

**MANUAL OF INSTRUCTIONS FOR
FIELD ENUMERATORS/SUPERVISORS**

ON

**LABOUR FORCE SURVEY
2014-15**

**PAKISTAN BUREAU OF STATISTICS
STATISTICS DIVISION
GOVERNMENT OF PAKISTAN
May 2014**

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F O R E W O R D

The Manual of Instructions provides detailed rubric for filling up the questionnaire in the light of the objectives and scope of the survey 2014-15. The survey is the 33rd in the series of surveys so far have been undertaken since 1963-64.

The survey will be carried out over the entire expanse of the country. For the purpose of data collection, the questionnaire of the preceding Labour Force Survey 2013-14 have been adopted. The results of survey are quarterly representative at national level for the main aggregates.

The design of questionnaire provides for labour force estimates on the basis of the “current status” approach. However, a question on usual status approach is also included. Moreover, a number of detailed questions are included to capture the economic activities of the population exhaustively. Possible linkages with the previous survey results are also built-in to provide for compiling the time series of estimates.

The occupation and industry of the employed labour force are classified according to Pakistan Standard Classification of Occupations (PSCO) 2012 and Pakistan Standard Industrial Classification (PSIC) 2010. Accordingly, the titles at 4-digit level are given at Annexures “A” and “B”, respectively. Specimen of the present Labour Force Survey questionnaire is also appended as an Annexure “G”.

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GOVERNMENT OF PAKISTAN
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SECTION - 1

OBJECTIVES OF THE SURVEY

The Labour Force Survey constitutes an annual sample enquiry. However, the main estimates of employment/unemployment are quarterly representative on national level with rural-urban breakup. The survey has the following main objectives:-

- To collect data on the socio-demographic characteristics of the total population i.e. age, sex, marital status, level of education, current enrolment and migration etc;
- To acquire current information on the dimensions of Pakistan's labour force; i.e. number of persons employed, unemployed, underemployed or out of labour market;
- To gather descriptive facts on the engagement in major occupational traits and the nature of work undertaken by the institution/organization;
- To profile statistics on employment status of the individuals, i.e. whether they are employers, own account workers, contributing family workers or paid employees (regular/casual);
- To classify non-agricultural enterprises employing household member(s) as formal and informal;
- To put figure on the hours worked at main and subsidiary occupations;
- To provide data on wages and mode of payment for paid employees;
- To quantify occupational health and safety of employed persons by causes, type of treatment received and period of absence from work;
- To collect data on the characteristics of unemployed persons i.e. age, sex, level of education, previous experience if any, occupation, industry, employment status related to previous job, waiting time invested in the quest for work, their availability for work and expectations for future employment; and
- To collect information of Pakistan's labour force through usual status approach.

SECTION - 2

SCOPE AND GEOGRAPHICAL COVERAGE

Scope of the Survey

2.1 All the civilian population, specified below living in rural and urban areas of Pakistan, will be included in the scope of this survey.

- i) All usual members of the sample households present or temporarily absent, at the time of enumeration.
- ii) Population living in dwellings located within the boundaries of institutions, e.g. hospitals, sanatoriums, jails, police stations and labour camps, which fall within the sample areas.
- iii) Members of the armed forces living in the civilian areas.
- iv) Persons living in mess households located within the sample areas.

It excludes the following population:

- i) Defence forces personnel, whether living in barracks or with their families living in households, located in the restricted areas.
- ii) Civilian population living in the restricted areas.
- iii) Non-Pakistani nationals working in foreign embassies, located in Pakistan whether living within embassy premises or in the households located in the sample areas.
- iv) Foreign nationals working in Pakistan and living in sample areas.
- v) Persons admitted in hospitals & clinics for medical treatment for long durations, e.g., exceeding six months.
- vi) Inmates of jails sentenced for imprisonment for more than six months.
- vii) Persons living in police barracks, nurses boarding houses, hotels, hostels and boarding houses of schools and colleges with no other place of residence.

Geographical Coverage

2.2 The Labour Force Survey will cover the entire rural and urban areas of Pakistan.

SECTION - 3

CONCEPTS AND DEFINITIONS

Before starting the enumeration work, it is essential that the enumerator should be acquainted with the terms which he /she will come across most frequently while filling in various schedules of the Labour Force Survey. These terms are explained in this section and should be properly understood so that quality data are collected.

3.01 Household

A household is a single person living alone or a group of persons who normally live and eat together under common cooking arrangements and have no other usual place of residence elsewhere.

If a dwelling is occupied by a group of related and unrelated persons who do not eat together as defined above, but have common living arrangement then it will be treated as a household which will be enumerated like all other households in the sample area.

A lodger who usually lives with the household but takes his meals outside, in a hotel, restaurant, etc. will constitute a separate household.

3.02 Household Members

Household members will be all persons in a household who normally live and eat together and consider the living quarter or living space occupied by them as their usual place of residence. Thus, they will include all such persons present or temporarily absent whose usual place of residence falls in the sample areas at the time of enumeration.

3.03 Persons to Include as Household Members

1. All those persons who normally live with the sample household and are present at the time of enumeration.
2. Persons who normally live with the sample household but are temporarily away at the time of enumeration for reasons such as (i) visiting friends and relatives for social ceremonies, (ii) travelling in connection with business, (iii) admitted in hospital or sanatorium for short term treatment, (iv) in jail or "hawalat" for summary trial, (v) attending a conference or short term course not exceeding six months in a foreign country, or (vi) attending school, college in another city/town and living there in a boarding house or hostel.
3. All boarders, servants, friends, relatives and non-relatives who are living with the sample household at the time of enumeration and may or may not take their meals with the same household and do not possess any other usual residence elsewhere.
4. Fishermen, seamen and other related or unrelated person whose usual place of residence is the sample household but is away on the high seas for catching fish.

3.04 Persons to Exclude as Household Members

1. Persons found present in the sample household at the time of enumeration and are temporarily staying there as friends, guests, visitors, etc., but have their usual place of residence elsewhere.
2. A lodger found present in the sample household at the time of enumeration and lives there but takes his meals outside. He/she will be enumerated as a separate household in the survey.
3. A household servant found present in the sample household at the time of enumeration who takes his meals from the household but has his usual place of residence elsewhere. He will be covered in the household, which is his usual place of residence.
4. Children of the sample household attending school/college in another city/town and living with friends or relatives in that city/town or living as a separate household by renting a room or a house.
5. Persons who are working in another city/town or village and are usually residing there, visiting their family which is a sample household, occasionally.
6. A group of related or un-related persons who take their meals from a sample household but do not live there.

3.05 Head of Household

If a person lives alone then he will be considered as the head of household. When husband & wife are living with their children and alongwith other relatives then the husband/wife/son/daughter etc. may be considered as the “head” of the household.

When parents, brothers and sisters comprise a household either a parent or the eldest brother or sister may be taken as the “head”. When a household consists of several un-related persons, either the respondent may be relied upon to determine the “head” or you may arbitrarily select the eldest one as the “head”. It is acceptable and probably most convenient to ask the household about their head. In case of a “mess” household, any household member may be reported as the head.

3.06 Usual Place of Residence

The usual place of residence shall mean the place where the household member usually resides. The usual place of residence shall normally imply specific living quarters/space held by the persons where a household member is free to return when he/she so wishes.

Vacant living quarters (some times furnished) which a person offers for rent or for sale during his/her absence should not be considered as his/her usual place of residence while he/she is away. Similarly, if the owner has rented out the house or living quarter and the tenant has not moved in, then this house will not be his/her usual residence unless he/she has no other place of residence elsewhere.

3.07 No Usual Place of Residence Elsewhere

Persons with no usual place of residence elsewhere shall include recent migrants, persons temporarily staying in the household but trying to find a house or living quarters and other temporary residence in the household who have no other home of their own where they could be counted.

3.08 Migration

- i) **Inter/Intra Provincial:** The migrant population means those who have moved from one administrative district to another administrative district at any time of their lives. It excludes population who has moved within the current district.
- ii) **Rural-Urban Migration:** It means the movement of population from rural to urban and vice versa. It excludes intra-rural and intra-urban movements.

3.09 Reference Period

It is a specified period which may be one day, one week, one month or one year preceding the date of interview. In this survey we will use preceding one week as reference period in most cases, however, questions No.5.1, 7.6, 8.1 covers a one-year and question No. 9.4 covers a one-month reference period.

3.10 Enterprise

An enterprise is an agricultural or non-agricultural activity operated by a member of the household or by a group of persons in partnership including at least one member from the household. A person is regarded as having an enterprise even if he/she did not work in it during the reference period, if he/she continued to have the other factors of production involved in the enterprise such as land, building, machinery, equipment or tools available for use and the enterprise has not been formally or informally closed down or the activity undertaken through the enterprise is not given up. It may be noted that non-agricultural activities include mining & quarrying, manufacturing, construction, trade, transport, guest houses, hotels, etc. and services. Further, non-agricultural activities operated only for household consumption are not considered as an enterprise.

3.11. The Economically Active Population

The economically active population comprises all persons of either sex who provide labour services for the production of goods and services as defined by the United Nation System of National Accounts during a specified reference period. According to this definition, the production of goods and services includes:

- i) all production and processing of primary products whether for the market, barter or, own consumption,
- ii) the production of all other goods and services for the market,
- iii) in the households which produce such goods and services for the market, own consumption, and
- iv) own account construction.

For further explanation please see annexure “C”.

There are two measures of the economically active population, the usually active population measured in relation to long reference period such as a year and the currently active population, measured in relation to short reference period such as one week.

3.12 The Usually Active Population

The usually active population comprises all persons ten years of age and over who fulfil the requirements for inclusion among employed or unemployed as defined below during the reference period i.e. one year preceding the date of enumeration.

3.13 Employment (Usual status approach)

The usually employed comprises all persons ten years of age and over who worked during most of weeks (or most of the days) of the year. In other words the “employed” would comprise all usually active persons who during the reference year, experienced more weeks (or days) of employment than of unemployment.

Examples of activities that count as work are:-

- a) Activities carried out by persons engaged for wages in factories, business enterprises, farms, shops, service undertakings, and other economic units engaged in production of goods and services intended for sale on the market. Also, employees of government and other social and cultural institutions, hotels, restaurants, transport and communication;
- b) Home based activities in (i) Agriculture: Growing or gathering field crops, fruits and vegetables, producing eggs, milk and food. Hunting animals and birds, catching fish, crabs and shellfish; burning charcoal; (ii) Milling and other food processing: Threshing and milling grain, making butter, ghee and cheese, slaughtering livestock, curing hides and skins, preserving meat and fish. Making beer and alcohol; (iii) Handicrafts: Collecting thatching and weaving materials, making mats, weaving baskets and mats, making clay pots, weaving cloth, dressmaking and tailoring, making furniture; (iv) Construction and major repairs: Construction of a dwelling, farm buildings, clearing land for construction, or the major renovation of a dwelling, private roads, wells and other private facilities; (v) Fetching water; (vi) Collecting firewood: Cutting or collecting firewood and building poles; and (vii) Other Personal or community work activities: e.g. cooking food for labourers working on one’s farm when food is provided as part of labourers wages.

3.14 Unemployment (Usual status approach)

The usually “unemployed” comprises all persons ten years of age and over who were without work and available for/seeking work during most of the weeks (or most of the days) of the year. In other words, the “unemployed” would comprise all usually active persons who, during the reference year, experience more weeks (or days) of unemployment than of employment.

3.15 The Population Not Usually Active

Not usually active population comprises all persons irrespective of age(including those below the age specified for measuring the economically active population, whose main activity status during the reference period was neither employed nor unemployed). It is further specified that the population not usually active” comprises the following functional categories.

- a) Students.
- b) Persons performing household duties.
- c) Retired or aged people.
- d) Too young to work
- e) Family does not allow to work.
- f) No hope to find work.
- g) Income recipients (pensioners, rentiers , etc).

- h) Persons engaged in immoral pursuits such as begger, smuggler etc.
- i) Persons who derive their income solely from royalties and dividends
- j) Voluntary social workers doing work outside the family enterprise.
- k) Living entirely on charity
- l) Others (recipients of public or private support, children not attending school, etc.)

3.16 The Currently Active Population

The "Labour Force" or "Currently Active Population" comprises all persons ten years of age and over who fulfil the requirements for including among employed or un-employed as defined below during the reference period i.e. one week preceding the date of interview.

3.17 Employment

The "Employed" comprises all persons ten years of age and over who worked at least one hour during the reference period and were either "paid employed" or "self employed". Examples of activities that count as work are given in para 3.13.

3.18 Paid Employment

- a) "At work" persons who during the reference period performed some work for wage or salary in cash or in kind.
- b) "With a job but not at work" persons who, having already worked in their present job, were temporarily not at work during the reference period but have a formal attachment to their job. This formal job attachment should be determined in the light of national circumstances according to one or more of the following criteria.
 - a) The continued receipt of wage or salary.
 - b) An assurance of return to work following the end of the contingency, or an agreement as to the date of return.
 - c) The elapsed duration of absence from the job is that duration for which workers receive compensation benefits without obligations to accept other jobs.
 - d) Persons temporarily not at work because of:
 - i) Illness or injury or sick household members
 - ii) Holiday, vacations or leave of absence
 - iii) Strike, lock-out or leave of absence
 - iv) Educational or training leave
 - v) Maternity or parental leave
 - vi) Reduction in economic activity such as lower production due to less demand, shortage of irrigation water or load shedding (gas & electricity)
 - e) Temporary disorganization or suspension of work with or without leave due to the following reasons should be considered as "paid employment" provided they had a formal job attachment.
 - i) Bad weather
 - ii) Mechanical or electrical break down
 - iii) Shortage of raw materials or fuels
 - iv) Other temporary absence

Note:-Apprentices who receive pay in cash or in kind should be considered in paid-employment and classified as “at work” or “not at work” on the same basis as other persons in paid-employment.

3.19 Self Employment

- i) “At work” persons who during the reference period performed some work for profit or family gain, in cash or in kind.
- ii) “With an enterprise but not at work” persons with an enterprise which may be business enterprise, a farm or a service undertaking, who were temporarily not at work during the reference period for any specified reasons. The enterprise exist and functioning at the time of enumeration.
- iii) Employers, own account workers, members of producers co-operatives and those engaged in the production of economic goods and services for own and household consumption should be considered as self-employed if such production comprises an important contribution to the total consumption of the household. They may be classified as “at work” or “not at work” as the case may be.

3.20 Unemployment

The “unemployed” comprises all persons ten years of age and over who during the reference period were:

- a) “Without work” i.e. were not in paid employment or self-employment,
- b) “Currently available for work” i.e. were available for paid employment or self-employment, or
- c) “Not currently available” for the following reasons: illness, will take a job within a month, is temporarily laid off, is an apprentice and is not willing to work, or
- d) “Seeking work” i.e. had taken specific steps in a specified recent period (i.e. last week) to seek paid employment or self-employment. The specific steps may include.
 - i) Registration at a public or private employment exchange.
 - ii) Application to employers.
 - iii) Checking at worksites, farms, factory gates, market or other assembly places.
 - iv) Placing or answering newspaper advertisements.
 - v) Seeking assistance of friends or relatives.
 - vi) Looking for land, building, machinery or equipment to establish own enterprise.
 - vii) Arranging for financial resources.
 - viii) Applying for permits and licenses etc.

- ix) Willingness to take up work for wage or salary on locally prevailing terms.
- x) Readiness to undertake self-employment activities given the necessary resources and facilities.
- xi) To take up paid employment or undertake self-employment activities within one month subsequent to the reference period.

Persons temporarily absent, temporarily laid-off from their jobs with no formal job attachment who were currently available for work and seeking work should be regarded as unemployed in accordance with the standard definition of unemployment.

3.21 Underemployment (Time-Related)

The criteria set forth for identifying the underemployed persons are:-

- i) Worked less than 35 hours per week.
- ii) Sought or were available for additional or alternative work during the reference period.

3.22 The Population Not Currently Active

The “Population not Currently Active” or “persons not in the labour force” comprises all persons who were not employed or un-employed during the reference period and hence not currently active. They are classified into the following categories:-

- a) Attendance at educational institutions.
- b) Engagement in household duties.
- c) Retirement or old age.
- d) Too young to work.
- e) Family does not allow to work.
- f) No hope to find work.
- g) Agricultural landlord and/ or property owner; nature of ownership includes land, commercial/residential buildings, cinemas, hotels, petrol pumps, power looms, etc. (Given on rent or lease). They are owners but they do not work for their properties.
- h) Engaged in immoral pursuits such as prostitutes, beggars, thieves and smugglers etc.
- i) Persons who derive their income solely from royalties dividends, etc.
- j) Voluntary social workers doing work outside the family enterprise.
- k) Living entirely on charity.
- l) Other reasons such as infirmity or disablement which may be specified.

3.23 Employment Status Categories

Status of an economically active individual with respect to his employment, i.e. whether he/she is an employer, own –account worker, employee, Contributing Family Worker or a member of the producers co-operative, is defined below:-

- a) Employee:- A person who works for a public or private employer and receives remuneration in wages, salary, commission, tips, piece rates or pay in kind. Employees are divided into the following four categories.
 - i) Regular paid employee:- A paid employee who has worked at least one month at a stretch during last 12 months is considered as a regular employee.
 - ii) Casual paid employee:- A paid employee who has worked for period less than one month at a stretch during last 12 months is considered as casual employee.
 - iii) Paid worker by piece rate or service performed:- All employed persons who receive their payment in cash or in kind according to the work/services performed on piece rate basis should be covered in this category.
 - iv) Paid non-family apprentices:- Non-family apprentices who receive pay in cash or in kind should be considered in paid employment.
- b) Self employed:- A person who during the reference period performed some work for profit and family gain, in cash or in kind. A job where the remuneration is directly dependent upon the profits, or the potential profits, derived from the goods and services produced.
 - i) Employer:- A person working during the reference period, on own-account or with one or a few partners at a “self-employment job”, with one or more employees engaged on a continuous basis.
 - ii) Own account worker(Agriculture):- An “own account worker (agriculture)” is a person who operates his/her own farming enterprise or engages independently in a profession or livestock, and hires no employees. However, he/she may get the assistance of contributing family workers.
 - iii) Own account worker(Non-agriculture):- An “own account worker (non-agriculture)” is a person who operates his/her own economic non -agriculture enterprise or engages independently in a profession or trade, and hires no employees. However, he/she may get the assistance of contributing family workers.
 - iv) Owner cultivator:- Owner cultivator means a person who cultivates his/her own land.
 - v) Share cropper:- Share cropper means a person who cultivates land owned by others on the basis of sharing the produce.
 - vi) Contract cultivators:- Contract cultivator means a person who cultivates land owned by others on a rent basis.
 - vii) Contributing family worker(Agriculture) :- A person who works without pay in cash or in kind on an agriculture enterprise such as farming operated by a member of his/her household or other related persons is termed as contributing family worker(agriculture).
 - viii) Contributing family worker (Non-Agriculture) :- A person who works without pay in cash or in kind in a non-agriculture economic enterprise such as trade operated by a member of his/her household or other related persons is termed as contributing family worker(non-agriculture) .

