

## Chapter-1

### 1.1 Duties of Enumerator and related matters

#### 1.1.1 Responsibilities of Enumerator

1. To get training about Population Census and all matters pertaining to it, carefully read the instruction manual with understanding, keep it under study and consult when needed, seek guidance from the circle supervisors if any instruction given in the manual is not understandable.
2. To collect all the material and forms pertaining to Population Census from their circle supervisors and make arrangements for additional requirement, if needed.
3. To check boundaries of his block, under the supervision of his and be familiar with the housing units located in the block.
4. To put numbers on all the unnumbered housing units in his block
5. To contact responsible members of the household and properly fill in the relevant forms.
6. To check the filled in- forms
7. To hand over the register of filled- in forms to the circle supervisor so that he can return it to the concerned officer of Population Census Organization. The enumerator will work under the supervision of his circle supervisor and will bring all the problems arising during his work to the notice of his supervisor. If circle supervisor is unable to solve the problems then he will be authorized to bring it in notice of the higher officers.

It is hoped that the enumerators will remain present in area of his jurisdiction during the time of Population Census and if due to some reasons he is forced to leave his work place then he will not leave without proper written permission of his circle supervisor.

It is expected from the enumerators that they will not leave their work incomplete in any case and complete it in every respect.

While performing their duties during Population Census the enumerators should avoid to talk about politics and religion and do business of any type.

#### 1.1.2 Remuneration of enumerator

The enumerators are expected to do Census work as very important national duty but inspite of this, appropriate remuneration will be given to them in appreciation of their performance. The Government realizes that with the resources of the country it is not possible to pay more than this amount. The Census block of which enumerators is ten kilometer far away from their place of appointment they will be paid Rs. 150/- in addition to it for this purpose.

### **1.1.3 Enumerator's duration of work**

Besides, duration of Census ,the enumerators will have to work during the training period. The duration of Census will be from 1st to 15<sup>th</sup> March, 1981 during which Form-3 or Form-4 will be filled. The enumerators will be trained during the special three days in February, 1981.

In addition to this it is possible that enumerators may have to work under the advice of his circle supervisor for a few extra days before or after the duration of census and training period.

### **1.1.4 Enumerator's working hours**

It is not necessary to follow fixed office timings. Although they have to work more than office timings. In order to collect required information they should contact head of the household or other responsible persons at the time when they are present at their houses. It is possible that some persons are available at home in the morning or evening therefore enumerators will also have to work during these timing.

### **1.1.5 Training of Enumerator's**

The enumerators will be trained for Population Census work which include practical training besides class room training

### **1.1.6 Enumerator's Supervisor**

Enumerator's supervisor will be circle supervisor who will supervise the work of ten enumerators in every respect

### **1.1.7 Enumerator's area of work**

Generally the enumerator's area of work will be one Census block. The block will be defined in the following section. If a block is smaller according to fixed Population size then it is possible that one enumerator may be assigned. Census work in more than one such blocks.

### **1.1.8 Enumerator's material of Census work**

Before start of block the following articles will be provided to enumerator most of which will be given at the time of housing Census. If he did not get any article he should contact his circle supervisor to obtain it.

1. Enumerators' warrant of appointment
2. Name and designation of circle supervisor
3. Details of boundaries of block or map or both
4. House numbering material

5. Filled-in Houselisting registered/ Register of buildings and Housing units
6. Population Census register
7. Ball point pen and Rexene bag
8. Manual of instructions for enumerators

### **1.1.9 Legal base of Population Census**

Population in Pakistan is conducted under the Census ordinance, 1959. Under this ordinance some responsibilities by on the Government and the public both. All those persons who have been appointed as Population Census Officers such as Census District Officer, Charge Superintendent, Circle Supervisors and Enumerators they are Government employees under section 21 of , Pakistan penal code.

Under this ordinance the enumerators have been authorized to collect characteristics pertaining to Population Census from all persons in their area of work but they are not authorized to disclose such information to the officers other than officers concerned. Population Census Officers are bound for it and they will be liable to punishment if they commit irregularity.

It is the legal responsibility of public also under this ordinance that they give accurate answers to the questions asked by the enumerator and cooperate with them.

## **1.2 Terminologies of Population Census and their explanation**

### **1.2.1 Block**

All Pakistan has been delimited into blocks for carrying out Population Census work. Efforts have been made that every block comprises equal population, so that every enumerator has equal quantum of work. The census block will generally consist of 200-300 households or fifteen hundred persons, except a few areas where the population can also be more of less.

The rural areas are known as mauza/deh or village. In rural areas where settlement has been done the system of Revenue Estate has been established which in Sind is called Deh and in Punjab, NWFP and Balochistan is called mauza. There may be more than one agglomerations which have their own names. In Sind these are called “Goth” and in other provinces these are called village, dera, dhoke, banda, killy etc therefore in these areas villages etc will be part of mauza/deh . In settled areas the block will be mauza/deh or equal to its part. Any mauza, what so ever smaller in population size will be treated as a

separate block either . A mauza/deh or its part may form a block. In other words it will never happen that one block consist of more than one dehs.

### **Rural areas where settlement system is not prevalent**

In these areas there will be no mauza/Deh. In such areas the rural agglomerations will be called villages . In a village there could be one or more than one agglomeration. Any village, how small it may be in Population size, it will be treated as separate block and will not be amalgamated with any other village or a part of it to form a census block i.e it will never happen that a block comprises more than one villages.

In urban areas a block will be an electoral ward or its part. If any electoral ward is smaller than the specified population of block then in such a situation one complete election ward will be one block, but it will never happen that a block consist of two electoral wards.

### **1.2.2 Building**

By building means such a structure which has its own unique nature and which has its own outer walls and roof. It can comprise one or more rooms and there should be atleast one door for entrance from outside. Generally a building will look like a separate structure from outside.

The tent, cottage, cave and other temporary places which are being used for residential purpose, although do not come under the definition of a building but these will be treated as building for population and housing census.

A building can be bungalow, house residential plaza, Government or Trading or Industrial office. Factory, Mill, Godown, Hospital Jail, Mosque, Church, Temple, Shrine Cottage, Hut , etc.

If more than one buildings are located near one another and are being used by one household than all these buildings will be treated as one building for the purpose of population and housing census e.g. If some households live near each other but in separate houses roof tops, rooms, shelters, cottages, etc whether there are compound walls or not then all such places will be considered as one building.

A building can comprise the following parts

1. One or more residential parts
2. One or more non residential parts
3. Both number 1 and number 2 i.e it comprises one or more than one residential parts and one or more than one non residential parts.

### **1.2.3 Housing Unit**

Housing units means such a residential place which has separate building structure and is separate housing unit. These could be one or more than one housing units in a building. Housing unit and house are the same by definition in population and housing census.

#### **Housing units can be two types**

1. House ( only for residence of a household)
2. Collective residence

### **1.2.4 House**

House means such housing unit in which a household is residing and in case it is vacant then it has been constructed for residence of a household. Such non-residential building or place which is being used by a household for his residence is also treated as house i.e cottages, hut, shelter, Tent, Cone Shop , etc.

### **1.2.5 Collective residence**

By collective residence means that housing unit which has been constructed for collective residence in connection with semi-government or trading purpose. e.g. hotel , hostel , residential barracks of Armed or semi Armed forces, residential camps, jail, Sanitarium, Mental hospital, Disabled, poor , orphans, paupers and special institutions for residences of other such people.

The houses located in hospitals, educational/Industrial institutions will not be treated as collective residences but will be considered as separate houses.

### **1.2.6 Household and its members**

Household consist of more than one person living together under common cooking arrangements i.e they use one burner for cooking, however if some person is living alone he shall also be considered as a household. These persons are generally relatives but these could also be friends, servants of the household and other non relatives residing with them. In such a case if the members of household do not eat at the place where they live then they will be counted at the place where they live rather than at a place where they take their meals.

