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Population and Housing Census of Bhutan - 2005

Census Enumerator's Manual



Let's Get Counted!

Royal Government of Bhutan
Office of the Census Commissioner
Thimphu: Bhutan

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CHAPTER 1

INTRODUCTION TO THE CENSUS

1.1 BACKGROUND

The Royal Government of Bhutan has been carrying out systematic headcounts of its citizens under the Civil Registration System. Registration of births, deaths, and registration transfers were conducted and updated annually. The Registration System formed the basis for issuing the citizenship identity cards. However, as is known, the data generated through the system did not meet the various needs for development planning.

Besides the Registration System, Bhutan did not conduct any population census based on international standards. Presently, the country's population is based on the estimates derived from various surveys and administrative records. Therefore, there has been an urgent need to conduct a population census, based on international standards that would provide a better basis for development planning.

1.2 OBJECTIVES AND USES OF CENSUS DATA

1.2.1 General Objectives

The 2005 Census seeks to create an inventory of Bhutan's population size, socio-economic information, labour and demographic characteristics.

1.2.2 Specific Objectives

- (i) To obtain an up-to-date count of the population size, by age and sex
- (ii) To obtain Geographic distribution of the population by demographic and socio-economic characteristics.
- (iii) To provide frames for surveys and other statistical activities.

1.2.3 Uses of Census Data

- (i) Census forms an integral part of a country's National Statistical System
- (ii) It is the principal source of population and housing characteristics
- (iii) Census provides valuable bench mark data on a wide range of characteristics, a frame for statistical surveys and data to compile a variety of social and economic indicators
- (iv) Census can provide demographic, social, economic and housing characteristics
- (v) Census provides data at the smallest Geographic area level, e.g. a village which is not possible in a sample survey
- (vi) Census data are mainly used for formulating plans and policies for national development

1.3 CENSUS DATE AND REFERENCE TIME

The Population and Housing Census of Bhutan 2005 will be conducted in May 2005. The reference date and time for the census enumeration is midnight of -- May 2005. This means that the 2005 Census should provide the population of Bhutan as of midnight of -- May, 2005.

1.4 EXECUTIVE ORDER FOR THE CONDUCT OF THE CENSUS

Population and Housing Census of Bhutan 2005 will be conducted under the Executive Order No.COM/04/04/133 dated 17 August 2004 issued by the H.E. the Prime Minister, Royal Government of Bhutan. The Executive Order *inter alia* lays down the authority of the Office of the Census Commissioner and it also clearly spells out the duties and obligations of respondents and the census staff including confidentiality of individual information. **Refer to Annexure I.**

1.5 STRUCTURE OF THE CENSUS ORGANIZATION

The National Census Committee (NCC) provides directives and overall guidance to the Office of the Census Commissioner in the preparation and conduct of the Census. The NCC is chaired by the H.E. the Minister for Home & Cultural Affairs, with the H.E. the Minister for Labour and Human Resources, as the Vice Chairman. The members include the Secretaries of various ministries. **Refer to Annexure II** for the composition of the NCC.

Under the Executive Order, a technical committee viz. the Population Census Technical Committee (PCTC) has been formed, consisting of technical staff from the National Statistical Bureau, Department of Survey, Department of Urban Development and Engineering Services and Ministry of Home & Cultural Affairs. The PCTC is chaired by the Census Commissioner. **Refer Annexure II** for the composition of the Population Census Technical Committee (PCTC).

The Office of the Census Commissioner is the executing agency. It is an autonomous body having six sections, each looking after various census activities viz; (i) administration and finance, (ii) census planning and monitoring, (iii) census mapping, (iv) information and publicity, (v) data processing, and (vi) analysis and report.

At the Dzongkhag level, the Dzongda functions as Dzongkhag Census Coordinator (DCC) and is responsible for the census operations in the Dzongkhag.

In cities and towns, the Thrompens or the city/town staffs are the Census Coordinators. In the Gewogs, the Gups are the Gewog Census Coordinator (GCC) and are responsible for the census operations at the Gewog level. **Refer Annexure III** for the field level census organization.

1.6 ENUMERATION AREAS (EAs)

The enumeration area is the basic operational unit for a census. Enumeration areas are delineated for the following purposes:

1. To ensure complete territorial coverage in such ways that the whole network of EAs cover the country completely;
2. To provide census data at the disaggregated levels; and
3. To manage the field operation efficiently.

1.7 VILLAGE/ EA MAPPING

An important and immediate objective of the census mapping programme is to prepare maps of villages and EAs that will enable proper enumeration. This has been done during pre-census mapping and listing operations. The census map of a village/ EA should help in locating the area, boundaries and also in identifying the census structures in an EA.

1.8 ENUMERATION PROCEDURE

Of the two principles of enumeration, i.e. **de facto** and **de jure** enumeration, the Population and Housing Census of Bhutan 2005 will generally adopt the **de facto** enumeration. However, in some case the **de jure** will also be adopted.

De facto population includes all persons physically found and present in an area at the reference time of census enumeration. The total population will comprise all persons present in the country at the census moment and enumerated where they are found at the moment regardless of their usual place of residence. The enumeration is conducted on the basis of where a person is at the census moment.

The midnight of -- May 2005 called the "Census Night" is the reference time for the census. All persons including visitors, regardless of any relationship, who were in the household on the Census Night, should be enumerated.

All travellers staying in hotels should be enumerated on the midnight of the Census Night. All transient persons should be enumerated at the air/bus terminals and in places wherever found, making certain that they have not been enumerated elsewhere.

Enumeration will be conducted by enumerators who will visit each household in an assigned "Enumeration Area". An enumerator will canvass an EA by actual visit to each and every census house within his/her allotted EA and contacting to collect the information in the prescribed questionnaires. The enumerators will fill in the census questionnaires using pencils supplied for the purpose.

For the transient population travelling on a bus or any vehicle (Refer definition) the identification particulars (cover page) will be the place of origin on the day of travel. For e.g. if a person is travelling from Thimphu to Phuentsholing at the time of Enumeration, then the identification particulars that need to be filled are only the Dzongkhag from where the bus originated or started regardless of the place where the passenger has boarded.

For transient population that are found at the bus, taxi, truck parking, airport terminals, etc. should be enumerated with reference to the place where they are found.

Make sure the person is on transit or travelling and they have not been enumerated elsewhere.

1.9 UNITS OF ENUMERATION

Individual enumeration is one of the essential features of a modern population census. The primary unit for enumeration in the Census is therefore, the individual.

1.10 THE CENSUS LISTING AND QUESTIONNAIRE

The 2005 Census gathers information through the following Forms:

- (i) Form PHC-1: Household List
- (ii) Form PHCB-2A: Household List Update
- (iii) Form PHCB-2B: Household Member List
- (iv) Form PHCB-2C: Individual Member Details
- (v) Form PHCB-2D: Household Information

(i) Form PHC -1: Household List

The pre-census listing has been carried out to list all structures, census houses and households and list of the number of members residing in them. This Form will be provided to the enumerators for identifying the structures, census houses and households within a particular EA and also to be used as a reference for updating the Form PHCB-2A to ensure complete coverage.

(ii) Form PHCB-2A: Household List Update

Form PHCB-2A is to be used to **update** the list of the structures, census houses and the households within an EA based on the pre-census listing Form PHC-1 at the time of Census enumeration.

➤ **Method of Updating House List**

List the structure number, census house number exactly as in Form PHC-1 without changing the structure and Census House number. If a new structure or a census house has come up or an old structure or census house has been demolished, updation has to be carried out in the following manner.

✓ **If a new Structure/Census House has come up**

If a new structure has come up between, say, structure number 4 and structure number 5, the new structure should be allotted a serial number following the last serial number in PHC-1. The same should apply for a new Census House that has come up between the time of pre-census listing and the time of enumeration.

The addition of the new structures and census houses should be done in such a way that the previous structure numbers and census house numbers are not disturbed.

✓ **If a Structure/Census House has been demolished**

If in case a Structure or a Census House that has listed in Form PHC-1 but is no longer existing at the time of enumeration, do not list in Form PHCB-2A. Remember, the serial number allotted to the Structure that no longer exists should not be listed in PHCB-2A. For example, if there are 20 Structures listed in Form PHC-1 but during the time of enumeration if the structure against serial number 13 has been demolished, then the serial number 13 should be omitted in

Form PHCB-2A while updating. The running serial number of structures in Form PHCB-2A should be 01,02,03,04,05,06,07,08,09,10,11,**12,***,**14**,15 etc. omitting the serial number of the demolished structure (* indicates missing). Similarly, the Census House serial number should be updated.

(iii) Form PHCB-2B: Household Member List

This form is used to list the members of each household. The members of the household should be identified and listed as per the following categories:

- a. members present on census night
- b. members absent on the census night
- c. visitors present on census night and

(iv) Form PHCB-2C: Individual Member Details

This form pertains to each individual household member and is intended to collect information on demographic and migration; education; employment and sources of income and fertility.

(v) Form PHCB-2D: Household Information

This form pertains to household level information and is divided into two parts, viz Part A- Housing and Part B-Mortality.

1.11 ROLES AND RESPONSIBILITIES OF A CENSUS ENUMERATOR

Your work as census enumerator will involve the following:

- (i) First going round your EA and identifying the boundaries as well as the boundaries of the village (or villages or part of a village) concerned.

- (ii) Updating Form PHCB-2A and EA map. Update the forms as given in the instruction under section 1.10 (ii) above.
- (iii) Filling up the Household and Individual Questionnaires.
- (iv) Preparation of Enumerator's Summary.
- (v) Arranging the following census documents in order and handing them over to the supervisor:
 - a. Updated EA map;
 - b. Updated Form PHCB-2A;
 - c. Completed questionnaires, enumerator's summary report arranged serially.

1.12 ENUMERATOR'S KIT

Make sure that the enumerator's kit contains the following items:

- 1. EA map
- 2. Copy of Form PHC-1
- 3. Copy of Form PHCB-2A
- 4. Copy of Form PHCB-2B
- 5. Copy of Form PHCB-2C; Part A; Part B; Part C
- 6. Copy of Form PHCB-2D; Part A; Part B
- 7. Enumerator's Manual (1)
- 8. Lopta Conversion Table for Age
- 9. Note Book (1)
- 10. Pencil (3)
- 11. Ball point pen (1)
- 12. Eraser (1)
- 13. Sharpener (1)
- 14. Stapler (1)
- 15. Stapler Pin (1pkt)
- 16. Census Bag (1)
- 17. Writing Board (1)

18.Census Cap (1)

19.Umbrella (1)

CHAPTER 2

CONCEPTS AND DEFINITIONS

1. **Population Census** “is the total process of collecting, compiling, evaluating, analyzing and publishing or otherwise disseminating demographic, economic and social data pertaining, at a specified time, to all persons in a country or in a well delimited part of a country” – United Nations.
2. **De Facto** population includes all persons physically found present in an area on the date of the census.
3. **De jure** population comprises of all usual residents in the place of residence.
4. **Structure** is as any independent freestanding physical structure comprising one or more rooms or other spaces, covered by a roof and usually enclosed within external walls or dividing walls, which extended from the foundations to the roof. A structure could be used or intended for residential, commercial, industrial, or agricultural purposes or for the provision of services.
5. **Vacant structure** is considered vacant if no part of it is occupied. For the population and housing census, all the structures are included whether vacant or occupied. The term vacant and occupied structures will refer to only those *that are meant for human inhabitation*.

- 6. Occupied Structure** will contain one or more census houses. If a household occupies any part of a structure during the listing operation, it should be considered as an occupied structure.
- 7. Census House** is defined as any structurally separate place of stay within a building or structure that comprise of a single room/space or a group of rooms/spaces that may be occupied by one or more households or remained vacant during the listing operation. It may be used for a residential or non-residential purpose or both. A census house should generally have a separate entrance from the road or a common courtyard or staircase.
- 8. Household** consists of one or more individuals irrespective of relationship but occupying the same living accommodation, have common arrangements for food and consume certain goods and services collectively.

Household may consist of:

- **One member household** - a person lives alone and makes provision for his own food and other essentials for living.
- **A multi-member household** - A group of two or more persons, whether related or not, living together and making common provision for food or other essentials for living.

- 9. Regular Household** consists of a single or a combined household. A **single household** is defined as a household in which all its members occupy a single census house. A **combined household** is defined as a household in which its members are lodged in rooms located in two or more buildings. A combined household can occur if a household has

members eating in one place but has another apartment or census house used by this household.

10. Institutional Household consists of a group of persons who live in an institution having common arrangements for food or taking their food from a common kitchen. Examples of institutional households are hostels, boarding houses, hotels, prisons, hospitals, orphanages, military installations etc.

11. Transient Population/Household includes persons on transit or en route to a certain destination, e.g. persons who stayed on Census Night in airports, bus stands, in vehicles, including persons travelling on foot (trekkers etc.). In general, transient population includes all persons who are found to be on the move at the time of Census enumeration.

12. Head of the Household is any member of the household, whether male or female, who is acknowledged as such by other members of the household and who bears the chief responsibility for managing the affairs of the household and takes decisions on behalf of the household.

