

IMPERIAL ETHIOPIAN GOVERNMENT

CENTRAL STATISTICAL OFFICE

HOUSEHOLD ECONOMIC SURVEY

1972

SCRUTINY AND CODING INSTRUCTIONS

ADDIS ABABA, OCTOBER 1972

8 SUPPLEMENT TO STATISTICAL MANUAL 8

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INDIAN GOVERNMENT
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INDIAN ECONOMIC SURVEY

1972

AND COORDINATING INSTRUCTIONS

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STATISTICAL MANUAL

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SCRUTINY AND CODING INSTRUCTIONS

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INTRODUCTION

This book is the second on the HOUSEHOLD ECONOMIC SURVEY of 1972. The book on INSTRUCTIONS AND SCHEDULES has been already issued. The present book contains scrutiny and coding instructions for the filled-in schedules of the survey.

Instructions are laid down here as to how to scrutinize and code the different schedules used in the survey. However, if the scrutinizer encounters any inconsistency for which instruction has not been given, he should refer it the supervisor (or subject officer).

It should be remembered that no entry should be erased out unless it is otherwise said in the instruction. Moreover, scrutiny instructions marked with asteriks, ***, should be carried out after consultation with the supervisor (or subject officer).

As a method of scrutiny, it is suggested that sch 2.1 or sch. 2.1(D) be scrutinized along with their corresponding sch. 2.2.

Since this is an important stage of the whole work of the survey, it is urged that the scrutinizers should carry out the work with thorough attention to every detail of the filled-in schedule.

CHAPTER I

GENERAL INSTRUCTIONS

1. All work of scrutiny should be done with a sharp red pencil.
2. Fill up all code spaces where instructions for filling them have been given but not carried out by field staff.
3. Check whether the serial number at the top of the first page of every schedule has been correctly transcribed from the list of sample sub-divisions and correct it if not.
4. Check especially in the case of cereals and pulses the reasonableness of quantity and value.
5. When an entry is to be changed or cancelled merely circle it.
6. Circle incorrect entries and put the correct ones beside each of them.
7. All entries with respect to a transaction should come in one line. If this is not so, after circling the original entries, copy them in the line they should have been filled in.
8. One digit only should appear in one card column (cc.). Otherwise split the whole entry conveniently.
9. On every page with odd number there is a rectangular box in which the codes for subdivision, locality (when there is locality selection), group and order of selection of hh. should be filled in. In case it has not been filled in, fill it by making references to block 1 of the schedule.
10. In the course of scrutiny if you come across doubtful entries for which scrutiny instructions have not been given, refer them to the subject officer.
11. All scrutiny instructions marked with asterisks, ***, should be carried out after reference to the subject officer.
12. See that all figures are clearly identifiable. In case they are not correct them in consistence with other related information.

13. No data should be erased out unless specifically instructed.
14. Check that all figures are written in their natural positions, otherwise correct them accordingly.

CHAPTER II

Schedule 2.1

- Block 1 a) Check that the description and codes for Province, Awraja, and sub-division are correctly transcribed from the list of sample sub-divisions and if not correct them. Check also the description of wereda and mikutil.
- b) When there is an entry under item 7, check that the name of locality has been correctly transcribed from Col. 2 of block 2 of Sch. 1 and its order of selection from Col. 10 of block 2 of Sch. 1 is equal to the entry in the code space under item 8 of this block.

Entry under item 8 = 1 or 2.

- c) Under item 10, and under card column 12 entry = 1 or 2. Check that entries under item 10 and under card columns (cc's) 13 and 14 of this block tally with entries under Col. 9 of block 4 of Sch. 1 for group I hhs. or Col. 14 of block 4 of Sch. 1 for group II hhs. for the name of the hh. head described under item 9 of this block.
- d) In the space under Survey Method of item 11 see that E or DV is filled with code 1 or 2 respectively under cc. 15 of item 11.
- e) When locality selection has not been done i.e. when items 7 and 8 are blank, check that for entries E and 1 under item 11 entry under item 10, under cc's 13 and 14 is an even number and for entries DV and 2 under

item 11, entry under cc's 13 and 14 of item 10 is an odd number. Otherwise refer the matter to the subject officer.

- f) In the case when there is locality selection, code 1 under item 8 should go with code 2 under item 11, and Code 2 under item 8 with code 1 under item 11. Otherwise refer the matter to the subject officer.

- 2.1 Block 2: Item 1: Check that the hh. size given against this item is the same as the number of hh. members listed under Col. 2 of block 2 of Sch. 2.2. Otherwise correct this entry taking entries under Col. 2 of block 2 of Sch. 2.2 as the correct ones.
- 2.2 Items 2, 3, 4, & 5: Check that the sum of the number of adult males and females and the number of male and female children is the same as the entry against item 1 of this block. Furthermore, check whether the hh. members listed in Col. 2 of block 2 of Sch. 2.2 are correctly classified into adult and children/sex classification in items 2 to 5 of this block with the help of their age and sex data in block 2 of Sch. 2.2. Any person of age 15 and above is considered an adult and if below this age he is a child. In all cases take what is given in block 2 of Sch. 2.2 as the correct and correct incorrect entries in these items accordingly.
- 2.3 The scores under the adult equivalent column against items 2 to 5 should be checked by multiplying each male by 10, each adult female by 9, each male child by 7 and each female child by 6. Take the results you so obtain as the correct ones and correct accordingly incorrect entries under the column. If the adult equivalent column is not filled, fill it, as above.
- 2.4 Item 6: Entry against this item should tally with the sum of scores under the adult equivalent column. If it does not tally correct it.

- 2.5 Item 7: Entry against this item = 1 or 0. If entry is 0 or there is no entry, refer to the subject officer. But if it is left blank and if the word No is struck off put 1 in the code space and if the word Yes is struck off put 0. In case the entry 0 is thus made, make sure that no where in the schedule, data of enterprises described under this item is shown.
- 2.6 Item 8: Entry against this item = 1 or 0. In the case of an entry 1 in this item, a description of the activity is to be written. Check that this description is the same as the description of the enterprise against item 1 of block 39.1 or 39.2. Otherwise refer the matter to the subject officer.
- 2.7 Insert codes 1 or 2 respectively in the case when No. or Yes has been struck off. In case the entry 0 is thus made, make sure that no where in the schedule, data of enterprises described under this item is shown.
- 2.8 Item 9: Entry against this item = the No. of persons usually gainfully employed which is given in Col. 8 of block 2 of Sch. 2.2. If it doesn't tally correct it taking the entries in Sch. 2.2 block 2 as the correct ones.
- 2.9 Item 10: Entry against this item ≠ entry against item 1 of this block. Otherwise refer the matter to the subject officer.
- 2.10 Item 11: Take the month and year from the first of blocks whose 'date' space' is filled. Put the month number in the tenth place of the code spaces, i.e. under cc. 25, against this item. Put 0 for the 10th month, A for the 11th month and B for the 12th and 13th months. In the unit place, i.e. cc. 26, put 4 for the year 1964 and 5 for 1965.
- 2.11 Item 12: Nothing should be filled in the code spaces against this item. If filled erase it out, after noting in block 41 what was filled.

- 3 Block 3: Check the totals given under Cols. (3), (5) and (18) and correct the incorrect one. If the totals are not filled, fill them.
- 3.1 Col. (4): Check that codes 1 to 4 only are filled under this column. If codes other than these are filled and if there is one house (main) then circle the entry and put 1 beside it. In other cases circle the entry and put an 'X'. (Ex)
- 3.2 Cols. (6) and (7): Check that for description circular in Col. 6 code 1 is filled in Col. (7) and for description square or rectangular in Col. 6 code 2 is filled in Col. (7). If codes other than these are filled, cricle them and put the correct ones beside the respective incorrect ones.
- 3.3 Cols. (9), (11) and (13): These columns should be left blank. Any entries in these columns should be erased out.
- 3.4 Cols. (9), (11) and (13): These columns should be coded according to the system of codes given below. Col. (9) should be coded corresponding to the description in col. 8, Col. (11) according to description in col. (10) and Col. (13) according to description in Col. (12). Any doubtful description of material should be brought to the notice of the subject officer.

Description of material
in Col. (8), or (10) or
(12)

Code to be given in
Col. (9) or (11) or (13)
respectively

Wood & Mud	0
Stone	9
Stone & Mud	A
Thatch (Straw)	1
Corrugated iron	B
Wood & Earth	2
Wood, Stone & Earth	D

Wood, Stone & Sand	E
Wood	3
Thatch & Wood	4
Stone & Wood	H
Wood & Sand	L
Wood, Stone & Mud	6
Mud	5
Bamboo & Thatch	M
Bamboo	8
Concrete	P
Tiles	T
Bricks	V
Earth	7
Can Tins	S
Asbestos	W
Other	Y
Description Not Available	X

Note: Mud includes MUD & CHAFF or MUD & STRAW

The codes should be given carefully and written neatly so that they are correctly readable.

- 3.5 Col. (15): Entry under this column - 1 or 2. For an entry 2 in this column, cols. 16 to 18 will not be filled. If they are filled change the entry in this col. to 1. In addition, if there is no entry in this column but cols. 16 to 18 are filled then put 1 in col. 15. Furthermore, if for an entry 1 in this col.

- 3.6 Cols. (16) to (18): If there are no entries in Col. 16 (1 to 4) but cols. 17 and 18 are filled, make the entry in Col. 16 as follows:

If entry in col. (17) = entry in col. (18) approximately
then entry in col. 16 is 1
_____ (17) = 4 X entry in col. (18) approximately
then entry in col. 16 is 2
_____ (17) = 52 X "incol. (18) approximately
_____ 3
_____ (17) = is in different relation with
Col. 18 then entry in Col. 16
is 4.

- 3.7 If there are entries in Col. (16) then entries in cols. (17) and (18) should appear with the above relationships depending upon the entry in Col. (16). Otherwise correct Col. (18).

- 4.1 Block 4: Cols. (2) and (3): Check wherever possible that the name of the domestic servant written in Col. 2 agrees with the sex code given for it in Col. (3).

- 4.2 Col. (5): Check that entries in this Col. are 1 to 3 only. Otherwise circle them.

- 4.3 Col. (6): Entries in this Col. will be from 1 to 6 only.
For an entry 1 in Col. 6, Col. 7 = approximately Col. 8 ÷ 7
_____ 2 _____ 6, Col. 7 = Col. 8 approximately
_____ 3 _____ 6, Col. 7 = 4 X Col. 8 approximately
_____ 4 _____ 6, Col. 7 = 52 X Col. 8 approximately

- 4.4 For an entry 5 or 6 in Col. 6, Cols. 7 and 8 will be in different relationship. Check this.