House and house holds are different by definition as mentioned above but generally these are used for each other.

### **1.2.7 Difference between House and Household**

By house mean that place which a household uses for its residence while by household is meant the persons living in a house. In other words house is a place and household means persons

## **1.3 Survey of Population Census block**

### **1.3.1 Introduction of block**

You have got to know about boundaries of your block and its all roads, streets, areas and important places located in it and all residential /non residential buildings during housing Census. However, if certain changes have occurred for the purpose of Population Census then it has to be checked again so that no area in it and household living in it may be left uncounted.

### **1.3.2 Numbering of un-numbered residential buildings**

As you know that numbering on all residential buildings in rural area and all the buildings in urban areas have been completed during the housing Census. This number consist of three digits and “S” e.g S/059, S/149, etc . But if some building had been left unnumbered during housing census or some new residential building has been constructed then such a building will be given the number which will be the number next to the last numbered building of the Census block e.g if the number of last numbered building is S/191 then this unnumbered building will be given the number S/192.

### **1.3.3 Residential building which are likely to be left**

The following residential building are likely to be left therefore it should be kept in view that these are not left special attention should be given to such building and households and people residing in these should be counted.

1. Residential buildings located separately far and away from the Population
2. Residential building situated behind big buildings
3. Residential buildings situated in boundaries of the building of hospitals/industrial institutions, commercial/Government offices.
4. Cottage, Huts, Tent , Boats, Caves and Temporary Shelters where household used to live
5. Residential buildings which are uninhabited or under construction.

## **1.4 Instructions before filling up the Population Census Form**

### **1.4.1 Population Census date**

Population Census will be carried out between the period during Ist March to 15<sup>th</sup> March, 1981 but the morning of Ist March, 1981 i.e Dawn will be treated as Census day and all the persons and their characteristics will be collected with reference to this day

### **1.4.2 Who will be enumerated?**

All the people who are residing in the boundaries of Pakistan on the census day i.e the Dawn of Ist March, 1981 will be enumerated these include all types of persons i.e infants or babies, adults or old. Males or Females landlords or Tenants, Pakistanis or Foreigners only. The staff of diplomats and their families are exempted.

Since the Population and its characteristics will be collected with reference to the census date therefore all such persons which were alive on the dawn of the date but died afterward will come in counting. However, the babies born after the Dawn of Ist March, 1981 will not be counted.

You should ensure that all the persons of Census Day are counted and nobody is left uncounted.

### 1.4.3 Where will be counted?

Every person will be counted with its household i.e at the house where the household is inhabited. Since population census is being done in two ways i.e counting of persons at their residences and enumeration of persons wherever they are found. Therefore such persons who are residing with some other household will also be enumerated with that household. If some body has more than one houses then he will be counted at that house where he usually spend the night. The ways of counting different persons is explained as below:

S.No	Nature of Persons	Where they will be enumerated
1	Members of household who are found present in their house on Population Census day	At their house
2.	Members of households who are temporarily absent from their house on Population Census day	a)At their house in column 4 with code 2 and b) At house where they are found on Population Census day in column 4 with code-3
3.	Visitors/Guest, relatives or non-relative whose own house is located somewhere else	a) At the house where they are present on Population Census day in column 4 with code 3
4.	Such persons( visitors, Guests, Relatives or Non-relatives) who do not have house	At that house where they are present on Population Census day in column 4 with code number 1
5.	Such students who are residing in hostels or living in a house other than his parents or guardian	Where they reside
6.	People residing in sanatorium, mental hospitals, jails and other such places	Where they reside

7.	Persons residing in orphanages, Poor houses, and other such institutions	Where they reside
8.	Defence personnel residing in barracks	Where they reside.
9.	Semi defence personnel and staff of police living in barracks	Where they reside
10.	Persons living in hotels and other such places	At hotels, etc if they don't have any other place for residence
11.	Nomads, seasonal migrants and homeless persons	Where they are found residing
12.	*Households residing in boats	Where the boats general found landed.

\* Enumeration of such persons may be done after counting of all households of your Population Census blocks and before leaving the block but it should be ensured that they have not been counted before.

#### **1.4.4 Collection of information from respondents(Interview)**

Publicity campaign has been started which will facilitate the population census work but actually it depends on the fact that how you collect the information? In this connection you should keep these guiding principles in view.

No single way can be proper for obtaining information in all the situations. You have to adopt proper way according to the situation you do this work with contentment and in good manners. Besides, it should be done sensibly with tolerance. By greeting respondent with respect he can be induced for cooperation but it should remain short. You may address the respondent with compliments and introduce yourself as I am \_\_\_\_\_, and the Government of Pakistan has deputed me for carrying out population census in this area. You are requested to answer the questions of Population Census forms for which I will be grateful to you. If you feel that the respondent is showing indifference and not willing to cooperate. Then shed some light on the importance of Population Census and tell him that all the information will be kept

confidential. It is expected that you will be able to get cooperation from the respondent by doing this. As it will not be possible to contact every member of the household therefore you should meet with the head of household or some other responsible person who can give information about all the members of the household. So that this information could be entered in the Population Census form.

You should not get the information from children or neighbors, however, you can only do this when there is no way out. You should ask for information from the respondent in front of people other than family members and tell him that the answers of Population census forms shall be kept confidential therefore if respondent and other members of this dwelling unit give these replies in isolation it will be better.

You should ask questions in the way as have been written on this form. If you feel that the respondent is answering then read the question again, listen the information carefully before entering it and it should be ensured that this information is correct the respondent may be thanked for his cooperation after getting the required information.

You can come across such people who are not ready to answer some or all questions, it can be avoided with your good manners and understanding, you should assure such people that this information will absolutely be kept confidential and will not be disclosed to anyone. This information will be compiled on aggregated . Efforts should be to induce such persons according to the situation.

Population Census form is being provided in "Urdu" and "Sindhi" languages. If the respondent do not understand both of these languages even then you should not face any difficulty in making him understand these questions in these language. But it should be taken care of that while translating the questions into respondent's language the meanings of questions should not change.

### **1.4.5 Use of Codes**

The use of codes is an easy way of entering information the code is a mean of entering answer of questions in digits. You have experimented this method during housing Census. In Population Census the answer of most of the questions will be entered in codes. These codes will be given in English digits.

### **1.5 Use of House Listing Registers and then completion**

As you know that during Housing Census the following types of buildings were numbered.

- a) All residential buildings of rural areas which also include semi residential buildings
- b) All residential and non-residential buildings or both types of buildings

During Housing Census the households residing in these buildings were also entered in the house listing registers. These registers will be returned to you alongwith Population Census registers.

All the households of the block for which you were made responsible during the housing Census had been entered in the house listing registers and serial numbers had been given to them. Now you will carry out Population Census of these households. Even then you should check whether all the buildings and households of your block have been entered or not. Now about three month's period has passed since completion of the housing census. During this several changes might have occurred e.g under construction buildings can be completed. There is possibility of conversion of any building of housing census into several households. Resultantly several new household can come into

existence. Buildings can demolish, vacant house can be occupied an inhabited house can be vacated.

### 1.5.1 Date of completion of Census forms

Column number 7 of Register I-A and Column number 8 of Register I-B .

This column has been kept to record the date of entering the household concerned in Population Census. It can be known through this column whether all the households of any block have been entered or not. You will start your work from household number 001 and entries will be made according to the serial numbers entered in house listing registers. If it is not possible to enumerate any household in the first attempt then you will visit that place again for enumeration of that household.

