



ECONOMIC CENSUS

Data for Development

Seventh Economic Census 2019

Schedule, Concepts, Definition and FAQs

Ministry of Statistics and Programme
Implementation

1. Important Concepts & Definitions

1. **Urban Area** – An Urban area is classified based on the following criteria:
All places with a municipality, corporation, cantonment board or notified town area committee, etc., Or
All other place satisfying the following three criteria simultaneously:
 - A minimum population of 5,000
 - At least 75% of male working population engaged in non-agricultural pursuits
 - A population density of at least 400 per sq. km.

The first category of urban units is known as Statutory Towns while the second category of towns is known as Census Towns, identified based on last population Census.

2. **Rural Area**– All areas, which are not identified as urban. The basic unit for rural areas is revenue village.
3. **Urban Frame Survey (UFS) Block**– UFS block has been envisaged to be a compact area unit, with 80-200 households in general and UFS block is bounded by well defined, clear-cut natural boundaries to the extent possible. UFS blocks are mutually exclusive and exhaustive so that UFS blocks carved out in any given town add up to the total area of the town.
4. **Investigator (IV) Unit** – The term ‘Investigator Unit (IV Unit)’ is simply a connotation used for an intermediate unit between town and UFS (Urban Frame Survey) blocks within the town. By convention it is a geographically compact and clearly demarcated area with a population of about 20,000. In terms of number of blocks, an IV Unit generally consists of about 20 to 50 UFS blocks.
5. **Enumeration Area (EA)** – A clearly demarcated area allotted to a specific Enumerator for the purpose of carrying out of 7th Economic Census Operations. In urban areas, the UFS (Urban Frame Survey) Block would be used as the base unit for the actual enumeration process. In rural areas, a Village would be used as the base unit for the actual enumeration process. However, in large village, the village may be broken into smaller areas each of which will form a separate EA.
 - (i) Large villages may be broken along roads, streets, nallah etc. which are easily distinguishable in the field. In case the village has ward-wise map, ward boundaries may itself be taken as means of demarcating EA boundaries. It will be advisable that a notional map of the village is made for demarcating Enumeration areas. As a guiding principle, a village having more than 400 households (roughly 2000 population) may be divided in smaller EAs such that each of the EA have more or less 400 households., though fixation of

boundary is more important than the number of households/populations in the EAs.

- (ii) As an enumerator, the primary role is to collect the required information on the identified parameters using the mobile application & ensuring 100% coverage and accuracy of the data in your allocated area. Care needs to be taken to list all the structures and households/ establishments found in the structure located within your EA. It is to be ensured that each household is visited and enquired and no establishment either located within the household or outside but without fixed structure run by household members, is left out, for which necessary probing has to be made in the household.
- (iii) At times, some households living in the buildings built in fields away from the main habitation but within the boundary of the village / UFS Block. You are required to cover such isolated buildings/households also. However, some of such households may have another residence in the main habitation. In such cases you have to enumerate the households at only one place. In case of rural area, village means revenue village which includes main habitation as well the agriculture / non-agriculture field.

6. **Economic Census (EC) House** – a building or a part of a building having a separate main entrance from the road or common courtyard or staircase, etc. used or recognized as a separate unit. It may be occupied or vacant. It may be used for residential, commercial or for both purposes.

- a. **Residential** – all EC houses being used for residential purposes. It is possible that there might be some entrepreneurial activity taking place within the house by its residents or outside but not from any fixed structure. Such economic activities will be captured from the households.
- b. **Commercial** – all EC houses with a fixed location where primarily some commercial / entrepreneurial activity is taking place. The primary determining factor in such cases are establishments with 'fixed structures' (refer Para 11).
- c. **Others** – EC house that is not falling under either Residential or Commercial category. Example like, pump house, religious places, grain store/ godown meant for storing farm produce, trading commodities, manufactured goods etc. owned by the owner himself.

Apart from this, the permanent closed EC houses and those building/structures which are excluded from the purview of 7th EC such as Government offices, Defence establishments, International Organisations, etc. comes under the category of Others. However if there is any economic activity happening within such structures which are within the purview of 7th EC, they will be counted as a separate EC house under Residential or Commercial category and enumerated.

7. **Household** – A group of persons normally living together and taking food from a common kitchen constitutes a household. A household may contain one or more

members. Members of the household may or may not be related by blood. It includes temporary stay-away (those whose total period of absence from household is expected to be less than six months) but excludes temporary visitors and guests (with expected total stay of less than 6 months).

There may be a household of persons related by blood or a household of unrelated persons or having a mix of both but satisfying above condition of a household. Examples of households having unrelated persons / members are boarding houses, messes, hostels, rescue houses, jails, ashrams, etc. These are called 'Institutional Households'.

8. **Establishment** – An establishment is a unit situated in a single location in which predominantly one kind of entrepreneurial activity is carried out such that at least a part of the goods and / or services produced by the unit goes for sale (i.e. entire produce is not for sole consumption). Establishments may be located at Residential or Commercial EC house.

Thus, for example, activities of tutoring of own children and stitching of garments for the use of household members will not be listed as establishments. But if a person runs a coaching centre or tailoring shop, the entrepreneurial activity will be enumerated as an establishment.

An entrepreneurial activity may be carried out from a fixed or without fixed structure outside of the house, or those even within the house. Few examples of fixed structure establishment are: workshop, factory, manufacturing plant, warehouse, shop, office, firm, school, hospital, depot, mine, etc.

9. **Entrepreneurial Activity** - Entrepreneurship is the act of being an entrepreneur. An entrepreneur is owner or manager of a business unit, who, by risk and initiative, attempts to make profits". The key words here are "risk" and "profits". Any activity that is undertaken keeping profits in mind and which involves a certain risk to the investments made, is generally an entrepreneurship activity.

E.g. if a homemaker makes pickles at home to sell to neighborhood families, she is investing on the raw material & her time to make the pickle and there is the incumbent risk of the sale not happening. This is an Entrepreneurial activity. On the other hand, if the same housewife is contracted by a pickle manufacturer to make pickles for them, she gets the supplies from the same manufacturer & gets paid a fixed amount per month in wages, this will not be classified as an Entrepreneurial activity. However, if payment is in piece rate, it will be classified as Entrepreneurial activity. (Payment on piece rate gives her autonomy to make decisions regarding the quantity of pickles she makes.)

10. **Enterprise:** An Enterprise in Economic Census is defined as an undertaking / firm / agency that has multiple establishments. Similar to establishment, 'Enterprise' is also engaged in production and / or distribution of goods and / or services other than for

the sole purpose of own consumption. Further, similar to establishment, enterprise also has autonomy in respect of financial and investment decision making, as well as the authority for allocating resources for production of goods and services.

However, unlike an establishment, an enterprise may be engaged in one or more economic activities at one or more locations. Further, unlike other establishments, establishments under an Enterprise have limited or negligible autonomy in respect of financial and investment decision making, as well as in allocating resources for production of goods and services. Thus, all units of an enterprise (which may be located at different places and engaged in different economic activity) are to be enumerated separately as establishment. The headquarter (main office) of the enterprise may also be enumerated as an establishment.

Examples of enterprise and related establishments may be State Bank of India head office and its branch offices, DPS society and Delhi Public Schools at different locations, Reserve Bank of India and its regional offices, SBI corporate office and its branches, A restaurant with sweet manufacturing branches at different locations.

The unit of enquiry of the seventh Economic Census is an Establishment and not the Enterprise.

11. **Fixed Structure** - In the context of the Economic Census, it is important to understand what is a fixed structure. All structures having walls and a roof are considered as fixed structures. They may be concrete, mud, wood or any other material. The guiding principle for identifying a fixed Structure is its stability and permanency. However, if the structure is mobile in nature even though it is permanent, it will not be treated as a fixed structure.

E.g. permanent stalls and kiosks at malls, airports and railway stations, etc. will be included in fixed structures whereas ice-cream vendors, vending stalls with wheels, mobile market, weekly markets, etc. will not be considered as a fixed structure.

NOTE: If the establishment is not operating from a fixed structure, it will be enumerated at a household in the Residential EC House category. In cases where a fixed structure is temporarily created for a short period, this will be also enumerated at a household in a Residential EC House. On the other hand, establishments with fixed structures will be captured/ enumerated at the site/ location where it exists.

12. **Nature of Economic Activity:** Each establishment has been assigned a National Industrial Classification (NIC) 2008 3 Digit Code in the 7th Economic Census. Following are six major economic activity sectors:
- a. Primary
 - b. Manufacturing
 - c. Electricity, Gas & Water Supply
 - d. Construction
 - e. Trade

f. Services

Primary: An activity of extracting a produce of nature, with or without using machinery/equipment, is termed as Primary activity. Thus, all activities covered by Section A (excluding Group 011 & Group 012) and Section B of NIC – 2008 are considered as 'Primary' for the purpose of the economic census.

Manufacturing: An activity that leads to physical or chemical transformation of materials, substances or components into new products. Maintenance and repair activity of industrial, commercial and similar machinery and equipment, which are in general classified in the same class of manufacturing were also included. Thus, all activities covered by NIC – 2008 divisions 10 to 33 of NIC- 2008 are considered as 'manufacturing' for the purpose of the economic census.

Electricity, Gas & Water Supply: Activities pertaining to electric power generation, transmission, distribution, manufacture of gas, distribution of gaseous fuels, steam, water collection, treatment & supply, etc. are considered under this sector. Thus, all activities covered by NIC–2008 divisions 35 and 36 are considered as 'Electricity, Gas & Water Supply' activities.

Construction: Activities such as construction of building, road, railways, utility and civil engineering projects, demolition, electrical & plumbing installation activities etc. are considered as 'construction' for the purpose of the economic census. Thus, all activities covered by NIC–2008 divisions 41 to 43 are considered as 'construction' activities.

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-2008 divisions 45 to 47 was treated as trade in economic census. 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 were also treated as trade. The activities of purchase and sale agents, brokers were also covered under Trade.

Services: All activities that are carried out for the benefit of a consuming unit (at its demand) and typically results in changes in the condition of consuming units, are considered as Service in the economic census. All activities under NIC–2008 Sections E–U except sections F (construction), G (trade) are considered as service activities. However, Sections O (Public administration and defence; compulsory social security), T (Activities of households as employer; undifferentiated goods and services producing activities of households for own use) and U (Activities of extraterritorial organizations and bodies) are excluded from coverage of economic census.

Economic Activities as per NIC 2008 is placed as Annex to this document.

Sector	NIC-2008 Section	Division	Illustrative Group
Primary	A and B	01, 02, 03, 05, 06, 07, 08, 09	013, 014, ..., 099
Manufacturing	C	10-33	101,..., 332
Electricity, Gas & Water Supply	D, E (Partly)	35, 36	351, 352, 353, 360,
Construction	F	41-43	410,...439
Trade	G	45-47	451,...., 479
Service	E (partly), H, I, J, K, L, M, N, P, Q, R, S	37-39; 49-53; 55-56; 58-63; 64-66; 68, 69-75; 77-82, 85; 86-88; 90-93, 94-96	370, 381,...383, 390, 491, 990

13. Treatment of multi-activity establishment: It is possible that more than one entrepreneurial activity is carried out by the same establishment. If the book of account is not separable for each activity and it is difficult to segregate the number of workers performing each specific activity, then it should be treated as one establishment with one major activity. Only description of major activity is to be recorded in activity category code. If the book of accounts are separable, information on all such economic activity should be captured.

