 5 : particulars of sampling of households/trading
enterprises

Block 6 : particulars of field operations

Block 7 : remarks by investigator

Block 8 : comments by supervisory officer

1.0.11 Use of additional sheets for block 3 : Whenever one
schedule booklet is not sufficient for listing all the house-
holds/non-agricultural enterprises of the sample F.S.U in
block 3, additional sheets containing block 3 may be used and
tagged firmly to the main schedule.

Block-wise instructions for filling sch 0.0 are given below :

1.0.12 Block 0 : descriptive identification of sample village/block : This block is meant for recording descriptive identification particulars of the sample village/block. Name of state/u.t., district, tehsil (for rural samples) /town (for urban samples), village name (rural sample), ward/investigator unit/block (urban sample) may be copied from the sample list. Panchayat name may be recorded against the item 'village' for rural samples of Kerala.

1.1.0 Block 1 : identification of sample village/ block : This block is meant for recording identification particulars of the sample village/block in terms of codes or numbers. The particulars relating to all the items will be recorded in the box spaces provided in the block against each item (except for items 5 & 6, codes for which are already printed). Each cell (box space) is meant for recording only one digit of the entry. For multiple cells, the rightmost cell shall be used for recording the digit in unit's place, the next left cell for digit in the tenth place & so on. If the no. of digits of the entry to be recorded is less than the number of box-spaces provided, '0' shall be recorded in the leftmost box spaces. For example, if present population is 1120, the entry against item 15 shall be 01120. Items 1-3, 7-14 shall be copied from the sample list.

1.1.1 item 4 : FOD sub-region : The four-digit code corresponding to the FOD sub-region to which the sample village/block belongs will be recorded against item 4. A cross-mark(x) will be put against this item for state samples and also for central samples for the states of Arunachal Pradesh, Manipur, Mizoram and Tripura for which field work is carried out by the respective states.

1.1.2 item 15 : present population : Present population of the sample village/block is to be obtained from the total of hh sizes (col. 4) in block 3. The total of page totals for col (4) (hh size) in block 3 will give the value for this item.

1.1.3 item 16 : Workers engaged in trade : The no. of workers engaged in trade is to be obtained from the total of col (12) (total no. of workers engaged in trade) of block 3. The total of page-totals for col (12) of block 3 will give the value for this item.

1.1.4 item 17 : Survey code : When the original village/block is surveyed, survey code will be any of 1 to 3. Code will be 1 when the sample village/block is inhabited, 2 when it is uninhabited and 3 when the sample village/block is treated as 'a zero case'. Examples of zero cases are villages/blocks wholly comprised of military barracks and para military forces (like CRPF, BSF etc.), rural areas declared as urban areas and now forming part of UFS frame used for urban sampling, villages/blocks wholly submerged under water in a dam or villages/blocks with its whole population evicted because of acquisition of land to construct a new factory or any project etc. with no chance of habitation in future. However, the village/block where entire population has shifted elsewhere due to some natural calamities like fire, cyclone etc. but is likely to return in the future will be considered as uninhabited and code will be given as '2'. In case the original sample village/block is a casualty, it is substituted by another village/block; code for which will be '4' if the sample village/block is inhabited, '5' if it is uninhabited and '6' if it is treated as a 'zero' case. If the substitute village/block cannot be surveyed, survey code will be 7. Code 7 will also be applicable where original sample village/block could not be surveyed and no substitute was even asked for.

1.1.5 item 18 : reason for substitution of original sample : This item is to be recorded in all the cases where originally selected sample village/block is a casualty irrespective of whether it has been substituted or not (i.e when code is any of 4 to 7 in item 17)

The codes for this item are :

sample village block : not identifiable/traceable - 1
not accessible - 2
restricted area (not - 3
permitted to survey)
others (specify) - 9

There will be no entry against this item if code for item 17 is any of 1 to 3

1.2 Block 2 : availability of some facilities in the village : This block is meant for collecting information on some facilities in the sample village in terms of codes. This block is to be filled up only for rural samples and be left blank for urban samples. Information to be collected in this block will be obtained from the knowledgeable person(s) residing in the village.

1.2.1 Col(2) : Items of facilities : Most of the items noted under this column are self explanatory.

(a) item 6. Source of drinking water : The source of drinking water from which most of the households of the village collect drinking water is to be considered here.

(b) item 10 : all weather road : This is the road usable throughout the year even in the rainy season.

(c) item 11 : whether the village is connected by electricity : If electricity is used in any part of a village for any purpose (agriculture, industry, street light, domestic use), the village will be considered as connected by electricity.

(d) item 12 : whether the village is connected by bus service : If bus service is available to any part of a village even for once a day , the village is to be considered as connected by bus service.

1.2.2 Col(3) : code for availability of some facilities :

(a) items 1-9 : Against each of the items (1-9) in col (2), distance of the nearest facility from the centre of the village will be recorded in terms of codes in col(3). If a particular facility is available within the village, the distance code will always be '1'irrespective of its distance. The Codes are : within village - 1, outside village but within 2 kms - 2, 2 - 5 kms - 3, 5 - 10 kms - 4 ; 10 kms & above - 5.

(b) items 10-13 : Here, against each of the items (10-13) in col (2), code '1' will be entered in col(3) if the facility is available within the village. Otherwise code will be '2'.

Listing Procedure:

1.3 Block 3 :List of households and non-agricultural enterprises:

1.3.1 This is the main block of the schedule. The work relating to listing of houses, households and non-agricultural enterprises, collection of a few particulars of enterprises for identification of the enterprises under the break-ups OATE , NDTE & DTE, preparation of sampling frame of the eligible trading enterprises of the types OATE & NDTE , selection of sample enterprises for sch 2.41.2 and selection of 4 sample households for schedule 1.0 shall be carried out in this block.

1.3.2 It is essential to ensure that there is no omission or duplication of any house, household or non-agricultural enterprise. Households which are found to be temporarily away from their residences at the time of listing are also to be listed. This is the usual problem of locked houses which the investigator should tackle with some efforts. After ascertaining from the neighbours as much details about the absentee household as possible, attempts should be made to contact the household at the appropriate hours (even outside the normal working time of the investigator), and, if need be, by revisiting the household

during the survey period in the sample village/block. Such households are also to be included in the frame for selection of households for schedule 1.0 and the trading enterprises without fixed premises, if any, run by these households are to form part of the frame for selection of enterprises. In order to ensure complete listing, it is, therefore, better to follow some definite order for listing. The order followed in 1991 population census, may preferably be adopted, taking care that any house that has come up later is not omitted. Otherwise, listing may be done starting from the northwest corner. While listing, the name of any natural grouping of the houses like hamlet, street, mohalla etc. and date of listing may be written at the top before starting the operation of listing of the houses of the locality. This will help in checking completeness.

1.3.3 A house to house enquiry will be made to list all the houses, households and non-agricultural enterprises. A household is enumerated in the house where it resides. However, the enterprise will be listed in the house in which it is situated. The following situations may be kept in mind during listing. An enterprise may not be clearly visible or prominent from the outside of a house/room. For example, one member of a household may manufacture small toys, dolls, transistor-radios etc. inside his/her room. The enterprise may not have a physical existence at any fixed location. A hawker selling goods like vegetables, fruits, clothes, etc, or activities of broker/commission agent/free collections for sale without having any fixed shop or a carpenter carrying out his activities at the location of his customers are cases in point. These types of enterprises can be detected only by inquiring about the activities of the members of the household. Necessary care may be taken to list such enterprises. The operational procedure of listing will be as described below.

