

NATIONAL  
ELECTION  
STUDY 2009

The logo consists of the text 'NATIONAL ELECTION STUDY 2009' arranged in three lines. A hand is drawn pointing its index finger towards the word 'ON' in the second line. The entire logo is underlined.

FIELD INVESTIGATORS HANDBOOK

Lokniti: Programme for Comparative Democracy  
Centre for the Study Of Developing Societies  
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## FIELD INVESTIGATORS (FIs) CHECKLIST

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	Bag
	Questionnaires
	Field Investigators Handbook
	Respondent List
	Voters List
	Format of those not interviewed
	Authorization Letter
	FIs Identity Card
	Ballot Box
	Ballot Papers
	<i>*Please check that all these before leaving for field work*</i>

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04 Radhabinod Kojiam  
05 R K Dorendra Singh  
06 W Nipamacha Singh  
07 Others  
08 Can't Say/D.K  
09 Not applicable

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The National election study 2009 (**NES 2009**), is the largest social scientific study designed to collect information on the political behavior, opinion and attitudes of the Indian electorate. It is an attempt to generate data by rigorous survey research, a tradition developed at the Centre for the study of developing societies (CSDS). NES 2009 will be coordinated by Lokniti, Programme for Comparative Democracy at CSDS. It comprises a single wave of post-poll survey to be undertaken after polling takes place in different phases of General Elections 2009 and completed before the day of counting of results on May 16th 2009. NES-2009 will involve interviewing a randomly selected men and women who have attained 18 years of age and above.

The interviewer's part in this process is extremely important since he/she is the person who actually collects the data. The need for accurate information establishes the framework for the work of the interviewers. Therefore, a training workshop would be conducted to train and prepare the field investigators (FIs) for NES-2009. After the 3 days training workshop the selected field investigators will go to the different parts of the state to interview thousands of men and women in their residence. This is called fieldwork investigation for data collection.

During the training workshop, the FIs will be trained in survey research and interviewing techniques by trainers. They will be trained in how to conduct the interviews, record the responses in structured questionnaires and use of other survey instruments connected with it. The training workshop will be conducted in an interactive format with discussions on questionnaires and other survey instruments. Audio-visuals of actual fieldwork situations with Do's and Don't's of fieldwork interviewing will be screened to aid the FIs in learning better. At the end of the training workshop the FIs will conduct mock interviews of people. Based on the Mock interview and a written test FIs will be selected for field investigation of NES 2009. This Fieldwork Handbook will give a general idea of the study and its components, how interviews are to be conducted and of the research techniques to be used. This information, together with actual fieldwork experience will help the FIs in becoming trained FIs in social science research. The FIs should read this handbook carefully and understand its contents. This exercise will reduce the time investment in the field and also make a process of data collection through interviewing easier.

## Aims and Objectives

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The NES 1967 was the first survey-based national level study of political opinions and attitudes in India. This tradition was followed in the 1971 and 1980 general Lok Sabha election. It was during the 1980s that survey research conducted by the CSDS did not reflect upon the intellectual agenda of the centre and thus, resulted in long break in the production of time series data. But in the mid-1990s, the tradition of survey research has resumed with the NES-1996. Since then, the NES 1996, 1998 and 1999 were conducted on a panel of respondents and a total of six waves of surveys of a national representative sample of the electorate were conducted. The NES 2004 is the largest social scientific study of the political behaviour, opinion and attitudes of the Indian electorate till date.

The overall objectives of the NES are:

- \* To study the political behaviour, opinion and attitudes of electorates in India.
- \* To understand the political participation by identifying sections of voters who are politically more active and their mode of participation.
- \* To analyze various sources of political communication, and their impact on the functioning of democracy in India.
- \* To map the patterns of political affiliation, political efficacy across the population and trust in public institutions.
- \* To understand electoral outcome and underlying reasons.
- \* To examine state specific issues and efficacy of government policies and plans
- \* To collect information on socio-cultural and economic basis of voting in India.

Thus, the first generation of NES was from 1967 to 1971 of which the 1980 study also formed a part. The NES 1996-1999 formed the second generation of survey research. NES 2004 could be seen as the beginning of third generation of survey research at CSDS and NES 2009 will mark the continuation of this tradition. However NES 2009 will have the following new features:

- \* Verification of Sample by NSSO.
- \* 5 sets of questionnaires to be used with common questions, background variables and set specific questions.
- \* More elaborate respondents background questions.

- \* Introduction of Audio-Visual film on Field Investigators (FIs) training workshop.<sup>6</sup>
- \* Introduction of Comprehensive Handbook for Field Investigators.
- \* Evaluation of FIs training workshop based on FIs feedback.
- \* 5% back checking of data after the fieldwork is over.

### Sample Selection

A sample is a part drawn from a larger whole called, 'population' or 'universe'. Complete coverage of a population in a research study is neither feasible nor always necessary except when the population is very small. The usual procedure is to take a representative sample from the population and apply the results of the sample study to the population according to accepted statistical procedures.

The sample is drawn using **multistage stratified random sampling** that has been the hallmark of the CSDS tradition. The sample for the NES 2009 is drawn using a four-stage stratified random sampling.

The first two stages of sampling were done at CSDS Data Unit. In **Stage I**, 538 parliamentary constituencies in 29 states out of the total 543 PCs in India were selected. 5 PCs falling in union territories of Chandigarh, Lakshadweep, Andaman & Nicobar Islands, Dadar & Nagar Haveli and Daman & Diu were left out of the sample for logistical reasons. In **Stage II**, sampling of assembly constituencies (ACs) within the 538 PCs was done. In every state, a certain number of assembly segments that form part of a parliamentary constituency is selected. This number varied from state to state from two in most of the big states to five in some of the smallest states but remained constant within a state and is selected so as to yield the appropriate number of polling stations and respondents. The selection of assembly constituencies is done on the basis of **random circular sampling** from within all the ACs of that PC. Total 739 assembly segments was selected in 29 states again on the basis of random circular sampling.

Lokniti team at various states would do **Stage III & IV** of the sampling. The stages are as follows:

### Stage III: Sampling of Polling Stations (PSs)

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The third stage is the sampling of polling station (PSs) within each sampled AC. The number of sampled polling stations in all the states were four with the exception of Uttar Pradesh where three PS were selected due to sample balancing. The selection of PSs was done by listing all the PSs within the sampled AC in the serial order followed by the Election Commission and using the **systematic random sampling procedure**. As a result 2836 PS were sampled across the country.

- \* The third stage of the sampling will be selection 4 PS within each sampled AC. The reason for selecting 4 PS within each AC is done keeping in mind the logistics of conducting fieldwork operations.
- \* As we need to sample 4 PS in each AC, we divide the total number of PS in each AC by 4 to arrive at a Sampling Constant. For example, if the AC has 120 PS, we divide it by 4 to get a Sampling Constant of 30.
- \* Then we randomly select any PS within the AC with a number less than the Sampling Constant (for example less than 30 using a Random Number Table). Here randomly refers to an absolute non-bias approach in selecting any particular PS.
- \* Then we added the Sampling Constant to the first PS Number sampled in order to arrive at the next PS. For example if the first randomly sampled PS Number is 25 (which is less than 30), we added 30 (Sampling Constant) to it. Thus the second randomly sampled PS would be 55 ( $25 + 30 = 55$ ).
- \* This process will be repeated to select the 4 PS in each AC.

### Stage IV: Sampling of Respondents

- \* The fourth and final stage in the sampling would be selection of the respondents. It is done by drawing the sample from the latest electoral rolls of the selected polling stations. Electoral rolls of the sampled PS were obtained from the office of the chief electoral officer of the state or the district election office.
- \* In every polling station (**25 respondents in urban PS and 20 respondents in rural PS**) were selected from the electoral rolls by **systematic random sampling procedure**.
- \* In each sampled polling station area, field investigators are given a list of sampled respondents containing the name, age, gender and address of each of the sampled respondents and are asked to approach them. Thus

59,650 respondents were sampled for NES 2009.

- \* Substitution of respondents would not be allowed under any circumstances.
- \* As we need to sample 20 voters in rural PS, we divide the total number of Voters as given in the electoral roll to arrive at a Sampling Constant. For example, if the PS has 1400 Voters, please divide 1400 by 20 to get a Sampling Constant of 70.
- \* Then we randomly select the first Voter with a number less than the Sampling Constant (for example less than 70 using a Random Number Table). Here randomly refers to an absolute non-bias approach wherein one is not inclined to pick any particular Voter.
- \* Then we add the Sampling Constant to the first Voter Number sampled in order to arrive at the next Voter. For example if the first randomly sampled Voter Number is 55 (which is less than 70), then we add 70 (your Sampling Constant) to it. The second randomly sampled Voter would be 125 ( $55 + 70 = 125$ ). This process will be repeated till we select 20 Voters from the voter list in each rural PS.
- \* The same process is repeated for sampled urban PS to select 25 respondents.

**Besides this, the accuracy of the sample survey depends on:**

- \* **Size of the sample:** the number of respondents to be interviewed for any survey is determined by scientific and statistical methods. The sample size reflects the accurate picture which is representative of the entire population's voting behaviour and participation in electoral process.
- \* **Minimization or elimination of Bias:** To control or prevent bias from creeping into the results, the selection of voters included in the sample must be absolutely random. This means that every voter in the total electorate to be studied has the same opportunity to be selected in the sample. It is due to this reason, it is important to trace the described respondent by making callback visits who are not at home at the time of first visit.

