



Training Manual/Instructions for Field Staff

for
**Survey & Preparation of
Slum, Household and Livelihoods Profile
of Cities/Towns**



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GOVERNMENT OF INDIA
MINISTRY OF HOUSING AND URBAN POVERTY ALLEVIATION
NATIONAL BUILDINGS ORGANISATION



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1. Introduction

The Slum/Socio-Economic Survey in Cities & Towns is to be conducted in all 394 class- I cities having population one lakh or more as per 2001 census.

2. General Instructions

2.1 The State Department in charge of Municipalities/ Urban Local Bodies or State Level Nodal Agency for JNNURM (BSUP/IHSDP) will coordinate the conduct of slum/poverty/livelihood surveys in cities and towns. In case the SLNA is located in a Department other than that dealing with Urban Local Bodies, a coordination mechanism should be in place with the assignment of a central role to the Urban Local Bodies (ULB). Every City/Town covered under the survey will designate a Nodal Cell (drawing personnel from Urban Community Development departments) for the purpose of survey with a team of supervisors headed by the Municipal Commissioner / Chief Executive of the City/Town. The resource persons engaged under the Project Implementation Unit (PIU) / UPA Cell in the ULB could be assigned the tasks of conducting training programmes / administering the surveys and providing technical support to the team. At the Central level, Director (NBO) will be the overall in charge officer for the conduct of the three surveys across the country. At the State level, the concerned Nodal Agency / Department will identify a senior officer who will be in charge of coordinating with Director (NBO) and guiding the conduct of surveys in the State, compiling survey information and sending the required details to the Government of India. The Municipal Commissioner / Chief Executive of the city will be responsible for the actual conduct of surveys at the city/ town level.

2.2 The survey should be participatory duly involving community structures like NHGs (Neighbourhood Group), NHCs (Neighbourhood Committee) and reputed NGOs (Non Government Organisations) working in the area.

2.3 Each supervisor will head a team consisting of 5-10 investigators/ surveyors depending upon the population and area to be covered for the survey. The supervisor will be responsible for timely and accurate canvassing of schedules and will frequently visit the field for random inspections. It shall be the duty of the supervisor to scrutinize the information collected by the investigators and make the necessary corrections, if any. Once vetted/approved by the supervisor, the PIU / UPA cell/ nodal cell in the municipal authority will compile the information recorded in the schedule.



Coverage:

- ◆ The schedule is to be canvassed for each urban block having slum/s.
- ◆ Information on each slum, (irrespective of whether notified or non-notified) found in the entire town/City will be collected. As per the state government / ULB identification the slum will be regarded as notified and non notified slum and the schedule will be canvassed accordingly.

Structure of the schedule

During the survey, the following schedules of enquiry will be canvassed:

Part A:	General Information of City/town
Part B:	Slum Profile of Urban Local Body
Part C:	Particulars of Survey Operations
Annexure-I:	Detailed Slum Survey
Annexure-II:	Detailed Household Survey
Annexure-III:	Detailed Livelihoods Survey



Part - A

Part A of the schedule contains general information of the City/town covered under the survey. Part A of the schedule will be filled by the nodal cell in the municipal authority. The following information are to be collected in this part:

Block: I

Item No.5	Name of Item	Instructions for canvassing the item
1 (a)	State Code	Code has to be adopted as per Census 2001
(b)	Name of State	This item is self- explanatory
2 (a)	District Code	The District code will be the one used in the Census 2001 for the District where the city is located.
2 (b)	Name of District	This item is self-explanatory
3 (a)	City/Town Code	The City/Town code will be the one used in the Census 2001.
4 (a)	City/Town Population	Please mention the population of City/Town as per the 2001 Census.
4 (b)	City/Town No. of Households	Please mention the number of household in the City/Town as per Census 2001.



Part - B

This chapter gives detailed instructions for filling up Part-B. Concepts specific to this part have been discussed in this chapter wherever necessary along with the instructions for specific items.

Part B of the schedule contains the general information of all slums located in the city/town/ULB. Information on each slum, **notified** or **non-notified**, found in the entire City/town under survey will be collected. The information will be filled in by the nodal cell in Urban Local Body for conduct of the survey in the municipal area.

