



HIICS

**HOUSEHOLD INTEGRATED INCOME AND
CONSUMPTION SURVEY (HIICS)**

MANUAL OF INSTRUCTIONS

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INTRODUCTION

i. Objectives of the Manual

This manual is prepared to serve as a basic reference guide for the interviewers of the household questionnaire (both male and female) of the **Household Integrated Income and Consumption Survey (HIICS)**. To facilitate a standardized method of interview and to homogenize the concepts, this manual provides:

- (i) Definitions of various concepts and terms used in the questionnaire;
- (ii) An explanatory note on each question to be asked; and
- (iii) General instructions for filling in the questionnaire.

Instead of giving the concepts and definitions separately, these are made a part of the explanation of the question where these apply. It is based on the experience that enumerators, generally, see the explanation of the question instead of reading the other parts.

The questionnaire consists of short set of core questions to be administered to a random sample of the households. The conceptual framework within which the core list of indicators has been developed is to order the poor communities and households in order to maximize their living standards. The HIICS survey at National/Provincial level therefore focuses the collection of indicators that measure access, utilization and satisfaction for a selected number of key social and economic services

ii. The Household Integrated Income and Consumption Survey (HIICS)

Household Integrated Income and Consumption Survey (HIICS) 2015-16, is especially designed by merging Household Integrated Economic Survey (HIES) and Family Budget Survey (FBS). The main aim of Family Budget survey is to derive weights for Rebasing of Price Statistics, last time Rebasing was carried out in the year 2007-08. Family Budget Survey collects information on consumption of items of predetermined basket of goods and services for deriving weights for Price Statistics. Previously FBS survey was only conducted in urban areas but this time it is planned to include rural areas in the scope of FBS to derive separate weights for urban & rural areas. Like FBS, HIES survey also collects information on Consumption of items according to Classification of Individual Consumption of Purpose (COICOP) along with Income and other social indicators by covering both urban and rural areas of all four provinces. Therefore it is decided to integrate both surveys this year to collect data by team approach; this will avoid duplication of efforts and also enhance data quality. It is pertinent to mention here that this special survey is only planned for 2015-16 to meet requirements of Rebasing and this will also provide all the information which is essentially required for HIES survey, but information on Health, Population welfare will not be collected through this survey. In future the PSLM/HIES activities likely to be continued as per previous practice.

iii. HIICS Survey Questionnaire Framework

The questionnaire is very comprehensive, consisting of 16 pages for female and 31 for male questionnaire. The survey is easily administrated and average interview time will be around 60 to 90 minutes. Most of the questions are multiple choice questions that require only a single coded answer. The interview is based on a single visit to the household. Certain parts

of the questionnaire collect information on individual household members, others relate to the household as a whole. A single household member can answer most of the questions.

An important feature of the questionnaire is that, it can produce number of indicators at a relatively disaggregated level so that comparisons can be made between different population groups for different regions.

This Survey is going to be conducted under Rebasing of National Accounts (RNA) , an integration of Family Budget Survey(FBS) which is used for computation of weights & Household Integrated Economic Survey(HIES) which covers in detail the Income & Consumption of the household.

This Survey is conducted to derive weights for items of Consumer Price Index (CPI) and Sensitive Price Index (SPI). The data collected will also be used for developing a series of socio-economic indicators e.g., literacy rates; primary enrolment rates; proportion of households with access to water and sanitation; household consumption expenditure and income from various sources.

There are eight sections in total, which are list of Household Members, Employment, Education, Housing, Household consumption, Household assets, Transfer of Payments, Financial Assets and liabilities, Agriculture Sheet, Non Agriculture Sheet and Balance Sheet.

On the cover page write the 10 digit processing code of the sample area whose last two digits are the household number and repeat the same where ever required. Write the name and address of the head of the household. You may need it to verify or correct the contents from the household at a later stage.

iv. INTERVIEWER'S ROLE

The interviewer occupies the central position in the HIICS because he/she collects information from respondents. Therefore, the success of the HIICS depends on the quality of each interviewer's work.

In general, the responsibilities of an interviewer include the following:

- Locating the structures and households in the sample, and completing the Household Questionnaire.
- Identifying all eligible members in those households.
- Interviewing all eligible members in the households using the Household roster which contains the information of all Individuals.
- Checking completed interviews to be sure that all questions were asked and the responses neatly and legibly recorded.
- Returning to households to interview member that could not be interviewed during the initial visit.

These tasks will be described in detail throughout this manual.

v. SUPERVISION OF INTERVIEWERS

Observation and supervision throughout the fieldwork are part of the training and data collection process. Team supervisor will play very important roles in ensuring the quality of the HIICS data. They will:

- Spot-check some of the addresses selected for interviewing to make sure that enumerators interviewed the correct households and the correct women.
- Review each questionnaire to ensure completion and consistency.
- Observe some of interviews to ensure that enumerators are asking the questions in the right manner and recording the answers correctly.
- Meet with enumerator on a daily basis to discuss performance and give out future work assignments.
- Help in resolving any problems that enumerators might have with finding the assigned households, understanding the questionnaire, or dealing with difficult respondents.

vi. CONDUCTING AN INTERVIEW

Successful interviewing is an art and should not be treated as a mechanical process. Each interview is a new source of information, so make it interesting and pleasant. The art of interviewing develops with practice but there are certain basic principles that are followed by every successful interviewer. In this section you will find a number of general guidelines on how to build rapport with a respondent and conduct a successful interview.

A. BUILDING RAPPORT WITH THE RESPONDENT

The supervisor will assign an interviewer to make the first contact with each of the households selected for the HIICS. Any capable adult member of the household is a suitable respondent for the household interview.

As an interviewer, first responsibility is to establish a good rapport with a respondent. At the beginning of an interview, enumerator and the respondent are strangers to each other. The respondent's first impression of enumerator will influence their willingness to cooperate with the survey. Be sure that your manner is friendly as you introduce yourself. Before you start to work in an area, your supervisor will have informed the local key persons like Teacher, Councillor and Imam Masjid, who may in turn inform selected households in the area that you will be coming to interview them. You will also be give a letter and identification badge that states that you are working in PBS.

1. Make a good first impression.

When you arrive at the household, do your best to make a respondent feel at ease. With a few well-chosen words, you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and greeting such as "good afternoon" and then proceed with your introduction.

2. Obtain respondent(s) consent to be interviewed.

You must obtain a respondent's informed consent for participation in the survey before you begin an interview.

3. Always have a positive approach.

Never adopt an apologetic manner, and do not use words such as "Are you too busy?" such questions invite refusal before you start. Rather, tell the respondent, "I would like to ask you a few questions" or "I would like to talk with you for a few moments."

4. Confidentiality of responses when necessary.

If the respondent is hesitant about responding to the interview or asks what the data will be used for, explain that the information you collect will remain confidential, no individual names will be used for any purpose, and all information will be grouped together to write a report. Also, you should never mention other interviews or show completed questionnaires to the supervisor or field editor in front of a respondent or any other person.

5. Answer any questions from the respondent frankly.

Before agreeing to be interviewed, the respondent may ask you some questions about the survey or how he/she was selected to be interviewed. Be direct and pleasant when you answer.

The respondent may also be concerned about the length of the interview. If she asks, tell her that the interview usually takes about 45 minutes to 1 hour. Indicate your willingness to return at another time if it is inconvenient for the respondent to answer questions then.

The respondent may ask questions or want to talk further about the topics you bring up during the interview. It is important not to interrupt the flow of the interview so tell him/her that you will be happy to answer her questions or to talk further after the interview.

6. Interview the respondent alone.

The presence of a third person during an interview can prevent you from getting frank, honest answers from a respondent. It is, therefore, very important that the individual interview conducted privately and that all questions be answered by the respondent.

If other people are present, explain to the respondent that some of the questions require privacy and interview should be conducted in the best place in this respect. Sometimes asking for privacy will make others more curious, so they will want to listen; you will have to be creative. Establishing privacy from the beginning will allow the respondent, to be more attentive to your questions.

If it is impossible to get privacy, you may have to carry out the interview with the other people present. However, in such circumstances, it is important that you remember that, you must omit certain questions which you are instructed in the questionnaire to ask only if you have total privacy.

In all cases where other individuals are present, try to separate yourself and the respondent from the others as much as possible.

B. TIPS FOR CONDUCTING THE INTERVIEW

1. Be neutral throughout the interview.

Most people are polite and will tend to give answers that they think you want to hear. It is therefore very important that you remain absolutely neutral as you ask the questions. Never, either by the expression on your face or by the tone of your voice, allow the respondent to think that she has given the "right" or "wrong" answer to the question. Never appear to approve or disapprove of any of the respondent's replies.

The questions are all carefully worded to be neutral. They do not suggest that one answer is more like or preferable to another answer. If you fail to read the complete question, you may destroy that neutrality. If the respondent gives an ambiguous answer, try to probe in a neutral way, asking questions such as the following.

"Can you explain a little more?"

"I did not quite hear you; could you please tell me again?"

"There is no hurry. Take a moment to think about it."

2. Never suggest answers to the respondent.

If a respondent's answer is not relevant to a question, do not prompt her by saying something like "I suppose you mean that . . . Is that right? In many cases, she will agree with your interpretation of her answer, even when that is not what she meant. Rather, you should probe in such a manner that the respondent herself comes up with the relevant answer. You should never read out the list of coded answers to the respondent, even if she has trouble answering.

3. Do not change the wording to the respondent.

The wording of the question and their sequence in the questionnaire must be maintained. If the respondent has not understood the question, you should repeat the question slowly and clearly. If they still do not understand, you may reword the question, being careful not to alter the meaning of the original question. Provide only the minimum information required to get an appropriate response.

4. Handle hesitant respondents tactfully.

There will be situation where the respondents simply say, "I don't know," given an irrelevant answer, act very bored or detached, or contradict something they have already said. In these cases, you must try to re-interest them in the conversation. For example, if you sense that they are shy or afraid, try to remove their shyness or fear before asking the next question. Spend a few moments talking about things unrelated to the interview (for example, their town or village, the weather, their daily activities, etc).

If the woman or man is giving irrelevant or elaborate answers, do not stop them abruptly or rudely, but listen to what they have to say. Then try to steer them gently back to the original question. A good atmosphere must be maintained throughout the interview. The best atmosphere for an interview is one in which the respondent sees the interviewer as a friendly, sympathetic, and responsive person who does not intimidate them and to whom they can say anything without feeling shy or embarrassed. As indicated earlier, a major problem in gaining the respondent's confidence may be one of privacy. This problem can be prevented if you are able to obtain a private area in which to conduct the interview.

If the respondent is reluctant or unwilling to answer a question, explain once again that the same question is being asked of women or men all over Pakistan and that answer will all be merged together. If the respondent is still reluctant, simply write REFUSED next to the question and proceed as if nothing had happened. Remember, the respondent cannot be forced to give an answer.

5. Do not form opinion about your respondent.

You must not form opinion about the ability and knowledge of the respondent. For example, do not assume women and men from rural areas or those who are less educated or illiterate.

6. Do not hurry the interview.

Ask the questions slowly to ensure the respondent understands what they are being asked. After you have asked a question, pause and give them time to think. If the respondent

feels hurried or is not allowed to formulate their own opinion, they may respond with "I don't know" or give an inaccurate answer. If you feel the respondent is answering without thinking just to speed up the interview, say to the respondent, "There is no hurry. Your respondent is in a hurry to go somewhere or to perform some work, better would be to take an appointment from her for your next visit. However, your first preference should be to complete interview once you visit a woman for the first time or have started the interview.

C. LANGUAGE OF THE INTERVIEW

The questionnaires for the HIICS have been translated into the Urdu, in which most interviewing will take place. One of the first things you will do when you approach a household to do an interview, is to establish the language or languages that are spoken there. The field teams are arranged in such a way that they will be working in an area in which their language is spoken, so there should be few cases in which respondents do not speak your language. In such cases you might be able to find another language that both of you speak and you will be able to conduct the interview in that language.

However, in some cases, it will not be possible for you to find a language which both you and the respondent speak. In this case, try to find out if the respondent speaks a language which another member of your team or the team supervisor speaks. If so, tell your supervisor so that he or she can arrange for that person to conduct the interview.

If all possible, try to avoid using interpreters since this not only jeopardizes the quality of the interview but also will mean that the interview will take more time to conduct. However, if the respondent does not speak a language which any of your team members speak, you will need to rely on a third person to translate for you.

vii. FRAMEWORK PROCEDURES

Fieldwork for the HIICS will proceed according to a timetable, and the survey will be successful only if each member of the interviewing team understands and follows correct field procedures. The following sections review these procedures and describe the proper procedures for receiving work assignments and keeping records or selected households

A. PREPARING ACTIVITIES

1. Making Call-backs

Because each household has been carefully selected and you are not allowed to do substitution, you must make every effort to conduct interviews with the eligible members identified for specific sections. Sometimes a household member will not be available at the time you first visit. You need to make at least 3 visits on three separate times of the day or days when trying to obtain an individual interview to maximize the possibility of successfully completing the individual interview.

At the beginning of each day, you should examine the cover sheets of your questionnaires to see if you made any appointments for were made, make your call-backs to a respondent at a different time of day than the earlier visits; for example, if the initial visits were made in the early afternoon, you should try to arrange your schedule so you make a call back in the morning or late afternoon. Scheduling call-backs at different times is important in reducing the rate of non-response.

2. Supplies and documents needed for fieldwork

Before starting fieldwork each morning, verify that you have everything you need for the day's work. Some necessary supplies include:

- a. Sufficient number of questionnaires
- b. Interviewer manual
- c. Extra copies of Agriculture sheet and non-Agriculture sheet.
- d. Your personnel identification
- e. Something hard to be used to write on
- f. Pencils, erasers, sharpeners, blue pen and calculator

B. CONTACTING HOUSEHOLDS AND ELIGIBLE RESPONDENTS

1. Locating sample households

In recent months, household listing teams visited each of the selected sample clusters to:

Prepare up-to-date maps to indicate the location of structures.

- Record addresses information for each structure or described their location (for areas lacking street names or numbers on structures).
- Write numbers on structures; and
- Make a list of the names of the heads of households in all of the structures.

A structure is a freestanding building for a residential or commercial purpose. It may have one or more rooms in which people live; it may be an apartment building, a house, or thatched but, for instance.

Within a structure, there may be one or more dwelling (or housing) units. For instance, there would be one dwelling unit in a thatched hut, but there may be 50 dwelling units in an apartment building or five dwelling units in a compound. A dwelling unit is a room or group of rooms occupied by one or more households. It may be distinguished from the next dwelling unit by a separate entrance.

Within a dwelling unit, there may be one or more households. For example, a compound may have five households living in it, and each household may live in its own dwelling unit. By definition, a household consists of a person or group of persons, related or unrelated, who live together in the same dwelling unit, who acknowledge one adult male or female as the head of household, who share the same living and eating arrangements, and are considered as one unit. In some cases one may find a group of people living together in the same house, but each person has separate eating arrangements; they should be counted as separate one-person households. Collective living arrangements such as hostels, army camps, boarding schools, or prison are not considered as households in the HIICS.

2. Identifying eligible respondents for questionnaire

To be "eligible" means to "qualify" for something. An eligible respondent is someone who is qualified to be included in our survey. You will use the Household Questionnaire to identify who is eligible to be interviewed in remaining Questionnaire. It is very important that you do not miss an eligible respondent when you fill in the Household Schedule.

3. Problems in obtaining interviews

You may experience the following types of problems in obtaining an interview with an eligible woman/man for some specific section:

- Eligible respondent not available. If the eligible respondent is not at home when you visit, enter Code '2' (NOT A HOME) as the result for the visit on the cover sheet and ask a neighbour or family member when the respondent will return. You should contact the household at least three times, trying to make each visit at a different time of day. Under no circumstances is it acceptable to conduct all three visits on the same day and then stop attempting to contact respondent.
- Respondent refuses to be interviewed. The respondent's availability and willingness to be interviewed will depend in large part on the initial impression you make when you meet them. Introduce yourself and explain the purpose of the visit. You may emphasize the confidentiality of the information she provides, and/or the short duration of the interview. If the respondent is unwilling to be interviewed, it may be that the present time is inconvenient. Ask whether another time would be more convenient and make an appointment. If they still refuse to be interviewed, enter a Code '5' (REFUSED) as the result for the visit on the cover sheet and report it to your supervisor.
- Interview not completed. A respondent may be called away during the interview or they may not want to answer all the questions at the time you visit them. If an interview is incomplete for any reason, you should arrange an appointment to see the respondent again as soon as possible to obtain the missing information.

The outcome and date of the final attempt to contact an eligible respondent should be noted in survey information section. It is important that you keep the visit record on the survey information section accurately, since this form provides a information about the status of interview.

