

CHAPTER 1

INTRODUCTION

Background of the System

1.1 Sample Registration System (SRS) in India has been recognised as the main source of information for obtaining the reliable estimates of birth, death and infant mortality rates at the state and national levels. It also provides various other advanced measures of fertility and mortality for bigger states and at all-India level.

1.2 The field investigation under Sample Registration System consists of continuous enumeration of birth and death events in a sample of villages/urban blocks by a resident part-time enumerator and an independent six monthly retrospective survey by a full-time supervisor. The data obtained through these two sources are matched. The unmatched and partially matched events are re-verified in the field to get an unduplicated count of correct events. The advantage of this procedure is that, in addition to elimination of errors of duplication, it can lead to a quantitative assessment of the sources of distortion in the two sets of records. In that way it is self-evaluating technique based on a dual record system.

1.3 The main components of SRS are: (i) Baseline survey of the sample unit to obtain its usual resident population; (ii) Continuous (longitudinal) enumeration of vital events pertaining to usual resident population by the enumerator; (iii) An independent half-yearly survey for recording births and deaths which occurred during the half year under reference and updating the Houselist and Household Schedules by the supervisor; (iv) Matching of events recorded during continuous enumeration and those listed in course of half-yearly survey; and (v) Field verification of unmatched and partially matched events.

1.4 This manual provides instructions for filling up of the following basic SRS Forms with which you as an Enumerator must be well conversant.

Form No. 1: Houselist

Form No. 3: Pregnancy Status of Women

Form No. 4: Outcome of Pregnancy recorded by enumerator

Form No. 5: Deaths recorded by enumerator

Form No. 6: Monthly Report of Outcome of Pregnancy

Form No. 7: Monthly Report of Deaths

1.5 As a part time SRS Enumerator, you are performing a duty, which is of great national importance. The vital rates and other fertility and mortality indicators that are obtained through SRS are very much needed for monitoring various developmental programmes including maternal and child care (MCH) programmes, universal immunization programme, safe motherhood programme and family planning programmes that have been evolved for checking the fertility and mortality apart from the growth of population. These vital statistics are also required by other public and government organisations for economic, social and health planning. You are the basic field worker and play the most crucial role in maintaining the

timeliness in collection as well as quality of data. You have to full-fill your responsibilities with a sense of pride and devotion.

1.6 After you have been imparted training, your primary job is to continuously record details of each birth and death event occurring in your assigned area of operation, which is either a village or a part of a bigger village or an urban block. Such details are to be collected every month in Form No.4 for Births and From No. 5 for Deaths. In addition to the continuous recording (enumeration) of births/deaths, you have to help the Supervisor in conduct of the BASELINE SURVEY for the survey area to be covered by you. Since you are expected to be familiar with the area of operation of the survey, you should extend all help needed by the official in conducting the Baseline Survey. Baseline Survey is undertaken for any survey of continuous nature like SRS for providing the inventory of houses and households together with population at the time of start of the survey. As you have been assigned an important duty and have become a part of the SRS family, kindly take pains in introducing the Supervisor to the local important persons along with the importance of this scheme in providing the changing demographic profile of the village/sample area.

1.7 As an Enumerator you are required to organise your work in the following manner:

- (i) You should read the instructions and literature given at the time of training thoroughly and understand them fully.
- (ii) In *rural areas*, you should meet the prominent persons in the village (sarpanch, panchayat members, elders of different communities, government officials, important shopkeepers, religious heads) i.e. all people who have social standing and have influence on the life of the people and acquaint them about your work and seek their co-operation. In *urban areas* also you should meet important persons of the locality, the local dai/nurse, incharge of maternity centre/hospital and the burial/cremation ground to obtain information regarding vital events in the sample area assigned to you. This will help you in removing opposition and misapprehensions of people about this scheme and will make your work smooth.
- (iii) You should be fully conversant about the local conditions and the work you are required to do. You should also evolve the best way of doing it according to prevailing situations, so that your burden is lightened. You should first go round the sample area; take a note of the physical-boundaries and landmarks e.g. road, street, lane, School, panchayat ghar, temple, co-operative store, bus stand, etc. and help the supervisor in preparing a notional map/layout sketch of your assigned area. You may divide your area into segments of particular communities (if there are clusters of different communities) and indicate location of informants in the map. The number of corner houses as also of informants should be shown prominently in the layout map. The layout map should remain with you and a copy at State Headquarters.

- (iv) You should study the house-numbering system in your area and inform the Supervisor about its existence or otherwise. In any case afresh SRS numbering has to be given to all houses by painting such numbers (SRS 001) at conspicuous place, preferably near the front gate covering all buildings and houses. You as a Part Time Enumerator have to help the Supervisor during the houselisting operation for assigning the SRS numbering to all the houses.
- (v) In rural areas, you should study the social customs and practices prevailing in the village. A note is given in Appendix A, which will give an idea on this subject and will help you in finding useful informants. The informants can be midwives or local dais, dhobis, barbers, community or religious leader (like pandits, purohits, mullas, padris, grave-diggers, students, postal peons, etc.) also maintain a list indicating their names.
- (vi) You should fix up useful informants. Although these informants will not get any financial benefit under this survey but their voluntary co-operation will be something of national importance. For this, you should have a feeling of thankfulness, which will ensure their co-operation.
- (vii) In both rural and urban areas you are required to record birth and death events from a particular date, most probably from 1st January of the year. In rural areas, you should go round and contact the informants at least twice in a month and collect full particulars of the households where births/deaths have occurred. In urban areas, you should make a house-to-house visit in a month and contact every household for finding out occurrences of births and deaths. To develop the rapport, you should express your feelings to the respondent, depending upon the type of events.
- (viii) You should then consult the House list, locate the households, visit the household along with the recording Forms for Birth/Death (Form No.4 and Form No.5) and then elicit all the details required to be entered from the Head of the household or some other elderly responsible member having knowledge of the details of each birth or death occurring in the household.
- (ix) You as a Part Time Enumerator would be custodian of Houselist (Form No. 1) and Pregnancy Status of Women (Form No. 3). Some of the items of information about current mothers/deceased persons e.g. SRS house number, household number, name and unique ID code of the head of the household, name and unique ID code of current mothers are available both in the Houselist/Pregnancy Status of Women and in Form No. 4 and Form No. 5. You should verify such details entered in Form No. 4 and Form No. 5 from the relevant Form No. 1 & 3 and satisfy yourself so that there are no differences in the two records.
- (x) In addition to your contact with the informants in rural areas, you should make house-to-house visit personally of the entire sample unit at the close of every three months i.e. March, June, September and December of each year in order to ensure complete

netting of vital events occurred during the preceding quarter. This will ensure complete netting of vital events especially for those events which might have been missed through the informants system devised by you. Additional events thus detected during quarterly house-to-house visits should be included in Birth and Death Record indicating such events by writing code '8' for Quarterly Visits (QV) in cols. 19/17 ("First Information Source") of Births and Deaths records respectively (Form Nos. 4 & 5). Such events should be indicated in the Monthly Report for the month in which the house-to-house visit has been undertaken.