1.3.4 While listing a house, the investigator shall first find out how many households reside therein. From each household he/she will collect the details of all enterprises run by its members during 365 days preceding the date of survey (the enterprise may not be in operation on the date of listing). The enterprises located in the same house where the household lives and those run without any fixed premises shall be listed one after another against that household. But enterprises run by the same household but located at other fixed premises will not be listed against that house but will be listed at their places of location provided these places lie within the selected village/block as the case may be. After exhausting the resident households and all the different types of enterprises run by them as described above, the investigator will list other enterprises, if any, which may be located in that house and existing on the date of survey and operated either by households staying in some other houses (either within or outside the sample village/block) or by an institutional body. After listing all the households and non-agricultural enterprises associated with a house, the investigator will proceed to list the next house. Care should be taken to

list all the seasonal enterprises that may be existing, though not operating, on the date of survey.

1.3.5 : In connection with listing, some special situations are mentioned below :

(i) In a 'hat' (periodical market) there are some permanent structures built by panchayat or local bodies. The entrepreneurs occupy them on 'hat'days and carry out their activities. In such cases they will be considered to be carrying out activities without any fixed premises and these activities will be listed through the residences of the owners even though they carry out the activities at fixed premises.

(ii) A trader sits in a daily market on the street or in an open space with no structure but in a fixed site regularly to sell his/her commodities. They will be considered to be carrying out trading activities without any fixed premises and will be listed through the residences though they carry out trading activities in a fixed site.

(iii) Enterprises run without any fixed premises on partnership basis will be recorded against the household of the seniormost partner. Enterprises carrying out activities under the structures of temporary nature (i.e of make-shift type or under a tent or tarpaulin fixed up with sticks etc.) will be treated as running without fixed premises. All such activities will be listed against the households of the owners of the respective enterprises.

(iv) There are also possibilities that the same person may be carrying out the same activity at more than one place, e.g. a trader may be pursuing trading activity at home and also having a shop at another place within the sample village/block. In such a case they will be listed as two separate enterprises. The entries for the shop will be made against the house where the shop is located. However, when the accounts etc. cannot be separated out, both will be treated as one enterprise and listed against the enterprise having maximum income etc.

(v) Separate and distinct trading units of manufacturing concerns like sale shops of DCM, Bombay Dying, Bata shoe, etc. which are directly linked with the producing firms will be listed as directory trading establishments (DTE) irrespective of the number of workers - hired, not hired and total. But if such units are not directly linked with the producing firms and have an independent identity in matters of accounts etc. then such units will be listed under the appropriate class : DTE, NDTE or OATE as the case may be.

(vi) Sale of own produce directly by the producer, even if in the market or through own shop if the shop is meant solely for sale of own produce, will not be treated as trading activity. A person engaged in production of milk and also in selling this

milk in the market or by door-to-door delivery will not be treated as trading activity. However, door-to-door collection of milk and selling will be treated as trade.

(vii) Though the inmates of a hostel etc. will be listed as single member households, the institution itself may qualify as an enterprise if non-agricultural activity is pursued by it. The name of the institution and its nature of activity will be recorded in the first line and then the inmates will be listed in subsequent lines.

(viii) Mixed activity : For mixed activities or the same activity being conducted in different places, if the accounts, employment etc. for various activities can be separated out, then each activity will be separately listed. Otherwise they should be listed under one major activity i.e. the one having major income/turnover/employment (in the order specified) . A retail trader is engaged in selling, say, both cigarette and bakery products in the same shop. Selling of cigarette comes under NIC group code 655 and selling of bakery products comes under NIC group code 653. If the accounts, employment, etc. can be separated, it will be listed as two trading enterprises, one with NIC group code 655 and the other with 653. But when account, employment, etc. cannot be separated out the enterprise will be listed under the major activity i.e. either with NIC group code 655 or with 653 on the basis of major income/turnover/employment, etc. depending on the information readily available in the order of preference as listed, that is, income first. But the data in both the schedules 0.0 and 2.41.2 will relate to the enterprise as a whole considering sale of both cigarette and bakery products. Similar will be the case for mixed activities like wholesale and retail trade or trading and manufacturing or any other activity where the activities cannot be distinguished from one another. For example, activity relating to NIC group code 514 (electrical installations) may be mixed up with that of NIC group code 675 (retail dealers in electrical and electronic goods) in an enterprise so that the data relating to these two activities cannot be separated out. This enterprise will be classified either under NIC group code 514 or under 675 depending on the major income, etc. and listed in block 3 accordingly. When classified under NIC group code 675, data will relate to both the activities (514 and 675 combined). When a trading enterprise carries on different types of trading activities for which employment, accounts etc. are not separable, it is to be identified with a single dominant NIC class code as follows. The enterprise shall be first classified into the appropriate trade class viz. (i) wholesale trade, (ii) retail trade, (iii) commission agents, (iv) auctioneering services and (v) others on the basis of major income/turnover /employment. Then the major activity will be determined at the three-digit level of NIC within the trade class.

(ix) some examples of mixed activities and the treatment given to them as per NSS convention are indicated below:

-

activity	type of mixed activity	NSS convention
(1)	(2)	(3)
1. fruit-juice seller	mfg. & trade	trade
2. pan shop	"	"
3. meat shop	"	mfg. or
trade		depending on
the		major type of
activity		
4. assembling bicycle parts & selling	mfg. & trade	trade
5. garment traders	"	mfg. or
trade		depending
on		major
activity		
6. selling of fish after cutting into pieces	mfg. & trade	trade
7. selling of firewood after cutting logs into pieces	"	"
8. cooling of aerated water, ice-cream for sale	"	"
9. sellers of flower, mfg. bouquet, garlands	"	trade or
on		depending
activity		major
10. free collection of leaves and selling leaf plates	"	mfg.
11. timber merchants	"	trade or
mfg.		depending on
nature		specified
12. tailoring shops	service , trade	service or
trade		
which also sells	& mfg.	or mfg.
depending		on major
clothpieces		activity
13. seller of bamboo products like baskets etc.	mfg. & trade	mfg.
14. watch shops which	"	trade or
mfg.		depending on
also repair watches		

dominant		the
15. milkman selling own major produce as well as purchased milk	agriculture & trade	activity trade if portion is purchased
16. commission agents on real estates	trade & service	not trade
17. ration shops	-	trade
18. barter of goods	-	not trade
19. super bazaar	govt. & private trade	trade if run by pvt. body

--	activity	type of mixed activity	NSS convention

--	(1)	(2)	(3)

-	20. persons exchanging soiled notes/coins on commissioned basis	service & trade	service
	21. brokers of railway or air-tickets	"	trade
	22. person selling boiled eggs	mfg., trade or restaurants	trade
	23. person who purchases fruit trees & after harvesting the fruits, sells those	agriculture & trade	"
	24. barbers, dhobis, purohits selling the receipts-in-kind which they receive in exchange of service	service & trade	service
	25. broiler chickens purchased and after 2/3 months when they are grown-up, they are sold	agriculture & trade	agriculture
	26. lottery ticket sellers	trade & commission agents	not covered in trade
	27. goods sold in exchange of old articles	-	"
	28. selling of balloons after filling in gas	mfg. & trade	trade
	29. selling of lemon water, bhang sharbat	"	"
	30. leasing of durable goods	service or trade	service
	31. coconut selling after removing the outer fibre	trade & mfg.	trade
	32. sale of ground-nuts	"	mfg.

after frying it
33.selling repaired mfg.& trade articles "

1.3.6 For houses or households having no non-agricultural enterprises, columns (8) to (22) will be left blank. For houses or households having non-agricultural enterprises other than trading, columns (11) to (22) will be left blank. For public sector trading enterprise [viz. code 4 in column (11)] columns (12) to (22) will be left blank. For DTEs [viz. code (3) in column (14)], column (15) to (22) will be left blank. For OATES and

NDTEs [viz. codes 1 and 2 in column (14)] with duration of operation code 3 in column (15), columns (16) to (22) will be left blank.

