



Foundation for  
**Agrarian  
Studies**

## **EDITOR'S MANUAL**

**FOUNDATION FOR AGRARIAN STUDIES**

**2015**

1

All rights reserved.

The trustees of the Foundation for Agrarian Studies grant the Foundation permission to publish, but retain copyright of their manuscripts. The Foundation for Agrarian Studies applies a Creative Commons licensing structure known as an Attribution-NonCommercial-No Derivative Works 3.0 license for the Schedule for Census of Households and Income Calculation Manual.

Under the terms of this framework, anyone is free to share, that is, to copy, distribute and transmit the work under the following conditions:

Attribution — You must attribute the work in the manner specified by the author or licensor. (but not in any way that suggests that they endorse you or your use of the work)

Noncommercial — You may not use this work for commercial purposes.

No Derivative Works — You may not alter, transform, or build upon this work.

With the understanding that:

Waiver — Any of the above conditions can be waived if you get permission from the copyright holder.

Public Domain — Where the work or any of its elements is in the public domain under applicable law, that status is in no way affected by the license.

Other Rights — In no way are any of the following rights affected by the license:

- Your fair dealing or fair use rights, or other applicable copyright exceptions and limitations;
- The author's moral rights;
- Rights other persons may have either in the work itself or in how the work is used, such as publicity or privacy rights.

Notice — For further details of legal rights on this copyright agreement, you may refer to <http://creativecommons.org/licenses/by-nc-nd/3.0/> and the relevant links therefrom.

First published in India 2015.

Foundation for Agrarian Studies

Contact mail: [agrarian\\_studies@vsnl.net](mailto:agrarian_studies@vsnl.net)

# Editor's Manual

## Introduction

Within the process of data collection for the Project for Agrarian Research in India (PARI), editing performs a number of important functions. The editor's role is to ensure, while the survey team is in the field and the opportunity exists, that the data collected is in so far as possible complete, coherent and accurate. Thus, the editor's role is that of an assistant to the investigating teams, which, given the array of challenges they face in the interview process, will inevitably make some more or less serious errors in completing household survey schedules. The task of the investigating teams and the editor combined is to produce household survey schedules that give rise to little if any ambiguity during the processes of data input and analysis. Thus the need for unnecessary expenditure of time and resources on further investigation once the field survey period has come to a close can be avoided.

The specific functions and responsibilities of the editor can be understood as falling into two broad categories. The first and most straightforward is that of identifying instances where contradictory, erroneous, or over underreported data has been recorded, or where data have been inexplicably omitted altogether. Data recorded in the household survey schedule can be considered 'contradictory' where it does not agree with data recorded elsewhere in the schedule referring to the same or some related information. Data is erroneous where it refers to scenarios that are not logically possible or not possible within the context of the village in question. Over and under reporting of data is often identifiable only given a certain level or basic knowledge regarding the prevailing conditions in the village in question. Data is considered to be "omitted" where a certain cell or table is left blank without any readily apparent or sufficiently explained reason or where the veracity of some recorded data is only possible given the existence of some other data that do not appear elsewhere in the table (example: where home produced dung is reported as an input to cultivation, but no data are recorded regarding ownership, loss or sale of animals).

The second function of the editor is to ensure that a given schedule, in its entirety, conveys a plausible description of how a household maintains itself. That is to say, it should be clear from the data contained within the schedule and the summary comments/observations attached to it (more

on this below) where the household exists on the continuum between prosperity and destitution and by what means the household has achieved that position. As will be further discussed in Section 2.2, a given household's relationships vis-à-vis other households in the village are often a crucial source of information regarding this question. While it may not always be possible to identify specifically which data have been over reported, underreported or omitted, a holistic reading of a given schedule should provide some impression as to whether or not things 'add up'. Where they do not, the editor's responsibility is to inform the investigating team, giving them the opportunity to collect further data, to verify and correct the data they have already collected and/or to make note that during the process of data analysis the data provided by the respondent in question should be treated as suspect.

A detailed overview of this process and notes on common challenges and problems in the editing process are contained in Section 3.

## Specific problems and tasks

This section comprises two parts. The first is a table-by-table overview of the survey schedule identifying common problems in each table and points where agreement between two or more tables is necessary. The second subsection will present guidelines to assist in assessing the degree to which a given schedule communicates effectively the means by which the household survives and either maintains or alters its socioeconomic condition. This will include an explanation of the role and function of 'summary comments/observations' within the schedule.

## Table-by-table overview

Page 1 of the schedule records data pertaining to the composition of the household. For the purpose of editing the two tables on this page, it is important to be familiar with the definitions of “household” and “head of household” employed by the PARI.

### Table 1

This table records data regarding the head of household.

#### Common mistakes

- The person recorded as head of the household is normally not resident in the village. Such a person should not be considered head of the household.
- Many female heads of household migrate to survey village because of marriage. For such heads of household, information about place of birth and year of migration may have been missed.
- For female heads of household, name and occupation of her father as well as her husband are supposed to be recorded. These may have been missed.

### Table 2

This table records data on members of the household. Where there is some ambiguity as to an individual’s status as a member of the household (example: where someone spends half of their time working and living outside of the village) an explanatory note should be included. Other considerations include:

#### Common mistakes

- Names are mis-spelt. Local spellings should be used.
- Family relationships are ambiguous.
- Not all occupations of the members are listed under the column “occupations”.
- A person who is normally a non-resident is recorded as a member without any comment.

- No information is recorded about a member of the family who is non-resident but is an important source of livelihood for the household. Information about such persons should be included with an additional comment that explains why the person should not be considered a member of the household.

## Pages 2-4

Pages 2-4 of the schedule record data on the ownership and operational holdings of the household. The ownership holding refers to the total area of crop land owned by the household and is recorded, along with other types of owned agricultural land, in table 3. Operational holding refers to the total area of owned cropland, plus land leased in or fixed and/ or share-rent and land mortgaged in, minus land leased out on fixed and /or share rent and land mortgaged out. An accurate calculation of the operational holding is important in so far as it must agree with the data contained in the section on cropping pattern contained in pages 5-7.

