

Comprehensive Scheme for Studying the Cost of Cultivation of Principal Crops in India

INSTRUCTION MANUAL FOR REPORTING RECORD TYPE (RT) - WISE DATA OF COST OF CULTIVATION AND PRODUCTION.



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INSTRUCTION MANUAL FOR REPORTING RECORD TYPE (RT) - WISE DATA OF COST OF CULTIVATION AND PRODUCTION.

BASIC CONCEPTS

The basic concepts used in data collection are: Operational holdings, Farm Household, Activity and Component, Parcel, Plot and Season.

Operational Holding

All land managed by a cultivator as an operational unit, alone or with the assistance of other, irrespective of title, possession or location, is an operational holding. It may consist of one or more fragments/parcels. (Fragments/parcels are defined subsequently)

Farm Household

A farm household is defined as a group of persons who usually share food from the same kitchen and live in the same house.

For the purpose of economic analysis, the farm household is the sum of all of the productive activities of its members, remunerated or unremunerated. These activities can be divided into farm, non-farm and capital formation. FARM includes not only plant, animal, fish and forestry production but also artisanal production at home such as cloth weaving, carpentry, as well as intermittent local off-farm employment such as harvesting on others fields. NON-FARM includes long-term off-farm employment such as teaching, remittances from former household members and receipts from other off-farm investments. CAPITAL FORMATION is work and investment designed to increase production in future years, such as land leveling, digging of wells etc.

Activity and Component

An ACTIVITY is a process using a given technology which combines inputs to generate particular output for sale, barter or domestic use. It may be composed of a group of associated processes called COMPONENTS.

A COMPONENT is a process that combines inputs shared with other processes to produce an output, or that, with other processes, produces a joint output. Example: Maize-beans, wheat-gram.

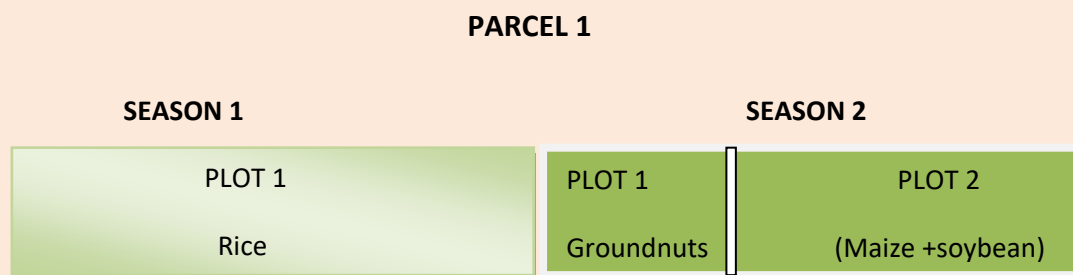
MIXED ACTIVITIES have separate components. For example, the mixed activity maize-beans has three components: (i) Maize (ii) Beans and (iii) whole mixture. There is no limit to components in a mixed activity.

Fragment, Parcel, Plot and Season.

A FRAGMENT is defined as a CONTIGUOUS piece of land within the operational holding. There may be one or more fragments in an operational holding. A PARCEL is defined as a contiguous piece of land WITHIN a fragment WITH IDENTICAL TENURE AND PHYSICAL CHARACTERISTICS. Thus, if one part of fragment differs from the rest in tenure or physical characteristics, the fragment should be considered as forming two parcels. For example, if part of a contiguous piece of land is irrigated, and part is not irrigated or, a part is owned and the other is leased in or a part is low lying and the other is hilly, each part should be considered a different parcel and a given a different parcel number. (Parcel nos. - 01,02,03,04...)

A PLOT is part of a parcel devoted to one activity. Sometimes, the entire parcel could be used as a plot and devoted to one activity.

In parcels planted to seasonal crops like wheat, maize etc., the boundaries of the plots may not remain the same from season to season. It is therefore necessary to include the season in the definition: a PLOT-SEASON is a part of the parcel devoted to one activity in a particular season. This is illustrated below:



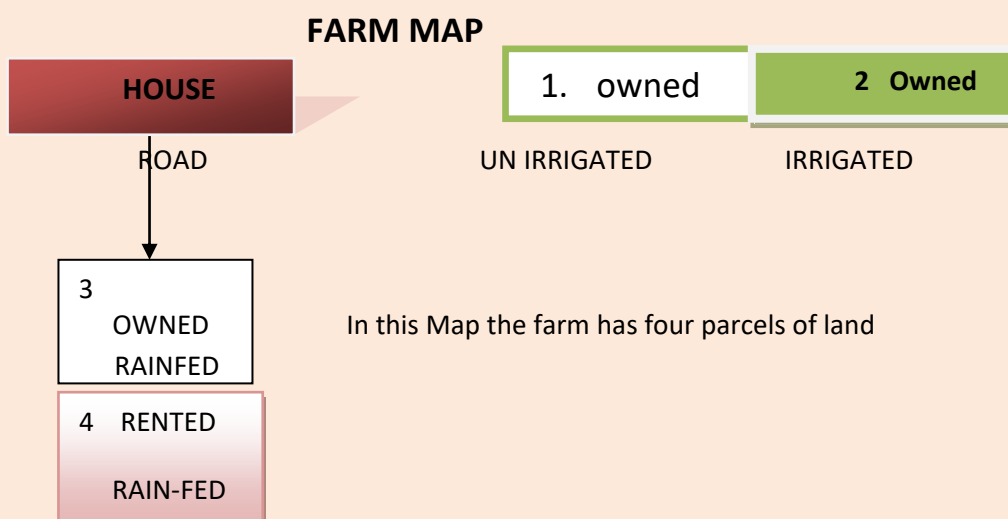
FIELD INVESTIGATORS RECORD BOOK/REGISTER

The field investigators record book has two parts:

1. A map book, which contains a map of the lands managed by the farmer and which is added to as the seasons pass.
2. A record book, which contains an account of the physical and material inputs used, expenditures incurred and receipts of the farm household.