### 1.5.2 Entry in case of changes in House Listing Register

Column number 8 of Register 1-A and column number 9 of Register I-B (Changes in house listing)

A cross “X” for vacant building and zero “0” for under construction house was written in the house listing registers. If changes has occurred at the time of Population Census in status of such a house then apply the following instructions. If some vacant or under construction house has been occupied then you should write the name of the head of the household at the end of Col 3 of the register I-A and column number 5 of the register 1-B, also give the serial number to this household. This serial number will be the next number to the last serial number of the households entered in column number 4 of the house listing registers

2, If a house hold present during housing census has gone somewhere and some new household has occupied this house then write name of the new household will be that which was given to the household which residing previously

3. If a household present during housing census has left the house and gone some where else and the house is vacant. Then at the time of Population Census put a cross “X” in this column . The Population Census form will not be filld for such households.

4, There could be two situations for such temporary residences e.g tents, cottages, etc which were counted at the time of housing census but these are not found now.

a) Tent or cottage, etc might have shifted to some other place in the same block.

b) Tent or cottage, etc may not be present in this block now.

In the first situation, you should try to locate it in this block and enumerate it according to the serial number already given to it. For the second situation i.e where about of this house hold is not known in other words the household has gone somewhere else then a cross “X” will be entered in this column and population census form will not be filled for such households.

5. You can come across such building which was numbered during the housing census but it has now been demolished and the household residing in it has shifted to some other place in the same block or some where else. If the household has shifted to some other place in the same block then enumeration will done according to the serial number given previously. In other situation enter cross “X” in this column and population census form will not be filled for such household.

6. It is possible that some household has been left uncounted in a numbered building or some new household has also come in building or a house hold has been divided into many households. In such a situation this new household will also be entered at the end of house listing registers. The serial number of this household will be the next number to the serial number of last household number in column number 4 of the house listing registers. However, building’s number will remain same which has been marked earlier .Enter other characteristics of such household in the relevant columns.

7. If a number has been put on some left over building or newly constructed building or semi residential building during population census then you will enumerate all the households of this building, will give them serial number and this number will be next to the last number of household entered in the house listing registers. Enter other characteristics of this household in the relevant columns.

## Chapter-2

### 2.1 Population Census forms and Registers

#### 2.1.1 Importance of two Population Census forms

Two forms will be used in Population Census on short form, in which there will a few question. e.g (1)Name (2) Relationship with hired of household ( 3) Residential status ( 4) sex, (5) Age ( 6) Marital status ( 7) Religion ( 8) Ability to read Holy Quran (9) Literacy ( 10) Level of Education ( 11) Language spoken by the household. These questions will be asked from about ninety percent of the population. There will a long questionnaire for the rest of the Population. In which besides all the above mentioned questions the following additional questions shall be asked:

1. Education in School/College/University
2. Field of Education
3. Migration
4. Economic Characteristics .e.g i) what did a person generally do? ii) occupation iii) Nature of work of institution or business iv) Employment status of worker
5. Children born alive
6. No of children still living
7. Children born during the last twelve months
8. Disability
9. No of persons gone abroad and still residing there.

This method was adopted to save more than ninety percent of the population from botheration of asking additional questions and to make the level of information obtained, through comparatively difficult questions, better. This could only be possible by it . If these characteristics are collected through the specially trained enumerators under strict

supervision short questionnaire are form number-3 and long questionnaire form No. -4. In which blocks of Population Census form No. 4 will be used its information will be given to the enumerators through their circle supervisors.

### **2.1.2 Register of Population Census :Form number-4**

Form number-4 will be provided in the shape of registers. Registers of form number-4 will consist of hundred or fifty forms. One form will be on two pages in front of each other. One form will be used for a household on which particulars of twelve persons can be entered. If members of the household are more than twelve than next form will be used and if the members of the household are less than twelve than the rest of the blank lines may be crossed with a slash. Two or three registers will generally be required for one block . If second or third register is required for entries of more than fifty households then use register of hundred forms otherwise register of fifty forms will be sufficient. If you have used more than one register then fill in first page of additional registers according to instructions but on first page of the additional register the part of summary and affidavit may be left blank. Attach additional register with the actual filled in register.

### **2.1.3 Unit of Enumeration**

The unit of enumeration is a person but every person is counted with reference of the household with which is residing.

## **2.2 Instructions of filling up first page of the register of Population Census**

2.2.1 Block Name/Number

2.2.2 Block code

2.2.3 Boundaries of block and its details

2.2.4 Administrative area of block and its details

2.2.1 to 2.2.4 can be copied from the first page of the house listing registers. your block after completing it according to the instructions written in para 1.5.2, will help as a complete list of households in Population Census

### Summary

Make entries in the specified blank places here

- a) Number of additional registers attached with this register
- b) Number of households
- c) Total number of persons
- d) Number of Males
- e) Number of Females

Total number of persons, on the inner page of the title page male and female will be entered. The number of such persons only will be written here for whom in column No. 4 the codes “1” or ‘2’ have been entered. The visitors and ‘Guests” for whom code no. 3 has been entered will not be included in it. After completion of entries of all pages the total of all the registers will be entered at this page with which the total , households, total persons total males, total females will be known easily.

### 2.2.6 Affidavit

Since the work of the enumerators is very important therefore the affidavit mentioned on it remind him the responsibility to perform duties properly. Put name, signature and date on the place left under the affidavit to complete it. . The summary and affidavit will be entered after completing Population Census work in the block.

### 2.3 Instructions to fill up form No. 4

#### 2.3.1 Name/Number of Block

The name/number of the block will be same which will be entered on the title page. It will be repeated on every page of the list.

### **2.3.2 Mauza/Hadbst number in case of Deh**

Write hadbast number of the mauza/Deh in which the block is located where the revenue system has been established. In Sind province the number given by the Revenue department may be written in place of hadbast number. In such areas where revenue system is not in existence put a cross “x” in place of hadbast number.

### **2.3.3 Serial number of household**

Write here serial number of household which has been entered in the house listing registers column number-4 of forms 1(a)/1(b). As you have been told earlier that one form of population register is sufficient for twelve members of the household. If the number of persons is more than twelve then the next page of the register will be used and serial number of the household should be written on the next page, but it should be kept in view that no mistake is committed while coping the serial number of the household from the house listing register

### **2.3.4 Page number**

Every filled in page in the register will be given page number. If more than one register are used in some block then number next to the last page number of the last register will be written on the first page of the additional register/register.

## **2.4 Instructions for filling up of various columns of form number-4**

### **2.4.1 Column number 1 serial number of every member of household**

Write serial number of every member of household, this number will start from 1 for every household.

#### **2.4.2 Column number. 2 Name**

Write name of all members of the household ( Name of one person in one line). Though these persons are present in the house on the dawn of Ist March, 1981 or temporarily absent means such persons who have gone somewhere in connection with employment, business. Absence from the house to see the relative and execution will also come under temporary absence. All the visitors and guests present in the house on the Census date i.e Ist March, 1981 will also be entered though they have home or not.

Full names should be written and nick names be written in brackets . If you have written only nick names it should be ensured that this person is not being entered again.

If some male is not ready to tell name of females of his house or some female is not ready to tell name of her husband or some other relative according to customs of that area then do not force them for the names and these names may be written like wife of that son of that, daughter of that, mother of that, husband of that. If the name has not been given to some infant then his name may be written as son of that, daughter of that. Such members of the household who are unfortunately residing in sanitarium, mental hospital, jail or this type of institutions or hostels, camps, Defense forces/semi defence forces or Police in barracks will not be entered. These persons will also not be counted who were members of this household earlier but residing some where else in the country or abroad in connection with study employment or business.

Members of the household will be entered in specific orders, first of all the name of the head of the household will be written, then comes name of wife or husband. The names of unmarried children according to their ages will be written thereafter. The married children of the head of the household their wives and their children will be entered only if they are member of this household. They will be entered after unmarried children according to this order:

- Eldest married boy/Girl
- His wife/husband

- His children according to ages and then married boy/girl younger to him and his children, etc

Other relatives if they are members of the household will be entered. Non – relatives guests, visitors will be written in the last. Head of the household can be a male and also female. It means that persons to whom all members of the household consider as head of the house. This person could be the oldest or respected or bread winner of the household. If someone is residing alone he himself will be considered as head of the household.