- (xi) You should fill-in the Monthly Reports viz. Form No. 6 for births and Form No. 7 for deaths regularly in time, for the events recorded in the particular month for the sample areas as a whole, and despatch them positively to the state headquarters by the first week of the following month. Even though there are no vital events recorded during the month, a 'NIL' report is to be sent both for Form No. 6 and Form No. 7. Before sending a 'NIL' report to state headquarters, you should ensure that no births/deaths have occurred in the month.

CHAPTER 2

GENERAL INFORMATION

2.1 As an Enumerator, you should keep all information collected under this Scheme to yourself and shall not reveal it to anyone either for official or non-official purposes, until you have orders from the State Headquarters. If you violate this, you will be liable for disciplinary action. You should also assure all persons giving information that the same will not be revealed to anyone and will be kept confidential. They should be assured that the information given by them will not be published except for statistical purposes where individuals cannot be identified. You should also possess your Identity Card supplied by state headquarters.

2.2 You should be vigilant and should try to net all events. You should follow the procedure given in this section and use your own judgement also. Your efficiency will largely depend upon your capacity and the efforts to get information about births and deaths as accurately as possible. Besides netting births and deaths occurring to usual residents within the sample unit, you should take particular care to see that events which have occurred outside the sample unit to usual residents/out-migrants (before out migration) are duly recorded. Take particular care to find out cases of newly born babies who die soon after birth. They are often missed both as birth and as death. When you go for recording the detailed particulars of an event, try to enquire from the neighbours if they know of any "other" event of birth/death. The list of pregnancy status of women (Form No. 3) would also be useful in this regard.

2.3 You should record all births and deaths occurring to usual residents whether inside or outside the sample unit. Events pertaining to visitors will also be recorded if they occur within the sample unit. Special attention may be given to net URA events.

2.4 You should also try to visit primary health centre, maternity centre, burial ground, sarpanch, etc., at least those which are located within the sample unit and ask for information about the households in the sample unit where births and deaths have occurred and then contact such households for the details to be recorded. Confirm that all the events occurred within the unit are got registered with the nearest local registrar and also the certificates are obtained free of cost. If the event is not registered, you may request the household member to register the event and get the certificate. Please note that you will have to make special efforts in ascertaining and recording the information about the abortions/still births, which people generally avoid responding. Form No. 3 i.e. Pregnancy Status of Woman would be quite handy in this regard.

2.5 In the case of rural areas, you are required to contact informants. Try to contact each of them atleast once in each fortnight depending upon the convenience of all concerned. These visits should be regular and at fixed intervals. In the case of urban areas you should make complete round of all households in a systematic order every month for collecting information regarding births and deaths.

2.6 Supervisor along with you would prepare a list of Pregnancy Status of Women (Form No. 3) by recording the details such as name, ID code of all currently married women upto the age of 49 years in the unit. You should record the status of pregnancy in respect of each women entered in Form 3, with the help of local dais, midwives, anganwadi workers, elderly persons, institutions, etc. This will help you in knowing the outcome of pregnancies i.e. abortion/live birth/still birth for URA events besides URP events and neo-natal deaths (deaths within 28 days of birth). However, the currently married woman, who or her spouse has adopted any permanent method of family planning will not be recorded in this Form.

2.7 In rural areas, you should make a round after the close of each quarter by visiting each household in the village/segment to detect the vital events likely to have been missed in continuous enumeration during the quarter. You should start from the first household and enquire about vital events of the last three months by asking specific questions for detecting births and deaths in the household. While asking question, you should also keep handy a local calendar and equivalent English calendar. You should check up whether the household visited has an event recorded in the Birth/Death Record. If yes, then tell the respondent that from the records it appears that an event has occurred in this household during the last three months. Confirm from the respondent about this with a request to give the particulars of the event. Thereafter, ask the respondent whether any other birth/death has occurred to this household. If yes, then record the particulars in Form Nos. 4 & 5. If no, proceed to the next household. For households in respect of which there is no knowledge of the occurrence of birth/death during the quarter, try to enquire from the respondent whether any birth/death has occurred to this household. If yes, record the details in Form Nos. 4 & 5. If no, then proceed to the next household. For these events, the column of 'First source of information' should be filled in by writing code '8' for Quarterly Visits (QV).

2.8 Please keep all records properly and arrange them in sequence. All loose sheets should be tagged and put in proper files. The Birth and Death Records (Form No. 4 & 5) will be used for six months only i.e. January to June and July to December. New Birth and Death Records are to be opened and started in the seventh month i.e. 1st July or 1st January of the year.

2.9 As an Enumerator you have the following two main functions viz.

1) To associate with the Supervisor during the Baseline Survey in completing all schedules especially the followings:

- (i) Layout Map
- (ii) House list (Form No. 1)
- (iii) Pregnancy Status of Women (Form No. 3) during Baseline Survey and

2) To undertake continuous enumeration by canvassing of the following Forms:

- (i) Outcome of Pregnancy Recorded by Enumerator (Form No. 4)
- (ii) Deaths Recorded by Enumerator (Form No. 5)

Based on the recording of events in Form 4 & 5 and quarterly house-to-house visit, you should positively despatch the Monthly Reports of Births in Form No. 6 and Deaths in Form No.7 by first week of the following month.

You should also keep the following records/documents neatly and cleanly:

- (i) Layout Map
- (ii) House list (Form No. 1)
- (iii) Pregnancy Status of Women (Form No. 3)
- (iv) Stamped and addressed envelopes for despatch of Form N. 4 & 5 (Six monthly report) and Form No. 6 and Form No.7 (Monthly reports) etc. to the State Headquarters.
- (v) A copy of this Manual of Instructions meant for you to be consulted as often as necessary.
- (vi) A file containing correspondence and instructions received from the State Headquarters, Supervisors, etc.
- (vii) A note on social customs and practices prevailing in the sample areas.
- (viii) List of informants with their addresses.

2.10 At the time of Baseline Survey you should help the Supervisor by exercising all possible care in recording complete information about all usual residents of the households as certain people may hide some information or may be interested in including members who are residing elsewhere. Some people may not remember their ages or may not be able to give their correct ages. All possible care and ingenuity will be required to arrive at the nearest possible correct age. Special care should be taken about middle-aged mothers and their elder children.