## Table 3

Table 3 records data on the household's ownership of all types of land including, where applicable, ponds. It is not necessary for the investigating team to include the household's homestead land in this table, as this information will appear later in the schedule (table 26). In addition to containing information on the type and extent of various ownership holdings, this table contains data regarding the source, method of lift or flow and ownership of any and all irrigation applied to the household's owned landholding. Finally, the table records the value of each land type as estimated by the respondent. A few specific considerations apply:

- If the type of land does not conform to the first three categories listed under the column "land type", some specification as to the type of land in question must be provided.
- The value of specific land types should be clearly recorded as either a total or per unit value.

## Tables 4.1 and 4.2

These tables record data on the sale and purchase of land by the household. Table 4.1 refers to the sale of land by the household and table 4.2 refers to the purchase of land by the household. The

period of coverage for these tables usually extends over the period for which the current head of household has been in that position. In some cases, however, the circumstances of a particular village might require a longer-term inquiry into the household's land sale and purchase history.

There is some potential for contradiction between 'table 4' and table 3, if and when the difference in extent between land purchased and land sold exceeds the extent of ownership holding recorded in table 3. Alternatively, if the extent of land inherited by the household is recorded elsewhere in the schedule, land sold is less than the extent of ownership holding recorded in table 3. In either such case, comments should be provided to the investigating team.

#### Tables 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.3.1, and 5.3.2

These tables record data on land leased or mortgaged in or out by the household. Land lease are considered to be of two general types: fixed rent, where a fixed amount for payment either in cash or kind is agreed upon at the time of leasing or share rent where a specified percentage of the land's agricultural product or the cash equivalent thereof is established as the price of rent. Land mortgages fall into three general categories. The first is where the mortgagee assumes usufruct rights over the land in question in exchange for extending some loan to the mortgagor. The mortgagee retains usufruct rights until such time as the mortgage period expires, at which point, if the mortgagor has not met the terms of the mortgage, rights to the land in question are, in theory, passed permanently to the mortgagee. In the second category are mortgages wherein usufruct rights are retained by the mortgagor, who makes scheduled payments against the loan principal plus interest. Failure to service the loan as per the agreed upon terms can result in the forfeiture of rights over the land in question to the mortgagee. The third category is that wherein combinations of usufruct and interest conditions apply. That is where the mortgagor concedes usufruct rights to the land and incurs interest on the loan principal.

#### Table 5.1.1

This table records data on land leased in on fixed rent. The land type is to be specified according to the codes listed in table 3. A side from ensuring that all the relevant data – including appropriate units of measure – have been recorded, the editor must check for agreement between the data recorded in this table and that recorded in several other tables in the schedule. Specifically:

- Where the ‘Type of Contract’ is recorded to be “seasonal”, cropping pattern data contained in table 6A should refer to that land only during the season for which it has been leased in. where it is “annual”, the land should be accounted for in the cropping pattern for all seasons, except where otherwise specified.
- Where ‘Annual fixed rent’ is paid partially or wholly in kind, the amounts of payment in kind recorded in table 5.1.1 should agree with the quantities recorded in table 6B under the columns “quantity used for payment of rents and wages” for the relevant crops, taking into account the quantities used for payment of wages, irrigation charges and other input costs listed in tables 5.3.1, 7, 10, 11 and 12.
- If it is indicated in table 5.1.1 that the household took loans or advances from the landowner, the relevant details of these must be recorded in table 25A.
- Where the landowner has provided inputs, their value and share must be recorded with appropriate units and the data recorded in table 5.1.1 must agree with that recorded in tables 7 and 12 (see the sections referring to these tables for further detail)

### Table 5.1.2

Table 5.1.2 records data on land leased out by the household on a fixed rent basis. Again the land type is to be specified according to the codes provided in table 3. After confirming that all relevant data and units of measurement have been recorded, the editor must again confirm agreement between the data recorded in this table and that found in other tables in the schedule. Specifically:

- Where the type of contract is recorded to be “seasonal”, cropping pattern data contained in table 6A should refer to this land for all other seasons to the extent that the same land has not been leased out for other seasons on a fixed or share-rent basis or been mortgaged out on a usufruct basis.
- Where it is recorded that the respondent has provided inputs to the tenant, it should be made apparent by data contained elsewhere in the schedule that the respondent had the means to provide such inputs. This is true in the case of manure (where the presence of



manure- producing animals should be recorded in tables 18A or 20), irrigation (where access to sources of irrigation should be specified in table 3 or 9A) and machinery (where ownership of relevant agricultural machinery should be specified in table 9B). Where there are exceptions to these lines of agreement, explanatory notes should be included by the investigating team.

#### Table 5.2.1

This table records data on land mortgaged in. Once again, the land type is to be specified according to the codes provided. In addition, it should be confirmed that any land mortgaged in on a usufruct basis appears in the cropping pattern described in table 6A, except in rare cases where land that has been mortgaged in is subsequently leased out on a fixed or share-rent basis.

#### Table 5.2.2

This table records data on land mortgaged out. Once again, the land type is to be specified according to the codes provided in table 3. The editor should ensure that all relevant data and units of measure have been recorded. In addition, it should be confirmed that any land mortgaged out on a usufruct basis does not appear in the cropping pattern described in table 6A for season beginning after the mortgage period commenced.

#### Table 5.3.1

This table records data on land leased in on share-rent. The land type is to be specified according to the codes listed in table 3. Aside from ensuring that all the relevant data - including appropriate units of measure - have been recorded, the editor must check for agreement between the data recorded in this table and that recorded in several other tables in the schedule. Specifically:

- Where the ‘Type of Contract’ is recorded to be “seasonal”, cropping pattern data contained in table 6A should refer to that land only during the season for which it has been leased in. Where it is “annual”, the land should be accounted for in the cropping pattern for all seasons, again in table 6A.