13.1 The major activity or the dominant activity can be recognized on the basis of income, turnover/receipts or number of workers depending on the information readily available during the enquiry. For example, if a tailor sells cloth in addition to his tailoring work but does not maintain separate accounts for each, then enumerator should find out the major activity by inquiring from him the activity from which he gets greater sale or in which he employs more people etc. That will be shown as the major activity of the establishment.

14. Types of Ownership

14.1 PRIVATE SECTOR ESTABLISHMENTS

14.1.1 Establishment owned / managed by a single entrepreneur or a group of entrepreneurs with no or negligible control of government (in terms of decision making, management and shares holding) will be treated as private sector establishment.

All establishments which are not Government / Public Sector establishments will be treated as Private sector Establishments.

Private sector establishments are classified into one of the following:

14.1.1 Proprietary Establishments: When an entrepreneur is the sole owner of an establishment it is a Proprietary one. When Hindu Undivided Family (HUF) is the owner of an establishment, the establishment is also treated as Proprietary in the 7th EC.

14.1.2 Partnership Establishments: Partnership is defined as the 'relation between entrepreneurs who have agreed to share the profits / losses of a business carried on by all or anyone of them acting for all'. In a Partnership, there may be two or more entrepreneurs, belonging to the same or different households, with or without formal registration (i.e., there is a tacit understanding about the distribution of profit / loss among the partners). All formal partnerships (i.e., those registered under Partnership Act, 1932) will also be counted as partnership establishment in the economic census.

Household based partnership establishments will be enumerated in the household of the partner who takes major decisions.

14.1.3. Society / Cooperatives: A cooperative is "an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise". Examples could be:

- businesses owned and managed by the people who use their services (a consumer cooperative)
- organizations managed by the people who work there (worker cooperatives)
- second- and third-tier cooperatives whose members are other cooperative

14.1.4 Self Help Groups: A self-help group (SHG) is a financial intermediary usually composed of 10–20 local women or men.

Members make small regular savings contributions over a few months until there is enough money in the Group to begin lending. Funds may then be lent back to the members or to others in the village for any purpose. Many SHGs are 'linked' to banks for the delivery of micro-credit.

An SHG may be formed initially as a financial intermediary and later all or some members may be engaged in Group-based non-financial activities. Examples of such group-based activities may be collective organization of marketing for the produce of individual establishments setup using SHG's micro-credit, particularly milk collection centres/ diary cooperatives at village level.

SHGs may be formal (registered) or informal.

An SHG will be considered as eligible enterprise for the purpose of census if the total number of days of operation of that SHG in last 365 days is at least 15 days. Working days will include- a) days of meeting, b) days of interaction with the bank for purpose of deposit/withdrawal/loan/repayment etc., c) days of performing other jobs related to SHG like maintenance of register.

Household based SHG may be listed in the house of the President/Secretary/Treasurer.

The members (including office bearers) performing the activities of the SHG by drawing remuneration, will be treated as hired workers.

14.1.5 Private Corporate Sector Establishments: Private sector establishments registered under the Companies Act 2013 would be treated as private corporate sector establishment. Private corporate sector includes non-government companies as well as non-government establishments registered under Limited Liability Partnership Act, 2008.

14.1.6. Club / Trusts / Associations / Body of Individuals: All remaining Non-government private sector establishments (i.e., excluding Proprietary, Partnership, Society / Cooperatives, Self Help Groups and private corporate sector) would be treated as Club / Trusts / Associations / Body of Individuals (collectively called Other Private Sector Establishments) in the 7th EC.

14.2 GOVERNMENT /PUBLIC SECTOR ESTABLISHMENTS:

14.2.1 Establishments which are wholly owned / run / managed by Central or State governments, quasi-government institutions, local bodies (like Panchayat, Zilla Parishad, City Corporation, Municipal authorities, etc.,) are treated as Government/public sector establishment. Autonomous bodies (like Universities, Education boards, etc.) and institutions (like schools, libraries, hospitals, etc.) setup by the government agencies or those running under control of government agency will also be treated as government/public sector establishment.

14.2.2 An establishment should not be treated as a government/ public sector establishment if it is run on a loan granted by government, local body, etc.

14.2.3 Government/ Public Sector Establishment includes Government Companies, Public Corporations and Government Departments.

Government Companies - government owned/controlled establishments registered under any statute such as the Companies Act 2013, LLP Act 2008, Cooperative Societies Act 1912, Trust Act 1882, Societies Registration Act 1860.

Public Corporations i.e. Government owned/controlled establishments that are registered under other sector specific (such as Banking, Insurance, Infrastructure, etc.) statutory Act including autonomous bodies like Universities, Education boards, etc. and institutions (like schools, libraries, hospitals, etc.) setup by the government agencies or those running under control of government agency and

Government Departments i.e., government owned/controlled establishments that

are engaged in commercial activities. Produce by government departmental establishments are generally public utility good and services that are made available to people for their welfare at substantially lower prices than their cost. Government establishments engaged in providing railway transportation, postal services, school, health, drinking water and sanitation, recreation, art and culture, public utilities roads, electricity, etc. to people are few examples of Government Departments.

14.2.4 Only locational details and economic activity are being captured for Government /Public Sector Establishments in the 7th EC. However, any establishment that is operating within the premises of a Government /Public Sector establishment shall be counted and enumerated as usual.

15. Nature of Operations

15.1 If the entrepreneurial activity is carried on or likely to be carried on throughout the year more or less regularly, it is treated as **perennial activity**.

15.2 If the activity of the establishment is confined to a particular season i.e. fixed months of a year, the same is called the **seasonal activity**. For the establishments to be categorized in this category it is essential that the same must have been operational for at least 15 days in the last season in the last 365 days.

15.3 The economic activity of the establishment which is neither perennial nor seasonal is termed as **casual**. For the establishments to be categorized in this category it is essential that the same must have been operational for at least 30 days during the last 365 days.

15.4 In case of casual entrepreneurial activity; it is carried out occasionally depending upon the availability of time and resources. Care has to be taken to list all the establishments (including the newly started ones) which are 'existing' on the date of field work, although may not be found working on the day of fieldwork due to temporary closure as may be the case for many seasonal establishments and even perennial or casual establishments.

15.5 The economic activity performed in the establishment may sometimes help in deciding its nature of operation. A newly started establishment is to be categorized as perennial/seasonal/casual on the basis of economic activity performed by it and also its intention to carry out the activity for the year or season.

Examples of types of establishments by nature of operations

15.6 A new shop is opened in a locality selling 'crackers' for a period of 30 days during Deepawali festival, it would be categorized as '**casual**'. If the shopkeeper intends to keep it open for at least 15 days during festive season, it would be treated as '**seasonal**'. On the other hand, if the shopkeeper intends to run this shop throughout the year, it would be categorized as '**perennial**'.

15.7 Likewise, a newly opened medical shop, barber shop or provision shop (*parchun ka dukan*) would normally be treated as perennial, as the activities performed by these establishments are generally continued throughout the year.

16. Manufacturing Services

This covers the services provided by an establishment in transforming the physical inputs / material inputs owned by other establishments or other households. A Manufacturing Service establishment provides manufacturing services that utilizes its own inputs (such as capital, labour and energy) to transform the material inputs owned (and provided to it) by other establishment or households.

17. Exporting Unit

An establishment, a part of whose production of goods and/or services is exported is considered as an Exporting unit in 7th EC. Earning in foreign exchange is an essential criterion for classifying a establishment as Exporting Unit.

18. Services Export

All establishments that are engaged in exporting services (services defined in NIC-2008 codes) to overseas clients are to be recorded. Example could be Home Tutorials, Transcription Services, Web Site Creation, Tele-Medicine, Back Office work etc over the internet to foreign client.

19. Major Source of Finance

An establishment may seek funds for running the establishment or for expanding its activities from several financing or lending agencies or persons. For filling up this field, the agency or an institution to which the establishment owes highest loan liability and unpaid on the day of visit, that agency is to be considered as the major source of finance.

For example, an establishment has to pay a balance sum of Rs.10 lakhs to a bank whereas it has to pay a balance sum of Rs.5 lakhs to moneylender on the day of visit. In such a situation major source of finance is borrowing from financial institution (bank) and suitable code is to be recorded for this item.

If the establishment does not have any liability on the date of survey, the source of finance should be taken as "self-finance", irrespective of the facts that it had any loan liability in the past or not. The details of the codes are as under:

Source of Finance	Code
Self-Finance – funds raised through own savings / income	1

Loan from private money lenders – this category includes money borrowed from local / informal sources – typically at a higher rate of interest as compared to the formal sources & may or may not include a collateral against the loan	2
Interest-free loan from friends & relatives – this is money borrowed from friends and / or relatives to finance the establishment	3
Loan from cooperative banks and societies – there are many small cooperative banks and societies that give money on interest. Any funds taken from such institutions fall under this category	4
Loan from Commercial Banks and Institutional Agencies – funds borrowed from regular commercial banks & agencies such as – NBFCs (Non-banking financial corporations) like Mahindra and Mahindra financial services, Muthoot, etc.	5
Loan from Central and State level lending institutions – institutions such as National Small Industries Corporation (NSIC), Small Industries Development Bank of India (SIDBI), State Financial Corporations (SFC's), Khadi & Village Industries Commission (KVIC), State Industrial Development Corporations, etc.	6
Loan from Self Help Groups (SHGs)/Micro Finance Institution- availing finance from SHG by the virtue of being its member. SHGs pool their resources/savings and keep it with the bank in the name of SHG. This is a common fund from where it disburses the loans. Examples of MFIs are Grameen banks, RRBs (Regional rural banks), Joint Liability Groups and other rural cooperatives.	7
Direct financial assistance from Central/State/Local Government – This form of assistance is basically availed via any form of affirmative action taken by the Government through schemes and programmes. Examples: PMKSY (PM Krishi Sichai Yojna), MUDRA scheme, STAND UP & START UP INDIA, KALIA scheme, RYTHU BANDHU scheme , etc.	8
Others- In case the enumerator is unable to get any information about the source of finance for the business of the respondent (after sufficient probing / persuasion), he /she can classify the case here. It must be noted that if there are multiple sources of finance, the one with the higher outstanding amount shall be considered and enumerated.	9

20. Number of persons engaged (on the last working day): Workers can be classified into 3 types:

- 20.1 **Hired Workers:** These are workers who are hired to perform a pre - determined task at a specified remuneration (fixed or variable partly or wholly). This is regardless of the days worked with an organization. The number of workers being paid wages on usual basis will be taken as hired workers.

20.2 Non-Hired Workers: This category may include household members/spouse/siblings/children/relatives, etc. Such workers will be working in the establishment on a fairly regular basis i.e. usually working on a working day. The primary motive of such workers is not monetary.

20.3 Contractual Workers engaged through a contractor or agency: Persons, engaged by the establishment through a contractor or agency, are treated as Contractual Workers engaged through a contractor/agency. Such persons, although work at the establishment's premise, they are not directly paid by the establishment.

Further, such persons are counted as hired worker of the contractor/agency and paid by the said contractor/agency (which is also an establishment).

20.4 Example: Security Guards are on the payroll of another establishment (contractor/agency) & not the establishment where they are physically working.