Block: II

Item	Instructions for canvassing the item
First Column (Sl. No.)	Serial number will be assigned to each slum, where there is more than one slum in a City/Town. The serial number of the slum for which information is being collected in column 2 to 8 is to be recorded. Each Row corresponding to a serial number is meant for recording the particulars of the corresponding slum.
Second Column	This item is self-explanatory
Third Column	<p>The ownership of the land where the slum is located will be recorded against this item in code. The codes are:</p> <p>Public: Local Body-01, State Government- 02, Central Government - 03; Private - 04, Other - 05</p> <p>Note:</p> <ul style="list-style-type: none">• 'Others' will include all other lands not covered under any of the above codes (01 to 04).• If different agencies own equal areas of the land under the slum, then the code will relate to the land where the majority of the households of the slum live.



- If there is more than one owner, the code that applies to the greater part of the area of the slum will be recorded.

Fourth Column (Area in Sq. K.m)	The approximate area in Sq. Kms of the slum will be recorded in this column from the records of Urban Local Body.
Fifth Column (Slum Population)	The number of people residing in the slum as per the latest data of the ULB will be recorded and should also be ascertained/cross checked from local enquiry.
Sixth Column (No. of Slum Households)	The number of households residing in the slum as ascertained from local enquiry will be recorded in this item.
Seventh Column (BPL Population)	The number of below poverty line people staying in the slum as per the latest record of the ULB will be reported.
Eighth Column (No. of BPL Households)	The number of BPL Households residing in the slum as per the latest record of the ULB will be filled.

Item No. 6: A spatial/sketch map of the City/Town/ULB with location of every slum will be drawn indicating the location and names of the slums under survey. Notified slums will be shown in Green colour and Non-notified in Red colour.



Part - C

Block III. PARTICULARS OF SURVEY OPERATIONS

Part C of the schedule contains particulars of the survey operations. The name of the official involved in the survey date of survey, and comments of the field staff and supervisor are to be recorded here.

Item No. & Name of Item	Instructions for canvassing the item
7 : Name	Name of the Investigator/Surveyor and Supervisor engaged in the survey of each slum will be recorded. If more than one investigators/Surveyors and Supervisors are engaged, then name of every Investigator/Surveyor and Supervisor will be recorded.
8 Date(s) of (a) Survey (b) Receipt of Questionnaire (c) Scrutiny (d) Receipt by Nodal Cell in Urban Local Body	The items are self explanatory.
9: Signature	Both Investigator/surveyor and supervisor will put their signature here.
10: Remarks by investigator/surveyor	Any relevant remarks which are considered necessary for explaining any peculiarity observed in the slum survey and/or relating to the problems encountered in collecting the data will be recorded in this block by the investigator. If the investigator feels that certain information given by the informant is of doubtful nature, it may also be indicated with comments, if any. Any other comment, which may help to make proper assessment of the entries made in the schedule, may also be recorded here. Such remarks will help to understand and to cross-check the schedule entries at the data processing stage.
11: Comments by supervisor	Supervisor should note their views/comments on any aspect pertaining to the characteristics under enquiry in this schedule and/or on any peculiarity observed in the schedule canvassed by the investigator/surveyor. They should also comment on or confirm the remarks made by the investigator/surveyor.



ANNEXURE - I

(DETAILED SLUM SURVEY)

Information on each slum, notified or non-notified, located within the boundaries of the City/Town/ULB will be collected through Annexure-I. This schedule is meant for recording some broad information about the particular slum. Annexure I has been framed to collect the information in following eleven blocks:

Block I:	Basic information on slum
Block II:	Land Status
Block III:	Demographic Profile
Block IV:	Housing Status
Block V:	Economic Status
Block VI:	Occupational Status
Block VII:	Access to Physical Infrastructure
Block VIII:	Educational Facilities
Block IX:	Health Facilities
Block X:	Social Development/welfare facilities available to the slums
Block XI:	Additional Infrastructure Requirement

The schedule is to be canvassed for each and every slum in a particular city/ town under survey . Thus the schedule will be canvassed in the urban sector only. A Map of the slum being surveyed should be enclosed with the canvassed schedule, the map should tally with the map drawn in item 6 partB with clearcut boundary details for easy identification