2.11 When you have the intention of going out of the village/town for more than fifteen days, you should inform to the state headquarters and obtain permission. Try to make suitable arrangements so that in your absence, your duties are discharged efficiently and reports are forwarded in time.

2.12 When you come to know of your transfer from the sample unit, you should immediately inform the concerned officer at State Headquarters about it and comply with instructions as directed.

2.13 There may be cases where the household/members of household might have in-migrated after the Baseline Survey/HYSs. In such cases, events that occurred to members of such in-migrated households/in-migrants are to be treated as usual resident by recording code 3/code 4 (IP/IA) according to the event whether occurred inside or outside the sample area. Depending whether the in-migrated household shifts into a new house or the existing house, assign the SRS house number and the household number accordingly. For cases in which the in-migrated household shifts into the existing SRS house, assign the next to the last household number already assigned in that house. Record the particulars of the head of household in the Houselist (Form No. 1) against the newly assigned house and household number, as explained above.

2.14 When the Head of the household is changed, you should record the present Head of household in the Birth/Death Records. The necessary updation in the Houselist has also to be

indicated. In such cases, the unique ID number of the new head of the household would not be available with you. However, you may record the particulars of the occurrence of event against the same SRS house and household number.

2.15 In case of new households coming up as a result of partition of old household where an event has occurred, the details of such events may also be entered in the Birth/Death Records. If an event has occurred in a household which has moved in a newly constructed house, the details of such events may also be entered in the Birth/Death Records after assigning new SRS House number.

2.16 You should make special efforts to net all events of abortion, birth and death and missing none. Your efficiency is judged on the basis of events you missed which should not be more than 10% in any case otherwise it will be presumed that you are not discharging your duties well as a Part Time Enumerator.

2.17 You should read all instructions given or sent to you carefully and regulate your working accordingly. You should fill Forms and Schedules neatly and should use Arabic numerals. Kindly ensure that the mistakes once pointed out to you are not repeated again.

2.18 In the case of doubts, it is always preferable to give suitable remarks in the Schedule/Monthly Report and seek specific clarifications on such doubtful points for future use.

CHAPTER 3

INSTRUCTION FOR FILLING IN THE FORMS

3.1 Form No. 1 - Houselist

3.1.1 The purpose of the Houselist Form is to give a complete listing of all houses and households within each house along with the name of the head of the household for ensuring complete coverage and quick referencing. Preparation of layout map is a pre-requisite to the house listing, the details of which are given below:

3.2 Layout Map

3.2.1 Before starting the house listing, the boundaries of the village/segmented village or urban enumeration block should be distinctly marked in terms of permanent and easily identifiable objects like roads, streets, canals, buildings, etc. You as the enumerator should assist the Supervisor in preparation of a rough layout map of the entire sample unit during the Baseline Survey and also its updation during each HYS. The layout map should indicate prominent features and landmarks such as the site of settlement and layout of all roads, lanes, by-lanes, cart tracks, hills, rivers, nallahs, etc. In case any road, street, lane or by-lane bears a name by which it is commonly known in the locality, the same should be indicated on the map. Important premises like, School, Panchayat Ghar, Post Office, Hospital, Temple, Church and Mosque etc., with their SRS house numbers should be prominently shown on the map. Every single house should then be marked on this sketch along the roads, streets, lanes and by-lanes, as the case may be. The Pucca houses should be shown by squares (□), Semipucca houses by squares crossed inside (⊠) and Kuchha and Thatched houses by triangles (Δ). The names of owners of houses at turning points and other convenient intervals may also be indicated. After marking the houses on the layout, it will be easy to decide in which direction house numbers would run. The layout of the sample unit may suggest that house numbers may commence either from Northwest to Southeast direction or in a clockwise or anticlockwise order or from any other more convenient point of a sample unit such as panchayat office or a school. Continuous house numbers will have to be given by the Supervisor starting from SRS 001 on the first house. If a new building, either Pucca, Semi pucca or Kutchha, is found after the house numbering in the midst of buildings already numbered, it should be given next to the last allotted SRS house number in the unit.

3.2.2 The number allotted to each house should be marked on the sketch. The direction of house numbering should be indicated with the help of arrow marks at intervals. While updating the layout map the new houses should be depicted in red ink and the demolished house should be scored by putting 'X' mark.

3.3 House listing

3.3.1 After the preparation of the layout map, the following steps should be adhered to for recording the information in the Houselisting, Form No. 1:

- (i) A complete list of houses in the selected sample village/segmented village or urban enumeration block, which may be used as a frame to cover all the houses and households in the building. This work should be done systematically, in order to ensure that no house or household is left out.
- (ii) A house is a structure or part of a structure inhabited or vacant or a dwelling, a shop, a shop-cum dwelling or a place of business, workshop, school etc., with a separate entrance. Any of these houses will be taken as residential (wholly or partly), if someone sleeps there at night and takes his meals from the common kitchen. Every house whether it is a place of habitation or not should be numbered in order to ensure complete listing. The house number should be painted at a conspicuous place near the gate and should start from SRS 001 and be allotted to all houses irrespective of its use.
- (iii) A household is the entire group of persons, who commonly live together in the same house and usually take their meals from a common kitchen. In the case of a single member household, this condition would not apply. The head of the household is a person who is recognised as such by the members of the household.
- (iv) If a new building, either Pucca, Semi-pucca or Kutcha, is found after the house numbering in the Baseline Survey or during the subsequent HYSs, in the midst of buildings viz. X1 and X2 then record the number of the new building as given by the local revenue authorities. Also assign, the SRS house numbers to the houses within this building and the numbers will be allotted as next to the last serial number assigned in the Houselist (From No.1).

3.3.2 During the Baseline Survey a complete list of houses (residential/partly residential, non-residential or vacant) is to be prepared in Form No. 1 in respect of the sample area assigned to you. Each page of the Houselist should be given a continuous serial number starting from first to the last page. The Houselist is to be updated by the supervisor during each HYS for changes in status of houses, their use and head of household, etc. After making necessary updation, the houselist will remain in the custody of the PTE. The supervisor will note down the changes in a blank Houselist (Form No. 1) for their updation in State Headquarters. The various columns of Form No. 1 are described below:

3.4 Identification particulars:

3.4.1 Record the identification particulars such as State, District and Village/Town with codes, Name of the Sample Unit and Unit code (ten digits) and Permanent Location Code Number (PLCN), as recorded in Census of India 2001 at the top of the Houselist.

3.4.2 A sample unit code consists of ten digits unique number and is to be assigned to each SRS unit. The unique unit code number to all the SRS units has already been assigned. However, the following example explains the system of allotting the unique unit code number.

