

पत्रांक- 465/सी
बिहार सरकार
ग्रामीण विकास विभाग ।

प्रेषक,

श्री के.ए.एच. सुब्रमणियन,
आयुक्त एवं सचिव ।

सेवा में,

सभी जिला पदाधिकारी
सभी उप विकास आयुक्त

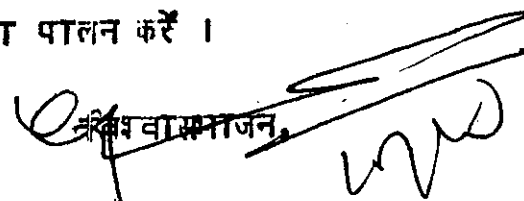
पटना, दिनांक 10 अक्टूबर, 2002 ।

महाशय,

गरीबी रेखा से नीचे के परिवारों की पहचान कराने सम्बन्धी केन्द्र सरकार की नयी मार्गदर्शिका की प्रति अनुलग्न कर आपको भेजी जा रही है । कृपया इसी के अनुरूप समुचित कार्रवाई निर्धारित समय सीमा के अन्दर करायी जाय ।

पिछले बी.पी.एल.सेन्सस के दौरान कई जगह से यह शिकायत प्राप्त हुई थी कि बी.पी.एल.सेन्सस कार्यक्रम में काफी गड़बड़ियाँ पायी गयी हैं । समय-समय पर बी.पी.एल.सेन्सस कार्यक्रम में पायी गयी शिकायतों की सूचना आपको भी दी गयी थी । बिहार विधान मण्डल में भी इस बात का जिक्र किया गया था । इसे देखते हुए नया सर्वे जो बी.पी.एल. सर्वे का कार्य चल रहा है, उसमें केन्द्र सरकार की मार्गदर्शिका के अनुरूप कार्रवाई सुनिश्चित करायी जाय । हर स्तर पर इसके लिए पर्याप्त निरीक्षण एवं निगरानी बरती जाय जिससे बी.पी.एल.सेन्सस संलग्न निदेशों के अनुरूप सही ढंग से सम्पन्न कराया जा सके । यह कालवद्ध कार्यक्रम है इसलिए समय सीमा जो निदेशों में अंकित है उसी के अनुरूप सही रूप से उसका पालन करें ।

अनुमोदित ।



श्री के. ए. एच. सुब्रमणियन

ज्ञापक 465/सी

पटना, दिनांक 10 अक्टूबर, 2002 ।

प्रतिलिपि सभी प्रमण्डलीय आयुक्त को सूचनार्थ एवं आचार्यक कार्रवाई हेतु प्रेषित ।

श्री के. ए. एच. सुब्रमणियन

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जायुक्त एवं सचिव
ग्रामीण विकास विभाग
का गणनीय प्रकोष्ठ
बायरी नम्बर 16-02/6
दस्तावेज नम्बर 2379102

No. Q-16025/4/2002-AI(RD)
Government of India
Ministry of Rural Development
(Monitoring Division)

Krishi Bhavan, New Delhi
Dated the 13th September, 2002.

To
Shri K.A.H. Subramanian,
Secretary,
Rural Development Department,
Government of Bihar,
Patna-800015.

30/9/02

**Sub: IDENTIFICATION OF FAMILIES BELOW POVERTY
LINE FOR THE TENTH FIVE YEAR PLAN (2002-2007).**

Sir,

As you are aware, the Ministry of Rural Development conducts a Below Poverty Line (BPL) Census at the beginning of each Five Year Plan. The basic objective of this Census is to identify the households living below the poverty line who could be assisted under various anti-poverty programmes implemented by this Ministry. The data obtained through the BPL survey conducted for the previous Plans had revealed discrepancies between the Survey results and the official State-wise estimates of poverty made by the Planning Commission based on the NSSO Consumer Expenditure Surveys.

2. With a view to improving the Methodology for identification of BPL households in the BPL Census for the Tenth Plan, the Ministry of Rural Development had Constituted an Expert Group, comprising administrators, academicians, planners and representatives of the States of Assam, Kerala, Orissa, Rajasthan and Uttar Pradesh. The Expert Group consulted all the State Governments./U.T. Administrations, as well as the Sister Ministries of the Government of India, and due weightage was given to their views. Based on this and the deliberations, the Group has made a number of important recommendations for improvement in the design and content of the BPL Census to be conducted for the Tenth Plan period.

