



**THE REPUBLIC OF UGANDA**

## **INTERGRATED HOUSEHOLD SURVEY 1992**

# **MANUAL OF INSTRUCTIONS TO FIELD WORKERS**

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CHAPTER 1 : Introduction and Objectives of the Survey

1.01 Government of Uganda has decided to implement structural adjustment programmes involving a series of policy measures designed to redress imbalances to the national economy and to promote healthy economic growth. In order to get a complete and integrated data set needed to better understand the mechanisms of adjustment process at the household level, it has been considered necessary to conduct a national integrated household survey as early as possible. The Statistics Department of the Ministry of Planning and Economic Development which has recently successfully completed a national household budget survey and thereby gained valuable experience and expertise on household surveys has been given the responsibility of conducting the Integrated Household Survey (IS). Accordingly, a project funded by the World Bank and executed by the UNDP (UGA/91/R02) was set-up in the Statistics Department in May, 1991.

1.02 The objectives of the IS have been modified and enhanced not only to collect data in connection with Social Dimensions of Adjustment (SDA) programmes but also to fill-in gaps in socio-economic data needed in formulating, implementing, monitoring and evaluation of plans for social and economic development of the country. Additionally, the project resources will also be utilized to build a permanent national household survey capability in the Statistics Department to conduct continuing annual programmes to enable constructing useful time-series data on several important aspects of national economy.

1.03 The project is planning to conduct the Integrated Survey along with a Community Survey from January to December, 1992 to be followed by a monitoring survey in 1993. It was considered necessary to conduct a pilot survey before the main survey with the following objectives:-

- (i) to test the suitability and adequacy of the questionnaire;
- (ii) to estimate the workload and determine the enumerator strength needed for the main survey;
- (iii) to assess the extent of respondent fatigue, problems of non-response and other data collection problems;
- (iv) to determine optimum reference periods for collection of data for different characteristics;
- (v) to get an idea of organizational, logistic and administrative problems and identify likely solutions.

1.04 The pilot-survey was conducted in six purposively selected districts (Kampala, Mpigi, Mbarara, Kabarole, Tororo and Arua) in October-November, 1991. Based on the experience of the pilot-study, the questionnaires have been revised.

## CHAPTER 2 : Geographical Coverage and sampling Design of the Integrated Household Survey

2.01 The Integrated Household survey is intended to cover the entire country. However, due to security reasons, a few districts may be partly covered or totally dropped. Basically, the sampling design will be Stratified-Two stage sampling. Each district will be a separate stratum. Districts will be further stratified into three sub-strata except Kampala and Mpigi. Kampala district which includes Kampala city only will have one sub-stratum and Mpigi district will have four sub-strata namely: Entebbe Municipality, Mpigi town, Mpigi-other urban areas and Mpigi-rural. All other districts will have 3 sub-strata each, namely district municipality or town, other urban areas and rural areas. In reality, however, Bushenyi, Gulu, Hoima, Kabale, Kalangala, Kapchorwa, Kumi, Kibaale, Kiboga, Kisoro, Lira and Pallisa will have only two sub-strata namely district town or municipality and rural areas. This is because they did not have other urban areas as per the definition of urban areas to have a population of at least 1000 people. There were thus a total of 101 strata. Annex 1 of the Code-list, a separate book-let, provides the list and codes of these strata.

2.02 Enumeration Areas (lists of which with number of households are available from the 1991 Population Census records) will be the first stage unit (fsu) and households (lists of which will be prepared in the selected fsus) will be the second stage unit (ssu). Based on the experience of the household budget survey, study of margin of errors of the household expenditure, estimates, need to provide adequate sample size at least of the district level and financial and other resources available for the survey, it was decided to have a total sample of 904 Enumeration areas for the Integrated Survey. The allocation of the sample between

strata was generally in proportion to the total number of households subject to requirements of providing certain minimum sample size at the Sub-Stratum level and dividing it equally between four quarters of the year to balance seasonal effects. The distribution of sample of EAs between strata is given in table 1.

2.03 EAs will be selected from each stratum with probability proportional to the number of households and households on the basis of simple random sampling after preparing a complete list of households in the selected EAs. Whereas EAs will be selected by the statistical staff at the headquarters, households will be selected by the Enumerators in the field for which they will be specially trained. A sample of 10 households will be selected from each selected EA.

2.04 Besides preparing a list of households, a list of identifiable shops and establishments carrying out enterprise activity will also be prepared and a sample of 10 establishments employing less than 5 paid employees will be selected for the enterprise survey.

**TABLE 1 : STRATUM-WISE DISTRIBUTION OF  
SAMPLED ENUMERATION AREAS**

Region/ District	District Town		Other Urban		Rural		Total number of EAs selected
	Stratum Code	Number of EAs selected	Stratum Code	Number of EAs selected	Stratum Code	Number of EAs selected	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>Central</b>							
Kalangala	011	4	-	-	013	4	8
Kampala	021	48	-	-	-	-	48
Kiboga	031	4	-	-	033	8	12
Luwero	041	4	042	4	043	20	28
Masaka	051	12	052	4	053	32	48
Mpigi (Entebbe)	060	12	-	-	-	-	12
Mpigi (Others)	061	2	062	2	063	32	36
Mubende	071	2	072	2	073	20	24
Mukono	081	4	082	8	083	28	40
Rakai	091	2	092	2	093	16	20
Sub-total	-	94	-	22	-	160	276
<b>Eastern</b>							
Iganga	111	4	112	4	113	32	40
Jinja	121	24	122	4	123	8	36
Kamuli	131	2	132	2	133	20	24
Kapchorwa	141	4	-	-	143	8	12
Kumi	151	4	-	-	153	8	12
Mbale	161	12	162	2	163	28	42
Pallisa	171	4	-	-	173	12	16
Soroti	181	2	182	2	183	16	20
Tororo	191	4	192	4	193	20	28
Sub-total	-	60	-	18	-	152	230
<b>Western</b>							
Bundibugyo	211	2	212	2	213	8	12
Bushenyi	221	4	222	-	223	28	32
Hoima	231	4	-	-	233	8	12
Kabale	241	4	-	-	243	12	16
Kabarole	251	6	252	2	253	28	36
Kasese	261	4	262	4	263	12	20
Kibaale	271	4	272	-	273	8	12
Kisoro	281	4	282	-	283	8	12
Masindi	291	2	292	2	293	12	16
Mbarara	311	24	312	2	313	28	54
Rukungiri	321	2	322	2	323	12	16
Sub-total	-	60	-	14	-	164	238

Region/ District	District Town		Other Urban		Rural		Total number of EAs selected
	Stratum Code	Number of EAs selected	Stratum Code	Number of EAs selected	Stratum Code	Number of EAs selected	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>Northern</b>							
Apac	411	2	412	2	413	20	24
Arua	421	10	422	2	423	16	28
Gulu	431	4	-	-	433	12	16
Kitgum	441	2	442	2	443	12	16
Kotido	451	2	452	2	453	8	12
Lira	461	4	-	-	463	20	24
Maroto	471	2	472	2	473	8	12
Moyo	481	2	482	2	483	8	12
Nebbi	491	2	492	2	493	12	16
Sub-total	-	30	-	14	-	116	160
<b>TOTAL</b>		<b>244</b>		<b>68</b>		<b>592</b>	<b>904</b>

### CHAPTER 3 : Subject Coverage, Survey and Reference Periods

3.01 The Integrated Household Survey aims at collecting data on all socio-economic aspects of the household comprising household characteristics: education; health, fertility and mortality; activity, employment and time-use; migration; housing; household and small scale enterprise particulars; household income and expenditure; assets, credit and savings; and anthropometrics. The survey will be spread over a period of 12 months adopting IPNS design (Interpenetrating Net work of Sub-samples) to provide periodic independent estimates, measures of seasonal variation, to eliminate seasonal effects in the overall estimates and to enable easy and quick computation of standard errors of estimates. Reference periods will vary subject-wise depending upon frequency of occurrence of events under study and recall-error. Considering the length of the questionnaire, it is proposed to collect data from the same household through two or more visits. This will reduce the respondent fatigue as well as provide a reference point (first visit) to help the recall of actions and events since that visit.



## CHAPTER 4 : Instructions to complete Survey Questionnaires

### I - Listing Questionnaires

4.01 The survey will be conducted through 4 questionnaires namely: (i) Listing Questionnaire; (ii) Main Integrated Household Survey (IS) Questionnaire; (iii) Enterprise Questionnaire(EQ); and (iv) Community Survey Questionnaire (CS). Listing questionnaire is meant for preparation of a comprehensive list of households and small scale establishments (with 4 or less paid employees including working proprietors) and selection of a sample of households and establishments in the selected EA. The IS questionnaire is meant for collection of data on different socio-economic aspects of the household. In the Enterprise Questionnaire, particulars of enterprise including inputs, outputs etc. will be collected from household enterprises and small scale establishments. CS is for collection of data on prices, infrastructure and other problems at the RC1 level. Besides these questionnaires there will also be a time-record schedule where time for various operations will be recorded comprehensively. An analysis of these schedules will determine the work-load of the survey and assist in allotment of Enumerators for survey work.

4.02 During the survey, all the required statistical data will be collected by interviewing the households and/or establishments through pre-designed questionnaires. Although, every effort should be made by the Enumerators to solicit the cooperation of the respondents by explaining the objectives of the survey and importance of collecting the required data in planning socio-economic development of the country, yet as a last resort to tackle the stubborn and non-cooperative respondent, it should be explained that the survey was being conducted under the provisions of the

Statistics Act (cap. 191 of 1961) which empowers the Chief Government Statistician or any other officer he authorises, to collect statistical information from all inhabitants. The Act requires that those people selected to answer questions should, to the best of their knowledge, information and belief, answer all the questions posed to them. Under the provisions of the Act, an inhabitant shall be guilty of an offence and on conviction shall be liable to a fine or imprisonment or both. It should also be clarified that all the information being collected during the survey will be kept strictly confidential and will be used only for statistical purposes. Any Enumerator or Officer collecting or handling this information, who will divulge them wholly or partly will be prosecuted.