State code		R/U	Natural Division	District		Stratum	Unit Number		
1	9	1	4	1	2	2	0	1	0

State Code: The first two digits pertain to state code, which is assigned to each State/Uts. In the above example, the state code 19 belongs to West Bengal.

Rural/Urban Code: The 3rd digit in the unit code is assigned for rural-1 and urban-2. Allocate the appropriate code depending whether the SRS unit is rural or urban. In the above example the unit belongs to rural area of West Bengal.

Natural Division Code: The 4th digit belongs to the natural division within the state. In the above example, the sample unit belongs to 4th natural division which is 'Central Plains'.

A natural division is a group of contiguous districts and it can vary from 1 to 6 within a state. In SRS, the natural divisions are formed only in rural areas of major states (states having population 10 million or more as per 2001 Census). If the unit is located in urban areas, the natural division will have '0' code. The 4th digit place will have '0' code for all the minor states, since there is no natural divisions within such states.

District Code: The 5th and 6th digits in the unit code are for recording the code of the district within the State/Uts. In the above example, the code 12 belongs to the district Hugli of West Bengal.

Stratum Code: The 7th digit in the unit code is assigned for recording the stratum within the Natural Division in case of rural areas and within State/Ut in case of urban areas. In the above example, the code 2 belongs to the stratum of rural areas of West Bengal and relates to the segmented village having population of 2000 or more.

In rural areas, the villages are categorised in two strata based on population viz. villages with population less than 2,000 as Stratum-1 and villages with population 2,000 or more as Stratum-2. In urban areas, the towns/cities are categorised into four strata based on the size classes viz. less than 1 lakh, 1 lakh – 5 lakh, 5 lakh and above and four metro cities of Delhi, Mumbai, Chennai and Kolkata treated as separate strata.

Unit Number: The last three digits of the unit code number belong to the SRS unit number starting from 001. In this example 010 is the tenth unit of the 2nd stratum (segmented village having population of 2000 or more) of the rural areas of West Bengal and this unit belong to Hugli district. All the SRS units will thus be numbered in a systematic manner for the entire state.

Col .1: Serial No. of Line: Each line should be given a continuous serial number starting with 1 and continued to the last house of the unit.

Col .2: Building No.:

Building: A building is generally a single structure on the ground. Sometimes it is made up of more than one component unit which are used or likely to be used as dwellings (residence) or establishments such as shops, business-houses, offices, factories, worksheds, schools, places of entertainment, places of worship, godowns, stores, etc. It is also possible

that buildings which have component units may be used for a combination of purposes such as shop-cum-residence, workshop-cum-residence, office-cum-residence, etc.

Sometimes a series of different buildings may be found along a street, which are joined with one another by common walls on either side looking like a continuous structure. These different units are practically independent of one another and likely to have been built at different times and owned by different persons. In such cases, though the whole structure with all the adjoining units apparently appears to be one building, each portion should be treated as a separate building and given a separate number. On the other hand, you may come across cases, particularly in large cities, of multi-storied ownership flats. In these cases, while the structure looks like one building, different persons own the flats. In case of such multi-storied structures having a number of flats owned by different persons, the entire structure should be treated as one building and each flat as a separate house.

Revenue authorities in rural areas and local authorities in metropolitan cities have given house-numbering system, which may not be uniform across the country. In order to locate the exact address of a particular house/household, the existing building number may be recorded in Col.2. If no numbering system exists in the unit, record 'No number' in this column.

- (i) A building under construction, the roof of which has been completed should be given a number as per records of the local authorities.
- (ii) If a new building, Pucca, Semi-Pucca or Kutcha is found after the house numbering has been completed or in the midst of buildings already numbered or at the time of subsequent Half Yearly Surveys, then the houses within the building should be given next to the last serial number assigned in the Houselist. The new building will have the number as assigned by the local authorities.

Col .3: SRS House No.: House: A house is a building or part of a building having a separate main entrance from the road or a common courtyard or a staircase. It may be occupied or vacant. It may be used for residential or non-residential purpose or both. If a building has a number of flats which are independent of one another having separate entrances of their own from the road or a common staircase or a common courtyard leading to a main gate, they will be considered as separate houses.

At the time of Baseline Survey each house (whether residential/partly residential/non-residential or vacant) should be numbered in three digits starting with 001. In case there is any addition of a house after the Baseline Survey/HYS then it should be given a number next to the last house number allotted in the unit. You should make note of new houses, immigrated households in Houselist (Form No. 1) at any point of time and inform the changes to the supervisor at the time of each HYS

Col .4: SRS Household No.: Household: A Household consists of persons, who commonly live together in the same house and usually take their meals from a common kitchen. In case

of a single member household, the condition of taking the meal from a common kitchen would not apply. The household number will be of two digits. At the time of Baseline Survey within each SRS house, separate household numbers starting from 01 will be given for all the households as shown in the following example. While recording more than one household within a house, the 'SRS House No.' need not be repeated and dash '-' should be indicated in Col. 3 for recording next SRS household number.

Sl.No.	Building No.	SRS House No.			SRS Household No	
1	X1	0	0	1	0	1
2	-	-	-	-	0	2
3	-	0	0	2	0	1
4	X2	0	0	3	0	1
5	-	0	0	4	-	-

For all those houses which are non-residential/vacant, record '-' for 'SRS household number' in Col.4. Similarly, for mixed use of house i.e. workshop-cum-residence, it should be recorded as partly residential and a household number be assigned.

In the above example, building number X1 has two houses 001 and 002. There are two households in SRS house number 001 and one household in SRS house number 002. In building number X2, there are two SRS houses 003 and 004. There is one household in SRS house number 003 and the house number 004 is either non-residential e.g. workshop, cattle-shed, etc. or vacant, therefore, record '—' in Col. 4 against this SRS house.

After the Baseline Survey/HYS, if there is some addition of a household in a house then such a household should be given a new household number next to the last household number in that house and it is to be recorded at the end of the House-list. For example, one household in-migrate from outside the unit in the SRS house No. 001 during subsequent HYS, then such household has to be given household number as 03 (because there are two households already in SRS house No. 001) and indicate as shown below: -

Sl.No.	Building No.	SRS House No.			SRS Household No	
Next to last Sl.No.	X1	0	0	1	0	3

This addition of household on account of in-migration in a house has to be recorded at the end of the Houselist. Always note that for assigning a new household number during the subsequent HYSs, the next to the last SRS household number (given in Col.4) against the same SRS house number (given in Col.3) is to be allotted.

