Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Farmers Welfare

AGRICULTURE CENSUS 2021-22

MANUAL OF INSTRUCTIONS
FOR
DATA COLLECTION SCHEDULE (PHASE-I)

MANUAL OF INSTRUCTIONS

FOR

DATA COLLECTION SCHEDULE
(PHASE-I)

Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Farmers Welfare
Krishi Bhawan, New Delhi

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PREFACE

The Government of India has been conducting quinquennial Agriculture Censuses since 1970-71. The Census provides crucial information on the structural aspects of Indian Agriculture which continues to be the main stay of Indian Economy. The Concepts and definitions used in Indian Agriculture Census are broadly in conformity with those adopted in the World Census of Agriculture

The Agriculture Census in India relies on the system of land records as prevalent in large part of the country. The diversities in the nature of land revenue systems in different States require that concepts, definitions and procedures adopted for the census should be finalized before start of the fieldwork. In order to incorporate the experience gained during previous censuses and suggestions made by different stakeholders including data users, the Agriculture Census Division of the Ministry of Agriculture & Farmers Welfare has reviewed the schedules and instructions for use in the current Agriculture Census operations.

This Manual of Instructions for Phase-I Schedules, which is outcome of this review, provides a detailed description of the concepts, definitions, format of schedules and procedures to be adopted in the operation of data collection in Agriculture Census 2021-22. It is our expectation that this document will facilitate the work of the Census in the States/UTs and further improve the quality of data by following the guidelines given in this manual.

I hope with the introduction of technology in data collection and other new initiatives, States/UTs will make their best efforts in collecting quality data during this 11th Agriculture Census 2021-22.

(T.R. Sreenivas)

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Phone : 011-23383772
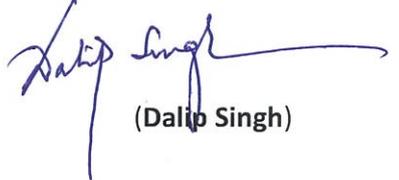**E-mail : dalip.s@nic.in**

FOREWORD

The Department of Agriculture & Farmers Welfare is mandated to conduct Agriculture Census in the country on quinquennial basis. Ten Agriculture Censuses have been successfully conducted so far in collaboration with all State/UT Government and the next Agriculture Census with reference year 2021-22 is eleventh in the series.

For Agriculture Census 2021-22, the Department has taken a number of new initiatives to improve the data collection process. One such initiative is the use of latest technology in data collection. Besides improving timeliness, it will also enable conduct of Agriculture Census on complete enumeration basis in all villages (100% coverage) covering both land record and non land record States/UTs. Another important change is the use of digitized land records for agriculture census purposes. In line with these changes, the data collection Schedules for Phase-I were also tweaked to make them more use-friendly and less time-intensive for the field investigators.

This Manual of Instructions for data collection in Phase-I is prepared for day to day use of primary workers and supervisory staff. The document will serve as a guide on the concepts, definitions and procedures to be uniformly adopted, topics to be covered in the training of field staff, use of software etc. Training videos will also be provided separately for their use.

I hope the field personnel will make full use of the Manual of Instructions for data collection of Phase I of Agriculture Census 2021-22.

(Dalip Singh)

INDEX

Sl. No.	Content	Page No.

Section – D: Annexure

Section – A

General Guidelines

1.   Introduction

1.1   Agriculture Census forms part of a broader system of collection of Agricultural Statistics in the country. It is a large-scale statistical operation for collection and derivation of quantitative information about the structure of agricultural sector in the country. Through Agriculture Census, it is endeavored to collect basic data on important aspects of agricultural Operational Holdings in the country. An agricultural Operational Holding is the ultimate unit for taking decision for development of Agriculture at micro level. It is for this reason that an Operational Holding is taken as the statistical unit of data collection for describing the structure of agriculture. Aggregation of data collected through Agriculture Census is done at various levels of administrative units, like, village/ tehsil (sub-district)/block, district, State and all India.

1.2   Periodic Agriculture Censuses are important as these are the main source of information on basic characteristics of Operational Holdings such as land use and cropping pattern, irrigation and tenancy particulars. This information is tabulated by different size classes of holdings and social groups including Scheduled Castes / Scheduled Tribes which are needed for developmental planning, socio-economic policy formulation and establishment of national priorities. The Census also provides basis for development of a comprehensive integrated national system of agricultural statistics and has links with various components of the national statistical system.

1.3   The whole project of Agriculture Census in the country is implemented in three distinct phases, which are statistically linked together but focus on different aspects of agricultural statistics. In Phase-I, data on primary characteristics of Operational Holdings of Owners/Operational Holders like number of holdings and area operated by different Operational Holders , social group, gender, tenancy status, types of holding etc. are collected on complete enumeration basis across the country. In Phase-II, data on characteristics of holdings like cropping pattern, irrigation status etc. are collected from selected 20% sample villages in each tehsil (sub-district). In Phase-III, data on input use pattern of Operational Holdings are collected from selected holdings of 7% sample villages in each tehsil (sub-district).

2.   Objectives

2.1   Agriculture Census data is used by various stakeholders for developmental planning, socio-economic policy formulation and establishment of national priorities. The main objectives of Agriculture Census are:

2.1.1   To describe the structure and characteristics of agriculture sector based on the number and area of Operational Holdings, land use, cropping pattern, pattern of input usage etc. by Operational Holdings.

2.1.2   To provide benchmark data upto the lowest geographical level (District / Village / Tehsil (sub-district)), which is needed for formulating new agricultural development programmes and for evaluating their progress.

2.1.3   To provide statistical frame of Operational Holdings for carrying out future agricultural surveys.

3. New Initiatives in Agriculture Census 2021-22

3.1 New initiatives introduced in Agriculture Census 2021-22 are as under:

3.1.1 Use of digitized land records depending upon the status of digitization and availability.

3.1.2 Collection of data through App/Software using hand-held devices like Smartphone/Tablet/Laptop/Personal computer.

3.1.3 Complete enumeration of all villages in Phase-I in Non-Land Records States as done in Land Record States.

3.1.4 Collection of new data items on Ownership & tenancy status in Phase I.

3.1.5 Different reference period for each Phase.

3.1.6 Dissemination of data for Phase-I at village level.

3.1.7 Real time monitoring of progress and uploading/downloading of data/software through web portal.

3.2 These measures will enable Data Collection in Phase I at unit level of land parcels with increased speed and accuracy. The list will be a complete frame of Operational Holders in India. Accuracy of data is expected to substantially improve due to reduced transcription and aggregation errors. Monitoring of primary data collection will also expedite, so also Data dissemination, by the use of various ICT technologies.

4. Reference Year

4.1 For Agriculture Census, reference period for collection of data in Phase-I, II & III would be as under:

Phases	Reference Period
I	1st July 2021 to 30th June 2022
II	1st July 2022 to 30th June 2023
III	1st July 2023 to 30th June 2024

5. Manual

5.1 This Instruction Manual will serve as broad guidelines for filling the schedules of Phase-I of Agriculture Census 2021-22. It will also serve as a guide on the concepts, definitions and procedures to be uniformly followed, outlines for training to staff associated with Census work and nature of supervision. These guidelines should be elaborated by State Governments keeping in view the local conditions, before translating into regional languages for dissemination to field functionaries when they

actually proceed for data collection. This Instruction Manual should be distributed to all field functionaries before starting the field work.

6. Time Schedule

6.1 The tentative schedule for implementing the phase-I of Agriculture Census 2021-22 is given as under:

S.No.	Item of Work	Timeline
i)	Organization of State Agriculture Census Commissioners meeting.	July, 2022
ii)	Training of Master Trainers of all States/UTs on software/technical issues by Technology Partner and DAC&FW.	August, 2022
iii)	Training to all field functionaries of States/UTs on software/technical issues by the Master trainers	August, 2022
iv)	Field work for collection of Phase-I data.	August - December, 2022
v)	Cleaning/validation and processing of phase-I data	January – June, 2023
vi)	Finalization & Dissemination of Phase-I output tables of the Census.	March - June ,2023

7. Methodology of data collection

7.1 Data on number and area of Ownership/Operational Holdings according to different size-classes, social groups, gender, types of holding and tenancy status would be collected and compiled on complete enumeration in all the villages across the country.

7.2 In land record states, data would be collected through re-tabulation (or using extracted data) of information available in Village Land Records and update the missing information based on the primary worker's knowledge or through necessary local enquiries. This would cover all the survey numbers within each village and preparing a list of holdings therefrom. In Non-Land record States, extracted/manual data of Ownership, if available, would be used for re-tabulation of information needed for agriculture census and the missing data would be collected based on house to house enquiry approach.

7.3 Some holdings may not be located completely within the village and may be spread over to other villages. For preparation of a list of Ownership/Operational Holdings, necessary matching of part-holdings scattered over more than one village has to be done. A holding may cut across the boundary of a village / Tehsil (sub-district) / District / State. As in previous Censuses, tehsil (sub-district) will be the outer limit for pooling of all parcels of Ownership/Operational Holding. If a holding is spread over more than one tehsil (sub-district), that part of the holding which is lying outside the tehsil (sub-district) of residence of Owner/Operational Holder will be treated as a separate holding.

7.4   For the purpose of pooling of part-holdings, the criterion that has to be adopted is the residence of the Owner/Operational Holder, but this will be applicable to only those holders who are residing within the tehsil (sub-district). However, if the Owner/operator is residing outside the tehsil (sub-district) then, for purpose of Census, he will be considered as a resident Owner/operator of that village where his holding is located, and his holding in that village will be treated as a separate Ownership/Operational Holding. Part-holdings are to be pooled in the village of residence of Owners/ Operational Holders. Necessary pooling of part holdings has to be done before preparation of Table-I for the village (format at Annexure-IV). Once Table-1 is generated, it means that part-holdings would have been fully accounted for at that stage and the list of Ownership/Operational Holdings of a village will be those belonging to the resident Owners/cultivators. The procedure for pooling of different parcels of an Ownership/Operational Holding is discussed in **Annexure-VI**.

8.   Updation of Land Records

8.1   The States/UTs have already been requested to update village land records for the reference year 2021-22. It is expected that all the work connected with it would have been completed before the actual start of fieldwork of Agriculture Census by July, 2022. Also, it is to be ensured that all the mutations for the reference   year would have been taken into account before the start of the fieldwork and special check needs to be carried out to ascertain the updation of such mutations in land records. As quality of data of Agriculture Census depends on the quality of data contained in land records, it should be ensured that all the up-to-date data are recorded properly in the land records for the reference year 2021-22.

9.   Training

9.1   It is necessary to impart thorough training, both to Primary workers as well as Supervisory officers before the conduct of actual fieldwork. The training for primary and supervisory staff could be arranged at 2/3 levels depending upon the conditions in each State. District/Block/Tehsil (sub-district) level Officers, in-charge of the Agriculture Census operations as Supervisors could be initially trained either at State Headquarter or at Divisional Headquarters. They in turn, should impart training to Primary workers. The Training programme must be intimated in advance to the Government of India so that an officer of the Agriculture Census Division, DA&FW could be deputed to clarify any doubts raised during the training regarding concepts, definitions or procedures to be followed during fieldwork.

9.2   DA&FW would organize an All India Conference and training programmes for Master Trainers of all the State Agriculture Census Officers directly involved in implementing the Census and also provide user friendly training videos for use by primary as well as supervisory staff during data collection.

9.3   Copies of Instruction manual in local language may be provided to the trainees in advance. The trainee may be instructed to go through the manual and schedules before coming for the training. This would facilitate easy absorption of concepts, definitions and procedures of data collection by trainees. The trainees could also come prepared to

the training session to seek clarifications for any doubts that might have arisen while going through the manual.

9.4   Points to be covered during the Training of Census personnel:

The training should necessarily include an explanation/elaboration about the following points:

i.   The procedure for ensuring complete coverage of all survey numbers of both Owner & Operational Holder in the village.

ii.   The procedure for re-tabulation of data from village land records (or use of extracted data from digitized land records) and updation of missing fields.

iii.   Entire format of the schedule should be explained item-wise to avoid any ambiguity in concepts and definitions to be followed.

iv.   Distinction between de facto and de jure position is to be explained. It should be clarified that Primary workers have to go by de facto position while collecting information for Operational Holdings and de jure position while collecting information for Ownership holdings.

v.   Concepts and definitions of Ownership/Operational Holding (Joint/Individual/ Institutional) and other concepts used in the census should be made clear.

vi.   Procedure on use of online portal for data collection/monitoring etc.

vii.   Proper instructions on use of hand-held devices for data collection through apps/software and its associated steps.

viii. Hands on training to all primary workers on use of hand-held devices like Smartphone/Tablet/Laptop/Personal Computer in data collection.

ix.   Procedure on submission of data, scrutiny of data and correction (if any error is observed or referred by supervisors), progress monitoring, checking pendency status and use of online portal for generation of village T-1 table (correctness of data) are to be explained in detailed.