Block I: BASIC INFORMATION ON SLUM

Item No.	Name of Item	Instructions for canvassing the item
1	Name of Slum	The local name of the slum has to be mentioned here.
1 a	Slum Code	A three digit unique code to be generated by the ULB, this code will be used for identification.
2	Location- Ward No./Name	The full address has to be mentioned with pin code.
3	Age of Slum in Years	This information has to be collected from a senior resident of the slum to determine since how long the slum exists. The information should also be matched with the records of ULB.
4	Area of Slum (Sq. metres)	The area in Sq. meters of the slum will be ascertained by the investigator and recorded against this item.
5	Whether located in Core City/ Town or Fringe area	The location of the slum refers to the part of the town in which the slum is situated. Fringe area is the border of the town. To be filled by selecting the appropriate item/ code given below: Core City/Town - 01, Fringe Area -02
6	Type of Area surrounding the Slum	<p>The type of area surrounding the slum will be recorded against this item in code. 'Area surrounding Slum' refers to the area adjoining the major part of the border of the slum. The codes are:</p> <p>Residential - 01, Industrial - 02, Commercial - 03, Institutional - 04, Other - 49</p> <p>Note:</p> <ul style="list-style-type: none">➤ 'Others' will include all other surrounding areas not covered in any of the above codes (01 to 04).➤ If there is more than one type of area surrounding the slum then the code that applies to the greater part of the area of the slum will be recorded.
7	Physical Location of Slum	<p>The physical location of the slum will be recorded against this item in code. The codes are:</p> <p>Along Nallah (Major Storm water Drain) - 01, Along Other Drains - 02, Along Railway Line - 03, Along Major Transport Alignment - 04, Along River / Water Body Bank - 05, On River/ Water Body Bed - 06, Others (Hazard-</p>



ous or Objectionable) - 07, Others (Non- Hazardous/ Non-objectionable) - 08

Note:

- Hazardous or objectionable areas are those areas where fire, explosion or environmental hazards may exist and are not suitable for residential purposes. It will include all areas which are hazardous and not covered in any of the codes 1 to 6.
- Non- Hazardous/Non-objectionable areas will cover all non objectionable areas which are not covered in any of the codes 1 to 6.

8	Is the Slum Notified/ Declared	Whether the slum is a notified one or not will have to be ascertained from the local municipality or other appropriate authorities. Code 1 is to be recorded if the slum is notified; else code 2 will be recorded.
9	If Yes (01) in 8, state Year of Notification	If the slum is a notified one, the year of notification by the appropriate government agency, viz., municipality or any other appropriate authority, will be recorded against this item. All the four digits of the year are to be reported in the cell provided in this column. If the year of notification is not known, it will be ascertained from the said government agency.

Block II: Land Status

Item No.	Name of Item	Instructions for canvassing the item
10	Ownership of Land where Slum is located	The ownership of the land under the slum will be recorded against this item in code given below. If there is more than one owner, the code that applies to the greater part of the area of the slum will be recorded Public: Local Body -01, State Government - 02, Railways - 03, Defense - 04, Airport - 05, Government of India other than Railways, Defense or Airport - 06; Private - 07, Others - 49, Not known - 99.
11	Please specify Ownership of Land	The ownership of land (to whom land belongs) has to be clearly recorded.



Block III: Demographic Profile

12. Population & Health

The information for the items like Total Population of the slum under survey, BPL population, Number of household in Slum, No. of BPL Household, No. of Women-headed Households, No. of Persons older than 65 Years, No. of Child Labourers, No. of Physically Challenged Persons, No. of Mentally Challenged Persons, No. of Persons with HIV-AIDs, No. of Persons with Tuberculosis, No. of Persons with Respiratory Diseases including Asthma and No. of Persons with Other Chronic Diseases will be collected. Information for each item will be collected for SCs, STs, OBCs, Others and Minorities (out of total). The information will be collected by interviewing one or more knowledgeable persons in the slums with the help of Municipal Officers.

13. Literacy - Education

The information for each item will be collected for SCs, STs, OBCs, Others and Minorities (out of total). The information will be collected by interviewing one or more knowledgeable persons in the slums with the help of Municipal Officers.

14. Dwelling Units Structure

First Row : The number of dwelling units with pucca structure, semi-pucca structure and katcha structure in the slum will be recorded.

Second Row : The number of pucca, semi-pucca and katcha dwelling units having electricity facility from out of the total pucca, semi-pucca and katcha dwelling units will be recorded.

The information will be collected by interviewing one or more knowledgeable persons in the slums with the help of Municipal Officers.

Note:

Dwelling Unit: It is the accommodation availed of by a household for its residential purpose. It may be an entire structure or a part thereof or consisting of more than one structure. There may also be cases of one household occupying more than one structure for its housing accommodation. In this case, all the structure together constitutes a single dwelling unit. The dwelling unit covers all pucca, semi-pucca and katcha structures used by a household. Household living more or less regularly under bridges, in pipes, under staircase, in purely temporary flimsy improvisations



built by the road side (which are liable to be removed at any moment) etc., are considered to have no dwelling.