3. The recommendations of the Expert Group, including the Schedule to be adopted, have been accepted by the Government. A copy of the important recommendations is enclosed for your ready reference. It may be seen that it is now proposed to adopt a normative approach for identification of the rural poor by introducing a "Score Based, Ranking" based on relative deprivations revealed by certain Socio-economic indicators in contrast to the 'income' and 'expenditure' approach adopted in the BPL Census, 1992 and 1997 respectively.

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4. A copy of the Schedule for canvassing information is also enclosed herewith. It may be seen from the Schedule that 13 Cardinal indicators have been identified for which scores are assigned on a relative scale, while some non-scorable variables are also used for categorisation of the households into 'very poor', 'poor', 'not-so-poor' and 'non-poor'.

5. The State Governments/U.T. Administrations will have the flexibility to decide the cut-off scores for identifying and sub-categorisation of the households into various Groups. The cut-off scores may be uniform or could be varying within a State depending on the ground realities.

6. The field Investigator will be required to visit all the households of the village and fill up the Schedule for each household. **Detailed Guidelines for conducting the BPL Census, 2002 are enclosed.**

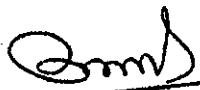
7. The States/UTs may complete the field operations for this BPL Census by 31st December, 2002. They will be required to draw up their own work plan and time limits for different activities connected with the work. The entire process of finalization of the BPL list in each State/ UT may be completed before 31st March, 2003 so that the fresh list can be used during the year 2003-04 for targeting the 'Poor'. The work plan and time limits set for completing the work by the target date may kindly be communicated to this Ministry immediately.

8. You are requested to kindly initiate immediate action in this regard and keep the Ministry informed about the progress of work at regular intervals, before 10th of every month. The entire data collected through the Census should be forwarded to this Ministry on CDs immediately after the processing of data. Necessary software for data entry, validation and processing of the data will be made available by

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this Ministry through the NIC. District-wise results of the Census should be made available to the Ministry by 30th April, 2003.

9. The cost of the BPL Census may be shared between the Ministry of Rural Development and States/UTs. However, consultation with the States/ UTs for finalising the cost estimates and sharing pattern is likely to take time. Therefore, in view of the urgency to complete the process of identification of the poor for targeting them under various Programmes in the Tenth Plan, you are requested to initiate the activities immediately.

10. Receipt of this letter may please be acknowledged.


(Dr. P.V. Thomas)
Economic Adviser

Encls:

- (i) Recommendations of the Expert Group
- (ii) Guidelines for conducting BPL Census 2002.
- (iif) Schedule
- (iv) Instructions for filling up the Schedule.

Recommendations:

1. Estimation of poverty and Identification of poor, though closely related, are **not** one and the same. Estimation of poverty is a task assigned to the Planning Commission and is done through sample surveys on Consumer Expenditure conducted by the NSSO. The identification of the poor is to be done through door-to-door survey with hundred percent coverage. While estimation of poverty helps in assessing the magnitude of poverty, identification of the specific households living 'Below the Poverty Line' is necessary for targeting them under various poverty alleviation programmes.
2. The identification of poor for coverage under any scheme of Rural Development and conferment of benefits is a much more complex and sensitive process than poverty estimation, as the exercise of identification is likely to rekindle the aspirations of the people, particularly in the lower strata of the society. As geographical positioning, climatic conditions, distances, cultures, etc. influence the poverty levels and quality of life of people and their preference, care should be taken in targeting.
3. Keeping in view the difficulties experienced with the 'income' approach and also the 'expenditure' approach involving 'exclusion criteria', a '**Score Based Ranking**' of each household indicating their quality of life may be adopted for the BPL Census, 2002. Both economic and social indicators are taken into account for such ranking.
4. A conceptually simple and easy-to-canvas Schedule incorporating important socio - economic indicators of rural life may be used for identification of the BPL households in the rural areas of the country.
5. The Schedule presented at para 3.20 of this Report is recommended for the purpose. Thirteen scorable indicators have been included in the

Schedule. A score (0,1,2,3,4) is to be assigned to every household, in respect of each of the indicators. The total score for each household may be calculated on the basis of which, the relative positioning of each household in a village indicated.