9.5   The outline of some of the procedures to be covered in the training are as under:

9.5.1 Complete list of Ownership/Operational Holdings: The most important part of the Census is compiling list of Ownership/Operational Holdings. While compiling, one has to go through all the survey numbers in the basic village record, viz., 'Khatauni' or Ownership holdings and 'khasra register' and/or any other equivalent local variant, and see whether all the geographical area of the village are covered. One could   take 'Khatauni' and 'Khasra register' as the base and classify all the survey numbers/sub-survey numbers held by Owner and operated by Operational Holder. Even if the extracted data are utilized during data collection one should invariably refer physical as well as digitized land records while compiling the data and ensure

complete coverage of the entire geographical area of the village. It may also be noted that the primary workers/supervisory staffs should not only use his/her knowledge but also consult knowledgeable person of the village or make necessary local enquiries before filling and updating the relevant fields to ensure that the quality data is collected.

9.5.2 In the absence of land record, primary worker has to visit each and every household in the village and record all the area owned and operated by all the households in the village and ensure coverage of the entire geographical area of the village whether it is operated or not operated. For instance, starting from north-western corner of the village going by all the rows of houses towards the south-eastern corner, should be followed while collecting the data. The procedure for collecting the entire holdings in the village has to be explained in detail during the training classes. To ensure no area in the village are left out during the operation, one can consult knowledgeable person in the village and also make use of village wise list of all farmers enrolled under PM-KISAN scheme.

9.5.3 Institutional holdings: Institutional holdings are also to be covered in Agriculture Census. Holdings like Government farms, sugarcane factories/farms, tea gardens/plantations owned and operated by companies, cooperative farms, temple land owned and managed by Trusts through hired labour etc. are to be treated as institutional holdings. Those land, which are leased out to individuals by the institutions have, however, to be considered as individual holdings. The plantations/tea gardens, etc. owned/operated by individuals are also to be treated as individual holdings. In the training classes, the concept of an institutional holding may be explained in detail.

9.5.4 Criteria for pooling of part holdings: Where a holding spreads over to more than one village, the question arises as to where the area is to be accounted for. As already indicated, the residence of the Owner/ Operational Holder should be the criteria for accounting of area of part-holdings. The entire area owned/operated would be pooled and shown against the village of his residence. The Primary worker should be given intensive training regarding consolidation of part-holdings using example given in **Annexure-VI**.

9.5.5 Concepts and definitions: The concepts and definitions of Ownership/Operational Holding and other concepts used in the present Census should be made clear to the Primary workers and supervisory officers. These concepts are explained in **Annexure- V**.

9.5.6 Forms to be filled-in: Forms to be filled-in by the field staff should be discussed thoroughly giving specific instructions in respect of various blocks in apps/software. Detailed instructions for filling up of forms are given in **Section C** of this Manual.

9.5.7 System of Units and Script of Numerals: Even though it is preferable to use metric system for measurement of area (hectare), States may decide to use local units. But the unit of area used for filling Schedules, which are to be filled or update in apps/software, should be uniform within a tehsil (sub-district) and decimal system

should be used for expressing fractions. For example, 3 Bigha 4 Biswa may be written as 3.04 Bigha. Use of different units of area within a tehsil (sub-district) (Stratum) creates difficulties in computerized tabulation. Only Arabic numerals i.e., 1, 2, 3, 4, 5,……… should be used for filling the Schedules.

10. Fieldwork

10.1 As data is to be collected on complete enumeration basis of all holdings of Owner/Operational Holder from all villages using android or web application, the concerned nodal State/UT Department should assign/allot villages to all primary workers/supervisors depending upon the availability of manpower keeping in view the timeline for completion of work with quality. All primary workers should download the developed Apps/Software as well as extracted data (if available) in their own hand-held devices for starting the data collection work. Since the status of digitization of land records is not uniform across the States/UTs, procedure for data collection may vary depending on the availability of extracted data or maintenance of land records. In States/UTs where land records (Land Record States) are properly digitized and accessible, data is to be collected by extracting requisite information from databases and subsequent updation will be done by primary workers. Whereas, in those states (Non-land Record States) where digitized records and land record databases are not properly maintained or available or not accessible, data is required to be collected through household enquiry approach in Phase-I by supplementing or updating the available land records.

10.1.1 States/UTs with fully Computerised Land Records:

10.1.1.1 In States/UTs where Land Records are fully Computerized/Digitized, State Department will provide village wise complete list of all extracted data from computerized land records in prescribed format to NIELIT, Kolkata. NEILIT, Kolkata in consultation with DA&FW will upload the same on apps/software through the central server after reformatting the data. The primary worker will then download the apps/software which comes with the pre-filled data or available for download and update/fill the missing fields by referring to available physical or computerized records as well as by his/her own knowledge or through necessary local enquiries.

10.1.2 States/UTs with partially Computerised Land Records:

10.1.2.1 In States/UTs where land records are partially Computerized/Digitized, the nodal State Department will provide the available village wise list of all extracted data from computerized land records in prescribed format to NIELIT, Kolkata. NEILIT, Kolkata in consultation with DA&FW will upload the same on apps/software through the central server after reformatting the data. The primary worker will then download the apps/software which comes with the pre-filled data or available for download and or update/fill the missing fields through household enquiry approach as well as by referring to available physical or computerized records. The primary worker shall also be made available the village wise list of farmers enrolled under PM-KISAN scheme for verification so that there is no omission at village level.

10.1.3 States/UTs with no Computerised Land Records:

10.1.3.1 In States/UTs where Land Records do not exist or are not computerized, the primary worker will fill the requisite data using apps/software either through household enquiry approach or by referring to available physical land records and update the missing fields through household enquiry approach. The primary worker shall also be made available the village wise list of farmers enrolled under PM-KISAN scheme for verification so that there is no omission at village level.

11. Channel of submission & finalization of data

11.1 An end to end software has been developed to cover all the constituent activities of the Census operations starting from field level data collection to dissemination of final data. This will not only reduce the time lag in publication of results but will greatly improve the quality of data.

11.2 The primary workers will collect the data using hand-held devices through apps/software by using either extracted digitized land records or physical land records or household enquiry and submit the collected data to supervisors for scrutiny through online portal. The supervisors will then thoroughly scrutinize the collected data at village level and if satisfied, will accept the data for processing/estimation. However, if any erroneous schedules are observed at scrutiny or processing level, then the same will be forwarded back to the concerned primary worker for correction. This same cycle of data correction will be followed until all the submitted data are made error free for processing/estimation.

11.3 Thereafter, the software will enable generation of tables at Village/ Tehsil (sub-district)/ District/State/All India Level. For timely finalization of results, regional meetings of States / UTs are to be organized for discussion of the results. After finalization, the data will be disseminated through portal and also used for preparation of All India Report on Operational Holdings for Phase-I.

11.4 Data flow from collection to submission is depicted as under:
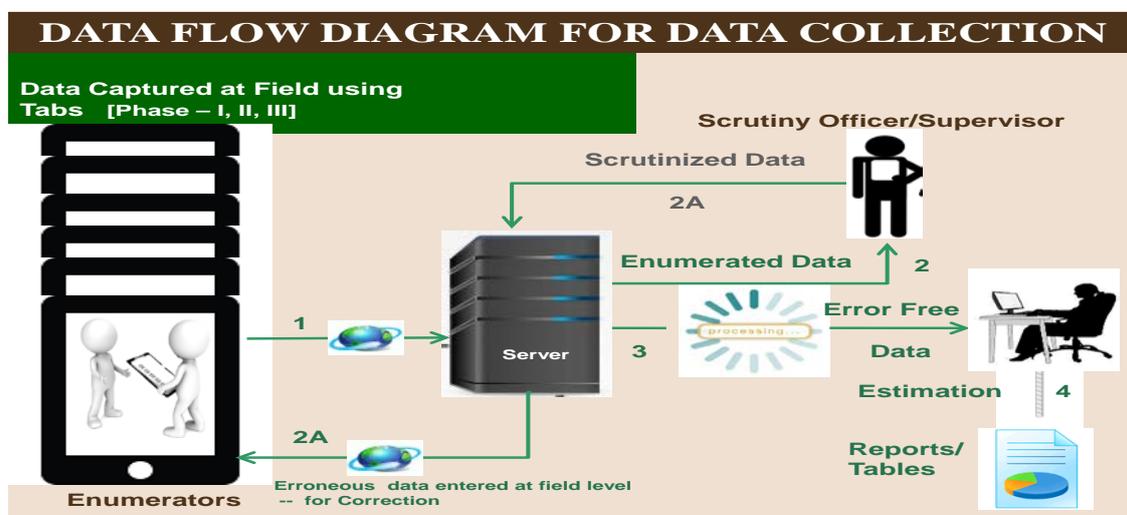
12. Monitoring of progress through online portal

12.1 The progress of Agriculture Census operations will be monitored on real time basis through web portal. A dedicated team at the Centre as well as State/UT Headquarter

would proactively monitor the progress of work and resolve issues, if any, on priority basis. In order to strengthen the monitoring system, multi-layer monitoring system would be adopted at Centre/ State/ District, Tehsil (sub-district)/Block/Taluka level. Physical progress of primary workers as well as supervisory officers of the States/UTs would be automatically updated on the portal on regular basis. To improve the quality of data and complete the work in time, State officials at Tehsil (sub-district) / Block / District / State Headquarter as well as officers at the Centre should undertake regular field visits/inspections during data collection period and interact with field functionaries.

13. Constitution of State Level Coordination Committees (SLCCs)

13.1   Since different Departments would be involved in Agriculture Census operation in the State, it is necessary to set up a Coordination Committee at State level to review the progress from time to time. The committee may be headed by Agriculture Census Commissioner of the State who may be either Financial Commissioner or Revenue Secretary or Agricultural Production Commissioner or Agriculture Secretary. The other members may include representatives from State Departments of Revenue, Agriculture and Statistics, as the case may be. Officials from Computer Cell of the State and NIC may also be included as a member in addition to a representative from Agriculture Census Division of the Ministry of Agriculture & Farmers Welfare, Government of India.

13.2   It is necessary to form similar Committees at the district level. These would be headed by the Collector/Dy. Commissioner who will be designated as District Agriculture Census Officer. Members of this Committee may include, representatives from District authorities of Revenue, Agriculture & Statistics. This would help in better coordination, smooth conduct, and timely completion of Agriculture Census operations in the country.

14. Publicity

14.1   The importance of publicity for the Agriculture Census cannot be over- emphasized. Experience shows that adequate publicity and sensitisation helps in soliciting cooperation from respondents and thereby collecting quality data and completing the work in time. The State Governments should take proactive steps to give wide publicity about the importance of Agriculture Census through various mass media platforms (Radio/Television/Press etc.) and village Panchayats, and create necessary awareness among the people for successful completion of this gigantic task. It is extremely critical that the respondents are made aware of the importance of statistics and they should also be told that the data supplied by them for Agriculture Census, particularly on   aspects relating to tenancy, division of holding or crops cultivated will not be utilized for settlement of any dispute in any court of law or for deciding any tax to be levied on them.

15. Units for Measurement of Area

15.1   It has been experienced that various units for measurement of area are prevalent in the country. Even within a State, many systems of measurements and units are used in

different regions. However, for preparing All India estimates, it is necessary to adopt a uniform unit of measurement. It has, therefore, been decided that the results of Agriculture Census at All India level will be released in metric system with hectare as unit of area. In States where it is difficult to adopt hectare as unit uniformly, it is suggested that for filling the schedules, local units and system of measurement may be used, but decimal system is to be used for expressing fractional parts. In such cases, conversion of units from local to hectare will be automatically done by the system itself. However, it must be ensured that within each Tehsil (Sub-District) only one unit is used for accounting of area.

16. Script of Numerals

16.1   Only Arabic numerals (1,2,3,4,5 etc) should be used for filling-up of various schedules.

17. Seeking Clarifications

17.1   Any issue regarding Concepts, Definitions and Procedures for Agriculture Census 2021-22, which could not be clarified at the State level should be referred to the Government of India at the following address:

Dr. Dalip Singh,
Deputy Director General-cum-Agriculture Census Commissioner,
Department of Agriculture and Farmers Welfare,
Ministry of Agriculture and Farmers Welfare,
Government of India, Shastri Bhawan, New Delhi-110001.
Tele No.: 011-23383772.
E-mail: agcensus.krishi@nic.in

Section – B

Roles and Responsibilities

18. Roles & Responsibilities of stakeholders in data collection

The role and responsibilities of Officials involved in data collection are enumerated below:

18.1 *State Agriculture Census Unit:* The responsibility for execution of the Agriculture Census Operations has been entrusted to the States / UTs with financial and technical support by the Centre. This gigantic task of data collection for Agriculture Census is coordinated by the Agriculture Census Unit established in each State/UT and carried out with the help of field functionaries (like Patwaris /Talathis / Block Level Workers / Karnams /Investigators etc.) of different Departments of the State/UT Government. Major responsibilities of the Officers in State Agriculture Census Unit include: (i) preparatory activities for conducting Agriculture Census, (ii) identification and assigning role of System Administrator, (iii) identification of primary workers /supervisors and creation of login credentials, (iv) allotment of villages to primary workers as well as supervisors, (v) provide village masters & extracted data, (vi) coordination with NIC, Land Revenue Departments and other stakeholders, (vii) organizes awareness/publicity campaigns, (viii) organizes training programmes for primary workers/supervisors, (ix) monitor progress of data collection through the monitoring portal using the login credentials provided by System Administrator, (x) undertake regular field inspections, (xi) finalization of data etc. Besides technical aspects, the Unit also maintain records on all aspects of fund release, utilization and unspent balance, issue of UCs and monitor financial progress through monthly expenditure statements as per requirements of the Department.