Pucca Structure: A pucca structure is one whose walls and roofs are made of pucca materials such as cement, concrete, oven burnt bricks, hollow cement/ash bricks, stone, stone blocks, jack boards (cement plastered reeds), iron, zinc or other metal sheets, timber, tiles, slate, corrugated iron, asbestos cement sheet, veneer, plywood, artificial wood of synthetic material and poly vinyl chloride (PVC) material.

Kutcha Structure: A structure which has walls and roof made of non-pucca materials is regarded as a katcha structure. Non-pucca materials include unburnt bricks, bamboo, mud, grass, leaves, reeds, thatch etc.

Semi Pucca Structure: A structure which cannot be classified as a pucca or a kutchha structure as per definition is a semi pucca structure. Such a structure will have either the walls or the roof but not both, made of pucca materials.

15. Land Tenure Status

Number of dwelling units with Patta, Possession Certificate/ Occupancy Right, Encroached on public land, Encroached on private land, On rent and any other are to be recorded in columns as specified in the schedule.

Block V: ECONOMIC STATUS OF HOUSEHOLDS

Item 16. Number of households with Monthly income in different range as specified will be collected.

Block VI: OCCUPATION STATUS OF HOUSEHOLDS

Item 17. Number of households with different occupational status as categorized will be collected under this head



Block VII: ACCESS TO PHYSICAL INFRASTRUCTURE

Item No.	Name of item	Instructions for canvassing the item
18 a	Source of Drinking Water (No. of HHs covered)	<p>Number of households using different source (as mentioned in the 1st row) of Drinking water will be recorded in the 2nd row.</p> <p>The second row will record the existing situation of sources of drinking water (No. of: individual taps, public taps, tube wells, bore wells hand pumps) in the slum and duration of water supply as per code mentioned.</p>
18 b	Connectivity to City-wide Water Supply System	Whether the slum is connected to city-wide water supply trunks systems or not is to be recorded as per the given code: Fully connected 01, Partially connected 02, Not connected 03
19 a	Drainage & Sewage Facility	Total Number of HHs having access to Storm water Drainage, Underground Drainage/Sewer Lines, Digester and not Connected to Sewer or Digester to be recorded against this item. An underground sewerage system contains underground pipes or conduits for carrying off drainage water, waste matter, discharge from water closets.
19 b	Connectivity to City-wide Storm-water Drainage System	Whether the slum is connected to city-wide Storm-water Drainage systems is to be recorded in code.
19 c	Connectivity to City-wide Sewerage System	Whether the slum is connected to city-wide Sewerage systems is to be recorded in code.
19 d	Whether the slum is prone to flooding due to rains	The information will be recorded in code.
20	Latrines Facilities used by the household	Number of households using different types of latrine facilities will be recorded. In a few areas one may still come across latrines that are serviced by scavengers. These are called service latrines. A latrine connected to underground sewerage system is called flush system latrines. A latrine connected to underground septic chambers will be



		considered as a septic tank latrine. A latrine connected to a pit dug in the earth is a pit latrine.
21	Frequency of Garbage Disposal	The information on frequency of garbage disposal will be recorded in code.
21 b	Arrangement for Garbage Disposal	Information on the arrangement for garbage disposal prevailing for the slum will be obtained and entered in code.
21 c	Frequency of Clearance of Open Drains	The information on frequency of clearance of open drains will be recorded in code.
22	Approach Road/Lane/Constructed Path to the slum	The approach road will mean the main road leading to the slum area. If there is more than one approach road, the one which is used by the majority of the slum dwellers is to be considered. The construction type of the approach road or lane or constructed path for the entrance to the slum area will be recorded in code. A motorable road is one which is wide enough for a motor car to pass through.
23	Distance from the nearest Motorable Road	The distance from the nearest main road of the city will be recorded in code.
24	Internal Road	The information will relate to the road used by the slum dwellers as main thoroughfare. The information will be recorded in code. If some part of the road used is pucca and remaining katcha, then the type of road will be determined by considering the distance covered by each kind of road.
25	Whether Street light facility is available in the Slum	The information on whether the slum has Street light facility or not will be recorded in code.

Block VIII & Block IX: Educational Facilities & Health Facilities

Item 26 to Item 31: The existence/distance and number of Pre-primary school, Primary school, High School, Adult Education Centre, Non-formal Education Centre and Health facilities will be recorded in code.



