

# **Instructions Manual**

## **Fourth Annual Employment- Unemployment Survey**

**Volume II**



**Labour Bureau  
Ministry of Labour & Employment  
Government of India  
Chandigarh  
October, 2013**



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## **Main Activities of Labour Bureau**

Labour Bureau, an office of the Ministry of Labour and Employment, collects, compiles, analyzes and disseminates the statistics on different facets of labour at All India level. The main areas of concern are information related to wages, earnings, productivity, absenteeism, labour turn-over, industrial relations, working and living conditions of labour and evaluation of the working of various labour enactments/laws etc. It is a storehouse of important economic indicators like Consumer Price Index Numbers for Industrial, Agricultural and Rural Workers; wage rate indices and data on industrial relations, socio-economic conditions in the organized and unorganized sector of industry etc.

Annual Employment-Unemployment Survey is one of the prominent schemes being carried on by Labour Bureau since the year 2010. So far, three annual surveys have been conducted and then the reports released. These surveys provide statistics on Employment-Unemployment situation in the country, which is an important input for policy and planning purposes. Especially with the increased economic volatility due to integration of Indian economy with the global economy and growing awareness of the inter-sectoral linkages in policy formulation and monitoring, the need for such surveys has increased manifold.

Labour Force Surveys primarily provide estimates of labour force participation, worker population ratio and unemployment rate, which are important indicators of social and economic performance. However, these results need to be interpreted with due caution because they are considered to be lagging indicators. When there is an economic downturn, it usually takes several months before the unemployment rate begins to rise. Once the economy starts to pick up again, employers usually remain cautious about hiring new staff and it may take several months before unemployment rates start to fall. Periodicity of employment statistics is therefore an important factor for these data to mirror current situation. Annual Employment-Unemployment Surveys started by the Labour Bureau are aimed to provide periodic comparable data on annual basis.

The data provided by Labour Bureau is used at different levels of Government for evaluation, planning and design of employment programs and social safety net programmes for persons with a particular employment attribute. Besides this, labour market analysts, economists, consultants, planners, forecasters and academics in both the private and public sector also use this data for research purposes.

Labour Bureau has thus, assumed an important role in the labour matters and has acquired an undisputed and indispensable status in the field of labour statistics.

## **DOs and Don'ts for Contract Investigators/Data Enumerators while canvassing the FSUs**

### **DOs**

- Be aware of the local culture/customs and always maintain a respect towards them;
- Before visiting the selected FSU, try to collect maximum information about its community/geographical aspects. This will be beneficial at the time of interaction with the Village Sarpanch/Head before the start of the survey;
- Communicate in local language/dialect to develop personal rapport with the informant;
- Always maintain total impartiality while canvassing the schedule;
- Treat the Informants/Respondents as equal partners i.e. listen to them and let them say what they want to say patiently, even if that is not relevant with the Survey;
- Do not use the schedule as questionnaire but use it as a means to stimulate discussion and a participatory dialogue;
- Questions should be put to the respondent in an easy and understandable language;
- Wherever there is some doubt about the authenticity of the information provided by the informant, probing questions, which may not be in the schedule, should be asked, to authenticate the information;
- Whenever respondent has some problem in recalling some dates/figures, Investigator should provide some useful tips to recall the memory of the respondent. However, the tips suggested must be in 'suggestion way' only;
- Always take notes on separate sheet, in addition to entering the information directly on schedule, if there is some information involving calculations or information spilling over to other blocks. After completing the schedule, this information should be consulted while finalizing the schedule;
- After completing the canvassing of schedule, Enumerator should finish the discussion politely by offering his/her gratitude to the respondent for sparing the valuable time.

## **Don'ts**

- Do not indulge in anything which may show disrespect to local custom/culture;
- Arrogant behaviour should always be avoided;
- Never use abusive language while interacting with locals/respondents;
- Do not be discourteous towards locals/respondents;
- While canvassing the schedule, do not indulge in partial manner. Register all the information in the schedule as provided by informant;
- Do not be dishonest to your duty. Always devote proper time in the sample village/block;
- Don't put questions, which are sensitive in nature, bluntly to the respondent. Maximum care should be taken to ask such questions in such a way that it should cushion the hardness of that question;
- Questions, which carry more than one meaning and difficult to understand should always be avoided;
- Investigators/Enumerators should always avoid anchoring in public their personal/political opinion;
- Participating/visiting a rally/demonstration organized by political parties in the survey Village/Block should always be avoided:

**Field Scrutiny Points**  
**Schedule A: List of Households**

Sl. No.	Reference to Schedule			Scrutiny Check
	Block	Item/row	Column	
1	2	3	4	5
1	1	General	-	Each sample village or block must have a filled in 'Listing Schedule'. If the village/block is uninhabited or inaccessible, the schedule must be <b>Superscripted</b> by any of the following suitable words – "Uninhabited" or Inaccessible".
2	1	1	-	Entry should be correctly copied from the sample list provided to data enumerator or supervisor.
3	1	2	-	Entry should be correctly copied from the sample list.
4	1	3	-	In the case of Urban sample only, entry should be correctly copied from the sample list. In case of Rural sample, a "-" is entered.
5	1	4	-	In the case of Urban sample, Entry should be correctly copied from the sample list. In the case of Rural sample, a (-) is entered.
6	1	5	-	Entry should be correctly copied from the sample list. However, for simplicity, any FSU code of 5 digits ending with odd number, "1" will be entered otherwise "2".
7	1	6	-	The population as per the 2011 census is provided in the sample list. This population figure may be taken as the starting point for further probing. If the approximate present population shows abnormal increase/decrease with reference to population in sample list, appropriate remarks may be given in Block-(7/8)
8	1	7	-	Entry should be equal to the last value of Col (1) of Block (3). The procedure for forming hg/sb is explained in detail in the instruction manual and entry in this column must be in consistency with that procedure.
9	1	8	-	Admissible entries are 1, 2 & 3.
10	2	-	-	Selected Hg/sb is shaded in the map. In case no hg/sb is formed, no need to draw the map.
11	3	All relevant rows	1	Serial numbers are continues from 1 without any duplication or omission. <b>D = Last serial number in Col (1).</b>

Sl. No.	Reference to Schedule			Scrutiny Check
	Block	Item/row	Column	
1	2	3	4	5
12	3	All relevant rows	2	Percentage share of present total population in the hg/sb. All the row entries should be equal to 100.
13	3	All relevant rows	3	'0' will be entered against the hg/sb with maximum percentage share of population. In case more than 1 hg/sb is having the maximum population in terms of % age, the hg/sb appearing first will be selected and marked as "0".
14	3	All relevant rows	4	The hg/sb corresponds to '0' in Col (3) will have entry '1' in the column and the other selected hg/sb will have entry '2'.
15	4	Title	-	Tick (√) mark on '1' for hg/sb 1 and on '2' for hg/sb 2. If no hamlet group formed, tick (√) mark on '1' only.
16	4	All relevant rows	3	Only those structures which are used for residential purposes will be given running serial numbers (code 1 and code 2 in column 2). Serial numbers are continues from 1 without any duplication or omission.
17	4	All relevant rows	5	Number of members in the household is to be entered in this column.
18	4	Last	5	Page total and cumulative total is to be worked out.
19	4	All relevant rows	6	Members aged 15 years & above is to be entered and it should be noted that entry in Col (5) >= Col (6).
20	4	Last	6	Page total and cumulative total is to be worked out and total of col (5) >=col (6).
21	4	All relevant rows	7-10	<p>i) For each serial number in Col (3) there is tick (√) mark in one of the 7-10 Col.</p> <ul style="list-style-type: none"> <li>• Up to 1 member - tick (√) col. (7).</li> <li>• 2-3 members - tick (√) col. (8).</li> <li>• 4-5 members - tick (√) col. (9).</li> <li>• 6 and above - tick (√) col. (10).</li> </ul> <p>ii) Tick (√) mark in each column should be serially numbered from 1 onwards separately for each column.</p>
22	4	Header	7-10	<ul style="list-style-type: none"> <li>• H1 = last serial number in col (7).</li> </ul>



Sl. No.	Reference to Schedule			Scrutiny Check
	Block	Item/row	Column	
1	2	3	4	5
				<ul style="list-style-type: none"> <li>• H2 = last serial number in col (8).</li> <li>• H3 = last serial number in col (9).</li> <li>• H4 = last serial number in col (10).</li> </ul> Sum of H1, H2, H3, H4 is equal to last serial number in Col.(3)
23	4	All relevant rows	11-14	The sample size in each SSS is to be covered as per the criterion given in the instructional manual as well as in the listing schedule. The “h” here represents the number of household schedules covered in a stratum.
24	4	Header	11-14	<ul style="list-style-type: none"> <li>• h1 = number of hhs selected in col (11).</li> <li>• h2=number of hhs selected in col (12).</li> <li>• h3 = number of hhs selected in col (13).</li> <li>• h4 = number of hhs selected in col (14).</li> </ul>
25	4	Header	7-10 & 11-14	<ul style="list-style-type: none"> <li>• H1&gt;=h1</li> <li>• H2&gt;=h2</li> <li>• H3&gt;=h3</li> <li>• H4&gt;=h4</li> </ul>
26	5	1 & 2	2	Enter the number of originally selected households corresponding to the hg/sb.
27	5	1 & 2	3	Enter the number of substituted households corresponding to the hg/sb.
28	5	1 & 2	4	Entry should be equal to Col. (2) +Col. (3).
29	5	1 & 2	5	Enter the number of households treated as causality corresponding to the hg/sb.
30	5	1 & 2	6	Entry should be equal to Col. (4) +Col. (5).
31	5	Total	All columns	Entries should be Item (1) + Item (2) of each column.
32	6	All relevant rows	3	Investigator must fill this column with Name, Code (if any), date, time and signature.
33	6	All relevant rows	4	Supervisor must fill this column with Name, Code (if any), date, time and signature.
34	6	All relevant rows	5	Consultant must fill this column with Name, Code (if any), date, time and signature.
35	7-8	-	-	Explanatory remarks or comments for special case/abnormal situations.

**Field Scrutiny Points**  
**Schedule B: Employment-Unemployment Survey**

Sl. No.	Reference to Schedule			Scrutiny Check
	Block	Item/row	Column	
1	2	3	4	5
1	1	General	-	In this block majority of the responses of various items are available in the sample list or listing schedule.
2	1	1	-	Entry should be correctly copied from Block 1 of Schedule A.
3	1	2	-	Entry should be correctly copied from Block 1 of Schedule A.
4	1	3	-	In case of urban sample only, entry should be correctly copied from Block 1 of Schedule A. In case of rural sample, a “-“is to be entered.
5	1	4	-	Check that the name of the head of household is correctly copied from Schedule A, Block 4, Col. 4.
6	1	6	-	Admissible entries are 1 & 2. Entry should be correctly copied from Block 1 of Schedule A.
7	1	7	-	The stratum from which the present schedule is to be filled in this item. Admissible entries are 1, 2, 3 & 4. Verify the stratum number is matching with number of members aged 15 years and above in Block 3A and item No.2 of Block 2.
8	1	8	-	Serial number of the schedule from different stratum is to be filled in this item. Admissible entries are 01 to 10.
9	1	9	-	Admissible entries are 1, 2 & 3. If Survey code is “3” then the schedule should <b>superscripted as “CASUALTY”</b> and there is no entry in other blocks except 1, 7, 8 & 9.
10	1	10	-	i) If the entry in item 9 is 2 then admissible entries are 1, 2, 3 & 9. ii) If the entry in item 9 is 1 or 3 then a “-“is to be entered.
11	1	11	-	Admissible entries are 1 to 6 corresponding to month of survey.
12	2	1		Entry should be matched with corresponding household entry in Schedule A, Col. 5 of Block 4.

