



रेखाइ

**Karnataka Household Asset Survey: Measuring the  
Gender Asset Gap**

**2010-11**

**Interviewer Field Manual**

**Centre for Public Policy, Indian Institute of Management  
Bangalore**

**&**

**Sigma Research and Consulting**

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## DEFINITIONS/GLOSSARY OF TERMS

**Acre/Gunta/Cents:** Unit measures of agricultural land.

**Adjudicate:** To settle legally or judicially.

**Adult:** An individual who has completed at least 18 years of age.

**Antyodaya Anna Yojana:** The Government of India programme aimed at improving food security among the poor in rural and urban areas. This programme is meant for the poorest of the poor among the Below Poverty Line (BPL) households.

**Assets:** All things owned by a household and having monetary value, e.g., land, building, farm and non-farm machinery, tools or implements, transport equipment, livestock, durable household assets (such as stoves and refrigerators), dues receivable against loans advanced in cash and kind, and financial assets like shares in a co-operative society, national saving certificates, and deposits with banks, post offices and other individuals.

**Bequeath:** To give or leave by a written will or orally, especially for personal property, and usually upon death.

**Bhagyajyothi:** The Government of Karnataka's rural electrification programme.

**Collateral:** Asset/property provided as security/guarantee for loans or other obligations.

**Coping strategies:** Actions taken by the households in response to economic shocks and crises.

**Consensual union:** The status of not being officially married, but living together with partner as husband and wife.

**Contributing family worker:** A person who is employed in a market-oriented establishment operated by another household member or some other family member outside the household, but without being monetarily remunerated for her/his services. Examples include helping in a family *kirana* store or petty shop, working on the family farm, etc.

**Deserted:** A person has been abandoned by her/his spouse. This is different from the status of being 'separated', wherein the couple has chosen to live apart, but has not gone through a legal process for divorce.

**Divorced:** Person who has terminated marriage through the legal system.

**Domestic employee:** An individual who works for cash or kind in another's home, including maids undertaking a variety of jobs such as sweeping, mopping, washing clothes, dusting, cooking, washing vessels, etc., gardeners, watchmen, drivers, etc.

**Dwelling:** The physical structure in which the household resides, not including the land the structure sits on.

**Education:** Different from literacy. Either formal or informal, education refers to the process of sharing knowledge, skills and information among individuals in order to help them perceive accurately, think clearly and act effectively to achieve self-selected goals and aspirations.

**Encroach:** To enter gradually and by stealth into the possessions or rights of another.

**Evict:** To force out from property by legal process or sometimes by brute force.

**Family:** Anyone related to one by blood or marriage. May or not be a household member.

**Gender:** The roles and responsibilities given to men and women in a society. It is usually based on tradition. Thus, women are usually supposed to/expected to cook and take care of the household, men are usually supposed to/expected to go to work and earn for the household, etc.

**Gift:** To receive from family or friend or any other individual without any price being paid.

**Household:** A group of individuals normally living together and consuming food from a common kitchen constitutes a household. A household may contain one or more members. Members of a household may or may not be related (by blood, marriage or adoption) to each other. The following points are important:

- a. In deciding the composition of a household, more emphasis is to be given to 'normally living together' than on 'ordinarily consuming food from the same kitchen'. In case the 'usual' place of residence of a person is different from the 'usual' place of boarding (having meals), he or she will be treated as a member of the household with whom he or she resides.
- b. A residential employee or domestic help, or a paying guest (not just a tenant in the house) will be considered as a member of the household with whom he or she resides even though he or she may not be related to the household members.
- c. Any close relative of those residing the household (say, a child or sibling of the head of the household) staying elsewhere in hostel for higher studies or employment will not be considered a member of the parent household.
- d. In some cases one may find a group of unrelated people living together in the same house, but each person has separate eating arrangements- they are normally counted as separate one-person households. For the purposes of this study, we will not take into the sample such cases. However, if a group of completely unrelated individuals (say, friends or colleagues) live in the same house and also consume food from the same kitchen, then we will take them into the sample and treat them as one-person households.

**Imputed price:** Refers to the price assigned to an item that is not sold on the market, such as a good or service produced for own consumption, or something that has been received as a gift or a free transfer from the government or a non-profit institution.

**Inherit:** To receive from ancestor/parent/spouse/child upon their death usually property or other forms of assets.

**Joint ownership:** Refers to two or more people or parties owning property/asset together.

**Lease (Bhogya):** Refers to the occupancy system of a dwelling whereby the person occupying the dwelling makes a lump sum payment to the owner/s of the dwelling at the time that she or he moves into it. This lump sum payment will be returned to her or him by the owner/s upon vacating the dwelling.

**Literate:** Anyone who can read and write with comprehension a simple message in any language.

**Marital family:** Family one is married into.

**Married, no *gauna*:** Marital status where in a married woman/girl(usually yet to attain puberty) has not yet departed for her marital home. Also refers to the marital status of married men whose wives are yet to come to the marital homes from their natal homes.

**Migrant:** (Usually) Family members who previously lived in the household but have not continuously resided in the household during the past six months.

**Natal family:** Family of birth including parents, siblings and extended relations.

**Non-farm economic activity:** These activities include any formal or informal business or service rendered by any member of the household.

**Non-farm self employment activity:** Any petty business or trade or service that is carried out as a self-employment activity that is not agriculture or any other farm-based activity. The following are important:

1. If the person grows any food and commercial crops, flowers (floriculture) or other garden plants (horticulture) on his/her land and he or she sells these in the market, this would be part of a farm activity.
2. If the person does not actually grow any of the above but purchases them from those who grow them and sells them in the market, this would then be a non-farm self-employment activity for this person.

**NREGA:** National Rural Employment Guarantee Act. It is now renamed the Mahatma Gandhi NREGA (MGNREGA). The scheme provides a legal guarantee for one hundred days of employment in every financial year to adult members of any rural household.

**Ownership document:** Usually for land and housing; refers to documents like a sale deed, will, partition deed, gift deed, *khata*, etc., which indicate the location, dimensions and boundaries of the land along with the ownership details.

**Pawn:** To give or deposit (personal property) as security against money borrowed.

**Primary respondent:** Household member who is most informed about the main topic of the study, i.e., assets of the household. The primary respondent has to be at least 18 years of age.

**Primary Occupation/economic activity:** Principal occupation/economic activity that activity in which the respondent spent the maximum labour time in the reference period (past year).

**Probe:** To get more information from the respondent by asking specific follow-up questions.

**Prompt:** Give the respondent potential choices for a question in order to help them determine the answers.

**Random:** Without direction, rule, or method; left to chance. In the case of this survey, the households in the sample are selected randomly. That is, every household in an enumeration area selected for the survey will have an equal chance of being selected to be enumerated. There is no systematic method imposed on the selection of the sample – it is random. By using random sampling, the likelihood of error in estimating the characteristics of the population as a whole is reduced.

**Remittances:** Money sent by family member who works in another town/city/country.

**Secondary occupation/economic activity:** The occupation that comes next to the primary occupation in terms of labour time spent is the secondary occupation.

**Secondary respondent:** Spouse of principal respondent (if principal respondent is married and if spouse is in the same household). If the primary respondent is unmarried or her/his spouse is not a member of the same household, then an adult member of opposite sex who is the most informed about the assets of the household. If there is no adult of opposite sex in the household, then an adult of the same sex who is best informed about assets.

**Separated:** Person who does not physically cohabit with his or her spouse without having gone through a divorce.

**Sex:** The biological/physiological difference between men and women.

**Shock:** A largely unforeseen event that negatively affects the welfare of the household by imposing a high financial/economic burden on it. Examples are flood, drought, loss of crop due to pests, price rise. Shocks may not always be unforeseen or be negative events. A wedding, for example, is a positive event. But it is still described as a shock due to the high expenditures involved and the undue burden it could impose on households.

**Squatting:** Residing on site / plot / dwelling without the legal or customary right to do so.

**Unemployed:** Someone who has completed 14 years of age and is seeking employment but has not found any.

**Widow/er:** Person whose spouse is deceased and who is not currently married.

## INTRODUCTION AND SURVEY OBJECTIVES

This survey is part of a three-country study in Ghana, Ecuador, and the Indian state of Karnataka designed to gather information on sex-disaggregated patterns of ownership of and access to different types of assets. It is a collaborative effort between the Indian Institute of Management Bangalore, the University of Ghana, FLACSO-Ecuador, the University of Florida, American University and Yale University.

The survey aims to identify the critical enabling or constraining social, economic and institutional factors that affect women's ownership of assets. The specific objectives are to obtain empirical evidence on:

- i. How much and what kinds of assets men and women own within households.
- ii) The importance of asset ownership for women's well-being and empowerment, and household welfare.
- iii) Factors that contribute to or impede women's ability to acquire assets.
- iv) The relationship between marital and inheritance regimes and women's ownership of assets.

This project is funded by the **Dutch Government under the MDG3 Fund: Investing in Equality of the Dutch Ministry of Foreign Affairs, The Netherlands.**

## KARNATAKA STUDY AND SAMPLING DESIGN

In Karnataka, the total sample size is 4800 households, which is representative of the state. Nine districts across the agro-climatic zones of the state have been selected. These are Bidar, erstwhile Gulbarga (including the current Yadgir district) and Gadag in the Northern *Maidan* (plateau), Bengaluru Urban, Mysore and Tumkur in the Southern *Maidan* (plateau), Dakshina Kannada and Udupi in the Coastal area and Shimoga in the *Malnad* area (Western Ghats). Out of the total sample, 2800 are in rural areas and 2000 are in urban areas. We expect a non-response rate of 10 to 15 per cent and therefore plan to oversample by this extent to help us substitute the non-response households randomly. The division of the sample across the districts and *taluks* is indicated in the table below:

**Table 1: Sample selected across the districts**

Districts	Rural		Urban	
	<i>Taluks</i>	Sample households	<i>Taluks</i>	Sample households
<b>Bengaluru Urban</b>	**		**	600
<b>Mysore</b>	**	200	**	100
	**	200	**	100
<b>Tumkur</b>	**	200	**	100
	**	200	**	100
<b>Dakshina Kannada</b>	**	200	**	100
<b>Udupi</b>	**	200	**	100
<b>Shimoga</b>	**	200	**	100
	**	200	**	100
<b>Bidar</b>	**	200	**	100
	**	200	**	100
<b>Gulbarga</b>	**	200	**	100
	**	200	**	100
<b>Gadag</b>	**	200	**	100
	**	200	**	100

\*\* The *taluk* names were listed in the training manual used by the field personnel. They have been sanitized for this document in adherence of the ethical norms which do not permit us to disclose them in the public sphere.



Across the 9 study districts, the total number of rural *taluks* covered is 14, the total number of urban towns covered is 14, and the *Bruhat Bengaluru Mahanagara Palike* (BBMP) areas of Bengaluru City are covered as representative of the metropolitan centre of the state. Detailed here is the sampling methodology undertaken for the survey.

### ***Selection of rural taluks and urban towns***

**Rural:** For the rural areas, within each district, two *taluks* are selected using the Probability Proportionate to Size (PPS) methodology. Since Dakshina Kannada and Udupi are treated as one unit together, one *taluk* each are randomly selected.

Within each *taluk*, the median village population is identified, and 4 villages above the median and 4 villages below the median are selected using the PPS methodology. This brings the total number of villages to 16 per district (8 per *taluk*).

As per the census 2001 data, a substantial number of villages have zero population, i.e., they are uninhabited. These villages are deleted from the list. Those villages whose population is not more than 125 (i.e., if the average household size is taken to be 5, then such villages would not even have 25 households) are clubbed with the adjacent village/s on the lower bound and this would be treated as one single unit<sup>1</sup>.

**Urban:** With respect to urban areas, using Census 2001, the towns within each district are categorized into those with population of more than 1 lakh and those with population of less than 1 lakh. Within each of these categories, 1 town is selected randomly. In those districts where there is only one town with population of more than 1 lakh, that town is necessarily selected and a random selection from the other category is made. In Dakshina Kannada and Udupi, one town each is selected randomly from the list of towns in each of the districts.

Within each town, a listing of all electoral booths from the 2009 elections is acquired. From these lists, four booths per town are randomly selected for the survey.

**Bengaluru City:** There are a total of 198 wards in Bengaluru city spread across 8 geographical zones – Bengaluru West, Bengaluru East, Bengaluru South, Bommanahalli, Rajarajeshwari Nagar, Mahadevapura, Dasarahalli and Byatarayanapura. The former three form the core zones while the latter five constitute the peripheral zones. There is a higher concentration of wards in the core zones as compared to the peripheral zones. The 600 households selected in Bengaluru are distributed across all 8 zones in the following manner.

In all, 12 wards are selected across the 8 zones in such a way that the distribution of these 12 wards is proportionate to the distribution of all 198 wards across the zones. Due to rounding off margins, the number of wards selected turns out to be 13. In 11 of these wards, 2 polling stations each have been selected as the

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<sup>1</sup> ‘Adjacent village’ is defined as the village that is just above or just below in the census serial ordering. Since the census ordering of villages is supposed to be along geographical lines, such clubbing of the small villages with adjacent villages implies that these villages will not be too far from each other, and are likely to fall under the same *Gram Panchayat* (GP) or at least the same *Hobli*.

Primary stage Sampling Units (PSUs). In 2 of the wards (in those geographical zones with the least proportion of wards), one polling station each have been selected as the PSUs. In all, therefore, there are 24 PSUs in Bengaluru and 25 households are selected in each PSU. Since the non-response rate in Bengaluru is expected to be higher than in the other districts, we have oversampled here by a slightly higher margin than other districts.

***Selection of households for survey***

In each village or polling station area, if the total number of households is not more than 250, a complete door-to-door listing of households is undertaken, and from this list, 25 households randomly selected for survey. In PSUs where the total number of households is more than 250, then the PSU will be divided into segments of roughly equal population as indicated in the table below.

**Table 2: Segment formation for listing of households in the PSUs**

No. of households	No. of segments to be formed
<250	1
250-449	2
450-649	3
650-849	4
850-1049	5
1050-1249	6
And so on	And so on

From among the segments thus formed, two segments will be randomly selected for the door-to-door household listing, and from this listing of households, 25 will be randomly selected for the survey. In those PSUs where only two segments are formed, one will be randomly selected for the listing.

***Selection of respondents***

In each household, as far as possible, two interviews will be conducted – one with a male member and one with a female member. Both have to be at least 18 years of age. The primary respondent will be identified by the household members as someone who is at least 18 years of age who is most well-informed about the economic circumstances of the household, specifically its asset holdings. The following define who the primary and secondary respondents will be for the study.

The primary respondent need not be the ‘head of the household’ in the traditional sense (as defined in the glossary).

The primary respondent could be a man or a woman depending on the household members’ perception of who the best-informed person is. If the primary respondent is married, the secondary respondent will always be the spouse of the primary respondent as long as the spouse is also at least 18 years old and is also a member of the household.

If the primary respondent is single (never married, divorced, deserted, widowed, or separated), or if the primary respondent’s spouse is not a member of the same household, then another adult household member of the

opposite sex who is best-informed about the economic and asset holding of the household will be interviewed as the secondary respondent.

If there is no adult household member of the opposite sex, then an adult household member of the same sex who is next best-informed about the economic and asset holding of the household will be interviewed as the secondary respondent.

If there is no other adult member of either sex, then only the primary respondent will be interviewed.

**Remember again that both the primary and secondary respondents *have to be members of the household and at least 18 years of age. Migrants, other non-household members and non-adults cannot be respondents for the study even though they may be well-informed about the assets of the household.***

The person interviewing the primary respondent is referred to as the first interviewer (or Interviewer 1). The person interviewing the secondary respondent is referred to as the second interviewer (or Interviewer 2).

## STRUCTURE OF THE QUESTIONNAIRE

The instrument package that you will be given has several components. These are described in the Table 3 below. There is a primary respondent package and a secondary respondent package. These are almost exactly identical except for certain components. This is explained in Table 3 below.

**Table 3: Structure of the Questionnaire**

Description (Section numbers in parenthesis)	Respondent/to be filled by
<b>Household Cover Sheet</b>	This is filled in by the Data editor, Field supervisor, IIMB supervisor and office personnel.
<b>Respondent Cover Sheet</b>	Interviewer.
<b>Informed Consent Form</b>	This is to be administered to the both the respondents together or independently as the case may be and their signatures to be acquired on the forms.
<b>Household Roster:(Section 1)</b>	Primary respondent, or primary and secondary respondent together.
<b>Pull out sheet:</b> Some columns identical to household roster (Section S1)	This is present only in the secondary respondent package. This will be filled out by the secondary interviewer while the roster information is being gathered by the first interviewer.
<b>Asset Listing</b> <b>Primary Respondent Questionnaire:(Section 2 to Section 11)</b> <b>Secondary Respondent Questionnaire:(Section S3 to Section S11)</b>	Primary respondent, or primary and secondary respondent together.
<b>Individual Asset sections</b> <b>Primary Respondent:(Section 12 to Section 20)</b> <b>Secondary Respondent:(Section S12 to Section S20)</b>	Answered by the primary and secondary respondents separately.
<b>Individual Non-asset sections</b> <b>Primary Respondent:(Section 21 to Section 29)</b> <b>Secondary Respondent:(Section S21 to Section S29)</b>	Answered by both primary and secondary respondent separately.
<b>Consumption Expenditure (Section CON)</b>	Answered by the person/s most knowledgeable or aware about household expenditure on various goods and services on a routine basis.

Section numbers prefixed with 'S' (eg. Section S1, S3 and so on) indicate a reference to the secondary respondent questionnaire while those that have only numbers (eg. Section 7, Section 8) refer to the primary respondent questionnaire. The questions in the primary and secondary questionnaires are almost exactly the same with few changes. The instructions however are different and elaborated in the questionnaire and relevant parts of the manual. The secondary respondent questionnaire has some breaks in the numbering of the sections (Sections S2, S15 and S17 are not there). This is done to facilitate the same numbering as the primary questionnaire sections – for example Section 21 will refer to Financial Assets in the primary and Section S21 will refer to Financial Assets in the secondary as well.

**Section 1:** This asks for demographic and economic information on each member of the household.

**Section S1:** Certain demographic information that have to be filled in the secondary respondent questionnaire as well.

**Sections 2 to 11** are referred to as asset listing sections.

**Section 2:** Asks for details on basic physical characteristics of the dwelling in which the household resides and also about access to basic amenities such as electricity, water, sanitation, etc.

**Section 3:** Asks for ownership information about the house in which the household resides.

**Section 4:** This asks for information about household ownership of and access to agricultural land.

**Section 5:** Information about household ownership of any other built up or other form of real estate.

**Section 6:** This section asks for household's ownership of different kinds of livestock.

**Section 7:** A listing of small agricultural tools owned by the household members is elicited.

**Section 8:** Ownership information on large and relatively high-value agricultural equipment.

**Section 9:** Information on non-farm economic activities operated/undertaken by household members is obtained.

**Section 10:** In this section, a listing of consumer durables owned by the household is elicited.

**Section 11:** In this section, another listing of other consumer durables owned by the household is elicited.

**Sections S3 to S11** are the equivalent sections of the asset listing in the package for the secondary respondent. The second interviewer will be filling in this portion of the questionnaire even if the secondary respondent is not present as you will have to refer back to this information while administering the individual sections later.

In **Sections 12 to 20**, we obtain further information about the assets we have listed above. We also have questions on assets that are perceived by the respondent to be theirs (either owned alone by themselves or with other members of the household) and the primary respondent's rights over these assets.

**Section 12:** Place of residence of the household.

**Section 13:** Plots of agricultural land owned and farmed.

**Section 14:**Other real estate properties.

**Section 15:**Disposal of any other real estate properties including agricultural land.

**Section 16:** Livestock owned.

**Section 17:** Disposal/loss of Livestock.

**Section 18:** Large and high-value agricultural equipment.

**Section 19:** Non-farm economic activities operated by the household.

**Section 20:**Other consumer durables.

In **Sections S12 to S20**, we obtain further information about the assets we have listed above. We also have questions on assets that are perceived by the respondent to be theirs (either owned alone by themselves or with other members of the household) and the secondary respondent's rights over these assets.

**Section S12:** Place of residence of the household.

**Section S13:**Plots of agricultural land owned and farmed.

**Section S14:**Other real estate properties.

**Section S16:**Livestock owned.

**Section S18:**Large and high-value agricultural equipment.

**Section S19:** Non-farm businesses operated by the household.

**Section S20:**Other consumer durables.

In **Sections 21/S21 to 28/S28**, the questions asked in both the questionnaires are exactly identical and cover the following.

**Section 21/S21:** Acquires information about the financial assets owned independently or jointly by the primary and secondary respondents.

**Section 22/S22:**Acquires information about any money owed to the primary and secondary respondents.

**Section 23/S23:** Acquires information about any outstanding loans of the primary and secondary respondents.

**Section 24/S24:**Acquires further particulars on the employment status and occupations of the primary and secondary respondents.

**Section 25/S25:**Acquires information on how economic and non-economic decisions in the household are made by the primary and secondary respondents.

**Section 26/S26:**Acquires information on the primary and secondary respondents' understanding of the rules/legalities pertaining to marriage and inheritance.

**Section 27/S27:**Acquires information on any economic shocks and losses that the primary and secondary respondent may have faced and how they were coped with.

**Section 28/S28:**Acquires information on the primary and secondary respondents' own notions of their psychological well-being and self-esteem.

**Section CON:** Obtain information on consumption expenditure incurred by the household for all food and non-food items.

## **PROJECT TEAM**

### ***Overall project team***

The Principal Investigator for the project is Hema Swaminathan at the Centre for Public Policy (CPP), Indian Institute of Management Bangalore (IIMB). The team members at CPP include Project Directors Suchitra J. Y. and Rahul Lahoti, Project Associate Shanthala S., and Field Supervisors T. R. Ramakrishna, H. M. Narsimha Raja, G. J. Uma and B. S. Shankarappa.

The Sigma team is headed by U.V. Somayajulu, Project Director. Jagdish Krishnappa as Project Coordinator leads project team that has Rajmohan Rao, Field manager, B. M. Manjunath, Lead Field Coordinator, Vidyavathi Patil, Field Coordinator and S. V. S. R. K. Bharadwaj, Data in-charge.

### ***Survey team organisation***

The data collection will be undertaken by interviewers recruited by Sigma. There will be five to six teams of six interviewers each – three men and three women. The interviewers will work in pairs each comprising of a male and a female interviewer. The male interviewer will interview only male respondents and the female interviewer will interview only female respondents. Each team of interviewers will have one field supervisor and a data editor, appointed by Sigma, and one supervisor from CPP.

## **ROLES AND RESPONSIBILITIES OF INTERVIEWERS**

Interviewers are responsible for carrying out the interview with selected households. They are under the leadership of the field supervisors. They must interview only those households that the supervisors indicate to them. Each household will be approached by a pair of interviewers – one male and one female. As part of the introducing themselves to the households, the interviewers may show the members the two letters that they will be carrying with them – one letter from the Chairperson of CPP and the second from the Department of Women and Child Development, Government of Karnataka (in rural areas), or the Advisor to the Chief Minister on Urban Affairs (in urban areas). After the introduction and rapport building, they have to find out from the household members present, who in the household is best-informed about the economic and asset position/holding of the household. This individual will be the primary respondent in that household, and the secondary respondent for the household will be selected as indicated in the earlier section.

Before you start to work in an area, your supervisor will have informed the local leaders about the survey and the listing team would have visited the village to do the enumeration of households. You can state this to the households as part of your introduction. You will also be given an identification badge that states that you are working with Sigma.

While the household roster and household asset listing (Section 1 to 11) are being administered by the first interviewer, the second interviewer will note down the same information in the secondary respondent questionnaire (Sections S1, and S3 to S11). Once these sections are done, Interviewer 2 will conduct the rest of the interview with secondary respondent in private, while Interviewer 1 will conduct the rest of the interview with the primary respondent in private.

### ***Preparatory activities before leaving for interview***

Both interviewers should ensure that they have the complete questionnaire package before approach a household. When they go to a household, the Respondent Cover Sheets should be partly filled in following the instructions explained in the relevant part of the manual.

The interviewers must make up to three visits per household in order to interview the respondents for the survey. For every visit made, one row in Table 2 in the Respondent Cover Sheet must be filled in. The date, time started, time ended and Result Codes should be clearly indicated in this table. If the respondent is not available at the time that the interviewer approaches the household, indicate the specific reason in the Result Column. Find out from other household members or neighbours when the respondents might be available and revisit the household at that time. If nobody is available to check the timing, make your revisits at different times of the day. Only after three visits can a household be substituted, and the substitute household will be provided by the field supervisors.

Make sure you have the following supplies/equipment ready as you leave for the field everyday:

- A sufficient number of questionnaires
- Interviewer Assignment Sheet
- Interviewer Manual
- Ethics Manual
- Cards with contact information CPP and for the local organization
- Copies of letter from CPP/IIMB
- Copies of letters from Government of Karnataka
- Your personal identification
- Something hard to write on (like a pad)
- Worksheet
- Pencils, eraser, sharpener
- A bag to carry questionnaires and all other materials

## ***Study Protocols to be followed by the interviewers***

### **Contacting households<sup>2</sup>**

#### **Locating sample households**

A house listing will have been prepared from which sample households will have been selected by your supervisors. You will be given the address of the selected household as well as the name of the head of the household.

Within a structure, there may be one or more dwelling (or housing) units. For instance, a thatched hut may be one dwelling unit, but there may be 50 dwelling units in an apartment building or five dwelling units in a compound. A dwelling unit is a room or group of rooms occupied by one or more households. It may be distinguished from the next dwelling unit by a separate entrance.

As mentioned above, within one dwelling unit, typically there will be one household residing but there could be more than one household. By definition, a household consists of a person or group of persons, related or unrelated, in the same dwelling unit who usually live together and eat food cooked out of the same kitchen (see glossary for details). In some cases one may find a group of people living together in the same house, but each person has separate eating arrangements; they should be counted as separate one-person households.

Specific households have been selected to be interviewed, and you should not have any trouble in locating the households assigned to you if you use the house listing number and the name of the head of the household to guide you. The house listing number will usually be written on or above the door of the house; sometimes it could also be written on the wall. Although the supervisor of your team will be with you in the field, it is important that you also know how to locate the households in the sample.

#### **Problems in contacting a household**

In some cases you will have problems locating the households that were selected because the people may have moved or the listing teams may have made an error. Here are examples of some problems you may find and how to solve them:

a) The selected household has moved away and the dwelling is vacant. If a household has moved out of the dwelling where it was listed and no one is living in the dwelling, you should consider the dwelling vacant and record Code '7' on the Respondent cover sheet (Address not a dwelling).

b) The household has moved away and a new one is now living in the same dwelling. In this case, interview the new household.

c) The structure number and the name of the household head do not match with what you find in the field. If you have located the correct dwelling, you should consider the household living in the dwelling as the selected household. *Example:* You are assigned a household headed by Manjunatha that is listed as living in structure number 24. But when you go to 24, the household living there is headed by Rajeev Naik. After checking that you have not made a mistake about the structure or dwelling unit, you should interview the household headed by Rajeev Naik.

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<sup>2</sup> This section is adapted from the NFHS – 3 training manual.



d) The household selected does not live in the structure that was listed. If there is a discrepancy between the structure number and the name of the household head, interview whoever is living in the structure assigned to you. *Example:* You are assigned a household headed by Shiv Rajan located in 07, and you find that the Rajan household actually lives in structure 10. Interview the household living in 07.

e) The listing shows only one household in the dwelling, but two or more households live there now. When the listing shows only one household and you find two households, interview only the household who is selected and of whom you are given the dwelling number and the name of the household head.

f) The head of the household has changed. In some cases, the person listed as the household head may have moved away or died since the listing. Interview the household that is living there. If the household has partitioned on death of the previous household head and there are now two households, interview the household that has the dead person's spouse. If the spouse is not living there, then interview the household where the parents of the dead person live. If parents are not living there, then interview the household where the oldest child (son/daughter) lives.

g) The house is all closed up and the neighbours say the people are away visiting, etc., and will be back in several days or weeks. Enter Code '4' (Entire household absent for extended period of time). The house should be revisited at least two more times to make sure that the household members have not returned. The re-visits should NOT be on the same day.

h) The house is all closed up and the neighbours say that no one lives there; the household has moved away permanently. Enter Code '7' (Address not a dwelling).

i) A household is supposed to live in a structure that when visited is found to be a shop and no one lives there. Check very carefully to see whether anyone is living there. If not, enter Code '7' (Address not a dwelling).

j) A selected structure is not found in the cluster, and residents tell you it was destroyed in a recent flood. Enter Code '8' (Dwelling destroyed).

k) No one is home and neighbours tell you the family has gone to the market. Enter Code '2' (No household member at home or no competent respondent at home at time of visit), and return to the household at a time when the family will be back.