20.5 Important Points to Remember

20.5.1 The total number of persons i.e. workers working on the last working day prior to the date of field work in the establishment is to be reported. This will include all persons whether hired or not. The workers with age less than 15 years (i.e. child workers) are also to be included.

20.5.2 Household members whether paid or not, if engaged in any of the activities carried out by the establishment will be included.

20.5.3 The figure of number of persons is a position on the last working day for perennial/casual establishment and the last day of the working season for seasonal establishment. This also includes both supervisory and primary workers.

20.5.4 A worker need not mean the same person is continued but refers to a position. Part time workers are also treated employees.

20.5.5 In case of regular wage employees, those found absent on the last working day due to sickness, leave, etc. are also to be counted.

20.5.6. Total number of Contract Workers engaged through an agency/ contractor and working in the establishment (e.g. security, cleaning, nursing, midwife, etc.) should be counted against the column "Contractual workers employed through an agency/ contractor" at the place of work (establishment). However, they should also be counted at the agency on whose pay rolls they are engaged as hired workers.

20.5.7 Salespersons appointed by an establishment for selling / marketing its produce or services of an apprentice, supporting workers, paid or unpaid are also to be treated

as hired workers. The owner, running the establishments would also be considered as a worker, but he/she would be categorized under the category of non-hired worker.

20.5.8 Some establishments do not hire professionals like advocates, accountants, doctors etc., as their worker. These establishments engage such professionals on a fairly regular basis or on need basis. Such professionals work in one or more establishments and they have some autonomy to determine the charges receivable as well as volume of job performed by him/her. Such professionals usually receive charges for the service they render to establishments. Such persons are doing activity that is entrepreneurial in nature, and thus s/he will not be considered as workers of the establishments using their services. Instead, they will be considered as an establishment in their respective households.

20.5.9 If a professional is engaged by one or more establishment on a full-time or part-time basis, and when the professional does not have autonomy to determine the charges receivable and volume of job to be performed; in that case s/he will be treated as a worker in all such establishments. Apart from this, if the professional undertakes additional activity in another establishment, s/he would be treated as an establishment at household besides serving as a worker of the above establishments.

20.6 Self-employed: Persons who operate their own establishments or are engaged independently in a profession or trade on their own or with one or a few partners, are deemed to be self-employed entrepreneurs.

20.6.1 The essential feature of the self-employed entrepreneurs is that they have autonomy (i.e., how, where and when to produce) and economic independence (i.e., market, scale of operation and money) for carrying out their operation.

20.6.2 The remuneration of the self-employed entrepreneurs consists of an inseparable combination of two parts: a reward for their labour and profit of their establishments.

20.6.3 Self-employed professionals working on retainer ship on a regular basis on a fixed honorarium is to be treated as a worker. In case he works independently besides the retainer ship, he will be treated as a worker in each establishment, as well as, an entrepreneur (and counted as establishment at his household).

20.7 Entrepreneurship is the key differentiator for treating a professional as a Worker or as an establishment at household. Autonomy to take decisions while performing an economic activity, is an essential characteristic of entrepreneurship.

20.8 The self-employed persons (i.e. either the owner of the establishment or any family member assisting the owner in the establishment) who could not work on the last working day are to be included.

21. Investment in Plant & Machinery/ Equipment

21.1 This item has been introduced for the purpose of checking whether the establishment is a *micro, small or medium* enterprise. Ministry of MSME classifies an enterprise as micro, medium or small depending on the value (investment) of plant and machinery or equipment. In case of manufacturing establishments, value (investment) of plant and machinery will be considered. The value (investment) of equipment will be considered in case of services & trading establishments. This is the price at which the establishment acquired the plant & machinery/ equipment used in production at various points in time.

21.2 For manufacturing activities, investment in plant and machinery will be captured whereas for service activities, investment in equipment will be captured.

21.3 For the purpose of this item plant & machinery and Equipment are defined as under:

21.3.1 Plant & Machinery: Plant is generally the name given to an assembly of machinery /equipment/devices installed for the operation of entrepreneurial activities. Machinery means an implement or mechanical device used in the entrepreneurial activities.

21.3.2 Equipment: Equipment is defined as all instruments, office machines and such other electro mechanical or electronic appliances that are directly related to the service rendered but excluding furniture, fittings and other items not so related.

21.4 Value of these items refers to the initial investment. In case the existing plant & machinery/ equipment are purchased over different points of time, the original value (purchase value) of the same will be added up to arrive at the value as on last day preceding the date of enumeration.

21.5 All vehicles, power-driven or man/animal-driven, used for transporting persons, goods and materials by the establishment in connection with its activity will be covered by this item. If the equipment is used both for domestic as well as establishment purposes, the criterion to be followed is major time disposition of the equipment i.e., whether equipment is used more for domestic purpose or for use in establishment. Transport equipment that is occasionally rented out will be included if it is mainly used for the activities of the establishment.

22. Annual Turnover: Turnover is a measure of financial performance of an establishment. The total sale value of goods manufactured/traded and of services supplied by an establishment is considered as the turnover of an establishment. The annual turnover of an establishment (as per a range) is to be assigned as per Schedule code list.

23. Registration Details of Establishment: Information on primary registration for setting up of an establishment will be captured here. Multiple selections can be done from a

list of Central and State registering Authorities. A list of such Acts and their corresponding codes as given in code list is elaborated below:

Primary Registration Acts	Code
Shops and Establishment Act, 1953: It is one of the State Act for registering any commercial establishment. Sole intention of providing statutory obligation and rights to both employees and employers in the unorganized sector of employment.	1
Companies Act 2013 (incl LLP & Partnership Act): The Companies Act 2013 (earlier Companies Act 1956) is Indian company law which regulates incorporation of a company, responsibilities of a company, directors, auditors, dissolution of a company, etc. LLP Act 2008: LLP is a corporate business vehicle that is hybrid of companies & partnerships. LLP provides benefits of limited liability company, while allowing its members the flexibility for organizing their internal structure as a partnership.	2
Indian Trust Act 1882 (incl State Public Trust Act): Indian Trusts Act, 1882 is an Act related to private trusts and trustees. The act defines what would lawfully be called as a trust and who can be legally its trustees and provides definition for them.	3
Societies Registration Act, 1860: The Societies Registration Act, 1860 is a legislation which allows the registration of entities generally involved in the benefit of society - education, health, employment etc.	4
Co-operative Societies Act, 1912: An Act to facilitate the formation and working of Co-operative Societies and to consolidate and amend the law relating to Co-operative Societies.	5
Foreign Companies (not registered under the Companies Act 2013)	6
Not Registered	8
Any other Act (not covered above)	9

Once a primary registration Act is selected, the registration number, data & place of issue of registration certificate would be captured.

24. Additional Registration / Licenses:

Industry specific (i.e., specific to goods and/or services produced) additional registration/licensing of the establishment will be captured here. Usually, an additional industry specific registration/license requires prior primary registration of an establishment. As an establishment may be registered under more than one industry specific agency or authority, multiple selections can be done from a list of Central and State registering Authorities. A list of such additional registering authorities is given below:

Act Name	Code
Goods & Services Tax (GST) Act: GST is an indirect tax (or consumption tax) imposed on the supply of goods and/or services. It is a comprehensive multistage, destination-based tax. Comprehensive because it has subsumed almost all the indirect taxes except few. Multi-Staged as it is imposed at every step in the production process. All establishment having annual turnover more than Rs 20 lakh are mandated to register under the GST.	11
Factories Act, 1948: The Factories Act, 1948 has been enacted to regulate factories respect to occupational safety and health in factories and docks in India. Manufacturing establishments are mostly required to obtain Factories Act licenses.	12
Food safety and Standard Authority of India Act: FSSAI is responsible for protecting and promoting public health through the regulation and supervision of food safety. All food processing manufacturers, suppliers, hotel & restaurants are mandated to be registered under FSSAI.	13
Employee PF Organization/ Employee State Insurance Corporation: EPFO assists the Central Board in administering a compulsory contributory Provident Fund Scheme, a Pension Scheme and an Insurance Scheme for the workforce engaged in the organized sector in India.	14
Khadi and Village Industries Commission/ Board: It is an apex organisation under the Ministry of Micro, Small and Medium Enterprises, with regard to khadi and village industries within India, which seeks to - "plan, promote, facilitate, organise and assist in the establishment and development of khadi and village industries in the rural areas in coordination with other agencies engaged in rural development wherever necessary.	15
SSI / UAM	16
Development Commissioner of Handicraft / Handloom / Commodity boards (Coir board, Silk Board, Jute Commissioner etc.)	17

State Specific Licenses / registration (incl. Labour License / Trade License / Drug License / Factory License / Electricity Board / State Business Register / Other State Specific licenses)	18
No Additional Registration/Licenses	19
Any Other Registration / Licenses (not covered above)	99

Once an additional registration/license is selected, the registration/license number, data & place of issue of registration certificate/license would be captured.

25. Registration Details of Main office/Head office of the Establishment

Many a times, an establishment is an attached office (such as factory / warehouse / depot / wholesaler / retailer / sales & marketing / branch / franchisee, etc.) of another establishment (called, Main office / Head office / Registered office) that is located at a different premise. In such cases, this attached establishment has negligible or limited autonomy and the main office controls the operations of the establishment.

If the establishment being enumerated is an attached office, then name and other registration details of the main office are to be captured in the economic census. Registration details with **any one** of the registering authorities needs to be captured:

Main Office Registration Act	Code
Shops and Establishment Act, 1953	1
Companies Act 2013 (incl. LLP Act & Partnership Act)	2
Indian Trust Act 1882 (incl State Public Trust Act)	3
Societies Registration Act, 1860	4
Co-operative Societies Act, 1912	5
Foreign Companies (not under the Companies Act 2013)	6
	7
Not Registered	8
Any other Act (not covered above)	9

2. Scope & Coverage for 7th Economic Census

- 2.1 All establishments including household establishments, engaged in production or distribution of goods/services (other than for the sole purpose of own consumption) in agricultural (except crop production and plantation) and non-agricultural sector (except those engaged in in public administration, defence, compulsory social security, activities of households as employers of domestic personnel, activities of territorial organizations and bodies and illegal activities) will be counted.
- 2.2 Establishments with fixed structures will be covered at the place of their operation. On the other hand, entrepreneurial activities that are carried out without any fixed structures will be covered at the place of the residence of the owner. All types of establishments (perennial, seasonal and casual), existing on the date of data collection, though may not be in operation on the day due to certain reasons, will also be covered in the economic census.

In the 7th Economic Census, it is envisaged that there would be 100% coverage with no omissions.

2.3 EXCLUSIONS TO THE 7th ECONOMIC CENSUS:

There are 3 kinds of exclusions in the 7th Economic Census, viz., (i) Based on Type of EC House, (ii) Based upon certain type of households, and (iii) Based upon certain type of Economic Activity.

- i. Government offices that are engaged in public service will not be enumerated in the 7th EC.
- ii. Primary sector activities such as Agriculture crop production & plantation are excluded.
- iii. Defence establishments, para military organizations & some other bodies are excluded.
- iv. All International organizations such as UN bodies, OPEC & similar organizations are also excluded from this census
- v. Households comprising of members whose only means of income is wage or salary are excluded.
- vi. Households comprising foreign nationals only will not be enumerated.
- vii. Barracks of military and para-military forces (like Army, BSF, and Police etc.) are outside the economic census coverage. However, civilian households residing in their neighborhood including the family quarters of service personnel are to be covered.
- viii. Floating population, i.e. persons without any normal residence will not be enumerated.