6. The Schedule may be pre-tested in different parts of the country to assess its adaptability and minor modifications may be made, if felt necessary (on the basis of the experience gained from pre-testing), without losing on the content of the Schedule suggested herein.
7. While it may not be prudent to give complete freedom to the States in devising methodology and criteria for identification of the BPL households, the States may be allowed flexibility to decide the cut-off scores for identifying and sub-categorising of the households into 'Very Poor', 'Poor', 'Not-so-Poor' and 'Non-Poor'. The cut-off scores may be uniform or could be varying from district to district, block to block and village to village within a State keeping in view ground realities. This would allow for taking care of regional variations.
8. The States/UTs may identify the BPL households for targeting under different programmes of the Government in such a way that the total number of persons identified in a State/UT does not exceed the number of persons living Below the Poverty Line in that State/UT, estimated by the Planning Commission for the year 1999-2000, by more than 10% of **the Planning Commission's estimate** for the rural sector to allow for possible regional variations arising out of diversity of resource endowment, levels of development etc. and need for some element of flexibility.
9. While deciding the cut-off scores, keeping in view the upper limit on BPL persons, the results of the BPL Census (through the suggested Schedule) may be compared with the estimates of poverty obtained through the NSSO surveys on consumer expenditure for the year 1999-

2000 at sub-regional levels. These sub-regional estimates could be worked out from the data on consumer expenditure collected by NSSO for the year 1999-2000. In case of such estimates cannot be obtained at sub-regional level, for purpose of comparison, the States/UTs concerned may develop their own mechanism to ensure that the total number of persons in the BPL category is well within the prescribed limit.

10. The scores of each and every household in a village may be displayed at a prominent place in the village to ensure transparency and to reduce the possibility of errors. In case of two or more households getting the same score, the tie may be broken by the Gram Sabha, through consensus. The inter-se ranking of each BPL household in the village, as approved by the Gram Sabha should also be displayed at prominent places of the village.

11. Once the BPL list has been finally approved by the State/UT, after the approval of the Gram Sabha, no additions may be made in the list till the results of a subsequent BPL Census are available. It is not necessary to add the households, who happen to be victims of natural calamities, to the BPL list as calamity relief is outside the purview of the normal Programmes of the Government and the BPL list is to be used for targeting people under the normal Programmes only. Victims of natural calamities could be separately considered for appropriate assistance under the calamity relief Programmes. However, if any household crosses the cut-off score on a sustainable basis, that household may be deleted from the BPL list. Such reviews for deletions may be made by the concerned Gram Sabha once in a year.

12. The BPL Census will cover all the households in the rural areas of the country. A wealth of information relating to the suggested indicators of rural life will, therefore, be generated through the Census, which could fruitfully be used for assessing the area-specific and people-specific requirements and devising appropriate Programmes to address such

requirements. This would require a careful analysis of the information contained in the Schedule and building up a poverty profile of rural people at National/State/District/Block/Village levels. The Schedule may be coded for electronic processing so that processing and data analysis will not pose any problem, even if the Schedule is translated in different languages.

13. The State Governments/UT Administrations could be made fully responsible for canvassing the Schedule, computerising the entire information contained in the Schedule in respect of each and every rural household in the State/UT. If the State Government/UT Administration so desires, the entire work, or a part thereof, could be assigned to some reputed institutions either in the public sector or private sector or Universities or NGOs. **The process of identification by external agencies would improve the credibility of the whole exercise.**

14. District/Block PRIs should counter check the situation in villages with very large or very small percentage of "Very Poor" + "Poor" households.

15. The States/UTs may also process the information collected through the Census in a meaningful way so as to create a profile of the poor households at State/District/Block/Village levels. The Ministry of Rural Development could guide the States/UTs in the analysis of the data by providing them suitable Software for Data Entry and Analysis. Analysis of the data collected through the Schedules should be an integral part of the BPL Census.