1.3.7 Instructions for filling in various columns of block 3 are given below :

(a) Column (1) : House number : All houses including vacant ones will be listed by giving a house number. The census house number or the number given by the local panchayat, Municipality or other local body may be used if available. The houses without any Municipality or Panchayat house number, or where house numbers are not available at all, will be given a separate running serial number starting from 1 within brackets. But whenever house numbers are available, even if not for all the houses, the actual house numbers will be recorded without any bracket. Thus figures within brackets will indicate that these are not actual house numbers and those without brackets will indicate actual house numbers. After listing all the households and non-agricultural enterprises associated with a house, the next house will be listed. If the house is used solely for non-residential purposes or is vacant, the purposes to which it is put will be written across the first line, e.g.temple, dispensary, vacant etc. However, details of the enterprise will be recorded in subsequent lines for the non-residential houses having non-agricultural enterprises. For family living under a tree or bridge etc. (i.e. without any house), a cross-mark (x) may be put in this column.

(b) Column (2) : Household srl. no. : All households (including those found temporarily absent) will be given a running serial number in this column starting from 1. If a household has two or more enterprises either at its residence or without any fixed location, all of them will be listed in separate lines before listing the next household in this column. Households living in institutions like hotels, boarding houses will be listed just below the name of the institution. Household serial number will be given against the lines for households only. This column will be left blank for the lines meant for enterprises or for vacant houses. Same household with more than one line will get serial number

once only against the first line. Households having no enterprise will also get serial number.

(c) Column (3) : Name of head of household/name and address of enterprise/owner/operator : For a household noted in column (2), the name of the head will be recorded here. For enterprise, the owner of which stays at a different place, the name and address of the owner/operator will be recorded. For an institutional enterprise, name of the enterprise will be recorded. If an enterprise bears a distinct name, only then it will be recorded ; otherwise the name of the owner or operator will be recorded. In all the cases, distinct name of the enterprise, if any, will be given preference. Name of the owner or operator will be recorded

only when there is no distinct name of the enterprise. A Household having more than one enterprise will be listed in subsequent lines.

(d) Column (4) : Household size : The size of each household as defined in para 1.0.9.3 of this chapter will be recorded in this column. When there are more than one line for the same household, household size will be recorded in the first line only.

(e) column (5) : hh. m.l. code (i.e. household means of livelihood code) : The method of determining means of livelihood code for a household has been described in detail in para 1.0.9.12. Accordingly the appropriate hh. m.l. code may be recorded in this column.

(f) column (6) : sampling serial number for sch 1.0 : In rural sector m.l. codes are 1,2 & 9. For this sector the hh. with m.l. code 1,2 & 9 will respectively be given the marks '-/' 'x' & '-' in col (6). In the urban sector, the m.l. codes are 1,2,3 & 9. Thus in this sector, the hhs. with m.l. code 1,2,3 & 9 will respectively be given the marks '-/ ', 'x' '-' & '+' in col (6). Then serial number starting from 1 will be given to the '-/ ' marks first, then to the marks 'x' in continuation of the last number given to '-/ ' mark and subsequently '-' marks & '+' marks in the similar fashion. Thus in the rural sector, the serial numbers given to the last '-' mark (if there be any) will be equal to the total number of households (i.e. last serial no. in col 2) listed in the village and in the urban sector, the serial number given to last '+' mark (if there be any, otherwise corresponding to last '-' mark) will be the same as the last serial number in col(2) [which is total number of hhs listed in the block].

(g) Column (7) : Order of selection - household (for sch. 1.0) :

The procedure for recording order of selection numbers is described below. Total number of households(H) in the frame is the last serial number appearing in column (2). Number of households (h) to be selected from the frame is 4 for villages/blocks.

The total number of households listed in the village/block will be recorded in the vacant space of the column heading of

col (6) as H = total no. of households and the no. of hhs (i.e. mostly 4) to be selected is to be recorded just below H as h = no. of hhs. to be selected. The households will be selected circular systematically with equal probability from the frame of households as arranged in col (6). Draw a random number R between 1 and H. The household with serial number R in col (6) will be the first selected household and it will be given order of selection (os) number as 1 in col (7). The other selected households will be the households with serial numbers in col.(6) as R+I, R+2I & R+3I for which os numbers will be given 2,3,4 respectively in col (7) where I = integer value of (H/h). If in this process, R+KI exceeds H, then household with serial number [R+KI] -H will be selected.

(h) column (8) : Enterprise serial number : In this column a running serial number starting from 1 will be given to all the non-agricultural enterprises listed in the sample village/block. In case of no enterprise, there will be no entry from col(8) onwards.

(i) Column (9) : Description of activity : The activity of the non-agricultural enterprise will be briefly described in words in this column, such as grocery, textile shop, auctioneering, free collection of coal dust for sale, coffee curing, museum, zoo etc. For this purpose more than one line may be used, if necessary, for the same enterprise but entries in subsequent columns will be recorded in one line. If the same owner/operator has more than one enterprise in the same house, the descriptions of activities of all such enterprises will be noted in successive lines.

(j) Column (10) : NIC Section/division/ group code : The NIC section/division/group to which the enterprise belongs will be recorded here in code number using NIC-1987 code list [refer para 1.3.5 for mixed activities]. For non-agricultural enterprises other than trading and hotels & restaurants [refer to para 1.0.9.10 for definition of trading] NIC section code (one digit) will be recorded. For trading enterprises [refer to para 1.0.9.10 for definition of trading], NIC group code (3-digit) will be recorded. For enterprises included in hotels & restaurants, NIC division code (2-digit) will be recorded. There will be no entry from col (11) onwards for non-agricultural enterprises other than trading.

(k) Column (11) : Ownership code : Ownership codes are as follows : Proprietary-1, partnership - 2 & other-3 for those trading enterprises that are not treated as public sector enterprises and code 4 for public sector trading enterprises. If an individual is the sole owner of the trading enterprise, the enterprise will be termed as proprietary enterprise and for such an enterprise ownership code-1 will be entered in column(11). If there are two or more owners of the enterprise on a partnership basis with or without formal registration, code will be 2. Code 3 will be recorded for others not belonging to public sector. Code 4 will be recorded for public sector enterprises. A trading enterprise which is wholly owned or run/managed by central or state government or

quasi government or by local bodies like Panchayat, Zilla Parishad, City Corporation, Municipal authorities, autonomous bodies like universities, education boards and institutions like schools, libraries, etc. set up by the government, Panchayat, etc. will be treated as a public sector enterprise. However, if the enterprise is run by loans or assistance granted by Government, local body, etc. it will not come under public sector for the purpose of ownership code. For public sector enterprises (viz code 4 in col 11) there will be no entry from col 12 onwards.