### Organization undertaking the Study

NES 2009 is a comprehensive study conducted by Lokniti - Programme for Comparative Democracy, Centre for the Study of Developing Societies (CSDS), Delhi. CSDS is an autonomous social science research organization funded

by the Indian Council of Social Science Research (ICSSR), Ministry of Human Resources Development (HRD), New Delhi.

NES 2009 is financially supported by two organisations, namely, University Grant Commission (UGC) indirectly and directly by Indian Council of Social Science Research (ICSSR), Delhi. UGC has sanctioned major research proposals to a large number of members in Lokniti network to study voting behaviours and attitudes in different states of India. Lokniti will provide the technical assistance to the states for undertaking the survey and the data collected in states will be shared with CSDS.

Financial support to Lokniti for NES 2009 is being provided by the ICSSR for designing of research instrument, trainers' training workshop and for training workshop for FIs in the states. During the NES-2009 fieldwork, a team of two investigators will be selected to conduct field investigation for each assembly constituency. All the investigators will conduct fieldwork under the supervision of their respective supervisors. Each supervisor will be responsible for a team of interviewers. Any problem that the investigator may face during fieldwork will be sorted out by the supervisor and coordinator in the states.

There will be a team of 29 state coordinators responsible for conducting fieldwork in their respective states. These coordinators will ensure regular and accurate data collection in their states. They will also monitor data quality and provide for the regular transfer of completed questionnaires/data entered to the Lokniti office at Delhi. States which plan to send the completed questionnaires, data entry will be done at Lokniti Delhi.

### Survey Questionnaires

FIs will contact the voters selected from the electoral roll and meet them at their residences. An 'Authorization letter' and 'Identity Card' from Lokniti will be provided to all the field investigators which is essential for carrying out the fieldwork. All the investigators will be provided with 5 sets of questionnaires and the list of selected respondents with details like name, age, gender and address of the respondent. In case, selected respondent in the sample is not willing to give interview or out of station for many days, then a format of not

interviewed is to be filled with details of the respondents and reasons why he/she could not be interviewed. **Substitution of respondents is not permitted.**

The Questionnaire collects information on many topics, including the following:

- \* **Background characteristics:** question on age, gender, marital status, education, income, occupation, media exposure, religion, and caste/tribe etc.
- \* **Questions on electoral participation and voting behavior.**
- \* **State specific questions:** Information is collected on state specific issues.
- \* **Economy (Farmer related issues):** Question on opinions and attitudes on economy.
- \* **Communalism/Secularism:** Voter;s opinion and perception.
- \* **Indo-US/ Foreign Relations/Terrorism/ Security/Governance issues.**
- \* **Legitimacy/Efficacy/Meaning of Democracy/Support for Democracy**

### Field Investigators Training Workshop

The focus of training workshop would be to train the field investigator in interviewing technique and method of survey research. During the training, the main instruments of survey the questionnaires and other survey instruments will be discussed in an interactive manner. The FIs will read out questions as if they are actually interviewing during the training workshop to demonstrate their interviewing skills. The questions will be read out aloud in front of all other investigators and answers solicited so that they become comfortable in asking questions and recording responses.

It will help the FIs in understanding that how question asking skills can be used in getting easy and desired response from the respondents. There would be a few role playing sessions in which the FIs would practice by interviewing each other. The training workshop does not end with the completion of formal training period but with a systematic evaluation and assessment. The FIs would do a few mock interviews and answer a test paper which will be evaluated by the coordinators and the supervisor. Based on their learning and performance during their selection would be made.

### Field Investigator's (FIs) Role

The FIs occupies the central position in NES because she/he collects information from respondents. Therefore, the success of NES depends on the quality of each FIs work.

Following are the responsibilities of the FIs:

- \* Locating the voter in the sample.
- \* Identifying sampled respondent.
- \* Conducting interviews and checking after its completion that all questions were asked and the responses are neatly and legibly recorded.
- \* Filling the format of not interviewed for respondents who could not be contacted or refusal to give interviews.
- \* Use of Ballot paper and Ballot Box for questions on voting.
- \* Coding the questionnaires after completion of field interviews.

### Supervision of Field Investigators:

Role of the supervisors:

- \* Spot-check some of the selected voters interviewed to find out whether the interview was of the correct respondent.
- \* Review each questionnaire to be sure it is complete and consistent.
- \* Observe some interviews to ensure that FIs are asking the questions in the right manner and recording the answers correctly.
- \* Telephonic discussions with FIs on a daily basis to find out whether field work assignment could be completed or not.
- \* Help the FIs with problems that they might have regarding finding the sampled voters, understanding the questionnaire, or dealing with difficult respondents.

### Rules & Regulations

Except for illness, any FIs who is absent during any part of the training or any part of the fieldwork (whether it is whole day or part of a day) without prior approval from supervisor may not be considered for the survey.

Throughout the survey FIs conduct must be professional and their behaviour must be congenial in dealing with the respondents. It is good will and cooperation from the registered voters which can only make the task of fieldwork

enjoying and helps to collect the required information. Thus, any FIs found to be aggressive and abrupt in their approach can be withdrawn from the survey team with notice.

For the survey to succeed, each FI should work closely with the team and should share their experiences with team members and the supervisors.

Spot checks will be conducted by the supervisor to find out the validity and accuracy level of data collected. Invalid interviews will not be included in the survey and fresh interviews will be conducted in its place.

### **Conducting Field Investigation**

Interview has been defined as 'a systematic method by which a person enters more or less imaginatively into the inner life of a comparative stranger. It can be successively employed to collect a wide range of information – from factual or census data to highly personal and intimate information relating to a person's inner strivings and attitudes, values and beliefs, past experiences and future intentions.

Interviewing is an art and should not be treated as a mechanical process. Interviewing requires certain personality characteristics which enable a person to establish quickly an easy rapport with others; it is a skill which can be improved considerably by training and experience.

### **Rapport building**

#### **i. Establish a good impression**

The first approach to the respondent should be made carefully so as to win his/her confidence and co-operation. He/she may be greeted with a smile, a *Namaste/Assalamo-alikaum/Sat Shri Akal/How do you do*. His/her name should be ascertained so as to make sure that he/she is the sampled respondent. Then, as a part of informed consent statement, the interviewers should disclose his identity and explain the purpose of the interview in terms that the respondent can understand. Identity card or Authorization letter should be shown where necessary to establish one's identity.

Once rapport is established with the respondent it helps to create friendly atmosphere and put the respondent at ease. A state of rapport exists between the interviewer and the respondent when the latter has accepted the research goals of the interviewers and actively seeks to help him in obtaining the necessary information.

#### **ii. Respondent should connect with the survey**

The respondent needs to see the survey as being important and worth-while. When the respondent answers the interviewer's knock, he/she brings to the door a set of interests. It is the task of the FI to articulate what these interests are, and to use procedures which connect the survey in some way to them.

If the interviewer is successful in this regard, the respondent will see the interview as a real opportunity to express his views and opinions in a free manner.

#### **iii. Confidence building with respondent**

Sometimes there may be suspicion on the part of the respondent that the FI is a government agent or a salesman and that the information may be used against him. Due to this, respondent is hesitant about responding to the interview or asks what the data will be used for. Then it is the FI's responsibility to explain that the information collected will remain confidential, no individual names will be used for any purpose and all information collected would be used for academic purposes. Convince respondent by giving explanations about the importance of the respondent's opinion in making the survey successful. Questions and doubts if any, regarding the above should be answered.

#### **iv. Assure respondents it's not a test of knowledge**

Some respondents may be afraid that they will have to answer difficult questions. They may be anxious about their own competence to answer questions to be asked during the survey. Or sometimes, respondent feels inadequate about giving 'good enough answers' in the interviews. In these cases, the FIs need to convince the respondent that there are no 'right' or 'wrong' answers to the questions being asked in the survey. Respondents need to be as-

sured that the purpose of the survey is to find out the opinion of people on various issues and it is not to test their competence and knowledge.

**v. Be positive in approach and maintain patience**

Maintain a positive approach while conducting the interviews and be patient in hearing their responses and recording it. Never go to the next question till the respondent has completed the answer to question being asked. Patience in listening to the respondent is the key to successful completion of an interview. The interviewer should have the self-confidence and should retain the control of the situation, but should not try to intimidate a respondent which is against the ethics of the survey research. For example, by emphasizing the official nature of the study or, in other subtle way.

**vi. Interview of respondent only**

The interview of the sampled respondent should be conducted when he/she is alone, as the presence of other members of the family during the interview may be a hindrance in getting free and honest answers. It is, therefore, very important that the interview of the respondent be conducted when he/she is alone.

But sometimes, asking for privacy will make other members of the family suspicious about the purpose of the survey. It may happen with female respondents. Under such circumstances the FI needs to be practical in approach and explain the purpose honestly:

\* The FIs can request others not to respond in behalf of the respondent.

**vii. Explain the need for collection of personal information**

In many surveys, the interview is concluded by asking a series of questions about marital status, education, place of birth, income, etc. While such question forms a part of all the standard surveys, the respondent may ask the reason for collection of such personal information. The respondents need to be explained that the study involves interviewing men and women of different age groups, with various occupational background, different religious groups, etc. The collection of this personal background will help in studying whether men have different opinion on different issues than women, whether youth in

the country have different opinion on issues than senior citizens etc. However if the respondent is still not convinced than it needs to be emphasized that all the information collected from him is completely confidential and will not be made public under any circumstances.