16. The Ministry of Rural Development may take necessary steps for issuing 'BPL Cards'/ Smart Photo Identity Cards to all the BPL households identified through the BPL Census 2002. Such cards could form the basis for targeting beneficiaries under the Welfare Programmes of different Central Ministries. Such cards could be used by the BPL

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Guidelines for BPL Census, 2002

1. The identification of the poor is to be done through door-to-door survey with hundred percent coverage in each village. Identification of the specific households living 'Below the Poverty Line' is necessary for targeting them under various poverty alleviation programmes.
2. A 'Score Based Ranking' of each household indicating their quality of life, based on both economic and social indicators, is to be adopted for the BPL Census, 2002, in contrast to the 'income' approach/ the 'expenditure' approach involving 'exclusion criteria' adopted in the previous BPL Censuses.
3. The Schedule to be adopted for the BPL Census, 2002 contains both scorable and non- scorable indicators. A copy of the Schedule is at Annexure - I. The indicators appearing under the main Block on Profile of Household are non-scorable and have been included for the purpose of building up poverty profile of the rural people. While information should be collected on all the items under this main Block, they are not to be used for assessing the poverty status of the household. Instructions for filling up the Schedule are at Annexure - II.
4. Thirteen scorable indicators have been included in the Schedule. A score (0,1,2,3,4) is to be assigned to every household, in respect of each of these indicators. The total score for each household is to be calculated. The position of each household in the village should then be indicated in ascending order of the total score of the household.
5. The States/UTs may exercise flexibility to decide the cut-off scores for identifying and sub-categorising of the households into, 'Very Poor', 'Poor', 'Not-so-Poor' and 'Non-Poor'. The cut-off scores may be uniform or could be varying from district to district, block to block and

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households as Access Cards, which will not give the holders any right of benefit. A Concept Note submitted by TCS is appended.

17. The States/UTs may complete the field operations for this BPL Census by 31st December, 2002. The data collected therein may be fed into computer and cut-off scores at different Districts/ Blocks/ Villages may then be determined for identification and sub categorization of 'poor' based on the data. The entire process of finalization of the BPL list in each State/ UT may be completed before 31st March, 2003 so that the fresh list can be used during the year 2003-04 for targeting the 'Poor'.

18. The Ministry of Rural Development may consult the Expert Group, if considered necessary, for further advice on any matter related to the BPL Census, 2002.

10. Once the BPL list has been finally approved by the State/UT, after the approval of the Gram Sabha, no additions may be made in the list till the results of a subsequent BPL Census are available. However, if any household crosses the cut-off score on a sustainable basis, that household may be deleted from the BPL list. Such reviews for deletions may be made by the concerned Gram Sabha once in a year.
11. The BPL Census will cover all the households in the rural areas of the country. A wealth of information relating to the suggested indicators of rural life will, therefore, be generated through the Census, which could fruitfully be used for assessing the area-specific and people-specific requirements and devising appropriate Programmes to address such requirements. This would require a careful analysis of the information contained in the Schedule and building up a poverty profile of rural people at National/State/District/Block/Village levels.
12. Software for data entry, validation of data and building up poverty profile of the rural people will be made available by the Ministry of Rural Development through the National Informatics Centre(NIC).
13. The State Governments/U.T. Administrations will be fully responsible for canvassing the Schedule, computerising the entire information contained in the Schedule in respect of each and every rural household in the State/UT. If the State Government/UT Administration so desires, the entire work, or a part thereof, could be assigned to some reputed institutions either in the public sector or private sector or Universities or NGOs.
14. The success or failure of any census/survey depends primarily on the skill of the Enumerator. Efforts should, therefore, be made to select them not only from the VLWs as is conventionally done but also to have a good and proper mix of staff drawn from various Directorates and

Departments such as Planning and Statistics. The Census work could also be assigned to reputed and capable NGOs. Training and motivation camps should also be organised not only for the enumerators but also for village Sarpanches/Pradhans who would be closely associated with the conduct of the Census. A suitable training schedule should be drawn up. The personnel involved in the BPL Census should be given proper training before starting the work.

15. The Schedules for the Census may be translated into local languages for proper understanding of the enumerators, PRI functionaries and other stake holders.

16. The District Collector/Chief Executive Officer of the Zilla Parishad will coordinate the work within the district and provide necessary assistance to the functionaries. He will also supervise, monitor and test check specific cases to ensure the correctness of the Census. The Sub-Divisional Officers (SDOs) will also be assigned responsibilities by the District Collector for close supervision of the process of identification. The SDOs will be personally accountable for the correctness of the Census.

17. The States/UTs should process the information collected through the Census in a meaningful way so as to create a profile of the poor households at State/District/Block/Village levels. Analysis of the data collected through the Schedules will be an integral part of the BPL Census.

18. The State Governments/ UT Administrations may take necessary steps for issuing 'BPL Cards'/ Smart Photo Identity Cards to all the BPL households identified through the BPL Census 2002. Such cards could form the basis for targeting beneficiaries under the Welfare Programmes of different Central Ministries. Such cards could be used by the BPL

households as Access Cards, which will not give the holders any right of benefit.