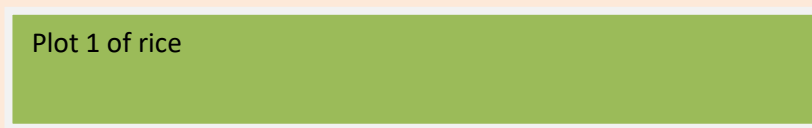
1. MAP BOOK

The first few pages of the record book are devoted to drawing the maps of the parcels managed by the farmer. The first map should be comprehensive and may include the house, the roads and any streams etc., besides the various parcels of land. Each parcel should be clearly identified as in the following example:



On the following pages of the map book, draw the parcel/plot maps as each planting season arrives and the farmers begin their crop production activity.

Season1



Season 2



It would be desirable to have a few more pages in the map book than the number of parcels the farmer is currently operating to take into account the details of land leased in over the seasons.

Please record the number of trees in the plot which you will need to fill up record type 15.

2. RECORD BOOK/REGISTER and DAILY DIARY

The investigator will carry a daily diary with him when he visits the farmer. He should make all entries relating to daily operations, farm expenditure and receipts, etc. in this diary. Special occurrences, like birth and death of animals may be recorded on the back of the sheet.

Your reference period is 24 hours day. Ask the farmer how he and members of his household and also his other physical resources like tractors, irrigation equipment and animals were deployed during the day and what inputs, expenses, outputs and receipts were connected with that activity. Note down your observations precisely in the Daily Diary. The information collected in diary will be recorded in Record Book/Register.

Always remember, the record book/Register is a very important document and it will be used by you for filling up the various record types (RTs) and for future references and quarries.

Instructions for entering RT - wise data in FARMAP 2.0

RT – 11: HOUSEHOLD MEMBERS (Yearly) & CHANGES (monthly)

This Record type gives details about the farmer and the members of his household. Members of the household include those who are staying with him permanently and sharing in the meals. Visitors, relatives or guests who have come for a temporary stay and who are present in the house at the time of investigation should not be included as members of the household. *The dependent children who are physically not residing in the house (dependent son or daughter staying in hostel for study purpose) and the expenditure for their livelihood is born by the Head of House Hold should be included as members of the family.*

Information for filling up the RT should be elicited from the head of the household or any other responsible household member who is in a position to give accurate details.

The RT should be filled in the beginning of the year. Usually one sheet should be enough for each household. The details of the attached farm servant should not be included in this sheet. Changes if any, will be recorded on monthly basis.

Household member	The household member may be serially listed, beginning with the household head followed by wife/wives, children (arranged according to age) and then those married into the family. Others living with the household permanently should come next (arranged according to sex/age).
Relationship	In this column specify the status of each house hold member whether he/she is a Head of house hold or member of the house hold. Any person other than the Head should be recorded as member of the House hold. Select the name from the drop down list:- <ul style="list-style-type: none"> • Head , • Member
Marital Status	Select the name from the drop down list:- <ul style="list-style-type: none"> • Married , • Unmarried , • Widowed, • Separated/Divorced
Age	The age of the person should be recorded in completed years and months.
Gender	Select the gender from the drop down list. <ul style="list-style-type: none"> • Male , • Female, • Others
Education	In this column, education status of each family member is to be recorded. Education status may be decided on the basis of examination passed by the member. If a person did not pass any examination but can read and write can be listed upto class V. Select from the drop down list.
Dependant Status	In this column the dependant status of every member of the family is to be selected from the drop down list. <ul style="list-style-type: none"> • Earner- If the member is working on or outside the farm and contributing to household earnings and able to produce income sufficient to maintain himself / herself. • Earning Dependent - If member is not able to earn adequate income to maintain himself/ herself. HH members helping in farming but not earning income equivalent to an earner will be recorded under this. • Fully Dependent – All HH members who do not at all contribute to household earnings or participate in farm work should be placed in this category. This could be due to the HH member engaged in domestic work, being differently able, pursuing studies, being under-age/old age or for any other reason. Select the appropriate option from the list.
Occupation	In this column, occupation of every earner or earning dependent member of the family is to be given. Information relating to major/minor occupation should be elicited from the farmer. This should be corroborated by asking questions relating to the relative magnitude of the household members annual income from different occupations and the time they spent on them.

	<ul style="list-style-type: none"> • Major Occupations: Any occupation which contributes the largest proportion of their total earnings should be considered their major occupation. • Minor Occupations: The occupation other than the major occupation should be treated as minor. Only one minor occupation, which brought an income next to the main occupation, may be recorded. • Earning Dependents Occupation: An earning dependents' major occupation will be the ONE FROM WHICH he earns the largest proportion of his total income, even though his total income is not adequate to maintain himself/herself. Select the appropriate option from the drop down list.
Type of change	<p>In this column, record the reason/ cause of any deletion or addition in the number of family member. Select the options from the drop down list</p> <ul style="list-style-type: none"> • Born - If addition is due to birth in household. • Arrived - For a new arrival with the intention of staying with the HH permanently. • Died - If deletion is due to the death of a member of the household. • Left - If deletion is due to the departure of any HH member who is likely to be away for a long period. • Original – Default Value.
Inventory Month or Month of Change	<p>Select the Inventory month for “Original” and month of change for any change. Inventory month recorded for a state should be same and it should be the first month of agriculture year.</p>

RT- 12: Attached Farm Servants (Yearly) & Changes (Monthly)

This RT, provides information in respect of Attached Farm Servant. This RT needs to be updated on regular interval of time and changes should be made on monthly basis. An attached farm servant is a contractual employee of the HH who is normally available for work on farm, for maintenance of *cattle and other work related to crop production and cultivation*. The information required under this RT may be elicited from the head of the HH or any other member of the family who is in a position to furnish the details. Changes if any, will be recorded on monthly basis.