### Systematic way of Asking the questions

#### i. Use the questionnaire formally

The interview should be carried on in an formal conversational style. Since the questionnaire is structured questions have to be read out to the respondents by the FIs. The interview is not an informal conversation but a conversation with a specific purpose. In order to be successful, it must have all the warmth and friendliness of a conversation, and at the same time the clarity and guidelines of formal interviewing for standard responses.

#### ii. Do not change the wording and sequence of the questions

It is essential that the FIs should make no change in the phrasing of the questions. Both deliberate and unintentional changes in the wording must be avoided. For example:

- \* **Original question:** While talking to people about the recent elections to the Lok Sabha, we find that some people were not able to vote. How about you - were you able to vote or not?
- \* **Changed question:** While talking to people about the recent elections to the Lok Sabha, we find that some people boycotted the elections. How about you - did you vote or boycotted the elections? (*Meaning of the question completely changed*)
- \* **Changed question:** While talking to people about the recent Lok Sabha elections Lok Sabha, we find that some people were not able to vote. How about you - were you not able to vote or did you vote? (*Change in order of answer categories damages comparability across respondents*)

Thus, it is suggested that the wording of the questions and their sequence in the questionnaire must be maintained. If the respondent does not understand the question, you should repeat the questions slowly and clearly. If the respondent still does not understand, you may explain the question, being careful

not to alter the meaning of the original question. Provide only the minimum information required to get an appropriate response.

**iii. Ask every question specified in the questionnaire**

Sometimes due to lack of interest respondent will give an answer which can also be applicable to a question further down in the questionnaire. Or, from time to time, when the interviewer needs to ask a series of apparently similar questions, the respondent may say "yes" to all of them. In this case, the FI may think whether he should skip the questions which are apparently answered.

The answer to this question is "No". In case where asking may damage the rapport beyond the respondents, the FIs must ask the questions to the respondents. However, it is the FIs's responsibility to make certain, wherever possible, that the respondent is fully exposed to each question specified in the questionnaire. In the situation mentioned above, the FI can follow the following procedure:

Write down the initial answer under the question when it occurs

Ask the partially answered question when you get to it, but preface it with some remark which will show the respondent that you have not forgotten what he said earlier and have not rejected his earlier answer. Such a remark might be: "We have already asked about this generally, but let me ask you each one of these. I would like to make sure how you feel about them separately"

**iv. Contradictory questions to cross check respondent's opinion**

There are some questions that may appear as contradictory to the previous question. Such questions are useful to gauge stability and strength of respondent's view on a given issue. Many a time you will find questions in the questionnaire that are similar to each other but if you read them carefully you will notice the difference. If such questions are not read exactly as they are worded the finer difference between the two questions may get lost and your respondent may get irritated for being repetitive.

**v. Repetition of questions with incomplete and evasive answers**

Obtaining a specific, clear and complete response to a question is not always simple. People may answer "Don't know" to a question, in order to avoid

thinking and provide an answer. They may start a discussion on the question which may not be in any way connected with it and try to evade the question. Sometimes they may contradict themselves by providing different and opposite answers. Each question has specific purpose to ask, thus the interviewer should have developed the habit of asking himself after each reply 'Does that completely answer the question I just asked?'. When the first reply is inadequate or incomplete, a simple repetition of the question with proper emphasis will usually suffice to get a complete answer.

### Important Instructions

- \* The FIs should remember that he/she is not investigating the respondent but interviewing him/her.
- \* The tone and style should indicate that the respondent is doing a favour by answering the questions.
- \* Do not allow your facial expressions and gestures to indicate any adverse reaction to the responses given by the respondent.
- \* If the respondent does not understand your question, please read it once again at a slower pace and clarify if he has any doubts regarding it. Once the respondent understands it he would answer to it.
- \* Always be straightforward with the respondents and never make promises, which can't be fulfilled.
- \* Try and ensure that the interview is conducted in an area where there is little scope for disturbance/interference from others.
- \* Try and ensure that the respondent alone has the opportunity to answer. Discourage a crowd/small group from collecting around the respondent during the interview.
- \* You must encircle the answer category and do not put a tick or cross mark on it. The answer categories are not to be read out.
- \* Answer categories are to be read out only for those questions where instructions specifically indicate that '*Read out options/Answer categories*'. Answer categories Cant say/D.K or Not Applicable in the questionnaire is never to be read out.
- \* All questions where answer categories are not given below and blank space has been left to record the answers in the words of the respondent clearly.
- \* Do not hand over the questionnaire to the respondent or any other person

in the area. If the respondent expresses a desire to go through the questionnaire before agreeing to answer the questions, gently tell them that it would not be possible. Tell him that you have been instructed to conduct the interview/ask the questions and not hand over the questionnaire to the respondent.

### Checking completed Questionnaires

It is the responsibility of the FI to review each questionnaire after the interview are completed. This review should be done before the FIs leave the PS for another PS to ensure every appropriate question was asked, that all answers are clear and relevant, and that handwriting is legible. Also **check that skip instructions** have been strictly followed. Minor corrections can be done by the FIs, but any serious error should be clarified from the respondent. Simply explain to the respondent that there is an error and ask the question again. After the FIs are satisfied that all the completed interviews have been done properly then they should leave the PS for another PS.

Do not recopy questionnaires in normal circumstances. As long as the answers are clear and readable, it is not necessary to recopy it. It does not matter if the questionnaire is not neat or clean. The reason being this is that recopying a questionnaire into other increases the chances of errors. Record ALL information on the questionnaires, and calculations and notes can be written in the margins or on the back pages of the questionnaires.

### Concluding the interview

After the interview has been completed, the FI will need to close suitably their interaction with the respondent. It is important to leave the respondent with a friendly feeling toward the FIs and the organization they represent. It is also important that any questions or doubts about the interview that may be expressed by the respondent be cleared up before the FI leaves. The respondent should have the feeling that the interview has been a worthwhile and enjoyable experience, and that he/she has contributed something by his/her answers. If the respondent has shown interest in the survey, the FI might ask if he/she has any more questions. A few words of thanks will make the respondent feel that his efforts have been appreciated.

### Instruments required for fieldwork

Before starting fieldwork everyday, the FIs must verify that they have everything needed for that day's work. The survey kit should have the following survey instruments and survey aides:

- \* 5 Sets of Questionnaires.
- \* Field Investigators Handbook.
- \* Respondent list.
- \* Electoral Roll.
- \* Format of those who could not be interviewed.
- \* Identity Card & Authorization Letter of Lokniti, CSDS.
- \* College/University identity card.
- \* Ballot Box.
- \* Writing Pad and paper.
- \* Pen and Pencil.
- \* A bag to carry survey instruments.

### Tips at glance for conducting the interview:

#### Do's

- \* Interview should be done in relaxed, easy and natural manners
- \* Never suggest answers to the respondent
- \* Focus should be to muster information from the respondent
- \* Show interest in ideas expressed by the respondent
- \* Be a patient and carefull listener as well as a intelligent questioner
- \* Keep the conversation in the direction of the interview
- \* Take respondent's response naturally
- \* Behave as reporter of the answers
- \* Maintain Impartial and objective attitude
- \* Handle hesitant respondent tactfully
- \* Use diversionary tactics if necessary.
- \* Try to conduct interview in privacy or where little scope of the interference disturbance
- \* Repeat the question in case respondent does not understand
- \* Familiarize with the questionnaire before you conduct interview, so that you do not actually read the question while conducting the interview. You

must be familiar enough with the questions to be able to ask them in their original form without reading from the text.

- \* Do ask question in order to certain whether the respondent is fully exposed to all questions even if those questions are apparently answered.
- \* Do check the questionnaire that every appropriate question is asked, before you leave the household.
- \* You must be clear about the codes. In a two box code, if 7 has to be entered, it must be entered as 07. Familiarize yourself with the code categories in the CODE BOOK.
- \* Certain questions are dependent questions (2b, 2c etc.) these have to be asked only if applicable.
- \* Please make careful distinction between Not applicable, Don't Know and No opinion.

### Don'ts

- \* Don't argue and dispute with the respondent
- \* Don't change the wording or sequence of questions
- \* Don't try to educate the respondent
- \* Don't try to be aggressive interrogator
- \* Don't show disapproval and surprise to respondent response
- \* Don't form expectation
- \* Don't hurry the interview
- \* Don't indulge in irrelevant discussion
- \* Don't interrupt when the respondent is answering
- \* Do not make unusual facial expression and gesture
- \* Do not hand over the questionnaire to the respondent
- \* Don't recopy questionnaire

### Informed Consent

The respondent's consent for participation in the survey must be obtained before the interview begins. Read the informed consent statement exactly as it is written in the questionnaire. This statement explains the purpose of the survey, mentions the time that the interview will take, the confidentiality of the information obtained and the voluntary nature of the respondent's participation seeking his/her active cooperation. The respondent's questions and concerns about the survey should be properly addressed. The Identity card and

authorization letter given by Lokniti, CSDS should be shown to the respondent in case he/she requires any additional information.

After reading the statement, **the FI** must sign in the space provided in the questionnaire to testify that he/she has read the statement to the respondent. If the respondent agrees to be interviewed, then encircle '1' in **F6** and begin the interview. If the respondent does not agree to be interviewed, then encircle '2', and end the interview.