19. The Schedule may be pre-tested in each State/ UT to assess its adaptability. On the basis of the experience gained from pre-testing, minor modifications, if felt necessary, may be made in the Schedule, without losing on the content of the Schedule suggested herein.

20. The States/UTs may complete the field operations for this BPL Census by 31st December, 2002. The data collected therein may be fed into computer and cut-off scores at different Districts/ Blocks/ Villages may then be determined for identification and sub categorization of 'poor' based on the data. The entire process of finalization of the BPL list in each State/ UT may be completed before 31st March, 2003.

21. Summary results of the BPL Census, 2002 for each district should be communicated to the Ministry of Rural Development before 30th April, 2003. The format for Summary results is given below:

BPL Census, 2002

Name of State:

District	Total No. of rural households	Total rural population	Total No. of BPL households	Total BPL population	BPL Households			
					SC	ST	OBC	Landless

Schedule for BPL Census 2002

Name of Head of Household:
 House Number and Name, if any:
 Name of Village:
 Name of Gram Panchayat:
 Name of Block:
 Name of District:

Total Score :

Sub-category:

A. Profile of the household:

(a) Educational status

Sl. No.	Name	Age(in years)	Sex: Male(M)/ Female(F)	Relation to head of household	Educational status * (use code \$)

\$: Illiterate - 1 Passed Class V - 2 Passed Class VIII - 3
 Passed Class X - 4 Passed Class XII - 5 Graduate and above - 6

(b) Average Monthly Income of the household in Rupees * (Only one column, which is the most appropriate, to be ticked (✓))

Less than 250	250-499	500-1499	1500- 2500	More than 2500

(c) Type of operational holding of land * (Only one column, which is the most appropriate, to be ticked (✓))

Owner	tenant	Both owner and tenant	None

(d) **Drinking Water Facility** * (Only one column, which is the most appropriate, to be ticked (√). Only one row (either 'for plain areas' or 'for hilly areas') to be used).

(for plain areas)	No source of drinking water within distance of 1.6 kilometre	source of drinking water at a distance of 1.00 - 1.59 kilometre	source of drinking water at a distance of 0.50 - .99 kilometre	source of drinking water within a distance of less than 0.50 kilometre	source available within the house
(for hilly areas)	no source of drinking water within elevation of 100 metres	source of drinking water within elevation of 50 - 100 metres	source of drinking water at elevation of less than 50 metres	source available within the house	

(e) **Social Group of the household** * (Only one column to be ticked (√))

ST	SC	OBC	Others

* Not to be included in the Total Score

B. Identification and Sub-categorisation of Poor

(Only one column, which is the most appropriate, to be ticked (✓) against items at Sl. Nos. 1 to 13)

Sl. No.	Characteristic	Scores				
		0	1	2	3	4
1.	Size group of operational holding of land.	Nil	Less than 1 ha. of un-irrigated land (or less than 0.5 ha. of irrigated land)	1 ha. - 2 ha. of un-irrigated land. (or 0.5-1.0 ha. of irrigated land)	2 ha. - 5 ha. of un-irrigated land (or 1.0- 2.5 ha. of irrigated land)	More than 5 ha. of un-irrigated land (or 2.5- ha. of irrigated land)
2.	Type of house	Houseless	Kutchra	Semi-pucca	Pucca	Urban type
3.	Average Availability of normal wear clothing(per person in pieces)	Less than 2	2 or more, but less than 4	4 or more, but less than 6	6 or more, but less than 10	10 or more
4.	Food Security	Less than one square meal per day for major part of the year	Normally, one square meal per day, but less than one square meal occasionally	One square meal per day throughout the year	Two square meals per day, with occasional shortage	Enough food throughout the year
5.	Sanitation	Open defecation	Group latrine with irregular water supply	Group latrine with regular water supply	Clean group latrine with regular water supply and regular sweeper	Private latrine