Discuss with your supervisor any problems you have in locating the households that you are assigned to interview. The usefulness of the sample in representing Karnataka depends on the interviewers being able to locate and visit all the households they are assigned.

### ***Identifying respondents***

Any adult over the age of 18 is eligible to participate in the study.

1. If the primary respondent is available at the time that the interviewers approach the household, the interview with him/her can begin with the administering of the Informed Consent Form. Both interviewers must compulsorily be present when the demographic roster and the asset listing are administered to the primary respondent. The first interviewer will fill in the complete details of the demographic roster while the second interviewer will fill in the one-page pull out sheet independently. Both interviewers will fill in the asset listing questionnaires independently. Once the asset listing is completed, the second interviewer can leave to conduct

his/her interview independently, while the first interviewer continues with his/her interview. Before the second interviewer leaves to conduct his/her interview, both interviewers should find out who in the household is best-informed about the household's expenses, and depending on the sex of the respondent identified, the relevant interviewer takes the Consumption Expenditure questionnaire to administer that.

2. If both primary and secondary respondents are available when the interviewers' approach the household, the work arrangement can proceed as specified above. If the primary respondent is not available in the household, then the interviewers will have to find out the time when s/he will be available, possibly take an appointment to meet him/her and revisit the household at the time given. If only the secondary respondent is available when the interviewers approach the household, the interviewers should not proceed with the interviews at any cost. The interviews in any household can begin if and only if the primary respondent is available.

3. If both primary and secondary respondents are available and present when the interviewers go to the household, the Informed Consent Form should be administered to both of them, and their signatures/fingerprints acquired on the two consent forms (refer to the Ethics Manual for details on Informed Consent and ethical behaviour). However, the second interviewer should quickly reiterate the main points of the Informed Consent Form before starting his/her interview and confirm that the respondent has understood what the study is about and what his/her rights as a participant are.

4. If the secondary respondent is not available when the Informed Consent Form is administered to the primary respondent, then the interviewer interviewing her/him must administer the complete consent form and get his/her signature/finger-print before beginning the interview.

5. The following criteria are to be applied in determining if the household is a non response or not:

- (a) If the primary respondent does not consent to participate in the survey, politely try to convince him or her that confidentiality will be maintained and that s/he need not fear that anything s/he says will be shared with anyone. Also show the letter from the CPP Chairperson once again to him or her and reiterate the fact that this study is organized by a reputed research organisation. If after all this, the respondent does not consent to be part of the study, then please do not force the respondent. This household will be treated as a non-response household, and the interviewers should approach their supervisors for a substitute sample.
- (b) If the primary respondent says that s/he can be the only person in the household that the interviewers can talk to, in other words, if s/he does not consent to the interviewer approaching the secondary respondent, politely try to convince him or her that confidentiality will be maintained and that s/he need not fear that anything s/he says and anything that the secondary respondent says will be shared with anyone. Also show the letter from the CPP Chairperson once again to him or her and reiterate the fact that this study is organized by a reputed research organization. If after all this, the respondent does not consent to the secondary respondent being part of the study, then please do not force the respondent. Let the primary respondent interview alone take place in that household. The secondary respondent interview will be a casualty.
- (c) If the primary respondent decides to terminate his/her interview before the asset listing (**Section 11/S11**) is completed, then this household is to be treated as a non-response household and the interviewers should approach their supervisors for a substitute household.
- (d) The primary respondent refuses to sign the informed consent form for some reason. They may say another household member, maybe their father will sign. It is alright to take the signature of the father to give some

confidence to the primary respondent, but the primary respondent must also sign. If not, then this household is to be treated as a non-response household and the interviewers should approach their supervisors for a substitute household.

- (e) If the primary respondent terminates his/her interview at any time after the asset listing has been completed, then this household may be treated as an incomplete sample. However, in spite of the primary respondent terminating his/her interview after the asset listing, the secondary respondent should be approached and the interviewer should conduct that interview. This household won't be substituted even though the primary respondent questionnaire is incomplete.
- (f) If the primary respondent is above the age of 18 but the spouse of the primary respondent is below 18 years of age, then conduct only the primary respondent interview in this household. The secondary respondent interview will be considered to be a casualty.
- (g) If at the beginning (before the primary respondent has completed the asset listing), the secondary respondent refuses to consent for the interview, then continue the interview with the primary respondent and complete it. The secondary respondent interview will be considered to be a casualty.
- (h) If after the primary has finished the asset listing (up to **Section 11**), the secondary refuses then continue with the interview of the primary. This household would be treated as incomplete but would not be substituted. The secondary respondent interview will be considered to be a casualty.

6. If at the beginning when you approach the household, the primary respondent is available, but you find out that the secondary is not available for the interview for the entire duration when the team will be in the survey area because s/he is travelling or unwell or is unable to participate due to other reasons, then only the primary respondent should be interviewed. The secondary respondent interview will be considered to be a casualty.

Even if the secondary respondent interview is a casualty, the interviewer must never substitute the secondary respondent with another household member.

7. If the primary respondent has two spouses, then the secondary respondent is the person living in the household with the primary respondent. If both spouses are living there, then request the primary to identify one of the spouses as the secondary.

### ***Things interviewers must do***

- Study and understand all instructions included in the manual and provided through the training in order to complete the survey in an appropriate manner.
- Write in a clear and legible manner on the questionnaire.
- Coordinate with the supervisors on how to carry out the survey and to report daily work done.
- Check that material needed to carry out the survey is sufficient and appropriate.
- Carry out the survey personally to each HH selected, avoiding the presence of external people and following scrupulously instructions given.

- Introduce themselves, explaining who they are and for who they are working in a manner that facilitates the participation of households in the survey.
- Ask question in a clear, kind and neutral manner and write down the answer in an ordinate and clear way.
- Use language as appropriate to the local context in terms of local vocabulary.
- Double check and revise the questionnaire at the end of the interview in order to correct mistakes and sign off on completed questionnaire as verification of the accuracy.
- Perform the work in an honest manner in accordance with the importance of the project.

### ***Things interviewers must not do***

- You must not interview people in a group.
- You must not permit any unauthorized person to accompany you on your visits.
- You must never discuss politics or religion, nor should you allow yourself to be involved in any controversial arguments while engaged in enumeration.
- You must not disclose to any one, except the survey team, any information you receive in the course of your duties as an interviewer.
- You must not permit any unauthorized person, not even a member of your family to see the completed questionnaire.
- You must not delegate your work as an interviewer to another person.
- You must not combine your survey work with any canvassing for personal gain, political party, religious or another organization.

### ***General protocols to be followed in the field***

#### **Behaviour and approach**

The success of the whole field operation depends to a large extent on how well the people you interview cooperate in giving you the information you ask for. Your success depends greatly upon your manner of approach.

How to approach people: Whenever you are about to enter a house for the interview, remember that you are a stranger to the house and you must, therefore, observe all the rules and customs governing visits to other people's house:

- Greet the people in the customary way.
- Look cheerful.

The dress you put on matters: Do not do anything to frighten the people whose cooperation you are seeking. Therefore, do not dress like a policeman, a soldier, a tax collector, a sanitary inspector or a scout. Put on a simple dress, which will not arouse suspicion.

Patience and tact are needed: Remember that you should be very patient however provocative a respondent may be. This is very necessary in order to obtain the co-operation of all kinds of people. You must not under any circumstances lose your temper because this can disrupt the entire operation and make it difficult for you to proceed further. You should always be courteous and friendly.

### **How to deal with difficult cases**

Occasionally you may come across people who show a suspicious or uncooperative attitude. In such cases:

- The first thing to do is to show more patience and tolerance to such a respondent.
- You should contact your field supervisor immediately without provoking this household. You may, with the help and advice of the field supervisor, find a way to get the cooperation of the household.

## ***Interviewing protocols***

### **General points**

- Conduct yourself in a relaxed informal way, but be thorough. Use the questionnaire carefully.
- Ensure that you understand the exact purpose of each question. This will help you to know if the responses you are receiving are adequate.
- Ask the questions exactly as they are written. Even small changes in wording can alter the meaning of the question.
- Ask the questions in the same order as they are given on the questionnaire.
- Ask all the questions, even if the respondent answers two questions at once. You can explain that you must ask each question individually, or say “Just so that I am sure... or “Just to refresh my memory... and then ask the question.
- Help your respondents to feel comfortable, but make sure you do not suggest answers to your questions. If a respondent’s answer is not relevant to a question, do not prompt her by saying something like “I suppose you mean that. . . Is that right?” In many cases, she/he will agree with your interpretation of her answer, even when that is not what she meant. Rather, you should probe in such a manner that the respondent herself comes up with the relevant answer.
- If the respondent gives an ambiguous answer, try to probe in a neutral way, asking questions such as the following:
  - “Can you explain a little more?”
  - “There is no hurry. Take a moment to think about it.”
  - “If you are unclear, I can read the question again.”
- Do not leave a question blank unless you have been instructed to skip the question. Questions left blank are difficult to deal with later. In the office it may look as though you forgot to ask the question. Always write in 98 for don’t know and 99 for refused to respond. The code of 98 should be only be used as the last option. If the respondent is reluctant or unwilling to answer a question, try to overcome the reluctance, explaining once again that the same question is being asked of women or men all over Karnataka and that the answers will all be merged together. If they still refuse, simply write code 99 next to the question and proceed as if nothing had happened. If you have successfully completed the interview, you may try to obtain the missing

information at the end, but do not push too hard for an answer. Remember, the respondent cannot be forced to give an answer.

- Record answers immediately. Check the whole questionnaire before you leave the household to be sure it is completed correctly.
- Thank the respondent for her cooperation. Remember the survey schedule and do not stay and talk for too long.

### **Gain rapport with the respondent**

- Try not to arrive at the respondent's house at an inconvenient time of day, such as a mealtime. Try to arrive when the respondent will not be too busy to answer questions.
- Introduce yourself by name. You are in front of the house of someone you do not know. The person living in the household does not know you either. Your appearance and the way you meet and greet will influence the cooperation you gain from the respondent.
- Explain the study and why you want to interview the men and women in the household.
- Be prepared to explain what is meant by confidentiality and to convince respondents to participate if they are reluctant. Confidentiality and privacy for the individual questionnaires are crucial in an interview. If there are other people around during the individual questionnaire, politely ask them or suggest that the respondent ask them to leave. Local protocol and cultural practices must be followed.
- Remain calm and polite at all times.

### **Probe for adequate responses**

- Pause and wait if the respondent is trying to remember difficult items.
- Ask the respondent to clarify his/her answer if necessary. It is possible sometimes that you may be misunderstanding the respondent.
- Check for consistency between answers a respondent gives. Be polite in trying to solve inconsistencies and finding the truth. However, do not be overly persistent.

### **Probing and prompting**

- It is very important to understand the difference between probing and prompting.
- Probing refers to asking questions like "Is that all?", "Anything else?" in trying to help the respondent to remember all the relevant information.
- Prompting is mentioning the possible answers to the respondent. The questionnaire will often indicate whether or not you have to prompt or probe. Follows these instructions carefully.

### **Remain neutral**

- Most communities are polite, especially to those who may provide services. They will give you the answers they think you will be pleased with. It is therefore important that you remain neutral about their responses. Never appear in favour or against a particular response.
- Ask questions in a respectful manner; do not imply that some answers are "better" than others.

### **Improper interview techniques**

The following list describes interview techniques that should never be practiced during the interviews.

- Asking leading questions.
- Not asking a question for the first time exactly as it is written on the questionnaire.

- Explaining a question before a respondent indicates that she did not understand the question the first time it was asked.
- Assuming an answer without asking the relevant question. Interviewers must follow the directions on the questionnaire and ask all questions unless instructed differently.
- Leading the respondent to a particular answer during follow-up questions clarifying an official response.
- Commenting positively or negatively about the respondent's answer. This includes facial expression or other actions, which also can imply positive or negative feelings.

### **Following the sampling accurately**

- The accuracy of a sample survey depends, among other things, on the size of the sample. The sample size for this survey reflects the number of households to be covered in order to provide an accurate picture of the gender-asset gap in the state of Karnataka. Consequently, it is critical to the survey that the interviewers try their hardest to complete all assigned interviews to ensure that the correct number of people are included in the survey and that they conduct interviews in the preselected households as instructed.

### ***Protocols after the interview***

- After the visit to the household, the interviewers must complete the cover sheet.
- After finishing each interview, verify that all the sections of the questionnaire have been correctly completed. Check to see that your writing can be easily read. Be sure you have recorded the required information for all of the household members indicated in each section.
- You should review your questionnaires immediately after each interview, before you hand the questionnaire to your supervisor, and -- most important -- before leaving the village. Otherwise, if you leave the village without checking, and if you have made a mistake, you will have to return to the village.
- It is also the task of the supervisor to check the questionnaires before leaving the village.
- You can correct minor errors on the interview forms, like sloppy writing or light entries. But you should not make any other changes in the completed questionnaire without asking the respondent the questions again.
- Do not copy the information you have collected onto a new questionnaire as this increases the chances of committing errors.
- Misplacement of questionnaires is a serious ethical violation and will be viewed very seriously. If you happen to misplace a completed questionnaire due to whatever reasons, you will have to conduct the interview again.
- Face-to face interviews are a way to get information directly from the person being interview and should not be viewed as a mechanical process, but rather as an art. It should be a normal, smooth conversation between two persons, in a manner that does not influence or lead the answers, nor get external suggestion from other people.

- The interviewers must be certain that the information they are collecting is accurate. They need to check to see that the data is consistent across tables and that all tables in the survey are adequately completed. Interviewers must check over surveys upon completion and sign the survey verifying the accuracy of the survey. If data is found to be inaccurate, interviewers will be required to return to the household to collect accurate information.

## **ROLES AND RESPONSIBILITIES OF OTHERS**

### ***Supervisor***

Your field supervisor will play a very important role in ensuring the quality of the data collected. S/he will:

1. Spot-check some of the households selected for interviewing to be sure that the interviewers have interviewed the correct households and respondents.
2. Review questionnaires at random to ensure that they are complete and consistent.
3. Observe some of the interviewers' interviews to ensure that you are asking the questions in the right manner and recording the answers correctly.
4. Meet with the interviewers on a daily basis to discuss performance and give out the next days' work schedule.
5. Help resolve any problems that the interviewers might have with finding the assigned households, providing substitute households, help you with understanding the questionnaire and dealing with difficult respondents.

### ***Data editor***

Your data editor will play a very important role in ensuring the quality of data collected. S/he will:

1. Go through every interview schedule that is completed to check the quality, weed out errors and inconsistencies.
2. Editor can ask for clarifications regarding unambiguous/ unclear responses if any collected by you and you may clarify and explain cause of such errors.
3. If the editor finds out irreparable errors, s/he can ask you to revisit the households to clarify the data problems.
4. Editor may also accompany you while you conduct interviews with prior intimation/ permission to the respondent.

### ***Field manager/Field coordinator***

The field managers/ Coordinators will be based in the *taluk* headquarters in the districts where the field work is ongoing, and they will be the overall coordinators for the survey. They will visit the survey areas by turn to undertake spot checks on the work done by the interviewers, field supervisors and data editors. They are responsible for certifying the quality of work done by the field staff and will conduct quality checks. They may cancel work that is not within acceptable standards, take necessary actions against those is responsible for it. They will also frequently undertake debrief sessions with the entire team to clarify doubts/ apprehensions.

### ***Research manager***

The research manager will undertake surprise visits to the field when work is ongoing and will report to the CPP team on the field work on a weekly basis. He will undertake spot checks on the work done by the interviewers,



field supervisors and data editors. He will also conduct debrief sessions to the teams along with Field coordinators.

***IIMB supervisor***

The IIMB supervisors will travel with the field teams from one site to the other and will undertake both routine monitoring of the work done as well as spot checks.

**GENERAL PROCEDURES FOR COMPLETING THE QUESTIONNAIRE**

In the questionnaires, notes and instructions to interviewers are always in **bold**. Questions to respondents are in normal print.

***Asking questions***

Please ask each question exactly as it is given in the questionnaire. You can repeat it if the respondent does not understand the first time. Try not to change the wording of the question; in some cases you may have to. Then be very careful that it does not alter the meaning of the original question.

In some cases, you may have to ask additional questions to obtain a complete answer from a respondent (we call this ‘probing’). If you do this, you must be careful that your probes are ‘neutral’ and that they do not suggest an answer to the respondent. For example, a question where respondent has to indicate his or level of agreement or disagreement with a statement read out to him or her by you. In case the respondent does not come up with an answer spontaneously then you have to rightly probe by saying “do you agree or disagree with the statement?” Giving both options of positive and negative to the respondent is nothing but maintaining neutrality. Further if the respondent agrees to agree with the statement they you will further probe by saying “Do you agree strongly or somewhat?”

***Recording responses***

Use only the pencils (2HB) provided to complete the questionnaires. There are two types of questions in the questionnaire: (i) questions with pre-coded responses, and (ii) questions where responses are not pre-coded.

**Questions with pre-coded responses:**

For many questions, we can predict the response (for example Yes/No) or we want the response to be along certain codes. In the example given below, you will mark the correct answer by circling the code (2) here.

Q. No	Question & Instruction	Responses	Skip
201.	In what type of dwelling does the household live?	Independent house.....1 Semi-detached house.....2 One of several independent houses or hutments within compound.....3 Flat/apartment.....4 Rooms.....5 A slum house.....6 Other, specify.....96	

In some questions, the codes will include 96 (other, specify); 97 (Not Applicable); 98 (Don't know) and 99 (Refused to Respond). Before you use any of these codes though, make sure that the answer cannot be fitted into any of the other pre-coded categories. If you use 96, you must write the respondent's answer in the space provided. If the space is not sufficient, write in the margins. Try to write exactly what the respondent says. If you must shorten it, confirm the shortened answer with the respondent.

98 (Don't know) and 99 (refused to respond) are to be used only as the absolutely last option. However, if the respondent really does not want to disclose information, try probing tactfully, but never pressurize him/her.

**Questions without pre-coded responses:**

There are some questions where there are no codes provided. Just follow the instructions and write out the response clearly in the boxes/ cells provided.

<b>202.</b>	How many rooms does this household occupy? <b>(Include living room, dining room, bed rooms but not bathrooms, toilets, kitchen and <i>pooja</i> room)</b>	Number of rooms: _____
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There are many questions that require you to write IDs and FRCs (explained later). Please write clearly in the space provided. If you need to write more than one ID or FRC, then separate the two with a comma.

<b>305.</b>	Whose names are on the ownership documents?	<b>ID: <u>01</u></b> _____ <b>FRC/DC: <u>63, 64, 88</u></b> _____  <div style="text-align: right;"> Don't know.....98  Refused to respond.....99 </div>
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***Correcting mistakes***

If you have made a mistake or the respondent changes his/her mind, then please correct your answer in the following way. Always use two lines to strike out the incorrect answer and re-circle the correct answer. Be clear in this otherwise the data entry person will be confused.

Q. No	Question & Instruction	Responses	Skip
<b>201.</b>	In what type of dwelling does the household live?	Independent house.....1 Semi-detached house..... <del>2</del> One of several independent houses or hutments within compound.....3 Flat/apartment..... <b>4</b> Rooms.....5 A slum house.....6 Other, specify.....96	

***Skip patterns and other instructions***

There are skip pattern instructions built in through the questionnaire. Read them carefully and follow them. For example, the respondent is asked how the decision about the money she/he earns will be made. If the response is 1 (Yes, alone) then you skip to Q2513, i.e., you do not ask about the IDs and FRCs of those involved in decision making.

2510	Do you make the decision on how the money you earn will be used?	1. Yes, alone → Skip to 2513 2. Yes, in consultation 3. Yes, with permission 4. No 97. Not applicable
2511	If not alone, with whom? List IDs and FRCs of person/s who make the decision.	

To ensure the proper flow of the questionnaire, you will sometimes be directed to check a respondent’s answer to an earlier question, indicate what the response was by marking a box, and then follow various skip instructions. These are used to prevent a respondent from being asked irrelevant, and perhaps embarrassing or upsetting questions.

It is important that you follow the instructions that ask you to check back to an earlier question. Do not rely on your memory. Remember that you should not ask the respondent the same question a second time. Check back and mark the appropriate response in the space provided in the question, then follow the skip instructions. In the example given below, you have to write down the respondent’s marital status before proceeding with this section as you will need it at several points in the section.

	<b>Note to enumerator: Copy marital status of respondent from roster -----          Questions 2601is to be asked only to ever married individuals (those who are currently married / consensual union, married no <i>gauna</i>, widowed, divorced, separated, deserted).</b>
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In example given above, the instruction specifies that question 2601 are to be asked only to respondents who are currently married / consensual union, married no *gauna*, widowed, divorced, separated, deserted. This question is related to the kind of marriage the respondent had and cannot be asked of someone who was never married.

***Checking completed questionnaires***

After you have completed an interview, you must review the questionnaire by carefully checking the answer to each question. It is important to check that you have followed all the appropriate skip patterns and that you have not omitted any sections. You should check that all answers are all clearly legible, particularly in questions where you corrected mistakes that you made in recording the respondent’s answers. You should review the questionnaire before you leave the household, so that if you need to question the respondent further, he/she is still likely to be available.

You should write any comments about the interview that you feel would clarify the answers you recorded or that would be of interest to your supervisor in the comments section. If you have any doubts about how to

record an answer, feel free to write a note on the questionnaire and then check with your field editor or supervisor.

## **COVER SHEET**

Each household interviewed will have one Household Cover Sheet to be filled in by the Data Editor, Field Supervisor, IIMB Supervisor and the Office Personnel. There will be two Respondent Cover Sheets each to be filled in by the two interviewers interviewing the primary and secondary respondents. The explanations to fill in these cover sheets are as below:

### ***Household cover sheet***

#### **The first table is to be filled in by the data editor.**

This table has all the identifying information about the household, and therefore has to be filled in very carefully by the data editor after both the respondents hand over their respective questionnaires to him or her. The identifying information in this table should exactly match with the information provided in both the respondent cover sheets. If while filling this in you find any inconsistencies between this and the respective tables in the respondent cover sheets, rectify all of these and make them consistent.

On the top right hand corner of the sheet, write the questionnaire number. Your supervisor will instruct you as to what this number is for every questionnaire before the interview.

**1. District Code:** Every district has a pre-assigned code which is indicated at the top of the table. Circle the correct code.

**2. Taluk Name:** Write the name of the *taluk*.

**3. Taluk Code:** Each *taluk* within a district has a pre-assigned code, which will be given to you on a separate sheet. Refer to that and fill in the correct code.

**4. Village Name:** Write the name of the village here. This is only for rural areas.

**5. Village Code:** Each village within a district has a pre-assigned code which will be given to you on a separate sheet. Refer to that and fill in the correct code.

**6. Hamlet Name:** Sometimes, the area that you visit may be a hamlet, which is part of a larger village. If and only if your sample household is in such a hamlet which has a specific name, then fill in the hamlet name.

**7. Hamlet Code:** The IDs to hamlets will be assigned after the survey in that district is completed. Whenever the supervisor provides you with the hamlet code number, fill that in here.

**8. Town/City Name:** Write the name of the town or city here. This is only for urban areas.

**9. Town/City Code:** Every town/city within a district has a pre-assigned code which will be given to you on a separate sheet. Refer to that and write the correct code here.

**10. Electoral Booth Name:** The name of the electoral booth will be provided to you in a separate sheet and will be told to you before you begin your day's work. Write that name here. This is only for urban areas.

**11. Electoral Booth Code:** Every electoral booth within a town has a pre-assigned code which will be given to you on a separate sheet. Refer to that and write it here.

**12. Place of residence:** Indicate whether this household belongs to rural or urban areas.

**13. Sample Household ID:** This will be given to you by your supervisor. Consult with her/him and write it in here before beginning the interview. This number usually runs from 1 to 30 in all rural and urban areas; in Bengaluru it usually runs from 1 to 35. In exceptional cases, it could exceed 30 and 35 respectively. Your supervisor will inform you about this if it does.

**14. Type of house:** This has to be filled in based on your observation. A house that has a non-durable roof as well as non-durable walls is a *kuchcha* house. For example, mud walls with coconut fibre roofing, or unbaked brick walls with asbestos sheet roofing, etc. A house that has either the walls or the roof constructed with durable materials is a *semi-pucca* house. For example, mud walls with tiled roofing, baked brick walls with asbestos sheet roofing, etc. A house that has both roof and walls built with durable materials is a *pucca* house. For instance, concrete walls with RCC roofing, baked brick walls with tiled roofing and so on.

**15. Primary Respondent's Name:** Write the name of the primary respondent of that household here.

**16. Primary Respondent ID:** The primary respondent in every household will have an ID that is used in the household roster. Check the questionnaire and insert this ID here. Since the instruction to the interviewers is that the first row in the roster should always be the primary respondent, this is always coded 01. Check that this is the case, and if there is any inconsistency, discuss with the interviewers and rectify it.

**17. Secondary Respondent's Name:** Write the name of the secondary respondent of that household here.

**18. Secondary Respondent ID:** The secondary respondent in every household will have an ID that comes from the ID in the household roster. Write that ID here. Since the instruction to the interviewers is that the second row of the roster should always be the secondary respondent, this should always be '02'.

**19. 1<sup>st</sup> Interviewer Name:** Write the name of the interviewer interviewing the primary respondent here.

**20. 1<sup>st</sup> Interviewer ID:** Every interviewer participating in the survey will be given a pre-assigned ID. Write that ID here.

**21. 2<sup>nd</sup> Interviewer Name:** Write the name of the interviewer interviewing the secondary respondent here.

**22. 2<sup>nd</sup> Interviewer ID:** Every interviewer participating in the survey will be given a pre-assigned ID. Write that ID here.

**The second table is to be filled in by the data editor.**

The data editor has to write his/her name, date, and put his/her signature in the indicated place in the table. Every data editor will be given a pre-assigned ID. Fill that in the code column.

In this table, you have to confirm whether all the sections of the questionnaire have been received from the two interviewers interviewing the household and put a check against them. This includes two signed informed consent forms, two respondent cover sheets, one complete questionnaire from the primary respondent interview, one complete questionnaire from the secondary respondent interview, and one consumption interview schedule. Check the entire questionnaire following the instructions provided to you and indicate whether checked or not in the last column in that table.

**The third table is to be filled by the field supervisor.**

In this table, please write your name, the date, fill in the appropriate quality check codes and put your signature. The codes are explained as:

*Accompanied interviewer – 1, Spot checked (refers to checking during interview) – 2, Back check (the household was re-visited to clarify after checking information) – 3, or Any other.*

**The fourth table is to be filled in by the IIMB supervisor.**

In this table, please write your name, the date, fill in the appropriate check codes and put your signature. Do not sign off on the questionnaire unless the questionnaire is complete and consistent. If it is either incomplete or inconsistent or both, explain to the interviewer what needs to be done to rectify these. It is possible that the interviewer has to go back to the household to complete the questionnaire. Sign off on the questionnaire only after this has been done, and when you are satisfied that the questionnaire is complete and consistent in all respects.

**The fourth table is to be filled by the Office Personnel.**

***Respondent cover sheet***

The first table is to be filled in by the interviewer at different points in time as specified against each row. Some entries are to be filled in consultation with the data editor and supervisor. This table has all the identifying information about the household and therefore has to be filled in very carefully.

**1. District Code:** Every district has a pre-assigned code which is indicated at the top of the table. Circle the correct code.

**2. Taluk Name:** Write the name of the *taluk*.

**3. Taluk Code:** Each *taluk* within a district has a pre-assigned code, which will be given to you on a separate sheet. Refer to that and fill in the correct code.

**4. Village Name:** Write the name of the village here. This is only for rural areas.

**5. Village Code:** Each village within a district has a pre-assigned code which will be given to you on a separate sheet. Refer to that and fill in the correct code.

**6. Hamlet Name:** Sometimes, the area that you visit may be a hamlet, which is part of a larger village. If and only if your sample household is in such a hamlet which has a specific name, then fill in the hamlet name.

**7. Hamlet Code:** The IDs to hamlets will be assigned after the survey in that district is completed. Whenever the supervisor provides you with the hamlet code number, fill that in here.

**8. Town/City Name:** Write the name of the town or city here. This is only for urban areas.

**9. Town/city Code:** Every town/city within a district has a pre-assigned code which will be given to you on a separate sheet. Refer to that and write the correct code here.