Col. 5: Name of head of the household: The head of the household is a person (Male or Female) who is recognised as such by the household. The name of the head of each household is to be entered here. Enter one name in one line corresponding to each household. The head of the household is ascertained on the basis of information furnished by the respondent. In case of change of head of household due to out-migration or death, indicate

the change of head by writing code '1' in Col.8 and particulars of the new head may be entered after the last serial number of the Houselist.

In case of houses, where no one is living, mention the use of house in Col. 5 i.e. whether temple, shop, school, panchayat ghar, vacant etc. as the case may be.

S. No.	Building No	SRS House No.	SRS Household No.	Name of the HH
6	X3	005	-	Temple
7	-	006	01	S.R. Singh

In the above example, building No.X3 has two SRS houses Nos 005 and 006 in which one is temple and other is residential.

Col .6: Identification code of head of the household: This code is to be copied from Col.2 of the Household Schedule against Sl. No. 1, code 01 of Col.6 in that schedule. The detailed instructions for recording the identification code numbers are given in Manual of Instructions for Supervisors. Since the 'Household Schedule' will be in the custody of the Supervisor, this code will be filled up by the Supervisor at the time of Baseline Survey/HYSs.

Cols. 7, 9, 12, 15 & 18: Status of the house: For recording the status of the house at the time of Baseline Survey and in subsequent HYSs relevant codes are to be recorded. There are five codes for this purpose. Code '1' is to be recorded for residential/partly residential houses, Code '2' for non-residential and Code '3' for the vacant. Code '4' for the houses that does not exist and Code '5' for new houses would be recorded only during the subsequent HYSs and it would not figure at the time of Baseline Survey. However, in the subsequent HYSs, there may be instances where some houses do not exist on account of earthquake, flood, fire or any other reason, record Code '4' in all such cases. Similarly, in all cases where new houses have come up, Code '5' would be recorded in the relevant Columns of that HYS, and all the particulars in Cols. 1 to 6 will be recorded at the end of the House list.

Cols. 8,11,14 & 17: Change of Head of household: If the head of Household is changed due to out-migration or death or otherwise during HYS, write code '1', otherwise put '2' in the relevant column. In case of change of head of household due to any reason, indicate the change of head by writing code '1' in Col.8 and particulars of the new head may be entered after the last serial number of the House list.

Cols. 10, 13, 16 & 19: Status of the Household: The 'Status of the Household' is to be recorded during each HYS in the column meant for the purpose. There are 5 codes for the status of the household, which are indicated at the bottom of the House list (Form 1). For those households, which are continuing in the same house Code '1' is to be recorded. Record Code '2' in the column, where the household has out-migrated from the unit and record '-' against this household in the subsequent HYSs.

In case a household has shifted within the unit, Code '3' is to be recorded for that survey and the following details may be noted: -

- (a) Indicate dash (-) against the household from where shifted out for the subsequent HYSs.
- (b) As this household has remained in the unit, indicate the new household number and other details against the house where it has moved-in. This should be recorded at the end of the house list.
- (c) Fill up the requisite information in Columns (1) to (6) with a new household number.
- (d) The status of the 'house' and the 'household' in the HYS will have Codes '1' and '3' respectively and it should be indicated at the end of the house list.

It may be noted that entries of Code '3' in the Column 'Status of Household' would appear in pair - one against the house from where it has moved-out and the other where moved-in.

3.4.3 For all the cases of in-migration of households from outside the unit, record Code '4' and indicate such additions at the end of the Houselist along with particulars in Cols. 1 to 6. Assign a new household number and if required, house number depending upon whether the household has moved into an existing house or to a new house. In the subsequent HYS record the relevant code depending upon the status of the household e.g. Code '1', if it continues in the same house. Code '5' is to be recorded for all other cases of changes in the status of household on account of merging or splitting. A new household number is to be assigned in all such cases and this would be recorded at the end of the house-list.

Note: Work out the page totals for houses, residential/partly residential and household in appropriate boxes meant for the purpose during Baseline Survey as well as in subsequent HYSs.

3.5 Form No. 3 - Pregnancy Status of Women

3.5.1 This Form will be filled by you along with the supervisor during the Baseline Survey and updated by you during continuous enumeration and the supervisor during each HYS independently as an aid for netting all the events pertaining to outcome of pregnancy (LB/SB/Abortion). Usually it is difficult to get information about pregnancies in early stages. However, efforts should be made to net the same as soon as it is known to the woman herself, dais and/or neighbours. There may be instances when women feel shy to give this information. In such cases, this information may be collected through elders, neighbours, dais, etc. It may be noted that names of all the currently married women up to the age of 49 years will find place in this Form. However, the currently married woman, who or her spouse has adopted any permanent method of family planning will not be recorded in this Form.

3.5.2 Identification particulars viz. name of state, district, village/town, sample unit and unit code may be copied by the Supervisor from Form No. 2 during the Baseline Survey.

The columns of Form No, 3 may be filled as follows;

Col. 1: Serial No.: Continuous serial number is to be given starting from 1.

Col.2: Date of Recording: The date on which the name of the currently married women is recorded is to be entered in this column. At the time of the Baseline Survey the dates in this column will be the day of your visit and recording the particulars of the currently married women. The date of addition of a woman in the list on account of marriage/in-migration will be the date on which the name will be included in this list.

Cols. 3-7: SRS House No., Household No., Name of the head of the household, name of the currently married women and her identification code are to be copied by the Supervisor from Form No.2.

Col. 8: Current Pregnancy status: This Form will contain entries for all the currently married women upto the age of 49 years in the sample unit irrespective of their pregnancy status. If pregnant write code 1, and if not, leave this column blank.

Col. 9: Duration of pregnancy in completed months: For women with code '1' in Col.8 record here, the duration of pregnancy in completed months, otherwise leave it blank.

Col. 10: Expected month of outcome of pregnancy: for women with code 1 in column 8; Record here the expected month of outcome of pregnancy in MM/YY format, in consultation with the pregnant women or other informant from whom the information about pregnancy can be ascertained.

Col. 11: Outcome of pregnancy for women with code 1 in column 8: If the outcome of pregnancy is LB record '1' and if SB record '2'. If pregnancy has been aborted record '3'. The particulars of such women may be entered again after the last entry in this Form to monitor further pregnancy. This procedure will be followed till the woman attains 49 years of age.

Col.12: Recorded by Supervisor/Enumerator: If recorded by the enumerator write '1' and if recorded by supervisor write '2'.

Col.13: Date of Enumeration of pregnancy: The date on which the outcome of pregnancy is recorded, is to be noted in this column.

Col. 14: Remarks: Cols. No. 8 to 12 will be filled only when the woman is pregnant, otherwise leave them blank. In case of any difficulty in recording the pregnancy, the reasons thereof may be written under this column. Any of the related remark, the supervisor or the enumerator would like to mention, may also be given under this column.