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6.	Ownership of consumer durables: Do you own (tick (√)) -TV -electric fan -kitchen appliances like pressure cooker - radio	Nil	Any one	Two items only	Any three or all items	All items and/or Ownership of any one of the following: -Computer - Telephone - Refrigerator - Colour TV -electric kitchen appliances -expensive furniture -LMV@/ LCV@ -Tractor -mechanized two-wheeler/ three-wheeler -Power Tiller -Combined thresher/ harvester [@ 4-wheeled mechanized vehicle]
7.	Literacy status of the highest literate adult	Illiterate	Upto primary (Class V)	Completed secondary (Passed Class X)	Graduate/ Professional Diploma	Post Graduate/ Professional Graduate
8.	Status of the Household Labour Force	Bonded Labour	Female & Child Labour	Only adult females & no child labour	Adult males only	Others
9.	Means of livelihood	Casual labour	Subsistence cultivation	Artisan.	Salary	Others
10.	Status of children(5-14 years) [any child]	Not going to School [@] and working	Going to School [@] and working			Going to School [@] and NOT working

11.	Type of indebtedness	For daily consumption purposes from informal sources	For production purpose from informal sources	For other purpose from informal sources	Borrowing only from Institutional Agencies	No indebtedness and possess assets
12.	Reason for migration from household	Casual work	Seasonal employment	Other forms of livelihood	Non-migrant	Other purposes
13.	Preference of Assistance	Wage Employment/TPDS(Targeted Public Distribution System)	Self Employment	Training and Skill Upgradation	Housing	Loan/ Subsidy more than Rs. one lakh or No assistance needed

@ including Non Formal Education

Note: The Total Score for a household will vary between 0 and 52

Definitions of the terms used in the Schedule

1. Pucca House : If both wall and roof are made of 'Pucca' materials, the house may be classified as 'pucca'.
2. Kutch House : If both wall and material are made of kutch materials, the house may be classified as 'kutch'.
3. Semi-Pucca House : Any house which is neither 'pucca' nor 'kutch' is 'semi-pucca'.
Materials of a pucca wall should be made of burnt bricks, GI sheets or other metal sheets, stone, cement concrete and; for the roof it should be made of Tiles, Slate, shingle, corrugated Iron, Zinc, or other metal sheets, asbestos cement sheets, bricks, lime and stone, stone and RBC/RCC, concrete.
4. Illiterate : A person who can read but can not write in any language is illiterate.
5. Non-formal education: Education without admission in regular schooling.
6. Informal sources : Sources other than Institutional sources like Banks, Co-operative Societies and other recognised Financial Institutions. Informal sources would refer to money lenders, friends and relatives etc.

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INSTRUCTIONS FOR FILLING UP THE SCHEDULE FOR BPL CENSUS 2002

The Investigator should visit each and every household in the village and canvas the Schedule in full in respect of each household. A household is defined as a group of persons who commonly reside together and would take their meals from a common kitchen, unless the exigencies of work prevented any of them from doing so. The household may comprise of persons related by blood or of unrelated persons or combination of both.

The Schedule is to be filled up in the following manner.

Name of the Head of Household : The name of the head of the household is to be given in Block letters.

House Number and Name, if any : In case houses in the village have been marked by Gram Panchayat, the House Number is to be given.

Name of the village: The name of the village may be given in Block letters.

Name of Gram Panchayat: The name of the Gram Panchayat may be given in Block letters.

Name of Block: The name of the Block may be given in Block letters. If Blocks do not exist in a State, the name of corresponding unit like Mandal may be given.

Name of District : The name of the district may be given in Block letters.

Total Score: This is to be arrived at, after completing the enumeration, by assigning appropriate score (0,1,2,3,4) as given on the top of the **Block B. 'Identification and Sub-categorisation of**

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Poor' for each of the 13 items in that Block. Scores for each of the items are to be added up to arrive at the 'Total Score'.

Sub-Category : The Sub- Categories are 'Very Poor', 'Poor', 'Not-So-Poor' and 'Non-Poor'. The Sub- category of the household is to be decided on the basis of cut-off score to be specified by the State Government/ UT Administration after analysing the Total Score of all the households.

Block A. Profile of Household:

(a) Educational Status : Name of all the members of the family are to be filled in chronological order according to their age.

Age has to be given in completed years.

Sex of the member is to be filled up in this column as M for Male and F for Female.

Educational Status (in column 6) is to be given in code as given in the Survey Schedule.

(b) Average Monthly Income of the household: The Investigator is required to assess the average monthly income of the household in Rupees. This may be done on the basis of the statement of the respondent. Only one column, (which is the most appropriate), out of the five, is to be ticked.