**10. Electoral Booth Name:** The name of the electoral booth will be provided to you in a separate sheet and will be told to you before you begin your day's work. Write that name here. This is only for urban areas.

**11. Electoral Booth Code:** Every electoral booth within a town has a pre-assigned code which will be given to you on a separate sheet. Refer to that and write it here.

**12. Sample Household ID:** This will be given to you by your supervisor. Consult with her/him and write it in here before beginning the interview. This number usually runs from 1 to 30 in all rural and urban areas; in Bengaluru it usually runs from 1 to 35. In exceptional cases, it could exceed 30 and 35 respectively. Your supervisor will inform you about this if it does.

**13. Type of house:** This has to be filled in based on your observation. A house that has a non-durable roof as well as non-durable walls is a *kuchcha* house. For example, mud walls with coconut fibre roofing, or unbaked brick walls with asbestos sheet roofing, etc. A house that has either the walls or the roof constructed with durable materials is a *semi-pucca* house. For example, mud walls with tiled roofing, baked brick walls with asbestos sheet roofing, etc. A house that has both roof and walls built with durable materials is a *pucca* house. For instance, concrete walls with RCC roofing, baked brick walls with tiled roofing and so on.

**14. Respondent ID:** Write the respondent ID here. The primary respondent is always 01 and the secondary respondent is always 02.

**15. Sex:** Indicate the sex of the respondent - 1 if male and 2 if female.

**16. Place of residence:** Indicate whether this household belongs to rural or urban areas.

**17. Interviewer Name:** Write your name here.

**18. Interviewer ID:** Every interviewer participating in the survey will be given a pre-assigned ID. Write your ID here.

The second table is to be filled in by the interviewer. This will be filled in after every visit to the household for the purpose of the interview. There are three rows allowing for 3 visits to the household. Write the date, time started and time ended for each row accurately. The result codes are to be filled in for each visit. Refer to the result codes provided in the table and fill in the appropriate one for each visit.

Only after three visits can a household be substituted with another. If this is a substitute household, in the last column of the table fill in the sample household number of the original household.

## **SECTION 1/S1: HOUSEHOLD ROSTER AND DEMOGRAPHIC CHARACTERISTICS**

### **Objectives:**

1. Obtain a complete listing of all members in the household.
2. Obtain basic demographic information for all members in the household.
3. Obtain basic economic (livelihood) information for all members in the household.

### **Respondents:**

This section is to be answered by either the primary respondent or both primary and secondary respondents together (see Glossary for definition of primary and secondary respondents). This part of the roster seeks information on all members residing in the household. Persons who normally live together and take food from a common kitchen constitute a household (see Glossary for detailed definition of household).

### **Directions:**

The secondary respondent questionnaire does not contain the complete Section 1. The second interviewer should fill in those questions which are included in Section S1; these are questions S101 to S106, and S112a. The instructions for these questions are same as that for the primary interviewer.

#### **Q101/S101: Individual ID code**

Every individual in the household is given a unique number. These ID numbers are very important as they are used to refer to the household members throughout the interview. Always begin listing the household members with the primary respondent so that he/she gets the ID code of 01. The secondary respondent always gets the ID code of 02, and so should be listed as the second person. In a single adult household where there is no secondary respondent, you can enter any other household member's details against ID 02.

List all household members and their sex first before you go on to the subsequent questions. Thereafter, *i.e.*, from 104 onwards, you may ask all questions on that page for each respondent along the rows. At the end of the listing, re-confirm with the respondent that you have listed all household members and also check that you have asked all the questions for all of them.

#### **Q102/S102: Names of household members currently residing in the household.**

For the primary and secondary respondents write the full name. For other household members, the first name is adequate. The names can help you refer to the members later in the questionnaire.

#### **Q103/S103: Sex**

Always confirm the sex of the individual being listed before recording it. Some names are given to both men and women; assuming the sex without checking can lead to mistakes. Circle 1 for male and 2 for female.

#### **Q104/S104: Relationship to primary respondent.**

Note that the relationship codes are always with respect to the primary respondent. The codes provided at the bottom of that page covers most close relationships. If you find a relationship other than those listed, then put in 96 and specify the relationship in the space on top of that sheet. Code 4 (*atte/maava*) here refer to mother-in-law and father-in-law. If the relationship to be indicated is aunt or uncle (also *atte/maava*), then indicate Code 11 (Other family member).

#### **Q105/S105: Age in years.**



Write the age in completed years, which is age at last birthday. It is possible the respondents may not know their own ages or the ages of other household members. In that case, try the following to estimate their age. For married individuals with children, you could ask for the age of the individual's oldest child and then find out how many years after marriage the child was born, and then ask roughly at what age they got married, thereby getting at the age. Alternatively, you could use the reference of somebody else in the household whose age is known and ask whether the individual in question is younger and older and by roughly how many years. You could also ask whether they were born before or after some significant/important event or period – for instance, were you/was this person born before formation of Karnataka state, or before or after Ramakrishna Hegade's tenure as Chief Minister, etc. You could also request them to show you their ration card or voter's ID card, which would have the age information. If after all such probes, the respondent is unable to give you the age of the individual, then fill in 998 for Don't Know.

For infants less than 1 year, write the age as 00. For individuals older than 99, age will be recorded in 3 digits. If

#### Q106/S106: Marital status

Ask this question only for persons greater than 10 years of age. Record the marital status of each member using the codes given. **Consensual Union** is the situation of a man and his partner living together intending to have a lasting relationship, but without having undergone a civil or religious marriage ceremony. **Married, no *gauna*** means that the person (usually the woman) is married, but has not yet departed for her marital home. For respondents who are never married, married no *gauna*, divorced, deserted, or separated, skip to Q 108. If devadasi, record the code of whatever marital status the respondent mentions (some may say married, some may say unmarried) for this question and note "*devadasi*" in Q107.

#### Q107: Write spouse's ID code if spouse lives in the household

This is only for respondents who are currently married, or those in consensual union. If the respondent's spouse is listed as a member of the household, copy her or his individual ID (Q101) here. If the spouse is not a member of the household, then leave this cell blank. As mentioned above, if the individual is a *Devadasi*, write that here.

#### Q108: To what religion does the name belong?

Record the religion of each member using the codes given. Do not assume that all household members belong to the same religion. Confirm each person's religion before recording it. However, do not irritate the respondent by repeating the question for each household member. When you acquire the religion for the primary respondent, ask the question 'Does everyone in the household belong to the same religion?'. If they say, No, ask for whose religion is different, what that religion is and record that against that person's name. Even if they say Yes, ask the following verification question: 'Did anyone married into this household belong to/hail from a different religion?'. If the answer to the second question is Yes, then find out which religion that was and record it against that individual's name.

#### Q109: To what caste does the name belong?

Write out the caste name as they describe it – eg. *Lingayat*, *Gowda*, etc. If the respondent says 'SC', 'ST', 'BC' or 'OBC' or any such broad category, ask them which caste group within this they belong to and write that here. However, do not ask for sub-caste groups. For instance, if the respondent says '*Lingayat*', there is no need to ask which sub-caste within *Lingayat* they belong to.

Do not assume that all household members belong to the same caste. Confirm each person's caste before recording it. However, do not irritate the respondent by repeating the question for each household member. When you acquire the caste for the primary respondent, ask the question 'Does everyone in the household belong to the same caste?' If they say, No, ask for whose caste is different and record that against that person's

name. Even if they say Yes, ask the following verification question: ‘Did anyone married into this household belong to/hail from a different caste?’ If the answer to the second question is Yes, then find out which caste that was and record it against that individual’s name.

Q110: What is the highest level of education completed?

Ask this question only for persons greater than 5 years of age. Information regarding the level of education attained will be recorded in this column using the codes provided. Only the education level successfully completed should be considered. For example, first year BA (currently in or failed or incomplete) will be considered higher secondary (code 7). A literate individual is one who can read and write with comprehension a simple message in any language. Those who are not able to do so are considered illiterate and should be assigned code 01. Some people achieve literacy without formal education, i.e., by attending non formal education courses or adult education centres. These respondents are assigned code 02. For the remaining, use the education codes.

Q111: What is the current schooling status of all in the age-group 5-17?

We want to know if the child is in school, has never attended school, or has attended school for a few years and then dropped out. Circle the relevant code.

Q112a/S112a: What is [Name’s] current principal economic status?

Ask this question only for persons greater than 5 years of age. The principal economic activity of an individual is that activity in which he or she spends the major share of his or her working time. We want to know if the person participates in any economic activity through which the household earns an income. It might be an economic activity with remuneration such as self-employment or wage employment. Some individuals might be helping out on other household or family activities without being remunerated for it, for instance on the household farm or in a petty shop owned by another household member, etc.

If the individual is not involved in any remunerative economic activity, we want to know the reason – full-time homemaker (doing domestic chores for the use and convenience of all household members), retired, student, or unemployed, or disabled. For all these individuals, skip to Q115.

An **unemployed** individual is one who is seeking employment but has not got any.

A **contributing family worker** is a person who holds a self employment job in a market-oriented establishment operated by a related person living in the same household or some family member outside the household, but is not monetarily remunerated for such contribution. Examples include helping in a family *kirana* store or shop, working on the family farm, etc.

A **domestic employee** is an individual who works for cash or kind in another’s home, including maids undertaking a variety of jobs such as sweeping, mopping, washing clothes, dusting, cooking, washing vessels, etc., gardeners, watchmen, drivers, etc.

A **casual or day labourer** is one who does not have regular employment contract but is employed on a day to day basis, and whose wages are calculated on this basis. For example, an agricultural labourer or a construction worker who is paid a daily wage is a casual labourer. A contract worker also does not have regular employment but has contracts to undertake certain work for specified periods of time, ranging from weeks to months.

The **‘Non-remunerated activity’** codes (9 -13) are only for those who are not involved in any remunerative economic activities. Note that a person might be aged 70 but still active in work, or a student may also be doing

some work part time. In these cases record one of the appropriate working codes (1-8). For example, a person may be disabled but still be working – for example, on a government-provided shop or telephone booth.

Q112b. What is the economic activity [Name] is engaged in?

Write out the sector and the position of the individual in his/her activity clearly. For example, the person may say tailor, or school teacher, write it out against their name. If the person says factory-employment, you should find out which factory and what work the individual does in the factory. The responses you write should be in the form given in these few examples:

- Teacher in government school
- Teacher in private school
- Beedi roller in factory (working in factory itself)
- Beedi roller in factory (working at home)
- Construction worker (mason) for many contractors
- Construction worker (painter) for company
- Typist in NGO
- Data entry person in government office
- Agricultural wage labourer
- Cultivator on own land

**Please note that responses like ‘coolie work’, ‘coolie worker’, ‘labour’, ‘casual labour’ are not acceptable as responses to this question. What you write here should help the data editor to understand which sector the individual is working in and also what the activity undertaken by the individual is.**

Q113: In which industry/occupation sector is [Name] engaged in?

This question is meant for data-editors to code based on what you have written in Question 112b. Therefore, it is very important to write out very clearly the responses in Q112b. Please note that interviewers do not have to fill in this question at all.

**For DATA EDITORS: A separate note explaining these codes and what all should be considered under them has been provided to you. Please refer to that while coding for this question.**

Q114: In which industry/service is [Name’s] principal economic activity?

This question is meant for data-editors to code based on what you have written in Question 112b. Therefore, it is very important to write out very clearly the responses in Q112b. Please note that interviewers do not have to fill in this question at all.

**For DATA EDITORS: A separate note explaining these codes and what all should be considered under them has been provided to you. Please refer to that while coding for this question.**

Q115: Is [Name’s] mother a member of the household?

We want information on the mothers of all household members. If answer is yes, list ID of mother. Please pay careful attention to the skip patterns here. If the member’s mother is in the household, ask Q116 then skip to Q119. If she is not a household member, go to Q117.

Q116: List ID code.

Q117: What is/was the highest level of education [Name’s] mother completed?

**Please note that you do not have to ask these questions (Q117& Q118) if the answer to Q115 is '1'.**

Information regarding the level of education attained by the individual's mother will be recorded in this column using the codes provided. Only the education level successfully completed should be considered. For example, first year BA (currently in or failed or incomplete) will be considered higher secondary (code 7). A literate individual is one who can read and write with comprehension a simple message in any language. Those who are not able to do so are considered illiterate and will be assigned code 01. Some people achieve literacy without formal education by attending non-formal education courses or adult education centres. These individuals are assigned code 02. For the rest, use the education codes.

Q118: What is/was [Name's] mother's most recent/last principal occupational position?

Circle the relevant code, making sure you get the last/most recent occupation.

Q119: Is [Name's] father a member of the household?

We want information on the fathers of all household members. If answer is yes, list ID of father. Please pay careful attention to the skip patterns here. If the member's father is in the household, ask Q120 then skip to Section2. If he is not a household member, go to Q121.

Q120: List ID code.

Q121: What is/was the highest level of education [Name's] father completed?

**Please note that you do not have to ask these questions (Q121 &Q122) if the answer to Q119 is '1'.**

Information regarding the level of education attained will be recorded in this column using the codes provided. Only the education level successfully completed should be considered. For example, first year BA (currently in or failed or incomplete) will be considered higher secondary (code 7). A literate individual is one who can read and write with comprehension a simple message in any language. Those who are not able to do so are considered illiterate and will be assigned code 01. Some people achieve literacy without formal education by attending non-formal education courses or adult education centres. These individuals are assigned code 02. For the rest, use the education codes.

Q122: What is/was [Name's] father's most recent/last principal occupational position?

Circle the relevant code, making sure you get the last/most recent occupation.

X1/SX1. List the household members who were present in the room when the interview was happening.

List the IDs.

X2/SX2. If there are any non-household members in the room while the interview is taking place, request them to allow you privacy with the household members.

## ASSET LISTING

### Objectives:

1. The objective of the asset listing module is to get a listing and basic information (like ownership status, date of acquisition, etc.) of all assets held by all the members of the household. This module is divided into sections based on the type of asset.

### Respondents:

All sections of the asset listing module should be administered to the primary respondent or both the primary and secondary respondents together. It is preferable to administer it to both of them if they are present, failing which administering it to just the primary respondent is acceptable. At no point should the secondary respondent or any other member of the household answer the asset listing independently. If there are non-household members present at this point request them to give privacy with the respondent/s.

### Directions:

At the end of each section in asset listing there is a question regarding whether the secondary respondent was present at the time when the primary respondent was answering the section. These are the X questions. The interviewer should make a note of whether the secondary respondent was present. This is NOT to be asked to the respondent but to be noted by the interviewer.

**Please note that in the asset listing, whether or not the secondary respondent is present during the interview, the second interviewer must use the Full Relationship Codes (FRCs) and Deceased Codes (DCs) with respect to the secondary respondent.**

The rows with IDs PAD1/2 and SAD1/2 are for additional assets identified by the respondents in later sections of the survey (individual asset sections). PAD1/2 are for additional assets identified by the primary respondent. SAD1/2 are for additional assets identified by the secondary respondent. These rows are filled in only in cases when in later parts of the questionnaire the respondents mention assets which were not originally mentioned at the time of asset listing. If this happens, then record the answers to all questions in asset listing in the respective rows and only then move on with other parts of the survey.

## SECTION 2: DWELLING CHARACTERISTICS

### Objectives:

1. Obtain basic information about current place of residence
2. Obtain information about basic amenities used or accessed by the household.

### Respondents:

Either the primary respondent or both primary and secondary respondents should answer this section.

### Directions:

You can verify the answers to most of the questions in this section by observation. For instance, the construction material used for the house, area of the dwelling, etc., can also be observed if the interview is being conducted at the place of residence. If there are major discrepancies between the answers given and what you observe, re-check the same with the respondent.

**Note that answers to questions Q201 to Q206 should be based on observation and you should only confirm your observation with the respondent instead of asking them.**

Q201. In what type of dwelling does the household live?

This provides a description of the dwelling unit. A semi detached house would be one which shares at least one wall with a neighbouring house or building. Within a compound if there are houses that are stacked on each other (multi-storey), they would be called a flat. Slum houses would be typically found in urban areas only.

Q202. How many rooms does this household occupy?

Include living rooms, dining rooms, bed rooms but not bathrooms, toilets, kitchens and Puja rooms in this count.

Q203. What is the total area of your dwelling? (in Sq. Ft)

If the respondent is unable to give the area in square feet, record in the units they provide making sure that you specify the unit. Exclude garden or other open space from the area calculation. If the respondent is unable to estimate the dwelling area, then you should do a rough estimate based on your observation and following the demonstration instructions provided to you in the training programme.

Q204. What is the main plastering material used for the outside walls of the dwelling?

Record the code that applies to the major portion (at least 50 per cent) of the outside walls. If two options are equally applicable, then indicate both.

Q205. What is the main construction material for the floor?

Record the code that applies to the major portion (at least 50 per cent) of the flooring of the dwelling. If two options are equally applicable, then indicate both.

Q206. What is the main construction material used for the roof?

Record the code that applies to the major portion (at least 50 per cent) of the roof. If two options are equally applicable, then indicate both. Some houses may have a false ceiling/half-roof made of wood and a tiled roof on top/outer-side. We are interested in getting the outer-most roof, so be careful about the code which you indicate.

Q207. What is the main source of lighting for this dwelling?

Record only one code. If the household gets lighting from more than one source, the source which is in major use should be recorded.

Q208. What is the main source of drinking water for this dwelling?

Record only one code. If the household gets drinking water from more than one source in the same or in different seasons, the source which is in major use over the year should be recorded.

Q209. What type of latrine/toilet facility does the household use?

Record only one code. If multiple facilities are used, the facility which is in major use should be recorded. If the household does not use a latrine, skip to 311. Please note that this refers to use of latrine facility and not about whether the house has a latrine facility or not.

Q210. Is the usage of the latrine/toilet facility....?

Record only one code.

Q211. What is the main source of cooking fuel in your household?

Record only one code. If the household has more than one source of cooking fuel, the source which is in major use should be recorded. We are asking about fuel for cooking not heating water or for other purposes.

Q212. What type of ration card does your household have?

This information gives a measure of the economic status of the household. Record the appropriate code. Usually, the respondent will be able to say whether it is an Above Poverty Line (APL) card or a Below Poverty Line (BPL) card or the *Antyodaya* card. If the respondent is unable to indicate this, then request him or her to show you the ration card. On the top right hand corner of the card, it will be indicated what kind of card this is. Write that down. The BPL card is alternatively called '*Akshaya* card'.

If you are still in doubt about which type of ration card the household has, ask them about what all they are eligible to purchase from the ration shop using their cards, how much of each item and at what rate. This will help you identify the card type.

If the total quantity of food grains the household is entitled per month to 35 kgs (including some combination of rice and wheat) at the rate of Rs. 2 per kg of wheat and Rs. 3 per kg of rice, then this will be coded as *Antyodaya Anna Yojana*. Some *Antyodaya Anna Yojana* households may be entitled to 25 kgs of rice at the rate of Rs. 3 per kg and 6 kgs of wheat at the rate of Rs. 2 per kg.

If the household is entitled to a maximum of 20 kgs of rice at the rate of Rs. 3 per kg and a maximum of 5 kgs of wheat at the rate of Rs. 3 per kg, then this will be coded as the BPL card.

Till recently, if the only item that the household was entitled to on their ration card is kerosene, then this will be coded as APL card. In the recent past (statement by Mr. H. Halappa, Minister for Food and Civil Supplies, GoK, The Hindu 31 January 2010), for the benefit of families in the above poverty line (APL) category, the State Government has decided to sell rice and wheat at Rs. 16.50 and Rs. 12 a kg respectively, through its cooperative societies and ration shops. It is not clear whether this policy measure has come into effect yet. Therefore, check about these as well if there is any doubt about the type of ration card.

If you are not able to make out from the quantities and prices reported by the respondent about which ration card they have, then write out the particulars of what the items they are entitled to and the prices in the space provided for Other, specify.

Q213. Does this household have the NREGA card?

Ask this question only in the rural areas. This information gives a measure of the economic situation of the household. If the respondent does not know about the programme, then explain it to him/her. NREGA (now MGNREGA) is government scheme provides a legal guarantee for one hundred days of employment in every financial year to adult members of any rural household. You can use the term 'job card' instead of NREGA card. If the household has a job card then ask if they used the card to obtain work (availed) under the scheme in the last six months. If the household does not have a job card, ask if they applied for it. If the respondent does not know if the household has the NREGA card, then record 98. If the respondent does not know about the NREGA programme at all, then mark code 5 (not aware of NREGA).

X3/SX3. Was the secondary respondent present during the previous section (Dwelling characteristics)?

Indicate whether Yes or No.

## SECTION 3/S3: PLACE OF RESIDENCE

### Objectives:

1. Obtain ownership information about current place of residence.

### Respondents:

Either the primary respondent or both primary and secondary respondents should answer this section.

### Directions:

These questions should be asked only about the dwelling in which this household lives. It may be an independent house, flat or apartment, one of several houses within a compound, rooms in a compound or any other type of dwelling. If they own more than one dwelling, list the primary one in which they live in this section and the others in **Section 5/S5: Other Real Estate**.

#### Q301/S301. What is the present occupation/ownership status of this dwelling?

Record only one option. If the dwelling in which the household lives is rented, leased or rent-free, record this and skip to next section.

**'Rented'** refers to the case where, over and above the advance deposit, a monthly payment is made by the persons living in the dwelling to those owning the dwelling. **'Leased'** refers to the case where the persons living in the dwelling make a lump sum payment to the owners of the dwelling at the time that they move into it. This lump sum payment will be returned to them by the owners when they vacate the dwelling. The tenant may or may not be asked to pay an advance deposit.

If the dwelling is owned by a relative/friend/any other individual who is not a household member (not listed in the roster) and no rent is paid, then select the **Rent-free** option, and skip to the next section.

#### Q302/S302. To whom does this dwelling belong now?

Here we want the ID/s of the person/s claiming ownership of the dwelling. We will be asking additional information about ownership, so this is not necessarily the name/s of the person/s listed on the ownership document for the house. We want the person or people within the household who claim ownership. If the dwelling is owned jointly with someone outside the household, then include the FRC/s.

#### Q303/S303. What year was the dwelling acquired?

We would like to know how long they have owned this dwelling. If they built the dwelling themselves, then list the year that they moved in. If they lived in the dwelling before they became an owner, list the year that they became the owner. If respondent can't recall, you could ask whether the dwelling was acquired before or after some significant/important event – for instance, was it acquired before after the birth of a household member whose age is known, etc. If it is ancestral property, write the year in which the dwelling passed to the current owner. If there is more than one owner as indicated in response to Q302/S302, then find out the year in which the person in the household who first acquired it became the owner. For example, in a household, you may find that in Q302/S302, the father and son are both indicated as owners of the house. In this question, find out, between the father and the son, who *first* acquired the house, and record that year.

#### Q304/S304. Is there an ownership document for this dwelling?



Ownership documents include any legal or other documentation which indicates ownership of the dwelling. It may or may not have the name of someone in the household on it.

Q305/S305. What type of ownership documents are they? Whose names are on the documents?

If there is a document, then we want to know what type of document it is. If there is more than one type of document, then list all the documents. For all documents possessed by the household, note the IDs and FRCs of persons whose names appear on the documents.

A **registered document** is a document of ownership of property that has been registered at the Sub-Registrar's office after paying the relevant stamp duty. An unregistered document is a document of ownership of property that has not been thus registered.

**Hakkupatra** is a document allowing the right of use of the property for the individual. It is usually relevant for houses which have been given to households under some government scheme, wherein for a specified period of time, the households are given only the *Hakku Patra*, i.e., they have the right to use the house, but cannot alienate it in any way.

**Khata** certificate is one of the main documents of ownership of property. It literally means an account - it is an account of a person who has property in some place.

A **will** is a document prepared by a person stating who will inherit his/her property upon his/her death.

A **partition deed** is a document prepared when one property unit is split into two or more parts and each of these parts is owned by different people. It is quite common to find joint family property and ancestral property being partitioned between children, siblings, etc.

A **gift deed** is a document indicating that a person has transferred his/her property to another person by way of a gift.

A **sale deed** is a document indicating that a person has transferred his/her property to another by way of selling it for some consideration.

Note that in the codes, each of these four documents above – will, partition deed, gift deed, sale deed – appear twice: as registered and unregistered. Be careful about checking with the respondent which of these they have and whether it is registered or unregistered.

X4/SX4. Was the secondary respondent present for the previous section (Place of residence)?

Indicate whether yes or no.

## **SECTION 4/S4: AGRICULTURAL LAND**

### **Objectives:**

1. Obtain listing of all plots of agricultural land held by all members of the household.
2. Obtain ownership and size information about all agricultural land.

**Respondents:**

Either the primary respondent or both primary and secondary respondents should answer this section.

**Directions:**

F1/SF1. Ask if the household owns any agricultural land or is currently farming any agricultural land on lease or sharecropping. If the household owns or farms any land, then circle 1 and continue the section. If the household does not own or farm any such agricultural land, circle 2 and skip to X5/SX5.

After the respondent finishes the initial listing of the plots of land, prompt him/her to recall other plots of agricultural land held by any member of the household that he or she might have missed listing.

**Q401/S401. Plot ID**

This provides the serial number for the plot– it is possible that the household could have many parcels of land. Each plot is given a serial number and recorded on a separate row.

**Q402/S402. Please list each plot/parcel of land along with its location that someone in your household owns/farms.**

Write a brief description of each plot so that you can make sure that when you refer back to each plot of land in the individual section, you are able to match the number with the actual plot. Descriptions might include the type of crop usually grown on it, the type of land, or the location (irrigated rice plot; vegetable plot near the main road; wife’s plot north of village, plot at the head reach of the tank command, at the tail end of the tank command, etc). For this question, list all plots that the household owns as well as farms. Note that plots that the household owns but leases or sharecrops out, and plots left fallow should be included. Plots that the household farms but does not own should also be included. Get a complete listing of all plots before proceeding to ask Q403/S403 -Q410/S410.

**Q403/S403. What is the area of the plot?**

- \_\_\_\_\_ Acres (A)
- \_\_\_\_\_ *Guntas* (G)
- \_\_\_\_\_ Cents (C)

Record the size of each plot by filling in any one or a combination of the units provided. If respondent can’t estimate the size, then help the respondent by indicating several example sizes. Keep in mind that **1 acre = 40 guntas** and **1 acre = 100 cents**. The size is either should be recorded in acres and *guntas*, or in acres and cents. If there is a dwelling constructed on the land, then exclude the area of the dwelling from the area calculation.

**Q404/S404. To whom does the plot of land belong now?**

Here we want the ID/s of the person/s claiming ownership of each plot of land. We will be asking additional information about ownership, so this is not necessarily the name/s of the person/s listed on the ownership documents for the plots. We want the person or people within the household who claim ownership. If any plot is owned jointly with someone outside the household, then include the FRC/s.

**Q405/S405. Under what tenure system is this plot?**

Record the tenure system for each plot.

**Leased** – when the land is owned by the household but is given to another individual/household for them to

cultivate for an agreed amount of consideration either in cash or kind, it is said to be leased out. Similarly, when the household does not own the land but cultivates someone else's land by paying them an agreed amount of consideration either in cash or kind, it is said to be leased in.

**Sharecropping** – it is an arrangement whereby usually the land is owned by one party, the labour to work on this land is provided by another party, and the capital costs are shared by both based on some agreement. The revenues from this land are also shared based on the agreement between the parties. A household can either sharecrop out some plot of land that they own or sharecrop in a plot of land owned by somebody else.

**Community land** is land which is owned by the local village community (e.g. temple land, school land, etc.).

**Government land** is any land which is owned by the government. .

Please follow the skips provided for the codes. Codes 3, 4, 5 (*i.e.*, Not owned, leased in or sharecropped in; Government land; Community land) skip to the next plot of land.

Q406/S406. Which year was the plot acquired?

We would like to know how long they have owned or farmed this plot. If they have farmed the plot before they became an owner, list the year that they became the owner. If respondent cannot recall, you could ask whether the plot was acquired before or after some significant/important event – for instance, was it acquired before after birth of a household member whose age is known, etc. If the plot is part of ancestral property, note the year when the current owner/s was passed on the ownership.

If there is more than one owner as indicated in response to Q404/S404, then find out the year in which the person in the household who first acquired it became the owner. For example, you may find in a household that in Q404/S404, the father and son are both indicated as owners of the plot. In this question, find out between the father and the son, who *first* acquired the plot, and record the year that person became the owner.

Q407/S407. Is there an ownership document for this plot of land?

Ownership documents include any legal documentation which indicates ownership of the plot. It may or may not have the name of someone currently in the household on it.