- ix. Households which do not live in buildings but live in open or roadside, pavements, in hume pipes, under flyovers and staircases, or in the open places of worship, *mandaps*, railway platforms etc. are to be treated as houseless households and such households will not be covered in EC.
- x. The inmates of institutions like Orphanages, *Nari Niketans* etc. may not be enumerated as single member households. Such institutions themselves will qualify as establishments.
- xi. Under trial prisoners in jails and indoor patients of hospitals, nursing homes etc. are to be excluded from 7th EC. They will be considered as normal members of their parent households and will be counted there. But households of residential staff of jails, hospitals, etc. will be enumerated. Convicted prisoners undergoing sentence will not be considered in the economic census.
- xii. Establishments (with no permanent structure) of shelter-less and nomadic population which keep on moving from place to place and camp either without shelter or with make-shift shelter are not covered.
- xiii. Establishments engaged in some activities like smuggling, illegal gambling, beggary, prostitution etc. are not to be covered.
- xiv. Domestic servants whether they work in one household or in a number of households are not being considered as running establishments. Similarly, drivers who undertake jobs for others on wages will also not be treated as having establishments.
- xv. All wage paid employees are not considered to be running establishments.
- xvi. Household members engaged in household chores are not considered to be running establishments.
- xvii. Persons doing different types of jobs depending on the availability of work e.g. loading, unloading, helping a mason or a carpenter, doing earthwork for a contractor should not be taken as running establishments since they do work on wages.
- xviii. Households working for others and earning some money (insignificant) should not be treated as engaged in entrepreneurial activity.
- xix. Households in which none of the members is engaged in any economic activity i.e. household depending on remittances, rent, interest, pension etc. will not be treated as engaged in entrepreneurial activity.

Excluded Economic Activities

Establishments engaged in any of the following activities would not be covered in the 7th Economic Census

Sector	NIC-2008 Section	NIC-2008 Division	Nic-2008 Group	Description of activities
Primary	A	01	011 and 012	Agriculture (crop production and plantation): Growing of perennial and non perennial crops and production of all vegetative planting materials
Service	O	84	841,842 and 843	Public administration and defence and compulsory social security: This section includes activities of a governmental nature, normally carried out by the public administration covering all Ministries, departments at Central and State/UT Govt. level and also local Govt. This includes the enactment and judicial interpretation of laws and their pursuant regulation, as well as the administration of programmes based on them, legislative activities such as all type of courts, taxation, national defence (air force, navy and army), public order (police) and safety (fire tender etc.), immigration services, foreign affairs and the administration of government programmes. This section also includes compulsory social security activities. For example, administration of the school system (i.e. regulations, checks, curricula) falls under this section, but teaching itself does not.

Sector	NIC-2008 Section	NIC-2008 Division	Nic-2008 Group	Description of activities
Service	R	92	920	<p>Gambling and betting activities: This includes bookmaking, wholesale and retail of lottery tickets and betting activities coin operated gambling machines, operation of virtual gambling web sites and other gambling activities, which are declared illegal by the respective State Governments.</p>
Service	T	97	970	Activities of the household as employers and undifferentiated goods and services producing activities of house hold for own use.
Service	U	99	990	<p>Activities of extraterritorial organizations and bodies. This includes activities of international organizations such as United Nations and its agencies.IMF, World Bank, European Commission, OPEC etc.</p>

3. Economic Census House

3.1 A “Economic Census House” is a primary data collection unit of the 7th Economic Census with a distinct address/or identity.

3.2 An Economic Census (EC) house is a building or a part of a building having a separate main entrance from the road or common courtyard or staircase, etc. used or recognized as a separate unit. It may be occupied or vacant. It may be used for residential, commercial or for both purposes.



3.3 For the purpose of the 7th EC, EC houses have been categorized as under:

- Residential
- Commercial
- Others

3.4 Residential EC House: All EC Houses which are being used for residential purposes. A residential EC House may have one or more households residing within it. It is also possible that some member(s) of the household runs some economic activity either within the EC house premises itself; or from outside the EC House but without a fixed structure.

3.5 Commercial EC House: All EC Houses which are being used for purely commercial purposes. Examples are shops, offices, factories etc where there is no residential household.

3.6 Others: All structures that do not fall under either of the above category will be classified in “Others”. Pump houses, places of worship, grain stores, temporary huts built in the field and other similar structures are some example which must be treated as EC houses but classified under “Others”. Apart from this, the permanent closed EC houses and structures that are excluded from the coverage of 7th EC, also comes under the category Others.

A guiding principle for categorizing an EC House as Others may be non-availability of a bonafide informant.

3.7 TYPES OF EC HOUSES

3.7.1 A building is generally a single structure available on the ground. Usual structure will have four walls and a roof. But in some areas the natural construction of houses is such that there may not be any wall. For example, a conical roof almost touches the ground and an entrance is also provided but there is no wall as such.



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



3.7.3 If within a large enclosed area there are separate structures owned by different persons, each such structure should be treated as a separate EC House. Sometimes there may be a number of structures within an enclosed area or compound owned by an undertaking or a company or government, which are occupied by their employees. Each such structure should be treated as a separate EC House.

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



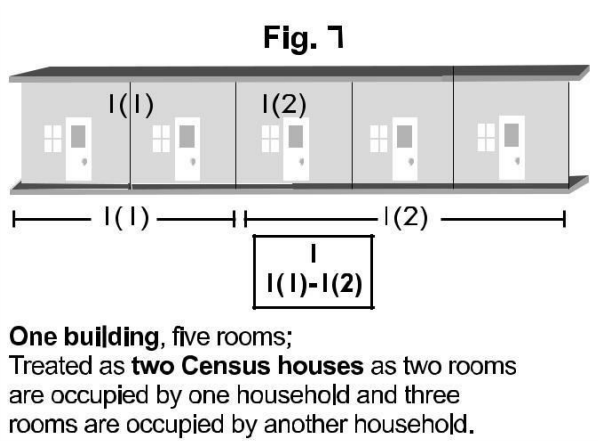
3.7.5 Sometimes the structure is made up of more than one component unit which are used or likely to be used as dwellings (residences) or establishments such as shops, business houses, offices, factories, workshops, work-sheds, schools, places of entertainment, ware house, stores etc. It is also possible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



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



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



3.7.8 Institutional households other than college, university and school hostels, will be treated as a single EC house in Residential category and all members staying on a continuous basis for six or more months therein will be treated as single member Households. In addition, the office of such institutional households will be also captured as a separate EC house in Commercial category.



However, if a group of persons among them normally pool their income for spending, all of them together will be treated as forming a single household.

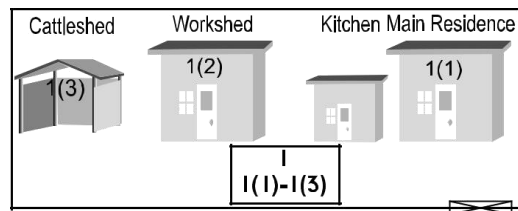
3.7.9 But if such hostel / hotels have out-houses or other structures used for different purposes or for the same purpose then each such structure attached to the main structure should be treated as a separate EC house.

3.7.10 College, university and school hostels will be treated as a single EC house in Commercial category and their members will not be treated as individual households.



3.7.11 In some rural areas of the country, the pattern of habitation is such that a group of huts located in a compound –whether enclosed or open – is occupied by one household. While the main residence may be located in one hut, other huts may be used for sleeping, as kitchen, bathroom, baithak etc. Though each of the huts is a separate structure, they form a single housing unit and therefore, have to be treated collectively as a single EC house. If one household uses some of the huts and the others are used by a second household as residences, then the two groups of huts should be treated as separate EC houses.

3.7.12 However, if there are also other huts in the compound used for other purposes and not as a part of the household’s residence such as, cattle shed, work-shed etc. they should be treated as separate EC houses.



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



Possibility 1: (as shown in the Fig)
Residence, servant's quarter and garage are in an enclosed premises being used by one household. (Single Housing Unit). One building, **two** Census houses. In this example the servant is a member of the master's household. Hence residence and servants quarter put together are shown as One Census House

Possibility 2: (not shown in the Fig.)
If in the given example any of the structures is being used as a separate household, for same purpose or different purpose, then such structure should be treated as separate Building and separate Census House

Possibility 3: (not shown in the Fig.)
If in the given example the servant is not taking meals from the master's house and is treated as a separate household, residence and servant's quarter will have to be shown as separate buildings and separate census houses

Possibility 1: (as shown in the Fig)
Residence, servant's quarter and garage in one structure are in an enclosed premises. One building, **three** Census houses. In this example the servant is not taking food from the master's household and hence treated as a separate household. Accordingly separate census house number is given.

Possibility 2: (not shown in the Fig.)
If in the given example the servant is taking meals from master's household and is counted as a member of the master's household, the residence and Servant's quarter put together will constitute a single census house. In that case there will be one building and two census houses

SOME ILLUSTRATION OF RESIDENTIAL EC HOUSE (HAVING ECONOMIC ACTIVITY):

(A) **Inside House:**



Providing tuition



Beedi making



Tailoring

(B) Out Side House without a fixed structure:

(i) Storing of vegetables or other items of trade



(ii) Preparing cooked meals/other items, for selling in open markets/streets



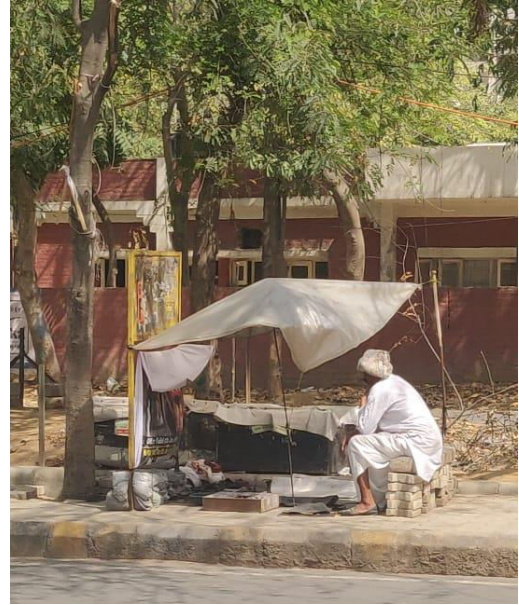
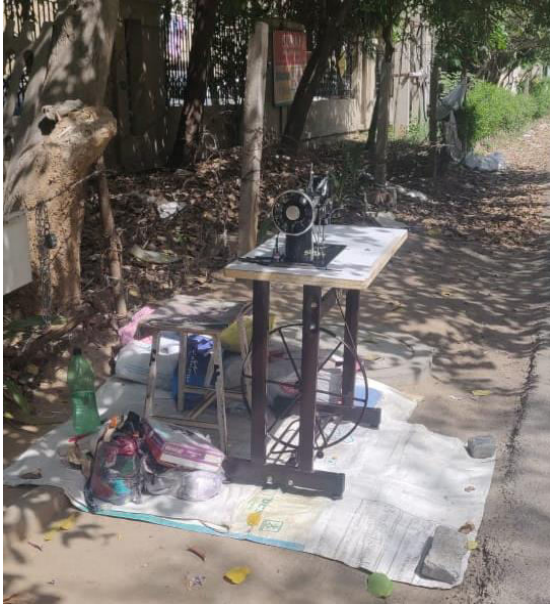
3.7.14 Stalls on footpath set up by cobbler, tailor, ironing stall etc. even if they have a roof and/or a gate, will be enumerated at a household in residential EC house. Few examples of such entrepreneurial activity to be enumerated at household are given below:

3.7.15 Another who sits at

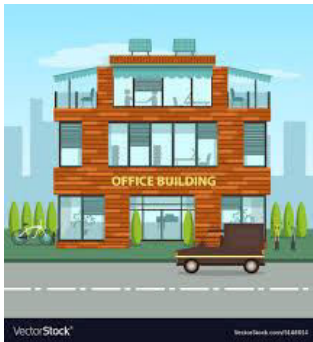


example, a cobbler or a tailor the same place daily – has a

little platform built where he keeps his stuff. In the evening, however at the end of business he wraps up everything and takes it. These will also be counted in residential EC house category without fixed structure. Refer picture below.