(l) Column (12) : Total number of workers : The total number of persons usually working on a working day during last 365 days (last working season for seasonal enterprises) will be recorded in this column. This total will include both household workers as well as hired workers. All categories of workers including supervisory and primary will be considered. Total will also include other workers, working proprietors and apprentices (paid or unpaid), unpaid helpers and part-time workers so long as they are engaged on a fairly regular basis. A worker need not mean that the same person should be continued, but it should refer to a position. Two part-time workers will be counted as 2 and not 1. Part-time workers are those who work for less than or equal to half of the period of normal working hours of the enterprise on a fairly regular basis.

(m) Column (13) : Number of hired workers : It may be ascertained first whether the enterprise hired worker(s) during the major part of its period of operation(s) during last 365 days (last working season for seasonal enterprises). If not, '0' may be recorded in column (13). Otherwise, the modal value of number of hired workers during the period of hiring will be recorded in this column. The lower or lowest value will be recorded in cases where two or more modal values are found to exist. Apprentices, paid or unpaid, will be treated as hired workers. Unpaid helpers will not be treated as hired workers. Exchange of workers mutually between households may be treated as household workers. Paid household members, servants and resident workers working in the enterprise will be considered as hired workers.

(n) Column (14) : Enterprise type code : Each trading enterprise (other than those in the public sector) will be given an enterprise type code in column (14) on the basis of entries made in columns (12) and (13). The codes are as follows :

- (i) enterprises with entry zero
in col. (13) i.e. OATE 1,
- (ii) enterprises with entry 5 or
less in col. (12) and non-zero
entry in col. (13) i.e. NDTE 2,

- (iii) enterprises with entry 6 or more in col. (12) and non-zero entry in col. (13) i.e. DTE 3,

In case of DTE i.e code 3 in col 14, there will be no entry in col 15 to col 22.

(o) Column (15) : Duration of operation code for determination of eligibility : All perennial/casual NDTEs, and OATEs which operated for at least 30 days during last 365 days will be given code 1. All seasonal NDTEs and OATEs which operated for at least 15 days during last 365 days will be given code 2. This period of 30 days or more (or 15 days or more for seasonal enterprises) need not be a continuous period. All other OATEs, NDTEs will be given code 3. For OATEs and NDTEs (viz codes 1 & 2 in col 14) with duration of operation code 3 in col 15, cols 16 to 22 will be left blank.

(p) Column (16) : enterprise class code : All the trading enterprises having duration of operation code 1 or 2 in column (15) will be grouped into 3 classes termed as 'enterprise class' on the basis of total number of workers (i.e. entry in col (12)).

A trading enterprise will be given enterprise class code 1 in col (16) if the corresponding entry in col (12) is 1. The enterprise class code will be 2 if the entry in col.(12) is 2. All other enterprises will get enterprise class code 3 in col. (16).

(q) Columns (17) to (22) : Serial number for sampling purpose (ss)/order of selection (os) : Column (17)/ (19)/ (21) shall be used for giving tick-marks and recording sampling serial numbers for enterprises belonging to enterprise class code 1/2/3 while column (18)/ (20)/ (22) shall be used for recording orders of selection of the enterprises belonging to enterprise class code 1/2/3.

(i) All the enterprises with code 1 in column (16) shall be tick-marked (-/) in column (17). Similarly, all the enterprises with code 2/3 in column (16) shall be tick-marked in column (19)/ (21).

(ii) Tick-marks appearing in column (17)/ (19)/ (21) may be counted and total number of tick-marks appearing in column (17)/ (19)/ (21) will be the number of eligible enterprises (E_i) the value of which may be recorded as E_i = value of E_i in the vacant space of col. (17)/(19)/(21). If there is no tickmark (i.e. no enterprise) in say i-th enterprise class ($i = 1, 2, 3$), value of E_i may be recorded as $E_i = 0$.

(iii) Number of enterprises to be selected : The number (say e_i) of trading enterprises to be selected from ith enterprise class ($i = 1, 2, 3$) may be determined as per the instructions given below:

Number of sample enterprises to be selected from enterprise classes 1, 2 & 3 are 4, 6 & 6 respectively. If there is a short fall in the 3rd enterprise class (i.e if E_3 is less than

6), it should be made up from 2nd enterprise class if possible, otherwise from 1st enterprise class. Similarly if there is a short fall in the 2nd enterprise class, it should be made up from 3rd enterprise class if possible, otherwise from 1st enterprise class. The priority order for compensation is thus 3rd, 2nd & 1st enterprise class. The value of e_i may be recorded as $e_i =$ value of e_i in the vacant space of col.(17)/(19)/(21). If $E_i = 0$, value of e_i may be recorded as $e_i = 0$.

(iv) Value of the interval of sampling : The integral part of the ratio E_i/e_i (where $i = 1$ to 3) called the value of the interval (say I_i) of sampling for i th enterprise class may be recorded as $I_i =$ value of I_i in the vacant space just below e_i of the appropriate column headings.

(v) Value of $R_1/R_2/R_3$: The random number between 1 and E_i (where $i = 1,2,3$) drawn by using the random number table, may be recorded just below e_i in the vacant space as $R_i =$ value of R_i in the appropriate column heading.

(vi) Sampling serial number : column (17)/(19)/(21) : If $E_i > e_i > 1$ for i -th enterprise class ($i = 1,2,3$) as recorded in the column headings (i.e. when a sample of enterprises (more than one in number) is to be selected), all the enterprises (E_i in number) in the enterprise class may be arranged in ascending order of NIC group codes [3 digit code as recorded in column (10) of this block] and the tick-marks (E_i in number) may be given independent continuous sampling serial number (need not be running) starting from 1 in the order arranged. In all other cases (i.e. when $e_i = 1$ or $e_i = E_i$ where $i = 1,2,3$, the tick-marks appearing in i -th enterprise class (E_i in number) shall be given running continuous sampling serial numbers starting from 1 [i.e. arrangement of enterprise by NIC codes is not necessary in such cases].

(vii) Order of selection : column (18)/ (20)/ (22) : If $E_i > e_i$ ($i = 1,2,3$) as recorded in the column headings for i -th enterprise class i.e. when enterprise selection is necessary, the enterprises having sampling serial numbers $R_i, R_i+I_i, R_i+2I_i, \dots, R_i+(e_i-1)I_i$ in i -th enterprise class will be the selected enterprises and be given order of selection numbers $1,2,3, \dots, e_i$ respectively in column (18)/(20)/(22) as the case may be. The sampling serial numbers corresponding to $R_i, R_i+I_i, \dots, R_i+(e_i-1)I_i$ of the selected enterprises may be ringed i.e., marked by circles drawn around them in column (17)/(19)/(21) as the case may be. If $R_i+K.I_i$ [K is some integer between 1 and (e_i-1)] exceeds E_i , consider $R_i+K.I_i-E_i$ to represent $R_i+K.I_i$. If $E_i = e_i$ ($i = 1,2,3$) i.e. when all the enterprises in the frame are to be selected, order of selection numbers shall be the running serial numbers $1,2, \dots, E_i$.

1.3.8 Substitution of enterprises/households : If any sample enterprise/household can not be surveyed due to some reason or the other, it will be substituted by the next higher sampling serial number. The substitute for the highest sampling serial number in a column will be the smallest sampling serial number of the same column. If the substituted enterprise/household becomes a casualty, it will be substituted by another in the same manner. If this enterprise/household also turns out to be casualty, further substitute need not be taken. It must be ensured in all cases that a minimum of one sample enterprise is surveyed for each of the enterprise class.

