





### Instructions on data collection and data entry operation

1. All fields are mandatory.
2. Note that a number has been assigned to column 2, 13 & 20. This means you can fill the form using codes. For example, in column 2 you can fill in 3(A) instead of writing 'South West Khasi Hills/Mawkyrwat'. In column 13, you can fill in II(G) instead of writing 'Reservoir' and in column 20 you can fill in III(A), which stands for Meghalaya State Aquaculture Mission (MSAM).
3. Year of production should be based on the financial year i.e. 1<sup>st</sup> April to 31<sup>st</sup> March of the next year. For example, a harvest made during the month of December, 2012 falls under the financial year 2012-13.
4. If there are any technical issues, contact the State Data Manager immediately or send an email to [ffdameghalaya@gmail.com](mailto:ffdameghalaya@gmail.com) so as to prevent any unnecessary delay.

#### Form fill-in reference

Value		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
I	1 East Khasi Hills	Shella	Mawsynram	Mawphlang	Mylliem	Mawryngkneng	Mawkynrew	Laitkroh	Pynursla			
	2 West Khasi Hills	Nongstion	Mawthadraishan	Mairang	Mawshynrut							
	3 South West Khasi Hills	Mawkyrwat	Ranikor									
	4 East Jaintia Hills	Khliehriat	Saipung									
	5 West Jaintia Hills	Amlarem	Laskein	Thadlaskein								
	6 Ri-Bhoi	Umsning	Umling	Jirang								
	7 East Garo Hills	Rongjeng	Songsak	Samanda								
	8 North Garo Hills	Resubelpara	Kharkutta									
	9 West Garo Hills	Selsella	Tikrikilla	Dalu	Dadenggiri	Gambaggre	Rongram					
	10 South West Garo Hills	Betasing	Zikzak									
	11 South Garo Hills	Gasuapara	Chokpot	Rongara	Baghmara							
II		Stream	River	Spring	Lake	Well	Canal	Rain Fed				
III		MSAM	1000 Pond	SPA	VCM	RKVY	IFP	WOF	CFP	NFDB	MGNREGS	Other

MSAM: Meghalaya State Aquaculture Mission; SPA: Special Plan Assistance; VCM: Value Chain Management; RKVY: Rashtriya Krishi Vikas Yojana; IFP: Integrated Fishery Projects; CFP: Community Fishery Projects; NFDB: National Fisheries Development Board; MGNREGS: Mahatma Gandhi National Rural Employment Guarantee Scheme