Government of India
Ministry of Statistics and Programme Implementation

Digital India
Power To Empower

Seventh Economic Census
2019

Guide for Mobile App Usage

C|S|C
e-Governance Services India limited

Mobile App Walk Thru
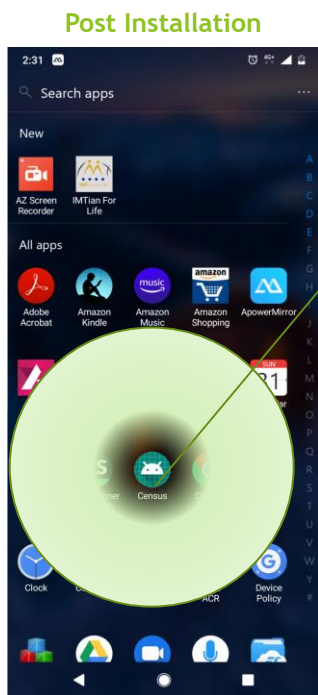
Post Installation

This is the App Icon you will see on the screen after Installation

- ➢ You will receive a link on your registered mobile number for downloading the APP (only Android 5.0 & above)
- ➢ Please follow instructions & download the App

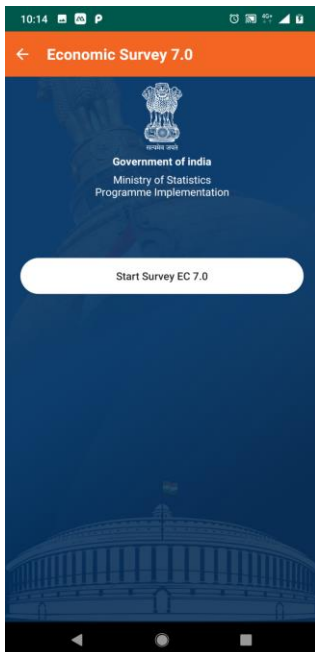## Opening Screen

This is the opening screen of the App. You will see:
1. Your Name
2. Your CSC ID
3. Your Mobile Device Details
4. State / District & Block
5. Rural / Urban
6. Village / Gram Panchayat
7. Your present GPS location

- All data on this screen will be pre-filled
- Press "Continue"

➢ All data on this screen will be pre filled by the application
➢ Press Continue

Start Survey Screen

➢ Start Survey Screen

Basic Info (Geographical Area)

This screen contains the details of the Geographical Area allocated to you:
1. State
2. District
3. City
4. Ward
5. Pin Code
6. UFS Block number
7. IV Unit number

- All data till Ward will be pre-filled
- IV Unit number will also be pre filled
- There are Drop Downs in:
  - PIN Code
  - UFS Block Code
- Press "Continue" after choosing the right Pin Code & UFS Block

➢ Details of the Geographical area allocated
➢ Pin Code & UFS Blocks need to be filled by enumerator
➢ Press Continue

First Enumeration Screen

Fields on this Screen:
1. Address
2. Purpose
3. EC House Number

- Please enter the complete Postal Address of the Census House that you are enumerating
- Dropdown on the Purpose of EC House
- The EC House number will get automatically generated by the Application
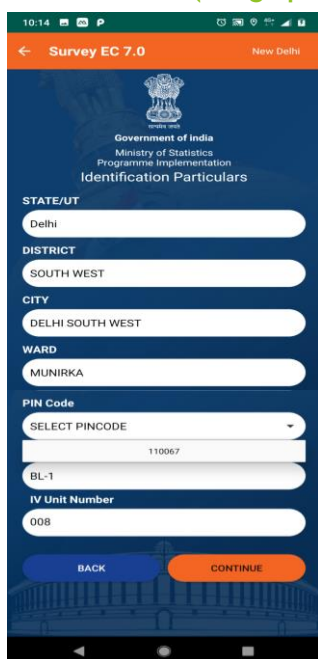
- ➤ Enter the complete address of the Census House
- ➤ From the drop down, choose the purpose of the Census House:
  - ○ Residential
  - ○ Commercial
  - ○ Temporarily Closed
  - ○ Others
- ➤ The Census House number would get auto generated by the application