4.03 Instructions to fill-in Questionnaires: The survey will be conducted through four sets of questionnaires as mentioned in paragraph 4.01. Additionally, a time-record schedule will also be filled-in to work out estimates of time taken in completing different field operations. Instructions to fill-in listing questionnaires are described in details in the following paragraphs.

4.04 There will be two sets of listing questionnaires one for listing of households and the other for listing of establishments in the selected Enumeration Areas. Sections 1, 2 and 4 to 6 are the same in both the listing questionnaires. Section 3 only differs where lists of households or establishments are to be recorded. The listing work through the listing questionnaire should start only after ascertaining the location with boundaries of the Enumeration Area precisely on the basis of the maps available from the 1991 Population Census and with the assistance of RC officials

and other knowledgeable people of the locality. Once the EA has been identified and located, the questionnaire should be filled-in section-wise as per instructions given in the following paragraphs. There will be two listing questionnaires one for listing of households and the other for listing establishments. Both the questionnaires should be filled in simultaneously while making a house to house visit and house listing.

Section 1 : Identification of sample Enumeration Area (same for both listing questionnaires)

4.05 Items 1 to 6 : Survey program instruction sheets to be supplied to Enumerators periodically before proceeding to survey - sites will include names and codes as required for these items. The relevant information should be recorded before starting the survey work. Enumerators and Supervisors should acquaint themselves with those codes as well the basis of their formation.

4.06 Item 7 : Enumeration Areas may consist of a part of RC1, one complete RC1 or two or more RC1s. The name of Rc1(s) will be recorded against this item.

4.07 Item 8 : If the selected EA could be fully listed, code 1 should be recorded. If the selected EA could not at all be listed or only partially listed, the matter should be referred to the Supervisor and the Officer/Statistician In-charge of the district for examination. If they are convinced to treat the selected EA as casualty they will provide a substitute EA. If the substitute could be fully listed, code 2 should be recorded. If the selected EA is completely depopulated and not a single

household lives there, code 3 is to be recorded. If the originally selected EA nor a substitute EA could at all or fully listed inspite of best efforts, code 4 should be recorded.

4.08 Item 9 : If the selected EA proved to be a casualty the reason code as given in the questionnaire should be recorded. But before deciding to treat an EA to be a casualty, the matter should be referred to Supervisors/Statistician to examine the problems faced and only if they also fail to find any solution, the EA should be treated as a casualty. Code 3 is to be recorded if due to administrative, political or law and order problems, the authorities do not allow the survey work in the unit.

Section 2 : Summary information from listing (Similar for both questionnaires)

4.09 Items 1 and 2 are to be filled-in after completing the listing work and selecting the sample. Items 3 to 5 are to be filled-in after the main questionnaires have been filled-in. If all the households or establishments selected in the sample as recorded against item 2 could be surveyed without substitution, 'nil' will be recorded against item 3 and 4 and the same figure as recorded against item 2 will also be recorded against item 5. If one or more households or establishments selected in the sample could not be surveyed and were substituted and fully surveyed, the substituted number should be recorded against item 3. If one or more households or establishments could not be substituted or substitutes also could not be surveyed and became casualty, this number should be recorded against item 4. Entry against item 5 will be the difference between item 2 and item 4.

4.10 After completion of the listing questionnaires, the Enumerator should sign and record the dates of listing below

Section 2. Similarly the Supervisor and the Statistician In - charge should sign and record the dates after inspection and scrutiny respectively.

Section 3 : (Household Listing Questionnaire)

4.11 This is the main block for listing of houses and households. The listing of houses and households should be done in a manner as to include all houses and households exhaustively without any duplication. Every building structure, hut, unconventional shelter etc. is a House irrespective of its use. It may be used for residential or non-residential purpose or both or may be even vacant. Many times especially in urban areas one building structure defined as house may contain independent flats, apartments, shops, stores with exclusive entry and exits. These should be treated as sub-houses within a house and listed separately with all particulars. A Household is defined as a group of persons who live, cook and eat together or a single person who lives alone and eats independently. Generally all the members of the household will be living together but in exceptional cases they may be living in different parts of the same building or different buildings. There may be more than one household living in the same building/house, living independently in one room or number of rooms. In some rural parts of Uganda relatives build their houses close together and sometimes share the same compound. Such a group of people may not necessarily be one household since each relative may be living and eating with his/her spouse and children independently. If, however, such a group of relatives cook and eat together, they should be regarded as a single household but with multiple houses. A polygamous man living with his wives in a common compound should be regarded as one or more household depending upon

common or separate cooking arrangements different wives have. Members of a household need not necessarily be relatives. A household may include relatives, house servants and other non-relatives.

4.12 Column(1) House Serial No. : A running serial number starting from 001 should be given to each house in this column. If there are Sub-houses in a house, serial numbers to these Sub-houses are to be given suffixing numbers 01 to 99 and details recorded in the following rows one by one. For example, say house serial number, 051 has 3 Sub-houses, the serial number to be given to these houses will be 05101, 05102 and 05103. Details of these Sub-houses, the serial numbers to be given to those houses will be recorded in the rows following the main house.

4.13 Column(2) - House Type : The list of house-type codes depending upon the use to which the house or a sub-house is made is given in Annex 2 of the code-list booklet. The houses or Sub-houses which are totally vacant are to be given code - 0. If any one is partially vacant and partially being used for other purposes, the relevant code based on the purpose is to be recorded. Code 1 is to be given to houses or sub-houses which are being used for residential purposes only without any identifiable space being earmarked for commercial or non-residential purposes. If one is being used both for residential as well as non-residential purposes code 2 will be given. If the house or sub-house is for identifiable non-residential purposes only and the type of activity is commercial with the motive of profit making, code 3 will be recorded. If the activities carried out are both commercial and non-commercial code - 4 will be recorded. Code - 5 is for houses and sub-houses with non - profit making activities only. Code - 9

is meant for houses under construction without being used or which could not be classified for some reason or the other. While recording 9, the position should however be explained in the space available from columns (3) to (6).

4.14 Column(3) - Household Serial No. : For codes 1 and 2 in column(2) only columns (3) to (6) will be relevant. For other codes these columns will not be applicable and simply record dashes (-). One or more households may live in a house or sub-house, all of them will be listed one by one. The first household will be listed in the same row as the house or a sub-house and given serial no.001. The next household will be listed in the next below line and given serial no.002 and so on till all the households in that house or sub-house have been listed. The next house or sub-house will be listed only after listing all the households in the previous house. Households in subsequent houses will be given a running serial number.

4.15 Columns (4) and (5) : The member of the household under whose authority the activities of the household including expenditures are carried out and who is accepted as such by all the members of the household, will be termed as the Head of the Household. The name and sex of the head will be recorded in columns (4) and (5).

4.16 Column(6) - order of sample selection : As mentioned earlier out of the total number of households listed (the last serial number in column(3)) a sample of 10 households will be selected on the basis of simple random sampling without replacement using random number tables, sheets of which will be given to the Enumerators and the method of selection will be explained during the training session. The first selected sample household will get

a sample number 01 which will be recorded in column (6) across the selected household whose serial number and other details have been recorded in columns (3) to (5). The second selected sample household will get a sample number 02 and so on till we get the last sample with sample number 10. Households with sample numbers 01 to 10 are meant for the main survey. If due to unavoidable circumstances, one or more households could not be surveyed during the main survey, the matter should be referred to the Supervisor and/or Field officer/Statistician, to provide substitutes.

4.17 After all the households have been listed in section 3, entries against item no.1 and 2 of section 2 should be made by the Enumerators on the basis of entries of column(3) and (6) of section 3. Item 1 of section 2 will correspond to the last serial number recorded in column (3) of section 3. Item 2 of section 2 will normally be 10 unless specified otherwise. If the EA had 9 or less households all of them would be selected and items 1 and 2 will have identical entries.

### SECTION 3 : Establishment Listing Questionnaire - List and Order of Selection

4.18 Section 3 of both the household and establishment listing questionnaires should be completed simultaneously. Shop or establishment will be defined as an identifiable space covered or uncovered within a residential or non-residential house or sub-house which is earmarked for carrying out commercial or non-commercial activities. This space will normally not be used for residential purposes. There may, however, be cases where security staff may be sleeping during nights.

4.19 Columns (1) and (2) will be the same as for the household listing questionnaire. For codes 2 to 4 in column (2)



only, columns (3) to (6) will be relevant. For other codes, record dashes in these columns. For code 2 also if in the house there exists only a non-commercial shop or establishment, record 'non-commercial activity' across columns (3) to (6). Column (3) to (6), therefore, will be only applicable for commercial shops and establishments. In all such cases, the procedure for filling-in these columns will be explained in the following paragraphs.

4.20 Column (3) : The number of paid employees including working proprietors and partners working in the shop or establishment as on the date of listing is to be recorded in this column. In case the number is 5 or more, columns (4) to (6) will not be relevant and dashes are to be recorded. If the number is 4 or less, proceed with columns (4) to (6) as follows.

4.21 Column (4) : In this column, a running serial number starting from 001 is to be given to all relevant commercial establishments. If in a house or sub-house there are more than one establishment, the first one will be recorded against the house or sub-house serial number and the others will be recorded in the following rows. The next house or sub-house serial number should only be recorded after exhausting all the relevant establishments.

4.22 Column (5) : For relevant establishments assigned, a serial number in column (4), the name of the owner or In-charge of the establishment at the site, if the owner does not sit there should be recorded.

4.23 Column (6) : A sample of 10 establishments from the total number of relevant establishments should be drawn on the basis of simple random sampling without replacement and the order of selection recorded in the same way as explained for the household listing questionnaire. In case, the total number of

establishments is 10 or less, all are to be included in the sample. In case substitutes are considered necessary due to unavoidable circumstances, the matter should be referred to the supervisor/statistician.