Sl. No.	Reference to Schedule			Scrutiny Check
	Block	Item/row	Column	
1	2	3	4	5
13	2	2		Entry should be matched with corresponding household entry of members aged 15 years & above in Schedule A, Col. 6 of Block 4. Also verify the entry is matching with item 7 of Block 1.
14	2	3		Admissible entries are 1, 2, 3 & 9.
15	2	4		Admissible entries in each of the five boxes are either 1 or 2.
16	3A	All relevant rows	1	Information for persons aged 15 years & above is to be filled from this block and onwards. Serial numbers are continues from 1 without any duplication or omission. Corrections, if any, should be carried in subsequent blocks where the serial number has been copied.
17	3A	All relevant rows	3	i) Admissible entries are 1 to 9. ii) Code 1 should appear only once and is recorded against head of the household.
18	3A	All relevant rows	4	i) Admissible entries are 1 & 2. ii) Check these codes with relation to head code 1 and 2. The relation code 1 and 2 should have different sex code.
19	3A	All relevant rows	5	i) Entries are in whole numbers only. ii) Age should be consistent with relation to head. i.e. age of son of Head of household should not exceed with head of household etc.
20	3A	All relevant rows	6	i) Admissible codes are 1 to 9. ii) Generally, entries are consistent with age. iii) The codes should be consistent with the level of education acquired.
21	3B	General	-	Enter vocational training information of members aged 15 and above only.
22	3B	All relevant rows	1	Check the serial numbers of all the members aged 15 years and above recorded in the same order as they occur in col.1 of Block 3A.
23	3B	All relevant rows	2	Check the name of all the members aged 15 years and above recorded in the same order as they occur in col.2 of Block 3A.
24	3B	All relevant	3	Admissible entries are 1, 2 & 3.

Sl. No.	Reference to Schedule			Scrutiny Check
	Block	Item/row	Column	
1	2	3	4	5
		rows		
25	3B	All relevant rows	4	Admissible entries are 01 to 15 & 99 if entry in col. 3 is 1 or 2.
26	3B	All relevant rows	5	Duration of training should be entered in weeks, if 1 or 2 in col. 3.
27	3B	All relevant rows	6	Admissible entries are 01 to 18 & 99 if entry in col. 3 is 1.
28	3B	All relevant rows	7	Admissible entries are 1 & 2 if entry in col. 3 is 1 and 11-51 in col. 5 of Block 4A.
29	3B	All relevant rows	8	Admissible entries are 1 & 2 if entry in col. 3 is 1 and 11-51 in col. 5 of Block 4A.
30	4A	General	-	Enter usual principal activity information of members aged 15 and above only in this block.
31	4A	All relevant rows	1	Check the serial numbers of all the members aged 15 years and above recorded in the same order as they occur in col.1 of Block 3A.
32	4A	All relevant rows	2	Check the name of all the members aged 15 years and above recorded in the same order as they occur in col.2 of Block 3A.
33	4A	All relevant rows	3	Entry should be less than or equal to 12 months.
34	4A	All relevant rows	4	Entry should be less than or equal to 12. Entry of Column 3 should always be greater than or equal to column 4.
35	4A	All relevant rows	5	Admissible entries are 11, 12, 13, 31, 32, 41, 51, 81, 91, 92, 93, 94 or 99. If entry in col (3) is greater than or equal to 6, then admissible entry in this column is 11, 12, 13, 31, 32, 41, 51, and 81.
36	4A	All relevant rows	7	Check that 2/3 digit level NIC -2008 codes recoded if entry in col. 5 is 11-51. Check that the entries in column 7 are consistent with the description in column 6.
37	4A	All relevant rows	8	Check that 2-digit level NCO -2004 code recoded if entry in col. 5 is 11-51.
38	4B	General	All	This block is applicable only for persons having status code 11-51 with industry code 11-51 and industry code 014, 016, 017 and 021 to 990 in block 3A.

Sl. No.	Reference to Schedule			Scrutiny Check
	Block	Item/row	Column	
1	2	3	4	5
39	4B	All relevant rows	1	Check the serial numbers of members aged 15 years and above recorded in the same order as they occur in col.1 of Block 3A for those persons who are having status code 11-51 in col (5) of Block 4A.
40	4B	All relevant rows	2	Check the name of members aged 15 years and above recorded in the same order as they occur in col.2 of Block 3A for those persons who are having status code 11-51 in col (5) of Block 4A.
41	4B	All relevant rows	3	Admissible codes are 1 to 7 & 9.
42	4B	All relevant rows	4	Admissible codes are 1 to 4 & 9.
43	4B	All relevant rows	5 to 7	Entry admissible only If entry in col.5 of Block 4A is 31, 32, 41 & 51.
44	4B	All relevant rows	5	Admissible codes are 1 to 4 & 9.
45	4B	All relevant rows	6	Admissible codes are 1 & 2.
46	4B	All relevant rows	7	Admissible codes are 1 to 9.
47	4C	General	-	This block is admissible for members having status code 81, 91, 92, and 93 in Col. 5 and non-zero entry in Col. 4 of Block 4A.
48	4C	All relevant rows	1	Check the serial numbers of all the members aged 15 years and above recorded in the same order as they occur in col.1 of Block 3A.
49	4C	All relevant rows	2	Check the name of all the members aged 15 years and above recorded in the same order as they occur in col.2 of Block 3A.
50	4C	All relevant rows	3	Admissible codes are 1 or 2.
51	4c	All relevant rows	4-8	Entries in col. 4-8 admissible only when the code 1 in col.3
52	4C	All relevant rows	4	Enter the duration of subsidiary economic activity in months.
53	4C	All relevant rows	5	Admissible entries are 11, 12, 13, 31, 32, 41, 51.
54	4C	All relevant rows	7	Check that 2/3digit level NIC -2008 code is recoded. Check that the entries in column 7

Sl. No.	Reference to Schedule			Scrutiny Check
	Block	Item/row	Column	
1	2	3	4	5
				are consistent with the description in column 6.
55	4C	All relevant rows	8	Check that 2-digit level NCO -2004 code is recorded.
56	5A	General	-	This Block is applicable only, if status code is 81 in col. 5 of Block 4A.
57	5A	All relevant rows	1	Check the serial numbers of members aged 15 years and above recorded in the same order as they occur in col.1 of Block 3A for members having status code 81 in col. 5 of Block 3A.
58	5A	All relevant rows	2	Check the name of members aged 15 years and above having status code 81 in Col. 5 of Block 4A are recorded in the same order as they occur in col.2 of Block 3A.
59	5A	All relevant rows	3	Admissible codes are 1 to 2.
60	5A	All relevant rows	4	Admissible codes are 1 to 5 & 9.
61	5A	All relevant rows	5	Admissible codes are 1 or 2 only for those persons who are having education code 8 & above in column 6 of Block 2.
62	5A	All relevant rows	6	Admissible codes are 1 or 2.
63	5A	All relevant rows	7	Admissible codes are 1 or 2, if code 1 in col. (6).
62	5A	All relevant rows	8	Admissible codes are 1 to 15 & 99, if code 1 in col. (7).
63	5B	General	-	Applicable only if the status code is 91 or 92 in Col. 5 of Block 4A.
64	5B	All relevant rows	1	Check the serial numbers of members aged 15 years and above recorded in the same order as they occur in col.1 of Block 3A.
65	5B	All relevant rows	2	Check the name of members aged 15 years and above recorded in the same order as they occur in col.2 of Block 3A.
66	5B	All relevant rows	3	Enter the number of months available for work during the reference period.
67	5B	All relevant rows	4	Enter the number of months worked during the reference period.
68	6	General	-	Applicable only for persons aged 15 years and

Sl. No.	Reference to Schedule			Scrutiny Check
	Block	Item/row	Column	
1	2	3	4	5
				above and are also available for work during the last 7 days of the reference period excluding status code 31 in col (5) of Block 4A.
69	6	All relevant rows	1	Check the serial numbers of members aged 15 years and above recorded in the same order as they occur in col.1 of Block 3A.
70	6	All relevant rows	2	Check the age of members aged 15 years and above recorded in the same order as they occur in col.5 of Block 3A.
71	6	All relevant rows	3	Serial numbers are continues from 1 without any duplication or omission.
72	6	All relevant rows	4	Admissible entries are 11, 12, 13, 32, 41, 51 and 81.
73	6	All relevant rows	5	Check that 2/3 digit level NIC -2008 code recoded, if entry in Col. 4 is 11 to 51.
74	6	All relevant rows	6	Check that 2-digit operation code is recoded, if entry in Col. 4 is 11 to 51(only for rural areas).
75	6	Available for work in hrs.	7-13	<p>For each day availability in terms of number of hours is to be filled in column (7-13). If a person was not available for work during a day of the reference period, no intensity in the below mentioned column will be recorded. Only for those persons who were available for work during a given day in the reference period, status code 11-81 and the intensity 0.5 or 1.0 is to be filled.</p> <p>It is generally assumed that normal working hours are 8 hrs in a day. Therefore if a person was available for work in any given day for 4hr or less, an intensity of 0.5 will be recorded for that particular day. If the availability in terms of number of hrs is greater than 4hr or more, an intensity of 1.0 will be recorded for that particular day.</p> <p>In case of persons whose normal working hrs are less than 4 hrs a day like Advocates, Doctors, Chartered Accountants etc. a full intensity of 1.0 will be recorded, if they were available for work. However, before giving intensity proper probing is required and it</p>

Sl. No.	Reference to Schedule			Scrutiny Check
	Block	Item/row	Column	
1	2	3	4	5
				should be remarked in the Block 8.
76	6	All relevant rows	7-13	Admissible entries are 0.5 and 1.0 depending upon the number of hours available.
77	6	Total	7-13	The sum of each column may be either 0.5 or 1.0. It will never exceed 1.0.
78	6	All relevant rows	14	Total number of days in each activity should be less than or equal to 7.0
79	6	Total	14	Sum of all the seven days may be less than 7.0.
80	7	All relevant rows	3	Investigator must fill this column with Name, Code (if any), date, time and signature.
81	7	All relevant rows	4	Supervisor must fill this column with Name, Code (if any), date, time and signature.
82	7	All relevant rows	5	Consultant must fill this column with Name, Code (if any), date, time and signature.
83	8	I	-	Tick any appropriate among the five options.
84	8	II	-	Explanatory remarks or comments by investigator for special case/abnormal situations.
85	9	-	-	Explanatory remarks or comments by Supervisor/DSO for special case/abnormal situations.



**Frequently Asked Questions**  
**Schedule A: List of Households**

Sl. no.	Block	Subject	Query	Reply
(1)	(2)	(5)	(6)	(7)
1	1	Sub-sample	What will be the basis for sub-sample code?	The value of sub-sample is already given in the sample list. However, for more clarity, sub-sample code will be entered on the basis of 5 digit FSU code. If the last digit of FSU code is odd, sub-sample will be "1" otherwise "2".
2	1	Approximate present population	Will it be correct to put the approximate figure of the population in the rural areas as stated by the knowledgeable person?	The investigator is to cross check this information from other sources also. In the sample list, population based on census 2011 is given and that will be the starting point of further investigation. The concerned investigator has to ascertain the approximate present population of the sample FSU after taking into consideration the normal growth of population along with any abnormal entry of population into or evacuation of population from the sample FSU.
3	1	Hamlet Group/ Sub Block	In case of complete enumeration of the sample FSU what will be the D?	In case of complete enumeration of the sample FSU, the entry of D will be 1.
4	1	Hamlet group formation	For a big village with no natural hamlets, whether the entire village has to be divided into smaller hamlets and reported in Block 2 & 3. ?	Yes. Hamlets will be formed by artificially dividing the village area keeping in view the population. Thereafter a sketch map of hamlet group will be drawn in Block 2 and then the details of the hgs will be entered in Block 3 for selection of two hgs for listing.

Sl. no.	Block	Subject	Query	Reply
(1)	(2)	(5)	(6)	(7)
5	1	Survey Code	What action is required In case of uninhabited sample FSU?	In the first instance, the concerned investigator will fill the relevant information in Block 1 & Block 7 and then request the DSO/Supervisor for a substitute village /block.
6	4	Listing of households	At the time of listing it has been observed that the dwelling is locked and the household left since last 8 months. Whether it will be treated as locked or vacant?	It will be treated as vacant and no running serial number will be given to that household.
7	4	Listing of households	A household has paying guests and 10 people are staying there and taking food from the same kitchen. Whether all members constitute single household or each member will be considered as a single member household?	It is more like a mess or hostel. If the stay of the paying guests is 6 months or more, it will be treated as a single household.
8	4	Listing of households	Whether citizens having dual citizenship are to be listed?	If their usual residences are outside the country, they should not be listed.
9	4	Listing of households	A married daughter is staying with her parents for more than 6 months. Will she be considered as a member of the parent household?	Yes.
10	5	Listing of households	A truck driver stays away from home for more than six months continuously or otherwise during the reference year. Will he be listed as normal household member?	No, he will not be listed.
11	5	Listing of households	Due to drought condition some of the household members temporarily go out of the village/town in search of employment. If such members are listed, it is difficult to obtain information at the time of detailed enquiry. Whether such members are to be excluded?	Members temporarily staying away for less than six months are to be included. If the household is selected for detailed enquiry, all efforts should be made to get the information of the particular person.