It is necessary to enter all the persons before asking and entering the information about other columns. If while entering names of persons information about relation with head of the household, sex could be obtained then these two columns may also be filled in with the column of name. Read the names of all the members of the household before the respondent of the household and ask him , is there some other persons besides then who generally reside in this house or residing in his house on the dawn of Ist March, 1981 e.g children, females, older, other residents. If this is the case then names of all such persons may also be asked and entered in this column.

### **2.4.3 Relationship with the head of household**

Write here the relationship of every person entered in column number-2. Relationship of every person with the head of he household will be written in the following order.

1. Self( Head of household) ‘code 1’ will be entered for head of the household
2. Wife/husband. Code’2’ will be entered for wife/husband of head of household
3. Son/daughter code’3’ will be entered for son/daughter of the head of household
4. Other relatives. Code’4’ will be written if there is some other relation with the head of house

5. Non-relatives code '5' will be written if there is no relation with the head of household

#### 2.4.4 **Column 4 Residential status**

You will ask residential status of every entered person. Residential status is of the following three types:

- a) Member of household present. If the member of household is present in the house on population census day write code '1' for him/her.
- b) Member of household temporarily absent. If member of household is temporarily absent from the house on population census day, write code No. '2'.
- c) Guests or visitors. If the persons is a guest or visitor instead of member of household then code number '3' will be written.

#### 2.4.5 **Column Number 5 : Sex**

- a) Code number '1' will be written for male including boy and child, emasculate will also be entered as male and his code will be '1'.
- b) For women including girl and baby will be written code '2'.

#### 2.4.6 **Column number-6 Age**

Age in completed years of all the entered persons will be written i.e you will enquire the age on the last birth day and write age in two digits e.g age 02 will be written who have completed two years age 34 will be written who have completed thirty four years and 99 years for those who are of ninety nine age or more. Those infants who are of age less than '1' their age will be written as '00'. In some cases the respondent may not be able to tell correct age of a few persons then he may be helped in determining the age.

National or international events like world war II 1939-45, creation of Pakistan 1947 Quaid-e-Azam's death in 1948, Indo-Pak War in 1965 and 1971, etc or the reference of certain local events can help in determining correct age.

The age of some persons can be determined with reference to those people whose age is known, specially when you start with youngest person. The married people know their age with reference to their marriage. They also remember that after how many years of marriage their eldest child was born and how many years gap was there between later children. If age of one member of the household is known the correct age of other members can be determined.

#### **2.4.7. Marital Status**

Marital status of every person of twelve years age or more will be entered . The marital status is of the following four types:

1. Unmarried ( Bachelor) . If some body has never married then for him/her code number '1' will be given. For persons of less then twelve years also the code number '1' will be given
2. Married. This includes all persons who are married. All such couples which are living separately will also be included. The widowed women or widower males, who have married again will also be included. Code No. '2' will be written for married persons.
3. Widower/widowed: If husband of any women or wife of a husband has died and he/she had not married again then code number'3' will be written for him/her.
4. Divorced. If some one has been divorced and has not been married again, code number '4' will be written for him/her

#### **2.4.8 Column number 8 Religion**

You will ask about for every person and enter code of the religion given in answer.

The following are codes of religions:

1. Muslims
2. Ahmedi
3. Christian
4. Hindu
5. Parsi
6. Sikh
7. Budh

8. Others code '8' will be written for the religions which are not included in the above mentioned religions. If some person has no religion or he does not tell about his religion even then code '8' will be written

#### **2.4.9 Column number-9 Can he/she read the Holy Quran**

This question will be asked only from the Muslims i.e from such persons for whom in column number 8 code number '1' has been entered.

The answer can be of the three types.

1. Yes: If this person can read the Holy Quran then code '1' may be written.
2. He/She is learning: If this person cannot read the Holy Quran but is learning to read it then write code '2' for him/her.
3. No. If this person neither can read Quran nor learning to read then code '3' may be written for him/her.

#### **2.4.10 Column number 10 Literacy**

For this column you will ask about the person of ages five and above whether he can read news paper and can write a simple letter? If answer is "No" then

write code '0'. But if the answer is " yes" then ask in which language he can read newspaper and write simple letter write codes of relevant language/languages in the following ways.

- i) If they can read/write in urdu then write code '1'
- ii) If they can read/write in English then write code '2'
- iii) If they can read/write in language/languages other than urdu and English then write code '3'
- iv) If they can read/write in both urdu and English languages then write codes '1', '2'.
- v) If they can read/write in urdu or some other language/languages ( except English) then write codes '1,'3'.
- vi) If they can read/write in English or some other language/languages ( except urdu) then write codes '2,'3'.
- vii) If they can read/write besides, English in some other language/languages then write codes '1', '2', '3'.

If some person has been reported as literate but he has not passed primary from any school then some questions may be asked for accepting him literate i.e which news paper or which type of books do you read, etc, etc.?

#### **2.4.11 Column number 11: Education in School/College/Universities**

You will ask from entered persons whether he is studying in school/college/university, there could be three answers.

1. Studying: If this person is studying i.e he has got admission in some education institution as student then write code '1' for him
2. He/She has attained education. If this person is not studying now but he was studying in some educational institutions earlier. Write code '2' for such person. Those who have completed and those who left the education half way are both included in it.

3. Never attended any educational institution". If this person has never attended any educational institution for attaining education then write code '3' for him.

### **Column 12-13 Education Status**

This column will be filled about only those persons for whom code '1' or 2 has been written in col 11 i.e for those persons who are/were students

### **2.4.12 Level of Education**

The highest level of education which has been completed by this person will be written in this column. If any person could not pass examination of any level or did not appear in the examination or could not complete it but have studied in this level such persons will be treated as possessing this level of education, his education level will be considered as lower level of education than this i.e that level which he has completed or relevance code of completed level of education be written. Detail of levels is as below

Primary-0, Middle 1, Matric-2, Intermediate-3, certificate/diploma(less than degree) 4,B.A/B.Sc 5 M.A/MSc or higher level-6 BSc Engineering or higher level -7, MBBS/BDS or higher level 8, LLB or higher level -9. Other level of education 10.

### **2.4.13 Column number-13 Field of Education**

The persons who have been entered in column number '12' ask about his field of education Field of education means those subjects in which highest level of education has been attained and entered in column number '12' write relevant code of field of education. Detail of field of education is given below.

1. General Education: Primary, Middle, Metric Intermediate and, Bachelor degree ( B.A/B.Sc in accounts or Science are included in it)

## 2. **Technical/Engineering.**

The following departments of Arts and Engineering are included in it. Civil, Electrical and Electronic, Industrial, Metallurgical Mining( Related with mining) Mechanical, Agricultural Forestry Chemical, petro chemical aviation. Nautical ( Related with ships). This department include survey, drafting and programmes of designing and every type of engineering. Technician programmes and cottage industry, hand crafting and Industrial programmes are included archeology and Town planning programme are also included in it.

## 3. **Medical /Tib**

In this field programme of diagnosis and treatment, medicine and surgery. Techniques of X-ray dental, pharmacy its are included.

## 4. **Health**

General health, Nursing, midwifery and other educational programme related to health are included in it.

## 5. **Commerce/Business administration**

Type, shorthand, clerical, office, use of mechanics, ledger keeping, Accounting, Data processing Business Administration, Marketing and sales, Financial Administration and Investment General administration, Industrial management, staff management and other trade business and educational programmers of General Administration are included.

## 6. **Teaching**

These are such education programmes through which the persons who want to be teachers get training of teaching every type of subjects to teach all types of students. This includes all types of programmes of higher education.