- The amounts recorded under the columns “Owner’s share of” should agree with the quantities recorded in table 6B under the columns “quantity used for payment of rents and wages” for the relevant crops, taking into account the quantities used for payment of wages, irrigation charges and other input costs listed in tables 5.1.1, 7, 10, 11 and 12.
- If it is indicated in table 5.3.1 that the household took loans or advances from the landowner, the relevant details of these must be recorded in table 25.
- Where the landowner has provided inputs, the value and share must be recorded with appropriate units and the data recorded in table 5.1.1 must agree with that recorded in tables 7 and 12 (see the sections referring to these tables for further detail)

### Table 5.3.2

Table 5.3.2 records data on land leased out by the household on a fixed rent basis. Again, the land type is to be specified according to the codes provided in table 3. After confirming that all relevant data and units of measurement have been recorded, the editor must again confirm agreement between the data recorded in this table and that found in other tables in the schedule. Specifically:

- Where the type of contract is recorded to be “seasonal”, cropping pattern data contained in table 6A should refer to this land for all other seasons to the extent that the same land has not been leased out for other seasons on a fixed or share-rent basis or been mortgaged out on a usufruct basis.
- Where it is recorded that the respondent has provided inputs to the tenant, it should be made apparent by data contained elsewhere in the schedule that the respondent had the means to provide such inputs. This is true in the case of manure (where the presence of manure - producing animals should be recorded in tables 18A or 20), irrigation (Where access to sources of irrigation should be specified in tables 3 or 9A) and machinery (where ownership of relevant agricultural machinery should be specified in table 9B). Where there are exceptions to these lines of agreement, explanatory notes should be included by the investigating team.

## Tables 6A and 6B

Table 6A and 6B record the pattern of production and sales on a given household's operational holding. The cropping pattern is recorded over the entire 1-year period with which the survey is concerned. The number of agricultural growing seasons contained within that period will vary according to region and the prevailing agricultural practices of the village in question.

### Table 6A

Table 6A is concerned with the cropping pattern and crop schedule. As such, it records information on the type and variety of crops cultivated the extent of and allocated to each crop and the time period over which cultivation took place. In addition, this table records the tenurial status of the land vis-à-vis the household and the source of irrigation for a given crop (where applicable). The data contained in this table must agree with several other tables in the schedule. Specifically:

- The serials numbers attached to each crop should be consistent with those recorded in table 6B
- The areas of land leased or mortgaged in should be identifiable in the cropping pattern by the information contained in the "tenurial status" column.
- The extent of land under cultivation at any given time must not exceed the operational holding described in tables 3-5.3.3. In assessing this, the editor must take into account considerations described in the above regarding seasonal leases.
- Where land is left fallow the investigating teams should report this explicitly in the schedule such that no part of the operational holding is unaccounted for during any part of the agricultural year.
- Where a source of irrigation is recorded, irrigation operations for the crop in question must appear in table 12.

- For each crop listed, corresponding crop operations should appear in table 12, except where specific comments or special considerations regarding the village in question dictate otherwise 1.

## Table 6B

Table 6B records the pattern of production and sale of those crops recorded in table 6A (i.e. all the crops cultivated by the household over the agriculture year). Here, data are recorded on the production of both main products (usually grain) and by-products (usually straw). Further, data are recorded on household consumption of those products, sale of both main and by-products and the use of both for the payment of rent or wages. As it regards the sale of main products, further information is recorded here regarding various aspects of marketing. In editing this table, several considerations should be kept in mind:

- Serial numbers must correspond with those found in table 6A
- Productivity (gross production/area) should not deviate substantially from the established standards for the village in question (see section 2.2)
- The sum of household consumption, sales and use for payment of rent and wages should not differ from total production (both for main product and by-products)
- Use of both grain and by-products for payment of rent and wages should correspond with information contained in tables 5.1.1, 5.3.1, 7, 11 and 12.
- Wherever amounts and prices are recorded, units of measure must be included.

## Table 7

This table records data regarding input use for each crop. These include both home produced and purchased inputs of manure, chemical fertilizers, seeds, plant protection chemicals and irrigation. A few considerations are to be borne in mind:

- Serial numbers must correspond with those found in tables 6A and 6B.

- Where home produced manure has been used, table 18A and /or table 20 should record either the ownership of or loss of dung-producing livestock. Moreover, where the amount of home-produced dung exceeds home-production as recorded in table 18D by some very substantial amount, an explanatory note should be included.
- For all inputs appearing in table 7, there must appear corresponding crop operations for the crop in question in table 12.
- Where irrigation charges are paid in kind there must be agreement between data contained in table 7 and that contained in table 6B under the columns “Quantity used for payment of rent and wages” (bearing in mind other pertinent data contained in tables 5.1.1, 5.3.1, 11 and 12).
- Where the household has whole or partial ownership of a tube-well, charges for irrigation should include - where applicable - the costs of diesel and / or pump-set rental, as per data found in table 9A.
- Wherever amounts and prices are recorded, units of measure must be included.

## Table 8

This table contains data regarding extension services received by the household. The editor’s sole task as it regards this table is to ensure that the table has been completed in full. That is, where it has been recorded that the household did receive extension services from a given source, comments must be included indicating the kind of advice received. There is no possibility of disagreement between this table and others in the schedule (except where comments / observations recorded on page 27 refer explicitly to extension services that do not appear in table 8).

## Table 9A and 9B

These tables record data regarding household ownership of means of production used in agricultural production. Table 9A focuses specifically on ownership of wells and tube-wells. Table 9B records data regarding equipment used in irrigation and other means of production. In both cases the tables record information on the costs incurred in acquiring and maintaining the item in question, and any income generated by hiring out that item (or services requiring its use) to other households.