SECTION - 4 : Details of Sample Selection (both households and establishment questionnaires)

4.24 In this section, complete details of sample selection procedure adopted should be recorded which should also be thoroughly checked by the Supervisor and the Statistician. Details must include:

- (i) total number of households/establishments listed;
- (ii) total number of sample selected;
- (iii) page number of the random number used;
- (iv) the row number from which the selection was started;
- (v) and order-wise members of the sample selected.

SECTION - 5 & 6 : Remarks by Enumerator and Supervisor

4.25 This space is provided for the Enumerators and Supervisors to record abnormal situations or difficulties faced during the survey. Unusual observation, if recorded, should be explained fully in clear terms. Suggestions towards improvement of survey questionnaire or procedure are also welcome.

## **CHAPTER 5 : Instructions to complete Survey Questionnaires**

### **II - Main Integrated Household Survey Questionnaires**

5.35 Immediately after selection of sample households, the main questionnaire is to be filled-in one by one for the selected household. As mentioned earlier, the main household questionnaire is to be completed through two rounds of visits. For a household at the first visit which will be called the first round survey, sections 1 to 10 of the main questionnaire should be completed. The second round of the survey of this household to complete sections 11 to 16 of the main questionnaire should generally be undertaken after a gap of 7 days. For the exceptions, instructions will come from the headquarters. Section-wise instructions to complete the questionnaire are given in the following paragraphs.

1. Section-1; Household identification: Item 1 to 6 will be recorded from the listing questionnaire of the relevant EA. The EA may consist of one or more RCs. The name of the RC to which the household belongs is to be recorded against item 7. Against item 8 record the sample no. of the household as recorded in column (6) of section 3 of the household listing questionnaire. Item 9 is the household serial no. of the sample household as recorded in column (3) of section 3 of the household listing questionnaire. Against item 10 the name of the head of the household is to be recorded which should normally be identical with column (4) of section 3 of the listing questionnaire. In case of change, the matter should be thoroughly investigated and the cause of change recorded in the space for remark 6 on page 16 of the questionnaire. Against item 11, the location address of the house where the household resides is to be given. The address will be

a brief description of where to find the house where the sample household resides. In urban areas, it will be the street name and the plot number, if available. In rural areas, firstly the location of the EA should be given followed by the indication where the house is located, for example: "Two kilometers from Lugazi towards Jinja on the main Kampala-Jinja road, turn left on a road (surrounded by sugar-cane fields) with some fruit and vegetable shops at the junction with the main road. Proceed 3 kilometers on this road, till you reach St. John's church on the right side of the road. If you proceed north through the sugarcane fields (narrow village road not motorable), the fifth house on the right side is the relevant house to be surveyed." If possible, enclose a sketch-map with the questionnaire. Against item 12, the household code will consist of the first 3 digits (from left to right) to be the same as that of stratum/area code against item 1, the next four digits same as that of EA no. against item 6 and the last two digits to be the same as that of sample number against item 8.

4.03 Section 1.2: Particulars of field operations: Items are self-explanatory and codes to be recorded have been provided in the questionnaire below Section 2. During the training seminar, the circumstances leading to certain codes to be recorded will be fully explained.

### Section - 3: Household Roster and Characteristics:

4.04 In this section all the household members are to be listed and their characteristics are to be recorded in different columns as explained in the following paragraphs. The definition of a household has been given in para 4.11. The types of members

and non-members who will be associated with the household and have been assigned codes are as follows:-

Type	Code
Usual members present on the date of survey	1
Usual members not present on the date of survey	2
Children and other regular members away from home for 6 months or more for education, search of employment, business transactions etc. but present on the date of survey	3
Same as above but not present on the date of survey	4
Non-members or guests staying temporarily on the date of survey	5
Members away abroad for 6 months or more who have ceased to be usual members	6

Usual members are those who have been living with the household for 6 months or more during the last 12 months. Members of the household who have lived in the household for 6 months or more during the last 12 months but have left permanently are to be excluded, similarly the members who have come to stay in the household permanently are to be included as usual members even though they would have lived in this household for less than six months. Normal members of the household who died or children born to usual members on any date during the last 12 months, will be taken as usual members. Dead members will be given code 2 and newly born children code 1 or code 2 depending upon whether they are present or absent on the date of survey. Other regular members who are close relatives and would have been usual members of this household but for having been away for more than 6 months during the last 12 months for purposes of education, search of employment, business transactions etc. and living in boarding schools, lodging

houses or hotels etc will be given code 3 or 4 depending on the presence or absence on the date of survey. There may be temporary guests, visitors etc. present on the date of the survey, who will be given code 5. Normal members of the household, who are away for abroad for education, employment, business or other purposes and are away for 6 months or more and thereby have ceased to be usual members will be given code 6.

5.05 Columns (1) and (2): Usual members present on the date of survey will be listed first, beginning with the head of the household if present on date of survey who will be given Identification No. (ID no.) 101 in column (1) and whose name will be recorded in column (2). Other usual members present on the date of survey will be listed in the following rows one after another with running ID no. 102, 103 and onwards in column (1) and whose names will be recorded in column (2). The head of household must be one of the usual members of the household. In case the normal head ceases to be a usual member by definition, another usual household member in command will have to be taken as head and given ID No. 101. In case the head of the household is temporarily absent on the date of survey, ID No. 101 will go to some other usual members present on the date of survey and the head will get ID No. 201. After completing listing of usual members present on date of survey, one row will be left blank and a horizontal line across should be drawn from col. (1) to col (12). From the next row, the usual members absent temporarily on the date of survey will be listed with continuing ID No. starting from 201. If head of household belongs to this category he/she will get 201 ID No., to be followed by others. After listing all members in the category with code 2, once again a horizontal line across should be drawn after keeping

a row blank. From the next row, the category of members with code 1 are to be listed with continuing running ID nos starting from 501 onwards and names in columns (1) and (2) respectively. This process of listing recording ID Nos and names have to follow for categories of persons with codes 4 to 8, till all eligible persons have been exhausted.

5.06 Column (3): Sex: Record 1 for male and 2 for female.

5.07 Column (4): Age: The age should be recorded in completed years in two digits. Those aged less than one year are to be recorded 00, those having completed seven but not yet eight are to be recorded 07 and those having completed 99 and above as 99. Where available and possible, documents like birth certificates, immunization cards and so on to ascertain age should be referred to. Where this is not possible, age will be indirectly estimated based on the age of another member of the household, or reference to important past events of national and historical importance or as a last resort by looking at the person.

5.08 Column (5): Relationship: Relationship to the head of the household will be recorded in this column as per the code - list in Annex 2. From columns 5 to 12, information will not be collected for persons with ID Nos. 501 onwards and only dashes are to be recorded.

5.09 Column (6) :Marital Status Marital Status codes are given in Annex 2.

5.10 Column - 7: Highest education level attained:  
In this column, the highest level of education completed or attained will be recorded as per the code - list in Annex 3. Complete will mean having passed formal examination.

5.11 Column - 8 : Usual Activity Status : The usual activity

status of an individual for the purpose of recording in this section, codes of which will be given in Annex 4, is determined as the normal activity situation obtaining for the person in respect of his or her participation in gainful and also un-gainful activities during the last 365 days. Gainful activities or work are for gain, profit or family gain. In Uganda, most of the people may be engaged in more than one activity. In that case, the most important activity according to time spent should be recorded in this column.

5.12 The usual activity of each and every member of the household will be recorded using 6 digit codes. The first two digits will indicate activity status, while the next two digits would indicate the industry code and the last two digits would indicate the occupation code, ( See Annex 4 - Parts I to III).

5.13 Code 00 is meant for those persons who are not able to work because either they are too young or too old to be able to work. Generally children below the age of 10 and old people more than 55 years of age will fall into this category, but a decision will have to be taken after proper enquiry. Persons with major disability unable to do any work, will be given a code 01, full-time students even if they are sometimes helping the household enterprise or attending to domestic duties, will be assigned code 02. Part-time or students studying privately at home but regularly engaged in household enterprise or employed else where, will be coded based on time spent in different activities. Persons who are engaged in their own farm or non-farm enterprise are defined as self-employed. There are different kinds of self employed. Some may operate their enterprise without hiring any labour. Some others may normally work on their own but occasionally hire a few labourers. There is also a third category who, by and large



regularly run their enterprises by hiring labour. The first two groups of self-employed are called own-account workers and will be given code 03. The third group is called "Employers" and will be given code 04. Persons working in farm or non-farm enterprises and in Government or non-Government offices, institutions etc. and getting in return salary or wages on a regular basis are termed "Employees". Employees working in Government Ministries, Departments and all other Government non-enterprise Organisations will be given code 05. But employees of Government non-profit institutions will be given code 06. All public sector commercial employees will be given code 07. All non-government non-profit institution employees will be coded 08. All private employees whether of privately owned enterprises or working with individuals or households will all be given code 09. Employees will include not only salary and wage earners getting time-wage but also earners getting piece-wage or salary whether in cash or kind or both. Paid apprentices, both full and part-time will also be included in this category. Helpers (code 10) are a category of working persons who keep themselves engaged in household enterprises working full or part-time and do not receive any cash or kind payment in return for the work performed or any share of the family earnings from the enterprises. They are household members, most of them being nearly or distantly related to the household head, and others who are not related but are dependent members of the household. All of them live and take their food in the household as normal members of the household. One may also come across persons in a household who do not receive any cash remuneration for their work in the household enterprise but have a share in the family earnings out of such enterprise. Such persons are not 'helpers' but are self-employed.