13. Household members include all persons, regardless of relationship, found in a household on the night of the Census. Household members are categorized into the following three types:

- (i) Members present on the Census Night
- (ii) Members absent on the Census Night
- (iii) *Visitors present in the household on the Census Night*

14. Enumeration Area or EA is defined as “a well delineated territorial unit containing the prescribed number of households within which enumeration

is to be carried out and managed by a single enumerator during the specified period of enumeration.”

15. Village is a Gewographical area having its own independent name as locally known to the people of the area or as recorded in the *gup*'s register.

16. Chiwog is a Gewographical area formed by a village or a group of villages falling under the administrative jurisdiction of a Chupen.

17. Gewog is an administrative division of a Dzongkhag with defined administrative boundaries and managed by a Gup.

18. Dzongkhag is an administrative division of the country and is headed by a Dzongda.

19. Marital Status: status of an individual in relation to marriage, classified as follows:

- (i) **Single (never married)** - A person who has never been married.
- (ii) **Married** - A couple living together as husband and wife, legally or consensually.
- (iii) **Widowed** - A person whose bond of matrimony has been dissolved by death of his/her spouse.
- (iv) **Divorced** - A person whose bond of matrimony has been dissolved legally and who therefore can remarry.
- (v) **Separated** - Refers to those who have marital disputes, are living separately, and have not yet settled the dispute legally or formally. Therefore, married persons currently living separately due to work place, transfers, trainings etc. should be considered as married.

- (vi) **Living together** - Refers to couples living together but do not consider themselves as married or have not entered into any formal or legal marriage.

20. Spoken Language is the language mainly spoken by the person in the household.

21. Migration is the movement of people across a specific boundary for the purpose of establishing a new or semi permanent residence. Two types of migration are:

- (i) International migration (migration between countries)
- (ii) Internal migration (migration within a country).

22. Literacy is the ability to read and write with understanding a simple statement in any language.

23. Formal Education is the education received through an institutionalized, hierarchically structured, and chronologically graded educational system running from elementary to tertiary levels.

24. Non-Formal Education is any organized educational activity outside the established formal system that is intended for specific objectives and to serve identifiable clientele.

25. Gainfully Worked refers to at least one hour work done by a person for payment in cash or kind in the past one week.

26. Occupation refers to the type of work, trade or profession performed by the person (worker) during the reference period.

27. Sector of Employment refers to the nature of work done by the institution or the work place or enterprise where the person works.

28. Main Source of Income is the major or the main source of income through which the person earns a livelihood.

29. Employer is a person who operates his own enterprise directly or through another person (e.g. a manager or caretaker) and who for the operation of this enterprise hires one or more employees whom he pays in cash or in kind.

30. Employee is a person who works for a public or private employer and is paid in cash or in kind by the employer. All government servants, for example, are employees.

31. Own Account Worker is a person who operates his own enterprise (e.g. a farmer growing apple in his own land, petty-trader, advocate who practices independently) and who does not employ anybody to work for him in operation of his enterprise. He or she neither employs anybody nor is employed by anybody (a fruit seller who does his or her business all alone).

32. Unpaid family worker is a person who helps in running an economic enterprise operated by a member of his or her family without payment of wages or salary (e.g. wife who helps her husband in apple farm or in cultivation of rice, daughter who helps in hand-loom weaving).

33. Disability is defined as “a person who is limited in the kind or amount of activities that he/she can do because of ongoing difficulties due to a long

term physical condition, mental condition or health problem” (United Nations, 1998).

The five types of disabilities for the Census purpose are as follows:

- **In Seeing:** A person who cannot see at all (has no perception of light), or has blurred vision, even with the help of spectacles, will be treated as visually disabled.
- **In Speech:** A person who cannot speak and is dumb is considered as having speech disability.
- **In Hearing:** A person who cannot hear at all (deaf), even with a help of hearing aid, or can hear only loud sounds is considered as having hearing disability.
- **In Movement:** A person who lacks limbs or is unable to use the limbs normally is considered as having movement disability.
- **Mental:** A person would be treated as mentally disabled if the person is mentally retarded and/or insane and may generally depend on family members for performing daily normal routine.

CHAPTER 3

INSTRUCTIONS FOR FILLING UP THE CENSUS FORMS

3.1 FORM PHCB-2A: HOUSEHOLD LIST UPDATE

3.1.1 Gewographical Identification Particulars

The Gewographical information particulars on the Dzongkhag, Gewog/Town, Chiwog/Block, Enumeration Area and the village(s) help in ultimately identifying the households. It also helps in efficiently managing the whole census activities.

Refer to the following instructions while filling in the Gewographical Identification Particulars.

I: Dzongkhag: Write the name of the Dzongkhag in the dotted space provided and enter the two digit code of the Dzongkhag in the boxes. Write only one digit in each box.

II: Gewog/Town: Write the name of the Gewog in the dotted spaces provided for rural areas or the name of the Town (in urban areas) in the dotted space provided and enter the four digit code in the boxes. The first two digits identify the Dzongkhag and the other two digits identify the Gewog or the Town.

III: Chiwog/Block: Write the name of the Chiwog in the rural areas and enter the two digit code in the space provided. In the urban areas, enter only the block codes.

IV: Enumeration Area: Write the enumeration area number in the boxes provided. Verify the enumeration area number from the house listing Form PHC-1 and make sure to copy exactly the same number.

V: Name of Village(s) in an EA: Write the name of the village or villages falling within the Enumeration Area in the spaces provided. The name(s) should be exactly the same as recorded in house listing Form PHC-1.

In the urban areas write "00" in the boxes provided for writing village codes in column 2.

Column 1: Line Number

Allot line number to each household listed in the Form in serial number. If the number of households exceeds the lines provided in the Form, use an additional sheet to continue listing the households and provide page numbers to each additional Form used in the space provided at the bottom of the right corner of the Form PHCB-2A.

Column 2: Village code

Enter the two digit village code as appearing against the village name in the "Gewographical Identification Particulars".

Column 3: Structure No.

Write the three digit structure number as given in the house listing Form PHC-1. In case a new structure has come up or has been demolished during the Census enumeration, follow the instructions given in chapter one section 1.10 (ii) and enter the structure number accordingly.

Column 4: Census House Number

Write the three digit Census house number as given in the house listing Form PHC-1. In case a new census house has come up or has been demolished during the Census enumeration, follow the instructions given in chapter one section 1.10 (ii) and enter the census house number accordingly.

Column 5: Use of Census House

Codes for uses of a Census House are provided at the bottom panel of the Form. Write the appropriate code. If a Census House is used for residential cum shop, write code "02".

Column 6: Sl. Number of Household

Write the two digit household serial number. Note that the household serial number will not correspond to that of the serial numbers in Form PHC-1. This is because there may be changes in the households – some households may have moved out and some may have moved in, etc. In such cases, serial numbering of the household should be carried out by the enumerator in a sequential manner during the updation.

Column 7: Name of the Head of the Household

Write the full name of the head of the household. If there is a change of the head of the household from the time of house listing and the actual house list updation, record the name of the new head of the household.

Column 8: Sex

Write the correct code, 1 for male and 2 for female.

Column 9: Age

Write the age in completed years. "Age in completed years" refers to the age of a person in number of years fully completed. For instance, a person whose age is 15 years 11 months should be written as 15 only. Do not write months.

Use the “Lopta Conversion Table” to ascertain the exact completed age of a person if the person cannot report his age in years or date of birth.

Column 10: Remarks

This column is provided for the enumerator to enter any changes or alterations that may have occurred from PHC-1.

BOTTOM PANEL**(i) Date, Names and Signatures**

After completing the Form, the Date of enumeration, the name and signature of the enumerator, the name and signature of the supervisor, and the name and signature of the Chupen/Tshogpa/Mangmee or any rural representative during the enumeration must be completed in the respective spaces provided for.

(ii) Page number

In the right bottom corner of the form are boxes provided for writing the page numbers of the Form(s) used. If only one Form is used, write “Page 1 of 1”. If two pages of the Form are used, write “Page 1 of 2” on the first page and write “Page 2 of 2” on the second page.

3.2 QUESTIONNAIRE COVER PAGE

For filling up Dzongkhag, Gewog/Town, Chiwog/Block, Village, Enumeration Area, Structure No, Census House No. and Household No., refer to Form PHCB-2A: HOUSEHOLD LIST UPDATE.

Write the name of the Dzongkhag and Gewog/Town clearly in the space provided in the left of the cover page.

In the urban areas write "00" in the boxes provided for writing village codes. For type of household, write one of the codes (1, 2, 3) in the box provided.

BOTTOM PANEL

For the revisit, if the enumeration is completed during the first visit then tick 1 and the box provided for the completed. If the enumeration was possible only during the second visit, then tick 1, 2 and the box provided for the completed. Fill likewise for the third visit.

3.3 FORM PHCB-2B: HOUSEHOLD MEMBER LIST

(For transient population fill only columns 1, 2, 4 and 5. At the bottom of the page fill only I and IV to get the total).

The list of all the members of each household collects basic information on each member of the household. The list should include all members who are present as well as absent members and also visitors found in the household on the Census Night. Note that members include all persons of the household regardless of the relationship.

Column 1: Person Number

The "person number" is a unique serial number given against the name of each household member. This unique number should be used to identify each household member throughout the questionnaire.

Therefore, allot a person number serially to every member of the household and continue filling-up the columns 2 to 10. Then put a circle around the person numbers of the following members or individuals:

- i) members who are currently present
- ii) members absent and out of Bhutan
- iii) visitors/guests

Note that only persons/members whose “person number” has been circled should be transferred to Form PHCB-2C.

Column 2: Name of Household Members

Write the full name of each household member starting with the head of the household. Make sure to write the names clearly. Write the full name, starting with the household head, followed by members present, members absent and visitors.

Babies who have not been named: Occasionally you will come across babies who were born before the Census Night but haven't been named at the time of enumeration. In such cases, write down “Baby” before the family name. For example, if the baby's mother's name is Choeki, you should put down Choeki's baby.

Persons with identical names: You may also come across households where two or more members share a common name. In such cases you must record the names by which they are distinguished by their family and friends.

Column 3: Relationship to the Head of Household

In this column you will have to record the relationship to the **head** of household. Make sure to write the correct code provided at the bottom of the questionnaire. For example, enter “01” for the head of the household, “02” for spouse etc.

Adopted son or adopted daughter or step son or step daughter should be considered as son or daughter.

Column 4: Sex

Write code "1" if the person is a male and code "2" if the person is a female. It is important to ask the sex of the persons when information is being given to you by a third person. This is because, quite often, both male and female can have a similar name.

Column 5: Age

Write the age of every member in completed years. "Age in completed years" refers to the age of a person in number of years fully completed. For instance, a person whose age is 15 years 11 months should be written as 15 only. Do not write months.

Use the "Lopta Conversion Table" to ascertain the exact completed age of a person if the person cannot report his age in years or date of birth.

The age of infants less than one year old should be recorded as "00". Make sure that special care is taken to include all children and infants (even if one day or less than one day old as of the Census Night).

What to do when a person does not know his/her age?

For such a person use any of the following methods to estimate his/her age:-

- (i) Ask the Lopta of a person and determine the age of the person by using the Lopta Conversion Table.
- (ii) Sometimes the age can be ascertained with reference to the age of a family member or a neighbour.
- (iii) Do not leave out the age of any member listed in the household. Ask the head of the household or any knowledgeable person about the exact age

of an absent member. If in doubt, use the Lopta Conversion Table or determine the age with reference to the age of a family member or a neighbour.

Column 6: Member Status

Write code "1" if the member listed is a member present on the census night; code "2" if the member is an absent member and code "3" if the member is a visitor/guest.

If the member status code is "1" or "3" then GO TO next member.

Column 7: Members Absent – Within Bhutan If the member status in column 6 is code "2" (member absent) but **residing within Bhutan** on the Census Night, write the name of the Dzongkhag and /Town of current residence.

Column 8: Members Absent – Outside Bhutan

If the member status in column 6 is code "2" (member absent) but **residing outside Bhutan** on the Census Night, write the name of the country of current residence.

Column 9: Code for Members Absent

Do not fill this column. This is for office use only.

Column 10: Duration Absent

For absent members, write the duration of absence in number of months up till the Census Night. For duration of absence of less than one month, write "00". If a member has recently visited for few days and left again (e.g. a student studying in India who has recently visited for vacation or other reasons), the duration absent should be refer to the last date of his/her visit.

BOTTOM PANNEL

This part of the questionnaire should be filled-in only after completing the enumeration of a household. Fill in the following spaces provided at the bottom of the questionnaire.

For ***transient population***, fill in the totals treating them as one household.

(i) Total members present on census night

This category will include all members having code "1" in column 6. Write down the total number of members by sex in the spaces provided.

(ii) Total members absent and out of Bhutan on census night

This category will include all members having code "2" in column 6. Write down the total number of members by sex in the spaces provided.

(iii) Total visitors present on census night

This category will include all members having code "3" in column 6. Write down the total number of members by sex in the spaces provided.