Q408/S408. What type of ownership document?

Ownership documents include any legal documentation which indicates ownership of the plot. They may or may not have the name of someone currently in the household on it. If there is a document, then we want to know what type of document it is. Note that multiple responses are possible for this question. List all the documents that the respondent indicates.

Refer to the explanation provided for Q305/S305 for an understanding of the different types of documents.

Q409/S409. Which is the most important document among these? Whose names are on the most important document?

Note that this question has two parts. The first part is applicable only when two or more documents have been indicated in Q408/S408. If that is the case, ask the respondent, which among these documents s/he considers to be the most important. Please note that here we are trying to get the respondent's perception on the most important document, and the response given by him/her need not be the legally most relevant as we think or understand.

The second part of the question is applicable for all plots of land. If only one document has been coded in Q408/S408, then get the ID/FRC/DC of the person/s whose name/s are on this only document. If there are two or more documents indicated in Q408/S408, then get the ID/FRC/DC of the person/s whose names are on the most important of these documents (you would have got the response to this in the first part of this question).

Q410/S410. What is the amount of loan outstanding on this plot? (In Rupees)

Loan outstanding can include the case where the plot of land has been collateralised against some loan. It can also include any crop loan taken specifically for this plot of land. If there is no loan outstanding on this plot of land, then fill in 0 here.

X5/SX5. Was the secondary respondent present for the previous section (Agricultural Land)?

Indicate whether yes or no.

## **SECTION 5/S5: OTHER REAL ESTATE**

**Objectives:**

1. Obtain listing of all other real estate held by any household member.
2. Obtain ownership information about other real estate.

**Respondents:**

Either the primary respondent or both primary and secondary respondents should answer this section.

**Directions:**

This listing should not include place of residence or plots of agricultural land that have been listed previously. Verify with respondent to see that they are not repeating the same property which was previously reported in other sections. Other real estate would include non-agricultural land, house/flat (excluding the place of residence), vacant sites and any commercial property. After the respondent finishes the initial listing of other real estate, prompt him or her to recall other pieces of real estate held by any member of the household which he or she might have missed mentioning.

Q501/S501. Besides the place of residence, does anyone in the household own any other building, dwelling, site, or non-agricultural land?

Record yes if they do. If no, skip to X6.

Q502/S502. Other real estate ID

This provides the serial number for the pieces of real estate– it is possible that the household could have more than one such. Each one listed is given a serial number and recorded on a separate row.

Q503/S503. Please list other real estate property that someone in your household owns.

For each piece of real estate, record the type. Note that each row can have only a single code. Vacant site is usually a clearly demarcated piece of site which can be used for residential or commercial purposes when built up, while other non-agricultural land includes large expansive tracts of land which have not been developed for any specific use yet.

Q504/S504. To whom does this property belong now?

Record the ID/s of the person/s claiming ownership of the plot. We will be asking additional information about documentation, so this is not necessarily the name of the person who is listed on the documents. We want the person or people within the household who claim ownership. If any plot is owned jointly with someone outside the household, then include the FRC/s.

Q505/S505. What year was this property acquired?

We would like to know how long they have owned this property. If they used the property before they became an owner, list the year that they became the owner. If respondent can't recall, you could ask whether the property was acquired before or after some significant/important event – for instance, was it acquired before/after birth of a household member whose age is known, etc. If it is a piece of ancestral property, note the year when the current owner was passed on the ownership.

If there is more than one owner as indicated in response to Question 504/S504, then find out the year in which the person in the household who first acquired it became the owner. For example, in a household you may find that in Q504/S504, the father and son are both indicated as owners of the property. In this question, find out, between the father and the son, who *first* acquired the property, and record that year.

Q506/S506. Is there an ownership document for this property?

Ownership documents include any legal or other documentation which indicates ownership of the property. They may or may not have the name of someone currently in the household on it.

Q507/S507. What type of ownership document?

If there is a document, then we want to know what type of document it is. Note that multiple responses are possible for this question. List all the documents that the respondent indicates.

Refer to the explanation provided in Q305/S305 for an understanding of the different types of documents.

Q508/S508. Which is the most important document among these? Whose names are on the document?

Note that this question has two parts. The first part is applicable only when two or more documents have been indicated in Q507/S507. If that is the case, ask the respondent which among these documents s/he considers to be the most important. Please note that here we are trying to get the respondent's perception on the most important document, and the response given by him/her need not be the legally most relevant as we think or understand.

The second part of the question is applicable for all properties. If only one document has been coded in Q507/S507, then get the ID/FRC/DC of the person/s whose name/s are on this only document. If there are two or more documents indicated in Q507/S507, then get the ID/FRC/DC of the person/s whose names are on the most important of these documents (you would have got the response to this in the first part of this question).

X6/SX6. Was the secondary respondent present for the previous section (Other Real Estate)?

Indicate whether Yes or No.

## **SECTION 6/S6: LIVESTOCK AND POULTRY**

### **Objectives:**

1. Obtain listing of all livestock and poultry held by any household member.
2. Obtain ownership status for each livestock and poultry.
3. Obtain information on value of each livestock and poultry.

### **Respondents:**

Either the primary respondent or both primary and secondary respondents should answer this section.

### **Directions:**

F2/SF2. Does the household own any livestock or poultry? If there are any livestock, circle 1 and continue with the section. After the respondent finishes listing, go through the codes of livestock to ensure that the respondent hasn't missed any. If household does not own any livestock or poultry, skip to X7.

Note the differences between the Livestock IDs, Livestock Codes and Number of livestock owned carefully. Do not mix up these numbers.

#### Q601/S601.Livestock ID.

This provides the serial number for type of livestock. Each type of livestock owned by the household will be given a serial number and recorded on a separate row.

#### Q602/S602.Livestock Codes.

List the correct codes for the livestock owned by all members of the household. If there are multiple animals/birds of the same type (eg. 5 cows) enter the code and enter their number in next question. After the respondent lists all livestock and poultry, confirm that they do not own any other types. Finish listing all the types of livestock before moving to Q603/S603 -Q607/S607.

#### Q603/S603. How many animals/birds in total are owned by members of this household?

Record the total number of animals/birds owned in each category.

#### Q604/S604. We understand that these animals/birds may be owned individually or jointly. Can you tell me how these types of animals are owned in your household?

Record the ownership status for each livestock. Joint ownership means that two or more people are co-owners of the livestock and at least one of them is a household member. If the livestock is co-owned by all members of the household then record 'All household members'. Multiple responses are possible for this question. For instance, there may be some cows that are owned by the husband, some owned by the wife, and some owned jointly. In this case, list both individual and joint. Or some goats may be owned by one couple within the household while the rest of the goats may be owned by all the household members. In this case, you would code both Jointly and All household Members.

#### Q605/S605.List ID/s and FRCs of persons to whom the livestock belong, the number owned, and the value (in Rupees) that would be received if the animals were to be sold today.

Ask this if individual ownership (code 1) was one of the responses to Q604/S604 (how the animals are owned). If some animals are owned individually, record the ID code of the owner. Then record the number of that type of animal that the individual household member owns and the total value of all of the individual's animals of that type if they were to be sold today. If necessary, you may use additional lines for the same type of animals. In

this case, simply list the animal code again in Q602/S602. If such cases occur and you have to use an extra row for the same category of livestock/poultry, do not write a new ID against this row in Q601/S601. Write a new ID only for the next category of livestock.

Q606/S606. List ID/s and FRCs of persons to whom the livestock belong, the number owned, and the value (in Rupees) that would be received if the animals were to be sold today.

Ask this if joint ownership (code 2) was one of the responses to Q604/S604 (how the animals are owned). If some animals are jointly owned, list the IDs of the joint owners, then the number that those individuals own jointly, and the total value of all of these animals. If one individual owns animals jointly with several different people within the household, list each combination of joint owners separately. If necessary, you may use additional lines for the same type of animals. In this case, simply list the animal code again in Q602/S602. In other words, you may have two lines for cows, if there are many combinations of owners. If such cases occur and you have to use an extra row for the same category of livestock/poultry, do not write a new ID against this row in Q601/S601. Write a new ID only for the next category of livestock.

Q607/S607. List ID/s and FRCs of persons to whom the livestock belong, the number owned, and the value (in Rupees) that would be received if the animals were to be sold today.

Ask this if ownership by All household members (code 3) was one of the responses to Q604/S604 (how the animals are owned). If they responded that some animals are owned by all household members, then, for each type of animal, list the total number owned and the value of all of the animals that are owned by all household members. The value is the amount that would be received if all of these animals were to be sold today.

X7/SX7. Was the secondary respondent present for the previous section (Livestock and Poultry)?

Indicate whether Yes or No.

## **SECTION 7/S7: SMALL AGRICULTURAL TOOLS**

### **Objectives:**

1. Obtain listing of all small agricultural tools held by any household member.
2. Obtain ownership status for all tools and the total value of the tools.

### **Respondents:**

Either the primary respondent or both primary and secondary respondents should answer this section.

### **Directions:**

F3/SF3. Does the household own any small agricultural tools?

If yes, circle 1 and continue with the section. If no, circle 2 and skip to X8.

Sometimes, households may not own or farm any agricultural land, but may still own some small agricultural tools like sickle, axe, etc., which they may use for household or other purposes. Therefore, even if the household is not involved in any agriculture, you should ask this question and read out from the code list to check if they have any of these tools.

Do not collect information on large agricultural equipment here as this is captured in the next section. After the respondent finishes listing all small tools, go through the code list to ensure that nothing was missed. However,

don't restrict yourself to what is there in the code list provided to you. It is possible that the household owns some other small agricultural tools that are not there on the list. Be sure to get details of these as well.

It is also common to find that the same tool has different names in different parts of the state. To the extent possible, we have provided all the different names/synonyms to the tools. If you find that the respondent is referring to a certain tool by a different name as compared to what is provided on the list, use the code that is provided on the list, and add this name to the synonyms of that code. This information can be shared with your colleagues at the end of the day at the debrief meeting.

Q701/S701.Small Agricultural Tools ID.

This provides the serial number for type of small agricultural equipment. Each type will be given a serial number and recorded on a separate row.

Q702/S702.Small Agricultural Tools Codes.

Refer to the code list and list the small agricultural tools codes owned by all members of the household. If there are multiple tools of the same type (eg. 3 axes) enter the code and enter their number in next question. After respondent lists all small tools, go through the list and confirm that nothing was missed

Q703/S703. How many tools in total are owned by members of this household?

Record the total number of tools owned.

Q704/S704. We understand that these tools may be owned individually or jointly. Can you tell me how these types of tools are owned in your household?

Record the ownership status for all tools. Multiple responses are possible for this question; there may be some tools that are owned by the husband, some owned by the wife, and some owned jointly. In this case, list both individual and joint.

Q705/S705. Ask only if answer to Q704/S704 was 1 or 2.

This is asked only if the one of the responses to Q704/S704 was 1 (individually) or 2 (jointly). Record the IDs and FRCs of the owners of the tools. If some of the tool categories are owned both individually and jointly, note IDs for both types of owners in any order. We are not concerned here about mapping each tool to the specific owner/s.

Q706/S706. If these tools were to be sold today, what is the total amount that would be received?(given the state and age they are in)? (in Rupees)

Record the amount that would be received if all of these tools were to be sold today. Sometimes, the respondents may say that their tools are so old or have such little value that it is not possible to sell them as tools, but that they would get a few rupees for the weight of the material of which it is made (iron, wood, etc.). Record that value here.

When asked for the value of the tools, respondents will also typically tell you what it would cost them to buy a new tool of that category. This is called 'replacement' value and we are not interested in that. What we want to know is the value of the tools that they currently have in their household, however old and worn out they are.

X8/SX8. Was the secondary respondent present for the previous section (Small Agricultural Tools)?

Indicate whether Yes or No.



## **SECTION 8/S8: BIG AGRICULTURAL EQUIPMENT**

### **Objectives:**

1. Obtain listing of all big agricultural equipment held by any household member.
2. Obtain ownership status for all the equipment and their total value.

### **Respondents:**

Either the primary respondent or both primary and secondary respondents should answer this section.

### **Directions:**

#### **F4/SF4.Does the household has any big agricultural equipment?**

If yes, circle 1 and continue with the section. If the household does not own any big agricultural equipment, then circle 2 and skip to X9. After the respondent has listed out all big equipment, go through the codes to ensure that nothing was missed. Ensure that the tools mentioned in the previous section are not repeated in this listing.

Sometimes, households may not own or farm any agricultural land, but may still own some agricultural equipment like tractors, etc., which they may use for other purposes. Therefore, even if the household is not involved in any agriculture, you should ask this question and read out from the code list to check if they have any of these equipments.

#### **Q801/S801.Big Agriculture Equipment ID.**

This provides the serial number for type of big agricultural equipment. Each item should be recorded on a separate row. For instance, if the household owns two tractors, each tractor should be recorded on a separate row. NOTE that this is different from what was followed for small agricultural tools.

#### **Q802/S802.Big Agriculture Equipment Codes.**

Fill in the big agricultural equipment code from the code box provided. However, don't restrict yourself to what is there in the code list provided to you. It is possible that the household owns some other agricultural equipment that not there on the list. Be sure to get details of these as well.

It is also common to find that the same agricultural equipment has different names in different parts of the state. To the extent possible, we have provided all the different names/synonyms to the equipment. If you find that the respondent is referring to a certain implement or equipment by a different name as compared to what is provided on the list, use the code that is provided on the list, and add this name to the synonyms of that code. This information can be shared with your colleagues at the end of the day at the debrief meeting.

#### **Q803/S803. We understand that these equipments may be owned by individuals or jointly. Can you tell me how these types of equipments are owned in your household?**

Record the ownership status for each of the equipments. Note that you can only enter a single code for this question since each row represents only one single equipment/implement. Further note that codes 3 and 98 skip to Q805/S805.

#### **Q804/S804.List the IDs/ FRCs of the owners.**

Write the Ids and FRCs of the people who own the equipment. Note that if the response to Q803/S803 was coded 3 (all household members) or 98 (Don't know), then you should not ask this question.

Q805/S805. If this equipment was to be sold today, what is the total value that would be received (given the age and state of the equipment)? (in Rupees).

Ask this question for all equipment. When asked for the value of the equipment, respondents may sometimes tell you what it would cost them to buy new equipment of that category. This is called 'replacement' value and we are not interested in that. What we want to know is the value of the equipment that they currently have in their household if they are sold today, however old and worn out they are.

X9/SX9. Was the secondary respondent present for the previous section (Big Agricultural Equipment)?

Indicate whether Yes or No.

## **SECTION 9/S9: NON-FARM ECONOMIC SELF-EMPLOYMENT ACTIVITIES**

### **Objectives:**

1. Obtain listing of all the non-farm self-employment economic activities carried out by any of the household members
2. Obtain ownership information for these activities

### **Respondents:**

Either the primary respondent or both primary and secondary respondents should answer this section.

### **Directions:**

These activities include any formal or informal business or service rendered by any member of the household. Non-farm economic activities include any non-agricultural activities as well as activities which add value to agricultural produce using labour or power equipment. If the household does not own any non-farm economic activity, then skip to X10. A business is something that is used to generate revenues. It may or may not be formally registered. If the respondent says none, probe to ensure they are including small activities like bakery/tea shop, selling vegetables, etc.

If the household is selling the produce of livestock (milk, wool, eggs, etc.) on a commercial scale, then these should also be included in this section. Commercial scale usually means that there will be some capital investment made for this activity and the sale of the produce will be on a regular basis. If the household has one cow and a few hens, and they use the milk and eggs of these largely for their own house consumption, selling it only when there is a surplus now and then such activities need not be recorded here.

If the household is hiring out their livestock (bullocks, oxen, donkeys, horses, etc.) to others for their farm work, then this activity should be recorded here.

Q901/S901. Does anyone in the household own or operate any non-farm economic activity?

Answer whether yes or no. If yes, continue with the rest of the section and if no, skip to X10.

Q902/S902. Activities ID.

This provides the serial number for each non-farm economic activity undertaken by the household. Each activity is given a serial number and recorded on a separate row.

Q903/S903. Please list the type of economic activity that is undertaken by household member.

If two individuals within the household operate separate businesses list each one separately, even if they are the same type of business. For instance, two people in the household could both be tailors with their independent tailoring units. You would then enter these in two different rows. If two individuals within the household are both involved in the same business activity, list it only in one row. For instance, there may be a petty shop that is operated by all household members. This would be entered as one activity. Complete a listing of all types of non-farm economic activities before asking Q904/S904 and Q905/S905.

Q904/S904. To whom does this activity belong now?

List the ID code of the person who claims ownership of the activity. If it is jointly owned with someone outside the household, list their FRC code. It is possible that for some service-oriented activities, such as conducting tuitions or music lessons, the response could be that that no one 'owns' it. In that case, ask them runs or operates these activities.

Q905/S905. What year was it acquired/started?

List the year that the business was started or acquired.

X10/SX10. Was the secondary respondent present for the previous section (Non-farm self employment activities)?

Indicate whether Yes or No.

## **SECTION 10/S10: HOUSEHOLD CONSUMER DURABLES**

### **Objectives:**

1. Obtain information on a select set of consumer durables.

### **Respondents:**

Either the primary respondent or both primary and secondary respondents should answer this section.

### **Directions:**

Read out the codes of all durable items and ask if the household owns any of those.

Q1001/S1001. Consumer Durables.

Read out each consumer durable and ask whether the household owns it.

Q1002/S1002. How many in total are owned by members of this household?

Write the total number of consumer durables owned corresponding to each consumer durable code. Write 0 if the household does not own any. This question should not be asked for those items for which it is grayed out – i.e., vessels, other items of scrap value.

Q1003/S1003. We understand that these durables may be owned by individuals or jointly. Can you tell me how these types of durables are owned in your household?

List the ownership status for each consumer durable. Multiple responses are possible. (There might be 2 almirahs -one owned jointly and the other individually) Note that this question is grayed out for some of the items, and therefore, you should not ask it for these items.

Q1004/S1004. IDs and FRCs of owners.

List the IDs and FRCs of the owners of these consumer durables. This question is asked if one of the codes in Q1003/S1003 was 1 (individually) or 2 (jointly).

Q1005/S1005. If these consumer durables were to be sold today, how much would be received given the state they are in?

List the amount (in rupees) that would be received if each of these household consumer durables were to be sold today. This question is asked for all the items in the list.

Q1006/S1006. Are these consumer durables used in any household business/ economic activity? Specify ID from Section 9/S9, Q902/S902.

Answer yes if this asset is used in any business or economic activity and write the activity code listed in Q902/S902 in Section 9/S9. For example, if a sewing machine is only used for making clothing for the household, record answer no. If the sewing machine is also used to make clothing for someone outside the household who will pay for it, record yes.

X11/SX11. Was the secondary respondent present for the previous section (Household Consumer Durables)?  
Indicate whether Yes or No.

## **SECTION 11/S11: OTHER CONSUMER DURABLES**

### **Objectives:**

1. Obtain information on any other consumer durables which were not covered in previous section.

### **Respondents:**

Either the primary respondent or both primary and secondary respondents should answer this section.

### **Directions:**

Please ensure that the consumer durables listed in the previous section are not repeated in this list. In this section, we are aiming to get information on consumer durables that are typically individually owned. After the respondent has finished listing the other consumer durables, go through the list of codes to ensure that nothing was left out. If there are multiple consumer durables of the same type record them on multiple lines (one line for each consumer durable).

F5/SF5. Does the household own any other consumer durables ?

If yes, circle 1 and continue with the section. If no, circle 2 and skip to X12.

Read out the items from the other consumer durables code list. Also make sure that you ask the respondent about any other durable that is not on this list.

Q1101/S1101. Consumer Durable IDs.

This provides the serial number for each consumer durable owned by the household. Each item will be given a serial number and recorded on a separate row.

Q1102/S1102. Consumer Durable Codes (List other consumer code. If there are more than two for one type enter each separately)

Read out the durable item and ask about it. Fill in the appropriate code. If there are multiple items of the same code, then record them in separate rows. For instance, if the household has 3 mobile phone, enter each of them in 3 rows. The same applies to jewellery also. In households, usually the ownership of jewellery will be clearly identified by the respondent. Therefore, if you find that the mother-in-law owns 10 grams of jewellery and the daughter-in-law owns another 10 grams, then enter these in two different rows. Note that this is different from what was done in the previous section on household consumer durables.

Q1103/S1103. We understand that these may be owned by individuals or jointly. Can you tell me how these types of durables are owned in your household?

List the ownership status for each consumer durable. Note that you can only enter a single code for this question since each row represents only one single durable item. Further note that codes 3 and 98 skip to Question Q1105/S1105.

Q1104/S1104. List ID/s and FRCs of the owners.

Write the IDs and FRCs of the owners of each consumer durable listed.

Q1105/S1105. If this durable were to be sold today, what is the total value that would be received (given the age and state of the durable)?

Ask this question for all items and write the value in rupees. In case of jewellery record both the number of grams and total value. Record them separated by “/”.

Q1106/S1106. Are these consumer durables used in any household business/economic activity? Specify the ID from Q902/S902 in Section 9/S9.

Answer yes if this asset is used in any business or economic activity and write the activity code listed in Q902/S902 in Section 9/S9. For example, if a sewing machine is only used for making clothing for the household, record answer no. If the sewing machine is also used to make clothing for someone outside the household who will pay for it, record yes.

X12/SX12. Was the secondary respondent present for the previous section (Other consumer durables)?

Indicate whether Yes or No.

## **INDIVIDUAL ASSET QUESTIONNAIRE**

### **Objectives:**

1. The objective of the individual asset module is to get additional basic information (mode of acquisition, tenure system, value etc) of all assets listed as being held by all the members of the household. This module is divided into sections according to type of asset.
2. This section also attempts to understand the extent to which the respondents have rights over the assets they own, and decision making with respect to transactions, as well as how they acquired these assets.

### **Respondents:**

This module is administered to both primary and secondary respondent separately. If there are other people present at this point please request them to give you some privacy with the respondents. As far as possible, you should avoid having the two interviews in the same room or within very close earshot of each other.

## **Directions:**

Pay careful attention to the instructions and skips given in the respective questionnaires making sure you are following what is relevant to your respondent. Some questions are asked only to the primary respondent – these are indicated clearly. Some questions for both the respondents require that you copy over information from the asset listing section instead of asking it to the respondents. In these cases please ensure that you verify that information with the respective respondents before moving to the next question.

In these individual sections of the questionnaire, there are a set of rights and decision-making questions related to the assets that get repeated across the sections. These are about the right to sell/rent/bequeath/collateralize the assets. We are trying to find what transactions are possible with regard to the asset and what it means to be an ‘owner’ of an asset. The questions, responses and skips follow the same pattern mostly in all sections. Pay careful attention to the skips. For example:

Q1. Do you have the right to sell this asset?

1. Yes, alone →***Skip to next transaction***

2. Yes, in consultation/joint →***Ask about IDs/FRCs and skip to next transaction***

3. Yes, with permission →***Ask about IDs/FRCs and skip to next transaction***

4. No, someone else has the right to make this transaction. ***Ask about IDs/FRCs of those who have the rights followed by respondent’s involvement in decision-making to sell***

94 Market does not exist →***Skip to next transaction***

95 Transaction not possible →***Skip to next transaction***

98. Don’t know →***Skip to respondent’s involvement in decision-making to sell***

It is important to ask about whether the respondent can exercise the right alone by themselves, in consultation, or with permission from someone or they don’t have the right at all. If the decision is made in consultation or with permission or made by someone else, the interviewer should list the appropriate ID and FRCs. For some questions, there is also the market does not exist (94) code. This means that particular transaction does not happen here – for example, agricultural land does not get sold in that particular village. The code, transaction not possible (95) refers to the particular asset/property which cannot be sold. The land could be under litigation and thus cannot be sold even though a land market exists.

‘**In consultation**’ is like a joint decision, where all the persons concerned are equally involved in making the decision.

‘**With permission**’ is when the respondent makes the decision only after asking someone else if s/he can do it.

If the response to the question is **No, someone else has the right to make the transaction (4)**, or **Don’t know (98)**, then ask them if they can participate in the decision to sell it, i.e., can they be involved in the decision making?

When you ask the rights questions, you should always read out codes 1, 2 3 and 4 to the respondent, and allow them to choose. If they say that they can’t choose among these, then ask them for the reasons and find out whether it is because market does not exist or such a transaction is not possible or they simply don’t know.

Reiterate to the respondents that there are no right or wrong answers to any of these questions.

Please note that in the secondary respondent questionnaire, there are **12 CC questions (CC01 TO CC12)**. These are **cross check** questions for the secondary respondent, and appear as CC questions only in the secondary respondent questionnaire. Please read the instructions for these questions carefully before asking/verifying them.

Please ensure you have complete privacy at this point. Politely request household and non-household members to leave. If you have difficulty getting privacy, suspend interview and contact your supervisor.

## **SECTION 12/S12: PLACE OF RESIDENCE**

### **Objectives:**

1. Obtain further information about the place of residence of the household and the various rights of the primary and secondary respondents over the dwelling.

### **Respondents:**

Both primary and secondary respondents independently. Questions 1202-1213 are asked only to the primary respondent. However, S1201 is asked only to secondary respondent.

### **Directions:**

QS1201. Let us talk a little more about this dwelling in which you live. To whom does this dwelling belong now ?  
If the secondary respondent was present at the time of Section S3 then copy the response from S302 in the asset listing section and verify this with them before filling it in here. If they do not agree with that response now, then note their new response. If the secondary respondent was not present at the time of asking Section S3 at all, then ask S1201 anew.

List the IDs and FRCs of people whom the respondent considers as the owner. If the dwelling is jointly owned record the IDs and FRCs of all the owners.

CC01. If the dwelling were to be sold today how much would be received for it?

In this question, you are checking what the secondary respondent thinks the sale value of the house is. Ask the respondent to estimate in rupees how much they could sell their dwelling for today. Prompt the respondent to estimate based on the location and condition of their particular dwelling. If the respondent is unable to estimate ask if practice or system of buying and selling houses was prevalent in their village/area. If the respondent answers no, then record 94. Otherwise ask if due to legal or other reasons the dwelling cannot be sold. If the respondent answers yes, record 95. Otherwise, if the respondent is unable to estimate then record 98.

Q1202. How was this dwelling acquired?

This question is about how the owner/s acquired the dwelling. The owner/s are the person/s identified as so in Section 3. If the primary respondent is not one of the owners of the dwelling, even then he or she should respond about how the owner/s as reported acquired it. List all of the answers that apply.

If there are more than one owners as identified in Q302 in Section 3, then ask about the mode of acquisition for the person who first got it among all these owners. For example, if father and son are recorded as the owners of the place of residence, then ask the respondent who first acquired the house between the father and son, and record the mode/s of acquisition for that person.

Q1203. From whom was it acquired?

Ask this question if one of the responses to Q1202 was 2,3,4, or 5, *i.e.*, if the dwelling was inherited, received as a gift during marriage or any other time, or received under a government program. Some of these programmes

like the *Indira Awas Yojana* or *Dr. Ambedkar* or *Ashraya* housing programme mandate that the titles should be in the woman's name alone or jointly. If in the answer to Q302, the woman's name is not listed, probe and verify that the name they have given is correct. Record the ID and FRC codes. If the house was received from a non-household member, use the appropriate FRCs. If it was received from a relative who is now deceased, use the appropriate DCs.

Q1204. How was the purchase or construction of the dwelling financed?

Ask this question if one of the responses to Q1202 was 1 or 7, *i.e.*, if the dwelling was purchased or built. List all of the sources of financing that were used. Note that multiple responses are possible.

Q1205. How much would it cost to construct a dwelling like this today?

Ask the respondent to estimate in rupees how much it would cost to construct a dwelling like this today. It should be based on the location and condition of their particular dwelling, *i.e.*, using similar construction materials and so on. If they can't estimate, ask them if a similar dwelling was constructed in the locality recently and if they know how much it cost to construct that. If they are completely unable to estimate, then record 98 (Don't know)

Q1206. For how much could a dwelling like this be rented.

Ask the respondent to estimate in rupees how much they could rent their dwelling for today in that neighbourhood. Prompt the respondent to estimate based on the location and condition of their particular dwelling. If the respondent is unable to estimate, ask if the practice or system of renting houses is prevalent in their village/area. If the respondent answers no, then record 94. Otherwise ask if due to legal or other reasons the dwelling cannot be rented. If the respondent answers yes, record 95. Otherwise if the respondent is unable to estimate, then record 98.

Q1207. If the dwelling were to be sold today, how much would be received.