18.2 *System Administrator:* The role of System Administrator would be crucial as use of technology in data collection is introduced for the first time. The major responsibilities of the System Administrator of the State include: (i) Assigning/providing login credentials (user_id and password) to all field functionaries at different levels in the State, (ii) Allotment of villages to field functionaries (primary as well as supervisors) for undertaking data collection and scrutiny, (iii) Mapping of LGD village code and setting of area unit, (iv) Regular technical guidance to field functionaries and personnel involve in Census operation, (v) Configuration of IT systems and resolving all technical issues related to Apps/web based application for all field functionaries of the State etc.

18.3 *Supervisor:* The role of Supervisor is very critical as effective supervision of field functionaries ensures flow of quality data from the field and completion of work according to prescribed time schedule and instructions. At times, Supervisor may also be assigned the responsibility of creation of login credentials (user_id& password) to all field functionaries who are working under him or her depending on the prevailing administrative set up in respective State. The Officers who are appointed as Supervisors (Tehsil (sub-district)/Block/District level officers) for Agriculture Census work should proactively monitor the progress of Primary workers through the online portal. The main responsibility of Supervisor is to scrutinize and approve all the data collected by primary workers before submission for processing/estimation.

18.4 *Enumerator:* The task of data collection for Agriculture Census is carried out by the enumerators or primary workers or field functionaries (like Patwaris/Talathis/Block Level Workers/Karnams/Investigators etc.) of different Departments of the State/UT Government. The primary worker is expected to undertake data collection work as per

the instructions manual and ensure collection of quality data. He/She will be using hand-held devices for data collection through prescribed apps/software either through extracted digitized land records or physical land records or household enquiry approach as per the availability of data in each State/UT. He/She is also expected to regularly upload the data on the central server for scrutiny and approval by his/her supervisor, and attend to various queries/clarifications raised by him/her before approval.

Section – C

Instructions for Data Collection

19.   Flow Diagram of activities for different users

19.1   *System Administrator*
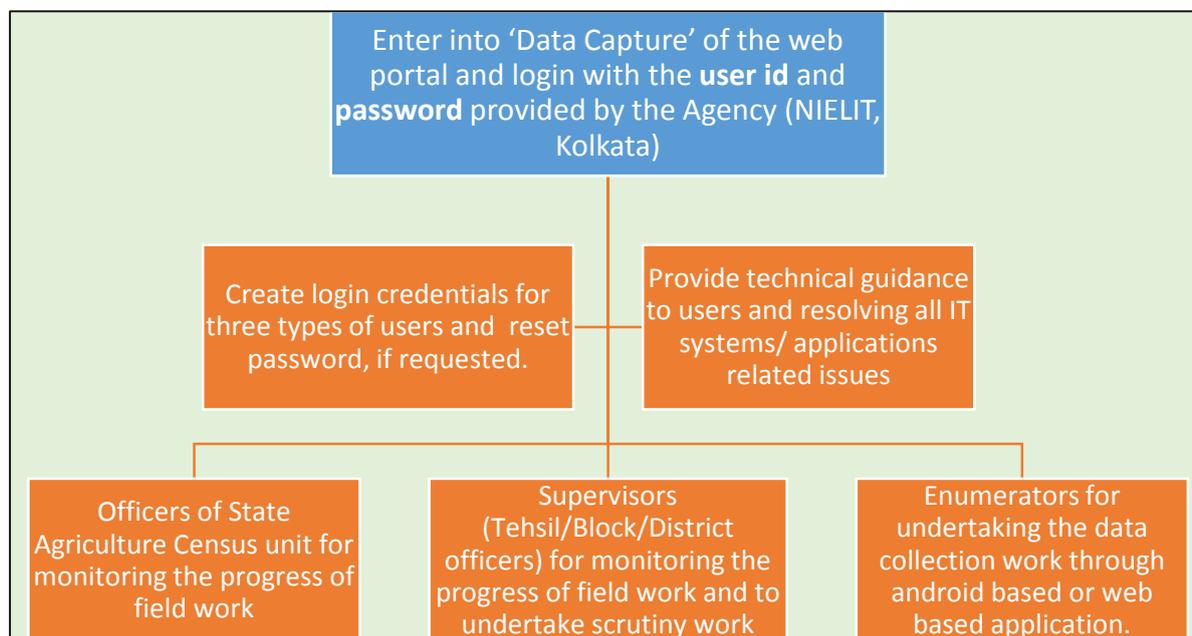
19.2   *Supervisor*
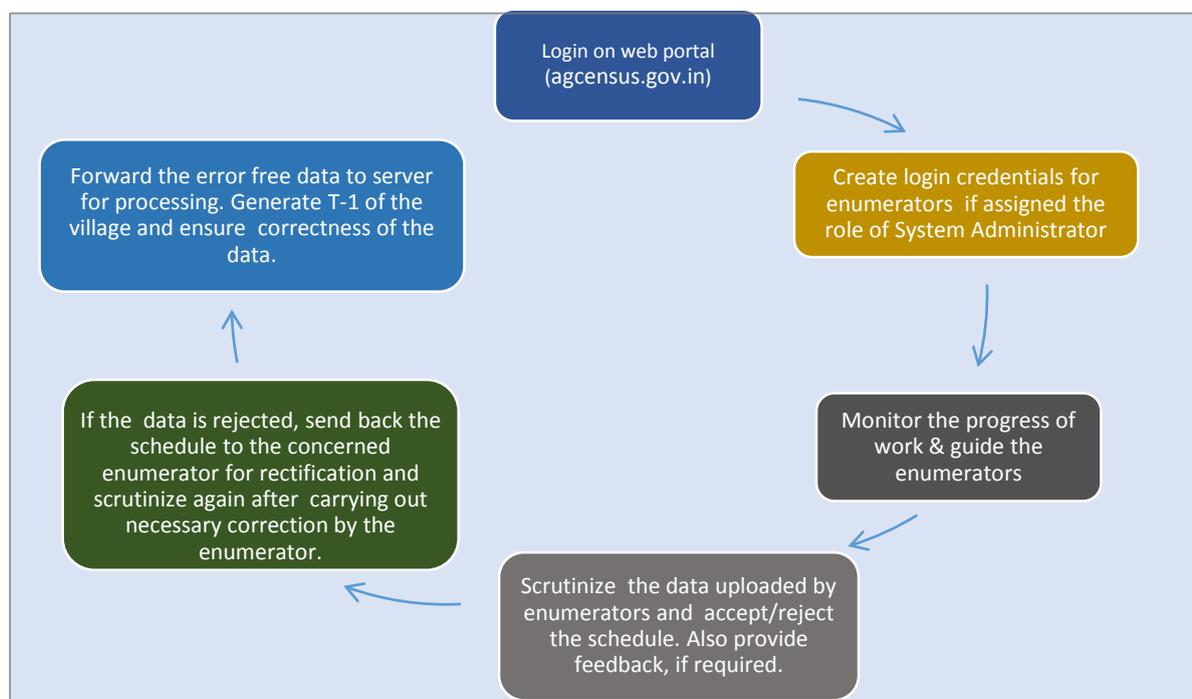
19.3   *Enumerator*
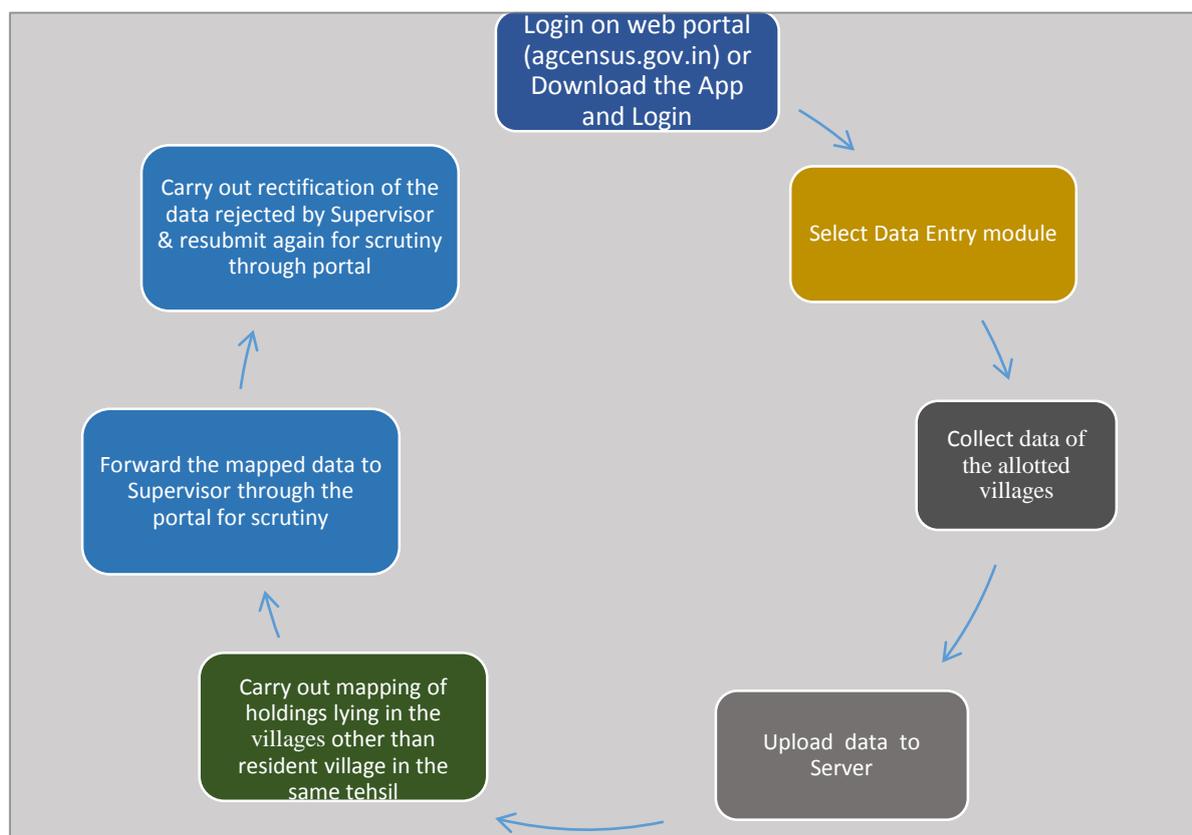
20.   Instructions for accessing the Agriculture Census portal

20.1   To access the Agriculture Census 2021-22 web portal, type 'http: //agcensus.gov.in' in the address bar of the web browser or alternatively search for 'agcensus.gov.in' from the search engine, like Google, and click on the link. *Link to Agriculture Census 2021-22 web portal is also available on 'http: //agcensus.nic.in'.* The following Home page of Agriculture Census will be opened:

20.2   The homepage will have options for Dashboard, Data Capture, and Report & Useful Documents. The process for undertaking field work would be started only after login

into the Data Capture option. Under Dashboard, one can view and monitor the progress of work at different levels. Important documents like Manual of Instructions, Training Videos and Operational Guidelines are available under 'Useful Documents'.

21. Instructions for System Administrator to create login credentials of users

21.1   The login credentials for various types of users will be generated only through web based application/ software which would require internet connection**.** To enter into Data Capture module of the web portal, you need to be a registered user. At first, the agency (NIELIT, Kolkata) would authorize the **System Administrator** of the State to have the privilege of creating login credentials of all the personnel who would be involving in conducting the Agriculture Census work in the State. In general, System Administrator would be required to create login credentials for three types of users:

21.1.1 Officers of State Agriculture Census unit for monitoring the progress of field work.

21.1.2 Supervisors (Tehsil (Sub-District) / Block / District officers) for monitoring the progress of field work and to undertake scrutiny work. At times, they may also be assigned the role of system administrator for creation of login credentials of the primary workers who would be working under their jurisdiction.

21.1.3 Enumerators for undertaking the data collection work through android based or web based application.

21.2   To start with, the System Administrator will first enter into 'Data Capture' option of the web portal and login with the **user id** and **password** provided by the Agency (NIELIT, Kolkata) whereby the main menu page for different types of users to undertake their assigned responsibilities will be displayed. Here, only the System Administrator will have the right to reset the login credentials of users and at the request of any users the same will be reset or created again. However, depending on the prevailing administrative system in the State, the System Administrator may also delegate the responsibility of creating the login credentials of the enumerators (primary workers) to **Supervisors** (Tehsil (sub-district)/Block/District level officers).