1.3.9 Misclassification of an enterprise during listing :

(a) In case a selected enterprise listed as OATE in schedule 0.0

is found to be NDTE or DTE during canvassing of sch. 2.41.2 it will be surveyed as OATE only. Similarly an enterprise listed as NDTE will be surveyed as NDTE even if it is found to be OATE or DTE during detailed enquiry. That is, listing schedule classificatin by enterprise type will be retained. In other words, no correction will be made in the summary block or in detailed listing block.

(b) In case a sample enterprise is found, during detailed enquiry, having some other NIC code than the one recorded in column (10) of block 3 of sch. 0.0, then arrangement of enterprises, serial numbers for sampling purpose and sampling of enterprises already done will not be disturbed and the same enterprise will be surveyed under revised NIC code. However, if the enterprise goes out of the survey coverage because of the revision in NIC code, substitute need not be taken. Entries already made in listing block/summary block may not be disturbed in the above cases.

1.3.10 Random numbers : A table of random numbers is supplied to each investigator. The n-th column of the table will be consulted in the case of the central sample and (n + 1) - th column in the case of the state sample, where n is the last two digits of the serial number of the sample village/block. When n = 00, it will be taken as 100. The number of digits to be used will be the same as that of the highest number of the range within which the random number is to be selected. The first random number will be used for selection of households and subsequent random numbers for selection of enterprises from enterprise classes 1,2 & 3 respectively in the order.

1.3.11 Substitution of villages/blocks :

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

The Director,
NSSO (SDRD)
164, Gopal Lal Tagore Road
'Mahalanobis Bhavan'
Calcutta-700035

with copy to

The Joint Director
NSSO(DPD) Co-ordination,
164, Gopal Lal Tagore Road,
'Mahalanobis Bhavan',
Calcutta - 700035

In case no substitute village could be surveyed even with best efforts [i.e. code 7 in item 17, block 1], a blank schedule 0.0 will be submitted with only blocks 0, 1, 6, 7 and 8 filled-in. The word 'CASUALTY' is to be written at the top of the front page of the schedule in such cases.

(b) If a sample village/block is found to be depopulated at the time of survey, or its population has shifted elsewhere due to some natural calamity, or it is treated as a 'zero-case', it will not be substituted. It will be treated as a valid sample. A blank schedule 0.0 with all relevant blocks filled-in will be submitted in such cases if there is no enterprise in the village/block. However, in Arunachal Pradesh and possibly elsewhere also in the hill tracts of North Eastern states where, for examples, jhum cultivation is prevalent, whole village may shift from place to place. In such cases the sample village will be surveyed in the place where it is currently located and not be treated as a zero case if found absent in its original location.

(c) If a sample village is found to have been declared as urban (as a town by itself or as merged in another town) and it is covered in the urban frame used for sampling, it will be treated as a zero case and the procedure given in the previous para will be followed in this case. The same holds good for towns declassified subsequently as rural areas. If only a part of village has been merged in the town, the remaining part will be surveyed as per rural programme even in this situation.

(d) It is important to note that the schedule 0.0 will be submitted for every sample village/block irrespective of whether it is surveyed, substituted, zero case or a casualty.

1.3.12 Repetition of villages/blocks : If a sample village/block is repeated in the sample list, it will be surveyed as many times as it has been selected. If repetition is in the same sub-round, listing is to be done only once. The listing schedule will be copied with the identification particulars changed to those of the serial number at which it is found repeated. (The items that may change are only these : serial number and sub-sample number). The sample enterprises and households will be selected afresh. In case any enterprise/household already selected is selected again, it is to be substituted. In case due to the new random start, the whole set of sample enterprises/households is reselected, a new random start will be taken. If the required number of fresh (viz. not selected in the first occasion) enterprises is not available in the frame as a result of which some enterprises are reselected in the second occasion, the entries in various blocks of schedule 2.41.2 for such enterprises may be copied. If, however, repetition of village/block takes place in a different sub-round, it is to be surveyed just like a new sample with fresh listing and sample selection.

1.4 Block 4 : number of non-agricultural enterprises :
This block gives summary information (from block 3) on total number of non-agricultural enterprises by NIC section/division/group codes. Entries in col (10), block 3 may be counted for filling up the columns (1) to (11) of this block. It may be ensured that (i) col 12 = col 1 + + col 11
(ii) entry in col12 = last serial no.
in

col.8,block3

1.5 Block 5 : particulars of sampling of households (sch 1.0)/trading enterprises (sch 2.41.2)

Particulars of sampling of households/trading enterprises shall be recorded in this block

1.5.1 column (3) : Total number of households(H)/trading enterprises(E) in the frame : This is the last serial number recorded in col(2) of block 3 for sch 1.0 and the highest entries recorded in col (17), (19) & (21) for enterprise class 1,2 and 3, respectively for sch 2.41.2.

1.5.2 columns (4) to (8) : Number of households (h)/enterprises (e) selected for survey shall be recorded in col (4). cols (5) & (6) will be recorded on the basis of survey code recorded against item 18/19 of block 1 for sch 1.0/2.41.2. Total number of households/enterprises surveyed shall be recorded in col (7). It may be checked that (i) col (7) = col(5) + col (6) &
(ii) col (8) = col (4) - col (7)

1.6 Block 6 : Particulars of field operations : Details of field operations are to be recorded in this block.

1.7 Block 7 : remarks by investigator : The investigator may give his/her remarks in this block in case of any abnormal situation/entry in the schedule.

1.8 Block 8 : Comments by supervisory officer : The Assistant Superintendent/Superintendent/any higher officer may give his/her comments in this block while inspecting the work relating to this schedule.

SECTION THREE

INTRODUCTION

SCHEDULE 2.41.2 : NON-DIRECTORY TRADING ESTABLISHMENTS AND OWN-ACCOUNT TRADING ENTERPRISES

3.0.1 In this section details about the schedule of enquiry on non-directory trading establishments and own-account trading enterprises which will be canvassed during 53rd round survey has been explained. The concepts and definitions and various terminology used in this schedule of enquiry, coverage of the survey and other details have already been explained in earlier Sections. The term 'enterprise' used in this section is a generalised one and as such will refer to both the own account enterprises and non directory establishments. Reference period for the schedule is 'month' unless otherwise mentioned. Reference month will mean the last 30 days preceding the date of survey for enterprises which do not maintain accounts. But for enterprises maintaining accounts, reference month will be the last month of the previous accounting year.

3.0.2 Structure of the schedule :

The schedule 2.41.2 consists of 10 blocks. Identification particulars of sample enterprise are to be recorded in Blocks 0 and 1. Block 0 contains items on which descriptive identification of sample enterprise are to be written whereas Block 1 is meant for coded identification particulars of the sample enterprise. Particulars of operation and some background information about the sample enterprise will be collected in Block 2. Blocks 3 have been provided for collecting information on employment particulars. Account of commodities purchased and sold during the month are to be recorded for 73 specified commodity groups through Block 4. Block 5 will record the expenditures of the enterprise excluding the commodities purchased. Surplus or profit of the enterprise will also be collected in Block 5. For the first time Gross Value Added during the reference month will be calculated in the schedule itself in this round. Block 6 has been designed for that purpose. Block 7 will record the trade margins for the same set of 73 commodity groups specified in Block 4. Particulars of Field Operations is to be recorded in Block 8, whereas Blocks 9 and 10 have been provided to record the remarks by the investigator and comments by the supervisory officers.