**At the top of the questionnaire:**

**State Code:** Consult Code Book

**P.C. No.:** (Parliamentary Constituency number), same as used by Election Commission

**A.C. No.:** (Assembly Constituency number), same as used by Election Commission

**P.S. No.:** (Polling Station Number), same as used by Election Commission.

**Respondent serial number** is as per the voter list. (Officially called Electoral rolls)

**All Sets: Common Questions Specific Instructions**

**Q1.** The question should be posed in the manner exactly stated and not changed under any circumstances.

**Q1 (a/c)** Please insist on using the secret voting method. It is at the heart of the questionnaire. Insist on using the ballot box, it is important for the respondent to understand and feel comfortable with the procedure. The ballot box must always be sealed when going for interviews. Ask the respondent to mark his/her vote by ticking on the party symbol. Ensure that the respondents place the filled out ballot paper in the ballot box. In the event of the respondent handing over the ballot paper to you, please place it in the ballot box without making any attempt to find out who the respondent voted for. The respondent should be convinced of the secrecy of the vote.

**NEVER OPEN THE BALLOT BOX IN A PUBLIC PLACE.**

All the investigators should note down the ballot paper number, before asking the respondent to mark his/her preference on the ballot paper. The number

on the ballot and the questionnaire should match. This is very important because once the ballot paper is taken out of the ballot box it needs to be matched to the questionnaire. It would be ideal to put a number on the ballot paper and the questionnaire before leaving for the field.

**Q1b. Do not read the answer categories for the respondent.** The investigator must distinguish between answers 2 and 3 and probe further for clarification if there is any ambiguity.

**Q1d** Answer category 2 includes all reasons showing indifference. **Do not read the answer categories.** Sometimes, it happens that respondent give you more than on reasons for this question. In such situation you need to ask again and emphasize on the main reason for not to vote.

**Q1e** Please do not insist on seeing the mark. Please do not pose this question if you have already seen the mark. If you were not able to see the mark, ask the question casually and not authoritatively. In most cases, the respondent will volunteer to show the mark. **DO NOT ALTER THE FORMAT OF THE QUESTION.** Try your best to find out if it is there but do not pressurize the respondent into showing you. Try to ascertain whether it is there in the course of conversation.

*Special cases, where the respondent has his/her left forefinger missing, search for the mark on any other finger of his/her left hand starting with the forefinger. In case where all the fingers of his/her left hand are missing, then look for the mark on the right forefinger. If right forefinger is missing then look for mark on any other finger of the right hand starting with the forefinger. If all fingers on both the hands are missing then look for the mark on such extremity of his left or right hand as he possesses.*

If respondent's response does not match with the evidence of participation in voting (mark of ink on left finger in general or any other finger in case of amputation), **do not challenge** the response of the respondent and tacitly consider him/her as "not voted".

**Q2.** It is instructed to refrain yourself from suggesting any name and party. It is not under the purview of your assignment to ask for clarification on any of the answers given by the respondent. Question is needed to be framed the way it is mentioned.

**Q2a/c** This question is of extreme importance as it shows the change in the opinion of the respondent and shift of vote. So, it is essential to record

the name of the party and find the coding mentioned in the code book. But searching for party specific code in a code book may disturb the rhythm of the interview. It is recommended to write the name of the party clearly and find the code for the party mentioned just after the completion of the interview in the **presence of the respondent**. **Do not make use of Dummy Ballot paper**. Sometimes, respondent may not be able to define the name or symbol of the party in such cases, you can seek help of other family members to get the information but even if it could not work then you can put a mark on the **“NA” answer category**.

- Q2b: Read out the answer categories.** In case, these options are not clear to the respondent. It is instructed to **reread all the answer categories** with needed pauses.
- Q3** Please do not offer any clues or prompt the respondent in any way. All items are separate questions. Please repeat the response categories after each question. Please take your time asking the questions; allow adequate time to the respondent to answer. If respondent simply says “heard” then further examine about the degree of affect each item/issue has on his/her voting behavior. **Read the answer categories** placed in front of each item.
- Q4** The answer categories are mentioned in the question itself. Please make sure that the respondent understands that you are talking about the elections just concluded. In case, these options are not clear to the respondent. It is instructed to **reread all the answer categories**.
- Q5/6** Are on participation in the electoral process. Q5 mentioned about direct physical participation and involvement of the respondent while Q6 is on monetary and social contribution and thus, making electoral activities feasible. You should be attentive towards the preciseness of these two questions.
- Q6a** Follow the instructions given in Q2a/c regarding coding of the party. **Do not make use of Dummy Ballot paper**.
- Q7** ‘Came to your home to ask for your vote’ is important and not just came to your house. Note that canvassing outside the home does not fall into this category.
- Q8** Make sure that the respondent has understood the question.
- Q9** Do not read the answer categories mentioned with this question. In case, it is found that the respondent’s answer is not matching with any of the

options, select answer category “others” and please ask the respondent to specify the relation clearly. Any **other** must be specifically entered in the language of the interview. The exact words of the respondent must be recorded.

- Q10,10a & 10b** It could be possible that the respondent may comply with both the answer categories (1 and 2) mentioned in this question. You should be careful about the language of the question which stresses on factor which matters more rather than any consideration or influence. If the respondent says that all matter, then ask the respondent again which is the most important consideration.
- Q11,11a,12,12a,13,& 13a** Please do not offer any names or prompt the respondent in any way. When asking the main question and if the answer is **YES**, the respondent may immediately mention the party and the answer for the supplementary question has been given even without asking it. Please record the answers exactly as they are said and in the order they are given. For Q11a/12a sometimes respondents do not recall the exact name of the Party but can recall the symbol. In that case record the exact name. For Q13 Usually respondents cannot distinguish between supporting a party and being its member. Do ensure that they are members. Use local expression for membership. But do not ask for any proof. In the last instance accept the respondent’s answer
- Q14/15** Ensure that the respondent understands the question and the distinction between the two questions. Give two or three local examples to make the distinction clear.
- Q16** The respondent is quite likely to tell you that he/she does not remember as it was a long time ago. Agree with them that it was a long time ago, but gently goad them to remembering the last Lok Sabha elections. Please do not suggest names of any candidate/ party that may have won/contested from the area in the previous Lok Sabha poll. Do not also refer to the party/alliance that came to power or the person who became Prime Minister after that election.
- Q16a** Please follow same guidelines as in Question 1a) and 1c)
- Q17** Please do not mention the name of any party or leader when referring to the central and state governments. However, you can suggest that central government is in Delhi which is different from the state. Follow the instruction given in Q10a/b. Apart from this if the person has something

else to say which does not fall under the mentioned answer options, please clearly specify it.

- Q19** Please do not offer any names/parties or prompt the respondent in any way. Record exactly what is said and don't make any comments or seek clarifications if you think it is a strange answer or is not relevant. Make sure that the respondent understands that you wish to know their preference and NOT WHO IS LIKELY TO BECOME PM. Emphasize "country's Prime Minister". Do not pose your opinion on them.
- Q20** Do not mention any leaders name and if the respondent is not able to follow UPA government, then refer to Central government but avoid names of leaders. The question should state **UPA government/central government, but not Manmohan Singh's government**. Do not mention the name of any leader.  
It is necessary to examine the degree of satisfaction level. For this, you should ask the respondent whether he/she is "fully" or "somewhat" satisfied or dissatisfied
- Q23/24** The question is a little long. You need to be clear about the options being offered to the respondent and state it exactly in the manner prescribed.
- Q25** Do not mention the name of any party or leader either related to state government or central government. Please pose the question as it is worded in the questionnaire. It is instructed that information on **name of the ruling party/alliance in the state, name of the state, number of years since the government has been ruling**, on respective state must be gathered and entered in to the questionnaire before commencing the fieldwork. It facilitates to put forth this question. Follow the instructions given in Q20. **For Meghalaya and Jharkhand, refer to the previous State governments as presently there is President's rule.**
- Q26** It is a long battery of questions. Repeat the answer categories clearly after each question. Ask the question exactly in the manner prescribed. All items are separate questions. Please take your time asking the questions; allow the respondent adequate time to answer. If respondent simply says 'yes' probe further to ascertain whether they agree 'completely' or 'somewhat'. Same for answers of 'no.'
- Q27** The question is a little long. You need to be clear about the options being offered to the respondent and state it exactly in the manner prescribed.

**Q28** Make sure that the respondent has understood the question that is being posed. The answer categories are there in the questions and must be read out slowly. You should emphasize on comparison between the recently held elections with elections held in the past. It may be possible that many of the respondents are first time voters and might not give attention to election things. But you have to seek their opinion too.

**Q29** Put forth the question as it is worded. Expressing “Congress led UPA government” as “Manmohan/Sonia Government” would be a wrong paraphrasing. Please maintain caution about wordings.

**Q30/31** All items are separate questions. Use the term relevant to the religion of the respondent. This is very important. Please repeat the response categories after each question. Please take your time asking the questions; allow adequate time for the respondent to answer. Dignity for each religion should be maintained.

For Q30, if the respondent mentioned that he/she practices prayers and temple visit twice or thrice in a week then this response should be clubbed in “weekly” answer category.

For Q31, “frequently” means less than 4 times and “Occasionally” means more than 5 times.