- 4.5 Conversely, if Cols. 7 and 8 are filled but Col. 6 is not filled then fill Col. 6 according to the relationships of entries in Col. 7 and 8.

SCRUTINY INSTRUCTIONS FOR SCH. 2.1 FOR HOUSEHOLDS
COVERED BY ENQUIRY METHOD

- 5.1 Block 5: Check that the line codes in Col. 2 agree with their descriptions in Col. 3. In case they don't agree, correct Col. 2 according to Col. 3.
- 5.2 Col. (4): Under this Col. should appear Kg and L for solids and liquids respectively. In case entries under this Col. do not agree with the corresponding entries in Col. 3, correct the former according to the latter.
- 5.3 Cols. (5) and (6): For an entry other than metric unit in Col. 5, for cereals and pulses, block 38 will be filled for that item for that local unit. In the case block 38 is filled, check the correctness of calculations in cols. 7 and 8 of block 38 to two places in Kg and then transfer the entry in col. 8 of block 38 to col. 6 of this block. In case block 38 is not filled change the unit in col. 5 into Kg. and put 1.00 in col. 6 and change the entry in col. 7 using the following formula:-

$$\frac{\text{Entry in col. 8}}{\text{Price per kg. (obtainable in col. 15 of bl. 2 of Sch. 4)}} = \text{entry in col. 7}$$

- 5.4 Col. (7): In case this col. is not filled, but col. 5 is filled and its unit price is obtainable from Sch. 4, calculate entry in col. 7 as follows:-

$$\text{Entry in col. 7} = \frac{\text{Entry in col. 8}}{\text{Retail price of the unit described in col. 5}}$$

- 5.5 Col. (8): If this col. is not filled but Col. 7 is filled and price of the unit described in col. 5 is obtainable, then entry in this col. (i.e. Col. 8) = Entry in Col. 7 X Retail price of the unit described in Col. 5. If this fails then refer the matter to the subject officer.
- 5.6 Col. (8): Total codes 33, 13 and 11: Check and correct the entry against total code 33 under col. 8.
- 5.7 Entry against total code 33 ≥ entry against total code 13 ≥ Entry against total code 11.
- 5.8 In case entry against total codes 33 & 11 are filled but not against total code 13, make entry against total code 11 equal to that against total code 13.
- 5.9 If entry against total code 11 is not filled check if it appears in block 16 line code 01, col. (8) and if so, transfer it here. Otherwise leave it blank.
- 6.1 Block 6: Check the agreement of line codes in Col. (2) with their descriptions in col. (3) and if they don't agree correct Col. (2) according to Col. (3).
- 6.2 Check and correct the sub-totals given against line codes 5x and 9x.
- 6.3 Total Codes 33, 13 and 11 col.(6): Check and correct entries against these codes in col. (6) following the instructions given for scrutinizing total codes of block 5.
7. Block 7: Check and correct entries against total codes 33, 13, and 11 in this block in the same way as entries against total codes of block 5 are to be checked and corrected.
- 8.1 Block 8: Cross out the descriptions Total Carried Forward and Total Brought Forward under Col. (3) and the entries in Col. 6 against these two items.

8.2 Check that items described in Col. (3) are those which are not hh. durables. If hh. durables are included, cross them out and making adjustment in the totals of this block transfer them with their other entries to the blocks where they should belong. Such items are most likely to be found with line codes ending in 9.

8.3 Total Codes 33, 13 and 11: Check and correct entries against these codes in the same way as entries against total codes of block 5 are to be checked and corrected.

9.1 Block 9: Check the line codes in Col. 2 with their description in Col. 3 and make the necessary corrections in case of inconsistency.

9.2 Check entry against total code 3. It should be $\geq$ entry against total code 1.

9.3 If entry against total code 1 is not filled check whether it appears in block 16 and if so transfer it here. Otherwise leave it blank.

10.1 Block 10: Check the agreement of line codes in Col. 2 with their descriptions in Col. 3 and make the necessary corrections.

*** 10.2 When concentrations of entries is noticed under 'used' columns nos. (7), (8), (11) and (12) they should be transferred to their respective 'new' columns, nos. (5), (6), (9) and (10) Check and correct totals under cols. 10 and 12.

Do the same check and correction for entries against total codes of this block as you did for entries of total codes of block 5.

10.3 For each item entry under the last year cols. $\geq$ entry under the last week ^{cols.} otherwise correct the year's data accordingly.

- 11.1 Block 11: Check line codes in Col. 4 against their descriptions in Col. 5 and do the necessary corrections.
Check from the descriptions of items whether the items are really hh. durables. If not circle the entries and shift them to the block where they should belong after making the necessary corrections in the total lines.
- 11.2 Enterprise items (equipment) should not be included in this block but in block 23. If they are included in this block transfer them to block 23.
- *** 11.3 Cols. (10) and (11): If you come across concentrations of entries under these cols. check whether the col. has been used as a total col. of cols. (6) and (8) and (7) and (9) respectively. If so do the necessary corrections. Similarly in case of concentration of entries under cols. (8) & (9), transfer them to cols. (6) & (7).
- 11.4 Check entries against total codes 33, 13 and 11 in the same manner as entries against total codes of block 5 are checked.
- 11.5 Check that entry for week for any item $\leq$ entry for year for that item. Otherwise correct the year's data accordingly.
- 12.1 Block 12:- Check the line codes in Col. (4) against their descriptions in Col. 5 and do the necessary corrections.
Check that entries in Cols. (8) and (12) form a part of entries in Col. 10 of block 22 and also appear in block 15, col. (13), week's data. If this is not so transfer entries in these cols. of this block to Col. 10 of block 22 and col. (13) of block 15 appropriately.
- 12.2 Check entries against the total codes of this block in the same way as entries of the total codes of block 5 are checked.

- 12.3 Check that for any item the entry for week is less than or equal to entry for year for that item otherwise correct the year's data accordingly.
- 13.1 Block 13: Check sub-totals 0x, 1x and 2x and the total of the sub-totals, i.e. against total code 3, and correct the incorrect ones.
- 13.2 If entry against total code 1 is not filled see whether it appears in block 16 and if so transfer it here. Otherwise leave it.
- 13.3 If by mistake the total under Col. 4 has been entered against line code 4x refer the matter to the subject officer.
- 13.4 If entry against line code 4x is not filled see whether it appears in block 35 item 7x, Disbursement and transfer it here if filled in block 35.
- 13.5 Whenever there are identical entries in this block in group line codes 20 to 29 and block 27 they should be referred to the subject officer.
- 14 Block 14: Check and correct entries against the total codes in the same way as entries against total codes of block 5 are checked.
- 15.1 Block 15: Check that reference blocks and line codes filled in cols. (4) and (5) respectively are for items in blocks 5 to 14 for weekly data and in blocks 10 to 12 for yearly data. This can be done with the help of the descriptions of the items given in Col. (3).
- 15.2 Col. 6: Under this col. should be filled Kg. for solids and L for liquids. Entries other than these in this col. should be circled and the correct ones should be put against each of them.

- 15.3 Cols. 7, 8 and 9: For cereals and pulses (weekly data)
transfer the conversion factor of the local unit of the item described in Col. 7 of this block from Col. (8) of block 38, after checking the correctness of the calculation, to Col. (8) of this block. If this has not been given in Col. (8) of block 38 then change the local unit into Kg. and calculate the entry under the quantity col. (using retail price for col. 11 and producers' price for Col. 13 from Sch. 4) by using the formula given in the scrutiny instructions for block 5 for calculating quantity for that block. The entry in such a case in Col. (8) will be made as 1.00.
- 15.4 Cols. (11) and (13): a) Each entry under Col. (11) of this block should also be in Col. (10) of block 17. If this is not so make the transference of entries from this col. to Col. (10) of block 17.
- b) Similarly, each entry in Col. (13) of this block should also be in Col. (10) of block 22. Otherwise do the transference similarly to block 22.
- c) An entry in col. (13) with code 12 in col. (4) should also appear as an entry in Cols. (8) or (12) of block 12 for last week. If this is not, so carry out the transference of entry to block (12).
- d) Circle totals for weekly and yearly data.
- e) Under the last year part of this block circle those entries which are not items of blocks 10 to 12.
- f) Conversion factor Col. i.e. Col. 8 is not applicable for yearly data. Cross it out.
16. Block 16:- Check that all entries which should be transferred to this block from the previous blocks, i.e. blocks 5 to 14 are correctly transferred. In case some entries are not transferred do the transference. Check and correct the total.

- 17.1 Block 17:- a) Check the agreement of line codes with their descriptions and correct those which do not agree.
- b) Entry in Col. 6 $\leq$ entry in col. 9
- c) Every entry in Col. (10) of this block should also be in Col. (11) of block 15. Otherwise make the necessary transference to block 15.
- d) For each input described in Col. 4 check that entries in Cols. 2, 3 and 5 to 13 are all in one line. If otherwise make them so after circling the original entries.
- e) Check and correct entries against the total line.
- f) Entry against total code 33 $\geq$ entry against total code 13, which is also $\geq$ entry against total code 11.
- 17.2 If entry against total code 13 is not filled but that for the total code 11 is filled then fill the latter entry against total code 13 also.
- 17.3 If entry against total code 11 is not given see whether it appears in block 35, line code 11, Col. (7) under Disbursements and if so transfer it here. Otherwise leave it blank.
- 18 Block 18: Entries in Col. 8 of this block should form a part of entries in Col. 9 of block 22. Check and correct if this is not so by transferring them to block 22 Col. (9) also. Check the totals, and the entries against total code 1 by reference to block 35, Disbursements, line code 13, Col. (7).

- *** 19.1 Block 19: If data on dividend in the case of agricultural enterprise is filled in Col. 8, they should be shifted to Col. 6 of this block.
- 19.2 Check the totals. Check the entry against total code 1, by reference to block 35, Disbursements, line code 14, Col. (7) Check that for each line code under every column, entry against week is less than or equal to entry against that line code, under that column for the year. Otherwise correct the year's data.

- ... 20.1 Block 20: If data is recorded in Col. 9 of this block in the case of agricultural enterprise, they should be shifted to Col. 7 of this block.
Check the totals and entries against total code 1 by reference to block 35, line code 2x, Col. (7), Receipts.
- 20.2 Check that for Cols. (7) to (9), for any enterprise code, the entry for week is less than or equal to the entry for that enterprise code under that column for year; otherwise correct the year's data.
- 20.3 Check that if there is an entry in Col. (6), there is recorded receipt of wages totaling to this entry in Sch. 2.2 for some member of the household working in the corresponding enterprise and vice-versa. Make corrections accordingly.
- 21.1 Block 21: Check entries in Cols. 10 and 11 against their descriptions in Col. 2 and correct them in the case of inconsistency.