3.0.3 Block 0 : Descriptive identification of sample enterprise

This block is meant for recording the descriptive identification particulars of the sample enterprise. Names of state, district, tehsil/town, village, hamlet and ward-inv. unit-UFS block / charge -circle- enumeration block numbers may be copied from the corresponding items in Block 0 of Schedule 0.0. All other items are self-explanatory.

3.1.1 Block 1 : Identification of sample enterprise :

The coded particulars for all the items are to be recorded in the box space(s) provided. Items 1 to 3 and 6 to 12 are to

be copied from the corresponding items of Schedule 0.0. Codes for items 4 and 5 are printed in the schedule.

Item 13 : Hamlet-group/sub-block no. :

Entry will be 0 or 1. If no h.g./s.b. is formed, enter 0 in the box provided. (???)

Items 14 and 15 : Second-stage stratum and sample enterprise number :

The entries for these two items may be copied from the relevant columns viz. col. 15 and one of the cols. 16 to 23 of block 6 of schedule 0.0.

Item 16 : Enterprise type :

On the basis of the type of workers (hired or others), an enterprise will be classified as OATE or NDTE. If the enterprise has hired at least one worker on a fairly regular basis during the last 365 days and if total no. of workers (hired and others taken together) is less than six then it is an NDTE and code 2 may be recorded against this item. If the enterprise has not hired any worker on regular basis during the last 365 days and worked with household workers only then it is an OATE and code 1 may be recorded against this item. Note that, the enterprise type will be determined on the date of survey and the schedule will be canvassed on the basis of it.

Item 17 : Informant's relation to owner (code) :

The person who is giving most of the information will be treated as informant and his/her relationship to the enterprise will be recorded in terms of code. The codes are : self -1, manager - 2, relative - 3, others - 9.

Item 18 : Response code :

The codes are : informant co-operative and capable - 1, informant co-operative but not capable - 2, informant reluctant - 3, others - 9.

Item 19 : Survey code :

The codes are : originally selected enterprise surveyed - 1, substitute enterprise surveyed - 2, nothing surveyed (i.e. casualty) - 3. For survey code 3, Blocks 0, 1, 8, 9 and 10 of the schedule may be filled-in and the word "CASUALTY" may be written boldly on top right hand corner of the front page of the schedule.

Item 19 : Reason for first substitution (code) :

The reason for substitution of the original enterprise may be ascertained and code may be recorded. The codes are : informant busy - 1, informant not available in the village/block - 2, informant non-cooperative - 3, others -9. It

may be noted that even for a CASUALTY enterprise, there will be a code here.

3.2.1 Block 2 : Particulars of operation and background information

In this block some particulars about the trading enterprise under survey like its type of activity, ownership, duration of operation, fixed assets etc. will be collected.

Item 1: Industrial Activity description

The description and the 4-digit codes of the industrial activity will be recorded against this item. For recording the codes, firstly, the type of trading activity (wholesale / retail / commission agents etc.) the enterprise is pursuing has to be ascertained. Then the appropriate code may be recorded from the NIC 1987 booklet. Each box will contain one digit. In the NIC booklet there are some codes which have only 3 digits. In such cases, a zero may be put on the rightmost cell to make those codes 4 - digit. It may be noted that the code and the description of the industrial activity should match perfectly. In case the enterprise is running on a mixed scale, the NIC code will be decided on the basis of the major activity. "Major activity" will mean the activity which entails major income /turnover /employment. The list of eligible 4- digit NIC codes are given in the appendix.

Item 2: Duration of operation

This item is intended to capture the seasonality of the enterprise under survey. Three codes are provided in the schedule. If the enterprise operates more or less regularly throughout the year, it is a perennial enterprise and code 1 will be recorded. If the enterprise operates during particular season(s) of the year, it is termed as a seasonal enterprise and code 2 will be recorded. If the enterprise carries on its activity occasionally but total no. of days operated during the last 365 days is more than 30 days, it will be termed as a casual enterprise and code 3 will be recorded.

Item 3: Number of months operated during the last 365 days

The total no. of months on which the enterprise operated during the last 365 days will be recorded against this item. Suppose, in a particular month the enterprise has operated only a few days and it was operative for 5 such months during the last 365 days. In that case, the entry against this item will be 5. In other words, 'month' here will not imply a block of 30 working days. It will refer to a calendar month in which some work has been done.

Item 4: Number of days operated in the last working month

Total no. of days operated in the last working month will be recorded against this item. A working month means a calendar month in which some activities were done. So there will always

be some entry here. A day on which overhawling, stock taking or purchasing of goods etc. were done in the enterprise keeping the shutter closed, will also be considered as an operating day. Even if the work was done with less than full intensity, the day will be counted as a full working day.

Item 5: Whether accounts maintained?

If the enterprise maintains usable books of accounts and it is made available to the investigator, code against this item will be 1. Otherwise, code will be 2. Generally, the owners do keep some records for their own use. But these are very haphazardly maintained. In such cases also the code for item 5 will be 2, even if the informant supply data from those records.

Item 6: Sex of the owner

Sex of the owner is to be recorded here in terms of codes (male - 1, female - 2). For partnership enterprises, 'owner' will mean the partner having major share in the enterprise.

Item 7: Social group of the owner

The social groups have been provided with 4 codes viz: ST - 1, SC -2, OBC -3 and Others - 9. Appropriate codes will be ascertained and recorded here. Neo Buddhists will be given code 2. For partnership enterprises, social group code of that partner will be recorded here who has been considered as 'owner' in item 6.

Items 8 to 10: value (Rs) of fixed assets owned as on the date of survey

The current market value of assets owned by the enterprise on the date of survey may be ascertained and recorded here in whole no. of rupees. While recording the values, building and other construction as well as transport equipments may be taken separately against items 8 and 9. Item 10 will record the market values of other fixed assets. Transport equipment will mean any mechanical or manual device used by the enterprise for transportation of its trading goods. Other fixed assets will include tools, machineries, office equipments, furniture and fixtures, cooling apparatus etc. It may be noted that the valuation of building will include the land on which the building is situated. It is quite likely that many of the enterprises will be possessing assets which are hired. In the 53rd round survey, such hired assets will also be considered as owned. Their market values will be recorded here as per usual procedure and the rent will be recorded in item 7 of Block 5.

Items 11 to 13: Net additions to fixed assets during last year

Additions of assets through purchase and own construction net of sold and discarded during the last year are to be recorded against these items. Total amount payable for the assets purchased will be considered here. If the asset is a gifted one, it may be evaluated at market price. Own

construction for building will mean improvement by fencing, extension etc. For transport equipment and other fixed assets, own construction will mean replacement of some major parts by which the life of the asset in question will be increased. The amount payable for such improvement may be considered. After assessing the value of additions during the last year, it may be made net of the values of assets sold or discarded/stolen/damaged/gifted. For assets sold, actual value received may be considered. Discarded assets may be evaluated at market price. Net additions of building and other construction will be recorded against item 11 and that for transport equipment will be recorded against item 12. Net additions to other fixed assets will be noted against item 13.

Item 12: Status of the enterprise over last 3 years

The intention of this item is to know the owner's impression about his/her enterprise. Three codes are provided in the schedule. If the owner feels that his enterprise has expanded in the last 3 years, code 1 will be recorded. On the other hand, if the owner thinks that the enterprise is shrinking gradually in the last 3 years, code 3 will be recorded. Code 2 is provided to capture those cases where the enterprise is lying stagnant.

