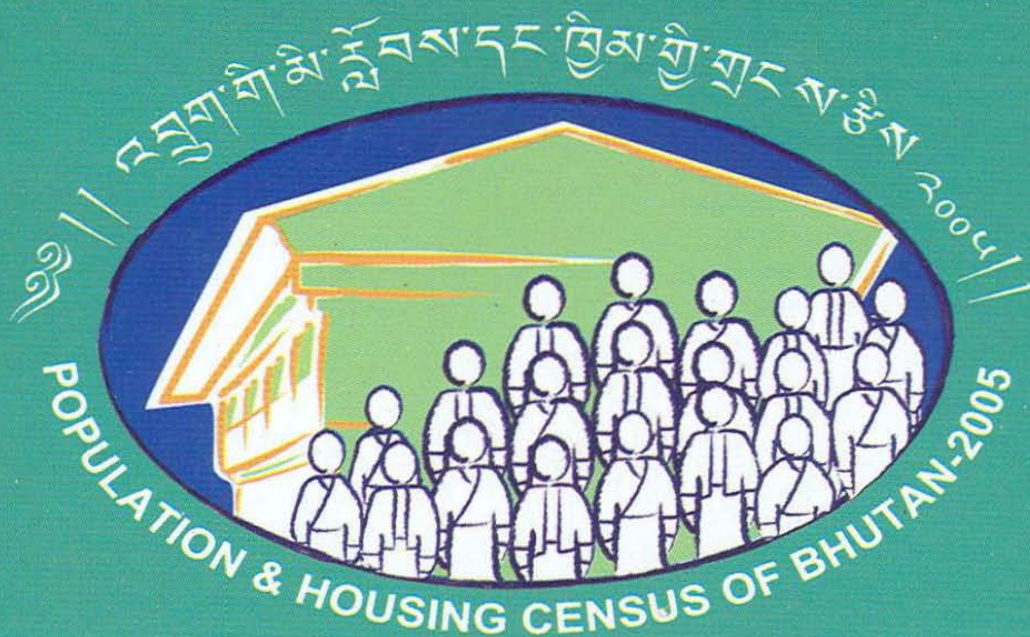




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Population and Housing Census of Bhutan - 2005

## House Listing Manual for Supervisors



**Let's Get Counted!**

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

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## **1 Introduction**

Population and Housing Census of 2005 would be the first ever census conducted in conformity with the international standards. The information disseminated after the conduct of the census would be the basis for information on demographic, economic and social profile of the country. Through the census it would be possible to know about the occupation, educational attainment and fertility of our population and the information can be provided upto the geog level. Data obtained through the census would facilitate in formulating judicious plans and policies, which would ensure the optimization of the services and resources for both government and public sectors.

## **2 Objective**

The main objectives of the census are the following:

- To obtain comprehensive data on the size, composition and distribution of the population;
- To take stock of the census house existing in the country and get information about their geographic location, structural characteristics, tenure status, etc.;
- To gather information about migration and fertility;
- Classify the population according to ethnic groups, composition and distribution of households;
- To gather data on the economic characteristics of the population; and
- To be used as sampling frame for future statistical surveys.

## **3 Coverage**

The census will cover the entire country irrespective of human habitation or not. It is a count of all structures, census house, households and people whether Bhutanese or non-Bhutanese residing in the country at specific point of time. In addition to this, national living abroad will also be covered in the census.

## **4 Census Listing Operation**

### **4.1 Role of the supervisor**

As supervisor of the census listing operations of the Population and Housing Census of Bhutan 2005, you are placed in charge of the census mapping and listing operation consisting of Surveyor, Registration Officer and gewog representatives under your jurisdiction.

### **4.2 Main task of the supervisors**

As the field supervisor your main task is to coordinate your team members and supervise them during the mapping and listing operations. You are responsible for the complete and smooth listing operations in the field.

The team under your supervision has been given the specific task of identifying village boundaries, delineation of Enumeration Area (EAs), preparing EA maps, numbering of structures, census house and households, collection of information on the number of household members by door to door visits as per the house listing manual.

### **4.3 Public relation**

All efforts have to be made to ensure that the public understands your listing operations so that you will receive full cooperation from the public during the listing operations. For this purpose, you have to explain clearly the objectives of the population and housing census to the public prior to your listing operations. In case if you encounter any problems during the field operation, you should always try to solve it in consultation with the local authority.

Further, you should also maintain a good relation with your team members throughout the listing operations. Your success in this regard will increase the efficiency of the teamwork and hence you should be friendly with your team members throughout the listing operations.

#### **4.4    *Manual instructions***

It is necessary for you to understand the objectives, concepts and definitions and procedures laid down in the house listing instruction manual so that the problems arising in the field could be solved without much difficulty.

#### **4.5    *Locked structures***

You have to instruct your team members that whenever they find any structure, census house and households locked during their first visit they must leave a message with the neighbors regarding the time and date they will visit again. This should be conveyed to you accordingly on time.

#### **4.6    *Enumeration area (EA) boundaries***

You should check the boundaries of each village with reference to EA maps and EA description. You have to ensure that one or more villages could form an EA but two halves of each village cannot form EAs. However, one village can be divided into two EAs. You have to show your team members when necessary how to prepare EA maps and how to identify the boundaries of the EAs on the ground. In case your teams encounter some discrepancies or errors in demarcating the EA boundaries you should consult with the local authority for solution.