Block X. Social Development/Welfare

Item No.	Name of Item	Instructions for canvassing the item
32	Availability of Facilities within Slum	The availability in numbers of facilities like Community Hall, Livelihood/Production Centre, Vocational training/Training-cum production centre, Street Children Rehabilitation Centre, Night Shelter, Old Age Home to be recorded in code.
33 a	Old Age Pension	The number of Old Age Pension holders staying in the slum under survey will be recorded.
33 b	Widow Pension	The number of Widow Pension holders staying in the slum under survey will be recorded.
33 c	Disabled Pension	The number of Disabled Pension holders staying in the slum under survey will be recorded.
33 d	General Insurance	The number of people staying in the slum under survey covered under General Insurance will be recorded.
33 e	Health Insurance	The number of people staying in the slum under survey covered under Health Insurance will be recorded.
34	Self Help Groups/ DWCUA Groups	The existing/active number of Self Help Groups/ DWCUA Groups in the slum under survey will be recorded.
35	Thrift and Credit Societies	The existing/active number of Thrift and Credit Societies in the slum under survey will be recorded.
36 a	Slum Dwellers Association	It is to be enquired whether there is an association of the slum dwellers for improving the conditions of the slum. If the slum dwellers have any such association, code 1 will be recorded, otherwise code 2 will be recorded.
36 b	Youth Association	The number of existing/active Youth Association created by the youth population for different activities in the slum will be recorded.
36 c	Women's Association/Mahila Samities	The number of existing/active Women's Association/Mahila Samities in the slum will be recorded.



Block XI. Additional Infrastructure Requirement

The requirement of additional infrastructure facilities including the estimated cost for the slum under survey will be recorded by Municipal Engineer/Executive Officer.

ANNEXURE-II (DETAILED HOUSEHOLD SURVEY)

General Instruction for canvassing Annexure-II: Household Poverty Survey

Listing of Households: After canvassing the Annexure-I, the next step is to list all the households in the slum under survey (including those found to be temporarily locked after ascertaining the temporariness of locking of households through local enquiry) in the following format.

Name of the Slum:

Coverage: Information for every household located within the boundaries of the particular slum area under survey will be collected through Annexure-II.

Sl. No.	Location: -Ward No/Name	House/Flat/Door No.	Name of Head of the family

Source of Information: The information is to be collected by interviewing the head of the household/one or more knowledgeable persons in the household. Information for most of the items is to be recorded in code. The codes are mentioned in the schedule, wherever applicable.

Head of the Household: The head of the household is a person who is recognized as such by the household. He/she is the person generally who bears the chief responsibility for managing the affairs of the household and need not necessarily be the principal earning member of the household.

Structure of the schedule

Information for every household located within the boundaries of the particular slum area under survey will be collected through Annexure-II. This schedule is meant for



recording of household level information of the slum under survey. Annexure II has been framed to collect the information in following five blocks:

- Block I: General Information
- Block II: Household Level General Information
- Block III: Household Level Detailed information
- Block IV: Migration Details of Household, if applicable
- Block V: Income Expenditure Details of Households

Block I: General Information

The information will be collected for the particular household under survey.

Item No.	Name of Item	Instructions for canvassing the item
1	Name of slum	Name of the slum where the particular household under survey is located will be recorded against this item.
2	Location	Name and Number of Ward where the particular household under survey is located will be recorded against this item.
3	House/Flat/Door No.	The House/Flat/Door No. of the house under survey will be recorded against this item.

Block II: Household Level General Information

Item No.	Name of Item	Instructions for canvassing the item
4	Name of head of the household	Name of the head of the household under survey will be recorded. Note: The head of the household is a person who is recognized as such by the household. He/she is the person generally who bears the chief responsibility for managing the affairs of the household and need not necessarily be the principle earning member of household.
5	Father's Name	Father's name of the head of the family will be recorded.
6	Sex	In this item, gender of the head of the household will be recorded in code. Code 1 will be recorded if the head of the household is male and code 2 will be recorded if the head of the household is female.