Name	Give full name, preferable alphabetically.
Reside with Cultivator (Yes/ No)	If the servant resides with the farmer then select YES otherwise No.
Type of main work	This should indicate the PRINCIPAL activity for which the attached servant was hired. Options are as follows: Crop production, Cattle tending, Tractor/motor vehicle driving, Multipurpose and Others (specify).
Contract period (In month)	The RT is canvassed in the beginning of the year and the reference period is the full crop year. In case the contract is for more than a year or entered into earlier than the beginning of the current crop year, the contract period should indicate the months for which the servant was available during the current year only.
Remuneration for Contract Period (In Rs.)	<p>Please enter cash and kind under the respective columns. For example, rice, wheat, barley under kind payment should be reported in terms of values in rupee.</p> <p>The remuneration paid should relate to the contract period. (The contract period here refers to the months employed during the current year irrespective of the actual contract, which may be for more (less) than a year or may have been entered earlier).</p>
Payment frequency	Select from Weekly; Fortnightly; Monthly; Annual; and Others (Specify).
Number of holidays in the Year (In Days)	If any holidays are specified while hiring the farm servant. Write down the number of holidays in a year so stipulated.
Type of change	Select from the drop down list. Months for Addition and Deletion have to be given from January to December. <i>If any servant left and thereafter again join the famer after some period, he may be treated as a new arrival each time.</i>
Inventory Month or Month of Change	Select the Inventory month for "Original" and month of change for any change. Inventory month recorded for a state should be same and it should be the first month of agriculture year.

RT – 13: LAND INVENTORY (Yearly) & CHANGES (Monthly)

This record type gives the details of the different parcels of land owned and/or operated by the selected farmer. For the purpose of this RT, each parcel is a contiguous piece of land having identical tenure and physical characteristic. If a part of a contiguous piece of land is irrigated, and part is not irrigated, each part should be considered a separate parcel. Owned and rented in lands are always different parcels. Any piece of land which can be distinctly identified as different from the adjoining land should be considered a separate parcel. Each such parcel is already shown in the map book of the farm.

The changes in area owned and/or managed (due to seasonal leasing out and leasing in, mortgages, gifts etc.) may come about during the course of the year. These changes should also be clearly recorded in this RT.

Only one record is produced for each parcel. One form should usually suffice to provide details for all the parcels of one farm. It should be filled in the beginning of the year. Changes if any, will be recorded on monthly basis.

Survey number	Indicate the survey number as given in the revenue record
Parcel number	Parcel as recorded in map- book.
Tenure	<p>The type of right that the farmer has in the land is to be given under this column. Tenancies are either owned or un-owned. The un-owned tenancies are mainly leases. Some areas may be under the cultivating possession of farmer, by virtue of these areas being mortgaged in/gifted-in or even by unauthorized possession or occupation. Some of his lands may be leased out or be under unauthorized possession of others.</p> <ul style="list-style-type: none">• Owned & Managed: Land for which the farmer has a title deed and is managed by him.• Leased In: Land parcels rented in by the farmer.• Unauthorized occupation by Self: Land which are under unauthorized possession of the farmer for which he does not pay any rent (for example, government lands, community lands, etc.).• Leased out: Owned land leased out by the farmer and not managed by him.• Unauthorized occupation by others: Land belonging to the farmer but are under unauthorized possession of others for which they do not pay any rent.• Authorized occupation by Self: Land mortgaged in or gifted in.• Authorized occupation by Others: Land mortgaged out or gifted out.

Land Use	<p>The use to which this land is put. This information should be available in the village records but it should be cross checked with the farmer.</p> <ul style="list-style-type: none"> • Seasonal/annual crops. Area covered under seasonal crops (for example, wheat, rice, sugarcane). Area sown more than once during the year being counted only once. • Perennial crops. Area covered under perennial tree crops such as orchards. • Current fallows. Crop areas which are kept fallows during the year. • Fallow land other than current fallows. • Land under miscellaneous tree crops such as bamboo bushes. • Permanent Pasture & other grazing land. • Area under non-agricultural uses. Lands occupied by buildings, etc., i.e. lands put to “uses other than agriculture”. • Culturable waste land. Lands which are available for cultivation, but not taken up for cultivation for five years. • Forest area. Lands covered under forest. • Barren & un-culturable land. Lands which can not be brought under cultivation except at an exorbitant cost.
Total Area (In Hectares)	Enter total area of the parcel, including border and path area.
Area under border and Paths (In Ha.)	This should include all area under border and path, within or bordering the parcel.
Land Value (Prevailing Market Rate in Rs.)	Enter the estimated value of the parcel. Farmers’ assessment is the best but check with knowledgeable people in the village.
Topography	Select appropriate option for the slope of the land. This could vary from level – low lying to steep-mountain lands.
Major Source of Irrigation	Select the major source of irrigation for land.
Method of Irrigation	Select the method of irrigation.
Soils Texture, colour Drainage & Erosion	Some information in this regard is available in the settlement records. For others, visual observation supplemented by local enquiries is the best source. Also, consult a soil scientist. Select the appropriate option from the drop down list.
Government Charges (Land revenue Cess & Taxes)	This information may be obtained by reference to revenue records supplemented by enquiries from the farmers. Information is to be recorded for each parcel owned and managed by the farmer. Zero value has to be entered in case of revenue is exempted and no Cess \ Taxes paid.
Rental value for Owned & managed land (In Rs.)	Rental value of owned, mortgaged/gifted lands should be determined on the basis of prevalent rents for similar type of lands. WRITE DOWN THE RENTAL VALUE FOR THIS PARCEL FOR THE WHOLE YEAR.
Type of change, Inventory Month & Month of Change	For Original Type of change, inventory month should be the first month of a agriculture year. For Type of change except Original , <i>Month of change will be selected from list of months.</i>

RT-14: ANNUAL CROPS RECORD (Beginning and end of Season)

This record type gives an account of the seasonal crops grown (including crops like sugarcane) and should be canvassed at the beginning and end of the crop season. The end of the season form is more relevant since it would give a more comprehensive overview of the crops planted/harvested and problems faced during the crop season, reflecting on performance.

