



Population Census Pakistan

1972

Instructions of

Housing, Economic, Demographic

Characteristics survey (H.E.D)

January, 1973

**Population Census Organization
Ministry of Interior, Kashmir and
Frontier Region,
Islamabad**

PREFACE

The Population Census is the only source of having personal characteristics of inhabitants of a country. Population Census is generally undertaken decennially. Therefore the information gathered in this connection not only serves the purpose of economic planning but with this it becomes easier to understand the local, provincial and National problems and it helps in finding out solutions. National and Provincial Assembly seats are determined on the basis of population. In view of the importance of Population Census it is necessary that the accurate data is collected.

The 1972 Population census which is the third decennial census of Pakistan, its counting has been divided in two phases. In first phase general enumeration of Population and it's a few important characteristics are collected. This work has been completed in September, 1972. Now in the 2nd phase the Housing, Economic and demographic characteristics are being analyzed which in abbreviation is called HED survey this survey is very important and job of responsibility and its purpose is to collect information. With this objective the instructions for this survey have been compiled in details and its translation is also being printed to facilitate the enumerators. It is hoped that it will be quiet helpful in the survey and enumerators will be able to complete their job with comfort.

Although general words have been used in this manual of instructions but to give this survey a practical status and for the sake of uniformity a particular concept has been determined. It is, therefore, necessary that explanation of different terminologies and concept should be understood before actually embarking upon this job e.g there is a particular place for cooking in every house but in this survey it will be called a kitchen. Rather it will be applicable to a specific case of other terminologies. Therefore this important responsibility can be fulfilled satisfactorily after clearly understanding, these terminologies.

Brig. Latif,
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Chapter-1

101. **Introduction:** The Population Census is the only source through which pressure of increasing population of a country can be estimated. The third decennial population and housing Census has been divided into two phases. The first phase was “Big count” or “General Enumeration” which was completed in September, 1972 and the second phase is H.E.D survey which will be started in 1973.

Phase I , Big count or general enumeration

In first phase all population was counted which was present in Pakistan on 16th Sept, 1972 and this phase was treated as Big count or General enumeration. In this phase not only every person living in Pakistan was counted but information about seven questions pertaining to individuals was also provided i.e , name, relationship with the head of household, Sex, age, marital status Religion and Literacy, provision of these characteristics was comparatively easier.

Two population censuses have been undertaken in Pakistan since independence, first in 1951 and 2nd in 1961. In both of these censuses sufficient information about population and Housing characteristics were provided in a single phase. But when analysis of the information obtained in the last Population was done it was found that there were deficiencies of various types. The most important reason of this was that the enumerator about who collected this information were neither so suitable nor they were trained properly. More than one hundred thousand persons were honorary appointed for population Census work and all of them were selected from local areas. Presently in most of the cases they could not collect correct answers of difficult questions e.g on occupation , Industry, level of education , etc. It was not possible to provide a huge field force of honorary and volunteer workers for whole Pakistan.

Phase – II Housing, Economic and Demographic Survey (H.E.D)

With this background, it was decided for present population census that complicated characteristics of Population will be provided after general enumeration in a separate sample survey. This sample survey will include Housing, educational Economic and demographic characteristics of Pakistan's third Population Census. This sample survey has been given the name of Housing, Economic and Demographic Survey and in abbreviation in English it will be called H.E.D survey. About three hundred thousands households of West Pakistan will be covered in this Survey and about one thousand suitable enumerators will be appointed for three months on pay/salary. They will be trained properly so that they can better understand the concepts and definition which are being used in this survey.

102. Objective: The basic purpose of this Housing Economic Demography Survey is to carry out survey of the difficult/complicated characteristics of population regarding this sample part of total population so that correct information about complicated and difficult characteristics could be collected. The main objectives of the survey are as follow:

- 1) To collect information about nature of sample houses, education, economics and selected demographic characteristics.
- 2) To verify the population found in survey with the estimates of population census of general enumeration.
- 3) To determine the Birth rate and Death rate.
- 4) To prepare estimates of Urban/Rural Population for distinct, provinces of Pakistan separately.

103. Sample household. There are about seventy five thousand blocks of population census of Pakistan out of which twenty four thousands blocks will be selected for this survey. These blocks of population census are spread all over the Pakistan and located in both urban/rural areas. One population census block consist of two hundred households but all the household of this census block will not be selected for this survey. The detail of identification of selected areas i.e blocks will be

provided to enumerators by their supervisors. About 0.3 million household will be selected for this survey which will consist of two percent and five percent of the total urban and rural households will be selected, details of sampling in the shape of specified instructions will be provided separately in which necessary explanations will also be given.

Chapter-2

Source of Information and identification of selected sample household

201. Importance The identification of sample household is very important because if any mistake or carelessness is committed in it then result will be wrong. Therefore , correct enumeration will only be possible after correct identification and correct results will be produced with correct counting. To facilitate the enumeration work detailed explanation have been presented. It is therefore advised to clearly understand the identification technique so that the chance of committing a mistake is minimum.

2.02 It is necessary for the enumerator to complete identification of household before filling up the questionnaire , whose details have been provided in the second part.

2.03 Code of selected area: The code of selected area is that code number that will be given to selected area. Infact it means that code number which will be given to population census blocks during big count. It will be eight digit code and it will be provided to the enumerator in the beginning. The enumerator will have to enter this code number on every questionnaire which he is canvassing in this block. The code number of all such blocks will be written on the title page of register of questionnaires for which questionnaires will be provided in it.

2.04 Structure number. Definition of structure.

Structure means every house, building, hut, boat, mosque, temple, shed, tent or such a place which is used for residence of human. There should be a unique and identifiable entity of every structure and every structure should also have one or more than one separate doors. In rural areas one household often live in more than one huts,, sheds or separately built rooms etc which are although in close proximity yet sometimes there is no compound wall between them such a living arrangement in area will be considered as one structure. Although this structure will be entered once but number of

this structure will be written on every separately built hut, shed and rooms, etc, so that there is no confusion. The building which is selected its three digits code will have to be written e.g if number of a building is 19 then it will be written in the digit as (019). Three boxes have been made for building number. These should be filled up according to instructions.

2.05. **Housing unit and household.** “Housing unit and household are two important terminologies which are basis and both these terminologies are frequently used in the questionnaire there fore every terminology is been explained as bodies.

a) **Housing Unit:** Housing unit means those vacant places or residential place where a household can reside. Housing unit may consist of one room and there may be a few rooms which can be used for residential purpose or being used for residential purpose. But it must have a separate door whether it. Under the bridges empty bogies of train or boat can be these type of residences, Structure which has been defined earlier is residential units which are partly or fully being used for residential purpose or which may be full time or part time business center or used for other purpose as well. Opens outside the building or opens inside the building. Where some body reside or it is vacant. It can be mobile or also a temporary place of residence or any place which is being used as a residence of some households at the time of survey. This type of residences consist of building, house, hut, shed, big building, flat, bungalow, servant quarters.

In some cases it may be possible that a housing unit is built for only one household, but at the time of survey one or more than one households are residing in it or a part of household resides there. Mostly it may also be possible that the places are not constructed for residential purpose but are being used for residential purpose e.g trade building which h are under construction, completed or incomplete and which are actually being used for residential purpose. The cattle forms, garage, god owns .

b) **Household..** A household may be a person living above and also comprise a few such persons who live and eat together . They may members of household relatives friends, servants and other non relatives. Eating together means common cooking arrangements at a place.

2.06. Household Members. Who will be enumerated. The following persons will be included as members of a particular household.

1. All those persons who usually reside along with household and are present there at the time of surveys.
2. All those persons who usually reside along with a household but are temporarily not present there at the time of survey.
3. All those residents, servants and non relatives who are residing here because of having job or getting education here although permanent residence of their own household is same where else.
4. Those temporary passengers or guests who generally have a residence and are residing within this household at the time of survey.
5. Armed forces personnel who are directly related to the household irrespective of that where they are presently posted.

b. Who will not be enumerated: The following persons will not be included in a particular household as family members.

1. Those people who are although related to the head of household yet their most of time is spent some where else in connection with job or study. These people will be enumerated at the institution or households where they work or study.
2. Those people who are temporarily present in this household e.g guests or other visitors whose residence is some where else and there is somebody to get them registered.
3. All those people who are though related to the household but at the moment present in some institutional residence e.g mental hospital, sanitarium, jail, etc.

Note: The enumerators will have to site serial number of the selected household under the selected census block in three boxes which have been provided in the questionnaire for this purpose. This household number will infact be the number which was entered in

the fifth column of the list of housing census carried out during general enumeration for this household. It is known that a new household has come in the selected building and who was not entered during general enumeration then that household will be entered at the end after the last household serial number of the following list and it will also be entered in the list of houses accordingly. It can be explained like this, .A new household came in house no. 066 who was not entered during the general enumeration. The last household serial No of the list of housing census is 167, then this new household will be given the No. 168. The number will be written in three digits, if 3 is the serial number of a household it will be written as 003.

