

## **Important Instructions to be followed by enumerators in Non- Land Record states**

1. The first and foremost step of an enumerator, before undertaking house-to-house data collection activity in the allotted village, is to approach village Headman/Chairman and apprise/sensitize about the purpose of the visit and importance of conducting Agriculture Census, to solicit full cooperation from the respondents/villagers. Also, gather basic information from the Headman/Chairman about the village regarding geographical area and its bifurcation such as private land, community or clan or public and government land; land utilization as per nine-fold classification; availability of infrastructure etc. Further, after completion of field work in the village, the enumerator is required to approach village Headman/Chairman again and consult/discuss about the already collected data by generating Table-1 for verification and carry out necessary correction at the field itself, if required. This will facilitate easy verification of the data and ensure its quality and reliability.
2. In places where khata number and survey number of the land parcels are not available, enumerator should record house number against the khata number and serial number against the survey number. If a new house has come up which is not numbered, it should be given the same number as of the preceding house followed by 'N' to indicate that this is a new house. For instance, 2 or 3 new houses have come up between house nos. 125 and 126, it should be recorded as 125/N/1, 125/N/2, 125/N/3 against the khata number. Further, if a house no. 128 has been bifurcated, the new houses should be recorded as 128/1 and 128/2 against the khata number. In case, new house(s) has come up in an area which was not there earlier, fresh number(s) may be given to such house(s) which may be a combination of the first three letters of the locality name of that village followed by serial number starting from one (1) for easy identification of the household.
3. In some villages/places where house number is also not available, record the first three letters of the locality name of that village followed by serial number starting from one (1) for easy identification of the household or owner or operational holder
4. At the time of data collection, (i) if the owner is found to operate land on his/her owned land and also on leased-in land, then the enumerator has to record the details of land twice: first for the owned land and the second for the leased-in land. (ii) if the owner is found to operate part of his/her owned land and leased-out part of his/her owned land, then the enumerator has to collect details of land from the owner only for his/her operated land and the details about the leased-out part of the land has to be collected from the tenant (i.e. person who is operating) and not from the owner. (iii) if the owner is leasing out his/her entire owned land to others, then the enumerator will have to collect the details about the land from the tenant and not from the owner.
5. One critical challenge that may be encountered in the villages of non-land record states is recording the khata number, owner's name and father's/husband's name for the land that belongs to community or clan or public or government other than private individuals. In the case of the land that belongs to community or clan or public, the enumerator has to record "999" against the khata number and "community" against the owner's name as well as in father's/husband's name. In the case of the land

that belongs to government, the enumerator has to record “888” against the khata number and “government” against the owner’s name as well as in father’s/husband’s name. Further, the enumerator has to record/select the holding type of the community and government land as “Institutional”.

6. “State” and not the Tehsil will be considered as boundary point for pooling of part holdings. The entire operated land may not necessarily be located within the village. It is expected that the parcels in case of part-holdings would normally be located in adjoining villages as these are part of the same management. It is also possible that such parcels may be located within the same Tehsil/District/State. In rare cases, it may be even located outside the State. However, for the purpose of Agriculture Census in Non-Land record States, only the land operated within the State would be taken into account. Parcels located outside the State would not be considered for determining total operated area of the holding.

\*\*\*\*\*