**Frequently Asked Questions**  
**Schedule B: Employment-Unemployment Survey**  
**4<sup>th</sup> Round – 2013-14**

Sl. no	Block	Items	Col.	Question	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
1	General	-	-	What are the different broad activity statuses into which the members of the selected households are classified? What is the relationship between the broad activity statuses?	Each member of the selected households is classified into a unique broad activity status under the employment unemployment surveys for collection of further detailed information. The broad activity statuses are: employed, unemployed and not in labour force. Accordingly, the population can be classified into three mutually exclusive and exhaustive categories: employed, unemployed and not in the labour force. This relationship between the broad activity statuses may be expressed as: (i) labour force = employed + unemployed (ii) population = labour force + not in the labour force.
2	1	11	-	What will be the month of survey code beyond April'14?	Consecutive codes may be put. e.g., for May, 14 -7, June, 14 -8...and so on.
3				Will the code in SSS be more than 4?	No. As per the survey design, only four second stage stratum are formed & they are represented by number 1, 2, 3 & 4. Therefore, no other number is admissible.
4				Why the maximum number under sample household number is 10 when 12 schedules can be filled as	12 schedules are filled when hg's/sb's are formed in the sample FSU. In this case also, 6 schedules each are to be filled

Sl. no	Block	Items	Col.	Question	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				per the survey design?	from hg1 and hg2. Therefore the maximum entry in this item is 06.
5	2	3	-	When the selected household does not have any Scheduled caste/ tribe certificate but claiming for the same, what will be the response code?	Efforts should be made to authenticate the information from other sources. However, if after further probing, the enumerator is not convinced with the response, Code 9 may be encoded in such cases.
6	3A	-	3	How will the household be treated having more than 15 members?	The entire household members' name will be entered in demographic particulars. In such cases, investigator may add a photocopy of the same sheet.
7	3A	-	6	What level of education code should be given to a person pursuing graduation after completion of higher secondary?	In this case the code for educational qualification will be 6. For such cases when the person is pursuing some course, highest level of educational qualification, considering general/ vocational education, successfully completed by the household member will be considered.
8	3A	-	6	What level of education code should be given to company secretary, chartered accountant and cost accountant?	Code will be 8.
9	3B	-	3	In which category (formal or informal) of training will be considered when a person is learning technicalities of a particular business field privately?	It will be considered as informal training and for this code will be 2.
10	4A	3	-	Whether the number of	Yes, the number of months

Sl. no	Block	Items	Col.	Question	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
				months available for work during the reference period will be inclusive of number of months the person was employed?	available for work during the reference period includes i) number of months the person was employed/working and ii) number of months the person was sought/available for work.
12	4C	6	-	Whether industry description is to be copied from NIC Annexure given in instruction manual?	No. NIC description is to be given, in as specific terms as far as possible.
13	3B	-	3	Whether Law Courses, Hotel Management, MCA, MBA, etc. courses are covered under vocational training?	Such courses will not be considered as vocational training courses.
14	4A/ 4B/ 4C	-	general	Whether smuggling activity is to be treated as economic activity?	Determination of economic activities will be done irrespective of the situation whether such activities have been done illegally in the form of smuggling or not.
15	4A/ 4B/ 4C	-		A person has pursued an economic activity for 35 days & another economic activity for 30 days and is seeking and available for work for rest of the period for 12 months preceding the date of survey. What will be his usual principal activity status?	Usual principal activity will be unemployed and a status code of 81 will be given in Block 4A. However, subsidiary economic activity will be the activity which was pursued for 35 days.

Sl. no	Block	Items	Col.	Question	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
16	4A	-	11	One person is working in an NGO without any remuneration for major time during the reference period. What usual activity status code should be reported in such cases?	Since the person is working voluntarily without remuneration, he/she will not be treated as worker. His usual principal activity status code will be 99.
17	4A	-	11	A washerman is working in different households on monthly basis. Whether he/she is to be treated as regular salaried/ wage employee or self employed?	If the washerman, collects clothes from different households and uses his own assets for the work he/she will be treated as self-employed. On the other hand, if he uses assets supplied by the households for doing his work he will be considered as employees of the households.
18	4A	-	11	For a car driver employed by private households on regular monthly salary basis, what status code is to be given?	Code 31 will be given.
19	4A	-	3	If no work is available in a village due to lean season, how to determine whether a person is available for work?	If a person reports that he/she was available for work, irrespective of whether work was available or not in the village, the period of such availability is to be determined and recorded.
20	4B	-	7	Whether PPF will also be considered a social security benefit?	If the payment for the PPF has been made by the employer, then it will be considered as social security benefit.
21	4C	-	1&2	Whether all the rows having usual status code 81/91/92/93 in column no. 5 from block 4A will be copied?	No. Only those having usual status code 81/91/92/93 in col.5 of block 4A and a non- zero entry in col.4 of Block 4A will be copied in block 4C.

Sl. no	Block	Items	Col.	Question	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
22	6	4	-	Whether the person having status code 11-51 in Col (5) of Block 4A will come in this subsidiary Block 4C?	No. Multiple economic activities will not be captured. Only persons having status code 81, 91, 92 & 93 and also having a non-zero entry in Col (4) of Block 4A will be considered in the subsidiary economic activity block.
23	6	-	7-13	For casual wage paid employee as per information captured in Block 4A, what status code (col.4) is to be reported in Block 6 for the day on which the enterprise, in which he is engaged is closed and the person has neither worked nor available for the day.	In such a situation, no intensity will be recorded for that day as the person was not available for work. The entry in the column will be "Nil".
24			7-13	For casual wage paid employee as per information captured in Block 4A, what status code (col.4) is to be reported in Block 6 for the day on which the enterprise, in which he is engaged is closed but the person is available for work.	If the person was available for 4 hr or more in that particular day, a status code of 81 with intensity 1.0 will be recorded. If the availability is 1-4hr, the status code will be 81 with intensity 0.5.
25	6	-	7-14	One person is doing two economic activities, each with duration of 4 hours in a day. How to report intensity of activity in such situations?	In such cases, intensity of activity 0.5 is to be given to each of these two activities.

Sl. no	Block	Items	Col.	Question	Clarification
(1)	(2)	(3)	(4)	(5)	(6)
26	6	-	4	A retired person is working without honorarium as Secretary in co-operative society. What status code is to be recorded in Col (4) of Block 6?	As per the situation, the person is not available for a economic activity as per the concept of the survey and therefore nil entry will be recorded in col (4) of Block 6.



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**Round-04**

**भारत सरकार**  
**GOVERNMENT OF INDIA**  
**श्रम एवं रोजगार मंत्रालय**  
**MINISTRY OF LABOUR & EMPLOYMENT**  
**श्रम ब्यूरो/ LABOUR BUREAU**

**रोजगार और बेरोजगारी सर्वेक्षण /EMPLOYMENT AND UNEMPLOYMENT SURVEY**

(अनुसूची 'क') / (SCHEDULE 'A')

**BLOCK 1/खण्ड 1**

<b>Identification Particulars of Sampled FSU</b>								
<b>प्रतिदर्श प्र.च.इ. (एफ.एस.यू.) का पहचान विवरण</b>								
<b>Sl./क्र. No/सं..</b>	<b>Item/ मद</b>	<b>State Code/ राज्य कोड</b>	<b>District Code/ जिला कोड</b>	<b>FSU Code/ प्रचई (एफ एस यू) कोड</b>				
1	State Code, District Code, FSU Code राज्य कोड, जिला कोड, प्रचई (एफ एस यू) कोड							
2	Village/Town Name ग्राम/नगर							
3	Ward/IV No. (urban only) वार्ड/IV संख्या (केवल नगरीय)							
4	Block No. (urban only) खण्ड संख्या (केवल नगरीय)							
5	Sub-sample(1 or 2) उप प्रतिदर्श (1 या 2)							
6	Approx. present population (for rural areas only) अनुमानित वर्तमान जनसंख्या (केवल ग्रामीण क्षेत्रों के लिए)							
7	Total Number of hgs/sbs formed (D) गठित खे.स./उ.ख. की कुल संख्या (डी)							
8	Survey Code (inhabited-1, uninhabited-2, inaccessible-3) सर्वेक्षण संकेतांक (आबाद-1, गैर आबाद-2, अगम्य-3)							

## BLOCK 2 /खण्ड 2

*Sketch map of hamlet group (hg)/sub-block (sb) formation.*

खेड़ा-समूह (खे.स.)/उप-खण्ड (उ.ख.) के गठन का मानचित्र



**BLOCK 4 : List of households and record of selection of households (hg/sb 1/2)**

**खण्ड 4 : परिवारों की सूची तथा परिवारों के चयन का रिकार्ड (खे.स./उ.ख.1/2)**

house number गृह संख्या	Use of house (code) घर का प्रयोग (कोड)	household serial number परिवार क्रम संख्या	name of head of household परिवार के मुखिया का नाम	household size परिवार का आकार	Number of members aged 15 years & above 15 वर्ष तथा उससे अधिक आयु के सदस्यों की संख्या	sampling serial number प्रतिदर्श क्रम संख्या				sample household number प्रतिदर्श परिवार संख्या				sl. no. of the selected household & stratum no (in brackets) चयनित परिवार की क्रम सं. तथा स्तर सं. (कोष्ठक में)
						Schedule 'B' / अनुसूची 'ख'								
						SSS1 द्विचस्त1	SSS2 द्विचस्त2	SSS3 द्विचस्त3	SSS4 द्विचस्त4	sss1 द्विचस्त1	sss2 द्विचस्त2	sss3 द्विचस्त3	sss4 द्विचस्त4	
H1=	H2=	H3=	H4=	h1=	h2=	h3=	h4=							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
Page Total / कुल पृष्ठ														
Cumulative Total / संचयी योग														

Entry for col (7) - col (10)/ कॉलम (7) से कॉलम (10) के लिए प्रविष्टि

Members aged 15 years & above in a household परिवार में 15 वर्ष तथा उससे ऊपर की आयु के सदस्य	Entry in निम्नलिखित में प्रविष्टि
Up to 1 member / 1 सदस्य तक	SSS/एस.एस.एस.1
2-3 members / 2 से 3 सदस्य	SSS/एस.एस.एस.2
4-5 members / 4 से 5 सदस्य	SSS/एस.एस.एस.3
6 & more members / 6 से अधिक सदस्य	SSS/एस.एस.एस.4

Sample size for col (11) to Col (14) / कॉलम (11) से कॉलम (14) तक के लिए प्रतिदर्श आकार

SSS द्विचस्त	without hg/sb formation बगैर खे.स./उ.ख. गठन के		with hg/sb formation in rural & urban areas ग्रामीण तथा नगर क्षेत्रों में खेस/उख गठन वाले	
	Rural/ग्रामीण	Urban/नगरीय	hg1/sb1/खेस1/उख1	hg2/sb2/खेस 2/उख2
h1	1	1	1	1
h2	2	3	2	2
h3	4	4	2	2
h4	3	2	1	1
<b>Total</b>	<b>10</b>	<b>10</b>	<b>6</b>	<b>6</b>

**Code for col (2): Use of house:** Residential-1, residential cum commercial-2, commercial-3, others including vacant, demolished-9

कॉलम (2) के लिए कोड: घर का प्रयोग:-आवासीय-1, आवासीय के साथ साथ वाणिज्यिक-2, वाणिज्यिक-3, खाली, विध्वस्त सहित अन्य-9