Start Survey Screen
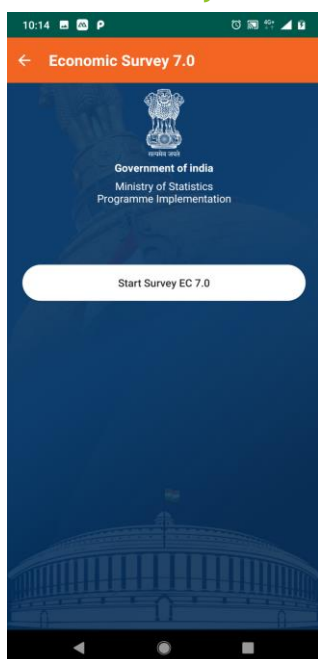
This is the Start Survey Screen

Basic Info (Geographical Area)

This screen contains the details of the Geographical Area allocated to you:
1. State
2. District
3. City
4. Ward
5. Pin Code
6. UFS Block number
7. IV Unit number

- All data till Ward will be pre-filled
- IV Unit number will also be pre filled
- There are Drop Downs in:
  - PIN Code
  - UFS Block Code
- Press "Continue" after choosing the right Pin Code & UFS Block

This screen will display the area allocated to you for Enumeration

- ➢ Except for Pin Code & UFS Block – all data will be pre-filled
  - o Choose the Pin Code from the Drop Down
  - o Choose the UFS Block from the Drop Down

First Enumeration Screen

Fields on this Screen:
1. Address
2. Purpose
3. EC House Number

- Please enter the complete Postal Address of the Census House that you are enumerating
- Dropdown on the Purpose of EC House
- The EC House number will get automatically generated by the Application

This is the first screen of the actual survey

- ➤ You will need to fill in the postal address of the structure
- ➤ Choose the purpose of EC House from the Drop Down
    - o Residential – Households where:
        - ▪ No entrepreneurial activity is happening (e.g. – wage / rent / pension based households
        - ▪ Entrepreneurial activity is happening:
            - • Inside EC house
            - • Outside house but with no fixed structure
    - o Commercial – purely commercial activity in the EC House
    - o Temporarily Closed – self explanatory
    - o Others – Excluded structures (e.g. – places of worship, Government offices etc) – please refer to the list of exclusions in this manual

Residential with No Entrepreneurial Activity

Residential (no entrepreneurial activity) – Screen 1

This screen contains:
1. Sr No of Household – auto generated
2. Name of Head of Household
3. Mobile Number of Head of Household
4. No of Members usually residing
5. No of Household Members pursuing Entrepreneurial activity
6. Number of Household based Establishments

- Fill in the full name
- 10 digit numeric starting with a 6,7,8 or 9
- Members **usually** residing (refer to page 40 of the manual) – numeric only
- Members pursuing Entrepreneurial activity – numeric only
- Household based establishments – numeric only

First Screen for data collection for purely Residential Households

- ➤ Sr. No of Household – auto populated
- ➤ Name of Head of Household – enter the full name of the Household Head
- ➤ Mobile number of the Head of Household – Please enter the mobile number – note that only numbers starting with 6,7,8 or 9 are allowed and only 10 numeric digits
- ➤ No of Members usually residing – **This does not include** children who are studying in other cities if their stay there is more than 6 months & guests who are staying with the family for less than 6 months. **It will include** guests who are staying for more than 6 months & children studying in other cities if the stay away is less than 6 months
- ➤ No of Household Members pursuing Entrepreneurial Activity: This will be the number of people who are doing some entrepreneurial activity. For Example, the wife takes tuitions or stitches clothes for a price, the daughter runs a small shop within the house premises, or the son has a mobile fruit stall etc. All these are activities that need to be enumerated
- ➤ No of Household based Establishments: This is the number of "establishments" as opposed to the number of members. It is possible that the mother & daughter run a small shop within the house premises – in this case the value in the earlier question will be 2 and the answer to this question will be 1.

Residential (no entrepreneurial activity) – Screen 2

> • If in point (f) on previous screen, the value is "0" – the survey stops & the Household Marking number is generated
> • This number needs to be noted by you in your notebook
> • On pressing "OK" you will be taken to the next screen where you need to take a picture of the structure with the number visible

➢ Since this is a purely residential Household, the number of Household members involved in entrepreneurial activity & the number of household based establishments will both be 0