## Table 9A

In this table appear data specific to the ownership of wells and tube-wells. These include the type of ownership, year of installation, present depth, type of lift system, source of power, costs of installation, and maintenance charges over the past year and the pattern of irrigation on land owned and /or operated by other households (including any income thereby generated).

- As it regards the cost of installation, it should be clear whether or not costs recorded in table 6A in relation to equipment for irrigation are included or excluded from the costs recorded in table 6B. The same is true of maintenance expenses.
- Where land operated by other households were provided with irrigation as part of a tenancy contract, there should be agreement between the relevant data contained in table 9B and that contained in either table 5.1.2 or 5.3.2.
- Where tube wells/bore wells are jointly owned, it should be clearly indicated whether any income generated through their used is recorded as the total amount of the respondent's share.
- Wherever amounts and prices are recorded, units of measure must be included.

## Table 9B

In this table investigating teams will record data pertaining to ownership of any and all agricultural means of production - other than wells and tube-wells – owned by the household (means of production for non-agricultural business activities will themselves appear in table 26). Although it might be expected that the present value of a given item (as estimated by the respondent) would be less than the price paid per unit, this is not always the case. For example, higher market prices for iron might render a plough more valuable today than it was when purchased 10 years ago. Similarly, expenditures regarded as 'maintenance' on a tractor might in fact represent improvements made to that machine resulting in an increase in its present value above and beyond the price originally paid for it. In such cases an explanatory comment should be included. A few other considerations are as follows:

- Depending on the economic characteristics of the village in question, it might be considered the norm that certain owned means of production are rented out to other households. This might be true of such things as diesel pumps, tractors and power tillers. Where this is the prevailing norm, a lack of such rental earnings should be accompanied by an explanatory comment.
- Several crop operations found in table 12 require the use of specified means of production. Where rental charges for those are not listed in conjunction with whose operations in table 12, ownership of the same should be recorded in table 9A.
- Wherever amounts and prices are recorded, units of measure must be included.

#### Table 10

This table records data on other costs incurred throughout the agricultural year. For each item, the amount spent and month of payment must be recorded. For some items, special considerations apply:

- For crop insurance, where insurance is taken as a mandatory condition of taking an agricultural loan, comments should appear specifying this to be the case and linking the crop insurance to a specific loan listed in table 25A.
- Where consultancy/private extension is recorded as a cost in table 10, the same should appear in table 8 including details of the kind of advice received.
- Where well sinking appears as a cost this table the same should appear in table 9B with all other relevant data.
- Where it is clear that electricity or diesel has been used for irrigation or other uses and the costs for that are not recorded elsewhere in the schedule, they should appear in table 10.

#### Table 11

Table 11 records data on the employment of long-term workers and managers by the household. This data usually pertains to a small set of households in any given village. In such cases:

- Where payments in kind are made to long-term workers or managers, the relevant data recorded in table 11 should agree with that recorded in table 6B (bearing in mind other pertinent data contained in tables 5.1.1, 5.3.1, 7 and 12).
- Where a household has employed a long-term worker or manager who is engaged in agricultural labour and / or operating machinery, labour inputs from that worker should appear in table 12. If this is not the case, some kind of explanatory comment should be provided.

## Table 12

Table 12 records labour inputs for agricultural activities related to all of the crops recorded in table 6A (with exceptions possible in situations approximating that described in footnote 1). The relevant data include the days and hours of family, daily (hired), exchange and long-term worker labour committed to each crop operation, payments in cash and kind to piece-rated workers, and work hours and payments for machine labour. In editing this table it is essential that the editor refer to the list of crop codes prepared for that particular survey. From an efficiency standpoint, it is highly advantageous for the editor to commit the crop lists for at least the most commonly cultivated crops to memory. Some specific considerations relating to table 12 apply:

- Wherever crop operations require machine or animal inputs, rental costs or wage rates for daily labour including the cost of animal labour must be recorded except where household ownership of the necessary means of production are recorded in table 9B.
- Where payments in kind to piece-rated workers are recorded, the relevant data recorded in table 12 must agree with that recorded in table 6B (bearing in mind other pertinent data contained in tables 5.1.1, 5.3.1, 7 and 11)
- For each input recorded in table 7, a corresponding crop operation must be recorded in table 12.



- Where crops recorded in table 6A are noted to have “failed”, crop operations up until the point of crop failure and, where relevant, the harvesting of whatever straw or other by-product can be salvaged from the failed crop should be recorded in table 12. Where such salvaging takes place, production should be recorded in table 6B.
- Where crops recorded in table 6A are “not yet harvested” it is important that the investigating team record the labour inputs for each operations carried out up to the point of interview as well as any operations carried out after the equivalent point in the cultivation process for the same crop in the previous year (where applicable).
- Where labour inputs from a long-term worker are recorded, employment of a long-term worker should be recorded in table 11.
- Wherever amounts and prices are recorded, units of measure must be included.

### Table 13

Table 13 records the pattern of agricultural laboring out by members of the household over the preceding agricultural year. It follows the same system of crop codes used in table 12 and records the type of wage paid to the household member (daily, piece-rated or otherwise), place of work, number of days and hours worked and wages paid in both cash and kind. For operation remunerated with time-rated wages, a rate of pay in cash and / or kind must be recorded for each operation. For piece-rated operations, the total amount of cash and or kind received by the household member for the entirety of their work on that operation must be recorded. As in other tables, it is essential that units of measure are included. Some special considerations specific to a given village might affect the way in which data is recorded in this table. Such considerations will be highlighted and explained either in training or during daily survey team meetings. There is no possibility of disagreement between this and other tables in the schedule, except as it pertains to the sum total of days employed in all types of work over the agricultural year for a given individual (see section 2.2).

### Table 14

This table records data on the employment of household members as long-term agricultural workers. These include information on the employer, the tasks performed by the long-term worker, the number of months for which the worker was employed and the total earnings in both cash and kind. In many cases (depending on the investigating team), where a household member is employed as long-term worker, questions related to table 16 should also be canvassed. Beyond this, there is no possibility of disagreement between this and other tables in the schedule, except as it pertains to the sum total of days employed in all types of work over the agricultural year for a given individual (see section 2.2).