SOME ILLUSTRATION OF COMMERCIAL EC HOUSE



3.7.16 The following will also appear in the category of fixed structure, even though they do not have walls and roof on account of permanency and stability. This condition needs to be verified by the enumerator through probing:

(a) Inside airports



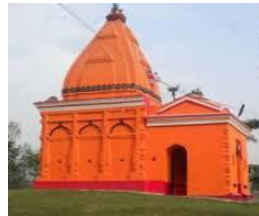
(b) Inside mall



SOME ILLUSTRATION OF OTHER EC HOUSES:



Pump House



Places of Worship



Cow Shed



Grain Store

3.7.17 However, if there is any economic activity happening within such ‘Others’ structures, e.g. a shop selling souvenirs inside the premises of a place of worship, that shop will be counted as a commercial establishment. These will be treated as a separate EC house and details enumerated.

In municipal towns and cities, it is usual to find that every site, whether built or not, is numbered by the municipal authorities on property basis. Such open sites, even if these are enclosed by a compound wall, should not be enumerated for economic census

purpose. Only cases where a structure with roof has come up should be treated as EC house and enumerated.

4. Practical Tips for Enumerators and Supervisors

ENUMERATORS

1. Prior to starting Survey work

As an Enumerator, your first duty in the field is to identify the EA allotted to you. This could be a UFS block / Village or a part thereof in case of large villages. While doing so, you should not omit / exclude any structure/building falling within the area allotted to you.

Attend the training classes, study the Questionnaire and manual carefully and understand them thoroughly. If any part of instruction is not clear, ask your Supervisor/VLE/trainer for clarification. You could also refer to the instruction videos on LMS, YouTube and can also contact the CSC Help Desk

Obtain all the material needed for the Economic Census pertaining to your EA before you leave the training centre at the end of the last training session

All the structures, EC house households and establishments are to be covered during the Survey. It would be necessary to locate and identify every structure in your Enumeration Area

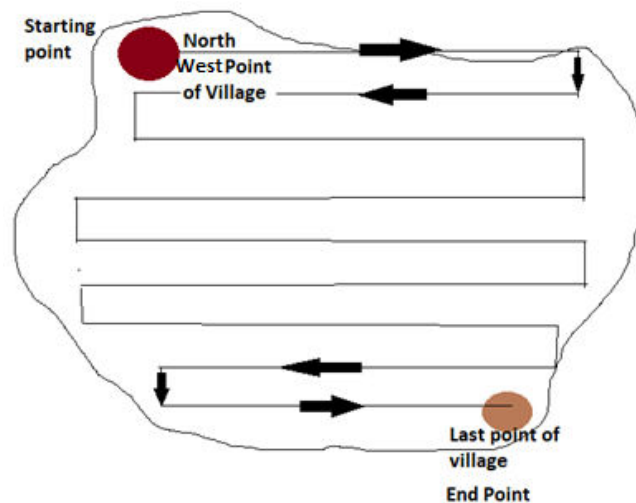
Therefore, it would be essential for you to go around the block or village or area assigned and become familiar with it and its main features.

Consult the head of the village or the office of the counsellor in urban area or any knowledgeable person, RWA, Trade associations and enquire about the village / UFS block boundaries, likely number of houses, households and establishments.

Prepare a notional map of the village along with the EAs formed, clearly showing the landmarks and boundaries and likely number of houses, households and establishments in each of the EAs.

2. During the Survey Work

Go round the EA and identify its boundaries. Visit each and every structure without fail. You need to start from the North West Corner of the EA & cover it in a serpentine fashion as shown in the figure below.



The complete information needs to be entered in the Mobile App at each EC House/EC households

Ensure that the entire area assigned to you is covered by visiting all the structures, households and establishments falling within your EA

3. After the Survey

- Fill up your Daily Work Format
- Sync the application with the central server
- Make the route plan for the next day
- Fresh set of structures to be enumerated
- Structures to be re-visited as per feedback from the supervisor
- Structures that were temporarily locked (where you didn't find any respondents) – they need to be visited again!

SUPERVISOR

Who is a Supervisor? What is the Job of a Supervisor?

The Supervisor or the VLE (here also known as Supervisor Level 1) is responsible for monitoring the work of enumerator under him. 100% supervision of enumerators' activity needs to be done by supervisors (as defined in the process below) and the coverage & data quality, certified by the supervisor.

Role of Supervisor Level 1 in Economic Census:

1. Prior to Survey

Attend the training classes, study the Questionnaire and manual carefully and understand them thoroughly. If any part of the instruction is not clear, ask your trainer for clarification

Meet and inform the head of the village or the office of the counsellor in urban area or any knowledgeable person, RWA, Trade associations, etc. about the 7th Economic Census and inform them about your enumerator.

Enquire about the village / UFS block boundaries, likely number of houses, households and establishments from these head of the village/counsellor, etc.

Have a thorough understanding of your allocated area – geographically as well as demographically. You may need to break a large UFS Block/Village into 2 or more EA.

Ensure that you have spoken to the enumerators under your sphere of control & that they understand their roles & responsibilities

Be very clear on all concepts / guidelines since you will be getting questions from the enumerators

During the Survey

Ensure that the enumerators are carrying out the work as per norms & guidelines

Go through the boundary of the village/ UFS block and certify that the notional map, formation of EAs, if formed are correct and the coverage is complete and nothing is left out.

Take a daily report / feedback from the enumerators at the end of the day

Carry out the level 1 supervision as per the guidelines and the process mentioned below.

After the Survey

Enter the post supervision comments / inputs / feedback in the app

Intimate the concerned enumerator of corrective action required (if any)

Complete your own daily activity report

Sync the application with the central server

5. Frequently Asked Questions (FAQ)

Sr. No.	Frequently asked questions	Response
1.	What is to be done in cases such as an establishment without having a name, which could be located within the House/HH premises or mobile or outside with no fixed/permanent structure?	The name of the head of the household or preferably actual owner of the establishment (as the case may be) will be recorded.
2.	An auto Rickshaw Driver (TSR) or a manual rickshaw puller who does not own the vehicle but drives it and earns his/her livelihood. What would be the treatment?	In case the Rickshaw puller or auto driver is working on the basis of fixed amount to be paid to the owner on monthly or daily basis then this will be treated as an establishment (self-employed) of proprietary nature. If he is working as a <i>driver on a fixed amount to be paid by the owner</i> then such cases would not be covered.
3.	A house/ structure/shop (a sub-unit of a restaurant) is exclusively used for preparation of food articles for a restaurant by its own or hired employees and these articles are being sold by the main restaurant owner which is either situated in the same house or a different house or market. Whether the house or shop used for production shall be treated as an establishment or not. If both the main and sub-units are in the same house whether they are to be listed as one establishment or separate establishment?	If the production / making / preparation of food article though done at a different site or location but is an integral part of the sweet shop or restaurant (i.e. a feeding unit) under the same ownership then it would be counted as one establishment.
4.	An establishment has wound up its operation six months back and is closed since then but has not dismantled its assets. Is it to be listed?	No, since the establishment is not functional. However, in case it has suspended its function for the time being or temporarily or activity has become seasonal then it will be listed.
5.	A husband and wife are providing tuition to students, with the husband working in the morning for 2 hours and wife working for 2 hours in the afternoon. How to list this case?	May be listed as two separate establishments, if and only if accounts are maintained separately or else it will be treated as a single establishment.

6.	The reference month being summer vacation, work of coaching was not performed in a coaching centre. But tuition classes remained open and other expenses like electricity, sweepers' charges, rent etc. were being incurred by the owner. Naturally no payment from the students was received during the reference month. Whether such establishments are to be covered?	Yes, the establishment is to be covered and listed as it is non- functional only for a temporary period and would resume its work thereafter. All assets are also in place and not dismantled.
7.	Establishments pursuing certain activities are outside the coverage of the Census, whether such activities including agriculture pursued by the entrepreneur are to be considered while making entries?	The establishment pursuing activities outside the scope of 7th EC are not to be covered. However, since it is a house to house visit, it may happen, such activities are noticed, only when enquiries are made. In such cases information would get filled up in the designated fields upto "nature of economic activity" & the relevant codes assigned. No other entries are required to be made.
8.	A rickshaw-puller is operating from a particular place only. It is argued that though the rickshaw-puller starts his business daily from a single place, but he wanders throughout the town to carry passengers, and therefore the treatment which is given to street vendors should be given to rickshaw-puller.	Yes. He should be covered at his place of residence.
9.	Whether fixed structure or premises also include temporary shed / bamboo structure?	Fixed structure or premises exclude temporary structures / shelters / sheds / <i>tamboos</i> or temporary <i>khokhas</i> etc.
10.	Home-grown wheat is processed in own flour mill or "Atta Chakki" and sold as 'atta'. Is it a manufacturing establishment?	Yes. However, workers employed in the "Atta chakki" will only be captured.
11.	If there are two activities performed by an entrepreneur/owner which activity should be considered as principal activity?	In case of mixed activities, among the two activities, priority should be given to the activity having relatively more income / turnover / employment in order of preference and details of that one only be recorded.
12.	Is renting of own house(s) flats/apartments/shops by an owner classified under "other service activity"?	No. Households with purely wage / pension / rent / remittance are not considered as having economic activity.