## 7. **Agricultural Education/Forestry/Animal Husbandry**

The programmes related to agriculture, forestry and fisheries and programmes of general agriculture, cattle farming, horticulture, gardening, crop cultivation, agricultural technology, science and technology, animal husbandry science of fisheries and technology come under it.

## 8. **LAW**

This includes philosophy of law, history of law, international law, civil and criminal law, labour laws and other laws

## 9. **Other departments**

Such departments will come under it which have not been identified in the above mentioned list

## **Migration**

### **Column number 14-15**

These columns relate to migration of every person being entered

#### **2.4.14 Column number 14: Duration of continuous residence**

You will enquire about every person that for how many years he has been residing in the district continuously where he is being enumerated. There could be four types of answers

1. since birth. If this person has been residing in this district continuously since his birth uptill now then write code 1 for him. If this person was residing at some other place of district even then his code number will be 1.

2. **Less than five years:** If this person has been residing in this district for less than five years continuously then write code number 2.

3. **Five years or more but less than ten years.** If a person has been residing in this district continuously for five years or more but less than ten years then write code number.3

4. **Ten years or more.** If the period of continuous residence in this district is ten years or more then write code number 4.

#### **2.4.15 Column number 15**

If the answers in the last column are in code 2 or 3 or 4 i.e., the person enter has not been residing in this district since his birth then write name of that district in this column in which he was residing earlier. Urban/Rural will also be clarified along with the name of the district i.e if the entered person migrated from a village of district Lahore then Lahore ( R ) will be written in this column and if the person entered has migrated from some town or city of Lahore then Lahore ( U ) will be written.

For migration from the other countries only the name of that country will be enough.

#### **Economic Characteristics**

#### **Column number 16 to 19**

#### **2.4.16 Column number 16 What does he she usually do.**

You will ask about every person of ages ten years or above that what does he she usually do. There could be five possible answers of this questions

- i. He/She works. It means somebody does any work for pay or profit whether its payment in cash or kind. The following persons are generally

- included in workers (i) Employees of a person or firm and they are pay wages/salaries/commissions or other return in cash or kind or
- ii. work at his own agriculture farm or Business or trade for profit or fee.
  - iii. Unpaid helper at agricultural farm or business or industry. If the answer is do work then write code number 1 and ask questions about nature of occupation business and employment for the person entered in column number 17-19.

2 **Dos not work- but looking for work**

If the answer is that he or she does not do any work but looking for work then write code number '2' and ask column number '17'.

3. **House Wife**

It means such woman who spend most of her time in house keeping, cooking, washing cloths and other works are not only the work included in house keeping but supervision of these works is also included. If any women spends most of her time in looking after her children and house then such a woman will be considered as house wife. Write code '3' for house wife but it should be kept in view that female servant doing house job will not be considered house wife. If any woman in addition to looking after here house do some other work for pay or profit then she will be counted in the category of 'worked' for which code number '1' will be written and this women will not be considered house wife.

4. **Student**

Student mean such persons who are getting education in some Government or private educational institution write code '4' for student. Internees and such students who are getting training during job will not be considered students, but such persons will be enumerated as 'worked' for which code number 1 will be written.

5. **Others**

All such persons who are not mentioned in codes '1' to '4' will come under this code.

**2.4.17 Column number 17 what is main job, profession, trade or what kind of work usually do ?**

The question will be asked about those persons for which code No. '1' and '2' have been written in col number 16. In reply the details of nature of profession or business may be given which the person himself do such things may not be entered with which the profession could not be identified. In some cases the respondent may not know the profession of some person but he can tell which work he did in such situation your should explain the profession so that later on his profession could be determined.

If this person is in search of employment then enter that profession according to his ability or which experience he/she had. But if he neither has ability nor experience than write that profession for which he is in search of write that profession which he consider his actual profession.

All the occupations have been divided into seven major groups. Every major group of occupation has been further divided into detailed occupations. Detail list of occupations has been given in the Annex-I. Major groups are as follow:

1. Agricultural, Animal husbandry and forestry workers, fishermen and hunters
2. Production and related works, transports equipment operators and labourers
3. Clerical and related workers
4. Sales workers
5. Service Workers
6. Administrative and managerial workers
7. Professional, technical and related workers

#### **2.4.18 Column number 18 nature of activities of this organization/business in which he/she works**

This question will be asked about that person for whom code number '1' has been entered. This column is not for the profession of that person who has been entered in column number 17 rather the nature of Employer institution will be written here. Where this person is working but, if some person is not an employee i.e he does his own work then nature of his work will be written. In other words the economic field will be written here. If employer institution or the person who himself work in more than one economic field then write that economic field which is of important nature.

Economic fields have been divided into 9 major groups. Every major group has further been divided into detailed economic fields. Detailed list of economic fields is given in Annexure number '2'.

Economic fields of major groups are as follow:

1. Agriculture, Forestry, hunting and fishing
2. Mining and Quavering
3. Metal are mining
4. Electricity, Gas and water
5. Construction
6. Wholesale and retail trade and restaurants and hotels
7. Transport, storage and communication
8. Finance Insurance Real estate and business services
9. Community social and personal services

#### **2.4.19 Column number 19 what is his/her working status or capacity in which working**

This question will also be asked from that person for whom code '1' has been entered in column number 16. This column is for employment status of the worker. Employment status could be of the following five types.

1. **Self employed( without servants)**

It means such a person who is working himself on agriculture farm or run business or industry or practicing in his own profession and has not employed any servant in this connection. Write code '1' for such persons.

**2. Employee Government**

Means that person who works in Government/Semi Government institution for salary. Write code '2' for such a person.

**3. Employee Private**

Means that person who works for pay with some person/agricultural farm/shop/firm/institution or office which is not in the administrative contract of Federal/Provincial/Local Government or Autonomous Organizations with code '3' for such persons.

**4. Employer**

Means such a person who runs its own agricultural farm or business or Industry or practice in some field and have employed one or more servants write code 4' for the employer.

**5. Un-paid family helper**

Means that person who works on his family farm or business or industry without pay or profit write code '5' for such person.

## **Column number 20-22. For married/widow/divorced women**

Information entered in these columns relate to such women whose marital status in columns has been shown with code '2' or '3' or '4 i.e married/.widowed/divorced. Never ask these questions for these three columns from the un married women.

### **2.4.20 Column number 20 . How many children were born**

Ask from every such women who is not un-married that how many children were ever born to her. Still births will not be included in it writ here the number of children which are given in Answer. Children born alive include those children which were born alive but died later on. If a women had married once or more times then write member of all the children born to her. The married children will also be included in number of children.

Sometime due 1 memory lose the exact number of children is not remembered e.g such children are not remembered who are not alive or who are not living with the household and there may be reluctance in getting such children enumerated. In order to know the factual position such type of questions should be asked that have you included those children who have died or are not living in this house.

### **2.4.21 Column number 21 . How many children are still living**

You will ask for every women whose number of children have been entered in column '20' . It will be asked that by the grace of God how many children out of the given number are still alive? Enter the number given in the answer in this column.

### **2.4.22 Column number 22. Children born during last twelve month**

Every women of less than 50 years for whom any entry has been made in column No. 20 will be asked that did any child/children born alive to her during the last twelve months. The still births are not included in it . Enter the number of children given in the

answer. Generally the answer will be one child but in some exceptional cases there can also be two children.

#### **2.4.23 Column number 23 Disability**

You will ask from the respondent. God forbid . Is there any disabled persons your household. If the answer is yes then ask the name of the disabled person. Enter relevant code of disability for the disabled person the detail of which has been given below:

1. Blind
2. Dumb and deaf
3. Physically disabled
4. Mentally retarded
5. Mad
6. Other disabled

Disability means the physical or muscular improvement of any person which could be by birth or caused as a result of sickness or accident.

#### **1. Blind.**

Means who can not see or his eye sight is so poor that such methods are adopted for his education in which eyes sight is not used. Enter code /1/ for blinds.