(iv) Total { (i) + (ii) + (iii) }

This section includes the total members of the above three categories by sex. As indicated, add the totals of (i) Total members present on Census Night (ii) Total members absent and out of Bhutan on Census Night and (iii) Total visitors/guests present on the Census Night

*In case you have to use additional questionnaires, put the total in the appropriate spaces provided **in the first questionnaire**. The spaces in the additional sheet and subsequent additional questionnaires used should be left blank.*

3.4 FORM PHCB-2C: INDIVIDUAL MEMBER DETAILS

*Fill-in the individual information in the Form PHCB-2C for those members having a **CIRCLE** around the person number in column "1" of Form PHCB-2B (i.e. only for members present, members absent and currently outside the country, and visitors present in the household on the Census Night.*

Do not include members absent and within Bhutan on the Census Night as such persons will be enumerated elsewhere in the country.

3.5 PHCB-2C (PART A): GENERAL DEMOGRAPHIC CHARACTERISTICS AND MIGRATION

(For Part A, only fill columns 1 to 8 for transient population)

Column 1: Person Number

Copy only the person numbers of members that are circled in column 1 of Form PHCB-2B. Note that the person number should be the same as that in Form PHCB-2B.

Column 2: Name of Household Member

Copy the name of the person against each of the person numbers listed in column (1). Make sure to spell the names correctly as in Form PHCB-2B in the same order.

Column 3: Marital Status

This refers to current marital status. This question should be filled-in for all persons irrespective of age. For children who are too young to be married, the appropriate code should be "1".

Enter code "1" for single or never married i.e. for those who have never entered into any form of marital union; code "2" for married (i.e. currently married or in a

married state at present); code “3” for widowed; code “4” for divorced; code “5” for separated; and code “6” for living together.

Separated refers to those who have marital disputes and are living separately and have not yet settled the dispute legally or formally.

Column 4: Religion

Record the appropriate code number for the religion to which the person belongs. Record code “1” for Buddhism; code “2” for Hinduism; and code “3” for other religions.

Column 5: Spoken language

Write the language mainly spoken by the person in the household. For babies and speech disabled persons, write the code '99'.

If in a household, the members speak the same language write “-DO-”. However, if one or more members speak a different language then you should write the corresponding language.

Column 6: Code for spoken language

Do not fill this column. This is for office use only.

Column 7 & 8: Disability

This question will be asked of all members. As this is sensitive question, you have to probe carefully so as not to offend the respondent or any other member of the household. You may then find out if any member of the household is suffering from any physical and mental disability. For persons who do not suffer from any disability, put dash (-) under this question.

Disability of a person is as of date of the Census Enumeration. It is assumed that a person can have one or more disabilities. Two boxes have been provided under each category viz; “since birth” and “after birth”. Therefore, if a person suffers

from two or more disabilities, you should enter the codes only for two major disabilities.

For example, if a person has disabilities of seeing, speaking and hearing “since birth”, enter only two major disabilities in the boxes under “since birth”. However, if a person has only one disability which was since birth, enter the code in the first box. Similarly, the same procedure should be followed for “after birth”. In case of one disability since birth and another disability after birth, the first boxes in the respective columns should be filled up.

Column 7: Since birth

This refers to disabilities suffered by a person from the time of birth.

Column 8: After birth

This refers to disabilities suffered by a person after birth.

Column 9: Place of Birth

Write down the name of the Dzongkhag and the Gewogs/town if the person was born within Bhutan and the name of the country if the person was born outside Bhutan. If in a household, the members have the same place of birth then for the first member write the Dzongkhag, /Town and for the rest of the members write “-DO-”. However, if one or more members has a different place of birth after writing “-DO-”, then you should write the corresponding Dzongkhag, /Town as so on.

The birth place of a person is the place of **usual residence** of the mother at the time of birth.

Column 10: Code for Place of Birth

Do not fill this column. This is for office use only.

Column 11: Duration of Stay

Write the duration of stay in the *current residence* in completed years. For example, if a person has lived in the current residence for 5 years and eight months, enter only the completed number of years, in this case “5” and leave out the months. In cases of less than one year duration, enter “00”.

If the current place of residence is outside Bhutan, the duration of stay in the current place of residence will be the completed number of months in the place outside Bhutan.

Column 12: Previous Residence

Write the name of Dzongkhag, /Town of last residence if the residence was within Bhutan. If the last residence was outside Bhutan, then write the name of the country.

If however, the person has changed his residence but within the same Gewogs/town, then there will be no change in his/her residence and put a “-“.

For example, Mr. Dorji was born in Kazhi , Wangduephodrang, and had moved to Tangsibji , Trongsa for employment, and then transferred to Thimphu, then the Previous Residence of Mr. Dorji is “Trongsa, Tangsibji”.

Also, if a person born at the place of enumeration had moved residence to another Dzongkhag, Gewogs/town within Bhutan or another country outside Bhutan but found in the birth place on the Census Night, the name of the Dzongkhag, Gewogs/town or country of last residence should be entered accordingly.

Column 13: Code for Previous Residence

Do not fill this column. This is for office use only.

Column 14: Reason for Migration

The reasons for migration are coded and given at the bottom of the questionnaire. Use appropriate code. Remember that only the main reason for migration should be entered for each person.

In case of persons who did not change their place of residence since birth, enter code "00".

For those members residing in a foreign country during the time of enumeration, his/her reason for migration will be the reason why he/she left for that country. As he/she is not present in the enumeration area, the question for reason for migration is not applicable for where the enumeration is being conducted.

3.6 PHCB-2C (PART B): EDUCATION AND EMPLOYMENT

This section deals with information on education and employment. Under education part, information on literacy, educational attendance and level of education should be sought from persons of age 6 years and above.

Under the employment and sources of income, information on employment, skills, occupation and main source of income should be asked from persons of age 15 years and above.

Column 15: Person number

This column consists of person numbers of all household members age 6 years and above from Form PHCB-2C, Part A. Write down the person numbers in the same order as in form PHCB-2C, Part A.

Column 16: Can read and write

Ask if the person can read and write in any language. If the person is able to read and write, enter code "1" for Yes and write code "2" for No.

A person who could read and write but cannot do so at the time of the Census due to some physical disabilities or illness, should be considered literate and given the code "1". An example of this is an aged person who can read and write but can no longer do so due to extremely poor eyesight.

Disabled persons who can read and write through any means such as Braille system for the blind, are considered literate.

Column 17: Attended School/Institute

This refers to education in Primary School, Secondary School, College and Institutes.

The question should be asked to all persons of age 6 years and over regardless of literacy. This is because an illiterate person might have attended a school/institute but might have forgotten or may not be able to read and write. A literate person might not have attended a school/institute but attended either a traditional/non-formal institute or learnt on his/her own. The answer to this question may be recorded as follows:-

Record code "1" if the person is currently attending a school / institute. Record code "2" if the person attended school/institution in the past and record code "3" if the person has never at any time attended a school/institute, then **skip to column 19**.

Column 18: Highest Grade Completed

Categories of educational levels have been provided for recording the highest grade completed in the school/institute attended by a person. If a person has completed kindergarten or pre-primary grade (class), enter code "00". If a person

is currently studying in grade 2, the person would have completed grade 1, and hence the person should be given code "01"; and for a person who is currently studying in grade 3 would have completed grade 2, and hence the person should be given code "02". Similarly, codes should be allotted for only completed grades for grades up to grade 12. For grade 12 and above, codes for diploma, undergraduate and degree and above degree should be allotted accordingly. Undergraduate refers to persons who are attending first, second or third year of degree courses but not completed as yet. Degree course refers to Bachelors degree or equivalent. Greater than degree refers to postgraduate or equivalent degrees and above. Code "16" (others) has been provided to include other educational grades not mentioned.

In general, you may check whether the educational level of a person is consistent with the age. For example, a boy or girl of age 8 years could not have completed class or grade 11. If any such inconsistency is noted, please make probing questions and ascertain the correct answer.

Column 19: Traditional/Non-formal/Self-learning

Traditional/Non-formal/Self-learning education refers to education in institutes like *Shedras*, *Dratshangs*, *Gomdeys*, or self learning at home or through private tutors/gurus. Write number of years completed in attending traditional/non-formal education. For attendance of less than one year, write code "00".

Column 20: Worked in the past one week

Ask if the person has worked for cash or in-kind for at least one hour in the week prior to the Census Night. If the answer is "Yes", then enter the code „1" and if the answer is "No" enter code "2" and then skip to column 25.

Column 21: Sector of Employment

The major economic sectors have been provided in the column which is as follows:-

[01] Agriculture/Forestry

[02] Mining/Quarrying

[03] Manufacturing

[04] Electricity/gas/water

[05] Construction

[06] Retail/Wholesale trade/Repair and maintenance

[07] Hotel/Restaurant

[08] Transport/Communication and storage

[09] Finance/Insurance/ Real Estate

[10] Public Administration/Security

[11] Education

[12] Health and social services

[13] Others (Specify) - For e.g. (13) Livestock or (13) Weaving

Ask the economic sector in which the person is currently employed and enter the code provided against the sector. For example, all persons working as drivers in any organization or agencies should be included as working in the transport and communication sector.

Also, all persons working in the hospitals, BHUs, health clinics, etc., dealing directly with treatment and care of both human and animal patients and the sick, will fall under health sector. Whereas those persons working in the health administration and administration support services should be included in public administration/security sector.

Similarly, this applies to all the persons working in the schools and institutes and dealing directly with students/trainees should be classified under education.

Column 22: Main Occupation in the past one week

The response entered in this column should be specific as the examples provided in the column. For example if a person says he/she is a health staff, ask the title of the job – gynaecologist, surgeon, nurse, technician (X-ray, lab etc.). Likewise, other occupations should also be clearly specified for e.g. primary school teacher, secondary school teacher, college lecturer, goldsmith, gomchen, geylong, „banga-dung-mi“, „bjaling-phumi“,etc. Write the job title clearly and legibly.

Column 23: Code (For office use only)

Do not write anything in this column. This is for office use only.

Column 24: Employment status

The various categories for employment status are provided. Ask the person for his status and enter the code. Note to differentiate between “Own-account worker” and “Unpaid family worker” (refer definition if in doubt). In case of a response that does not fit in the above categories, enter code „5” and specify the status.

Then skip to column 26.

Column 25: Reason for not working

Ask the person the main reason for not working during the reference period. Write the appropriate code.

It is important to distinguish between “ILL HEALTH” and “DISABLED” under the reason for not working. A person may not be working because of ILL HEALTH at present but may work again once he is better.

Column 26: Professional skill

Write down the name of type of professional skill the person possesses. If a person cannot identify himself/herself with any particular skill, then he/she should be classified under “No skill” category. In case a person possesses more than one skill, enter only the main one.

If the person has no skills then write “no skill”.

Column 27: Code (For Office use only)

Do not write anything in this column. This is for office use only.

Column 28: Main Source of Income

Write appropriate code for the main source of income. If a person has more than one income source either in cash in kind, write only the main source of income. While some income sources are straight forward others like “property” refer to income from rental or hire charges. Similarly, for students, trainees, individuals and institutional residents, etc. the stipend and allowances received should also be considered in this column. Likewise, remittances received should also be included in this column.

3.7 PHCB-2C (PART C): FERTILITY OF WOMEN AGE 15 – 49 YEARS

The purpose of this part of the questionnaire is to collect information on fertility of women in their lifetime during the reproductive age, as well as in the past twelve months just prior to the Census reference period. Therefore, this part of the questionnaire pertains to **only women between the ages of 15-49** years. Note, as stated in the questionnaire, all women in this age category including women in institutions and on transit should be enumerated.

Column 1: Person Number

Copy the Person Number of the woman from Form PHCB-2C, Part A. For more than one woman qualifying for this section of the questionnaire, maintain the person number and the same sequential order of the names as listed in the Form PHCB-2C, Part A.

Column 2: Name

The name of the woman should be written clearly with the same spellings as in the preceding form of the questionnaire.

Column 3: Ever Delivered

This column is to screen out women who never delivered in their lifetime. Therefore, enter the code "1" for Yes and code "2" for No. If the response is code "2", then go to the next woman, if any.

Column 4: Male Child Ever Born

In this column, write down the total number of male child born alive to the woman in her lifetime.

Column 5: Female Child Ever Born

Similarly, this column is for the total number of female child born alive to the woman in her lifetime.

Column 6: Male Child Living

Write down the number of male child living to the woman.

Column 7: Female Child Living

Write down the number of female child living to the woman.

Column 8: Male Child Died

Since this question is sensitive, therefore while asking the question of this column and the next, be careful not to hurt the feelings of the respondent.

Write the total number of male child dead, if any. If no death occurred, write "0".

Column 9: Female Child Died

Similarly, write the total number of female child dead, if any. If no death occurred, write "0".

Column 10: Children Born In Past 12 Months

Ask the woman whether she had delivered in the past 12 months from the census reference period and write the response accordingly. If the response is "No" write code „2" and go to the next woman, if any.

Column 11: Male Child Born in past 12 Months

Ask the number of male child born to the woman in the past 12 months and write it in the space provided. Note, it is possible, and there are many instances, that a woman can have one or more children within 12 months period, for e.g. twins, or can have two deliveries within 12 months.

Column 12: Female Child Born in past 12 Months

Similarly, as in column 11, ask the number of female child born to the woman within the past 12 months and record the number accordingly.

Column 13: Trained Health Professional Attendance to Delivery

Ask the person if any health professional attended during the time of delivery and write the response using the appropriate code accordingly.