Total of Col.(9) of this block for each type of receipt (i.e. the code in Col. (11))	Entry in line 13x minus that in line 11x of the Col. for the corresponding type of receipts in block 20 for last week part only.
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- 21.2 Circle the entry against the total line in Col. (9).
- 21.3 For cereals and pulses scrutinize Cols. (5) to (9) of this block according to scrutiny instructions for Cols. (4) to (8) respectively of block 5.
- 22.1 Block 22: Check the agreement of line codes given in Cols. (2) and (3) of this block with their descriptions in Col. 4 and make corrections in Cols. (2) & (3) in case they don't agree.
- 22.2 Col. (5): In the case of an entry in this col. entry in Col. (2) will always be 4. If this is not so, correct the entry in Col. (2).
- 22.3 Col. (8): If there is an entry in this Col. for an item of output, the corresponding item should appear in block 37, Col. 4 for evaluation of entries in either of the blocks 9, 13, 18, 19, 24 and the total value of the item in block 37 should equal this value. If this is not so, refer to the subject officer.
- 22.4 Col. (9): Every entry in this col. should also be either in Col. (6) of block 17 or Col. (8) of block 18. If this is not so, do the necessary transference to blocks (17) or (18) also according to the description of the output i.e. if it is material then to block 17 Col. (6), if it is service then to block 18 Col. (8).
- 22.5 Col. (10): Every entry in this col. should also be in Col. 13 of block 15 for the week's data. In case this is not so, do the transference to block (15) also.
- 22.6 Col. (11): Every entry in this Col. should also be either in Col. (9) of block 23 or in Col. (10) or Col. (14) of block 24 for last week's data only. If this is not so do the necessary corrections in blocks (23) & (24)

- ** 22.7 Col. (12): Every entry in this col. should either be in Col. (7) of block 27 or in Col. (9) of block 28 or in Col. (7) of block 33. If this is not so, do the necessary corrections in block (33)
Check and correct entries against the total codes as for the block 17.
- 23.1 Block 23: Check the agreement of line codes in cols. (4), (5) and (6) with their descriptions in Col. (7) and do the necessary corrections in cols. (4) to (6) in case of disagreement.
- ** 23.2 In the case of concentrations of entries in cols. (13) or (15) refer to the subject officer.
In the case of last week's data check and correct entries against total codes 33, 13 & 11 as for the block (17).
- 23.3 Check that for any item an entry for week under any column is less than or equal to entry for year for that item under that column. Otherwise correct the year's data accordingly.
- 24.1 Block 24: Check the line codes in Cols. (4), (5) and (6) with their description in Col. (7) and do the necessary corrections in case of inconsistency.
- 24.2 Cols. (10) and (14): Every entry for week in either Col. 10 or 14 of this block should also be in Col. (11) of block 22 and ensure this by making the appropriate transference of entries to block 22.
- 24.3 Check and correct totals of last week and last year. For last week's data, check and correct entries against total codes 33, 13 and 11 as for the block 17.
- 24.4 Check that for any item, an entry for week under any column is less than or, equal to the entry for that item under that column for year. Otherwise correct the year's data.

- 25.1 Block 25: Check and correct the agreement of line codes in cols. 4 and 5 with their descriptions in Col. 6.
- 25.2 Check and correct totals of last week and last year. For last week's data, check and correct entries against total codes 33, 13, & 11 as for the block 17.
- 25.3 If the enterprise code in this block is other than agriculture blocks 39.1 and 40.1 or blocks 39.2 and 40.2 are expected to be filled. If this has not been done refer to the subject officer.
- 25.4 Check that for any item, an entry for week under any column is less than or equal to the entry for that item under that column for year. Otherwise correct the year's data.
- 26.1 Block 26: Entries with respect to line code 07 are expected to be made in one of the cols. (3) or (4). If there are identical entries in Cols. (3) and (4) circle them. If there are different entries in Cols. (3) and (4) and if the entry in Col. (4) is greater than the entry in Col. (3) write the difference in Col. (4). If entry in Col. (3) is greater than entry in Col. (4) write the difference in Col. (3). In both cases the original entries should be circled. Scrutinize similarly the entries in Cols. (4) and (5) for item 03 for yearly data.
- 26.2 Check the totals and see that the totals of Cols. (3) and (4) are also transferred to block 35 at their indicated places in that block doing the transference yourself in case they have not been transferred.
- 27.1 Block 27: Entries in this block are expected to start from line code 11. In case there is one entry and it is against line code 12, circle it, after shifting it with all its entries to the line against line code 11. If there are more than one entry and they are filled starting from line

code 12, shift the last one with all its data to line code 11 after circling the data in their original places.

- 27.2 Cols. (4) and (5): Check the agreement of descriptions in Col. (3) with their entries in cols. (4) and (5) and make the necessary changes. Generally, for entries in Cols. 6 and 9 the reference blocks in Col. (4) are from blocks 5 to 14 and for Col. (7) it is block 22. If this is not so refer to the subject officer.
- 27.3 Check the line codes in Col. (5) against line codes of block 22 in the case of an entry 22 in Col. 4 of this block.
- 27.4 Ensure that any entry in Col. (7) of this block is also a part of entries in Col. (12) of block 22 for the particular line code by making the transference to block 22 if necessary.
- 27.5 Check and correct entries against lines codes 1x, 2x and xx. In addition check and correct entries against total codes 13 and 11 as for the block 17.
- Block 28
- 28.1 Check that cols. (3) and (4) are filled for all entries. If sector code is not given put an x in col. (3). Give serial nos. in col. (4) for loans & repay ments separately, if they have not been given (correctly).
- 28.2 Check that the type code 1 or 2 is filled in col. (6). Otherwise put 'X'.
- 28.3 Check that the total of entries in col. (9) for which cols. (7) and (8) are filled is equal to the difference between the entries in col. (9) against total code 3 and (minus) total code 1. Otherwise correct the entries against total code 1 col. (9) accordingly.

- 28.4 Check that an entry in Col. 9 with entry (22) in Col. 7, tallies with an entry in Col. 12 of block 22 with the same line code (i.e. Col. 8 of block 28 and Cols. 2 & 3 of block 22). Otherwise make a suitable equal entry in block 22 Col. (12).
- 28.5 Check the totals under Cols. (9) and (10)
- 28.6 If the sector codes for repayments of loans are other than 0 and 8 (agriculture, Household), then blocks 39.1 and 40.1 or blocks 39.2 and 40.2 should have been filled. In the case this is not so refer to the subject officer.
- 29.1 Block 29: Check and correct entries in cols. (2), (3) and (4) similarly to the respective columns of block 28. Check also the totals, and entries against total codes 3 & 1 similarly to block 28.
- 29.2 An entry 22 in Col. (7) for loan taken can not occur. But entry 22 in Col. (7) for repayment received is admissible.
- 29.3 If the sector codes for loans taken are other than 0 and 8 then blocks 39.1 and 40.1 or blocks 39.2 and 40.2 are expected to be filled. If this is not so refer to the subject officer.
- 30.1 Blocks 30 and 31: Check that sector codes are always filled in col. (2), otherwise put an 'X' in col. (2) if it can not be determined from description in col. (4). If the sector codes are other than 0 and 8 then blocks 39.1 and 40.1 or blocks 39.2 and 40.2 are expected to be filled. If otherwise refer to the subject officer.
- 30.2 Check the serial nos. in col. (3). If they are not given, give , if incorrectly given, correct them.
- 30.3 An entry 22 in col. (5) of block 30 is not permissible. If found refer to the subject officer. If an entry 22 is found in col. (5) of block 31, refer to the subject officer.
- Check entries in Col. (7) against total codes 3 & 1 as usual and with reference to block 35.

- 31 Blocks 32 and 33: All entries in these blocks should be referred to the subject officer.
- 32 Block 34: Loss of consumer goods, animals, output, etc do not belong to this block. Circle such in appropriate entries in this block after reference to the subject officer.
- 33.1 Block 35: Check that all entries which should be transferred to this block are correctly transferred without omissions and carryout the correction if they are incorrectly entered here. Check then the totals under receipts and disbursements.
- * 33.2 If there are any entries corresponding to enterprise codes 1 to 6 in any of the blocks 17, 18, 19, 22, 23, 24, 25, 28 (Repayments), 29 (Loans), 30 to 34, check that blocks 39.1 or 39.2 and 40.1 or 40.2 are filled. Otherwise refer the matter to the subject officer.
- 34.1 Block 36: Col. 1 Give a continuous serial number starting with 01 to each line if it has not been given.
- 34.2 Col. 3: Check the code in Col. 3 and correct it from the descriptions in col. 2 as follows:

Breakfast - 1 Lunch - 2 Dinner - 3

Entry in Col. 3 should be repeated for all lines used for that meal. Do this if it has not been done.

- 34.3 Col. 4: Under this column entries 1 or 2 only should appear.
- 34.4 Cols. 5, 6, 7 and 8: For entry 1 in Col. 4
Entry in Col. 5 $\leq$ entry against item 2 of block 2.

Entry in Col.(6) $\leq$ entry against item 3 of block 2

Entry in Col.(7) $\leq$ entry against item 4 of block 2

Entry in col.(8) $\leq$ entry against item 5 of block 2

If this is not so for a particular column, enter the appropriate figure from block 2.

34.5 Col. 9: Check and correct the total under this col. in each line.

34.6 Col. 10: Check that after you multiply each adult male by 10, each adult female by 9 each male child by 7 and each female child by 6 their sum should tally with the entry under this column. Correct if it doesn't. This should be checked separately for each line with code 1 or 2 in Col. 4.

34.7 Col. 12: Fill the following codes under card column cc.
51

Injera - 1 Bread - 2 Pure components - 3.

The code should be given to each line and it is to be repeated for all components of a particular food preparation.

34.8 Card columns 48 and 49 of this column are to be left blank.

34.9 Col. 14: Check that this Col. is filled correctly and fill it correctly in case it has not been filled correctly. The instruction for filling it is given at the bottom of the block.

34.10 Col. 16: If the entry in this Col. for items like injera is not consistent with the corresponding entry in Col. 15; check and correct by referring to entries of this Col. of other hhs. in the same locality of sub-division for that food item. In case this col. is not filled, take the average of identical entries in other hhs. in the same col. and fill the column.

34.11 If proportions of components of a food item are not given for calculation of entries in Col. 16, the average proportions for that food items for other hhs. in the locality or sub-division should be taken and col. 16 be filled.