➢ On submitting – the app will generate a Household Marking Number

➢ This number needs to be noted by you in your notebook

Photo Capture & Submit
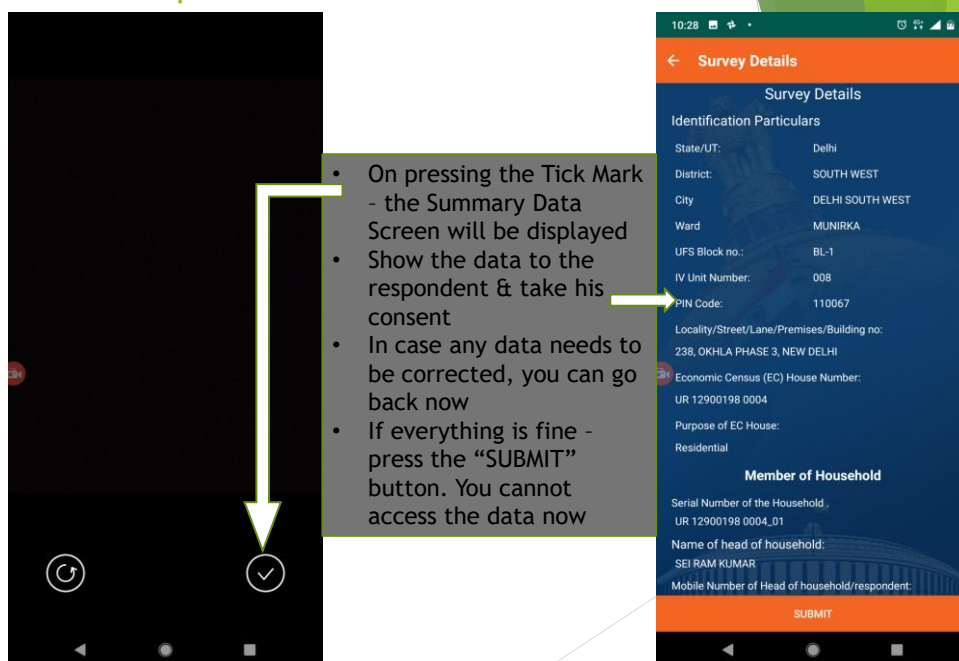
- On pressing the Tick Mark – the Summary Data Screen will be displayed
- Show the data to the respondent & take his consent
- In case any data needs to be corrected, you can go back now
- If everything is fine – press the "SUBMIT" button. You cannot access the data now

➢ The app will then activate your mobile camera & prompt you to take a picture of the structure with the number visible. In case the house owner does not allow you to take the picture of the structure, please take a selfie at the location
➢ Once you submit the picture, the screen will display a summary of the data collected.
➢ This needs to be shown to the respondent
➢ If there are any changes required, you can go back by pressing the left facing arrow on the top left corner of the screen
➢ If the respondent is ok with the data – press SUBMIT at the bottom of the screen
➢ Once the data is submitted, this data will not be accessible to the Enumerator

Residential with Entrepreneurial Activity

Residential with Entrepreneurial Activity

- If in Point (f) on this screen, the value is 1 or more – on pressing "CONTINUE" – the next screen will open up
- This Screen has an auto generated "Household Number"
- Clicking on the Number will take you to the next screen

- ➢ If in the Residential Survey Screen, the number is Household Establishments is 1 or higher – then on pressing CONTINUE the next screen will show up with an Establishment number (on the right above)
- ➢ You will need to click on the number to move ahead
- ➢ On this screen you also have the option of adding another Establishment (in case you had missed out earlier) by clicking on add new.

Residential with Entrepreneurial Activity - Screen 1

- Ownership Type Dropdown – Residential or Commercial

➢ On this screen, the serial number of the Household (establishment) will be auto populated
➢ Under Ownership of Establishment – you need to choose from the drop down
  o Residential
  o Commercial
➢ In this case – on choosing Residential – the "Type of Establishment" tab will automatically change to "Residential"
➢ You need to then choose "Ownership type"

Residential with Entrepreneurial Activity - Screen 1

- Ownership Dropdown for Residential Establishments - refer to Code Structure in Annexure 2 of Manual

Residential with Entrepreneurial Activity - Screen 1

- Type of Establishment Dropdown – refer to manual for details / definition

- The options under the "Ownership Type" are available in the "Code Structure" Section of [Annexure 2](#)
- On choosing the Ownership Type, the "Type of Establishment" Drop Down shows:
  - Without Fixed Structure Outside House – examples here could be - fruit seller, driving an auto-rickshaw (own), selling clothes on a bicycle, Food cart and other such activities for which there is no fixed structure that he / she operates from
  - Inside House – all activities that are carried out from within the premises of the House. For Example – tuitions, stitching clothes at home for selling, making pickles for selling and other such activities that are carried out exclusively within the house