Parcel	Parcel in which the crop is planted. Same as in the map- book. The parcel should be numbered 01,02,03.....
Plot	A Plot is a piece of land growing the same crop. Size of the plot may vary from parcel to parcel or in the same parcel. In some cases, the whole parcel may be used as a plot. The plots should be numbered 01,02,03,... for each parcel.
Season	Enter crop season beginning with Kharif, Rabi, Summer. The number of seasons depends on the number of crops taken on the same plot during the crop year. In case seedlings are grown, enter seedling season beginning with Pre-kharif, Pre-Rabi and Pre-Summer, as necessary. The crop name for the seedling should be the same as the name for the pure crop.
Tenure	As in RT-13
Crop Sowing Category	Select the Crop Sowing category <ul style="list-style-type: none">• Mixture Crops• Inter Crops• Sole Crops
Mixture Crop	Mixture here means two or more crops grown simultaneously on the same plot. Identify the mixture and make separate entries for each component of the mixture by treating it as grown in different plots. For better accounting each component may be allotted separate plot number though physically they are in one plot. Their status (mixture or inter) can be identified by seeing crop sowing category).
Total Area (In Ha.)	Put the same total area of plot in case of inter and mixture crops in all the components of mixture.
Crop Name	Select the name of the crop. In the case of mixture, enter each component of the mixture in a separate record and give the name for this crop as if it was taken as a pure crop.
Area of crop	If it is sole crop put the entire area of the plot against the crop. If it is a crop mixture, select mixture crops under Crop Sowing Category and Total Plot Area . Then select the Crop Group, crop name and enter the crop area. If mixture of 3 crops is grown simultaneously in one plot, 3 separate records can be made by giving different plot numbers for each crop of mixture by entering same Total Plot Area in all records . But crop area for all 3 crops can be estimated on the basis of seed input required per hectare for each crop of mixture and actual usage of seed. The total of components area should equal the total area of the crop mixture. In case of intercrop (like sugarcane + onion), area of sugarcane will be recorded 100 percent of total area while the area of onion will be estimated on the basis of seed input per hectare required for onion crop and actual usage of onion seeds in that plot. In this case total of components area will exceed to the total of inter crop area.
Variety	Local, Improved and Hybrid

Harvested %	In most cases area harvested is the same as area under the crop. In case of a total crop failure, percentage area harvested will be recorded as 0. In case of partial crop failure, if part of the crop that could not be harvested was all in one place, subtract that percentage of area from area planted. If it was not all in one place, as in case of pest attack, estimate the harvested percentage on the basis of average production on that plot and actually harvested this year. In other words Harvested percentage should give a rough estimate of the departure from the expected normal yield.
Problem	Enter the name of problem faced. These may relate to drought, flood, seepage, wind, cyclone, storm, human, animal and insect damage or plant diseases resulting in damage to the crop.
Rent paid	Enter amount of rent due to owner in respect of lands taken on lease. If paid in kind or share of crop the value in terms of rupees will be recorded. The value of the fixed kind and the quantity and value of the crop share may be entered only in the end of the season when prices and production data becomes available. Please ensure that in case of leased in land and mixed/inter crops, land rent will be apportioned on the basis of area occupied by different constituents of the mixture which is mentioned above under “Area of crop”
Purpose	Select the purpose of planting this crop from the drop down list:- <ul style="list-style-type: none"> • Insurance :- It may be planted for Insurance against a possible crop failure in a major food crop. • Food • Food & Cash • Cash • Animal Feed • Other input • Fuel • Food & Feed • Mixes • Others

RT – 15: PERENNIAL CROP RECORD (Beginning and End of Season)

This record type is to be filled only in respect of the perennial crops which stand on the fields for long duration, such as apple, arecanut, coconut etc. The RT is to be filled at the beginning and at the end of the year. As in the case of the field crops, the end of the year form is more relevant in as much as it gives a more comprehensive overview of the problems faced in growing the crop and the level of productivity achieved.

Parcel, Plot, Tenure, Mixture columns	As in RT 14, If some seasonal crops are grown along with perennial crops the seasonal crops data will be recorded in RT -14. And area of that seasonal crop will be estimated on the basis of seed input per hectare required for seasonal crop.
Area (In Ha.)	Record the area under trees. If trees are planted in border area of a plot where seasonal crops are grown in RT 14, in that case plot area of that perennial crop can be estimated on the basis of area required for one tree and then multiplying that area with number of trees.
Number of trees	Number of trees of the perennial crops in this plot. This number is already recorded in the map book. Ensure that the information is recorded age – group - wise.
Plant type	Select the plant type from the list : Tall, Dwarf & Others.
Age	Enter Present age of the tree.
Age group	Select the options from the drop down list as per the age of the crop in the field
Expected Remaining life (In Rounded Years)	The number of years of life remaining to these trees before they need to be cut down and replanted. Farmers estimate is the best but supplement it by local enquiries. Enter the remaining years of plant/tree in rounded years.
Variety and Problem	Same as in RT – 14
Harvested %	Harvested percentage should give a rough estimate of the departure from the expected normal yield of the bearing plants.(see RT 14 for detail)
Value of trees: Present	Farmers estimate supplemented by local enquiries.
Value of trees: Salvage	Value at the time the trees are likely to be chopped down. How much the farmer could sell them for to someone who would chop them down and carry them away.

RT – 16: ANIMAL INVENTORY (Yearly) & CHANGES (Monthly)

In this record type details of each type of animal managed by the household are to be entered separately. For large animals enter information, animal-wise. Details about smaller animals and birds could be entered for the same age group. The form should be canvassed in the beginning of the year. Changes, if any, will be recorded on monthly basis.