3.6 Form No. 4 - Outcome of Pregnancy recorded by Enumerator

3.6.1 This is one of the basic Forms which you are supposed to fill during continuous enumeration for recording the outcome of pregnancy for the six months of HYS under reference. All outcome relating to pregnancy occurring within the sample unit (whether to usual resident, in-migrant or to a visitor woman) and the outcome to a usual resident woman or in-migrant, occurred outside the sample unit should be recorded. Births occurring outside the sample unit to visitors should not be recorded.

3.6.2 There may be cases where the pregnancy details of woman prior to birth of the child was not recorded in Form 3 due to: 1) the pregnancy status was not known or not disclosed; 2) the concerned woman became widow at early stage of pregnancy (usual resident or in-migrated); 3) a pregnant woman is divorced before the outcome of pregnancy. In such cases, pregnancy details will not be there in Form No.3. However, the outcome of pregnancy has to be recorded in Form No.4.

3.6.3 If there is a multiple birth, then each birth should be recorded in a separate line. The birth records filled in Form No. 4 continuously during the six months of HYS under reference have to be despatched to the State Headquarters in the first week of January and July of the year before the conduct of half yearly survey by the supervisor. If an event relating to earlier HYS is detected during continuous enumeration, the separate Form No. 4 should be used for the month to which it relates, with suitable remarks.

3.6.4 Fill in the identification particulars of the unit such as State, district, village/town and name of the sample unit. The unit code may be copied from Form No. 1. You must note down the period for which this Form pertains to, in the right hand top corner.

The various columns of Form No. 4 may be filled as follows.

Col. 1: S. No.: A continuous Serial No. is to be given corresponding to each new birth. In the case of multiple births, separate continuous Serial No. is to be given.

Col. 2 to 5: The information for the column No. 2 to 5 is to be copied from Form No. 1.

Col. 6 & 7: To be copied from Form No. 3. The identification code for the in-migrant or the visitor woman will not be available in Form No.3 and as such it should be recorded as “-“.

Col. 8: Relationship to Head (code): The relationship code of the pregnant woman to the head of household is to be recorded here as indicated below:

Codes for relationship to head of the household	
Relation	Code
Head	01
Wife	02
Daughter	03
Daughter-in-law	04
Granddaughter	05
Mother	06
Mother-in-law	07
Sister	08
Sister-in-law	09
Niece	10
Other relatives	11
Adopted/foster daughter	12
Not related	13

Col. 9: Residential Status (code): The following codes are to be used for filling up this column.

Code for residential status	
Name	Code
Usual Resident Present (URP)	1
Usual Resident Absent (URA)	2
In migrant Present (IP)	3
In migrant Absent (IA)	4
Visitor (V)	5

Usual Resident Present (URP): If the birth/abortion to a woman who is a usual resident member of the household takes place within the sample area, the residential status of the mother would be URP (Code 1).

Usual Resident Absent (URA): If the birth/abortion to a woman who is a usual resident member of the household takes place outside the sample area, then the residential status of the mother would be URA (Code 2)

Regarding birth/abortion to in-migrants occurring after the date of in-migration these should be considered as events to usual residents. An in-migrant may be defined as one who migrates to a particular household with the intention of settling there permanently. This has to be distinguished from a visitor by ascertaining the facts from the head of the household or from any knowledgeable person in the household. The following abbreviations may be used:

In-migrant Present (IP): If the birth/abortion to a woman who had in-migrated after the last HYS has taken place within the sample area then the residential status of the mother would be IP (Code 3).

In-migrant Absent (IA): If the birth/abortion to a woman who had in migrated after the last HYS has taken place out side the sample unit then the residential status of the mother would be IA (Code 4).

Visitor (V): If the birth/abortion to a woman who is a 'Visitor' in the household takes place within the sample area, then the residential status of the mother would be 'V' (Code 5). (A visitor is defined to be one who has no intention of settling down permanently in the Sample unit).

Col. 10: Present age in completed years: To be ascertained from the head of the household and entered in this column.

Col. 11: Place of Live Birth/Still Birth/Abortion (Institutional - 1, Domiciliary - 2):
If the event occurred in the Institution write code '1' otherwise code '2'.

Col. 12: Live Birth/Still Birth/Abortion (LB - 1, SB - 2, Abortion - 3): You should enquire about the outcome of pregnancy and write the code accordingly. For Live Birth write code `1`, for Still Birth code `2` and for Abortion code `3`.

The definitions of 'Live Birth', 'Still Birth' and 'Abortion' are as follows:

Live Birth: Live Birth is a complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which after such separation, breathes or shows any other evidence of life, such as beating of the heart, pulsation of the umbilical cord or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached; each product of such a birth is considered as live-birth.

Still Birth: It is the foetal death prior to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy. The death is indicated by the fact that after such separation, the foetus does not breathe or shows any other evidence of life. If such a product of conception has attained at least 28 weeks of gestation, it will be termed as a stillbirth. In case of a stillbirth column 16 is to be left blank.

Abortion: Abortion means termination of pregnancy. It is an immature outcome, which does not turn out to be a live one. There are two types of abortion. One is miscarriage and other is induced. The miscarriage is a natural abortion, which is beyond the control of the woman. However, the induced abortion is undergone intentionally. The natural abortion is known as spontaneous abortion, whereas the induced abortion is known as medical abortion. This type of abortion may be legal or therapeutic.

Col. 13: Date of LB/SB/Abortion: If the event is LB/SB/Abortion, write the date of the event in the format DD/MM/YY.

Col. 14: Multiplicity of birth (Single - 1, Multiple - 2): If the outcome of pregnancy is a single birth write code 1, if the outcome is more than one birth, write code 2. If there is a multiple birth, then each birth should be recorded in a separate line.

Col. 15: Sex of the new born: Record the sex in code 1 for Male, code 2 for Female and code 3 for Others (Eunuch)

Col. 16: Birth Weight (... Kg ... Gm): The birth weight may be ascertained from the mother, if the delivery is domiciliary. If it is an institutional delivery, it can be verified from the discharge slip of the institution. Write the weight in Kilograms and grams. If the weight of the newly born is measured in pounds, then record it in.. Kg...Gm. converting it by the formula 1 pound = .454 Kg.

Col. 17: Type of attention at delivery/abortion (code): The following codes may be used for type of attention at delivery/abortion

Codes for type of attention at delivery/abortion	
Name	Code
Government Hospital	1
Private Hospital	2
Qualified Professional	3
Untrained Functionary	4
Others	9

Code '3' will include delivery conducted in the home by trained professionals viz., doctor, trained dai, trained midwife, trained nurse, etc.

