



Government of Telangana

Samagra Kutumba Survey
2014

Manual for Enumerator

Important directions:

1. Questions with hash mark # symbol are mandatory. Further details shall be collected when the answer is Yes.
2. Fill the responses very clearly. It should be clear and written in readable handwriting.
3. Don't fill the questioner in hurry. Spend enough time to each household
4. Visit the household, interact with the family and fill up the survey format. Don't write anything assuming on your own.
5. Before the filling the survey format, read out the survey format declaration to the family and also inform that signature of the head of the family/members of the family will be taken at the end of the survey.
6. Observe the situation of the family/house/household; discuss with them and write down the true information.
7. If the house is door locked, then write only the name of the head of the household by asking the neighbors, leaving all other fields vacant.
8. If the household is semi nomadic tribes / household, then collect the details regarding assets, permanent residence.
9. Nomadic tribes / household will not have permanent residence. Capture the details of these sections also in the survey.
10. The following secondary information has to be collected by the enumerators and village special officer before going to each of the household.
 - a. Pension details
 - b. Disabled pensions (SADAREM) details
 - c. Government Supported Housing details
11. Refer to the Government (State / Central) issued documents to collect the actual information. The documents like Aadhaar card, Bank pass book, Post office pass book, Gas connection book, Educational qualification certificates, Disability (SADAREM) certificate, Land documents..etc.,
12. Codes are given for questions with asterisk (*) mark. While filling the questions with star mark refer to the codes in code card, select the suitable code and fill in the respective column.

Definition of household:

Group of people who live together under the common roof and share the common kitchen shall be taken as one household. If one or more married couples are staying along with their parents under the one roof sharing the common kitchen consider them as one family and take their full details in one format. Normally one family stays in one house. But in few houses more than one family like brothers stays in one house but will have different kitchens. In this case for the families living in the house different survey formats shall be used.

Explanation for the fields in Household Survey Format

#EB Number: Enumeration Block Number: Enumeration block IN GHMC area Enumeration block is the same. Enumeration block used in census survey 2011.

#Notional house number: Every house is given one notional number for the purpose of Household Survey. Fill in the notional number given to the household.

#Household Survey format number: Household survey format numbers are preprinted. There is no

need to write. One unique number is given to each format.

Part A:

Column No. 1# District name: Write name of the district in which survey is conducted.

Column No. 2# Mandal name: Write name of the mandal in which survey is conducted.

Column No. 3# Circle name: Write the name of the circle where family is residing

Column No. 4# Ward name: Write the name of the ward where family is residing

Column No. 5# Locality/colony/lane: Write the name of the locality/colony/lane where family is residing

Column No. 6# Street name: Write the name of the street where family is residing

Column No. 7# street number: Write the street number where family is residing

Column No. 8# house number: Write the houses number in which family is residing.

Column No. 9# Number of families living in the house: Write the number of separate families living in the house. If there are any families staying on rent then include them in the number of families living in the house.

Column No. 10# Whether having water connection: Ask the family whether they have municipal water connection then accordingly write the code

Column No. 11# if yes CAN number: If Yes in Column number 10; then write the CAN number properly. (CAN: Consumer Account Number).

Column No. 12# Whether property tax payer: Ask whether the house is assessed for property tax.

Column No. 13# if yes PTID number: If Yes in Column number 12# then write the PTID number. (PTIN).

PART B:

Family details: Enter the family details, only if the family is available for survey. In case the house is door locked then tick in the box and note down the name of head of the family by asking the neighbors only. Don't fill any other details.

Column No.1# Name of the head of the family: Write the name of the person who heads the family. (In the case of orphans whoever is elder among them write their as head of the family. Ex: if two children are identified as orphans, if brother is 12 years old and sister is 8 years old, write the brothers' name as head of the family.

Surname: Write the surname of the head of the household. Ex: if a person name is kaveti sudheer kumar, write kaveti as surname

Full name: Write the name of the head of the household. Ex: sudheer Kumar in the above

Column No. 2# Father/Mother/Husband name: Write only one name among father/ mother/ husband depending on the case and as opted by the individual.

Column No. 3# Number of family members: Members who are living in the family to which the format is filling. Write the details of all.

Column No. 4# Religion*: Whatever the religion name family members practice or inform that they belong to write down that suitable code.

Column No. 5# Social category*: Fill in the social category like SC/ST/BC/OC of the family they belong to. Fill in the appropriate code.

Column No. 6# Caste Name: Fill in the Caste name they belong to.

Column No.7# Mother tongue: Fill in the Mother tongue of the family. The mother tongue is the language the majority of the family speaks.

Column No. 8 Gas (LPG) connection: Fill in the status of Gas Connection (YES / NO).