2.07 **Name of head of the household:**

Write names of heads of those households whose details are being entered. The head can be anyone male or female.

Definition of head of household: If a person lives alone then he himself will be considered head of the household. If a few persons live and eat together then the person who is considered head by that family will be the head. Head of household can be the oldest male or female or a particular bread winner.

2.08 **Name of father/husband**

If the head of household is male then write there the name of his father. If head of the household is female then the name of her husband will be written here.

Sources of getting information

209. Name of respondent: Since the information about the household which are being provided has to be collected by the enumerator personally therefore it will be better that these are obtained from every related persons particularly all adult males but it will not be possible in all cases. In most of the cases the head of the household or some adult male will provide information about the household. Hence his identity is necessary for the

future reference. Efforts should be made that the information about household conversation is made with such a person who has all these information about household or members which are being asked in this questionnaire. However, there is a possibility that sometimes no member of the household could be contacted in such a case several visits of that place are necessary to get concerned information. If it is not possible to contact some responsible person of the house or well informed person then particulars can be taken from such a responsible person and informative neighbor who have all the information about the concerned household and write here name of that man or woman clearly.

2.10 The respondent's relationship with head of the household

Write here name of the respondent i.e. of that person from whom the information is being obtained, the relation he/she has with the head of the household this relation should be with respect to the head e.g. head himself, wife, son, uncle neighbors, etc.

2.11 Detail of identification of e.g. code of selected area

Though building and household number has been entered in the first part but these things should necessarily be entered in second part and enumerators should not work carelessly.

2.12 Date of enumeration:

Enter here the date on which the questionnaire of any household is completed.

CHAPTER-3

Part-I Housing Characteristics

3.01.1 Introduction:

Housing characteristics & Housing facilities are the part of Housing, Economic and demographic (HED) survey which will be collected on sample basis in the second phase of 1972 Population Census. The structure numbering done and list of houses prepared for general enumeration will serve as a basic tool in the (H.E.D.survey) so that detailed information could be provided. The purpose of this part is to provide detail information about those residential accommodations in which the people reside so that the housing capacity of the country could be known and the geographical distribution by constructed houses with nature of construction could be prepared and conditions of the basic facilities of modern living standard available to various households be known. This part of the questionnaire consists of thirteen questions . The question No 1 to 11 shall be asked from every household irrespective of the urban or rural areas. However, question No. 12 & 13 will be asked from the households living in urban areas, there is no need to ask these two questions in rural areas.

Some instructions are given in detail for the enumerators and supervisors in the following paragraphs so that accurate information could be entered against every part of the question.

3.02. Question No. 1 & 2 : **Basic material used in construction of the walls and roof of this house?**

By asking these questions it will be known that which construction material has generally been used in construction of walls and roof of this house. Generally walls and roofs are constructed with different types of construction materials, which are of six types. Detail of every type has been given and the answer of these question should consist

of these six types, whichever type the respondent tells the enumerator will put a cross in front of that type e.g. if the reply is dry grass or Reed the cross should be put in front of code five.

1. **Cemented** (concrete or baked bricks or stones) . By this means such walls and roofs which are constructed with concrete, sand and cement or cement has been used in binding the baked bricks and stones in construction of walls and roofs.
2. **Clay or mud** used with baked bricks and stones. By this type it is meant such walls and roofs in construction of which baked bricks with clay or mud have been used i.e bricks have been bound with clay or mud.
3. **Built with clay or sun-dried bricks.** By this type is meant such walls and roofs which have been built with only clay or unbaked bricks or mud has been used for binding unbaked bricks.

4. **G.I/C.I/Asbestos/plastic**

G.I means. Iron (Pewter) sheet

C.I means corrugated sheets made of tin or sheets made of asbestos or plastic which are used in construction of walls and roofs of most of the houses.

5. **Thatch/wood and bamboo.**

It means wall & roof made of dry grass straw Thatch

This type of walls and roofs are constructed with different things e.g. leaves, stems of dates, bamboo, Palm leaves, grass straw, crops straw, thatch and Reeds, etc.

6. **Other material (Give detail)**

If material other than above given five types has been used in construction of walls, and roofs, then put a cross against it. If walls and roofs are built of one or more than one type of material the material which has been mostly used may be entered and cross (X) may be put in the relevant space.

3.03 Question No. 3 period of construction.

The purpose of this question is to know the age of the building in which the household is living so that it could be known what is the nature of this house in which the members of household reside. It is doubtful whether all the respondents can answer this question, i.e when or the year of construction of this house. However, they can tell the tentative period passed since its construction or how old this building may be ? therefore in order to know the possible age of all houses the period of construction has been divided into four major categories. In most of cases the residents of the houses would be able to reply in these major categories. In certain cases a wise guess can be made. Such a situation may also come across in which a building has been extended, changes or major repairs are done from time to time. In such cases the period of construction will be counted from that date when old walls were reconstructed after demolishing or from the date when new walls were constructed, put a mark on any one of the above mentioned four types according to the reply of the respondent

3.04 Question No. 4. Nature of Tenure of the household.

By tenure we mean the residential status in which this household is residing. There could be three types of occupational status of a house. Owner occupied , rent free or rent paid. Generally these three types of tenure are prevalent. The nature of tenure will be treated as owned when head of the household or any member of the household is owner of this house in which the household is residing, irrespective of that he is the owner of the land on which the house has been constructed or not. If all the cost of that house has been paid or purchased on installments or its price is deducted from the rent or it is on mortgage with the household then in all such types tenure of the house will be treated as “owned”.

Such a household who is neither owner of a house nor pay rent for his house. The tenure of such a household will be “Rent free”. The enumerators will find such types in the rural areas where landlords allow their tenant farmer to reside in the house constructed on their

lands during the period of their employment and don't take rent from them. In some cases the owner of the house gave their house or a part of the house to their relatives or friends without rent. In some cases the owners gave their houses for residential purpose and do not demand rent. In some governmental and private organization", institutions or employers provide residences to their employees and do not take rent from their employees. The servant quarters of bungalows in urban areas also come under this category where the servant lives along with his family and cook separately. The housing units of all such households are treated as rent free. If any household is paying rent as an actual occupant of the house or an occupant of any part of the house it will be treated as "Rented house". The cross against any of the three types of tenure should be marked according to the answer of the respondent.

When the housing unit of any household comes under the category of "Rent paid" and the cross marked on code three then question will be asked from him what is its monthly rent and amount of rent will be entered at specified place. The expenses on electricity or water charges shall not be included in the rent. However, in such cases where a lump sum amount has been paid to the landlord as rent and it is not possible to bifurcate the expenses on electricity and water then it will be treated as rent.

3.05 Question No. 5. How many rooms are in use of the household (passage, verandahs, balconies, corridors, kitchen, bath rooms and latrines shall not be included in rooms).

By room means such residential space which has walls up to roof from the floor and where a person can sleep on a bed. Hence total number of rooms of a house will consist of bed rooms, study room, drawing room, lounge/sitting room, servants room, and kitchen and such rooms which are used for business or professional purposes. Certain other places which are used for residential purpose or there is chance of using these places for residential purpose provided they come under the definition of room i.e it has walls and roof and there is a space for a bed in them can also be treated as room . Verandahs, corridor, bath room and toilets do not come under the definition of room inspite of fact that these meet the conditions of room. However, stores having walls all

around which are being used of storing households or crops/food grains, etc. If these come under the above mentioned definition of room then these will be included in number of rooms. The garage, if being used for parking of car or vehicle it will not be treated as a room. However, if the garage is being used for residential purpose or bed room then it will be considered as room. The enumerators therefore have to ask the respondents about number of rooms keeping in view the definition of room and the answer of the respondent be written in front of number of rooms against question No. 5. Although there is a separate question about kitchen (Question No. 6) has been asked yet if there is a kitchen in a house it should be included in total number of rooms in question No. 5.

3.06 Question No. 6 (Is there a kitchen in this house ?)

By kitchen means such a room which fulfills conditions of a room where special cooking arrangement for the household is made and it is used for cooking purpose except such households who go on hotling regularly and eat there. There is space for cooking in every house some household use part or corner of a room or some other place of the house for this purpose since the condition of room do not imply on such a place therefore it will be treated as kitchen in this survey. The enumerators should ask this question very carefully and the answer they get should be marked as 'yes' 'no' or 'shared' at the relevant space against the question. If a kitchen is used by more than one household then response category of 'shared' has to be marked and this should be marked at the questionnaires of all such households who use shared kitchen.

307. Question No. 7 (If there is a bath room in this house)

Bath room means such a place which is either a special room or such a place which has walls all around and is used only for bathing. This is to be enquired whether there is some special room in the house which is used as bath room. The answer of this question as 'yes' 'no' or shared, whichever may be , marked as has been explained for question No. 5 i.e if there is bath room in a house it will not be included in total number

of rooms. In some buildings toilet and bath are together at one place in such a case the answer will be treated as 'yes' for bath room.