Code '4' will include delivery conducted in the home by untrained functionary viz., village dai or other untrained professional functionary.

Code '9' will include delivery conducted in the home by relatives and others .

Col. 18: Whether any of the spouse has undergone sterilization: Ascertain preferably from the woman whether any of the spouse has undergone sterilisation and record appropriate Code for Wife - 1, Husband - 2, None - 3

Col. 19: First Information source (code): The following codes may be used for First Information Source.

Codes for First Information source	
Name	Code
Household visit by Enumerator	1
Household	2
Village Headman	3
Chowkidar	4
Barbar	5
Priest/Maulvi/Padri	6
Dai/ANM/Anganwadi Worker	7
Quarterly Visits (QV)	8
Others	9

Col. 20: Date of enumeration: Write the date on which outcome of pregnancy has been recorded.

Col. 21: Remarks: Remarks may be added here, when required.

3.7 Form No. 5: Deaths Recorded by Enumerator

3.7.1 As an enumerator you have to record each death event along with other particulars as soon as you come to know of it. Before recording the particulars of the deceased, you must

express your condolences to the bereaved family. All deaths occurring in the sample unit (whether to usual-residents, in-migrants or visitors) and deaths occurring to usual-residents and in-migrants outside the sample unit will be entered here. Deaths occurring outside the sample unit to visitors should not be recorded. You have to fill Form No. 5 continuously during the six months of HYS under reference and despatch the filled-in Forms to the State Headquarters in the first week of January and July of the year, before the conduct of the half yearly survey by the supervisor. If an event that relates to the earlier HYS is detected during continuous enumeration, separate Form No. 5 should be used for the month to which it relates with suitable remarks. It may be mentioned that 'Still birth' and 'Abortion' will not be included in this form.

3.7.2 Fill in the identification particulars of the unit such as State, district, village/town and name of the sample unit. The unit code may be copied from Form No. 1. You must note down the period for which this Form pertains to, in the right hand top corner.

The various columns of Form No. 5 may be filled up as follows:

Col. 1: Serial No.: A continuous serial number, starting from 1 is to be given to each death.

Col. 2 to 5: To be copied from Form No. 1.

Col. 6: Name: Ascertain the name of the deceased from the head of the household and record in this column. In case of death of an infant who has not been given a name, write 'Baby/Master/Not yet named' (NYN) as the case may be.

Col. 7: Identification code: Copy here identification code for the deceased from Form No. 1 or Form No. 3 in case of the death of the head of the household or the mother, otherwise record '-', since the identification code is not available with you.

Col. 8: Relationship to head (code): The relationship code of the deceased to the head of household is to be recorded here as indicated below:

Codes for relationship to head of the household	
Relation	Code
Head	01
Wife or Husband	02
Son or Daughter	03
Son-in-law or Daughter-in-law	04
Grandchild	05
Parent	06
Parent-in-law	07
Brother or Sister	08
Brother-in-law or Sister-in-law	09
Niece or Nephew	10
Other relatives	11
Adopted/foster child	12
Not related	13

Col. 9: Place of death (Institutional - 1, Domiciliary - 2): The place of death of the deceased is to be recorded under this Column. If death occurs in an institution write code 1 otherwise code 2.

Col. 10: Residential Status (Code): The following codes may be used for filling up this column.

Code for residential status	
Name	Code
Usual Resident Present (URP)	1
Usual Resident Absent (URA)	2
In migrant Present (IP)	3
In migrant Absent (IA)	4
Visitor (V)	5

Col. 11: Date of death: Record in this column the date of death of the deceased in the format DD/MM/YY.

Col. 12: Sex (M-1, F-2, O-3): Record the sex of the deceased as Code 1 for Male, 2 for Female and 3 for Others (Eunuchs).

Col. 13 to 15: Age at death: Record under these columns, the age at death in the following manner:

- i) If the age at death of the deceased is below one month, record the age in days in col. 13 and put dashes (-) in cols. 14 and 15.
- ii) If the age at death of the deceased is below 12 months, record the age in complete months in col. 14 and put dashes (-) in cols. 13 and 15.
- iii) If the age at death of the deceased is one year and above, record the age in completed years in col. 15 and put dashes (-) in cols. 13 and 14.

Note: 1. In case of live birth, if the child died after few hours of birth, record the age at death as '00' in col.13.

2. If the age at death is 100 years or more, it should be recorded as 99 years. Ascertain that there is an entry in only one of the three columns i.e. Col.12, 13 or 14 for each death entry recorded.

Col. 16: Type of medical attention at the time of death (Code) : Record here the medical attention made available to the deceased before death. The following codes are to be used:

Codes for type of medical attention at death	
Name	Code
Government Hospital	1
Private Hospital	2
Qualified Professional	3
Untrained Functionary	4
Others	9

Col. 17: First information source (Code): This Col. may be filled up similar to that of Form No. 4.

Col. 18: Date of enumeration: Write the date on which the death has been recorded.

Col. 19: Remarks: Remarks may be added here, when required.

3.8 Form No. 6: Monthly Report of Outcome of Pregnancy

3.8.1 You are required to send to the State Headquarters a monthly report in the first week of the following month for all outcomes of pregnancies in Form No. 6 that had occurred during the month in the sample unit. You have to write the name of the month and year for which the monthly report belongs, name of the state, district, village/town, name of the sample unit and unit code on the top of the Form. You have to copy the specific particulars of all outcomes of pregnancies which occurred during the month and recorded by you in Form No. 4. These particulars are Sl. No., SRS House No., SRS Household No., Name of Head of the Household, his/her Identification Code, Name of Pregnant Woman, her Identification Code and relation to head, her residential status and present age in completed years, place of birth, type of birth (LB-1, SB-2, Abortion-3), date of LB/SB/abortion and sex of the newborn.

3.8.2 In the bottom of the Form, you have to give the sex-wise total of births for the current month, total cumulative births up-to previous month since 1st Jan/1st July and total cumulative births up-to the current month since 1st Jan/1st July. At the end, you have to put your signature with name and date of dispatch of monthly return to State Headquarters.

3.9 Form No. 7- Monthly Report of Deaths.

3.9.1 Similar to Form No. 6, you have to record the month and year to which the monthly report for death belongs and then identification details with specific particulars of deaths are to be copied from Form No. 5 viz. Sl. No., SRS House No., SRS Household No., his/her Identification Code, name of Head of the Household, name of the deceased with Identification Code, relationship to head, place of death, date of death, residential status, sex and age at death in DD/MM/YY format.