**Q32s/34a** It is an open ended question. Thus answer need not be coded. Please do not offer any names or prompt the respondent in any way. Do not suggest either the name of the newspaper or television channel. Most people do not remember the exact channel’s name so help may be sought from family members. However, please do not offer any names yourself or prompt the respondent in any way. Please record the answers exactly as they are said and in the order they are given. It is extremely essential that you record the names with respect to the preference given by the respondent. If more than 2 were mentioned, ask again for the top two. Consult the code book to find code for the names. But if some names are not mentioned then please clearly specify the names at the blank place given in the questionnaire.

**Q35a** Do ask for 2<sup>nd</sup> and 3<sup>rd</sup> party advertisements.

### **Set A: Question Specific Instructions**

**QA3a/A3b:** It is instructed that to pose QA3a and QA3b to those respondents

only who have chosen answer category 1 in the QA3

**Q.4/A7** It is a long battery of questions. Repeat the answer categories clearly after each question. Ask the question exactly in the manner prescribed. Please take your time asking the questions; allow the respondent adequate time to answer. If respondent simply says 'yes' probe further to ascertain whether they agree 'completely' or 'somewhat'. Same for answers of 'no.'

**QA6** All items are separate questions. Please read the two statements carefully and thereafter please repeat the response categories after each question. If they neither agree nor disagree, then it will count as no opinion. Please take your time asking the questions; allow adequate time for the respondent to answer.

#### **Set B: Question Specific Instructions**

**QB1.** All items are separate questions. Please repeat the response categories after each question. Please take your time asking the questions; allow adequate time for the respondent to answer. If respondent simply says 'yes' then probe further to ascertain whether they feel 'very insecure' or 'somewhat insecure'.

**QB5a** If respondent says 'yes' in QB5, then only ask this question. If the answer is a simple yes (satisfied) then probe further to ascertain whether they agree 'fully' or 'somewhat' satisfied. Same if the answer is simply no (dissatisfied)

**QB6a** Ask this only if the respondent says 'yes' in **QB6**. Be specific, do not use word "terrorist" instead of "Naxalities". If some local nomenclature is there for naxalities, please find it in your region and use it to make question clear to the respondent. The answer categories are there in the question and must be read out slowly. Read only categories 1 to 3.

**QB7** All items are separate questions. Please read the two statements carefully and thereafter please repeat the response categories after each question. If they neither agree nor disagree, then it will count as no opinion. Please take your time asking the questions; allow adequate time for the respondent to answer.

**QB9.** The two statements are separate questions. Please repeat the response

categories after each statement. Please take your time asking the questions; allow adequate time for the respondent to answer. If respondent simply says 'agree' probe further to ascertain whether they agree 'fully' or 'somewhat'. Same if they disagree.

### Set C: Question Specific Instructions

- QC1:** It is an open ended question initially which you need to codify by using code book to match his/her response with codes given to various problems. Stress should be given to the most important problems which are needed to be in descending order. If respondent does not understand this you should explain giving emphasis on the order.
- QC4** Make sure that the respondent has understood the question that is being posed. The answers are there in the question. Answers 1 to 5 should be read out slowly.
- QC11** All items are separate questions. Please read the two statements carefully and thereafter please repeat the response categories after each question. If they neither agree nor disagree, then it will count as no opinion. Please take your time asking the questions; allow adequate time for the respondent to answer.
- QC14** All items are separate questions. Please repeat the response categories after each question. Please take your time asking the questions; allow adequate time for the respondent to answer. If the respondent says yes, then probe whether it benefitted him or not.

### Set D: Question Specific Instructions

- QD3** This is an OPEN ENDED question. This answer does not need to be coded. Please do not prompt the respondent in any way. Please record the answers exactly as they are said and in the order they are given. Please use the language in which the interview is conducted and record the respondent's exact words. Write the expressions used by the respondent even if it is not precise or accurate. Please do not offer any clues or prompt the respondent in any way.
- QD4** All items are separate questions. Please repeat the response categories after each question. Please take your time asking the questions;

allow adequate time for the respondent to answer. If respondent simply says 'yes' probe further to ascertain whether they agree 'completely' or 'somewhat'. Same if answer is simply 'no'.

**QD6** All items are separate questions. Please repeat the response categories after each question. Please take your time asking the questions: allow adequate time for the respondent to answer.

**QD9/QD10** All items are separate questions. Please repeat the response categories after each question. Please take your time asking the questions; allow adequate time for the respondent to answer. If respondent simply says 'yes' probe further to ascertain whether they the trust is great deal or it is somewhat. Similarly, if no, weather the there is no trust or not very much trust.

#### **Set E: Question Specific Instructions**

**QE3** If respondent simply says 'satisfied' probe further to ascertain whether they are satisfied 'fully' or 'somewhat'. Same for answers of 'dissatisfied'.

**QE8** If the respondent does not think they are in categories 1 or 2 i.e. middle/ Working class, do not prompt or give any names for alternatives and record in others exactly what the respondent states.

**QE10** All items are separate questions. Please repeat the response categories after each question.

**QE12/16** All items are separate questions. Please repeat the response categories after each question. Please take your time asking the questions; allow adequate time for the respondent to answer. If respondent simply says 'agree' probe further to ascertain whether they agree 'fully' or 'somewhat'. Same if they disagree.

**QE14** Make sure that the respondent has understood the question that is being posed. The answer categories are there in the questions and categories 1 to 8 should be read out slowly.

#### **Background Information: Question Specific Instructions**

**Z2 Age:** Record the age as indicated by the respondent. The age as stated on the electoral roll may not always be accurate.

**Z3 Gender:** Need not be asked. In case of transgenders you may ask the

gender status they ascertain to themselves.

- Z4** For answer category 5, “separated means temporary separation with no indulgence of legal authority like court. Also, answer category 5 is different from ‘Married, but gauna not taken place’ which also means separation but is different from category 5. Therefore attention is to be paid while noting the response.
- Z5 Education:** In all education questions (Z5, Z5b,Z5c) it is important for the investigators to fully familiarize themselves with the detailed occupation categories in the codebook. This would caution the investigator when the respondent gives vague or general responses- primary school, middle school, and high school. The investigator would notice that none of these responses can be categorized; all these are broad groupings and can be coded only if you know the exact level of education.
- Z6 Occupation:** In all occupation questions (Z6, 6a, 6b, 6c, 6d, 6e) it is important for the investigators to fully familiarize themselves with the detailed occupation categories in the codebook. This would caution the investigator when the respondent gives vague or general responses – Farmer, Businessman, teacher, government employee. The investigator would notice that none of these responses can be categorized; all these are broad groupings and can be coded only if you know the exact type of work and the level at which one operates. If retired ascertain his/her previous occupation.
- Z7 Caste:** If an ambiguous surname is mentioned try to get exact case or sub caste. While coding, first consult the state list and for any further clarification consult the master list.
- Z7a Caste Group:** Not to be ascertained. Consult state list for OBC classification, and the national list for SC/ST classification. Anybody who is neither OBC nor SC or ST should be recorded in the category 4, others.
- QZ12** Both for adult and children if the total number for each of them is either 9 or more than 9. Do codify then as 9.
- QZ13:** It includes kitchen as a room but do not include bathroom/toilet/passage/verandah or any structure meant for storage of grains or keeping animals. It also excludes those rooms which are rented out. If rooms are either 9 or more than 9, do codify them as 9. Number of rooms used by the household, does not include rooms rented out.
- Z15/a/b. Land:** This is land owned by the Household. Total agricultural land

**Upper Castes**

099 Other Upper Caste

**Dominant Peasant Proprietors**

199 Other PP

**OBC Peasant Proprietors**

299 Other Peasant OBC

**Weavers and Craftsmen OBC**

399 Other Craftsmen

**Service OBCs(*except those in SC*)**

499 Other Service OBCs

**Scheduled Castes (SC)**

599 Other SC

**Scheduled Tribes (ST) North Eastern**

637 Mizo (Lushai)

638 Hmar

639 Lai Pawi

640 Mara: Lakher

641 Brus: Tuikuk

642 Chakma

643 Kuki Tribes

699 Other Scheduled Tribes

**Muslim Upper Castes**700 Ashrafs (**Sayyad Shaikh**):710 Mughal (**Khan**):720 Rajput (**Peasant Proprietors**):

730 Other Upper Caste:

**Muslim OBC/Pasmanda**

740 Peasants/Traders

750 Craftsmen/Weavers:

760 Service:

770 Ex-Untouchables/Muslim Dalits:

780 Other Muslim OBC:

799 Muslim No Caste/Other Muslims

**Sikhs**

- 800 Jat Sikh:
- 810 Khatri/Arora Sikh:
- 820 OBC Sikh:
- 830 Sikh No Caste/Other Sikhs

**Christians**

- 840 Upper Caste Christians
- 850 OBC Christians
- 860 Dalit Christians
- 870 Christians No Caste/Other Christians

**Others**

- 880 Other Minorities
- 890 Buddhists
- 900 Dalit Buddhists

**Inadequate information**

- 995 Hindu no caste
- 998 No religion no caste (Only when Respondent says so)
- 999 Not Ascertained/ Failed to ask/ Answer refused