3.8 FORM PHCB-2D: HOUSEHOLD INFORMATION

(Not applicable for institutional and transient population)

This part of the questionnaire is to be asked at the household level only.

3.9 PHCB-2D (PART A): HOUSING CONDITIONS AND FACILITIES

Column 1: Approach Road

Circle one option from the options provided. Make sure to circle the approximate time taken from the nearest motorable road-head to reach the respondent's house.

Column 2: Wall Material

Ask the type of the wall material of the structure/house of the household and circle an option. Note, that "wall" here refers to the main structure of the house construction or the outer wall and not the partitions within the house. If in case more than one type of material is used, circle the main material used. If the materials used in the construction are "others" meaning other than the ones listed in the column, specify the materials.

Column 3: Roof Material

As in column 2 above, circle one of the options. Follow the instructions given for column 2.

Column 4: House Occupation Status

Ask the respondent on the status of occupation of the house and circle one of the options given in the column. Specify the occupancy status if option "6" is selected.

Column 5: Number of Rooms

Circle one of the options provided in the column. Remember that bathrooms, toilets and store rooms are excluded.

If the household uses rooms in two or more **structures/ census houses** for living purposes, the total number of rooms used by the household should include all the rooms used by the household.

Column 6: Lighting

Circle one main option for the source of lighting in the household. If more than one form of lighting sources is used, ask for the main sources and circle only one option. If any other lighting source is used specify the source in option „8“.

Column 7: Cooking Fuel

Similarly, as in column 6 above, circle two main source of cooking fuels. If more than one source of fuels is used, ask for the one main source and circle one source of fuels. If any other cooking source, besides the ones listed, specify the source in option “6”.

Column 8: Toilet Facility

Circle one option for the type of toilet used by the household. Flush toilet includes all types of toilet facilities that can be flushed mechanically or by just poring water. Long drop latrine refers to the traditional type of toilet attached to the house. For option „8“specify the type. Other types of latrines are self explanatory.

Column 9: Drinking Water Source

Circle one option for the drinking water source. For any other source, option “6”, specify the source. In case of more than one source, choose only the main source.

Column 10: Visit to Health Facility

Ask if any member of the household had visited a health facility for any treatment in the past one year and circle the code “1” if visited and code “2” if haven't visited.

If the answer is code “2” (No) then ask for the reason and circle the one main reason from the options given in the column.

Column 11: Communication Media Facilities

In this column, one or more options can be circled depending on the facilities available. If any facility(s) other than the ones listed in the column are reported/observed, circle code "7" and specify the facility(s) in the space provided.

Column 12: Ownership/ Assets

As in column 11, circle all relevant assets depending on the number of assets owned. If any other assets besides the ones listed are owned by the household, circle option "9" and specify.

Column 13: Happiness

For this column, ask the respondent whether he/she is happy.

3.10 PHCB-2D (PART B): PARTICULARS OF THE DECEASED IN PAST 12 MONTHS

(Not applicable for institutional and transient population)

This part of the questionnaire is to determine the number of deaths and the general cause of death in the household in the past 12 months. Also the occupation at the time of death has been included to determine the occupational hazards. The death of women aged 15-49 years has been treated separately in order to determine the maternal mortality rate. This part of the questionnaire is not applicable for institutional households and transient population.

If there has been no death in the household in the past twelve months, then write "Nil" in the space provided for the first name.

Column 1: Serial Number

Write the serial number. Note that the serial numbering in this column is new and has nothing to do with the "person numbers" in the preceding sections of the questionnaire, as it deals only with the deceased.

Column 2: Name of Deceased

Write the full name of the deceased.

Column 3: Sex

Write the sex of the deceased. Enter code "1" for male and code "2" for female.

Column 4: Relationship

Record the codes provided at the bottom of the page of Form PHCB-2B to identify the relationship of the deceased to the head of the household.

Column 5: Age at Death

Write the age of the deceased at the time of death. Record age at death in completed years, months or days whichever is applicable. For e.g. if the deceased person's age was 4 years and 11 months, then the age at death should be recorded as 4 years. If the age of the deceased at the time of death was 1 month and 3 days, then write "1 month" and leave out the days. However, if an infant was 28 days old at the time of death, then write 28 days.

Column 6: Occupation

Write the occupation of the deceased person at the time of death. The occupation should be specified as in column „22" of Form PHCB-2C, Part B.

Column 7: Code (for official use only)

Do not write anything. This column is for office use only.

Column 8: Illness at Death

Ask the respondent on the nature of illness or accident that caused the death. Refer the options given at the bottom of the page below and accordingly enter the code provided against each cause. If the deceased is a woman between the ages

of 15-49 years then go on to column „9“, if it is a male then stop and proceed to the next deceased person , if any.

Columns 9 & 10: For Women 15-49 years Who Died

Columns 9 and 10 pertain to women aged 15-49 years who have died due to pregnancy related causes.

Column 9: Death while Pregnant, during delivery or 42 days after birth

Inquire whether the woman died during the time of delivery or after the delivery but within 42 days. Enter the appropriate code, and if code “1” proceed to column 10. If code “2” then stop and go on to the next person, if any.

Column 10: Health Professional Attendance before Death

Ask if any health professional had attended the deceased before her death. If Yes, mention the professional by using the code of the professional given at the bottom of the page.

ANNEXURE I: EXECUTIVE ORDER FOR THE CONDUCT OF THE CENSUS



PRIME MINISTER

དཔལ་ལྷན་འབྲུག་གཞུང་།
ROYAL GOVERNMENT OF BHUTAN

སློན་ཚྭ་གས་/ ༠༧/ ༠༧/ ༡༣༣

སྤྱི་ཚེས་ ༡༣ - ༠༧ - ༢༠༠༥

འཛིན་སྐྱོང་བཀའ་བློན་

༢ དཔལ་ལྷན་ དེ་ནི་ རང་ལོ་འཛིན་སྐྱོང་དང་འཆར་འགོད་ཀྱི་དོན་ལུ་ དགོས་དོན་ཆེ་བའི་མི་སྡེ་བས་ཀྱི་གནད་
ཐོ་དང་གཞི་རྒྱུ་སྤྱོད་ཁྲིམ་གྱི་གནས་ཚུལ་ཚུ་ བསྟུ་སྟེག་འབད་དེ་བཏོན་ནི་གི་དམིགས་ལུ་དང་བཅས་ འབྲུག་རྒྱལ་གཞུང་
གིས་ སྤྱི་རྒྱལ་སྤྱི་ཚེ་ཆ་དཔྱད་ཀྱི་ལམ་ལུགས་ཚུ་དང་ཆམ་ཐུན་པར་ འབྲུག་གི་མི་སྡེ་བས་དང་གུང་ཁྲིམ་གྱི་ཞིབ་ཅེས་བརྒྱུ་ཞིབ་
ལས་དོན་ཅིག་འགོ་བཙུགས་པ་ཨིན། མི་སྡེ་བས་དང་གུང་ཁྲིམ་གྱི་ཞིབ་ཅེས་འདི་བརྒྱུ་ཞིབ་པའི་ཉེན་མར་ མི་ཁྲུངས་གནས་ལུགས་
ཀྱི་ཅེས་འཛིན་གང་ཡང་མེད་པར་ རྒྱལ་ཁབ་ནང་ཡོད་པའི་སྤྱི་ཚེ་ཆ་མའི་ཞིབ་ཅེས་བརྒྱུ་ཞིབ་དགོས་ཨིན།

དེ་ཡང་ མི་སྡེ་བས་དང་གཞན་ཡང་མི་སྡེ་བས་ཀྱི་ཁྲུང་ནས་གལ་ཅན་ཚུ་གི་གནད་ཐོ་སྟུ་དག་བཀོད་ནི་གི་དོན་ལས་
རྒྱལ་གཞུང་གིས་ སྤྱི་ཚེ་ཆ་དང་བཅས་པར་ མི་སྡེ་བས་དང་གུང་ཁྲིམ་ཞིབ་ཅེས་བརྒྱུ་ཞིབ་པའི་ལུ་དེ་ སྤྱི་ལོ་ ༢༠༠༥ ལྷ་
༥ པའི་ནང་ མི་སྡེ་བས་སྤྱི་ཁྲུང་ཡིག་ཚང་གིས་འབད་ ལག་ལེན་འཐབ་དགོས་པའི་བཀའ་བློན་གནང་བར་བྱུག།

༡ མིང་གནས་དང་ཁྲུང་བསྟུགས།

- (༡) ཞིབ་ཅེས་འདི་ལུ་ “འབྲུག་གི་མི་སྡེ་བས་དང་གུང་ཁྲིམ་གྱི་ཞིབ་ཅེས་ སྤྱི་ལོ་ ༢༠༠༥ ” ཅན་མའི་
མིང་གནས་བརྒྱུད་ནི་ཨིན།
- (༢) ཞིབ་ཅེས་དེ་ མི་སྡེ་བས་སྤྱི་ཁྲུང་ཡིག་ཚང་གིས་ རྒྱལ་ཡོངས་མི་སྡེ་བས་ཚོགས་རྒྱུང་ (ཨེན་སི་སི) གིས་
བཀོད་པའི་སྤྱི་རྒྱུང་ལམ་སྟོན་དང་བསྟུགས་སྟོན་གྱི་འོག་ལུ་ ལག་ལེན་འཐབ་དགོས་ཨིན།
- (༣) མི་སྡེ་བས་ཞིབ་ཅེས་ཁྲུང་ཡིག་ཚོགས་རྒྱུང་ཟེར་བའི་ཁྲུང་ཡིག་ཚོགས་རྒྱུང་དེ་གིས་ མི་སྡེ་བས་སྤྱི་ཁྲུང་ཡིག་ཚང་
དང་མི་སྡེ་བས་ཡིག་ཚང་ལུ་ ཁྲུང་ཡིག་གི་རྒྱུང་སྤྱོད་ཚུ་གི་ཕན་ཐོགས་འབད་དགོ།

(ཙ) མི་ཕྱིས་སྤྱི་ཁྱབ་དེ་གིས་ ཡིག་ཚང་དང་འབྲེལ་བའི་བློ་བཟོས་ཅིག་གི་ཐོག་ལས་ སྤྱི་ལོ་ ༢༠༠༥ ཅན་མའི་མི་ཕྱིས་བརྒྱབ་ནི་གི་ཆེས་གངས་གསལ་བསྒྲགས་འབད་དགོ།

(ཏ) རྒྱལ་ཡོངས་ཆོག་མཁན་ཆེན་མོ་ཐེངས་ ༤༢ པའི་ནང་ལས་ ཆ་འཛིག་གནང་བ་ལྟར་དུ་ ཉིན་གངས་གཉིས་ རྒྱལ་ཡོངས་དལ་གསོ་ཡིན་པར་གསལ་བསྒྲགས་འབད་ནི་ཡིན་མ་དུ་ དེ་སྐབས་སྤྱི་ཚང་མས་ རང་མའི་སྤྱོད་ཁྱིམ་དང་བཅུག་སྡེ་ཚུ་ནང་ གནས་ཐབས་འབད་དགོ་པའི་ཁྱབ་ལུ་ནི་ཡིན།

༢ མི་ཕྱིས་སྤྱི་ཁྱབ་དང་མི་ཕྱིས་འགོ་དཔོན་ཚུ་གི་དབང་ཆ།

(༡) མི་ཕྱིས་སྤྱི་ཁྱབ་དེ་གིས་ གཤམ་ལུ་བཀོད་པའི་དམིགས་བསལ་གྱི་བཅུག་སྡེ་དང་ལས་སྡེ་ཚུ་གི་འགོ་དཔོན་ ཚུ་གིས་ རང་མའི་མི་ཕྱིས་རྒྱབ་སའི་ས་ཁོངས་ནང་ མི་ཕྱིས་རྒྱབ་ནི་དགོས་དོན་ལུ་ ཕན་ཚུན་གསལ་འབད་ དགོས་ཡིན།

ག། དག་པོའི་དམག་སྡེའི་བཀོད་འདོམས་འགོ་དཔོན་ཚུ།

ཁ། མི་གཅིག་ཁར་བསྐྱུས་ཏེ་ཡོད་པའི་ཆོས་སྡེ་དང་ ཤེས་རིག་ སྤྱན་ཁང་ ལས་ཁང་ བཅོམ་ ཁང་ ཡང་ན་ མི་མང་དང་དགེ་སྦྱོར་གྱི་བཅུག་སྡེ་ཚུ་གི་འགོ་དཔོན།

ག། བཟའ་ཁང་ཚུ་དང་མགོན་ཁྱིམ་ སྤྱོད་ཁང་ཚུ་གི་གཙོ་འཛིན་པ་ཚུ་ལམ་ཇོ་བདག་ཚུ།

ང་ ཆོང་ལས་དང་བཅུག་སྡེའི་གཞི་རྟེན་ཚུ་གི་གཙོ་འཛིན་པ་ཚུ།

(༢) མི་ཕྱིས་སྤྱི་ཁྱབ་དེ་གིས་ རྫོང་ཁག་ཚུ་གི་ནང་འཁོད་ ཞིབ་ཕྱིས་བརྒྱབ་ནི་དང་ ཞིབ་ཕྱིས་ཀྱི་སྤྱན་ལུ་བསྐྱུས་ སྤྱི་ཁྱབ་འབད་ནིའི་ནང་ རྫོང་བདག་ཚུ་ལུ་ལམ་སྟོན་དང་བཞུགས་ཏེ་གཤམ་འབད་དགོ།