Note that this is the same as CC01 in the secondary respondent questionnaire. Ask the respondent to estimate in rupees how much they could sell their dwelling for today. Prompt the respondent to estimate based on the location and condition of their particular dwelling. If the respondent is unable to estimate ask if practice or system of buying and selling houses was prevalent in their village/area. If the respondent answers no, then record 94. Otherwise ask if due to legal or other reasons the dwelling cannot be sold. If the respondent answers yes, record 95. Otherwise, if the respondent is unable to estimate then record 98.

Q1208. How was the site acquired?

Ask only if one of the responses to 1202 was 7, *i.e.*, if the house was constructed. This question is about how the owner acquired the site on which the dwelling is constructed. The owner/s are the person/s identified as so in Section 3. If the primary respondent is not one of the owners of the dwelling, even then he or she should respond about how the owner/s as reported acquired it. List all of the answers that apply.

Q1209. From whom was the site acquired?

Ask only if one of the responses to 1208 was 2,3,4 or 5, *i.e.*, if the site on which the dwelling is constructed was inherited, received as a gift during marriage or at any other time, or received under a government program (*Ashraya* or *Ambedkar* programmes). Record the IDs and FRCs or specify the government programme. If the site was received from a non-household member, use the appropriate FRCs. If it was received from a relative who is now deceased, use the appropriate DCs.

Q1210. Is there a loan outstanding on the dwelling/site?

If the response is No or Don't know, then skip to Q1212.



Q1211.How much is the total loan outstanding?

Enter the total amount of loans outstanding in rupees on the site and the dwelling.

Q1212.Is any part of this house and site used for any farm or non-farm economic activity/ies?

Answer if Yes or No. If No, then skip to Q1214.

Q1213.What type of economic activity/ies is it used for?

Ask this question only if the answer to the previous question is Yes. Record the economic activity for which any part of the house or site issued for. Even if this activity is conducted only during a part of the year, record it. Multiple responses are possible.

Q1214/S1214. Do you consider yourself the owner or one of the owners of this dwelling?

Check Q302/S302 and Q305/S305. Ask this question if and only if the respondent's ID did not appear in at least one of the responses. If the respondent's ID appeared in either of the two questions, then do not ask this question -- go directly to the next question.

In this question, we are not concerned with legal ownership. We are only asking if the respondent considers himself/herself to be an owner of the dwelling.

Q1215/S1215.Do you have the right to sell this dwelling?

If the respondent says that they have the right to sell the dwelling, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If they do not have the right to sell the dwelling, then identify why they do not have this right. If the dwelling cannot be sold because there is no market, then record code 94. If the dwelling cannot be sold because of other reasons pertaining to the dwelling (eg. court case is pending or cultural reasons), then record code 95. If response is Yes alone (1) or 94 or 95, skip to Q1218/S1218.

Q1216/S1216.List the IDs and FRCs of the person/s who can make the decision to sell it.

Ask this question if the response to Q1215/S1215 is Yes, in consultation/joint (code 2), Yes with permission (code 3) or No, someone else has the right to make this transaction (code 4).

Record the IDs and FRCs of persons who have the right and can make the decision to sell. If there are multiple people then record multiple IDs and FRCs.

Q1217/S1217. Can you participate in the decision to sell it?

If the respondent does not have any right to sell the dwelling but the dwelling can be sold (*i.e.*, codes 4 and 98 to Q1215/S1215), then ask if they can participate in making the decision with other people who have the right to sell.

Q1218/S1218. Do you have the right to bequeath this dwelling?

The right to bequeath an asset is the right to determine who will receive it upon the death of the owner. If the respondent has the right to bequeath the dwelling, then ask if then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If the dwelling cannot be bequest because of reasons pertaining to the dwelling (eg. court case is pending), then record code 95. If the respondent does not have the right to bequeath the dwelling, enter a response of no.

Q1219/S1219. List the IDs and FRCs of the person/s who can make the decision to bequeath it.

Ask this question if the response to Q1218/S1218 is Yes, in consultation/joint (code 2), Yes with permission (code 3) and No, someone else has the right to make this transaction (code 4). Record the IDs and FRCs of persons who have the right and can make the decision to bequeath. If there are multiple people then record multiple IDs and FRCs.

Q1220/S1220. Can you participate in the decision to bequeath it?

If the respondent does not have the right to bequeath the dwelling but it can be bequest (*i.e.*, codes 4 and 98 to Q1219/S1219), then ask if they can participate in making the decision with other people who have the right to bequeath.

Q1221/S1221. Do you have the right to use this dwelling as collateral?

If the respondent has the right to use the dwelling as collateral, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If the respondent does not have the right to use the dwelling as collateral, then ask if it is because someone else holds this right. If the land can't be used as collateral for legal or cultural reasons then record code 95. If there is no market or no practice of house/site being used as collateral in this area, record code 94.

Q1222/S1222. List the IDs and FRCs of the person/s who can make the decision to use it as collateral.

Ask this question if the response to Q1221/S1221 is Yes, in consultation/joint (code 2), Yes with permission (code 3) and No, someone else has the right to make this transaction (code 4). Record the IDs and FRCs of persons who have the right and can make the decision to use the dwelling as collateral. If there are multiple people then record multiple IDs and FRCs.

Q1223/S1223. Can you participate in the decision to use it as collateral?

If the respondent does not have the right to use the dwelling as collateral but it can be used as collateral (*i.e.*, codes 4 and 98 to Q1221/S1221), then ask if they can participate in making the decision with other people who have the right to use it as collateral.

Q1224/S1224. Is any part of this dwelling or the site on which it is located rented out?

Record yes if any part of the dwelling or any part of the site on which the dwelling is located is currently rented out. If the response is Yes, then skip to Q1228/S1228.

Q1225/S1225. Do you have the right to rent this dwelling out?

Ask this question only if the dwelling is not currently rented out. If the respondent has the right to rent the house, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If the respondent does not have the right rent the house, then ask if it is because someone else holds this right. If the dwelling cannot be rented because there is no rental market or no practice of renting out houses in that area, then record code 94. If the dwelling cannot be rented because of other reasons pertaining to the dwelling (eg. court case is pending, very old and dilapidated house, etc.), then record code 95.

Q1226/S1226. List the IDs and FRCs of the person/s who can make the decision to rent it out.

Ask Q1226/S1226 only if the response to Q1225/S1225 is Yes, in consultation/joint (code 2), Yes with permission (code 3) and No, someone else has the right to make this transaction (code 4). Record the IDs and FRCs of

persons who have the right and can make the decision to rent the dwelling. If there are multiple people then record multiple IDs and FRCs.

Q1227/S1227. Can you participate in the decision to rent it out?

If the respondent does not have the right to rent the dwelling and it can be rented out (*i.e.*, codes 4 and 98 to Question Q1225/S1225), then ask if they can participate in making the decision with other people who have the right to rent the dwelling.

Q1228/S1228. Who made the decision to rent it out?

Ask this question only if the response to Q1224/S1224 was Yes. If some part of the dwelling or site on which it is located is currently rented out, then record the IDs, FRCs or DCs of person/s who made the decision.

## **SECTION 13/S13: AGRICULTURAL LAND**

### **Objectives:**

1. Obtain information on the agricultural land held by the household and the rights associated with them.

### **Respondents:**

Both primary and secondary respondents separately.

### **Directions:**

In the primary respondent questionnaire, for Q1302, Q1303 and Q1304, copy from Q402, Q403 and Q405 respectively in Section 4. Do not ask again. Copy in exactly the same order that it is listed. Do not mix up the order or reorder in any other way.

In the secondary respondent questionnaire, for S1302, copy over from S402 in Section S4. Do not ask again. Copy in exactly the same order that it is listed. Do not mix up the order or reorder in any other way.

If the secondary respondent was present at the time of Section S4, then for S1303 and S1304, read out the information from S403 and S405 in S4 and verify these responses before filling. In case the respondent has different responses to those questions now, record those new responses. Ensure that the information given refers to the same plot for which the primary respondent has given different information. If the secondary respondent was not present at time of Section S4, then ask the respondent S1303 and S1304 anew.

If the secondary respondent adds another plot of land to the listing, then record that plot information in Section S4, line SAD1. If there are two such plots added, use row SAD2 as well. Complete Section S4 before beginning to ask questions in Section S13. Only for the SAD1 and SAD2 rows, questions S1303 and S1304 can be directly copied over without verifying from S403 and S405 respectively.

The primary respondent can also add another plot of land to the original listing during the time of Section 13. If such an addition is made during this section, then record that information in row PAD1. If there are two such plots added, use row PAD2 as well. Complete Section 4 before beginning to ask questions in Section 13.

Note that details of up to 2 additional plots can be noted in the space provided in the questionnaire. If there are more, write them in the space below the grids calling them PAD3/SAD3, PAD4/SAD4 and so on.

Note that Questions S1305, S1306, S1308 and S1309 are not asked to the secondary respondent except for SAD1 and SAD2.

Q1301/S1301. Plot ID.

Q1302/S1302. Please list each plot/parcel of land that someone in your household owns or farms.

Record the responses following the instructions in the questionnaire which have been elaborated above. If the secondary respondent is not aware of any particular plot of land listed by the primary, indicate 98 in that column.

Q1303/S1303. What is the size of the plot? (Fill any one or any combination of the following)

Record the responses following the instructions in the questionnaire which have been elaborated above.

Q1304/S1304. Under what tenure system is this plot?

Record the responses following the instructions in the questionnaire which have been elaborated above.

Q1305/S1305. How far is this plot from a road that motor vehicles can drive on? (In kms or mins)

Ask this only for primary respondent. Do not ask secondary respondent except for SAD1 and SAD2. Ask the respondent to estimate the distance preferably in kms. Help the respondent if unable to do so. In case respondent cannot estimate in kms, ask them to estimate the time it takes to walk from the plot to the road and fill the information in minutes.

Q1306/S1306. What is the source of irrigation for this plot?

Ask this only for primary respondent. Do not ask secondary respondent except for SAD1 and SAD2. Circle all the ones that apply. If the plot is not irrigated, circle code 5, Not irrigated.

Q1307/S1307. If the plot were to be sold today, how much would be received for it?

Ask this for both primary and secondary respondents only if the plot is owned by any household member (codes 1 or 2 in Q1304/S1304). Prompt the respondent to estimate based on the location and condition of their particular plot. If the respondent is unable to estimate ask if there is a practice of buying and selling such land in their village/area. If the respondent answers no, then record 94. Otherwise ask if due to legal or other reasons the plot cannot be sold. If the respondent answers yes, record 95. Otherwise if the respondent is unable to estimate then record 98.

Q1308/S1308. What is the lease value?

Ask this only for primary respondent and only if the plot is leased or sharecropped in or leased or sharecropped out by any household member (codes 2 or 3 in Q1304/S1304). Do not ask secondary respondent except for in SAD1 and SAD2. If the plot is sharecropped then estimate the value in rupees for the last year based on the value of the crop. If the plot is leased then ask for the actual value in rupees per year.

Q1309/S1309. If this plot were to be leased out today, how much would be received for it?

Ask this only for primary respondent and only if the plot is owned and worked on directly by any household member (code 1 in Q1304/S1304). Do not ask secondary respondent except for SAD1 and SAD2. Prompt the respondent to estimate in rupees based on the location and condition of their particular plot. If the respondent is unable to estimate ask if there would be people who would take the plot on lease if they wanted to lease it. If the respondent answers no, then record 94. Otherwise ask if due to legal or other reasons the plot cannot be

leased. If the respondent answers yes, record 95. Ask them if they wanted to lease similar land what the lease amount would be. Otherwise if the respondent is unable to estimate then record 98.

**Note that Questions Q1310/S1310 to Q1317/S1317 are to be asked only if the response to Q1304/S1304 is 1, 3 or 4, i.e., if the household members are themselves using the plot of land.**

Q1310/S1310. What is this parcel primarily used for?

Select the activity for which the plot is primarily used for. Select only one option. If the plot of land is used for anything other than cultivation, then skip to the next plot of land. If the plot of land is used for any horticulture, floriculture, nursery, green-house, etc., then circle it as cultivation only. We will get the further details in Q1312/S1312.

Q1311/S1311. Who all work on this plot?

List the IDs and FRCs of everyone who works on this plot. For agricultural labourers that are hired, use the relevant codes in the FRCs.

Q1312/S1312. What is primarily grown?

Select only one category. Select the one which is primarily grown.

Q1313/S1313. Who makes decisions about which crops to plant?

Record the IDs and FRCs of everyone who normally makes decisions about which crops to plant.

Q1314/S1314. Is any produce from this plot sold in the market?

If the response is No or Don't know, then skip to Q1318/S1318.

Q1315/S1315. Who makes the decision about what and how much to sell?

Record the IDs and FRCs of the person or people who normally make/s decisions about what and how much to sell from this plot.

Q1316/S1316. Who actually markets the produce?

Record the IDs and FRCs of the person or people who actually go to the market and sells the produce from this plot normally.

Q1317/S1317. Who decides how the revenue from the sales of crops grown on this plot is used?

Record the IDs and FRCs of the person or people who normally decide how the revenue from the sale of produce from this plot is used.

Q1318/S1318. Do you consider yourself the owner or one of the owners of this plot?

Ask this question only if in the responses to Q404/S404 and Q409/S409 in Section 4.S4, the respondent was not listed as one of the owners. If the respondent's ID appeared in at least one of these questions, then do not ask this question. Go directly to the next question.

Q1319/S1319. How was this plot of land acquired?

Select only one option.

Q1320/S1320. From whom was this plot of land acquired?

Ask this question only if the answer to Q1319/S1319 was 2, 3, 4 or 81, i.e., if land was inherited, received as gift during marriage or at any other time or acquired through government program. If the land was acquired

through a government programme, then note the name of the program. Otherwise note the IDs and FRCs of people from whom it was acquired.

Q1321/S1321. How was the purchase of the plot financed?

Ask this question only if the response to Q1319/S1319 was 1, *i.e.*, if the land was purchased. Select all the codes which apply.

Q1322/S1322. Do you have the right to sell this plot of land?

If the respondent says that they have the right to sell the land, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask for permission from someone else, and record the IDs and FRCs of those people. If they do not have the right to sell the land, then identify why they do not have this right. If the plot cannot be sold because there is no market, then record code 94. If the plot cannot be sold because of other reasons pertaining to the plot (eg. court case is pending), then record code 95. If the respondent does not have the right, record the IDs and FRCs of persons who have the right to sell it.

Q1323/S1323. Can you participate in the decision to sell it?

If the respondent does not have the right to sell and the plot can be sold (*i.e.*, codes 4 and 98 to Q1322/S1322), then ask if they can participate in the decision to sell it.

Q1324/S1324. Do you have the right to bequeath this plot of land?

The right to bequeath an asset is the right to determine who will receive it upon the death of the owner. If the respondent has the right to bequeath the land, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask for permission from someone else, and record the IDs and FRCs of those people. If the respondent does not have the right to bequeath the plot, enter a response of no and record the IDs and FRCs of persons who have the right and can decide to bequeath it. If the plot cannot be bequest because of reasons pertaining to the plot (eg. court case is pending), then record code 95.

Q1325/S1325. Do you have the right to use this plot of land as collateral?

If the respondent has the right to use the land as collateral, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask for permission from someone else, and record the IDs and FRCs of those people. If the respondent does not have the right to use the land as collateral, then ask if it is because someone else holds this right. If so record the IDs and FRCs of the persons who have the right and can make the decision to use it as collateral. If the land can't be used as collateral for legal or cultural reasons or because it has already been offered as collateral, then record code 95. If there is no market for land as collateral or no practice or system of using land as collateral in this area record code 94.

Q1326/S1326. Can you participate in the decision to use it as collateral?

If the respondent does not have the right to use as collateral and the plot can be used as collateral (*i.e.*, codes 4 and 98 to Q1325/S1325), then ask if they can participate in the decision.

Q1327/S1327. Who made the decision to lease out the plot?

Ask this question only for plots of land that areleased/sharecropped out (Code 2in Q1304/S1304). Ask who made the decision to lease or sharecrop it out. Record the IDs and FRCs of people who made the decision.

Q1328/S1328. Do you have the right to lease out this parcel of land?

If the plot of land is not leased or sharecropped out but owned and worked directly by the household (code 1 in Q1304/S1304), ask the respondent if they have the right to lease it out. If the respondent has the right to lease it out, then ask if then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask for permission from someone else, and record the IDs and FRCs of those people. If they do not have the right to lease it out, then identify why they do not have this right. The answers may include that someone else has this right (list IDs and FRCs), or if there are legal or cultural restrictions on leasing out land (95), or that there is no land lease market in the area(94). Record the corresponding code accordingly.

Q1329/S1329.Can you participate in the decision to lease it out?

If the respondent does not have the right to lease the plot and the plot can be leased out (*i.e.*, codes 4 and 98 to Q1328/S1328), then ask if they can participate in the decision to lease it out.

Q1330/S1330. Have any improvements been made on this plot of land in the last five years?

Improvements on land include watershed treatment, soil strengthening and treatment, creation of bunds, installation of irrigation structures, etc. Record whether Yes or No.

Q1331/S1331. Who made the decision to make improvements on the plot?

If improvements were made, record the IDs and FRCs of people who made the decision. If improvements were made under a government programme (eg. NREGA), then write code 93.

Q1332/S1332. Are there any other plots of land that are yours that were not listed in the household inventory?

Probe as to whether the respondent owns any other plots of land that have not yet been discussed. If yes, then record them in Section 4/S4, PAD1/2 (for the primary respondent) or SAD1/2 (for the secondary respondent) as the case may be. Ask all the questions in Section 4/S4 and then complete this section about the additional plots.

## **SECTION 14/S14: OTHER REAL ESTATE**

### **Objectives:**

1. Obtain information on the other real estate held by the household members and the rights associated with them. Other real estate includes non-agricultural land, buildings (excluding place of residence) etc. as listed in Section 5.

### **Respondents:**

Both primary and secondary respondents independently.

### **Directions:**

If the secondary respondent adds another piece of real estate to the listing, then record that information in Section S5, line SAD1. If there are two such plots added, use row SAD2 as well. Complete Section S5 before beginning to ask questions in Section S14.

Note that Questions S1404 and S1405 are not asked to the secondary respondent except for SAD1 and SAD2.

The primary respondent can also add another piece of real estate to the original listing during the time of Section 14. If such an addition is made during this section, then record that information in row PAD1. If there are

two such plots added, use row PAD2 as well. Complete Section 5 before beginning to ask questions in Section 14.

Note that details of up to 2 additional pieces of real estate can be noted in the space provided in the questionnaire. If there are more, write them in the space below the grids calling them PAD3/SAD3, PAD4/SAD4 and so on.

Q1401/S1401. Other Real Estate ID

Q1402/S1402. Please list real estate or non-agricultural land that someone in your household owns.

Do not ask this question to both primary and secondary respondents. Copy from Section 5, Q503/S503. Copy in exactly the same order that it is listed. Do not mix up the order or reorder in any other manner.

If the secondary respondent is not aware of the existence of a particular property, then circle 98 (Don't know) and skip to the next property.

Q1403/S1403. If this property were to be sold today, how much would be received for it?

Prompt the respondent to estimate in rupees the sale value based on the location and condition of their property. If the respondent is unable to estimate ask if there would be buyers for the property if they wanted to sell it. If the respondent answers no, then record 94. Otherwise ask if due to legal or other reasons the asset cannot be sold. If the respondent answers yes, record 95. Otherwise if the respondent is unable to estimate then record 98.

Q1404/S1404. Is there an outstanding loan on this property?

Ask this only for primary respondent. Do not ask secondary respondent except for SAD1 and SAD2. Record whether Yes or No.

Q1405/S1405. How much is currently owed towards the property?

Ask this only for primary respondent. Do not ask secondary respondent except for SAD1 and SAD2. Record the total loan amount outstanding (in rupees) on this property from all sources.

Q1406/S1406. Do you consider yourself the owner or one of the owners of this property?

Ask this question only if in Section 5/S5, the respondent was not listed as one of the owners in both Q504/S504 and Q508/S508.

Q1407/S1407. How was this property acquired?

Record all of the different ways that this property was acquired. Multiple answers are possible.

Q1408/S1408. Do you have the right to sell this property?

If the respondent says that they have the right to sell the real estate, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If they do not have the right to sell the real estate, then identify why they do not have this right. The answers may include that someone else has the right to sell it, that the real estate cannot be sold (there may be cultural or legal reasons, code 95), or that there is no market for such real



estate in the area (code 94). Record the appropriate code. In case respondent does not have the right (code 4) or that decision would be made with others (codes 2, 3), record the IDs and FRCs of people who have the right.

Q1409/S1409. Can you participate in the decision to sell it?

If the answer to Q1409/S1409 is No (code 4) or Don't Know (98), then ask whether the respondent can participate in the decision of whether or not to sell this real estate property.

Q1410/S1410. Do you have the right to bequeath this property?

If the respondent has the right to bequeath the real estate, then ask if then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If they cannot bequeath the real estate due to some reason (if it is under litigation) then enter 95 (transaction not possible). If someone else has the right to bequeath, then enter a response of no. If the respondent answered Yes in consultation, Yes with permission or No, someone else has the rights, enter the IDs and FRCs of the people who have the right.

Q1411/S1411. Do you have the right to use this property as collateral?

If the respondent has the right to use the real estate as collateral, then ask if then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If they do not have the right to use it as collateral, then identify why they do not have this right. The answers may include that someone else has the right to use it as collateral (code 4), that there are legal or cultural restrictions on using land as collateral (code 95), or that there is no market for using real estate as collateral in the area (code 94). If respondent answers no or that decision would be made in consultation/jointly or with permission, ask for IDs and FRCs of people who have the right.

Q1412/S1412. Can you participate in the decision to use it as collateral?

If the answer to Q1411/S1411 is No (code 4) or Don't Know (98), then ask if they would participate in the decision of whether or not to use it as collateral.

Q1413/S1413. Is this property or any part of it rented out?

This should be coded yes if the entire real estate property or some part of it is rented out.

Q1414/S1414. Who made the decision to rent out the property?

If the real estate is rented out, then record the IDs and FRCs of the person or people who were involved in making the decision to rent out the property.

Q1415/S1415. Do you have the right to rent out this property or any part of it?

If the real estate is not rented out, ask if the respondent has the right to rent out the property. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If they do not have the right to rent it out, then identify why they do not have this right. The answers may include that someone else has the right to rent it out (code 4), that there are legal or cultural restrictions on renting out such property (code 95), or that there is no market for such real estate rentals in the area (code 94). If respondent answers no or that decision would be made in consultation/jointly or with permission, ask for IDs and FRCs of people who have the right.

Q1416/S1416. Can you participate in the decision to rent it out?

If the answer to Q1415/S1415 is No (code 4) or Don't Know (98), then ask whether the respondent can participate in the decision of whether or not to rent the property.

Q1417/S1417. Do you personally own any other dwellings/sites/other pieces of real estate that were not listed in the household inventory?

Probe as to whether or not the respondent owns any other real estate that has not yet been discussed. If yes, then record them in Section 5, PAD1/2 (for the primary respondent) or SAD1/2 (for the secondary respondent) as the case may be and ask all of questions, Q501/S501 to Q508/S508. Then complete this section about the additional property pieces.

## **SECTION 15: DISPOSAL OF AGRICULTURAL LAND AND OTHER REAL ESTATE**

**Objectives:**

1. Obtain information on any agricultural land or real estate which were disposed off in the last five years by any member of the household.

**Respondents:**

Primary Respondent.

**Directions:**

This section is present only in the primary respondent questionnaire. This is not asked to the secondary respondent.

Ensure that the property mentioned here is not the same property which they mentioned in the agricultural land (Section 4) or other real estate sections (Section 5) as currently owning property. After the initial listing of disposed properties, probe the respondent to remember any other property which was disposed off in the last five years for any reason by any member of the household. Note that disposal of land or other real estate can also be through gifting or bequeathing of such land/property to non-household members, therefore, probe about such cases as well.

Q1501. Was any agricultural land or other real estate property disposed of by the household in the last five years?

Probe the respondent to remember any property which was disposed off in the last five years for any reason by any member of the household. If even one property was disposed off, record yes (1). The respondent need not be the owner of the property which was disposed off. If the answer is no (code 2) or don't know (code 98) then skip to the next section.

Q1502. Real Estate IDs.

This provides the serial number for the real estate disposed – it is possible that the household could have more than one property which were disposed off in the last five years. Each property will be given a serial number and recorded on a separate row.

Q1503. Description of the property.

If agricultural land was disposed off, record the size of the land which was disposed. If two different properties of the same type were disposed off, then record each on a separate line.

Q1504. What year was the property acquired?

Record the year of acquisition. If ancestral land, record the year the property was passed on to the owner who disposed off the property.

Q1505. What year was the property disposed of?

Ensure that this is within the last five years. If not, then don't record disposal of that property.

Q1506. How was the property disposed of?

If evicted by private owners then enter code 3. If the government acquired the land/property, then enter code 4. Skip to Q1508 only if bequeathed (code 2).

Q1507. What was the value received through the property disposed off?

Ask only if responses to 1506 was 1,3, 4 or 5, *i.e.*, if the property was disposed off through a sale, eviction, government acquisition or on account of a conflict. Record the value received in rupees. In the case of eviction and conflict, it is possible that the amount received is very small. Record this no matter what the amount.

Q1508. Who was/were the owner/s of the property?

Record the IDs and FRCs of the owners of the disposed of property. If there were more than one owner, record IDs and FRCs of all owners.

Q1509. Who decided that the property should be disposed?

Record the IDs and FRCs of the people who decided to dispose of the property. If there were more than one decision makers, record IDs and FRCs of all of them. If respondent was among the decision makers include the respondent's ID. If evicted from private land, record the appropriate FRC of individual(s) who evicted you/household.

## **SECTION 16/S16: LIVESTOCK**

**Objectives:**

1. Obtain information on all the livestock owned by any member of the household.
2. Obtain information on the respondents' rights associated with livestock.

**Respondents:**

Both primary and secondary respondents independently.

**Directions:**

If the secondary respondent adds any other livestock to the listing, then record that information in Section S6, line SAD1. If there are two such livestock categories added, use row SAD2 as well. Complete Section S6 before beginning to ask questions in Section S16.

The primary respondent can also add other livestock to the original listing during the time of Section 16. If such an addition is made during this section, then record that information in row PAD1. If there are two such livestock categories added, use row PAD2 as well. Complete Section 6 before beginning to ask questions in Section 16.

Note that details of up to 2 additional livestock categories can be noted in the space provided in the questionnaire. If there are more, write them in the space below the grids calling them PAD3/SAD3, PAD4/SAD4 and so on.

Q1601/S1601.Livestock ID.

Serial number the IDs as it is in Q601/S601 in Section 6/S6.

Q1602/S1602.Livestock Code.

Do not ask both primary and secondary respondents. Copy over from Q602/S602 in Section 6/S6. Copy in exactly the same order that it is listed. Do not mix up the order or reorder in any other manner.

Q1603/S1603.How many animals in total are owned by members of this household?

Do not ask both primary and secondary respondents. Copy over from Q603/S603 in Section 6/S6. Copy in exactly the same order that it is listed. Do not mix up the order or reorder in any other manner.

Note that Questions CC02 to CC05 are asked only in the secondary respondent questionnaire. Ask these questions anew only if the respondent was not present for Sec S6. Otherwise copy over from S604, S605, S606 and S607 verifying the responses with the respondent. Directly copy without verifying only for SAD1 and SAD2.

QCC02. We understand that these animals may be owned by individuals or jointly by two or more household members. Can you tell me how these types of animals are owned in your household?

Record the ownership status for each livestock. Joint ownership means that two or more people are co-owners of the livestock and at least one of them is a household member. If the livestock is co-owned by all members of the household then record 'All household members'. Multiple responses are possible for this question. For instance, there may be some cows that are owned by the husband, some owned by the wife, and some owned jointly. In this case, list both individual and joint. Or some goats may be owned by one couple within the household while the rest of the goats may be owned by all the household members. In this case, you would code both Jointly and All household Members.

QCC03. List ID/s and FRCs of persons to whom the livestock belong the number owned and the value (in Rupees) that would be received if the animals were to be sold today.

Ask this if individual ownership (code 1) was one of the responses to CC02 (how the animals are owned). If some animals are owned individually, record the ID code of the owner. Then record the number of that type of animal that the individual household member owns and the total value of all of the individual's animals of that type if they were to be sold today. If necessary, you may use additional lines for the same type of animals. In this case, simply list the animal code again in Q1602. If such cases occur and you have to use an extra row for the same category of livestock/poultry, do not write a new ID against this row in S1601. Write a new ID only for the next category of livestock.