**BLOCK/खण्ड 5 : Summary of households covered / सम्मिलित परिवारों का सारांश**

Hg/Sb Number खे.स./ उ.ख. संख्या	No. of households covered / सम्मिलित परिवारों की संख्या				
	Originally मूल रूप से	Substitute प्रतिस्थापित	Total (col 2 +col 3) योग (कॉलम2+कॉलम3)	Casualty /आहत	Total (col 4 + col 5) /योग (कॉलम4+कॉलम5)
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
<b>Total /योग</b>					

**BLOCK /खण्ड 6**

<b>Particulars of field operation/ फील्ड कार्यों का विवरण</b>										
Sl. No./ क.सं.	Item/ मद	Investigator (Field Enumerator) अन्वेषक (फील्ड परिगणक)			Supervisor / पर्यवेक्षक			Consultant / परामर्शदाता		
(1)	(2)	(3)			(4)			(5)		
1.	i) Name /नाम									
	ii) Code /संकेतांक									
2.	date(s) of : निम्नलिखित की तिथियाँ	DD तिथि	MM माह	YY वर्ष	DD तिथि	MM माह	YY वर्ष	DD तिथि	MM माह	YY वर्ष
	(i)survey/inspection सर्वेक्षण/निरीक्षण									
	(ii) receipt / प्राप्ति									
	(iii) scrutiny / संवीक्षा									
	(iv) dispatch / प्रेषण									
3.	Total time taken to canvass the schedule (hrs) / प्रपत्र भरने में लिया गया कुल समय (घण्टे)									
4.	Signature / हस्ताक्षर									

**BLOCK /खण्ड 7**

<b>Remarks by Investigator</b> अन्वेषकों द्वारा अभ्युक्तियाँ

**BLOCK /खण्ड 8**

<b>Comments by Supervisor</b> पर्यवेक्षकों द्वारा टिप्पणियाँ

**Annexure**

<b>Summary of Household Listing</b>				
Hg/sb number	Second Stage Stratum (SSS)	Total Population	Total number of household listed (H1, H2, H3 and H4as given in Block 4)	Number of households selected (h1, h2, h3 and h4as given in Block 4)
1	2	3	4	5
Hg/sb 1	SSS1 (1)			
	SSS2 (2)			
	SSS3 (3)			
	SSS4 (4)			
	Total (5)=(1)+ (2)+ (3)+ (4)			
Hg/sb 2	SSS1 (6)			
	SSS2 (7)			
	SSS3 (8)			
	SSS4 (9)			
	Total (10) =(6)+ (7)+ (8)+ (9)			
Total	SSS1 (11) =(1)+ (6)			
	SSS2 (12) =(2)+ (7)			
	SSS3 (13) =(3)+ (8)			
	SSS4 (14) =(4)+ (9)			
	Total (15) =(11)+ (12)+ (13)+ (14)			

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<b>FSU Code</b> एफएसयू संकेतांक				hg/sb No/ खे. स./उ.ख की सं०	SSS No द्विचस्त सं०	Household No. परिवार सं०	

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 श्रम ब्यूरो /LABOUR BUREAU  
 चतुर्थ वार्षिक रोजगार एवं बेरोजगारी सर्वेक्षण अनुसूची 'ख'  
**FOURTH ANNUAL EMPLOYMENT AND UNEMPLOYMENT SURVEY- SCHEDULE B**

**BLOCK/ खण्ड 1: Identification Particulars of Sample Household /प्रतिदर्श परिवार का पहचान विवरण**

Sl. No. क्रम संख्या	Item / मद	State Code/राज्य कोड	District Code जिला कोड	FSU Code प्रचई (एफ एस यू) कोड			
1	State Code , District Code, FSU Code /राज्य कोड, जिला कोड, प्र.च.ई. (एफ.एस.यू.) कोड						
2	Village/Town Name / ग्राम/नगर का नाम						
3	Ward/IV Unit No. /Block No. (urban only) /वार्ड/IV इकाई संख्या/खण्ड संख्या (केवल नगर)						
4	Name of Head of Household / परिवार के मुखिया का नाम						
5	Name of informant / सूचक का नाम						
6	Sample hg/sb number (1/2) / प्रतिदर्श खे.स./उ.ख. संख्या (1/2)						
7	Second Stage Stratum (SSS) Number (1,2,3,4) /द्वितीय चरण स्तर संख्या (द्विचस्त) (1,2,3,4)						
8	Sample household serial number (01,02,...,10)/ प्रतिदर्श परिवार क्रम संख्या (01,02.....,10)						
9	Survey Code / सर्वेक्षण संकेतांक						
10	Reason for substitution of original sample household (code) मूल प्रतिदर्श परिवार के प्रतिस्थापन के लिए कारण संकेतांक (संकेतांक)						
11	Month of survey (Nov,13-1, Dec,13-2, Jan,14 -3, Feb,14 -4, March,14 -5, April, 14-6) सर्वेक्षण का महीना (नवम्बर,13-1; दिसम्बर,13-2; जनवरी,14-3; फरवरी,14-4; मार्च,14-5, अप्रैल 14-6)						

**CODES FOR BLOCK-1 / खण्ड-1 के लिए संकेतांक**

**Item 9: Survey Code:** original-1, substitute-2, casualty-3

**मद 9: सर्वेक्षण संकेतांक:** मूल-1, प्रतिस्थापित-2 तथा आहत-3

**Item 10: Reason for substitution of original sample household:** Informant busy -1, members away from home -2, informant non-cooperative -3, others -9

**मद 10: मूल परिवार के प्रतिस्थापन का कारण:** सूचक व्यस्त-1, सदस्य घर से बाहर-2, सूचक असहयोगी-3, अन्य-9

**BLOCK/खण्ड -2: Household Characteristics / परिवार की विशेषताएं**

Sl. No. क्रम संख्या	Item मद	Response code प्रत्युत्तर कोड				
1	Total number of members in the household परिवार में सदस्यों की कुल संख्या					
2	Number of members aged 15 years & above 15 वर्ष और उससे अधिक आयु के सदस्यों की संख्या					
3	Social group (code) सामाजिक समूह (संकेतांक)					
	<b>Benefits from Employment Generating Schemes</b> <b>रोजगार सृजनात्मक योजनाओं से लाभान्वित</b>	MGNREGA मनरेगा	PMEGP पीएमईजीपी	SGSY एसजीएसवाई	SJSRY एसजेएसआरवाई	Others अन्य
4	Did any member of the household get work under the employment generating schemes during the reference period (Yes-1, No-2) क्या संदर्भ अवधि के दौरान परिवार के किसी सदस्य को रोजगार सृजनात्मक योजनाओं के तहत कार्य मिला (हाँ-1, नहीं- 2)					

**CODES FOR BLOCK-2**

**खण्ड-2 के लिए संकेतांक**

**Item 3: Social group:** scheduled castes -1, scheduled tribes -2, other backward classes -3, others -9

**मद 3: सामाजिक समूह:** अनुसूचित जाति-1, अनुसूचित जनजाति-2, अन्य पिछड़े वर्ग-3 अन्य-9

**Employment Generating Schemes (Full Form:** Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) -1, Prime Minister's Employment Generation Programme (PMEGP) -2, Swarnajayanti Gram Swarozgar Yojana (SGSY) -3, Swarna Jayanti Shahari Rozgar Yojana (SJSRY)-for urban areas -4, Others (including any other Central/State Employment Generating Scheme) -9

**रोजगार सृजनात्मक योजनाएं (पूरा नाम):** महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारंटी अधिनियम (मनरेगा)-1, प्रधानमंत्री का रोजगार सृजन कार्यक्रम-2, स्वर्णजयन्ती ग्राम स्वरोजगार योजना-3, स्वर्णजयन्ती शहरी रोजगार योजना-शहरी क्षेत्रों के लिए-4, अन्य (कोई अन्य केन्द्रीय/राज्य रोजगार सृजनात्मक स्कीम सहित )-9



**BLOCK-3A: Demographic particulars of members aged 15 years & above**

**खण्ड-3क : 15 वर्ष तथा उससे ऊपर की आयु के परिवार के सदस्यों का जनकिकीय विवरण**

Sl. No. क्रम संख्या	Name of member सदस्य का नाम	Relation to head (code) मुखिया से संबंध (कोड)	Sex/लिंग (male/ पुरुष -1, female/ महिला -2)	Age in completed years आयु (वर्ष)	Educational Qualification (code) शिक्षा स्तर (कोड)
(1)	(2)	(3)	(4)	(5)	(6)

Codes for col. (6) / कॉलम (6) के लिए कोड	
Educational qualification शिक्षा स्तर	Code कोड
not literate (not being able to read and write) अनपढ़(किसी भी भाषा को पढ़ने तथा लिखने में असमर्थ)	1
literate: below primary / साक्षर:प्राथमिक से कम	2
primary / प्राथमिक	3
middle / मिडिल	4
secondary / माध्यमिक	5
higher secondary / उच्चतर माध्यमिक	6
diploma/certificate course at undergraduate level डिप्लोमा/सर्टिफिकेट कोर्स (पूर्वस्नातक स्तर पर)	7
Graduate / स्नातक	8
postgraduate and above / स्नातकोत्तर तथा उससे ऊपर	9
Codes for col. (3) / कॉलम (3) के लिए कोड	
Relation to head मुखिया से संबंध	Code कोड
self / स्वयं	1
spouse of head / मुखिया की/का पत्नी/पति	2
married child / विवाहित बच्चा	3
spouse of married child / विवाहित बच्चे की/का पत्नी/पति	4
unmarried child / अविवाहित बच्चा	5
Grandchild / पोता/पोती/नाती/नातिन	6
father/mother/father-in-law/mother-in-law पिता/माता/ससुर/सास	7
brother/sister/brother-in-law/sister-in-law/other relatives भाई/बहन/ब्रदर इन लॉ/सिस्टर इन लॉ/अन्य संबंधी	8
servants/employees/other non-relatives नौकर/कर्मचारी/अन्य गैर संबंधी	9

*Note: The last Sl. No. should match with the response in Item No. 2 of Block-2.*

/नोट: अन्तिम क्रम संख्या खण्ड 2 की मद संख्या 2 में प्रत्युत्तर के अनुसार होनी चाहिए

अनुसूची 'ख' /Schedule "B"

**BLOCK-3B: Participation in vocational training by members aged 15 years & above**

**खण्ड-3 ख: 15 वर्ष तथा उससे ऊपर की आयु के परिवार के सदस्यों द्वारा व्यावसायिक प्रशिक्षण में सहभागिता !**

Sl. no. as in col. (1) of Bl-3A क्रम संख्या ख-1-3क के कॉलम (1) के अनुसार	Name of member सदस्य का नाम	whether receiving/ received any vocational training (Formal-1, Informal-2, None-3) क्या कोई व्यावसायिक प्रशिक्षण प्राप्त कर रहा है/प्राप्त किया (औपचारिक-1, अनौपचारिक -2, कोई नहीं-3)	For code 1 & 2 in col (3) कॉलम (3) में कोड 1 तथा 2 के लिए		for code 1 in col. (3) कॉलम (3) में कोड 1 के लिए		
			field of training (code) प्रशिक्षण का क्षेत्र (कोड)	duration of training (in weeks) प्रशिक्षण की अवधि (सप्ताह में)	Institution from Where degree/di ploma/certificate received/to be received (code) संस्था जहाँ से डिग्री/डिप्लोमा/प्रमाणपत्र प्राप्त किए गए/किए जाएंगे (कोड)	Do you think the training was ( for status code 11-51 in Block-4 A only) : प्रशिक्षण के संबंध में आपके विचार (केवल खण्ड-4 में स्तर कोड 11-51 के लिए):	
						useful in getting the current job (Yes-1, No-2). क्या प्रशिक्षण वर्तमान कार्य प्राप्त करने में सहायक था (हाँ-1, नहीं-2)	relevant for your current job (Yes-1, No-2). क्या प्रशिक्षण आपके वर्तमान कार्य के लिए प्रासंगिक था (हाँ-1, नहीं-2)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**CODES FOR BLOCK- 3B / खण्ड-3 ख के लिए कोड**