House-wives or other members of the household who regularly attend to domestic and house-keeping duties without receiving any wages are to be given code 11. House-girls and boys with paid salary/wages in cash or kind are to be classified as employees with code 09. Persons receiving rents from their properties and not doing any gainful activity as such will be given code 12. It should, however, be noted that if 'renting of properties' is an enterprise activity involving outputs as well as inputs, activity code 03 or 04 will have to be assigned depending upon whether the activity is carried out without any hired labour or otherwise. Persons engaged in non-gainful activities like political, social, religious work etc. without receiving any payment or remuneration whatsoever will be given code 13. Members interested in working and seeking wage employment or self-employment opportunities but not yet employed as such during the major part of the last 365 days will be given code 14. Members not doing any work nor seeking any employment or self-employed opportunities and not interested to do any work will be given code 15. Members earning pension from earlier employment and leading retired life and not interested in doing any other work will be given code 16. Code 99 will be given to all other categories of persons, if any (examples are beggars, prostitutes etc.).

5.14 The next two digits of the code to be recorded in column(8) of section 3 indicate the industrial classification of the activities carried out by self employed persons and of the enterprise or the place of work of the employees. The classification (codes) is based on International Standard Industrial Classification (third revision) with modification to accommodate important industries and activities relevant to Uganda

in 2 digit code, given in Annex 4 (part II).

5.15 The last two digits of the six-digit Usual activity status code to be entered in column (8) of section - 3, will relate to the occupation of the concerned member of the household. Occupation is the nature of work performed by a person. For classifying the occupation of a person the code - list at Annex 4 (Part III) will be used, which has been derived from the International Standards Classification of Occupations.

5.16 Code for industry and occupation will not be relevant for activity codes (as indicated by first two digits) 00, 01, 02, 11, 12, 14, 15, 16 and 99. If a person has any one of these codes for activity, record 0000 for the next four digits representing industry and occupation codes. Political, social and religious workers with code 13, will have 00 as industry and also 00 as occupation, if they carry out such work without any personal or family gain to help the society as a free lancer without getting attached to any institution. But if they receive any kind of remuneration in the form of honorarium or allowances, or get elected or attached to recognised institutions relevant industry and occupation codes will have to be given. If any such worker gets regular salary or wages from any organisation, he or she has to be classified as an Employee and given codes from 05 to 09 depending upon the type of organisation where he works.

5.17 Column (9) to (12) : Parent's education and usual activity:

In columns (9) and (10) father's and mother's highest education level attained will be recorded using codes given in Annex 5. Similarly in columns (11) and (12), their usual activity status should be recorded on the basis of codes as given in Annex 6. Care should be taken to check consistency of codes for parents who are

usual members of the household and have separate ID nos. and entries in columns (7) and (8).

#### Section 4 : Education

5.18 Part A : Literacy, apprenticeship and training : Part A of the section - 4: Education will be filled in for usual members with codes 1 and 2 and other regular members with codes 3 and 4 and with age 10 and above. In column (1), ID Nos. of all such members will be recorded in the same order as done in Section - 3 and leaving one row blank between different category of members .

5.19 Column (2) : Literacy Status : This information will be recorded using the code - list at Annex 7. Ability to read and to write can be in any one or more languages.

5.20 Column (3) : Literacy course attendance status : Literacy courses are specially designed courses organised by Government or private social welfare agencies to enable illiterate people to read and write one or more languages and do simple calculations. These courses are usually held during evening hours or on holidays so that working persons could join conveniently. The information is to be recorded using the code - list at Annex 7.

5.21 Columns (4) to (7) : Apprenticeship : Apprenticeship paid or unpaid, will mean practical training or learning of skills while working as under-study with skilled personnel. While a successful apprenticeship will enable a person to learn a skill and start working without any guidance but generally no formal certificates/diplomas will be awarded to acquire educational qualifications. Educational qualifications acquired, if any should be recorded in column (7) of Section - 3. Apprentice-ship status codes in Column (4) of section 4 will be given as per code - list at Annex 7.

In column (5), the period of apprenticeship for the most important apprenticeship should be recorded in months, where as in columns (6) and (7) the codes for the trade and for fees paid or payments received as apprentice should be recorded respectively, as per the code - list at Annex 7.

5.22 For undergoing apprenticeship, normally no fees are to be paid but for certain trades sometimes some fees are charged by some companies. Some companies for certain trade do not charge any fees from the apprentices, but on the other hand make cash payments or in kind or both. In column (7) of section 4, the payment situation is to be coded as per list given in Annex 7.

5.23 Column (8) to (11) : Training : Short-term training programmes and/or In-Service Training Programmes covering both theoretical and practical aspects of one or more subjects, for which certificates may or may not be issued and which have not been covered while considering Highest Education Level Attained in Column (7) of Section - 3, are to be considered in columns (8) to (11) of the section 4 part A. Care needs to be taken to distinguish between helpers, apprentices, short-term training programmes and long term formal training leading to certificates and diplomas by recognised institutions. Helpers are unpaid members of household, relatives and friends, assisting a household enterprise as and when needed. Apprentices, paid or unpaid are learners of a skill from expert craftsmen while working with them. Emphasis is on practical learning with or without any theoretical teaching. Short-term or In-service training programmes are generally informal programmes with a blending of practical and theoretical training. These programmes will also normally not lead to certificates/diplomas adding to one's educational qualifications. Period of training

will generally be less than 6 months. Long-term training programmes will generally be of 9 months or more duration devoted more to theoretical learning through formal lectures to be organised by recognised institutions leading to certificates/diplomas adding to one's qualifications. The status of training will be coded as per list in Annex 7 and recorded in column (8). In column (9), the period of training should be recorded in months, whereas in columns(10) and (11), the codes for the subject in which the training was received and for fees paid or payments received during training should be recorded

and 02 in column (2) of section - 4 Part B. For other codes, these columns are not applicable and therefore record dashes in these columns. If the codes are 01 and 02, record the period in months since last attended in column (4). The reasons for dropping out are to be coded on the basis of the code-list at Annex 8.

5.27 Columns (6) and (7) : These column are relevant for those students who although are currently attending school but had missed one or more terms of schooling during the last 12 months . The number of terms missed is to be recorded in column (6) and the reasons for missing are to be recorded in codes as per code-list at Annex 8.

5.28 Columns (8) to (11) : Type of schooling etc. for persons attending school/institution as on date of survey : These columns will be relevant only for persons attending school/institution as on the date of survey. In case of holidays, vacation or temporary closure of school/Institution, the information will be collected in these columns as on the last working day of the school/Institution. If a person is temporarily absent from the school due to illness or other unavoidable circumstances but will be joining back, the information in columns (8) & (9) will relate to his/her school/institution attended before the circumstances. Codes for Column(8) are given in Annex 8.

5.29 Columns (9) and (10) are self explanatory. The codes for column (11) are given in Annex 8.

#### Section - 4 : Part C : Education expenses and source of funds

5.30 Education expenses including source of funds relating to all persons with codes 02 to 90 in column (2) of Section - 4 : Part B, that is who are currently attending school/educational institution including those who attended any time during the last 12 months

are to be recorded in columns (2) to 13, for each relevant person. ID No. of those persons are to be recorded in column (1). Columns (2) to (11) relate to education expenses while columns (12) and (13) are for source of funds during the last 12 months. School fees in column (2) will include tuition-fees, class-room fees, laboratory charges, sports-fees, examination fees and all other fees regularly charged per term by the school from each student. In column (3), all contributions to Parents Teachers Association (PTA) and/or donations for building construction or for other purposes are to be recorded. Column (4) is meant for recording payments made to Boarding and Lodging house authorities

(managed by school or otherwise) by those students who stay in those places. This will include all payments compulsorily charged by the authorities. Pocket-expenses of boarding students will go to column (10). Some Educational Institutions will require compulsorily to wear specified uniforms by students including shoes and socks. All such expenses will be recorded in column (5). Expenses on books and supplies needed for studies unless included in school fees are to be recorded in column (6). If the school/institution is not within a walking distance and therefore some expenses are to be incurred for going to and returning from school, these are to be included in column (7). All expenses on supplementary food and tiffin, other than those provided by the hostel or boarding houses during the tiffin break or off-periods, are to be recorded in column (8). All fees paid to tutors in addition to all fees paid in the school are to be recorded in column (9). All Other expenses not included from columns (2) to (9) are to be recorded in column (10). Columns (12) and (13) are meant for funds received for schooling. The total amount of scholarships



received for schooling in cash or kind from school, government or other organisations are to be recorded in column (12). If the student does not get any scholarship or needs additional funds to cover total schooling expenses, the source providing the largest share of expenses is to be recorded in column (13), codes for which are given in Annex 8 of the code-list booklet. Quite often, column-wise separate data on expenses may not be available and on the other hand combined data on two or more columns may be supplied by the respondent. In all such cases record merged data in the earliest column, and indicate the merger in the following columns. For example for an ID No. merged figure of 10,000/= for columns (2), (3),(5) and (6) are only available. In that case record 10,000/= in column (2) and "merged with (2)" in columns (3),(5) and (6).

### Section - 5 : Health

5.31 Health section consists of four parts. Part A relates to health conditions during the last 30 days. The data will be collected for the usual members (codes 1 and 2) and regular dependent members (code 3 and 4) only. The reference period is last 30 days from the date of survey, and the data for these columns need to be collected for all persons, who fell sick or injured once or more during this period and for all such sickness and injuries, one by one and in separate rows with common ID No. of the same person. In column (1), ID. Nos of relevant persons are to be recorded. In column (2), the number of days of activity lost during the last 30 days are to be recorded for all persons with gainful or non-gainful activity codes 03 to 13. For students (Code 2), number of days of schooling lost are to be recorded and for others (Codes 00, 01, 14, 15, 16, and 99) number of days suffered are to be recorded. In column (3) medical attention code is to be recorded using the code - list at Annex 9. For no-treatment and consultation including home treatment done (Codes 0 and 1 in column (3)), the reasons are to be recorded in column (4). Codes will be as given in Annex 9. For codes 2 to 9 in column (3), column (4) is not relevant and therefore dashes are to be recorded in this column. Number of days spent in hospital/clinic, to be recorded in column (5) will only be relevant for codes 7 & 8. Columns (6) to (11) relate to medical expenses incurred for treatment (including for prevention). For persons who did not fall sick or get injured during the reference period, dashes are to be recorded in these columns. For merged data use the same procedure as given in paragraph 5.30.