Item 13: Problems faced by the enterprise in its operation

This item will record the various problems faced by the enterprise in its day-to-day operation in terms of 7 codes. The codes are :

- shortage of capital - 1
- non-recovery of credit/bad debt - 2
- competition from large traders - 3
- lack of electricity/lighting facility - 4
- problem regarding space/premises - 5
- local problems - 6
- others - 9

3.3.1 Block 3 : Employment particulars during reference month :

All workers have been divided into two categories, viz. hired workers and other workers, the main distinction being that while the former category of workers are paid some wages or salaries, the latter category of workers do not get any wages/salaries. Thus a working proprietor or a working family member will be treated as a hired worker if he/she is receipt of remuneration for the work in explicit form, but any receipt other than remuneration for work will not be treated as salary or wage and in that case working proprietor or working family member will be categorised as other workers. Apprentices, paid or unpaid will be treated as hired workers. Working member of the co-operative societies will be treated as hired or other worker depending on whether he/she is receipt of any remuneration for his work. All workers like clerks, store-keepers, accountants, sweepers, watch & ward

staff and even servants of the proprietor's households, who may be employed in the enterprise, will be included in this block as hired workers under items 1 to 5 or other workers under items 6 to 10 as the case may be.

Worker: A worker is defined as one who participates either full time or part time in the activity of the enterprise, in any capacity - supervisory or primary - in return for wages/salary or not, involving any kind of work incidental to or connected with the trading activity.

3.3.2 Cols. (3) and (4) : Full - time and part - time workers :

Persons working for more than half of the normal working hours of the enterprise will be considered as working full-time. Others will be considered as part-time workers. Average no. of workers per day during the reference month may be recorded under the appropriate column.

3.3.3 Items 1 to 10 : Hired workers and other workers :

The number of workers per day working full-time or part-time has to be calculated separately for men, women and children for hired workers and other workers. Information on children are to be collected separately for boys and girls. It may be noted that children here will refer to persons who are below 15 years of age (last birth day). Naturally, men and women will refer to adult males and females. While making entries in this block, information are to be recorded in the reverse process. That means, to arrive at different categories of the no. of hired workers, item 5 may be filled in first. Then items 4, 3, 2 and 1 are to be filled in one by one. The process will be same for collecting information about the no. of other workers. This reverse process will help the informants to avoid double counting of girls and boys under adult females and males respectively. Items 1 to 5 are provided to collect data on hired workers and items 6 to 10 are provided for other workers.

3.3.4 Item 11 : Total no. of workers :

Total no. of full-time and part-time workers obtained by adding items 5 and 10 will be recorded against item 11 under columns 3 and 4 respectively.

3.4.1 Block 4: Account of commodities purchased and sold

This block has been designed to record all purchase and sale transactions of the trading enterprise under survey during the reference month. The block contains 7 columns. Columns 1 & 2 shows commodity group codes and the corresponding descriptions for 73 specified commodity groups. The units in which the commodities are purchased or sold are also printed in col.3 of the block. If it is found that the units for purchase and sale of a particular commodity are not same, necessary conversion may be made so that the quantity figures can be expressed in the same specified unit. Columns 4 and 5 will record the quantity and values of the commodity purchased. Similarly, columns 6 and 7 will record the quantity

and values of the commodity sold. It may be noted that the commodities purchased during the month may not be sold fully within the month. Neither it can be assured that the total sale of the reference month are resulting from the current month's purchase. This is due to the existence of stock at the beginning and end of the month. The value figures in columns 5 and 7 are to be recorded in whole no. of rupees. Quantity figures may be given in one place of decimal. For certain commodity groups the units as well as the quantity columns have been crossed. In such cases only values are to be recorded.

3.4.2 It is to be mentioned here that the purchase/sale price for a commodity group will mean average price at which the commodities of the group were purchased/sold at last transaction. For credit purchase/sale full values of the commodities traded are to be considered. Purchase price will include transport charges, sales tax, octroi and any other incidental charges mixed up with the cost of commodities. Similarly, sale price will include excise duties and other incidental charges to sales. But both the prices will be net of any discount, rebate or allowances which are given by the suppliers to the traders or by the traders to the customers.

3.4.3 Columns 2 and 3 : Description of commodity groups and Unit

In col. 2, the descriptions of 73 commodity groups are given. Commodity group 74 is referring to the 'all commodities'. The items in this column are mostly self-explanatory. However, notes are given for certain commodity groups to avoid confusion.

Group code 9: Other bakery products and sugar confectioneries

Other bakery products will refer to pastries, patties, cakes, sandwiches etc. Sugar confectioneries will refer to all types of sweetmeats, chocolates, cocoa etc.

Group code 13: Other dairy products

This will include butter, ghee, curds, cheese, chhana etc.

Group code 27: Soap, detergent and washing powder

All soaps whether for bathing or washing purpose will be included in this item. Detergent cakes, detergent powders including those used for washing utensils will also be considered under this commodity group.

Group code 30: Other toilet preparations

This item will cover all such materials like cleansers, perfumes, hair dressings, lotions, shaving creams, after-shave lotions moisturisers and other cosmetics.

Group codes 39 & 40: Plastic goods and other synthetic goods

In the market, different types of household goods are available which are made out of synthetic materials. Of these materials, plastic is generally the cheapest. Other synthetic materials are polythene, nylon and a variety of costly polymers. That is why plastic has been separated from rest of the synthetic products. It may be noted that plastic toys and synthetic building materials should not be included here. These may be included in groups 66 and 70 respectively.

Group codes 41 & 42: Jewellery and precious stones

Stones are sold sometimes separately or they are already fitted in the jewellery. In the former case the values of the stones will be available directly. In case the price of the jewellery is inclusive of the stone, price of the stone and the ornament (excluding the stone) may be estimated by apportioning the total price.

Group code 64: Fruit juice

Fruit juices are generally sold after crushing the fruits. These are primarily trading enterprises although some amount of processing is involved in their trading activity. Because of the nature of the activity, the unit for sale and purchase are different for such enterprises and conversion is required to change the unit to a common one. The informant may be asked about the quantity of juice he gets from a particular unit (say, Kg) of fruit. Then the selling unit may be taken as standard to convert 1 kg of purchased fruit to fruit juice. If the juices are sold in glasses, the ml. equivalent of a glass may be obtained by estimation. Generally, a standard glass contains 250 to 300 ml. of fruit juice.

3.5.1 Block 5: Expenditure of the enterprise during reference month

This block is meant for recording all expenditure of the enterprise excepting the commodities purchased during the reference month. Needless to say, 'expenditure' here will refer to the expenditure incurred on account of the trading activity only. Payable approach is to be followed to record the entries of block 5. The block has 18 items which are given under column 2. Column 3 of this block will record the values against each item in whole no. of rupees.

3.5.2 Items 1 to 8:

Value of packing materials and other consumable stores (such as pin, adhesive etc.) used for the entrepreneurial activity may be noted against items 1 and 2. Electricity charges payable for the reference month will be recorded against item 3. If the exact amount is not known, the estimated value may be noted here on the basis of the electric bills paid during the recent past. Expenses incurred on printing and stationery, if any, may be noted in item 4. Expenses on repair and maintenance of the fixed assets like building, machineries and equipments of the enterprise will be recorded in items 5 & 6. This will include service charges but will exclude expenses

made on addition, alteration or renovation. While postal and telephone charges will be noted in item 7, transport charges, if separately available, will be recorded against item 8. Transport charges, whether inward or outward, must be related to trading activity.