Column No. 9 Gas company name*: If column 8 response is YES, then write the name of the gas company. If the company is not one from Bharath, Indane, HP, it should be recorded as others.

Column No.10 Consumer number: If the column 8 response is YES write the gas connection consumer

number.

Column No. 11 Mobile phone number: Write if the family has mobile phone number. If the more than one family member has mobile phone number take only the important family member's mobile phone number.

Column No. 12# IT Assessee: Even though one member of the family is paying Income Tax considers it as IT assessee family.

Details of orphans:

Column No. 13 Residence of orphans*: If the village orphans are identified the details of them should be captured. Find out the present residence of orphans and write appropriate.

Column No. 14 status of orphan*: Write the status of the orphans i.e. the reasons for being orphans.

Nomadic tribes definition:

Nomadic tribes are tribes who don't live at one place, who roam around for purpose of work are called nomadic tribes. Some of the nomadic have permanent residence so they roam around for some time and come back to their permanent residence these are called semi nomadic. For other they don't have permanent residence. They wander from one place to another place. If the nomadic tribes have permanent residence any where write appropriate code and write down the details of the permanent residence.

Column No.15&16&17&18: Ask the nomadic tribes whether they have permanent residence. If YES write the details of the permanent residence. Village name, Mandal name, District name.

Column No. 19 duration of stay*: Fill in the duration of their stay in the present place.

Part C:

Details of housing: write the details of the house where the family is presently living.

Column No. 1# status of house*: write the status of the house in which they are living. Ask the status of the house and observe and write down the particular code. Some people live in temporary shelters made of plastic roof for the temporarily or permanently.

Column No. 2# Type of roof*: write the type of the roof of the house in which family is living

Column No. 3# No. of floors in the house: the number of the floors of the house in which the family is living at present.

Column No. 4# Usage of house*: how the house is being used. Ex: in some cases houses are also being used partly for residence and partly for commercial.

Column No. 5# Number of rooms excluding kitchen: In the house where the family is presently residing write the number of rooms excluding kitchen. If the family has only one room in which kitchen is located at one side of the room then consider it as a one room and write down the one number.

Column No. 6# House in other place: ask the family whether they have house elsewhere also and write the code accordingly.

Column No. 7# House site in other place: ask the family whether they have house site elsewhere and write the code accordingly.

Column No. 8# Are you beneficiary of Government Housing Scheme: government has implemented housing scheme in the past, as part of that scheme houses were sanctioned. Ask the family whether they are the beneficiary of that house and write the code accordingly.

Column No.9# year of house construction: ask this field if the family is beneficiary of a government housing scheme then capture the year of the construction of the house.

Column No.10# type of house*: if the family says that they are living in either own house or rented house then only ask this and find out the status of the house and write the code accordingly.

Column No. 11# type of house*: if the family says that they are living in the house which is constructed as part of the housing scheme then only ask this field and find out the status of the house and

write the code accordingly.

Column No. 12# Latrine: ask the family whether they have latrine or not.

Column No.13*# Drinking water source: Ask the family about the source of drinking water facility they have and capture the code accordingly.

Column No. 14# Electricity facility to house: find out from the family whether they have electricity facility. Even if the family is electrified through illegal connection by hook, consider their houses as electrified but they will not have meter connection.

Column No.15# Meter connection: if the house is electrified then only ask this field and find out whether they have meter connection and write the appropriate code.

Column No. 16# Meter connection number: Ask only if the family has meter connection and note down the meter number. The electrical bill may be used to capture the meter number.

Part D:

Details of household: Write the details of the household who are presently living in city. Take the details of the students in the family who are studying by staying at hostel in or out side city shall be included.

Column No. 2# Name of the household member: write the name of the family members starting with the head of the household.

Column No. 3# Relationship with the head of the household*: ask the relationship of each family member to head of the household and write the code accordingly.

Column No. 4# Sex*: Ask and write the particular code. Transgender should be identified as number 3.

Column No. 5# Date of Birth/Age*: If the members don't know the date of birth then only write the age. Don't write both date of birth and age. Write only one of them.

Column No. 6# Marital status*: Ask the marital status and write the particular code.

Column No.7# Completed Educational qualifications*: In this field all the members' educational qualifications should be captured. From the code 1st class to degree final year completed educational qualifications has to be written after that present studying. Ex: If Geetha is studying degree final year write code of degree final year, if Latha is studying medicine final year write code of medicine studying.

Column No. 8# Education Status of 6-14 years old children*: Capture the status of the children in the age group of 6-14 years whether they are in the school or outside school.

Column No. 9# Bank/Post office account: Ask the family members whether they have bank or post office account.

Column No. 10# Post office name: Capture the name of the post office in case of post office account.