C. CHECKING COMPLETED QUESTIONNAIRES

It is the responsibility of the interviewer to review each questionnaire when the interview is finished. This review should be done before you leave the household so that you can be sure every appropriate question was asked, that all answers are clear and reasonable, and that your handwriting is legible. Also check that you have followed the skip instructions correctly. You may be able to make minor corrections yourself, but if in large numbers you will need to talk further with the respondent. Simply explain to the respondent that you made error and ask the question(s) again.

Record all information on the questionnaires you have been provided. Any calculations you make should be written in the margins or on the back of the questionnaires.

Anything out of the ordinary should be explained either in the margins near the relevant question or in the comments section in the survey information section. These comments are very helpful to the supervisor and field editor in checking questionnaires. Comments are also read in the office and used to resolve problems encountered during data entry.

D. RETURNING WORK ASSIGNMENTS

At the end of fieldwork each day, check that you have filled out the cover sheet of a Household Questionnaire for each household assigned to you, whether or not you managed to complete an interview. For all of the interviews that you have completed write the final result on the survey information section and make any notes in that may be of help to the Supervisor

and Editor, such as any problems you experienced in locating a household or completing a Household Questionnaire in conducting an interview with eligible respondent. For difficult/non-contacted cases, at least three visits will be made to a household during the HIICS in an effort to obtain a completed interview.

E. DATA QUALITY

It is the responsibility of the supervisor to review the Household Questionnaire from a sample cluster while the interviewing team is still in the cluster. The editing rules are explained in detail in the Supervisor's Manual. The supervisor should assist in editing questionnaires during the first few weeks of fieldwork. The field editor will discuss with each interviewer the errors found in the collection of data. It may sometimes be necessary to send an interviewer back to a respondent in order to correct some data error.

Viii. GENERAL PROCEDURES FOR COMPLETING THE QUESTIONNAIRE

To collect the information needed by the HIICS, you must understand how to ask each question, what information the question is attempting to collect, and how to handle problems that might arise during the interview. You must also know how to correctly record the answers the respondent gives and how to follow special instructions in the questionnaire. This part of the training manual is designed to familiarize you with the HIICS questionnaire.

A. ASKING QUESTIONS

It is very important that you ask each question exactly as it is written in the questionnaire. When you are asking a question, speak slowly and clearly so that the respondent will have no difficulty in hearing or understanding the question. At time you may need to repeat the question be sure the respondent understands it. In those cases, do not change the wording of the question but repeat it exactly as it is written.

If, after you have repeated a question, the respondent still does not understand it, you may have to restate the question. Be very careful when you change the wording, however, that you do not alter the meaning of the original question.

In some cases, you may have to ask additional questions to obtain a complete answer from a respondent (we call this 'probing'). If you do this, you must be careful that your probes are "neutral" and that they do not suggest an answer to the respondent. Probing requires both tact and skill, and it will be one of the most challenging aspects of your work as a HIICS interviewer.

B. RECORDING RESPONSES

In the HIICS all interviewers will use pencils to complete all questionnaires. Supervisors will do all their checking using blue ball points.

1. Questions with preceded responses

For some questions, we can predict the types of answers a respondent will give. The responses to these questions are listed in the questionnaire. To record a respondent's answer, you just write the number (code) that corresponds to the reply.

In some cases, preceded responses will include an 'OTHER' category. The 'other' code should be written when the respondent's answer is different from any of the preceded

responses listed for the question. Before using the other code, you should make sure the answer does not fit in any of the other categories. When you write the code other for a particular question you must always write the respondent's answer in the space provided. If you need more rows, use the margins or the comments section at the end. If you use the comments section, write, "see note in comments section" next to that question.

C. CORRECTING MISTAKES

It is very important that you record all answer neatly. For preceded responses, be sure that you write the code for the correct response carefully. If you made a mistake in entering a respondent's answer or she changes her reply, be sure that you cross out the incorrect response and enter the right answer.

D. FOLLOWING INSTRUCTIONS

Throughout the HIICS questionnaire, instructions for the interviewer are printed; enumerators should pay attention to the skip and instructions that appear.

1. Skip instructions

It is very important not to ask a respondent any questions that are not relevant to her/him situation. For example, a woman who is not pregnant should not be asked for how many months she has been pregnant. In cases where a particular response makes subsequent questions irrelevant, an instruction is written in the questionnaire directing you to skip to the next appropriate question. It is important that you carefully follow skip instructions.

E. CHECKING COMPLETED QUESTIONNAIRES

After you have completed an interview, you must review the questionnaire by carefully checking the answer to each question. It is important to check that you have followed all the appropriate skip patterns and that you have not omitted any sections. You should check that all answers are all clearly legible, particularly in questions where you corrected mistakes that you made in recording the respondent's answer. **You should review the questionnaire BEFORE you leave the household, so that if you need to question the respondent further, she/he is likely to still be available.**

You should write any comments about the interview that you feel would clarify the answers you recorded or that would be of interest to your supervisor. If you have any doubts about how to record an answer, feel free to write a note on the questionnaire and then check with your field editor or supervisor.

F. COMPLETING THE HOSEHOLD QUESTIONNAIRE

To complete the Household Questionnaire, you will need to find a suitable respondent. **Any adult member of the household who is capable of providing information needed to fill in the Household Questionnaire can serve as the respondent.** If an adult is not available, do **not** interview a young child; instead, go on to the next household, and call back at the first household later.

Generally you will ask a single individual in the household for the information you will need to complete the household questionnaire. However, as appropriate, you may need to consult other members of the household for specific information.

SECTION A: SURVEY INFORMATION

Enumerator will write his/her name and code, which have been allotted to them and date of enumeration. Next record your observation about the behaviour of the respondent. Supervisor will write his name, code and date of supervision. Enumerator will record code of language, in which he/she is interviewing then the distance of the sample area (PSU) from the office in kilometres. Supervisor/Enumerator will record remarks, if there is any, to explain situation. Data entry person will record his/her name, code and date of entering this questionnaire. If there is refusal case, supervisor will give remarks after contacting the person/ household.

SECTION B: HOUSEHOLD INFORMATION

Part-A: Household Roster

All members of the household will be entered here

ID CODE: This is the serial number of the household (HH) member while listing the person on the roster. This reference will be kept the same in all parts of the questionnaire and will be used for identification. It is written from 1 to 13 in roster. If an extra sheet is needed, the number will be in continuation of the previous number i.e., 13, 14, as the case may be. In case, an extra sheet is used, write PSU and processing codes legibly at the top of the sheet and attach it firmly with the original one, giving note on the original sheet about extra sheet. Use an extra questionnaire if necessary.

1- Name of household members who "usually live and eat here". Do not list guests, visitors etc. (List members according to the sequence of codes of Q-2.).

The following concepts may be kept in mind before listing the HH members.

Household: A Household may be either a single person household or a multi-person household

Single person household is one who makes provision for his own food and other essentials of living without combining with any other person and has no usual place of residence elsewhere.

Multi-person household is a group of two or more persons who make some common provision for food or other essentials of living and have no usual place of residence elsewhere. The persons constituting the group may pool their incomes and have a common budget to a greater or lesser extent; they may be related or unrelated or a combination of both. The general criterion to be used in identifying the members of a multi-person household relates to whether they live and eat together and have no usual place of residence elsewhere.

If a dwelling unit is occupied by a group of related / unrelated persons who do not eat together as defined above, but have common living arrangement then it will be treated as a multi-household dwelling unit and each group of individuals who have common eating arrangements will be enumerated as an independent household like all other households in the sample area e.g., two friends sharing an apartment, with no other usual place of residence, but not eating together, under the common cooking arrangements, constitute two households.

Household members: Household members shall be all such persons or group of persons in a household who normally live and eat together and consider the living quarter/space occupied by them as their usual place of residence. Such persons may be related or unrelated to each other. All such persons who normally live and eat in the household and are present at the time of enumeration and those who are temporarily absent for reasons such as, visiting, travelling in connection with business, attending schools/ colleges/ universities/ polytechnics/ other educational institutions, admitted in hospitals, outside tours etc., shall be treated as household members. Visitors, purely temporary boarders and lodgers, transients, servants and guests, etc. who consider their usual place of residence to be elsewhere but are found staying with the sample household are not household members.

Persons to be include as household members

1. All those persons who normally live with the sample household and are present at the time of enumeration.
2. Persons who normally live with the sample household but are temporarily away at the time of enumeration for reasons such as (i) visiting friends and relatives for social ceremonies, (ii) travelling in connection with business, (iii) admitted in hospital or sanatorium for short term treatment, (iv) in jail or "hawalat" for summary trial, (v) attending a conference or short term course not exceeding nine months in a foreign country or (vi) attending school, college in another city/town and living there in a boarding house or hostel.
3. All boarders, servants, friends, relatives and non-relatives who are living with the sample household at the time of enumeration and may or may not take their meals with the same household and do not belong to any other usual residence elsewhere will be included in the survey. They may constitute one HH or many, according to the specified criteria. Questionnaire of only one HH will be filled in. This is the problem of listing before the selection of the sample HH. Enumerate the HH, which is on the PSU listing, enter the new HH on the PSU listing and inform the Headquarter for adjustments.
4. Fishermen, seamen and other related or unrelated persons whose usual place of residence are the sample household but are away on the high seas for catching fish.
5. Others to be included as household members are:
 - Infants less than 3 months old;
 - Infants 3-12 months if mother of infant is a household member.
 - Daughter-in-law or any other person who has recently become a member of the household.
 - Children of the sample household attending school/college in another city/town and living in hostels in that city/town, will be listed as members of this household.
 - If the dwelling has been occupied by the household only recently, then the occupants will be considered members of the household irrespective of the duration of stay.

Persons to be excluded as household members are:

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

SPECIAL CASES:

1. Persons may be living in different rooms with their children but all are eating under the same common cooking arrangements and have common head of household. These all will be treated as Household members of one Household.

2. Person has two dwelling units, adjacent to each other or near to each other or in front of each other. Some of the children are staying in one unit and others in the other. They have one head of Household and common cooking arrangements. This is a rare case and will be treated, as one household and the information will be collected for all members. If both dwelling units are recorded as separate households in PSU listing, correction may be made there and conveyed to Headquarter. If both units are selected as sample households one of the units may be replaced with the next one.

3. While collecting the information from the sample household it is found that there exists more households but at the listing it is noted as a single household. Fill in schedule from only one household whose name is on the PSU listing and inform Headquarters for correction.

Head of household: If a person lives alone, that person will be considered as the head of the household. If a group of persons live and eat together as defined above, the head of the household shall be that person who is considered as the head by the household members. When husband, wife, married and unmarried children form one household, the husband is generally reported as the "head". When parents, brothers and sisters comprise a household, either a parent or the eldest brother or sister is generally taken as the head by the household members. When a household consists of several unrelated persons either the respondent may be relied upon or you may arbitrarily select the eldest one as the "head". It is the safest and most convenient way to ask the household about their head. In special dwelling units the resident person in-charge (e.g. manager) may be reported as the "head".

Visitor, Transient, Guest: Visitor/transient/guest is a person who is not a usual member of the household but has, for the time being joined the household and is sharing the living quarters and/or takes meals, but for a short period, and is expected to go back to his/her usual place of residence. Such persons may be related or unrelated. Such persons will not be treated as HH members.

Boarder: A boarder is a person who lives in the sample household and usually shares meals with the household on payment in cash/kind and does not pool all or part of his income on a regular basis in the common household budget. He/She will be considered as belonging to the same household if he/she has no usual place of residence elsewhere. Keep in mind, such cases will be rare.

Lodger: A lodger is a person who lives in the household on payment but does not take meals with the household. A lodger will be considered as a separate household.

Usual Place of Residence: The usual place of residence shall mean the place where the household members usually reside. The usual place of residence shall normally imply a specific living quarter/space held by the person to which he/she is free to return.

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

No usual place of residence: Persons with no usual place of residence elsewhere shall include recent migrants, persons temporarily staying in the household but trying to find permanent living quarters and any other persons who have no other residences of their own. Such persons if staying with the HH should not be considered HH members.

Inform the male household respondent that you are going to make a complete list of all persons who normally live and eat their meals together here. To make the list, (in the light of the above concepts) enter the names of all HH members. Write the names and ages of all persons on roster. On the roster, always write down the head of the household first, write down the name of the head's spouse children married or unmarried (along with their children (that are HH members) and all other members of the household. If the head has multiple wives, begin with the first wife, followed by her children in descending order of age, then the second wife and her children in order of age, and so on.

2. Relation to Head: Household members are given codes according to their relation to the head of the household, as below.

Head = 1 Spouse = 2 Son/Daughter = 3 Grand child =4 Father/Mother=5
Brother/Sister = 6 Nephew/Niece = 7 Son/Daughter-in-law = 8
Brother/Sister-in-law = 9 Father/Mother-in-law =10 Grand Father/Mother = 11 Real
uncle/Aunt=12 Servants/ their relatives = 13 and other=14

Always ask who the head of HH from the HH members is. Fill in the relationship to the household head for each person listed in Q.1 as per codes. As mentioned above, if there are more than 13 (males) names to be written on the roster, ask your supervisor to provide an additional sheet or questionnaire. In the second sheet or questionnaire, remember to re-number the individual ID codes e.g., 14 onwards in questionnaire.

3. The reasons for considering him/her as a head of household

Ask from respondent that why he/she is considering him/her as the head of household. The codes for the question are as follows:-

Main economic provider=01, Main provider away for work=02, Family Elder=03,

Is oldest male in the house =04, others (Specify.....) =05

If the reason is beyond the list then report in the others with explanatory note.

Main economic provider:-

If the respondent is reporting that the specific person is head because he/she is the main earner of the household.

Main provider away for work

If the main earner or provider is away from house due to job the record it as 2

For example person is outside country or city for earning purpose and his spouse is head then the response of Q-03 is 2

Family Elder

Mostly in joint family systems family elder is considered as the head of household whether he/she is main earner of family or not.

Is oldest male in the house?

Some of the families follow strict social values and don't consider a female to the head of household or they only consider older male to be the head of household. In such situations record it against code 4.

Others (Specify.....)

If the reason is other than above mentioned codes then report in the others with explanatory note.

4. Sex: Male = 1 and female=2.

5. Resident Status: Present =1, Temporarily Absent at the time of enumeration =2

Inquire the residential status of the household members. If the household member is present give code = 1, and if temporarily absent at the time of enumeration give code = 2. Please also see the definition of the household member. Code 2 provides more probing opportunity of recording the correct HH members and excluding the wrong HH members.

6. Age: Date of birth (Day, Month and Year) and age in completed Years should be given.

Date of birth and age are required. Ask the respondent for the day, month and year of his/her birth. Read the age that corresponds to that date of birth from the events calendar, and check with the respondent that it is their correct age. If it is correct, enter it in the column 'age'. If not, correct either age or date of birth. Age should be written in completed years. For example, someone who is 52 years and 10 months old is 52 (completed) years old.

If the respondent is uncertain about his/her date of birth or does not know it, first of all see whether they have an official document (ID card; birth certificate; vaccination card for young children). Check with the respondent whether the information on the document is correct. If so, record the month and year of birth from that. Record the year of birth in four digits e.g. if the year of birth is 1995 record it as "1995" in the year column and if it is 2003 the record it as "2003". Then read the age corresponding to that date of birth from the calendar and check it with the respondent. If it is correct, enter it in the column 'age'. If age is greater than 100, write 99 in age column.

For individuals over 10 years of age:

If day and month of birth are not known, write 00 in these columns. Day and month of birth for these individuals is not as important as the year of birth.

Always try to get year of birth. Use the calendar of events to get the best estimate of year of birth that you can. Ask the respondent which of the events in the calendar they remember and how old they were at that time. See whether other, older members of the household can remember when the respondent was born in relation to events in the calendar.

Be careful that the respondent is not rounding his or her age – saying 55 when he is 56 or 60 when he is 59 for example. This is a common error in survey data. If a respondent gives an age ending in 0 or 5(15, 20,25 etc.) then probe to check whether he is exactly that age or in fact a year or two younger or older.

For children under 10 years of age:

Year of birth should always be collected. Use the events calendar to find out the year in which the child was born and record it in the year column. Month of birth is also important for children. Use the calendar of Desi and Islamic months to try to work out which month the child was born in. An approximate month is better than 00, only write 00 if it proves impossible to collect month. Write 00 if the day of birth is unknown.

Read the child's age from the calendar and check it with the respondent. If it is correct, enter it into the age column. If not, probe to find out what is incorrect and correct it.

7. Marital Status: Definitions of the status and their codes are given below. Status of HH members may be determined and coded accordingly.

Unmarried/Never Married=1, currently Married=2, Widow/Widower=3, Divorced=4, Nikkah has been solemnised but the "rukhsati" has not taken place code=5

Persons (male or female) ten years of age and older who have never been married will be coded=1. If a person is less than 10 years of age (even if he/she is married as in many rural families) enter code 1. Further, it may be noted that if a male (female) member is reportedly married to a girl (boy) of less than 10 years of age, both husband and wife will be recorded as "never married".