(༣) མི་ཕྱིས་སྤྱི་ཁྱབ་དེ་གིས་ རྫོང་བདག་ཚུ་ལུ་ ཁོང་གིས་ འོས་འབབ་ལྟར་པའི་མི་ངོ་ཚུ་ མི་ཕྱིས་བརྒྱབ་

མི་དང་བལྟ་ཉླ་འབད་མི་འགན་སྲུ་ འདེམས་བསྐོ་འབད་ནི་དབང་ཆ་སྤྱོད་དགོཔ་དང་ མི་ངོ་དེ་ཚུ་ལུ་
མི་ཕྱིས་ལམ་ལུགས་དང་འབྲེལ་ཏེ་ ལཱ་འབད་དགོཔ་འི་འགན་ཁུར་ཕོག་པ་ཨིན། དེ་བཞིན་འདེམས་བསྐོ་
གྲུབ་ཡོད་པའི་བདེན་ཁུངས་བཏོན་ནི་གི་དོན་ལུ་ རྫོང་བདག་དང་ ཡང་ན་རྫོང་བདག་གིས་དབང་ཆ་བཀོད་
པའི་དབང་འཛིན་གང་རུང་གིས་ལག་བྱེས་བཀོད་པའི་བྲིས་ཐོག་གི་གསལ་བསྒྲགས་ཅིག་ངེས་པར་དགོ།

- (༥) མི་ཕྱིས་བརྒྱབ་མི་ཁོ་མོ་གང་རུང་དེ་གིས་ ཁོ་མོ་རང་སོ་ལུ་བཀོད་གྲུབ་པའི་ས་ཁོངས་དང་འབྲེལ་བའི་མི་
ཕྱིས་བརྒྱབ་ནི་དེ་ཤོག་ནང་བཀོད་པའི་བྲི་བ་ཚུ་ ཆ་མཉམ་བྱེ་ཞིབ་འབད་དགོ།

3 ལན་འདེབས་འབད་མི་འགན་ཁུར་དང་གནས་ཚུལ་བསྒྲུ་ལེན་འབད་ཐངས།

མི་ཕྱིས་བརྒྱབ་མི་དེ་གིས་ ཁོ་མོ་རང་སོ་ལུ་བཀོད་གྲུབ་པའི་ས་ཁོངས་དང་འབྲེལ་བའི་བྲི་ཤོག་ནང་ཡོད་པའི་བྲི་བ་ཚུ་
བྱེ་ཞིབ་འབད་ཐང་ གླེ་གྲུ་ཆ་མཉམ་གྱིས་ དེ་ཚུ་འཕེན་འདེབས་འབད་དགོཔ་འི་འགན་ཁུར་ཕོག། མི་ཕྱིས་བརྒྱབ་མི་
ག་ར་གིས་ ཁོང་རང་མི་ཕྱིས་བརྒྱབ་མི་ཅིག་ཨིན་པའི་ངོ་སྤྱོད་འབད་དགོ།

- (༡) ལན་འདེབས་འབད་མི་ག་ར་གིས་ རང་སེའི་ཤེས་མཐོང་དང་བསམ་འཆར་དང་བསྟན་ཏེ་ བྲི་བ་ཆ་མཉམ་
གྱི་ལེན་འདེབས་འབད་དགོཔ་འདི་ ཁྲིམས་འབྲེལ་གྱི་འགན་ཁུར་ཅིག་ཨིན།

- (2) ལན་འདེབས་འབད་མི་ག་ར་གིས་ མི་ཕྱིས་འགོ་དཔོན་ཚུ་དང་མི་ཕྱིས་བརྒྱབ་མི་ཚུ་ མི་ཕྱིས་བརྒྱབ་ནི་གི་
དོན་ལས་ དགོས་མཁོ་ཡོད་པ་ཅིན་ ཁོང་རའི་སྤྱོད་གནས་ས་ཁོངས་ཚུ་ནང་ འོང་འཛུལ་འབད་བཅུག་
དགོ། དེ་མ་ཆད་ མི་ཕྱིས་འགོ་དཔོན་ཚུ་དང་མི་ཕྱིས་བརྒྱབ་མི་ཚུ་གིས་ ཁོང་གི་སྤྱོད་ཁྲིམ་གྲུར་ མི་
ཕྱིས་བརྒྱབ་ནི་དོན་ལུ་ དགོས་དོན་ཆེ་བའི་ཡིག་གུ་འམ་བརྒྱུ་ལྷན་ ཡང་ཡིག་ལ་སོགས་པའི་ཆོན་
རྟགས་བཀལ་ནི་འམ་བརྒྱུ་དོན་སྤྱོད་ལུ་ འབད་བཅུག་དགོ།

- (3) མི་ཕྱིས་འགོ་དཔོན་དང་མི་ཕྱིས་བརྒྱབ་མི་ཚུ་ འོང་འཛུལ་འབད་མ་བཅུག་པའམ་ ཡང་ན་ མི་ཕྱིས་ཀྱི་
དོན་ལུ་ ཁོང་གི་སྤྱོད་ཁྲིམ་གྲུར་བྲིས་བའམ་སྤྱོད་པའི་ཡིག་གུ་དང་བརྒྱུ་ལྷན་ ཡང་ཡིག་ཚུ་སྤྱོད་བཀོག་
བ་ བྲིས་བསྒྲུབ་འབད་བ་ བསྒྲུར་བཅོས་འབད་བ་ ཡང་ན་མེད་པ་བཏང་བ། ཡང་ན་

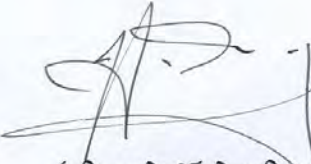
- (༥) ཤེས་ཞིང་མཐོང་ཞིང་བརྒྱན་ལེན་སྤྱོད་དང་ རང་སེའི་ཤེས་མཐོང་དང་བསམ་འཆར་ངེས་བདེན་གྱི་ཐོག་
ལས་ ལན་འདེབས་མ་འབད་བ་ ཡང་ན་ཁོ་མོ་རང་རུང་གིས་ ཁྲིམས་མཐུན་ལན་འདེབས་འབད་དགོ།

པའི་མི་ཕྱི་མ་འགོ་དཔོན་གྱི་ཐེ་བ་བཀོད་མི་ལུ་ ལན་འདེབས་མ་འབད་བ་ཅིན་ དེ་ཚུ་ཁྱིམ་མཉམ་ལཱ་གི་
གངས་སུ་རྒྱུད་པ་ཨིན།

དེ་ཡང་ ལན་འདེབས་འབད་མི་ཆ་མཉམ་གྱིས་ ཆ་གས་སམ་ཐིལ་པོར་བཀོད་པའི་རང་སོའི་གནས་ཚུལ་ཚུ་ དཔེ་བསྟན་
འབད་ནི་དང་ ཡང་ན་སྤྱི་བཟོ་མས་ཀྱི་དོན་ལུ་ ལག་ལེན་འཐབ་ནི་ཨིན་པའི་བརྟེན་འབད་དེ་ཡོད། ལན་འདེབས་འབད་མི་
དེ་ལས་འཐོབ་པའི་གཞི་དོན་གནས་ཚུལ་ཚུ་ གསལ་བ་དམ་དམ་གྱི་ཐོག་ལུ་བཞག་དགོཔ་དང་ གནས་སྤངས་གཅིའི་འོག་ལུ་
ཡང་ མི་ངོ་གང་རུང་དེ་གི་རྒྱབ་འགལ་ལུ་ ཁྱིམ་གྱི་ཉེས་ཆད་བཀལ་ནི་གི་དོན་ལུ་ འདི་བཟུམ་མིའི་གནས་ཚུལ་ཚུ་ ལག་
ལེན་འཐབ་མི་ཆོག།

དེ་འབད་མཁའ་ས་ ལས་དོན་འདི་ ལྷག་པར་གྱི་གཤམ་ཅན་ཅིག་ཨིན་མ་བཞིན་དུ་ མི་ཁྲུངས་དང་སྤྱི་ཚུ་ཚང་མས་མཉམ་འབྲེལ་
ཐིལ་པོའི་རྒྱབ་སྐྱོར་ཕུལ་གནང་དགོ།

འཛིན་སྐྱོང་བཀའ་རྒྱའདི་ འབྲུག་གི་མི་སེར་དང་སྤྱི་ཚུ་ཡོངས་ལུ་བྱུང་ནི་ཨིན་པར་ སྤྱི་ལོ་ ༢༠༠༥ ཅན་མའི་མི་ཕྱི་མ་ལས་
དོན་འདི་ འགོ་བཙུགས་པའི་ཉེན་མ་ལས་ ཆ་འཛིན་ལག་ལེན་གྲུབ་དགོཔ་པའི་བཀའ་རྒྱ་གནང་བར་དགོ། ཞེས་རང་ལུགས་
གནས་ལོ་ཤིང་པོ་སྤྱི་ལོ་ལྷ་ ༧ པའི་ཆོས་ ༡ ལུ་ལས་ སྤྱི་ལོ་ ༢༠༠༥ ལྷ་ ༤ པའི་ཆོས་ ༡༧ ལུ་
སྤྱི་ལཱ།


(འཛིན་སྐྱོང་མེད་འོད་ཟེར་འཕྲིན་ལས་)
མིང་སྟོན།

འདྲེན་

- ༡ མི་ཐོ་ཁྱིམ་སྤྱི་སྟོན་པོ་མཆོག་ལུ།
- ༢ ལྷན་ཁག་དང་ལས་ཁུངས་ སྤེ་ཆན་ རྫོང་ཁག་ རང་སྐྱོང་ལས་འཛིན་ཆ་མཉམ་གྱི་འགོ་དཔོན་ཚུ་ལུ།
- ༣ སྤྱི་རྒྱལ་ལུ་ཡོད་པའི་གཞུང་ཆབ་ཡིག་ཆོང་དང་དོན་གཅོད་སྐྱོ་ཆབ་ཡིག་ཆོང་ཚུ་ལུ།
- ༤ ཚུ་མ་སྤྱི་གཤམ་སྤྱི་བྱུང་ ཀུན་གསལ་རང་སྐྱོང་ལས་འཛིན་ ཀུན་གསལ་ནང་གསལ་བསྟགས་འབད་ཆེད།
- ༥ འབྲུག་རྒྱུད་བསྟགས་ལས་འཛིན་གྱི་འཛིན་སྐྱོང་མེད་ཆེན་ལུ་ རྒྱུད་མཐོང་དང་རྒྱུད་ཐོས་ལས་རྒྱུད་བསྟན་འབད་ཆེད།



PRIME MINISTER

དཔལ་ལྷན་འབྲུག་གཞུང་།
ROYAL GOVERNMENT OF BHUTAN

COM/04/04/ 133

17 August 2004

EXECUTIVE ORDER

The Royal Government is undertaking Population and Housing Census of Bhutan based on international standard and procedures with the objective to collect, process and produce population data and basic housing information for various administrative and planning purposes. This census shall take count of all persons living in the country on the days of census, irrespective of nationality.

The Royal Government is pleased to notify that the Office of the Census Commissioner shall carry out the Population and Housing Census in May 2005 to obtain accurate and other important characteristics of the population.

I. Title and Pronouncement

1. The census shall be called, "The Population and Housing Census of Bhutan (PHCB), 2005".
2. The Office of the Census Commissioner shall carry out the census under the overall guidance and advice of the National Census Committee (NCC).
3. A technical committee, viz "Population Census Technical Committee" shall provide technical support to the Office of the Census Commissioner and Central Census Office.
4. The Office of the Census Commissioner shall, by an official notification, announce the dates for the conduct of the Population Census, 2005.



PRIME MINISTER

དཔལ་ལྷན་འབྲུག་གཞུང་།
ROYAL GOVERNMENT OF BHUTAN

5. As approved by the 82nd Session of the National Assembly two days shall be declared as national holidays during which all are requested to remain in their respective places of residence/institutions.

II. Power of the Census Commissioner and Census Officers

1. The Census Commissioner may appoint the heads of the following special institutions/organization establishment for the purpose of census enumeration in their own Enumeration Areas.
 - a. Commanding Officers of the armed forces;
 - b. Persons in charge of religious, educational, hospital, workhouse, prison, or of any public and charitable institutions in which people live collectively;
 - c. Managers or owners of hotels, guesthouses, boarding houses or lodging houses; and
 - d. Managers of commercial or institutional establishments.
2. The Census Commissioner shall guide and supervise dzongdas in conducting the census within the dzongkhags and in computation of enumeration results.
3. The Census Commissioner shall authorize dzongdas to appoint suitable persons as census enumerators and supervisors and such persons shall be bound to serve accordingly. A declaration in writing, signed by dzongda or any authority authorized by dzongda shall be conclusive proof of such appointment.



དཔལ་ལྷན་འབྲུག་གཞུང་།
ROYAL GOVERNMENT OF BHUTAN

PRIME MINISTER

4. An enumerator shall ask all questions listed in the census questionnaires of all persons within the limits of the local area for which he/she is appointed.