21.3   **Step by step guide for creation of login credentials for different users**

Before initiating this activity, information such as Name, Designation, Mobile Number etc. of the users are required and therefore needs to be collected. Step by step guide for creation of user credentials for different users are as under:

➢ **By System Administrator**

21.3.1 **State Officers:** Go to User Creation option and create the login credentials of State Officers for Phase-I by filling all the required fields like name, mobile number, email-id etc.

21.3.2 **Supervisors (Tehsil (sub-district)/Block/District Officers):**

Step-1: Open the Setup option on the login page. Under the Setup, go to 'Setting Area Unit' option and carry out mapping of the LGD code with Census code and also fix the area unit for Phase-I at tehsil (sub-district) level by choosing the District and Tehsil (sub-district). The area unit once fixed at tehsil (sub-district) level cannot be changed after the field work has started. Therefore, System Administrator/Supervisor should carefully choose the unit area at the time of user creation for Supervisors/Enumerators and ensure that the existing or prevalent system of measurement of area unit within the tehsil (sub-district) is correctly selected.

Step-2: Next go to User Creation under Setup option and create the login credentials of **Supervisors** for Phase-I by assigning the Jurisdiction area such as District, Tehsil (sub-district) and Village and filling all the required fields like name, mobile number, email-id etc. of the Supervisors.

➢ **By Supervisor/System Administrator**

21.3.3 **Enumerators**: If Supervisors are also assigned the role of creating login credentials for enumerators by the System Administrator, he/she also has to login with user_id and password provided by System Administrator and follow the same following steps:

Step-1: Open the Setup option on the login page. Go to 'Setting Area Unit' option and carry out mapping of LGD code with Census code and also fix the area unit for Phase-I at tehsil (sub-district) level by choosing the District and Tehsil (sub-district). The area unit once fix at tehsil (sub-district) level cannot be changed after the field work has started. Therefore, the System Administrator (or Supervisor) should carefully choose the unit area at the time of enumerator creation and ensure that the existing or prevalent system of measurement of area unit within the tehsil (sub-district) is correctly selected.

Step-2: Go to Enumerator Creation option and create the login credentials of enumerators for Phase-I by choosing the option of the mode of undertaking data collection either through android based or web based application and allot the jurisdiction area such as District, Tehsil (sub-district) and Villages for undertaking data collection and finally fill the enumerator credentials such as name, mobile number, email-id etc. Here, the mode of data collection once selected can only be changed by the System Administrator (or Supervisor) upon the request of enumerators.

22. Instructions to Supervisor for undertaking scrutiny work

22.1 Login on the web portal using user_id and password provided by the System Administrator. Through this main menu page, the Supervisor will first go to 'Phase-I' menu and then choose 'scrutiny of data' option whereby a page will be displayed for undertaking the scrutiny work of Phase-I Schedule. Select the village for which the scrutiny work is to be undertaken and view the collected data as well as the schedule.

22.2   After scrutiny, the Supervisor will either accept or reject the schedule depending on the quality of data collected. The rejected schedule will then be sent back to the concerned primary worker for rectification and resubmitted for scrutiny after necessary corrections by the enumerator. On rejected schedules, the Supervisor should give reasons for rejection so as to enable the concerned primary worker to easily rectify the erroneous data. Only accepted and verified data will be made available at central server for further processing. The following points are to be carefully checked during scrutiny as to whether:

     i.   All survey numbers/area in the village has been accounted for.

    ii.   All survey numbers/area owned/operated by Owner/Operational Holder has been covered or any omissions have been noticed. Also, it should be check whether all the holdings in the village are listed.

    iii.   Area figures given in respect of each survey numbers forming part of the Operational Holding have been correctly recorded from the basic village form.

    iv.   Up to date land records including mutations have been used for the reference year.

    v.   Coverage of institutional holdings is as per concepts and definitions.

    vi.   Re-tabulation or extraction of data from land records and updation of missing fields have been correctly done.

    vii.   All the fields in the schedules have been properly filled up.

    viii.   The instruction for use of area unit and system for expressing   fractions have been followed.

    ix.   The data given in the schedules are consistent.

    x.   Correct codes have been used/filled/chosen.

23.   Instructions to Enumerator

23.1   In Agriculture Census 2021-22, for land record States, details of land use of each survey/sub-survey number (whether operated or not operated) in the village are collected to reconcile with the village geographical area. In non-land record States where Record of Rights and plot number/survey number is available, procedure for filling up of land use will be same as followed in land record States.

23.2   In States (especially some North Eastern States) where there is no land record system (no khata number / survey number), recording the same in the App will be a challenge. In this case, the primary worker may choose to record house number against the khata number followed by serial number against the survey/sub-survey number within the household or for individual Owner or Operational Holder. For instance, if the household has land spreading across in 4 different locations in the same village, the primary worker should record house number of the household as the khata number and may choose to assign serial number 1, 2, 3 & 4 as their survey number/sub-survey number and record their land use whether operated or not operated as per the definition of

Agriculture Census and if not operated, record their land usage type by choosing the appropriate classification. For village area not covered by households i.e. Government land/Community land, the enumerator will be required to consult the village records/Headman to furnish the information against the item Government Land and community land for the village as a whole and record the land usage type as per its use such as Forest, barren land etc. Sequence of activities for data collection by enumerators are as under:

i. Download the apps from Google play store in mobile/tablet.

ii. Open the home page of the Apps using user_id and password provided by System Administrator.

iii. Choose the 'Data Entry' option from the home page. Check whether the extracted data is pre-filled in the Apps. If not, then download the extracted data from the option "Download Data" from Home page.

iv. Collect data as per the instructions and always save the collected data by clicking on the Save button.

v. Upload the saved data to server from the option available on the home page. The primary worker must ensure uploading of the saved data, if feasible, on daily basis.

vi. Undertake mapping of part holdings lying in villages other than the resident village within the same tehsil (sub-district) by choosing the available option from the home page.

vii. View feedback report of the Supervisor from the option available on the home page and make corrections, if any, on the schedule and resubmit the data by uploading it again to the server.

viii. Use the 'help' desk forum for any queries you may have. The clarifications on the same can also be viewed on the same page.

ix. Backup option of the collected data on the hand-held device is also available for later uploading into server through web based application.

23.3 **Step by Step instructions to download the app and logging in and accessing data entry module**
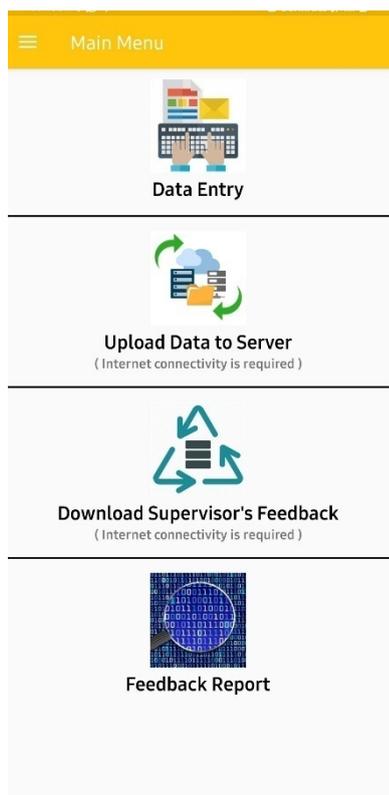
23.3.1   The first and foremost job of the enumerator (primary worker) is to download the app in mobile/tablet from Google play store by searching the name "Agri2122 (Phase-I)" of the app. After successfully downloading the app, open the app and then login with his/her user_id and password provided by the Administrator / Supervisor. The login page of the app is shown above:

After successful login, new screen with four options will appear as shown on the left:

23.3.2   The first option "Data Entry" will be used for filling / recording the schedule for which internet connectivity will not be required. The second option "Upload data to server" will be used for uploading the collected data to the server for further scrutiny by Supervisors. The primary worker has to regularly upload the filled data to the server on daily basis. The apps will also have the feature to remind the primary worker to upload the data to server in the form of pop-up messages. The third option "download Supervisor's feedback" will be used for refreshing and fetching the feedback given by the Supervisor from the server. The last fourth option "Feedback report" will be used for viewing the feedback report of the Supervisor.
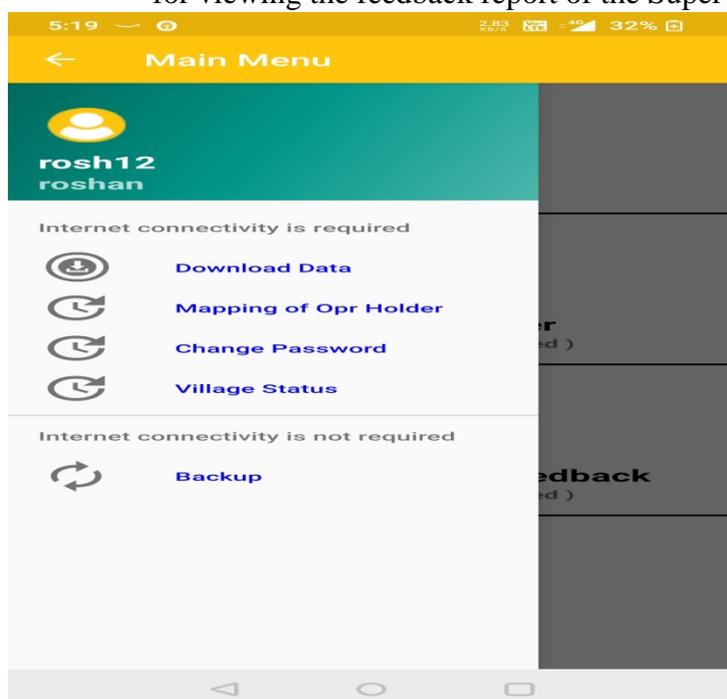
23.3.3   The screen on the left will be displayed after clicking on the tab option available on the left side of the main menu page. The first option "Download data" will be used for downloading the extracted data of the allotted village in case the data has not been pre-filled in the app for which internet connectivity is required. The second option "Mapping of Opr holder" will be used for mapping the holdings of resident holders with other villages. The third option "Change password" will be used to change the password if he/she desires so. The fourth option "Village Status" will be used for viewing the progress of work. The last fifth option "Backup" will be used in case the enumerator wants to have a backup of the saved data and manually upload through web based application.

24. Instructions to Primary Workers for filling the Schedules

24.1   There are 7 Blocks in the Schedule for Phase-I which are common to all villages which would be recorded or filled-in for each Khata number/Survey number in the village. These Blocks are as under:

Sl.No.	Name of Block	Details
1.	Block A1	Identification Details
2.	Block A2	Agriculture Infrastructure in the Village
3.	Block B	List of Resident and Non-Resident Owners
4.	Block C	Details of Land use of Survey/Sub-Survey Number
5.	Block D	Survey/Sub-Survey number wise details of Operational Holders
6.	Block E	Details of Institutional holders
7.	Block F1 to F4	Address detail of Owners/Operational Holders

Block A1 & A2 of the schedule

24.2   After clicking on the **'Data entry'** option on the main menu page, the primary worker will enter into the data collection screen.

Block A1-Identification Details

24.3   Here the Primary worker will have to select the preferred choice of language and village name from the drop down menu for filling the schedule of the allotted villages. If allotted village does not appear in drop down, please consult the Supervisor/System Administrator.

Block A2: Agriculture Infrastructure in the Village

24.4   Information on the location of some important agricultural infrastructure has been sought to assess the availability of infrastructure in the village for development and planning of rural India. The first 5 items in the screen will come as pre-filled from the previous Block A1. For the next 4 items starting from 6 to 9, the primary worker has to choose the appropriate location code based on the distance (i.e., code 1 *for within village,2 for outside village but within 5kms, 3 for outside village but within 10kms, 4 for outside village but within 20 kms and 5 for outside village but more than 20kms)* regarding the availability of facilities in the village such as:

Agri21-22 (Phase-I)

Block A2

Andhra Pradesh

Language	English	English ▼
District	01 - SRIKAKULAM
Tehsil	07 - RANASTALAM
Village	000001 - VELPURAI ▼
Area Unit	18 Acre & Cent(4 dec)(1 Acre ▼
Market/Shop	1 - within village ▼
Custom Hiring	1 - within village ▼
Cold Storage	1 - within village ▼
Market/Mandi	1 - within village ▼
Pin Code	313002
Geographical Area(in Hect.)	50.0000

BACK   NEXT

24.4.1   **Item 6:** Nearest Market/Shop for procuring agricultural inputs like seeds, fertilizers, etc;

24.4.2   **Item-7**: Nearest Custom Hiring Centre for agricultural machinery;

24.4.3   **Item-8:** Nearest Cold Storage/ Warehouse for storing agriculture produce;

24.4.4   **Item-9**: Nearest Market / Mandi for selling agriculture produce.

24.4.5   In item 10 & 11, PIN code and geographical area of the village has to be filled by the primary worker.

Block B - List of Resident and Non-Resident Owners

24.5   In this Block, primary worker should fill the details of Owner against the given khata number as per register/record or based on his/her knowledge or after making necessary local enquiries or house to house enquiry. If extracted data from land record is used then some of the fields (may vary from State to State) in this Block will be pre-filled (or available) and update the missing fields as shown in the picture below (on next page):

Item 1: Serial Number
24.5.1   Here, the running serial number starting from 1 should be given against each of the khata number of the village.