Animal Name	Enter the code and name of the type of animal under the respective columns.
Animal Category	Select the appropriate option from drop-down list.
Animal Gender	Select the appropriate option from drop-down list.
Animal Breed	Select the appropriate option from drop-down list.
Age	Enter age of the animals in years and months.
Age Group	Select the appropriate option from the drop- down list:- Very Young – Less than one year old Young – Between one to three years. Mature – Over three years Old – Animals having reached the end of their productive lives.
Expected Remaining Life (In Rounded Years)	Average remaining life of this type of animals, before they need to be sold as culls. Remaining life should be given in rounded years.
Number of animal	Write down the number of animals in the same age group. For larger animals, information will be entered animal – wise.
Purpose for keeping	Animal are kept for breeding purposes, for selling or as a source of protein, etc. Select the appropriate option from drop-down list.
Ownership	Generally, all animals would be owned and managed by farmer himself. Some animals may however be taken in and managed. Others may be given out and not managed.
Animal Present Value (In Rs.)	What is the present value of these animals? Farmers estimate is the best but cross-check with knowledgeable people.
Animal Cull Value (In Rs.)	This should be the estimated value of these animals at the end of their useful productive life. It may be nil in some cases. Zero value is required to be entered in case of nil cull value.
Type of change	The change in the inventory may be on account of birth/death, Purchase/sale, gifting-in (gifting-out), slaughter or due to unaccountable loss. Select the appropriate option from drop-down list.
Inventory Month/ Month of Change	Select the Inventory month for “Original” and month of change for any change. Inventory month recorded for a state should be same and it should be the first month of agriculture year.

RT – 17: BUILDING INVENTORY (Yearly) & CHANGES (Monthly)

Details for farm buildings owned and managed by the farmer and used for different farm purposes (cattle shed, storage shed, pump shed, tractor shed, etc) should be entered in this Record Type. In case of dwelling house, only that portion which is used should be included. Please ensure that any structure (including residential premises) which is not used for farm purposes is also NOT included here. Changes, if any, will be recorded on monthly basis.

Item	Enter the name of the building.
Area (In Square Meters)	This should include both the area under roof and open area. Enter in metric unit.
Building type	The farm building may be kutchra, Pucca or Mixed.
Construction/ Purchase year	Enter the year in which building constructed/purchased.
Age (In Rounded Years)	Give the approximate age in rounded years.
Expected Remaining Life (In Rounded Years)	How long this building structure is likely to last as a useful asset? Ascertain from the farmer and crosscheck with knowledgeable people in the village. Enter the Expected Remaining Life in rounded years.
Ownership %	In case the farm building is jointly owned, give the share of the farmer in percentage. If fully owned, the percentage is 100.
Value : Original	Approximate value may be ascertained from farmer and cross-checked through local enquires. Please enter the value of the entire building (and not the share alone) in case the farm building is shared.
Value: Present	This refers to the present market value of the entire building whether fully owned or shared.
Value : Salvage	The value building/building material is worth at the end of its useful life. This should relate to the value of bricks and iron, tin, wood etc. when the building finally pulled down.
Type of change	The change in the inventory may be on account of new construction, purchase, sale or destruction etc. Select the appropriate option from drop-down list.
Inventory Month/ Month of Change	Select the Inventory month for “ Original ” type of change and month of change for any change in inventory. Inventory month recorded for a state should be same and it should be the first month of agriculture year.

RT – 18: IRRIGATION INVENTORY (Yearly) & CHANGES (Monthly)

This is a record of all the irrigation structures (including equipment, fittings and accessories) owned and/or managed by the farmer. The form should be filled in at the beginning of the year. Changes, if any, will be recorded on monthly basis.

Irrigation Item Name	Enter the name of each of the irrigation structure. If you find an asset which is not included in the list, report that under Other Irrigation Items/Structure/Systems with the name of that item.
Number of Irrigation Unit	Give the number of similar structures.
Capacity (in HP)	This relates to the horse power of the machine used.
Area commanded (in Ha)	Area served by the irrigation structure.
Rest of the columns	As in RT - 17
Construction /Purchase year and Age	In case of purchase of second hand(used) Item/machine, the purchase year and original value of first time purchase will be reported. Age will also be counted from the year of first purchase.

RT – 19: MACHINERY, IMPLEMENTS AND TOOLS INVENTORY (Yearly) & CHANGES (Monthly)

This Record Type is an account of all the machinery and implements etc. with the household and used for farm purposes. It should be filled up in the beginning of the year. Changes, if any, will be recorded on monthly basis.

Item Name	Enter name of each item category-wise. Begin with powered machines followed by human and bullock drawn implements/tools. If you find that any machine, equipment etc. are not included in the list of options, report that machine under other machines
Number of items	For larger machines like tractors, harvester combines etc. record the information machine-wise. For implements and tools, the total number of similar kind of assets (for example, sickles, hoes) may be entered.
Capacity(in HP)	To be entered only in the case of powered Machines like Tractor, Power Thresher or Harvester Combine etc.
Area commanded (in Ha)	Area served. This should relate to Powered Machine like Tractors, Harvester Combine etc.
Rest of the columns	As in RT - 17
Purchase year and	In case of purchase of second hand(used) machine, the purchase year and original value of only first time purchase will be reported. Age will also be counted from the year of first purchase.
Age	Age will be entered zero in case the machine/item is purchased in current agriculture year. However for the purpose of online validation, if purchased in previous agriculture year's 1st part then the age can be entered as 1 year. For example if current Agriculture year is June 2020 to May 2021 and machine is purchased in 2019 (Jan to Dec), in this case, age will be recorded as one year while entering data in June 2020. And if machine/implement is purchased in January 2020, the age will be reported as zero year in June,2020.

RT – 20: CROP OPERATION HOURS AND PAYMENTS (Collect Daily Record Daily/Weekly)

This RT is a complete record of human, animal and machine power employment on crop production of EACH PLOT in the different parcels managed by the farmer. One separate sheet is to be used for each plot (for each crop) for which work is done. The information is to be collected daily (in the diary/Record Book). And operation-wise data will be entered either daily or weekly by striking weekly total for each operation.

Please note that some operations like ploughing/irrigation etc. are done even before the plots are marked or crops to be sown decided. In such cases, an account of the operations done may be kept separately and entered after the plots are formed or crops sown. It may also be necessary to allocate inputs (labour, irrigation water) between different plots/crops. This may be done on the basis of areas of the plots/crops.