In most cases, categorizing the worker into the correct status in employment does not raise ambiguity. However, there are cases where the distinction is not readily obvious and certain guidelines are necessary for clarifying the distinction between a self-employment status and an employee status, particularly, in the case of “own-account worker”, “casual paid employee” and “paid worker by piece rate or service performed”. In case of doubt the following procedure may be applied.

- i) If the worker is receiving remuneration for goods sold, which the person obtains at his or her own expense, the worker should be classified as an own-account worker.
- ii) If typically, the remuneration is received from one person only the worker should be classified as an employee, and if from more than one person, as an own-account worker. In making this assessment, a longer reference period than a week may be necessary, for example one month.
- iii) In case of tips, a waiter obtains a regular salary (no matter how small) from the restaurant owner and tips from different customers (no matter how big). This will be counted as receiving pay from one person only, since the contract makes the receiving of the tips possible.
- iv) Domestic workers are persons exclusively engaged by households to render domestic services for payment in cash or in kind. They should be classified as employee with the appropriate response category Col. 5.8 = 1, 2, 3 and 4 as the case may be. The enterprise employing them is the household in which they are rendering domestic services.
- v) Out workers are persons who agree to work for a particular enterprise or to supply a certain quantity of goods or services to a particular enterprise, by prior arrangement or contract with that enterprise, but whose place of work is not within any establishments which make up that enterprise. Out workers may be self-employed or employees depending on the two criteria described earlier i.e. remuneration received for goods sold and remuneration received from more than one person during the reference period.

3.24 Household Duties

The activities such as collecting and processing of food for household consumption, making, mending, washing & pressing clothes, shopping & marketing, cleaning & arranging the house, looking after the household members and helping in doing homework or other educational activities are considered household duties. If a woman spent most of the week managing her home or caring for her children, this would be an appropriate entry. It should be noted that more than one household member can be keeping house. A mother and daughter may frequently share such activity (A male member of the household can also sometimes perform household duties).

Domestic servants doing household work should be marked as employed because wages are paid to them.

If a woman besides doing household duties mentioned above did some work such as agricultural, livestock and poultry operations and construction work during the week preceding the date of enquiry or has assisted in the family enterprise during the last week, then she would be classified as employed and should not be classified as a housewife.

3.25 Students

It includes those persons who spent most of their time during the week preceding the date of enquiry attending some kind of public or private school/institution including vocational institution. A person not attending school in the preceding week due to illness, vacation or leave should also be treated as a student.

3.26 Occupation

Occupation means the kind of work or job or type of business and profession in which a person is engaged.

3.27 Main Occupation

If a person has more than one occupation, the one on which the person spends most of his working time is considered as his/her main occupation. If a person is engaged in only one occupation, then that will be his/her main occupation. If same number of hours used in more than one work, consider the one where he/she earns the most money.

3.28 Subsidiary Occupation

Any activity carried out by a person for pay, profit or family gain in addition to his/her main occupation is considered as his/ her subsidiary occupation.

3.29 Industry

Industry means the activity of the firm, office, establishment or department in which a person is employed or the kind of business, which he/she operates. This activity is defined in terms of the kind of goods or services supplied by the unit in which the person works.

3.30 A shop or Business or Office or Industry

A shop, business, industry, institution, office or service establishment may have their business at more than one place such as godown, showroom, administrative office, etc. where persons are working under the same employer. Those places may be treated as part and parcel of the main shop, business, industry, institution, office or service establishment. All the persons working at all places under the same employer should be counted alongwith those working in the main shop, business, institution, industry, office or service establishment.

3.31 Definition of the Informal Sector

According to the International Conference of Labour Statisticians (ICLS) standards, the informal sector are units engaged in the production of goods and services with the primary objective of generating employment and income to the persons concerned, not necessarily with the deliberate intention of evading the payment of taxes or other legislative or administrative provision.

The units typically operate at a low level of organization, on a small scale, and with labour relations mostly based on casual employment. The assets used do not belong to the production units as such but to their owners. Expenditure for production is often indistinguishable from household expenditure. The units as such cannot engage in transactions or enter contracts with other units, nor incur liabilities.

This concept of the informal sector is formulated into an operational definition based on three criteria, the first of which is essential (household enterprise), and the two others (size and registration), can be used optionally, alone or in combination.

Given the ambiguity of the registration criterion in the circumstances of Pakistan, and the difficulty of obtaining reliable responses on this item from household members, the definition of the informal sector in Pakistan is formulated in terms of the first two criteria, namely, household enterprise and size of employment.

In the language of the international standards, the informal sector in Pakistan is defined for statistical purposes as:

- All household enterprises owned and operated by own-account workers, irrespective of the size of the enterprise (informal own-account enterprises)
- Enterprises owned and operated by employers with less than 10 persons engaged. It includes the owner or owners of the enterprise, the contributing family workers, the employees, whether employed on an occasional or a continuous basis, or an apprentice, and
- Excluded are all enterprises engaged in agricultural activities or wholly engaged in non-market production.

Household enterprise: A household enterprise or equivalently, an unincorporated enterprise, is a production unit that does not have a separate legal entity independent of the household(s) or household members that own it. It is not a corporation, nor has a complete set of accounts that would permit a clear distinction between the production activities of the enterprise from the other activities of the owner(s) i.e. it is not a quasi-corporation.

Number of persons engaged: Number of persons engaged refers to the total number of employed persons engaged in the enterprise during the reference period. It includes the owner or owners of the enterprise, the contributing family workers, the employees, whether employed on an occasional or a continuous basis, or as an apprentice. The size limit of 10 persons cited in the definition proposed here may be revised and determined on the basis of minimum size requirements as embodied in relevant national legislation, where they exist, and may vary between branches of economic activity.

Own-account worker: A person working during the reference period, on own-account or with one or more partners at a “self-employment job”, without any employee engaged on a continuous basis; but, possibly, with one or more contributing family workers or employees engaged on an occasional basis.

Self-employment job: A job where the remuneration is directly dependent upon the profits, or the potential profits, derived from the goods and services produced.

3.32 Occupational Injuries/Diseases (All employed persons)

An occupational injury/disease is any personal injury or disease resulting from an occupational accident/ disease i.e. an individual occurrence or event arising out of or in the course of work. Some occupational injuries are serious enough to need treatment, either at hospital, or by a doctor, nurse or some other kind of medical professional, and may mean that the injured person is unable to work, or to work normally, for some time, i.e. they have to take time off work. Other injuries may be less serious or incapacitating, so that the injured person may be able to return to work quickly. All such occupational injuries are to be taken into consideration. An injury should only be considered as an occupational injury, if it was received at the person’s work place or in the

course of the person's work. Injuries received on the way to or from work are also considered to be occupational accidents. For the purposes of statistics of occupational injuries, the following terms and definitions are used:

- a) Occupational accident: An unexpected and unplanned occurrence, including acts of non-consensual violence arising out of or in connection with work which results in personal injury, disease or death;
- b) Commuting accident: An accident occurring on the habitual route between the place of work and: (i) the worker's principal or secondary residence; (ii) the place where the worker usually takes his/her meal; (iii) the place where he/she usually receive his/her remuneration; or (iv) the place where he/she receives training; which results in death or personal injury involving loss of time; travel, transport or road traffic accidents in which workers are injured and which arise out of or in the course of work, i.e. while engaged in an economic activity, or at work, or carrying on the business of the employer, are considered to be occupational accidents;
- c) Occupational injury: Any personal injury, disease or death resulting from an occupational accident;
- d) Case of occupational injury: The case of one person incurring an occupational injury as a result of one occupational accident;
- e) Occupational disease: A disease contracted as a result of an exposure to risk factors arising from work activity;
- f) Incapacity for work: Inability of the injured person to perform normal duties of work;
- g) Fatal occupational injury: An occupational injury leading to death within one year of the day of the occupational accident causing the injury;
- h) Loss of working time: Lost days counted from and including the day following the day of accident to the day prior to the day of return to work measured at calendar days, week days or working days in order to assess the severity of the injury. In the case of recurrent absences due to a single case of occupational injury, each period of absence should be measured and the resulting number of days lost for each period summed to arrive at the total loss of working time for the case of injury. Temporary absence from work of less than one day for medical treatment should not be included in time lost.

SECTION - 4

ENUMERATION INSTRUCTIONS

4.01 INTRODUCTION

The labour force is the back-bone of every country and plays an important role in its socio-economic development as a whole. Unless characteristics of the population of a country are known, no planning can be conceived. But the success of any survey depends on how efficiently and carefully the data are collected. A great responsibility of this survey thus falls on the shoulders of the field staff who do the enumeration work in the field. The field staff should remember that they are an important organ of the body working on the development and welfare of the country and their work is of great importance.

In order to conduct this important survey, a number of enumerators have been selected from all parts of the country. During each quarter of the year, they will visit various sample areas of the country to collect this information.

The sample has been very carefully selected. When the filled-in schedules are received at the headquarter, the data are processed and analyzed so as to provide framework for the national economic development.

In view of the importance of the survey, it is necessary that the field staff may understand the work thoroughly and undertake the enumeration consciously and filled-in the schedules as accurately as possible. To assist the enumerator, this Manual of Instructions has been prepared.

Before proceeding for the field enumeration, the enumerator should thoroughly study and digest the instructions given in the manual and make himself/herself fully acquainted with the concepts and definitions of various items included in the schedule. Cases may arise where the instructions laid down in the manual are found to be deficient in meeting a practical situation. In all such cases, the enumerator should seek necessary instructions immediately from the Statistical Officer concerned. The Statistical Officer should approach the Field Services Section of the Pakistan Bureau of Statistics for clarification of the problems and ambiguities faced by the enumerator and other field staff concerned during enumeration. The reference of these problems to the FBS will also help to improve the general instructions laid down in the manual.

4.02 ENUMERATION PROCEDURE

The Labour Force Survey schedule will be filled-in for every household selected in the sample from urban and rural areas of the country.

Since the information will be collected from the selected households, the enumerator should try to contact the head of the household or, in his/her absence, any other member of the household who may be able to furnish the required information. The enumerator should, to start with, explain to the head of the household or the respondent member of the household in simple terms the objectives and utility of the survey being undertaken.

The household should be assured that the information furnished will be treated strictly confidential and will be used for statistical purposes only and not against him/her in any way. It is very important that a friendly and unofficious approach be made for getting the information.

The enumerators should be very careful not to make any remarks/comments during the interview of the household which might offend the respondent because the informant's willingness and cooperation is of utmost importance for obtaining reliable information. After explaining the purpose and objectives of the survey, the enumerator should proceed with the filling of schedules carefully.

It may be noted that the questions to be asked from the respondents on the questionnaire appear in bold type while the procedural instructions for the enumerator appear in a lighter face type. The reason for having complete question (in bold type) is that it is desired to have all enumerators ask such question using the same wording for all sample households in the country. In this way it is hoped there will be uniformity in terms of concepts and definitions in the collection of data and that any misunderstanding due to difference in the way enumerators ask the question will be minimal.

It is realized that in many cases enumerator will have to translate the english question into the local language of the respondent. However, it is upto each enumerator to convey as closely as possible the original meaning of each question to each of his/her respondent.

He/she should note that no item is left blank as it might give some doubt that information was not sought about the particular item by the enumerator. An appropriate entry should be made against each item.

4.03 DETAILED INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

For "Survey period" month and year of enumeration should be entered.

SECTION [1] IDENTIFICATION

The information collected here is to identify each locality of the sample area, its processing code, particulars of the head of the household and the respondent which includes the following information:-

1. Province
2. District
3. Tehsil/Taluka
4. City/Town
5. Mouza/Deh/Village
6. Enumeration Block Code
7. Locality i.e. Rural/Urban
8. Address
9. Serial Number of Household
10. Name of Head of Household
11. Father's Name
12. Respondent's Name
13. Respondent's Sex (Male = 1) (Female = 2)
14. Respondent's Relation to the Head of Household
Head of Household = 1
Other member of Household (Relatives) = 2
Others member of Household (Non relatives) = 3

SECTION [2] FIELD OPERATIONS AND EDITING/CODING

This part is self-explanatory which should be filled by the enumerators/supervisors according to the work performed by them. This section should be filled giving dates for each activity.

SECTION [3] CHECKING AT HEADQUARTER

This part will be filled-in by the staff of Labour Section at Headquarter.

SECTION[4] HOUSEHOLD COMPOSITION AND DEMOGRAPHIC INFORMATION

COLUMN (4.1) SERIAL NO.

In this column the serial number of household members is entered. Fifteen members of the household can be accommodated on this page. If the members of the household are more than 15 then use an other questionnaire by filling the identification particulars of the household.

COLUMN (4.2) NAME OF HOUSEHOLD MEMBERS

In this column the enumerator should list all the household members (present or temporarily absent).

If there are two or more wives of the head of household residing in the same sample household, then first wife, her children, their spouses and children, if married, shall be listed before the listing of the second wife, her children, their spouses and children, if married.

At the time of listing of the members of the household, if the enumerator finds that the married woman or married man is living in the household without their spouse, he/she should be asked the reason of absence of their spouse and the reply should be recorded alongwith necessary explanatory remarks.

After the listing of family members and their relatives, (present or temporarily absent) whose usual place of residence is the sample household; other persons such as boarders, household employees & un-related members living and eating with the household and having no usual place of residence elsewhere shall also be listed. In listing boarders, household employees, etc. the enumerator should keep in mind that:-

- i) A boarder, his wife and children if any, shall be listed as boarder with name and relationship with the head of the household as boarder in column (4.2) and other particulars as applicable in the other columns.
- ii) A servant, his wife and children shall be listed with necessary particulars in a manner as indicated above in the case of boarder.

COLUMN (4.3) RELATIONSHIP TO HEAD

Code number of the relationship to the head of household has been provided which should be written in this column. Note that code 1 for "head" has already been printed in the first row so will not need to be entered again.

COLUMN (4.4) **PRESENT OR TEMPORARILY ABSENT**

All persons who are reported as present or temporarily absent should be identified by giving code “1” or “2” respectively.

COLUMN (4.5) **SEX**

Code “1” for male and “2” for female shall be entered. Sex of eunuch (mukhannas) will be treated as male and code “1” shall be entered in such cases.

COLUMN (4.6) **AGE**

Recording the correct age of the household members is of paramount importance. Age in completed years on the day of interview shall be entered in two digits. If the age of the household member is not known, then every effort should be made to ascertain it by referring to important past events such as independence of Pakistan, 1965 or 1971 India-Pakistan wars or any local important events, etc. Sometimes it may be effective to get an accurate idea of the age of the household members by working upwards starting from the youngest child.

The age of child of less than one year shall be entered as “00” and the age of a child of one year and over but less than two years shall be entered as “01”. An example is given below for guidance.

<u>Age</u>	<u>To be entered in the schedules as</u>
Less than one year	00
1 year but less than 2 years	01
2 years but less than 3 years	02
3 years but less than 4 years	03
99 years and over	99

This means that age as on the last birthday should be recorded. For the confirmation of age, the enumerator may request for his/her National Identity Card and record the age.

COLUMN (4.7) **MARITAL STATUS**

Enter the appropriate marital status code for each household member ten years of age and over and put dashes for all household members of less than ten years.

1. Never Married

All Persons (Males or Females) in the household ten years of age and over who have never been married.

2. Married

Married (Males or Females) ten years of age and over whose Nikah has been performed and living as husband and wife.

3. Widow/Widower

Married person (Males or Females) ten years of age and over whose spouse (husband or wife) is dead and who have not married again.

4. Divorced

Married (Males or Females) ten years of age and over who have divorced as required by religion and have not married again.

COLUMN (4.8) LITERACY

All persons five years of age and over who can read and write with understanding in any language are considered as “literate”. A person who can read and write only his name, figures or memorized phrase should not be considered as “literate”.

If he/she can read and write with understanding in any language then give code “1”, otherwise, give code “2”. Put dashes for all persons less than five years of age.

COLUMN (4.9) EDUCATIONAL LEVEL

Level of education for all the persons five years of age and over should be given. Level of education means the highest grade attained by the members of the household who have attended a school, college, university, and technical institutions, etc.

Only one appropriate code in two digits out of the codes (01 to 15) shall be entered in this column to indicate the level of education. Put dashes for all persons less than five years of age.

01 – No Formal Education

It includes those persons who can read and write in any language with understanding without having attended any formal educational institution as well as illiterate.

02 – Nursery but below K.G.

It includes all persons who have attended nursery classes.

03-K.G. but below Primary

It includes all persons who have passed K.G. and studied up to 5th grade without passing primary. It also covers those who may have left the school after passing 1st/2nd/3rd/4th grade.

04-Primary but below Middle

It includes all persons who have passed the primary examination but have not passed the 8th class.

05-Middle but below Matric

It includes all persons who have passed middle examination but have not passed 10th class.

06-Matric but below Intermediate

It includes all persons who have passed matriculation examination/junior cambridge/teacher training programme and have studied upto intermediate standard from any college without passing the intermediate examination.

07-Intermediate but below Degree

It includes all persons who have passed intermediate examination in Arts, Science and Commerce/Senior Cambridge/C.T. and have studied up to degree standard without passing degree examination.