III. Duties of Respondents and Treatment of Information

All persons shall be obliged to answer all questions listed in the census questionnaires asked by an enumerator within the limits of the local area for which he/she is appointed. All enumerators shall identify themselves with proof of appointment.

1. Every respondent shall be legally bound to answer all questions to the best of his/her knowledge or belief.
2. Every respondent shall allow census officers and enumerators such access and entry to their premises as may be required for the purpose of the census. They shall allow such officers/enumerators to paint on, affix to, on their houses such letters, marks or numbers as may be necessary for the purpose of the census.
3. Refusal to give access to the census officers and enumerators or removal, obliteration, alteration or damage of any letters, marks or numbers which have been printed or affixed on their houses for the purpose of census, or
4. Intentional false responses and refusal to answer to the best of ones knowledge or belief, any question asked of him/her by a census officer which he/she is legally bound to answer, shall be deemed as legal offence.

It is informed that all personal information furnished in part or whole by all respondents shall be published or used only in aggregated forms. All primary information obtained from respondent shall be held under strict



དཔལ་ལྷན་འབྲུག་གཞུང་།
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confidentiality and, under no circumstances, will any part of such information be used for legal and punitive action against any person.

In view of the importance of this undertaking, all citizens and residents must give full cooperation.

This order shall be binding on all the people/persons living in Bhutan on the days of the census for the purpose of taking population census, 2005.

(Jigmi Y. Thinley)

Circulation to:

1. The Hon'ble Chief Justice of Bhutan.
2. All the Heads of Ministries, Departments, Divisions, Dzongkhags and Corporations.
3. Embassies and Missions of Bhutan abroad.
4. The Managing Director, Kuensel Corporation - for advertisement in the Kuensel.
5. The Executive Director, BBS - for broadcasting through television and radio.

ANNEXURE II: COMPOSITION OF THE NCC & COMPOSITION OF THE PCTC OF BHUTAN

National Census Committee of Bhutan (NCC) for Population & Housing Census

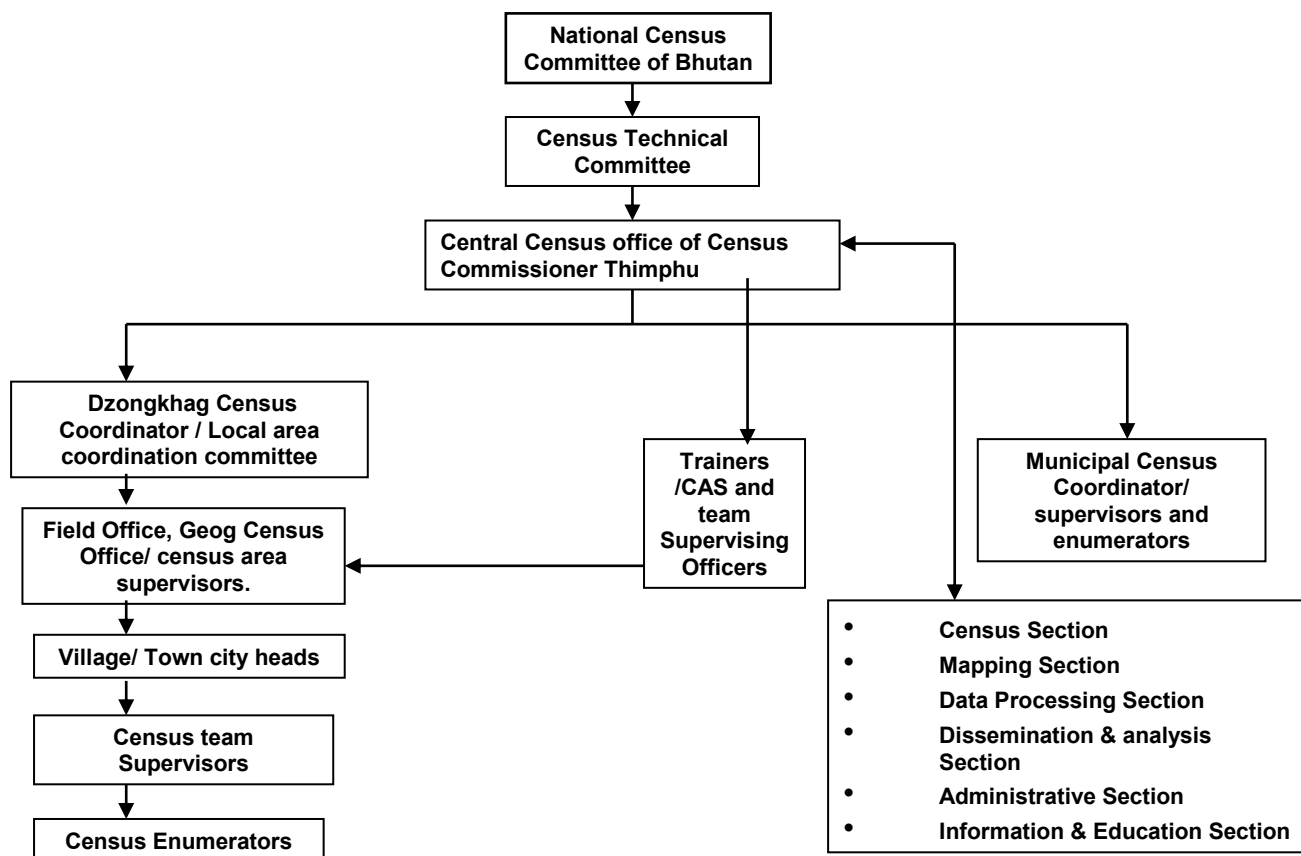
1.	H.E. the Minister for Home & Cultural Affairs,	Chairman
2.	H.E. the Minister for Labour & Human Resources	Vice Chairman
3.	Hon'ble Secretary, Agriculture Ministry	Member
4.	Hon'ble Secretary, Education Ministry	Member
5.	Hon'ble Secretary, Health Ministry	Member
6.	Hon'ble Secretary, Works and Human Settlement	Member
7.	Hon'ble Census Commissioner	Member Secretary

Population Census Technical Committee (PCTC) Members

1.	Hon'ble Census Commissioner	Chairman
2.	Head of Cadastral	Member
3.	Two Demographers (NSB)	Member
4.	Administrative & Finance Head	Member
5.	Two data Analyser	Member
6.	Director, NSB	Member
7.	Chief Demographer	Member Secretary

ANNEXURE III: FIELD LEVEL CENSUS ORGANIZATION

Population & Housing Census Organisation Chart



ANNEXURE IV: AGE CONVERSION RATE

AGE CONVERSION CHART (LOTA)

Iron Rat 1900	Water Rat 1912	Wood Rat 1924	Fire Rat 1936	Earth Rat 1948	Iron Rat 1960	Water Rat 1972	Wood Rat 1984	Fire Rat 1996
105	93	81	69	57	45	33	21	9
Iron Ox 1901	Water Ox 1913	Wood Ox 1925	Fire Ox 1937	Earth Ox 1949	Iron Ox 1961	Water Ox 1973	Wood Ox 1985	Fire Ox 1997
104	92	80	68	56	44	32	20	8
Water Tiger 1902	Wood Tiger 1914	Fire Tiger 1926	Earth Tiger 1938	Iron Tiger 1950	Water Tiger 1962	Wood Tiger 1974	Fire Tiger 1986	Earth Tiger 1998
103	91	79	67	55	43	31	19	7
Water Rabbit 1903	Wood Rabbit 1915	Fire Rabbit 1927	Earth Rabbit 1939	Iron Rabbit 1951	Water Rabbit 1963	Wood Rabbit 1975	Fire Rabbit 1987	Earth Rabbit 1999
102	90	78	66	54	42	30	18	6
Wood Dragon 1904	Fire Dragon 1916	Earth Dragon 1928	Iron Dragon 1940	Water Dragon 1952	Wood Dragon 1964	Fire Dragon 1976	Earth Dragon 1988	Iron Dragon 2000
101	89	77	65	53	41	29	17	5
Wood Snake 1905	Fire Snake 1917	Earth Snake 1929	Iron Snake 1941	Water Snake 1953	Wood Snake 1965	Fire Snake 1977	Earth Snake 1989	Iron Snake 2001
100	88	76	64	52	40	28	16	4
Fire Horse 1906	Earth Horse 1918	Iron Horse 1930	Water Horse 1942	Wood Horse 1954	Fire Horse 1966	Earth Horse 1978	Iron Horse 1990	Water Horse 2002
99	87	75	63	51	39	27	15	3
Fire Sheep 1907	Earth Sheep 1919	Iron Sheep 1931	Water Sheep 1943	Wood Sheep 1955	Fire Sheep 1967	Earth Sheep 1979	Iron Sheep 1991	Water Sheep 2003
98	86	74	62	50	38	26	14	2
Earth Monkey 1908	Iron Monkey 1920	Water Monkey 1932	Wood Monkey 1944	Fire Monkey 1956	Earth Monkey 1968	Iron Monkey 1980	Water Monkey 1992	Wood Monkey 2004
97	85	73	61	49	37	25	13	1
Earth Bird 1909	Iron Bird 1921	Water Bird 1933	Wood Bird 1945	Fire Bird 1957	Earth Bird 1969	Iron Bird 1981	Water Bird 1993	Wood Bird 2005
96	84	72	60	48	36	24	12	0
Iron Dog 1910	Water Dog 1922	Wood Dog 1934	Fire Dog 1946	Earth Dog 1958	Iron Dog 1970	Water Dog 1982	Wood Dog 1994	
1910	83	71	59	47	35	23	11	
Iron Pig 1911	Water Pig 1923	Wood Pig 1935	Fire Pig 1947	Earth Pig 1959	Iron Pig 1971	Water Pig 1983	Wood Pig 1995	
1911	82	70	58	46	34	22	10	

AGE CONVERTED FROM BHUTANESE CALENDAR TO ENGLISH CALENDAR FOR THE YEAR 2005

ལྔ	རྩེད	ཕག	གྲི	བྱ	སྦུང	ལྷག	རྩྭ	སྦྱང	རྩྭག	ལྔ	སྦྱག
Bull	Rat	Pig	Dog	Bird	Monkey	Sheep	Horse	Snake	Dragon	Rabbit	Tiger
				0	1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29	30	31
32	33	34	35	36	37	38	39	40	41	42	43
44	45	46	47	48	49	50	51	52	53	54	55
56	57	58	59	60	61	62	63	64	65	66	67
68	69	70	71	72	73	74	75	76	77	78	79
80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103
104	105	106	107	108	109	110	111	112	113	114	115

AGE CONVERSION IN LHOTSHAM YEAR

Lhotsham Year	English Calendar	Age of Person
May (2062)	2005	0
2061	2004	1
2060	2003	2
2059	2002	3
2058	2001	4
2057	2000	5
2056	1999	6
2055	1998	7
2054	1997	8
2053	1996	9
2052	1995	10
2051	1994	11
2050	1993	12
2049	1992	13
2048	1991	14
2047	1990	15
2046	1989	16
2045	1988	17
2044	1987	18
2043	1986	19
2042	1985	20
2041	1984	21
2040	1983	22
2039	1982	23
2038	1981	24
2037	1980	25
2036	1979	26
2035	1978	27
2034	1977	28
2033	1976	29
2032	1975	30
2031	1974	31
2030	1973	32
2029	1972	33
2028	1971	34
2027	1970	35
2026	1969	36
2025	1968	37

Lhotsham Year	English Calendar	Age of Person
2022	1965	40
2021	1964	41
2020	1963	42
2019	1962	43
2018	1961	44
2017	1960	45
2016	1959	46
2015	1958	47
2014	1957	48
2013	1956	49
2012	1955	50
2011	1954	51
2010	1953	52
2009	1952	53
2008	1951	54
2007	1950	55
2006	1949	56
2005	1948	57
2004	1947	58
2003	1946	59
2002	1945	60
2001	1944	61
2000	1943	62
1999	1942	63
1998	1941	64
1997	1940	65
1996	1939	66
1995	1938	67
1994	1937	68
1993	1936	69
1992	1935	70
1991	1934	71
1990	1933	72
1989	1932	73
1988	1931	74
1987	1930	75
1986	1929	76
1985	1928	77

2024	1967	38
2023	1966	39

1984	1927	78
1983	1926	79

Lhotsham	English	Age of
Year	Calendar	Person
1982	1925	80
1981	1924	81
1980	1923	82
1979	1922	83
1978	1921	84
1977	1920	85
1976	1919	86
1975	1918	87
1974	1917	88
1973	1916	89
1972	1915	90
1971	1914	91
1970	1913	92
1969	1912	93

Lhotsham	English	Age of
Year	Calendar	Person
1968	1911	94
1967	1910	95
1966	1909	96
1965	1908	97
1964	1907	98
1963	1906	99
1962	1905	100
1961	1904	101
1960	1903	102
1959	1902	103
1958	1901	104
1957	1900	105
1956	1899	106
1955	1898	107