13.	If a <i>pan</i> shop also sells mobile recharge card what type of activity should be given?	This is a mixed activity. Based on the income / turnover / no of people employed, the enumerator should take a decision on the Nature of Activity
14.	Will LIC agents be treated as establishment?	Yes. They are involved in insurance activities as commission agents.
15.	Individual shop owners to boost their sales (especially during World Cup Football/ Cricket season) provide additional insurance to their customers on purchase of the products from their shops or Courier Franchise establishments provide insurance to the Courier goods booked through them. Can these come under coverage of insurance activity? If not, then what should be the activity description in such a case?	No, this will be a part of ongoing activity only as the insurance component is purely ad hoc and not the main activity. If establishment happens to be a shop selling goods then it will be treated as trading activity. In case it is a Courier establishment, then under transportation activity
16.	Whether preparation of lassi will be treated as trading, manufacturing or Restaurant / foodservice activity?	Preparation & selling of <i>lassi</i> is a restaurant / food service activity.
17.	A carpenter is performing both Manufacturing and Installation activity with majority of his work in the construction sector. How to list this case?	It is to be treated as a case of two establishments with manufacturing and construction as the two broad activities if and only if accounts for the two activities are maintained separate. Otherwise, list out it under the major activity of the carpenter in this case based on his maximum income or no. of employees.
18.	A manufacturing establishment is also engaged in selling of spares etc. of items related to manufacturing. It is also engaged in other trading activity. What activity should be recorded?	Activity contributing maximum towards turnover/ sale out of these two (manufacturing & trading) may be reported unless accounts of these activities and the records of the corresponding manpower / worker are kept separate and accounted in which case these activities will form separate establishments.
19.	A manufacturer prepares sweets and <i>namkin</i> at his workshop without doing any selling/trading activity at workshop and then distributes his produce to his different outlets in different areas. Whether the shop/shops where only selling is done will be treated as manufacturing or trading and how	Workshop will be listed as Manufacturing activity. All the outlets where only selling is done should be treated as establishments with trading activity. However, if sweet manufacturing workshop is integral part of the main sweet selling establishment, then it may not be treated as separate establishment

	workshop will be treated / listed?	
20.	What will be the name of the owner in case of Self Help Group?	Typically the person acting as head/ president or secretary will be treated as the owner
21.	What will be the ownership for an establishment, where there has been a change of ownership due to partitioning of the parent property?	Present ownership is to be stated.
22.	If an establishment is run jointly by more than one owner, whose social group is to be considered.	Social group of only proprietary establishment or business is required to be stated. In the cited case this item is not applicable.
23.	An establishment is owned and financed by a woman but that lady does not participate in any day to day business activities. All the business activities & decisions to run the establishments are taken by her husband. What would be the ownership code and sex of the owner?	It is a proprietary establishment owned by the lady.
24.	Various social Groups have been classified as OBC in state list whereas these appear as general category in Central list. How the code is to be assigned at the time of filling in the schedule?	The code is to be assigned as per the version of the informant/ respondent.
25.	An establishment has operated for 5 days in first month, 6 days in 2 nd month and 7 days in 3 rd month during last 3 months. What will be the code for nature of operation / activity / establishment?	The enumerator has to undertake deep probing regarding its nature of operation/activity. It will be treated as casual establishment if there is no certainty about its operation in future. If the activity of the establishment was seasonal in nature, it may be straightway classified as seasonal as it fulfills the requirement of at least 15 days during a season. However, if the nature of establishment is such that it needs to work for only a few days in and it intends to operate more or less every month in future, it may be categorized as perennial one also.

26.	What will be the nature of operation if the establishment runs only for one or two days in a month?	As above. If the establishment does exist from month to month and its business is such that it is conducted only for one or two more or less fixed days or dates in a month but every month, then it is a perennial establishment otherwise it would be casual (if it is not going to resume its operation)
27.	Whether a normal loan availed by an establishment on its own from a Nationalized Bank be treated as an assistance from the Government Sources	No. Normal loan availed by an establishment on its own from a Nationalized Bank is not an assistance from the Govt. Rather this case is of borrowing from financial institutions. However, if there is subsidy/ soft loan provided by the Govt especially, then it will be considered as assistance.
28.	Whether a formally hired worker and receiving regular wages, which is on leave for last 30 days, will be counted as a worker?	Yes
29.	In an establishment one male worker worked for first 15 days and one female worker worked for next 15 days; how to consider them?	No. of persons found working on the last working day with reference to the day of visit are to be considered and recorded. In this case no. of persons working would be as 'one (1)'.
30.	If the female members of the household are engaged in household establishment and helping their spouse / husband or other family or non-family workers, whether they will be recorded as not hired persons?	Yes, Provided the female members are engaged on fairly regular basis.
31.	For a tailoring unit run by a woman, purchase of thread, button etc. is done by her husband once in a week or as and when required. Can the husband be treated as a helper in the unit and included in other worker / helper?	Yes, the husband is to be counted as a family worker (non-hired) provided he is working on a fairly regular basis
32.	During the last 365 days an establishment had at least one hired worker in first six months, but during last six months there was no hired worker on fairly regular basis. How the number of workers have to be recorded?	Number of workers whether hired on regular basis or on temporary basis or casual basis involved in the establishment and found working on the last working day excluding the day of visit would be recorded.

33.	Two manufacturing activities like tailoring and embroidery are done in the same establishment being handled by a single person. Whether this will be treated as mixed activity in case the accounts are not separable?	Yes, it is a mixed activity. Should be classified based on income / turnover / employment in order of preference. If the accounts are separable, they can be treated as two establishments with one worker each.
34.	Two service sector activities like restaurant and STD booth are done in the same establishment being handled by a single person. Whether this will be treated as mixed activity in case the accounts are not separable?	Yes, it is a mixed activity. If same set of persons run two or more activities simultaneously at same premises, consider as a single establishment as long as separate books of accounts are not maintained by them. If the accounts are separable, they can be treated as two establishments with one worker each.
35.	A master bidi contractor supplies raw material to households who after using its instruments produce the bidi and return to the master contractor. The master contractor pays the household on piece rate. Who will be the manufacturing establishment master contractor or the household?	The households making bidi will be treated as an establishment providing manufacturing services / Manufacturing service provider (MSP). Master contractor who supplies the raw material and has the ownership of the final product also will be considered as a manufacturing establishment.
36.	A <i>Dal</i> mill owner is producing <i>Dal</i> , and side by side purchasing <i>Dal</i> from market and supplying to his customers. Whether this activity will be considered as mixed activity?	This is a mixed activity if accounts are not separable.
37.	If an establishment is pursuing more than one type of mfg. activity in the same premises, whether it will be treated as mixed activity or not?	If the accounts are not separable it will be considered as mixed activity.
38.	If the proprietor does not stay at the place of manufacturing activity and no information is available regarding his other activity, what will be the relevant entry for multiple activities?	All efforts may be made to get the information. When the information could not be collected despite all efforts, treat the situation as if the proprietor does not have any other activity.
39.	Whether Directors/Partners receiving salary are to be included in 'hired workers'?	Yes. For Directors, however in a partnership establishment, partners receiving salary will be counted as non-hired worker.
40.	Nature of operation is to be noted from informant's version or as per the periodicity of operation of the activity carried out during reference year?	As per informants' version.

41.	What ownership code shall be assigned to the establishment jointly run by husband & wife with equal intensity?	The ownership type would be assigned based on the respondent's response.
42.	If a manufacturing establishment is licensed for purchase of raw material and has no registration for manufacturing, whether the establishment is to be treated as registered?	Yes, it should be treated as an establishment and code of the registration details and additional registration, will be given
43.	There are some units, which are not registered under any authority or act but the unit has got license. Whether the license will be considered as registered?	No. "Not registered" shall be recorded under Registration Details. But suitable license details would be filled-in Additional Registration/License.
44.	Whether the registration code of the establishment will be incorporated as per informant's verbal opinion or from his record.	As per information given by the establishment, however number, date and place of registration are to be recorded.
45.	If owner of establishment draws remuneration, will he be treated as hired worker?	No. Establishment, in case of a partnership, partners getting remuneration will be treated as non-hired workers.
46.	What will be the number of workers in a unit employing 10 workers in first shift and 15 workers in second shift & out of the workers working in second shift, 10 workers are included in first shift also?	Number will be 25 in such cases irrespective of the fact that the workers are the same or different.
47.	In a hospital, some doctors are not on their pay-roll and are being paid for their visit to hospital. Whether such doctors will be considered as employees of that hospital?	Such doctors will not be considered as workers.
48.	There is an establishment which is providing e-Rickshaw parking & charging services. What will be the Nature of Activity?	The establishment belongs to the service sector (services incidental to land transport)
49.	What will be the nature of activity in the following cases: 1. There is a farmer rearing small number of chicks and then selling it. 2. There is a big farm house rearing 1000 chicks at a time. 3. Trader who takes chicken from farm house supply to retailers. 4. Small shop of meat is procuring mutton etc from slaughter house but chickens are cut within the shop.	1. Agricultural activity (Primary) 2. Agricultural activity (Primary) 3. Wholesale Trading activity 4. Trading activity 5. Manufacturing activity

	5. There is a big slaughter house which procure huge number of chickens from farmer and then cut them and supply to the user.	
50.	There is a marble shop where huge slabs of marble are procured from Rajasthan. While marble is sold to customer in customized size as per customer requirement, the shopkeeper also sells some standard size cut marble like 1x1, 2x2 etc. What will be the Nature of Economic activity?	Activity should be manufacturing (cutting shaping finishing of stone)
51.	There is an establishment rendering design services to architects and other builders that is architectural designing and major source of income is from overseas or abroad. What will be the Nature of Economic activity?	Services sector
52.	There is a garment manufacturing unit exclusively making garments for an export house will this unit will be treated as export unit?	Not an export unit since the unit is manufacturing the product for another establishment within the country.
53.	There is an export house exporting garments but not having any manufacturing units of its own, but the garments are stitched by another fabricating / manufacturing unit having 25 workers more or less throughout the year. Will these workers be treated as workers of the export house?	No, the workers will be counted in the manufacturing unit
54.	Bindi manufacturing workers / establishments taking raw material from Sadar Bazar making Bindi at home and giving back the finished product at piece rate system to the supplier whether this person is worker or entrepreneur?	These individuals will be treated as entrepreneurs.
55.	Will a crematorium be considered as an Establishment?	Yes – it will be counted as an economic activity (Services)
56.	Is a freelancer providing tuition services to kids in the US to be considered as an export unit? How to treat any services being provided to overseas clients?	This is export of services, to be recorded at the household.
57.	Will the foreign missions such as consulates / embassies be enumerated as structures?	Yes. These would be treated as “Others” EC House.
58.	There are barracks of CRPF in the area where I am carrying out the survey. Do they need to be enumerated as a structure?	Yes. If there are civilian families residing in the area they are also to be enumerated.
59.	Agricultural production is excluded from the scope of this census. There are establishments carrying out polishing of food grains before selling. How are they to	This is classified as “Incidental to Agriculture” and will be covered. However, if these activities are being carried out by the producer himself, then it will be not be covered under this schedule

	be treated?	
60.	Third gender doing celebratory work – marriages etc – will they be covered?	No. They are engaged in non-economic activity.
61.	ATM’s need to be categorized as “others” – please clarify treatment	ATM’s will be enumerated under “Others” since there is no bonafide informant.
62.	A licensed pharmacist has provided his license to a medicine shop for which he gets a monthly payment. Will he be considered an establishment?	No. This is an illegal activity.
63.	For Investment in Plant & Machinery – what are we taking as the criteria – initial investment / current market value / depreciated value?	Initial investment in plant and machinery/ equipment will be captured.
64.	Are there any structures that are not to be enumerated in EC? For example – Embassies, WHO offices? Houses where illegal activities are happening for example illegal casinos / gambling places?	All structures are to be enumerated. These will be categorized in ‘Others’ EC house category and no further information will be collected.
65.	A retired person does share trading sitting at home – will it be taken as an establishment?	If he is brokering for others he will be counted as an establishment. However he will not be counted as an establishment if he does the activity for his own consumption.
66.	In case of Exporting Units – if a part of the production is exported – will that still be included, or it has to be a 100% exporting unit?	Yes – regardless of % of export it will be taken as an export unit
67.	Whether direct export units will be included or export ancillary units are also to be taken?	Only direct exporting units. Ancillary units are not to be taken as exporting units
68.	How to count a locked EC house?	Enquire from nearby people whether it is temporarily or permanently closed. If it is permanently closed, it will be classified as “Others” EC House. If it is temporarily closed, then it needs to be marked as such. The app will generate a House number & it will show as pending on Enumerators dashboard till he goes back & complete the survey at a later time.
69.	How to count several Structures located within a factory premise?	‘Singleness of Use’ may be the guiding principle and in such cases, all structures should be collectively treated as a single EC House.
70.	An EC House is used for a combination of purposes such as shop-cum-residence, workshop-cum- residence, office-cum-residence etc. Whether this is classified as Commercial EC House or Residential EC	If there are separate entrances for Residential portion and Commercial portions, then it is to be treated as 2 EC Houses, One Residential and Another Commercial. And enumerated accordingly.