Residential with Entrepreneurial Activity - Screen 1

- Nature of economic activity Dropdown – refer to manual for detailed definition

- Enter the complete name & Mobile number of the Owner of the establishment – please note that this may not necessarily be the Head of the Household. This is the person who actually manages that activity
- The next 4 tabs have to filled very carefully:
    1. Nature of Economic Activity – There are 6 types of activities defined at the highest level
        - Primary
        - Manufacturing
        - Electricity, Gas & Water Supply
        - Construction
        - Trading
        - Services
    2. Section under the Economic Activity – this is a branch under the broad head – for instance under "Primary" there may be 3 different sections & so on
    3. Division under Section
    4. Group under Division
    5. So each activity is sub-classified upto 4 levels.
        - For Example – Trading – Wholesale and Retail Trade: Repair of Motor Vehicles: Retail Trade, Except of Motor Vehicles & Motorcycles: Retail Sale in Non-Specialized Stores

For details – please refer to the "Types of Establishment" chapter of this manual

Residential with Entrepreneurial Activity - Screen 1

- Social Group Dropdown

➢ Please enter the age of the owner of the establishment
➢ Please choose the Gender from the Drop Down
➢ Please choose the Social Group from the Drop Down
➢ Please choose the Religion from the Drop Down
➢ Please choose Nature of Operations from the Drop Down

Details under "Code Structure" section in Annexure 2

Residential with Entrepreneurial Activity - Screen 1

- Nature of Operations Dropdown – refer to manual for detailed definitions

Residential with Entrepreneurial Activity - Screen 2

1. Whether Manufacturing Services Y/N
2. Manufacturing for Exports? Y/N
3. If Yes – If Exporting Services? Y/N
4. Major Sources of Finance
5. Hired & Non Hired Workers
6. Contractual Workers
7. Investment in Plant & Machinery
8. Annual Turnover
- refer to manual for detailed definitions

➢ On submitting the previous screen, the next screen opens as above
➢ Is it a Manufacturing Unit? Y/N (refer to the definitions under "Types of Establishment" in this manual)
➢ Is it manufacturing for Exports? Y/N
➢ Is it Exporting Services? Y/N
➢ Choose the Major Source of Finance from the Drop Down – if there is more than then please choose the one with the bigger share
➢ No of Hired & Non Hired workers engaged in the establishment
➢ No of Contractual workers engaged in the establishment
➢ Choose the Investment in Plant & Machinery from the Drop Down
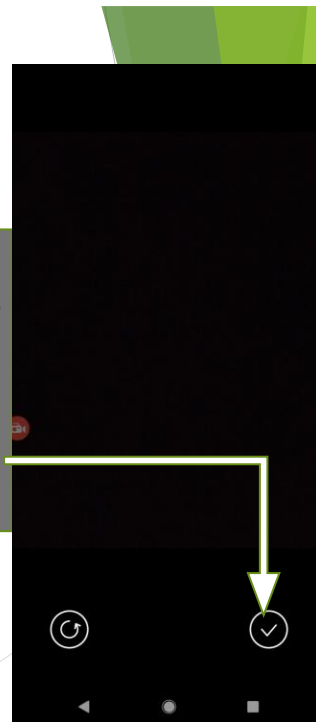➢ Choose the Annual Turnover from the Drop Down

Details under "Code Structure" section in Annexure 2

End of Survey – Residential Establishments
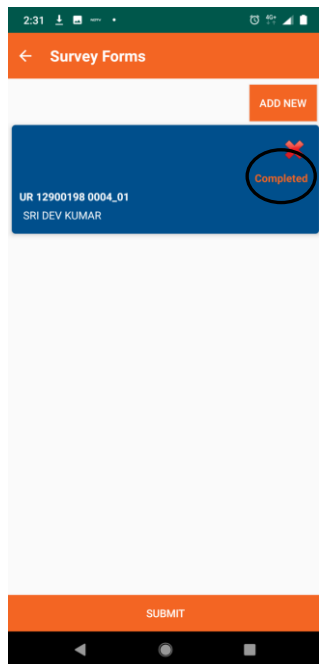
- The Screen shows "Completed"
- On Submitting, the mobile camera will open & a picture of the establishment has to be taken
- On pressing the Tick Mark – the Summary Data Screen will be displayed

➢ The message against the Household Establishment number will turn from "Pending" to "Completed"

➢ Press "Submit"

➢ The app will then activate your mobile camera & prompt you to take a picture of the structure with the number visible. In case the house owner does not allow you to take the picture of the structure, please take a selfie at the location

Photo Capture & Submit

> - Show the data to the respondent & take his consent
> - In case any data needs to be corrected, you can go back now
> - If everything is fine – press the "SUBMIT" button. You cannot access the data now