Field of training (Col. (4)) प्रशिक्षण का क्षेत्र (कॉलम (4))	Code कोड
Engineering trades other than civil, computer trades इंजीनियरिंग ट्रेड (सिविल और कम्प्यूटर ट्रेड के अलावा)	01
Civil engineering and building construction related works सिविल इंजीनियरिंग तथा भवन निर्माण से संबंधित कार्य	02
Leather related work चमड़े से संबंधित कार्य	03
Textile related work कपड़े से संबंधित कार्य	04
Catering, nutrition, hotels and restaurant related work खानपान, पोषण, होटल और रेस्तरां से संबंधित कार्य	05
Agriculture and crop production related skills and food preservation related work, non-crop based agricultural and other related activities. कृषि और फसल उत्पादन से संबंधित कौशल और खाद्य परिरक्षण संबंधी कार्य, गैर फसल आधारित कृषि और अन्य संबंधित क्रियाकलाप	06
Health and paramedical services स्वास्थ्य तथा पारामेडिकल सेवाएं	07
Work related to childcare, nutrition, pre-schools and crèche बाल-देखभाल, पोषण, स्कूल पूर्व तथा क्रेच आदि से संबंधित कार्य	08
Office and business related work कार्यालय तथा व्यवसाय से संबंधित कार्य	09
Driving and motor mechanic work/ ड्राइविंग तथा मोटर मैकेनिक कार्य	10
Beautician, hairdressing & related work ब्यूटीशियन, हेयर ड्रेसिंग तथा संबंधित कार्य	11
Work related to tour operators/ travel managers दौरा आयोजकों/ट्रेवल प्रबंधकों से संबंधित कार्य	12
Plumber / पलम्बर	13
Fitter / फिटर	14
Mechanist / यान्त्रिक	15
Others / अन्य	99

Institution from where degree/diploma/certificate received/to be received ( Col. (6) ) संस्थान जहाँ से डिग्री/डिप्लोमा/प्रमाणपत्र प्राप्त किए/ किए जाएंगे (कॉलम (6))	Code कोड
Industrial Training Institutes (ITIs)/Industrial Training centers (ITCs) औद्योगिक प्रशिक्षण संस्थान(आईटीआई)/औद्योगिक प्रशिक्षण केन्द्र(आईटीसी)	01
School offering vocational courses (Secondary, Higher Secondary level ) व्यावसायिक कोर्स करवाने वाले स्कूल (माध्यमिक स्तर/उच्चतर माध्यमिक स्तर)	02
UGC (first degree level) / यूजीसी (प्रथम डिग्री स्तर)	03
Polytechnics / पोलिटेक्नीक	04
National Open School / नेशनल ओपन स्कूल	05
Hotel Management Institutes / होटल मैनेजमेंट संस्थान	06
Food craft & Catering Institutes फूड क्राफ्ट एवं केटरिंग संस्थान	07
Small Industries Service Institutes/District Industries Centers छोटे औद्योगिक सेवा संस्थान/जिला औद्योगिक केन्द्र	08
Fashion Technology Institutes फैशन टेक्नोलॉजी संस्थान	09
Tailoring, Embroidery and Stitch Craft Institutes दर्जीगिरी, कढ़ाई और सलाई शिल्प संस्थान	10
Nursing Institutes / नर्सिंग संस्थान	11
Rehabilitation/ Physiotherapy /Ophthalmic and Dental Institutes/ पुनर्वास/भौतिक चिकित्सा/नेत्र और दन्त संस्थान	12
Institutes giving Diploma in Pharmacy फार्मैसी का डिप्लोमा करवाने वाले संस्थान	13
Hospital and Medical Training Institutes/ अस्पताल एवं चिकित्सा प्रशिक्षण संस्थान	14
Nursery Teachers' Training Institutes / नर्सरी टीचर प्रशिक्षण संस्थान	15
Handloom/ Handicraft Design Training Centers/ KVIC हैण्डलूम/हस्तशिल्प डिजाइन प्रशिक्षण केन्द्र/केवीआईसी	16
Institutes run by Companies/ Corporations कम्पनियों/कारपोरेशन्स द्वारा चलाए जा रहे संस्थान	17
Institutes for Journalism and Mass Communication पत्रकारिता और जनसंचार संस्थान	18
Other institutes / अन्य संस्थान	99

**BLOCK-4A: Usual Principal Activity of members aged 15 years & above**

**खण्ड-4 क: 15 वर्ष एवं उससे अधिक आयु के परिवार के सदस्यों का प्रायिक प्रधान कार्यकलाप**

Sl. no. as in col. (1) of Bl-3A क.सं. खण्ड-3क के कालम (1) में दिए अनुसार	Name of member सदस्य का नाम	No. of months available for work during the reference period संदर्भ अवधि के दौरान महीनों की संख्या जिनमें सदस्य कार्य के लिए उपलब्ध था	No. of months employed during the reference period संदर्भ अवधि के दौरान महीनों की संख्या जिनमें सदस्य नियोजित था	Status code स्तर कोड	For status code 11 to 51 in col. (5) कॉलम (5) में स्तर संकेतांक 11 से 51 के लिए		
					Description of Industry द्योग विवरण	Industry Code उद्योग संकेतांक	Occupation (code) (NCO 2004 Two Digit) व्यवसाय (संकेतांक) (एनसीओ 2004 2 अंकों में)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**CODES FOR BLOCK- 4A / खण्ड-4 क के लिए कोड**

Sl. No. क.सं.	Status code (col. (5)) स्तर कोड (कोलम (5))	Code कोड	Sl. No. क.सं.	Status code (col. (5)) स्तर कोड (कोलम (5))	Code कोड			
I.	Self Employed / स्वनियोजित		V.	did not work but was seeking and/or available for work कार्य नहीं किया किन्तु कार्य की तलाश में था/कार्य के लिए उपलब्ध था	81			
	i)	own account worker स्वकार्यरत कर्मी		11	VI.	i)	attended educational institution शिक्षा संस्थानों में उपस्थित रहा	91
	ii)	Employer नियोक्ता		12		ii)	attended domestic duties घरेलू कार्य किया	92
	iii)	worked as helper in household enterprise (unpaid family worker) परिवारिक उद्यम में सहायक के रूप में कार्यरत(अवैतनिक पारिवारिक कर्मी)		13		iii)	rentiers, pensioners , remittance recipients, etc. किराया भोगी, पेंशन भोगी, प्रेषित धन प्राप्तकर्ता आदि	93
II.	worked as regular salaried/ wage employee other than contract worker . देका श्रमिकों के अतिरिक्त नियमित वेतन/मजदूरी पर कार्यरत कर्मचारी	31	iv)	not able to work due to disability अपंगता के कारण कार्य करने में असमर्थ	94			
III.	worked as contract worker देका कर्मियों के तौर पर काम किया	32	v)	Others (including begging, prostitution, etc.) अन्य (भीख मांगना, वेश्यवृत्ति आदि सम्मिलित है)	99			
IV.	Casual Worker / अनियमित श्रमिक							
	i)	worked as casual wage labour in public works सार्वजनिक निर्माण कार्य में आकस्मिक मजदूर के रूप में कार्य किया				41		
	ii)	worked as casual wage labour in other types of work अन्य प्रकार के कार्यों में आकस्मिक मजदूर के रूप में कार्य किया/कार्यरत				51		

**Col (7): Industry code:** NIC Code 2008 (as given in instruction manual)

**कालम (7) उद्योग संकेतांक :** एन.आई.सी. 2008, 2 अंकों के स्तर का (अनुदेश मैनुअल के अनुसार)

**Col (8): Occupation code:** NCO 2004 2 digit level (as given in instruction manual)

**कालम (8) व्यवसाय संकेतांक :** एन.सी.ओ. 2004, 2 अंकों के स्तर का (अनुदेश मैनुअल के अनुसार)

**BLOCK-4B: Additional information for members aged 15 years & above (\*)****खण्ड-4 ख: 15 वर्ष एवं उससे अधिक आयु के परिवार के सदस्यों की अतिरिक्त सूचना (\*)**

Sl. no. as in col. (1) of BI-3A क.स. खण्ड-3क के कालम (1) में दिए अनुसार	Name of member सदस्य का नाम	for persons with industry groups (NIC 3 digit) 014, 016, 017 and 021 to 990 in col. (7) of Block 4A खण्ड 4 क के कॉलम (7) में उद्योग समूह (3 अंकों का एनआईसी) 014,016,017 तथा 021 से 990 के व्यक्तियों की निम्नलिखित सूचना				
		Enterprise type (Code) उद्यम का प्रकार (कोड)	No. of workers in the enterprise (Code) उद्यम में श्रमिकों की संख्या (कोड)	For codes 31, 32, 41 & 51 in col. (5) of Block 4A खण्ड 4 क के कालम (5) में कोड 31,32,41 तथा 51 के लिए		
				Type of job contract (code) नौकरी अनुबंध का प्रकार (कोड)	Whether eligible for paid leave (yes-1,no-2) क्या प्रदत्त अवकाश के हकदार हैं (हाँ-1, नहीं-2)	Availability of social security benefits (code) समाजिक सुरक्षा लाभों की उपलब्धता (कोड)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(\*) For persons having status code 11-51 in Block- 4A and with industry groups 014, 016, 017 and 021 to 990 in col. (7) of Block 4A

(\*) खण्ड-4क में स्तर कोड 11-51 वाले व्यक्तियों तथा खण्ड 4 क के कॉलम (7) में उद्योग समूह 14,16,17 तथा 021 से 990 के व्यक्तियों के लिए

**CODES FOR BLOCK 4B/ खण्ड-4 ख के लिए कोड:**

**Col (3): Enterprise Type:** proprietary -1, partnership with members from same household -2, partnership with members from different household -3, government/public sector -4, public/private limited company -5, co-operative societies/trust/other nonprofit institutions -6, employer's households (i.e. private households employing maid servant, watchman, cook, etc -7, others -9.

**कॉलम (3): उद्यम का प्रकार:** स्वामित्व-1, एक ही परिवार के सदस्यों के साथ साझेदारी-2, विभिन्न परिवार के सदस्यों के साथ साझेदारी-3, सरकारी/सार्वजनिक क्षेत्र-4, सार्वजनिक/निजी लिमिटेड कम्पनी-5, सहकारी संस्था/ट्रस्ट/अन्य गैर लाभकारी संस्थान-6, नियोक्ता परिवार (अर्थात नौकरानी चौकीदार,बावची इत्यादि नियुक्त करने वाले निजी परिवार)-7, अन्य-9

**Col (4): Number of workers in the enterprise:** less than 6 -1, 6 and above but less than 10 -2 , 10 and above but less than 20 -3, 20 and above -4, not known -9.

**कॉलम (4):उद्यम में श्रमिकों की संख्या:** 6 से कम-1, 6 तथा उससे अधिक लेकिन 10 से कम-2, 10 तथा उससे अधिक लेकिन 20 से कम -3, 20 तथा उससे अधिक -4, जानकारी नहीं -9

**Col (5) : Type of job contract:** no written job contract -1, **written job contract:** for 1 years or less -2, more than 1 year to 3 years -3, more than 3 years -4, not known -9.

**कॉलम (5): नौकरी अनुबंध का प्रकार:** कोई लिखित नौकरी अनुबंध नहीं-1, **लिखित नौकरी अनुबंध:** एक वर्ष या उससे कम-2, एक वर्ष से अधिक 3 वर्ष तक-3, 3 वर्षों से अधिक-4,कोई जानकारी नहीं-9

**Col (7): Availability of social security benefits:** PF/pension -1, gratuity -2, health care & maternity benefits -3, Both 1 & 2 -4, Both 1 & 3- 5, Both 2 & 3 -6, All 1, 2 & 3 -7, not eligible for any of above social security benefits -8, not known -9.