	House.	If there is only one entrance, then it is to be treated as a Residential EC House, having an entrepreneurial activity inside the house.
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General questions for Enumerators and Supervisors

Sr. No.	Frequently Asked Questions	Response
1	Who has authorized you to collect the data?	7 th Economic Census is a Central Government Scheme of Ministry of Statistics and Programme Implementation. CSC is doing the field work of data collection through door-to-door visit of each house & commercial establishment in the area. The enumerator may show his Identity Card and the authorization letter issued by Govt of India to CSC.
2	What will be the use of this data and how it benefits us?	This will be useful to the Central / State Govt and local govts. for planning and policy making in the country as a whole or even at the village/ward/tehsil level by anyone. No of industries/ establishments/ shops; factories textile; handloom, etc. would be available and data of small and micro units working in your area would be utilized by the govt for planning industrial development or even extending benefit to these areas which lack industrial development and employment opportunities.
3	What will happen if I do not part with the information or refuses to give you the information you require?	Collection of Statistics Act 2008 mandates every person to share information for 7 th Economic Census. The data is being collected for purely statistical purposes. Your information would be kept secret.
4	Are you collecting information from me only or from others also?	There is house to house visit and all have to give information.

6. Schedule 7.0

1. Identification particulars:

State/ UT	District	Tehsil/ Taluka/ PS/ Dev. Block/ Mandal	Town/ Panchayat	IV Unit Number (for Urban areas)	UFS Block No (for town only)	Village/ ward	PIN Code (entry by VLE)

2. Locality/Street/Lane/Premises/ Building no: (Postal Address)

3. Economic Census (EC) House Number (should be auto-generated)
4. Purpose of EC House (Residential – 1; Commercial – 3; Others - 9)
Information to be captured from each Household
5. Serial Number of the Household (auto-generated and linked to Census house number)
6. Name of head of household/respondent
7. Mobile Number of Head of household/respondent
8. Number of members usually residing in household: T/M/F/T-G
9. Number of Household Members pursuing entrepreneurial activity:
10. Total Number of Household based Establishments (if Zero, Stop Enumeration. Else proceed)

> Establishment Details (To be captured at Household)

Sl. No.	Type of Establishment (“Without fixed structure outside Household”, OR, “Inside Household” (Drop Down)	Name of Owner (Household member)	Mobile Number of Owner/Partner	Nature of Economic Activity (code)	Description of Economic Activity of Establishment (as per NIC-3 digit)	Ownership of Establishment (code)	Particulars of Owner if ownership code is 1				Nature of operation of Establishment (code)
							Age (in years)	Gender	Social Group	Religion	
1											
2											

Sl. No.	Whether Manufacturing Services (Y/N)	Whether exporting unit (Y/N)	Major source of finance (code)	Number of persons engaged (last working day preceding the date of enumeration)											Investment in plant & machinery/Equipment (code)	Annual Turnover (code)
		If yes, whether exports services (Y/N)		Hired worker				Non-hired worker				Contractual workers engaged through a contractor or agency				
				Total	M	F	T	Total	M	F	T	Total				
1																
2																

11. Establishments with fixed structure

1. Name of Establishment/Owner	
2. Address	
3. Mobile of Manager/ owner	
4. Email of Establishment/Manager/ owner	
5. Nature of Economic Activity (code)	
6. Description of Economic Activity of Establishment (as per NIC-3 digit)	
7. Ownership (code):	
8. If ownership code is 1:	
<input type="radio"/> Age of Owner (in Years)	
<input type="radio"/> Gender of owner (code)	
<input type="radio"/> Social group of owner (code)	
<input type="radio"/> Religion of owner (code)	
9. Major source of finance (code)	

10. Number of persons engaged (last working day preceding the date of enumeration)	
Hired workers	
	<ul style="list-style-type: none"> • Total • Male • Female • Third Gender
Non-hired workers	
	<ul style="list-style-type: none"> • Total • Male • Female • Third Gender
Contractual workers engaged through a contractor or agency (Total)	
11. Whether Uses IT for business operations (Y / N)	
12. Whether Manufacturing Services (Y/N)	
13. Whether exporting unit (Y / N) (if Yes, whether exports Services (Y / N))	
14. Investment in Plant & Machinery / Equipment (Code)	
15. Annual Turnover (code)	
16. PAN of establishment/ owner	
17. Registration Details of establishment	
1.	Primary Registering Authority
2.	Number, Date and place (for each selection in (a))
3.	Additional Registration/License
4.	Number, Date and place (for each selection in (c))
18. Whether the establishment is branch/sales/factory/etc. office of another enterprise (Yes/No)	
19. If (xvii) is Yes, then	
a.	Name of the main Enterprise
b.	PAN of the main Enterprise

c. Address the main Enterprise (State/District/locality/Pin code)

d. Registering Authority of main Enterprise

e. Number, Date and place of main Enterprise

Code structure

- Nature of economic activity
 - Primary - 1
 - Manufacturing - 2
 - Electricity, Gas and water supply - 3
 - Construction - 4
 - Trading - 5
 - Services - 6
- Ownership code
 - Proprietary (including HUF) - 1
 - Partnership – 2
 - Society/Co-operatives - 4
 - Self Help Groups - 5
 - Private corporate sector - 3
 - Club/Trusts/ Associations/ Body of Individuals, etc. - 6
 - Government/ public sector establishments - 7
- Gender of owner (Male – 1; Female – 2; Third Gender -3)
- Social group of Owner (SC – 1; ST – 2; OBC – 3; Others – 9)
- Religion of owner
 - Hinduism – 1;
 - Islam – 2;
 - Christianity – 3;
 - Sikhism – 4;
 - Buddhism – 5;
 - Zoroastrian/ Parsi – 6;
 - Jainism – 7;
 - Others – 9
- Nature of operation (Perennial – 1, Seasonal – 2, Casual – 3)
- Major source of finance
 - Self-Finance-1;
 - Loan from private Money lenders – 2;
 - Interest Free Loan from friends & relatives - 3;
 - Loan from cooperative banks & societies– 4;
 - Loan from Commercial banks and Institutional Agencies – 5;
 - Loan from Central & state level lending institutions -6

- Loan from SHG/Micro Finance Institutions – 7;
 - Direct financial assistance from Central/State/Local Government – 8
 - Others-9
- Investment in Plant & Machinery / Equipment
 - < 10 lakh – 1;
 - 10-25 lakh -2;
 - 25 lakh – 2 Crore – 3;
 - 2 – 5 Crore – 4;
 - 5-10 Crore-5;
 - >=10 Crore-6
 - Others-9
 - Annual Turnover
 - < 5 Crore – 1;
 - 5 – 75 Crore – 2;
 - 75 – 250Crore – 3;
 - >250 Crore – 4
 - Others - 5
 - Registration details
 - Shops and Establishment Act, 1953 – 1;
 - Companies Act 2013 (incl LLP & Partnership Acts)– 2;
 - Indian Trust Act 1882(incl State Public Trust Act– 3;
 - Societies Registration Act. 1860 – 4;
 - Co-operative Societies Act, 1912 – 5;
- Foreign Companies (not under the CA 2013)-6
 - Not registered-8
 - Any other Act (not covered above)-9
- Additional Registration/Licenses (Sector Specific)
 - Goods & Services Tax (GST) Act – 11;
 - Factories Act 1948 (incl Bidi & Cigar Act) -12
 - Food safety and Standard Authority- 13
 - Employee PF Organization/ Employee State Insurance Corporation-14
 - Khadi & Village Industries Commission/Board– 15;
 - Small Scale Industries / Udyog Aadhar Memorandum – 16;
 - Development Commissioner of Handicraft /handloom /Commodity boards (Coir board, Silk Board, Jute Commissioner etc.)-17;
 - State Specific licenses/ registration (incl. Labour License/Trade License/Drug License/Factory License/Electricity Board/State Business Register/ Other State Specific licenses)-18
 - No Additional registration/Licenses-19
 - Any other Registration/Licenses (not covered above)– 99

Annex

National Industrial Classification (NIC) 2008 Code list

(including Excluded Activities)

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
Primary	AGRICULTURE, FORESTRY AND FISHING	01	Crop and animal production, hunting and related service activities	011	Growing of non-perennial crops
				012	Growing of perennial crops
				013	Plant propagation
				014	Animal production
				015	Mixed farming
				016	Support activities to agriculture and post-harvest crop activities
				017	Hunting, trapping and related service activities
		02	Forestry and logging	021	Silviculture and other forestry activities
				022	Logging
				023	Gathering of non-wood forest products
				024	Support services to forestry
		03	Fishing and aquaculture	031	Fishing
	032			Aquaculture	
	MINING AND QUARRYING	05	Mining of coal and lignite	051	Mining of hard coal
				052	Mining of lignite
		06	Extraction of crude petroleum and natural gas	061	Extraction of crude petroleum
				062	Extraction of natural gas
		07	Mining of metal ores	071	Mining of iron ores
				072	Mining of non-ferrous metal ores
		08	Other mining and quarrying	081	Quarrying of stone, sand and clay
089				Mining and quarrying n.e.c.	
09		Mining support	091	Support activities for petroleum and natural	

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
			service activities		gas extraction
				099	Support activities for other mining and quarrying
Manufacturing	MANUFACTURING	10	Manufacture of food products	101	Processing and preserving of meat
				102	Processing and preserving of fish, crustaceans and molluscs
				103	Processing and preserving of fruit and vegetables
				104	Manufacture of vegetable and animal oils and fats
				105	Manufacture of dairy products
				106	Manufacture of grain mill products, starches and starch products
				107	Manufacture of other food products
				108	Manufacture of prepared animal feeds
		11	Manufacture of beverages	110	Manufacture of beverages
		12	Manufacture of tobacco products	120	Manufacture of tobacco products
		13	Manufacture of textiles	131	Spinning, weaving and finishing of textiles
				139	Manufacture of other textiles
		14	Manufacture of wearing apparel	141	Manufacture of wearing apparel, except fur apparel
				142	Manufacture of articles of fur
				143	Manufacture of knitted and crocheted

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
					apparel
		15	Manufactur e of leather and related products	151	Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur
				152	Manufacture of footwear
		16	Manufactur e of wood and of products of wood and cork, except furniture; manufactur e of articles of straw and plaiting materials	161	Sawmilling and planing of wood
				162	Manufacture of products of wood, cork, straw and plaiting materials
		17	Manufactur e of paper and paper products	170	Manufacture of paper and paper products
		18	Printing and reproductio n of recorded media	181	Printing and service activities related to printing
				182	Reproduction of recorded media
		19	Manufactur e of coke and refined petroleum products	191	Manufacture of coke oven products
				192	Manufacture of refined petroleum products
		20	Manufactur e of chemicals and chemical products	201	Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic rubber in primary forms
				202	Manufacture of other chemical products