Currently Married (code = 2): Males or females, ten years of age and older who have been married and have started living as husband and wife are coded as currently married. Separated persons (married but not living together due to disputes) will also be included in this category.

Widow/widower (code = 3): Married person (male or female) whose spouse (husband or wife) is dead and who has not married again will be included in this category.

Divorced (code = 4): Persons (males or females) who were married and decided to separate from each other and were divorced as per conditions of law and religion and did not marry again will be included here.

If the "Nikkah" has been solemnised but the "rukhsati" has not taken place, the person will be coded as " code = 5".

Note: If a person is not presently married (i.e. code 1, 3, 4, 5) skip to Q.9.

8. Copy ID Code of his spouse. If more than one wife, use ID code of first wife in HH. If spouse is not in the household roster, write 99.

9. Copy ID Code Of the person's father. If the person's father is a member of the household, copy his ID code. If the father is dead then record 98 and if not a member of this household, record 99.

10. Copy ID Code Of the person's Mother. If the person's mother is a member of the household, copy her ID code. If the mother is dead then record 98 and if not a member of this household, record 99.

11. Is ... a member of the household? Yes = 1 No =2

Finally determine about the household membership of the person and code accordingly. Copy this code in the column before ID column as well.

Part-B: Employment and Income

ALL MALES AND FEMALES 10 YEARS OF AGE AND OLDER

MAIN OCCUPATION

ID Code. (Copy from HH Roster). ID codes for males are printed in the column. Copy ID Codes of females from female part. The information will be collected from all HH members, 10 years of age and older.

Question 1 to 22. Employment and Income

Questions 1 to 22 are required to be asked for all members of the household who are 10 years and above. A person may have had more than one occupation or job during the last month. The main occupation will be defined as the one he/she has worked for the most hours during the last month.

1. Did..... do any work for pay, profit or family gain during the last month at least for one hour on any day? Yes = 1 No = 2 → Q-3

Work includes:

- a). The production and processing of primary products whether for market, barter or own consumption;
- b). The production of all other goods and services for the market and in case of households producing such goods and services, the corresponding production for own consumption;
- c). Own account construction.

Against each household member, 10 years and above, it should be ascertained whether he/she worked for at least one hour on any day during the last month preceding the date of enumeration. The participation can be as a hired worker (i.e. employee), partner/proprietor of an enterprise or as unpaid family worker. This participation also includes in-house activities for which the products, in whole or in part, are sold in the market, such as knitting/sewing activities or maintaining livestock (by women) If the answer is yes, ask Q-2, If No, ask Q-3.

2. How many days did work during the last month? → Q-4

Report the number of days the person worked during the last month and skip to Q-4.

3. Even if did not work last month, did have a job or enterprise such as shop, business, farm or service establishment (fixed/mobile) during the last month?

Codes for Q.3 are: Yes = 1 No, but seeking Work = 2 → Q.16
No, not seeking Work = 3 → Q.16

A Person may not have worked during the month, due to illness or leave of absence or any other reason, but he/she has a regular job as during the summer vacation teachers do not work but they have regular jobs. So if in Q-1, the person replies, he/she has not worked during the last month, confirm whether he/she holds a job. If reply is yes, ask next question otherwise skip to Q-16.

4. What was the nature of work (Occupation) that ... did?

Four digit codes are required. For code's details, see the sheet of occupational codes. (Code Description)

Occupation means the kind of work or job or type of business and profession in which a person is engaged. Describe the main occupation of the household member, for whom code 1 (yes) has been assigned in question 1 or 3. "Pakistan Standard Classification of Occupations

(PSCO)", is provided up to four-digit level in the manual (Annex-A) and as a separate occupational codes sheet as well. Describe the nature of work and give four-digit code.

5. What was the nature of work done by the enterprise, office, institution where worked?

Description of sector of activity (**Industry**) and four digit (Industry) codes is required. See Industry Codes sheet. (Annex -B)

Industry means the activity of the firm, office, establishment or department in which a person is employed or the kind of business, which he/she operates. Describe in detail the type of industry associated with the main occupation of the relevant member of the household. For example, if he/she is employed or working in manufacturing of textiles, then write "textile manufacturing"; if employed in government write Govt. then write the name of department; if bank, or insurance company write "bank" or "insurance" and if engaged in agricultural activities, write "agriculture". For shopkeepers/ sales workers write "retail trade", etc. "Pakistan STANDARD INDUSTRIAL Classification (PSIC)", is given up to four digit level in the manual (Annex - B) and as a separate industrial codes sheet as well. Describe the sector of activity and give four-digit code.

6. What was the employment status? If code = 5 →Q.11.

Codes are given at the bottom of the page.

Employer, employing less than 10 persons = 1

Employer, employing 10 or more persons = 2

Self employed = 3

Paid employee = 4

Unpaid family worker = 5 (→ **Q.11**)

Owner cultivator = 6 Share cropper = 7

Contract cultivator = 8 Live stock (only)= 9

For unpaid family workers, skip to Q.11. Status of an economically active individual with respect to his employment is defined below:

Employer: A person, who has employed one or more persons, on continuous basis, during the reference period, is defined as employer. He may have owned an enterprise solely or with one or more partners.

Self employed: A person who during the reference period performed some work for profit or family gain, in cash or in kind on his/ her own economic enterprise, shop, profession or trade where the remuneration is directly dependent upon the profits, or the potential profits, derived from the goods and services produced. Self employed persons do not get assistance from anyone i.e. hires no services of paid employees. However, he/she may utilize the services of unpaid family workers.

Unpaid family worker: A person who works without pay in cash or in kind on an economic enterprise operated by a member of his/her household or other related persons is termed as unpaid family worker.

Employee: A person who works for a public or private employer and receives remuneration in wages, salary, commission, tips, piece rates or pay in kind. It includes regular paid employee, casual paid employee, and paid worker by piece rate or service performed, paid non-family apprentices.

Owner cultivator: Owner cultivator means a person who cultivates his/her own land.

Share cropper: Share cropper means a person who cultivates land owned by others on the basis of sharing the produce.

Contract cultivators: Contract cultivator means a person who cultivates land owned by others on a rent basis.

Live Stock (Only): A person/s who does/do not operate the agriculture land for crop production but owns one or more head of buffaloes/camels, two or more cattle, five or more sheep/goats or 20 or more poultry birds and engaged in these activities for his/her home use or commercial purposes.

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

- If the worker is receiving income/profit for goods sold or produced from his or her own shop/enterprise or business the worker should be classified as self employed.
- If typically, the remuneration is received from one person only the worker should be classified as an employee, and if from more than one person, as an own-account worker.
- In case of tips, a waiter obtains a regular salary (no matter how small) from the restaurant owner and tips from different customers (no matter how big). This will be counted as receiving pay from one person only, since the contract makes the receiving of the tips possible.
- Domestic workers are persons exclusively engaged by households to render domestic services for payment in cash or in kind. They should be classified as employee. The enterprise employing them is the household in which they are rendering domestic services.
- Out workers are persons who agree to work for a particular enterprise or to supply a certain quantity of goods or services to a particular enterprise, by prior arrangement or contract with that enterprise, but whose place of work is not within any establishments, which make up that enterprise. Out workers may be self-employed or employees. The person will be self-employed if he/she is receiving remuneration for goods sold or receiving remuneration from more than one person during the reference period. If the person is receiving remuneration from one person, he/she will be treated as employee.

EARNED CASH INCOME

Income and other benefits are probed through Q-7 to Q-15. This part deals with only cash income, not with income in kind. The following notes may be kept in mind while asking the questions.

Note.1: Net income should be reported excluding taxes and employer's / employee's contribution to social security, benevolent funds, etc.

Note.2: Cash bonuses, gratuities and other cash allowances should be included.

Note.3: Income from rent, interest and dividends should be excluded when received separately from net pay.

7. Can Report his/her income on monthly or annual basis?

Monthly = 1 Annual = 2 → Q.10

With the exception of "Unpaid family workers", the time period of payment of Wages and salaries (income) should be reported as, Monthly =1 and Annual = 2. If the income is

reported on annual basis, then skip to Q-10. Note that farmers should report income on an annual basis.

8. How much Money in cash, did ... earn during the last month? (Rs)

The income reported is based on the net pay concept and therefore excludes income taxes and employer's contributions to social security. It also excludes income from rent, interest and dividends when received separately from net pay. Included are cash bonuses, gratuities and other allowances, which will be converted to monthly amounts, if not received on monthly time period. Note that income received in kind is excluded.

9. How many months, did work during the last year? → Q.11 (Months)

While a government employee generally receives a monthly net pay, 12 times a year, a seasonal worker in agriculture might receive daily wages only during a harvest period of 60 days. In response to question 9, 12 should be reported for the Government employee and 2 for the seasonal worker.

10. How much money In cash, did ... earn during the last year? (Rs)

This column will be completed for persons reporting their earnings on an annual basis. Note that income received in kind is excluded. Instructions are same as for Q.8 except earnings are reported on annual basis. Agricultural income will generally be reported here.

SECOND OCCUPATION

Q-11 to Q-15. To capture the employment and related income receipts from the work done during the last year in addition to the work done and already reported in questions 1 to 10, the provision has been made for second occupation in question 11 to question 15. Suppose a person is employed in any job on regular basis and also performing some other economic activities e.g. engaged in agricultural crop production or having his own business or shop, so his main occupation will be considered as the one he/ she has worked for the most hours during the last month and other activities performed will be considered as secondary occupation and must be filled in Questions 11 to 15.

Codes for employment status in Q.14 will be same as for given in Q.6. For unpaid family workers = 5 (skip to Q.16).

OTHER WORK

Q-16 & Q-17. In addition to the household income received from the main and secondary occupation all other incomes earned by the household members from the work done inside the house or anywhere else shall be asked in question 16 and if the answer is yes (code 1) the income so received will be reported in Q.17. If the answer in Q.16 is No (code 2) then skip to Q.18.

Q-18 & Q-19. Ask did he/she receive wages or salary in kind during the last year. If the answer in Q.18 is yes (code 1) then ask how much money did he/ she receive by selling the wages and salaries received in kind during the last 1 year and report it in Q.19. (Wages and salaries may be received in "kind" (e.g., especially in rural areas) and some of it may be sold and converted in to cash. This cash amount will be recorded against this question). If answer in Q.18 is No (code 2) then skip to Q.20.

PENSION ETC.

Q-20. Did Receive any pension or other benefits during the Last year?

Yes = 1 No = 2 → Q.22

Pension usually refers to recurrent periodical cash payments after retirement due to part contribution in a pension scheme. Other benefits refer to recurrent periodical cash payments from various types of schemes related to medical care, sickness benefits, unemployment benefits, employment injury benefits, family benefits, maternity benefit, invalidity benefits, etc. Against each household member 10 years and above, inquire whether an individual has received any pension or other benefits (e.g., social security) during the last year. If answer is No, go to Q.22.

Q-21. How much money in cash, did ... receive from pension and other benefits during the Last year? (RS)

Against each household member, 10 years and above, write the amount, in cash earned, if the answer is yes to question 20.

Lump sum cash payments should not be reported here but only recurrent periodical payments, generally taking place on monthly basis. Lump sum payments from any scheme should be reported under Section 9-M Part B.

Q-22. Was all or a large part of income used to pay expenses of this HH?

Yes = 1 No = 2 No Income Reported = 3

It is important to separate out those persons in the household who do not contribute all or a major portion of their income to pay the household expenses. Prime example of such persons would be a "servant". A servant living with a family, eating with the family, does not contribute in HH expenditure. Determine from all household members 10 years and above whether they do contribute all or a large part of their income (code = 1) or they do not contribute all or a large part of their income (code = 2) or no income was reported (code = 3) for the person.

Question 23 to 26: Identification for Worksheet

Questions 23 to 26 have been included to guide the enumerator in determining whether a particular worksheet has to be filled in for the agricultural/business activities in which household members are or have been engaged during the last one year, which is the reference period. Therefore, in some instances the business might not be in operation at the date of enumeration but did operate sometime during the last 1 year.

Q-23. During the last 1 year did any of the HH members, alone or with the members of other HH, actively operate land for crop production (irrespective of the size, location or ownership of the land)?

Yes = 1 (Agri. Sheet) → Q.25 No = 2

Q.23 Inquires whether during the last 1 year any of the household members, alone or with the assistance of member(s) of other household(s), operated land for agricultural crop production. All farm operations are to be included irrespective of size, location, ownership entitlement or number of persons engaged. If the response is yes, an agricultural worksheet must be filled. If answer is No, question 24 must be asked.

Q-24. During the last 1 year did the HH keep 1 or more head of buffalo / camel, 2 or more cattle, 5 or more sheep/goats or 20 or more poultry birds or 1 or more fish farm for home use or commercial purposes?

Yes = 1 (home use), Yes = 2 (commercial purpose), Yes = 3 (both for home use and commercial purpose). For all three cases i.e. code 1, 2 or 3 fill in the agricultural sheet. No = 4

As indicated in Q.24, an agricultural worksheet has also to be filled if the household kept one or more head of buffalo/camels, 2 or more cattle, 5 or more sheep/goats or 20 or more poultry birds during the last 1 year. It might occur that the household presently does not keep a sufficient number of livestock to qualify for the agricultural worksheet to be filled. However, it

should be inquired whether more animals were kept during the year because the reference period is last 1 year.

Q-25. During the last 1 year was any HH member proprietor of or partner in a non-agricultural, non-financial establishment, business or shop (fixed or mobile), which employed no more than 9 persons on any day during the last 1 year? Yes =1 (Non-agricultural Sheet) No = 2 (→ NS)

The non-agricultural worksheet, must be filled if any of the household member was a proprietor of or a partner in a non-agricultural and non-financial establishment, business or shop employing less than 10 persons, including the proprietor, on any day during the last 1 year. For financial establishment/business (banks, insurance companies, loan offices, money changers, security brokers etc.) this worksheet is not to be filled. However non-financial establishments, business or shops are to be included irrespective of whether the premises is fixed or mobile or whether the activity is taking place inside a residential building (e.g. undertakings by women, such as weaving, knitting, handicraft making). For determining whether an establishment qualifies as having no more than 9 persons on any day during the last 1 year, the number of persons employed will include (1) the proprietor (2) unpaid family labour, (3) permanent hired labour and (4) casual hired labour.

Q-26. How many such shops/business units/establishments/cottage industries were associated with this household during the last 12 months? Give the number.

For each separate establishment, business, or shop, a separate worksheet has to be filled. Again, it is repeated that backyard and in-home business activities of women are to be included. Also business activities must be included which have at the date of enumeration been discontinued but were in operation earlier during the last 1 year (reference period).

SECTION 2: EDUCATION

(MALE AND FEMALE)

This Section is identical in both Male and Female Questionnaire. It is based on two parts:

Part A: Literacy: For all persons, 10 years of age and older

Part B: Formal Education: For all persons, 4 years of age and older.

Part A: Literacy

Question 1 - 3 will be asked from all persons, 10 years and older.

ID CODE (from hh roster)

Write ID Code from the household roster, of all persons, 10 years of age and older.

1. Can .. Read in any language with understanding? Yes = 1 No = 2 (→Q.3)

Ask whether the person can read (e.g., a newspaper, a simple letter) in any language with understanding. If answer is No, skip to Q.3 of this part. If a person cannot read, he cannot write.

2. Can .. write in any language with understanding? Yes = 1 No = 2

Ask whether the person can write (e.g., a simple letter) in any language with understanding and record the response accordingly.

3. Can .. solve simple Math.(plus, minus) sums? Yes = 1 No = 2

Ask whether the person can perform simple sums. "Perform simple sums" means to do simple arithmetical operations of addition and subtraction, e.g. $20 + 39 = ?$ Complete part B for this person and then interview the next person for part A & B.

Part B: Formal Education

Formal education implies academic training in an institution e.g., Government School/Institute; Private School/Institute; Deeni madrassa or religious school; Schools/Institution sponsored by NGOs, Welfare Foundations or other organisations; Non Formal Basic Education School or any other institute of formal learning, if identified.

NOTE: For female questionnaire, there will be generally more ID codes for this part than part A, as the age limit for this part is 4 years as compared to the 10 years in part A. ID column of part A will also be used for this part as well. Care should be taken that the order of the ID codes of HH members may be different from the order of HH roster.

ENROLLMENT STATUS

This part will be completed from all persons, 4 years of age and older.

4. Has (Name) ever attended any educational institution?

Yes=1 or No=2 --> Next person

Response to this section will help in identifying the educational status of the person. If a person has never attended any school/educational institution, write the code 2.