Item 2:Khata Number
24.5.2   Record the Khata number of Owner from Khatauni/Ownership register or it may be prefilled in app based on extracted data of land records.

24.5.3   *Link:* For ease of data entry, option of linking current record with the previous records using the name or father/husband name of Owner/Operational Holder has been provided. The primary worker can click on the check box available in link option and select the name or father/husband name of Owner to whom he/she wants to link with this record. Name or father/husband's name of Owner are either available in app through extracted data or based on previously filled records by the primary worker. Once the primary worker links the record with the name of Owner or Father/Husband's name, remaining information such as Holding type, Gender, social group etc. of the block will be automatically filled, if available in records. In this case, primary worker would just have to update and verify the information.

Block A: ▼

Block B: Details of Owner ▲

1. Sl. No. : 3

2. Khata Number :

☐ Link   000001-00003-00

3. Name :

4. Father/ Husband Name :

5. Holding Type : 2 - Joint ▼

5A. No. of Joint Holders :

6. Gender : Select ▼

7. Social Group : Select ▼

8. Aadhaar No. : (Optional)

9. Mobile No. : (Optional)

10. Place of Residence : Select ▼

11. Total Number of Survey/Sub-Survey Numbers : 1

24.5.4 **Wrong records**: In case of duplicate records available in the app for a serial number, new check box will appear for wrong records. The primary worker may delete the duplicate records by clicking on the check box option.

Item 3 & 4: Name of Owner & Father / Husband name

24.5.5 The primary worker has to record the name of Owner along with the name of father/husband for easy identification of the holding corresponding to the khata number or the information might have been prefilled in app based on extracted data of land records and accordingly update.

Item 5: Holding Type (Individual / Joint / Institutional)

24.5.6 Type of holding of the Owner, viz., Individual or Joint or institutional should be recorded under this item by using code 1 or 2 or 9 respectively. Holdings like government farms, sugarcane factories/farms, tea gardens/plantations owned by companies, cooperative farms, school / temple / church / mosque land owned by trust etc. are to be treated as Institutional. However, the plantations/tea gardens etc. owned by individuals are to be treated as individual holdings.

Item 5A: Number of joint Owners

24.5.6.1 In case the holding type is Joint in item 5 (i.e. code-2 in item 5), new pop-up option will appear for recording the number of joint Owners.

Item 6: Gender of Owner (M/F/Transgender)

24.5.7 Here enter the gender of the Owner by using code 1 for male, 2 for female and 3 for transgender. This information may not be available in the village land record and therefore, the Primary worker should fill this by his/her own knowledge or after making necessary local enquiries or house to house enquiry. In the case of a joint holding where the joint Owners belong to different gender i.e. Male, Female and Transgender, the gender of the dominant Owner who owns the maximum area should be recorded here. In the case of Institutional holding, no such categorization would be required and hence the corresponding code (9) should be filled in this item.

Item 7: Social Group (SC/ST/Others/Institutional)

24.5.8 The social group to which the Owner belongs, viz., Scheduled Caste/Scheduled Tribe/Others will be indicated here by using code 1or 2 or 3. This information may not be available in the village land record and therefore, the Primary worker should fill this by his/her own knowledge or after making necessary local enquiries or house to house enquiry. In this item, primary worker will have to make sure that the same code 9 should invariably be filled **Only** if the code is 9 in item 5. In the case of a joint holding in item 5 where the joint Owners belong to different social groups, the social group of the dominant Owner as recorded in item 6 should be recorded here.

Item 8&9: Mobile number &Aadhaar number of Owner

24.5.9 *Here, the* Primary worker may record mobile number and Aadhaar number of the Owner in item 8 & 9 respectively, if available.

Item 10: Place of Residence & Address

24.5.10 Primary worker should record the place of residence of the Owner based on the information gathered after making necessary local enquiries or house to house enquiry in item 10 by choosing the appropriate code as under:

Code 1 if the Owner is residing in the same village.
Code 2 if the Owner is residing in other village in the same tehsil (sub-district).
Code 3 if the Owner is residing outside the Tehsil (sub-district) but within the state.
Code 4 if the Owner is residing outside the State.
Code 5 if the Owner is residing outside the Country.

In case of code 2, select name of the village from the drop down menu.In case of code 3, select name of District, Tehsil (sub-district) and Village. Here, only name of the District is mandatory and name of Tehsil (sub-district) and Village are optional. In case of code 4, select name of State, District and Tehsil (sub-district). Here, only name of the State is mandatory and name of District and Tehsil (sub-district) are optional. In case of code 5, fill the name of the country.

Item 11: Total Number of Survey/Sub-survey Numbers in the Khata

24.5.11 Primary worker should fill the total number of Survey/Sub-survey numbers against the given khata number in item 2 and accordingly fill the details of each survey/sub-survey numbers in next Block C.

Block C –Details of Land use of Survey/Sub-Survey Number

24.6 In this Block, primary worker should fill the details such as extent of land, operating status, number of Operational Holders, land usage etc against the given survey/sub-survey number based on village register or his/her knowledge or after making necessary local enquiries or house to house enquiry. If extracted data from land record is used, then some of the fields (vary from State to State) in this Block will be pre-filled (or available) and update the missing fields.

Block C: Details of Land use of Survey/ Sub-Survey Number

Sl No.	1
Survey/Sub-Survey No.	
Extent of Land	0.0000
Status of Land Use	Select ▼
land usage type	Select ▼
Operational Holder	Select ▼
No. of Opr. Holders	0

DELETE   CONFIRM   BLOCK - D

Total Extent of Land	0.0000
10. Remarks :	

Item 1: Serial number (Sl.No)

24.6.1 Here, serial number represents the order of survey/sub-Survey number out of total survey/sub-survey number of the khata number. Therefore, running serial number starting from 1 up to the number recorded in item 11 of Block C should be recorded.

Item 2 & 3: Survey/Sub-survey Numbers and extent of Land

24.6.2 All Survey/Sub-Survey numbers irrespective of whether the area has been cultivated or not along with their area for the given Khata in item 2 of Block B is to be recorded under these items (or update if available as prefilled). The primary worker can make use of the basic village land records such as Khatauni, patta Register, B.1 Form, Village Form 8(A) and Crop Register, which are also known as Khasra Register/ Khasra Girdwari/Adangal/Village Form VII-XII / Pahani Patrak, etc. Khatauni is a register, which gives the list of persons who own land along with the area owned.

Item 4: Status of Land Use

24.6.3 It is not necessary that the entire area of the survey/sub-survey number (item 3) should be under cultivation. Some of the area might be put to non-agricultural uses or it may be culturable waste etc. For each survey number, operated area will get priority over not operated in case only part area is cultivated. Primary worker should select whether the area of land recorded against the survey /sub-survey number is '**operated**' or '**not operated'** during the reference year 2021-22 using code 1 or 2 respectively.

24.6.4 However, if the area under the survey number is under current fallow during the reference year 2021-22 but was cultivated in the preceding year, this should also be treated as '**Operated**'. Here, area or extent of land is considered '**Operated**' if the land is cultivated or remain current fallow during the reference year, otherwise it may be considered as '**not operated'**.

24.6.5   If status of land use is **'operated'** (code 1 in item 4), then item 7 (i.e land usage type) will also be automatically disabled by the system. If status of land use is **'not operated'** (code 2 in item 4), then item 5 (Operational Holder) & 6 (no. of Operational Holder) will be automatically disabled by the system.

Item 5: Operational Holder (Who is Operating the Land)

24.6.6   This item 6 '**Operational Holder'** should be filled in **only** if the area of the given survey/sub-survey number (item 2) is '**operated'** (code 1 in item 4). **An Operational Holder is the one who actually operates the land and not the Owner.** In case the Owner has leased out his/her land to another person, these survey numbers and their areas would have to be shown against the name of the person who has taken the land on lease and is actually operating the land. Here, the primary worker should record the actual status of who is operating the land as **de facto** position by using the following code:

   i.   1 for owned & self operated,
   ii.   2 for individual other than Owner but within the same household,
  iii.   3 for Leased-out,
  iv.   4 for Otherwise operated.

24.6.7   Land might have been leased-in or leased-out on different terms such as for a fixed amount of money, fixed quantity of produce, share of produce etc. 'Otherwise operated' includes land which is neither owned nor leased-in- or leased-out but is operated by Operational Holder. Such land may include encroachment, forcibly occupied, unauthorized occupation, land under dispute etc. It is apparent from the results of Previous Censuses that in some States, land 'otherwise operated' were either overlooked or were not properly reported or were included wrongly as leased-in or leased-out.

24.6.8   In this connection it may be noted that there may be cases where a piece of land is in the name of father but his heirs have done partition of the land, though not legally on paper, and are operating different portions *independently and are living in separate households.* Such cases are to be treated as many separate holdings as found in *de facto* position rather than *de jure*, where-in, there is only one holding. Such cases are to be treated as 'individual other than Owner but within the same household'.

24.6.9   In some cases, a piece of land is owned by a father but operated by his sons/daughters, though not legally on paper, *who are living in the same household i.e they normally live together and take their meals from a common kitchen.* Such cases are to be treated as 'individual other than Owner but within the same household'.

Item 6: No. of Operational Holders operating the Survey Number

24.6.10   Primary worker should record the total number of Operational Holders who are operating the survey number under this item.

Block C: Survey/Sub-Survey Number wise Land use

Sl No.	1
Survey/Sub-Survey No.	11
Extent of Land	2.0000
Status of Land Use	2 - Not Operated ▼
land usage type	Select ▼

DELETE   CONFIRM

Item 7: Land usage type

24.6.11   This item 7 '**land usage type'** should be filled in **only** if the given survey/sub-survey number (item 2) is '**not operated'** (code 2 in item 4). In this item, fill code 1 for Forests, 2 for area under non-agricultural uses, 3 for barren &unculturable land, 4 for permanent pasture & other grazing land, 5 for land under miscellaneous tree crops, 6 for culturable waste land and 7 for old fallow. The concepts of 'Operated' and 'Not Operated' are explained in **Annexure-V**.

Primary worker after filling all the items in this window of **Block C**, the recorded or filled data has to be saved by clicking on the **confirm** button.

Block D – Survey/Sub-Survey Number wise details of Operational Holder

24.7   This Block will be filled **Only** if the area is '**operated**' by an individual other than the Owner (as per record) himself or herself i.e. if the code is 2 or 3 or 4 in item 5 (operational holder) of Block C. Here the primary worker will fill the details of Operational Holders (other than Owner as in record) who is actually cultivating or operating the land during the reference year 2021-22 based on his/her knowledge or after making necessary local enquiries or house to house enquiry. After clicking on **Block-D** button in Block-C window, a new window for Block-D will pop-up to fill the details of Operational Holders against each survey number. In this window, the first two rows (i.e. Survey No. & Extent of Land) will be displayed as per the information filled in Block-C.

Item 1: Serial Number of Operational Holder

24.7.1   Here, serial number represents the order of the number of Operational Holder out of total Operational Holders operating the given survey/sub-survey number recorded in Block-C. Therefore, running serial number starting from 1 up to the total number of Operational Holders should be recorded here.

Item 2: Extent/Share of Land

24.7.2   In this item, fill the share (%)/extent (area) of the land operated by different Operational Holders against the survey/sub-survey number or serial number. Here, the primary worker may make use of the available village land records such as Khatauni, patta Register, B.1 Form, Village Form 8(A) and Crop Register, which are also known as Khasra Register/ Khasra Girdwari/Adangal/Village Form VII-XII/Pahani Patrak, etc. for recording or filling the area under this item.

Item 3 & 4: Name of Operational Holder & Father/Husband Name

24.7.3   Primary worker has to record full name along with the father/husband name of the Operational Holder who is actually operating the land in item 3 and 4 for easy identification

Block D: Survey/Sub-Survey Number wise details of operational holder

Survey No.　12

Extent of Land　2.0000 Acre Cent(4 dec)

Sl No.　[1]　of 1

[PREV]　[NEXT]

Extent/Share(%) of Land　[1 - Extent ▼]　[2.0000]

☐ Link　000001-00003-01

Name　[　　　　　　　　　　]

Father/Husband's Name　[　　　　　　　　　　]

Holding Type　[2 - Joint　▼]

No. of Joint Holders　[　　　]

Gender　[Select　▼]

Social Group　[Select　▼]

Relationship with the owner　[Select　▼]

Type of lease　[Select　▼]

Aadhaar No.　[(Optional)]

Mobile No.　[(Optional)]

Place of Residence　[Select　▼]

[DELETE]　[SUBMIT]

BACK

Link **:** If the primary worker wants to link current record with the previous records using the name or Father/Husband name of Owner/Operational Holder, he can click on the check box available in link option and select the name or father/husband name of Owner/Operational Holder with whom he wants to link this record. Name or father/husband names are either available in app through extracted data or based on previous filled records by the primary worker. Once the primary worker link the record with the name or Father/Husband's name of Owner/Operational Holder, remaining information such as Holding type, Gender, social group etc. of the block will be automatically filled in the app. In this case the primary worker would just have to update or verify the information.