### Table 15

Table 15 records data on non-agricultural labouring out by members of the household. 'Non agricultural labouring out' refers to all non-agricultural waged labour including – but not limited to – casual labour, work in the National Rural Employment Guarantee Scheme (NREGS) and wage-based employment in non-agricultural fields, Data recorded in the table must include the name of the worker, a description of the work, the place of work, the number of labour days worked in that occupation in the last year, the type of wage contract and total earnings in cash and / or kind. The number of labour days should be recorded in days, rather than months (or in days per month in to x number of months). There is no possibility of disagreement between this and other tables in the schedule, except as it pertains to the sum total of days employed in all types of work over the agricultural year for a given individual (see section 2.2).

### Table 16

Table 16 is concerned with the issue of labour services. This is an issue of vital importance in the study of agrarian relations in India, but is at the same time a sensitive issue to discuss. As such, questions related to table 16 are not canvassed in all cases and by all investigating teams. Table 16 questions are usually omitted with good reason, but all the same, where data contained elsewhere in the schedule suggest that one or more members of a household might be subject to a labour servicing-type arrangement, the editor can and should inquire as to why table 16 was not completed. The editor should, therefore, consult the appropriate literature and gain some familiarity with the concept of labour servicing before the commencement of the survey. As with other tables, all the

relevant columns should be completed. Labour days should be reported as days or as days per month in to x number of months.

### Table 17

Table 17 refers to income from state and common property resources. It is essentially a straightforward table without potential for conflict with other tables in the schedule. The investigating team should complete all of the relevant columns and include units of measure where applicable. Where relevant columns are not completed, explanatory comments should appear.

### Table 18A, B, C and D

This series of tables records data on animal resources including the inventory of animals under the household's possession (A), use of feed(B), other expenditures (C) and output and incomes (D). For table 18A, it is important to remember that specific requirements apply to cattle and buffalos, as opposed to all other animals. For these animals, the sex, adult / calf distinction<sup>2</sup>, breed (cows only) and age is to be recorded. For all other animals only the number and present value is required. In table 18B the investigating terms should record all sources of feed for animals, including that produced by the household and that which has been purchased. Quantity and value should be recorded for each type of feed. It is particularly important that the value of purchased feed be recorded. Table C refers straightforwardly to all other expenditures made in relation to animal husbandry over the past year. Table D refers to all outputs from animal resources and incomes derived from them. A few considerations apply:

- Where the household owns cattle, buffalos, horses and / or camels there should be a record of dung production either for home use or sale (this is also true in the majority of cases wherein households own goats, sheep or pigs and in cases wherein the household owns a significant number of chickens).
- Cows typically give milk for approximately 12 months after giving birth (depending on the breed). Where a cow and calf aged less than 2 years appear in table 18A, milk production should appear in table 18D.

- Where milk production is recorded in table 18B but no cow and / or calf of appropriate age appear in table 18A, that cow and /or calf must appear in table 20 as an asset lost or sold. The cow and /or should have been lost or sold during a month that would allow for milk production in the preceding months to have occurred within the year under investigation, as per the data recorded in table 18.
- Where animal products are sold, the quantity sold and price obtained should be recorded. As always, units of measure must be included.

### Table 19A and 19B

These tables record income from non-agricultural and non-wage labour sources. Table 19A includes all non-crop production business activities. This includes a wide range of business activities in the agricultural and non-agricultural sectors. Data regarding earnings from artisanal occupations is also recorded here. The table is essentially straightforward and there is no potential for conflict with other tables in the schedule. The editor should be mindful of the potential for investigation teams to erroneously record a household member's gross earnings from a given activity rather than the net (instructions regarding this requirement appear below the table).

Table 19B records other sources of income including salaries, rents (other than those derived from agricultural land or means of production), remittances, pensions, scholarships and other activities. Again, this table is relatively straightforward in so far as the investigating team provides an adequate description of the work in question. In the case of remittances investigating teams should indicate if the figures recorded under the column "total earnings last year" refer to the total earnings of the individual in question or the amount remitted to the household. In both tables 19A and 19B units of measure must be included wherever numerical figures appear.

### Table 20

Data pertaining to the acquisition and loss of major assets is recorded in table 20. In this, assets having come into or out of the household's possession over the past year are seen to have been either sold, lost, purchased or acquired. Where assets have been sold or purchased, prices received or paid must be recorded. Where assets have been lost or acquired, some description of the means

by which they were lost or acquired should be included (usually in the leftmost column). Assets purchased or acquired in the past year should also appear in table 26, unless table 20 indicates that the same assets were subsequently sold or lost.

### Table 21

Table 21 is concerned with data regarding school attendance for children aged 6-16 years. Any and all such children appearing in table 2 should also appear in this table. The table is divided into two major parts: the first part is concerned with extended absences for children currently enrolled in school. The second part is concerned with children aged 6-16 who are not enrolled in school and the reasons for their lack of enrollment. At least the first column in the relevant section should be completed for each child. If, in either section, the answer recorded in the first column is yes, the remainder of that section should be completed.

### Table 22

Table 22 records data on the household's access to the Public Distribution System. Investigating teams will, if possible, view the household's ration cards and record the number and classification of those cards, the colour of the cards, and the number of adults and children registered in the PDS system. If the investigators are unable to view the cards, this information should be collected on the basis questioned asked of the respondent. If the household is not in possession of ration cards, the stated reason for this should be recorded. There is no possibility for conflict between this table and any other table in the schedule.

### Table 23

Table 23 records data on sources of water for domestic use (including animal husbandry). The first three columns in the table should be completed using the codes provided. For each source of water it should be indicated whether that source is the primary or secondary source for four key domestic water use categories or if the source in question is not used for that given purpose. Any costs (including fees and maintenance expenditures) should be recorded in the appropriate column.