- If the head of the household is eunuch, code '1' will be recorded.
- 7** Caste Whether the head of the household belongs to General, SC, ST or OBC will be indicated against this item in code.
- 8** Religion The religion of the household will be recorded against this item in code. If different members of the household claim to belong to different religions, the religion of the head of the household will be considered as the religion of the household.
- 9** Minority Status Minority Status of head of the household will be indicated against this item in code. Code 1 will be recorded if the head of the household does not belong to a minority community in the State/UT otherwise code 2 will be recorded.
- 10** If female-headed household then status of female head If code 02 applies in item no 6 of the schedule i.e. if head of the household is a female, then the status of the female head will be recorded in code.
- 11** Number of family members The number of Male, Female and total number of family members will be recorded against this item. Note: "Family member" is defined as persons who live in one house, and under one head or manager; a household including spouse, and parents thereof parents, children, brothers and sisters, and spouses thereof, any individual related by blood or affinity whose close association with the head of family is equivalent of a family relationship.
- 12** Number of illiterate adult members The number of illiterate male and female member of the family with age more than 14 years will be recorded against this item.
- 13** Number of children in age-group 6-14 not attending school The number of male and female children of the family in the age-group 6-14 not attending school will be recorded against this item.
- 14** Number of handi-capped persons Number of physically and mentally handicapped persons in the family will be recorded against this item.
- 15** If, major earning If the primary/major earning member of the family is



- member is female, then status of female earner
- 16 Is your family below poverty line? female, then her status will be recorded against this item in code.
- 17 If 01 in 16, does the family possess BPL card? Whether the family under survey belongs to below poverty line as per State/UT notification will be recorded against this item in code.
- If the family possess a BPL card then 'yes' will be recorded otherwise 'No' will be recorded.

Block III: Household Level Detailed information

Item No.	Name of Item	Instructions for canvassing the item
18	Land tenure Status	<p>The land tenure status of the household will be recorded against this item in code. The codes are: Patta-01, Possession Certificate/Occupancy Right-02, Private Land Encroached -03, Public Land Encroached -04, Rented - 05, Other-49</p> <p>Note: 'Others' will include all other land tenure status not covered in any of the codes 01 to 05.</p>
19	Type/structure of the house	<p>The Type/structure of the house in which the household is currently staying will be recorded against this item in code. The codes are: Pucca-01, Semi-Pucca-02, Katcha-03</p> <p>Note:</p> <p>Pucca Structure: A pucca structure is one whose walls and roofs are made of pucca materials such as cement, concrete, oven brunt bricks, hollow cement/ash bricks, stone, stone blocks, jack boards (cement plastered reeds), iron, zinc or other metal sheets, timber, tiles, slate, corrugated iron, asbestos cement sheet, veneer, plywood, artificial wood of synthetic material and poly vinyl chloride (PVC) material.</p> <p>Katcha Structure: A structure which has walls and roof made of non-pucca materials is regarded as a katcha structure. Non-pucca materials include unburnt bricks, bamboo, mud, grass, leaves, reeds, thatch etc.</p>



Semi Pucca Structure: A structure which cannot be classified as a pucca or a katcha structure as per definition is a semi pucca structure. Such a structure will have either the walls or the roof but not both, made of pucca materials.

20 Type of roof

The type of roof of the house in which the household in currently staying will be recorded against this item in code. The codes are: Grass/thatched-01, Tarpaulin-02, Wooden -03, Asbestos-04, Tiled-05, Cement/Slab-06, Other- 49

Note:

- For determining the material of the roof, the material of which the outer roof exposed to the weather (and not the ceiling) is made.
- Roof type will be determined on the basis of the material used for major portion of roof areas of the dwelling, if the different portions of the roof are made of different materials.
- 'Others' will include all other type of roofs not covered in any of the codes 01 to 06.

21 Type of flooring

The type of flooring of the house in which the household is currently staying will be recorded against this item in code. The codes are: Mud-01, Brick-02, Stone-03, Cement-04, Tiles-05, Other-49

Note:

- Floor type will be determined on the basis of the material used for major portion of floor areas of the dwelling, if the different portions of the floor are made of different materials.
- 'Others' will include all other type of floorings not covered in any of the codes 01 to 05.

22 House Lighting

The type of present lighting arrangements in the house in which the household in currently staying will be recorded against this item in code. The codes are: Electricity connection-01, Kerosene-02, Fire-wood-03, Other-49



Note:

- If more than one source of house lighting is used, then the primary or principal one on the basis of its extent of use will have to be identified and the corresponding code will be noted in appropriate box.
- Electricity may be used legally or illegally and the electricity may be supplied to the household either through public agencies, corporations or by private suppliers. However, if the household makes its own arrangement, either through generator or solar plant, to generate electricity, the household will not be considered as having electricity for domestic use
- 'Others' will include all other type of arrangements not covered in any of the codes 01 to 03.

23 Fuel for cooking

The type of fuel used for cooking purposes by the household will be recorded against this item in code.