08-Graduation in Engineering

In includes all persons who have passed the Bachelor, M.Sc., M.Phil or Ph.D Degree in any subject of engineering.

09- Graduation in Medicine

It includes all persons who have passed the Bachelor, M.Sc., M.Phil or Ph.D Degree in any field of medicine for example M.B.B.S, B.Ds, etc.

10- Graduation in Computer

It includes all persons who have passed the Bachelor, M. Sc., M. Phil or Ph.D Degree Course in any field of Computer.

11- Graduation in Agriculture

It includes all persons who have passed the Bachelor, M.Sc, M.Phil or Ph.D Degree in any field of agriculture.

12- Graduation in other Subjects

It includes all persons who have attained a Graduation Degree in fields other than 08,09,10 or 11

13-M.A./M.Sc

It includes all persons who have attained M.A. or M.Sc. Degree in all fields other than those mentioned in 08, 09, 10 or 11.

14-M.Phil

It includes all persons who have attained M.Phil Degree in all subjects other than those covered under code 08, 09,10 or 11.

15-Ph.D

It includes all persons who have attained Ph.D Degree in all subjects other than those covered under code 08, 09,10 or 11.

COLUMN (4.10) CURRENT ENROLMENT

This question should be asked from all persons five years of age and above. Code '01' should be given if the person is not currently enrolled in an educational institution. Any one code from 02-15 may be given according to their enrolment in Nursery, K.G., Primary, Middle, Matric, Intermediate, Graduation in engineering, Graduation in medicine, Graduation in computer, Graduation in agriculture, Graduation in other subjects, Post Graduates, M.Phil or Ph.D. Put dashes for all persons less than five years of age.

Note: All persons who have acquired or are acquiring some education through Darul-Uloom should be covered under level of education and current enrolment according to their equivalents under the formal education system of Pakistan. In this regard proper probing should be made for proper classification.

COLUMN (4.11) TECHNICAL/VOCATIONAL TRAINING

In this column the question on technical/vocational training such as auto or engine mechanic, carpentry, typing, computer, tailoring etc. should be asked for all persons ten years of age and over. Put dashes for all persons less than ten years of age.

Technical/Vocational Training generally means any form of training by means of which technical or trade knowledge can be acquired or developed. This training is given at a technical training center or at the place of work to provide skills in all branches of economic activity. Technical/vocational training lay great stress on practical work.

If a person has completed any "on job technical training", then any one code from '10' to '14' should be entered in this column. For person who has completed "off job technical vocational training" any one code from '15' to '19' should be entered. Enter code '20' for those persons who have not completed any technical/vocational training and skip to column 4.15.

COLUMN (4.12) TYPE/FIELD OF TECHNICAL/VOCATIONAL TRAINING

For all persons who have been given any one code from '10' to '19' in column No. 4.11, the type/field of training received should be written here. A list of various trades/skills has been attached as annexure "D". A brief description about the level and skill in a particular trade should be given for its proper classification. For example "Textile Technology", "Cooking Course", "Diploma in Radio or T.V." etc. Put dashes for all persons less than ten years of age.

COLUMN (4.13) DURATION OF TRAINING

For all persons who have been given any one code from '10' to '19' in column 4.11 and type/field of training in column 4.12 then duration of training in weeks should be written under this column. Put dashes for all persons less than ten years of age.

COLUMN (4.14) PROVIDER OF TRAINING

For all persons who have given any one code from '10' to '19' under column 4.11, type/field of training in column 4.12, duration of training in column 4.13, then provider of training should be noted under this column. Any one code within range of 1 to 4 should be noted here.

MIGRATION

COLUMN (4.15)

This column should be asked from all persons ten years of age and over. Code '1' should be given if the person is living in his place of birth. Any one code from 2 to 8 should be given according to the period of living in the present place of residence. Put dashes for all persons less than ten years of age.

COLUMN (4.16)

This column should be asked from all persons ten years of age and over and whose place of present residence is different from their place of birth. Name of the district and if abroad name of the country along with code as per Annex. "E" should be given clearly according to the response of the respondent. District names alongwith codes have been attached as annex. "E". Put dashes for all persons less than ten years of age.

COLUMN (4.17)

This column should be asked from all persons ten years of age and over and having any one code from 2 to 8 as per column 4.15. Code '1' or '2' should be recorded according to the response of the respondent. Put dashes for all persons less than ten years of age.

COLUMN (4.18)

This column should be asked from all persons ten years of age and over and having any one code from 2 to 8 as per column 4.15. Any one code from 01 to 15 should be recorded according to the response of the respondent. Put dashes for all persons less than ten years of age.

COLUMN (4.19)

This column should be asked from all persons. Code-1 should be given if the person is living in the area (i.e. rural/urban) since birth. Any one code from 2 to 8 should be given according to the period of living in the present area of residence. It includes all those persons who have moved from rural to urban and vice-versa. It excludes all those persons who moved from rural to rural (intra-rural) and urban to urban (intra-urban).

COLUMN (4.20)

This column should be asked from all persons having any one code from 2 to 8 as per column 4.19. Code '1' or '2' should be recorded according to the response of the respondent.

COLUMN (4.21)

This column should be asked from all persons having any one code from 2 to 8 as per column 4.19. Any one code from 01 to 15 should be recorded according to the response of the respondent.

SECTION [5] CURRENT ACTIVITY OF ALL HOUSEHOLD MEMBERS (10 YEARS AND OVER)

Note:- Serial No. of the household members 10 years and over should be obtained from Section 4 as per columns 4.1 & 4.6 respectively.

Col. No.5.1 What were principal activities during most of the last 12 months?

In this column the usual principal activities of household members 10 years and over during the last 12 months is asked. Enter the appropriate code from 1 to 3 under this column.

Col. No. 5.2 Did... do any work for pay, profit or family gain during last week, at least for one hour on any day?

All persons who worked at least one hour for pay or profit or family gain during the last week preceding the date of interview should be given code '1' and go to Col. 5.8 otherwise record code '2' and proceed to the next column.

Col. No.5.3 Did ... help to work for family gain in a family business or family farm during last week?

This question is asked to those who were marked code '2' in Col. No. 5.2. The idea of this question is to identify those persons who may be working as contributing family workers, code '1' should be recorded if they helped as an contributing family worker in a family business or family farm during last week and skip to Col. 5.8. If the answer is negative, then record code '2' and go to next Column.

Col. No.5.4 Even if ... did not work last week for some reason, did ... have a job or enterprise such as a shop, business, farm or service establishment (fixed or mobile)?

All persons having a job or enterprise but who did not work during the reference period due to any reason should be given code '1' or '2' respectively and then proceed to Col. 5.5. Give code '3' to a person who is without job or enterprise but plans to take a job or start an enterprise within a month or record code '4' for all those persons who neither have a job or enterprise nor plan to take a job/enterprise during the reference period and skip to Section 9 column 9.1.

Col. No. 5.5 Why did ... not work last week?

All persons given code '1' or '2' in Col. 5.4 should be asked this question. Read out all the reasons and record the appropriate reason in two digits code according to the answer of the respondent.

i) Illness or injury

A person may state that he/she had a job or an enterprise but did not work during the last week due to illness or injury or sick household members. These ailments must be of a temporary nature and the ailing person is expected to return to his work as soon as possible. Code '01' should be noted for such person.

ii) Strike or lockout or lay off

It refers to a cessation of work either individually or collectively due to a strike or lockout or lay off. Code '02' should be recorded for such person.

iii) Holiday, ramzan, vacation or leave of absence

This is a voluntary, fixed period of cessation from work. This may be for the purpose of recreation, rest or other personal reasons. It excludes temporary laid off and medical leave. Code '03' should be record for such person.

iv) Off-season inactivity

Record code '04' if a person was absent from work due to slack season.

v) Due to bad weather

Bad weather such as very hot, cold or rainy season may affect economic activity of a person who may not be found at work during the last week. Code '05 should noted for such person.

vi) Due to mechanical or electrical breakdown

Some people may not attend their work, as the factory has to undergo repairs due to mechanical or some electrical problems. Code '06' should be noted here.

vii) Due to shortage of raw materials or fuel

It may happen that the employer has to decrease the number of employees due to the shortage of raw materials or fuel and code '07' should be recorded.

viii) Educational and training leave

A person may not attend his/her work because he/she is attending education/training courses and code '08' should be recorded for such person.

ix) Maternity or parental leave

Absence of parents from their work at the time of birth of a child is described as maternity or parental leave. Code '09' should be recorded in such cases.

x) Other reasons i.e. reduction in economic activity

Code '10' should be noted, if a person is forced to leave his /her job/work un-attended due to the following reasons:-

- i) Lower production due to less demand, or
- ii) Shortage of irrigation water and load shedding of gas or electricity, he/she may be then classified as affected by "reduction in economic activity".

xi) Other voluntary or personal reasons, e.g. religious or social activities or attended political gathering etc.

Record code '11' for a person who tells that he/she had not worked due to voluntary or personal reasons during the last week. For example he/she may be engaged in social activities such as marriage, death, religious festival, etc.

- xii) Other involuntary reasons violence/harassment at work place, Security/Law & order situation, etc.

Record code '12' if a person had not worked due to other involuntary reasons such as violence/harassment at work place security/law & order situation, local disputes, etc.

- Col. No.5.6 How long has ... been continuously absent from that job or enterprise such as a shop, business, farm, or service establishment (fixed or mobile)?

Ascertain how long he/she has been absent from his/her job. Code '1' should be recorded for those who did not attend their work for less than one month (give No. of days) whereas code '2' should be recorded for those who remained absent for a month or more.

- Col. No.5.7 What kind of attachment does ... have to that job or enterprise?

In this question efforts have been made to ascertain the kind of attachment of the absentee to his/her job or enterprise:

- i) Code '1' should be recorded if the person had his/her own enterprise but did not work during the last week.
- ii) If the person is expected to receive payment for duration of his/her absence, then code '2' should be recorded.
- iii) Record code '3' if there is an assurance of agreement that the person will be properly accommodated on return to work.
- iv) Code '4' should be recorded if there is any other kind of job attachment, such as profit sharing etc.

- Col. No.5.8 What wasemployment status? (Read all the options to the respondent)

Please read all the options from 01 to 14 one by one and report the response of the respondent. For reference, please consult para-3.23 in Section 3 of the manual and record the response under this column.

- Col. No.5.9 What wasmain occupation, e.g. what was the nature of work that ... did?

The answer to this question should indicate clearly and specifically the kind of work or job or type of business or profession in which a person was engaged during reference period. Vague entries should not be given. Often the title of the person's job is an adequate entry. However, the person's job is sometimes not adequate by itself. Also, occasionally, the respondent will not know the job title but will be able to describe what job he/she does. The enumerator is reminded that the entry must include enough additional information for precise classification at 4-digits level to be made.

Usually a few words telling what this person actually does or the tools he uses will suffice. Ambiguous/vague entries like service, labourer, driver, conductor etc. should not be recorded. The enumerator is reminded again that special care must be taken while recording the certain occupations. Give full description alongwith 4-digits code for main occupation as per Annex-A.

Note:- Main occupation refers to the work thatspent most of the time of the week. If same number of hours used in more than one work consider the one where he/she earns the most money.

<u>Inadequate</u>	<u>Adequate</u>
“Agent”	Insurance Agent, Commission Agent, Purchasing Agent, Advertising Agent etc.
“Engineer”	Civil Engineer, Mining Engineer, Electrical Engineer, Chemical Engineer, Mechanical Engineer, Ship Engineer, Aeronautical (Flight) Engineer, etc.
“Clerk”	Stenographer, Typist, Cashier, Book Keeper, Postman, Calculating Machine Operators, Electronic Computer Operators, Radio Telephone Operators, Correspondence Clerk, Insurance Clerk, Store-Room Clerk, Statistical Clerk, Travel Agency Clerk, Library Machine Operator, etc.
“Manager”	Restaurant Manager, Hotel Manager, Cinema Manager, Manager (Wholesale Trade), Manager (Retail Trade), Farm Manager, Sales Manager, Transport Manager, etc.
“Salesman”	Technical Salesman, Insurance Salesman, Advertising Salesman, Wholesale Trade Salesman, Retail Trade Salesman, Street Vendor, Newspaper Vendor, etc.
“Factory Workers”	Spinner, Weaver, Textile Dyer, Cigar Maker, Cigarettes Maker, Electroplator, Knitting Machine Operator, etc.
“Driver”	Railway Engine Driver, Taxi Driver, Bus Driver, Animal Drawn Vehicle Driver, Boatman, Stationery Engine Operator, Crane Operator, Lift Operator, etc.
“Mechanic”	Motor Truck Mechanic, Motor Cycle Mechanic, Textile Machinery Mechanic, Watch and Clock Assembler, Radio and Television Mechanic, Telephone and Telegraph Mechanic, etc.
“Labourer”	Porter, Dock-Labourer, Sweeper, Godown Labourer, Construction Labourer, Labour engaged in grain market, Labour engaged in Fruit & Vegetable market, etc.
“Inspector”	Health Inspector, Excise Inspector, Income Tax Inspector, Police Inspector, Food Inspector, Electrical Inspector, School Inspector, Custom Inspector, etc.
Col.No. 5.10	What was the nature of work done by the establishment such as shop, business, farm, service establishment (fixed or mobile), <u>office/institution, where ... worked?</u>

Full description/nature of work done by the institution/organization or the kind of business he/she operates should be given here for all those employed persons who were asked the question on occupation. Give full description alongwith 4-digits code for main industry as per Annex-B.

The description of occupation given in Col. No. 5.9 should not be repeated. Occupation describes the nature of work actually performed by the individual whereas in this

question the information required relates to the activity of the establishment such as shop, business, farm, firm, office, service establishment (fixed or mobile), department/organization or institution in which he/she is employed or the kind of business which he/she operates. In case of establishment engaged in agriculture, hunting & related service activities; forestry, logging & related services activities; fishing, operation of fish hatcheries, fish farm & services activities incidental to fishing then skip to Col. 5.15. The following examples are given for illustrative purpose of describing the nature of work done by the institution/organization.

<u>Occupation</u>	<u>Industry</u>
1. Farm Labourer	Agriculture
2. Farmer	Agriculture
3. Carpenter	Textile
4. Accounts Clerk	Printing & Publishing
5. Carpenter	Furniture & Fixture Manufacturing
6. Carpenter	Transport
7. Truck Driver	Textile
8. Truck Driver	Transport
9. Porter (Unskilled Whole sale/Retail Trade Labourer working in grain market).	Wholesale/Retail Trade
10. Porter (Unskilled Transport Labourer) who works at bus stop.	Transport
11. Porter (Unskilled Construction Labourer) engaged in construction of building	Construction
12. Carpenter (Manufacturer of Khadi)	Manufacturing of Textile Machinery
13. Carpenter (Manufacturer of Agricultural Implements)	Manufacturing of Agricultural Machinery
14. Salesman	Wholesale/Retail Trade

For some industries, the common titles are inadequate. The following list gives examples of inadequate and adequate entries.

<u>Inadequate</u>	<u>Adequate</u>
Agency	Collection Agency, Advertising Agency, Real Estate Agency, Employment Agency, Travel Agency, Insurance Agency etc.

Bakery	Bakery Plant (makes and sells to wholesalers, retail stores, restaurants, or home delivery), Retail Bakery (sells only on premises to private individuals).
Box Factory	Paper Box Factory, Metal Box Factory, Wooden Box Factory.
Club, Private Club	Golf Club, Book Club, Services Club, Press Club, Army Club etc.
Electric Parts	TV Tubes Manufacturing, Coil Manufacturing, Transformer Manufacturing, Transistors Manufacturing etc.
Engineering Company	Engineering Consulting, General Contracting, Company Construction, Machinery Factory, Wholesale Heating Equipment etc.
Factory, Mill or Plant	Steel Rolling Mill, Hardware Factory, Flour Mill, Commercial Printing Plant, Cotton Textiles Mill, Hosiery Mill etc.
Foundry	Iron Foundry, Brass Foundry etc.
Laundry	A “Laundry” may be one of several types <ul style="list-style-type: none"> 1) Own Home Laundry (for a person doing laundry for pay in his/her own home). 2) Laundering in Private Home (for person working in the home of a private family). 3) Commercial Laundry (for a person working in a steam or hand laundry or similar establishment).
Mine	Iron Mine, Tin Mine, Marble Quarry, Gravel Pit.
Office	Dentist’s Office, Physician’s Office, Public Stenographer’s Office, Office of Electric Light and Power Company, Import/Export Office etc.
Oil Company	Petroleum Refinery, Retail Gasoline Station, Wholesale Oil, Retail Fuel Oil, Distributor, Oil Drilling.
Repair Shop	Shoe Repair Shop, Radio Repair Shop, Blacksmith Shop, Auto Repair Shop, Machine Repair Shop etc.
Transportation Company	Moving and Storage, Airline, Taxi Service, Railway etc.

Col. No.5.11 What kind of enterprise?

Please read the ten types of legal organization one by one and listen to the answer of the respondent which should be recorded carefully under this column.

Col.No.5.12 Does the enterprise keep written accounts?

Please ask this question to all persons who have been covered under Col. No. 5.11 having code 08,09 or 10 and record the response of the respondent.

Col. No. 5.13 How many persons are engaged in the enterprise (including working proprietors, contributing family workers, paid employees)?

Please ask this question to all persons who have been covered under Col. No. 5.12. Approximate No. of persons engaged in the enterprise may be recorded according to the response of the respondent.

Col. No. 5.14 Are there any regular paid employees in the enterprise?

Please ask this question from all persons covered under Col. No. 5.13. Relevant code 1 or 2 may be given according to the response of the respondent.

Col.No.5.15 Where did carry out the work? (Read all the options to the respondent)?

Please read all the options from 1 to 7 one by one and listen to the answer of the respondent, which should be recorded carefully under this column. Please see para 3.30 for explanation of option No. 6.

Col.No.5.16 What was the location of workplace?

It will be asked to find whether enterprise is located in rural or urban area. Code '1' should be recorded if it is located in rural area otherwise record code '2'.