- Where the source listed in column one is 2 (hand-pump), and ownership is 1 (personal) and hand-pump should appear as an asset in table 26.

- Where the source of water is a tube-well/bore-well (3) or a well (4) and ownership is 1 (personal) or 3 (joint/group/public) that well should appear in table 9A if and when the ownership code “3” refers to joint ownership.
- Where the source of water is a 5 (pond/open tank) and ownership is 1 (personal) or 3 (joint/group/public) that pond should appear in table 3, if and when the source code “5” refers to a pond and the ownership code “3” refers to joint ownership.

## Table 24

Table 24 is concerned with housing. Data recorded in this table refer to the age of houses, their most recent repairs, physical characteristics of the house (including types of building materials), access to electricity and latrines, source of energy for cooking and access to government support for household construction, upgrading and maintenance. A house will be classified as “owned” if the respondent is not paying rent for it 3. Where there are multiple houses, all applicable columns should be completed in full for each.

## Tables 25A, B, C, and D

This series of tables is concerned with data on indebtedness. Table 25A records data on outstanding loans, table 25B focuses on loans borrowed and repaid in the last year, table 25C records membership in self-help groups and table 25D records details of bank and post office accounts held by members of the household. Some specific considerations apply to each:

### Table 25A:

- Each outstanding loan (including land mortgaged out) must be recorded separately with a corresponding serial number.
- If any data is missing from any column along a given row, some indication as to why must be provided, except in the case of collateral, which only applies to some loans. Collateral can be given in the form of durable assets, land papers, land (mortgaged), insurance policy papers, refundable deposits or otherwise.

- The rate of interest must be recorded and, where applicable, it should be specified whether interest is ‘compounded’ or ‘simple’. Where interest is compound, the period over which it is compounded should also be specified.
- Some data can be omitted from the “amounts outstanding” column, where other information contained in the row renders those columns redundant (example: where the amount repaid is “none”, the amounts outstanding are obviously “all”).
- Under the “source of borrowing column”, recorded data should include one of the codes listed in table 25B.

Table 25B

- Each loan borrowed and repaid in the last year (included land mortgaged out) must be recorded separately with a corresponding serial number.
- If any data is missing from any column along a given row, some indication as to why must be provided, except in the case of collateral, which only applies to some loans.
- The rate of interest must be recorded and, where applicable, it should be specified whether interest ‘compounded’ or ‘simple’. Where interest is compound, the period over which it is compounded should also be specified.
- Under the “source of borrowing column”, recorded data should include one of the codes listed below the column.

Table 25C

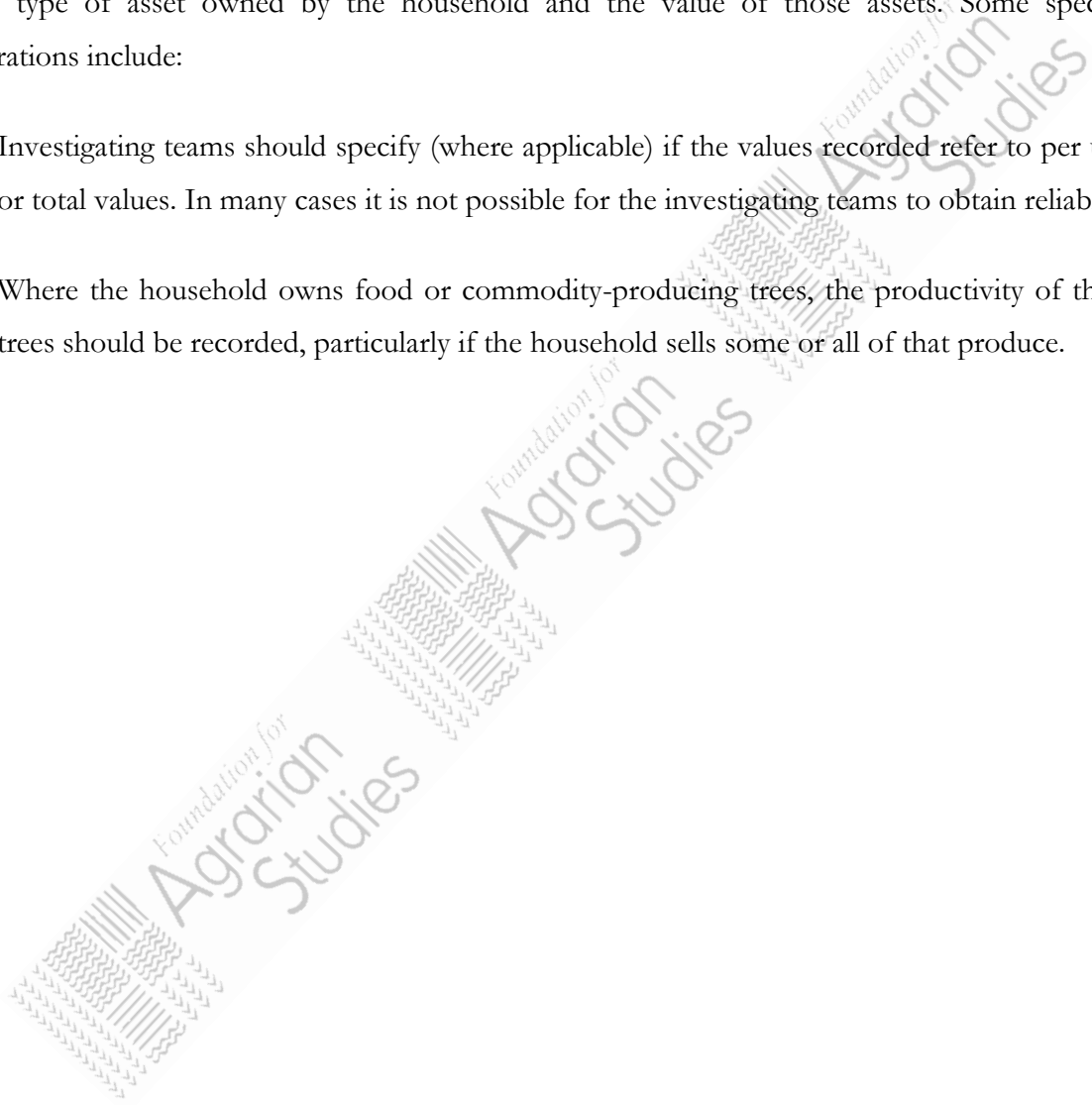
- If multiple household members are members of the same group, the details of each household’s member’s membership should recorded separately.
- If an individual is a member of multiple self-help groups, the details of each membership should be recorded separately.