ANNEXURE V: SAMPLE CENSUS FORM PHC-1

FORM PHC-1: LISTING FORM				 ROYAL GOVERNMENT OF BHUTAN POPULATION AND HOUSING CENSUS, BHUTAN 2005		CONFIDENTIAL							
PAGE <u>1</u> OF <u>2</u>													
GENERAL INSTRUCTIONS ONE PHC-1 FORM IS GENERALLY FOR ONE EA PLEASE FILL IN NEATLY AND LEGIBLY, ESPECIALLY NUMBERS USE CLEAN ERASERS WHEN MAKING CORRECTIONS DO NOT WRITE UNNECESSARY REMARKS OR FOLD FORM				GEOGRAPHIC IDENTIFICATION PARTICULARS I: DZONGKHAG (Name) <u>Punakha</u> <u>20</u> II: GEWOG/TOWN (Name) <u>Goen Shari</u> <u>2002</u> III: CHIWOG (Name)/ BLOCK <u>Shari Yola</u> <u>03</u> IV: ENUMERATION AREA <u>01</u> V: DESCRIBE EA BOUNDARY (write in the box) <u>Kunu Kam chu in North, Rigsho Goempa in East, Gap Gang in the South and Cultivation Unit in the West.</u> VI: VILLAGE / BLOCK NAME <u>1 Yabo</u> <u>2 Barimo</u> <u>3</u> <u>4</u>									
				VII: TIME TAKEN FROM DZONGKHAG HEADQUARTER TO ROADHEAD (HR/MN) <u>0003</u> VIII: TIME TAKEN FROM APPROACH ROADHEAD TO GEWOG CENTRE (HR/MN) <u>0130</u> IX: TIME TAKEN TO TRAVEL FROM GEWOG CENTRE TO THIS EA (HR/MN) <u>0130</u> X: TIME TAKEN TO COMPLETE LISTING WITHIN THIS EA (HR/MN) <u>0900</u>									
SL. No	VILLAGE CODE/ BLOCK CODE	SL. NO OF STRUCTURE	SL. NUMBER OF CENSUS HOUSE	PURPOSE FOR WHICH CENSUS HOUSE IS USED (Use Code)	SL. NUMBER OF HOUSEHOLD (Only for codes 01-09 in col. 5. For codes 00-10 leave blank)	NAME OF HOUSEHOLD HEAD	TOTAL MEMBERS			MEMBERS CURRENTLY PRESENT	MEMBERS AWAY BUT WITHIN BHUTAN	MEMBERS AWAY OUT OF COUNTRY	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	MALE (8)	FEMALE (9)	TOTAL (10)	(11)	(12)	(13)	(14)
1	01	01	01	01	01	Ugyen Lam	001	002	003	003	000	000	
2	01	02	02	01	02	Kencho	001	000	001	001	000	000	
3	01	02	03	19	+								
4	01	03	04	01	03	Kencho om	000	001	001	001	000	000	
5	01	04	05	01	04	Nima Dorji	001	000	001	001	000	000	
6	01	04	05	01	05	Jowo	001	000	001	001	000	000	
7	01	05	06	10	+								Rigso Goempa.
8	01	06	07	10	+								Damchen Lhakhang
9	01	07	08	01	06	Pashu Pengin	001	000	001	001	000	000	
10	01	07	09	01	07	Pem Dorji	002	001	003	003	000	000	
11	01	08	10	10	+								
12	01	09	11	01	08	Tshokky	002	000	002	002	000	000	
13	01	10	12	14	+								Tsephu Lhakhang
14	01	11	13	14	+								"
15	01	12	14	01	09	Bewang Penjor	001	000	001	001	000	000	
16	01	13	15	19	+								
17	01	14	16	01	10	Thinley	002	003	005	005	000	000	
18													
19	02	15	17	13	+								
20	02	16	18	19	+								
21	02	17	19	01	11	Gembo Pengin	003	002	005	005	000	000	
22	02	18	20	13	+								
23	02	19	21	01	12	Dem	002	003	005	005	000	000	
24	02	20	22	01	13	Dem	001	004	005	005	000	000	
25	02	20	23	01	14	Namgyal Pengin	001	000	001	001	000	000	
26	02	21	24	01	15	Yeshey Zam	005	003	008	008	000	000	
27	02	21	24	01	16	Kimley om	004	003	007	007	000	000	
28	02	22	25	01	17	Parang	001	001	002	002	000	000	
29	02	23	26	01	18	Choden	000	001	001	001	000	000	
30	02	24	27	01	19	Ugyen Pem	001	005	006	006	000	000	
(A) TOTAL.....		24	27		19	(C) TOTAL HOUSEHOLD POPULATION.....		0030	0029	0059	059	000	000
(B) VACANT....				03		(D) TOTAL INSTITUTIONAL POPULATION.....							
						(E) TOTAL POPULATION.....							
I certify that the information were obtained by me personally. Date:/...../..... (ENUMERATOR'S NAME, SIGNATURE) (SUPERVISOR NAME, SIGNATURE) (CHUPEN/MANGMEE/TSHOKPA, SIGNATURE)													

Note: Col. (6) Please see reverse page for codes of purposes for which census house is use

FORM PHC-1: LISTING FORM



ROYAL GOVERNMENT OF BHUTAN

CONFIDENTIAL

POPULATION AND HOUSING CENSUS, BHUTAN 2005

PAGE 2 OF 2

GENERAL INSTRUCTIONS

- ONE PHC-1 FORM IS GENERALLY FOR ONE EA
- PLEASE FILL IN NEATLY AND LEGIBLY, ESPECIALLY NUMBERS
- USE CLEAN ERASERS WHEN MAKING CORRECTIONS
- DO NOT WRITE UNNECESSARY REMARKS OR FOLD FORM

GEOGRAPHIC IDENTIFICATION PARTICULARS

I: DZONGKHAG (Name) Punakha 20
 II: GEWOG/TOWN (Name) Goen Shari 2002
 III: CHIWOG (Name) BLOCK Shari Joba 03
 IV: ENUMERATION AREA 01
 V: DESCRIBE EA BOUNDARY (write in the box)
Kumi Kam Chu in North, Right Ho Goempa in East, Gap Chang in the South and Cultivation unit in the West.
 VI: VILLAGE / BLOCK NAME: 1 Joba 2 Borimo 3 4

VII: TIME TAKEN FROM DZONGKHAG HEADQUARTER TO ROADHEAD (HR/MN) 0003
 VIII: TIME TAKEN FROM APPROACH ROADHEAD TO GEWOG CENTRE (HR/MN) 0130
 IX: TIME TAKEN TO TRAVEL FROM GEWOG-CENTRE TO THIS EA (HR/MN) 0130
 X: TIME TAKEN TO COMPLETE LISTING WITHIN THIS EA (HR/MN) 0900

SL. No	VILLAGE CODE/ BLOCK CODE	SL. NO OF STRUCTURE	SL. NUMBER OF CENSUS HOUSE	PURPOSE FOR WHICH CENSUS HOUSE IS USED (Use Code)	SL. NUMBER OF HOUSEHOLD (Only for codes 01-08 in col. 5. For codes 09-19 leave blank)	NAME OF HOUSEHOLD HEAD	TOTAL MEMBERS			MEMBERS CURRENTLY PRESENT	MEMBERS AWAY BUT WITHIN BHUTAN	MEMBERS AWAY OUT OF COUNTRY	REMARKS
							MALE	FEMALE	TOTAL				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1	02	25	28	01	20	Om	000	001	001	001	000	00	
2	02	26	29	01	21	Phuba	001	003	004	002	001	01	
3	02	27	30	13	-								
4	02	28	31	01	22	Rinchen	001	003	004	003	001	00	
5	02	29	32	13	-								
6	02	30	33	01	23	Ugyen Dorji	003	003	006	003	000	03	
7	02	31	34	01	24	Gem Dorji	002	002	004	003	001	00	
8	02	32	35	01	25	Gem Gyatse	001	004	005	002	002	01	
9	02	33	36	13	-								
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
(A) TOTAL		33	36		25	(C) TOTAL HOUSEHOLD POPULATION	0038	0045	0083	073	005	06	
(B) VACANT				03	10	(D) TOTAL INSTITUTIONAL POPULATION		0					
						(E) TOTAL POPULATION	83						

I certify that the information were obtained by me personally.

Date: 15/11/04

(ENUMERATOR'S NAME, SIGNATURE) Dorji Phuntsho

(SUPERVISOR NAME, SIGNATURE) Tani

(CHUPEN/MANGMEE/TSHOKPA, SIGNATURE)

Note: Col. (8) Please see reverse page for codes of purposes for which census house is use

PHC, BHUTAN 2005

FORM PHC-1: LISTING FORM		ROYAL GOVERNMENT OF BHUTAN POPULATION AND HOUSING CENSUS, BHUTAN 2005		CONFIDENTIAL									
DE [] OF [] GENERAL INSTRUCTIONS: THIS FORM IS FOR THE GENERAL POPULATION PLACES WITH NATURAL AND PERSONAL SETTLEMENTS USED BY ALL MEMBERS WITH VARIOUS COORDINATES		I. DZONGKHAG (Name) <u>Punakha</u> II. GEOWGOTWON (Name) <u>Goen Shari</u> III. GEOWOOD (Phemey) BLOCK <u>Shari Yaba</u> IV. ENUMERATION AREA _____ V. DESCRIBE EA BOUNDARY (write in the box) <u>Kham Kam chu in North, Rigsho Gacampa in east, Kap Gang in the South and Cultural Division Unit in the West.</u> VI. VILLAGE / BLOCK NAME: <u>Yabo</u> <u>Tsotimo</u> _____ _____		VII. TIME TAKEN FROM DZONGKHAO HEADQUARTER TO ROADHEAD (HRS/MINS) VIII. TIME TAKEN FROM APPROACH ROADHEAD TO GEOWOD CENTRE (HRS/MINS) IX. TIME TAKEN TO TRAVEL FROM GEOWOD CENTRE TO THIS EA (HRS/MINS) X. TIME TAKEN TO COMPLETE LISTING WITHIN THIS EA (HRS/MINS)									
				0 0 0 2 0 1 3 0 0 1 2 0 0 9 0 0									
VILLAGE CODE BLOCK CODE	SL NO OF STRUCTURE	SL NUMBER OF CENSUS HOUSE	PURPOSE FOR WHICH CENSUS HOUSE IS USED (Use Code)	SL NUMBER OF HOUSEHOLD (Only for census 20-04 to 20-05 & from census 20-10 to 20-11)	NAME OF HOUSEHOLD HEAD	TOTAL MEMBERS			MEMBERS CURRENTLY PRESENT	MEMBERS AWAY BUT WITHIN BHUTAN	MEMBERS AWAY OUT OF COUNTRY	REMARKS	
(2)	(3)	(4)	(5)	(6)	(7)	MALE	FEMALE	TOTAL	(11)	(12)	(13)	(14)	
01	01	01	01	01	Ugyen Lam	00	10	00	03	00	00	00	
01	02	02	01	02	Kencho	00	10	00	01	00	00	00	
01	02	03	19	-									
01	03	04	01	03	Kencho om	00	00	01	00	01	00	00	
01	04	05	01	04	Nima Dorji	00	10	00	00	01	00	00	
01	04	05	01	05	Jowo	00	10	00	00	01	00	00	
01	05	06	10	-									Rigso Gacampa
01	06	07	10	-									Damechen Lhakpa
01	07	08	01	06	Tashi Tenzin	00	10	00	00	01	00	00	
01	07	09	01	07	Pem Dorji	00	02	00	01	00	03	00	00
01	08	10	10	-									
01	09	11	01	08	Tshoky	00	02	00	00	00	02	00	00
01	10	12	14	-									Tsephu Lama
01	11	13	14	-									"
01	12	14	01	09	Kewang Dorjor	00	10	00	00	00	01	00	00
01	13	15	19	-									
01	14	16	01	10	Thinley	00	02	00	03	00	05	00	00
02	15	17	13	-									
02	16	18	19	-									
02	17	19	01	11	Gembo Rinjin	00	03	00	02	00	05	00	00
02	18	20	13	-									
02	19	21	01	12	Dem	00	02	00	03	00	05	00	00
02	20	22	01	13	Demar	00	01	00	04	00	05	00	00
02	20	23	01	14	Namgyal Tenzin	00	01	00	00	00	01	00	00
02	21	24	01	15	Yeshey Zam	00	05	00	03	00	08	00	00
02	21	24	01	16	Kinley om	00	04	00	03	00	07	00	00
02	22	26	01	17	Parang	00	01	00	01	00	02	00	00
02	23	26	01	18	Choden	00	00	00	01	00	01	00	00
02	24	27	01	19	Ugyen Pem	00	01	00	05	00	06	00	00
I TOTAL	24												

Note: Col. (5) Please see reverse page for codes of purposes for which census house is used

— N h h

Note: Col. (5) Please see reverse page for codes of purposes for which census house is used