IN CASE OF WEEKLY RECORDING, REMEMBER THAT INFORMATION FOR EACH DAY OF THE WEEK IS TO BE COLLECTED IN THE RECORD BOOK AND OPERATION – WISE TOTALS ARE STRUCK AT THE END OF EACH WEEK AND ENTERED IN THE RT. The first seven days(1-7) of the month should be regarded as the first week, next seven days(8 to 14) the second week, the next seven days(15-21) the third week, next seven(22 -28) the fourth week and the REMAINING days as the 5th and the last week of the month.

Generally, operations fall in a sequence (preparatory tillage/sowing/planting etc). However, where there is an overlap (for example, harvesting and transporting being done simultaneously), leave adequate space in your record book to record information for each operation separately so that you can easily strike a total for the week.

PPS	As in RT - 14
Date, Week Month and Operation details	Select date/week and operation details.
Allocation of work hours and payment in case of mixture crops.	As in RT – 14 In case of mixture crops, The operations will be recorded by treating each crop as grown in separate plot as recorded in RT 14 if operations are common for all the crops. The allocation of labour hours and payment for each constituent will be done on the basis of crop area of each constituents of mixture. If an operations is done for a particular constituent of a mixture then such hours/payments will be recorded only for that particular crop and plot.
Area of Crop (In Ha)	As in RT - 14
Date and Week	Enter Date & Week corresponding to particular operation.
Operation Name	Enter the name of each operation separately.
Payment to	In case of contractual mode of operation , enter the amount paid to

contractor	contractor. Hours and payment in respect of Casual labour, animal and machine power will also be recorded.
Work hours	<p>If an operation is performed in more than one plot simultaneously, the total labour power used may be roughly apportioned (say on the basis of total area ploughed/harvested). Where information is available for combined operations (for example, ploughing/ harvesting), the labour power employed should also be roughly apportioned to each plot and entered in the sheet.</p> <p>All power employed (human, animal, machine) should be recorded in terms of hours and minutes. Most farms employ bullocks for draught purposes. If a PAIR of draught cattle/buffalo worked on the plot for, say, 3 hours, enter the unit of work as 3 hours. Same procedure applies for Yak. However, if a camel or horse is the source of draught power, and ONE camel or horse has worked for 3 hours, the unit of work is 3 hours and NOT 1 hour 30 minutes.</p>
Work hours (men, women & child)	Enter work hours of the household members separately for the Men, Women and child category wise. Exchange, gifted and visitors labour will be recorded as family labour.
Servant	Write down the hours of work performed by the attached farm servants category wise.
Casual work hours and payment (men, women & child)	Enter the work hours of casual labour and payment (in Rs.) separately for Men, Women and child. Enter the actual payments made to the casual hired labour. Where payments are made in kind (including perquisites) , these should be valued in term of Rupees at the going rates.
Power Used name	<p>Enter the name of the animal and machine power from the list.</p> <p>For Owned Machine usage, duration of use will be reported only in case of Machine use and not for Implements use ; However the implement used with Machine in that plot has to be selected from the list of available implements with the farmer. ONLY MACHINES available with farmer (LISTED) can be selected/recorded. IN THE CASE OF USE OF TOOLS LIKE SPRAYER, CHAFF CUTTER ETC. ONLY HUMAN LABOUR APPLIED IN USING THESE TOOLS WILL BE RECORDED.</p> <p>If any Implement/tool is hired, the charges will be reported in RT-21 under Hiring charges of implements.</p>
Owned and hired hours	Write own and hired hours under animal and machine power for each operation.
Payment	<p>Enter the payment (in Rupees) made for hired Animal and Machine Power used.</p> <p>In case of hired tractor or any hired machine run by driver, the payment should include the labour of driver. In other words hours and payment of driver should not be reported as casual labour since tractor/machine is hired with driver.</p>

RT- 21: CROP INPUTS AND PAYMENTS (Collect Daily Record Daily/weekly)

This record type is an account of the material inputs used by the household in crop operations (RT – 20). If any operation is undertaken on any plot of the farmer in which any material input is used, it should simultaneously be recorded in this RT. The procedure, for recording the information is the same as for RT-20 (i.e., data recording is daily)

PPS	As in RT - 20
Area of crop	Same as in RT – 14/20
Crop Sowing Category name	Same as in RT – 14/20
Crop Name	Same as in RT -14/20
Day and Week	Same as in RT -20
Inputs category, Item and NPK Composition.	Select the items from the list in case of Item Category - All other inputs . For NPK fertilizers, select from the list and if NPK fertilizer is not listed then select other NPK Fertilizer(Non listed) and then enter NPK % composition for the same.
Quantity	Specify the quantity of this input item used.
Unit	Standard unit of measure. Usually this will be the measure used in buying this input. Enter the unit from drop down list.
Value of Item (In Rs.)	Actual Value of this input. In case of farm produced input, the current price at which similar input item is available in the village or in the neighbourhood.
Source or Payee	Enter the source or payee from where this input has come.
Cost of Procuring Input (in Rs.)	All the expenses incurred in procuring the input excluding purchase value of input used in this plot. If some other items are also procured with this input then the cost for this input should be calculated by apportioning and then reported. For cross checking RT 31/32 could be referred where under General Farm Activities – Acquisition of Input has to be reported.

RT – 22 : CROP OUTPUTS (Collect Daily record Daily/Weekly)

This record type is similar to RT – 21. The procedure for recording the information is the same as that for RT-21. Here, we record the quantity produced on each plot of the farm. In case the produce from more than one plot is threshed together, the total produce may be allocated to the different plots taking into account their areas and the physical condition of the crop in each plot. Where part of the produce is disposed off in unthreshed form as payment to artisan, labour etc., the estimated quantity of main and by products so disposed off should be recorded. Similarly, if part of the produce is disposed off before it is fully matured (for example gram, maize) the estimated quantities of main and by products of such disposals should also be recorded. Record information in your record book on a daily basis i.e., as and when harvesting operation takes place. Transfer daily/weekly aggregates to the RT.