5. What is the highest class/level of education (Name) completed?

Ask the question for all persons who **have ever been in school but left, and those who are at school now**. For all members who ever been in school but left, ask which level they have reached before leaving & for those at school now, ask what their highest completed level is. Write the appropriate response from the following codes:-

Enter the code of the highest class completed i.e., passed, by the person.
Less than class 1 = 00, Class 1 = 01, Class 2 = 02, Class 3 = 03, Class 4 = 04, Class 5 = 05, Class 6 = 06, Class 7 = 07, Class 8 = 08, Class 9 = 09, Class 10 = 10, Polytechnic Diploma = 11, F.A/F.sc/I.Com = 12, B.A/B.sc/B-ed/ /BCS/Post Grad=13, Post graduate (MA/ M Sc/M.CS/M.ED) = 14, Degree in Engineering = 15 Degree in Medicine = 16, Degree in Agriculture = 17, Degree in Law = 18, M. Phil/Ph.D = 19, Other = 20

**6. Is (Name) currently attending educational institution?
Yes=1 or No=2 (if No --> Next Person)**

This question is for persons who are currently attending any educational institution. Include those persons who are currently enrolled and individual who are not currently enrolled but are awaiting examination results as well as those persons who are registered to appear for private examinations. If a person is not currently attending any school/educational institution, write code 2.

7. Which class/level of education is (Name) currently attending?

Write the code of the class in which the person is currently studying. Codes for this question are same as for C-4.

Note:

In Recognised Madaris person is awarded with equivalent degrees. Classification by education level is as Middle (Muttawasita), Secondary Level (Sanwiya Aama), Higher Secondary Level (Sanwiya Khassa), Graduation Level (Aalia) Master Level (Shahadat ul Almia).

8. What type of educational institution (name) is currently attending?

Indicate for each member what type of educational institution currently attending. The codes are as follows:-

Government (code=1): i.e., government (model) schools, colleges etc.

Private schools (code=2); i.e. private schools, colleges etc.

Deeni madrassa only Hifz Quran Pak (code=3);

Deeni madrassa Proper Education (code=4); i.e. religious institutions e.g. Darul Uloom etc.

NGO, Foundation, Trust (code=5); education institutions operated by Fauji Foundation, OPF, and Shaheen foundation: Hamdard Trust, Bahria Foundation, Aga Khan Foundation, etc.

NFBE (Non-formal basic education) (code=6); The government has opened approximately 8000 NFBE schools, where the formal primary schools do not exist. The children between 5 to 14 years can get admission there and the Primary level is being covered in 40 months, after passing, student may get admission in 6th class in formal middle/high schools. According to this scheme the community provides the room and a male or female teacher is recruited locally. Salary to the teacher and books to the students are provided by the government.

Privately (code=7); The person may have not attended any institution and all education may be private.

Other(code=8); includes those educational institutions, which cannot be categorized under any of the above codes,

9. How much has this household spent during the last 1 year for each household member presently enrolled in school? (Give amount in RS.) If nothing was spent write zero.

Record Educational expenses as grouped under Respective columns A,B,C,D,E,F,G,H and I. If respondent cannot give expenses, in any column write "0" in column.

This question covers all the schooling expenditure made by the household for the "currently enrolled" HH members during the last 1 year. These expenditures are likely to include those incurred during the current school year as well as some incurred during the previous school year. For example if this interview takes place in February 2000, the school expenses for the period March 1999 to February 2000 will be included which will cover parts of two school years.

If the respondent cannot give expenses under column A-H, enter "0" in columns and record the total amount in rupees in column I. Some respondents may have difficulty in recalling expenditures made during the last 1 year. In such a case, ask the respondent to give approximate amount.

NOTE: Some respondents may easily recall expenses separately but most of respondents may not remember expenses made under different heads. In order to facilitate such respondent's lump sum amount spent may be written under columns A-H, and the total, in column I. Care should be taken that amount recorded under column I may not be different from the sum of the amount quoted in column A-H.

The categories of school expenses are as follows:

A. Fees: Admission, Registration, Fees, Funds and Donations: Admission, registration, fees; donations are generally paid on annual basis. Record and estimate all expenses on annual basis.

B. Uniform: This should include school uniforms as well as uniforms used for athletics, sports and other extracurricular activities in school.

C. Books and stationery items: Expenses for books and school supplies include stationery items and other equipment such as calculators, pens, pencils etc.

D. Examination Fee: All types of examination fees will be mentioned under this head. If these fees are charged more than once during the year, add up those and give amount on annual basis.

E. Private Tuition: Private Tuition fees paid during the last 1 year will be recorded here. Generally students go for tuition for few months during the year. Add up these amounts for the year and record it under this head.

F. Transport: The expenditure incurred on pick & drop to and from school should be asked and recorded here.

G. Hostel Expenses: Hostel fees paid during the last 1 year will be recorded here. If these fees are charged more than once during the year, add up those and give amount on annual basis. Expenses on boarding and lodging (Living away from home) also capture under this column.

H. Other Expenses: Include expenses incurred on pocket money, student membership fees for sports, clubs, libraries and student clubs etc.

I. Total Expenses: Total of A-H columns will be recorded in this column.

SECTION 3: HOUSING (FEMALE)

These questions will be asked at the household level from the best-informed male member of the household.

Q-1. What is the dwelling type?

Independent house/compound = 1, Apartment/flat = 2, Part of the large unit = 3, Part of a compound = 4, other = 5

Determine the type of dwelling unit, which can fall under one of the following categories.

Independent house/compound (code = 1): Independent house implies a detached structure that stands alone and is not connected to any other house or structure. Compound is composed of a number of huts or houses sometimes surrounded by a fence or wall, occupied by one household or several households. Compounds found in urban areas generally consist of side-by-side apartments occupied by one or more households around a central courtyard and often share one main entrance to the street.

Apartment/flat (code = 2): Implies one or more rooms either in single story or multi-story building joined to other similar apartments with an independent entrance from interior halls.

Part of the large unit (code = 3): Implies rooms or a room within a family dwelling or within an apartment or flat.

Part of a compound (code = 4): A house, which is in a compound, shared with other household is known as part of a compound.

Other (code = 5): For any other types of dwelling use other.

Q-2. What is your present occupancy status?

Owner occupied (not self-hired) = 1, Owner occupied (self-hired) = 2, on rent = 3, Subsidized rent = 4, Rent free = 5.

Determine and record the occupancy status. There are five possible response codes. The residence may be owner occupied (not self-hired), owner occupied (self-hired), on rent, on subsidized rent or rent-free. If the government or any non-government agency has provided the accommodation on subsidized rent the occupancy status will be on subsidized rent.

Q-3. How many rooms does your household occupy, include bedrooms and living rooms? (Do not count storage rooms, bathrooms, toilets, kitchen or rooms for business)

Record the number of rooms occupied by the household including bedrooms and living rooms. Do not count storage rooms, bathrooms, toilets, kitchens and rooms for business. (For code=2,3,4,5 → Q5 and code=1 ask Q4)

Q-4. How much is the estimated rent of the house?

Record the estimated rent of house only for those household which are owner occupied self-hired.

Q-5. Does your household have? Electricity connection, Gas connection? (Yes =1, Yes-extension = 2, No = 3)

Record the response code regarding electricity, gas and telephone connections in the household. Separate boxes are provided to record the code of each utility. Sometimes connections are not direct and connections are taken from other houses and neighbours etc... These houses should be coded 2 i.e., facility exists but with extension.

Q-6. What is the main source of drinking water for the household?

Piped water = 1, Hand pump =2, Motorized pumping/Tube well = 3, Open well = 4, Closed well = 5, Pond /Canal/River/Stream=6, Spring = 7, Mineral water= 8, Tanker/Truck/water bearer=9, Filtration Plant = 10, Other=11 (For codes 2, 3, 4,5 & 10 → to Q-8. For codes 6, 7, 8, 9 & 11 → to Q-10)

Source of **drinking water** is required. Determine "what is the major source of drinking water of the household". Identify the code for the main source of drinking water. In some areas, generally in rural areas, the ground water is not good for drinking. Household use the hand pump or motorized pumped water for uses other than drinking but special arrangement is made for drinking water that may be from the nearby canal etc. Such situations may be probed and coded accordingly.

Piped water (code = 1): A delivery system where the water is delivered through a network of pipes and the water is treated before it is supplied. In urban areas generally, water comes in to house through pipes and is stored in tanks, built in the house. Then the water, for the use of household, is lifted to small tanks, built at the top of the house. Such system should be recorded as piped supply. In some areas, at some places, water is taken from springs directly through pipes, without any septic tanks for storage or cleaning. The source in such situations should be recorded as spring (code=8) and not the piped water (code=1).

Hand pump (code = 2): A pump operated manually to draw water from a bored hole. Sometimes hand pump and motor are operated at the same hole. The source should be noted as motorized pumping (code=3) and not hand pump (code=2)

Motorized pumping/Tube well (code = 3): Use of either a heavy or small motor to draw the water from a **bored hole**. Any type of motor (diesel /petrol/ electric) may be used.

Open well (code = 4): A dug well without covering.

Closed well (code = 5): A dug well with a covering.

Tanker/Truck or water bearer (code=9): Any source including tanker/truck or water bearer carrying water in canes and paid for the service.

Filtration Plant (code=10): Filtration plant installed by any govt agency NGO or by Community itself.

NOTE: An open well or closed well, having a hand pump or motorized pumping, will be categorized as an "open well" or "closed well". Sometimes in rural areas, houses are built on agricultural lands and then the canal water becomes available in the house. The source of drinking water is canal (code=7)

Remaining categories are self-explanatory.

If the main source is Hand Pump/ Motorized Pumping/ Tube well, Open or Closed well (codes = 2, 3, 4 or 5) then go to Q.7. If it is a non-formal source of drinking water e.g. pond, canal, River, stream, spring or other (codes = 6, 7, 8 or 9) then skip to Q.9.

Q-7. How many hours each day is water normally available in the tap? (If less than one hour, put zero) No. of hours

Record the numbers of hours that water is usually available in the tap, in a day. If water is available less than an hour per day, record it as zero hours. In some cases, water supply is so sufficient to fill the personal tanks that people do not bother to know the timing and duration of water supply. In such cases record the number of hours as 24.

Q-8. Who installed the water delivery system?

Govt., PHED, LG & RD, Municipality, District/Union council etc. =1, Community = 2, household itself = 3, NGO, Private = 4 & don't know = 5.

Record, who installed the water delivery system. It may be by the Government Public Health & Engineering Department (PHED), or by Local Government & Rural Development (LG & RD) or by Municipality, District/Union Council (code = 1)). If the community makes arrangement the code will be 2. If the arrangement is made by the household itself, it will be

given code 3. If the arrangement is made by any Non-government Organization (NGO) or privately (Code = 4) or if don't know then code = 5.

Q-9. Who look-after this water delivery system?

Govt., PHED, LG & RD, Municipality, District/Union council etc. = 1, Community = 2, household itself = 3, NGO, Private = 4 & None = 5.

Record who look-after the maintenance work of this water delivery system. It may be by the Government, Public Health & Engineering Department (PHED), local Government & Rural Development (LG & RD), Municipality or by District/Union Council (Code = 1). If the arrangement is managed by any community it will be said as community arrangement (Code=2). If the arrangement is made by the household itself it will be assigned as (Code=3). If the maintenance is managed by any non-government organization or privately then (Code=4) or otherwise (code=5).

Q-10. How far (round trip) is the source of drinking water from your house?

Inside the house = 0 → Q.11, 0+ - 0.5 Km = 1, 0.5+ - 1 Km = 2, 1+ - 2 Km = 3, 2+ - 5 Km = 4, 5 + Km = 5

Record how far the source of drinking water is from the house, it will be either in the house/court yard or outside the house. If it is in the house/court yard then code "1" otherwise record the codes as per round trip distance. It may be noted that the category 0 -0.5 km means less than or equal to .5 km. .5+ means greater than .5. If the source is inside the house then skip to Q.11.

Q-11. How much time is consumed on a round trip to fetch the drinking water?

1 - 15 Minutes = 1, 16 - 30 Min. = 2, 31 - 45 Min. = 3, 46 - 60 Min. = 4, 60+ Min. = 5

Record the round-trip time to fetch the drinking water from the major source to the household. Sometimes females go out to fetch drinking water but take the clothes of the household, to be washed, with them and wash those at the source and carry the drinking water while coming back. The time spent on other than water fetching activities should be excluded and only the time consumed on fetching the drinking water should be recorded and coded.

Q-12. Do you normally pay for water used by your household?

Yes = 1, No = 2 (→ Q.14)

Ask the respondent whether the household pays or not for the water it uses, if it pays code "1" and if doesn't code "2" and skip to Q.13 This is the question about the water, household uses for general purposes. It may be same as drinking water or may be different from it.

Q-13. How much do you normally pay for one-month water supply? RS.

If household pays the water & conservancy charges, request to see the most recent water bill and estimate the average monthly charges. If the water charges are paid on an annual basis, divide the annual charges by 12.

Q-14. Are you willing to pay for an improved water supply system?

Yes = 1, No = 2, Don't know = 3

Record the willingness of all households to pay or not to pay for a better and improved water supply system. If the response is don't know code it "3".

Q-15. What type of toilet is used by your household?

Flush connected to public sewerage = 1, Flush connected to pit = 2, Flush connected to open drain = 3, Dry raised latrine = 4, Dry pit latrine = 5, No toilet in the household = 6, (For codes 1-5 → Q.17)

Record the response code regarding the type of toilet used by the household. There are 5 common types of toilets discussed below. (Flush mean having a flush tank or using a bucket etc. to use water to flush away the waste.)

Flush connected to public sewerage (code = 1): Water is used to flush away the waste, which drains into the public sewerage system.

Flush connected to pit (code = 2): Water is used to flush away the waste, which is disposed of and accumulated in a septic tank/soak pit located under or near the toilet. A septic tank is a concrete structure, which can be cleaned and used permanently. A soak pit is a "Katcha" structure, which is closed, once it is filled up. It is designed so that water disappears into the ground.

Flush connected to open drain (code = 3): The flushed waste is channelled through a drain, which is uncovered.

Dry raised latrine (code = 4): No flush; instead a "khuddi" is used, and the waste matter is taken away by a sweeper/jamadar.

Dry pit latrine (= 5): No flush; instead, a hole is dug in the ground, connected to a pit in which the waste matter is accumulated. The hole is closed once the pit is filled up.

No toilet in the household (code = 6): If there is no toilet facility in the household record this code. A toilet, which is used by the household and is situated in the yard, is considered as a toilet in the household.

Q-16. Where do the household members go for their necessities?

Fields/open places = 1, Communal latrine = 2, Others = 3(Specify)

If "no toilet in the household" premises is reported in Q.15, ask from the household members where do they go for their necessities?

Q-17. Is your house connected with drainage/sewerage system?

Yes, underground drains = 1, Yes, to close drain = 2, Yes, to open drain = 3, No, no system = 4

Record the response code regarding the household's connection to a sanitation system for liquid waste.

Underground Drains (code=1): Drains for liquid waste, which is fully covered by soil or other covers.

Covered Drains (code=2): Covered channels, which carry liquid waste.

Open Drains (code=3): Uncovered channels, which carry liquid waste.

Q-18. How is the garbage collected from your household and neighbourhood?

Municipality = 1, Privately = 2, No formal system =3,

A. Household B. Neighbourhood

Record the response code in each box for how garbage is collected from the household and from the neighbourhood. This can either be done through an arrangement made by the municipal authorities or through private arrangements or collective system; or there is no formal system at all. Garbage may be collected from the household by municipality (code=1) or the households may make some collective private arrangement (code=2). There may be no system and individual households make their own arrangements (code=3). Garbage collected from the houses may be stored nearby and then collected from these different points (i.e., neighbourhood) to throw somewhere else. If municipality collects garbage from those points, then code neighbourhood as 1, if some kind of private arrangements are made for the garbage collection from those points, code neighbourhood as 2, otherwise code 3.

Q-19. How much do you pay (Rs.) per month for garbage collection from your household and from the neighbourhood?

A. Household B. Neighbourhood (Write 0 if nothing is being paid)

Record the amount (in rupees) in each box, which the household pays each month for garbage disposal from their household and neighbourhood, if nothing is being paid record it as 0.

Q-20 Does this household have? Yes=1 and No=2

- a. Internet b. Broad Band c. Mobile d. Land Line/Wireless
e. Computer (desktop) f. Laptop g. Tablet h. I pad

- This question is asked of all in-scope households.
- The equipment should be in working condition at the time of the survey.
- A computer, a laptop (portable) computer or a tablet or I pad. It does not include equipment with some embedded computing abilities, such as smart TV sets, and devices with telephony as their primary function, such as Smartphones.

-The **Internet** is a world-wide public computer network. It provides access to a number of communication services including the World Wide Web and carries e-mail, news, entertainment and data files, irrespective of the device used (not assumed to be only via a computer - it may also be by mobile telephone, tablet, PDA, games machine, digital TV etc.). Access can be via a fixed or mobile network. An Internet connection in the household should be working at the time of the survey.