3.08 **Question: 8 (which facilities of Toilet are available to the household ?)**

By toilet means such a place where the arrangement of defecation is available. It is to be enquired whether there is a special place for the residents of this house inside the house or outside the house or inside the compound wall of the building which can be used as toilet. The facilities of toilet have been divided into five types for this survey specific use of residents, distance and principal of health care have been kept in view in making these types of facilities. The detail of every type is given as under:

1. **Flush system inside house (which is connected with municipality's sewerage system).** By this means. Toilets are inside the house or situated inside the boundary walls of the building where modern flush system exist and copro /biological waste is disposed off through municipalities sewerage system this type of toilet facility will be included in type1.
2. **Flush system inside house but connected with septic tank.**
By this means that flush system is available inside the compound walls of the building using which the biological wastes are disposed off to a connected/covered pit . It is not related with the municipality. Such toilets come under type 2.
3. **Toilet inside without flush system.** All the facilities of toilets (e.g cramp, etc)which are available in housing unit or inside compound walls of the building but where no flush system of any type is available, it comes under type-3
4. **Outside toilet.** By this means flush or without flush any facility of toilet which is available to the household but it is not inside the house or it is not inside boundary walls of the house. This will be treated outside toilet and entered in type. 4.

5. **None/open field.** If none of the above mentioned four facilities is available and the members of the household go outside for defecation in open field or farms. In such a case, cross will be marked on type. 5

3.09 **Source of drinking water for residents of the house.** People get drinking water from different sources. Some of the sources are safe while others are not in health point of view. Moreover some sources of water are available inside house or inside the compound walls of the building and some sources are outside. Different sources of drinking water have been divided into six types according to health care, distance, etc. Every type of source has been explained as below:

1) Tap which is available inside the housing unit.

It means that this source (tap) is available to member of the household either inside the house unit or inside the boundary walls of the building irrespective of that the water is got through tap of municipal committee or through a tap of private tube well.

2) **Tap outside the housing unit.** It means that household get water through tap but it is available outside the house or outside the compound walls of the building.

3) **Hand pump inside housing unit hand pump is a source of getting water,** it means that a pipe is put into a hole deep down the earth and water is pumped up. If this pump is available inside the house or inside the compound walls, it will be treated as hand pump inside.

4) **Hand pump out side the house.** If the water is obtained through such a hand pump which has been provided outside the building to facilitate the public then it will be treated as “Hand pump outside”. Sometimes the enumerators will come across such a situation when the hand pump has been fixed on a well in such a case the mark should be made against “ well”

5) **Well,** The well metalled or unmetalled (open or covered). The water could be taken out of it in different ways. The source of getting water underneath

the earth by digging it deep down is called “well” whether well is inside or the outside the house and compound walls of the building.

6) **Pond, tank, river spring etc (specify)**

Other sources of drinking water e.g tank, pond, river, spring, canals will be entered under type 6 . The enumerator has to specify in writing that water is taken from which source and then put a mark against type 6.e.g if the answer is that drinking water is taken from river then firstly he should write ‘River’ in the specified space and then put a mark in code ‘6’

3.10. **Question No. 10 Which fuel is mainly used by this housing unit for cooking**

Different fuels are used for cooking. These types of fuel have been divided into seven types for this survey.

1. **Wood**: By wood means here that type of wood which is used as fuel
2. **Coal**: Coal means soft coal or hard coal which is made of specially burnt wood and is used as fuel.
3. **Kerosene oil**. Kerosene oil is used in different burners for cooking e.g (Stoves i.e Burner with air pressure, etc)
4. **Gas**. Gas as fuel is used in two ways. One way is through pipe provided inside the housing unit or some times it is sold in cylinders like barchans gas. Burners are required for both types of gases.
5. **Electricity**: Electricity is also used as cooking fuel. Electric heaters or other such things i.e special burners are necessary for this.
6. **Cow dung**: Coprolite made with dung of cows and buffalo are dried and generally used as fuel in rural areas.

If some household use more than one type of fuels then that type of fuel which is mostly used should be entered e.g if some household uses coal for making bread and for rest of the cooking uses kerosene oil as fuel. In such a case kerosene oil shall be considered main source of fuels of this household and that will be entered against code ‘6’

7. **Others (specify).** If non of the first six types of fuel is being used then it would be enquired from the respondent that which fuel is being used and that will be written in the specified space against other and cross will be marked on code '7' dry leaves , husky and core are included in such type of fuel.

3.11. **What does this housing unit mainly use for the lighting purpose?**

Lightening arrangements have been divided in three types. No. (1) Electricity (2) Kerosene oil (3) Other. If electricity or kerosene oil is used by some household, cross may be marked on or any one relevant code. If two sources are being used then which source is mostly used the cross will be marked on it. If the source other than these two is being used e.g Tallow, mustard oil, candle, etc. The enumerator after asking the respondent firstly enters the source against question No. 11.

Question No. 12 and 13 will be asked from the urban household.

3.12 **Question No. 12 . How is the garbage of this housing unit disposed off?**

In rural and urban areas if the garbage is not disposed of properly it creates problem of cleanliness therefore municipal and town committees make arrangements for disposal of garbage. In some parts of urban and sub urban areas or town committees therefore the disposal of garbage system has been divided in the following three types.

1. Regular municipal collection from the housing unit structure.
If there is arrangement of collection of garbage from main front door or back door of the housing unit by municipal committee then cross will be marked on code 1 of this question.
2. Garbage dumped at filth depot from where municipality collects it. If the respondent reply that garbage is dumped at filth depot outside the housing unit and employees of the municipality collect it from there then code 2 of this question will marked.

3. No arrangement for regular municipal collection (dumped out side house on the street, etc)

If this answer is given that there is no arrangement for regular municipal collection but the garbage is dumped inside or outside the housing unit on the corner of road or street or thrown some where ,then cross will be, marked on code 3 of the question.

3.013. **Question No. 13. What is the type of surface of the street from where there is access to this housing unit.**

Generally the housing units are built around the roads of municipal or town committees. These roads are either metalled or semi metalled or unmetalled or this could also be the position that municipal or town committee has given approval of the construction of roads but it has not completed as yet therefore regular road is not available up to the housing unit or the housing unit is situated at some distance where the road has not yet been built. This type of all possibilities will be included in five different categories.

1. Metalled Road. If the enumerator finds that the housing unit is situated at the bank of metalled road then he has to put cross mark at the relevant code of the question metalled road it means the road is built with concrete or pitch.
2. Semi metalled (Built with stone or bricks). If it seems that housing unit in question is situated on a bank of the road built with stone or bricks and cement or pitch has not been spread over it then it will be treated as semi metalled and relevant box of the question will have to be marked.
3. Un-metalled Road. The housing unit which is not situated on metalled or semi metalled road and where road has been built with clay it will be treated as un-metalled road. In such a situation box No. 3 will be marked.
4. No regular street at all when the housing unit is not situated on regular road but there is no regular street to reach the housing unit then in such a situation box No. 4 will have to be marked.
5. Any other way (specify)

If some housing units is located at ways other than the above mentioned four types then it will be written on the blank line and cross will have to be marked on the box.

Chapter-4

PARTICULARS OF THE HOUSEHOLD MEMBER (COLUMN-1 TO 7)

INTRODUCTION

401. The objective of Part-II of questionnaire is to collect detail information about every person pertaining to demographic, social and economic characteristics that further elaborate the information regarding Sex, Marital status, Physical disability, Internal migration, Educational level, Economic characteristics and Fertility. There are 28 Columns in this part. In this connection whatever type of information provided has already been pre-coded. It means that required response has already been given special code. The enumerator will have to write special code number in front of each entered member in the form of English digit in each column. The columns, which have not been pre-coded, the information in words or digits in whatever form will be written. This should be written clearly so that no difficulty arises during securitization of filled questionnaire/forms for further processing. There should be no entry in shaded or lined places, which would be used for entering code later.

402. Household and its Members

As has been narrated in paragraph No.2.5 that a household may also comprise a single person or a group of persons living together who have collective arrangement for taking meal. It may include relatives, friends and servant and other relatives. The collective residence e.g. boarding house, restaurant/hotel and other institutional places will also be included in it, the detail of such persons considered as members of a specified household and will be entered as such and the persons who will not be treated as members of this household is given below.

The people who will be included?

1. All persons who usually live with the household and found present there at the time of survey.
2. All those persons who usually live in the household but are temporarily not present at the time of enumeration.
3. All Those resident person, servants who live here because they work and getting education although their residence is somewhere else.
4. All such temporary guests or visitors who have no usual residence but they are found present in the house.
5. The Armed forces personnel will be counted at their actual residence regardless of where they live at present. The actual households mean the housing unit where they live with their spouse, children, or parents and relatives when they are not on duty.

The people who will not be included?

1. Those persons who have relationship with the head of household but their most of time is spent on some other place in connection with employment or study whether they are present there at time of survey due to leaves.
2. All those persons who are temporarily present in this household (guests/visitors etc) whose usual residence is somewhere else and there is someone to get them entered.
3. All those persons who are related to this household but at the moment they are present in the mental hospital, sanatorium , jail, etc.