Item 5 *: Holding Type (Individual / Joint / Institutional)*

24.7.4　Type of holding of the Operational Holder, viz., individual, Joint or Institutional should be recorded under this item by using code 1, 2 or 9 respectively. Holdings like government farms, sugarcane factories/farms, tea gardens/plantations operated by companies, cooperative farms, school/temple/church/mosque land managed by trust etc. are to be treated as Institutional. But those land which are leased-out to individuals by the institutions have, however, to be considered as individual holdings and not institutional holdings. Also, the plantations/tea gardens etc operated by individuals are to be treated as individual holdings.

24.7.5　It was observed during the previous censuses that there was difficulty in proper understanding of the definition of joint holding by the primary workers. It is, therefore, necessary to explain clearly the difference between individual and joint holdings. An individual holding may be operated by one person alone or by a group of persons but the basic condition is that these persons must belong to the same household, i.e., they normally live together and take their meals from a common kitchen unless the exigencies of work prevent any of them from doing so. If two or more persons belonging to different households are operating some

land jointly as partners, then only such holding would be considered as joint holding for only that part of the operated area. If two or more persons of a same household are staying together and taking meals from common kitchen but are operating some land independent of others, these will be considered as two or more Individual Holdings, as the case may be. Sometimes the land is shown in the Land Record as Joint Khata even though informal partition has taken place and the persons are staying separately and cultivating their shares independently. In such cases, this will not be treated as Joint Holding but will be treated as individual holdings. In case there is a Joint Khata shown against more than one person and no formal or informal partition has taken place, such joint khata would be treated as one individual holding and not joint holding.

Item 6: Number of Joint Operational Holders
24.7.6   Here the number of joint Operational Holders has to be recorded in case the holding type is 'Joint' i.e. code 2 in item 5.

Item 7: Gender (Male/Female/Transgender)
24.7.7   Here enter the gender of the Operational Holder by using code 1 for male, 2 for female and 3 for transgender. For institutional holding, code 9 will be filled in this item. In the case of a joint holding where the joint Operational Holders belong to different gender i.e. Male, Female and Transgender, the gender of the Operational Holder who is dominating in taking decisions about the management of holding should be recorded here.

Item 8: Social Group (SC/ST/Others/Institutional)
24.7.8   The social group to which the Operational Holder belongs, viz., Scheduled Caste/Scheduled Tribe/Others will be indicated here by using the codes 1 or 2 or 3. The Primary worker should fill this by his/her own knowledge or after making necessary local enquiries or house to house enquiry. In the case of a joint holding where the joint Operational Holders belong to different social groups, the social group of the dominant Operational Holder as recorded in item 7 should be recorded here.

Item 9: Relationship with the Owner
24.7.9   This item will be filled only if Code is 2 or 3 in item 5 of Block C. In most of the cases the Owner himself or herself operate the land. However, in some cases, it may be operated by an individual other than Owner but within the same household or by other individual who have taken on leased from the Owner. In the case of land operated by an individual other than Owner but within the same household and taken on lease, the primary worker should choose code 1 for spouse of Owner, 2 for children, 3 for spouse of married children, 4 for grandchildren, 5 for spouse of grandchildren, 6 for father / mother / father-in-law / father-in-law, 7 for brother / sister / brother-in-law /sister-in-law, 8 for other relatives and 9 for others.

Item 10: Type of Lease (Oral/Written)
24.7.10   This option will be displayed only if Code is 3 in item 5 of Block C i.e only if the land is operated by **taking on lease** from the Owner either through written agreement or oral by mutual understanding. The area operated may be owned and self-operated/leased-in/otherwise operated and/or combinations of these three

types of holdings. The concepts of Ownership, tenancy and otherwise operated area are explained in **Annexure-V**. Attempts should be made to collect the exact position of tenancy including 'Oral Tenancy'. This should be done discretely by Primary worker either through necessary local enquiries from knowledgeable person or by questioning the head of the household/operator of holding in a suitable manner. While eliciting this information it may be made clear to the informant that **this information would be treated as completely confidential and will be utilized for statistical purposes only**. It may also be made known to him/her that information supplied for the census will not be disclosed/divulged to anybody nor **utilized in any court of law nor utilized for levying any taxes**. The enumerator also should note that tenancy particulars should be collected with utmost accuracy, as these are **very sensitive** yet **vital information**. In case an Owner has leased out his/her land to another person, these survey numbers along with the areas would have to be shown against the name of the person who has taken the land on lease.

Item 11 & 12: Mobile number & Aadhaar number of Operational Holder
24.7.11   Primary worker may record mobile number and Aadhaar number of the Operational Holder in item 11 & 12 respectively, if available.

Item 13: Place of Residence & Address
24.7.12   Primary worker should record the place of residence of the Operational Holder based on the information gathered after making necessary local enquiries or house to house enquiry in item 13 by choosing the appropriate code as under:

> **Code 1** if Operational Holder is residing in the same village.
> **Code 2** if Operational Holder is residing in other village in the same tehsil (sub-district).
> **Code 3** if Operational Holder is residing outside the Tehsil (sub-district) but within the state.
> **Code 4** if Operational Holder is residing outside the State.
> **Code 5** if Operational Holder is residing outside the Country.

- In case of *code 2*, select name of the village from the drop down menu.
- In case of *code 3*, select name of District, Tehsil (sub-district) and Village. Here, only name of the District is mandatory and name of Tehsil (sub-district) and Village are optional.
- In case of *code 4*, select name of State, District and Tehsil (sub-district). Here, only name of the State is mandatory and name of District and Tehsil (sub-district) are optional.
- In case of *code 5*, fill the name of the country.

Block E: Details of Institution

24.8   This block will be filled **Only** if Code is 9 in Holding type of Block B or of Block D. The primary worker should ensure that only Institutional Holdings like government farms, sugarcane factories/ farms, tea gardens/plantations owned and operated by companies, cooperative farms, school/temple/church/mosque land managed by trust etc. are filled up in this block.

Details of Institution

Name	educational
Sector	1 - Public ▼
Nature of Business	(Optional)

DELETE   SUBMIT

BACK

Item 1: Name of Institution

24.8.1   The primary worker should fill the name of the institution who owns or operates the land against the given khata or survey/sub-survey number (or update if available as prefilled) based on his/her knowledge or information gathered after making necessary local enquiries or house to house enquiry.

Item 2: Sector

24.8.2   Here, the primary worker will record the name of the Sector in which the Institution is operating such as code 1 for public, code 2 for private, code 3 for Govt, Code 4 for Trust, Code 5 for FPO, Code 6 for Cooperative Institutional holding.

Item 3: Nature of Business

24.8.3 Here, the primary worker should record the nature of business the Institution is undertaking based on his/her knowledge or through necessary local enquiries or house to house enquiry. The nature of business the institution is currently engaging may be education, religion, agriculture etc.

24.8.3.1   *Remark Section:* After successfully filling all the blocks of the schedule, the primary worker may provide remark, if any, in this remark section. This Remark option is available at the end of the screen.

24.8.3.2   *Save the records:* Once the primary worker filled all the records in all the blocks of the schedule, he/she has to save the records in order to avoid any data loss. Save option is given at the top right corner of the app as shown in the image below:

SEARCH 🔍   ❓ **Schedule**   SAVE 💾

24.8.3.3   Under the search option, which is available at the top left corner of the app, primary worker can see his/her progress of work as to how many records are pending and completed for the allotted village.

Section – D

Annexure

Annexure-I

BlockA1: Identification details

1.State/UT			2.District		
3.Tehsil (Sub-District)			4.Block		
5.Village Code			6.Name of Village		
7. Village LGD Code			8.Village Pin Code		
9.Area Unit			10. Conversion factor of area unit to hectare **(in 3 decimal places)		
11. Name of Patwari / Primary worker			12. Geographical area of village:		

Note: In case of area unit as hectare at S.No.9 above, please write '1' at S. No.10. Please also note that the conversion factor should be in 3 decimal places ,viz., 2.471 acre=1 hectare or 1 acre=0.405 hectare, 1Kanal =0.051 ha., 1 Mala =0.002 ha. etc.

BlockA2: Agriculture Infrastructure in the Village

S. No.	Item	LocationCode*
1.	Nearest Market/Shop for procuring agricultural inputs such as seeds,fertilizers, pesticides etc.	
2	Nearest Custom Hiring Centre for agricultural machinery	
3	Nearest Cold Storage/Ware house facility	
4	Nearest Market/Mandi facility for selling agricultural products	

***Location Code:** 1 - within village, 2 - outside village but within 5kms, 3 - outside village but within 10kms, 4 – outside village but within 20 kms, 5 – outside village but more than 20 kms*
.

Block A3: Any Comments / Observations from field officers / supervisors / investigators

Block B: List of Resident and Non-Resident Owners

												Total Number of Survey /Sub-Survey Numbers in the Khata
							Pattadar/Owner					
S.No.	Khata Number	Name of Owner	Father / Husband Name	Mobile Number	Aadhaar Number	Holding Type	If code is 2 in col.7, then fill the number of joint Owners	Gender	Social Group	Place ofResidence	Update address details in Block F-1 In case of code-2, Block F-2 in case of code 3, Block F-3 in case of code 4 and Block F-4 in case of code 5 in Col.11	
						Individual–1 Joint–2 Institutional –9		Male–1 Female–2 Transgender–3 Institutional–9	SC–1 ST–2 Others –3 Institutional –9	Same Village – 1 Other village in the same Tehsil– 2 Outside the Tehsil (sub-district) within the State – 3 Outside State – 4 Outside country-5		Fill the details in Block C
1	2	3	4	5	6	7	8	9	10	11	12	13
1.											*Fill BlockF-1orF-2 orF-3orF-4*	
2.												
3.												

Annexure-II

Block C: Details of Land use of Survey/Sub-Survey Number

Khata Number	Survey/Sub-Survey Number	Extent of Land	Status of Land Use	Who is operating the land(operational holder)	No. of Operational Holders operating the Survey Number	If not operated in Col.4, land usage type
			Operated – 1 / Not Operated – 2	Owned & self operated – 1 / Individual other than Owner but within the household – 2 / Leased out – 3 / Otherwise operated – 4		Forests – 1 / Non-agricultural uses (Building, etc.) – 2 / Barren and uncultured land – 3 / Permanent pasture & other grazing lands – 4 / Land under Misc. tree crops– 5 / Cultural wasteland – 6 / Old fallow – 7
1	2	3	4	5	6	7

Important Instruction: *(1) If Col.5 is 1 then no need to fill the next Block. (2) If Col.5 is 2 o r3 o r 4, then ONLY fill Block D*

Block D: Survey/Sub-Survey Numbers wise details of operational holder

Khata Number (copy from Block C col.1)	Survey/Sub-Survey Number (copy from Block C col.2)	Sr. No. of Operational Holder (List all in case of operational holders more than one in Col.6 of Block C)	Extent / Share of land	If code in Col.5 of Block C is 2, 3 & 4, fill details of Operational Holders											Update address details in Block F-1 in case of code-2, Block F-2 in case of code-3, BlockF-3 in case of code-4 and Block F-4 in case of code-5 in Col.15
				Name	Father's Name	Mobile Number	Aadhaar Number	Fill if Col.5 of Block C is 2 or3	Holding Type	If code is 2 in col. 11, then fill the number of joint Operational Holders	Gender	Social Group	Place of residence		
								Relation-ship with the Owner (code)	Type of lease (oral-1 or written-2)	Individual–1 / Joint–2 / Institutional –9		Male–1 / Female–2 / Transgender–3 / Institutional–9	SC – 1 / ST–2 / Others–3 / Institutional–9	Same Village–1 / Other village in the same Tehsil (sub-district) – 2 / Outside the Tehsil (sub-district) within the State – 3 / Outside State – 4 / Outside country-5	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
															Fill Block F-1 or F-2 or F-3 or F-4

Check: *Total area of a Survey No. Col.4 of Block-D matched with total area of a survey no. in Col.3 of Block-C.*
***Instruction for col. 9**: Provide code if spouse of Owner – 1, children – 2, spouse of married children – 3, grandchildren – 4, spouse of grandchildren – 5, father / mother / father-in-law / mother-in-law – 6, brother / sister / brother-in-law /sister-in-law–7,other relatives–8, others–9*

Block E: Details of Institutional holders

Khata Number (Survey/Sub-Survey Number)	Name of the institution	Sector	Location of Headquarter	Update address details in Block F-1 in case of code-2 Block F-2 in case of code 3, BlockF-3 in case of code 4 and Block F-4 in case of code 5 in Col.4	Nature of Business
		If Code-9 in col.7 of Block B or col.11 of Block D, then fill the details of institutional holder			
		Public=1 / Private=2 / Govt. =3 / Trust=4 / FPO=5 / Cooperative=6	Same Village–1 / Other village in the same Tehsil (sub-district) – 2 / Outside the Tehsil (sub-district) within the State – 3 / Outside State – 4 / Outside country -5		
1	2	3	4	5	6
				Fill Block F-1 or F-2 or F-3 or F-4	