Section 5 : Health - Part B: Fertility, Mother-care and Family Planning

5.32 In Section 5, Part B, data on fertility, mother-care and family planning are to be collected from women of 13 years age and above, from amongst Usual members (codes 1 and 2) and regular but not Usual members (codes 3 and 4). Columns (1) and (2) relate to the ID No. and Age to be copied from Section 3. Columns (3) to (5) relate to number of live-births only which will exclude still-births and abortions, if any. Columns (6) to (8) relate to living children as on the date of the survey. The reference period for columns (9) to (13) will be the last 12 months and will cover women between 13 to 49 years only. In column (9), pregnancy status will be recorded using the code - list at Annex 9.

If in column (9), the code recorded is '0', record dashes in columns (10) to (13). For all other codes, column (10) regarding pre-natal care status will be relevant. For codes 1 & 3, column (11) on post-natal care will be relevant, Common codes for column (10) and (11) will be as per the code - list at Annex 9. In column (11) post-natal care status will also be coded using the same codes as of pre-natal care status. In columns (12) and (13) costs in cash and/or kind (properly evaluated) will be recorded wherever relevant. Delivery expenses are to be included in column (13)

5.33 Columns (14) and (15) : Family Planning: the status regarding use or otherwise of practising family planning methods will be recorded using the codes as given in Annex 9. The reason-code in column (15) will be selected from the code -list given at Annex 9. These columns will also be relevant only for women between 13 and 49 years of age.

### Section 5 : Health - Vaccination (Children up to 10 years)

5.34 In this section, information regarding immunization against specified diseases will be recorded for children up to 10 years of age, who are usual members (codes 1 and 2) and regular members without being usual members (codes 3 and 4) of the household. In column (1) ID. No. of the relevant children and in column (2) their age in months (completed months) will be recorded. In column (3) to (7) vaccination status codes will be recorded on the basis of the code-list given in Annex 9. If partly or fully vaccinated in column (8) source of vaccination to be recorded using codes given in Annex 9. If vaccinated, check if card is issued. In column (9), the cost of vaccination (both cash and in kind) as spent during the last 12 months evaluated in shillings is to be recorded. If no or incomplete vaccination In column (10), the reasons are to be recorded using codes given in Annex 9 of the code-list booklet.

### Section 5 : Health - Part D : Knowledge about diseases

5.35 In this section, the knowledge of persons of 10 years and above in age about some important diseases will be examined, from amongst usual members only (codes 1 and 2). In column (1) ID Nos of concerned persons are to be recorded. In column (2), a simple question whether the person has heard about AIDS or not is to be asked without any probing. If he says "no", record dashes from columns (3) to (6). If he says "yes", proceed to get information on columns (3) to (6). In column (3), get information about the source from where the person has heard about AIDS using codes given in Annex 9. For columns (4) and (5), the extent of knowledge has to be examined precisely if he or she knows that AIDS is transmitted through : (i) having sex with an infected partner; (ii)

getting injections through contaminated needles; (iii) transfusion of infected blood; and (iv) through inheritance from infected parents, and for prevention it is necessary to control one's sexual habits, sticking to one tested partner who also exercises control, use condoms, use always fresh uncontaminated needles for injection, use well tested and stored blood for transfusion. After an assesment, codes are to be given from Annex 9. In column (6), the information is to be coded using list given in Annex 9, whcih is self explanatory. Answers for columns (7) to (16) are also to be obtained similarly. For guidance, it should be noted that Malaria is caused by mosquito bites which carries malarial germs and prevention is by using mosquito-curtains, mosquito-coils and sprays and stop mosquito breeding through eliminating stagnating water pools and spraying ant-malarial insecticides. Diarrhoea is transmitted through contaminated water and food and for prevention use of boiled or medicated water, fresh, hot and covered food are recommended. Flies carry the germs and therefore these should be killed through sprays.

#### Section - 6 : Activity, Employment and Time-Use

5.36 This section consists of 4 parts : Parts A, B and C will relate to activities of persons during the last 12 months, last 30 days and the last 7 days. In part D, information on time spent during the last 3 days will be collected. Data in section 6 will be collected for all Usual members (codes 1 and 2) as well as for other regular members with codes 3 and 4 to the extent possible. Information for columns (2) to (7) are for persons with age 7 and above and 8 to 13 are for persons with activity status codes from 03 to 14. In column (1), ID. No. of each person will be recorded in the same order as in Section 3. In column (2), the status of the

main activity that is the most important activity in terms of time spent during the last 12 months will be recorded on the basis of the codes for column (8) of Section 3. In column (3), the period of main activity done in number of months during the last 12 months has to be recorded. Part of a month will be taken as a full month if the activity had been done for half or more of the month, otherwise it will be ignored. Columns (4) to (7) will relate to next two most important activities in terms of time spent during the last 12 months.

In columns (4) and (6), the activity status codes will be recorded using the standard code-list used in column (8) of Section 3. Columns (5) and (7) will be filled in the same way as column (3). In column (8), the reasons for not doing the main activity for all the 12 months are to be recorded using codes given in Annex 10 of the code-list. In column (9), the number of months no gainful activity had been done and in column (10), the reason for not doing are to be recorded. These columns will not apply to persons with activity codes 00, 01, 02, 15, 16 and 99. Column (10) will have codes as per the list at Annex 10. Column (11) is self explanatory. If the reply is "no" in column(11) the reasons are to be recorded using code-list given in Annex 10. In column (12), future plans, if any during the next 12 months should be given using codes given in Annex 10.

Section - 6 : Activity, Employment and Time-Use - Part B : Main and Secondary Activities (Current) During Last 30 Days.

5.37 In Part B, current activities of all persons of age 7 and above during the last 30 days will be recorded. In column (1), ID Nos. of all persons will be recorded in the same order as in Part A. Columns (2) to (4) are meant for the main activity that is the

activity which was the most important in terms of time spent during the last 30 days. In column (2) Main Activity Status Code will be recorded using the standard code-list. In column (3) the number of days worked during the last 30 days should be recorded. In case there is a change in the current activity status during the last 30 days as recorded in column (2) of Part B from the usual activity status during the last 12 months as recorded in column (2) of Part A or section 3 column (8), the reason for change should be recorded in column (4) of Part B, codes for which are given in Annex 10 of the code-list booklet. Columns (5) and (6) for Secondary -I activity and columns (7) and (8) for Secondary - II activity, are to be filled in the same way as columns (2) and (3) for the main activity. In column (9), the number of days no gainful work was done, will have to be recorded while in column (10), the reasons for the same are to be recorded using the same codes as for column (11) in Part A of Section 6. The number of days of scheduled holidays and leave are also to be included, if no gainful work was done.

Section - 6 : part C - Main and Secondary Activities during last 7 days

5.38 Part C is similar to Part B except that the reference period is 7 days instead of 30 days. Column headings are also the same except that in place of days worked or not worked, the unit will be 'hours'. Columns are to be filled using the same codes as in Part B. On the average 10 hours of work per day including time for commuting and lunch/tiffin time should be used for calculating number of hours of no work in column (10)

### Section - 6 Part D: Time spent during last three days

5.39 In part D, time spent in hours during the last 3 days will be recorded for all usual members (codes 1 and 2) and regular members (codes 3 and 4) of age 10 and above. A day will consist of 12 hours, generally to be taken from 7a.m. to 7 p.m. For persons working in shifts or otherwise having different timings for activity, 12 active hours will change depending upon when they are most active. Scheduled holidays or off-days are also to be accounted for and details recorded, if falling within the three days of reference. For persons not present during survey period, efforts should be made to get at least some broad information, otherwise record absent (A) in corresponding columns. There will be three pages to cover three reference days. In column (1) time-use codes have been recorded corresponding to time-use mentioned in the code-list at Annex 10 of the code-list booklet. At the top of columns (2) to (13) ID Nos of all relevant persons are to be recorded. Person-wise question should be asked to determine his/her most active 12 hours in a day. Thereafter, details about how they spent their time from the first hour onwards should be asked and number of hours recorded against corresponding time-use codes.

### Section 7 : Migration

5.40 In this section migration particulars for all persons (usual members with codes 1 and 2) are to be recorded. Column (1) is for recording ID. Nos. In column (2) answers should be codes as Yes - 1 and No - 2. If the answer is 'No', then only columns (3) to (6) will be relevant and will have to be filled-in. If the answer is 'Yes', record dashes in columns (3) to (6). While recording the number of years in column (3) it should be noted that a part of a year will be dropped if less than 6 months, otherwise treated as



full year. For recording the previous residence in column (4), use the codes given in Annex 11 of the code-list booklet.

In column (5), the main reason for shifting should be recorded using the codes given in Annex 11. Column (6) will be filled-in the same way as Column (3).

#### Section - 8 : Housing

5.41 The different items of this section will be coded using the code - lists given in Annex 12 of the booklet. For recording number of rooms exclude kitchen, bath-rooms, toilets, store, balcony and verandah unless normally used for sleeping. If the number of rooms are more than 9 record 9.

#### Section 9 : Enterprise Particulars

5.42 In this section, particulars of enterprise activity of household members owned/possessed singly or jointly are to be recorded. In column (1), serial number starting from 1 to 9 are to be recorded enterprise-wise. In column (2), the kind of activity of the enterprise is to be described and in column (3) the corresponding 2 digit industry-codes from Annex 4 Part II are to be recorded. In column (4), the I.D. No. of the main person owning (major share if joint ownership) is to be recorded. Columns (5) to (8) are for employment which are self-explanatory. Working proprietors are owners working for the enterprise without any wages and salaries but with share of profit. The number of persons who usually work (mode) most of the days are to be recorded in respective columns. In column (9), the total amount of capital invested as on the date of survey is to be recorded. If the person concerned is not able to indicate the amount, on the basis of current valuation of assets, the estimate will have to be built up. Columns (10) & (11)

are to be recorded using code-lists given in Annex 13. In column (12), location codes are to be given on the basis of Annex 13. The household enterprises without any identifiable establishment (recorded 0 in Column 12) will be given numbers starting from 1 to 9. These enterprises will be surveyed through Enterprise Questionnaires.