4.3 Line No-1(Column-1)

There are ten lines in this part of questionnaire. One line is for every person as such if a household consists of ten persons they will be entered on one page. The number is already printed on each line while the 0 is printed on tenth line The enumerator will have to write the digit 1 before 0 so that this digit on the last line became 10. if the members of household are more than ten the entry will be made on next page with continuous serial number (as 11....) and number on the line should be arranged in correct sequence. If more than one page is required for a household page No.1 will be written on first page and page No.2 be written on page-2. The lines of next page will be numbered as 11, 12, 1320 by increasing 1 digit with each written digit.(For example No.1 is written on first line of next page it has to be made 11, similarly other number will be changed simultaneously. No line will be left blank and entries of two persons not be made on one line. If some lines are left after making entries of household then blank lines should be crossed with sign of (X).

4.4 NAME (Column-2)

Name of every person who is considered a member of the household will be written in this column. Full name of every person should be written. If a person has short or nickname then for specifying writes it also in bracket. [For example Abduljabbar Khan (Pehalwan/wrestler)].For uniformity in enumeration process same method should be adopted. The name of head of household will be written in first line for every household. Explanation of head has been given in Para 2.7.After that the name of spouse/husband will come (provided they are alive and staying there), Head of household, his/her children will be counted after name for un-married boys and girls, then married boys and girls and their

husbands/wives and their children and after that the name of other relatives, friends, residents persons and servants who live along with the household will be written respectively. It will be better for convenience that the names of all persons of the household are enquired first. It may be ensured no body has been missed. But before writing the name, it should be ascertained whether he/she is a member of the household or not according to Para 4.2. The purpose of writing the name is to see that all entries are complete and no body is being entered again. If any child is not yet named then the son/daughter of so and so be written. If someone hesitates to tell the name of his or her women then the enumerator should not insist on asking names rather he should write as the wife/daughter of so and so. Similarly if respondent is a women and she avoids telling the name of her husband or any other relative due to tradition and custom, then don't insist on it.(mother or husband of so and so should be written)

However, for the name or nickname whichever is written it should be ascertained that his name has been written and no wrong person has been entered and no body has been entered again and record.

Note: (If a head has two wives and they live together as one household, the name of senior wife will come first, and her unmarried child and married child thereafter his second /junior wife and her children will be written respectively.)

NAME (Column-2)

Name
Write full name of each member of the household starting with the head of household
-----2-----

4.5 RELATIONSHIP TO THE HEAD OF HOUSEHOLD (Column-3)

Actually it is also the part of recognition of that person whose name is written in second column .The definition of head of household has been written in Para 2.7. A person lives alone will be considered head of household. If some persons live together the person declared head by them would be considered the head of the household.

The word head of household has already been entered on first line of the third column. It means the name of the person entered first will be head of the household as explained in para-4.4. Besides, head other members of the household will be entered in subsequent lines. The purpose of third column is to show that what relation they have with the head of household and this information will be inquired about every person. It will be asked to the respondent that what relation (Mr/Ms./Mrs written in column-2) has with the (Mr/Mrs by name head of household)?After inquiring the question of relation about other members besides the head of household whatever answer got, response will be entered in column-3 in front of each name (which is entered in column-2).

For example wife, Husband, Son, Daughter, daughter in-law, sister/brother in law , nieces, grand son, friends, servant ,guests and other residents, etc)

The relationship with head of household should not be written in the shaded place of that column.

(Column-3)

RELATIOSHIP TO THE HEAD OF HOUSHOLD
Write the relationship of each person listed to the head of household
-----3-----

4.6 SEX (Column-4)

Write the relevant code number. Code "1" for Male and "2" for Female. This code will be written for each person of household and every person of household will be either a male or female, the sex of effeminate will be treated as male and code-1 to will be written for him in column-4.

(Column-4)

Sex
1. Male
2. Female
---4--

4.7 AGE (Column-5)

The age of every person will be written in this column. It may be inquired that what is the age of that person. (By asking his name)? Age is the interval, which is estimated or calculated in completed years between the period of birth of person and the time of survey.

But children who are less than one year, 0 (Zero) will be entered for their age, the age of every person will be counted from the starting date of survey.

The child who has not attained the age of one year his age will be written

zero (0) in that column. The person whose age cannot to be known, the enumerator should try to estimate correct age of the member while reminding him memorable past historical events, these can be both local and national. For example the date of creation of Pakistan in 14th August, 1947, Indian attack on Pakistan in September, 1965, a starvation in Bengal in 1943 and a earthquake in Quetta in 1934 etc. In most of cases the correct estimate of age can be guessed with reference to the age of the different members of the household. Estimation of age is very important task so the enumerators will have to do hard work and use his wisdom in this connection. Sometimes it is better to guess the age of the members of household. The relation between them should be kept in view for it., it has to start from youngest child and finish in the last on oldest person of the household. The age of wife/husband can be estimated from age they got married. The age of first child can be calculated/known by the difference of age between his parents at the time of marriage and the time of birth of first baby. The age of other children can be guessed by the intermediate interval of their birth.

AGE
In complete years
----5---

4 **MARITAL STATUS (Col-No.6)** Persons of ten
years age or above

The question should be asked about them (by entered name) whether he/she is married, unmarried, widowed or divorced.? The answer of this question will be written in column-6. If a person is unmarried, code "1" will

entered for him/her, for married person code "2", for widowed code "3" and for divorced code "4" will be written in column-6 . This question should not be asked from below ten years old child, and code "1" will be entered for them. "Un-married person mean who have never been married", "married are those persons who are married at that time and living like wife/husband. This include separated persons but their wife/husband are alive and no one of them is widowed or divorced. The widowed or divorced are those whose wife/husband is dead and still they have not married second time. Divorced means both individuals, which have been divorced or who gave divorce and have not again married. The entry of marital status will be done in regard of present status.

Column-6

MARITAL STATUS
1. unmarried
2. married
3. widowed
4. divorced
-----6-----

4.8 DISABILITY(Column-7)

The following questions of column-7 related to every person of household will be asked.

- a. Is any person of household (By entered names) suffered from any type of disability? If the answer is 'Yes' then ask
- b. Which type of disability and relevant code of disabilities will be entered . Codes of disabilities are given below.

Blind	1
Deaf& Dumb	2
Crippled	3
Others, the disability other than above mentioned disabilities	4

(If not find in above category)
None 5

Different types of disabilities are explained as below. If first question of disability is NO there is a need to ask other questions about that person and code "5" (None) will be entered in the line in which his/her name is written.

Disability means a person who has physical or organ impairment whether it is natural or due to any accident, illness, a part of his/her body became non-functional or become weaker.

According to the report of H.E.D the disability has been divided into four categories.

1. **Blindness.** A person will be considered blind if he/she could not count the fingers of enumerator before him/her with or without spectacles at the distance of one foot.
2. **Deaf& Dumb** A person who could not speak and hear will be Deaf& Dumb. A man who is deaf but can speak or is dumb but can hear will also be included in this category.
3. **Crippled** A person who is not able to use/move one or both hands, one or both legs permanently will be known as Crippled/lame
4. **Other handicapped** First type is hindrance, Second type means that a person is not a blind, deaf & dumb but he is suffering from another type of disability for example mentally retarded, physically impaired etc. through which his normal life is disturbed.

Column-7

DISABILITY
1. Blind
2. Deaf & Dumb
3. Crippled
4. Other handicapped
5. None
-----7-----

CHAPTER-5

Internal Migration of Population (Column 8 to 10)

Introduction. 5.1 Place of birth, duration of residing in sample areas and details of stay since Sept, 1965 which will be asked in seriatim in Col 8 to 10. The purpose of enquiring it is to know the rural to urban migration stream within the country of this information is tabulated in a meaningful manner then it will be known that what was the trend of migration between rural to urban or urban to rural areas in the country during the last eight years.

5.2 Place of birth (District, Country) col 8

This question may be asked (by entered name of respondent) that in which district or country was born? If a person is born in any area of Pakistan then enter the name of district or agency where he is born. If he is born out of Pakistan then write only the name of the country.

By place of birth means that place where a person was born. For the purpose of this survey it can be a country or some geographic unit. If a person was born in Pakistan then the name of its administrative district or agency will be written. If a person was born in Azad Jammu and Kashmir then the name of district along with Azad Jammu and Kashmir Mirpur will also be written . Similarly the person who was born in occupied Kashmir, write name of district alongwith occupied Kashmir. If a person was born out of Pakistan in some other country then in such a case write only the name of the country e.g Iran, Turkey, U.S.A , etc.