**कॉलम (7):सामाजिक सुरक्षा लाभ की उपलब्धता:** भविष्य निधि /पेंशन-1, उपदान-2,स्वास्थ्य देखभाल तथा प्रसूति लाभ-3, दोनों 1 तथा 2-4, दोनों 1 तथा 3-5, दोनों 2 तथा 3-6, सभी 1,2 तथा 3-7, उपरोक्त किसी भी सामाजिक सुरक्षा लाभ का पात्र नहीं-8, अज्ञात-9

**BLOCK- 4C: Subsidiary Economic Activity (SEA) for members having usual status code 81/91/92/93 in col. (5) and non-zero entry in col. (4) of Block 4A**

खण्ड-4 ग: कॉलम (5) में प्रायिक स्तर कोड 81/91/92/93 वाले तथा खण्ड 4 क के कॉलम (4) में गैर-शून्य प्रविष्टि वाले सदस्यों के लिए गौण आर्थिक क्रियाकलाप

Sl. no. as in col. (1) of Bl-3A क.सं. खण्ड-3क के कॉलम (1) में दिए अनुसार	Name of member सदस्य का नाम	Whether engaged in any work in subsidiary economic activity (SEA) for 30 days or more (yes-1, no-2) क्या गौण आर्थिक क्रिया कलाप में किसी भी कार्य में 30 दिन या उससे अधिक के लिए कार्यरत रहा (हाँ-1, नहीं-2)	If code (1) in col. (3)/ यदि कॉलम (3) में कोड (1) है				
			number of months during which SEA was carried out महीनों की संख्या जिनके दौरान गौण आर्थिक क्रियाकलाप किया गया	Status code (11-51) स्तर कोड (11-51)	Description of Industry उद्योग का विवरण	Industry code NIC 2008 उद्योग (कोड) एनआईसी 2008	Occupation code NCO 2004 व्यवसाय (कोड) एनसीओ 2004
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)



**CODES FOR BLOCK- 4C/खण्ड-4 ग के लिए कोड**

Sl. No. क्रम संख्या	Status code (col. (5)) स्तर कोड(कॉलम (5) )	Code कोड	Sl. No. क्रम संख्या	Status code (col. (5)) स्तर कोड(कॉलम (5) )	Code कोड
<b>Self Employed/ स्वनियोजित</b>					
I.	i) Own account worker स्वकार्यरत कर्मी	11	III.	worked as contract worker ढेका कर्मियों के तौर पर काम किया	32
	ii) Employer नयोक्ता	12	<b>Casual Worker/ अनियत श्रमिक</b>		
	iii) worked as helper in household enterprise (unpaid family worker) परिवारिक उद्यम में सहायक के रूप में कार्यरत(अवैतनिक पारिवारिक कर्मी)	13	IV. i)	worked as casual wage labour in public works सार्वजनिक निर्माण कार्य में आकस्मिक मजदूर के रूप में कार्य किया	41
II.	worked as regular salaried/ wage employee other than contract worker ढेका श्रमिकों के अतिरिक्त नियमित वेतन/मजदूरी पर कार्यरत कर्मचारी के रूप में कार्य किया	31	ii)	worked as casual wage labour in other types of work अन्य प्रकार के कार्यों में आकस्मिक मजदूर के रूप में कार्य किया	51

**Col (7) : Industry code:** NIC 2008, 2 digit level (as given in instructions manual)

**कालम (7): उद्योग संकेतांक :** एन.आई.सी. 2008,2 अंकों के स्तर का (अनुदेश मैनुअल के अनुसार)

**Col (8): Occupation code:** NCO 2004, 2 digit level (as given in instructions manual)

**कालम(8): व्यवसाय संकेतांक:** एन.सी.ओ. 2004,2 अंकों के स्तर का (अनुदेश मैनुअल के अनुसार)

**BLOCK 5A/खण्ड 5क: Follow up questions in case Status code 81 in Col. (5) of Block-4A**

**यदि खण्ड-4 क के कॉलम (5) में स्तर संकेतांक 81 है तो अनुवर्ती प्रश्न**

Sl. no. as in col. (1) of Bl-3A क्रम सं० खण्ड I-3 क के कॉलम (1) के अनुसार	Name of member सदस्य का नाम	Did you seek any work during the reference period (yes-1, no-2) क्या संदर्भ अवधि के दौरान किसी कार्य की तालाश की (हाँ-1, नहीं-2)	If code 1 in col. (3), Methods adopted to seek work (code) यदि कॉलम 3 में कोड 1 है तो काम ढूँढने की विधि (संकेतांक)	If offered a job much below your qualifications, skills, experience & wage/salary expectation or at a distant/ inconvenient location, will you accept (yes-1, no-2)* यदि आप को कार्य का प्रस्ताव दिया जाता है जोकि आपकी शैक्षिक अर्हता, कौशल, अनुभव तथा मजदूरी/वेतन अपेक्षा के अनुसार नहीं है या दूरी पर/असुविधाजनक स्थान पर है तो क्या आप स्वीकार करेंगे (हाँ-1, नहीं-2)*	Are you making any efforts to enhance your skill (Yes-1, No-2) क्या आप अपना कौशल बढ़ाने का प्रयास कर रहे हैं (हाँ-1, नहीं-2)	If code 1 in col. (6), what type of training you are looking for (Formal-1, Non-Formal-2) यदि कॉलम (6) में कोड 1 है तो आप किस तरह का प्रशिक्षण प्राप्त करना चाहेंगे (औपचारिक-1, अनौपचारिक -2)	If code 1 in col. (7), nature of training being sought (code) यदि कॉलम (7) में कोड 1 है, प्राप्त किए जा रहे प्रशिक्षण की प्रकृति (कोड)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(\* only for graduates and above/ (\*केवल स्नातक तथा उससे ऊपर के लिए

**Code for Column (4):** through employment exchange-1, application made in response to advertisement-2, application made directly-3, through friends/relatives etc.-4, through private job agencies-5, others-9.

**कॉलम (4) के लिए संकेतांक:** रोजगार कार्यालय के द्वारा-1, विज्ञापन की प्रतिक्रिया में आवेदन द्वारा-2, सीधे आवेदन द्वारा-3, मित्रों/रिश्तेदारों इत्यादि द्वारा-4, निजी रोजगार एजेंसियों द्वारा-5, अन्य-9

**Code for Column (8):** Refer Codes under Block 3B Column (4) (Page 5).

**कॉलम (8) के लिए संकेतांक:** (पृष्ठ 5) कॉलम (4) खण्ड 3 ख के तहत कोड का अवलोकन करें

**Block 5B: Follow up questions for persons having status code 91/92 as in column number (5) of Block 4A**

**खण्ड 5ख: खण्ड 4क के कॉलम सं० (5) में उन व्यक्तियों के लिए अनुवर्ती प्रश्न जिनका स्तर संकेतांक 91/92 है**

Sl.no.as in col. (1) of BI-3A क्रम सं० खण्ड I-3क के कॉलम (1)के अनुसार	Name of the member सदस्य का नाम	Number of months available for work during the reference period संदर्भ अवधि के दौरान कार्य के लिए उपलब्ध महीनों की संख्या	Number of months worked during the reference period संदर्भ अवधि के दौरान कार्य किए गए महीनों की संख्या
(1)	(2)	(3)	(4)

**Block-6: Current Daily Status activity of members aged 15 years & above who are available for work during the last 7 days of the reference period (excluding persons having status code 31 in Block 4A)**

**खण्ड-6: 15 वर्ष और उससे अधिक आयु के सदस्यों का वर्तमान दैनिक स्तर कार्यकलाप जो संदर्भ अवधि के अन्तिम 7 दिनों के दौरान कार्य के लिए उपलब्ध है (खण्ड 4क में स्तर कोड 31 वाले व्यक्तियों को छोड़कर)**

Sl. No. as in col.1,Bl.3A क.सं. खण्ड 3 क के कॉलम 1 के अनुसार	Age (yrs) as in Col.5 आयु (वर्षों में) कॉलम 5 के अनुसार	Last 7 days of the reference period/ संदर्भ अवधि के अंतिम 7 दिन												Total No. of days in each activity (0.0) प्रत्येक कार्यकलाप में दिनों की कुल संख्या (0.0)
		Sl. No. of activity कार्यकलाप की क.सं.	Status (code) स्तर (संकेतांक)	for codes 11 to 51 in col. 4 कॉलम 4 में संकेतांक 11-51 के लिए		Intensity of activity (full-1.0, half-0.5) for those who are available for work जो कार्य हेतु उपलब्ध है, के लिए कार्यकलाप की तीव्रता (पूर्ण -1.0, अर्ध -0.5)								
				Industry division (2-digit NIC-08 code) उद्योग प्रभाग (2 अंकीय एनआईसी -08 संकेतांक)	for rural areas, operation (code) ग्रामीण क्षेत्रों के लिए संकार्य (संकेतांक)	7 <sup>th</sup> day 7वां दिन	6 <sup>th</sup> day 6वां दिन	5 <sup>th</sup> day 5वां दिन	4 <sup>th</sup> day चौथा दिन	3 <sup>rd</sup> day तीसरा दिन	2 <sup>nd</sup> day दूसरा दिन	1 <sup>st</sup> day पहला दिन		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	
<b>Available for work in hrs/ कार्य के लिए उपलब्ध (घण्टों में)→</b>														
Total/योग														
<b>Available for work in hrs/ कार्य के लिए उपलब्ध (घण्टों में)→</b>														
Total/योग														
<b>Available for work in hrs/ कार्य के लिए उपलब्ध (घण्टों में)→</b>														
Total/योग														

**CODES FOR BLOCK-6****खण्ड-6 के लिए कोड**

Sl. No. क्रम संख्या	Status code (col. (4)) स्तर कोड (कॉलम (4))	Code कोड
1	own account worker स्वकार्यरत कर्मचारी	11
2	Employer नियोक्ता	12
3	worked as helper in household enterprise (unpaid family worker) पारिवारिक उद्यम में सहायक के रूप में कार्यरत (अवैतनिक पारिवारिक कर्मचारी )	13
4	worked as contract worker अनुबंध कर्मचारी के रूप में कार्य किया	32
5	worked as casual wage labour in public works सार्वजनिक निर्माण कार्य में आकस्मिक मजदूर के रूप में कार्य किया	41
6	worked as casual wage labour in other types of work अन्य कार्य में आकस्मिक मजदूर के रूप में कार्य किया	51
7	did not work but was seeking and/or available for work कार्य नहीं किया किन्तु कार्य की तलाश में था/कार्य के लिए उपलब्ध था	81

**Col (5): Industry code:** NIC 2008, 2 digit level (as given in instruction manual)

**Col (6): operation (for rural areas only):** manual work in cultivation: ploughing -01, sowing -02, transplanting -03, weeding -04, harvesting -05, other cultivation activities -06; manual work in other agricultural activities: forestry -07, plantation -08, animal husbandry -09, fisheries -10, other agricultural activities -11; manual work in non-agricultural activities -12, **non-manual work in:** cultivation -13, activities other than cultivation -14.

**कालम (5): उद्योग संकेतांक :** एन.आई.सी. 2008, 2 अंकों के स्तर का (अनुदेश मैनुअल के अनुसार)

**कॉलम-(6): संकार्य (केवल ग्रामीण क्षेत्रों के लिए):** खेती में शारीरिक श्रम: जुताई-01, बीजारोपण-02, प्रतिरोपण-03, निराई-04, कटाई-05, अन्य कृषि कार्य-06, अन्य कृषि कार्य में शारीरिक श्रम: वानिकी-07, बागान-08, पशुपालन-09, मत्स्य पालन-10, अन्य कृषि कार्यकलाप-11, गैर कृषि कार्य में शारीरिक श्रम-12, गैर शारीरिक श्रम: खेती-13, खेती के अलावा अन्य कार्यकलाप-14.