Area of crop	Same as in RT -14/20
PPS	As in RT-14/20
Crop Name	Same as in RT -14/20
Date/Week	Same as in RT -20
Outputs Name	Enter the name of the output from the drop down list.
Quantity	Specify quantity produced
Unit	Standard unit of measure. Usually, this will be the unit used in selling the produce.
Value	Value should be based on the most common transactions of the produce.
Destination	Enter the Destination from the drop down list, where this output is going.

RT – 23: CROP TRANSPORT AND MARKETING OPERATION HOURS AND PAYMENTS (Collect daily record Daily/Weekly/Monthly)

This RT is a record of the work hours expended in transporting the farm produce from the farm site. Please canvass the form daily but record information in your Record Book as and when transport/marketing operation takes place and accordingly enter in software.

Crop Name	As in RT-20
Quantity transported	Specify the total quantity
Unit	Select from the drop down list.
Date, Week & Month	As in RT-20
Operation Name	Enter the operation from drop down list.
Work hours (Family, servant)	Work hours for each operation should be recorded separately. (See RT-20 for details)
Casual work hours and payment (men, women & child)	Enter the work hours of casual labour and payment (in Rs.) separately for Men, Women and child. Enter the actual payments made to the casual hired labour. Where payments are made in kind (including perquisites) , these should be valued at the going rates.
Power Used Category and Name	Enter the name of the animal and machine power from drop down list.
Owned and hired hours	Write own and hired hours under animal and machine power for each operation.
Payment for hired Animal & Machine	Enter the payment (in Rupees) made for hired labour used.
Distance transported (Km)	Enter the distance in Km.
Rate at which sold	Enter the rate (rupees per Qtl.) at which the quantity of crop sold.
Whether Marketed Outside Village	Select whether marketed outside the village (Yes/ No.)

RT – 24: CROP MARKETING COSTS AND SALE PRICE (Collect Daily, record Daily/Weekly/Monthly)

All marketing expenses, such as octroi, agent commission etc., which are borne by the farmer, are to be recorded in this RT.

Information may be collected on a daily basis in the record book when the transactions take place but entered monthly in the RT.

Crop Name	As in RT-20
Quantity transported	Specify the total quantity
Unit	Enter from drop down list.
Date, Week and Month	As in RT-20
Marketing Cost Item Name	Enter the name of the activity. If expenses are incurred for any activity, which also includes farmers own genuine expenses in the marketing activity, for which you do not find a specific item name please put it under ' Others '.
Cost	Amount spent by the farmer on this activity.
Source or payee	Source: From whom the material was obtained. Payee: To whom the payments were made. Select appropriate source/payee from drop down list .
Rate at which sold	Enter the rate (rupees per quintal) at which the quantity of crop sold.

RT – 25 : ANIMAL UPKEEP OPERATION HOURS AND PAYMENTS (Collect Daily, Record Daily/Weekly)

This is a record of the time spent on the upkeep of draught animals with the farm household.

Animal Category and name	Select animal category and name from the list. For each animal various operations will be recorded daily or weekly in this RT.
Date, Week and Month	As in RT-20
Operation Name	<p>Select the operation name according to Type of work done. Drop down list includes many operations which should be grouped together.</p> <p>Site Preparation Yard repairs, shed repairs, site cleaning, fence repairs, erecting and shifting tethering stakes, repair ropes and rings.</p> <p>Herding Individual and group herding, staking out.</p> <p>Watering Walking animals to water source, repairing water holes or water supply, carrying water to animals.</p> <p>Feeding Collecting, storing, drying, mixing cattle feed to animals and associated activities.</p> <p>Health care Checking animals, tick removing, foot care, spraying, medication, other treatment given.</p> <p>Handling Mustering, dehorning, sexing, castration, mating, inseminating, birth assistance.</p> <p>Production Milking & Collecting manure, shearing (wool or hair) , collecting eggs, slaughter etc.</p> <p>Others Any other activity which is not accounted in above (relating to management, storage etc.)</p>
Work Hours (family, servant, casual) and Casual payment	Same as in RT – 20
Animal & Machine Power (Hired) Work Hours & Payment	Same as in RT - 20

RT – 26: ANIMAL UPKEEP PHYSICAL INPUTS AND OUTPUTS (Collect daily Record Daily/Weekly)

Animal Category and name	Select from list.
Number of Animals	Enter the count of animals for same age group and category
Date, Week & Month	As in RT-20
Input /Output Name	Enter the name of the physical input used or payment made on animal upkeep from the drop down list. Enter the name of the output produced from the animal or by the animal from the drop-down list.
Quantity, Unit and value	Same as in RT – 21.
Source / payee (Input)	Same as in RT – 21
Destination (Output)	Select from drop down menu.

RT 27 - MACHINERY, IMPLEMENTS, TOOLS UPKEEP OPERATION HOURS AND PAYMENTS (Collect Daily, Record Daily/Weekly)

This RT gives an account of work done on the upkeep of the machines maintained by the farm households. Large machines maintained by the households are considered special activities and work done on their maintenance is work done for this special activity. Washing, lubricating, getting fuel, getting the machine repaired etc. are examples of such activities. Work done by the machines is NOT recorded here. Use separate sheets for recording the account of upkeep of each large machine. Record information daily in your record book, then enter the information here.

Date,Week & Month	As in RT - 20
Machinery	Enter name of the machine from the list given in the form.
Work hours (family, servant and casual) and casual payment	AS in RT - 20
Power Used Category & Name	As in RT -20. Please ensure that if animal/machine power is used in the upkeep of the machine/structure (for example, tractor being used for carting oil engine for repairs), it is invariably recorded.
Power Used (Owned & Hired) and payment	As in RT – 23.

RT 28 - MACHINERY, IMPLEMENTS, TOOLS UPKEEP INPUTS AND OUTPUTS (Collect Daily, Record Daily/Weekly)

This RT is a record of the physical inputs used for the operation of the machines and the payments made for acquiring these inputs. Diesel oil, Mobil oil, lubricants, other fuel and electricity are the inputs generally used. Expenses incurred on minor repairs, service charges and other minor maintenance are the payments made by the farm household for efficient functioning of the machines. Expenses incurred on major repairs will not be reported in this RT. Record of machine power provided outside farm along with income and destination is also recorded in this RT.