Birth place District/Country
Write name of District in which the person was born
Give name of country . If born outside Pakistan
8

5.3. Duration of continuous residence in this locality (Sample area Col. 9)

The question will be asked, that for how long this member of household (by entered name) has been residing in this area (sample area). This period will be counted since that person used to live in this locality regularly and period spent till this survey. By area means here that village, town or city in which his housing unit is situated. If he has gone out from this area on leave, business tour, for medical treatment, to see someone, etc for a few days, even then it will be considered that his stay in this area is continuous. The enumerators would write duration of residence of every member of the household as completed years. If the duration of residence is less than one year then write less than one year.

5.4 Place of residence at the time of Indian attack on Pakistan in September, 1965

Ask question (by centered name) . that where was his usual residence when India attacked Pakistan in September, 1965?

Usual residence means here that geographic unit (village, town, or city) where the member of this household usually reside. By residence means living and eating together like family and usual residence means that place which is occupied by them where they can come and go at their free will without any check. If an owner of the house rent out his house or housing unit to someone on rent or without rent and as long as it is occupied by the other person that will not be treated as owner housing unit. This question will be asked about the residential status of every member of the household when Indian attacked Pakistan in first week of Sept, 1965. The present residence could be same as that at the time of survey and also be different. If this area is situated within the boundary of Pakistan then enumerators will write the name of administrative district or agency where that person reside. The same will be the case for area of Azad Kahmir, Northern areas and occupied Kashmir. The enumerator will have to explain this thing that it is situated in an urban area or rural area. For urban area 'u' and for rural area 'R' will be written

Multan before the Sept 1965 then 'u' will be written alongwith Multan . Similarly if some body was reside in rural area of Sukkur then'R' will be written with Sukkur.

If some person has gone out from his usual residence temporarily to see someone or for business even then this house will be considered as his place of residence and place of travel or place of business will not be entered as his usual residence.

Where were your living (usually residence)
When India attacked Pakistan in September, 1965
Write name of district with urban rural e.g indication Multan (U) or Sukkur (R)
10

CHAPTER-6

Educational characteristics(for persons 5 years of age and above)

Introduction: The education of a child usually starts at the age of five years. In urban areas particularly big cities some children of less than 5 years age start going to school or K.G and model school. Although such children start going to school but it will be considered that they have not started their education hence question on nature of the school or college attendance or general and special education or passing high level class and special education shall be asked from those members of the household whose age is five years and above. These questions will not be asked about the children under 5 and cross mark will be put on question 11 to 13 for them.

6.2 Literacy. Those persons who are able to read and write with understanding in any language will be considered literate . Some people learn reading/writing through education in school, code number. 1 will be given to such person but in Pakistan quite a big number of people without going to school or Madarsah , with their efforts, can read and write, code No. 2 will be given to such persons. Such people who can not read or write at all or can read but not write will be considered illiterate in this survey code No. 3 will be given to such people.

6.3 School or college attendance (Cod 12)

To get answer for column 12 the following questions in seriatim will have to be asked from every member of the household of ages five and above.

1. Ask (By the entered name)is going to school or college if the answer is yes then enquire
2. Which type of the school or college (ask by entered name) is going?
 - a) General b) Specialized, c) Eastern type Madarsah

The answer of this question will be any one of the above three categories and relevant code No. 1,2,3 will be entered against this person.

If the answer to Q. NO. 1 is 'No' then ask the follows questions.

3. Whether (Ask by enter name) has left the school or college ? If the answer is 'yes' then code No. 4 will be written against the name of this person and if the answer of this question is also 'No' then ask next question. .

4. Did (Ask by entered name) never go to school or college for education?

If the respondent rightly gave, answers to the three questions as 'No' then answer to the question should be 'yes' and in col 12 code No. 5 be written. If someone give answer as "No" then ask the initial three questions again to get correct information.

The concept and definitions used in these column are explained as below. These should be followed strictly.

Educational characteristics (for persons of five years & above)

School or college attendance means that a person has been going to educational institution, Government or private, for attaining regular education. A private school or college, registered or not, where education is given under educational system and students are prepared for examination as private candidates for any level of education of educational board or university. The attendance in these schools or college will also be considered similar, provided the persons who are studying in such institutions are full time students. The attendance in any class of such schools and Madarsah will be treated as attendance of the schools where regular classes or levels under educational system are taken.

Attendance of such institutions which provide training before employment e.g Technical training centre PT(physical training teachers) C.T (Teaching certificate. J.V Junior vernacular) S.V (senior vernacular) , B.T B.Ed, etc will be treated as attendance in

special educational institutions provided the duration of the full time course . The people who are attending such intuitions is six months or equivalent to it a part time course all such persons will be considered as admitted in the institutions.

Different professional education which is not the part of any authentic educational system of the country . (E.g education given during job in staff college or training centers) It will not be considered equivalent to attendance in school or college for this survey. Similarly attending a short time class, evening coaching centre, business examinations, languages and class of hobbies will also not be treated as attendance in school or college. The following institutions where there is no arrangement of education according to classes or levels will not come under the definitions of school or college.

1. Below primary, Kindergarten, Montessori etc.
2. Adult education
3. Institution of laborers education
4. Schools of physical, mental or social education for disabled.

The institutions which give on job training will also be considered as school or college. e.g training centre of Nurses, Railways training centre, training centre of post offices, National Institute of public administration (NIPA), Government sector training institute , Staff college, etc and similar armed or semi armed intuitions.

Apprenticeships will also not be treated as attendance in a school or college. Inflect attendance means that some body attending an institutions with a purpose that he will attain regular education of a course under a syllabus of educational system. Although there may be some temporary break in attendance due to illness or leave. The school or college attendance has been divided into three types.

1. General Education.
2. Specialized education
3. Madrasah

1. **General Education.** General education means primary (first to fifth class), Middle (Sixth to eight class) , secondary school (Ninth & tenth class) and arts course and science degree including (eleventh to fourteenth class). If such students are studying in intermediate or degree colleges they will be considered as studying general education. Those students who have passed B.A or BSc courses i.e studying in thirteen and fourteen classes of the universities they will be considered as attaining general education.

2. **Specialized education.** The definition of general education given above, education besides arts, commerce and science given in universities will be considered as specialized education. Professional arts (technical) and Masters of every type and every level are included in it such as BSc engineering, B.com (pass honors). MBBS or B.Ed, etc moreover, higher education of arts, commerce and science in B.A honors and BSc (Honor) and Masters of every subject will be treated as specialized education.

Apprentice ship before employment: Technical or professional education will also be treated as specialized education but on job training e.g technical training or some other training obtained during employment will not included in it. Degree or higher professional education e.g education in agricultural. Veterinary , engineering, Law etc will also be considered specialized education.

3. **Education in Madarsah:** Madarsah is that place where “Imam”, “Molvi”, or some other teacher of the Holy Quran and at some other places in urban or local languages give education Madarsah is such an institution where regular education according to eastern system or religious education is given.

Although Madarsahs and schools are considered as educational institutions in Pakistan but they are not treated equivalent to general education special education as primary or middle or high school. Due to this reason it is not a part of special education but this fact cannot be ignored that education of Madarsah is also a step

towards different grades of education. It requires four years initial class, admission 4 to 6 years. Alam 4 or 3 complete 2 years total (16 years in total) Therefore it is considered a different type. All students who got education in Madarsahs or school they will be kept under education in Madarsah. The people who are not getting education in any institution are of two types.

1. The people who got admission in a school or college some time earlier and studied but now has before the school or college. They will be kept under category “Left the school”
2. The people who have never attended any educational institutions for education they will be included in the category “Not attended any school”.

General, specialized or the highest class/level completed through education in Madarsah Col. 13.

Information about every persons of five years or above in Col. 13 will be asked. The following questions will be asked in this connection which highest grade level (Ask by name of household member entered) in general, specialized or education of madarsah has completed. The people who never attended any educational institution for studies and code No. 5 has been entered in column 12 a dash may be put for such people in this box. The highest grade/class passed will be entered for them in the following way.

The highest grade/level will be entered under general education like primary , middle, metric Inter and B.A. the student who are studying in ninth or tenth class. Middle will be entered for them. The students who are studying in intermediate have passed metric, therefore metric will be entered against their names. Similarly other classes will be entered. However no name of class before completion of primary will be entered such as class-II , class III or class IV (The one who has passed class V, primary will be entered for him)

A far as specialized education is concerned, for the education level below than M. A the highest grades/level will be entered alongwith general education provided the level of general education is highest than that is necessary for admission in specialized education e.g Metric, PT, Metric, J.V, Inter arts , CT, BA, S.V, Inter Science, Diploma in Engineering, MA LLB, etc. As regards the level of general education compulsory for specialized education, there is no need for its explanation e.g (BA Hon) BSc (Hon) B.E, BSc (Agriculture), MBBS, etc

As regards the Madarssah education the completed level/grade will also be entered under it e.g , initial, entry, Alam, Fazal, Kamal. If these levels are different in different areas than these may be entered as equivalent to the above mentioned level/grades. The duration of the level may be kept in view which is necessary for completion of the grade.