Col.No.5.17 How many hours did work each day during the last week at his/her main occupation ?

This question should be asked from all employed persons. The purpose of this question is to get the information on the number of hours actually worked for the last 7 days subsequent to the date of interview. For example, if the date of interview is Monday, then the enumerator should record number of hours worked in two digits each day beginning from previous Monday to Sunday. Record total No. of hours in column 5.17.1. It may happen that a person did not work on any particular day during last week; in that case the following procedure should be followed:-

(5.17.2) A If had a job or enterprise on that day and did not work

If the person had a job or enterprise on a particular day but did not work. Write 'A' under this column on those day (s) he/she did not work; for the days worked, write number of hours.

(5.17.3) B If had no job or enterprise on that particular day but available for work

Write 'B' under this column on the day (s) the persons had no job or enterprise but available for work. Write number of hours if he/she worked on the other days during the week.

(5.17.4) C If had no job or enterprise on that particular day and not available for work

Write 'C' under this column on the day (s) a person had no job or enterprise and not available for work. Write number of hours on the day (s) he/she worked.

Col.No.5.18 In addition to the main occupation, did ... also work in any subsidiary occupation last week?

This question should be asked from all those persons who were found currently working. If the person is engaged in subsidiary occupation in addition to the main occupation, then code “1” should be given and continue to ask from Col. 5.19 to 5.27. In case of code “2” skip to Col.No.5.28

Col.No.5.19 What wasemployment status? (Read all the options to the respondent)

Please read all the options from 01 to 14 one by one and report the response of the respondent. For reference, please consult para-3.23 in Section 3 of the manual and record the response under this column.

Col. No.5.20 What was.... subsidiary occupation e.g. what was the nature of work that....did?

The answer to this question should indicate clearly and specifically the kind of work or job or type of business or profession in which a person was engaged during reference period. Vague entries should not be given. Often the title of the person’s job is an adequate entry. However, the person’s job is sometimes not adequate by itself. Also, occasionally, the respondent will not know the job title but will be able to describe what job he/she does. The enumerator is reminded to give full description alongwith 4-digits code for subsidiary occupation as per Annex-A.

Col.No.5.21 What was the nature of work done by the establishment such as shop business, farm, services establishment (fixed or mobile) office/institution where... worked?

Full description/nature of work done by the institution/organization or the kind of business he/she operates should be given alongwith 4-digits code for subsidiary industry as per Annex-B.

The description of occupation given in Col. No. 5.20 should not be repeated. Occupation describes the nature of work actually performed by the individual whereas in this question the information required relates to the activity of the enterprise such as shop, business, farm, firm, office, service establishment (fixed or mobile), department/organization or institution in which he/she is employed or the kind of business which he/she operates. In case of establishment engaged in agriculture, hunting & related service activities; forestry, logging & related services activities; fishing, operation of fish hatcheries, fish farm & services activities incidental to fishing then skip to Col. 5.26. For further detail consult description given for column 5.10 for this purpose.

Col.No.5.22. What kind of enterprise?

Please read the ten types of legal organization one by one and listen to the answer of the respondent, which should be recorded carefully under this column. In case of code 01 to 07 skip to col. 5.26. For code 08, 09 and 10 go to next column.

Col.No.5.23 Does the enterprise keep written accounts?

Please ask this question to all persons who have been covered under Col. 5.22 having codes 08,09 and 10 and record the response code 1, 2 or 3 of the respondent.

Col.No.5.24 How many persons are engaged in the enterprise (including working proprietors, Contributing Family Workers, paid employees)?

Please ask this question to all persons who have been covered under Col. No. 5.23. Approximate No. of persons engaged in the enterprise may be given according to response of the respondent under this column.

Col.No.5.25 Are there any regular paid employees in the enterprise?

Please ask this question from all persons covered under Col No. 5.24. Relevant code 1 or 2 may be given according to response of the respondent.

Col.No.5.26 How many hours did work each day during the last week at his/her subsidiary occupation(s)?

This question should be asked from all employed persons. The purpose of this question is to get the information on the number of hours actually worked in subsidiary occupation for the last 7 days subsequent to the date of interview. For example, if the date of interview is Monday, then the enumerator should record number of hours worked in two digits each day beginning from previous Monday to Sunday. Record total No. of hours in column 5.26.1.

Col. No.5.27. In addition to main & subsidiary jobs did.... performs other job (s)?

This question enquire about the number of jobs he/she performs in addition to his/her main and subsidiary job. Any one code from 1 to 3 should be recorded according to respondent reply.

Col.No. 5.28. What was the nature of main activity ... did one year ago? (Main activity if more than one)

This question should be asked from all employed persons. Read all the options from 1 to 7 and listen to the respondent's answer, which should be recorded carefully under this column.

SECTION [6] **UNDEREMPLOYMENT**

Col.No.6.1 If total of col. 5.17.1 and 5.26.1 is less than 35, then why did work less than 35 hours during last week?

If the total number of hours actually worked on main and any subsidiary occupation(s) are found to be less than 35 hours during the last week, then appropriate code in two digits against one of the following reasons should be recorded.

i) Normally works the same number of hours

Code '01' may be recorded if the duty of a person is of such a nature that he/she normally works the same number of hours during a week which may be less than 35 hours.

- ii) Illness or injury
Record code '02' for a person who states that he/she had worked less than 35 hours due to illness or injury.
- iii) Strike or lock out or lay off
Record code '03' for those who worked less than 35 hours during the reference period due to strike or lock out or lay off.
- iv) Holiday, ramzan, vacation, or leave of absence
A person may have worked less than 35 hours during the reference week due to holiday, leave or vacation, if so, record code '04' for such persons.
- v) Off-season inactivity
Record code 05, if he/she worked less than 35 hours in his/her occupation due to off-season inactivity.
- vi) Due to bad weather
Record code '06' if he/she worked less than 35 hours in his/her occupation due to bad weather..
- vii) Due to mechanical or electrical breakdown
Record code '07' if a person worked less than 35 hours during the last week due to some mechanical or electrical fault in the factory/plant.
- viii) Due to shortage of raw materials or fuel
If a person informs that he/she worked less than 35 hours due to non-availability of raw materials then record code '08'.
- ix) Educational and training leave
Record code '09' if a person informs that he/she worked less than 35 hours due to educational and training leave.
- x) Maternity or parental leave
Record code '10' for those who worked less than 35 hours during reference week due to maternity or parental leave.
- xi) Other reasons i.e. reduction in economic activity
Record code '11' if a person is forced to leave his job/work un-attended due to the following reasons:-
 - a) lower production due to less demand
 - b) shortage of irrigation water and load shedding of gas or electricity, he/she may be then classified as affected by "reduction in economic activity".

- xii) Other voluntary or personal reasons such as did not want to work more hours due religious or social activities or attended political gathering etc.

Record code '12' for a person who tells that he/she had worked less than 35 hours due to voluntary or personal reasons during the last week. For example he/she may be engaged in social activities such as marriage, death, religious festival, etc.

- xiii) Other involuntary reasons such as unable to find/get more hours of work due to law & order situation, etc

Record code '13' if a person worked less than 35 hours due to other involuntary reasons such as law & order situation, local disputes, etc.

Col.No.6.2 Was available for alternative or additional work?

This question should be asked from all employed persons i.e. persons having code 1 under Col. 5.2 or 5.3 or code 1 or 2 under Col. 5.4. Here available for additional work means, his/her availability for work in addition to the work or job he/she did during the last week in his/her present main occupation and subsidiary occupation (if applicable). Record the appropriate code and proceed to the next question.

Col. No.6.3 Did seek any alternative or additional work last week?

Please ask this question from all employed persons who have been covered under Col. No. 6.2. Relevant code '1' or '2' may be given according to the response of the respondent. Note that a person may have answered "NO" in Col. No. 6.2 indicating that he/she was not available for alternative or additional work and answer "Yes" here indicating that he/she was seeking alternative or additional work because he/she is dissatisfied with his/her present full time job. For code 2 skip to Col. 7.1 for all persons having any one code from 1 to 4 in Col. 5.8 otherwise skip to Col. 8.1.

Col. No.6.4 If code '1' in Col. 6.3, then why did..... seek an alternative or additional work?

This question should be asked from all persons having code 1 under Col. 6.3 which enquires about the main reason of seeking an alternative or additional work of the employed person. Please read all the options from 1 to 5 and record the one indicated by the respondent.

SECTION [7] FOR PAID EMPLOYEES ONLY

Note that this section is for paid employees only, i.e. those persons who have any one code from 1 to 4 in Col.5.8. For all other persons (having code 5-12 in Col. 5.8) the enumerator should go on to Section 8.

Col.No.7.1 What was the status of job's written contract/agreement between the employee and the employer?

This column should be asked from all employees i.e. having any one code from 01 to 04 under column 5.8. Ascertain status of the written contract/agreement between the employee and employer. Any one of the seven given options should be noted under this column as per respondent reply.

Col.No.7.2 At main work, what is the periodicity of payment?

Please read all the options one by one from 1 to 7 and record the one, which is indicated by the respondent. Skip to Col.No.7.4 if code '3' or '4' is recorded; otherwise, go the next Column.

Col. No. 7.3 How much net money did earn from the main work last week?

This question should be asked from only those persons who were given codes 1 or 2 or 5 or 6 or 7 in Col. No. 7.2. Amount received in cash during the last week should be reported under column 7.3.1. However, in addition, the imputed value of any wages received in kind during the last week should be recorded under column 7.3.2 For imputing the value of kind, the market price prevailing within the sample area or nearby area should be used. In col.7.3.3 total of columns 7.3.1 & 7.3.2 must be entered and skip to column 7.5.

Col.No.7.4 How much net money did ... earn from the main work last month?

This question should be asked from only those persons who were given codes 3 or 4 in Col. No. 7.2. Amount received in cash as wages/salary during the last month should be entered under column 7.4.1. In addition, the imputed market value of the wages received in kind should be recorded under Col.7.4.2. Under column 7.4.3 total of columns 7.4.1 & 7.4.2 should be reported.

Col.No.7.5 How much net money did..... receive last year in bonuses (i.e. amount in addition to his usual pay, remuneration (etc.)? (whether annually, quarterly or adhoc basis, calculate for the year).

Amount in rupees received from all bonuses during the last year should be entered under column 7.5.1. In addition, the Imputed market values of bonuses received in kind should be recorded in column 7.5.2. Total of columns 7.5.1 and 7.5.2 should be recorded under col.7.5.3.

Col.No.7.6 How many daysentitled/availed for vacation/sick leave in a year?

This question should be asked from all paid employees. The purpose of this column is to get the information about leave entitled through the year. Relevant code from 1 to 7 should be given according to response of the respondent.

Col.No.7.7 Whetherentitled/availed medical facility ?

This question should be asked from all paid employees. Relevant code 1 or 2 may be given according to response of the respondent.

SECTION[8] OCCUPATIONAL INJURIES/DISEASES (ALL EMPLOYED PERSONS)

Note that this Section is for all employed persons i.e. those persons that have code 1 in Col. No.5.2 or Col. No.5.3 or code 1 or 2 in col. No. 5.4. Columns 8.2 to 8.5 should be addressed to all persons aged 10 years and over having code 1 or 2 in Column 8.1. It may happen that someone has been injured in more than one occupational accidents during the twelve months prior to the interview. If that is the case then columns 8.2 to 8.5 should be asked from the individual for each accident/disease separately. It should be indicated in Col. No.8.1 from code 1 or code 2 of this Section. In questionnaire the provision has been made for three injuries/diseases. In case there are more than three injuries/diseases to a single person additional pages should be used accordingly.

Col. No.8.1 In the past 12 months, did receive any occupational injury/disease that caused to take time off work and/or consulted a doctor?

This column should be asked from all employed persons 10 years and over as per Section 5. Record any one code according to the respondent's response. In case of code 1 or 2 ask Col.No.8.2 to 8.5 and for code '3' go to next person or household as the case may be.

Note:- Columns 8.2 to 8.5 should be repeated for each of the separate occupational injury/disease reported in Col.No.8.1.

Col.No.8.2 What was the unsafe act that caused the accident/disease?

This column should be asked from/ for all persons who suffered from injury/disease. Read out all acts one by one from 01 to 13 and record any one code according to the response of the respondent.

Col. No.8.3 Didreceive treatment for injury/disease or have to take any time off work because of it? (Please include any time off work no matter how short it was)

In case of code 1 or 2 in Col.No.8.1, please ask about the treatment he/she received for the injury/disease. Record anyone code from 1 to 4 reported by the respondent.

Col.No.8.4 What were the unsafe conditions causing the accident/disease?

This column should be asked from / for all employed persons suffered occupational injuries/diseases and enquire about the unsafe conditions causing the accident/disease. Ten unsafe conditions are described. Please read all the unsafe conditions from 01 to 10 and record anyone reported by the respondent.

Col.No.8.5 How soon were able to go back to work/resume normal activities after the accident/disease ?

In this column enquire about the period spent between happening of accident/disease and joining of normal activities after the accident/disease. There are 13 options. Please read all the options from 01 to 13 one by one and record anyone option reported by the respondent. For this person the interview is completed. Go to next person or household as the case may be.

SECTION [9] UNEMPLOYMENT

Note that this section is for unemployed persons, these are persons with code '3' or '4' recorded in Col.5.4

Col.No.9.1 Was..... seeking work during the past week? (As employee, employer or own-account worker to establish his/her own business)

This question should be asked from all persons 10 years of age and over having code 3 or 4 recorded in Col 5.4. Record any one code 1 or 2 as per reply of the respondent. In case of code 2 skip to Col. 9.4.

Col.No.9.2 If code '1' in Col. 9.1, then what steps has... taken during the past month to seek work? (Read all options and record all mentioned by the respondent, more than one answers are acceptable).

Number of possible steps to seek work has been listed in this question under various codes from 01 to 13. Read out all the options one by one and record the code (s) as indicated by the respondent. It is possible that the person has tried more than one of the listed options in his/her attempt to find work. In such cases, all options mentioned should be recorded

- 01) Applied to prospective employer
Record code '01' if the person has contacted private or public enterprises/ organizations for seeking employment.
- 02) Checked at work sites, farms, factories and markets etc.
If the person has visited any work sites, farms, factories and markets etc. for seeking a job, then code '02' should be recorded.
- 03) Applied for permit or license to set up own enterprise such as a shop, business, farm or service establishment (fixed or mobile)
It may happen that the person has all the resources to set up his/her own business but he/she needs prior permission from the government to do so; hence, he/she has applied to get permission (permit/license) for such cases record code '03'.
- 04) Looked for land, building, machinery or equipment for setting up own enterprise such as shop, business, farm, service establishment (fixed or mobile).
It may happen that a resourceful person wants to establish his/her own enterprise but lacks land, building, machinery or equipment to start the work. If he/she is trying to arrange the above-mentioned resources, then records code '04'.
- 05) Sought assistance from friends or relatives
Sometimes friends or relatives are able to provide guidance or help in seeking employment. Record code '05' in such cases.
- 06) Placed or answered advertisements
If the person has answered or placed an advertisement in a newspaper or elsewhere to seek employment record code '06'.
- 07) Registered with government employment agency
If the person is registered with govt. employment agency for obtaining employment, then record code '07'.
- 08) Registered with private employment agency
If the person is registered with private employment agency for obtaining employment then record code '08'.
- 09) Arranged for financial resources
A person may be arranging for financial resources through loans, selling his/her property etc. in order to establish his/her own enterprise. For such cases code '09' should be recorded.
- 10) Applied for loan/credit
If a person has applied for loan or credit for a business to Govt. Financial Institution then record code '10'.
- 11) Other (Specify)
Any other step not indicated above should be written here and code '11' should be recorded.
- 12) No specific step
If the person has not taken any step to seek employment, then record code '12'.

13) Unknown

If the respondent does not know whether or not the person for which the information is being collected has taken any step to find employment then record code '13'.

Col.No.9.3 How long has ...been seeking work?

This question should be asked from all persons having codes 01 to 13 in Column 9.2. Ascertain the length of the time that the person has been seeking for work. The enumerator should record either number of completed years or months or days as per respondent's reply.

Col.No.9.4 Was Available for work during the past week? (Read all the options to the respondent and note the preferred one)

This question should be asked very carefully in order to determine where the unemployed person would be available for work. Read all the options clearly and record the one, which is indicated by the respondent. Skip to Col.No.9.6 if code 7 is recorded. For anyone code from 1 to 6 go to Col. 9.5.

Col.No.9.5 What type of work would.... be available for? (Read all the options to the respondent and note the preferred one).

This question should be asked from all those persons given any one code from 1 to 6 in Col. 9.4. In this question, availability of a person for certain type of job should be ascertained and appropriate code from 1 to 5 should be recorded on the basis of respondent's reply. For having any option skip to Col. 9.7.

Col. No. 9.6 If code '7' in column 9.4, then why was.... not available for work? (Read all the options to the respondent)?

This question is to be asked from all persons having code 7 in column 9.4. Please read each and every option given under this question and record one which is reported by the respondent. There are 12 different codes and any only one of these two digits codes should be recorded.

01. Illness

All persons not available for work due to illness are covered under this category and code '01' should be recorded.

02. Will take a job within a month

A person may report that he/she has been ensured a job or has received an appointment letter or wants to start his own enterprise within a month. All such persons are covered under this category and code '02' should be noted.

03. Temporarily laid off

A person may not be working due to some disciplinary action being taken against him/her or he/she may be temporarily laid off due to reduction in production or shortage of raw material, etc. Such persons are covered under code '03'.

04. Apprentice and not willing to work.

Apprentice who are learning some trade without any payment in cash or in kind and not willing to work even if a job is provided to them. Such persons are covered under code “04” and skip to col. No. 9.8.

05. Student and not willing to work

Record code ‘05’ if a person is found busy in study during the last week and not willing to work even if a job is provided.

06. Housekeeping and not willing to work

If a person reports that he/she was busy in household duties during the last week and not willing to work, then code ‘06’ should be recorded and skip to Col.No.10.1.