Items 9 and 15:

Rent on assets other than land for the reference month may be recorded against item 9. The rent on land or premises on which the enterprise is situated is to be noted in item 15. If rent on land is not separately available, it may be noted along with the building and the combined value may be noted against item 15.

Items 10 and 11:

Taxes, licence fees etc. which are to be paid to the authorities for the running of the enterprise will be recorded here. Trade licence, municipal tax or various cess charged by authorities will come under this category. Local rates will cover payments which are of local nature and to some extent forced. Subscriptions made to Puja committees or police or trade unions or political parties will come under this category.

Item 12: Any other expenses

This item is meant to cover charges payable during the month for services utilized in the enterprise other than those mentioned above. A few such services are : warehousing service, advertising service, audit, insurance, bank charges, accounts etc.

Item 13: Trading expenditures (excluding commodities purchased)

This is the total of expenditures which the enterprise has incurred for running the trading activity during the month and as such forms an important component to arrive at the value added. As mentioned, the total (items 1+...+12) is exclusive of the value of commodities purchased.

Items 14 and 16:

Interest payable during the month on the loans taken by the enterprise for the purpose of trading activity will be noted against item 14. Compensation to workers during the reference month will be recorded against item 16. 'Compensation' will mean regular salary/ wage, allowances like dearness, house rent, overtime etc. plus individual benefits like bonus , PF, free clothing or lodging etc. imputed at cost to employer plus group benefits like canteens, sports, clubs etc. Values of individual and group benefits are to be apportioned for the month. In case of seasonal enterprises, special care is to be taken. Since for such enterprises, individual and group benefits are to be apportioned on the basis of the no. of working months only. Any regular payment, whether paid in cash or kind, will be considered for item 16.

Item 17: Total disbursement

This item will give a total picture of the disbursements made by the enterprise during the reference month (excepting, of course, the commodities purchased). Although, interest, rent on land/ premises and compensation to workers are not trading expenses, they are disbursed from the enterprise anyway. These are called 'factor payments'. Item 17 will be obtained as total of items 13 to 16.

Item 18: Trader's surplus/profit

An enterprise generates income in four ways. In other words, the total income from the enterprise is distributed in 4 heads. Interest goes to the loaners, rent goes to the landlords, compensation goes to the the workers and the remaining income is retained by the entrepreneurs. This fourth part is called the 'trader's surplus' or 'profit'. In general, trader's surplus may be obtained by :

$$\begin{aligned} \text{surplus/profit} &= \text{total receipt} - \text{total disbursement} \\ &= \text{item 7, block 6} - (\text{item 17, block 5} + \text{item} \\ 74, & \quad \text{col. 5, block 4}) \end{aligned}$$

3.6.1 Block 6: Calculation of gross value added during reference month

This block has been designed to calculate the gross value added of the trading enterprise during the reference month. Gross value added of the enterprise will be calculated on the basis of the total receipts, total expenses and changes in stock during the reference month. In case the enterprise is running on a mixed scale (i.e wholesale and retail or trade and manufacturing or trade and restaurants etc.), the value added in this block will relate to the enterprise as a whole.

3.6.2 The block has 11 items, the descriptions of which are given in column 2. In column 3, the values are to be recorded in whole no. of rupees. The block is intended to give an idea about the present status of the enterprise.

Item1: Total commodities purchased

Entry against this item is a transfer entry from block 4, item 74, col.5.

Item 2: Trading expenditures excluding commodities purchased

This is again a transfer entry from block 5, item 13.

Item 3: Total trading expenses

Self- explanatory.

Item 4: Total commodities sold

Entry will be transferred from block 4, item 74, col.7.

Item 5: Other receipts

Receipts from purchase and sale agents as commission may be included here. Any other receipts like selling used cartons or used packing materials may also be recorded against this item.

Item 6: Trading goods consumed at home

Commodities purchased for trading activity, but ultimately consumed at home will be considered here. Full or part value of all such commodities will be recorded. However, consumption from free collection (meant for sale) will not be recorded here.

Item 7: Total receipts of the enterprise

Self- explanatory.

Items 8, 9 & 10: Capital locked up in stock at the beginning and at the end of the month and change in stock

Items 8 and 9 have been kept to have an estimate of the change in stock of the enterprise, not in physical terms but in value terms. The enterprises normally do have an idea about the money that is locked up in stock at the end of each month. This money value includes values of all trading goods, packing materials, stores etc. at purchase price. But capital locked up in stock of packing materials etc. are very insignificant. So, if the value of this capital locked up is taken at two points of time viz. at the beginning of the month (i.e end of previous month) and at the end of the month, their difference may serve as an estimate of the value of the change in stock of the enterprise during the reference month. Capital locked up at the beginning of the month will be recorded against item 8 and that at the end of the month will be recorded against item 9. Item 9 minus Item 8 will be recorded against item 10. It may be noted that the money value of stock will be inclusive of the credit purchases also.

Item 11: gross value added

Gross value added (GVA) is derived as :

$$\begin{aligned} \text{GVA} &= \text{total receipts} - \text{total expenses} + \text{change in stock} \\ &= \text{item 7} - \text{item 3} + \text{item 10} \end{aligned}$$

It may be kept in mind here that if the value obtained against item 11 is negative or very high, a thorough examination of the schedule is required on the spot. Even after the examination if it is found that the data against item 11 is O.K, suitable remarks may be given in the 'remarks' block.

3.7.1 Block 7: Trade Margin for different commodities traded

Trade Margin for a commodity is the percentage gain in the sale price of a commodity over its purchase price. Mathematically it may be written as:

$$\text{Trade Margin} = \frac{(\text{sale price} - \text{purchase price})}{\text{purchase price}} \times 100$$

In block 7 of the schedule, trade margins are to be collected for all the 73 commodity groups as specified in block 4. Commodity groups and the unit of transaction have been kept as they were in block 4. In column 4, trade margins are to be recorded in percentage in one place of decimal. It may be mentioned here that the commodity groups have been so formed that they contain commodities which are more or less homogeneous with respect to price. But that does not necessarily ensure that their trade margins will also be the same. So, to arrive at the trade margin of a group, the following steps may be adopted:

(i) The informant may be asked about trade margin for individual commodity of the group sold by the trading enterprise. If the commodity has a no. of brands, each brand may be considered as a separate commodity. Generally, the traders will report the margins in whole number(%).

(ii) Then simple average of all the individual trade margins may be calculated in one place of decimal and recorded against the particular commodity group.

3.7.2 The trade margin of a commodity group will not depend on the volume of transaction. But it will have some relevance with the unit of transaction since concept of trade margin is essentially based on the per unit prices of purchase and sale. If it is reported that the trade margins are varying during the month, the trade margin at last transaction may be considered.

3.8.1 Blocks 8 to 10

Block 8 has been designed to record the particulars of field operation. The items of the block are self-explanatory. Blocks 9 and 10 are meant to record the remarks by the investigator and comments by the supervisory officers. The investigators may give suitable remarks whenever any abnormal feature is observed in the surveyed enterprise. Specially, if the Value Added observed in Block 6 is found to be negative or disproportionate with the trading pattern of the enterprise, Investigator's remark may help to understand the reality.