➤ Once you submit the picture, the screen will display a summary of the data collected.
➤ This needs to be shown to the respondent
➤ If there are any changes required, you can go back by pressing the left facing arrow on the top left corner of the screen
➤ If the respondent is ok with the data – press SUBMIT at the bottom of the screen
➤ Once the data is submitted, this data will not be accessible to the Enumerator

Commercial Establishments

Commercial Establishments – Screen 1

- Choose Commercial from the dropdown
- Choose Nature of Economic Activity as discussed earlier

- Enter the Establishment / Owner's Name
- Enter the complete address, Mobile number of manager / owner & email Id of the establishment

> ➢ The process & the screens for Commercial Establishments are largely the same as the Residential Establishments, except for a few additional fields that need to be captured and some personal information fields that are not there
> ➢ Choose "Commercial" in the "Purpose of EC House" Drop Down
> ➢ On the next screen, enter the Name, Address, Mobile Number & email Id of the establishment / Owner
> ➢ Then enter the Type of Economic Activity as discussed above

Commercial Establishments – Screen 2

This screen contains:
1. Ownership – Residential / Commercial
2. Type of Ownership – refer to Code Structure in Annexure 2 of Manual
3. Major Source of Finance- refer to Code Structure in Annexure 2 of Manual
4. No of persons engaged – Hired / Non Hired

- SELF-FINANCE
- LOAN FROM PRIVATE MONEY LENDERS
- INTEREST FREE LOAN FROM FRIENDS & RELATIVES
- LOAN FROM COOPERATIVE BANKS & SOCIETIES
- LOAN FROM COMMERCIAL BANKS AND INSTITUTIONAL AGENCIES
- LOAN FROM CENTRAL & STATE LEVEL LENDING INSTITUTIONS
- LOAN FROM SHG/MICRO FINANCE INSTITUTIONS
- DIRECT FINANCIAL ASSISTANCE FROM CENTRAL/STATE/LOCAL GOVERNMENT
- OTHERS

➢ Select Ownership Type from the Drop Down
➢ Select Major Source of Finance
➢ No of Hired & Non-Hired workers engaged in the Establishment
➢ Whether IT is being used?
➢ Is it Manufacturing Services?
➢ Is it an Exporting Unit?
➢ Is it an Importing Unit?
➢ Choose Investment in Plant & Machinery from the Drop Down
➢ Choose Annual Turnover from the Drop Down
➢ Enter the PAN number of the Establishment

Commercial Establishments – Screen 2 contd….

The same screen continues:
1. Whether uses IT for Business – Y/N
2. Whether Manufacturing Services – Y/N
3. Whether Exporting Unit – Y/N
4. Whether Importing Unit – Y/N
5. Investment in Plant & Machinery – refer to Code Structure in Annexure 2 of Manual
6. Annual Turnover – refer to Code Structure in Annexure 2 of Manual
7. PAN number of the Establishment / Owner

Commercial Establishments – Screen 3

This screen captures the Registration Details of the Establishment
1. Primary Registration
2. Additional Registrations if Any

For both of these refer to Code Structure in Annexure 2 of Manual

Primary Registration

- This screen captures the Establishment Registration Details
- First Tab is for the Primary Registration Drop Down
- It is possible that the Establishment may be registered under multiple authorities & therefore it is possible to choose multiple options.

- ➢ Once you choose an option – say "Companies Act 2013" a window opens up with the following details:
  - o Number – this is the Registration Number allotted by that Authority
  - o Date – Date of Registration as per the Certificate
  - o Place – Place of Registration as per certificate
- ➢ In case the registering authority is not in this list OR the establishment is not registered – please choose the last option – "any Other Act (not covered above)".
- ➢ This will open up a text box – please enter the relevant remarks – "Not Registered" or the Details of the Registration if other than the ones in the Drop Down

Commercial Establishments - Screen 3

This screen captures the Registration Details of the Establishment
1. Primary Registration
2. Additional Registrations if Any

For both of these refer to Code Structure in Annexure 2 of Manual

Additional Registration

- ➢ The second tab is for "Additional Registration"
- ➢ Most Establishments may be registered with some more authorities mentioned under this tab
- ➢ You can choose multiple options here also

- ➢ Next item after Registration Details is whether the Establishment is a part of another Enterprise
  - o It could be a branch office or a godown or a sales outlet of another larger enterprise – e.g. bank branches
  - o A franchisee outlet is NOT a part of another enterprise
- ➢ If the answer to the above is "Yes" – another section opens up with the following details to be filled:
  - o Name of the Main Enterprise
  - o PAN number of the Main Enterprise
  - o State / District & Locality – address of the Main Enterprise
  - o Pin Code
  - o Registering Authority of the Main Enterprise
- ➢ If the answer to the above is "No" – survey closes.