#### Section 10 : Earnings from employment and enterprise activities

5.43 Section 10 will cover only those persons who had been engaged in gainful activities and earned wages/salaries or income during the last 12 months. Rents, pensions etc. will not be recorded here but in Section 14. Person-wise and activity wise incomes are to be recorded both for cash and in kind from columns (2) to (8) and the grand total in column (9). Receipts in kind are to be evaluated at producers' prices for own enterprises and at market prices otherwise. Enumerators will have to assist the respondents in recalling data on income for the last 12 months. Data on enterprise income relate to overall profit for enterprises in this section. This will have to be cross-checked while filling-in enterprise questionnaire.

5.44 With the completion of Section 10, the first round of the survey ends and the Enumerators at this stage should record difficulties, if any, experienced during the survey. If they were forced to make some deviations from the instructions given in this manual, the same should be explained in details. They are also free to record their suggestions to improve the questionnaire and the Instruction Manual. They may also express their opinion on other aspects of the survey. Thereafter, they should record their signatures and date(s) of survey. The Supervisors should thereafter record their comments on the remarks made by the

enumerators are not to express their own views on matters raised in the survey and the questionnaires. Supervisors also should record their observations after inspecting the completed questionnaires and record the dates of inspection. After final scrutiny by the Regional Statistician In-Charge of the region the results should be signed and record the date of scrutiny.

5.15 Before leaving the household, the Enumerator should inform the household about their subsequent round visits for the enterprise questionnaire and for collection of data on household expenditure, savings, loans, assets, etc. Specially on expenditure, the head should be requested to keep a note of all expenditures, if possible, during the period starting from the following day or the completion of the first round of survey to the second round of the survey.

## CHAPTER 6: Instructions to Enumerators

### 111-Main Integrated Form for the Household Survey

#### Section 11 : Reconfirmation of survey results

6.01 In this section, the household will be rechecked to confirm whether it was surveyed during the first round of survey. If confirmation, record items 1 to 8. In the space provided, record similar items in Section 1. In the space below, signature, handwritten by the Enumerator and the Supervisor are to be recorded after completing the second round of survey and signature made with dates. The concerned Field officer or Statistician has also to sign after scrutiny.

#### Section - 12 : Household Consumption expenditure - Part A Food, Beverages & Tobacco

6.02 In this section, household consumption expenditure will be recorded for usual members (codes 1 and 2) of the household. Food etc. to other members and guests served by the household during the reference period will be included. Goods and services entering into final consumption expenditure of household have been divided into 4 groups depending upon frequency of purchases and/or consumption. Purchases and consumption out of home-grown/ produced commodities or gifts, free collections etc. for the last 30 days will be recorded in this section.

6.03 In Part A of Section 12, expenditure on food, beverages and tobacco will be recorded. This will cover a (or) group code 11, 12, 13, 14, out of the comprehensive code-list of commodities and services developed on the basis of the guidelines provided in the U. N. Handbook of National Accounting (Series F, II, 1993) but modified to suit consumption habits of Uganda and to match with data presented in the Report on the Household Budget Survey, 1989 - 90.

The code-list is at Annex 14 of the code-list booklet . Consumption goods may be classified as durables, semi-durables and non-durables. Non-durables are those goods which are consumed very frequently almost daily and generally lose their identity on consumption. Those goods which last long even on constant use and do not need replacement frequently are termed as 'durable goods'. Semi-durable goods are in between these two sets and are those which need replacement more frequently than durables. In view of the recent household budget survey, expenditure data on important items only will be collected separately and all other items will be clubbed together under 'Others' in each group to have a closed-end comprehensive list.

6.04 In column (1) of Part A, the consumption items will be described and in column (2), codes will be recorded using the code-list at Annex 14. In column (3), codes for units in which quantity figures will be recorded in column (4), (6), (9) and (11), will be recorded using code-list given at Annex 15. There will be two reference periods for Part A. One will be the days beginning from the next day of the first visit to the previous day of the second visit and these dates should first be recorded in the space provided at the heading of columns (4) and (5). The second will be last 30 days for recording data from columns (6) to (12). Collection of data should start from Food-Group items using the code-list. After completing Food-group, Beverage group should be taken up followed by the Tobacco group. The total quantity of an item purchased in units recorded in column (3) during the first reference period by the household is to be recorded in column (4) and its value in shillings in column (5). Purchases during the last 30 days are to be recorded in columns (6) and (7).

In column (8), the ID No. of the member of the household who has made the purchase of the items under reference is to be recorded. In case there are more than one person making the purchase, record the ID.No. of the person who commonly makes purchase of such items. If some non-member has made the purchase on behalf of a member, ID.No of the member asking the non-member to make the purchase should be recorded. If the household has consumed this item out of home-grown/produced stock during the last 30 days, the same has to be recorded in columns (9) and (10). In columns (11) and (12) consumption out of free collection, gifts etc. is to be recorded.

Part B : Frequently purchased non-durable goods other than food

6.05 In Part II, expenditure on frequently purchased non-durable goods other than food covering major group code 48 (reference Annex 14) are to be recorded. Two reference periods as in Part A are to be used. Items are to be described in column (1) and their codes recorded in column (2). Columns (3) to (12) are to be filled-in the same way as in Part A. It should, however, be noted that consumption of home produced goods are only to be considered provided such goods were products of the household enterprise.

Part C : Non-food, semi-durable and non-durable regularly purchased goods and services :

6.06 In Part III, expenditures on semi-durable and non-durable goods and services which are purchased at regular intervals are to be collected during the last 30 and 365 days. This will cover commodity and services codes 21, 22, 31, 32, 42, 47, 49, 51, 53, 81, 82, 83 and 84 from the code-list at Annex 14. Items should be taken up starting from major code 21 and in the ascending order

starting from major code 21 till the major code 84 is covered. Items are to be described in column (1), the four-digit code in column (2), value of purchases during the last 30 days and during 365 days in columns (3) and (4). In columns (5) to (8) consumption out of own enterprise produced stocks and free collection or gifts etc are to be collected. It may be noted that expenses on education, health and financial services are not being collected here since those data will be collected in other sections.

Part D : Availability and purchases of Consumer durables for household use

6.07 This part will cover expenditures on consumer durables (Major group codes - 41, 44, 45 and 46 during last 12 months). Care has to be taken not to include items purchased for enterprise activities of the household. Columns (1), (2), and (5) to 10 are to be filled in the same way as for other parts. In columns (3) and (4), the number and value of consumer durables as available with the household on the date of survey should be recorded. This includes the items purchased during the last 12 months and also items received as gifts or otherwise. Valuation of items purchased should be on the basis of the prevailing market price.

Section 12: Household assets excluding those included in the enterprise questionnaire.

6.08 In this section, all household assets excluding those which belong to and should have been accounted for in the enterprise activity as on the date of the survey are to be listed. Durable goods which have already been recorded in Part D of section 12 are also not to be recorded. The items to be included in column (1)

Annex 16. In column (5), the market value of assets as on the date of survey is to be recorded. Quantity and value of additions or deletions of assets during the last 12 months are to be recorded in column (6) to (9). Additions will include improvements.

Section - 14: Miscellaneous income and expenditures not elsewhere specified during last 12 months.

6.09 In this section finally all income received by the usual household members other than those recorded in section 10 or in enterprise questionnaires are to be filled in for the last 12 months in columns (3) to (6) by ID Nos of persons getting those incomes. Similarly all expenditures other than those reported in section 12 and in enterprise questionnaires are to be filled in this section. Such incomes and expenditures could be in cash kind or both. Receipts or payments in kind are to be evaluated. The coverage of items of this section are explained as follows:-

- (1) Rent received will include rents of properties received by all household members in addition to their earnings from employment or self - employed activities. However, rent received should be a separate enterprise activity as such.
- (2) Remittances received will cover money or goods received as gifts or support by the household members from relatives or non-relatives staying away within or outside the country.
- (3) Transfer payments received will consist of social security/unemployment benefits, if any, state or private pensions, insurance and similar other payments. Scholarships received, if any have already been covered in Section 4 - part C.
- (4) Payments received in cash or kind or both as marriage dowry or inherited from someone are to be included here provided these have



not been accounted for elsewhere.

(5) Any other income not included elsewhere should be recorded here but should be specified in the space available in the questionnaire.

Items 07 to 12 are for expenditures not recorded elsewhere.

Those will consist of : taxes paid in different forms to state Authorities/Bodies; expenses on marriages as dowry or otherwise, funeral expenses, church fees and other donations etc.; remittances made by the households as gifts or support to their dependents or others not staying in the household; general and life insurance fees etc. paid and miscellaneous other expenditures not elsewhere included.

Section 15: Outstanding loans and loans fully repaid during last 12 months

6.10 This section covers all outstanding loans as well as loans fully repaid during the last 12 months by all usual members of the household. Data are to be recorded loan by loan and the instructions to fill in different columns are given as follows:-

Column (1): In this column serial numbers from 1 onwards are to be given for outstanding as well as fully repaid loans during the last 12 months one by one. Column (2): In this column, ID No. of the person concerned is to be recorded loan by loan.\_

Column (3): Firstly, outstanding amount of loans which have not yet been fully repaid are to be recorded loan by loan. Thereafter 'Nil' should be recorded for loans fully repaid during the last 12 months loan by loan. Although for fully repaid loans outstanding amount will be Nil, there will be entries in other columns.