#### **4.7    *Working Hours***

There is no set working hours for listing operations. However, you are advised to start working early in the morning and stop before getting dark in the evening. In order to monitor efficiently you should plan or make an itinerary prior to actual listing. You have to make sure that your team in the rural areas work together with the local authorities and inform the local authorities about your visit in the field. This will enable you to contact each enumerator in the field with the assistance of the local authority. It will also make your supervision much easier and get the work done on time.

In the case of urban areas there is no need for the preparation of an itinerary but you should try to visit each and every EA so that an estimated number of days for listing operations can also be worked out.

#### **4.8 Replacement of team members**

You must keep a close watch on the work performance of your team members during the listing operation. You may go through a few villages demarcation, EA formation and fill in PHC 1 forms. If you find any sign of inefficiency or you feel that a team member is not working satisfactorily, you must report the matter immediately to the Office of the Census Commissioner for replacement and any other action.

#### **4.9 Supervision of fieldwork**

To ensure that the operation goes smoothly it is necessary to monitor and evaluate the performance of the team in the field at frequent interval. Therefore, you must go through some filled up Form PHC 1 and check the forms carefully in the field itself. In this way you will be much more aware of the difficult areas and ensure that you visit the problem areas more frequently. You must make sure that the listing is complete and has full coverage of the EAs.

You have to also make sure about the pace of listing operation by your teammates to ensure that the listing will be completed on time. Also, please check few cases to observe whether structure number, census house numbers are properly written on the structures according to instructions. In case the team members commit an error, conduct the meeting and reach a decision with your team members in a manner that will improve the interviewing technique and not by pinpointing mistakes.

#### **4.10 Form checking**

At the beginning of listing, you must undertake a sample check of five to six structures randomly selected to ensure that the team is doing the work properly. You must also review some completed Form PHC-1 for wrong, missing, or vague entries and make sure that the entries are consistent that they agree with each other and make sense. This will be the last opportunity for you to correct errors, which may have been committed by your team. Note that in certain cases of very serious errors, you will have to send back the team to the field to correct these errors. Please check that the totals struck by the team are correct. For example for an entry in column 5 as residence” there should be an entry in column 8 to 13. Please check the totals struck in the rows and columns in the filled-in form. For example;  $\text{Col.8} + 9 = \text{Col.10} = \text{Col.11} + 12 + 13$ .

#### **4.11 Reserve stock of PHC 1 Form**

You will be given a reserve stock of PHC 1 forms and other materials like pencils etc. In case if any of your team member runs short of listing forms etc. you can readily supply from your stock.

#### **4.12 Taking over filled-in Form PHC 1**

It is your duty to collect all the completed PHC-1 forms and hand them to the local authority after you have thoroughly checked the filled-in forms. You are required to fill up the submission Form (Annexure II) carefully and write your name, sign on the control form and write the name and signature during the taking over of the filled-in forms on the control form.

#### **4.13 Daily activity listing operation Form**

The supervisor should fill up this form at the end of the each day. This is to keep track of the progress of the house listing.

Please refer to *Annexure I* for details.

#### **4.14 Submission Form**

The submission should be used for submission of forms, GPS and any other equipment at different levels of field operational set up Viz. between the field staff and the supervisors and coordinator, supervisors and the head office.

Please refer to *Annexure II* for details.

### **Annexure I**


#### **DAILY ACTIVITIES OF THE LISTING OPERATION FOR POPULATION AND HOUSING CENSUS 2005**

Name of Dzongkhag ..... Name of Gewog .....





## Annexure II

<b>SUBMISSION FORM</b>		ROYAL GOVERNMENT OF BHUTAN <b>POPULATION AND HOUSING CENSUS, BHUTAN 2005</b>		
REUSE THE FORM WHEN TRANSMITTING ANY PRE-CENSUS HOUSE LISTING AND MAPPING COMPLETED FORMS AND MATERIALS A COPY OF THE TRANSMITAL FORM MAY BE RETAINED BY PERSONS INVOLVED IN THE TRANSMISSION OF MATERIALS				
<b>SUBMISSION OF COMPLETED FORMS AND MATERIALS</b>				
<p>I, Mr./Ms. ....(name), has been involved in the Pre-census House Listing and mapping activities as a ..... (job and designation). I have handed over the following materials / documents / filled up forms, census maps and equipment to Mr./Ms. ....(name), who works as ..... (job and designation) for further submission to the Office of the Census Commissioner. In agreement to completeness of quantity and quality the signatures are attested below.</p> <p>Name of Dzongkhag this refers to: .....</p>				
Sl. No.	Item handed over	QTY	Number of chiwogs/block	REMARKS
1	PHC-1 FORMS			
2	PHC-1A FORMS			
3	EA MAPS			
4	CHIWOG MAPS			
5	GEWOG SKETCH MAPS			
6	OTHER ITEMS			
	(i) .....			
	(ii) .....			
	(iii) .....			
	(iv) .....			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Received by:</b></p> <p>Name: .....</p> <p>Signature: .....</p> <p>Date: .....</p> </div> <div style="width: 45%;"> <p><b>Handed over by:</b></p> <p>Name: .....</p> <p>Signature: .....</p> <p>Date: .....</p> </div> </div>				