Column No. 11# Post office account number: Capture account in post office and write down the post office account number. Post office pass book has to be checked.

Column No.12# Bank name: Capture bank name in case of bank account.

Column No.13# Bank branch name: Ask only if the members has account in bank and write down the name of the branch of the bank in which the members has account. Bank pass book has to be seen for this.

Column No.14# Bank account number: capture account number in bank and write down the bank account number clearly.

Column No.15# Regular employment: Ask the members whether they have regular employment and write the appropriate code.

Column No.16# Type of employment*: Ask the members only if the members are employed and write the appropriate code.

Column No.17# Type of Government employment pensioner*: Ask whether the member is retired from government employment and taking pension from government, if the member says yes then ask type of pensioner and write the appropriate code.

Column No.18# Type of social security pension*: Ask whether the member is social security pensioner like Old age, Disability, Widow..etc., If the family says yes then ask the type of social security pension and write the appropriate code.

Column No. 19# Major Occupation*: Ask the members about their occupation and write the appropriate code. If the member is practicing two or more occupations write down major occupation only. The major occupation is the occupation from which the family gets main income.

Column No. 20# SHG Membership*: This field is applicable only to women who completed 18 years and below 60 years and persons with disabilities, all age groups of persons with disabilities can be part of disabled SHGs. .

Column No. 21 Aadhar Card (UID) number: Capture the Aadhaar card number of all the members. Note down 12 digit Aadhaar card number captured from Aadhaar card. No EID number should be captured and written.

Part E:

Details of Persons with Disabilities: As per law, only when the disability percentage is above 40% the person will be called Person with Disability. Most of the Persons with Disabilities would have availed disability certificate with disability percentage. In case the Person with Disability do not have disability certificate and if the person is seen with evident disability then the details of that person also shall be captured.

Column No. 2 Name of the person with Disability: If any person with Disability is found in the Household as mentioned above then his/her name shall be written.

Column No. 3 Type of Disability*: The type of disability shall be written based on the code provided. The details shall be written after seeing the person physically.

Column No. 4 Disabled (SADAREM) Certificate: If the person has disabled certificate, then based on the code provided either Yes or No shall be written.

Column No. 5 Disability (SADAREM) Certificate Id Number: If the Person with Disability possess disability certificate then, the Identification number shall be written clearly from the certificate.

Column No. 6 Percentage of Disability: The percentage of disability shall be written as per the Disability/SADAREM certificate.

Part F:

Chronic Diseases:

Column No. 2 Name of the Person Suffering from Chronic diseases: In the Household if any person suffering from chronic disease is found then that person name shall be written.

Column No. 3 Type of disease*: The type of chronic disease that the person is suffering from shall be written based on the code provided. If the code is others then the name of the disease name should be written specifically.

Part G:

Column No. 2&3&4&5 Household movable asset details: If the household possess any movable assets then the details shall be written. The type and number of movable assets along with the registration number shall be written. If the same type of movable asset is two or more than two in number then only one of the registration numbers shall be written.

Part H:

Details of lands owned by family: The details of all lands pertaining to all family members should be written.

Column No. 2# (Name of the person holding land): The names of other relatives like father/ mother/ brother/ grandfather/ who are not living part of this family but the land records are on their names and the family member is entitled to have his/her share also shall be recorded. The extent of the share of family member in that piece of undivided land as shall be recorded. Wherever the land records are in cents the same shall be converted into acres and Guntas.

Column No. 3# Patta/Account No. (Khatha No.): The name of patta number which is generally written on the pattadhaar pass book shall be collected and recorded in survey format. Please note that the khata number and patta number are same

Column No. 4# Extent of Wet lands: The wet lands where paddy is cultivated shall be recorded.

Column No. 5&7&11&13# Type of irrigation*: For all types of lands (except for fallow) what is the type of irrigation or watering crops is being given should be recorded. Dry lands also sometimes provided with water through one type of irrigation.

Column No. 6& 8#: self explanatory.

Column No. 9# How land is acquired*: The method of acquiring land should be enquired and recorded as per codes.

Column No.10&12&14* Extent of Wet land & Dry land in other places: The information of land owned by family members in other villages/towns and its types shall be captured and recorded.

Column No. 15# The reasons for Dry/Fallow land*: in case of fallow lands the reasons for fallow shall be enquired and recorded. The fallow is defined as the land kept without cultivation for more than 5 years.

PART –I:

Column No.2&3 Livestock and Pets details:

The entire livestock and pets details of the household shall be written. In the table, types of livestock and pets are mentioned. The details of the livestock or pets dogs shall be collected and written in the format. The details of the poultry birds including the number in the poultry farms owned by family if any shall be written.