Column (4): Against each loan, the original amounts of loan are to be recorded in this column.

Column (5): In column (5) the purpose of taking the loan and in column 6, the source of loan will be recorded using the codes given in Annex 16. Guarantee for loan will be recorded in column (7) using codes given in Annex 16. In column (8), the number of months since the loan taken should be recorded. Part of a month will be approximated as per standard rules. In column (9), annual rate of interest is to be expressed in percentage correct to first decimal place in simple interest terms. The total amount including interest which was repaid during the last 12 months will be recorded in column (10).

#### Section - 16: Savings made by Household Members

6.11 In this section, cash savings, if any by household members will be recorded. Information needs to be recorded for concerned persons having savings only. Different types of savings will be recorded separately. In column (1), running serial number for each type of saving will be recorded. In column (2) I.D. No. of the person who has saving will be recorded. For recording 'Type of saving', codes will be used as given in Annex 16. In columns (4) to (6) the relevant amounts are to be recorded in shillings.

#### Section 17: Age in months and type of feeding for children below 3 months and Anthropometrics (Children between 3 and 60 months)

6.12 In this section apart from information as name, sex and age of children between 0 and 60 months, two main measurements on height and weight for children between 3 and 60 months are to be taken in units depending upon the scale available in the measuring instruments to be provided. For children of age 0 to 2 months, columns (5) to (7) are not relevant and therefore dashes are to be

recorded. In column (7), if for any reason the child could not be measured, the same should be recorded using codes given in Annex 17 of the booklet. In column (8), the type of feeding has to be given in codes (as per Annex 17) whereas in column (9) the number of times the child was fed on the previous day is to be recorded. Codes for the type of feeding are : Breastfeeding only - 1; Breastfeeding supplemented with powdered milk/cow's milk -2; Breastfeeding with other milk/other liquid and starch - 3; No breastfeeding but other milk - 4; No breastfeeding but other milk/other liquid and starch - 5; Solid and liquid food with milk - 6; Solid/liquid food without any milk - 7; Others - 9.

Section 18: Births and Deaths with cause during last 12 months

6.13 The items in this section are self explanatory. While recording the number of births, record live-births only. Death due to diseases which could not be known or diagnosed should be included in item 8.

## CHAPTER 7 : Instructions to complete Survey Questionnaire

### III - Household and small enterprise questionnaire

7.01 Along with the Integrated Household Survey, it has also been decided to conduct Household and Small enterprise survey (informal sector and small scale establishments) as a complementary exercise to the census of Business Establishments conducted by the Statistics Department in 1991. The coverage of this survey will be household enterprise activity done in the household without any identifiable location, shop or establishment and small scale shops and establishments with 4 or less paid employees including working proprietors. All farming activities will, however, be covered irrespective of size of employment. The survey will be conducted through two approaches. Firstly, through household approach, the household enterprise activity without identifiable shops and establishments and all household farming activity will be covered. Secondly, through establishments in the selected EAs, a sample of shops and establishments will be surveyed. In the following paragraphs, the former will be called "Household Enterprise Survey (HES) while the latter will be termed Small Establishment Survey" (SSES).

7.02 The survey will be conducted through 6 sets of questionnaires by kinds of activity namely: (i) Crop farming; (ii) Other agricultural activities (livestock farming, fishing, forestry etc.); (iii) Mining, Quarrying and Manufacturing; (iv) Distributive trade; (v) Hotels, restaurants, bars etc.; and (v) Construction, transport and other services. The instructions to fill-in these questionnaires are given in the following paragraphs.

### Enterprise Questionnaire-Crop farming

7.03 There will be a common questionnaire for HES as well as SSES, Section 1 is for identification particulars. For HES, information for items 1 to 7 will have to be copied from the corresponding household questionnaire after proper verification. For SSES, on the other hand, the information for items 1 to 6 will be taken from the Establishment listing questionnaire. Against item 7 record stratum code in the first three boxes, EA code in the next four boxes and Establishment sample No. in the last two boxes. Against item 8, for HES cross-out Es No. and record household enterprise number from Section 9 column 12. For SSES on the other hand record Establishment Sample No. Items 9 & 10 are to be recorded in the same way as for section 1 of the IS. Questionnaires.

### Section 2: Basic Characteristics of the Enterprise

7.04 Item 1: The year of starting the enterprise has to be recorded in the two boxes provided against item 1. Record 01 to 92 for the year from 1901 to 1992. For earlier years record "00". In case, the year is not known record "99". For family or inherited enterprise, the year when the current ownership took charge needs to be recorded. For transfers also, the year of transfer has to be recorded.

7.05 Item 2: The number of months, the activity has been carried out during the last 12 months has to be recorded. Activity will cover the period starting from preparatory work to sale or storing of products. Normal rule of approximation will apply for part of a month.

7.06 Item 3: The activity is to be described in a manner as to facilitate selecting a suitable code to be recorded against item 4.

- 7.07 Item 4: Using code-list at Annex 4 Part II, the industry code has to be determined and recorded. For crop-farming activity 01 will be the code to be recorded.
- 7.08 Item 5: Record code using the code-list at Annex 18.
- 7.09 Item 6: Self explanatory, if not known, estimate on the basis of current value of assets.
- 7.10 Item 7: Use code-list at Annex 18.
- 7.11 Item 8: Percentage share of total capital as on date of survey of the household members is to be recorded here. 99 will cover 100%.
- 7.12 Item 9: Loan to be recorded, if any, for the enterprise only.
- 7.13 Item 10: Use code-list at Annex 16.
- 7.14 Item 11: Annual rate of simple interest is to be recorded.
- 7.15 Item 12 to 15 ; Use code-list at Annex 16 & 18.
- 7.16 The ownership codes are defined as follows:-

Sole Proprietorship:- A business which is wholly owned by one person without limited liability, and that one person has total responsibility for all aspects of risk-taking and management of the business.

Partnership:- A business which is wholly owned jointly by two or more persons without "limited liability" and for which the distribution of investment, risk-taking and management responsibility is as agreed between the partners ( the agreement need not necessarily be in writing).

Private Limited Company :- An organization registered under the

Companies Act and comprised of shares of specified limited liability, the majority of which are not owned by Government. The private limited company has a legal entity (or existence) separate from its shareholders. Its management is in the hands of executive directors and/or managers who are employees of the company, regardless of the extent of their shareholdings. The organization's registered name will include the term "limited", although it may also operate under trading names without that term.

Co-operatives:- A joint venture arrangement between growers or traders with common interests, which includes the word "co-operative" in its title and which is created within the legislative provisions of the Co-operatives Act. Each co-operative is owned and controlled by those who formed it.

Government:- A public service body established under legislation of the Republic of Uganda whether or not that body includes the word "Department" in its title. The term may include some government trading enterprises. Each such body is characterised by being directly responsible through a permanent Secretary to a Minister of the Republic of Uganda.

Statutory Corporation:- An organization established by legislation of the Republic of Uganda and which is not a department of the Public Service. Its management may be controlled by a form of board or trust which is responsible to a Minister of the Republic of Uganda.

Parastatal:- Any organization in which the Government has a financial and/or controlling interest and which claims to be a parastatal body.

7.17 In the space below Section 2, the Enumerator, Supervisor and Field officer should sign the dates after completion of the

questionnaire, its inspection and scrutiny.

Section - A3: Persons engaged, and payments made to them:

7.18 In this section, the number of different categories of persons working in the enterprise along with their earnings will be recorded. For crop production activity, the reference period for collection of data will be the last 12 months, whereas for all other activities, the reference period will be the last 30 days. Column(2) describes different categories of persons working in the enterprise. Working proprietors (including Working partners) are those owners of the enterprise who regularly work there but do not get any regular salary or wage from the enterprise. If they take regular salaries/wages, they should be classified as paid employees. The term 'regular paid employees' includes all wage and salary earners including managers, directors who are working regularly and are on contract/understanding to work for a long-term. On the other hand, other paid employees taken for short-term work and laid off as soon as the specified work would be over are 'casual workers'. Apprentices who are paid regularly in cash or kind will be included against item 2. All those household members who work for the enterprise without any payment will be included in item 4. All other unpaid helpers including un paid apprentices will be included in item 5. In columns (3), (6) and (9), the number of persons working (modal average during the reference period) for items (1) to (5) are to be recorded separately for males, females and children (Age 14 or below). Column (4), (7), and (10) are for cash payments to regular or casual labour who worked any time during the reference period. The total payments in kind are to be included in columns (5), (8) and (11). Payments will include salaries/wages bonuses and other benefits whether cash and in kind



or both. There will be no entries for payment for unpaid categories of people.

#### Section - 4 : Asset of the Enterprise

7.21 Assets will generally comprise items described in column (2). Codes for units in column (3) will be as given in Annex 18. Where unit can not be specified, record dashes. Quantity and value of assets are to be recorded in columns (4) and (5). Additions including improvements and deletions during the last 12 months are to be recorded in columns (6) to (9).

#### Section - 5 ; Output, Transfers, Sales and Stocks of Crops :

7.20 Section 5 is meant for collection of data on output, transfers, and sales and stocks of Agricultural crop production activity. In column (1), codes of crops produced by the enterprise during the last 12 months whether for consumption, sale or both are to be recorded one by one using the code-list at Annex 19. In column (2), code for unit of quantity are to be recorded using the code-list at Annex 15. In column (3) crop-wise, the month of last harvest has to be recorded: January will be recorded as 01, June as 06 and December as 12. In column (4), the number of bulk harvests during last 12 months crop-wise has to be recorded. For crops growing all the days of the year and harvested in small or big quantities very often, record "99" in column (4) and (-) in column (5). For such crops record output only for the last 12 months. In column (5) and (6) quantity of outputs during the last harvest and the last 12 months are to be recorded. Columns (7) and (8) are for stocks before the last harvest and the date of survey respectively. In Columns (9) and (10), the quantity and value of crops sold after the last harvest till the date of survey are to be recorded. Columns (11) to (14) are transfers during the same

period. Quantity consumed by the household will be recorded in column (11). Quantity transferred as seeds to the same enterprise and as materials to one or more other enterprises owned by the household members not included in sales are to be recorded in column (12). Quantity given to hired labour as wages will be recorded in column (13). All other transfers as payment of rent, free gifts etc. will be included under column (14). Quantity wasted will be recorded in column (15).