6.4 Field of Specialized Education (Col. 14)

The question that will be asked for answer to be entered in col. 14 (Ask by name of household member entered that which field of specialized education has completed . this question will be asked from only those persons against whose name the highest level or grade of specialized education has been entered. This question will not be asked highest level or grade in “general education” . A dash will be put against the names of such persons.

The details of different fields of education as these will be entered in Col. 14 is given as under:

The enumerators will have to ask more details from the persons against whose names specialized education has been entered in Col 13 i.e in which specialized field or sub field of specialized education they have completed. The details of specialized fields or it, sub fields are explained as below.

Arts and Social Science

Means B.A (Hon) or M.A or archeology, economics, humanities, history, international relation, political science, journalism, library science, philosophy, sociology, statistics, Islamite and all other subjects which are offered under arts by the universities, the highest degrees including population, journalism, international affairs, diploma and certificate are included which are offered by the universities under fields of arts.

2. Natural Science, Means B.Sc (Hon), M.Sc, the higher degree in astrology, chemistry, biology, botany, physics geography gerontology, bio chemistry. Entomologies Geology, physics and all such other subjects which are offered under natural science by the universities.

3. Teaching and education. Means B.Ed, Diploma in Physical Training, certificate of Junior vernacular (J.V), certificate in senior vernacular (S.V), certificate in teaching such courses which are offered by the teacher training colleges, universities, institutions of education and Research and teacher training normal schools.

4. Law. Means LLB, of that this education is attained from a Law College or some arts college.

5. Commerce & Administration. Means B.Com(Hon) irrespective of that it is done from special commerce college or degree colleges of arts, commerce colleges or institutes of business administration where other degree courses are offered or such diploma or certificates in public administration, labor administration are offered which are taught in other commerce training institutes, Government, private. Besides, such subjects as accounting, Banking, Commerce, Management and Secretariat assistance and secretariats science, etc.

6. Craft Technology and Engineering.

Means such degree courses of engineering which are offered in Engineering universities and engineering colleges. Different technique field, Technical subjects and

all diploma and certificates of various handicrafts which are offered in technical training institutes for different levels.

7. Medical

MBBS or Dentist. Bachelor of dentists science (B.D.S) and all such higher degrees or diplomas which are offered in medical colleges, pharmacy, midwifery nursing and different subjects of allopathic medicine are included, the training of which is given in the lower level training institutes. Unum Tib, I Vedic homeopathic course which are offered at related colleges come under this.

8. Agriculture, forestry and fishery.

Such degree courses which are offered at agricultural universities or colleges, veterinary colleges. Institutions which give education related to forestry including the agricultural training institute and agricultural extension Institutes, schools of fisheries, forestry or related training institute.

9. Other special education:

Other degrees, diploma, certificates of special education e.g construction, drawing, music, calligraphy, sculpture and other arts the education of which is given arts colleges and schools colleges of social welfare education/social work. The courses of Home economics or defense science i.e the courses which are offered at staff college or education given in other defense colleges are included in this category.

The enumerator will have to write the special subject of specialized education and its other rule types wherever applicable i.g engineering, mechanical, engineering, civil engineering, chemical engineering, meteorology, mining , schools of georgic agriculture and forestry etc where there is no sub type enter in col 13 the name of subject e.g philosophy, history economics, political science.

CHAPTER-7

Part-I

7.1 Introduction

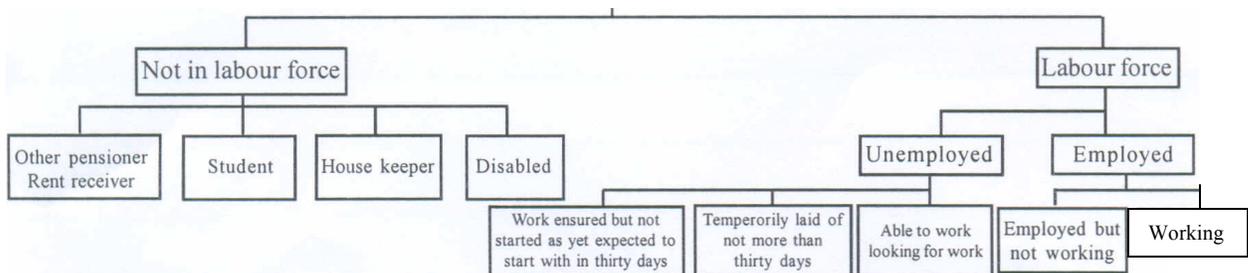
Economic Characteristics (Col 15-21)

The subject of economic characteristics plays important role in economic planning of every country. The information which will be produced in this part of the survey, its right analysis will be helpful in economic development of the country's labour force.

7.2 The purpose of questions framed in this part of the survey is to know whether the persons whose ages have been entered in col 2 as ten years or above are included in labor force or not, employed or unemployed. If employed, engaged in which occupation and industries their employment status and how many hours they work in a week and if they are unemployed for how long they had been unemployed etc, etc will be enquired.

7.3 The details of types of economic characteristics which population of ten years and above may consist is given in the sketch as below:

Population After years and above



The different terminologies mentioned in the sketch, its details are given in following paragraphs. It is necessary for the enumerators that they understand various definitions before collecting information in Col. 15-21.

7.4 Labor force (employed-unemployed).

Labor force means, those persons of ten years & above who were employed during the last week or they were unemployed.

7.5 Employed: Employed means those persons of ten year or above age who have been working for cash or kind doing the last week.

- a) The unpaid family helpers who worked for more than fifteen hours during the week will also be included.
- b) Although they are employed but could not work during the last week due to sickness, injury, industrial dispute, leave or bad weather or because of closure of industry due to mechanical faults or this type of other reasons.

7.6 Working: was working means, a person remained busy in some kind of work for pay or profit. This includes all those persons who last week:

- a) Was working in a firm or institution on wage or salary. The wage may be in cash or kind (i.e as food, place for residence or provision of other things) or in the shape of commission or TIP. There is no time/hours limit on it.
- b) Work on his own agricultural land or work for his business or occupation for pay and profit and have also have time or hours limit.
- c) Work on his family's agriculture farm, shop or business without any wage provided he worked for fifteen hours or more during the last week.

The following persons will not be included in it.

- a) Who were unemployed
- b) Who were busy in House keeping
- c) Who were studying
- d) Who were not able to work
- e) Other persons e.g pensioner or rent receiver, agricultural land owner , unpaid family helper who worked for less than fifteen hours during the last week, those persons who work honorary out of family business, persons engaged in unlawful and unethical professions and armed forces personnel, etc

7.7 Employed but did not work

Employed but did not work means that the person concerned had job during the last week but he did not work due to sickness, due to injury, industrial dispute, leave or bad weather or temporary closure of the factory due to mechanical faults.

7.8 Occupation, Industry and employment status of the employed persons

All those persons who were employed or who were on job during last week but they did not work due to some temporary reasons. The details of their occupation industry and employment status is given following paras(7.9 -7.15). The entries will be done according to these details.

7.9 Occupation.

By occupation infact means the nature of work in which that person was busy during the last week. Those persons who were employed but they did not work last week. The last work will be treated as their occupation.

7.10 **Industry**

By this means that business or industry in which that person was working. The industry represent the work in which that thing is prepared. Any type of service is being provided or some business is being done e.g wholesale/retail shop, insurance, mining or railway.

7.11 **Employment status**

By employment status means the status in which a person was working Generally there are four types of employment status which are as below:

1. Employer
2. Self employed
3. Employee
4. Unpaid family helpers

7.12 **Employer**

Employer means that person who work for his own business or his own agricultural land and who has employed one or more persons for help at his business agricultural land or his occupation during the last week.

7.13 **Own business or self employed**

By own business or self employed means that person who work for his own business/agricultural land or occupation and who has not hired somebody for help at his own business/agricultural land or occupation on cash or kind

7.14 **Employee**

Employee means that person who work for somebody on salary, wages, tip or commission which may be in cash or kind.

7.15 **Unpaid family helpers**

Unpaid family worker is that person who worked for fifteen hours or more on some family agricultural land or business without pay or profit.

7.16 **Un-employed:**

Unemployed are those persons whose ages are ten years or above:

- a) who were able to work during the last week and worked for pay and profit
- b) Were suspended temporarily but duration of suspension was less than thirty days
- c) Assured a job but has not started work as yet and waiting for going to work at new place within thirty days

7.17 **Able to work and looking for work**

It means that a person was able to work during last week and was looking for work or was trying to run his own business or occupation or waiting for results of the following efforts.

- a) Got registration in some employment exchange
- b) Personally applied to some expected employer
- c) Searching for a job through applying in response of advertisement
- d) Applied for different jobs
- e) On job apprenticeship
- f) Making some other efforts in search of job

Experience is not necessary for searchers of work, experienced and in experienced are included in it i.e those who are searching job for the first time.

7.18 **Temporarily suspended for less than thirty days**

It means that a person was not working during last week because he was temporarily suspended and he was hopeful that he will return to his earlier job within thirty days.

7.19. **He was assured a job but has not started it as yet**

It means that a person has been assured a job he did not start the work but he is hopeful that he will get the work within thirty days.