3.9.2 In the bottom of the Form, you have to give the sex-wise total of deaths Similar to those stated in Form No.6 (Monthly Report of Outcome of Pregnancy).At the end, you have to put your signature with name and date of dispatch of monthly return to State Headquarters.

Note: Monthly reports and other periodical reports for the six monthly period should be despatched to the State Headquarters by the stipulated dates.

APPENDIX A

STUDY OF SOCIAL STRUCTURE AND CUSTOMS AND SYSTEM OF INFORMANTS

I. Study of Social Structure and Customs.

1. Basic considerations.

As an Enumerator you have to record events as they occur and for this purpose you will have to devise a system so that you are able to get information of all births and deaths, as they occur. In villages, there are certain services and persons who come into picture on the occurrence of a birth or death. Such persons can (on enquiry by you) easily give information that a birth or death has occurred in a particular household. There are certain class of persons, who, because of their social standing, automatically come to know of births and deaths. Any one source will not usually give information about all births or deaths either due to lack of information or memory lapse. Hence, it is essential that you should fix a number of informants in a village, from whom you would obtain information about occurrence of births and deaths by regular visits. You should have about 2 to 3 contacts each fortnight. The success of the arrangement depends upon fixing the most useful set of informants.

2. Ethnic Composition

2.1 To find the persons who should be fixed as informants, it is necessary to study the social structure of the village and habits and customs of the people. Most villages are divided into localities inhabited by persons of a particular community or sect. As a rule, information about births and deaths gets spread among the members of each locality, but generally, it will not get the same circulation throughout the whole village. Hence as a first guide line, you should determine the locality-cum-community grouping of the village, if any, and fix an informant in each one of them. Preferably, some prominent member in each community or locality should be fixed as an informant.

2.2 Varied social customs and practices are observed in the villages on the occurrence of a birth or death. By and large, deliveries are attended by a dai, who may be trained or untrained, officially employed as midwife by a health centre staff or she may work of her own. There may be a number of dais in a village. They may work in the different areas of a village. Again, a dai visiting from outside may be conducting certain deliveries. Further, some deliveries may be conducted by relatives instead of professional mid-wives, although the number of such cases, in general, will not be large. In such cases, the placenta praevia (Anwalnal) may be buried by a dai/sweeper or occasionally by the relatives. Often some festivities take place on the birth of a child, e.g., giving a bath to the mother, when some sort of function and singing takes place. There is a custom of beating the thali on the birth of a male child. Among the so-called high-class communities, there is a fairly common practice that the house becomes untouchable for a few days during what is generally called as the 'sutak' period. During the 'sutak' period, people avoid

going into the household and this gives publicity to the occurrence of a birth. This is observed even though the birth may have taken place outside the village. In some communities, the clothes are given to the village washerman for washing after the 'sutak' period. This custom will enable the washerman to know of all births. In some communities, the village Brahmin or some fixed person is consulted about the naming of the child.

2.3 In the case of death, the weeping and the mourning itself marks out a house, where a death has occurred. In certain communities there is a custom that every household of the village contributes a piece of wood for burning the dead body. Also, there is the custom that the village barber goes round the village and announces the death to other households. In some communities, an earthen pitcher with water is hung on a peepal tree for a number of days to propitiate the Gods. Generally, the village Brahmins are fed on the occurrence of a death. Here again, the bereaved household is placed under a period of untouchability (sutak), after the expiry of which clothes are given to village washer man for washing. In the so-called higher classes, the head of the person who performs the last rites is shaven on the occurrence of a death and in this case the village barber would know of the death. Elsewhere, a Pandit, known as the Acharya, will be called to help in the cremation of the body. There are varied practices regarding the disposal of dead bodies of children. Dead children below the age of 18 years may be buried and not cremated. In some cases, dead children of certain age may be thrown in a river. In some communities, children who die within a certain period of their birth, which may be as short as a day or as long as 40 days may be buried in the very same room, where it may be rather difficult to know of the death. Among other religions e.g., Muslims, Christians, religious functionaries, who may be known as Moulvis, Khazis, Padri, similarly come into the picture on the occurrence of a birth or death.

3. Need for study

The intention in giving the above illustrations of social customs and practices on occurrence of a birth or death is to indicate that a study of these customs and practices would suggest the person, who would automatically come to know of a birth or death as soon as it occurs and therefore might be contacted for getting clues about births and deaths. Study of the features illustrated above is essential for fixing the most useful informants.

II. System of Informants

4. Fixation of Informants

It is not practical to contact regularly a large number of informants. The most useful of them should be selected, but, of course, the information given by them should be supplemented from other sources. There is a good scope for exercise of ingenuity in getting information. To begin with, a large number of informants can be appointed and the ones who do not give useful information can be dropped subsequently.

5. Sector and village level informants

There are persons who are expected to give reliable information about their locality or community. One such informant for each locality-cum-community group should be fixed. Such informants will be like well known 'village gossips' and socially important persons. Village level informants will be local dais (mid-wives), barber, dhobi, Brahmin and the like as suggested by the local customs and practices. Their information is expected to cover the whole village and not any specific area. However, they will mainly give information about such sections, which they directly serve, but may also give some second-hand information.

6. Identification of best informant

Such Identification will be found useful for ensuring maximum coverage. Each informant should be asked separately to give the names of cases which he knows (and not only which he has attended) pertaining to births occurring after a local well-known festival. There should be no prompting by some one else. Similar question may be asked for deaths separately. **These may be checked with the official Birth/Death record and any extra events may be inserted.** The informant who gives the largest number of the total events may be taken as the best.

7. Religious Groups

Locality-cum-community informants will take care of births and deaths among Muslims, Christians and others. If not, special consideration should be given to these religious groups.

8. Hospitals

If there is a hospital/maternity home in the village/unit, information about births and deaths should invariably be collected from it.

9. Civil Registration

SRS scheme is independent of official (civil) registration, where the agency used is the Chowkidar, Panchayat Secretary, Patel, etc. As these agencies have so far not been able to record all births and deaths, the Sample Registration Scheme is being run. Hence, it should never be taken that what the chowkidar etc. has recorded officially can be copied down. The information about births and deaths can be gathered from the Chowkidar, Panchayat Secretary etc., but for further details required to be filled in SRS forms, you should independently approach the concerned Household. Serious efforts must be made to net all the events and miss none.

10. Villager's reporting

You should give wide publicity to your assignment so that local people may themselves inform you of the occurrence of the events. Your official introduction as an Enumerator to influential persons in the village and reading out the record of births and deaths in the Panchayat meeting is also recommended. Other ways and means could also be devised by you.

APPENDIX B

Forms for
Part Time Enumerators
In
Sample Registration System