- Wherever data is omitted from a given column, the investigating team should include some explanatory comment.

## Table 26

Table 26 records data on asset ownership. The investigating team should record data on the number of each type of asset owned by the household and the value of those assets. Some specific considerations include:

- Investigating teams should specify (where applicable) if the values recorded refer to per unit or total values. In many cases it is not possible for the investigating teams to obtain reliable.
- Where the household owns food or commodity-producing trees, the productivity of those trees should be recorded, particularly if the household sells some or all of that produce.





## Section 2.2

The survey schedule for the Project on Agrarian Relations in India is designed to collect specific information in order to address defined research questions. These research questions cover several aspects of household economics and, taken as a whole, the schedule provides a reasonably complete picture of economic and class condition of the household. The reader of a completed schedule, therefore, should be able to piece together a coherent and logically plausible understanding of how a household meets its daily needs. By in large, the information required to make such an assessment can be found in tables 1 through 26 of a completed schedule. At the same time, however, there are likely to be important characteristics of a household that do not show up in those tables. The comments/observations field found on page 22 of the schedule provides the investigating team with an opportunity to record any such information in order to ensure that an accurate and complete assessment of the household has been carried out.

### Comments and Observations

In recording comments and observations on page 22 of the schedule, the investigating team should address a few key points. They should provide some impressions of the economic and housing conditions of the household, and its overall class character. The process of defining the class character of a household for the PARI is informed by the observations of the investigating team along with several other factors. Regarding the condition of housing, additional comments might, for example, indicate that a household home is in particularly run-down condition or, on the contrary, that it exhibits the trappings of affluence. Additionally, the investigating team should record any important or unusual characteristics of a household that influence its ability to maintain itself or the means by which it does so. This is essentially an open-ended requirement and it is up to the investigating team to determine what extra information should be recorded. It is neither necessary nor desirable for these observations and comments to repeat information contained elsewhere in the schedule. The editor's role with regard to comments and observations is to ensure that investigating teams are communicating, at the very least, some observations of the household's economic condition and class character, to confirm that those comments are consistent with the data contained within the rest of the schedule, and to remind the investigating teams, where necessary, that summaries of the data found within tables 1-26 are not required. Again, the schedule

as a whole should provide a complete and logically plausible picture of how the household meets or exceeds its daily needs. The observations and comments should serve to complete this picture wherever the information contained in the household fails to do so.

## Income and Expenditures

Determining whether or not a particular schedule conveys a more or less coherent and plausible description of a household functioning as an economic unit entails determining, in broad terms, the household's balance of income and expenditures. This does not mean that editor must engage in a formal calculation of incomes and expenditures. Instead, the editor must ensure that there are no glaring abnormalities in either regard. Household incomes over the past year are found in tables 4.1, 5.1.2, 5.2.2, 5.3.2, 6B, 9A, 9B, 13, 14, 15, 17, 18D, 19A, 19B, 20 and 25A. Expenditures are found in tables 4.2, 5.1.1, 5.2.1, 5.3.1, 6B, 7, 9A, 9B, 10, 11, 12, 18B, 18C, 20, 23, 24, 25A and 25B. The editor should, in so far as possible, make a rough tally of both incomes and expenditures to ensure that the household has sufficient income (including borrowing) to support its reported expenditures. Where there is a significant imbalance favoring incomes over expenditures, the editor should expect to see substantial deposits in the household's bank accounts 4. If no plausible explanation of major imbalances is to be found, there is reason to suspect some over or underreporting of data. Finally, the estimate of total incomes should provide some indication that the household is able to provide at least for the survival of its members. For this purpose it is helpful for the editor to become familiar with the income poverty line for the district under observation. If the per capital income of the household is substantially below that line, there is reason to suspect that some source of income has been underreported or missed out altogether. When producing a rough estimate of incomes and expenditures, a few considerations apply.

- In tables 4.1 and 4.2, only land bought or sold in the last year are to be included as sources of income or expenditure.
- In tables 5.1.1 and 5.3.1, to avoid double counting, only rental payments in cash should be included as expenditures, payments in kind will appear in table 6B.
- In table 6B, for the purposes of estimating income, the market price of any grain or byproducts should be applied to whatever quantity of the same is kept for home

consumption. If such a price cannot be found in the schedule in question, standard values derived from other schedules should be applied.

- In table 7 and 12 care should be taken to ensure that costs for the purchase and transportation of manure are not double counted.
- In tables 9A and 9B, care should be taken to ensure that any installation and maintenance costs for pump-sets and other tube-well equipment contained in both tables are not double counted.
- In table 18B the value of home-grown feed should not be counted as an expenditure, as this would have been included in the household consumption of agricultural byproducts in table 6B.
- In table 25A the difference between the principal and the amount repaid represent the amount to be considered 'income'
- In table 25B the difference between the total amount repaid and the principal represents the total cost of borrowing.

### Over and Under-reporting:

Throughout the schedule there are opportunities for respondents to, inadvertently or otherwise, under or over-data. In many cases it is not possible for either the investigating team or the editor to identify over or under-reported data with any degree of certainty. There are, however, circumstances wherein it is reasonable to suspect over or under-reporting:

- In table 6B it is possible for both production and the price of products to be over or under-reported. In most cases, members of the survey team will collect average productivity rates for different crops in different seasons as well as price ranges for various agricultural products. It is up to the editor (and the investigating teams) to ensure that, where recorded data diverges from these, further inquiry is undertaken resulting in either amended figures or an explanation.