ANNEXURE VI: SAMPLE CENSUS FORM PHCB-2A

FORM PHCB-2A: HOUSEHOLD LIST UPDATE										ROYAL GOVERNMENT OF BHUTAN										CONFIDENTIAL									
Write Numbers in Arabic Numerals Only										POPULATION AND HOUSING CENSUS, BHUTAN 2005																			
GENERAL INSTRUCTIONS										GEOGRAPHICAL IDENTIFICATION PARTICULARS																			
<p>ONE PHCB-2A FORM IS GENERALLY FOR ONE EA</p> <p>PLEASE FILL IN NEATLY AND LEGIBLY, ESPECIALLY NUMBERS</p> <p>FILL PHCB-2A FOR STRUCTURES FOR LIVING PURPOSES</p>										<p>I: DZONGKHAG <u>Punakha</u></p> <p>II: GEWOG/TOWN <u>Goen Shari</u></p> <p>III: CHIWOG / BLOCK <u>Shari Yoba</u></p> <p>IV: ENUMERATION AREA</p>										<p>V: NAME OF VILLAGE (S) IN AN EA (FOR RURAL ONLY)</p> <p><u>Yoba</u></p> <p><u>Tsorimo</u></p>									
LINE NO.	VILLAGE CODE	STRUCTURE NUMBER	CENSUS HOUSE NUMBER	USE OF CENSUS HOUSE (See code below)	SL. NUMBER OF HOUSEHOLD	NAME OF THE HOUSEHOLD HEAD	SEX 1=MALE 2=FEMALE	AGE	REMARKS																				
1	01	001	001	01	01	Ugyen Zam	2	45																					
2	01	002	002	01	02	Kencho	1	39																					
3	01	003	004	01	03	Kencho Om	2	42																					
4	01	004	005	01	04	Nima Dorji	1	50																					
5	01	007	008	01	05	Tashi Tenzin	1	28																					
6	01	007	009	01	06	Pem Dorji	1	32																					
7	01	008	010	01	07	Nado Tshering	1	37	New household																				
8	01	009	011	01	08	Tshokey	1	31																					
9	01	012	014	01	09	Tsewang Penjor	1	51																					
10	01	014	016	01	10	Thinley	1	46																					
11																													
12	02	015	017	02	11	Kezang Wangmo	2	26	New household																				
13	02	017	019	01	12	Gembo Tenzin	1	49																					
14	02	019	021	01	13	Dem	2	62																					
15	02	020	022	01	14	Dema	2	57																					
16	02	020	023	01	15	Namgay Tenzin	1	38																					
17	02	021	024	01	16	Yeshey Zam	2	23																					
18	02	021	024	01	17	Kinley Om	2	38																					
19	02	034	037	01	18	Namgay Dorji	1	36	New structure/census house																				
20	02	022	025	01	19	Passang	1	52																					
21	02	023	026	01	20	Choden	2	43																					
22	02	024	027	01	21	Ugyen Pem	2	27																					
23	02	024	038	01	22	Bidha	2	33	New Census house																				
24	02	025	028	01	23	Om	2	23																					
25	02	026	029	01	24	Phurba	1	42																					
26	02	027	030	01	25	Kaka	1	50	New household																				
27	02	028	031	01	26	Rinchen	1	41																					
28	02	030	033	01	27	Ugyen Dorji	1	38																					
29	02	031	034	01	28	Gem Dorji	1	47																					
30	02	032	035	01	29	Gem Gyetse	1	39																					
31																													
32																													
33																													
34																													

CODES FOR COLUMN 5: USE OF CENSUS HOUSE

[01] Residence [02] Residence cum shop [03] Residence cum workshop [04] Residence cum household industry [05] Residence cum tacking [06] Residence cum other establishment [07] Residence cum office [08] Institutional household

Date: 24/05/2005

(ENUMERATOR, SIGNATURE) Kama Tshering

(SUPERVISOR, SIGNATURE) Dorji Penjore

(CHUPEN/MANGMEE/SHOKPA, SIGNATURE) Phab Dorji

Page 1 of 1

ANNEXURE VII: SAMPLE CENSUS QUESTIONNAIRE



དཔལ་ལྷན་འབྲུག་པ་ཕྱོགས་ལས་རྣམ་རྒྱལ།
Royal Government of Bhutan



Confidential

འབྲུག་གི་མི་རྒྱུས་དང་ཁྱིམ་གྱི་གྲངས་ཚུལ་ ༢༠༠༥། Population & Housing Census of Bhutan 2005

Dzongkhag	Punakha	Dzongkhag	2	0	Structure No.	0	0	1
Gewog/ Town	Goeen Shari	Gewog/ Town	2	0	Census House No.	0	0	1
		Chiwog/ Block		0	Household No.		0	1
		Village		0	Type of Household (select one)			
		Enumeration Area		0	1. Regular			
				1	2. Institution	1		
					3. Transient			

Revisit	<input checked="" type="checkbox"/>	2	3	Enumerator's Name	Karma Tshering	signature		Date - 24	/05/2005
Completed	<input checked="" type="checkbox"/>			Supervisor's Name	Dorji Penjore	signature		Date - 27	/05/2005

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FORM PHCB-2D: HOUSEHOLD INFORMATION

PART A: HOUSING CONDITIONS AND FACILITIES (NOTE: PART A: Need not be filled in for institutional households and transient population)

Circle the relevant options

APPROACH ROAD	WALL MATERIAL	ROOF MATERIAL	HOUSE OCCUPATION STATUS	NUMBER OF ROOMS	LIGHTING	COOKING FUEL	TOILET FACILITY	DRINKING WATER SOURCE	VISIT TO HEALTH FACILITY	COMMUNICATION MEDIA FACILITIES	OWNERSHIPS/ ASSETS	HAPPINESS
Distance of household from the nearest motorable road head	Main construction material of the wall	Construction material of roof	On what basis does the household occupy this house?	No. of rooms occupied by household (excluding bathroom, toilet and storeroom)	Main Source of Lighting	Circle Two Main Cooking Fuel	Toilet facility in use	Main source of drinking water supply	Did any household member attend a health facility in the past one year?	Communication facilities available in the household	Does the household own the following anywhere?	Are you happy ?
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
[1] less than 30 minutes	[1] Concrete/ Brick/Stone	[1] Concrete/ Brick/Stone	[1] Owner occupied	[1] One room	[1] Electricity	[1] Electricity	[1] Independent flush toilet inside house	[1] Piped water within house	[1] Yes	[1] Radio/Tape player	[1] Land/plot	[1] Yes
[2] 30 minutes - 1 hour	[2] CGI /Metal	[2] CGI/ Metal	[2] Rented Govt. house	[2] Two rooms	[2] Kerosene	[2] Kerosene	[2] Independent flush toilet outside house	[2] Piped water outside house	[2] No	[2] TV/Video	[2] House building	[2] No
[3] 1 - 2 hours	[3] Mud	[3] Mud	[3] Rented private house	[3] Three rooms	[3] Firewood	[3] Firewood	[3] Shared flush toilet outside house	[3] Spring/ river/pond	[1] Too far	[3] Telephone (land line)	[3] Livestock	
[4] 2 - 3 hours	[4] Wood	[4] Wood	[4] Rent free private house	[4] Four rooms	[4] Solar	[4] Solar	[4] VIDP latrine outside house	[4] Rain water	[2] No need	[4] Mobile phone	[4] Business	
[5] 3 - 4 hours	[5] Straw/ leaves	[5] Straw/ leaves	[5] Rent free govt. house	[5] Five rooms	[5] LPG	[5] LPG	[5] Long drop latrine inside house	[5] Tube well	[3] No faith	[5] Computer	[5] Vehicle	
[6] 4 - 5 hours	[6] Bamboo	[6] Bamboo	[6] Others (Specify)	[6] Six rooms	[6] Personal generator	[6] Others (Specify)	[6] Pit latrine	[6] Other (Specify)	[4] No time	[6] Internet	[6] Fridge	
[7] 5 - 6 hours	[7] Others (Specify)	[7] Slate		[7] Seven rooms	[7] Candle		[7] No toilet facility		[5] No money	[7] Others (Specify)	[7] Washing machine	
[8] More than 6 hours		[8] Others (Specify)		[8] Eight or more	[8] Others (Specify)		[8] Others (Specify)		[6] Prefer home treatment		[8] Machinery	
									[7] Transport problem		[9] Others (Specify)	
											Flour Mill	

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AGE CONVERTED FROM BHUTANESE CALENDAR TO ENGLISH CALENDAR FOR THE YEAR 2005

ལྔ	རྩི་བ	ཕག	གྲི	བྱ	ཐྱིལ	ལྷག	རྩྭ	སྦྱུང	འབྲུག	ལོ་ས	སྦྱག
Bull	Rat	Pig	Dog	Bird	Monkey	Sheep	Horse	Snake	Dragon	Rabbit	Tiger
				0	1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29	30	31
32	33	34	35	36	37	38	39	40	41	42	43
44	45	46	47	48	49	50	51	52	53	54	55
56	57	58	59	60	61	62	63	64	65	66	67
68	69	70	71	72	73	74	75	76	77	78	79
80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103
104	105	106	107	108	109	110	111	112	113	114	115

Supplementary Instructions to CENSUS ENUMERATORS

<i>GENERAL</i>	
Enumerator's Introduction	An Enumerator must always begin the interview by introducing himself/herself in the best possible manner. A good approach and proper presentation of an enumerator to every respondent is a determining factor in getting the reliable information. Clearly explain your objectives.
Enumerating Enumerators/ Supervisors	The enumerators in the field should be self enumerated in the Enumeration Areas where they spent the night during census. They should be treated as visitors and should tick code "3". This will also apply to all Gewog Census Coordinators, resource persons from OCC and other offices.
Are you happy?	Important! Ask this question right after your introduction in the beginning. Instead of (1) Yes or (2) No, now there will be 4 options - (1) Very Happy, (2) Happy, (3) Not Very Happy (4) Cannot say.
Avoid leading questions	Instead of asking, "What is your age?" do not ask "Your age must be 35 years, isn't it?".
Skip rules in the Questionnaire	Make sure to follow the skip rules in the questionnaire correctly. Check at the end of each interview that all required questions are asked to the respondent before thanking and leaving.
Locating EAs	Enumerators should use PHC-1 along with the Census Maps and take the help of Dzongkhag and local officials to locate the Enumeration Areas.
<i>PHCB-2A</i>	
Household List Update	While updating the Form PHCB-2A, do not include structures not used for living purposes (vacant, demolished, stores, temple, cowsheds, mills, watch house, etc.) during the time of census enumeration. If there are Repetitions of structure numbers, census house numbers on PHC-1, copy as it is in Form PHCB-2A and write a remark.
Faded/ missing structure/census numbers	If the structure/census number is either faded or missing, please refer to the Form PHC-1 and match with the sketch maps against the name of the head of household. If you are not able to match with PHC-1 by head of household or structure location on EA map, then, treat this structure as a NEW structure and update accordingly. Please, give remarks here!
<i>Questionnaire Cover Page</i>	
Revisits	Most of the information for this can be copied from PHCB-2A. Arrange REVISITS to the census house at a time convenient to the household. Take the help of local authorities.
<i>PHCB-2B</i>	
Household Member Listing	List the members who qualify as household member according to Census Definition and Concept explained in the Manual.
Reference Time	Never forget to refer to the reference time i.e. "00:00 hrs. 30th May 2005" , when recording the household members.

Reference Time	If a person was alive at 00:00 hrs (midnight) but died at 00:01 AM (1 minute after midnight) or after that, he/she should be included in the household member list as living and should not be listed as deceased .
	Similarly, if a child is born at 00:00 hrs (midnight) or 11:59 PM (1 minute before midnight) or before that, he/she should be included in the household member list. A child born after midnight should not be included .
Order of Listing household members	The head of the household should always be listed first , followed by the household members present, and then the members absent followed by visitors/guests.
Age	<p>An Enumerator should never record the age of a person, which was responded doubtfully by the respondent. Incase if a person doesn't know his/her age then use Age Conversion Table (Lopta).</p> <p>In case age of a member is not known by the respondent, do Probe by asking "If he/she is younger than him/her in the house" and also try to remember an important event (say Losar etc.).</p>
<i>PHCB-2C (Part A)</i>	
Disability	Disability is a sensitive question, tackle with care. Do not hurt the sentiments of the respondents.
Duration of Stay	The duration of stay is the duration IN THE CURRENT PLACE. For members OUTSIDE BHUTAN, the duration of stay is 00.
Previous residence	Important! There is a printing error here. It should read "Write the name of Dzongkhag, gewog/town of last residence if within Bhutan. And write name of country of last residence if outside Bhutan.
<i>PHCB-2C (Part B)</i>	
Can read and write in any language	If a person can read and write a simple word, say "DOG, CAT, APPLE etc." and understand it, write Yes. DO NOT CONDUCT A TEST .
Highest Grade Completed	Do not ask whether person failed or passed? Simply ask the grade completed. Studying in class 15 is still an undergraduate student.
Worked in past one week (past 7 days from the date of census)	<p>Always ask what type of work a person did during the past 7 days. Work done need not necessarily be for money. The reference time period should be kept in mind all the time while asking this question.</p> <p>Work done will include working in one's own farm (apple picking, ploughing, collecting firewood, looking after cattle etc.). BUT cooking food at home, washing clothes, pilgrimage, tourists, holiday makers etc should not be considered as a work and give Code "2" for No).</p>
<i>Your Conduct</i>	
	<ol style="list-style-type: none"> 1 Always be polite and friendly. 2 Remain calm and reasonable even if the person you are dealing is nasty and abusive. 3 Refrain from discussing any government and local issues besides your assigned responsibilities (questionnaire). 4 Respect the privacy of people. 5 Always be in formal dress. 6 Do not take any body who is not connected with work. 7 Thank the respondent/local officials for their cooperation at the end of assignment.