Annexure-III

BlockF-1: Address Details of Owner/Operational Holder staying within Tehsil (sub-district)

When Owner/Operational holder is staying outside the village (Code 2 in col.11,15 & 4 of Block B, D & E respectively)							
Block Name	**Serial (Row)Number**	**Village Name**	**Village Code**				
1	**2**	**3**	**4**				

BlockF-2: Address Details of Owner/Operational Holder staying within the State

When Owner/Operational holder is staying outside the village (Code 3 in col.11, 15 & 4 of Block B, D& E respectively)				
Block Name	**Serial (Row) Number**	**District***	**Tehsil (sub-district)**	**Village**
1	**2**	**3**	**4**	**5**

BlockF-3: Address Details of Owner/Operational holder staying outside the State

When Owner/Operational holder is staying outside the village (Code 4 in col.11, 15 & 4of Block B, D & E respectively)				
Block Name	**Serial (Row) Number**	**State***	**District**	**Tehsil (sub-district)**
1	**2**	**3**	**4**	**5**

BlockF-4: Address Details of Owner/Operational holder staying outside the Country

When Owner/Operational holder is staying outside the village (Code 5 in col.11, 15 & 4 of Block B, D & E respectively)		
Block Name	**Serial (Row) Number**	**Country**
1	**2**	**3**

Annexure-IV

Table1: Number and Area of Ownership & Operational Holdings (Auto-generated)

1.State/UT			2.District		
3.Tehsil (Sub-District)			4.Block		
5.Village Code			6.Name of Village		
7. Village LGD Code			8.Village Pin Code		
9.Area Unit			10. Name of Patwari / Primary worker		
11. Geographical area of village:					

Social Groups: SC/ST/Others/Institutional/Total

Sl. No.	Size of holding (in ha)		No. of Ownership/Operational Holdings				Area owned/operated			
			Individual	Joint*	Institutional@	Total	Individual	Joint*	Institutional@	Total
1	2		3	4	5	6	7	8	9	10
1	Below 0.10	M								
		F								
		Tr								
		T								
2	0.10 - < 0.20	M								
		F								
		Tr								
		T								
3	0.20 - < 0.30	M								
		F								
		Tr								
		T								
4	0.30 - < 0.40	M								
		F								
		Tr								
		T								
5	0.40 - < 0.50	M								
		F								
		Tr								
		T								
6	0.50 - < 1.00	M								
		F								
		Tr								
		T								
	Marginal (1 - 6)	M								
		F								
		Tr								
		T								
7	1.00 - < 2.00	M								
		F								
		Tr								
		T								
	Small (7)	M								
		F								
		Tr								
		T								
8	2.00 - < 3.00	M								
		F								
		Tr								
		T								
9	3.00 - < 4.00	M								
		F								

Sl. No.	Size of holding (in ha)		No. of Ownership/Operational Holdings				Area owned/operated			
			Individual	Joint*	Institutional@	Total	Individual	Joint*	Institutional@	Total
1	2		3	4	5	6	7	8	9	10
	Semi-Medium (8 - 9)	Tr								
		T								
		M								
		F								
		Tr								
		T								
10	4.00 - < 5.00	M								
		F								
		Tr								
		T								
11	5.00 - < 7.50	M								
		F								
		Tr								
		T								
12	7.50 - < 10.00	M								
		F								
		Tr								
		T								
	Medium (10 - 12)	M								
		F								
		Tr								
		T								
13	10.00 - < 20.00	M								
		F								
		Tr								
		T								
14	20.00 ha and above	M								
		F								
		Tr								
		T								
	Large (13 - 14)	M								
		F								
		Tr								
		T								
	All Sizes (1 to 14)	M								
		F								
		Tr								
		T								

Note: This summary should be prepared separately for each social group, viz., Scheduled Caste, Scheduled Tribe, Others, Institutional and Total for each village under Male / Female / Transgender / Institutional/Total categories of Ownership/Operational Holdings.

M – Male
F – Female
Tr – Transgender
I – Institutional holdings
T – Total of Male, Female, Transgender and Institutional holdings

Concepts and Definitions

1.   Operational Holding and Ownership holding

1.1   All land which is used wholly or partly for agricultural production and is operated as one technical unit by one person alone or with others without regard to the title, legal form, size or location.

1.2   All land which is owned or in Owner like possession of one person or with other members of his/her household i.e. land owned or possessed or leased out.

2.   Technical Unit

2.1   A technical unit has been defined as that unit which is under the same management and has the same means of production such as labour force, machinery and animals.

3.   Agricultural Production

3.1   Agricultural production includes growing of field crops, fruits, grapes, seeds, tree nurseries (except those of forest trees), vegetables and flowers, production of coffee, tea, cocoa, rubber, jute, oilseeds, fodder grass etc.

3.2   Grass would be treated as a crop if special efforts are made to raise it.

4.   Operated area

4.1   Operated area would include both cultivated and uncultivated area, provided part of it is put to agricultural production during the reference period. If, for instance, an Operational Holding is consisted of four survey numbers out of which one survey number is put to non-agricultural uses, the total area of the Operational Holding will be equal to the total geographical area of all the four survey numbers.

4.2   It would also cover the land occupied by the farm buildings, including the house of the holder, provided such buildings are located within the operated area. If the farms buildings are located outside the cultivated area and are covered under abadi area, such buildings would not be included.

4.3   Operated area would exclude government forest land, government waste land, village common grazing land, abadi area etc. If Government wasteland is allotted to an individual then it will be included in the holding.

4.4   If the entire area of the holding (the area of all the survey numbers of an Operational Holding) is put to non-agricultural use or lying fallow for two years including current year, it will not be considered as Operational Holding. If, however, the entire area of Operational Holding is under current fallow during the reference year but was cultivated in the preceding year, this would still be considered as an Operational Holding. An Operational Holding would include both the cultivated and uncultivated land. **If both net area sown and current fallow are zero, such holding will not be**

considered as an Operational Holding although some area may exist in other part(s) of the classification of land use. Also, if the entire operated area is partly under current fallow and partly under non-agricultural use during the reference year and was not fallow in the previous year, such holdings will also be covered in the Agriculture Census treating it as an Operational Holding.

4.5   In some cases, land is divided amongst all the members of the family. Where it is divided between the husband, wife and minor children and the cultivation is being done by the husband as the head of the family, the land may appropriately be treated as one Operational Holding.

4.6   There might be cases when in the records, a holding is shown jointly in the name of more than one co-sharer while in practice the land may have been privately divided and the co-sharers are independently cultivating. In such cases where there is no dispute, they should be treated as many Operational Holdings as the number of independent cultivators. This is necessary because in Agriculture Census the data is collected on the basis of *de facto* position rather than *de jure* position

4.7   In some States, in the Zamabandi register against a Khata, name of three or four persons are shown. While from the records it would appear that there is only one holding, in practice, all the three or four persons are actually cultivating the land independently of each other although there is no legal partition of land. From the Census point of view, this would constitute three or four Operational Holdings, as the case maybe.

4.8   For cultivated areas in the State Forests, no detailed land records are prepared. In the absence of revenue records and revenue agency such areas are excluded for Census purposes.

4.9   The operated area may comprise of:

    i)   Land owned and self-operated.
    ii)   Land leased in
    iii)   Land otherwise operated.

    4.9.1   *Land owned and self-operated:* Land for which the cultivator has the right to permanent heritable possession would be considered as owned. This would include:
        i)   Land held from Government or others under grant or lease or assignment with right of permanent heritable possession with or without right of transfer

        ii)   Land operated under perpetual lease.

        Self-operated land would include:
        i)   Self cultivation
        ii)   Land cultivated through members of the family
        iii)   Land cultivated with the help of hired labour. Land owned and self-operated should not include land leased out to others.

    4.9.2   *Leased-in*: Area leased-in is defined as land taken on lease from others

without any permanent right of possession for the lessee. Land may be leased in for:

i) Fixed money

ii) Fixed produce

iii) Share of produce

iv) Usufructuary mortgage: Ownership of the property remains with mortgager but the possession is with the mortgage (i.e the person to whom the mortgage is made or given). Income from the property accrues to the mortgagee and the mortgage is terminated as soon as the full amount is realized.

v) Other terms: It may be the combination of two or more of the above mentioned items.

4.9.3   *Area otherwise operated:* This would include encroachment, land forcibly occupied, unauthorized or land in dispute etc., which cannot be treated as owned or leased-in, as per the definitions given above.

5.   Operational Holder

5.1   An Operational Holder is the person who has the responsibility for the operation of the agricultural holding and who exercises technical initiative and is responsible for its operation. He may have full economic responsibility or may share it with others. The Operational Holder may be Individual/Joint/ Institutional.

i)   *Individual:* If the holding is being operated either by one person alone or by group of persons who are the members of the same household it will be considered as an individual holding.

ii)   *Joint:* If two or more persons belonging to different households, share jointly as partners in the economic and technical responsibility for the operation of an agricultural holding, such holding would be considered as joint.

iii)   *Institutional:* Holdings such as government farms, sugarcane factories/farms, cooperative farms, lands managed by trust would be treated as institutional.

6.   Resident, Non-resident and deemed resident Operational Holder

6.1   All the cultivators residing in a particular village and cultivating some land within the same tehsil (sub-district) are resident cultivators of that village irrespective of the fact whether they are cultivating land in that village or not. A resident cultivator may, therefore, have: either (i) entire area of the holding located in the village of his residence; or (ii) partly within the village of residence and partly outside it; or (iii) entirely outside the village of residence.

6.2   An Operational Holder operating area outside the tehsil (sub-district) in which his village of residence falls, will not be treated as a resident cultivator of the village of his residence in this Tehsil (sub-district) for Agriculture Census purposes, rather he will be treated as a resident cultivator of that village of that tehsil (sub-district) where the area falls.

6.3   If the area in a particular village is operated by a cultivator who resides outside that village but within the same tehsil (sub-district), he is a non-resident Operational Holder for that area. However, if this Operational Holder is resident of a village lying outside the tehsil (sub-district) in which the area is located, he will be treated as a resident Operational Holder (*deemedresident*) of the village where the area is located in the Tehsil (sub-district).

7.   Complete/Part-Holding

7.1   A holding is said to be complete holding if the entire operated area of that holding is located in one village. If the operated area is spread over more than one village, it would be considered as part-holding.

7.2   Tehsil (sub-district) would be taken as the outer limit for consolidation of part holdings.

8.   Land Utilization:

8.1   Each survey/sub survey number will be classified into Cultivated area and Not Cultivated area. Entire area of the survey number will be classified as cultivated even if the only part of survey number is cultivated/current fallow. It will be treated as Not cultivated only when there was no cultivation in the survey number during the year. Operated area of the holding would then be arrived at by considering all survey numbers of the holding and would comprise of area of all survey numbers of his holding provided atleast one of the survey numbers has reported cultivation whether partially or fully. Operated area would therefore cover three broad categories:

   i)   Net Area Sown
   ii)   Current Fallow
   iii)   Uncultivated area within the cultivated holding.

8.3   Net Area Sown: Total area sown with crops and orchards, counting area sown more than once in the same year, only once.

8.4.   Current Fallow: Cropped area, which are kept fallow during the current year but was cultivated in the previous year. For example with any seedling area is not cropped in the same year, it may be treated as current fallow.
         .
         Not Cultivated/Operated: Survey/sub survey numbers nor reporting cultivation would be classified into the following broad land use categories. If within a survey number more than one land use is obtained, the code of the dominant land use will be filled in:

   i)   *Forests*: All land classed as `Forests' under any legal enactment dealing with forests or administered as forests whether State owned or private and whether wooded or maintained as potential forest land. The area of crops raised in the forest and grazing land or areas open for grazing within the forests would be included under the forest area.

ii) **_Area under Non-Agricultural Uses_**: All land occupied by buildings, roads & railways or under water, e.g. ponds, rivers & canals or lands put to uses other than agriculture will be included in this category.

iii) **_Barren and Uncultivable Land_**: All barren and unculturable land like mountains, deserts, etc. Land which cannot be brought under cultivation except at an exorbitant cost, should be classified as unculturable whether such land is in isolated blocks or within cultivated holdings.

iv) **_Permanent pastures and other grazing lands_**: All grazing land, whether it is permanent pastures/meadows or not. Village common grazing land would be included under this category.

v) **_Land under Miscellaneous Tree Crops_**: Cultivable land, which is not included in the net area sown but is put to some agricultural use. Land under casuarina trees, thatching grasses, bamboo bushes and other groves for fuel which are not included under `Orchards' would be covered under this category.

vi) **_Culturable Waste Land_**: All land available for cultivation whether not taken up or taken up for cultivation once, but not cultivated during the last five years or more in succession including the current year for some reason or the other. Such lands may be either wholly or partly covered with shrubs and jungles, which are not put to any use. Land once cultivated but not cultivated for five years in succession would also be included in this. It may be assessed or un assessed and may lie in isolated blocks or within cultivated holdings.

vii) **_Fallow land other than current fallow (old fallow)_**: All land, which were taken up for cultivation but are temporarily out of cultivation for a period of greater than one year and not more than five years, i.e., greater than one year but less than or equal to five years.