**HIGHER PROFESSIONALS**

- 01 **Scientists:** Scientists: physical, life and other natural sciences
- 02 **Engineers:** architects, pilots, town planners, Software engg. & system analysts
- 03 **Doctors:** Allopathic physicians, surgeon and dental surgeons
- 04 **Lawyers:** Judges, Lawyers, magistrates
- 05 **Accountants (with degree and are working in good firm):** Chartered accountants, auditors, tax consultants, finance consultants
- 06 **College/Univ. Teachers:** College/Univ. Teachers, academicians of higher learning institutions, social scientists
- 07 **Writers:** Authors, poets, journalists, editors
- 08 **Modern Artists:** painters, designers, dancers, musicians, actors
- 09 **Other higher professionals:** eg. Top NGO workers

**LOWER PROFESSIONALS**

- 10 **Science and engineering technicians:** Lab technicians, draughtsmen, overseers,
- 11 **Computer operators:** Technicians, data entry operators,
- 12 **Alternative doctors:** Ayurvedic, Homeopathic, Unani, Veterinary doctors, RMPs
- 13 **Medical technicians:** Nurses, compounders, midwives, pharmacists
- 14 **School teachers:** Teachers and Tutors of +2, secondary and middle.
- 15 **Nursery teachers:** Teachers and private tutors of primary and pre-primary schools, day care centres, anganwadis, adult literacy,
- 16 **Folk and commercial artists:** Other artists without patronage from modern sector, photographers, dancers, musicians
- 18 **Priests:** Priests, palmists, astrologers
- 19 **Other lower professionals:** eg. Low income Social + NGO workers

**MANAGERIAL, ADMINISTRATIVE and CLERICAL**

- 20 **Elected Officials:** Top central \state level politicians
- 21 **Elected Officials:** District level elected officials + politicians
- 22 **Managers:** Managers, executives, working proprietors
- 23 **Officials Class I:** Administrative officers class I or equivalent, Army officers (commissioned)
- 24 **Officials Class II:** Administrative officers class II or equivalent, Army JCOs, Post Masters, Station Masters, etc.
- 25 **Class III Employee (Clerical):** Administrative officers class III, steno-typist, army soldiers, TCs, guards, telephone operators
- 26 **Superintendents:** Transport and communication supervisors

- 27 **Traditional clerks:** Munim, petition writers,
- 28 **Class IV Employee:** Office Assist Class IV: peon, daftari, messenger, postmen
- 29 **Other administrative, managerial and clerical workers**

### COMMERCE

- 30\* **Big businessmen:** Legal firm, Agency for vehicles, Industrial establishment, Hoteliers, Restaurant owner, factory owners and petrol pump owner, Big transport company (more than 7 employees)
- 31\* **Medium businessmen:** Wholesale agency, departmental store, showroom, small scale industry, contractors, suppliers, Small restaurants, dry-cleaning shop, Big travel agency, Proprietors of small transport like taxi, auto etc (3-6 employees)
- 32\* **Small businessmen:** Small travel agency, kirana shops, STD booths, small real estate brokers, ration shop owners, Saloon or beauty parlour owner, Petty transport proprietors like rickshaw, raddi etc. (1-2 employee or family members)
- 33 **Petty shopkeeper:** Non-permanent or unauthorised structure, vegetable shop\stall, paan shop\stall
- 34 **Hawkers, Vendors:** Mobile: Hawkers, milkmen, newspaper boys
- 35 **Sales executives:** Medical reps, sales supervisors, technical salesman, service advisor, LIC agent
- 36 **Salespersons:** Order supplier, home deliverymen
- 37 **Shop Assistants:** Salesman, demonstrator
- 38 **Rentier:** Rent from residential/commercial properties
- 39 **Other businessmen**

\* *For classifying businessmen: Please code them according to their status, house and also ask them about the number of employees they have.*

### SERVICE

- 40 **Waiters:** Cooks (working in small places.)
- 41 **Dhobi:** Launderer Working at someone shop. (However if self employed code in relevant business categories)
- 42 **Barbers, beauticians:** Working at someones shop. (However if self employed code in relevant business categories)
- 43 **Ayahs, maids, domestic servants**
- 44 **Chowkidars, caretakers**
- 45 **Sweepers, scavengers:** If Govt. employee, code 28
- 49 **Other service workers**

### PRODUCTION: SKILLED WORKERS

- 50 **Mechanics, machine tool operators, drivers:** Machine fitter, assembler, tool maker, operator, repairer, drivers of motor vehicles
- 51 **Electricians, Plumbers:** Including related electronic workers
- 52 **Jewellers:** Precision metal workers and engravers

- 54 **Weavers:** Weavers, spinners, knitters and dyers, embroidery workers
- 55 **Shoemakers:** Shoemakers and leather goods makers
- 56 **Blacksmiths**
- 57 **Carpenters:** Wood preparation workers and all other wood workers
- 59 **Other skilled workers**

**PRODUCTION: SEMI-SKILLED AND UNSKILLED**

- 60 **Miners**
- 61 **Masons, bricklayers**
- 62 **Potters**
- 63 **Stone-cutter and carvers**
- 64 **Furniture, basket, mat makers:** Bamboo, reed and cane furniture
- 65 **Rikshaw-pullers:** Self-owned (not more than one) or rented
- 66 **Unskilled labourers:** Loader, construction workers, brick-kiln workers, helpers
- 69 **Other semi-skilled and unskilled workers**

**AGRICULTURE**

- 70 **Owner-cultivators 20 + Acres**
- 71 **Owner-cultivators 10-20 Acres**
- 72 **Owner-cultivators 5-10 Acres**
- 73 **Owner-cultivators 1-5 Acres**
- 74 **Owner-cultivators 0-1 Acre**
- 75 **Tenant-cultivators 5+ Acres**
- 76 **Tenant-cultivators 0-5 Acres**
- 77 **Plantation workers**
- 78 **Agricultural labourers**
- 79 **Other agriculture workers**

**NON-CULTIVATORS**

- 80 **Live-stock farming**
- 81 **Dairy farming**
- 82 **Poultry farming**
- 83 **Shepherds**
- 84 **Forest produce gatherer**
- 85 **Hunters and trappers**
- 86 **Fishermen**
- 89 **Other breeders and cattle rearers**

**NON-WORKERS**

- 90 **House-wife/husband**
- 91 **Students not seeking employment**
- 92 **Employment seekers**
- 93 **Unemployed workers, non-workers**
- 95 **Any other occupation not classified above**
- 96 **Political activists, missionaries**
- 98 **Unidentifiable or unclassifiable** (Occupation: does not fit into any category above)
- 99 **Not ascertained**

**Retired persons:** no separate code, please ascertain their previous occupation and code it accordingly.

- 0 Non Literate:** Anyone who cannot read and write (including those who may have been to school).
- 1 Below Primary:** Literate but did not complete primary school (including those literate without going to school)
- 2 Primary pass/ Middle fail:** Completed class V but not class VIII in formal schools or in Gurukul or Madarasa etc.
- 3 Middle pass/Matric Fail:** Completed Class VIII but not class X or its equivalent in Gurukul or Madarasa etc.
- 4 Matric:** Stopped education after passing Class X/ Matric/ High school or equivalent
- 5 Intermediate/ College no degree:** Completed Class XII/ Higher Secondary/ Intermediate/ +2 or any post matric diploma, went to college but did not complete graduation
- 6 Graduate or equivalent:** BA, B.Sc., B.Com or other graduate degrees not mentioned anywhere else. Polytechnics, Computers, BTC, Paramedical, Nursing etc. Ratnakar, Prabhakar
- 7 Post Graduate:** MA, M.Sc., M.Com., B. Ed., M. Ed., LLB., Acharya, Post Graduate Diploma (Mass Comm., Fashion Designing, Textiles, Marketing, Personnel Management, PR, etc.)
- 8 Professional Degrees and Higher Research:** MBBS, MD/ MS, MBA, CA/CS, LLM, B.E./B.Tech, M.E./ M.Tech., B.Arch., BCA/MCA, M.Phil., Ph.D. Vidyavachaspati\ Vidyavaridhi

*\* If any other degree not classified above, please code them according to number of years of education and ask the equivalence.*

Z 9	Language Code
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37

**Official Languages**

- 01 Assamese
- 02 Bengali
- 03 Bodo
- 04 Dogri
- 05 English Konkani
- 06 Gujarati
- 07 Hindi
- 08 Kannada
- 09 Kashmiri
- 10 Konkani
- 11 Maithili
- 12 Malayalam
- 13 Manipuri/Meithei
- 14 Marathi
- 15 Nepali
- 16 Oriya
- 17 Punjabi
- 18 Sanskrit
- 19 Santhali
- 20 Sindhi
- 21 Tamil
- 22 Telugu
- 23 Urdu

**Languages of Hindi Family**

- 30 Haryanavi
- 31 Marwari
- 32 Bhojpuri
- 33 Magadhi
- 34 Dhundari
- 35 Braj
- 36 Hadauti
- 37 Mewari
- 38 Bhili
- 39 Bundelkhandi
- 40 Gondii
- 41 Malwi
- 42 Bagheli
- 43 Nimari

- 44 Kamitapuri
- 45 Santhali
- 46 Halbi
- 47 Gondi
- 48 Oraon
- 49 Bus
- 50 Muwda
- 51 Chhattisgarhi
- 52 Garhwali
- 53 Kumaoni
- 54 Awadhi