QCC04. List ID/s and FRCs of persons to whom the livestock belong the number owned and the value (in Rupees) that would be received if the animals were to be sold today.

Ask this if joint ownership (code 2) was one of the responses to CC02 (how the animals are owned). If some animals are jointly owned, list the IDs of the joint owners, then the number that those individuals own jointly, and the total value of all of these animals. If one individual owns animals jointly with several different people within the household, list each combination of joint owners separately. If necessary, you may use additional lines for the same type of animals. In this case, simply list the animal code again in S1602. In other words, you may have two lines for cows, if there are many combinations of owners. If such cases occur and you have to use an extra row for the same category of livestock/poultry, do not write a new ID against this row in Q601/S601. Write a new ID ONLY for the next category of livestock.

CC05. List ID/s and FRCs of persons to whom the livestock belong the number owned and the value (in Rupees) that would be received if the animals were to be sold today.

Ask this if ownership by All household members (code 3) was one of the responses to CC02 (how the animals are owned). If they responded that some animals are owned by all household members, then, for each type of animal, list the total number owned and the value of all of the animals that are owned by all household members. The value is the amount that would be received if all of these animals were to be sold today.

Q1604/S1604. How were these animals acquired?

Record all of the ways that the respondent acquired each type of animal. There may be multiple ways. If different animals of a particular type were acquired through different means, record all of the means. For example, if a woman inherited two sheep and purchased one, record both inheritance and purchase.

Q1605/S1605. From whom were these animals acquired?

Ask this question if any of these codes - 6/7/8/81/82 – were marked in response to Q1604/S1604, *i.e.*, if the livestock was inherited, or acquired as gift at time of marriage or other gift, government programme or through NGO scheme. Record the IDs and FRCs of all the people that the animals were acquired from. If any were acquired from a government programme or NGO, then write out the name of the programme.

Q1606/S1606. Do you have the right to sell the animals currently owned in this category?

If the respondent says that they have the right to sell the livestock, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If they don't have the right to sell the livestock, answer no. If they do not have the right to sell any of the animals, then enquire if it is because there is no market for livestock (code 94) or that culturally the livestock cannot be sold (record code 95).

Q1607/S1607. List the IDs and FRCs of the person/s who can make the decision to sell them.

For responses Yes in consultation (code 2), Yes with permission (code 3) and No, someone else makes the decision (code 4) to Q1606/S1606, list the IDs and FRCs of those who have the right to sell them.

Q1608/S1608. Can you participate in the decision to sell them?

If the answer to Q1606/S1606 is No (code 4) or Don't Know (98), then ask if the respondent can participate in the decision to sell the animals.

Q1609/S1609. If the animals were sold today, who would have rights over the money?

Record the IDs and FRCs of the people who would keep the money if the animals were sold. If the respondent keeps the money, then include the respondent's ID as well.

Q1610/S1610. Who actually negotiates the prices and does the market transactions with regard to these animals?

Record the IDs and FRCs of the people who would actually negotiate the prices and do the market transactions, if the animals were sold. If it is the respondent, then include the respondent's ID.

Q1611/S1611. Do you have the right to slaughter the animals currently owned in this category for home consumption?

Ask whether the respondent has the right to slaughter these animals for home consumption. By home consumption, include anything that does not involve selling the meat. It may be consumption by the household members, or for a household feast or community event that includes others. If the respondent says that they have the right to slaughter any of the animals, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If they do not have the right to slaughter any of the animals, then enquire if it is because culturally the livestock cannot be slaughtered (record code 95). Otherwise enter a response of no. If they have the right to slaughter some, but not all of the animals in a particular category, answer yes.

Q1612/S1612. List the IDs and FRCs of the person/s who can make the decision to slaughter them for home consumption.

For responses Yes in consultation (code 2), Yes with permission (code 3) and No, someone else makes the decision (code 4) in Q1611/S1611, list the IDs and FRCs of those who have the right to decide.

Q1613/S1613. Have you sold any products of these categories of animals in the last month?

Record whether or not the respondent sold any animal products in the last month. These could include milk, wool, eggs, meat, and hides and skins.

Q1614/S1614. Who made the decision to sell the products?

If the answer to Q1613/S1613 is yes, then record the IDs and FRCs of the person or people who were normally involved in the decision of whether or not to sell animal products

Q1615/S1615. Do you have the right to sell the products of these categories of animals?

If no products were sold, *i.e.*, if the code in Q1613/S1613 was 2, only then ask this question. Record whether or not the respondent has the right to sell these animal products. If the respondent says that they have the right to sell the animal products, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If they do not have the right to sell animal products, then identify why they do not have this right. The answers may include that someone else has the right to sell the animal products or that there is no market for the products (94) in the area or it is not sold due to cultural reasons (95). If someone else makes the decision, then record No (code 4).

Q1616/S1616. List the IDs and FRCs of the person/s who can make the decision to sell the products of these animals.

For responses Yes in consultation (code 2), Yes with permission (code 3) and No, someone else makes the decision (code 4) in Q1615/S1615, list the IDs and FRCs of those who have the right to sell the products.

Q1617/S1617. Can you participate in the decision to sell the products of these animals?

If the answer to Q1615/S1615 is No (code 4) or Don't Know (98), then record whether or not the respondent can participate in a decision of whether or not to sell animal products.

Q1618/S1618.If the products of these animals are sold, who has the rights over the money?

If animal products are sold, record the IDs and FRCs of the person or people who have the rights over the money. This may be the owner of the animals, the person who sold the products, or the household head or any other member of the household. If the respondent has the rights over the money, include the respondent's ID.

Q1619/S1619.Who is responsible for making decisions about the maintenance/daily care of the animals?

Record the IDs and FRCs of the person or people responsible for making decisions about the regular care of these animals. This would be the person who decides what the animals are fed, where they are grazed, whether they receive veterinary care, etc.

Q1620/S1620.Do you personally own any other livestock that were not listed in the household inventory?

Probe as to whether or not the respondent owns any other livestock that have not yet been discussed. If yes, then record them in Section 6 in PAD1/2 or SAD1/2 as the case may be and ask all questions Q601/S601 to Q607/S607. Then ask all questions in this section.

## **SECTION 17: DISPOSAL/LOSS OF LIVESTOCK AND POULTRY**

### **Objectives:**

1. To understand if the household has disposed off or lost any livestock or poultry during the last one year.
2. To understand who in the households made decisions with regard to the disposal of any animals/birds sold or slaughtered.

### **Respondent:**

Primary respondent only.

### **Directions:**

F6. In the last one year, has the household disposed off or lost any livestock or poultry?

Read out from the livestock code list to check with the respondent. If yes, circle yes and continue with the section. If not, circle no and skip to the next section.

Q1701. Livestock disposal ID.

Q1702. Livestock code.

Write the code of the livestock or poultry disposed/lost by the household. Each category of livestock disposed should be entered only in one row.

Q1703: Write the number of livestock disposed/lost?

Write the number of the animals/birds which were disposed off or lost in that category.

Q1704. Reason for disposal/loss?

Circle all applicable codes. In a single category, there can be more than one mode by which the animals could have been disposed/lost. For example, under cows, some cows might have been sold, some may have had a natural death, etc.

Q1705. Can you tell me how these types of animals were owned in your household?

Multiple responses are possible in this question. We want to find out the ownership status of those animals/birds that were disposed/lost. Following from the example provided in Q1704, some cows may have been individually owned by one or more people, some may have been jointly owned, etc.

Q1706. IDs, FRCs and DCs of the owners.

Ask this question if one of the responses to Q1705 was 1 (individually) or 2 (jointly). List the IDs, FRCs and DCs of the person or persons who owned these animals or birds.

Q1707. List ID and FRC and DC of those who decided to sell or slaughter?

Ask this question only if one of the responses to Q1704 was 1 (sale) or 2 (slaughter). List the IDs, FRCs and DCs of the person or persons who decided to sell or slaughter these animals or birds.

## **SECTION 18/S18: BIG AGRICULTURAL EQUIPMENT**

**Objectives:**

1. Obtain information on the big agricultural equipment owned by any member of the household
2. Obtain information on rights associated with ownership of agricultural equipment.

**Respondents:**

Both primary and secondary respondents independently.

**Directions:**

If the secondary respondent adds any other equipment to the listing, then record that information in Section S6, line SAD1. If there are two such equipments added, use row SAD2 as well. Complete Section S8 before beginning to ask questions in Section S18.

The primary respondent can also add other equipment to the original listing during the time of Section 18. If such an addition is made during this section, then record that information in row PAD1. If there are two such equipment added, use row PAD2 as well. Complete Section 8 before beginning to ask questions in Section 18.

Note that details of up to 2 additional equipments can be noted in the space provided in the questionnaire. If there are more, write them in the space below the grids calling them PAD3/SAD3, PAD4/SAD4 and so on.

Q1801/S1801. Agricultural Equipment ID.

Q1802/S1802. Agricultural Equipment Code.

Do not ask both primary and secondary respondents. Copy over from Q802/S802 from Section 8/S8. Copy in exactly the same order that it is listed. Do not mix up the order or reorder in any other manner.



Note that CC06, CC07 and CC08 are only present in the secondary respondent questionnaire. If the secondary respondent was present for the Section S8, then just copy from questions S803, S804 and S805 verifying the particulars with the respondent. If the respondent provides contradicting information at this point, then record the new information provided by the secondary respondent now. Copy without verifying only for SAD1 and SAD2. If the secondary respondent was not present for Section S8, then ask these questions anew.

QCC06. We understand that these equipments may be owned by individuals or jointly. Can you tell me how these types of equipment are owned in your household?

Record the ownership status for each of the equipments. Note that you can only enter a single code for this question since each row represents only one single equipment/implement. Further note that codes 3 and 98 skip to QCC08.

QCC07. List the IDs and FRs of the owners.

Write the IDs and FRCs of the people who own the equipment.

QCC08. If this equipment were to be sold today, what is the total value in Rupees that would be received (given the age and state of the equipment)?

Ask this question for all equipment. When asked for the value of the equipment, respondents may sometimes tell you what it would cost them to buy new equipment of that category. This is called 'replacement' value and we are NOT interested in that. What we want to know is the value of the equipment that they currently have in their household if they are sold today, however old and worn out they are.

Q1803/S1803. Do you consider yourself the owner or one of the owners of this equipment?

For primary respondent, ask this question only if Q803 in Section 8 is coded 1 or 2, and if the respondent's ID did not appear in 804. For secondary respondent, ask only if the answer to CC06 is 1 or 2 and the respondent's ID is not found in CC07.

Q1804/S1804. What year were these acquired?

Record the year that the item was acquired by the owner/s.

Q1805/S1805. How were these acquired?

Record all of the different ways that this type of asset was acquired. Multiple answers are possible.

Q1806/S1806. Do you have the right to sell this equipment?

If the respondent says that they have the right to sell the equipment then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If they do not have the right to sell the equipment, then identify why they do not have this right. The answers may include that someone else has the right to sell it, that the equipment cannot be sold (there may be cultural or legal reasons, code 95), or that there is no market for buying and selling such equipment in the area (code 94). If the respondent has to consult or ask for permission (codes 2 and 3) or does not have the right at all (code 4), record the IDs and FRCs of persons who have the right.

Q1807/S1807. Can you participate in the decision to sell this equipment?

If the answer to Q1807/S1807 is No (code 4) or Don't Know (98), then ask whether the respondent can participate in the decision to sell these equipment.

Q1808/S1808. Do you have the right to use this equipment as collateral?

If the respondent says that they have the right to use the equipment as collateral then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If they do not have the right to use the equipment as collateral, then record a response of no. If the respondent has to consult or ask for permission (codes 2 and 3) or does not have the right at all (code 4), record the IDs and FRCs of persons who have the right.

Q1809/S1809. Do you personally own any other agricultural equipment that were not already listed in the household inventory?

Probe as to whether the respondent owns any other agricultural equipment that have not yet been listed. If yes, then record them in Section 8/S8 in PAD1/2 or SAD1/2 as the case may be and ask all questions in that section first. Then ask all questions in this section.

## **SECTION 19/S19: NON-FARM SELF-EMPLOYMENT ECONOMIC ACTIVITES**

### **Objectives:**

1. Obtain information on all the non-farm economic activities carried out by any member of the household and the rights associated with them.

### **Respondents:**

Both primary and secondary respondents independently.

### **Directions:**

If the secondary respondent adds any other activity/business to the listing, then record that information in Section S9, line SAD1. If there are two such activities added, use row SAD2 as well. Complete Section S9 before beginning to ask questions in Section S19.

The primary respondent can also add other activities/businesses to the original listing during the time of Section 19. If such an addition is made during this section, then record that information in row PAD1. If there are two such activities added, use row PAD2 as well. Complete Section 9 before beginning to ask questions in Section 19.

Note that details of up to 2 additional activities can be noted in the space provided in the questionnaire. If there are more, write them in the space below the grids calling them PAD3/SAD3, PAD4/SAD4 and so on.

Q1901/S1901. Activity ID.

Q1902/S1902. Please list the type of economic activity undertaken by household members.

Do not ask both primary and secondary respondents. Copy over from Q903/S903 in Section 9/S9. Copy in exactly the same order that it is listed. Do not mix up the order or reorder in any other manner.

Q1903/S1903. To whom does this activity belong?

For the primary respondent, do not ask again. Copy from Q904 in Section 9. For the secondary respondent, ask only if respondent not present for Section S9. If the respondent was present for Section S9, then copy from S904 and verify with the respondent. Copy without verifying only for SAD1 and SAD2.

Note that Questions S1904, S1905, S1906 and S1908 are to be asked to the secondary respondent only for SAD1 and SAD2.

Q1904/S1904. Is this activity/business registered or does it have a license?

Record yes, if the business is formally registered with the government/municipality in some form or has a license.

Q1905/S1905. What kind of registration or license does it have?

Ask this question only if the business is registered or has a license (code 1 in Q1905/S1905). Select only the most appropriate option. Do not select multiple options. Codes 1, 2 and 3 are applicable only to registered companies or business firms.

Simple explanations for sole proprietorship, partnership and joint stock company are as follows:

**A sole proprietorship company** is one which is registered under a single individual's name.

**A partnership company** is one in which two or more individuals come together and start the company. They don't have a stock of shares and the profit is divided up among themselves.

**A limited liability or joint stock company** is one in which two or more individuals come together to start a company in which they issue stock for the company, in which they themselves are shareholders and can release shares for the public to purchase as well. The profits are divided up among all the shareholders.

The interviewers need not be very worried about identifying these categories. Any respondent who has a company will be able to tell you whether it is a sole proprietorship or a partnership or a joint stock company. Usually shops, hotels, etc., will have licenses to set up their shops from either the *gram panchayat* or the town municipality.

Q1906/S1906. Where is this business located?

Select the most appropriate option. Do not select multiple options. If goods are produced in one place and sold elsewhere, list the place where the goods are produced.

Q1907/S1907. What is the value of this business/activity if it were to be sold today?

Ask this to both the primary and secondary respondents. Prompt the respondents to estimate the value of the activity in rupees based on the location, condition and asset holdings of their business. Ask them to include the value obtained by selling the assets used exclusively in the business/activity. Also include the value of inventory. If the respondent is unable to estimate then record 98. Sometimes, it may not be possible to sell the business activity as such, and there may not be any assets or inventory to value either. In that case, indicate code 97 – not applicable.

Q1908/S1908. What share of the total value would accrue to the household? (in percentage)

Ask this question only if there is a FRC in Q1903/S1903, i.e., if the business is owned jointly with someone outside the household. Record the percentage of the total value that would accrue to the household if the business were to be sold.

Note that questions S1909 to S1918 should be asked to secondary respondents only for SAD1 and SAD2. You should not include here any assets that you have already listed in other parts of the questionnaire. For example, if the business activity of the individual is tailoring and you have already listed the tailoring machine in the consumer durables section, then you should not include it here also as it will lead to double counting. Or if you have already listed the commercial building where the activity is being undertaken under other real estate, then you should not include it in this section also.

Note further that the sum of all the values of assets that you acquire here should typically not be greater than the total value of the business that was noted in Question 1907/S1907. If you find such a discrepancy in the responses, then cross-check question Q1907/S1907 with the respondent again.

**For interviewer's reference: Q1910/S1910+Q1912/S1912+Q1914/S1914+Q1916/S1916+Q1918/S1918 should always be lesser than or equal to Q1907/S1907.**

Q1909/S1909. Does this business own any land?

Record yes, if the business owns any land. If there is a building on the land that is owned by the business, then record the building and land as one item in 1911 and answer no to this question.

Q1910/S1910. What is the value of land if sold today?

If the business owns land, have the respondent estimate the value of the land in rupees if it were to be sold today. If they cannot estimate this, enter don't know (98).

Q1911/S1911. Does this business own any buildings?

Record yes if the business owns any buildings or parts of buildings. (A business may own one floor in an office building or one stall in a market).

Q1912/S1912. What is the value of land if sold today?

If the business owns one or more buildings, have the respondent estimate the value of all of the buildings in rupees if they were to be sold today. If they cannot estimate this, enter don't know (98).

Q1913/S1913. Does this business own any machinery/ equipment/ furniture?

Record yes if the business owns any machinery, equipment or furniture.

Q1914/S1914. What is the value of these machinery/equipment/furniture if sold today?

If the business owns machinery, equipment, or furniture, have the respondent estimate the value of all of the machinery/equipment/furniture in rupees if it were to be sold today. If they cannot estimate this, enter don't know (98).

Q1915/S1915. Does this business own any raw materials?

Record yes if the business owns any raw materials and/other inputs. If the business produces goods, then these would be the inputs, such as cloth, wood, or food that would be used in production.

Q1916/S1916. What is the value of these raw materials if sold today?

If the business owns raw materials or inputs, have the respondent estimate the value of all of these inputs in rupees if they were to be sold today. If they cannot estimate this, enter don't know (98).

Q1917/S1917. Does this business own any inventory of final goods?

Record yes if the business is holding any inventory of final goods that it owns.

Q1918/S1918. What is the value of this inventory of final goods if sold today?

If the business owns any inventory, have the respondent estimate the value of the inventory in rupees if it was to be sold today. If they cannot estimate this, enter don't know (98). For businesses producing daily perishables, such as a hotel, find out how much all the food cooked on that day can be sold for and enter that number here.

Q1919/S1919. Do you consider yourself an owner or one of the owners of this activity?

Ask this question only if in Section 9/S9 the respondent was not listed as one of the owners in response to Q904/S904.

Q1920/S1920. How did you become the owner or one of the owners of this activity?

If the respondent considers himself or herself to be one of the owners of the activity or business, ask how the business was acquired. Multiple responses are possible.

Q1921/S1921. From whom was this activity acquired?

Ask this question if one of the responses to Q1920/S1920 was 1 or 2, *i.e.*, if the business was inherited or received as a gift. Ask from whom it was acquired.

Q1922/S1922. What were the sources of capital in setting up this business?

Ask this question if one of the responses to Q1920/S1920 was 3, *i.e.*, if a loan was taken to purchase this business. Select all the sources of capital used to set up the business. Multiple responses are possible.

Q1923/S1923. From which source of self-finance?

Ask this question if one of the responses to Q1920/S1920 was 4, *i.e.*, if the business was purchased through self finance. Select all the sources of self-finance.

Q1924/S1924. Whose savings and remittances were used?

Ask only if the response to Q1923/S1923 is 1 or 2, *i.e.*, if the business was purchased through self finance and savings and remittances were used. Record the IDs and FRCs of individuals whose savings and remittances were used.

Q1925/S1925. What was the total value of the business (or capital) when you became an owner?

Record the total value of the business when the respondent became an owner of the activity, or the total amount he or she paid to acquire the business. For small business like selling vegetables, or providing tailoring services, the value of the business would be the amount invested to buy assets to initiate activity. This could be a push cart to sell vegetables or sewing machine for tailoring. For some businesses, which may have been started without any capital investment such as private tuition at home using household furniture, existing books and stationery, then select 97 (Not Applicable).

Q1926/S1926. What is the total amount of loan outstanding on this activity?

Record the total amount of loan outstanding in rupees against the business from all sources. Record zero if there is no loan outstanding.

Q1927/S1927. In whose name is the most recent loan?

Ask this question only if there is loan outstanding on this activity. Record the IDs and FRCs of people in whose name the most recent loan was taken.

Q1928/S1928. Whose collateral was used for the most recent loan?

Ask this question only if there is a loan outstanding on this activity. Record the IDs and FRCs of people whose collateral was used for the most recent loan. If the collateral used was jointly owned, record all the IDs and FRCs. If no collateral was used then record 97.

Q1929/S1929. Who made the decision to take out the most recent loan?

Ask this question only if there is a loan outstanding on this activity. Record the IDs and FRCs of people who made the decision to take out the most recent loan. If the decision was made jointly, record the IDs and FRCs of all people making the decision. Record 98 if the respondent does not know.

Q1930/S1930. Do you have the right to sell this business/activity or its assets?

If the respondent says that they have the right to sell the business/activity, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else, then record those IDs and FRCs. If they do not have the right to sell the business, then identify why they do not have this right. If the business/activity cannot be sold because there are no buyers, then record code 94. If the business/activity cannot be sold because of other reasons pertaining to the activity (eg. court case is pending or there is nothing to sell), then record code 95. If the respondent does not have the right at all (code 4), record the IDs and FRCs of persons who have the right.

Q1931/S1931. Can you participate in the decision to sell this business/activity or its assets?

If the answer to Q1930/S1930 is No (code 4) or Don't Know (98), then ask if they can participate in the decision to sell the business.

Q1932/S1932. List the IDs and FRCs of the person/s who manage the day to day operations of this business.

Record the IDs and FRCs of people who manage the day to day operations of the business. If there are more than one person managing the day to day operations, then record all the IDs and FRCs.

Q1933/S1933. In the last week, how many workers (including yourself) were engaged/ employed in this business?

Record the number of workers (including yourself if you were working) engaged in the business/activity in the last one week.

Q1934/S1934. In the last week, what was the number of hours you worked in this business?

Record the number of hours the respondent worked in the business/activity in the last one week. If the respondent did not work during that week, then record 0.

Q1935/S1935. Do you personally own any other non-farm business that were not listed in the household inventory?

Probe as to whether or not the respondent owns any other businesses/activities that have not yet been listed. If yes, then record them in Section 9/S9, in PAD1/2 or SAD1/2 as the case may be and ask Q901/S901 to Q905/S905 first. Then ask all questions in this section about these additional businesses/activities.

## **SECTION 20/S20: OTHER CONSUMER DURABLES**

### **Objectives:**

1. Obtain information on all the other consumer durables as listed in Section 11/12 and the rights associated with them.

### **Respondents:**

Both primary and secondary respondents independently.

### **Directions:**

If the secondary respondent adds any other consumer durables to the listing, then record that information in Section S11, line SAD1. If there are two such activities added, use row SAD2 as well. Complete Section S11 before beginning to ask questions in Section S20.

The primary respondent can also add other activities/businesses to the original listing during the time of Section 20. If such an addition is made during this section, then record that information in row PAD1. If there are two such activities added, use row PAD2 as well. Complete Section 11 before beginning to ask questions in Section 20.

Note that details of up to 2 additional activities can be noted in the space provided in the questionnaire. If there are more, write them in the space below the grids calling them PAD3/SAD3, PAD4/SAD4 and so on.

Q2001/S2001.Consumer durable IDs.

Q2002/S2002.Consumer durable Codes.

Do not ask both primary and secondary respondents. Copy from Q1102/S1102 in Section 11/S11. Copy in exactly the same order that it is listed. DO NOT mix up the order or reorder in any other manner.

Note that CC09, CC10, CC11 and CC12 are there only in the secondary respondent questionnaire. Ask these questions only if respondent was not present for Section S11. If the respondent was present for Section S11, copy from S1103, S1104, S1105 and S1106 verifying them with the respondent. Copy without verifying only for SAD1 and SAD2.

CC09. We understand that these durables may be owned by individuals or jointly by two or more household members. Can you tell me how these types of durables are owned in your household?

List the ownership status for each consumer durable. Note that you can only enter a single code for this question since each row represents only one single durable item. Further note that codes 3 and 98 skip to Question CC11.

CC10. List the IDs and FRC s of owners.

Write the IDs and FRCs of the owners of each consumer durable listed.

CC11. If this durable was to be sold today what is the total value that would be received (given the age and state of the equipment).

Ask this question for all items and write the value in rupees. In case of jewellery record both the number of grams and total value. Record them separated by “/”.

CC12. Are these consumer durables used in any household business/economic activity?

Answer yes if this asset is used in any business or economic activity and write the activity code listed in S902 in Section S9. For example, if a sewing machine is only used for making clothing for the household, record answer no. If the sewing machine is also used to make clothing for someone outside the household who will pay for it, then record yes.

Q2003/S2003. Do you consider yourself the owner or one of the owners of this durable?

For primary respondents, ask this question only if response to Q1103 in Section 11 was 1 or 2 and the respondent's ID is not found in Q1104. For the secondary respondent, ask this question only if coded as 1 or 2 for CC09 and if the respondent's ID is not found for CC10.

Q2004/S2004. What year were these assets acquired?

Record the year the consumer durables were acquired.

Q2005/S2005. How were these assets acquired?

If the assets were purchased, ask whether purchased with credit or self financed or other household members' income. If the assets were a gift ask if it was at the time of marriage or at any other time.

Q2006/S2006. From whom were these acquired?

Ask only if one of the responses to Q2005/S2005 was 6, 7, 8, 81 or 82, *i.e.*, if the assets were inherited or received as gift or got through a government or NGO programme. Ask this question and record the IDs and FRCs of people from whom it was acquired. If government or NGO programme, then write it out here.

Q2007/S2007. Do you have the right to sell this asset?

If the respondent says that they have the right to sell the asset, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If they do not have the right to sell the asset, then identify why they do not have this right. If the asset cannot be sold because there are no buyers, then record code 94. If the asset cannot be sold because of other reasons pertaining to it (eg. court case is pending, dispute over it), then record code 95. If the respondent does not have the sole right or has no right to make decision, record the IDs and FRCs of persons who have the rights.

Q2008. Can you participate in the decision to sell it? (P) & (S)

If the answer to Q2007/S2007 is No (code 4) or Don't Know (98), then ask if the respondent can participate in the decision to sell the asset.

Q2009/S2009. Do you have the right to use this asset as collateral?

If the respondent has the right to use the asset as collateral, then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If the respondent does not have the right to use the asset as collateral, then ask if it is because someone else holds this right. If so record the IDs and FRCs of the persons who have the right. If the asset can't be used as collateral for legal or cultural reasons then record code 95.

Q2010/S2010. Can you participate in the decision to use the jewellery as collateral?

Ask this question only for jewellery. And ask it only if the answer to Q2009/S2009 is No (code 4) or Don't Know (98). Find out if they can participate in the decision to use the jewellery as collateral.



Q2011/S2011. Do you have the right to bequeath these jewellery?

Ask this question only for jewellery. The right to bequeath an asset is the right to determine who will receive it upon the death of the owner. If the respondent has the right to bequeath the jewellery, then ask if then ask if they can make the decision alone. If they don't make the decision alone, then ask if they make the decision jointly with someone else or if they have to ask permission from someone else. If the respondent does not have the right to bequeath the jewellery (either with permission or in consultation), enter a response of no and record the IDs and FRCs of persons who have the right. If the jewellery cannot be bequest because of reasons pertaining to the jewellery (e.g. court case is pending, dispute over it), then record code 95.

Q2012/S2012. Can you participate in the decision to bequeath it?

If the answer to Q2011/S2011 is No (code 4) or Don't Know (98), then ask if they can participate in the decision to bequeath it.

Q2013/S2013. Do you personally own any other consumer durables that were not already listed in the household inventory?

Probe as to whether or not the respondent owns any other consumer durables that have not yet been discussed. If yes, then record them in Section 11/S11 in PAD1/2 or SAD1/2 as the case may be and ask all the questions in that section first. Then ask all questions in this section.

## **INDIVIDUAL QUESTIONNAIRE COMMON TO PRIMARY AND SECONDARY RESPONDENTS**

### **SECTION 21/S21: FINANCIAL ASSETS**

**Objectives:**

1. Determine the number and value of the financial assets owned by the respondents
2. Examining the extent to which respondents have the right to transact with their financial assets

**Respondents:**

Primary respondent and secondary respondent separately

**Directions:**

Please reiterate that all information in this section is completely confidential and will not be shared with anyone, even with the primary/secondary respondent, and that any results that are discussed from the study cannot lead to individual respondents being identified.