Date, Week & Month	As in RT - 20
Item Category & Name	Enter the item category & Name from the drop – down list.
Input name	Enter the input name from the drop – down list.
Quantity & unit Value(In Rs.) & Source/Payee	As in RT – 26
Output Hours hired out	Specify the hours the machine was made available for work outside the farm.
Income (In Rs.)	Enter the payment received.
Destination	Enter the Destination from the drop down list.

RT 29 - CREDIT OUTSTANDING (Yearly), LOANS TAKEN AND REPAYMENT

This RT accounts for outstanding loans, New loans taken during the year and repayment of loans (both outstanding and current loans) of farmer. All documentary evidence available with the farmer may be checked and cross checked with agencies giving the loan. **This RT should be filled only if the purpose of loan is Farm inputs and Farm capital items.**

Purpose of loan	Write the purpose for which the farmer had taken the loan.
Loan Date	Enter the day, month and year on which the loan has been taken.
Source	Enter the name of institution from the drop – down list.
Credit Type	Select the type of credit i.e, Cash, kind and mixed
Mode of Payment	Select the mode of payment i.e., Cash, kind and mixed
Item Bought Category	Enter the Item from item bought category.
Item Bought Name	Enter the appropriate Item name from the list of Item bought form the drop – down list.
Expected duration	Write the expected duration of loan taken in years and months.
Loan Category	Loans which are to be repaid within twelve months are short term loans. Loans which are for a period longer than twelve months but are repayable in five years or less are medium term loans. Loans for duration longer than five years are long term loans.
Annual Interest rate (in %)	Indicate the annual interest rate on this loan.
Repayment schedule	<ul style="list-style-type: none">• (Monthly) if repaid every month• (Seasonal) if repaid at the end of every season i.e. after the harvest.• (Annual) if installment repaid at the end of every year.• (Irregular) if repayments are at irregular intervals i.e. there is no fixed payment schedule.• (Others) All other
Security	The farmer may have given a security for this loan or this may be an unsecured loan. Please enter the appropriate name from the drop down list.
Difficulty Level	Any difficulty faced by the farmer in securing the loan has to be stated in qualitative terms.
Principal (original)	The original amount borrowed should be indicated.
Principal (outstanding)	Amount of principal still owed at the time when this inventory was taken. Consult farmer's documents and also cross-check with the source from which the loan was taken.
Principal (paid during the year)	Enter total amount of principal paid during the year.
Interest (total) and other charges	Total amount of interest along with other charges to be repaid over the contracted period of loan.
Interest paid	Amount of Interest repaid during the month.
Date on which loan paid	Write down the day, month and year on which the loan was paid.
Whether loan waived	If a loan is waived for any reason, select Yes otherwise select No.

RT – 30: RECEIPTS AND DISPOSAL OF IMPORTANT CROP PRODUCTS(Monthly)

This Record Type is a monthly account of the receipts and disposals of important crop products (food grains, pulses and oilseeds). The closing and opening stock should be the same since the closing stock of each month shall be the opening stock of the following month. The closing and opening stocks should however be independently checked. Receipts in the nature of gifts, quantities taken as loan or as loan repayments received should be shown against other receipts.

Crop category and crop name	Enter the crop category and after that select particular crop under that selected crop category.
Product Name	Select Green Product, Dry Product and By-Product..
Pest protection	Means protection against pests for this output while it is in storage. Select from Chemical Fumigation, No treatment, Natural Products, Non-Chemical Fumigation, Physical Protection, Others
Unit	Unit in which the quantity is specified. Please ensure that the quantity specified is always in terms of the unit indicated.
Opening stock at beginning of month (Quantity & value)	The quantity stored may be specified. Give the value of this item. If farm produced, value at wholesale village prices. If purchased, at the actual prices paid.
Received during the month and source	The total quantity with value received during the month. Select the source from the list.
Consumed during the month	Enter the total quantity and value consumed during the month.
Fed to animals during the month	Enter the total quantity with value fed to animals during the month.
Used as seed during the month	Total quantity used as seed during the month with value.
Other disposal during the month	Total quantity of all other disposals during the month with value.
Sold during the month & Destination	Total quantity sold during the month with value. Select destination from the list.
Closing stock at the end of Month	Enter the quantity left at the end of the month with value.

RT- 31: GENERAL FARM ACTIVITY OPERATIONS AND PAYMENTS (Collect Daily, Record Daily/Weekly)

RT – 31 gives an account of the general farm activities (operations and payments), other than farming activities, undertaken by the household. Make separate entry for each activities on which work was done. Please record work hours daily in your record book, and enter either date or week wise. These activities are common activities of the farm household and include, among others, the time spent by household members on off-farm work. Data related to listed activities (General farm & Capital formation/improvement) has to be reported only. Please ensure that information is to be collected ACTIVITY-WISE and not OPERATION-WISE. The total number of hours expended in any activity weekly may be entered in the columns/rows irrespective of the operation.

Date, Week & Month	As in RT – 20
Activity category & name	Select the Activity category and name from the drop-down list.
Work Hours (family, servant, casual) and Casual payment	Same as in RT - 20
Power Used Name, Hours (owned /hired) & payment	Same as in RT - 20

RT – 32: GENERAL FARM ACTIVITIY PHYSICAL INPUTS AND OUTPUTS (Collect daily, Record Daily/Weekly)

Make separate entry for each activity and enter weekly aggregates from your record book as in the case of RT – 31. The Physical/material input & payments and Output/income may be entered in appropriate rows/columns.

Date, Week & Month	As in RT – 20
Activity Category and Name	Select the Activity category and name from the drop-down list.
Input/output Name	Enter the input/output name from the given list.
Quantity & unit Value & Source/payee (Input)	Enter the Quantity of input/output with unit, value (Rs.) and source/Payee from the given list.
Destination (Output)	Select the destination from the drop down list.