-A fixed **telephone** line refers to a telephone line connecting a customer's terminal equipment (e.g. telephone set, facsimile machine) to the public switched telephone network (PSTN) and which has a dedicated port on a telephone exchange. This term is synonymous with the terms main station or Direct Exchange Line (DEL) that are commonly used in telecommunication documents. It may not be the same as an access line or a subscription.

-A **mobile** (cellular) telephone refers to a portable telephone subscribing to a public mobile telephone service using cellular technology, which provides access to the PSTN. This includes analogue and digital cellular systems and technologies such as IMT-2000 (3G) and IMT-Advanced. Users of both post-paid subscriptions and pre-paid accounts are included.

-**Desktop**: a computer that usually remains fixed in one place; normally the user is placed in front of it, behind the keyboard.

-**Laptop**: (portable) computer: a computer that is small enough to carry and usually enables the same tasks as a desktop computer; it includes notebooks and netbooks but does not include tablets and similar handheld computers.

-**Tablet**: a tablet is a computer that is integrated into a flat touch screen, operated by touching the screen rather than (or as well as) using a physical keyboard.

Q-21 What type/s of Internet services are used for Internet access at home? Please tick all that apply.

- a. Fixed (wired) narrowband network, at advertised download speeds below 256 kbit/s
- Analogue modem (dial-up via standard telephone line) -ISDN (Integrated Services Digital Network)
 - DSL (Digital Subscriber Line) at advertised download speeds below 256 kbit/s
 - Other fixed (wired) narrowband with an advertised download speed of less than 256 kbit/s
 - Fixed (wired) broadband network, at advertised download speeds of at least 256 kbit/s
 - DSL (Digital Subscriber Line) at advertised download speeds of at least 256 kbit/s -Cable modem
 - High speed leased lines -Fibre-to-the-home/building -Powerline
 - Other fixed (wired) broadband
- b. Terrestrial fixed (wireless) broadband network, at advertised download speeds of at least 256 kbit/s
- WiMAX
 - Fixed CDMA

- Satellite broadband network (via a satellite connection), at advertised download speeds of at least 256 kbit/s
- c. Mobile broadband network (at least 3G, e.g. UMTS) via a handset
Mobile broadband network (at least 3G, e.g. UMTS) via a card

SECTION 4: HOUSEHOLD CONSUMPTION EXPENDITURE

Parts: A, B, C, D and E

Introduction

The purpose of the household income and expenditure part is to collect data on the household income, receipts and sources, consumption and non-consumption expenditure and pattern of savings, assets and liabilities held by households, in various geographical areas. This year the consumption module is more detailed and exactly according to COICOP classification to derive weights for basket of items of price Statistics for rebasing of National Accounts. The information collected through this survey will provide a proper database to discern the living conditions prevailing in urban and rural areas of Pakistan and will provide basis for computation of weights for Price Statistics.

The collected information through this survey will be used by official data collecting institutions for the purposes of supplementing the data available for use in compiling official estimates of household accounts in the system of national accounts and balances.

The household is the basic unit for which information will be collected. Institutions like hospitals, clinics, hostels, hotels, messes, jails, Labour camps and defence force camps have not been included in the scope of the survey. However, staff members of the above mentioned institutions living independently in premises attached to these institutions have been included.

A detailed worksheet must be filled for household members who are engaged in agricultural activities either through cultivation of land on owner, lease or share crop basis, keeping livestock or working in forestry and/or inland fishery. With regards to those household members engaged in the agricultural sector, no restriction is set on the number of persons engaged in the unit.

Although the household will form the basis, it has been decided that for all household members who are engaged as owner-proprietor of a business in the non-agricultural, non-financial sector with less than 10 employees, a detailed worksheet for the economic activity should be filled. The number of persons engaged in the unit is calculated as the sum of all own-account workers, unpaid-family workers and employees. All units whether registered or unregistered, using power or not, should be included if the unit engages less than 10 persons.

The decision to prepare detailed worksheets of the above identified household members is made taking into consideration that the income and outlays of the enterprise, and all the tangible and financial assets and liabilities connected with the business are not managed and controlled independently from the household and that separate, complete records are not available. The worksheets will assist the enumerator and the household to estimate the operating surpluses of the said economic activities, which by definition belong to the household sector.

Some concepts, definitions and terms are given below.

Unincorporated enterprise: (Activities to be recorded in this survey): The income and outlays of the enterprise, and all tangible and financial assets and liabilities connected with the business, are not controlled and managed independently from the household transactions, and complete records are not available in respect of these items.

For purposes of this survey, an unincorporated firm has been defined as those units in the non-agricultural sector (excluding the financial sector) engaging less than 10 persons and

those units (i.e. farms) in the agricultural sector with no restriction on the number of persons employed.

The total number of persons engaged in the enterprise is calculated as all workers including the proprietors (own-account worker/employer), employees and unpaid-family workers.

Quasi-corporate enterprises: (Activities will not be recorded in this survey): Large ordinary partnerships or sole proprietorship owned by residents that maintain complete profit-and-loss records and complete balance sheets accounts on the financial assets and liabilities as well as the tangible assets involved in the business are called Quasi-corporate enterprises. For the purpose of this survey, these enterprises have been defined as those units in the non-agricultural sector (excluding the financial sector) engaging 10 or more persons. The total number of persons engaged in the enterprise is calculated as all workers including the proprietors (own-account worker/employer), employees and unpaid-family workers.

Incorporate enterprises: (Activities will not be recorded in this survey - see Illustration): Publicly or privately controlled enterprises like corporations, joint stock companies, limited liability partnerships, cooperatives or other forms of business associations recognized as independent legal entities by virtue of laws or other regulations are called Incorporate enterprises. Those enterprises maintain complete profit and loss records and complete balance sheets accounts on the financial assets and liabilities as well as the tangible assets involved in the business. For the purpose of this survey, the enterprises have been defined on the same lines as the quasi-corporate enterprises and hence as those units in the non-agricultural sector (excluding the financial sector) engaging 10 or more persons and units operating in the marine fishing and poultry farm sector without any restriction on the number of persons engaged. The total number of persons engaged in the enterprise is calculated as all workers including the proprietors (own-account worker/employer), employees and unpaid-family workers.

Financial Institutions: (Activities will not be recorded in this survey - see Illustration): For the purpose of this survey, the financial institutions are defined as corporate enterprises which are primarily engaged in financial transactions in the market consisting of both incurring liabilities and acquiring financial assets. They comprise Pakistani and foreign commercial banks, development banks, non-bank financial institutions, joint investment banks, central banks, post offices insurance companies and pension funds, personal finance companies and security brokers

Establishments for which Section 10 and 11 will be filled in

No. of Employees	Agricultural	Non-Agricultural	
		Non-Financial	Financial
1 to 9		Unincorporated	
10 or more		Quasi-Corporated	
		Incorporated	

Section 10 & 11 will be filled in

Section 10 & 11 will not be filled in

Structured & Mobile Establishments: An establishment operating under a separate building, which either has open space on all four sides or is separated from other buildings by dividing walls is called a structured establishment. For example, establishments operating in a house, hut, mill, factory, godown, shed, etc., or boats and tents used for establishment purposes, which are also immobile are considered structured.

Business or establishments without any fixed structure or without a permanent identifiable location like taxis, rickshaw, Tonga operators, hawkers, peddlers, cobblers and street vendors, etc., are treated as mobile units or mobile establishments.

Household Income: For household income and expenditure purposes, household income is the sum of money income and income "in kind" and consists of receipts which, as a rule, are of a recurring nature and acquire to the household or to individual members of the household regularly at annual or at more frequent intervals. Household income is derived from the following main sources: employees salaries, wages and other related receipts from employers operating surplus from non-agricultural and non-financial sector employing less than 10 persons and operating surplus from agriculture, withdrawal from entrepreneurial income for proprietors engaging ten or more persons in sectors mentioned above, income from personal investment (rent, interest and dividends) and royalties. For purposes of household surveys it is convenient to include as income bonuses and gratuities, pensions, social security benefits, tuition fee, other subsidiary sources, receipts from Zakat, usher, scholarships, and other periodical receipts like remittances from overseas, alimony, heritage or trust fund.

Household income "in kind" includes wage payments in kind, goods and services transferred free of charge by an enterprise (including farm) to an employee and to the household of the owner or partly owner of the enterprise; it also includes the value of home produced and consumed within the same household (e.g. agricultural products, livestock products etc.). Where an employee buys from his employer, for his household consumption, goods and services at concessionaire prices and thus obtains a significant advantage, the value of these concessions may also be taken into account as income "in kind". Remittances in kind, gifts and assistance, Zakat and other transfers in kind are considered income "in kind". The estimated net rental value of owner occupied housing is in principle also to be treated as income "in kind" and, similarly is the estimated gross rental value to the occupier of rent-free housing, whether obtained as wages "in kind" or otherwise.

It should be noted that the income "in kind" is included in the questionnaire indirectly through questions on unpaid consumption expenditures classified in three sub categories: a) wages and salaries in kind and consumed, b) own produced and consumed, c) received from gifts, assistance and other sources.

Wages and Salaries In cash: For household income and expenditure purposes, this concept relates to earners; net remuneration or net pay from their occupations. It should include:

a: Direct wages and salaries for time worked, or work done, it covers the following five categories:

- i. straight time pay of time-rated workers;
- ii. incentive pay of time-rated workers;
- iii. earnings of piece workers;
- iv. premium pay for overtime, shift, night and holiday work;
- v. commission pay to sales and other personnel. Included are:

premiums for seniority, special skills, geographical zone differentials, responsibility premiums, dirt, danger and discomfort allowances, cost-of-living allowances (e.g. dearness allowance,) and other regular allowances (e.g. house rent and conveyance allowance).

b: Remuneration for time not worked comprises direct payments to employees in respect of public holidays, annual vacations and other time off with pay granted by the employer.

For purposes of this survey the concept of wages and salaries in cash, does not cover:

- i. Direct taxes and contributions of employees to social security and pension schemes, life insurance premium, union dues and any other similar contribution,
- ii. Employer's contributions for their employees paid to social security, provident fund and pension schemes and also the benefits received by employees under these schemes
- iii. Payment "in kind" which will be treated separately

Bonuses and Gratuities (in cash): Bonuses and gratuities cover seasonal (e.g. Eid bonus) or end-of-year bonuses, additional payments in respect of vacation periods (supplementary to the normal pay) and the profit-sharing bonuses paid by the employers to the employees.

Withdrawal from entrepreneurial income: Actual cash payments made to the proprietors out of the operating and property income of quasi-corporate enterprises for daily consumption.

Pension: Pension usually refers to recurrent periodical payments received by a person after retirement from government, private or public enterprise due to past contribution in a pension scheme.

Social Security Benefits: Payments made on recurrent intervals to individuals under a social security scheme, which may include medical care, sickness benefit, unemployment benefit, old-age benefit, employment injury benefit, invalidity benefit, etc.

Income receipts from lodgers and boarders: Cash receipts from lodgers and boarders in return for providing living quarters and food.

Profits (Interest): Additional money received and paid in respect of banks, post offices and other deposits, bills, bonds and other loans paid and received. For the purpose of this survey, profits/interest received in the form of goods and services should be covered in the household consumption expenditure section 6 under "Unpaid and Consumed" expenditures received from assistance /gifts/other sources.

Dividend: Actual in-cash income paid and received in respect of purchased corporate equities, shares, securities and other forms of participation in capital of corporate enterprises and co-operatives.

Rent: Actual in cash income paid and received for the use of land, buildings (commercial and dwellings), plant, machinery and other equipment, furniture and fixtures, office equipment and other assets. For the purpose of this survey, property rented by the household to be used for common household facilities should be treated under household consumption expenditure, e.g. rent paid for household dwelling.

Flow of Funds: For purposes of the household income and expenditure data, the Flow of Funds measures the borrowing and lending operations within the household sector and between the household sector and other institutional sectors and provides the statistical tool to trace the flow of savings through the financial channels into the financing of real capital formation.

In accordance with international recommendations the Flow of Funds comprises a financial and a non-financial component. For purposes of the household income and expenditure part, the financial component consists of change in currency, deposits, gold, stock, bonds, security net equity from life insurance and pension funds and other acquisitions and issues of claims through borrowing and lending in cash and in kind. The non-financial component consists of the tangible and intangible capital accumulation and the gross savings.

Currency: Currency consists of domestic and foreign notes and coins (cash) in circulation (in hand), i.e. cash not held in accounts of banks and other financial institutions.

Deposit: Deposit consists of cash amounts held in banks and other financial institutions in the form of current account (also known as demand and time deposits) and saving deposits. It includes deposits with banks, post offices, development finance institutions, insurance companies and deposits held abroad.

Loan: It is a direct transaction between borrower and lender. It comprises commercial bills, mortgage loans, bank overdrafts and other bank and non-bank domestic and foreign loans, both guaranteed and un-guaranteed. It also includes credit and advances in respect of sale (purchase) of goods and services; and advances for the production of goods and services, in progress or to be undertaken.

Stocks and Shares: Corporate equity securities include capital participation. Equity securities do not provide the right to a predetermined income or to a fixed sum on dissolution of the incorporate enterprises. Ownership of equity is usually evidenced by shares, stocks, participation or similar documents. Preference stocks or shares and certificates are also included. NIT units and mutual fund certificates also form part of it.

Bond: A security that gives the holder the unconditional right to a fixed money income, i.e., payment of profit is not dependent on the earning of the debtor. With the exception of the perpetual bonds, a bond also gives the holder an unconditional right to a capital payment on a specified date or dates. Both short-term and long-term bonds and government bonds including Prize Bonds, Special National Fund Bonds, and Bearer National Fund bonds are included in this category.

Small Savings Scheme: This includes national savings schemes launched by the Federal Government, e.g. defence certificates, national deposits certificates, khas deposit certificates, etc.

Life insurance contributions: For purposes of the household income and expenditure part, this consists of accumulated household contributions made directly on own account to the reserves of insurance companies and alike to cover the risks on life. Contributions paid by the employer should be excluded. In some instances, reductions in equity held with the insurance company could arise through lump sum settlements on withdrawal as claimed by the household.

Pension/provident fund contributions: For purposes of the household income and expenditure part, this consists of household contributions made directly on own account to the reserves of capital funds. Contributions made by the employer should be excluded. The contributions are made for purposes of insuring incomes in the future, e.g., on retirement. In some instances, reductions in equity held with the pension/ provident fund could arise through lump sum settlements on withdrawal by the household.

Investment: For purposes of household income and expenditure part, investment consists of purchases or sales of reproducible (fixed) tangible assets such as buildings, irrigation infrastructure, plants, machinery, tools, and other equipment, furniture and fixtures, livestock, stocks of non-durable goods; non-reproducible tangible assets like land, timber tracts, mineral deposits, inland waters and fisheries; and net purposes or sales of intangible assets (or exclusive right) like patents, copyright and mineral concessions when all legal possession rights of these assets are actually transferred.

Household Consumption Expenditure

For household income and expenditure purposes, household consumption expenditures refer to all money expenditures by the household and individual members on goods intended for consumption and expenditures on services. Also included is the value of goods and services received "in kind" or "own produced" which are consumed by the household. Therefore all expenditures on goods and services or receipts "in kind", not intended for consumption during the reference period, should not be reported in this section. For instance, purchase of cloth for manufacturing of wearing apparel for the purpose of selling in the market, i.e. business activities should not be included.

Cases may arise of bulk purchases or receipts in kind like wheat, rice pulses, vegetables etc.. In these cases, only the actual consumption of quantity of goods and its value during the reference period, should be reported. Similarly, cases may arise of consumption out of accumulated household stocks. In these cases again, the market value of quantity of the goods consumed should be reported even though the actual expenditure/receipt has not taken place during the reference period. The consumed quantity and related value should be reported in the appropriate "paid and consumed" and "unpaid and consumed" columns.

Other instances may arise of purchases of presents for occasions like dowry. Those items, which are purchased to be given away and thus not to be consumed by the same household, should not be reported individually. In contrast, these items should be reported collectively against code 835 (sec: 8m). However, those households which receive these presents for HH consumption should report the items individually in the column "unpaid and consumed/received from assistance, etc."

In the questionnaire, the household consumption expenditure (Section-4) has been divided into **five parts**:

Part A-f: Fortnightly (Two week) consumption expenditure of the household on food items.

Part B-f: Monthly consumption expenditure of the household on food, non-durable goods and services items.

Part C-m: Monthly consumption expenditure of the household non-durable goods and services

Part D-m: Yearly consumption expenditure of the household on non-durable goods and services.

Part E-m: Yearly consumption expenditure of the household on durable goods and services.

Reference Period: The reference period for the collection of data for Part A is the last 14 days preceding the date of enumeration, for part B & C it is the last month preceding the date of enumeration, whereas for Part D and Part E, it is the last 1 year preceding the date of enumeration. Last month means the preceding 30 days from the date of enumeration, i.e., in case the date of enumeration is 5th February 2015 then the period of reference shall be 5th January 2015 to 4th February 2015. Similar method shall be applicable for determination of the reference period of the last year.