- 34.12 Entries of quantity with respect to some food items (like salt) are usually small. Check that this is so and correct if otherwise by referring to the subject officer.
- 34.13 Cols. 17 and 19: Check that the sum of entries in these cols. is 100. Otherwise correct Col. 19.
- 34.14 Col. 20: Check and correct entries in Col. 20 by making the calculation using the formula given at the bottom of the block for this column.
- 34.15 Col. 21: Check that the source code is filled in this column. If it is not filled refer to the subject officer.
- 34.16 In the case of perishables, the source code can be obtained from or checked against the transactions (either purchase or output) involving them recorded in the previous blocks. If otherwise refer to the subject officer.
- 34.17 Entries below the line should be boxed covering the whole of the portion of the block used.
- 35.1 Block 37: Check the reasonableness of entries in Cols. 5 and 7 by referring to to Sch. 4 for the particular item unit price. In the case of cereals and pulses if block 38 is filled then use the equivalent of the unit in grammes to check the reasonableness of Cols. 5 and 7. For corrections refer to the subject officer.
- 35.2 Check the correctness of entry in Col. 8 (= Col. (6) X Col. (7)). Check that the entry in Col. 8 has been transferred to the place indicated by entries in Cols. 0 to 3. Do the transference if it has not been done.
- 36 Block 38: Check the correctness of entries in Cols. 7 and 8 and correct if otherwise. Entry in Col. 8 should be transferred to block 5 or 21 for the item of cereals or pulses for which the conversion factor has to be entered. Transfer it, if it is not transferred as per scrutiny instructions for blocks 5 and 21.

- 37.1 Block 39.1: Check that 1 is entered under card column 31 of this block and block 40.1.
- 37.2 Item 1: Check that the description of enterprise given against this item agrees with the industry code which is also given against the same item. Correct the industry code in case it doesn't.
- 37.3 Item 2: The space for code under cc. 35 & 36 should be left blank. Otherwise erase the entries.
- 37.4 Item 3, cc. 37: If it is not filled put an 'X'. If the word subsidiary is struck off put 1, if the word principal is struck off put 2.
- 37.5 Item 4, cc. 38: If it is not filled put an X.
- 37.6 Items 5 and 6: For an entry 2 against item 4 if items 5 and 6 are not filled put 'X's in c.c.'s 39, 40, 41 & 42. If entry against item 4 is 1 and items 5 and 6 are filled, change the entry 1 against item 4 to 2.
- 37.7 Item 7, cc. 43: If two of them are struck off put the code of the one which is not struck off in the code space.
- 37.8 Item 8: Fill under card columns 44 and 45 number of months of no activity. Entries in these card columns range from 01 to 12. Under card column 46 fill the starting month of no activity and under card column 47 the ending month of no activity. The range of entries under the card columns 46 and 47 is from 1 to 0, A, B. The descriptions of these entries is the same as for entries against item 11, (card column 25) of block 2 of this schedule. If the information for filling these card columns is not given but code 2 is given against item 7, put x's under card columns 44 to 47 depending upon the information that has not been given in the item.

37.9 If entries against item 8 are correctly filled but entry against item 7 is other than 2 then change the entry against item 7 to 2.

37.10 Item 9: Entry against this item $\leq$ 7

_____	_____	$\leq$ total of Col. 11 of block 40.1
_____	_____	$\geq$ Minimum entry in Col. 11 of block 40.1
_____	_____	$\geq$ No. of days on which at least one member has worked in the particular enterprise as found from block 3 of Sch. 2.2 for the hh.

37.11 Item 10: There must be a non-zero entry against 10 (ii) and 10 (iii). Otherwise refer to the subject officer.

37.12 Item 11: Unusually bigger magnitudinal entries against this item should be referred to the subject officer.

38.1 Block 40.1: a) Check that the industry code at the right hand top of this block is identical with the industry code given against item 1 of block 39.1. If it is not, correct it, and fill it in case it has not been filled.

- b) Check that entries in cols. (2) to (4) of this block for a person agree respectively with entries in Cols. (2), (4) and (5) of block 2 of Sch. 2.2 for entries 1, 2 and 4 in Col. (5) of this block.
- c) If entry 1 is given in Col. 6 and entries 1 or 2 or 4 in Col. (5) for a person then the employment status and industry code in Cols. (9) and (10) of block 2 of Sch. 2.2 should be identical with the employment status in col. (5) for the person and industry code at the top of this block.

- d) Minimum entry in Col. 7 is 1. Put 1 in the case of no entry.
- e) For members of the hhs. i.e. codes 1, 2 or 4 in col.(5) entries in Cols. (8) to (10) of this block should be checked (and corrected) against entries for these persons in block 3 of Sch. 2.2. Entries more than $\frac{3}{4}$ of the usual working hours per day (given against item 11 of the block 39.1) are the number of days worked full time. Entries between $\frac{1}{2}$ and $\frac{3}{4}$ (both inclusive) of the usual working hours are the number of days worked part time and those entries below $\frac{1}{2}$ of the usual working hours are the number of days worked nominally.
- f) Entry in Col. 11 (which should be equal to total of cols. 8 to 10) for a particular member is the same as entry in Col. 34 of block 3 of Sch. 2.2 for that member and activity (same industry code).
- g) There should not be entries in Cols. 12 to 16 for persons with employment statuses, 1, 2 and 4 in Col. 5 of this block.
- h) Whenever there are entries in Cols. 12 or 13 there should be an entry for that enterprise group in Col. (4) of block 18 equal to total of Cols. 12 & 13. The total of money part in this block should be less than or equal to the entry against total code 1: of which paid in money under Co. (4) of block 18.
- i) For an entry 3 and sometimes 5 in Col. (5) of this block there should be entries in Cols. 14 to 16 for non-zero entries in Col. 11.

In all the above cases correct the incorrect ones and if you find it difficult to do so refer the matter to the subject officer.

38.2 The above instructions of scrutiny (i.e. for blocks 39.1 and 40.1) should also be used for scrutinizing entries in blocks 39.2 and 40.2 respectively.

39 Block 41: Whenever a record of transactions is made in this block for the reason that the field staff could not identify them in the blocks proper, the transaction should be shifted to their proper blocks after referring the matter to the subject officer.

40 SCRUTINY INSTRUCTIONS FOR SCH. 2.1 FOR HOUSEHOLDS
COVERED BY DAILY VISITS

40.1 A Sch. 2.1 is canvassed for households covered by daily visits, in addition to sch. 2.1 (D). The following scrutiny instructions should be followed.

40.2 Block 1: All instructions are the same. Entry under item 11 will always be DV and 1 (in cc. 15).

40.3 Block 2: All instructions same. Check that the entries in all places are identical with respective entries in block 2 of schedule 2.1 (D).

40.4 Block 3 & 4: All instructions same.

40.5 Blocks 5 to 38: All entries in blocks which have reference period of a week i.e. blocks : 5, 6, 7, 8, 9, 13, 14, 16, 17, 18, 21, 22, 27, 30, 31, 32, 33, 35 and part of blocks: 10, 11, 12, 15, 19, 20, 23, 24, 25, 26, 28, 29 which refer to the week and of block 36 should be deleted by circling the entire block or portions of the block referring to week.

40.6 Blocks 37 & 38: All instructions same.

- 40.7 Block 39.1 & 39.2: All instructions same. But before checking, see that the entries are correctly copied from blocks 7.1 & 7.2 respectively of Sch. 2.1 (D).
- 40.8 Blocks 40.1 & 40.2: Cols. (1) to (7): Instructions same. Check first that the entries from Cols. (1) to (7) respectively of blocks 8.1 & 8.2 respectively of Sch. 2.1 (D), are correctly copied in these cols. of blocks 40.1 & 40.2.
- 40.9 Blocks 40.1 & 40.2: Cols. (8) to (10): Instructions same. But First check that the entries in these cols. are copied from entries in cols. (15) to (17) of block 8.1 and 8.2 respectively. Check the total for each person in col. (11).
- 40.10 Blocks 40.1 & 40.2: Cols. (12) & (13): Instructions same. Check further that these entries are found as totals of wages paid, monetary and non-monetary, from the 7 days' record of block 5.2 of schedule 2.1 (D)
- Blocks 40.1 & 40.2: Cols. (14) to (16): Same instructions.
- 40.11 Block 41: Same instructions.

37.9 If entries against item 8 are correctly filled but entry against item 7 is other than 2 then change the entry against item 7 to 2.

37.10 Item 9: Entry against this item $\leq$ 7

_____	_____	$\leq$ total of Col. 11 of block 40.1
_____	_____	$\geq$ Minimum entry in Col. 11 of block 40.1
_____	_____	$\geq$ No. of days on which at least one member has worked in the particular enterprise as found from block 3 of Sch. 2.2 for the hh.

37.11 Item 10: There must be a non-zero entry against 10 (ii) and 10 (iii). Otherwise refer to the subject officer.

37.12 Item 11: Unusually bigger magnitudinal entries against this item should be referred to the subject officer.

38.1 Block 40.1: a) Check that the industry code at the right hand top of this block is identical with the industry code given against item 1 of block 39.1. If it is not, correct it, and fill it in case it has not been filled.

b) Check that entries in cols. (2) to (4) of this block for a person agree respectively with entries in Cols. (2), (4) and (5) of block 2 of Sch. 2.2 for entries 1, 2 and 4 in Col. (5) of this block.

c) If entry 1 is given in Col. 6 and entries 1 or 2 or 4 in Col. (5) for a person then the employment status and industry code in Cols. (9) and (10) of block 2 of Sch. 2.2 should be identical with the employment status in col. (5) for the person and industry code at the top of this block.

- d) Minimum entry in Col. 7 is 1. Put 1 in the case of no entry.
- e) For members of the hhs. i.e. codes 1, 2 or 4 in col.(5) entries in Cols. (8) to (10) of this block should be checked (and corrected) against entries for these persons in block 3 of Sch. 2.2. Entries more than $\frac{1}{2}$ of the usual working hours per day (given against item 11 of the block 39.1) are the number of days worked full time. Entries between $\frac{1}{2}$ and $\frac{3}{4}$ (both inclusive) of the usual working hours are the number of days worked part time and those entries below $\frac{1}{2}$ of the usual working hours are the number of days worked nominally.
- f) Entry in Col. 11 (which should be equal to total of cols. 8 to 10) for a particular member is the same as entry in Col. 34 of block 3 of Sch. 2.2 for that member and activity (same industry code).
- g) There should not be entries in Cols. 12 to 16 for persons with employment statuses, 1, 2 and 4 in Col. 5 of this block.
- h) Whenever there are entries in Cols. 12 or 13 there should be an entry for that enterprise group in Col. (4) of block 18 equal to total of Cols. 12 & 13. The total of money part in this block should be less than or equal to the entry against total code 1: of which paid in money under Co. (4) of block 18.
- i) For an entry 3 and sometimes 5 in Col. (5) of this block there should be entries in Cols. 14 to 16 for non-zero entries in Col. 11.