**BLOCK 7: Particulars of field operation/खण्ड 7:फील्ड कार्यों का विवरण**

Sl. No. क्र.सं.	Item मद	Investigator/ (Field-enumerator) अन्वेषक (फील्ड पर्यवेक्षक)	Supervisor/DSO/ पर्यवेक्षक/डीएसओ			Consultant/ परामर्शदाता				
(1)	(2)	(3)	(4)			(5)				
1.	i) Name (block letters)/ नाम									
	ii) Code/ सकेतांक									
2.	date(s) of / निम्नलिखित की तिथियाँ :	DD/तिथि	MM/माह	YY/वर्ष	DD/तिथि	MM/माह	YY/वर्ष	DD/तिथि	MM/माह	YY/वर्ष
	(i) survey/ inspection/ सर्वेक्षण/निरीक्षण									
	(ii) receipt/ प्राप्ति									
	(iii) scrutiny/ संवीक्षा									
	(iv) dispatch/ प्रेषण									
3.	Total time taken to canvass the schedule (hrs)/ प्रपत्र भरने में लिया गया कुल समय (घण्टे)									
4.	Signature/ हस्ताक्षर									

**BLOCK /खण्ड 8:**

Remarks by Field Enumerator/ फील्ड पर्यवेक्षक द्वारा अभ्युक्तियाँ
<p><b>I.</b> What do you feel about the information collected (tick any 1 below)/ एकत्रित की गई सूचना के बारे में आपके क्या विचार हैं (निम्नलिखित में से किसी एक को सही करें)</p> <p>--Respondent was intentionally providing wrong information. प्रत्यर्थी जानबूझकर गलत सूचना उपलब्ध करवा रहा था ।</p> <p>--Respondent provided correct information./प्रत्यर्थी ने सही सूचना उपलब्ध करवाई ।</p> <p>--Respondent was trying to provide correct information but could not correctly recall all Information./प्रत्यर्थी सही सूचना उपलब्ध करवाने का प्रयास कर रहा था लेकिन उसे सही ढंग से स्मरण नहीं था ।</p> <p>-- Respondent was reluctant to share information./ प्रत्यर्थी सूचना साझा करने हेतु अनिच्छुक था ।</p> <p>-- Respondent was too busy./ प्रत्यर्थी अत्यधिक व्यस्त था ।</p> <p><b>II.</b> Any other Remarks (please specify)/ II अन्य कोई अभ्युक्तियाँ हो तो कृपया विवरण दें ।</p>

**BLOCK 9/खण्ड 9:**

Comments by Supervisor/DSO/पर्यवेक्षक/डीएसओ द्वारा टिप्पणियाँ

**Progress Chart of Contract Investigator/Allocation Of Work**

Name of Investigator : \_\_\_\_\_ Investigator Code : \_\_\_\_\_ State : \_\_\_\_\_

Sl. No.	FSU Code	Name of Distt. & Village/ Town (with Ward No.)	Date of allotement	Period of Survey	Date of submission to DSO/SI	Initial of DSO with date/SI	Date of Submission to RO/ received in RO/HQ	Initial of RO Officers with Date / Speed Post No.	Date of submission of TA Bill/other Bills with period	Initial of RO Officers/ Speed Post No.	Remarks by officers of LB
1											
2											
3											
4											
5											
6											
7											
8											

Sl. No.	FSU Code	Name of Distt. & Village/ Town (with Ward No.)	Date of allotement	Period of Survey	Date of submission to DSO/SI	Initial of DSO with date/SI	Date of Submission to RO/ received in RO/HQ	Initial of RO Officers with Date / Speed Post No.	Date of submission of TA Bill/other Bills with period	Initial of RO Officers/ Speed Post No.	Remarks by officers of LB
9											
10											
11											
12											
13											
14											
15											
16											



Sl. No.	FSU Code	Name of Distt. & Village/ Town (with Ward No.)	Date of allotement	Period of Survey	Date of submission to DSO/SI	Initial of DSO with date/SI	Date of Submission to RO/ received in RO/HQ	Initial of RO Officers with Date / Speed Post No.	Date of submission of TA Bill/other Bills with period	Initial of RO Officers/ Speed Post No.	Remarks by officers of LB
17											
18											
19											
20											
21											
22											
23											
24											

Sl. No.	FSU Code	Name of Distt. & Village/ Town (with Ward No.)	Date of allotement	Period of Survey	Date of submission to DSO/SI	Initial of DSO with date/SI	Date of Submission to RO/ received in RO/HQ	Initial of RO Officers with Date / Speed Post No.	Date of submission of TA Bill/other Bills with period	Initial of RO Officers/ Speed Post No.	Remarks by officers of LB
25											
26											
27											
28											
29											
30											
31											
32											

## Daily Movement Register of Contract Investigator/Supervisor

Name of Official : \_\_\_\_\_

Code (if any) : \_\_\_\_\_

State : \_\_\_\_\_

Departure			Arrival			Distance (KM)	Mode of Travel	Fare		Name of Village/Town with FSU Code	Nature & Volume of Work done#	Time Spent (in hrs.)	Remarks
Date	Time	From	Date	Time	To			Rs.	P.				

# No of HH Listed, No. of B Sch Canvassed, No. of B Sch Inspected, No. of B Sch scrutinised, No. of HH Inspected, etc.

Departure			Arrival			Distance (KM)	Mode of Travel	Fare		Name of Village/Town with FSU Code	Nature & Volume of Work done#	Time Spent (in hrs.)	Remarks
Date	Time	From	Date	Time	To			Rs.	P.				

Departure			Arrival			Distance (KM)	Mode of Travel	Fare		Name of Village/Town with FSU Code	Nature & Volume of Work done#	Time Spent (in hrs.)	Remarks
Date	Time	From	Date	Time	To			Rs.	P.				

Departure			Arrival			Distance (KM)	Mode of Travel	Fare		Name of Village/Town with FSU Code	Nature & Volume of Work done#	Time Spent (in hrs.)	Remarks
Date	Time	From	Date	Time	To			Rs.	P.				

Departure			Arrival			Distance (KM)	Mode of Travel	Fare		Name of Village/Town with FSU Code	Nature & Volume of Work done#	Time Spent (in hrs.)	Remarks
Date	Time	From	Date	Time	To			Rs.	P.				

Departure			Arrival			Distance (KM)	Mode of Travel	Fare		Name of Village/Town with FSU Code	Nature & Volume of Work done#	Time Spent (in hrs.)	Remarks
Date	Time	From	Date	Time	To			Rs.	P.				











To

The Head of Office,  
Labour Bureau,  
Chandigarh/Kanpur/Chennai/Kolkata/Ahmedabad

Sir,

I have incurred an expenditure of Rs. \_\_\_\_\_ on account of  
Postal/Photocopy/others for the period from \_\_\_\_\_ to  
\_\_\_\_\_.

The detail of the bills are as follows :-

<b>Sl. No.</b>	<b>Bill No.</b>	<b>Date</b>	<b>Subject</b>	<b>Amount Claimed (in Rs.)</b>

The original bills are enclosed. The above amount may kindly be  
reimbursed to me.

Encl. : As above

Signature of the Investigator/Supervisor

Name : \_\_\_\_\_

Code : \_\_\_\_\_

State/Regional office: \_\_\_\_\_

Place :

Date :

**Address for correspondence**

Chandigarh Head Office	Labour Bureau Sector 9A, Kendriya Sadan, Chandigarh – 160009.	Phone : 0172-747830 Fax : 0172-2741811
Ahmedabad Regional office	Labour Bureau (W.R.), 1st Floor, Govind Plaza, Block A, near Kiran Park, Vijay Nagar Railway Crossing, Nava Vadaj AHMEDABAD- 380013.	079-27558069 079-27556106
Kolkatta Regional office	Labour Bureau (E.R.), 8, Esplanade East, Rear Block, First Floor, Kolkatta - 700 069.	033-22480051
Kanpur Regional office	Labour Bureau (N.R.), 126/3, H Block Gobind Nagar, KANPUR - 208 006	0512-2648628 0512-2642620

**Correspondence Address for Substitution of FSUs**

Joint Director,  
Labour Bureau  
Sector 9A, Kendriya Sadan,  
Chandigarh – 160009.

**Exercise I**

<b>Unique Code : With hg/sb formation</b>				
FSU Code	Hg/sb No.	Stratum No.	Household No.	Unique Code
12926	1	1	01	
	1	2	01	
	1	2	02	
	1	3	01	
	1	3	02	
	1	3	03	
	1	3	04	
	1	4	01	
	1	4	02	
	1	4	13	

<b>Unique Code : Without hg/sb formation</b>				
FSU Code	Hg/sb No.	Stratum No.	Household No.	Unique Code
14061	1	1	01	
	1	2	01	
	1	2	02	
	1	3	01	
	1	3	02	
	1	4	01	
	2	1	01	
	2	2	01	
	2	2	02	
	2	3	01	
	2	3	02	
	2	5	01	

## Exercise II

Solve the following exercise on the basis of given information

a) Using column 'F' of the Table of Random Numbers, find out the two selected sample hg/sb and fill appropriate entries in col. (3) and (4) above against the same.

Present Population of an FSU in rural area = 2700

No. of hg/sb formed (D) = 5

Sl. No. of hg/sb	Population in Percentage	Sampling Sl. No. of the hg/sb	Sample hg/sb No.
(1)	(2)	(3)	(4)
1	18.5		
2	21.9		
3	20.0		
4	17.8		
5	21.9		

b) Assuming the following information pertaining to the two selected hg/sb as given; find out the sample household number with the help of random table.

Sample hg/sb	Frame Size (H)	Sample Size (h)	Range of admissible numbers	Random Number bu using Column 'F'	If selected, serial number of sample household in the frame
(1)	(2)	(3)	(4)	(5)	(6)
SSS in hg/sb 1	H1=11	h 1 =1			
	H2=100	h 2 =2			
	H3=198	h 3=2			
	H4=5	h 4 =1			
SSS in hg/sb 2	H1=4	h 1=1			
	H2=80	h 2=2			
	H3=150	h3=2			
	H4=8	h4=1			



### Exercise III

house number	Use of house (code)	nousehora serial number	Name of head of household	Household size	Number of members aged 15 years & above	sampling serial number				sample household number Schedule 'B'				sl. no. of the selected household & stratum no (in brackets)
						SSS1	SSS2	SSS3	SSS4	sss1	sss2	sss3	sss4	
						H1=5	H2=13	H3=14	H4=18	h1 = 1	h2= 2	h3 = 4	h4 = 3	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
226B	1	1	Name of H.H	8	6									
227B	1	2	Name of H.H	6	5									
228B	1	3	Name of H.H	7	4									
229B	1	4	Name of H.H	12	7									
(1)	1	5	Name of H.H	8	4									
(2)	1	6	Name of H.H	6	3									
232B	1	7	Name of H.H	5	2									
(1)	1	8	Name of H.H	4	3									
(2)	1	9	Name of H.H	12	8									
(3)	1	10	Name of H.H	14	9									
236B	1	11	Name of H.H	4	3									
237B	1	12	Name of H.H	2	2									
237C	9													
238B	2	13	Name of H.H	1	1									
239B	1	14	Name of H.H	5	4									
240B	1	15	Name of H.H	9	6									
241B	1	16	Name of H.H	15	9									
(1)	1	17	Name of H.H	1	1									
243B	1	18	Name of H.H	3	2									
244B	1	19	Name of H.H	5	4									
245B	1	20	Name of H.H	10	8									
246B	1	21	Name of H.H	12	8									
247B	1	22	Name of H.H	6	5									
248B	1	23	Name of H.H	9	8									
249B	1	24	Name of H.H	3	2									
250B	2	25	Name of H.H	1	1									
251B	1	26	Name of H.H	5	4									
252B	1	27	Name of H.H	6	6									
253B	1	28	Name of H.H	7	4									
254B	1	29	Name of H.H	14	9									
255B	1	30	Name of H.H	5	4									
256B	1	31	Name of H.H	4	3									
257B	1	32	Name of H.H	6	5									
258B	1	33	Name of H.H	12	9									
259B	1	34	Name of H.H	4	2									
(1)	1	35	Name of H.H	15	12									
261B	1	36	Name of H.H	4	2									
262B	1	37	Name of H.H	6	5									
701D	1	38	Name of H.H	10	8									
702D	1	39	Name of H.H	12	10									
703D	1	40	Name of H.H	4	3									
704D	1	41	Name of H.H	1	1									
705D	1	42	Name of H.H	6	5									
706D	1	43	Name of H.H	9	8									
707D	1	44	Name of H.H	9	8									
708D	1	45	Name of H.H	1	1									
709D	1	46	Name of H.H	4	3									
710D	1	47	Name of H.H	5	4									
711D	1	48	Name of H.H	6	5									
712D	1	49	Name of H.H	12	12									
713D	1	50	Name of H.H	4	3									

### Exercise IV

Complete the following block based on the information given in exercise III

Hg/sb no.	Second stage stratum (SSS)	Total population	Total number of households listed (H1, H2, H3, H4 as given in Block 4)	Total number of household selected (h1, h2, h3, h4 as given in Block 4)
2	3	5	4	5
1	SSS1 (1)			
	SSS2 (2)			
	SSS3 (3)			
	SSS4 (4)			
	ALL (5)=(1)+(2)+ (3)+(4)			
2	SSS1 (6)			
	SSS2 (7)			
	SSS3 (8)			
	SSS4 (9)			
	ALL (10)=(6)+(7)+ (8)+(9)			
Total	SSS1 (11)=(1)+(6)			
	SSS2 (12)=(2)+(7)			
	SSS3 (13)=(3)+(8)			
	SSS4 (14)=(4)+(9)			
	ALL (15)=(11)+(12)+ (13)+(14)			

### Exercise I : Answer Sheet

Unique Code : With hg/sb formation				
FSU Code	Hg/sb No.	Stratum No.	Household No.	Unique Code
12926	1	1	01	129261101
	1	2	01	129261201
	1	2	02	129261202
	1	3	01	129261301
	1	3	02	129261302
	1	3	03	129261303
	1	3	04	129261304
	1	4	01	129261401
	1	4	02	129261402
	1	4	03#	129261403#

13th household number as given in the exercise does not exist or possible. The correct code is 03 and therefore the unique code is '129261403'

Unique Code : Without hg/sb formation				
FSU Code	Hg/sb No.	Stratum No.	Household No.	Unique Code
14061	1	1	01	140611101
	1	2	01	140611201
	1	2	02	140611202
	1	3	01	140611301
	1	3	02	140611302
	1	4	01	140611401
	2	1	01	140612101
	2	2	01	140612201
	2	2	02	140612202
	2	3	01	140612301
	2	3	02	140612302
	2	4^	01	140612401^

^ The 5th stratum does not exist as per the laid down criteria under the survey. The possible numbers are 1-4.