Quantity and Value: The quantity consumed should be reported in the designated columns "quantity (col. 1,3,5,7) according to the standard unit mentioned against each item. The household consumption expenditures are to be reported in terms of money value, i.e., rupees, in the designated columns "value" (col. 2,4,6,8) which means market value including sales tax, excise duty, or any other tax levy or duty. If the household has been given any rebate, discount or allowances, the same should be deducted. Value (in RS.) should be given in whole rupees and

quantity will also usually be reported in whole grams, kilograms, litres, numbers, bottles, packets, etc. However, there will be times when the respondent will report fractional units, for example 1/4 kilogram or 1-1/2 litres. For these, report the quantity to two decimal places - not as fractions. In the example, you would report 0.25 kg. and 1.50 litres.

Paid for and unpaid for: For household income and expenditure purposes, household consumption expenditures are classified into two main categories; "paid" and "unpaid" expenditures. The expenditure on consumption items should be reported under columns, "paid and consumed" and "unpaid and consumed".

Paid and Consumed: For the purpose of household income and expenditure, the category of "paid and consumed" refers to i). all *cash* payments or ii). purchases on *credit* or iii). under *barter* (exchange) arrangements with other goods and services by the household to obtain goods and services which were consumed during the reference period.

Unpaid and Consumed: Unpaid and consumed expenditures refer to the market value of goods and services received as "income in kind" by the household or individual members of the household. The unpaid and consumed expenditures are classified into three sub-categories:

- A. Wages and salaries in kind consumed
- B. Own produced and consumed
- C. Received from assistance, gifts, dowry, inheritances and other sources"

A. "Wages and salaries in kind consumed" category includes wages and salaries paid "in kind" like food, clothing and housing provided free of charge by the employer, either at the working place or for take away to be consumed at home. In addition to the income "in kind" received by the employees, this category includes similar other facilities. Therefore, other consumption items like free telephone, car and domestic servants are to be included if applicable. The valuation of these consumed items should be based on current local market value.

B. "Own produced and consumed" category refers to the items and value of items produced for commercial or non-commercial purposes by the household/ non-financial unincorporated enterprise and utilised in its own consumption such as food grains produced and used by farm households, shoes made and used by shoe makers, net rental value of owner occupied housing, small amounts of vegetables produced, knitting wearing apparel, etc. during the reference period. The commodities consumed do not necessarily have to be produced during the reference period.

C. "Received from assistance, gifts, dowry, inheritances and other sources" category relate to commodities consumed during the reference period obtained by means of assistance, gifts (nazrana etc.) and other sources like remittances in kind from relatives, dowry in kind, presents from relatives, etc.. Again they should be valued at current local market prices.

Included in household consumption expenditures are indirect taxes, such as sales taxes and payments made in connection with the use (consumption) of goods and services. Excluded in household consumption expenditures are payments made for goods and services purchased for use in the operation of commercial activities. For instance, expenditure on diesel to operate vans for commercial purposes should not be included.

Durable Goods: Durable goods include those items with a life expectancy of one year or more such as furniture, fixtures, clocks, wrist watches, television, radio, cutlery, kitchen utensils, etc.

Non-Durable Goods: Non-durable goods include those items with a life expectancy of less than one year such as food, clothing, fuel and lighting, footwear, medicines, etc.

Note: Division of the items is not strictly based on life expectancy. In some items this criteria is relaxed to get reliable data, e.g., some footwear items do have life expectancy more than one year but they all are grouped under non-durable category.

The following examples are given to illustrate the procedure for accounting consumption of commodities acquired through different sources.

Example 1

A non-farm household consisting of some household members which are owner/employer of a corporate enterprise and some are employees, reports the consumption of the following commodities by source of acquisition during the reference period:

- a) Receipt of 100 kg of wheat in the form of wages and salaries of which 80 kg was consumed
- b) 2 kg of salt exchanged against rice
- c) 1 kg of chillies purchased on credit from shopkeeper
- d) Occupied free of charge dwelling from corporate enterprise of which market rent is 1500 rupees
- e) Tea and meal provided at working place free of charge with market value of 50 rupees
- f) Meat and blanket obtained from relatives during Eid

The above consumed commodities should be recorded as follows:

- a) 80 kg of wheat should be reported under "unpaid/wages and salaries in kind consumed".
- b) 2 kg of salt valued at local market prices should be reported under heading "paid and consumed".
- c) 1 kg of chillies should be reported under the heading "paid and consumed".
- d) 1500 rupees for the rent-free accommodation should be reported under the heading "unpaid/wages and salaries in kind consumed".
- e) Tea and meal should be reported separately under relevant codes under the heading "unpaid/wages and salaries in kind consumed" valued at local market prices
- f) Meat and blanket should be reported separately under relevant codes under the heading "unpaid/received from assistance, gifts, dowry, inheritances and other sources", valued at local market prices.

Example 2

A farm household reports the following consumption:

- a) 60 kg of wheat from own produce
- b) Owner occupied house of 500 rupees local market value
- c) 10 kg of pulses bartered against vegetables
- d) 40 kg of rice obtained as advance (borrowed) from commission agent

These consumption items should be reported as follows:

- a) 60 kg of wheat should be reported at local market prices under the heading "unpaid/own produced and consumed"
- b) 500 rupees should be reported for owner occupied houses under the heading "unpaid/own produced and consumed"
- c) 10 kg of pulses should be reported at local market prices under the heading "paid and consumed"
- d) 40 kg of rice should be reported at local market prices under the heading "paid and consumed".

Example 3

A household which owns a retail shop, reports the following consumption of commodities, among others:

- a) one bottle of lemonade from own shop
- b) 1 Kg of dal from own shop
- c) travel to provincial town to buy supplies for shop

Before reporting these consumption items following points may be kept in mind. Generally, household establishments do not keep the account of taking less valued consumable items for the HH and do not make profits on those items for own HH. If this is the case, then put category "a & b" under the column "unpaid/ own produced and consumed" at the local market rate. On the other hand if the shopkeeper is keeping the account of these items and is including the profit of these self-consumed items in his income, then record these "a & b" categories under paid and consumed columns.

a & b) bottle of lemonade and 1 Kg. Of dal should be reported at local market prices under the heading "unpaid for/own produce and consumed" or under the heading "paid and consumed" in the light of the concepts, discussed in the above Para.

c) Travel to provincial town should not be reported at all in this section. It is an expenditure made in connection with the operation of the shop and therefore not intended for household consumption and hence excluded from the consumption expenditure. It will, however, be reported on Non-Agricultural sheet, section 11.

Part A (f): Fortnightly (two weeks) Consumption Expenditure of the HH on Food items

The consumption expenditures in Part A relate only to the expenditures in the last 14 days preceding the date of enumeration and only those expenditure that are made by the household and hence not business expenditures. At the end of each page, total value of all the items on that page should be given. The quantity actually consumed should be reported and not the purchased. Similarly value of this consumed quantity should be reported, not of the total purchased quantity. Goods and services received on credit or on barter transactions or paid in cash should be covered in columns 1 & 2 under the heading "Paid and consumed" and it should be the consumed share, not the acquired. "Unpaid and consumed" heading is divided in to three categories which have been discussed previously.

01 FOOD AND NON-ALCOHOLIC BEVERAGES

01.1 FOOD

Food Items: This part is further subdivided according to **COICOP**¹ in which different items are classified under different codes. Enter the last two weeks (14 days) household consumption expenditure incurred on each item by the household members in the appropriate columns. Page totals of value columns should be calculated and recorded against respective codes. Page totals should be summed up to get the section total.

¹ CLASSIFICATION OF INDIVIDUAL CONSUMPTION according to PURPOSE. In HIICS manual the description of different classes is taken from COICOP manual of instruction.

The food products classified here are those purchased for consumption at home. The group excludes: food products sold for immediate consumption away from the home by hotels, restaurants, cafés, bars, kiosks, street vendors, automatic vending machines, etc. (11.1.1); cooked dishes prepared by restaurants for consumption off their premises (11.1.1); cooked dishes prepared by catering contractors whether collected by the customer or delivered to the customer's home (11.1.1); and products sold specifically as pet foods (09.3.4).

01.1.2 Meat (ND) 011201 - 011208

- Fresh, chilled or frozen meat of:
 - bovine animals, sheep and goat;
 - camel and the like;
 - poultry (chicken, duck, goose, turkey, guinea fowl);
 - hare, rabbit and game (antelope, deer, pheasant, grouse, pigeon, quail, etc.);
- fresh, chilled or frozen edible offal;
- other preserved or processed meat and meat-based preparations (canned meat, meat extracts, meat juices, meat pies, etc.).

Estimated value and quantity of meat of wild birds such as partridges, quails, etc., obtained by hunting and consumed in the household should be reported. If hunted down by household members, the quantity and value should be reported under "unpaid/own produced and consumed". Expenditures on "Qurbani" at Eid should be reported against code **127006** of part D, col. 1. However the meat of Qurbani consumed by the HH itself should be reported under col. 5 & 6 of this part, code 011201 or 011203.

Includes : animals and poultry purchased live for consumption as food.

01.1.3 Fish and seafood (ND)code 011301-011303

- Fresh, chilled or frozen fish;
- fresh, chilled or frozen seafood (Shrimps etc);
- dried, smoked or salted fish and seafood;
- other preserved or processed fish and seafood and fish and seafood-based preparations (canned fish and seafood, caviar and other hard roes, fish pies, etc.).

Includes : fish and seafood purchased live for consumption as food.

Excludes : soups, broths and stocks containing fish and seafood (01.1.9).

01.1.4 Milk, cheese and eggs (ND)011401 - 011409

- Raw milk; pasteurized or sterilized milk;
- condensed, evaporated or powdered milk;
- yoghurt, cream, milk-based desserts, milk-based beverages and other similar milk-based products;
- cheese and curd;
- eggs and egg products made wholly from eggs.

Includes : milk, cream and yoghurt containing sugar, cocoa, fruit or flavourings; dairy products not based on milk such as soya milk.

Excludes : butter and butter products (01.1.5).

01.1.6 Fruit (ND) 011601 - 011616

- Fresh, chilled or frozen fruit;
- dried fruit, fruit peel, fruit kernels, nuts and edible seeds
- preserved fruit and fruit-based products.

Includes : melons and water melons.

Excludes: vegetables cultivated for their fruit such as aubergines, cucumbers and tomatoes (01.1.7); jams, marmalades, compotes, jellies, fruit purées and pastes (01.1.8); parts of plants preserved in sugar (01.1.8); fruit juices and syrups (01.2.2).

01.1.7 Vegetables (ND) 011701 - 011722

- Fresh, chilled, frozen or dried vegetables cultivated for their leaves or stalks (asparagus, broccoli, cauliflower, endives, fennel, spinach, etc.), for their fruit (aubergines, cucumbers, courgettes, green peppers, pumpkins, tomatoes, etc.), and for their roots (beetroots, carrots, onions, parsnips, radishes, turnips, etc.);
- fresh or chilled potatoes and other tuber vegetables (manioc, arrowroot, cassava, sweet potatoes, etc.);
- preserved or processed vegetables and vegetable-based products;
- products of tuber vegetables (flours, meals, flakes, purées, chips and crisps) including frozen preparations such as chipped potatoes.

Includes : olives; garlic; sweet corn; sea fennel and other edible seaweed; mushrooms and other edible fungi.

Excludes : potato starch, tapioca, sago and other starches (01.1.1); soups, broths and stocks containing vegetables (01.1.9); culinary herbs (parsley, rosemary, thyme, etc.) and spices (pepper, pimento, ginger, etc.) (01.1.9); vegetable juices (01.2.2).

01.1.8 Sugar, jam, honey, chocolate and confectionery (ND) 011801 - 011810

- Cane or beet sugar, unrefined or refined, powdered, crystallized or in lumps;
- compotes, fruit purées and pastes, natural and artificial honey, maple syrup, molasses and parts of plants preserved in sugar;
- chocolate in bars or slabs, chewing gum, sweets, toffees, pastilles and other confectionery products;
- cocoa-based foods and cocoa-based dessert preparations; – edible ice, ice cream and sorbet.

Includes : artificial sugar substitutes.

Excludes : cocoa and chocolate-based powder (01.2.1).

01.1.9 Condiments and spices (whole and Powder) (ND) 011901 - 011913

- Salt, spices (pepper, pimento, ginger, etc.), culinary herbs (parsley, rosemary, thyme, etc.
- homogenized baby food and dietary preparations irrespective of the composition.

Excludes : milk-based desserts (01.1.4); soya milk (01.1.4); artificial sugar substitutes (01.1.8); cocoa based dessert preparations (01.1.8).

01.2 NON-ALCOHOLIC BEVERAGES

The non-alcoholic beverages classified here are those purchased for consumption at home. The group **excludes** non-alcoholic beverages sold for immediate consumption away from the home by hotels, restaurants, cafés, bars, kiosks, street vendors, automatic vending machines, etc. (11.1.1).

01.2.2 Mineral waters, soft drinks, fruit and vegetable juices code (ND) 12201-012206

- Mineral or spring waters; all drinking water sold in containers;
- Soft drinks such as sodas, lemonades and colas;
- Fruit and vegetable juices;
- Syrups and concentrates for the preparation of beverages.
- Syrups, used as medicine, should not be reported here. Syrups to be diluted for drinking should be reported. The carbonated beverages used in tin packs may be treated equals to number of bottles and after conversion in litres should be reported against relevant code.

Excludes: non-alcoholic beverages which are generally alcoholic such as non-alcoholic beer (02.1).

11 RESTAURANTS AND HOTELS

11.1 CATERING SERVICES

11.1.1 Restaurants, cafés and the like (S) code 111101-111140

- Catering services (meals, snacks, drinks and refreshments) provided by restaurants, cafés, buffets, bars, tearooms, etc., including those provided:
 - in places providing recreational, cultural, sporting or entertainment services: theatres, cinemas, sports stadiums, swimming pools, sports complexes, museums, art galleries, nightclubs, dancing establishments, etc.;
 - on public transport (coaches, trains, boats, aeroplanes, etc.) when priced separately; – also included are:
 - the sale of food products and beverages for immediate consumption by kiosks, street vendors and the like, including food products and beverages dispensed ready for consumption by automatic vending machines;
 - the sale of cooked dishes by restaurants for consumption off their premises;
 - the sale of cooked dishes by catering contractors whether collected by the customer or delivered to the customer's home.

Expenditure incurred on purchase of ready-made food, drinks, chats, etc. from restaurants, cafes, hotels, etc. and taken at home and Food, drinks etc. taken at restaurants, hotels, and coffee houses, street vendors or provided by employer at the work place, should all be shown against relevant codes. **It may be noted that such expenses incurred during picnic/excursion, etc. should also be included here.**

Includes : tips.

Excludes : tobacco purchases (02.2.0); telephone calls (08.3.0).

Part B (f): Monthly Consumption Expenditure of the HH on Food and Non-Durable Goods & Services

The consumption expenditures in Part B relate only to the expenditures in the last one month preceding the date of enumeration and only those expenditures which are made by the household and hence not business expenditures. Expenditures on the consumed part are needed, not on the purchased one. For example, to further clarify, HH may purchase 10 Kg. Of sugar but consumed only 5 Kg. during the last month. The value of 5 Kg. is the consumption expenditure that will be quoted here. At the end of each page, total value of all the items on that page should be given.

01 FOOD AND NON-ALCOHOLIC BEVERAGES

01.1 FOOD

01.1.1 Bread and cereals (ND) code 011101-011129

- Rice in all forms;
- maize, wheat, barley, oats, rye and other cereals in the form of grain, flour or meal;
- bread and other bakery products (crisp bread, rusks, toasted bread, biscuits, gingerbread, wafers, waffles, crumpets, muffins, croissants, cakes, tarts, pies, quiches, pizzas(baked at home), etc.);
- mixes and dough's for the preparation of bakery products;
- pasta products in all forms; couscous;
- cereal preparations (cornflakes, oat flakes, etc.) and other cereal products (malt, malt flour, malt extract, potato starch, tapioca, sago and other starches).

Quantity and value of commodity items consumed by the household members during the reference period should be reported here in the appropriate columns either "paid" or "unpaid" against the relevant item codes. It may be noted that expenditures incurred in grinding, husking, cleaning, etc., should be reported against code 011109.

Includes : farinaceous-based products prepared with meat, fish, seafood, cheese, vegetables or fruit.

Excludes : meat pies (01.1.2); fish pies (01.1.3); sweet corn (01.1.7).

01.1.5 Oils and fats (ND)011501-011506

- Butter and butter products (butter oil, ghee, etc.);
- margarine (including "diet" margarine) and other vegetable fats (including peanut butter);
- edible oils (olive oil, corn oil, sunflower-seed oil, cottonseed oil, soybean oil, groundnut oil, walnut oil, etc.); - edible animal fats (lard, etc.).