#### **2. Dumb & Deaf**

By this means such a person who cannot hear or his listing power is weak to such extent that such methods are needed for his education in which tongue is not used i.e the method used for education of dumb children. Enter code '2' for dumb & deaf persons.

#### **3. Crippled**

Means that person who can not move due to some physical or muscular defect i.e he can not use his arm or leg. This defect can be by birth or caused by sickness or accidents such persons are not included in it who are not able to move due to old age. Enter code '3' for crippled person.

#### **4. Mentally retarded**

It means that person whose brain work at below the average level i.e his attitude is not normal from his childhood. Code number '4' will be written for such person.

#### **5. Mad**

It means that person who is absolutely uncertain and mindless about his own routine matters and surrounding atmosphere code number '5' will be written for such person.

#### **6. Other Disabilities**

It means that person who have some defect in hearing i.e he cannot hear, have a little muscular defect is too weak and have difficulty he speaking fluently. Write code '6' for such person

#### **2.4.24 Column number 24, Serial number of every member of the household**

Write here again the serial number of every member of household written in column number '1' of this form.

#### **Question Number 25 and 26**

Both of these questions are related with household and will be asked from the respondent after entering characteristics of all persons

#### **2.4.25 Question number 25**

You will ask from the respondent that did any earlier member members of your household migrate out of the country during the last ten years and are still residing there . If the answer is 'yes' then enter the number of such persons in the blank

space left before the question. Such members of the household who went out of the country for business or normal visit are not included in this number .

#### **2.4.26            Question number 26 language spoken by the household**

The last question you will ask from the respondent that which language is spoken by the household and the language given in the answer may be entered in the blank space left before the questions.

## Annex-1

### LIST OF OCCUPATIONS

<b>Page No.</b>	<b>Serial No. of Occupations</b>	<b>Group</b>
	1-15	Agricultural ,Animal husbandry, Forestry workers, Fisherman and Hunter
	16-97	Production and related workers, Transport equipments, and Laborer
	98-118	Official Workers
	119-131	Salesmen
	132-145	Service Workers
	146-150	Administrative and Managerial workers
	151-196	Professional Technical and related workers

## 1- Agricultural, Animal husbandry, Forestry workers, Fisherman and Hunter

1	Farm manager and supervisors
2	General farmers
3	Specialized farmers, excluding tea planting workers
4	General farm workers
5	Field crop and vegetable growing workers
6	
7	Livestock and poultry farming
8	Dairy farming
9	Tea plantation workers
10	Nursery workers and gardens including labial workers
11	Farm machinery operators
12	Loggers
13	Forestry workers and Loggers
14	Fisherman
15	Hunter trappers and game wardens
16	Production supervisors and general foremen
17	Miners and quarrying men
18	Mineral and stone treaties
19	Well drillers, borers and related workers
20	Miners and quarrying men, Well drillers, borers and related workers including workers extracting gold from river sand
21	Metal smelting, converting and refining workers
22	Well drillers, borers and related workers
23	Metal meters and repeaters
24	Metal casters
25	Metal molders and core makers
26	Metal anteaters, temperas and case hardness
27	Metal drawers and extruders
28	Metal platters and coaters
29	Metal processors not elsewhere classified
30	Wood traders
31	Sawyers plywood makers and related wood processing workers
32	Paper makers
33	Crushers, grinders and mixers operators
34	Cookers, roasters and related heat treating machine operators

35	Filter and Separator Operators
36	Still and reactor operator
37	Petroleum refining workers
38	Fiber preparers
39	Spinners, winders and twisters
40	Weaving and knitting machine setters and pattern card preparers
41	Weavers and related workers( textile)
42	Knitters
43	Bleachers, dyers and textile product finishers
44	Tanners and fell mongers
45	Pelt dressers
46	Grain millers, rice huskers and related workers
47	Sugar processors and refiners
48	Butchers and meat preparers
49	Food preservers
50	Dairy product processors
51	Bakers, confectionery and seat meat makers
52	Tea coffee and coca prepares
53	Bewares, wine and beverage makers
54	Tobacco preparers
55	Cigar makers
56	Cigarette makers
57	Bidi makers
58	Tailors and dressmakers
59	Fur tailors and related workers
60	Milliners and hat makers
61	Patternmakers and cutters
62	Sewers and embroiders
63	Upholsters and related workers
64	Rubber and plastics product makers(except tyre makers and tyre vulcanizes)
65	Type makers and vulchinsers
66	Paper and paperboard product makers
67	Compositors , typesetters and phototypesetters
68	Printing pressmen
69	Stereotypes and electrotypers
70	Printing engravers(except photo engravers)

71	Photo engravers
72	Book binders and related workers
73	Photographic darkroom workers
74	Printers
75	Musical instrument makers and tuners
76	Basketry weavers and brush makers
77	Non metallic mineral product makers
78	Other production and related workers
79	Bricklayers, stonemasons and tile setters
80	Reinforced concreters, cement finishers and terrazzo workers
81	Roofers
82	Carpenters, joiners and parquetry workers
83	Plasterers
84	Insulators
85	Glaziers
86	Power generation machinery operators
87	Dockers and freight handlers
88	Riggers and cable splices
89	Crane and hoist operators
90	Earth moving and related machinery operators
91	Ships deck ratings, barge crews and boatmen
92	Ships engine room ratings
93	Railway engine drivers and firemen
94	Railway brakemen, signalmen and shutters
95	Motor vehicle drivers
96	Animal and animal drawn vehicle drivers
97	Cycle rickshaw drivers and pullers ( Manual)
98	General Office supervisors
99	Non gazzetted officers in local administration and government
100	Stenographers, typists and teletypes
101	Card and tape punching machine operators
102	Book keepers, cashier and related workers
103	Office machine operators
104	Automatic data processing machine operators
105	Railway station masters
106	Post masters

107	Railway passenger and goods train guards
108	Bus and tram conductors
109	Inland water transport conductors
110	Postmen and sorters
111	Messengers
112	Tele communication operators
113	Stock clerks
114	Material and production planning clerks
115	Correspondence and reporting clerks
116	Receptionists and travel agency clerks
117	Library and filing assistant
118	General clerks including government clerks
119	Managers ( Wholesale trade)
120	Managers ( Retail trade)
121	Working proprietors(wholesale and Retail Trade)
122	Sales supervisors/representatives
123	Purchasing agents and buyers
124	Technical salesmen and service advisors
125	Commercial travelers and manufacturer's agents/representatives
126	Insurance, real estate and securities salesmen
127	Business and advertising services agents
128	Auctioneers
129	Salesmen, Shop Assistant and demonstrators
130	Street vendors/canvassers
131	Money lenders and pawn brokers
132	Managers (Catering and lodging services)
133	133 Working proprietors(catering and lodging services)
134	Housekeeping and related service supervisors
135	Cooks and chefs
136	Waiters, bartenders and related workers
137	Building caretakers
138	Char workers, cleaners related workers
139	Launderers, dry cleaners and pressers( including Dhobies)
140	Hair dresses, Barbers, beauticians and related workers
141	Fire fighters
142	Policemen and detectives
143	Guides

144	Undertakers and embalmers
145	Other service workers
146	Governors, Ministers and Legislators not otherwise occupied(employed)
147	Government administrators and executives
148	Manages, directors and working proprietors mining and quarrying, manufacturing, construction, communications, transport utility and sanitary services, excluding wholesale and retail trade and production managers
149	Production managers, except farms
150	Managers , directors and working proprietors of wholesale and retail trade including banks, insurance, real estate and other financial and business services institutions.
151	Chemists
152	Physicists
153	Physical science technicians
154	Architects and town planners
155	Civil engineers
156	Electrical and electronics engineers
157	Mechanical engineers including marine and aeronautical engineers
158	Chemical Engineers
159	Metallurgists
160	Mining engineers and metallurgical engineers
161	Industrial engineers
162	Surveyors
163	Draughtsman and cartographers including lithographic artists
164	Civil Engineering technicians
165	Electrical and electronics engineering technicians
166	Mechanical engineering technicians
167	Chemical engineering technicians
168	Metallurgical technicians
169	Mining technicians
170	Aircraft pilots, navigators and flight engineers
171	Ships deck officers and pilots
172	Ships engineers
173	Biologists, Zoologists and related scientists
174	Bacteriologists, pharmacologists and related scientist
175	Agronomists and related scientists
176	Lift science technicians