07. Retired and not willing to work

Those who are retired from service/business and are not willing to do any work should be covered against code ‘07’.

08. Agricultural landlord/property owner and not willing to work

Such persons depend upon the income received from agricultural land, or other property such as commercial/residential buildings, cinemas, hotels, petrol pumps, power-looms, etc. (given on rent/lease). It is evident that he/she does not take part in management and supervision of such property. Code ‘08’ should be recorded in such cases

09. Too young to work

Sometimes the parents do not want to have their children do any sort of work even if they are of 10 years age or over. For such boys/girls code ‘09’ should be recorded.

10. Too old to work

Code ‘10’ should be recorded for all persons who report that they are not able to work due to old age.

11. Unable to work/handicapped

This category includes all handicapped persons who are unable to perform any work due to permanent disability such as blindness, loss of limbs, mental disorder, etc. Code ‘11’ should be recorded for such persons.

12. Other reason (specify)

Other reasons may include:-

- a) No need to work.
- b) Voluntary workers doing work outside the family enterprise.
- c) Living entirely on charity.

- d) Engaged in immoral or illegal pursuits, such as prostitutes, gambler, smugglers, beggars, thieves etc.

Code '12' should be recorded for persons reporting such type of reasons and skip to Col. 10.1. This interview is completed for codes 05, 07, 08,09,10,11 and go to next person or household as the case may be.

Note: For all unemployed persons having code 1 in Col. 9.1 or code 1 to 6 in Col. 9.4 or code 01 to 04 in Col. 9.6.

Col.No.9.7 Wouldbe willing to:-

1. Only work for wage or salary on locally prevailing terms consistent with qualification and experience; or
2. Take any job on any terms or conditions?
3. NO

This question should be asked from unemployed persons as per col. 9.6 with the exception of "apprentice and not willing to work" i.e. code-04. If he/she is willing to work for wage or salary only on locally prevailing terms consistent with his/her qualification and experience, then record code '1'. If he/she is willing to take any job on any terms or conditions, then record code '2'. Locally prevailing conditions mean standard wages/salary and other benefits usually offered to persons having specific qualifications, skills, experience, etc., otherwise record code 3 and go to next column.

Col.No.9.8 Has....ever worked in:-

- a job or business
- a farm or by fishing
- other household economic activities (collecting wood, milling/grinding food etc.)?

This question should be asked from un-employed persons. Record code '1' for persons who did any of the specified type of work and ask Col.No.9.9 to 9.14. Otherwise recorded code '2' and go to the next person.

Col.No.9.9 Did.....work in the last 12 months?

Record code '1' for persons who did work in the last 12 months otherwise record code '2'.

Col.No.9.10 What was..... main occupation, in other words, what was the nature of work....previously did?

The full description of main occupation alongwith 4-digits code relating to previous work experience should be given according to the guidelines provided in the manual under Col.No.5.9

Col.No.9.11 What was the nature of work done by the enterprise such as shop, business, farm, service establishment (fixed or mobile), office/ institution where..... previously worked?

The full description of the nature of work done by the enterprise alongwith 4-digits code where he/she previously worked should be reported here. For the guidelines of writing a description of the nature of work done by the enterprise refer to detail given for Col. No. 5.10.

Col. No. 9.12 What was..... employment status? (Read all the options to the respondent).

Please read all the options from 01 to 14 one by one and note the response of the respondent under this column. For reference, please consult para 3.23 in Section 3 of the manual and record the appropriate code.

Col.No.9.13 For how many years has.... been doing this sort of work?

Enumerator should ascertain the length of time that the person performed the activity reported in Col.No.9.12 and record the relevant code. For this purpose read out all the options from 1 to 4 and record the appropriate code on the basis of the respondent reply.

Col.No.9.14 What was the main reason for leaving the last job/business? (Read all the option to respondent)

Please read all the listed options from 01 to 14 (i.e. reasons of leaving the last job) one by one to the respondent and record any one reason according to the response of the respondent. This interview is completed. Go to next person or household as the case may be.

SECTION [10] ALL PERSONS 10 YEARS OF AGE AND OVER WITH CODES 06 OR 12 IN COLUMN NO.9.6

Processing Code, Serial Number and Name of Person 10 years age and over having code 06 or 12 in Col.9.6 should be obtained from Section 1 and 4 respectively.

Col.No.10.1 During the last week did..... help or work in ?

This part contains probing questions which should be asked from all persons 10 years of age and over who were given code 06 or 12 in Col.No.9.6. The purpose of this section is to collect information on the various activities performed by a person who reported that they were not available for work because they were keeping house or for some other reasons specified under 06 or 12 in Col.No.9.6. Total hours worked during the last week in performing various activities such as agricultural operations, processing of food, livestock operations, poultry feeding, construction activities, collection of firewood, etc. should be entered in the appropriate boxes in column 10.1.2. Entries regarding hours worked during the last week for other activities like educating children, washing clothes, child care, embroidery work, cleaning and arranging the house, etc. should be recorded separately for hours worked for their own families (column 10.1.3) and for other people for cash payment or payment in kind (column 10.1.4). All the questions are self-explanatory.

First of all ascertain the activities of the person by noting appropriately a code '1' or '2' in column 10.1.1. After this, enquiries should be made about time spent during last week on each activity having code '1' answer with number of hours recorded in the relevant box (s). Questions 10.2,10.3,10.4 and 10.5 will be coded at Regional/Field Offices.

In questionnaire the provision of four persons has been made. In case of more than four persons, additional pages may be used by filling the identification particulars.

PAKISTAN STANDARD CLASSIFICATION OF OCCUPATION-2012

Major Group 1 Managers

Sub-major Group	Minor Group	Unit Group	Description
11			Chief executives, senior officials and legislators
	111		Legislators and senior officials
		1111	Legislators
		1112	Senior government officials
		1113	Traditional chiefs and heads of village
		1114	Senior officials of special-interest organizations
	112		Managing directors and chief executives
		1120	Managing directors and chief executives
12			Administrative and commercial managers
	121		Business services and administration managers
		1211	Finance managers
		1212	Human resource managers
		1213	Policy and planning managers
		1219	Business services and administration managers not elsewhere classified
	122		Sales, marketing and development managers
		1221	Sales and marketing managers
		1222	Advertising and public relations managers
		1223	Research and development managers
13			Production and specialised services managers
	131		Production managers in agriculture, forestry and fisheries
		1311	Agricultural and forestry production managers
		1312	Aquaculture and fisheries production managers
	132		Manufacturing, mining, construction, and distribution managers
		1321	Manufacturing managers
		1322	Mining managers
		1323	Construction managers
		1324	Supply, distribution and related managers
	133		Information and communications technology service managers
		1330	Information and communications technology service managers
	134		Professional services managers
		1341	Child care services managers
		1342	Health services managers
		1343	Aged care services managers
		1344	Social welfare managers

Sub-major Group	Minor Group	Unit Group	Description
		1345	Education managers
		1346	Financial and insurance services branch managers
		1349	Professional services managers not elsewhere classified
14			Hospitality, retail and other services managers
	141		Hotel and restaurant managers
		1411	Hotel managers
		1412	Restaurant managers
	142		Retail and wholesale trade managers
		1420	Retail and wholesale trade managers
	143		Other services managers
		1431	Sports, recreation and cultural centre managers
		1439	Services managers not elsewhere classified
Major Group 2 Professionals			
21			Science and engineering professionals
	211		Physical and earth science professionals
		2111	Physicists and astronomers
		2112	Meteorologists
		2113	Chemists
		2114	Geologists and geophysicists
	212		Mathematicians, actuaries and statisticians
		2120	Mathematicians, actuaries and statisticians
	213		Life science professionals
		2131	Biologists, botanists, zoologists and related professionals
		2132	Farming, forestry and fisheries advisers
		2133	Environmental protection professionals
	214		Engineering professionals (excluding electrotechnology)
		2141	Industrial and production engineers
		2142	Civil engineers
		2143	Environmental engineers
		2144	Mechanical engineers
		2145	Chemical engineers
		2146	Mining engineers, metallurgists and related professionals
		2149	Engineering professionals not elsewhere classified
	215		Electro technology engineers
		2151	Electrical engineers
		2152	Electronics engineers
		2153	Telecommunications engineers
	216		Architects, planners, surveyors and designers

Sub-major Group	Minor Group	Unit Group	Description
		2161	Building architects
		2162	Landscape architects
		2163	Product and garment designers
		2164	Town and traffic planners
		2165	Cartographers and surveyors
		2166	Graphic and multimedia designers
22			Health professionals
	221		Medical doctors
		2211	Generalist medical practitioners
		2212	Specialist medical practitioners
	222		Nursing and midwifery professionals
		2221	Nursing professionals
		2222	Midwifery professionals
	223		Traditional and complementary medicine professionals
		2230	Traditional and complementary medicine professionals
	224		Paramedical practitioners
		2240	Paramedical practitioners
	225		Veterinarians
		2250	Veterinarians
	226		Other health professionals
		2261	Dentists
		2262	Pharmacists
		2263	Environmental and occupational health and hygiene professionals
		2264	Physiotherapists
		2265	Dieticians and nutritionists
		2266	Audiologists and speech therapists
		2267	Optometrists and ophthalmic opticians
		2269	Health professionals not elsewhere classified
23			Teaching professionals
	231		University and higher education teachers
		2310	University and higher education teachers
	232		Vocational education teachers
		2320	Vocational education teachers
	233		Secondary education teachers
		2330	Secondary education teachers
	234		Primary school and early childhood teachers
		2341	Primary school teachers
		2342	Early childhood educators
	235		Other teaching professionals

Sub-major Group	Minor Group	Unit Group	Description
		2351	Education methods specialists
		2352	Special needs teachers
		2353	Other language teachers
		2354	Other music teachers
		2355	Other arts teachers
		2356	Information technology trainers
		2359	Teaching professionals not elsewhere classified
24			Business and administration professionals
	241		Finance professionals
		2411	Accountants
		2412	Financial and investment advisers
		2413	Financial analysts
	242		Administration professionals
		2421	Management and organization analysts
		2422	Policy administration professionals
		2423	Personnel and careers professionals
		2424	Training and staff development professionals
	243		Sales, marketing and public relations professionals
		2431	Advertising and marketing professionals
		2432	Public relations professionals
		2433	Technical and medical sales professionals (excluding ICT)
		2434	Information and communications technology sales professionals
25			Information and communications technology professionals
	251		Software and applications developers and analysts
		2511	Systems analysts
		2512	Software developers
		2513	Web and multimedia developers
		2514	Applications programmers
		2519	Software and applications developers and analysts not elsewhere classified
	252		Database and network professionals
		2521	Database designers and administrators
		2522	Systems administrators
		2523	Computer network professionals
		2529	Database and network professionals not elsewhere classified
26			Legal, social and cultural professionals
	261		Legal professionals
		2611	Lawyers
		2612	Judges

Sub-major Group	Minor Group	Unit Group	Description
		2619	Legal professionals not elsewhere classified
	262		Librarians, archivists and curators
		2621	Archivists and curators
		2622	Librarians and related information professionals
	263		Social and religious professionals
		2631	Economists
		2632	Sociologists, anthropologists and related professionals
		2633	Philosophers, historians and political scientists
		2634	Psychologists
		2635	Social work and counselling professionals
		2636	Religious professionals
	264		Authors, journalists and linguists
		2641	Authors and related writers
		2642	Journalists
		2643	Translators, interpreters and other linguists
	265		Creative and performing artists
		2651	Visual artists
		2652	Musicians, singers and composers
		2653	Dancers and choreographers
		2654	Film, stage and related directors and producers
		2655	Actors
		2656	Announcers on radio, television and other media
		2659	Creative and performing artists not elsewhere classified
Major Group 3			Technicians and associate professionals
31			Science and engineering associate professionals
	311		Physical and engineering science technicians
		3111	Chemical and physical science technicians
		3112	Civil engineering technicians
		3113	Electrical engineering technicians
		3114	Electronics engineering technicians
		3115	Mechanical engineering technicians
		3116	Chemical engineering technicians
		3117	Mining and metallurgical technicians
		3118	Draughtspersons
		3119	Physical and engineering science technicians not elsewhere classified
	312		Mining, manufacturing and construction supervisors
		3121	Mining supervisors
		3122	Manufacturing supervisors

Sub-major Group	Minor Group	Unit Group	Description
		3123	Construction supervisors
	313		Process control technicians
		3131	Power production plant operators
		3132	Incinerator and water treatment plant operators
		3133	Chemical processing plant controllers
		3134	Petroleum and natural gas refining plant operators
		3135	Metal production process controllers
		3139	Process control technicians not elsewhere classified
	314		Life science technicians and related associate professionals
		3141	Life science technicians (excluding medical)
		3142	Agricultural technicians
		3143	Forestry technicians
	315		Ship and aircraft controllers and technicians
		3151	Ships' engineers
		3152	Ships' deck officers and pilots
		3153	Aircraft pilots and related associate professionals
		3154	Air traffic controllers
		3155	Air traffic safety electronics technicians
32			Health associate professionals
	321		Medical and pharmaceutical technicians
		3211	Medical imaging and therapeutic equipment technicians
		3212	Medical and pathology laboratory technicians
		3213	Pharmaceutical technicians and assistants
		3214	Medical and dental prosthetic technicians
	322		Nursing and midwifery associate professionals
		3221	Nursing associate professionals
		3222	Midwifery associate professionals
	323		Traditional and complementary medicine associate professionals
		3230	Traditional and complementary medicine associate professionals
	324		Veterinary technicians and assistants
		3240	Veterinary technicians and assistants
	325		Other health associate professionals
		3251	Dental assistants and therapists
		3252	Medical records and health information technicians
		3253	Community health workers
		3254	Dispensing opticians
		3255	Physiotherapy technicians and assistants
		3256	Medical assistants
		3257	Environmental and occupational health inspectors and associates

Sub-major Group	Minor Group	Unit Group	Description
		3258	Ambulance workers
		3259	Health associate professionals not elsewhere classified
33			Business and administration associate professionals
	331		Financial and mathematical associate professionals
		3311	Securities and finance dealers and brokers
		3312	Credit and loans officers
		3313	Accounting associate professionals
		3314	Statistical, mathematical and related associate professionals
		3315	Valuers and loss assessors
	332		Sales and purchasing agents and brokers
		3321	Insurance representatives
		3322	Commercial sales representatives
		3323	Buyers
		3324	Trade brokers
	333		Business services agents
		3331	Clearing and forwarding agents
		3332	Conference and event planners
		3333	Employment agents and contractors
		3334	Real estate agents and property managers
		3339	Business services agents not elsewhere classified
	334		Administrative and specialised secretaries
		3341	Office supervisors
		3342	Legal secretaries
		3343	Administrative and executive secretaries
		3344	Medical secretaries
	335		Regulatory government associate professionals
		3351	Customs and border inspectors
		3352	Government tax and excise officials
		3353	Government social benefits officials
		3354	Government licensing officials
		3355	Police inspectors and detectives
		3359	Regulatory government associate professionals not elsewhere classified
34			Legal, social, cultural and related associate professionals
	341		Legal, social and religious associate professionals
		3411	Police inspectors and detectives
		3412	Social work associate professionals
		3413	Religious associate professionals
	342		Sports and fitness workers
		3421	Athletes and sports players

Sub-major Group	Minor Group	Unit Group	Description
		3422	Sports coaches, instructors and officials
		3423	Fitness and recreation instructors and program leaders
		343	Artistic, cultural and culinary associate professionals
		3431	Photographers
		3432	Interior designers and decorators
		3433	Gallery, museum and library technicians
		3434	Chefs
		3435	Other artistic and cultural associate professionals
35			Information and communications technicians
	351		Information and communications technology operations and user support technicians
		3511	Information and communications technology operations technicians
		3512	Information and communications technology user support technicians
		3513	Computer network and systems technicians
		3514	Web technicians
	352		Telecommunications and broadcasting technicians
		3521	Broadcasting and audio-visual technicians
		3522	Telecommunications engineering technicians
Major Group 4 Clerical support workers			
41			General and keyboard clerks
	411		General office clerks
		4110	General office clerks
	412		Secretaries (general)
		4120	Secretaries (general)
	413		Keyboard operators
		4131	Typists and word processing operators
		4132	Data entry clerks
42			Customer services clerks
	421		Tellers, money collectors and related clerks
		4211	Bank tellers and related clerks
		4212	Bookmakers, croupiers and related gaming workers
		4213	Pawnbrokers and money-lenders
		4214	Debt-collectors and related workers
	422		Client information workers
		4221	Travel consultants and clerks
		4222	Contact centre information clerks
		4223	Telephone switchboard operators

Sub-major Group	Minor Group	Unit Group	Description
		4224	Hotel receptionists
		4225	Enquiry clerks
		4226	Receptionists (general)
		4227	Survey and market research interviewers
		4229	Client information workers not elsewhere classified
43			Numerical and material recording clerks
	431		Numerical clerks
		4311	Accounting and bookkeeping clerks
		4312	Statistical, finance and insurance clerks
		4313	Payroll clerks
	432		Material-recording and transport clerks
		4321	Stock clerks
		4322	Production clerks
		4323	Transport clerks
44			Other clerical support workers
	441		Other clerical support workers
		4411	Library clerks
		4412	Mail carriers and sorting clerks
		4413	Coding, proof-reading and related clerks
		4414	Scribes and related workers
		4415	Filing and copying clerks
		4416	Personnel clerks
		4419	Clerical support workers not elsewhere classified
Major Group 5 Service and sales workers			
51			Personal service workers
	511		Travel attendants, conductors and guides
		5111	Travel attendants and travel stewards
		5112	Transport conductors
		5113	Travel guides
	512		Cooks
		5120	Cooks
	513		Waiters and bartenders
		5131	Waiters
		5132	Bartenders
	514		Hairdressers, beauticians and related workers
		5141	Hairdressers
		5142	Beauticians and related workers