Excludes : cod or halibut liver oil (06.1.1).

01.1.8 Sugar, jam, honey, chocolate and confectionery (ND) 011803, 011805

- jams, marmalades, jellies,

In case jams and jellies, not purchased from the market but prepared at home, record the value of all ingredients used for their preparation against the relevant code under this subheading

and the quantity consumed should also be reported. The value of all ingredients purchased from the market to be used for preparation of jam, etc., should be reported under column "paid and consumed" of this category.

01.1.9 Condiments and spices code 011916-011918

- Sauces, , seasonings (mustard, mayonnaise, ketchup, soy sauce, etc.), vinegar Pickles etc;
– prepared baking powders, baker's yeast, dessert preparations, soups, broths, stocks, culinary ingredients, etc.;

In case pickles not purchased from the market but prepared at home, record the value of all ingredients used for their preparation against the relevant code under this subheading and the quantity consumed should also be reported. The value of all ingredients purchased from the market to be used for preparation of pickle, etc., should be reported under column "paid and consumed" of this category. Generally HH prepare pickles to be used for a longer time. We are concerned with the monthly consumed quantity and value.

01.2.1 Coffee, tea and cocoa (ND) 012101-012104

- Coffee, whether or not decaffeinated, roasted or ground, including instant coffee;
– Tea, mate and other plant products for infusions;
– Cocoa, whether or not sweetened, and chocolate-based powder.

Value & quantity of teabags, tea packed (different brands) and other tea (loose) should be reported against code 012101 and 012102 respectively. All types of Coffee 012103 and other preparation such as Ovaltine, Harlics, Milo, Complain etc., consumed by the household should be reported against code 012104.

Includes: cocoa-based beverage preparations; coffee and tea substitutes; extracts and essences of coffee and tea.

Excludes : chocolate in bars or slabs (01.1.8); cocoa-based food and cocoa-based dessert preparations (01.1.8).

05 FURNISHINGS, HOUSEHOLD EQUIPMENT AND ROUTINE HOUSEHOLD MAINTENANCE

05.6 GOODS AND SERVICES FOR ROUTINE HOUSEHOLD MAINTENANCE

05.6.1 Non-durable household goods (ND) code 056101-056115

- Cleaning and maintenance products such as soaps, washing powders, washing liquids, scouring powders, detergents, disinfectant bleaches, softeners, conditioners, window cleaning products, waxes, polishes, dyes, unblocking agents, disinfectants, insecticides, pesticides, fungicides and distilled water;
– articles for cleaning such as brooms, scrubbing brushes, dustpans and dust brushes, dusters, tea towels, floor cloths, household sponges, scourers, steel wool and chamois leathers;

- paper products such as filters, tablecloths and table napkins, kitchen paper, vacuum cleaner bags and cardboard tableware, including aluminium foil and plastic bin liners;
- other non-durable household articles such as matches, candles, lamp wicks, methylated spirits, clothes-pegs, clothes hangers, pins, safety pins, sewing needles, knitting needles, thimbles, nails, screws, nuts and bolts, tacks, washers, glues and adhesive tapes for household use, string, twine and rubber gloves.

Includes : polishes, creams and other shoe-cleaning articles; fire extinguishers for households.

Excludes : brushes and scrapers for paint, varnish and wallpaper (04.3.1); fire extinguishers for transport equipment (07.2.1); products specifically for the cleaning and maintenance of transport equipment such as paints, chrome cleaners, sealing compounds and bodywork polishes (07.2.1); horticultural products for the upkeep of ornamental gardens (09.3.3); paper handkerchiefs, toilet paper, toilet soaps, toilet sponges and other products for personal hygiene (12.1.3); cigarette, cigar and pipe lighters and lighter fuel (12.3.2).
bridge lessons given by independent teachers (09.4.1).

12 MISCELLANEOUS GOODS AND SERVICES

12.1 PERSONAL CARE

12.1.1 Hairdressing salons and personal grooming establishments (S) 121101-121102

- Services of hairdressing salons, barbers, beauty shops, manicures, pedicures, Turkish baths, saunas, solariums, non-medical massages, etc.

Includes : bodycare, depilation and the like.

Excludes : spas (06.2.3) or (06.3.0); fitness centres (09.4.1).

12.1.2 Electric appliances for personal care (SD) 121201- 121202

- Electric razors and hair trimmers, hand-held and hood hairdryers, curling tongs and styling combs, sunlamps, vibrators, electric toothbrushes and other electric appliances for dental hygiene, etc.;
- repair of such appliances.

12.1.3 Other appliances, articles and products for personal care (ND) 121301 - 121320

- Non-electric appliances: razors and hair trimmers and blades therefor, scissors, nail files, combs, shaving brushes, hairbrushes, toothbrushes, nail brushes, hairpins, curlers, personal weighing machines, baby scales, etc.;
- articles for personal hygiene: toilet soap, medicinal soap, cleansing oil and milk, shaving soap, shaving cream and foam, toothpaste, etc.;
- beauty products: lipstick, nail varnish, make-up and make-up removal products (including powder compacts, brushes and powder puffs), hair lacquers and lotions, pre-shave and after-shave products, sunbathing products, hair removers, perfumes and toilet waters, personal deodorants, bath products, etc.;
- other products: toilet paper, tissue paper, paper handkerchiefs, paper towels, sanitary towels, cotton wool, cotton tops, babies' napkins, toilet sponges, etc.

Excludes : handkerchiefs made of fabric (03.1.3).

Part C (m): Monthly Consumption Expenditure of the HH on Non-Durable Goods and Services

02 ALCOHOLIC BEVERAGES, TOBACCO AND NARCOTICS

02.1 ALCOHOLIC BEVERAGES Codes 022001-022009

The alcoholic beverages classified here are those purchased for consumption at home. The group excludes alcoholic beverages sold for immediate consumption away from the home by hotels, restaurants, cafés, bars, kiosks, street vendors, automatic vending machines, etc. (11.1.1).

The beverages classified here include low or non-alcoholic beverages which are generally alcoholic such as non-alcoholic beer.

02.2 TOBACCO

This group covers all purchases of tobacco by households, including purchases of tobacco in restaurants, cafés, bars, service stations, etc.

02.2.0 Tobacco (ND)

- Cigarettes
- cigarette tobacco and cigarette papers
- cigars, pipe tobacco, chewing tobacco or snuff.
- other vegetable-based such as cola nuts, betel leaves and betel nuts;
- other including chemicals and man-made drugs.

Excludes : other smokers' articles (12.3.2).

04 HOUSING, WATER, ELECTRICITY, GAS AND OTHER FUELS

04.5 ELECTRICITY, GAS AND OTHER FUELS

04.5.1 Electricity (ND) codes 045101 and 045102

- Electricity.

Includes : associated expenditure such as hire of meters, reading of meters, standing charges, etc.

04.5.2 Gas (ND) codes 045201 and 045202

- Town gas and natural gas;
- liquefied hydrocarbons (butane, propane, etc.).

Includes : associated expenditure such as hire of meters, reading of meters, storage containers, standing charges, etc.

04.5.3 Liquid fuels (ND) 045301

- Domestic heating and lighting oils.

04.5.4 Solid fuels (ND) 045401-045406

- Coal, coke, briquettes, firewood, charcoal, peat and the like.

Part D (m): Yearly Consumption Expenditure of the HH on Non-Durable Goods and Services

03 CLOTHING AND FOOTWEAR

03.1 CLOTHING

03.1.1 Clothing materials (SD) 031101-031109

– Clothing materials of natural fibres, of man-made fibres and of their mixtures.

Excludes : furnishing fabrics (05.2.0).

03.1.2 Garments (SD) 031201-031225

- Garments for men, women, children (3 to 13 years) and infants (0 to 2 years), either ready-to-wear or made-to-measure, in all materials (including leather, furs, plastics and rubber), for everyday wear, for sport or for work:
 - capes, overcoats, raincoats, anoraks, parkas, blousons, jackets, trousers, waistcoats, suits, costumes, dresses, skirts, etc.;
 - shirts, blouses, pullovers, sweaters, cardigans, shorts, swimsuits, tracksuits, jogging suits, sweatshirts, T-shirts, leotards, etc.;
 - vests, underpants, socks, stockings, tights, petticoats, brassières, knickers, slips, girdles, corsets, body stockings, etc.;
 - pyjamas, nightshirts, nightdresses, housecoats, dressing gowns, bathrobes, etc.;
 - baby clothes and babies' booties made of fabric.

Excludes : articles of medical hosiery such as elasticated stockings (06.1.2); babies' napkins (12.1.3).

03.1.4 Cleaning, repair and hire of clothing (S) 031401-031409

- Dry-cleaning, laundering and dyeing of garments;
- darning, mending, repair and altering of garments;
- hire of garments.

Includes : total value of the repair service (that is, both the cost of labour and the cost of materials are covered).

Excludes : materials, threads, accessories, etc. purchased by households with the intention of undertaking the repairs themselves (03.1.1) or (03.1.3); repair of household linen and other household textiles (05.2.0); dry-cleaning, laundering, dyeing and hiring of household linen and other household textiles (05.6.2).

03.2 FOOTWEAR

03.2.1 Shoes and other footwear (SD) 032101-032109

- All footwear for men, women, children (3 to 13 years) and infants (0 to 2 years) including sports footwear suitable for everyday or leisure wear (shoes for jogging, cross-training, tennis, basketball, boating, etc.).

Includes : gaiters, leggings and similar articles; shoelaces; parts of footwear, such as heels, soles, etc., purchased by households with the intention of repairing footwear themselves.

Excludes : babies' booties made of fabric (03.1.2); shoe-trees, shoehorns and polishes, creams and other shoe-cleaning articles (05.6.1); orthopaedic footwear (06.1.3); game-specific footwear (ski boots, football boots, golfing shoes and other

such footwear fitted with ice-skates, rollers, spikes, studs, etc.) (09.3.2); shin-guards, cricket pads and other such protective apparel for sport (09.3.2).

03.2.2 Repair and hire of footwear (S)032201-032202

- Repair of footwear; shoe-cleaning services;
- hire of footwear.

Includes : total value of the repair service (that is, both the cost of labour and the cost of materials are covered).

Excludes : parts of footwear, such as heels, soles, etc., purchased by households with the intention of undertaking the repair themselves (03.2.1); polishes, creams and other shoe-cleaning articles (05.6.1); repair (09.3.2) or hire (09.4.1) of game-specific footwear (ski boots, football boots, golfing shoes and other such footwear fitted with ice-skates, rollers, spikes, studs, etc.).

4.1 ACTUAL RENTALS FOR HOUSING 041101 and 042101-042103

Rentals normally include payment for the use of the land on which the property stands, the dwelling occupied, the fixtures and fittings for heating, plumbing, lighting, etc., and, in the case of a dwelling let furnished, the furniture.

Rentals also include payment for the use of a garage to provide parking in connection with the dwelling. The garage does not have to be physically contiguous to the dwelling; nor does it have to be leased from the same landlord.

Rentals do not include payment for the use of garages or parking spaces not providing parking in connection with the dwelling (07.2.4). Nor do they include charges for water supply (04.4.1), refuse collection (04.4.2) and sewage collection (04.4.3); co-proprietor charges for caretaking, gardening, stairwell cleaning, heating and lighting, maintenance of lifts and refuse disposal chutes, etc. in multioccupied buildings (04.4.4); charges for electricity (04.5.1) and gas (04.5.2); charges for heating and hot water supplied by district heating plants (04.5.5).

04.1.1 Actual rentals paid by tenants (S)

- Rentals actually paid by tenants or subtenants occupying unfurnished or furnished premises as their main residence.

House rent & housing expenses: - Payments made, as rent to the owner of the house during the last one year should be entered against code 041101. In some cases, the head of household may have taken rented accommodation at two places. In that case the total payment made during the last year should be accounted for here. Payments made in advance for future years, if any, to the owner of the household should not be included.

Includes : payments by households occupying a room in a hotel or boarding house as their main residence.

Excludes : accommodation services of educational establishments and hostels (11.2.0) and of retirement homes for elderly persons (12.4.0).

04.2 IMPUTED RENTALS FOR HOUSING

For coverage see note to (04.1) above.

04.2.1 Imputed rentals of owner-occupiers (S)

– Imputed rentals of owners occupying their main residence.

Owner occupied accommodation: Code 042101:- The estimated rent of the "owner-occupied" dwelling at market price should be given in column 3. In difficulty, consult a knowledgeable person. Self-hired houses should be treated under code 042102.

Subsidised rent accommodation: Code: 042102:- Accommodation may be provided at subsidised rent by the employer etc. Report the market value (not the deductions of the employee) of the accommodation under "paid col. 1". In case of self-hired house, report the market value here but actual value received from the employer should also be given in section 9, part A, code 903, Q.4.

Rent free: Code 042103:- If the household has a "rent-free accommodation" then total rental value of the accommodation, at market value, should be shown in column 2 (in case of rent-free accommodation from employer) or in column 4 (in case of rent-free accommodation obtained from relatives). Cases may arise where the respondent is unable to furnish the information on the rent-free accommodation. Estimate the rental value after consulting knowledgeable persons of the sample areas.

04.2.2 Other imputed rentals (S)

- Imputed rentals for secondary residences;
- imputed rentals of households paying a reduced rental or housed free.

04.3 MAINTENANCE AND REPAIR OF THE DWELLING

Maintenance and repair of dwellings are distinguished by two features: first, they are activities that have to be undertaken regularly in order to maintain the dwelling in good working order; second, they do not change the dwelling's performance, capacity or expected service life.

There are two types of maintenance and repair of dwellings: those which are minor, such as interior decoration and repairs to fittings, and which are commonly carried out by both tenants and owners; and those which are major, such as replastering walls or repairing roofs, and which are carried out by owners only.

Only expenditures which tenants and owner-occupiers incur on materials and services for minor maintenance and repair are part of individual consumption expenditure of households. Expenditures which owner-occupiers incur on materials and services for major maintenance and repair are not part of individual consumption expenditure of households.

Purchases of materials made by tenants or owner-occupiers with the intention of undertaking the maintenance or repair themselves should be shown under (04.3.1). If tenants or owner-occupiers pay an enterprise to carry out the maintenance or repair, the total value of the service, including the costs of the materials used, should be shown under (04.3.2).

04.3.1 Materials for the maintenance and repair of the dwelling (ND) 043101-043109

- Products and materials, such as paints and varnishes, renderings, wallpapers, fabric wall coverings, window panes, plaster, cement, putty, wallpaper pastes, etc., purchased for minor maintenance and repair of the dwelling.

Includes : small plumbing items (pipes, taps, joints, etc.), surfacing materials (floorboards, ceramic tiles, etc.) and brushes and scrapers for paint, varnish and wallpaper.

Excludes : fitted carpets and linoleum (05.1.2); hand tools, door fittings, power sockets, wiring flex and lamp bulbs (05.5.2); brooms, scrubbing brushes, dusting brushes and cleaning products (05.6.1); products, materials and fixtures used for major maintenance and repair (intermediate consumption) or for extension and conversion of the dwelling (capital formation).

04.3.2 Services for the maintenance and repair of the dwelling (S) 043201-043207

– Services of plumbers, electricians, carpenters, glaziers, painters, decorators, floor polishers, etc. engaged for minor maintenance and repair of the dwelling.

Includes : total value of the service (that is, both the cost of labour and the cost of materials are covered).

Excludes: separate purchases of materials made by households with the intention of undertaking the maintenance or repair themselves (04.3.1); services engaged for major maintenance and repair (intermediate consumption) or for extension and conversion of the dwelling (capital formation).

04.4 WATER SUPPLY AND MISCELLANEOUS SERVICES RELATING TO THE DWELLING

04.4.1 Water supply (ND) 044101

– Water supply.

Includes : associated expenditure such as hire of meters, reading of meters, standing charges, etc.

Excludes : drinking water sold in bottles or containers (01.2.2); hot water or steam purchased from district heating plants (04.5.5).

04.4.2 Refuse collection (S) 044201

– Refuse collection and disposal.

05.3.3 Repair of household appliances (S)

– Repair of household appliances.

Includes : total value of the service (that is, both the cost of labour and the cost of materials are covered); charges for the leasing or rental of major household appliances.

Excludes : separate purchases of materials made by households with the intention of undertaking the repair themselves (05.3.1) or (05.3.2).

05.6.2 Domestic services and household services (S) 056201-056204

- Domestic services supplied by paid staff employed in private service such as butlers, cooks, maids, drivers, gardeners, governesses, secretaries, tutors and au pairs;
- similar services, including babysitting and housework, supplied by enterprises or self-employed persons;
- household services such as window cleaning, disinfecting, fumigation and pest extermination;
- dry-cleaning, laundering and dyeing of household linen, household textiles and carpets; – hire of furniture, furnishings, carpets, household equipment and household linen.