In all the above cases correct the incorrect ones and if you find it difficult to do so refer the matter to the subject officer.

38.2 The above instructions of scrutiny (i.e. for blocks 39.1 and 40.1) should also be used for scrutinizing entries in blocks 39.2 and 40.2 respectively.

59 Block 41: Whenever a record of transactions is made in this block for the reason that the field staff could not identify them in the blocks proper, the transaction should be shifted to their proper blocks after referring the matter to the subject officer.

40 SCRUTINY INSTRUCTIONS FOR SCH. 2.1 FOR HOUSEHOLDS COVERED BY DAILY VISITS

40.1 A Sch. 2.1 is canvassed for households covered by daily visits, in addition to sch. 2.1 (D). The following scrutiny instructions should be followed.

40.2 Block 1: All instructions are the same. Entry under item 11 will always be DV and 1 (in cc. 15).

40.3 Block 2: All instructions same. Check that the entries in all places are identical with respective entries in block 2 of schedule 2.1 (D).

40.4 Block 3 & 4: All instructions same.

40.5 Blocks 5 to 38: All entries in blocks which have reference period of a week i.e. blocks : 5, 6, 7, 8, 9, 13, 14, 16, 17, 18, 21, 22, 27, 30, 31, 32, 33, 35 and part of blocks: 10, 11, 12, 15, 19, 20, 23, 24, 25, 26, 28, 29 which refer to the week and of block 36 should be deleted by circling the entire block or portions of the block referring to week.

40.6 Blocks 37 & 38: All instructions same.

- 40.7 Block 39.1 & 39.2: All instructions same. But before checking, see that the entries are correctly copied from blocks 7.1 & 7.2 respectively of Sch. 2.1 (D).
- 40.8 Blocks 40.1 & 40.2: Cols. (1) to (7): Instructions same. Check first that the entries from Cols. (1) to (7) respectively of blocks 8.1 & 8.2 respectively of Sch. 2.1 (D), are correctly copied in these cols. of blocks 40.1 & 40.2.
- 40.9 Blocks 40.1 & 40.2: Cols. (8) to (10): Instructions same. But First check that the entries in these cols. are copied from entries in cols. (15) to (17) of block 8.1 and 8.2 respectively. Check the total for each person in col. (11).
- 40.10 Blocks 40.1 & 40.2: Cols. (12) & (13): Instructions same. Check further that these entries are found as totals of wages paid, monetary and non-monetary, from the 7 days' record of block 5.2 of schedule 2.1 (D)
- Blocks 40.1 & 40.2: Cols. (14) to (16): Same instructions.
- 40.11 Block 41: Same instructions.

Chapter III

Schedule 2.1(D)

Check that in the rectangular boxes on every page the codes for subdivision, locality (where there is locality selection), group and order of selection of hhs. are filled in. In the case they have not been filled in, fill them by making reference to block 1.

Block 1: Follow the instructions given for block 1 of Sch. 2.1 for scrutinizing entries in this block. The entry under item 11 will always be DV=2.

Block 2: Items 1 to 10: Follow the instructions given for scrutinizing items 1 to 10 of block 2 of Sch. 2.1 for scrutinizing entries against these items. For an entry 1 against item 8 of this block, blocks 7.1 and 8.1 or 7.2 and 8.2 should have been filled. Otherwise correct as per scrutiny instructions for block 2, Sch. 2.1 for this item.

Item 11: The instruction for filling the code spaces against this item is the same as item 11 block 2 of Sch. 2.1. The date to be considered should be that of the 7th. visit.

Block 3: The same instruction given for block 41 of Sch. 2.1 should also be followed for scrutinizing entries in this block.

Block 4.1: Col. (1): There must be entries from 1 to 7 in this Col. If there are no entries under this Col. for entries of the same day, then the entry in col. 1 has to be repeated for all the entries of a particular day.

Check that all entries with respect to an item produced are filled in the same line. If this is not so, then circle those entries which are not in line and shift them in the line they should have been filled in.

Cols. (3) and (4): Check that the line codes given in Col. (4) whose descriptions are given in Col. (3) of this block agree with the line codes of the described items as given in block 22 of schedule 2.1. If they don't agree, correct them.

Cols. (5) and (6): For output of cereals and pulses, for an entry other than metric unit in Col. (5), there should be an entry in Col. (8) of block 9 which should be transferred to Col. (6) of this block to two decimal places of kg.

If there are no entries in block 9 for such entries in Col. (5) of this block, then change the unit in Col. (5) to kg. and enter 1.00 in Col. (6) of this block. As a result of this, changes have to be made in Col.s (7) & (8). Take the producers' price per kg. for the items and enter it in Col.(8). Then entry in Col. (7) = $\frac{\text{entry in col(9)}}{\text{entry in col(8)}}$.

The old entries have to be circled and the new ones have to filled. If there is no space to do this, shift the entries to the bottom.

- 5.5 Check that $\text{col. (7)} \times \text{col.(8)} = \text{col.(9)}$. Check also the reasonableness of quantity and value figures.
- 5.6 Check that in the case of non-agricultural enterprises blocks 7.1 and 8.1 or blocks 7.2 and 8.2 are filled. Otherwise refer to the subject officer.
- 6 Block 4.2: The instructions for scrutinizing entries in this block are the same as those for block 4.1 except in the case of Col. (6) of this block in which retail price is used (instead of producer's price for block 4.1).
- 7.1 Block 5.1: Check that the day no. is filled under cc. 32 for each day starting from 1 and going up to 7. In case it is not filled, fill it by checking against the date of the day.
- 7.2 A continuous serial number should be given in Col. (1) for each day to each receipt described in col. 2. Do this if it has not been done. For each receipt described in col. 2 check that entries in Cols. (1), (3) to (10) and (12) to (18) are all in one line. If otherwise make them so.

- .3 Only the transactions which have the following entries in Cols. (4) and (6) are permissible to be considered as receipts in this block.

<u>Col. (4)</u>	<u>Col. (6)</u>
<u>Block No.</u>	<u>Col. No.</u>
7	7
11	11
12	9
14	5
17	7
20	6
20	7
20	8
20	9
22	7
23	15
24	11
25	10
25	12
26	4
27	9
29	9
30	7
32	7

- 4 Entry 32 in Col. 4 should be referred to the subject of officer.

- 5 All transactions which have different combinations of entries in Cols. (4) and (6) from the above list should be considered as disbursement and entered in block 5.2 for that day under the advice of the subject officer.

- 7.5.1 If any transaction recorded in block 5.1 refers to a non-agricultural enterprise of the household, check that block 7.1 or 7.2 is also filled for that non-agricultural enterprise. Otherwise bring it to the notice of the subject-officer.
- 7.6 Col. (3): Transactions other than sale should be coded 1 in Col. (3). If otherwise correct accordingly. For sales, the code should be 1 or 2 in this column.
- 7.7 Cols. (4), (5) and (6): By identifying the transaction described in col. (2) with a particular block, the line code and column within that block of sch. 2.1, check that the correct block no. is recorded in col. (4), the line code within that block in col. (5) and the column no. within that block in col. (6). Correct otherwise.
- 7.8 Col. (5): Check particularly that the line code contains exactly as many digits as the line codes of the particular block whose number is recorded in col. (4). Further where a particular digit place of the line code in a particular block is not explicitly or implicitly provided for by codes check that an X has been entered. Correct the entry to an X if any other figure has been entered by the enumerator in such cases.
- 7.9 In the case of a record of free collection of goods check that the entries in cols. (4) and (5) are repeated in cols. (12) and (13) respectively. Otherwise correct cols. (12) and (13) accordingly.
- 7.10 Cols. (7) to (10): For sale of cereals or Pulses:- Check the reasonableness of the quantity and value figures in cols. (9) and (10). For a unit other than metric described in col. (7), block 9 will have been filled for this transaction. The

entry in col. (8) of block 9, converted into kg. to two places of decimal should be transferred to col. (8). If block 9 has not been filled, change the unit to kg, enter 1.00 in col. (8) and change the quantity in col. (9) into kg (two places of decimals) by the following formula:

$$\text{Col. (9)} = \frac{\text{Col. (10)}}{\text{Producer's price per kg.}}$$

The producer's price per kg. should be obtained from the sch. 4 for the particular sub-division.

.11 Cols. (11) to (18): Check that these columns are not filled for any transaction described in col. (2) as a sale including sale of output of household's enterprise (goods or services) (i.e. entry 22 in col. (4)). These columns will be filled only in the cases of receipt in kind of wages, rent, interest, share of profit, gifts, loans or other receipts (entry 32 in col. 4) and free collection. If it is found otherwise, the whole transaction should be transferred to block 5.2, under the advice of the subject officer.

.12 Cols. (12) and (13):- By identifying the good described in col (11) with a particular block and line code within that block of sch. 2.1, check that the correct block no. is entered in col. (12) and the line code within that block in col. (13) correct otherwise. An entry 22 in col. (12) should not appear except for a receipt of repayment of a loan. In the case of a record of free collection of goods, check that the entries in cols. (12) and (13) are identical with the entries in cols. (4) and (5) respectively. Generally the entry in col. (12) will be 5 to 12, 14 or 17. In other cases bring them to the notice of the subject officer.

.13 Col. (13):- The line codes should be further checked for correctness similarly to col. (5) as per instructions for col. (5) para 7.8.

- 7.14 Cols. (14) to (18): These should be scrutinized similarly to cols. (5) to (9) of block 4.1 as per scrutiny instructions for block 4.1.
- 8.1 Block 5.2: Check the day no. under cc. 32 for each day as per instructions for block 5.1.
- 8.2 Col. (1): A continuous serial no. should be given to each disbursement of a day described in col. (2). This should be given if not already done.
- 8.3 Col. (2): Check that only those transactions which have combination of entries in col. (4) and (6) other than those specified earlier for block 5.1 (para 7.3) appear in block 5.2. Otherwise transfer the whole transaction to block 5.1 under the advice of the subject officer.
- 8.3.1 If any transaction in block 5.2 refers to a non-agricultural enterprise of the household, check that block 7.1 or 7.2 and 8.1 or 8.2 are also filled for that non-agricultural enterprise. Otherwise bring it to the notice of the subject officer.
- 8.4 For each disbursement described in col. (2), check that the entries in cols. (1), (3) to (10) and (12) to (18) are all in one line. Otherwise make the corrections wherever required.
- 8.4.1 Col. (3): Transactions other than purchases should all be coded 1 in this column. Check that for purchases either code 1 or 2 is entered in this column.
- 8.5 Cols. (4), (5), (6): These should be scrutinised similarly to cols. (4), (5), (6) of block 5.1. If there is an entry 33 in col. (4), refer the matter to the subject officer.