(c) Type of operational holding of land : The operational holding of the household may be either owned by them, or on tenancy. It is also possible that a part of the operational holding is owned and a part is

on tenancy. It is also possible that the household may not have any operational holding. The Investigator is required to tick only one column (which is the most appropriate), keeping these possibilities in view.

(d) Drinking Water Facility : This item is to be canvassed for plain areas and hilly areas using separate Blocks. The Investigator has to tick the most appropriate column in the selected block (plain or hilly) indicating, the distance of source of drinking water available in case of plain areas and elevation of the source of drinking water in hilly areas. When the household is in plain areas, the portion of the Block relating to hilly areas in the Schedule should be struck off. Similarly, when the Schedule is canvassed in the hilly areas, the portion relating to plain areas should be struck off.

(e) Social Group of the household : The Investigator should ascertain the Social Group to which the household belongs, i.e. Scheduled Tribe (ST), Scheduled Caste (SC), Other Backward Class (OBC) or 'Others' and tick the relevant column.

B. Identification and Sub-categorisation of the poor

There are 13 Indicators given in 13 different rows. Five or less situations have been defined for each of the indicators and have been described in the columns. Each indicator is to be scored on a scale of 0,1,2,3 and 4 which has been defined for each situation for each indicator. The total Score for all the 13 indicators for a household will thus, vary between 0-52. The Investigator should tick the most appropriate column after assessing the correct situation from the respondent.

The indicators are described below:

1. **Size Group of Operational holding of Land** : This is the size of the land holding operated by the household. The size of unirrigated land is assumed as twice the size of irrigated land.
2. **Type of house**: This depends on the material used in the construction of the house. The definitions are given in the Schedule itself. If the house has facilities and structure like urban house, the Investigator may tick column no. 5.
3. **Average availability of normal wear clothing (per person in pieces)** : The Investigator may enquire from the head of the household or from a member who can give correct information. Under- garments should not be taken into account for working out the availability of clothing.
4. **Food Security** : The information is to be carefully collected from the head of the household or from a responsible member of the household. A square meal is a meal containing the minimum nutritional levels.
5. **Sanitation** : The Investigator may enquire from the head of the household or from any member of the household who can provide correct information. Thereafter the information may be, to the extent possible, physically verified.

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6. Ownership of consumer durables: The investigator must tick all the items, possessed by the household listed in the first column, after physically verifying them. Possession of items listed in the last column should also be indicated with tickmarks. This is required for scrutinizing the schedules at a later stage, before finalising the BPL list. One of the remaining four columns should also be tick marked, if the situation described therein is satisfied. The highest score of the ticked column is to be taken for working out the Total Score.

7. Literacy Status of the highest literate adult : The Investigator has to tick the column after enquiring from the concerned member/ head of the household. The information should be in respect of the member of the household who has achieved highest literacy level in the household.

8. Status of the Household in Labour Force: The information is to be ascertained from the head of the household or from a responsible member of the household.

9. Means of livelihood : The Investigator has to tick the column after collecting the information from the head of the household or from a responsible member of the household.

10. Status of children (5-14 years) (any Child): Children in the age group 5-14 years are only to be considered for scoring. If different children satisfy different situations under this item, the column with lowest score and satisfied by any child of the household should be ticked.

11. Type of indebtedness: The information is to be ascertained from head of the household or from a responsible member of the household. In case the loan has been received from a Financial Institution, the same may be verified from the concerned Institution.

12. Reason for migration from household: The investigator should assess the reasons for migration from the household. If no member has migrated, the household may be ticked as non-migrant. Migration on account of marriage is to be included in 'other purposes'.

13. Preference for Assistance: The Ministry of Rural Development has been implementing various Schemes for BPL households. These households may have varying preference for different kind of assistance which they may be offered. The Investigator should clearly indicate in the appropriate column the topmost preference of the household, after indepth discussion with the head of the household and assessing the appropriate situation.

14. How to tick? The Investigator may put the tick mark (), in a clear manner, using ball pen, on the relevant column in each row. Pencil should not be used. If separate space has been provided for ticking, the tick mark may be put there ; otherwise the tick mark may be put on the body of the cell falling in the row and appropriate column.
Example :

SC	ST	OBC	Others
	√		

Literacy status of the highest literate adult	Illiterate	Upto primary (Class V)	Completed secondary (Passed Class X)	Graduate/ Professional Dip / Diploma	Post Graduate/ Professional Graduate
				√	