#### Section - 6 : Other receipts of the Enterprise

7.21 Enterprises in addition to their main outputs recorded in the Section 5, provide occasionally some services to other enterprises or selling some of their raw materials and other inputs. All such transactions during the last 30 days are to be recorded in Section 6. Additionally, if these enterprises have other receipts (to be specified) like rent from properties etc. are also to be recorded in this section. Against item 1, value of all resale of input items whether in cash or kind in the same condition as purchased should be recorded in column (3). Items (2) to (6) are for recording value of services rendered to others or any other receipts which should be clearly specified.

#### Section - 7 : Value of inputs other than labour during the last 12 months

7.22 This is the section where all costs of inputs incurred for the enterprise activity during last 12 months are to be recorded. Items are self explanatory and relevant to crop-production activity.

7.23 In Section 8 and 9 Enumerators and Supervisors are to record their problems, deviations made from instructions, if any and/or suggestions for improvement.

### Enterprise Questionnaire-Agriculture (Other than Crop farming)

7.24 This Questionnaire will be for all agricultural enterprise other than crop farming, for example: cattle keeping and livestock farming, poultry, fishing, forestry and logging, hunting etc. Sections 1 and 2 are to be filled in the same way as for Agriculture.

### Section 3: Persons engaged and payments made to them during last 30 days

7.25 This section will also be filled in the same way as for Crop-farming except that the reference period will be for the last 30 days and not the last 12 months. While calculating the number of persons engaged by categories, normally the modal average should be taken. However, if possible, more precisely, arithmetic average on the basis of man-days worked could also be worked out. Example: Suppose during the last 30 days, there were 26 working days and amongst paid casual worker category, 2 workers worked for 5 days each, another 1 worked for 15 days and another 1 for 20 days then the arithmetic average number of casual workers can be calculated as follows:-

$$\begin{aligned}\text{Total number of man-days worked} &= 2 \times 5 + 1 \times 15 + 1 \times 20 \\ &= 45\end{aligned}$$

$$\text{Average} = 45/26 = 1.8 = 2 \text{ rounded off.}$$

### Section 4: Assets of the Enterprise

7.26 This section is also similar to crop-farming except that the list of assets vary to some extent. While including animals as assets, it needs to be noted that livestock, poultry etc. are assets only if the enterprise deals with live-stock products, eggs etc., but in case of cattle-keeping and the like where cattle is purchased, reared and sold as such cattle will not be taken as an

asset. It should also be noted that meat production and dairy products other than fresh milk are included in manufacturing enterprise.

#### Section 5: Output, transfers, sales and stocks of products

7.27 This section also has to be filled in the same way as for crop-farming. Code-list of products to be used for recording codes in column (1) is given in Annex 20.

#### Section 6 and 7: Other receipts and value of input during last 30 days.

7.28 This section will exactly be filled in the same way as crop-farming enterprise. Input items are relevant to the enterprises covered and self explanatory.

7.29 As per normal practice, Enumerators and Supervisors should record their remarks, if any in sections 8 and 9 after completing the questionnaire.

#### Enterprise Questionnaire-Mining, Quarrying and Manufacturing

7.30 This questionnaire will relate to mining, quarrying and manufacturing enterprise for example: gold mining, stone quarrying, manufacturing bakery products, tailoring, furniture making etc.

7.31 Sections 1 and 4 are exactly similar to Agricultural enterprise and are to be filled-in the same way. For section 5, codes for products are to be determined using code-list at Annex 20. Sections 6 and 7 are also similar except for some modifications in input items. A new section 8 has to be added to collect information on stocks of input materials and semi-finished goods. After completing the questionnaire, space provided for remarks in Section 9 and 10 should be used.

Enterprise Questionnaire-Distributive Trade

7.32 This questionnaire will relate to distributive trade activity namely wholesale and/or retail trade. Commission agents brokers will not be included here but will be covered under "services".

7.33 Sections 1 to 3 are to be filled-in the same way as agricultural and manufacturing enterprise. Section 4 is also similar except for some modification in items.

Section 5: purchase, sales and stocks of goods meant for sale

7.34 There are some changes made in this section as compared to other enterprises. In columns (1) (2) the items being sold are to be given a serial number ranging from 01 to 99 and described respectively. No codes are to be assigned at the field. If need arises will be taken care of at the processing stage. Quantity codes in column (3) will be given using code - list at Annex 15. In columns (4) and (5) item-wise total purchases during the last 30 days are to be recorded. Similarly total sales are to be recorded in columns (6) and (7). If one or more items recorded in columns (1) and (2) are transferred for household consumption, these are to be recorded in columns (8) and (9). All other transfers, for examples for payment as wages, free gifts etc. are to be recorded in columns (10) and (11). Opening stock will relate to the date 30 days before the date of survey whereas closing stock is on the date of survey.

7.35 Section 6 relates to other receipts of the enterprise to be filled-in the same way as Agricultural and Manufacturing enterprises. Section 7 is also similar except that their are some changes in input items. Section 8 relates to stocks of materials other than goods for sale on the date 30 days before the date of survey and date of survey. After completing the questionnaire,

Enumerators and Supervisors are to record their remarks in the space provided for the purpose.

Enterprise Questionnaire - Hotels, Bars and Restaurants

7.36 This questionnaire is concerned with hotels and lodging houses, bars, restaurants and cafes. Sections 1 to 4 are to be filled-in the same way as for Distributive Trade.

Section 5: Value of receipts, services and goods sold

7.37 In this section all receipts from customers (output) or otherwise during the last 30 days are to be recorded exhaustively. Against item 1, all payments made by customers as accommodation charges inclusive of government taxes further stay are to be recorded in column (3). Items (2) and (3) are for payments made for foods and drinks consumed by customers in the premises of the enterprises or taken away for consumption outside to be recorded in column (3). Payments inclusive of C.T.L and government taxes are to be recorded. Item 4 is for selling input items, if any, or goods purchased for re-sale for sale (some trading may be a supplementary activity). The enterprise may be providing a number of personal services and charging separately or additionally. All such charges are to be recorded against item 5. Items 6 and 7 are for recording goods and services consumed by owners and their household members or given free to friends, relatives and others. If there are any other receipts, these are to be recorded against item 8.

Section 6: Value and stocks of inputs other than labour

7.38 This section is meant for collecting expenses on input items other than labour (already collected in Section 3) during the last 30 days along with opening and closing stocks of relevant items. Item 01 relate to value of all raw, processed or tinned

food and spices purchased for the enterprise to be recorded in column (3). In column (4), value of stock of these items as on the date 30 days before the date of survey and in column (5) as on the date of survey are to be recorded. All these values are to be recorded at purchase price. Item 02 comprises all drinks - alcoholic or non-alcoholic including fruit-juice or mineral water. Column (3) to (5) are to be filled-in the same way as for item 01. Item 03 will cover mattresses, pillows, linen and textile materials etc. Similarly item 04 relates to crockeries, utensils, cutlery etc. Item 05 will cover all other goods including personal care materials like soaps, creams, toilet-rolls etc. Items 06 to 08 are self-explanatory. Item 09 covers all transport and storage costs including postal and telephone charges. Item 10 relates to brokerage or commissions paid to agents, tourist operators etc. and insurance premium paid for fire, burglary etc. Item 11 is for all payments made to others for rendering services like electrical or mechanical repairs, fumigation etc. In item 11 all CTL and government -taxes collected from the customers are to be recorded. License fees and other local taxes are also included but income and profit - taxes are excluded. Item 13 is meant for recording value of purchases of all goods meant for sale, if the enterprise is also having some distributive trade activity additionally, data for which could not be provided separately in another questionnaire. In item 14 all other costs not recorded elsewhere are to be included.

7.39 After completing the questionnaire, as usual, Enumerators and Supervisors are required to record their remarks, if any in the space provided for the same.

### Enterprise Questionnaire - Construction, Transport and All Services

7.30 This questionnaire covers the remaining enterprises so far not covered namely: Construction and Transport activities and all services sector like Education, Medical and Legal services, etc. Sections 1 to 4 are similar to others and will be filled-in the same way. Sections 5 and 6 are dealt in the following paragraphs.

#### Section 5: Services rendered and other receipts

41 In this section data on all output in the form of payments received for services rendered to others, resale of input items in the same condition as purchased and other receipts, if any during last 30 days are to be collected. Item 1 relates to all payments received in cash or kind for services rendered to others for example: payments or charges received for construction work of customers; transport - fares received, all consultation or other fees received by doctors, nurses, lawyers and other professionals, hair-dressers charges, washing and dry-cleaning charges and others. All services rendered free to household members or to friends, relatives and others are to be recorded against items 2 and 3. Item 4 is meant for recording sale - value of input items sold in the same condition as purchase. If input-items are transferred to household or given free to others, the values (at purchase - price) are to be recorded against items 5 and 6. Other receipts, if any are to be specified against items 7 to 9 and their values recorded in column (3).

#### Section 6: Value and stocks of inputs other than labour

7.42 This section is similar to section 6 for hotels, bars and restaurants. Items 01, 02 and 03 are generally relevant to Construction, Transport and Medical enterprises. Other items are commonly used for all other enterprises. In column (3) value of



purchases are to be recorded. In columns (4) and (5) value of stocks as on date 30 days before the date of survey and on the date of survey respectively for relevant items only are to be recorded. Stocks are to be valued at purchase - prices.

7.43 As usual, remarks are to be recorded by the Enumerators and Supervisors after completion of the questionnaire in the space provided for the purpose.