The codes are: Gas-01, Electricity-02, Kerosene-03, Charcoal-04, Firewood-05, Other-49

Note:

- If more than one source of fuel is used for cooking, then the arrangement which is used mostly will be recorded.
- 'Others' will include all other type of arrangements not covered in any of the codes 01 to 05.

24 a Source of drinking water

The most often used source of drinking water by the household will be recorded against this item in code.

24 b If piped water supply then duration

If the drinking water is supplied through a piped water connection either through Tap within the premises or through Public tap outside the premises, then duration of water supply will be recorded against this item in code.

25 If outside premises, then distance from drinking water source

If the source of drinking water facility is located outside the premises of the household, then the distance of the drinking water source from the house will be ascertained and appropriate distance code will be entered.



26	Existence of toilet facility	The existing toilet facility for the household will entered in code.
27	Bathroom Facility	The existing bathroom facility for the household will entered in code.
28	Road in front of house	The type of road in front of the house will be recorded against this item in code
29	Type of pre-school available	The type of pre-primary school available and used by the children of the household will be ascertained and appropriate code will be entered.
30	Type of Primary School available	The type of Primary school available and used by the children of the household will be ascertained and appropriate code will be entered.
31	Type of high school available	The type of High school available and used by the children of the household will be ascertained and appropriate code will be entered.
32	Type of health facility access	<p>The type of health facility access and used by the household will be ascertained and appropriate code will be entered.</p> <p>Note: If more than one type of health facility is accessible, the facilities used most frequently will be recorded</p>
33	Access to welfare benefits by any family member	The access to by any family member of the household will be recorded against this item in code. If more than one benefit is accessible, then the welfare benefit most regularly availed will be entered.
34	Consumer Durables	This item lists a number of consumer durables. It is to be ascertained whether the family has these consumer durables or not. If the family possess a consumer durable then 1 will be entered otherwise 2 will be recorded.
35	Live Stock	This item lists a number of pet animals. It is to be ascertained whether the family is keeping these pet animals or not. If yes then 1 will be entered otherwise 2 will be recorded.



Block IV: Migration Details of Household, if applicable

This block is meant for recording the migration details of the household, if applicable.

Item No.	Name of Item	Instructions for canvassing the item
36	Number of Years of Stay in this Town/ City	The number of years since the household is staying in this city will be ascertained and recorded against this item in code.
37	Whether Migrated From	It will be ascertained that whether the family migrated from a rural area or urban area to this city and appropriate code will be entered
38	Migration Type	It will be ascertained that whether the migration is seasonal or permanent and appropriate code will be entered Note: ➤ Seasonal migration is temporary in nature i.e. for a shorter period of time.
39	Reasons for Migration	Reasons for migration of the family will be recorded against this item in code.

Block V: Income Expenditure Details of Households

Item No.	Name of Item	Instructions for canvassing the item
40	Number of earning adult members	Number of adult male and female members of the family will be entered.
41	Number of earning non-adult members	Number of earning non-adult male and female members will be entered
42	Average monthly income of household (in Rs.)	Average of the income of the last three months (from the date of survey) of the household will be entered in rupees terms.
43	Average monthly expenditure of household (in Rs.)	Average of the expenditure of the last three months (from the date of survey) of the household will be entered in rupees terms.
44	Debt outstanding as on date of survey (in Rs.)	Debt outstanding of the family as on date of survey (in Rs.) will be entered.



45	Signature/Thumb Impression of Head of Household	Signature or Thumb Impression (as the case may be) of Head of Household will be taken in appropriate box.
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Annexure-III (DETAILED LIVELIHOODS SURVEY)

General Instruction for canvassing Annexure-III: Detailed Livelihoods Survey

Coverage: Information for every employed and unemployed member of the household under survey will be collected through Annexure-III.

Source of Information: The information is to be collected by interviewing the head of the household/one or more knowledgeable persons in the household. Information for most of the items is to be recorded in code. The codes are mentioned in the schedule, wherever applicable.

Structure of the schedule

Information for every member of the household (whether employed or unemployed) under survey will be collected through Annexure-III. This schedule is meant for recording of livelihoods/source of earning of the family members of the household under survey. Hence, information regarding the family members who are still studying will not come under the purview of this survey. Annexure III has been framed to collect the information in following Six blocks:

- Block I: Details of Earning Members of the Household
 - Block II: Source of Earnings/livelihood
 - Block III: Main Reasons for Unemployment of Unemployed Member of the Household
 - Block IV: Preferred Area for Training/Skill Enhancement
 - Block V: Suggestions regarding Imparting of Training/Skill Enhancement Programmes
 - Block VI: Suggestions Regarding Post-training/ Skill Enhancement Programmes
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Block I: Details of Earning Members of the Household

Block I is meant for collecting detailed information of every employed/earning member of the household under survey.