## Exercise II : Answer Sheet

Solve the following exercise on the basis of given information

Present Population of an FSU in rural area = 2700

No. of hg/sb formed (D) = 5

Sl. No. of hg/sb	Population in Percentage	Sampling Sl. No. of the hg/sb	Sample hg/sb No.
(1)	(2)	(3)	(4)
1	18.5	1	
2	21.9	'0'	1
3	20.0	2	2
4	17.8	3	
5	21.9	4	

Using Fth column of Random table, 6 is the first single digit number and is less than the maximum multiplier at one digit level i.e. 8. Then the remainder of  $8 \div 4$  is 2 and sampling sl. no. 2 is selected as hg2.

Sample hg/sb	Frame Size (H)	Sample Size (h)	Range of admissible numbers	Random Number bu using Column 'F'	If selected, serial number of sample household in the frame
(1)	(2)	(3)	(4)	(5)	(6)
SSS in hg/sb 1	H1=11	h1 =1	01 to 99	12	1
	H2=100	h2 =2	00 to 99	82	82
				36	36
	H3=198	h3=2	01 to 990	357	159
				182	182
H4=5	h4 =1	0 to 9	2	2	
SSS in hg/sb 2	H1=4	h1=1	1 to 8	0	rejected
				1	1
	H2=80	h2=2	01 to 80	71	71
				04	4
	H3=150	h3=2	001 to 900	215	65
578				128	
H4=8	h4=1	1 to 8	7	7	

### Exercise III : Answer Sheet

house number	Use of house (code)	household serial number	Name of head of household		Household size	Number of members aged 15 years & above	sampling serial number				sample household number Schedule 'B'				sl. no. of the selected household & stratum no (in brackets)
							SSS1	SSS2	SSS3	SSS4	sss1	sss2	sss3	sss4	
							H1=5	H2=13	H3=14	H4=18	h1 = 1	h2= 2	h3 = 4	h4 = 3	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	15
226B	1	1	Name of H.H		8	6				√ 1					
227B	1	2	Name of H.H		6	5			√ 1						
228B	1	3	Name of H.H		7	4			√ 2				3		3(3)
229B	1	4	Name of H.H		12	7				√ 2					
(1)	1	5	Name of H.H		8	4			√ 3				4		4(3)
(2)	1	6	Name of H.H		6	3			√ 1						
232B	1	7	Name of H.H		5	2			√ 2						
(1)	1	8	Name of H.H		4	3			√ 3						
(2)	1	9	Name of H.H		12	8				√ 3					
(3)	1	10	Name of H.H		14	9				√ 4					
236B	1	11	Name of H.H		4	3			√ 4						
237B	1	12	Name of H.H		2	2			√ 5						
237C	9														
238B	2	13	Name of H.H		1	1	√ 1								
239B	1	14	Name of H.H		5	4			√ 4						
240B	1	15	Name of H.H		9	6				√ 5					
241B	1	16	Name of H.H		15	9				√ 6					
(1)	1	17	Name of H.H		1	1	√ 2								
243B	1	18	Name of H.H		3	2			√ 6						
244B	1	19	Name of H.H		5	4			√ 5						
245B	1	20	Name of H.H		10	8				√ 7					
246B	1	21	Name of H.H		12	8				√ 8					
247B	1	22	Name of H.H		6	5			√ 6						
248B	1	23	Name of H.H		9	8				√ 9					
249B	1	24	Name of H.H		3	2			√ 7						
250B	2	25	Name of H.H		1	1	√ 3				1				1(1)
251B	1	26	Name of H.H		5	4			√ 7						
252B	1	27	Name of H.H		6	6				√ 10				1	1(4)
253B	1	28	Name of H.H		7	4			√ 8				1		1(3)
254B	1	29	Name of H.H		14	9				√ 11					
255B	1	30	Name of H.H		5	4			√ 9						
256B	1	31	Name of H.H		4	3			√ 8			2			2(2)
257B	1	32	Name of H.H		6	5			√ 10				2		2(3)
258B	1	33	Name of H.H		12	9				√ 12					
259B	1	34	Name of H.H		4	2			√ 9						
(1)	1	35	Name of H.H		15	12				√ 13					
261B	1	36	Name of H.H		4	2			√ 10				1		1(2)
262B	1	37	Name of H.H		6	5			√ 11						
701D	1	38	Name of H.H		10	8				√ 14				2	2(4)
702D	1	39	Name of H.H		12	10				15				3	3(4)
703D	1	40	Name of H.H		4	3			√ 11						
704D	1	41	Name of H.H		1	1	√ 4								
705D	1	42	Name of H.H		6	5			√ 12						
706D	1	43	Name of H.H		9	8				√ 16					
707D	1	44	Name of H.H		9	8				√ 17					
708D	1	45	Name of H.H		1	1	√ 5								
709D	1	46	Name of H.H		4	3			√ 12						
710D	1	47	Name of H.H		5	4			√ 13						
711D	1	48	Name of H.H		6	5			√ 14						
712D	1	49	Name of H.H		12	12				√ 18					
713D	1	50	Name of H.H		4	3			√ 13						

SSS	SSS1	SSS2	SSS2	SSS3	SSS3	Skipped 99	SSS3	Skipped 52- HH already selected	SSS3	SSS4	SSS4	Skipped 00	SSS4
Sample Sl. No.	01	01	02	01	02		03		04	01	02		03
Random NO.s used	8	88	73	78	66		16		45	10	32		51
Select HH No.	3	10	8	8	10		2		3	10	14		15

### Exercise IV : Answer Sheet

Complete the following block based on the information given in exercise II

Hg/sb no.	Second stage stratum (SSS)	Total population	Total number of households listed (H1, H2, H3, H4 as given in Block 4)	Total number of household selected (h1, h2, h3, h4 as given in Block 4)
2	3	5	4	5
1	SSS1 (1)	5	5	1
	SSS2 (2)	51	13	2
	SSS3 (3)	83	14	4
	SSS4 (4)	200	18	3
	ALL (5)=(1)+(2)+ (3)+(4)	339	50	10
2	SSS1 (6)			
	SSS2 (7)			
	SSS3 (8)			
	SSS4 (9)			
	ALL (10)=(6)+(7)+ (8)+(9)			
Total	SSS1 (11)=(1)+(6)	5	5	1
	SSS2 (12)=(2)+(7)	51	13	2
	SSS3 (13)=(3)+(8)	83	14	4
	SSS4 (14)=(4)+(9)	200	18	3
	ALL (15)=(11)+(12)+ (13)+(14)	339	50	10

A	B	C	D	E	F	G	H	I	J	K	L	M	N
83373	80169	89782	60942	47461	61347	19690	44661	43189	74164	81237	86577	70555	18621
47866	33575	03004	68160	72692	12213	67092	75896	02599	22489	62819	88714	64147	37848
90186	33171	30775	84846	49193	82709	55602	63483	13281	63888	85509	73760	09008	03263
47057	89118	36375	21162	13685	36116	68824	97259	38511	14753	32912	78437	68419	25030
28639	91255	29966	40389	56006	35712	96595	13944	15013	11808	21421	66024	79101	92986
51329	76301	74828	05804	12876	18217	02195	50261	79505	65215	34643	99800	04331	43852
98731	07536	34239	27571	94459	20353	69228	69487	21826	38252	62415	16485	54274	14349
60683	95123	44920	95527	17149	05399	40648	08345	52138	20758	41457	52802	45325	67756
00463	28898	43593	46393	64551	10076	00059	56670	60279	22894	08490	45470	61088	40793
01677	92468	93536	90332	99945	71105	84182	98068	29853	81382	79910	10885	91400	96741
80719	28785	84587	43738	39725	04881	82855	22376	03813	86059	12763	32653	99540	98877
74310	74569	26907	43334	67496	21567	59356	19430	65765	00204	23444	00609	95672	83923
19171	13426	57220	25839	46538	57883	50406	72837	05545	07422	48675	51474	69633	15158
78582	35193	65360	27976	40130	77110	92727	72433	33316	24108	25176	21971	31584	02745
89264	03149	61492	13022	84991	15967	23039	28380	12358	60424	16226	75378	44807	36521
14494	54015	35452	17699	44402	64292	31180	30516	05949	79650	31989	74973	99136	26648
90995	24512	97404	05286	55083	32248	27312	15562	50811	45066	88859	30921	78178	89523
82046	04477	10626	39061	80314	83114	01272	20240	10222	66833	97000	33057	71769	08749
97809	77514	38398	55747	56815	53611	63224	34384	20903	34789	93132	18103	16631	47606
54679	60020	43998	92064	21308	07017	76446	41602	46134	85655	40534	49338	76042	95932
36262	62156	37589	11290	63628	06613	04218	58288	22635	56152	29044	36925	86723	37330
58951	47202	82450	76705	20499	62560	09817	94604	87127	09558	42266	70701	11954	88196
06354	51879	41861	98472	02081	64697	03408	13831	29448	09154	70037	87386	88455	85250
94863	39466	52543	66428	24771	49743	48270	79246	86318	91659	75637	23703	52947	38657
08086	73242	77773	17294	72174	80978	07681	01013	67901	93795	42670	42929	95268	11694
35857	89927	27716	87791	34125	68565	18362	68969	90591	78841	14090	81787	25580	94200
14899	26244	18767	41198	73905	02340	17035	19835	37993	83518	73501	30112	33721	96336
08490	45470	61088	40793	01677	92468	93536	90332	99945	71105	84182	98068	29853	81382
79910	10885	91400	96741	80719	28785	84587	43738	39725	04881	82855	22376	03813	86059
12763	32653	99540	98877	74310	74569	26907	43334	67496	21567	59356	19430	65765	00204
23444	00609	95672	83923	19171	13426	57220	25839	46538	57883	50406	72837	05545	07422
48675	51474	69633	15158	78582	35193	65360	27976	40130	77110	92727	72433	33316	24108
25176	21971	31584	02745	89264	03149	61492	13022	84991	15967	23039	28380	12358	60424
16226	75378	44807	36521	14494	54015	35452	17699	44402	64292	31180	30516	05949	79650
31989	74973	99136	26648	90995	24512	97404	05286	55083	32248	27312	15562	50811	45066
88859	30921	78178	89523	82046	04477	10626	39061	80314	83114	01272	20240	10222	66833
97000	33057	71769	08749	97809	77514	38398	55747	56815	53611	63224	34384	20903	34789
93132	18103	16631	47606	54679	60020	43998	92064	21308	80459	49888	15044	19576	59097
13976	22780	49484	69374	09704	35598	11031	84732	37071	80055	77660	31730	96077	29594
02486	10367	60165	10772	32393	20644	55892	50147	93941	36002	83259	68046	60569	83000