- In table 7 it is possible for input prices to be over or under-reported. In most cases members of the survey team will collect standard values for and these figures can be corrected during the process of data cleaning. (More on standard values below).
- In table 12 it is possible for daily labour and machine labour wage rates to be over or under-reported. Where unusually high or low figures appear, a note should be included explaining why. If no such note appears the editor should provide a comment to the investigating team requesting further explanation.
- The total number of days worked by a member of the household can be estimated from tables 12, 13, 14, 15, 17, 19A and 19B. The number of days worked by an individual household member can often not be determined accurately because table 12 does not identify family labour days with particular individuals and because tables 14, 19A and 19B do not record days worked explicitly. All the same, it is possible from a review of these tables to determine whether or not an individual household member has worked for a reasonable number of days over the past year. Where it appears that an apparently able bodied household member has worked very few days in the past year, some information in table 2 or in the observations and comments on page 22 should provide some explanation. Where an individual appears to have worked for an impossibly large number of days, further inquiry may be required. In either case, the editor should provide the investigating team with a comment requesting further explanation.

#### A note on standard values

Standard values are useful where and when respondents are either unable or unwilling to provide some information. Standard values can be determined on the basis of averaging the values of equivalent data found in other schedules, from the responses of key informants and from research conducted by member of the survey team. Investigating teams most frequently request the use of standard values for the value of assets found in table 26. This is often because, after sitting through an interview lasting 2-3 hours, respondents begin to lose patience for questions regarding the value of their belongings, or because the respondents are unable to provide reliable figures in this regard. Excessive reliance on standard values detracts from the quality of the data set and should be

discouraged. All the same, it is not necessary in most cases to request further investigation where and when the investigating team has requested that standard values be used. The editor is to exercise discretion in this regard.



## Section 3: The editing process

The editing process comprises four main steps to be carried out concurrently with the village survey itself. If and when the editor identifies problems with survey schedule, it may be necessary for the investigating team to return to the household in question to gather further data. For this reason, it is important that the editing process proceed in an efficient and timely manner.

### Step 1 – Receiving Schedules

Once an investigating team has completed a household interview, its members will clean the schedule, add comments and observations and submit the schedule to the editor. The editor must maintain a register of schedules to record these submissions. The register should contain 5 columns. The first contains the serial number of the schedule, which must also be recorded in the “Household Number” field on page 1 of the schedule. The second column contains a “status” code indicating that a schedule has been submitted, that it has been returned to the investigating team for correction or that the schedule has been filed as “complete”. The third column contains the name of the head of household. The fourth column contains the names of the investigating team record this information in the register. The editor should ensure that the investigating team has recorded the necessary information regarding their own names, the date of interview and its duration on page 22 of the schedule.

### Step 2 – Editing the schedule

The process of editing is described in detail in section 2. The comments and observations recorded on the final page of the schedule should be consulted prior to proceeding past page 1. Often apparent problems found within the schedule are explained by these comments and observations. For the purpose of recording editing information for future reference and to facilitate the easy provision of editorial comments to the investigating teams, the editor should construct a table similar to the one shown below, created in MS excel.

Household # 20 Head of Household Hari Mohan Rai Investigators Bhanwar, Gopal, Sanjit Date of Interview (last)

22.6.10 Date of Submission 23.6.10 Editor's comments Table 6B: For crop 4, what was done with 500 bundles of jute sticks? Table 12: For the potato crop, operations 5 no family labour hours are recorded. For operation "spraying" no machine rental costs are recorded. Table 12: For crop 4 (jute), no estimated family labour hours are recorded for operation 11 (separating leaves from stem) Table 12: For crop "chilli" no family labour hours are recorded for harvesting operations. Table 18D: Production of 3 pairs of pigeons is recorded, but so too is the sale of 5 pairs.

If the editor has proceeded through the schedule and no problems have been identified, the schedule can be filed as complete. A corresponding change should be made under the "status column" in the register. In such a case, steps three and four will not apply. If problems have been identified or the editor would like to request some clarification, comments should be recorded as in the above. These comments tables can then be printed off and attached to the final page of the schedule with a staple pin.

### Step 3 – Returning the schedule

Once problems have been identified, comments have been written and the comments table has been attached to the back of schedule, the schedule can be returned to the investigating team for correction. At this point a corresponding change should be made under the "status" column in the register.

### Step 4- Accepting resubmission, checking corrections and filing complete schedules

Once the investigating team has accepted the schedules for correction, made (where necessary) further inquiries, and made the necessary corrections, the schedules will be returned to the editor. The schedules should be returned with the editorial comments still attached to the final page. At this point the editor must confirm that the necessary correction and/or clarifications have been made. If the editor is satisfied that this is the case, the schedule can be filed in a separate file folder for completed schedules. If the editor is not satisfied that the necessary corrections or clarifications have been made, the schedule should be returned to the investigating team for further correction. When a schedule is finally accepted as complete, the necessary changes should be made under the status column in the register.

## Final remarks

The preceding represents a reasonably comprehensive but not exhaustive overview of the schedule editing process during village surveys for the Project for Agrarian Studies in India. An attempt has been made to identify most if not all of the common problems encountered during the 2010 round of surveys covering four villages in two states (Rajasthan and West Bengal). That said, every survey round and every village will present unique challenges and it will be up to the survey team to develop responses to them. This holds true for the editing process. Similarly, the process described in Section 3 of this manual is one that proved effective during the 2010 round of surveys. The editor should feel free to amend this process to the extent that doing so enhances the efficiency and comprehensiveness of the editing process. Finally, amendments to this manual itself should be made in conjunction with any amendments to the survey schedule itself or when new problems, solutions or procedures for dealing with editing problems are developed.