1 a: General Details

Item No.	Name of Item	Instructions for canvassing the item
Col 1	Sl. No.	Each Row corresponding to a serial number is meant for recording the particulars of one family member for whom the information is being collected in column 2 to 14.
Col 2	Name	Name of the family member for whom the information is being collected in column 2 to 14 will be recorded.
Col 3	Relation to Head of family	Relation of the family member to the head of the family will be recorded against this item.
Col 4	Age	Age of the family member for whom the particulars are being collected will be recorded.
Col 5	Sex	Sex of the family member for whom the particulars are being collected will be recorded in code.
Col 6	Caste	Caste of the family member for whom the particulars are being collected will be recorded in code.
Col 7	Religion	Religion of the family member for whom the particulars are being collected will be recorded in code.

1 b: Education & Training

Item No.	Name of Item	Instructions for canvassing the item
Col 8	Educational Qualification	<p>The present educational qualification of the family member for whom the particulars are being collected will be recorded in code.</p> <p>Note:</p> <ul style="list-style-type: none">➤ 'Others' will include all type of educational qualifications not covered in any of the codes 01 to 07.
Col 9	Skill Training Acquired	<p>If the family member for whom the particulars are being collected has already acquired certain skill training, then the information will be recorded in code.</p> <p>Note:</p> <ul style="list-style-type: none">➤ If no skill training has been acquired, code 99 will be applicable.➤ 'Others' will include all type of skill trainings not covered in any of the codes 01 to 07.



Col 10 Type of Institution from whom skill training received

- If more than one kind of skill training has been acquired, then the skill training which is relevant to his present job will be ascertained and the code will be entered accordingly.

If the family member has already acquired skill training, then type of institution from where skill training received will be recorded in code.

Note:

- 'Others' will include all type of training institutes not covered in any of the codes 01 to 04.

1 c: Employment & Earnings

Item No.	Name of Item	Instructions for canvassing the item
Col 11	Employment Status	The current employment status of the family member for whom the particulars are being collected will be recorded in code. Note: <ul style="list-style-type: none">➤ 'Others' will include all type of employments not covered in any of the codes 01 to 04.
Col 12	Place of Work	The distance of present place of work of the family member for whom the particulars are being collected, will be ascertained and appropriate code will be entered.
Col 13	Time of Work	The time of work in present jobs of the family member for whom the particulars are being collected, will be recorded in code
Col 14	Monthly Earnings	The average monthly income of the family member for whom the particulars are being collected, will be recorded in code.

Block II: Source of Earnings/livelihood

Primary Occupation: The economic activity on which a person renders his/her labour for relatively longer time period for his/her livelihood/earning.

Secondary Occupation: A person could be pursuing some economic activity for a shorter time period or for a minor period in addition to the primary occupation for his/her livelihood/earning.



Item No.	Name of Item	Instructions for canvassing the item
I	Male earners	The primary and secondary occupation of the main male earners of the family will be recoded in code.
II	Female earners	The primary and secondary occupation of the main female earners of the family will be recoded in code.

Block III: Main Reasons for Unemployment of Unemployed Member of the Household

The main reason of unemployment of the unemployed member of the family will be recorded against this item in code. In case there are more than one reasons for the present unemployment, then the most relevant reason will be ascertained and appropriate code will be entered.

Block IV: Preferred Area for Training/Skill Enhancement

Item No.	Name of Item	Instructions for canvassing the item
I	Male earners	The preferred area for training/skill development for both primary and secondary occupation of the main male earners of the family will be recoded in code in appropriate boxes
II	Female earners	The preferred area for training/skill development for both primary and secondary occupation of the main female earners of the family will be recoded in code in appropriate boxes

Block V: Suggestions regarding Imparting of Training/Skill Enhancement Programmes

Gist of the suggestions made by the family members of the household under survey regarding imparting of Training/Skill Enhancement programmes will be recoded in not more than 100 words.

Block VI: Suggestions Regarding Post-training/ Skill Enhancement Programmes

Suggestions of the family members regarding Post-training/ Skill Enhancement Programmes like Self employment, market based employment etc. will be recoded in not more than 100 words.



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