Cols. (7) to (10):- These should be scrutinised similarly to cols. (7) to (10) of block 5.1 but in the case of all disbursements. In the case of transactions involving cereals and pulses, the entry in col. (8) should be made as usual with reference to block 9. In case block 9 is not filled, correct entries in cols. (7) to (9) according to instructions for these cols. of block 5.1.

Cols. (11) to (18):- Should be scrutinized as per instructions for these cols. of block 5.1. Special points in respect of these columns of block 5.2 are mentioned below.

Col. (12):- In most cases, the entry in this column will be 22. It can be 11, 14, 23 or 25 only in the case of barter transaction. If it is 32 refer the matter to the subject officer. The entry in no case will be 5 to 13, 15 to 21, 24, 26 and onwards. If such entries are found, refer to the subject officer. The cols. (12) and (13) should be blank only for the combination of entry 24 in col. (4) and 15 in col. (6).

Col. (18):- If the transaction described in col. (2) relates to consumption of output of one hh. enterprise in another enterprise of the household, check that in block 4.2 for the same day, in col. (9) an entry greater than or equal to the entry in col. (18) of block 5.2, has been made for that good. Otherwise correct, by entry in block 4.2.

Block 6:- All entries below the line should be enclosed in a single box with a red pencil (as in block 36 of sch. 2.1).

Check that the day no. is filled under cc. 31 for each day. It starts from 1 for the first day and goes upto 7 for the seventh day. In case it is not filled, fill it by checking against the date of the day.

Col. (1):- Give a continuous serial number to each line, starting with 01, if it has not been given before.

- 9.4 Col. (3):- Check the code in Col. (3) and correct it from the description in Col. (2) as follows:-

Breakfast - 1 Lunch - 2 Dinner - 3

- 9.5 Entry in Col. (3) should be repeated for all items of a particular meal. Do this if it has not been done.

- 9.6 Col. (4):- Under this Col. entries 1 or 2 only should appear. Cols. (5), (6), (7) and (8): For entry 1 in Col. 4

Entry in Col. (5)	of this block	≤	entry	against item 2	of block 2	of this Schedule
" " "	(6) " " "	≤	"	against item 3	of block 2	of this Schedule
" " "	(7) " " "	≤	"	against item 4	of block 2	of this Schedule
" " "	(8) " " "	≤	"	against item 5	of block 2	of this Schedule

If not, correct entries in block 6 taking entries in block 2 of this Sch. as the correct ones.

- 9.7 Col. (9):- Check and correct the entries of total under this column in each line.

- 9.8 Col. (10):- Follow the instructions given for scrutinizing Col. 10 of block 36 of Sch. 2.1 to scrutinize entries under this column.

- 9.9 Col. (12):- Fill the following codes under card column 51

Injera - 1 Bread - 2 Pure components - 3

These codes should be given to each line and each code is to be repeated for components of a food item.

- 9.10 Card Columns 49 and 50 of this column are to be left blank.

- 9.11 Col. (14):- Check that this col. is filled and fill it in the case it has not been filled. The instructions for filling it are given at the bottom of the block.

- 12 Col. (16):- In the case entry in this col. for items like injera is not consistent with the corresponding entry in Col. (15), check and correct by referring to entries of the same block of other days for the same hh.
- 13 If this col. is not filled, find the average weight of one unit of the item from the same block and Col. of other days for the same hh. and using the number in Col. (15) calculate the quantity and fill it in Col. (16). Similarly if proportions of components of a food item whose entry in Col. 16 is made are not given, the average proportions on other days for the same hh. for the same item should be taken and entries filled after necessary calculations. In case the required information on averages or proportions is not available for the same hh. that for other hhs. in the same locality may be used.
- 4 Items of food like salt sugar whose quantity is usually expected to be small should be checked and corrected if unduly large quantities are entered.
- 5 Col. 17 and 19:- Check that the sum of entries in these cols. is 100. Otherwise correct entry in Col. 19.
- 6 Col. 20:- Check and correct entries in Col. 20 by making the calculation using the formula given at the bottom of this block for this column.
- 7 Col. 21:- Check that the source code is filled in this col. Items which are produced by the hh. should be coded 1. This can be known from block 4.1. In other cases refer to the subject officer.
- 8 Col. (21) contd: In the case of perishables entry in this block will be generally be accompanied by entries for the commodity in block 4.2 or block 5.2 for same day. This will help to fix the source code for such items under the advice of the subject officer.

- 10 Blocks 7.1 and 7.2:- These blocks, which are identical with blocks 39.1 and 39.2 of schedule 2.1, should be scrutinized according to instructions for those blocks.
- 11.1 Blocks 8.1 and 8.2:- These two blocks are identical in form. Scrutiny instruction are therefore given for block 8.1 only.
- 11.2 Cols. (1) to (7):- These are identical with cols. (1) to (7) of block 40.1 of sch. 2.1 and should be scrutinized according to scrutiny instructions for block 40.1.
- 11.3 Cols. (8) to (14):- Check for hh. members (i.e. codes 1, 2 and 4 in col. (5) from sch. 2.2 for the hh. that on each day when an F is entered in these columns, the member has worked in that enterprise on that day more than $\frac{1}{4}$ th of the hours mentioned in block 7.1 item 11. Otherwise correct the entry F. Similarly if the entry is P, check that on that day, the member has worked in that enterprise for $\frac{1}{2}$ to $\frac{3}{4}$ of the hours mentioned in block 7.1, item 11. Otherwise correct the entry P. If the entry is N, check that the member has worked in that enterprise for less than $\frac{1}{3}$ rd the hours recorded in item 11 of block 7.1. Otherwise correct the entry N. If the entry is O, check that the member has not worked in the enterprise on that day.
- 11.4 Cols (15) to (18):- Check that for each line No. of 'F's from Cols. 8 to 14 of block 8.1=entry under col. (15) of block 8.1.

No. of 'P's	_____	= entry in Col. (16)	_____
No. of 'N's	_____	= entry in Col. (17)	_____
No. of 'O's	_____	= entry in Col. (18)	_____

Otherwise correct the entries in Cols. (15) to (18) taking entries from Cols. (8) to (14) of block 8.1 as the correct ones.

12

Block 9:- This block is identical with block 38 of Sch.

2.1. Therefore, follow the same scrutiny instruction given for block 38 of Sch. 2.1 to scrutinize entries in this block.

Chapter IV

SCHEDULE 2.2

Block 1

The items 1 to 11 should be scrutinized as per scrutiny instructions for items 1 to 11 of block 1 of sch. 2.1. Check that the entry under item 12 is equal to the last serial no. in Col. (1) of block 2 after this column has been scrutinized. Item 13 should be kept blank, erase it out if it has been filled.

Block (2)

- .1 Col. (1):- Serial Number: Check that the serial number is given continuously for all persons in a household starting with "01" for the head of household. If the head of household has any number other than "01" correct accordingly. Check that last serial number in Col. (1) block (2) = the entry in item 12 block 1. If not, change the entry in item 12 block 1 accordingly.
- .2 Col. (4):- Sex Check that this column has been recorded as "1" for males and "2" for females. Accordingly correct mistakes by comparing it with the name of the person (col. 2) and the relationship to the head of household (col. 3).
- .3 Col. (5):- Age: Check the internal consistency between ages of the family members. Check that entry in two digits has been made for all persons. If no entry has been made enter "XX".
- .4 Col. (6):- Marital Status: Check that entry has been made using codes given in pp. 3 of the schedule. Check and correct corresponding marital status of the persons with the age of

the person. E.g. "07" year old person cannot have an entry of "3", but if such be the case then replace code 3 by 1. However, whenever entries have not been made, and age does not help in determining the use of code 1, enter 'X'.

- 2.5 Col. (7):- Check that the code in the hundredth place is 0, 1 or 2 and that the codes in the tenth and unit place taken together reads as 00 to 16 or 99. According to instructions for field workers, code in the hundredth place has no relationship with codes in the tenth and unit place taken together. In the case however of codes 002 to 016 under this column, refer the case to the subject officer.
- 2.6 Cols. (8), (9), (10) & (11):- Check that entries are made in cols. (9) to (11) only for gainful activity as described in column 8; if the description shown in col. (8) is for non-gainful activity cancel the entries in cols. (8), (9), (10) and (11) by circling them.
- 2.7 Col. (9):- Employment Status: Check that for persons where entry has been made in Col. (8) there is also entry to be made in Col. (9) using codes 1-5. However, where entries have not been made then check the description in Col. 8 with the codes given in Cols. (10) and (11) (if there are entries) and entry made accordingly in Column (9). However, if in rare cases it is not possible to determine any of code 1-5 enter "X".
- 2.8 Cols. 10 & 11:- Industry and Occupation: For persons where entry has been made in Col. (8) entries are to be made in Cols. 10 and 11. Check that the codes used correspond with the description given in Col. (8), and accordingly correct the inconsistencies, using the Industry Occupation Classification Handbook.
- For cultivators and farmers group 61 (first two digits) for Col. (11), Col. (9) entry must be either 1 or 2.

For farm labourers group 62 (first two digits) for Col. (11), Col. (9) entry must be 3, 4 or 5.

- 9.1 Cols. (12), (13), (19) and (20):- Check that for each person entries are made in these columns in such a way that the four taken together are one of the following possible correct combinations.

	<u>Cols. of Block (2)</u>			
	(12)	(13)	(19)	(20)
A	1	-	-	-
B	0	1	-	-
C	1	0	1	-
D	0	0	0	1-9

Otherwise correct as below:-

- 9.2 First:- See whether the details of activity of the person are recorded in block (3) i.e. his serial no. in block (2) is recorded in block (3) Col. (1): If the person has worked, there will be a non-zero entry for him in block (3) col. (34) Total line. If there is such a non-zero entry, put 1 in Col. (12), block 2 for him and correct col. (13), (19) and (20) as per the case A above.
- 9.3 Second: If the entry in block (3), col. (34), total line for the person is zero but the entry in block (3), col. (35) in the total line is non-zero, the entries in block 2 col. (12), (13), (19) and (20) should be corrected as per the case B above.
- 9.4 Third: If the entries in block (3), total line in both columns (34) and (35) are zero for the person, but that in Col. (37), is a non-zero entry, the entries in block 2 cols. (12), (13), (19) and (20) should be corrected as per the case C above.

2.9.5 Fourth:- In all the remaining cases, refer the matter to the subject officer.

2.9.6 Important:- The corrections and checking of entries in block (2), Cols. (12), (13), (19) and (20) with those of block (3), cols. (34), (35) and (37) should be done in the above order. Further, even if the entries in block (2) cols. (12), (13) and (19) and (20) appear to be correct, those in cols. (12), (13) and (19) should be checked with block (3) according to above instructions. This may be done after block (3) has been scrutinized.