In Sections 21/S21, 22/S22 and 23/S23, we have included 99 (Refused to Respond) as a response code in the questionnaires, but please use this ONLY as a last resort. Persuade the respondents to share information but do NOT force.

Ask Q2102/S2102 for all the assets before moving to the other questions. Ask Q2103/S2103 onwards only after you have read out all 15 assets and marked if they have money in such an asset or not. Probe adequately as they may not recollect immediately about their bank accounts. Follow all the skips.

Q2101/S2101. Financial Assets Code.

This provides the serial ID for the financial assets. Please ask the respondent about each financial asset that is listed here.

Q2102/S2102. Do you yourself individually or jointly, have any money in [Financial Asset]?

If the respondent claims that he or she has money in this type of account, ask if this is owned individually or jointly and circle the relevant code (1 or 2). If No, or the respondent does not want to answer this question, circle the relevant code and skip to the next asset. Note that this question is not asked for cash at hand.

Note further that every single other row for this question has to have a code circled. Do not leave any row blank.

Q2103/S2103. Whose names are on the account?

Record the IDs and FRCs of everyone whose name is on the account, including the respondent. Probe here to make sure the respondent has given you everyone's names. Note, this question is not asked (cell is grayed out) for cash at hand and deposits with another individual.

Q2104/S2104. Do you have the right to withdraw from this account or source of savings?

Circle the appropriate code in the first column. For responses, 2, 3, 4 (Yes with consultation, Yes with permission, No) write out the IDs and FRCs of all those who have the right to withdraw from the account. If the respondent says the amount cannot be withdrawn currently, ask about the rights when it can be.

Q2105/S2105. What is the amount in or value of this account or source of savings currently?

Ask the respondent for the amount that is in the account at the present time. If it is an account where the balance fluctuates, ask for the average amount over the past month.

Q2106/S2106. How was the money in the account acquired?

List all of the ways that the money in this account was accumulated.

## **SECTION 22/S22: LOANS GIVEN BY RESPONDENTS**

### **Objectives:**

1. Obtain complete information on all loans given out by the respondent.

### **Respondents:**

Primary respondent and secondary respondent separately

### **Directions:**

This section is only for respondents who may have lent money to individuals/businesses/organisations occasionally, not as a profession on a regular basis. If your respondent is a professional/informal money lender, then this activity should be recorded under non-farm economic activity, not here. If you have not done so, then please go to the non-farm business sections – Section 9/19 or Section S9/S19 as the case may be to complete those. Use the rows PAD1/2 for primary respondent and SAD1/2 for secondary respondent.

Q2201/S2201. Have you loaned money to any individual or business that is currently outstanding?

This is a filter question. Has the respondent personally lent any money to anyone – this could friends, family, employees or other organisations. Proceed with this section only if the respondent answers Yes to this question. If yes, circle 1 and ask Q2202. If No/99, circle the relevant code and skip to the next section.

Q2202/S2202. Credit ID.

This will help us identify the various loans given by the respondent. Get a complete listing of all borrowers before proceeding to get details.

Q2203/Q2203. Person or business to which you lent money.

Probe for household and other relatives who may have borrowed money. Salary advances given to domestic help or dhobi, etc., also constitute loans and need to be recorded as such under code 3 (Employee). Record all of the different types of people who have borrowed money on separate rows.

Q2204/S2204. If you were to be paid back fully today, how much would you receive?

Record the total amount owed to the respondent. This will be the respondent's estimate of the total amount they would receive if they were to be paid back on that day. If there is confusion over principal and interest amount, ask for the respondent's best guess on what the amount still owed is.

## **SECTION 23/S23: DEBT**

### **Objectives:**

1. Obtain complete information on all loans (except land, dwelling, and business) owed by the respondent.
2. Determine the respondent's ability to make decisions with respect to their debts

### **Respondents:**

Primary respondent and secondary respondent separately.

### **Directions:**

In this section, we are interested only in loans not related to land, dwelling, and business.

Q2301/S2301. Do you (individually or jointly) currently have any other loans outstanding?

This is a filter question. Proceed with this section only if the respondent answers Yes to this question. This refers to loans that are taken by the respondent that are currently outstanding. We do not want loans taken by some other member of the household and which has no connection to the respondent. However, if loan is taken in somebody's name but responsibility to repay it lies with the respondent then that loan should be included here. We also do not want to know about loans that the respondent took which have been completely repaid.

Q2302/S2392. Debt ID.

This provides the serial number for the debts – it is possible that the respondent could have many loans. Each loan will be given a serial number and recorded on a separate row. Get a complete listing of all loans before proceeding to get further details.

Q2303/S2303. Person or institution that you owe.

List each loan on a separate row. For each loan, find out who the loan was obtained from. Ask Q2304 to Q2311 for each loan, before moving on to the next loan.

Q2304/S2304. List all those responsible for repayment of the loan.

We want to know who is responsible for the repayment of the loan – if the respondent alone or the respondent with someone else. List the IDs and FRCs of all members.

Q2305/S2305. How much was borrowed originally?

We want to know the amount originally borrowed in rupees.

Q2306/S2306. If you were to repay fully today, how much would you have to pay?

We want to know the amount that would have to be paid if the loan had to be paid back today. If there is confusion over principal and interest amount, ask for the respondent's best guess on what the amount still owed is.

Q2307/S2307. Did you decide to take this loan?

Record the decision making process with respect to this loan using the codes provided. Circle the relevant code. If response is 1 (Yes) or 99 (Refused to respond), skip to Q2309/S2309.

Q2308/S2308. List IDs and FRCs and DCs of the person/s who decided to take this loan.

Ask this question if the response to Q2307/S2307 was 2, 3 or 4, *i.e.*, if respondent did not make the decision alone in taking out the loan. Record the IDs, FRCs or DCs of all those who decided to take the loan.

Q2309/S2309. What kind of collateral was provided for the loan?

We want to know if any asset/property was provided as security/guarantee towards acquiring the loan. List what the collateral was using the codes provided. Usually, there would be only one type of collateral per loan. Circle 6 if no collateral was provided. For responses 5, 6, and 99, skip to Q2311/S2311.

Note that the borrower's salary certificate is not to be treated as collateral. If that is the only thing that the respondent mentions, then circle the No collateral code. Good will, trust, faith, etc., are also No collateral. If another person has given personal guarantee towards this loan, then circle Code 5 which is Personal guarantee by another person.

Q2310/S2310. List all those to whom the collateral belonged.

Obtain ownership information of collateral using IDs and FRCs.

Q2311/S2311. For what purpose was the loan contracted?

Mark the purpose of the loan using the codes provided. Note that multiple responses are possible. One lump sum loan may be used for more than one purpose.

## **SECTION 24/S24: EMPLOYMENT**

### **Objectives:**

1. Obtain information on the respondents' principal and secondary economic activities

### **Respondents:**

Primary respondent and secondary respondent separately.

**Directions:**

Principal occupation/economic activity is one which the respondent spent the maximum labour time in the reference period (past year). The occupation that comes next in terms of labour time spent is the secondary occupation. The respondent may or may not be paid for their primary and secondary occupations.

See the explanations provided for Q112a/S112a in Section 1/S1 for an understanding of the different codes.

**Q2401. What is your principal economic status?**

DO NOT ask the primary respondent. Copy the information from Q112a. If secondary respondent was present for Section S1, then verify this information and fill it in here. If the secondary respondent was not present for Section S1, ask this question afresh. If secondary respondent provides conflicting information from what is already provided, then record the new response provided by him or her here.

**Q2402/S2402. How many months were you employed in this principal occupation/economic activity in the past year?**

Record the number of months the respondent was employed in this activity. Here we want to get at regularity of employment, which could be important for people on contract work or agricultural labourers. They may not have got work for 3-4 months and it is important to capture that information. If someone has a salaried job, say with BSNL or some other office, just find out if there were any long breaks in employment that were not paid for. If none, record 12 months.

**Q2403/S2403. Since what year have you been employed in this activity?**

Record the first year the respondent was employed in this activity.

**Q2404/S2404. Do you have a secondary economic activity?**

Record yes if the respondent is involved in some other occupation. The occupation that comes second in terms of labour time spent is the secondary occupation. Usually, secondary occupation is one in which respondent is working seasonally or part time or occasionally.

**Q2405/S2405. What is your position in your secondary economic activity?**

Circle the relevant code.

**Q2406/S2406. How many months were you employed in this secondary occupation/economic activity in the past year?**

Record the number of months employed.

**SECTION 25/S25: DECISION-MAKING**

**Objectives:**

1. Obtain information about respondent's involvement with decision-making on various household and individual matters.
2. Obtain information on their ability to make independent decisions.

## **Respondents:**

Primary respondent and secondary respondent separately.

## **Directions:**

It is important to communicate to the respondents that there are no right or wrong answers here. Your body language or tone should be neutral. Otherwise, the respondent's answers may get biased. Decision making is a complex process. Please probe if response is not clear.

The response codes for questions 2501-2520 mostly follow the same pattern.

1. Yes, alone →**Skip to** ----
2. Yes, in consultation
3. Yes, with permission
4. No, someone else makes the decision

For every question, read out all the response codes to the respondent and ask them to select the one that matches their decision-making process most closely. Only one response is possible. It is important to ask about whether each decision was made alone, in consultation, or with permission from someone. If the decision is made in consultation or with permission or made by someone else, the interviewer should list the appropriate IDs and FRCs. For some responses, there is also a Not applicable code (97).

**'In consultation'** is like a joint decision, where all the persons concerned are equally involved in making the decision.

**'With permission'** is when the respondent makes the decision only after asking someone else if s/he can do it. It is possible the respondent may say decision making varies and there is no fixed pattern. Ask about the usual process or who usually decides.

This is reiterating that for every question, you should read out all the response codes and allow the respondent to choose the answer. Do not ask leading questions such as 'So, you make these kinds of decisions yourself, correct?' or 'Is this decision also joint between you and your husband?'. This kind of questioning will bias the responses very much, and should be avoided.

### Q2501/S2501. Do/did you make the decision for yourself whether, when, or where to be employed?

This question asks about decisions regarding the respondent's employment or income-generating activities. It is possible for many families, the question of whether to be employed is not a choice. It is an economic necessity. In that case, probe about choices regarding the kind of work, where (at home or outside), full-time or part-time etc. If respondent says 'I don't work' then still a choice has been made about employment. Probe about how the decision of not working was made. This question is applicable for retired and unemployed (not currently working but looking for work) people. If the respondent is a student, and is not currently employed, then write 97 (Not applicable).

### Q2502/S2502.If not alone, list IDs and FRCs of persons who make the decision?

If the decision is made in consultation or with permission or made by someone else, list the appropriate ID and FRCs.

Note that you should ask Q2503/S2503 to Q2507/S2507 only for those respondents who are married or in a consensual union (codes 2 and 4 in Q106/S106 in Section 1/S1)

Q2503/S2503. Do/did you make the decision on whether, when or where your spouse/partner is employed?

It asks about whether the respondent was involved in the decision about whether, when, or where his or her spouse or partner is employed. If respondent's spouse is not working then still a choice has been made about his or her employment. Probe about how the decision of the spouse not working was made. This question is applicable for retired and unemployed (not currently working but looking for work) people. If the spouse is a student, and is not currently employed, then circle 97 (Not applicable).

Q2504/S2504.If not alone, list IDs and FRCs of persons who make the decision?

If the decision is made in consultation or with permission or made by someone else, list the appropriate ID and FRCs.

Q2505/S2505. Do you make the decision on how the money your spouse/partner earns will be used?

We want to know about the extent to which the respondent decides about spending the money his or her spouse/partner earns – if the decision is made by him/her alone or with others. If the spouse does not earn an income, then circle 97 (Not applicable).

Q2506/S2506.If not alone, list IDs and FRCs of persons who make the decision?

If the decision is made in consultation or with permission or made by someone else, list the appropriate ID and FRCs.

Q2507/S2507. How much do you earn in comparison to your spouse/partner?

The goal is to ascertain whether the respondent earns more, less, or about equal to the spouse. If both husband and wife work together on a family business and the respondent cannot answer the comparison, then circle joint earnings (code 5). But, even if you know they work together, please do not circle this on your own without asking the respondent. The respondent may still be able to say she/he earns more or less than their spouse. If the respondent or the spouse is not earning then circle 97 (Not applicable).

Note that you should ask Q2508/S2508 only to ever married respondents, i.e., if the response to Q106/S106 was 2, 4, 5, 6, 7 or 8).

Q2508/S2508.Do/did you make the decision on whether to use contraceptives (family planning)?

The question asks whether the individual makes the decision on whether to use contraceptives (family planning – IUDs, pills, condoms). It is possible you are talking to an older respondent who may not currently use contraception. In that case, ask about the time when he/she used it. Even if they do not use contraception, this question should be answered as they have made a choice not use it.

Q2509/S2509.If not alone, list IDs and FRCs of persons who make the decision

If the decision is made in consultation or with permission or made by someone else, list the appropriate ID and FRCs.

**Ask all respondents**

Q2510/S2510.Do you make the decision on how the money you earn will be used?

We want to know how the respondent decides to spend the money he/she earns – if the decision is made by him/her alone or with others. If the respondent does not earn an income, then circle 97 (Not applicable).

Q2511/S2511.If not alone, list IDs and FRCs of persons who make the decision?

If the decision is made in consultation or with permission or made by someone else, list the appropriate ID and FRCs.

Q2512/S2512. Who contributes most to household expenses? (cash or in kind)

We want to know the respondent's perception about which household member makes the maximum monetary contribution to meeting household expenditures. List the ID of the person who contributes most, or if 2 or more contribute equally, write all IDs and FRCs. Note that it is possible to have a non-household member to make the largest contribution. A migrant, for example; thus FRCs are applicable.

Q2513/S2513. In general, how would you rate your physical health?

This question asks the respondent to rate his or her overall physical health on a scale from 1 being very healthy to 4 being very unhealthy. Read out all the response codes to the respondent and ask him or her to choose what they think is appropriate.

Q2514/S2514. Are you a member of any groups or organizations?

This asks if the individual is a member of (participates in) any groups or organizations? If no, skip to Q2516/S2516.

Q2515/S2515. What kind of group or organization are you a member of?

We want to know what kind of group. Circle all that apply. Urban local bodies are also called ward committees. If the respondent lists a group or organization that does not fit into the codes, circle 96 and write out the name or short description of group.

**We would like to ask a few questions regarding their involvement in household decision making.**

Q2516/S2516. At what age did your daughter get married?

Ask about most recent daughter who got married. Age at marriage is an indicator of women's status in the community. Write age at marriage in years. If the respondent doesn't have a daughter OR none of the daughters have been married yet, circle 97. If respondent has more than one daughter, ask about the most recent daughter who got married.

Q2517/S2517. Who made the decision regarding your daughter's marriage?

List all IDs, FRCs, or DCs of those who were primarily involved in this decision making about the daughter's marriage.

Q2518/S2518. Decision ID.

This identifies the particular expenditure category. There are 6 categories. For each category, ask Q2519/S2519 and Q2520/S2520 before moving to the next expense item.

Q2519/S2519. Did you make the decision on the following items the last time when you purchased?

Note that some expense categories have conditions. For the decision about children's clothes and health medical treatment, you should ask only if the respondent has children below the age of 18. For the decision about spouse's clothes, the respondent should be currently married. For the decisions on son's and daughter's education expenses, the respondent should have a child above the age of 5 but there is no upper age bar. Even if the respondent has adult children who are no longer members of the household, we would like to know about how the decision about their education was made. For any decision category where the condition is not met, circle 97 (Not applicable) and move to the next item.



It is important to note the decision is about the last time the expenditure took place, and not as is usually done. List the ID codes for all who were involved in making the purchase/expenditure decision. If decision was made alone (Yes, alone) or was not applicable (97) then move to next item. Not applicable can arise in the following cases: if the respondent has no children in the household then expenditure on children's clothes or medical treatment, or education may not be relevant. If the respondent has all boys, then expenses on girls' education are not applicable and vice versa.

Q2520/S2520. List IDs and FRCs of persons who made the decision?

Ask this question only if response to Q2519/S2519 is 2, 3 or 4, *i.e.*, if the decision is made in consultation or with permission or made by someone else. List the appropriate ID and FRCs.

Q2521/S2521. Who is primarily responsible for making decisions about food expenditures?

List ID or FRC of person who USUALLY makes the decision about food expenditures. If two or more persons participate, then list IDs and FRCs of all those persons.

**Ask only to Women respondents from Q2522/S2522 to Q2526/S2526**

Q2522/S2522. Are you usually allowed to go to the following places?

We want to know about the respondent being able to go to the following:

1. Market for transactions, purchases, etc.
2. Health facility – doctor, PHC, secondary or tertiary hospitals
3. Natal family – visiting parents, siblings and other relatives on her parents' side within or outside the village
4. Other places outside the village/community – travel outside for work related or for leisure/entertainment (visiting fairs, temples, etc).

Q2523/S2523. This is the response codes for each place listed in Q2522/S2522.

Note that the question about going to the health facility refers to going to the health facility for any reason such as to pick up medication for someone else, not just to get treatment for herself if she is ill. Thus if a respondent says that if she is ill no one will want her to go alone, repeat the question and explain that we are interested in knowing whether she would be allowed to go alone, only with someone else, or not at all if she is not herself ill. If the respondent says "My husband always goes with me to the health facility", ask her whether he would let her go alone if one day he could not accompany her. Circle code '1' for Alone only if she says that yes, he has no problem with her going alone. Code '2', With Someone else only, should be used when she is not allowed to go without being accompanied by another person. (NFHS - 3)

Q2524/S2524. Do you have any money of your own that you alone can decide how to use?

We want to find out if there is any money over which the respondent has total control. This doesn't have to be earned income – this could be savings, gifts, remittances etc. NOTE, there are two Yes options. Circle 1 if they have money and they can decide. If they have money of their own, but no rights over it, circle 2 (Yes, I have money, but cannot decide). If they don't have any money for their own, circle 3 (No, I don't have any money of my own).

Q2525/S2525. Do you make the decision on accessing health services for yourself?

This question asks them about the decision to access health services for themselves. Note that this is different from the ability to go alone or only with someone to a health facility. In this question, we are asking them if they had to acquire some medical treatment for themselves, how do they make the decision – whether alone, in consultation with someone, with someone's permission or someone else makes the decision for them.

Q2526/S2626.If not alone, list IDs and FRCs of persons who make the decision?

If the decision is made in consultation or with permission or made by someone else, list the appropriate ID and FRCs.

## **SECTION 26/S26: MARITAL AND INHERITANCE REGIMES**

### **Objectives:**

1. To gather basic data on marital practices.
2. To explore knowledge of women's property rights under various regimes and how these may differ.
3. To find out how common second marriages might be, and whether assets were gained or lost upon separation, divorce or widowhood.
4. To find out how common it is to inherit property, what kinds of property and from whom.
5. To find out if the number of brothers and sisters impacts inheritance practices and the expectation of inheriting, as well as gender differences in inheritance.
6. To discern the likelihood of an individual inheriting property based on parent's ownership of land or dwelling.

### **Respondents:**

Primary respondent and secondary respondent separately.

### **Directions:**

A marital regime describes the property rights of the individuals in marriage. An inheritance regime describes the rules of succession and testament. Actual practice may differ from the legal marital and inheritance regimes.

Copy marital status of the respondent from the roster Q106/S106 in Section 1/S1.

**Note that Q2601/S2601 is to be asked only to ever married individuals and those in consensual unions (codes 2, 3, 4, 5, 6, 7, 8 in Q106/S106 in Section 1/S1).**

Q2601. In what year did you marry or form your consensual union?

Get the year of marriage. If the respondent has been married more than once, ask only for most recent marriage/union.

**Note that Q2602/S2602 and Q2603/S2603 are to be asked only to ever married individuals (codes 2, 3, 5, 6, 7, 8 in Q106/S106 in Section 1/S1). Do not ask these questions to those in consensual union.**

Q2602/S2602. What kind of marriage was yours?

This question attempts to tease out the degree of autonomy of the individual in their marriage choice by finding out if the marriage was arranged with or without their consent, or whether they themselves chose their partner (a love marriage). Was the marriage arranged by parents/relatives/friends? Was the respondent consulted and his/her consent obtained before the marriage was fixed. If the respondent says "I was not too keen on getting married, but my parents were. But I had the choice to approve the groom/bride" then it is 'Arranged with consent'. It is 'arranged without consent' if the respondent disagreed with the choice of the spouse or the timing of the marriage but this was not taken into account by the family. If the respondent was not given a choice in the matter of his or her marriage at all, then you should code it as Arranged without consent. For

example, if the respondent says, ‘My parents fixed the marriage themselves. I did not have any choice or say about the marriage, or the groom/bride or the timing of the marriage’, this means that although the respondent did not resist the marriage, he or she was also not given a choice at all. So it should be Arranged without consent.

Q2703/S2703. Under which law did you marry?

There are several personal laws under which one can get married. People usually get married under their religious law. For any marriage that takes place outside the religious and ritualistic milieu, that is, it is completely in the civil domain, then the only way is through the Special Marriages Act.

For eg. Hindus get married under Hindu personal law, Muslims under Muslim personal law. If the wedding is between individuals of different religions, then they typically get married under the Indian Special Marriages Act. Even if individuals belong to the same religion, they can also choose to get married under the Indian Special Marriages Act rather than under their personal laws. If the respondent does not know under which personal law he/she got married, ask for the description – if it followed a particular religious ceremony then it would be the law of that particular religion. For example, if it was a *nikaah* then it would be the Muslim personal law, if they had a *Saptapadi*, then it is a Hindu marriage, if they signed a Church registry, then it is a Christian marriage and so on. For marriages exclusively under the Special Marriages Act, there will be no religious or ritualistic ceremony preceding it.

**Note that questions Q2604/S2604 to Q2607/S2607 are to be asked to all.**

Read out the code list for all these questions. These questions are designed to test people’s understanding of the rules governing their marital regimes and/or actual practices. They thus ask about what happens to property acquired in different ways at various stages of the life cycle – before marriage/union, during marriage/union, and after marriage/union. There are only 3 options: (1) that an asset remains the individual’s private property; (2) that it becomes jointly owned with the spouse/partner; and (3) that it becomes his/her spouse’s/partner’s individual property. You must read out all three response codes to the respondent and allow him or her to choose what they think is appropriate. Do not ask what the respondents have done in their lives. Ask them broadly about general practices.

However, the interviewer should not provide the ‘correct’ answers to these questions, since it is important for us to be able to measure whether actual practice differs from legal norms.

Q2604/S2604. In your understanding, after marriage/forming a consensual union what happens to the assets one owned prior to the marriage/union?

Women interviewers should ask with respect to women and what generally happens to women’s assets and inheritance after forming marriage/consensual union. Similarly, for male interviewers should ask with respect to men’s assets.

Q2605/S2605. In your understanding, after marriage/forming a consensual union what happens to the assets one inherits from natal family?

Women interviewers should ask with respect to women and what generally happens to women’s assets and inheritance after forming marriage/consensual union. Similarly, for male interviewers should ask with respect to men’s assets.

Q2606/S2606. In your understanding, after marriage/forming a consensual union what happens to assets a woman purchases with the money she has earned?

Q2607/S2607. In your understanding, after marriage/forming a consensual union what happens to assets a man purchases with the money he has earned?

**Note that question Q2608/S2608 is to be asked only to those who are currently married or in consensual union (codes 2 or 4 in Q106/S106 in Section 1/S1).**

Q2608/S2608. Were you ever previously married or in a consensual union?  
Circle the relevant code.

**Note that questions Q2609/S2609 and Q2610 /S2610 are to be asked to those who are widowed, separated or divorced, deserted OR if the response to Q2608/S2608 above was 1 or 2.**

Q2609/S2609. Did you retain any assets on the dissolution of your (last) marriage/consensual union?  
Circle the relevant code. Circle 97 (Not applicable) if respondent didn't have any assets to retain.

Q2610/S2610. Did you lose any assets on dissolution of that marriage or union?  
Even if they answered that they had retained some assets in Q2610/S2610, it is possible that they may have lost some other assets. Circle the relevant code. Circle 97 (Not applicable) if respondent didn't have any assets to lose.

**Note that questions Q2611/S2611 to Q2622/S2622 are to be asked to all respondents.**

Q2611/S2611. Have you ever received or inherited any assets besides what you previously reported as owning currently or have you inherited any asset?  
We ask if the respondents have ever received or inherited any assets, besides what they have already reported, since they may have received assets which were subsequently sold/disposed off in any other way and thus, don't currently own. This will give us a better measure of the incidence of inheritance by gender. We are including here gifts or donations received *in vivo* from parents (such as an advance on inheritance) and gifts received from parents during the time of the marriage. If No, or Refused to respond, skip to Q2614/S2614.

Q2612/S2612. List all other assets that you have received/inherited.  
Ask this question to those who answered Yes in Q2611/S2611. Verify that these have NOT already been reported. If they have, then do not list them here as we don't want any double counting of assets.

Q2613/S2613. From whom did you receive/inherit these?  
List the IDs, FRCs, and DCs from whom you have received the assets listed above.

Q2614/S2614. Besides what you have previously reported as currently owning, do you expect to get any inheritance in the future?  
This question focuses on expectations of a future inheritance. This could be at anytime in the future. If respondent is not sure, probe about any ancestral property owned by parents and if they believe they may inherit a share of it. Don't tell them it is their right to do so. If No, or Refused to respond, skip to Q2617/S2617.

Q2615/S2615. What do you expect to inherit?  
Ask this question to those who answered Yes in Q2614/S2614.

Q2616/S2616. From whom do you expect to these assets?  
List the IDs and FRCs from whom they expect to inherit these assets.

Q2617/S2617. How many brothers do you have?

Include those brothers who are deceased also. If the respondent has no brothers, write 0 and skip to 2720.

Q2618/S2618. Have/had any of them inherited or received any assets from your parents?

This question is only for inheritance from parents. Ask whether any of the respondent's brothers have inherited or been gifted any assets from their parents.

Q2619/S2619. List all the assets that your brothers received from your parents.

Note any assets that brothers have received from the parents as an inheritance, donation or gift, with multiple answers possible.

Q2620/S2620. How many sisters do you have?

Include those sisters who are deceased also. If the respondent has no sisters, write 0 and Skip to Q2623/S2623.

Q2621/S2621. Have/had any of them inherited or received any assets from your parents?

This question is only for inheritance from parents. Ask whether any of the respondent's sisters have inherited or been gifted any assets from their parents.

Q2622/S2622. List all the assets that your sisters inherited/received from your parents.

Note any assets that sisters have received from the parents as an inheritance, donation or gift, with multiple answers possible.

**Note that questions Q2623/S2623 to Q2626/S2626 onwards should be asked only to those ever married or those in consensual union (codes 2, 3, 4, 5, 6, 7, 8 in Q106/S106 in Section 1/S1).**

Q2623/S2623. At the time of your marriage, did your mother own any agricultural land or house or site?

This gives us information on the mother's asset ownership status at the time of the respondent's marriage. Circle the relevant code. If No, mother was dead at time of marriage, or Don't know, skip to Q2625/S2625.

Q2624/S2624. What was the area of the agricultural land or house or site that your mother owned individually or jointly?

It may be difficult for the respondent to remember the amount of land that the mother owned. Please probe carefully. For agricultural land, record in acres, *guntas*, or cents. For house or site, record in square feet.

Q2625/S2625. At the time of your marriage, did your father own any agricultural land or house or site?

This gives us information on the father's asset ownership status at the time of the respondent's marriage. Circle the relevant code. If No or father was dead at time of marriage, or Don't know, skip to Q2627/S2627.

Q2626/S2626. What was the area of the agricultural land or house or site that your father own individually or jointly?

It may be difficult for the respondent to remember the amount of land that the father owned. Please probe carefully. For agricultural land, record in acres, *guntas*, or cents. For house or site, record in square feet.

**Note that questions Q2627/S2627 and Q2628/S2628 should be asked to all respondents.**

Q2627/S2627. What is the highest level of education among your brothers?

Ask this question only if Q2617/S2617 is not 0. Refer to the education codes and fill in the correct code.

Q2628/S2628. What is the highest level of education among your sisters?

Ask this question only if Q2620/S2620 is not 0. Refer to education codes and fill in the correct code.

## **SECTION 27/S27: SHOCKS AND LOSSES**

### **Objectives:**

1. Collect information on events that imposed undue economic or financial burden on the respondent directly or indirectly in the last 5 years. It also asks for information on how the individual coped with the shocks.
2. For Bidar, Gadag, and Gulbarga, collect basic information on flood-related events and government assistance.