Procedure for Pooling / mapping of Different Parcels of Ownership / Operational Holding

Where a holding of Owner/ Operational Holder spreads over more than one village in the same tehsil (sub-district), the question arises as to where the area is to be accounted for. As in the last Census, residence of the Owner/Operational Holder should be the criterion for accounting of area of part holdings. If an Owner or a cultivator is owning or operating land in two villages, namely, A & B of the same Tehsil (sub-district)/Taluk and if he is residing in village A, the area that he is owning or operating in village B should be added to the area of the village A. The entire area owned /operated by the Owner/cultivator in villages A and B would be accounted for in village A. **The outer limit for pooling of part holdings would be tehsil (sub-district)/taluk as in the case of the last Census**.

In cases where an Owner or a cultivator is owning/operating land in villages spread over in more than one tehsil (sub-district), the issue of identifying the area on the basis of the residence of the Owner/ cultivator raises a question. An Owner or a cultivator may be owning/operating land in Tehsil (sub-district) A and also in Tehsil (sub-district) B.Since the outer limit for pooling of area is tehsil (sub-district), these will be treated as two Ownership/operational holdings in this particular case. Further, if an Owner or a cultivator is residing in Tehsil (sub-district) B and not inTehsil (sub-district) A, in such cases against area owned or operated in Tehsil (sub-district) A, the name of the Owner or cultivator who is residing in Tehsil (sub-district) B would be repeated under the assumption that he is residing in Tehsil (sub-district) A (deemed resident of Tehsil (sub-district) A). If such an Owner /operator has land in two or more villages in this Tehsil (sub-district) A, the land in each village will be treated as a separate Ownership/ operational holding for sake of operational convenience.

In case of institutional holdings also, area may be spread over more than one village in the same Tehsil (sub-district). In such cases the question of consolidation of area spread over more than one village poses certain problems. Since tehsil (sub-district) has been decided as the ultimate unit for consolidation of part holdings, if the area of an institutional holding spreads over more than one village but its entire area is within a Tehsil (sub-district), it will be treated as one institutional holding and the area will be accounted for in the village in which its office is located. If however, its area is spread over more than one tehsil (sub-district), the area falling outside the Tehsil (sub-district) would be treated as a separate Ownership/Operational Holding. For example, if the area of an institutional holding, say a Government Farm, is spread over two villagesA and B and the office of the Government Farm, i.e., Farm Manager's office is located in village A, the area of the Government Farm in village B will be allocated to village A.

Q.1	Is operated area the same as geographical area?
Ans.	• Yes, Operated area includes both cultivated and uncultivated area, provided part of it is put to agricultural production during the reference year (July 2021-June 2022). • For example, if an Operational Holding consists of four survey numbers out of which one survey number is put to non-agricultural uses, the total operated area will be equal to the total geographical area of all the four survey numbers.
Q.2	The land owned by an institution (like Temple, school/college) was given on lease to a person, whether the leased out portion would still be institutional?
Ans.	• No, for the portion of the land leased out, the person who is operating the land will be the Operational Holder. • Only the portion of the area operated by the institution will be recorded as institutional holding.
Q.3	Can there be a holder with no agricultural activity in the reference period?
Ans.	• If the entire area of an Operational Holding is under current fallow during the reference year but was cultivated in the preceding year, that holding would still be considered as an Operational Holding. • However, if a holder has put his entire land as fallow during the current year and had kept it fallow during the preceding year also, such holder will not qualify as an Operational Holder. In such case, his area would be shown as not operated. • If the net sown area and current fallow of a particular holder during the reference period is zero or area of all survey numbers is put to non- agricultural uses, such a holder would not be counted as an Operational Holder.
Q.4	If the entire area of the holding is under current fallow during the reference year but was cultivated in the preceding year, would it still be counted as Operational Holding?
Ans.	Yes. In such cases, the operated area would consist entirely of current fallow.
Q.5	If the entire area was leased-out during the reference year, will the Owner be counted as Operational Holder?
Ans.	No; in such cases, the **actual cultivator, NOT OWNER,** will be the Operational Holder.
Q.6	What is area otherwise operated?
Ans.	The area otherwise operated includes encroached land, land forcibly occupied, unauthorized or land in dispute etc., which cannot be treated as owned, under Ownership like possession or leased in.
Q.7	Whether area operated illegally in the forest should be counted for the purposes of Agriculture Census?
Ans.	• For cultivated areas in the State Forests, no detailed land records are prepared. • In the absence of revenue records such areas are *excluded* for Agriculture Census purposes.
Q.8	Do we count Government land as operated area?

Ans.	• Operated area would **exclude government forest land, government waste land, village common grazing land, abadi area etc.** • However, if Government wasteland is allotted to an individual then it will be included in the holding.
Q.9	**If the entire/portion of land has been acquired by the Government but is still being cultivated by the holder during the reference period, should it still be counted as part of holding?**
Ans.	Though the land has been acquired by the Government but the land continues to be agriculturally operational during the reference period, it should be counted as part of Operational Holding and the area should be recorded as otherwise operated.
Q.10	**A person has no owned or leased-in land. He is, however, cultivating land adjacent to Railway Track/Station. Will he be regarded as an Operational Holder?**
Ans.	Yes, such cultivators should be counted as Operational Holders and the area will be recorded as land otherwise operated.
Q.11	**If the entire area during reference year is under current fallow, shall we count this holding for Agriculture Census?**
Ans.	If the entire area during reference year is under current fallow but all or some of it was cultivated during the preceding year, the holding will be considered as Operational Holding. However, if there was no agricultural activity during the preceding year also then the holding will not be counted.
Q.12	**Whether Owner of the land is necessarily the Operational Holder?**
Ans.	• If the person who owns the land cultivates the land directly or indirectly (through his/her relatives etc. and he is the **decision making person**) then the person who owns the land will be Operational Holder. • If the Owner is NOT the cultivator and the land is being cultivated by (including decision making) somebody else, the person cultivating the land will be counted as Operational Holder and NOT the OWNER.
Q.13	**If the land is in the name of the Father but is informally partitioned among children who are cultivating independently, who will be Operational Holder in such cases?**
Ans.	• In such cases, there will be as many Operational Holders as the number of children. • If the father/mother is also operating some portion of the land he/she may also be treated as an independent holder.
Q.14	**The Owner of the land is not making any decision on the agriculture activity on the land, which is independently operated by his/her brother but receives a share of income. Who will be the Operational Holder in this case?**
Ans.	• In such a case, brother will be Operational Holder. • The operated area would be recorded as area leased-in for share of produce.
Q.15	**The land is operated by husband and wife together. Is it a male holding or female holding?**
Ans.	If the decision making person is the husband then it will be a holding operated by male. Otherwise it will be a holding operated by female.

Q.16	If father is cultivating the land (for eg. all children are employed elsewhere / living abroad) though the land is formally partitioned among the children, who will be Operational Holder?
Ans.	In such cases, Father will be regarded as Operational Holder.
Q.17	Is it necessary that an Operational Holder must be a full time agriculturalist?
Ans.	Yes, it is his full time job. A Government Servant or a businessman fully engaged in his business or an employee of an organization cannot be an Operational Holder. It is an Ownership holding but not an Operational Holding.
Q.18	Can there be an Operational Holder who is individual and joint holder simultaneously?
Ans.	• A holder can be both individual and joint simultaneously.
	• For example, a holder may have some land operated by himself and in some other village (same block/tehsil (sub-district)), may have some land operated jointly with somebody else who is not the member of the same household. • In this case the Operational Holder will be counted as an individual and also a joint holder.
Q.19	If a holder is operating some land individually (owned land) and some land with two or more holders jointly then how the respective holdings will be classified?
Ans.	Owned land will be counted as individual, and the rest will be treated as joint.
Q.20	In a State, different units are used to record area operated in different villages /tehsil (sub-districts) (like kanal-marlla, cents etc.). Is it necessary to have same unit of measurement throughout the State?
Ans.	• Table-1 MUST be prepared for each Village. If the village T-1 is prepared in some unit other than hectare, it should be converted to hectares before submission to Tehsil (sub-district) /District. All further aggregation of T-1 will be done in hectares only. • It must be ensured that within each Tehsil (sub-district) only one unit is used for reporting of area. • In States, where it is difficult to adopt hectare as unit of area throughout the State, local units and system of measurement may be used for recording the area but final totals from Tehsil (sub-district) onwards should be expressed only in decimal system. • Area under a holding could be filled in local unit but decimal system is to be used for expressing fractional parts, e.g. the area of plot with dimensions "12 feet 3 inch x 12 feet 6 inch" should be given as **"153.125square feet" [12/25 ft x 12/5- ft].**

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LIST OF OFFICERS/OFFICIALS ASSOCIATED WITH AGRICULTURE CENSUS DIVISION	
Dr. T.R. Sreenivas Additional Director General (Statistics)	
Dr. Dalip Singh Deputy Director General & Agriculture Census Commissioner	
Name	**Designation**
Shri R. N. Soreithem	*Deputy Director*
Ms. Mamta Kalra	*Assistant Director*
Shri Roshan Kumar Singh	*System Analyst*
Ms. Jagrati Goyal	*Assistant Director*
Ms. Renu Sethi	*Section Officer*
Shri Tusar Bordoloi	*Sr. Statistical Officer*
Shri Shyam Lal	*Sr. Statistical Officer*
Shri Sumit Goyat	*Jr. Statistical Officer*
Shri Pankaj Dutt	*Data Entry Operator Gr. 'B'*
Shri Jagdish Tanwar	*Data Entry Operator Gr. 'B'*
Shri Sanjay Kumar	*Senior Secretariat Assistant*

QUERIES RAISED DURING THE TRAINING OF PHASE-I OF AGRICULTURE CENSUS 2021-22 AT VARIOUS STATE/UT		
S.No.	**Queries**	**Reply**
1	The villages which have been allotted to the Master Trainers during Master Training Session are not shown in supervisor login.	The supervisor login will be created by the System Admin and as per the allotment to the supervisor ,villages will be shown .
2	If Owner is having Agricultural Land in village A but residing in a Town and is not a village but within Tehsil/State.	He is considered as deemed resident holder of the village where he is having Agriculture land e.g. he will be consider as a deemed operational holder of village A.
3	Whether the Enumerator can use Mobile App as well as web portal for data entry?	Enumerator has to select only one mode of data collection at a time while creating his user ID by Supervisor.
4	Whether the unsurveyed land to be included in the Agriculture Census 2021-22?	For the land record States, If the person who cultivates the land that is unsurveyed and no survey number has been allotted to such land, then that land shall not to be counted in the Agriculture Census 2021-22.
5	What does the Survey No/Sub Survey Number in Block C indicates?	The entry in Block C should be made for the Survey Number wise or if that Survey Number (Plot Number) is further divided into Sub Survey Number, then the entry should be made sub survey number wise.
6	If in a State, laptops have been assigned to the primary workers through any Govt. Scheme of the State. Will he still be eligible for additional honorarium of Rs.1000/- per village?	Primary worker will be eligible for additional honorarium of Rs.1000/- per village only if he/she is using his personal device for data collection of Agriculture Census.
7	If a Govt. land having no putta/Khata No. but area is given in records, is leased out to an individual who is having some agriculture activity on that land. Will he be consider as operational holder?	Yes, the person who leased-in the land, will be the operational holder of that land and Putta/khata no. 9999 will be used for those land .

8	Can one village be assigned to two or more than two primary workers for data collection work ?	No, One village will be assigned to only one primary worker and accordingly user ID will be created for only one primary worker.
9	In the Software, User creation menu, can one or more level may be inserted based on the State requirement e.g. between State and District officer creation, RJD level officer may be inserted?	No, the software has been developed on PAN India level. Therefore, no modification will be possible based on State specific requirements.
10	If LGD village code will not match with census village code. Which one village list should be taken for data collection work?	Matching will be done upto an extent level, however, whichever village list is updated one, will be taken into account.
11	If the enumerator select App based data capture mode for data collection, will he be able to map the unmapped resident holders through web based software.	Yes- Mapping of unmapped resident holder can be done on web based software also.

In partial modification of this Department's Manual of Instructions for Data Collection Schedule (Phase I) Agriculture Census 2021-22 Annexure VII may be read as :-

Q17.Is it necessary that an Operational Holder must be a full time agriculturalist?

An operational holder need not be a full time agriculturalist, he/she can be a govt. employee, businessman, etc. only requirement is that he/she must be engaged in some agricultural activity during the reference period including decision making.

Instead of

Q17.Is it necessary that an Operational Holder must be a full time agriculturalist?

Yes ,It is his full time job. A Government Servant or a businessman fully engaged in his business or an employee of an organization cannot be an Operational Holder .It is an Ownership holding but not an Operational Holding .

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