2.10 Col. (14):- Check that an entry in col. (14) is made only when the entry in Col. (13) = 1. Further check that in such cases the entry in col. (14) is one of the numbers 1 to 5. Check further that, the code in col. (14) also appears against the principal gainful activity described and coded in cols. (15) to (18) of block (2), for the largest number of days in block (3) cols. (8), (11), (14), (17), (20), (23) and (26) against that activity against that person in block (3).

2.11.1 Cols. (15) - (18):- If the entry in col. (12) is 1 for a person check that the entries in these cols. for a particular person are identical with the entries in block (3) cols (3) to (6) respectively for that activity for which the figure in block 3 col. (28) for that person is the highest among figures in col. (28) for that person.

2.11.2 If for a person, the entry in col. (12) is 0, that in col. (13) is 1 and that in col. (14) is one of the numbers 1 to 5, check that the entries in cols. (15) to (18) tally with one of the lines of entries in block (3) cols. (3) to (6) for that person.

11.3 If, for a person the entries in col. (12) and (13) are both 0, cancel the entries in cols. (15) to (18) by circling them. This should however be done after checking the entries in block 2, cols. (12), (13), (19) and (20) with those in block 3 for that person as stated earlier (paras. 2.9.1 to 2.9.6).

11.4 Community Labour:- Check that for description community labour in Col. (15), the entry in col. (16) is 6 and that in col. (18) has first two digits (i.e. cc: 45 & 46) 62.

With the exception of community labour, check the consistency of codes in cols. (16) to (18) with the description in col. (15) in the same manner as cols. (9) to (11) are required to be checked with col. (8).

11.5 Note that the entries in cols. (15) to (18) can be different from those in col. (8) to (11).

12 Col. (2):- Check that a one digit code 1 to 9 is given in this col. for each person of type D mentioned in para. 2.9.1. Check the consistency of some codes with the age and sex of the person.

1 Block 3:- Check that in this block, the details of economic activity/activities are given for all persons whose entry in block (2) cols. (12) or col. (13) has been "1". If this is not so, correct the entries in col. (12), (13), (19) and (20) of block 2 for that person as per paras 2.9.1 to 2.9.6.

2 Col. (1):- Check that the serial number of the person as in block (2) is repeated for all activities of the person and in the total line. If this is not done, make the necessary entries in this column accordingly.

5 Col. (2):- Check that entries start from "1" and are continuously given for each person for his activities. Correct errors if any.

- 3.4 Col. (3):- Check from the description that each activity is an economic activity. Otherwise delete the entries in that line. Further check that the description of at least one activity of the person agrees with the description of activity of the person in col. (15) block 2. Otherwise correct the entry in block 2, col. (15) for the person as per instructions in paras.2.11.1 to 2.11.4.
- 3.5 Cols. (4), (5) & (6):- These codes should be checked with the description of entries col. 3 in the same manner as block 2 col. (16) to (18) are checked with col. (15). An entry for community labour should be checked as instructed in para. 2.11.4.
- 3.6 Cols. (7), (10), (13), (16), (19), (22) and (25):- Check that in the total line for a person the total of hours worked for that day in all listed activities for the person are entered; in case of mistake correct accordingly.
- 3.7.1 Col. (8):- Lines for industrial activity:- When the hours worked in an activity for a person are nil (indicated by X in col. 7), check that the entry in this column is 1-5 for that activity. If for a person, no entry is made in individual lines even when the hours worked are nil in all activities, check that in the total line for him either an entry 6 or 7 is made. In the case of discrepancies which cannot be corrected, refer to the subject officer.
- 3.7.2 Cols. 11, 14, 17, 20, 23, and 26:- should be checked similarly in relation to cols. 10, 13, 16, 19, 22 and 25 respectively.
- 3.7.3 Col. (8):- Total line:- Check that the entry is either 6 or 7. Check similarly cols. (11), (14), (17), (20), (23) and (26).
- 3.8 Col. (28):- Hours worked: Check that entry in this column for each line including the total line is the sum of entries in Cols. (7), (10), (13), (16), (19), (22) and (25) in that line.

- 3.9 Col. (29):- Total line: Check that the entry in this col. is equal to the total of entries in cols. (9), (12), (15), (18), (21), (24) and (27) in the total line for the person.
- 3.10 Col. (30):- Wages & salaries: Check that when an entry has been made in this column, the code in col. (4) for that activity is 3 or 5. Otherwise delete the entry in col. (30) after referring it to the subject officer. Check that the entry in this col. is equal to the sum of col. (10) block 4 and col. (14) block 5 for the same person and same activity after checking the blocks 4 and 5 for the person. Check the total in the total line for each person.
- 3.11.1 Cols. (31) to (33):- Check that entries are made in these cols, whenever for an activity the code in col. (4) is 3 and a non-zero entry in col. (36). Otherwise correct the entries as stated below.
- 3.11.2 Col. (31):- Mode of payment: Where no entry has been made blocks 4 and 5 must be checked and appropriate code used; otherwise put an "X" .
- 3.11.3 Col. (32):- Periodicity: In this col. the entry should be 1-6 check it with calculation made somewhere in the schedule, otherwise accept entry as it is; but if no entry has been made insert "X".
- 3.12 Col. (34):- Individual lines:- Check that for each activity line, the entry in this column is equal to 7 minus the number of cols. out of cols. (7), (10), (13), (16), (19), (22) and (25) in which a cross mark (x) has been put. Otherwise correct the entry.

- 3.13 Col. (34):- Total line: Check that for each person, in the total line, the entry in this column is equal to 7 minus the number of columns out of col. (7), (10), (13), (16), (19), (22) and (25) in which a cross mark (x) has been put in the total line. Otherwise correct the entry.
- 3.14 Col. (35):- Individual lines:- Check that for each activity line the entry in this col. is equal to the number of cols. out of cols. (8), (11), (14), (17), (20), (23) and (26) in which an entry 1 to 5 has been made. Otherwise correct the entry.
- 3.15 Col. (35):- Total line:- Check that for each person in the total line the entry in this col. is equal to the number of days in which:-
- the person did not work in any activity (i.e. cross marks in total line for the person in any of the cols. (7), (10), (13), (16), (19), (22) and (25)).
and
 - he/she was absent from at least one gainful activity due to reason codes 1 to 5 in cols. (8), (11), (14), (17), (20), (23) and (26). Otherwise correct the entry.
- 3.16 Col. (36):- Total line: Check that the entry here is equal to col. (34) + col. (35) total line. Otherwise correct the entry.
- 3.17 Col. (37):- Total line:- Check that the entry in this col. is equal to the number of cols. out of cols. (8), (11), (14), (20), (23) and (26) in which in the total line an entry 6 has been made. Otherwise correct the entry.
- 3.18 Col. (38):- Total line:- Check that the entry in this col. is equal to the number of cols. out of cols. (8), (11), (14), (17), (20), (23) and (26) in which in the total line an entry 7 has been made. Otherwise correct the entry. Check that the total of cols. (36), (37) and (38) in the total line is equal to 7.

- .1 Block 4: Col. (1): Check that the entry here agrees with the entry in col. (1) block (2) for some person.
- .2 Col. (2): Check that the entry here agrees with the entry in col. (2) block (2) for the same person, identified by entries in col. (1) of both blocks 2 & 3, and for that activity for which the employment status code in col. (4), block 2 is 3 or 5 for that person for that activity.
- .3 Col. (10):- Check that total of cols. (3) to (9) is given in this col. for each line.
- .1 Block 5: Cols. (1) and (2): These columns should be checked similarly to cols. (1) and (2) of block (4).
- .2 Col. (12):- Check that total of cols. (5) to (11) is given in this col. for each line.
- .3 Col. (13):- Check the value per unit (recorded in col. 4) of the commodity described in col. (3) for reasonableness by referring to sch. 4.
- .4 Col. (14):- Check that the entry here is equal to col. (13) x col. (12).

CHAPTER V

SCHEDULE 3

1. Check that in the box spaces on each of pages 3 and 5 the subdivision code, order of selection of locality (when there is locality selection) and enterprise no. are correctly copied from block 1 of this schedule.
2. Check the correctness of enteries in col 8 of the working sheet on page 5 of this schedule. Entry in col. 10 = entry in col. 6 x entry in col. 7. If otherwise, correct col. 10
3. Block 1: Follow the same scrutiny instructions given for scrutinizing items 1 to 9 and 11 of sch. 2.1 to scrutinize items 1 to 9 and 11 of this block.
 - 3.1 Item 10: Check that entry under this item is correctly transcribed from sch. 1, block 4, col. 16 for the hh head described in col. 9 of this block. If otherwise, correct the former accoring to the latter.
 - 3.2 Item 13: Check that entry 1 or 0 is filled under this item. If the entry is 1, the informant's name under item 12 of this block should tally with the name of one of the workers mentioned in col. 2 of block 3 of this sch. with employment status code 1 or 2 in col. 5 of the same block and vise versa. If otherwise check the inconsistencies. If the informant's name is not given under item 12, put an 'x' under item 13.
 - 3.3 Item 15: Minimum entry under this item is 1. If not filled, fill 1. If 0, change it to 1. If the entry against this item is other than 1 check that there are as many achedule 3 for the same hh filled by the enumerator. Block 1, item 1 to 11 for all such schedules will have identical entries. If otherwise bring all such cases to the notice of the subject officer.
 - 3.4 Item 16: Code spaces under this item should be left blank. If filled, erase them out.
4. Block 2: Item 2: Check that the description of the manufacturing activity given here agrees with its industry code also given under this item. Use the Industry - Occupation Handbook

for checking the agreement and for correcting the industry code according to the description of the activity.

Items 4 and 5: Check that entries against these items are either 1 or 2. If one of the alternatives is cancelled, fill the code of the uncanceled alternative. Circle any other entries and put 'x' under cc. 25 or 26.

Items 6 and 7: For an entry 2 in the code space of item 5, the code space of item 6 is expected to be filled. If not filled,

If otherwise refer the matter to the subject officer. Moreover, for an entry 2 against item 5, entry against item 7 should be at least 1. If the code spaces against these items are correctly filled, and if the entry against item 5 is other than 2 then change the entry against item 5 to 2, under the advice of the subject officer.

Items 9 and 10: Entry against item 9 should be 1 or 2 or 3. Any other entry should be circled. Moreover, if two of the three alternatives given under the same item are cancelled, enter the code of the uncanceled alternative in the code space of the item. For an entry 2 against item 9, the months of no activity is expected to be given under item 10. If they are given, fill the no. of months of no activity in the cc's 34 and 35. Entries in these card cols. range from 01 to 12. Under cc. 36 fill the starting month of no activity and under cc. 37 the ending month of no activity. The range of entries under cc's 36 and 37 is from 1 to 0, A, and B. The meanings of these entries are given in the instruction for filling cc. 25 against item 11 of block 2 of sch. 2.1 (chap. II, para 2.10) If the information for filling cc's 34 to 37 is not given put x's in the cc's 34 to 37. In the case when information for item 9 is given but code against item 9 is other than 2 change the code to 2 of item 9.