### **Respondents:**

Primary respondent and secondary respondent separately.

### **Directions:**

It is sometimes the case that a shock that was experienced individually may not be experienced by all members of the household. For example, if a woman loses her husband and is forced to live with her parents/relatives, then it is a big shock to her, but may not be a shock to the household that she has now joined. We want to be able to get at all such nuances. The main focus is on the shocks experienced by the respondents.

F7/SF7. Have you, yourself, suffered from any shocks or losses during the past 5 years?

This is a filter question. If the respondent says No, skip to the next section. However, make sure you list out a few examples for the respondent from the shock codes so that they understand what you mean.

Q2701/S2701. Shock ID.

This provides the serial numbering for the shocks.

Q2702/S2702. List out the shock codes which you have experienced during the past 5 years?

Read out some examples while asking the respondent if they have experienced any shocks. Once the respondent has listed the shocks they have experienced, go through the rest of the code list and make sure nothing has been left out. Write the shock using the relevant shock code. There are 6 rows. If the respondent lists out more, add and number after the 6<sup>th</sup> row. It is possible that the same shock, for example loss of job of someone in the household, may have occurred more than once in the five year period. If this is the case, then enter them in two separate rows. We are also trying to understand the effects of flood and drought. Thus, if someone says crop failure, ask if it was due to a flood or a drought. If due to a flood, circle 9. If due to a drought, circle 15. If it is due to some other reason (pest attack for example), circle 21.

Q2703/S2703. What year did the event occur?

Write the year in which this shock occurred. Ensure that it happened within the last five years.

Q2704/S2704. Extent of severity of shock.

Rate the severity of the shock economically. What effect did the shock on the economic situation of the household? Ask the respondent to rate the severity of the shock on a scale of 1 to 3 where 1 is mild, 2 is moderate and 3 is severe. This is the respondent's perception on how severe the shock was to them.

Q2705/S2705.To cope with, which of the following strategies did you adopt? (List up to five for each shock)

This question asks about actions taken by the respondent/household in response to the shock. Multiple responses are possible. Read out the coping strategies codes to the respondent and ask them which of these they had to resort to. Probe specifically about whether they had to sell or otherwise dispose off any assets they owned to cope with this shock.

Q2706/S2706. Type of assistance received.

This is only asked if one of the responses to Q2705/S2705 was 14, 15, 16 or 17 in Q2705/S2705. Circle the relevant code for the type of assistance received. List upto 3 types from each source.

Q2707/S2707.Who in the household received the assistance?

Ask this question only if one of the responses to Q2705/S2705 was 14, 15, 16 or 17. It is possible that the assistance was received by someone not a member of the household. Therefore, list IDs or FRCs or DCs as the case may be of the member who received the assistance. For instance, if a house site was given, in whose name was it given? If cash/food, write ID or FRC or DC of member who physically got it. If credit or grant to start some income generating activity was provided, then who in the household was the recipient? If the respondent says 'all household members', write all their IDs.

Note that you should ask Q2708/S2708 to Q2713/S2713 only if one of the responses to Q2705/S2705 was 7 or 8, *i.e.*, if they have sold or pawned any assets.

Q2708/S2708.What assets belonging to you individually or jointly were sold or pawned?

Circle the assets using the relevant code. List upto 3 assets for each shock. If there are more than 3 assets which were sold or pawned ask the respondent for the three most important ones.

Q2709/S2709.In what order were these sold or pawned?

Against each asset that was sold or pawned place 1 for the asset that was sold or pawned first and 2 for the next asset that was sold or pawned etc. The respondent/household may have sold or pawned more than one asset at the same time. In that case give both assets the same number.

Q2710/S2710. How much was received for this asset?

The question asks about the amount in rupees that was received by the respondent/household when the asset was sold or pawned.

Q2711/S2711. Who made the decision to sell or pawn this asset?

This question asks for information on who made the decision to sell or pawn the asset. For each asset sold or pawned as part of the coping strategy write the ID or relationship code of the persons who were involved in the decision to sell or pawn the listed asset.

Q2712/S2712. Was this item repurchased or reclaimed?

This question obtains information on whether the item that was sold or pawned was re-purchased or reclaimed.

Q2713/S2713.Did you list this earlier when I asked you about assets you owned?

Ask this question only if the asset that was pawned has not yet been reclaimed. This question finds out whether such an asset was also listed in the household inventory, to make sure we are not counting an asset as belonging to the household/respondent if it is pawned and not reclaimed.

## **SECTION 28/S28: SUBJECTIVE WELL-BEING**

### **Objectives:**

1. Information on how respondents feel about themselves.

### **Respondents:**

Primary respondent and secondary respondent separately.

### **Directions:**

Before beginning this section, tell the respondent that you will be reading them a sequence of statements about how they feel about themselves and they should tell you if they generally “strongly agree”, “agree”, “disagree”, or “strongly disagree” with each statement. If they find it difficult to respond, ask them if they agree or disagree. Once they respond, ask if they strongly agree or strongly disagree.

Make sure that there are no other household members or non-household members when this section is administered to the respondents. Make sure to tell the respondents that these are questions about their own feelings and that there are no right or wrong answers. Make sure you give respondents enough time to respond.

Sometimes, the respondent might find these kinds of questions as funny or humorous, and might laugh at them. You could share a light-hearted moment with them for a brief bit, and then re-impress upon them that these are also important questions about what they feel about themselves. If necessary, you can take the example of one of the statements and tell them which response you would choose if you were the respondent. Then ask them to indicate what they feel.

Sometimes, the respondents may launch into stories about times in the past when they had so many problems and could not deal with them, or they may talk about all the problems they have currently and so on. Do not interrupt them abruptly. But nod at what they are saying and politely bring their focus back to the rest of the exercise. You could say that this is one of the last few questions in the questionnaire and if they answer these soon, the interview will be over soon, and so on.

Avoid making any gestures that may cause the respondent to think that you are judging them. Record the appropriate response.

Q2801/S2801. You don't have too many opportunities to change some of the important aspects of your life.

This could relate to good/pleasant or bad/unpleasant events.

Q2802/S2802. You often feel helpless in dealing with the problems of life.



Q2803/S2803. You can do just about anything you really set your mind to.

Q2804/S2804. Sometimes you feel that you are being pushed around in your life.

'Being pushed around' means that one is being asked to do or told to do things by other people all the time, and that they don't have much control over this.

Q2805/S2805. Sometimes you feel that there is no way you can solve some of the problems you have.

Q2806/S2806. You have little control over the things that happen to you.

This could relate to good/pleasant or bad/unpleasant events.

Q2807/S2807. You have always felt pretty sure your life would work out the way you wanted it to.

## **SECTION CON: CONSUMPTION QUESTIONNAIRE**

### **Objectives:**

1. To get the total consumption expenditure of the household.
2. To get gender-disaggregated consumption expenditure for selected items.

### **Respondents:**

The respondent for this section should be that person or those persons who are best informed about the household's routine expenses. This can be either the primary or the secondary respondent, or both of them together, or someone else in the household as well. Note that this is the only section of the questionnaire which may be administered to someone other than the primary and secondary respondents.

While you are administering the Consumption Module to one of the members of the household, if other household members are present, it is alright. You do not have to ask them to leave. For this module, the more number of household members present when the questionnaire is being administered, the better. Therefore, if other household members are in the house when you are administering this, you could even request them to come and sit down if they can do so.

### **Definitions:**

1. **Household Consumption Expenditure (HCE):** The HCE during a specified period, called the reference period, may be defined as the total of the following:
  - a) Expenditure incurred by households on consumption goods and services during the reference period.
  - b) Imputed value of goods and services produced as outputs of households (proprietary or partnership) enterprises owned by the households and used by their members themselves during the reference period.
  - c) Imputed value of goods and services received by households as remuneration in kind during the reference period.

d) Imputed value of goods and services received by households through social transfers in kind received from government units and used by households during the reference period.

Note from the above that any expenditure incurred by the households towards the productive enterprises (farm or non-farm) owned by them is excluded from household consumption expenditure. For instance, any expenditure that the household incurs in purchasing farm inputs such as seeds, fertilizers, pesticides, or hiring of farm labour, or purchase of fodder for the livestock, purchasing cloth for the tailoring units, etc., would not be included under household consumption expenditure.

### **Directions:**

On the front sheet of the Consumption Expenditure Module, you will have to fill in the all the identifying material of that household. This is the same information as on the Respondent Cover Sheet. Fill in this information very carefully. Also keep this questionnaire with you carefully. Once you have completed this section, tag the consumption module with your main questionnaire immediately.

CONX. I want to ask you about expenditures on consumption goods and services. But before that I want to know the following. Did the household perform any ceremony during the last 30 days?

A ceremony for the purpose of this item is an occasion on which a large number of meals (including snacks) were served to non-household members, which significantly affects the household's total expenditure during the last 30 days. The occasion need not be religious. If the household is found to have performed such a ceremony during the last 30 days, code 1 has to be recorded. Otherwise, code 2 has to be recorded.

CONY. No. meals served to non-household members during the last 30 days.

The total number of meals and snacks served to non-household members during the last 30 days has to be recorded against this item. Note that this refers to the number of meals/snacks served and not the number of guests who were served. Therefore, if the household had 3 guests over a period of 3 days, the number of meals will be the total number of meals that were served to them during the three days. Please note that if a ceremony was performed (code 1 in CONX), the entry in CONY will be positive. However, meals and snacks may be served to non-household members even if no ceremony was performed.

### **General instructions from here on:**

1. Information on consumer expenditure on various items/groups of items will be collected in Tables 1 to 4. The reference periods for data collection for each of the blocks are given at the top of every table.
2. The consumption data should be strictly confined to the domestic consumption of the household. All consumption expenditure of a domestic help who is also a member of the household will be included. Consumption by livestock of the household will not be included in household consumption. However, products like milk, meat, eggs, etc., obtained from such livestock and consumed by the household are to be included.
3. For all the items in Tables 1 and 2, we are interested in getting to know the value of how much the household 'consumed', not how much was purchased. For instance, the household might have purchased 20 kilograms of rice in the past 30 days, but they might have consumed or used only 15 kilograms out of this during this reference period. We are interested in getting only how much they consumed, not how much they purchased.

4. In Table 3, we are interested in how much the household consumed for items number 27 to 32. For the rest of the items in Table 3 (item 33 onwards) and for the whole of Table 4, we are interested in getting how much the household 'spent' on these commodities and services.

5. In Tables 3 and 4, we ask for some information for men, women, boys and girls separately. It is important to achieve the objectives of this study that we get this information separately and not at the aggregate level. If the respondent is having trouble separating them out, be persistent and help them to respond by helping them identify these separately. For instance, in the case of clothing, you can ask them about all the festivals, birthdays, other occasions for which they purchased new clothes for the different members of the household and try to disaggregate these. For outpatient health expenses, you can ask them to recall if anyone fell sick in the last 30 days and if s/he had to be taken to the doctor for consultation, whether any medicines were purchased, etc.

Table 1: Please tell me how much of these items have been consumed by this household in past 30 days.

CON01: Read out from the following list of items

This lists out the different items of consumption expenditure. In Table 1, the numbers run from 01 to 08, and they comprise of food items (except kerosene) that are usually available through the Public Distribution System or ration shops. The reference period for these items is the past 30 days.

The items are: 01. Rice, 02.Wheat, 03.Ragi, 04.Jowar, 05.Bajra, 06.Other cereals, 07.Sugar, 08. Kerosene

CON02: How much was consumed in the last 30 days?

The instruction says that this total consumption quantity should be acquired in Kilograms or Litres. If the household did not consume this item at all in the past 30 days, then write 0 in that cell.

CON03: How much of this was in the following categories?

There are four categories under this:

**a) Home-grown** – this refers to those cereals that are produced on the household's own lands and used for household consumption. This category would not be applicable for sugar and kerosene and therefore, these cells have been grayed out. DO NOT fill any numbers here.

**b) Purchased** – this refers to those items that are purchased in the open market.

**c) PDS** – this refers to those items that are purchased in the PDS or ration shops.

**d) Free/Gift** – this refers to those items that are given to the household by someone else at no cost.

Note that the sum of the four categories should be equal to the total quantity written out in CON02.

CON04: Over the past 30 days, what was the average market price of one kilo/litre of ...?

Ask this question for all items, even if household did not buy the item from the market. In this question, we are finding out what the price (in rupees) of the items in this block was in the open market over the past 30 days. Ask this question for all items irrespective of whether the respondent answered that the household purchased in the open market or not. Here, the market price refers to that price that is reported by the respondents based on where they purchase these items. For items that the household did purchase in the open market, ask them how much they spent in purchasing them. If they did not purchase any item in the open market, then ask them what the prevailing market price was in their village/area.

Within the 30 day reference period, it is possible that the market prices of the items were not stable and they fluctuated. Therefore, elicit the average market price over this period. Note that here, average market price

refers to the average price over the time period of 30 days. It does not refer to the average price of the four categories.

Usually, your respondent will be aware of the market prices of most of these items since s/he is the one who is best aware of and manages household expenses. If, in some case, your respondent is not aware of the price of something, you could check the price with other household members present there and fill it in. If there are no other household members present there, or if none of them is aware of the prices, then leave it blank and inform your supervisors about the same. Your supervisor will instruct you as to what to fill in here. However, this should only be the last option.

The market price reported by different households in the same village/urban area need not be exactly identical, but usually, they will be within a certain range and will not have extremely wide variation. For instance, it would be normal to find market price of one kilogram of rice to range between Rs. 25 and 50. However, if some respondent reports that the market price of a kilogram of rice was Rs. 120, then this is anomalous. If the market prices reported by respondents within the same village or urban area vary very widely, then inform your supervisor about this. Your supervisor will instruct you about what to fill in here.

CON05: Over the past 30 days, how much did you pay in the ration shop for one kilo/litre of the items?

In this question, we are finding out the prices of the items purchased in the ration shops. Ask this question only for those items which the household purchased in the ration shops. Do not ask this question for those items which the household did not purchase in the ration shops.

Table 2: Please tell me how much of these items have been consumed by this household in past 30 days.

CON01: Item Code

This lists out the different items of consumption expenditure. In Table 2, the numbers run from 09 to 26, and they comprise of cereal products, *tur dal* and other *dals*, pulse products, non-vegetarian food consumption, non-sugar sweeteners, oil, milk and milk products, and vegetables. The reference period for these items is the past 30 days.

CON02: How much was consumed in the last 30 days? (Quantity in Kilograms/Litres/numbers)

Write the number of kilograms/litres/numbers of the items that were consumed by the household in the past 30 days against each of the items. Indicate the units correctly. For instance, milk and oil will be measured in litres. Eggs will be measured in numbers.

Some of the row items have many sub-items in them. In that case, ask the respondents for each of those and make a note of them in a separate sheet. In the cell in the questionnaire, fill the total of all these quantities. For example, in the items Flour, the sub-components are *maida*, wheat flour, rice flour, *ragi* flour, *jowar* flour, *bajra* flour, corn flour. You should find out how much of each of these three items the household consumed in the last 30 days and make a note of that in the separate sheet. In the questionnaire, you should total the quantities of all three and write the total number.

If the household didn't consume any of the items in any row in the past 30 days, write 0.

CON03: How much of this was in the following categories?

There are three categories under this:

**a) Home-grown/produced** – this refers to those items that are produced on the household's own lands or through household's economic activities and used for household consumption.

**b) Purchased** – this refers to those items that are purchased in the open market.

**c) Free/Gift** – this refers to those items that are given to the household by someone else at no cost.

Note that the sum of the three categories should be equal to the total quantity written out in CON02.

Further note that for the processed commodities such as Number 9 to 14 (*rave, maida, flours, noodles, etc.*) the column for home-processed has been grayed out. Do not fill anything here. Ask them only how much they purchased from the market and how much they received as free gift.

CON04: Over the past 30 days, what was the average market price of one kilo/litre/number of the items?

In this question, we are finding out what the price (in rupees) of the items in this table was in the open market over the past 30 days. Ask this question for all items irrespective of whether the respondent answered that the household purchased them in the open market or not. Usually, your respondent will be aware of the market prices of most of these items since s/he is the one who is best aware of and manages household expenses. If, in some case, your respondent is not aware of the price of something, you could check the price with other household members present there and fill it in. If there are no other household members present there, or if none of them is aware of the prices, then leave it blank and inform your supervisors about the same. Your supervisor will instruct you as to what to fill in here. However, this should only be the last option. To the extent possible, probe and at least get a range of the price from the respondent.

Here, the market price refers to that price that is reported by the respondents based on where they purchase these items. The market price reported by different households in the same village/urban area need not be exactly identical, but usually, they will be within a certain range and will not vary very much.

If the market prices reported by respondents within the same village or urban area vary very widely, then inform your supervisor about this.

Do not fill anything for those row items which have sub-components in them. These cells have been grayed out. However, you should ask for the prices of the sub-components and write them down in the separate sheet of paper.

Within the 30 day reference period, it is possible that the market price of the items were not stable and they fluctuated. Therefore, elicit the average market price over this period.

CON06: Total value if price and quantity not possible.

This question is meant to be asked only for those items with sub-components in them. It has been grayed out for the rows with only one item in them. Do not fill any figures here for those rows.

For instance, for the row Milk, if the respondent says that the household consumed 20 litres of milk in the last 30 days, this will be filled in the CON02 column. In the CON04 column, the respondent may say that the price of one litre of milk was Rs. 15. You should therefore not ask CON06 at all for Milk.

For those rows with sub-components in them, you would have noted down the quantities of the sub-components consumed and their unit prices in the separate sheet. Multiply these figures to arrive at the total value for each of the sub-components, total them up and fill it in this column.

For example, your calculations in the separate sheet should look like this:

Maida: 2 kgs\*Rs. 30 per kg = Rs. 60

Wheat flour: 5 kgs\* Rs. 40 per kg = Rs. 200  
Rice flour: 4 kgs\* Rs. 30 per kg = Rs. 120  
Ragi flour: 10 kgs\* Rs. 15 per kg = Rs. 150  
Total Value for that row item = Rs. 530. This Rs. 530 will be entered in that cell in this question.

The methodology explained above must be followed for the following row items:

12. *Maida*, wheat flour, rice flour, *ragi* flour, *bajra* flour, *jowar* flour, maize/corn flour
13. *Semiya*, rice *sevai*, noodles
14. Other cereal products
16. Other *dal* (*channa dal*, *urad dal*, green gram *dal*, etc)
17. Pulses and pulse Products (black gram, Bengal gram, Green gram, *Besan*, Soyabean, etc)
20. Other meat
22. *Gur* and other sweeteners (candy, *misri*, honey)
23. Edible oil and *vanaspati*
25. Milk products like ghee, butter, ice-cream, milk powder, curd, *paneer*, etc.
26. Vegetables

Table 3: Over the past 30 days what was the total rupee value of the following items that the household consumed /spent on?

CON01: Item Code.

In Table 3, the numbers run from 27 to 45 and we are getting the Rupee Value of the amount the household has spent on consuming or purchasing a specified set of food and non-food goods and services. The reference period for these items is the past 30 days.

CON06: Total Rupee Value.

Ask the respondent whether they consumed or spent on the items specified in CON01 in the past 30 days or not. If the respondent says that they consumed them or spent on them, then ask them for the rupee value of the items that they consumed or spent. All of these row items have sub-components. When you are reading out the entries in the rows, be sure to read out all the items specified therein as examples of such items of expenditure. However, don't restrict yourself to only the items mentioned within brackets. These are only indicative of the heads of expenditure.

If the respondent says that the household did not consume any of the items or spend on any of the items specified in a particular row, write 0 against that row.

Take note of Instruction 4 in the General Instructions when you are asking about each of the rows, on whether you should ask how much they 'consumed' or how much they 'spent'.

For example, if the respondent says that the household purchased 1 kilogram of salt in the past 30 days but used only 0.5 kilograms, then you should get the rupee value of 0.5 kilogram of salt. On the other hand, it is possible that the respondent did not purchase any salt in the past 30 days, but used salt from old stock or someone gave the household a packet of salt for their use at no cost. You should still ask them how much salt was consumed and write down the rupee value of that.

Note that in 32. Fuel and light, you have to exclude kerosene since you have already captured that information in Table 1.

In 40. House rent, rent, you have to ask the respondents if they have taken on rent any other household commodities as well. Some households may be hiring furniture, some appliances, etc. Ask them about these clearly and if they have rented these, find out the monthly amount that they spend.

If the place of residence of the household is a 'leased' dwelling, do not ask them about the amount that they have leased it for. You should ask the respondent about how much they would have had to pay as monthly rent if they had chosen to rent the dwelling out instead of taking it on a lease.

In 41. Consumer taxes, include expenditure on taxes and cesses paid by the household as a domestic consumer. Road cess, house tax, *chowkidari* tax, municipal rates are some examples. Do not include income tax and professional tax here.

Note that for 43. Outpatient Medical expenses, you have to get the expenditure for the four categories of Men, Women and Boys and Girls separately.

44. Other sundry expenses include items like purchase of flowers for puja, oil for lighting lamps, any other routine expenditure that the household has incurred in the past 30 days that hasn't already been covered in any of the items specified in the questionnaire.

For 46. Value of free collection of commodities, first find out the quantity of the sub-components they collected. Then ask them for the unit price of each of these components if they were to purchase it in the market. Do the multiplication of the quantity by price to arrive at the value for each of the components, sum them up for all the components and write that figure in this cell.

Table 4:For the following heads of expenses, roughly how much did you spend in the past 365 days?

CON01: Item Code

In Table 4, the items run from 46 to 62, and the reference period is the past 365 days. Be very clear about the reference period here. It is the only table in the Consumption Expenditure module which asks for a 365 days reference period.

CON06: Total Rupee Value

Ask the respondent whether they spent on the items specified in CON01 in the past 365 days or not. If the respondent says that they spent on them, then ask them for the amount they spent. All of these row items have sub-components. When you are reading out the entries in the rows, be sure to read out all the items specified therein.

If the respondent says that the household did not spend on any of the items specified in a particular row in the past 365 days, write 0 against that row.

Note that Inpatient Medical expenses are for four categories separately – Men, Women, Boys and Girls. School and Private Tuition fees are for Boys and Girls separately. Clothing and Footwear are for Men, Women and Boys and Girls separately.

Under 47. School/private tuition fees,do not include the fees towards school van/bus. These have already been covered under 41. Conveyance.

## MASTER CODE SHEET

The master code sheet contains the code lists of some of the frequently occurring codes in the questionnaire. It also contains the listing of the general codes in the questionnaire.

### ***Full Relationship Codes – FRCs***

These codes are very important and they are asked in several questions in most sections of the questionnaire. FRCs are codes used to refer to non-household members. They may or may not be related to the respondents. Each interviewer will fill in the codes with reference to his or her respondent's relationship to the person, *i.e.*, when the primary respondent is answering, he/she is the respondent of reference for the FRCs. When the secondary respondent is answering, he/she is the respondent of reference for the FRCs. Please note that for the second interviewer, the FRCs are always with respect to the secondary respondent only, even in the asset listing Sections. Note that the secondary respondent may or may not be present for the asset listing. However, the FRCs in the secondary respondent questionnaire should be with respect to the secondary respondent.

For the sake of explanations, we have Hari as primary respondent and his wife Sumathi as secondary respondent.

Please note Codes 63, 64, 67 and 68.

63 – Respondent's other male relative

64 – Respondent's other female relative

These codes are to be used to refer to persons to whom the respondent is related to by blood and marriage of his or her blood relatives only. For example, suppose Hari was answering the questionnaire Hari's sister would be given Code 64 since she is related to him by blood. Hari's sister's husband would be given Code 63 since he is related to Hari by marriage to his sister (a blood relative).

67 – Spouse's other male relative

68 – Spouse's other female relative

These codes are to be used to refer to persons to whom the respondent's spouse is related to by blood and marriage of his or her blood relatives only. Now suppose Sumathi was answering the questionnaire, her sister-in-law (Hari's sister) would be given a code of 68 as she is Sumathi's spouse's female relative. And Hari's sister's husband would be given 67.

Only if the respondent says they are non-family members then use 69 and 70, otherwise even if relationship is not known and distant use 63 or 64 or 67 or 68.

Please note that in many families, people may be related to each other in more than one way. In that case, use the FRC based on the relationship that the respondent indicates as most important. For example, Ramappa, Susheelamma, Rangappa and Krishna are siblings. Ramappa's daughter Radha is married to Susheelamma's son Ravi. If Radha is the respondent, to her, Susheelamma can be either 64 (Respondent's other female relative – her aunt in this case) or 65 (Spouse's mother). If the respondent indicates that she is related to this person is



more than one way as in this example, then ask the respondent which relationship she considers more important and indicate that FRC accordingly.

Codes 71, 72, 73 and 74 are also important.

In 71 and 72, we are getting at the son and daughter respectively of the respondent through the current marriage or consensual union. It is possible that one or more of the respondent's children may be through an earlier or another marriage or consensual union. These children would be given codes 73 and 74 respectively for son and daughter.

Note that Code 60 refers to the Spouse of the respondent. This is a reference to the current Spouse or partner of the respondent. If the respondent has more than one current spouse, this code can be used to refer to any of them. For any ex-spouse/partner (through divorce, separation, desertion), use the codes 69 and 70 to refer to them. 69 is Non-family member Male and 70 is non-family member Female.

As mentioned above, Codes 69 and 70 are used to refer to all non-family members. 69 is for Non-family member Male and 70 is for Non-family member Female.

### ***Deceased Codes - DCs***

The DCs are used to refer to the relatives of the respondent or his/her spouse who are deceased. These codes are particularly used in the asset sections. For instance, if the dwelling of the household is registered in the respondent's grandfather's name and the grandfather is no more, we will use Code 87 – Respondent's Male Relative, Deceased to refer to this person. If the secondary respondent is the respondent's wife, in order to refer to her husband's deceased grandfather, the code 86 – Spouse's male relative, Deceased will be used.

### ***Other General Codes***

These codes are used in many questions in all parts of the questionnaire.

Please note that Code 99 – Refused to Respond. This code is shown only in a few places in the questionnaire, but it may be used for other parts of the questionnaire as well. However, use the Refused to Respond code only as the LAST RESORT if all means of prompting and probing failed and the respondent is highly unwilling to provide the response to any question.

Code 97 – Not applicable is found in many places in the questionnaire, and it may be used depending on the particular question and the context of the response.

Code 98 – Don't know is also found in many questions in the questionnaire. The interviewers should attempt to use this code also sparingly, and only if it is evident that the respondent does not know the answer to some question.

Code 96 – Other, specify is present in many of the coded questions and you should use this code whenever the response given by the respondent is not to be found in the codes in the questionnaire. Whenever you indicate Other, specify, be sure to write out what the response of the respondent is. This is very important and what you write out will be used for later analysis.

Codes 94 and 95 appear in two kinds of questions:

The first is in the asset valuation questions. For instance, 'if you were to sell your plot of land, how much would you receive?', or 'if you were to rent out this dwelling, how much would you receive as the rental per month?', etc. The second is the rights questions with respect to assets. For instance, 'Do you have the right to sell this asset?', or 'Do you have the right to bequeath this asset?', etc.

In response to these kinds of questions, the respondent may not be in a position to give you any answer due to the following reasons:

1) S/he may not know the answer – this would be Code 98

2) S/he may not want to give you the answer whether or not s/he knows it – this would be Code 99

3) It is possible that in that particular village or town area, the practice or system of buying and selling that particular asset, or renting that particular asset may not exist, which means there is no market for such a transaction. If a market does not exist, the respondent would not be in a position to give a valuation to that particular asset or talk about his or her right to transact that asset in any way. In that case, you should enter Code 94 – Market does not exist. For example, in a remote tribal hamlet, people may not buy and sell land at all, indicating a missing market and therefore Code 94.

Within the same village, sometimes, there may be some lands for which market exists and some for which there is no market. For instance, for non-irrigated land located in the interior parts of the village, there might not be any buyers or sellers indicating a missing market. For irrigated land and land on the main road, there might be buyers, indicating that there is a market.

4) Sometimes, it may not be possible to buy, sell, rent out, bequeath or collateralize a particular asset because of its inherent nature. For example, a piece of land or some property may be under litigation or it has already been offered as collateral, therefore it cannot be sold or rented or used as collateral again. In this case, you should enter Code 95 – Transaction not possible.

Note that the difference between Codes 94 and 95 is that 94 is a feature of the market for transaction, while 95 is a feature of the asset in question.

The remaining codes in the Master Code Sheet are either self-explanatory or they have already been explained in the relevant sections in the training manual.