Sub-major Group	Minor Group	Unit Group	Description
	515		Building and housekeeping supervisors
		5151	Cleaning and housekeeping supervisors in offices, hotels and other establishments
		5152	Domestic housekeepers
		5153	Building caretakers
	516		Other personal services workers
		5161	Astrologers, fortune-tellers and related workers
		5162	Companions and valets
		5163	Undertakers and embalmers
		5164	Pet groomers and animal care workers
		5165	Driving instructors
		5169	Personal services workers not elsewhere classified
52			Sales workers
	521		Street and market salespersons
		5211	Stall and market salespersons
		5212	Street food salespersons
	522		Shop salespersons
		5221	Shop keepers
		5222	Shop supervisors
		5223	Shop sales assistants
	523		Cashiers and ticket clerks
		5230	Cashiers and ticket clerks
	524		Other sales workers
		5241	Fashion and other models
		5242	Sales demonstrators
		5243	Door to door salespersons
		5244	Contact centre salespersons
		5245	Service station attendants
		5246	Food service counter attendants
		5249	Sales workers not elsewhere classified
53			Personal care workers
	531		Child care workers and teachers' aides
		5311	Child care workers
		5312	Teachers' aides
	532		Personal care workers in health services
		5321	Health care assistants
		5322	Home-based personal care workers
		5329	Personal care workers in health services not elsewhere classified
54			Protective services workers

Sub-major Group	Minor Group	Unit Group	Description
	541		Protective services workers
		5411	Fire-fighters
		5412	Police officers
		5413	Prison guards
		5414	Security guards
		5419	Protective services workers not elsewhere classified
Major Group 6 Skilled agricultural, forestry and fishery workers			
61			Market-oriented skilled agricultural workers
	611		Market gardeners and crop growers
		6111	Field crop and vegetable growers
		6112	Tree and shrub crop growers
		6113	Gardeners, horticultural and nursery growers
		6114	Mixed crop growers
	612		Animal producers
		6121	Livestock and dairy producers
		6122	Poultry producers
		6123	Apiarists and sericulturists
		6129	Animal producers not elsewhere classified
	613		Mixed crop and animal producers
		6130	Mixed crop and animal producers
62			Market-oriented skilled forestry, fishery and hunting workers
	621		Forestry and related workers
		6210	Forestry and related workers
	622		Fishery workers, hunters and trappers
		6221	Aquaculture workers
		6222	Inland and coastal waters fishery workers
		6223	Deep-sea fishery workers
		6224	Hunters and trappers
63			Subsistence farmers, fishers, hunters and gatherers
	631		Subsistence crop farmers
		6310	Subsistence crop farmers
	632		Subsistence livestock farmers
		6320	Subsistence livestock farmers
	633		Subsistence mixed crop and livestock farmers
		6330	Subsistence mixed crop and livestock farmers
	634		Subsistence fishers, hunters, trappers and gatherers
		6340	Subsistence fishers, hunters, trappers and gatherers

Sub-major Group	Minor Group	Unit Group	Description
Major Group 7			Craft and related trades workers
71			Building and related trades workers, excluding electricians
	711		Building frame and related trades workers
		7111	House builders
		7112	Bricklayers and related workers
		7113	Stonemasons, stone cutters, splitters and carvers
		7114	Concrete placers, concrete finishers and related workers
		7115	Carpenters and joiners
		7119	Building frame and related trades workers not elsewhere classified
	712		Building finishers and related trades workers
		7121	Roofers
		7122	Floor layers and tile setters
		7123	Plasterers
		7124	Insulation workers
		7125	Glaziers
		7126	Plumbers and pipe fitters
		7127	Air conditioning and refrigeration mechanics
	713		Painters, building structure cleaners and related trades workers
		7131	Painters and related workers
		7132	Spray painters and varnishers
		7133	Building structure cleaners
72			Metal, machinery and related trades workers
	721		Sheet and structural metal workers, moulders and welders, and related workers
		7211	Metal moulders and coremakers
		7212	Welders and flamecutters
		7213	Sheet-metal workers
		7214	Structural-metal preparers and erectors
		7215	Riggers and cable splicers
	722		Blacksmiths, toolmakers and related trades workers
		7221	Blacksmiths, hammersmiths and forging press workers
		7222	Toolmakers and related workers
		7223	Metal working machine tool setters and operators
		7224	Metal polishers, wheel grinders and tool sharpeners
	723		Machinery mechanics and repairers
		7231	Motor vehicle mechanics and repairers
		7232	Aircraft engine mechanics and repairers
		7233	Agricultural and industrial machinery mechanics and repairers
		7234	Bicycle and related repairers

Sub-major Group	Minor Group	Unit Group	Description
73			Handicraft and printing workers
	731		Handicraft workers
		7311	Precision-instrument makers and repairers
		7312	Musical instrument makers and tuners
		7313	Jewellery and precious-metal workers
		7314	Potters and related workers
		7315	Glass makers, cutters, grinders and finishers
		7316	Sign writers, decorative painters, engravers and etchers
		7317	Handicraft workers in wood, basketry and related materials
		7318	Handicraft workers in textile, leather and related materials
		7319	Handicraft workers not elsewhere classified
	732		Printing trades workers
		7321	Pre-press technicians
		7322	Printers
		7323	Print finishing and binding workers
74			Electrical and electronic trades workers
	741		Electrical equipment installers and repairers
		7411	Building and related electricians
		7412	Electrical mechanics and fitters
		7413	Electrical line installers and repairers
	742		Electronics and telecommunications installers and repairers
		7421	Electronics mechanics and servicers
		7422	Information and communications technology installers and servicers
75			Food processing, wood working, garment and other craft and related trades workers
	751		Food processing and related trades workers
		7511	Butchers, fishmongers and related food preparers
		7512	Bakers, pastry-cooks and confectionery makers
		7513	Dairy-products makers
		7514	Fruit, vegetable and related preservers
		7515	Food and beverage tasters and graders
		7516	Tobacco preparers and tobacco products makers
	752		Wood treaters, cabinet-makers and related trades workers
		7521	Wood treaters
		7522	Cabinet-makers and related workers
		7523	Woodworking-machine tool setters and operators
	753		Garment and related trades workers
		7531	Tailors, dressmakers, furriers and hatters
		7532	Garment and related pattern-makers and cutters

Sub-major Group	Minor Group	Unit Group	Description
		7533	Sewing, embroidery and related workers
		7534	Upholsterers and related workers
		7535	Pelt dressers, tanners and fellmongers
		7536	Shoemakers and related workers
	754		Other craft and related workers
		7541	Underwater divers
		7542	Shotfirers and blasters
		7543	Product graders and testers (excluding foods and beverages)
		7544	Fumigators and other pest and weed controllers
		7549	Craft and related workers not elsewhere classified
Major Group 8 Plant and machine operators, and assemblers			
81			Stationary plant and machine operators
	811		Mining and mineral processing plant operators
		8111	Miners and quarries
		8112	Mineral and stone processing plant operators
		8113	Well drillers and borers and related workers
		8114	Cement, stone and other mineral products machine operators
	812		Metal processing and finishing plant operators
		8121	Metal processing plant operators
		8122	Metal finishing, plating and coating machine operators
	813		Chemical and photographic products plant and machine operators
		8131	Chemical products plant and machine operators
		8132	Photographic products machine operators
	814		Rubber, plastic and paper products machine operators
		8141	Rubber products machine operators
		8142	Plastic products machine operators
		8143	Paper products machine operators
	815		Textile, fur and leather products machine operators
		8151	Fibre preparing, spinning and winding machine operators
		8152	Weaving and knitting machine operators
		8153	Sewing machine operators
		8154	Bleaching, dyeing and fabric cleaning machine operators
		8155	Fur and leather preparing machine operators
		8156	Shoemaking and related machine operators
		8157	Laundry machine operators
		8159	Textile, fur and leather products machine operators not elsewhere classified
	816		Food and related products machine operators
		8160	Food and related products machine operators

Sub-major Group	Minor Group	Unit Group	Description
	817		Wood processing and papermaking plant operators
		8171	Pulp and papermaking plant operators
		8172	Wood processing plant operators
	818		Other stationary plant and machine operators
		8181	Glass and ceramics plant operators
		8182	Steam engine and boiler operators
		8183	Packing, bottling and labelling machine operators
		8189	Stationary plant and machine operators not elsewhere classified
82			Assemblers
	821		Assemblers
		8211	Mechanical machinery assemblers
		8212	Electrical and electronic equipment assemblers
		8219	Assemblers not elsewhere classified
83			Drivers and mobile plant operators
	831		Locomotive engine drivers and related workers
		8311	Locomotive engine drivers
		8312	Railway brake, signal and switch operators
	832		Car, van and motorcycle drivers
		8321	Motorcycle drivers
		8322	Car, taxi and van drivers
	833		Heavy truck and bus drivers
		8331	Bus and tram drivers
		8332	Heavy truck and lorry drivers
	834		Mobile plant operators
		8341	Mobile farm and forestry plant operators
		8342	Earthmoving and related plant operators
		8343	Crane, hoist and related plant operators
		8344	Lifting truck operators
	835		Ships' deck crews and related workers
		8350	Ships' deck crews and related workers
Major Group 9			Elementary occupations
91			Cleaners and helpers
	911		Domestic, hotel and office cleaners and helpers
		9111	Domestic cleaners and helpers
		9112	Cleaners and helpers in offices, hotels and other establishments
	912		Vehicle, window, laundry and other hand cleaning workers
		9121	Hand launderers and pressers

Sub-major Group	Minor Group	Unit Group	Description
		9122	Vehicle cleaners
		9123	Window cleaners
		9129	Other cleaning workers
92			Agricultural, forestry and fishery labourers
	921		Agricultural, forestry and fishery labourers
		9211	Crop farm labourers
		9212	Livestock farm labourers
		9213	Mixed crop and livestock farm labourers
		9214	Garden and horticultural labourers
		9215	Forestry labourers
		9216	Fishery and aquaculture labourers
93			Labourers in mining, construction, manufacturing and transport
	931		Mining and construction labourers
		9311	Mining and quarrying labourers
		9312	Civil engineering labourers
		9313	Building construction labourers
	932		Manufacturing labourers
		9321	Hand packers
		9329	Manufacturing labourers not elsewhere classified
	933		Transport and storage labourers
		9331	Hand and pedal vehicle drivers
		9332	Drivers of animal-drawn vehicles and machinery
		9333	Freight handlers
		9334	Shelf fillers
94			Food preparation assistants
	941		Food preparation assistants
		9411	Fast food preparers
		9412	Kitchen helpers
95			Street and related sales and service workers
	951		Street and related service workers
		9510	Street and related service workers
	952		Street vendors (excluding food)
		9520	Street vendors (excluding food)
96			Refuse workers and other elementary workers
	961		Refuse workers
		9611	Garbage and recycling collectors
		9612	Refuse sorters

Sub-major Group	Minor Group	Unit Group	Description
		9613	Sweepers and related labourers
	962		Other elementary workers
		9621	Messengers, package deliverers and luggage porters
		9622	Odd job persons
		9623	Meter readers and vending-machine collectors
		9624	Water and firewood collectors
		9629	Elementary workers not elsewhere classified
Major Group 0 Armed forces occupations			
01			Commissioned armed forces officers
	011		Commissioned armed forces officers
		0110	Commissioned armed forces officers
02			Non-commissioned armed forces officers
	021		Non-commissioned armed forces officers
		0210	Non-commissioned armed forces officers
03			Armed forces occupations, other ranks
	031		Armed forces occupations, other ranks
		0310	Armed forces occupations, other ranks

**PAKISTAN STANDARD INDUSTRIAL CLASSIFICATION
(All Economic Activities) PSIC Rev.4 (2010)**

Section A Agriculture, forestry and fishing

Division	Group	Class	Description
01			Crop and animal production, hunting and related service activities
	011		Growing of non-perennial crops
		0111	Growing of cereals (except rice), leguminous crops and oil seeds
		0112	Growing of rice
		0113	Growing of vegetables and melons, roots and tubers
		0114	Growing of sugar cane
		0115	Growing of tobacco
		0116	Growing of fibre crops
		0119	Growing of other non-perennial crops
	012		Growing of perennial crops
		0121	Growing of grapes
		0122	Growing of tropical and subtropical fruits
		0123	Growing of citrus fruits
		0124	Growing of pome fruits and stone fruits
		0125	Growing of other tree and bush fruits and nuts
		0126	Growing of oleaginous fruits
		0127	Growing of beverage crops
		0128	Growing of spices, aromatic, drug and pharmaceutical crops
		0129	Growing of other perennial crops
	013		Plant propagation
		0130	Plant propagation
	014		Animal production
		0141	Raising of cattle and buffaloes
		0142	Raising of horses and other equines
		0143	Raising of camels and camelids
		0144	Raising of sheep and goats
		0145	Raising of swine/pigs
		0146	Raising of poultry
		0149	Raising of other animals
	015		Mixed farming
		0150	Mixed farming
	016		Support activities to agriculture and post-harvest crop activities
		0161	Support activities for crop production
		0162	Support activities for animal production
		0163	Post-harvest crop activities
		0164	Seed processing for propagation
	017		Hunting, trapping and related service activities
		0170	Hunting, trapping and related service activities
02			Forestry and logging
	021		Silviculture and other forestry activities
		0210	Silviculture and other forestry activities

Division	Group	Class	Description
	022		Logging
		0220	Logging
	023		Gathering of non-wood forest products
		0230	Gathering of non-wood forest products
	024		Support services to forestry
		0240	Support services to forestry
03			Fishing and aquaculture
	031		Fishing
		0311	Marine fishing
		0312	Freshwater fishing
	032		Aquaculture
		0321	Marine aquaculture
		0322	Freshwater aquaculture

Section B Mining and quarrying

			Mining of coal and lignite
05	051		Mining of hard coal
		0510	Mining of hard coal
	052		Mining of lignite
		0520	Mining of lignite
06			Extraction of crude petroleum and natural gas
	061		Extraction of crude petroleum
		0610	Extraction of crude petroleum
	062		Extraction of natural gas
		0620	Extraction of natural gas
07			Mining of metal ores
	071		Mining of iron ores
		0710	Mining of iron ores
	072		Mining of non-ferrous metal ores
		0721	Mining of uranium and thorium ores
		0729	Mining of other non-ferrous metal ores
08			Other mining and quarrying
	081		Quarrying of stone, sand and clay
		0810	Quarrying of stone, sand and clay
	089		Mining and quarrying n.e.c.
		0891	Mining of chemical and fertilizer minerals
		0892	Extraction of peat
		0893	Extraction of salt
		0899	Other mining and quarrying n.e.c.
09			Mining support service activities
	091		Support activities for petroleum and natural gas extraction
		0910	Support activities for petroleum and natural gas extraction
	099		Support activities for other mining and quarrying
		0990	Support activities for other mining and quarrying

Section C Manufacturing

Division	Group	Class	Description
10			Manufacture of food products
	101		Processing and preserving of meat
		1010	Processing and preserving of meat
	102		Processing and preserving of fish, crustaceans and mollusks
		1020	Processing and preserving of fish, crustaceans and mollusks
	103		Processing and preserving of fruit and vegetables
		1030	Processing and preserving of fruit and vegetables
	104		Manufacture of vegetable and animal oils and fats
		1040	Manufacture of vegetable and animal oils and fats
	105		Manufacture of dairy products
		1050	Manufacture of dairy products
	106		Manufacture of grain mill products, starches and starch products
		1061	Manufacture of grain mill products
		1062	Manufacture of starches and starch products
	107		Manufacture of other food products
		1071	Manufacture of bakery products
		1072	Manufacture of sugar
		1073	Manufacture of cocoa, chocolate and sugar confectionery
		1074	Manufacture of macaroni, noodles, couscous and similar farinaceous products
		1075	Manufacture of prepared meals and dishes
		1079	Manufacture of other food products n.e.c.
	108		Manufacture of prepared animal feeds
		1080	Manufacture of prepared animal feeds
11			Manufacture of beverages
	110		Manufacture of beverages
		1101	Distilling, rectifying and blending of spirits
		1102	Manufacture of wines
		1103	Manufacture of malt liquors and malt
		1104	Manufacture of soft drinks; production of mineral waters and other bottled waters
12			Manufacture of tobacco products
	120		Manufacture of tobacco products
		1200	Manufacture of tobacco products
13			Manufacture of textiles
	131		Spinning, weaving and finishing of textiles
		1311	Preparation and spinning of textile fibres
		1312	Weaving of textiles
		1313	Finishing of textiles
	139		Manufacture of other textiles
		1391	Manufacture of knitted and crocheted fabrics
		1392	Manufacture of made-up textile articles, except apparel
		1393	Manufacture of carpets and rugs
		1394	Manufacture of cordage, rope, twine and netting
		1399	Manufacture of other textiles n.e.c.