177	Medical doctors and surgeons
178	Medical assistants
179	Dentists
180	Dental Assistants
181	Veterinarians
182	Veterinary Assistant
183	Pharmacists
184	Pharmaceutical assistants
185	Dieticians and public health nutritionist
186	Professional nurses
187	Professional midwives
188	Optometrists and opticians
189	Physiotherapists and occupational therapists
190	Medical X-ray technicians
191	Hakims/Vieds and homoeopathic doctors
192	Statisticians
193	Mathematicians and actuaries
194	Systems analysis and programmers
195	Statistical and mathematical technicians

## **ANNEXTURE-2**

### **LIST OF ECONOMIC PROFESSIONS**

<b>Page No.</b>	<b>Serial No. of Economic Sectors</b>	<b>Groups</b>
	1 to 10	<b>AGRICULTURAL FORESTRY FISHERY AND HUNTING</b>
	11-18	<b>MINING AND QUARRYING</b>
	19-159	<b>MANUFACTURING</b>
	160-164	<b>ELECTRICITY,GAS AND WATER</b>
	165-176	<b>CONSTRUCTIONS</b>
	177-281	<b>WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS</b>
	282-294	<b>TRANSPORT, STORAGE AND COMMUNICATION</b>
	295-303	<b>FINANCING ,INSURANCE,REAL ESTATE AND BUSINESS SERVICES</b>
	304-360	<b>COMMUNITY, SOCIAL AND PERSONAL SERVICES</b>

## **1. AGRICULTURAL, FORESTRY , HUNTING AND FISHERY**

1	Agricultural production –field crops
2	Service incident to Agriculture
3	Hunting, trapping and game propagation
4	Cattle farming
5	Diary farming
6	Poultry farming
7	Forestry
8	Logging
9	Fishing.n.e.c
10	Ocean and coastal fishing

## **2. MINING AND QUARRYING**

11	Coal Mining
12	Crude Petroleum and Natural Gas Products
13	Natural gas production
14	Iron Ore Mining
15	Non ferrous are Mining
16	Stone quarrying,
17	Clay and Sandpits

18	Salt Mining
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### 3. MANUFACTURING

19	Slaughtering, preparing, canning and preserve of meat
20	Manufacturing of dairy products
21	Processing, canning and preserving of fruits and vegetables
22	Processing, canning and preserving of fish and other sea foods
23	Flour mills
24	Rice milling
25	Manufacture of bakery products
26	Sugar factories and refineries
27	Manufacture of cocoa chocolate & sugar confectionery
28	Processing of tea
29	Manufacture of prepared animals feeds
30	Manufacture of vegetable ghee
31	Manufacture of Ice
32	Edible salt refining
33	Manufacture of miscellaneous food products
34	Cotton seed oils
35	Non-alcoholic beverage industries
36	Cigarettes Manufacture
37	Cigar manufacturing
38	Bidies manufacturing

39	Tobacco industries .n.e.c
40	Cotton textiles mills, except handloom industry
41	Woolen textiles mills, except handloom industry
41	Jute textiles mills, except handloom industry
43	Silk,art silk and synthetic textile mills except handloom industry
44	Spinning weaving &finishing of narrow fabrics
45	Handloom industry
46	Dyeing bleaching and finishing of textiles only
47	Knitting (hosiery)mills
48	Manufacturing of carpets and rugs
49	Cordage rope and twine industries
50	Spooling and thread ball manufacturing
51	Manufacturing of ready made garments
52	Manufacturing of hats and caps
53	Manufacture of wearing apparel except footwear
54	Tanning and leather finishing
55	Fur dressing and dyeing
56	Manufacture of products of leather and leather substitutes except footwear and wearing apparel
57	Manufacture of footwear except vulcanized or moulded rubber or plastic footwear
58	Cotton ginning pressing and baling of fibres
59	Wood Processing
60	Saw and planing mills

61	Plywood and plywood products
62	Manufacturing wood articles except furniture

63	Particle-board mills
64	Manufacturing of products of Bamboo reed and others canes
65	Manufacture of wood and wood and cork products n.e.c . Except furniture
66	Manufacture of Wooden furniture and fixtures
67	Manufacture of cane furniture
68	Manufacture of pulp and paper
69	Manufacture of paper board
70	Manufacture of articles of pulp , paper and paper board
71	Printing and publishing
72	Allied industries of printing and publishing
73	Manufacture of allopathic medicines and drugs
74	Manufacture of Uniani medicines
75	Manufacture of 'Ayuro-vedic' medicines
76	Manufacture of Homeopathic and bio-chemic medicines
77	Manufacture of basic Industrial chemicals except fertilizer
79	Manufacture of Compressed, liquified and solidified gases
80	Manufacture of fertilizers
81	Manufacture of pesticides
82	Manufacture of synthetic resins, plastic materials and man-made fibers except glass

83	Manufacture of paints, varnishes and lacquers
84	Manufacture of perfumes and cosmetics
85	Manufacture of soap (all kind) and detergents
86	Manufacture of polishes and waxes
87	Manufacture of matches
88	Manufacture of ink (all kinds)
89	Manufacture of candles
90	Petroleum refining
90	Manufacture of miscellaneous products of petroleum and coal
91	Manufacture of tyres and tubes
92	Manufacture earthen ware
93	Manufacture of pottery, china and earthenware
94	Manufacture of glass and glass products
95	Manufacture of bricks, tiles and other structural clay products
96	Iron and steel mills
97	Manufacture of cement products
98	Manufacture of cement
99	Iron and steel foundries
100	Iron and steel re-rolling mills
101	Non-ferrous metal basic industries
102	Manufacture of Cutlery
103	Manufacture Hand and edge tools
104	Manufacture Razors, safety razors and razor blades
105	Manufacture Furniture and fixtures primarily of metal

106	Manufacture Structural metal products
107	Metal stamping, coating, electroplating, galvanising and enamelling, etc.
108	Manufacture of Heating, cooking and lighting equipment
109	Manufacture of Wire products
110	Manufacture of Utensils-Aluminum
111	Manufacture of Utensils-Copper and brass
112	Manufacture of Utensils-Steel
113	Manufacture of Metal barrels and drums
114	Manufacture of Tin cans and tinware
115	Manufacture of Metal trunks
116	Manufacture of Bolts, nuts, rivets and washers
117	Manufacture of metal sanitary ware and plumbing equipment
118	Safes, safe and vaults
119	Manufacture of engine and turbine
120	Manufacture of agricultural machinery and equipment excluding agriculture hand tools
121	Manufacture of metal and wood working machinery
122	Manufacture of textile machinery
123	Manufacture of industrial machinery except agricultural metal and wood working and textile machinery
124	Manufacture of office, computing and accounting machines
125	Manufacture of sewing machines
126	Manufacture of electrical industrial machinery and apparatus
127	Manufacture of radio, television and communication equipment and apparatus
127	Manufacture Radio and television
128	Manufacture of electrical appliances and housewares
129	Manufacture of wires and cables
130	Manufacture of electric bulbs and tubes