Not in labour force

Those people will not be considered in the labour force who are of ten years and above and they neither worked during the last week for pay or profit nor worked for a family business or farm without wage as unpaid family helper for fifteen years or more. They were also not looking for work. They are the following types of people.

a) Not able to work b) House keeping , c) Studying , d) others e.g those who work as unpaid family helper for less than fifteen hours, did not work altogether. Not looking for work because they did not expect that they will get a job. Working in some other than family business. Pensioner, owner of agriculture land, landlord people engaged in unlawful/unethical occupations e.g beggars thieves, etc.

7.21 **Not Able to work**

It means such a person who being aged or due to physical or mental disability or prolonged illness has permanently become disabled to work.

7.22 **House keeping**

By house keeper means such a person whose most of the time was spent in house keeping during the last week. It does not mean that the person remained physically busy in cooking, washing clothes or other house work rather a woman who spent her most of the time in looking after the children during the last week should be entered as house keeper. It is to be remembered that there could be many housekeepers in a family, e.g. mother and daughter both may be responsible for different works of a house and (a male of the house can also be house keeper) . Private servants who work in house will not be considered as housekeeper but they will be treated as worker because they are paid wages for this work.

If a woman, in addition to housekeeping worked for pay or profit during the last week, there is no limit of hours or fifteen hours or more worked for some family business as unpaid family helper . She will be treated as worker and will not be entered as housekeeper.

7.23 **Studying**

By standing means that person who was studying in some Govt. or private educational institution, professional or technical institution during the last week and he did not earn any pay or profit.

Fellow ship or educational stipend will not be treated as salary or wage. Those persons who are studying but were not attending their institutions due to sickness, leave, or holidays will also be considered as studying. Those persons who are employed and during employment are getting some training and they get some salary or part of salary in cash or kind for this work will be considered as worker. Similarly the teachers and other employee who are getting salary or wages will not be treated as studying rather they will be considered as worker.

CHAPTER-7
(PART-2)

INSTRUCTION FOR ENUMERATORS

7.24 Prior to making entries related to column-15-22, it is imperative for enumerator to keep in mind the definitions that are explained in Para 7.3 to 7.23.

7.25 For every person (10 years of age and above) of household whose name has been entered in column-2, it may be asked , did he work during last week for pay or wages or he had work, but did not work during last week or he worked for 15 or more hours as unpaid family helper or if he worked as unpaid family helper. Working and had a job but did not work have been defined in Para No.7.6 and 7.7. If responses of these questions are in affirmative then write code-1 in column-15 and get the information about the column-16-18.if response is in negative, write code-2 and then make entry in column-17

Economic Characteristics

(For persons 10 years of age and above)

Did he/she work at last week for pay or wages (for 2 minimum of 15 hours, if worked as unpaid family helper) or there was a job but did not work? 1. Yes 2. No
-----15-----

7.26 Household members who are temporarily absent, their economic status may be determined through responses of respondents and its examples are given below.

- 1) If a person of household has gone out on official tour or business, then it will be considered that he had been working since last week and code-1 will be written in that column. His common profession, industry, business level and weekly working timing will be entered in column-16, 17, 18 and 19.
- 2) If a person of household has gone to see his relatives, or on trip or participating in the marriage ceremony and before going there he was working, then he will be considered on work even he did not work last week, the code-1 will be written in that column. His general profession, industry, occupational status will be entered in column-16, 17, 18 but the working hours will be written "NIL", in the column-19
- 3) If an outgoing person was in search of work before going out then he will not be considered as worker, rather treated as looking for work and code-2 will be entered in that column and code-1 will be entered in column-20
- 4) If a person of household went out for other purpose besides looking for work and before going out he was not working and not in search of work, either he was family helper or under studying then he will neither be considered as worker and nor as looking for work. Code-2 will be entered in that column and in front of him code-5 will be entered in column-20

7.27 **Question No.16**-----This question will be asked from those persons of household who are working or had the job but did not work and from those respondent against whom code-1 has been entered in column-15. Respondent may be asked that what type of work he had been doing last week. If he had work but he did not work last week then it will be enquired that what type of work he had but did not work. If respondent tells that more than one work is done and inform his actual

profession, the work will be written on which most of time was spent. The answer of this question may acquire in such a way that his profession/job may be explained fully. The doubtful and common answers may not be entered. Sometime worker doesn't know about name of his job but he can explain that what type of work he is doing. The enumerator has to enter correct nature of job or profession. By writing generally some words (for work) or the name of instruments he is using in job . This goal can be achieved . The ambiguous entries e.g employment, labour, driver, conductor etc will not be entered. The following examples will explain how the entries should be made

"Agent", tell, he is premium agent, commission agent, customer agent or agent of advertisements.

"Engineer" , tell, he is Civil engineer, Mining engineer, Electrical engineer, Chemical engineer, Mechanical engineer, Ship engineer, aeronautical engineer etc

"Clerk," it may be written he is stenographer, Typist, Cashier, Book keeper, Postman, Calculating machine operator, Electronic computer operator, Train despatcher, Radio, telephone operator, Correspondent clerk, Insurance clerk, Store room clerk, Statistical clerk, Travel agency clerk, Library clerk, Proof reader, card and tap punching machine operator etc.

"Manager" it may be written the Restaurant manager, Hotel manager, Cinema manager, Wholesale manager, Munshi of lawyer, Retailer manger, Farm manager, Sales manager, and transport manager etc.

"Salesman" , tell, whether he is Insurance salesperson, advertising salesperson, Wholesale salesperson, Retailer salesperson, Hawker, or newspaper seller, etc. and also ask that whether the laborer of factory is related to Spinner, dying worker, cigar /cigarette maker, electro platter or machine maker etc.

"Driver", tell, that he is railway driver, Tram driver, Taxi driver, Bus driver, Tonga driver, sailor, driver of unmoved engine, Crane operator, lifter etc.

"Mechanic" it may tell **whether** he is Motor / Turk driver or Cycle/motor cycle mechanic, Textile mechanic, Watch maker, or Radio/Television/telephone and telegraph mechanic etc.

"Laborer" it may tell that he is the laborer of train, seaport, sweeper or dry port.

"Inspector" it may tell that he is the inspector of health, Excise, Income tax, Police, Food or electricity etc.

(For those who answered yes in col.15)

Col-16

What kind of work did he/she do most of the last week? (Write title of occupation, e.g....Motor mechanic, Carpenter, taxi driver, Cultivator etc.
----16----

Column-17

What kind of industry or business or service was he/e working in
----17----

7.28 The nature of industry/business is determined by the manufacturing or making of products, which are made in any establishment ei. Firm, Mining, and Field where a man worked or if he did not work during last week, but he did earlier. If a firm or establishment has more than

one composition, the nature of industry will be determined by its major produce of its mostly working level .The difference between industry and occupation will be clarified in the following examples.

Occupation (column-16)	Nature of Job	Industry (entry will be made in col-17)
1. Agriculture Farmer or Cultivator	Sugar-cane crop, grain crop, fruits and vegetables crop and wheat, rice maize sugar cane, edible/oil seeds etc.also and cultivation of fruit and vegetables are included in it.	Agriculture
2.Rearing the Live-stock	The breeding and progeny of cattle whether it is for meet or for wool/Fur etc. and milk and its product will also be included in it	Breeding and look after of cattle
3.Carpenter	Wooden Furniture	Furniture and artificer in wood work
4. Carpenter	Artifice /making of railway carriage	Railway Transportation
5.Turk Driver	goods carrier	Transportation -Turk
6. Porter(Coli) (Unskilled laborer who work in food market)	Carrier of goods in whole sale trade of food	Whole sale and retail trade
7. Porter(Coli) (Unskilled laborer who work at Bus stop)	Road Transportation	Transportation
8. Laborer (Mason) (Unskilled laborer who work in construction)	Construction of building	Construction
9. Carpenter (power loomed)	Carpet/machine manufacturing	Carpet/machine manufacturing
10. Carpenter(Maker of agricultural tools)	Manufacturer of agricultural tools	Manufacturing of agricultural tools)
11.Salesman	Cloth market, shoes market sweet, departmental store	Whole sale and retail business

Write the occupation and industry in detail so that it could be recognized correctly.

7.29 Enquire from respondent that what is the status of his employment. Definition of employment is given in Para 7.11 to 7.15. Write the code-1 in this column in case of employer, if he/she is employee the code-2, and for self employed code-3 will be entered. If he/she is Unpaid family helper, then code-4 may be written. If a person had work but he did not work last week then enquire from him that what was the status of employment when he had work and write the code according to that status.