End of Survey – Commercial Establishments

- On clicking OK, the mobile camera will open & a picture of the establishment has to be taken
- On pressing the Tick Mark – the Summary Data Screen will be displayed
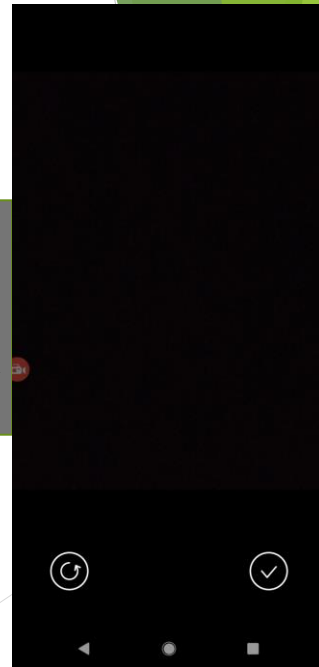
> Press "Ok"
> The app will activate your mobile camera & prompt you to take a picture of the structure. In case you are not allowed to take the picture, take a selfie at the location
> Submission of the Picture will display the summary data screen

Photo Capture & Submit

- Show the data to the respondent & take his consent
- In case any data needs to be corrected, you can go back now
- If everything is fine – press the "SUBMIT" button. You cannot access the data now

> Show this data to the respondent
> If there are any changes required, you can go back by pressing the left facing arrow on the top left corner of the screen

- If the respondent is ok with the data – press SUBMIT at the bottom of the screen
- Once the data is submitted, this data will not be accessible to the Enumerator

Others

Others - Screen 1

- Enter the address of the structure – if known, else enter the locality
- Under purpose of EC House choose "Others"
- EC House number gets auto generated
- Under Remarks enter the details – why is the classification in "Others" – refer to exclusions in the manual

- This category will be used to enumerate the structures that fall under the Exclusions. Examples could be places of worship, empty structures, pump houses etc
- Please enter the complete address (if there is on assigned), else enter the locality
- Under purpose of EC House choose others

➢ A window will open up for Remarks – please enter the reason for marking it as "Others"

End of Survey – Others
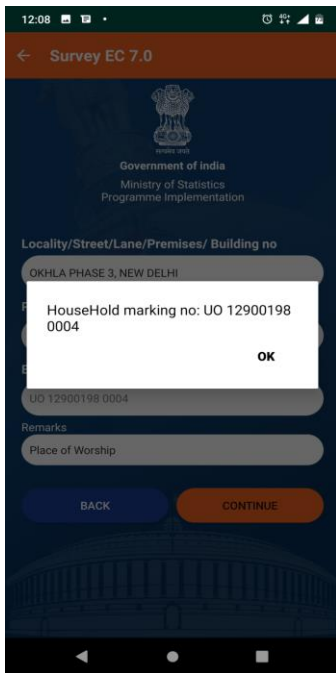
- On clicking OK, the mobile camera will open & a picture of the establishment has to be taken
- On pressing the Tick Mark – the Summary Data Screen will be displayed
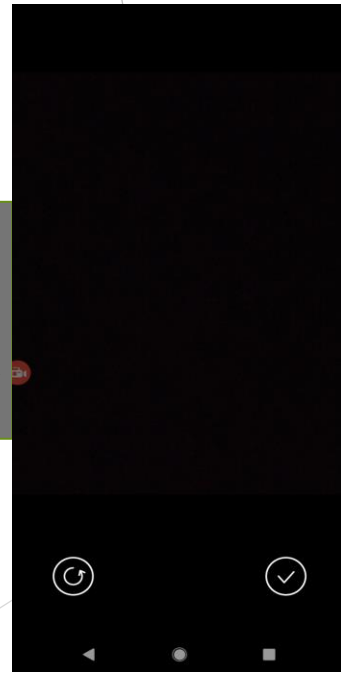
➢ The Mobile camera will open up – you need to take a picture of the structure

➢ Check the data and press "Submit"

Photo Capture & Submit

- Check carefully the data entered
- In case any data needs to be corrected, you can go back now
- If everything is fine – press the "SUBMIT" button. You cannot access the data now