**Other Indian Languages**

- 55 Mahaswi
- 56 Madipali
- 57 Kulvi
- 58 Sirmauri
- 59 Lahauli
- 60 Kinnauri
- 61 Gujjari
- 62 Pahari
- 63 Ladakhi
- 64 Naga
- 65 Nissi/Daffla
- 66 Thado
- 67 Tangkhul
- 68 Lakher
- 69 Ao
- 70 Sema
- 71 Konyak
- 72 Bhutia
- 73 Lepcha
- 74 Karbi
- 75 Khasi
- 76 Lushai
- 77 Mishing
- 78 Kokbarak
- 79 Tripuri
- 80 Other Indian Language
- 81 Other South Asian Languages  
(Persian, Bhutanese, Tibetan)
- 82 Other European Languages
- 88 Don't Know
- 99 Not Ascertain/Mentioned

**Q 19 | PM Choice Code**

38

- |    |                         |    |                                |
|----|-------------------------|----|--------------------------------|
| 01 | Sonia Gandhi            | 37 | Ram Vilas Paswan               |
| 02 | Manmohan Singh          | 38 | Sharad Yadav                   |
| 03 | Priyanka Gandhi         | 39 | Ajit Singh                     |
| 04 | Rahul Gandhi            | 40 | Mamata Banerjee                |
| 05 | N.D. Tiwari             | 41 | Nitish Kumar                   |
| 06 | Arjun Singh             | 42 | Bal Thackeray                  |
| 07 | Pranab Mukherjee        | 43 | Chandrababu Naidu              |
| 08 | A K Antony              | 44 | Somnath Chatterjee             |
| 09 | P. Chidambaran          | 70 | Anyone from Congress           |
| 10 | Gulam Nabi Azad         | 80 | Anyone from BJP                |
| 11 | Digvijay Singh          | 90 | Anyone from Left Front         |
| 12 | Sheila Dixit            |    |                                |
| 13 | Atal Bihari Vajpayee    | 97 | Anyone else not mentioned here |
| 14 | L K Advani              | 98 | Can't Say/D.K                  |
| 15 | Narendra Modi           |    |                                |
| 16 | Arun Jaitley            |    |                                |
| 17 | Sushma Swaraj           |    |                                |
| 18 | Rajnath Singh           |    |                                |
| 19 | Vasundhara Raje Scindia |    |                                |
| 20 | Shivraj Singh Chauhan   |    |                                |
| 21 | Raman Singh             |    |                                |
| 22 | Varun Gandhi            |    |                                |
| 23 | Jyoti Basu              |    |                                |
| 24 | Buddhodev Bhattacharya  |    |                                |
| 25 | Prakash Karat           |    |                                |
| 26 | Brinda Karat            |    |                                |
| 27 | Sitaram Yechury         |    |                                |
| 28 | V.S. Achuthanandan      |    |                                |
| 29 | A.B. Bardhan            |    |                                |
| 30 | Sharad Pawar            |    |                                |
| 31 | Laloo Prasad Yadav      |    |                                |
| 32 | M.Karunanidh            |    |                                |
| 33 | Mayawati                |    |                                |
| 34 | Mulayam Singh Yadav     |    |                                |
| 35 | Amar Singh              |    |                                |
| 36 | J. Jayalalitha          |    |                                |

**Q 34a | TV Channels****National TV Channels****English channels**

001 NDTV 24 X 7  
 002 CNN-IBN  
 003 Times Now  
 004 UTVi  
 005 Headlines Today  
 006 CNBC TV 18  
 007 BBC World  
 008 CNN  
 009 NDTV Profit

**Hindi Channels**

010 Star News  
 011 NDTV India  
 012 Aaj Tak  
 013 Zee News  
 014 Sahara Samay  
 015 DD News  
 016 IBN 7  
 017 India TV

**Hindi Channels**

018 Voice of India  
 019 Tez  
 020 India News  
 021 News 24  
 022 Live India  
 023 S1

**Regional TV Channels****Andhra Pradesh**

024 ETV 2  
 025 TV 9 AP  
 026 Gemini News  
 027 NTV  
 028 HMTV  
 029 iNEWS  
 030 Sakshi  
 031 Vanitha  
 032 Teja News  
 033 DD 8

**Arunachal Pradesh**

034 Aaz Ki Samachar  
 035 Arunachal Diary  
 036 DD Arunachal Pradesh

**Assam**

037 NE TV  
 038 News Live  
 039 DD NE

**Bihar (B)**

040 Bihar News  
 041 E-TV Bihar  
 042 Sadhna News (B)  
 043 Sahara Samay (B)  
 044 DD Patna

**Chhattisgarh (C)**

045 M Channel  
 046 Sadhna News (C)  
 047 E-TV (C)  
 048 Zee 24 Ghante (C)  
 049 Sahara Samaya (C)

**Delhi**

050 Sahara Samay NCR  
 051 Dilli Aaj Tak  
 052 NDTV MetroNation  
 053 Total TV

**Goa**

055 Goa Newslite  
 056 Prudent Media  
 057 Goa 365  
 058 HCN  
 059 DD Goa

**Gujarat**

060 DD Gujarati  
 061 E-TV Gujarati  
 062 TV 9 Gujarati  
 063 GSTV  
 064 Gujarat News

**Haryana**

065 Haryana News  
 066 Haryana Dinbhar  
 067 DD Hissar

**Himachal Pradesh**

068 DD Himachal Pradesh  
 069 DD Shimla  
 070 Himachal News  
 071 TV 100 Himalaya

**Jammu & Kashmir**

072 DD Kashmir  
 073 DD Jammu  
 074 Take One  
 075 Vadi TV  
 076 Sen Channel  
 077 J K Channel

**Jharkhand**

078 E-TV  
 079 Sahara Samay Jharkhand  
 080 DD Jharkhand  
 081 Nazar TV  
 082 Jharkhand TV  
 083 Taaza TV  
 084 Purab Live  
 085 Mahua News  
 086 365 Din TV

**Karnataka**

087 Udaya TV  
 088 E-TV Kannada  
 089 Udaya 2 TV  
 090 Ush TV  
 091 TV 9 Kannada  
 092 DD Chandana  
 093 Suvarna  
 094 Kasthuri

**Kerala**

095 DD Malyalam  
 096 Surya TV  
 097 Kairali YV  
 098 India Vision  
 099 Asianet News  
 100 MM TV  
 101 Jeevan TV  
 102 Amrita TV

<b>Q 34a</b>	<b>TV Channels</b>	<b>Regional TV Channels</b>
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**Madhya Pradesh**

- 103 E-TV Madhya Pradesh
- 104 Voice of India MP
- 105 Sahara Samay (MP)
- 106 CNEB (MP)
- 900 Dy 365

**Meghalaya**

- 113 Meghlaya Television

**Orissa**

- 116 OTV
- 117 DD Oriya
- 118 E-TV Oriya
- 119 Naxatra TV
- 120 Kanak TV

**Sikkim**

- 135 Nayuma TV
- 136 DD Sikkim

**Uttarakhand (UT)**

- 149 TV 100
- 150 E-TV Uttarkhand
- 151 Sahara Samay (UT)

**Maharashtra**

- 107 DD Sahyandri
- 108 E-TV Marathi
- 109 IBN Lokmat
- 110 Sam Marathi
- 111 Star Maaza

**Mizoram**

- 114 DD Mizoram
- 164 Sky Line
- 165 LPS
- 166 Zonet

**Punjab**

- 121 PTC News
- 122 Apna News
- 123 Punjab Today
- 124 Zee Punjabi
- 125 DD Punjabi
- 126 DD Jalandhar

**Tripura**

- 137 NE Bangla
- 138 DD Tripura
- 139 Prime Focus
- 140 Akash Tripura

**Uttar Pradesh**

- 152 Uttar Pradesh News
- 153 E-TV UP
- 154 Sahara Samay UP
- 155 Zee News UP
- 156 Jan Sandesh

**Manipur**

- 112 ISTV

**Nagaland**

- 115 DD Kohima

**Rajasthan**

- 127 DD Jaipur
- 128 Bhaskar TV
- 129 E-TV Rajasthan
- 130 Channel 24
- 131 Instar News
- 132 Sahara Samay Rajasthan
- 133 Voice of India Rajasthan
- 134 DD Rajasthan

**Tamil Nadu**

- 141 Galaxy News
- 142 Sun News
- 143 Jaya Plus
- 144 Raj News 24x7
- 145 DD Podhigai
- 146 Kalaignar News
- 147 Zee News Tamil
- 148 Star Vijay TV

**West Bengal**

- 157 DD Bangla
- 158 Akash Bangla
- 159 E-TV Bangla
- 160 24 Ghanta
- 161 Kolkata TV
- 162 Star Ananda
- 163 Tara Bangla

**997 Others**

- 998 Can't Say/D.K
- 999 Not applicable

**Q 32a Newspapers****English Newspapers**

- 001 Hindustan Times  
 002 Times of India  
 003 Indian Express  
 004 The Hindu  
 005 Asian Age  
 006 Pioneer  
 007 Tribune  
 008 Telgraph  
 009 Deccan Herald

- 010 New Indian Express  
 011 The Statesman  
 012 Tehelka  
 013 Mail Today  
 014 Economic Times  
 015 Business Standard  
 016 Financial Express  
 017 Mint

**Hindi Newspapers**

- 018 Dainik Bhaskar  
 019 Dainik Jagran  
 020 Nav Bharat Times  
 021 Hindustan  
 022 Jansatta  
 023 Amar Ujala  
 024 Punjab Kesri  
 025 Rashtriya Sahara  
 026 Sahara Samay  
 027 Dainik Tribune