Division	Group	Class	Description
14			Manufacture of wearing apparel
	141		Manufacture of wearing apparel, except fur apparel
		1410	Manufacture of wearing apparel, except fur apparel
	142		Manufacture of articles of fur
		1420	Manufacture of articles of fur
	143		Manufacture of knitted and crocheted apparel
		1430	Manufacture of knitted and crocheted apparel
15			Manufacture of leather and related products
	151		Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness
		1511	Tanning and dressing of leather; dressing and dyeing of fur
		1512	Manufacture of luggage, handbags and the like, saddlery and harness
	152		Manufacture of footwear
		1520	Manufacture of footwear
16			Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
	161		Sawmilling and planning of wood
		1610	Sawmilling and planning of wood
	162		Manufacture of products of wood, cork, straw and plaiting materials
		1621	Manufacture of veneer sheets and wood-based panels
		1622	Manufacture of builders' carpentry and joinery
		1623	Manufacture of wooden containers
		1629	Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials
17			Manufacture of paper and paper products
	170		Manufacture of paper and paper products
		1701	Manufacture of pulp, paper and paperboard
		1702	Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
		1709	Manufacture of other articles of paper and paperboard
18			Printing and reproduction of recorded media
	181		Printing and service activities related to printing
		1811	Printing
		1812	Service activities related to printing
	182		Reproduction of recorded media
		1820	Reproduction of recorded media
19			Manufacture of coke and refined petroleum products
	191		Manufacture of coke oven products
		1910	Manufacture of coke oven products
	192		Manufacture of refined petroleum products
		1920	Manufacture of refined petroleum products
20			Manufacture of chemicals and chemical products
	201		Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic
		2011	Manufacture of basic chemicals
		2012	Manufacture of fertilizers and nitrogen compounds
		2013	Manufacture of plastics and synthetic rubber in primary forms
	202		Manufacture of other chemical products
		2021	Manufacture of pesticides and other agrochemical products

Division	Group	Class	Description
		2022	Manufacture of paints, varnishes and similar coatings, printing ink and mastics
		2023	Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
		2029	Manufacture of other chemical products n.e.c.
	203		Manufacture of man-made fibres
		2030	Manufacture of man-made fibres
21			Manufacture of basic pharmaceutical products and pharmaceutical preparations
	210		Manufacture of pharmaceuticals, medicinal chemical and botanical products
		2100	Manufacture of pharmaceuticals, medicinal chemical and botanical products
22			Manufacture of rubber and plastics products
	221		Manufacture of rubber products
		2211	Manufacture of rubber tyres and tubes; retreating and rebuilding of rubber tyres
		2219	Manufacture of other rubber products
	222		Manufacture of plastics products
		2220	Manufacture of plastics products
23			Manufacture of other non-metallic mineral products
	231		Manufacture of glass and glass products
		2310	Manufacture of glass and glass products
	239		Manufacture of non-metallic mineral products n.e.c.
		2391	Manufacture of refractory products
		2392	Manufacture of clay building materials
		2393	Manufacture of other porcelain and ceramic products
		2394	Manufacture of cement, lime and plaster
		2395	Manufacture of articles of concrete, cement and plaster
		2396	Cutting, shaping and finishing of stone
		2399	Manufacture of other non-metallic mineral products n.e.c.
24			Manufacture of basic metals
	241		Manufacture of basic iron and steel
		2410	Manufacture of basic iron and steel
	242		Manufacture of basic precious and other non-ferrous metals
		2420	Manufacture of basic precious and other non-ferrous metals
	243		Casting of metals
		2431	Casting of iron and steel
		2432	Casting of non-ferrous metals
25			Manufacture of fabricated metal products, except machinery and equipment
	251		Manufacture of structural metal products, tanks, reservoirs and steam generators
		2511	Manufacture of structural metal products
		2512	Manufacture of tanks, reservoirs and containers of metal
		2513	Manufacture of steam generators, except central heating hot water boilers
	252		Manufacture of weapons and ammunition
		2520	Manufacture of weapons and ammunition
	259		Manufacture of other fabricated metal products; metalworking service

Division	Group	Class	Description
			Activities
		2591	Forging, pressing, stamping and roll-forming of metal; powder metallurgy
		2592	Treatment and coating of metals; machining
		2593	Manufacture of cutlery, hand tools and general hardware
		2599	Manufacture of other fabricated metal products n.e.c.
26			Manufacture of computer, electronic and optical products
	261		Manufacture of electronic components and boards
		2610	Manufacture of electronic components and boards
	262		Manufacture of computers and peripheral equipment
		2620	Manufacture of computers and peripheral equipment
	263		Manufacture of communication equipment
		2630	Manufacture of communication equipment
	264		Manufacture of consumer electronics
		2640	Manufacture of consumer electronics
	265		Manufacture of measuring, testing, navigating and control equipment; watches and clocks
		2651	Manufacture of measuring, testing, navigating and control equipment
		2652	Manufacture of watches and clocks
	266		Manufacture of irradiation, electro-medical and electrotherapeutic equipment
		2660	Manufacture of irradiation, electro-medical and electrotherapeutic equipment
	267		Manufacture of optical instruments and photographic equipment
		2670	Manufacture of optical instruments and photographic equipment
	268		Manufacture of magnetic and optical media
		2680	Manufacture of magnetic and optical media
27			Manufacture of electrical equipment
	271		Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
		2710	Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
	272		Manufacture of batteries and accumulators
		2720	Manufacture of batteries and accumulators
	273		Manufacture of wiring and wiring devices
		2731	Manufacture of fibre optic cables
		2732	Manufacture of other electronic and electric wires and cables
		2733	Manufacture of wiring devices
	274		Manufacture of electric lighting equipment
		2740	Manufacture of electric lighting equipment
	275		Manufacture of domestic appliances
		2750	Manufacture of domestic appliances
	279		Manufacture of other electrical equipment
		2790	Manufacture of other electrical equipment
28			Manufacture of machinery and equipment n.e.c.
	281		Manufacture of general-purpose machinery
		2811	Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
		2812	Manufacture of fluid power equipment
		2813	Manufacture of other pumps, compressors, taps and valves

Division	Group	Class	Description
		2814	Manufacture of bearings, gears, gearing and driving elements
		2815	Manufacture of ovens, furnaces and furnace burners
		2816	Manufacture of lifting and handling equipment
		2817	Manufacture of office machinery and equipment (except computers and peripheral equipment)
		2818	Manufacture of power-driven hand tools
		2819	Manufacture of other general-purpose machinery
	282		Manufacture of special-purpose machinery
		2821	Manufacture of agricultural and forestry machinery
		2822	Manufacture of metal-forming machinery and machine tools
		2823	Manufacture of machinery for metallurgy
		2824	Manufacture of machinery for mining, quarrying and construction
		2825	Manufacture of machinery for food, beverage and tobacco processing
		2826	Manufacture of machinery for textile, apparel and leather production
		2829	Manufacture of other special-purpose machinery
29			Manufacture of motor vehicles, trailers and semi-trailers
	291		Manufacture of motor vehicles
		2910	Manufacture of motor vehicles
	292		Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
		2920	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
	293		Manufacture of parts and accessories for motor vehicles
		2930	Manufacture of parts and accessories for motor vehicles
30			Manufacture of other transport equipment
	301		Building of ships and boats
		3011	Building of ships and floating structures
		3012	Building of pleasure and sporting boats
	302		Manufacture of railway locomotives and rolling stock
		3020	Manufacture of railway locomotives and rolling stock
	303		Manufacture of air and spacecraft and related machinery
		3030	Manufacture of air and spacecraft and related machinery
	304		Manufacture of military fighting vehicles
		3040	Manufacture of military fighting vehicles
	309		Manufacture of transport equipment n.e.c.
		3091	Manufacture of motorcycles
		3092	Manufacture of bicycles and invalid carriages
		3099	Manufacture of other transport equipment n.e.c.
31			Manufacture of furniture
	310		Manufacture of furniture
		3100	Manufacture of furniture
32			Other manufacturing
	321		Manufacture of jewellery, bijouterie and related articles
		3211	Manufacture of jewellery and related articles
		3212	Manufacture of imitation jewellery and related articles
	322		Manufacture of musical instruments
		3220	Manufacture of musical instruments

Division	Group	Class	Description
	323		Manufacture of sports goods
		3230	Manufacture of sports goods
	324		Manufacture of games and toys
		3240	Manufacture of games and toys
	325		Manufacture of medical and dental instruments and supplies
		3250	Manufacture of medical and dental instruments and supplies
	329		Other manufacturing n.e.c.
		3290	Other manufacturing n.e.c.
33			Repair and installation of machinery and equipment
	331		Repair of fabricated metal products, machinery and equipment
		3311	Repair of fabricated metal products
		3312	Repair of machinery
		3313	Repair of electronic and optical equipment
		3314	Repair of electrical equipment
		3315	Repair of transport equipment, except motor vehicles
		3319	Repair of other equipment
	332		Installation of industrial machinery and equipment
		3320	Installation of industrial machinery and equipment

Section D Electricity, gas, steam and air conditioning supply

35			Electricity, gas, steam and air conditioning supply
	351		Electric power generation, transmission and distribution
		3510	Electric power generation, transmission and distribution
	352		Manufacture of gas; distribution of gaseous fuels through mains
		3520	Manufacture of gas; distribution of gaseous fuels through mains
	353		Steam and air conditioning supply
		3530	Steam and air conditioning supply

Section E Water supply; sewerage, waste management and remediation activities

36			Water collection, treatment and supply
	360		Water collection, treatment and supply
		3600	Water collection, treatment and supply
37			Sewerage
	370		Sewerage
		3700	Sewerage
38			Waste collection, treatment and disposal activities; materials recovery
	381		Waste collection
		3811	Collection of non-hazardous waste
		3812	Collection of hazardous waste
	382		Waste treatment and disposal
		3821	Treatment and disposal of non-hazardous waste
		3822	Treatment and disposal of hazardous waste
	383		Materials recovery
		3830	Materials recovery

Division	Group	Class	Description
39			Remediation activities and other waste management services
	390		Remediation activities and other waste management services
		3900	Remediation activities and other waste management services

Section F Construction

41			Construction of buildings
	410		Construction of buildings
		4100	Construction of buildings
42			Civil engineering
	421		Construction of roads and railways
		4210	Construction of roads and railways
	422		Construction of utility projects
		4220	Construction of utility projects
	429		Construction of other civil engineering projects
		4290	Construction of other civil engineering projects
43			Specialized construction activities
	431		Demolition and site preparation
		4311	Demolition
		4312	Site preparation
	432		Electrical, plumbing and other construction installation activities
		4321	Electrical installation
		4322	Plumbing, heat and air-conditioning installation
		4329	Other construction installation
	433		Building completion and finishing
		4330	Building completion and finishing
	439		Other specialized construction activities
		4390	Other specialized construction activities

Section G Wholesale and retail trade; repair of motor vehicles and motorcycles

45			Wholesale and retail trade and repair of motor vehicles and motorcycles
	451		Sale of motor vehicles
		4510	Sale of motor vehicles
	452		Maintenance and repair of motor vehicles
		4520	Maintenance and repair of motor vehicles
	453		Sale of motor vehicle parts and accessories
		4530	Sale of motor vehicle parts and accessories
	454		Sale, maintenance and repair of motorcycles and related parts and accessories
		4540	Sale, maintenance and repair of motorcycles and related parts and accessories
46			Wholesale trade, except of motor vehicles and motorcycles
	461		Wholesale on a fee or contract basis
		4610	Wholesale on a fee or contract basis
	462		Wholesale of agricultural raw materials and live animals
		4620	Wholesale of agricultural raw materials and live animals
	463		Wholesale of food, beverages and tobacco

Division	Group	Class	Description
		4630	Wholesale of food, beverages and tobacco
	464		Wholesale of household goods
		4641	Wholesale of textiles, clothing and footwear
		4649	Wholesale of other household goods
	465		Wholesale of machinery, equipment and supplies
		4651	Wholesale of computers, computer peripheral equipment and software
		4652	Wholesale of electronic and telecommunications equipment and parts
		4653	Wholesale of agricultural machinery, equipment and supplies
		4659	Wholesale of other machinery and equipment
	466		Other specialized wholesale
		4661	Wholesale of solid, liquid and gaseous fuels and related products
		4662	Wholesale of metals and metal ores
		4663	Wholesale of construction materials, hardware, plumbing and heating equipment and supplies
		4669	Wholesale of waste and scrap and other products n.e.c.
	469		Non-specialized wholesale trade
		4690	Non-specialized wholesale trade
47			Retail trade, except of motor vehicles and motorcycles
	471		Retail sale in non-specialized stores
		4711	Retail sale in non-specialized stores with food, beverages or tobacco predominating
		4719	Other retail sale in non-specialized stores
	472		Retail sale of food, beverages and tobacco in specialized stores
		4721	Retail sale of food in specialized stores
		4722	Retail sale of beverages in specialized stores
		4723	Retail sale of tobacco products in specialized stores
	473		Retail sale of automotive fuel in specialized stores
		4730	Retail sale of automotive fuel in specialized stores
	474		Retail sale of information and communications equipment in specialized stores
		4741	Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores
		4742	Retail sale of audio and video equipment in specialized stores
	475		Retail sale of other household equipment in specialized stores
		4751	Retail sale of textiles in specialized stores
		4752	Retail sale of hardware, paints and glass in specialized stores
		4753	Retail sale of carpets, rugs, wall and floor coverings in specialized stores
		4759	Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores
	476		Retail sale of cultural and recreation goods in specialized stores
		4761	Retail sale of books, newspapers and stationary in specialized stores
		4762	Retail sale of music and video recordings in specialized stores
		4763	Retail sale of sporting equipment in specialized stores
		4764	Retail sale of games and toys in specialized stores
	477		Retail sale of other goods in specialized stores
		4771	Retail sale of clothing, footwear and leather articles in specialized stores
		4772	Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in

Division	Group	Class	Description
			Specialized
		4773	Other retail sale of new goods in specialized stores
		4774	Retail sale of second-hand goods
	478		Retail sale via stalls and markets
		4781	Retail sale via stalls and markets of food, beverages and tobacco products
		4782	Retail sale via stalls and markets of textiles, clothing and footwear
		4789	Retail sale via stalls and markets of other goods
	479		Retail trade not in stores, stalls or markets
		4791	Retail sale via mail order houses or via Internet
		4799	Other retail sale not in stores, stalls or markets

Section H Transportation and storage

49			Land transport and transport via pipelines
	491		Transport via railways
		4911	Passenger rail transport, interurban
		4912	Freight rail transport
	492		Other land transport
		4921	Urban and suburban passenger land transport
		4922	Other passenger land transport
		4923	Freight transport by road
	493		Transport via pipeline
		4930	Transport via pipeline
50			Water transport
	501		Sea and coastal water transport
		5011	Sea and coastal passenger water transport
		5012	Sea and coastal freight water transport
	502		Inland water transport
		5021	Inland passenger water transport
		5022	Inland freight water transport
51			Air transport
	511		Passenger air transport
		5110	Passenger air transport
	512		Freight air transport
		5120	Freight air transport
52			Warehousing and support activities for transportation
	521		Warehousing and storage
		5210	Warehousing and storage
	522		Support activities for transportation
		5221	Service activities incidental to land transportation
		5222	Service activities incidental to water transportation
		5223	Service activities incidental to air transportation
		5224	Cargo handling
		5229	Other transportation support activities
53			Postal and courier activities
	531		Postal activities
		5310	Postal activities

Division	Group	Class	Description
	532		Courier activities
		5320	Courier activities

Section I Accommodation and food service activities

55			Accommodation
	551		Short term accommodation activities
		5510	Short term accommodation activities
	552		Camping grounds, recreational vehicle parks and trailer parks
		5520	Camping grounds, recreational vehicle parks and trailer parks
	559		Other accommodation
		5590	Other accommodation
56			Food and beverage service activities
	561		Restaurants and mobile food service activities
		5610	Restaurants and mobile food service activities
	562		Event catering and other food service activities
		5621	Event catering
		5629	Other food service activities
	563		Beverage serving activities
		5630	Beverage serving activities

Section J Information and communication

58			Publishing activities
	581		Publishing of books, periodicals and other publishing activities
		5811	Book publishing
		5812	Publishing of directories and mailing lists
		5813	Publishing of newspapers, journals and periodicals
		5819	Other publishing activities
	582		Software publishing
		5820	Software publishing
59			Motion picture, video and television programme production, sound recording and music publishing activities
	591		Motion picture, video and television programme activities
		5911	Motion picture, video and television programme production activities
		5912	Motion picture, video and television programme post-production activities
		5913	Motion picture, video and television programme distribution activities
		5914	Motion picture projection activities
	592		Sound recording and music publishing activities
		5920	Sound recording and music publishing activities
60			Programming and broadcasting activities
	601		Radio broadcasting
		6010	Radio broadcasting
	602		Television programming and broadcasting activities
		6020	Television programming and broadcasting activities
61			Telecommunications
	611		Wired telecommunications activities

Division	Group	Class	Description
		6110	Wired telecommunications activities
	612		Wireless telecommunications activities
		6120	Wireless telecommunications activities
	613		Satellite telecommunications activities
		6130	Satellite telecommunications activities
	619		Other telecommunications activities
		6190	Other telecommunications activities
62			Computer programming, consultancy and related activities
	620		Computer programming, consultancy and related activities
		6201	Computer programming activities
		6202	Computer consultancy and computer facilities management activities
		6209	Other information technology and computer service activities
63			Information service activities
	631		Data processing, hosting and related activities; web portals
		6311	Data processing, hosting and related activities
		6312	Web portals
	639		Other information service activities
		6391	News agency activities
		6399	Other information service activities n.e.c.