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
				203	Manufacture of man-made fibres
		21	Manufacture of basic pharmaceutical products and pharmaceutical preparations	210	Manufacture of pharmaceuticals, medicinal chemical and botanical products
		22	Manufacture of rubber and plastics products	221	Manufacture of rubber products
				222	Manufacture of plastics products
		23	Manufacture of other non-metallic mineral products	231	Manufacture of glass and glass products
				239	Manufacture of non-metallic mineral products n.e.c.
		24	Manufacture of basic metals	241	Manufacture of basic iron and steel
				242	Manufacture of basic precious and other non-ferrous metals
				243	Casting of metals
		25	Manufacture of fabricated metal products, except machinery and equipment	251	Manufacture of structural metal products, tanks, reservoirs and steam generators
				252	Manufacture of weapons and ammunition
				259	Manufacture of other fabricated metal products; metalworking service activities
		26	Manufacture of computer,	261	Manufacture of electronic components and boards

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
			electronic and optical products	262	Manufacture of computers and peripheral equipment
				263	Manufacture of communication equipment
				264	Manufacture of consumer electronics
				265	Manufacture of measuring, testing, navigating and control equipment; watches and clocks
				266	Manufacture of irradiation, electromedical and electrotherapeutic equipment
				267	Manufacture of optical instruments and photographic equipment
				268	Manufacture of magnetic and optical media
		27	Manufactur e of electrical equipment	271	Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
				272	Manufacture of batteries and accumulators
				273	Manufacture of wiring and wiring devices
				274	Manufacture of electric lighting equipment
				275	Manufacture of domestic appliances
			279	Manufacture of other electrical equipment	
		28	Manufactur	281	Manufacture of

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
			e of machinery and equipment n.e.c.		general-purpose machinery
				282	Manufacture of special-purpose machinery
		29	Manufactur e of motor vehicles, trailers and semi-trailers	291	Manufacture of motor vehicles
				292	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
				293	Manufacture of parts and accessories for motor vehicles
		30	Manufactur e of other transport equipment	301	Building of ships and boats
				302	Manufacture of railway locomotives and rolling stock
				303	Manufacture of air and spacecraft and related machinery
				304	Manufacture of military fighting vehicles
				309	Manufacture of transport equipment n.e.c.
		31	Manufactur e of furniture	310	Manufacture of furniture
		32	Other manufacturi ng	321	Manufacture of jewellery, bijouterie and related articles
				322	Manufacture of musical instruments
				323	Manufacture of sports goods
				324	Manufacture of games and toys
				325	Manufacture of medical and dental instruments and

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
					supplies
				329	Other manufacturing n.e.c.
		33	Repair and installation of machinery and equipment	331	Repair of fabricated metal products, machinery and equipment
				332	Installation of industrial machinery and equipment
Electricity, Gas & Water Supply	ELECTRICITY, GAS STEAM AND AIR CONDITIONING SUPPLY	35	Electricity, gas, steam and air conditioning supply	351	Electric power generation, transmission and distribution
				352	Manufacture of gas; distribution of gaseous fuels through mains
				353	Steam and air conditioning supply
		36	Water collection, treatment and supply	360	Water collection, treatment and supply
		37	Sewerage	370	Sewerage
		38	Waste collection, treatment and disposal activities; materials recovery	381	Waste collection
				382	Waste treatment and disposal
				383	Materials recovery
		39	Remediation activities and other waste management services	390	Remediation activities and other waste management services
		Construction	CONSTRUCTION	41	Construction of buildings
42	Civil engineering			421	Construction of roads and railways

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION		
				422	Construction of utility projects		
				429	Construction of other civil engineering projects		
				431	Demolition and site preparation		
				432	Electrical, plumbing and other construction installation activities		
		43	Specialized construction activities	433	Building completion and finishing		
				439	Other specialized construction activities		
				45	Wholesale and retail trade and repair of motor vehicles and motorcycles	451	Sale of motor vehicles
						452	Maintenance and repair of motor vehicles
		453	Sale of motor vehicle parts and accessories				
		454	Sale, maintenance and repair of motorcycles and related parts and accessories				
Trading	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES	46	Wholesale trade, except of motor vehicles and motorcycles	461	Wholesale on a fee or contract basis		
				462	Wholesale of agricultural raw materials and live animals		
				463	Wholesale of food, beverages and tobacco		
				464	Wholesale of household goods		
				465	Wholesale of machinery, equipment and supplies		
				466	Other specialized wholesale		
				469	Non-specialized wholesale trade		
				47	Retail trade, except of	471	Retail sale in non-specialized stores

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION				
			motor vehicles and motorcycles	472	Retail sale of food, beverages and tobacco in specialized stores				
				473	Retail sale of automotive fuel in specialized stores				
				474	Retail sale of information and communications equipment in specialized stores				
				475	Retail sale of other household equipment in specialized stores				
				476	Retail sale of cultural and recreation goods in specialized stores				
				477	Retail sale of other goods in specialized stores				
				478	Retail sale via stalls and markets				
				479	Retail trade not in stores, stalls or markets				
				Services	TRANSPORTATION AND STORAGE	49	Land transport and transport via pipelines	491	Transport via railways
								492	Other land transport
								493	Transport via pipeline
						50	Water transport	501	Sea and coastal water transport
								502	Inland water transport
51	Air transport	511	Passenger air transport						
		512	Freight air transport						
52	Warehousing and support activities for transportation	521	Warehousing and storage						
		522	Support activities for transportation						

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
		53	Postal and courier activities	531	Postal activities
				532	Courier activities
	ACCOMODATION AND FOOD SERVICES ACTIVITIES	55	Accommodation	551	Short term accommodation activities
				552	Camping grounds, recreational vehicle parks and trailer parks
				559	Other accommodation
		56	Food and beverage service activities	561	Restaurants and mobile food service activities
				562	Event catering and other food service activities
				563	Beverage serving activities
	INFORMATION AND COMMUNICATION	58	Publishing activities	581	Publishing of books, periodicals and other publishing activities
				582	Software publishing
		59	Motion picture, video and television programme production, sound recording and music publishing activities	591	Motion picture, video and television programme activities
				592	Sound recording and music publishing activities
		60	Programming and broadcasting activities	601	Radio broadcasting
				602	Television programming and broadcasting activities
		61	Telecommunications	611	Wired telecommunications activities
				612	Wireless telecommunications activities
				613	Satellite

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
					telecommunications activities
				619	Other telecommunications activities
		62	Computer programming, consultancy and related activities	620	Computer programming, consultancy and related activities
		63	Information service activities	631	Data processing, hosting and related activities; web portals
				639	Other information service activities
	FINANCIAL AND INSURANCE ACTIVITIES	64	Financial service activities, except insurance and pension funding	641	Monetary intermediation
				642	Activities of holding companies
				643	Trusts, funds and similar financial entities
				649	Other financial service activities, except insurance and pension funding activities
		65	Insurance, reinsurance and pension funding, except compulsory social security	651	Insurance
				652	Reinsurance
				653	Pension funding
		66	Activities auxiliary to financial service and insurance activities	661	Activities auxiliary to financial service activities, except insurance and pension funding
				662	Activities auxiliary to insurance and pension funding
				663	Fund management

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
					activities
	REAL ESTATE ACTIVITIES	68	Real estate activities	681	Real estate activities with own or leased property
				682	Real estate activities on a fee or contract basis
	PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES	69	Legal and accounting activities	691	Legal activities
				692	Accounting, bookkeeping and auditing activities; tax consultancy
		70	Activities of head offices; management consultancy activities	701	Activities of head offices
				702	Management consultancy activities
		71	Architectural and engineering activities; technical testing and analysis	711	Architectural and engineering activities and related technical consultancy
				712	Technical testing and analysis
		72	Scientific research and development	721	Research and experimental development on natural sciences and engineering
				722	Research and experimental development on social sciences and humanities
		73	Advertising and market research	731	Advertising
				732	Market research and public opinion polling
		74	Other professional, scientific and technical	741	Specialized design activities
				742	Photographic activities
				749	Other professional, scientific and technical

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
			activities		activities n.e.c.
		75	Veterinary activities	750	Veterinary activities
	ADMINISTRATIVE AND SUPPORT SERVICES ACTIVITIES	77	Rental and leasing activities	771	Renting and leasing of motor vehicles
772				Renting and leasing of personal and household goods	
773				Renting and leasing of other machinery, equipment and tangible goods	
774				Leasing of intellectual property and similar products, except copyrighted works	
78		Employment activities	781	Activities of employment placement agencies	
			782	Temporary employment agency activities	
			783	Other human resources provision	
79		Travel agency, tour operator, reservation service and related activities	791	Travel agency and tour operator activities	
			799	Other reservation service and related activities	
80		Security and investigation activities	801	Private security activities	
			802	Security systems service activities	
			803	Investigation activities	
81		Services to buildings and landscape activities	811	Combined facilities support activities	
			812	Cleaning activities	
			813	Landscape care and maintenance service activities	

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
		82	Office administrative, office support and other business support activities	821	Office administrative and support activities
				822	Activities of call centres
				823	Organization of conventions and trade shows
				829	Business support service activities n.e.c.
	PUBLIC ADMINISTRATION AND DEFENCE	84	Public administration and defence; compulsory social security	841	Administration of the State and the economic and social policy of the community
				842	Provision of services to the community as a whole
				843	Compulsory social security activities
	EDUCATION	85	Education	851	Pre-primary and primary education
				852	Secondary education
				853	Higher education
				854	Other education
				855	Educational support activities
		86	Human health activities	861	Hospital activities
				862	Medical and dental practice activities
				869	Other human health activities
	HUMAN HEALTH AND SOCIAL WORK ACTIVITIES	87	Residential care activities	871	Residential nursing care facilities
				872	Residential care activities for mental retardation, mental health and substance abuse
				873	Residential care activities for the elderly and disabled
				879	Other residential care activities

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
		88	Social work activities without accommodation	881	Social work activities without accommodation for the elderly and disabled
				889	Other social work activities without accommodation
	ARTS, ENTERTAINMENT AND RECREATION	90	Creative, arts and entertainment activities	900	Creative, arts and entertainment activities
		91	Libraries, archives, museums and other cultural activities	910	Libraries, archives, museums and other cultural activities
		92	Gambling and betting activities	920	Gambling and betting activities
		93	Sports activities and amusement and recreation activities	931	Sports activities
				932	Other amusement and recreation activities
	OTHER SERVICE ACTIVITIES	94	Activities of membership organizations	941	Activities of business, employers and professional membership organizations
				942	Activities of trade unions
				949	Activities of other membership organizations
		95	Repair of computers and personal and	951	Repair of computers and communication equipment
				952	Repair of personal and household goods

SECTOR	SECTION	DIVISION CODE	DIVISION	GROUP CODE	GROUP DESCRIPTION
			household goods		
		96	Other personal service activities	960	Other personal service activities
	ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS	97	Activities of households as employers of domestic personnel	970	Activities of households as employers of domestic personnel
		98	Undifferentiated goods- and services-producing activities of private households for own use	981	Undifferentiated goods-producing activities of private households for own use
				982	Undifferentiated service-producing activities of private households for own use
	ACTIVITIES OF EXTRATERRITORIAL ORGANIZATIONS AND BODIES	99	Activities of extraterritorial organizations and bodies	990	Activities of extraterritorial organizations and bodies