**Regional Newspapers****Andhra Pradesh**

- 028 Eenadu  
 029 Vartha  
 030 Andhra Jyothi  
 031 Prajasakti  
 032 Andhra Bhoomi  
 033 Andhra Prabha  
 034 Visaalandhra  
 035 Sakshi  
 036 Surya

**Bihar**

- 051 Aaj  
 052 Sanmarg  
 053 Pratiush Nav Bihar  
 054 Sandhya Prahari

**Gujarat**

- 065 Gujarat Samachar  
 066 Gujarat Sandesh  
 067 Divya Bhaskar  
 068 Akila Daily  
 069 Phoolchaap  
 070 Gujarat Today  
 071 Aajkal  
 072 Gujarat Mitra  
 073 Kutch Mitra

**Jharkhand**

- 077 Prabhat Khabar  
 078 Ranchi Express  
 079 I-Next  
 080 Apni Ranchi  
 081 Uditvani

**Arunachal Pradesh**

- 037 Arunachal Times  
 038 Echo of Arunachal  
 039 Arunachal News  
 040 Arunachal Front  
 041 Dawn Lit Post

**Chhattisgarh**

- 055 Hitwada  
 056 Nai Duniya  
 057 Deshbandhu  
 058 Amrit Sandesh

**Haryana**

- 075 Haribhoomi

**Jammu and Kashmir**

- 082 Srinagar Times  
 083 Daily Etalaat  
 084 Kashmir Times  
 085 Greater Kashmir  
 086 Rising Kashmir  
 087 Kashmir Observer  
 088 Aftab  
 089 State Times  
 090 Early Times  
 198 Daily Excelsior

**Assam**

- 042 The Assam Tribune  
 043 The Sentinel  
 044 Asomiya Pratidin  
 045 Dainik Agradoot  
 046 Dainik Asom  
 047 Amar Asom  
 048 Dainik Janambhumi  
 049 Axom bani  
 050 Dainik Janaxadharon

**Goa**

- 059 O Herald O  
 060 Navhind Times  
 061 The Gomantak Times  
 062 Gomantak  
 063 Tarun Bharat  
 064 Vauradiumcho Ixtit

**Himachal Pradesh**

- 076 Divya Himachal

**Karnataka**

- 091 Prajavani  
 092 Kannada Prabha  
 093 Vijay Karnataka  
 094 Samyukta Karnataka  
 095 Udayavani  
 096 Vijay Times  
 097 Usha Kiran

<b>Q 32a</b>	<b>Newspapers</b>
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**Kerala**

- 098 Malayalam Manorma  
099 Mathrubhumi  
100 Deshabhimnani  
101 Kerala Kaumudi  
102 Madhyamom  
103 Deepika  
104 Mangalam  
105 Chandrika

**Manipur**

- 121 Poknapham  
122 Imphal Free Press  
123 Sangai Express  
124 Thong Dang  
125 Ireibak  
126 Huiyen Lampao

**Orissa**

- 142 Dharitri  
143 Pragativadi  
144 Sambad Oriya  
145 The Samaja  
146 Samaya  
147 Prajatantra

**Sikkim**

- 159 Aajo Ko Sikkim  
160 Hamro Prajashakti  
161 Now  
162 Sikkim Express  
163 Samaya Dainik

**Uttarakhand**

- 183 Page 3  
184 Garhwal Post  
185 Badri  
186 Shah Times  
187 Satyapath

**Madhya Pradesh**

- 106 Central Chronicle  
107 Raj Express  
108 Choutha Sansar  
109 Swadesh  
110 Naiduniya  
111 Patrika

**Mizoram**

- 127 News Link  
128 Highlander  
129 Vangalini  
130 Mizo Aw  
131 Mizo Arsi  
132 Romei  
133 Hnehtu

**Punjab**

- 148 Tribune (English)  
149 Punjab Kesari  
150 Dainik Tribune  
151 Punjabi Tribune  
152 Ajit (Punjabi)  
153 Jag Bani  
154 Desh Sewak

**Tripura**

- 164 Tripura Times  
165 Dainik Sambad  
166 Syandan Patrika  
167 Daily Deshar Katha  
168 Ajar Fariad  
169 Dainik Arohan  
170 Tripura Darpan

**West Bengal**

- 188 Ananda Bazaar Patrika  
189 Aajkal  
190 Bartaman  
191 Ganashakti  
192 Pratidin  
193 Statesman (Bangla)

**Maharashtra**

- 112 Lokmat  
113 Sakal  
114 Loksatta  
115 Maharashtra Times  
116 Saamna  
117 Tarun Bharat  
118 Deshunnoti  
119 Deshdoot  
120 DNA  
199 Compact

**Nagaland**

- 134 Nagaland Post  
135 The Eastern Mirror  
136 Motung Express  
137 Nagaland Page  
138 The North East Herald  
139 Capi  
140 Tir Yimyim  
141 Ao Milen

**Rajasthan**

- 155 Rajasthanna Patrika  
156 Dainik Navjyoti  
157 Rashtradoot  
158 Middyay

**Tamil Nadu**

- 171 Dina Malar  
172 Dinamani  
173 Dinakaran  
174 Swadesamitran  
175 Dinabhoomi  
176 Thina Thanthi  
177 Murasoli  
178 Maalai Murasu  
179 Makkal Kural  
180 Thee Kadir  
181 Namadu M.G.R  
182 Tamil Osai

**997 Others**

- 998 Can't Say/D.K  
999 Not applicable

**Chief Ministerial Choices****Mizoram**

- 01 Pu Zoramthanga
- 02 Pu Lalthanhwala
- 03 Lalduhoma
- 04 Brig T Sailo
- 05 R. Lalthangliana
- 06 Lalmingthanga
- 97 Others
- 98 Can't Say/D.K
- 99 Not applicable

**State Code**

- 01 Andhra Pradesh
- 02 Arunachal Pradesh
- 03 Assam
- 04 Bihar
- 05 Goa
- 06 Gujarat
- 07 Haryana
- 08 Himachal Pradesh
- 09 Jammu & Kashmir
- 10 Karnataka
- 11 Kerela
- 12 Madhya Pradesh
- 13 Maharashtra
- 14 Manipur
- 15 Meghalaya
- 16 Mizoram
- 17 Nagaland
- 18 Orissa
- 19 Punjab
- 20 Rajasthan
- 21 Sikkim
- 22 Tamil Nadu
- 23 Tripura
- 24 Uttar Pradesh
- 25 West Bengal
- 27 Chandigarh
- 30 Delhi
- 32 Pondicherry
- 33 Jharkhand
- 34 Chhattisgarh
- 35 UttaraKhand

Q 1a, Q 1c, Q 2a, Q 2c, Q 6a, Q 11a, Q12a, Q 13a, Q 16a & Q 35a.	Party Codes
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<b>National Parties</b>	<b>Jharkhand</b>	<b>Nagaland</b>
01 Congress (INC)	29 JMM (Soren)	58 NPF
02 BJP	30 JMM (Marandi)	59 NDM
03 JD(U)	31 AJSU	60 NND
04 CPI	<b>Jammu &amp; Kashmir</b>	61 NPF
05 CPI(M)	32 JKNC	<b>Orissa</b>
06 BSP	33 JKPP	62 BJD
07 NCP	34 JKPPDP	63 OGP
08 Samajwadi Party	<b>Karnataka</b>	<b>Punjab</b>
	35 JD (Secular)	64 SAD
<b>State Parties</b>	36 KCVP	65 SAD (M)
	37 KRRS	<b>Sikkim</b>
<b>Andhra Pradesh</b>	<b>Kerala</b>	66 SDF
09 TRS	38 KEC (M)	<b>Tamil Nadu</b>
10 TDP	39 IUML	67 DMK
11 Praja Rajyam	40 KC (J)	68 PMK
12 MIM	41 KEC	69 AIADMK
13 Loksatta	42 JSS (UDF)	70 MDMK
<b>Assam</b>	<b>Madhya Pradesh</b>	71 DMDK
14 ASDC	43 RSMD	72 TMK
15 AGP	44 GGP	<b>Tripura</b>
16 AUDF	45 BJS	73 INPT
17 AGP(P)	<b>Maharashtra</b>	<b>Uttar Pradesh</b>
<b>Arunachal Pradesh</b>	46 Shiv Sena	74 RLD (Ajit Singh)
18 ARC	47 BBM (P. Ambedkar)	75 LNJP
<b>Bihar</b>	48 RPI (Athawale)	76 Apna Dal
19 RJD	49 PWP	<b>Uttaranchal</b>
20 LJNSP (Paswan)	<b>Manipur</b>	77 UKD
21 CPI (ML)	50 FPM	<b>West Bengal</b>
22 IPF	51 MSCP	78 SUCI
23 MCC (AK Roy)	52 MPP	79 TRMC
<b>Goa</b>	<b>Megalaya</b>	80 FBL
24 UGDP	53 UDP	81 RSP
25 MGP	54 HSPD	82 PDS
<b>Haryana</b>	(For TRMC See West Bengal)	90 Any other small ally
26 INLD (Chautala)	<b>Mizoram</b>	96 Independent
27 Haryana Janhit Party	55 MNF	97 Other Smaller Parties
<b>Himachal Pradesh</b>	56 ZNP	98 Don't Know
28 LMHP	57 MSCP	99 Blank/Refused