131	Manufacture of Batteries
132	Manufacture of Telephone and telegraphy equipment
133	Ship building and repairing (mechanically propelled)
134	Boat building and repairing (non-mechanical)
135	Manufacture of rail road equipment
136	Manufacture of motor vehicals
137	Manufacture of motor cycles, auto-rickshaws
138	Manufacture of cycles
139	Manufacture of aircraft
140	Manufacture of animal and hand drawn caris and carriages
141	Manufacture of surgical, medical and dental instruments, equipments and supplies
142	Manufacture of watches and clocks
143	Manufacture of weights and scales
144	Manufacture of photographic
145	Manufacture of optical goods
146	Handicrafts
147	Manufacture of Sports and athletic goods
148	Manufacture of Jewellery precious metal
149	Manufacture of Imitation jewellery
150	Manufacture of musical instruments
151	Manufacture of Toy s mechanical
152	Manufacture of Penciles
153	Manufacture of Pens and other office articles and supplies
154	Manufacture of Umbrellas and walking sticks
155	Manufacture of Buttons, studs, hooks and fasteners
156	Manufacture of Signs and advertising displays
157	Bone crushing

158	Manufacture of Bangles
159	Manufacture of broom and brushes

#### **4. ELECTRICITY, GAS AND WATER**

160	Hydro electric power
161	Thermal electric power
162	Nuclear electric power
163	Gas manufacturing and distribution
164	Water, work and supplies

#### **5. CONSTRUCTIONS**

165	Building Construction
166	installing electric fittings in buildings
167	installing electric city and water supply and Gas line fittings in buildings
168	Carpeting work in building
169	Heating and air-conditioning in buildings.
170	Construction, repairing, maintenance street, road, highways and bridges.
171	Construction, irrigation project
172	Construction hydro electric project.
173	Construction, repair and maintenance of railway projects.
174	Construction, repair and maintenance of telecommunication project.
175	Construction, repair and maintenance of docks, harbors

176	Construction, aviation project.
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## **6. WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS**

177	Grains wholesale
178	Cotton wholesale
179	Hides and skins wholesale
180	Wool and hair wholesale
181	Fertilizers wholesale
182	coal and coke wholesale
183	petroleum production wholesale
184	Lumber and timber wholesale
185	Bamboo and cane wholesale
186	Bricks, cement and masons materials wholesale
187	Plywood, glass and other similar articles
188	Paints, varnishes and colors wholesale
189	Lumber and construction materials wholesale
190	Industrial machinery, equipment and supplies
191	Office and commercial machines, equipment and supplies
192	Agricultural machinery, equipment and supplies
193	Motor vehicles, accessories and parts
194	Hardware and related items
195	Electrical appliance apparatus, equipment and supplies
196	Textiles ,textile products apparel and accessories

197	Cloths wholesale
198	Yarn and thread wholesale
199	Garments and hosiery wholesale
200	Second hand cloths
201	Footwear
202	Fruits, fresh wholesale
203	Vegetables, fresh wholesale
204	Groceries and provisions wholesale
205	Tea wholesale
206	Poultry and eggs wholesale
207	Dairy products wholesale
208	Ghee and cooking oils wholesale
209	Fish and sea foods wholesale
210	General merchandise
211	Medicines and drugs
212	Paper and paper products
213	Leather ,leather substitutes and products
214	Sports ,athletic good and toys
215	China ,glassware etc
216	Cigarettes, cigars and 'bidies'
217	Flue-wood and charcoal
218	Cycles and parts
219	Importers and exports
220	Agents and brokers
221	Groceries and other food item
222	Meat- mutton
223	Meat- beef
224	Poultry
225	Fish
226	Fruits , fresh

227	Vegetables, fresh
228	Milk
229	Sweet meats
230	Pan and cigarettes
231	Bread ,butter and eggs
232	Retail bakeries
233	Alcoholic beverages
234	Cloths-Reatail
235	Garments and hosiery
236	Carpet and rugs
237	Caps and other head-wear
238	Footwear
239	Second hand clothing
240	Furniture-Reatail
241	Radio, television, etc
242	Household electrical and gas appliances
243	Including fans ,refrigerators etc
244	Earthen wear
245	Utensils ,metal
246	Suitcases, leather and substitutes
247	Trunks and suitcases metal
248	Sewing machines
249	Hardware- retail
250	Paints, varnishes and colours
251	Timber and lumber
252	Plywood, glass, c-retail
253	Bricks, cement and other masons materials
254	Sanitary-ware and plumbing supplies
255	Electrical building supplies
256	Motor cars and trucks

257	Motor cycles, scooters and auto-rickshaws
258	Motor vehicle parts and accessories
259	Cycles-retail
260	cycle parts and accessories
261	Department stores
262	General merchandise stores
263	Medicines and drugs
264	Books, periodicals and newspapers
265	Stationary sports , athletic goods and toys
266	sports , athletic goods and toys
267	watches and clocks
268	Optical goods
269	Camera and photographic goods
270	Jewelery and ornaments
271	Bangles
272	Flowers
273	Handicrafts-retail
274	Second hand stores except clothing
275	Petrol stations
276	Fuel wood, charcoal, coal and coke etc
277	Hay, fodder and animal feeds
278	Restaurants, cafes and cafeterias
279	Wine bars
280	Eating and drinking places
281	Hotels, rooming houses, camps and other lodging places

## **7. TRANSPORT, STORAGE AND COMMUNICATION**

282	Railway Transport
283	Passenger transport

284	Passenger transport mechanized
285	Freight transport by road-mechanized
286	Freight transport by road-non-mechanized
287	Inland water transport-mechanized
288	Stevedoring services
289	Air transport
290	Supporting Services to air transport
291	Services incidental to transport
292	Storage & Warehousing
293	postal services
294	Telegraph services

## **8. FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES**

295	Telephone services
296	Monetary institutions
297	Other financial institutions
298	Insurance
299	Real estate and business services
300	Accounting, auditing and book keeping services
301	Data processing and tabulating services
302	Engineering, architectural and technical services
303	Advertising services

## **9- COMMUNITY, SOCIAL AND PERSONAL SERVICES**

304	Central govt.(Federal Govt. and defense services)
305	provincial govt.
306	local govt.
307	Semi govt. and Autonomous bodies/organizations

308	cleaning and other services
309	First level general education
310	First level specialised education
311	second level general education
312	second level specialized education in teaching
313	second level specialized education in commerce
314	second level specialized education in craft and technology
315	second level specialized education in medicine
316	second level specialized education in agriculture forestry and fishery
317	second level specialized education not elsewhere classified
318	Third level general education and specialised education in humanities
319	Third level specialised education in teaching and education
320	Third level specialised education in law
321	Third level specialised education in commerce and business administration
322	Third level specialised education in technology and engineering
323	Third level specialised education in medicine
324	Third level specialised education in agriculture forestry, and fishery
325	Third level specialised education not elsewhere classified
326	Madrasah and other religious education
327	special education for physically, mentally or socially handicapped
328	Education not definable by level and not elsewhere classified
329	Research and scientific institutions
330	Medical, dental and other services
331	Veterinary services
332	Orphanages Homes for blind, aged and crippled persons
333	Home for blind aged and crippled person

334	Business, professional and labour associations
335	Homes for destitute women, girls, boys and children
336	Religious services
337	Motion picture production
339	Motion picture projection
340	Radio and television broadcasting
341	Theatrical producers and entertainment services
342	Individual singer, dancer and amusement and recreational services
343	Libraries and reading rooms
344	Museums
345	Botanical and zoological gardens
346	Libraries, museums, botanical and zoological gardens and other cultural services
347	Individual writer, journalist, landscapist and other creational artists
348	Recreational and cultural services
349	Repairing of shoes, leather and other goods
350	Repair services of electricity
351	Repairing of Motor vehicles and motor cycles
352	Watch, clock and jewelry repairing services
353	Services of Carpenter
354	Services of blacksmith
355	Other Repair centers
356	Laundries, laundry services and cleaning and dyeing
357	Domestic services
358	Barber and beauty shops
359	Photographic studies including commercial photography
360	International and other extra Territorial Boding