Column-18

Did he/she work as :
1. Employer
2. Employee
3. Self employed
4. Unpaid family helper?
----18---

7.30 For instance if a man keeps/hires the employees one or more than one as A and B on wages/pay or cash crop in his own land for their aid and same his sons C and D had unpaid worked in his land and even he worked himself then his status will be as employer. The position of A and B will be as employee and C and D will be as Unpaid family helper provided both worked more than fifteen hours in last week. If a man works himself in his own land and he has not hired any employee then his employment status will be self-employed as though his family members are unpaid family helpers for him without any reward. Sometime the enumerator can face difficulty to determine

the level of employment of the people who are working under the different employers. However, it should be kept in mind that the employers determine the timing of work of employees then their position will be as employee otherwise they will be considered as self-employed. It has been further elaborated in below.

Occupation	Industry	Nature of job	Status of employment
Unskilled laborer who works in food market	Trade	He works in food market for fixed hours and timing of work is determined by employer	Employee
Unskilled laborer who works in food market	Transportation	The people give him wages for the service of carrying the goods from one place to other or he loads and unloads the goods and his timing has not be determined by anyone he works own his way	Self-employed
Laborer (Mason) (Unskilled laborer who work in construction)	Construction	He works on contract basis and gets wages proportion to work without fixed time	Self-employed
do	do	His timing of work is fixed by employer and he has to work within fixed time	Employee
Porter(Coli) (Unskilled laborer who work in Bus stop)	Transportation	He loads/unloads and look after the luggage of passengers and his timing of laboring is not fixed	Self-employed
A Water carrier (Unskilled laborer who provide water in the houses and shops	Self-service	He provides the water at different houses and shops and he gets laboring according to quantity of water his timing of laboring is not fixed	Self-employed
A Water carrier (Unskilled laborer who work in construction	Construction	He is employed for providing water in construction company and his timing of laboring is fixed and do work daily in working time compulsory,	Employee

Column-19

How many hours did he/she work during the last week
---19--

7.31 Enter the hours here as the respondent worked last week. If a man spent the time more than one on jobs, the spending hours as whole on profession/ sub- profession will be written here. If a man had job but he did not work last week, the enumerator will has to enter 'NIL' in that case.

7.32 Generally, exaggeration is made in telling the timing of work during the last week while the respondent is working in agriculture or doing his own business, in this case, general response is that he/she has been working from morning to evening. In such case the enumerator should judge the correct time spent by the respondent o spent on his job. The time spent on the eating , rest and others matters should not be included in this case (in working time).

7.33 This question will be asked to those persons for whom code-2 is entered in col-15, it mean that they were neither working nor had the job during last week.

Write code-1: If he/she was able to work and looking for work/job

Write code-2: If he/she was suspended for less than30 days on temporary basis

Write code-3: If he/she has been assured the job but he did not start the work as yet, provided the interval between assurance and starting work should not be more than 30 days.

Write code-4: If he/she is unable to work

Write code-5: 'Others' If he/she is not included in above four categories, rather he/she is house wife/husband, under education, aged, disable, pensioner, property owner, proprietor of agricultural land and doesn't work him/herself. Unpaid family helper who did work for less than 15 hours and assured to get job or performing the duty honorary basis besides his family business elsewhere. Here such people will be entered who are involved in unethical or illegal occupation for instance thief, prostitute, etc.

The different terminologies that are used here, have been interpreted/elaborated in Para-7.15 to 7.23

Column-20-21

For those who did not work for pay or profit last week	
1. Was he/she Able to work and looking for work (Unemployed)	(For those who answered yes to number 1 in column 20 only)
2. Temporarily suspended for 30 days	How long has he/she been looking for work
3. Job assured but work not started	
4. Unable to work	
5. Others	
-----20-----	-----21-----

7.34 This question will be enquired to those people who told that they were able to work and looking for job and code-1 was entered in col-20. The man who is unemployed for days and looking for job, his total un-employment tenure will be written in months and years in col-21. This period (of un-employment) will be counted from that time when he was struggling actually in search of job and till the date of survey. If an interval arises during job searching period, then it will be entered that tenure in which he has been successive striving in searching the job. For instance a man did the job more than 14 days or left the struggle in searching job and an interval is created between total periods, then in such case, the period after the interval till the survey will be entered. It can be explained with an example that A and B are two persons who were employed in same factory and discharged themselves from services since 31st August, 1966 thereafter they got job in 16th September, 1966 but again their services ended. expired on 26th and 30th September, 1966. In such condition The period of un-employment of B since 1st October 1966 and of A since 1st September 1966 will be counted. Because A had got the job was that less than 29 days and this period is not considered of any un-employment interval. Therefore, counting of his un-employment period will be considered since first September 1966 instead of 27th September 1966. (Though he was again unemployed)

CHAPTER-8

Children Born (for ever married women) Col 22-28

Introduction. The questions which are being asked in part II of the questionnaire from Col 22-28 have been copied as below. Their purpose is to estimate fertility level which plays important role in rapidly increasing population of Pakistan.

CHILDREN BORN (For ever married women only)						
Age at first marriage	Give actual number and None put a cross in the relevant column				Period since last baby born alive	
Write the age in completed years	How many sons		How many daughters		Write in years (in months) the period from the date the last live baby was born to the date of enquire	
	were ever born to you ?	Are still alive ?	Were ever born to you ?	Are still alive ?		
22	23	24	25	26	27	28

Entries in columns 22 to 28 will be for women who are currently married or who are ever married in other words the information will be provided about those women for whom in col 6 married (code 2), widow (code 3) or divorced (code 4) has been entered.

8.2 Age at first marriage (Col 22)

A woman who has been entered as married in col 6 it will generally be her first marriage but such a situation may also come up that this marriage is 2nd, third or more. Similarly the women for whom “Widow” or divorced” has been entered in col six it could be after her first marriage or she might have married many times before being divorced and now she is “widow” or “Divorced” but in col 4 the age at which she married first time will be entered if some woman had married more than once the ages at other marriages will not be entered.

Since it is a touchy and sensitive question therefore in order to get accurate answer the enumerators should be polite and humble in asking question and be careful that the respondent may not get offended due to his minor mistake . The enumerator should adopt the following ways for obtaining this information.

If the marital status of a women has been shown, in col6, as married then the enumerator (in proper way) should determine whether this is her only marriage and after it ask this question

- 1) What was age of Mrs X/Y when she got married? If the enumerator observe that the present marriage is not her first marriage then the question may be asked that
- 2) What was the age of Mrs X/Y when she got married first? (which occurred somewhere else).

Similarly if the women is presently entered as widow or divorced then enumerator should try to know that whether it was her only marriage before being widowed or divorced. If it is not the case then the above mentioned 2nd question may be asked. The enumerator should try to assess the accurate age which is given by the respondent. According to the existing law since 1960, a women of less than 14 years age can not be married but sometimes the women get married at age less than fourteen years. Therefore if some

women says that she got married at age less than fourteen years then the enumerator should assess the accurate age by asking the related questions.

8.3. Children ever born

Col 23. The following questions must be asked, the answer of which shall be entered in this column. “ How many (total) boys were born to Mr. X/Y?.

Total boys means the boys which were born to a women during reproductive age (till the time of enumeration)the still births are not included in it . The number which is written in this Col will be only boys born alive irrespective of that the boys were born during the current marriage or earlier marriages. They are alive at present or dead and they were some where else at the time of entries were made.

8.4 Number of children who are still living(Col 24)

The following questions will be asked in order to know the number of children still living. How many children, out of those born alive, are still living?

The boys still living, this will include all laps, who ever either member of this household whether live for away or near by this household, the boys from the earlier marriages of women will also be included.

8.5 How many girls were born (Col 25)

The following questions will be asked to get information in this connection. How many girl born means, all those girls which were born to the woman concerned during her reproductive age upto the date of enumeration this does not include still born girls. The number written in this column will be of girls born alive. They may be from present marriage or from earlier marriages, alive or dead and they might be present somewhere else on the date of entries made in the questionnaire.

8.6 Number of girls still living Col 26.

The following questions will be asked to get this number . How many girls out of total girls born to Mrs X/Y are still living? The girls still living will include all the girls who are member of this household or who have married and they live with their husbands somewhere else. The girls born from the earlier marriages of the women will also be included.

The entries in col 23 to 26 will be made in digits . If there is no entry in any column put dash for it in the relevant column.

8.7 Duration since last live birth (Col 27-28)

The reason of asking the duration since occurrence of last live birth is to determine the duration spent by a married women after last live birth. This question will be asked from all the women who are through married at the moment or widow and divorced. This question will be asked in such a way.

What is the duration since last live birth of Mrs X/Y.

This duration actually consist of the period when a last live birth boy or girl occurred to a married women and period will be counted up to date of enumeration, irrespective of that he is alive at the time of enumeration or not and he is living as a member of the household or living somewhere else. If after live birth the women became pregnant and miss carried then this period will not be counted and the duration will be counted from occurrence of last live birth. Intervening duration will be written in completed years or months. If at the date of enumeration the age of last live born baby was 5 years and 6 months then this duration will be 5 years seven months and five will be written years box and 7 will written in months box. If the baby's age is less than one years e.g 8 months and 10 days then his age will be considered as 8 months and in col 27 a dash will be put and digit 8 will be entered I col 28. If no baby's born to that women then dash will be put in col 23-28.