Item 11: Entry against item 11 and under cc. 38 is 1 or 0. Any other entry should be circled.

Item 11 Cont. Spaces under cc's 39 and 40 should be blank. If they have been filled, erase the entries. Under cc. 39 Put the following codes.

electricity _____	1	water _____	4
steam _____	2	wind _____	5
gas _____	3	any other _____	9

cc. 40 should be filled if two powers are discribed.

- 4.6 Item 12: (1) Entry against this item ≤ 7
 (2) " " " " $\leq$ total of col. 11 of block 3.
 (3) " " " " $\geq$ minimum entry in col. 11 of block 3.
- 4.7 Item 13: There must be a non-zero entry at least in item 13 (ii). Otherwise refer the matter to the subject officer.
- 4.8 Item 14: Unusually bigger magnitudinal entry against this item should be referred to the subject officer.
- 4.9 Item 15: cc's 50 and 51 should be filled in reference to date given against item 15 by following instruction given for similar coding for item 11, block 2, sch. 2.1 (Ref. Chap II, para. 2.10). If the date has not been mentioned, it should be entered as one date earlier than the date mentioned on page 4 by the enumerator. If this is not also given, refer the matter to the subject officer.
- 5 Block 3: Cols. 2 and 3: Check the sex code under col. 3 with the name under col. 2 and if otherwise correct the former according to the latter.
- 5.1 Col. 5: One of the codes 1 to 5 should be filled under this col. If otherwise, circle the entry and put an 'x'.
- 5.2 Col. 6: Code 1 or 2 should appear in this col. If otherwise, circle the entry and put an 'x'.
- 5.3 Co. 7: Minimum entry under this col. is 1. If 0 is entered change it to 1.
- 5.4 Cols. 8 to 11: Check that entry under col. 11 for each worker is the sum of entries from cols. 8 to 10. If otherwise, correct entry under col. 11 according to entries in cols. 8 to 10. In addition, entry under col. 11 ≤ 7 for each worker.

Cols. 12 to 16: There should not be entries in these cols, for persons with employment statuses 1, 2, and 4 in cols. 5. If otherwise, refer the matter to the subject officer.

For an entry 3 and sometimes 5 in col. 5 there should be entries in cols. 14 to 16 for a non-zero entry in col. 11.

Col. 14: Entry under this col. should be from 1 to 6 only. If otherwise, circle the entry and put an 'x'.

Check and correct entries against the total line. If they are not filled, fill them.

Block 4: Check that the items described under col. 3 are correctly categorized into product, by-product, semi-finished goods and services rendered. If otherwise, refer the matter to the subject officer.

Check that for each item described in col. 3:

- (a) Col. 7 = Col. 5 x Col. 6
- (b) Col. 9 = Col. 5 x Col. 8
- (c) Col. 11 = Col. 5 x Col. 10
- (d) Col. 13 = Col. 5 x Col. 12
- (e) Col. 15 = Col. 5 x Col. 14
- (f) Col. 17 = Col. 5 x Col. 16
- (g) Col. 19 = Col. 5 x Col. 18

If otherwise, correct entries under cols. 7, 9, 11, 13, 15, 17 and 19. Check and correct the sub-totals and the total.

Check that entries in cols. 7+9 = entries in cols. 11+13+15+17+19. If otherwise, leave them as they are.

Block 5: Check the correctness of the categorization of the items described under col. 3. If otherwise, refer to the subject officer.

Check and correct the value cols. 1 & 2.

7,9, 11, 13, 15, 17, 19, and 21 in the same way as you did for value cols. of block 4.

- 7.2 Check that entries in cols. 7+9+11+13+15+ entries in cols. 17+19+21: If otherwise, leave them as they are.
- 7.3 Check and correct the sub-totals and the total.
8. Block 6: Check that entry under col. 3 entry in col. 4. If otherwise circle entries in col. 4.
- 8.1 Check the totals under cols. 3 to 10.
- 8.2 Entry under col. 7 is the sum of cols. 5 and 6. If otherwise, correct entry in col. 7 according to entries in cols. 5 and 6.
- 8.3 Check that each item under col. 2 is given a continuous serial no. in col. 1 of the same block. If otherwise, correct accordingly.
- 8.4 Check that entries in cols. 5 to 10 are not into 2 decimal places of a dollar. If otherwise, bring to the notice of the subject officer.
9. Block 7: Check and correct entries in cols. 3 and 4 as you did for the corresponding columns of block 6.
- 9.1 Check and correct the sub-totals and the totals under cols. 3 and 4.
10. Block 8: Check and correct the total of col. 4 which is given against sr. no. 10. If you notice the total of col. 4 being given against sr. no. 11, refer it to the subject officer.
- 10.1 Circle entries in col. 3 and put beside each of them 1 for CR entry, 2 for CP entry and if not given 9. Generally entry of CP in col. 4 is larger than entry of CR in col. 4. If not, refer to the subject officer.
- 10.2 Check entry in col. 4 as for cols. 5 to 10 of block 6 (Ref. Para. 8.4)
11. Block 9: If entry against sr. no. 1 is greater than entry against sr. no. 3, the entry against sr. no. 3 is equal to the difference of these entries with the negative sign cancelled.

If on the other hand entry against the latter sr. no. is greater than against the former, their difference should appear against sr. no. 3 with the positive sign cancelled. If otherwise, correct accordingly.

Check entry in col. 3 as for cols. 5 to 10 of block 6.

Block 10: Check that all entries as directed by entries under cols. 2 to 4 are correctly transferred to this block without omissions. Correct the incorrectly transferred entries and transfer the omitted ones.

CHAPTER VI
SCHEDULE 3 (D)

1. Blocks 1 and 2: Check and correct entries in these blocks following the scrutiny instructions given for the corresponding blocks of Schedule 3.
- 1.1 Check that entries under item 11 of block 1 are DV and 2.
- 1.2 The sum of entries of cols. 15 to 17 of block 3 is the entry against item 12 of block 2. The maximum entry against this item is 7.
2. Block 3: Cols. 2 to 7: Check and correct entries under these cols following the same scrutiny instructions given for the corresponding cols. of block 3 of sch. 3.
- 2.1 Cols. 8 to 18: Check that the sum of the no. of
F'S in cols. 8 to 14 = entry under col. 15
P'S " " " " " = " " " 16
N'S " " " " " = " " " 17
O'S " " " " " = " " " 18

If otherwise, correct entries under col. 15 or 16 or 17 or 18 according to entries in cols. 8 to 14.
- 3 Block 4: Check that entries in reference cols. i.e. cols. 2 to 4 of Disbursement or Receipt section agree with their description in col. 5. If otherwise correct entries in the former cols. according to the latter col. If necessary, by referring to the subject officer.
- 3.1 Check that for each entry in col. 5, col. 8 x col. 9 = Col. 10. If otherwise, correct entry in col. 10.
- 3.2 If entry under col. 8 is not given while entries in cols. 9 and 10 are given, then fill entry in col. 8 = entry in col. 10
entry in col. 9
- 3.3 If entry under col. 9 is not given, then fill entry in col. 10
as entry in col. 9. entry in col. 8
- 3.4 Scrutiny instructions paras. 3.1 to 3.3 of this schedule apply for both Disbursement and Receipt sections of block 4, sch. 3(D).
- 3.5 For entry 3 in col. 2 if the entry in col. 4 is 12, there should not be entries in cols. 6 to 9. If the entry in col. 2 is 3 and that in col. 4 is 13, cols. 7 to 9 must be filled. If otherwise correct entries

SCRUTINY INSTRUCTIONS FOR SCHEDULE 3 FOR HOUSEHOLDS CANVASSED BY DAILY VISITS.

Blocks 1 and 2: Entries under items of blocks 1 and 2 of schedule 3 (D) including the serial no. of the sub-division should be identical with entries under items of these blocks. If otherwise, correct entries in these blocks according to entries in blocks 1 and 2 of sch. 3 (D).

Block 3: Cols. 1 to 7 Entries under these cols. should be identical with the corresponding block and cols. of schedule 3 (D). If otherwise, correct entries under these cols.

Cols. 8 to 11: Check that entries under cols. 15 to 17 are correctly transferred to cols. 8 to 10 respectively of this block. If otherwise, correct entries in cols. 8 to 10. Check and correct entry in col. 11 of this block.

For entries 3 in col. 2 and 12 or 13 in col. 4 of block 4, Disbursement, Sch. 3 (D) check that the total of all such entries in col. 10 over the 7 days is transferred to col. 12 or 13 of this block. If otherwise, correct entries in these cols. of this block of Sch. 3.

Blocks 4 and 5: Check whether the categorization of items is correct. If otherwise, refer to the subject officer. For example, in the case of block 4, an item entered as a product can not be entered again as a by product.

Check that the entries of value and quantity (wherever applicable) pertaining to last week in blocks 4, 5, 6, and 7 of Sch. 3 have been filled by totalling over the 7 days data from Sch. 3 (D). That is to say, for a particular item in transaction description appearing in col. 5 with same entries in cols. 2 to 4 of block 4 of Sch. 3 (D) in the 7 days record, the total of col. 10 and col. 8 (wherever applicable) for the same item transaction description should be transferred to the sch. 3 in that block in that line and in that col. as identified by entries in cols. 2 to 4 of block 4 of sch. 3 (D).

Blocks 4 to 10: Block 4 cols. 1 to 7 & 18 and 19 block 5 cols. 1 to 7 & 20 and 21, block 6 cols. 4 to 10, block 7 col. 4 and blocks 8, 9 and 10 should be checked and corrected as for the corresponding columns and blocks of sch. 3 canvassed by enquiry.

Chapter VII

Schedule 4

Check the serial number of sub-division and see that it is given on every page of this schedule.

Block 1:- Check and correct the reasonableness of quantity and value. In addition, check whether the names of Province, Awraja, Wereda, and subdivision are correctly filled. Correct if otherwise.

Blocks 2 & 3:- Use the following formula for checking and correcting and filling price per Kg. columns of the different prices.

Price per Kg. (ie. cols. 7, 11 or 15) = $\frac{\text{Price per unit (i.e. Cols. 5, 9 or 13)}}{\text{Metric Equivalent (i.e. Cols. 6, 10 or 14)}}$

Blocks 5 and 6: Check and correct the reasonableness of the units described in Col. 4 against their corresponding prices in Cols. 5, 6, or 7.