Section K Financial and insurance activities

64			Financial service activities, except insurance and pension funding
	641		Monetary intermediation
		6411	Central banking
		6419	Other monetary intermediation
	642		Activities of holding companies
		6420	Activities of holding companies
	643		Trusts, funds and similar financial entities
		6430	Trusts, funds and similar financial entities
	649		Other financial service activities, except insurance and pension funding activities
		6491	Financial leasing
		6492	Other credit granting
		6499	Other financial service activities, except insurance and pension funding activities, n.e.c.
65			Insurance, reinsurance and pension funding, except compulsory social security
	651		Insurance
		6511	Life insurance
		6512	Non-life insurance
	652		Reinsurance
		6520	Reinsurance
	653		Pension funding
		6530	Pension funding
66			Activities auxiliary to financial service and insurance activities
	661		Activities auxiliary to financial service activities, except insurance and

Division	Group	Class	Description
			Pension funding
		6611	Administration of financial markets
		6612	Security and commodity contracts brokerage
		6619	Other activities auxiliary to financial service activities
	662		Activities auxiliary to insurance and pension funding
		6621	Risk and damage evaluation
		6622	Activities of insurance agents and brokers
		6629	Other activities auxiliary to insurance and pension funding
	663		Fund management activities
		6630	Fund management activities

Section L Real estate activities

68			Real estate activities
	681		Real estate activities with own or leased property
		6810	Real estate activities with own or leased property
	682		Real estate activities on a fee or contract basis
		6820	Real estate activities on a fee or contract basis

Section M Professional, scientific and technical activities

69			Legal and accounting activities
	691		Legal activities
		6910	Legal activities
	692		Accounting, bookkeeping and auditing activities; tax consultancy
		6920	Accounting, bookkeeping and auditing activities; tax consultancy
70			Activities of head offices; management consultancy activities
	701		Activities of head offices
		7010	Activities of head offices
	702		Management consultancy activities
		7020	Management consultancy activities
71			Architectural and engineering activities; technical testing and analysis
	711		Architectural and engineering activities and related technical consultancy
		7110	Architectural and engineering activities and related technical consultancy
	712		Technical testing and analysis
		7120	Technical testing and analysis
72			Scientific research and development
	721		Research and experimental development on natural sciences and engineering
		7210	Research and experimental development on natural sciences and engineering
	722		Research and experimental development on social sciences and humanities
		7220	Research and experimental development on social sciences and humanities
73			Advertising and market research
	731		Advertising
		7310	Advertising
	732		Market research and public opinion polling

Division	Group	Class	Description
		7320	Market research and public opinion polling
74			Other professional, scientific and technical activities
	741		Specialized design activities
		7410	Specialized design activities
	742		Photographic activities
		7420	Photographic activities
	749		Other professional, scientific and technical activities n.e.c.
		7490	Other professional, scientific and technical activities n.e.c.
75			Veterinary activities
	750		Veterinary activities
		7500	Veterinary activities

Section N Administrative and support service activities

77			Rental and leasing activities
	771		Renting and leasing of motor vehicles
		7710	Renting and leasing of motor vehicles
	772		Renting and leasing of personal and household goods
		7721	Renting and leasing of recreational and sports goods
		7722	Renting of video tapes and disks
		7729	Renting and leasing of other personal and household goods
	773		Renting and leasing of other machinery, equipment and tangible goods
		7730	Renting and leasing of other machinery, equipment and tangible goods
	774		Leasing of intellectual property and similar products, except copyrighted works
		7740	Leasing of intellectual property and similar products, except copyrighted works
78			Employment activities
	781		Activities of employment placement agencies
		7810	Activities of employment placement agencies
	782		Temporary employment agency activities
		7820	Temporary employment agency activities
	783		Other human resources provision
		7830	Other human resources provision
79			Travel agency, tour operator, reservation service and related activities
	791		Travel agency and tour operator activities
		7911	Travel agency activities
		7912	Tour operator activities
	799		Other reservation service and related activities
		7990	Other reservation service and related activities
80			Security and investigation activities
	801		Private security activities
		8010	Private security activities
	802		Security systems service activities
		8020	Security systems service activities
	803		Investigation activities
		8030	Investigation activities
81			Services to buildings and landscape activities

Division	Group	Class	Description
	811		Combined facilities support activities
		8110	Combined facilities support activities
	812		Cleaning activities
		8121	General cleaning of buildings
		8129	Other building and industrial cleaning activities
	813		Landscape care and maintenance service activities
		8130	Landscape care and maintenance service activities
82			Office administrative, office support and other business support activities
	821		Office administrative and support activities
		8211	Combined office administrative service activities
		8219	Photocopying, document preparation and other specialized office support activities
	822		Activities of call centres
		8220	Activities of call centres
	823		Organization of conventions and trade shows
		8230	Organization of conventions and trade shows
	829		Business support service activities n.e.c.
		8291	Activities of collection agencies and credit bureaus
		8292	Packaging activities
		8299	Other business support service activities n.e.c.

Section O Public administration and defence; compulsory social security

84			Public administration and defence; compulsory social security
	841		Administration of the State and the economic and social policy of the community
		8411	General public administration activities
		8412	Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security
		8413	Regulation of and contribution to more efficient operation of businesses
	842		Provision of services to the community as a whole
		8421	Foreign affairs
		8422	Defense activities
		8423	Public order and safety activities
	843		Compulsory social security activities
		8430	Compulsory social security activities

Section P Education

85			Education
	851		Pre-primary and primary education
		8510	Pre-primary and primary education
	852		Secondary education
		8521	General secondary education
		8522	Technical and vocational secondary education
	853		Higher education
		8530	Higher education

Division	Group	Class	Description
	854		Other education
		8541	Sports and recreation education
		8542	Cultural education
		8549	Other education n.e.c.
	855		Educational support activities
		8550	Educational support activities

Section Q Human health and social work activities

86			Human health activities
	861		Hospital activities
		8610	Hospital activities
	862		Medical and dental practice activities
		8620	Medical and dental practice activities
	869		Other human health activities
		8690	Other human health activities
87			Residential care activities
	871		Residential nursing care facilities
		8710	Residential nursing care facilities
	872		Residential care activities for mental retardation, mental health and substance abuse
		8720	Residential care activities for mental retardation, mental health and substance abuse
	873		Residential care activities for the elderly and disabled
		8730	Residential care activities for the elderly and disabled
	879		Other residential care activities
		8790	Other residential care activities
88			Social work activities without accommodation
	881		Social work activities without accommodation for the elderly and disabled
		8810	Social work activities without accommodation for the elderly and disabled
	889		Other social work activities without accommodation
		8890	Other social work activities without accommodation

Section R Arts, entertainment and recreation

90			Creative, arts and entertainment activities
	900		Creative, arts and entertainment activities
		9000	Creative, arts and entertainment activities
91			Libraries, archives, museums and other cultural activities
	910		Libraries, archives, museums and other cultural activities
		9101	Library and archives activities
		9102	Museums activities and operation of historical sites and buildings
		9103	Botanical and zoological gardens and nature reserves activities
92			Gambling and betting activities
	920		Gambling and betting activities
		9200	Gambling and betting activities
93			Sports activities and amusement and recreation activities

Division	Group	Class	Description
	931		Sports activities
		9311	Operation of sports facilities
		9312	Activities of sports clubs
		9319	Other sports activities
	932		Other amusement and recreation activities
		9321	Activities of amusement parks and theme parks
		9329	Other amusement and recreation activities n.e.c.

Section S Other service activities

94			Activities of membership organizations
	941		Activities of business, employers and professional membership organizations
		9411	Activities of business and employers membership organizations
		9412	Activities of professional membership organizations
	942		Activities of trade unions
		9420	Activities of trade unions
	949		Activities of other membership organizations
		9491	Activities of religious organizations
		9492	Activities of political organizations
		9499	Activities of other membership organizations n.e.c.
95			Repair of computers and personal and household goods
	951		Repair of computers and communication equipment
		9511	Repair of computers and peripheral equipment
		9512	Repair of communication equipment
	952		Repair of personal and household goods
		9521	Repair of consumer electronics
		9522	Repair of household appliances and home and garden equipment
		9523	Repair of footwear and leather goods
		9524	Repair of furniture and home furnishings
		9529	Repair of other personal and household goods
96			Other personal service activities
	960		Other personal service activities
		9601	Washing and (dry-) cleaning of textile and fur products
		9602	Hairdressing and other beauty treatment
		9603	Funeral and related activities
		9609	Other personal service activities n.e.c.

Section T Activities of households as employers; undifferentiated goods- and

Division	Group	Class	Description
97			Activities of households as employers of domestic personnel
	970		Activities of households as employers of domestic personnel
		9700	Activities of households as employers of domestic personnel
98			Undifferentiated goods- and services-producing activities of private households for own use
	981		Undifferentiated goods-producing activities of pvt. households for own use
		9810	Undifferentiated goods-producing activities of private households for own use
	982		Undifferentiated service-producing activities of private households for own use
		9820	Undifferentiated service-producing activities of private households for own use

Section U Activities of extraterritorial organizations and bodies

99			Activities of extraterritorial organizations and bodies
	990		Activities of extraterritorial organizations and bodies
		9900	Activities of extraterritorial organizations and bodies

DEFINITION OF THE ECONOMICALLY ACTIVE POPULATION

- | | |
|--|---|
| I. All production & processing of primary products whether for | All persons engaged in producing and processing primary products of: |
| i) Market | Agricultural Crops, Fruits & Vegetables, Livestock's & Poultry Products, Honey, Timber & Firewood, Grass, Fish, Output of Mining & Quarrying, e.g. Salt, Iron Ore, Coal, Crude Oil, Natural Gas, Sand & Stone, etc., processing activities such as churning, butter and ghee making and processing and drying of red chilies, drying & canning of fruits and vegetables, seed processing, rice cleaning and polishing, thrashing and graining, baling and gathering of un-cultivated fruits, plants and medicinal shrubs. |
| ii) Barter or | |
| iii) Own Consumption | |
| | |
| II. Production of all other goods and services for market. | All goods & services produced & exchanged in the economy and exchanged in the market, e.g. Food, Beverages & Tobacco, Clothing & Footwear, Fuel & Power, Furniture & Fixture, Heating & Cooking Appliances, Earthen & Glassware, Household Operation, Household Services, Medical Care & Health, Transport & Communications, Recreation & Entertainment & Education, Personal Care Services, Government Services. |
| | |
| III. Goods & services produced in the household for market & for own consumption | Raising of Livestock and Poultry Products in the Household such as meat, eggs, vegetables & fruits of kitchen, roofs, garden logging, wood processing, grossing, mining, household manufacturing goods such as knitting, sewing, embroidery, mat & rope making, ginning, spinning, milling, grinding & repairing. |
| | |
| VI. Own account construction. | |

LIST OF SOME IMPORTANT TECHNICAL/VOCATIONAL COURSES

Code	Name of the Course	Code	Name of the Course	Code	Name of the Course
01	Agriculture Tools Repair	32	Draftsman	63	Mining Technology
02	Air Ticketing Course	33	Drilling & Blasting	64	Mobile Phone Repairing
03	Architect Technology	34	Driving Course	65	Motor cycle Mechanic
04	Arms Repair	35	E.C.G. Technician	66	Motor Winding
05	Auto Mechanical Course	36	Electric Wiring	67	Movie Making
06	Automobile Denting & Painting	37	Electrical Engineering Technology	68	Paper product makers
07	Bangles Manufacturing Course	38	Electrician	69	Pattern Making Course
08	Barbers/Hairdresser, Beauticians & related works	39	Electronics Technician	70	Pet Care
09	Bee Keeping	40	Embroidery & Knitting Course	71	Plumbing & Pipe Fitting
10	Blacksmiths/toolmakers/operators	41	Farm Machinery	72	Polishing & Soldering
11	Book binder	42	Fitters/Assemblers/Mechanics	73	Portrait & Landscape Painting
12	Building Painter	43	Flower Making Course	74	Printing related works
13	Cabinet makers/related trades	44	Foundry Technology	75	Refrigeration & Air Conditioning Repair
14	Calligraphy Art	45	Furniture Spray Painting	76	Rubber/plastic product makers
15	Candle Making	46	Garment Making	77	Shoe/Leather goods making
16	Carpentry/Wood Works	47	Gas Cutter	78	Shuttering & related works
17	Carpet Making	48	General Nursing Course	79	Silma Sitara Tilla Work (Bride Dress Making)
18	Ceramics Technology	49	Generators Repair	80	Soil Testing
19	Chemical Engineering Technology	50	Glass/Pottery formers & related works	81	Stone cutters/carvers
20	Civil Engineering Technology	51	Hotel Management Course	82	Tailors/sewers/related works
21	Computer Course	52	Interior Decoration	83	Textile Technology
22	Computer Repairs / Maintenance	53	Jewellery and precious metal works	84	Tractor Mechanic
23	Construction works	54	Laboratory Attendant	85	Turner Course
24	Cooking & Baking Course	55	Laboratory Technician	86	Typing & Shorthand Course
25	Dairy & Livestock	56	LHV (Lady Health Visitor) Course	87	Wax Carving
26	Dental technician	57	Livestock & Poultry Farming Course	88	Weaving Course
27	Diploma in Arts	58	Locomotive (Railway Engine) Drivers	89	Welding Course
28	Diploma in Computer Graphic Designing	59	Mason Building	90	X-Ray Technicians
29	Diploma in Computer Hardware & Software Engineering	60	Mechanical Engineering Technology	91	Others
30	Diploma in Radio & Television	61	Metallurgy Technology		
31	Dispenser Course	62	Midwifery Course		

**CURRENT POSITION OF DIVISIONS AND DISTRICTS IN PAKISTAN
WITH DISTRICT CODES**

<u>DIVISION</u>	<u>CODE AND DISTRICT NAME</u>
<u>PUNJAB</u>	
ISLAMABAD	101. ISLAMABAD
RAWALPINDI	102. RAWALPINDI 103. JHELM 104. CHAKWAL 105. ATTOCK
GUJRANWALA	106. GUJRANWALA 107. MANDI BAHAUDDIN 108. HAFIZABAD 109. GUJRAT 110. SIALKOT 111. NAROWAL
LAHORE	112. LAHORE 113. KASUR 114. SHEIKHUPURA 115. OKARA 116. NANKANA SAHIB
FAISALABAD	117.FAISALABAD 118.JHANG 119.T.T. SINGH 120.CHINOT
SARGODHA	121.SARGODHA 122.KHUSHAB 123.MIANWALI 124.BHAKKAR
MULTAN	125.MULTAN 126.KHANEWAL 127.LODHRAN 128.VEHARI 129.SAHIWAL 130.PAK PATTAN

<u>DIVISION</u>	<u>CODE AND DISTRICT NAME</u>
BAHAWALPUR	131.BAHAWALPUR 132.BAHAWALNAGAR 133.R. Y. KHAN
D. G. KHAN	134.D. G. KHAN 135.MUZAFFAR GARH 136.LAYYAH 137.RAJANPUR
<u>SINDH</u>	
HYDERABAD	201. HYDERABAD 202. DADU 203. BADIN 204. THATTA 205. JAMSHORO 206. MATTIARI 207. TANDO MUHAMMAD KHAN 208. TANDO ALLAYAR
MIRPUR KHAS	209. MIRPUR KHAS 210. SANGHAR 211. THAR PAR KAR 212. UMER KOT
SUKKUR	213. SUKKUR 214. GHOTKI 215. KHAIRPUR 216. NAWABSHAH/SHAHEED BENAZIRABAD 217. NAUSHERO FEROZE
LARKANA	218. LARKANA 219. JACCOBABAD 220. SHIKARPUR 221. SHAHDAD KOT/ KAMBAR 222. KASHMOR
KARACHI	223. KARACHI EAST 224. KARACHI CENTRAL 225. KARACHI WEST 226. KARACHI SOUTH 227. KARACHI MALIR

<u>DIVISION</u>	CODE AND DISTRICT NAME
<u>KHYBER PAKHTUN KHWA (KP)</u>	
PESHAWAR	301. PESHAWAR 302. CHARSADDA 303. NOWSHERA
KOHAT	304. KOHAT 305. KARAK 306. HANGU
MARDAN	307. MARDAN 308. SWABI
HAZARA	309. ABBOTTABAD 310. HARIPUR 311. MANSEHRA 312. BATAGRAM 313. KOHISTAN 314. TOR GHAR
MALAKAND	315. SWAT 316. LOWER DIR 317. UPPER DIR 318. BUNIR 319. CHITRAL 320. MALAKAND AGENCY 321. SHANGLA
BANNU	322. BANNU 323. LAKKI MARWAT
D.I. KHAN	324. D.I. KHAN 325. TANK
F.A.T.A	331 FATA AREA
<u>BALUCHISTAN</u>	
QUETTA	401. QUETTA 402. PISHIN 403. QILLA ABDULLAH 404. CHAGHI 405. NUSHKI
SIBI	406. SIBI 407. ZIARAT 408. DERA BUGTI 409. KOHLU 410. HARNAI 411. LEHRI

DIVISION	<u>CODE AND DISTRICT NAME</u>
NASIRABAD	412. NASIRABAD 413. BOLAN/KACHI 414. JHAL MAGSI 415. JAFARABAD
MEKRAN	416. KECH/TURBAT 417. GAWADAR 418. PUNJGOOR
ZHOB	419. ZHOB 420. LORALAI 421. BARKHAN 422. MUSAKHEL 423. QILA SAIFULAH 424. SHERANI
KALAT	425. KALAT 426. KHUZDAR 427. MASTUNG 428. AWARAN 429. KHARAN 430. LASBELLA 431. WASHUK
<u>GILGIT</u>	<u>CODE AND DISTRICT NAME</u> 501. GILGIT 502. DIAMIR 503. GHIZER 504. ASTORE 505. HUNZA-NAGAR
<u>BALTISTAN</u>	506 SKARDU 507 CHANCHE
<u>AZAD JUMU & KASHMIR</u>	<u>CODE AND DISTRICT NAME</u> 601. MUZAFFARABAD 602. RAWALAKOT/PUNCH 603. MIRPUR 604. KOTLI 605. BAGH 606 BHIMBER 607 SUDHNOTI 608 NEELUM 609 HAVELI 610 HATTIAN
<u>OTHER COUNTRIES</u>	700. ABROAD

**CODING INSTRUCTIONS FOR SECTION 10 ABOUT CLASSIFICATION OF
OCCUPATION, INDUSTRY AND EMPLOYMENT STATUS**

A) OCCUPATION CLASSIFICATION AS PER PSCO-2012

1) i	9211	Farmers/Crop Labour
2) iii, iv	9212	Agricultural and Animal Husbandry /livestock farm Labourer Workers
3) ii	9213	Mixed Crop and Livestock farm Labourer.
4) v	9313	Building Construction and repair Labourer
5) vi, vii,	9624	Water and firewood collectors
6) viii	7533	Sewing, embroidery and related workers.
7) ix,xiii,xiv	9111	Domestic cleaners and helpers n.e.c.
8) x	9121	Hand launders, Dry Cleaners and Pressers.
9) xi	5311	Caring for children and health care of ill persons
10) xii	2359	Teaching professional n.e.c.

B) INDUSTRIAL CLASSIFICATION AS PER PSIC-2010

1	i)	0150	Mixed Farming
2	ii)	1061	Manufacture of Grain mill Products
3	iii)	0149	Livestock operations/Raising of other Animals
4	iv)	0146	Poultry Raising.
5	v)	4100	Construction of Building
6	vi,vii,ix,xiii, xiv)	9700	Activities of Private Households as domestic workers.
7	viii)	1410	Manufacture of wearing apparel, except fur apparel.
8	x)	9601	Washing, mending or pressing clothes.
9	xi)	8790	Other residential care activities.
10	xii)	8549	Other Education n.e.c.

C) EMPLOYMENT STATUS AS PER COL. NO. 5.8 SECTION-5

1	i,ii,iii,iv)	11	Contributing Family Workers
2	v to xiv)	07	Own Account Workers