Excludes : dry-cleaning, laundering and dyeing of garments (03.1.4); refuse collection (04.4.2); sewerage collection (04.4.3); co-proprietor charges for caretaking, gardening, stairwell cleaning, heating and lighting, maintenance of lifts and refuse disposal chutes, etc. in multi-occupied buildings (04.4.4); security services (04.4.4); snow removal and chimney sweeping (04.4.4); removal and storage services (07.3.6); services of wet-nurses, crèches, day-care centres and other child-minding facilities (12.4.0); bodyguards (12.7.0).

06 HEALTH

This division also includes health services purchased from school and university health centres.

06.1 MEDICAL PRODUCTS, APPLIANCES AND EQUIPMENT

This group covers medicaments, prostheses, medical appliances and equipment and other health-related products purchased by individuals or households, either with or without a prescription, usually from dispensing chemists, pharmacists or medical equipment suppliers. They are intended for consumption or use outside a health facility or institution. Such products supplied directly to outpatients by medical, dental and paramedical practitioners or to in-patients by hospitals and the like are included in outpatient services (06.2) or hospital services (06.3).

06.1.1 Pharmaceutical products (ND) 061101-061120

– Medicinal preparations, medicinal drugs, patent medicines, serums and vaccines, vitamins and minerals, cod liver oil and halibut liver oil, Neck Braces, oral Contraceptives.

– Clinical thermometers, Blood Pressure machine, adhesive and non-adhesive bandages, hypodermic syringes, first-aid kits, hot-water bottles and ice bags, medical hosiery items such as elasticated stockings and knee supports, pregnancy tests, condoms and other mechanical contraceptive devices.

– Corrective eyeglasses and contact lenses, hearing aids, glass eyes, artificial limbs and other prosthetic devices, orthopaedic braces and supports, orthopaedic footwear, surgical belts, trusses and supports, neck braces, medical massage equipment and health lamps, powered and unpowered wheelchairs and invalid carriages, "special" beds, crutches, electronic and other devices for monitoring blood pressure, etc.; – repair of such articles.

Includes : dentures but not fitting costs.

Excludes : veterinary products (09.3.4); articles for personal hygiene such as medicinal soaps (12.1.3).

hire of therapeutic equipment (06.2.3); protective goggles, belts and supports for sport (09.3.2); sunglasses not fitted with corrective lenses (12.3.2).

06.2 OUTPATIENT SERVICES

This group covers medical, dental and paramedical services delivered to outpatients by medical, dental and paramedical practitioners and auxiliaries. The services may be delivered at home, in individual or group consulting facilities, dispensaries or the outpatient clinics of hospitals and the like.

Outpatient services include the medicaments, prostheses, medical appliances and equipment and other health-related products supplied directly to outpatients by medical, dental and paramedical practitioners and auxiliaries.

Medical, dental and paramedical services provided to in-patients by hospitals and the like are included in hospital services (06.3).

06.2.1 Medical services (S) 062101

– Consultations of physicians in general or specialist practice.

Includes : services of orthodontic specialists.

Excludes : services of medical analysis laboratories and x-ray centres (06.2.3); services of practitioners of traditional medicine (06.2.3).

06.2.2 Dental services (S) 062201

– Services of dentists, oral hygienists and other dental auxiliaries.

Includes : fitting costs of dentures.

Excludes : dentures (06.1.3); services of orthodontic specialists (06.2.1); services of medical analysis laboratories and x-ray centres (06.2.3).

06.2.3 Paramedical services (S)062301-062312

– Services of medical analysis laboratories and x-ray centres;

– services of freelance nurses and midwives;

– services of freelance acupuncturists, chiropractors, optometrists, physiotherapists, speech therapists, etc.;

– medically prescribed corrective-gymnastic therapy;

– outpatient thermal bath or sea-water treatments;

– ambulance services;

– hire of therapeutic equipment.

Includes : services of practitioners of traditional medicine.

06.3 HOSPITAL SERVICES

Hospitalization is defined as occurring when a patient is accommodated in a hospital for the duration of the treatment. Hospital day-care and home-based hospital treatments are included as are hospices for terminally ill persons.

This group covers the services of general and specialist hospitals, the services of medical centres, maternity centres, nursing homes and convalescent homes which chiefly provide in-patient health care, the services of institutions serving old people in which medical monitoring is an essential component and the services of rehabilitation centres providing in-patient health care and rehabilitative therapy where the objective is to treat the patient rather than to provide long-term support.

Hospitals are defined as institutions which offer in-patient care under direct supervision of qualified medical doctors. Medical centres, maternity centres, nursing homes and convalescent homes also provide in-patient care but their services are supervised and frequently delivered by staff of lower qualification than medical doctors.

This group does not cover the services of facilities, such as surgeries, clinics and dispensaries, devoted exclusively to outpatient care (06.2). Nor does it include the

services of retirement homes for elderly persons, institutions for disabled persons and rehabilitation centres providing primarily long-term support (12.4).

06.3.0 Hospital services (S) 063101-063112

– Hospital services comprise the provision of the following services to hospital inpatients:

- basic services: administration; accommodation; food and drink; supervision and care by non-specialist staff (nursing auxiliaries); first aid and resuscitation; ambulance transport; provision of medicines and other pharmaceutical products; provision of therapeutic appliances and equipment; medical services: services of physicians in general or specialist practice, of surgeons and of dentists; medical analyses and x-rays; paramedical services such as those of nurses, midwives, chiropractors, optometrists, physiotherapists, speech therapists, Physiotherapist Charges; etc.

07 TRANSPORT

07.2 OPERATION OF PERSONAL TRANSPORT EQUIPMENT

Purchases of spare parts, accessories or lubricants made by households with the intention of undertaking the maintenance, repair or intervention themselves should be shown under (07.2.1) or (07.2.2). If households pay an enterprise to carry out the maintenance, repair or fitting, the total value of the service, including the costs of the materials used, should be shown under (07.2.3).

07.2.1 Spare parts and accessories for personal transport equipment (SD) 072101-072103

– Tyres (new, used or retreaded), inner tubes, spark plugs, batteries, shock absorbers, filters, pumps and other spare parts or accessories for personal transport equipment.

Includes : fire extinguishers for transport equipment; products specifically for the cleaning and maintenance of transport equipment such as paints, chrome cleaners, sealing compounds and bodywork polishes; covers for motor cars, motorcycles, etc.

Excludes : crash helmets for motorcycles and bicycles (03.1.3); non-specific products for cleaning and maintenance such as distilled water, household sponges, chamois leathers, detergents, etc. (05.6.1); charges for the fitting of spare parts and accessories and for the painting, washing and polishing of bodywork (07.2.3); radio-telephones (08.2.0); car radios (09.1.1); baby seats for cars (12.3.2).

07.2.2 Fuels and lubricants for personal transport equipment (ND) 072201-072204

– Petrol and other fuels such as diesel, liquid petroleum gas, alcohol and two-stroke mixtures;

– lubricants, brake and transmission fluids, coolants and additives.

Includes : fuel for major tools and equipment covered under (05.5.1) and recreational vehicles covered under (09.2.1).

Excludes : charges for oil changes and greasing (07.2.3).

07.2.3 Maintenance and repair of personal transport equipment (S) 072301-072303

- Services purchased for the maintenance and repair of personal transport equipment such as fitting of parts and accessories, wheel balancing, technical inspection, breakdown services, oil changes, greasing and washing.

Includes : total value of the service (that is both the cost of labour and the cost of materials are covered).

Excludes : separate purchases of spare parts, accessories or lubricants made by households with the intention of undertaking the maintenance or repair themselves (07.2.1) or (07.2.2); roadworthiness tests (07.2.4).

07.2.4 Other services in respect of personal transport equipment (S) 072401-072402

- Hire of garages or parking spaces not providing parking in connection with the dwelling;
- toll facilities (bridges, tunnels, shuttle ferries, motorways) and parking meters;
- driving lessons, driving tests and driving licences;
- roadworthiness tests;
- hire of personal transport equipment without drivers.

Excludes : hire of a car with driver (07.3.2); service charges for insurance in respect of personal transport equipment (12.5.4).

07.3 TRANSPORT SERVICES

Purchases of transport services are generally classified by mode of transport. When a ticket covers two or more modes of transport - for example, intra-urban bus and underground or inter-urban train and ferry - and the expenditure cannot be apportioned between them, then such purchases should be classified in (07.3.5).

Costs of meals, snacks, drinks, refreshments or accommodation services have to be included if covered by the fare and not separately priced. If separately priced, these costs have to be classified in Division 11.

School transport services are included, but ambulance services are excluded (06.2.3).

07.3.1 Passenger transport by railway (S) 073101-073103

- Transport of individuals and groups of persons and luggage by train, tram and underground.

Includes : transport of private vehicles.

Excludes : funicular transport (07.3.6).

07.3.2 Passenger transport by road (S) 073201-073208

- Transport of individuals and groups of persons and luggage by bus, coach, taxi and hired car with driver.

07.3.3 Passenger transport by air (S) 073301

- Transport of individuals and groups of persons and luggage by aeroplane and helicopter.

07.3.4 Passenger transport by sea and inland waterway (S) 073401

- Transport of individuals and groups of persons and luggage by ship, boat, ferry, hovercraft and hydrofoil.

Includes : transport of private vehicles.

07.3.5 TRANSPORT SERVICES 073501

Purchases of transport services are generally classified by mode of transport. When a ticket covers two or more modes of transport - for example, intra-urban bus and underground or inter-urban train and ferry - and the expenditure cannot be apportioned between them, then such purchases should be classified in (073502).

Costs of meals, snacks, drinks, refreshments or accommodation services have to be included if covered by the fare and not separately priced. If separately priced, these costs have to be classified in Division 11.

08 COMMUNICATION

08.1 POSTAL SERVICES

08.1.0 Postal services (S)081001-081006

– Payments for the delivery of letters, postcards and parcels; – private mail and parcel delivery.

Includes : all purchases of new postage stamps, pre-franked postcards and aerogrammes.

Excludes : purchase of used or cancelled postage stamps (09.3.1); financial services of post offices (12.6.2).

08.3 TELEPHONE AND TELEFAX EQUIPMENT 083001-083005

Telephone and telefax equipment (D)

–Purchases of telephones, radio-telephones, telefax machines, telephone-answering machines and telephone loudspeakers; –repair of such equipment.

Excludes: telefax and telephone-answering facilities provided by personal computers (09.1.3).

TELEPHONE AND TELEFAX SERVICES

Telephone and telefax services (S)

–Installation and subscription costs of personal telephone equipment;
–telephone calls from a private line or from a public line (public telephone box, post office cabin, etc.); telephone calls from hotels, cafés, restaurants and the like;
–telegraphy, telex and telefax services;
–information transmission services; Internet connection services;
–hire of telephones, telefax machines, telephone-answering machines and telephone loudspeakers.

Includes: radio-telephony, radio-telegraphy and radiotelex services.

09.3 OTHER RECREATIONAL ITEMS AND EQUIPMENT, GARDENS AND PETS

09.3.1 Games, toys and hobbies (SD) 093101-093102

– Card games, parlour games, chess sets and the like;
– toys of all kinds including dolls, soft toys, toy cars and trains, toy bicycles and tricycles, toy construction sets, puzzles, plasticine, electronic games, masks, disguises, jokes, novelties, fireworks and rockets, festoons and Christmas tree decorations;

- Stamp-collecting requisites (used or cancelled postage stamps, stamp albums, etc.), other items for collections (coins, medals, minerals, zoological and botanical specimens, etc.) and other tools and articles n.e.c. for hobbies.

Includes: video-game software; video-game computers that plug into a television set; video-game cassettes and video-game CD-ROMs.

Excludes: collectors' items falling into the category of works of art or antiques (05.1.1); unused postage stamps (08.1.0); Christmas trees (09.3.3); children's scrapbooks (09.5.1).

09.3.2 Equipment for sport, camping and open-air recreation (SD) 093201

- Gymnastic, physical education and sport equipment such as balls, shuttlecocks, nets, rackets, bats, skis, golf clubs, foils, sabres, poles, weights, discuses, javelins, dumbbells, chest expanders and other body-building equipment;
- parachutes and other sky-diving equipment;
- firearms and ammunition for hunting, sport and personal protection;
- fishing rods and other equipment for fishing;
- equipment for beach and open-air games, such as bowls, croquet, frisbee, volleyball, and inflatable boats, rafts and swimming pools;
- camping equipment such as tents and accessories, sleeping bags, backpacks, air mattresses and inflating pumps, camping stoves and barbecues;
- repair of such articles.

Includes : game-specific footwear (ski boots, football boots, golfing shoes and other such footwear fitted with ice-skates, rollers, spikes, studs, etc.); protective headgear for sports; other protective gear for sports such as life jackets, boxing gloves, body padding, shin-guards, goggles, belts, supports, etc. *Excludes :* crash helmets for motor cycles and bicycles (03.1.3); camping and garden furniture (05.1.1).

09.3.3 Gardens, plants and flowers (ND) 093301-093302

- Natural or artificial flowers and foliage, plants, shrubs, bulbs, tubers, seeds, fertilizers, composts, garden peat, turf for lawns, specially treated soils for ornamental gardens, horticultural preparations, pots and pot holders.

Includes : natural and artificial Christmas trees; delivery charges for flowers and plants.

Excludes : gardening gloves (03.1.3); gardening services (04.4.4) or (05.6.2); gardening equipment (05.5.1); gardening tools (05.5.2); insecticides and pesticides for household use (05.6.1).

09.3.4 Pets and related products (ND) 093401

- Pets, pet foods, veterinary and grooming products for pets, collars, leashes, kennels, birdcages, fish tanks, cat litter, etc.

Excludes : horses and ponies (07.1.4) or (09.2.1); veterinary services (09.3.5).

09.4.2 Cultural services (S) 094201-094204

- Services provided by:
 - cinemas, theatres, opera houses, concert halls, music halls, circuses, sound and light shows;

- museums, libraries, art galleries, exhibitions;
 - historic monuments, national parks, zoological and botanical gardens, aquaria;
 - hire of equipment and accessories for culture, such as television sets, video cassettes, etc.;
 - television and radio broadcasting, in particular licence fees for television equipment and subscriptions to television networks;
 - services of photographers such as film developing, print processing, enlarging, portrait photography, wedding photography, etc.
- Includes* : services of musicians, clowns, performers for private entertainments.

09.5 NEWSPAPERS, BOOKS AND STATIONERY

09.5.1 Books (SD) 095108

- Books, including atlases, dictionaries, encyclopaedias, textbooks, guidebooks and musical scores.

Includes : scrapbooks and albums for children; bookbinding.

Excludes : pre-recorded tapes and compact discs of novels, plays, poetry, etc. (09.1.4); pre-recorded diskettes and CD-ROMs containing books, dictionaries, encyclopaedias, foreign language trainers, etc. in the form of software (09.1.4); stamp albums (09.3.1).

09.5.2 Newspapers and periodicals (ND) 095201-095205

- Newspapers, magazines and other periodicals.

09.5.3 Miscellaneous printed matter (ND) 095301

- Catalogues and advertising material;
- posters, plain or picture postcards, calendars;
- greeting cards and visiting cards, announcement and message cards; - maps and globes.

Excludes : pre-franked postcards and aerogrammes (08.1.0); stamp albums (09.3.1).

09.5.4 Stationery and drawing materials (ND) 095401 - 095403

- Writing pads, envelopes, account books, notebooks, diaries, etc.;
- pens, pencils, fountain pens, ballpoint pens, felt-tip pens, inks, erasers, pencil sharpeners, etc.;
- stencils, carbon paper, typewriter ribbons, inking pads, correcting fluids, etc.;
- paper punches, paper cutters, paper scissors, office glues and adhesives, staplers and staples, paper clips, drawing pins, etc.;
- drawing and painting materials such as canvas, paper, card, paints, crayons, pastels and brushes.

Includes : toner and ink cartridges; educational materials such as exercise books, slide rules, geometry instruments, slates, chalks and pencil boxes.

Excludes : pocket calculators (09.1.3).

10 EDUCATION 101001-101011

This division covers educational services only. It does not include expenditures on educational materials, such as books (09.5.1) and stationery (09.5.4), or education

support services, such as healthcare services (06), transport services (07.3), catering services (11.1.2) and accommodation services (11.2.0).

It includes education by radio or television broadcasting.

– pre-primary and primary education.

Includes : literacy programmes for students too old for primary school.

– lower-secondary and upper-secondary education.

Includes : out-of-school secondary education for adults and young people.

– post-secondary non-tertiary education.

Includes : out-of-school post-secondary non-tertiary education for adults and young people.

– first stage and second stage of tertiary education.

10.5 EDUCATION NOT DEFINABLE BY LEVEL

10.5.0 Education not definable by level (S) 105001-105002

– Educational programmes, generally for adults, which do not require any special prior instruction, in particular vocational training and cultural development.

Excludes : driving lessons (07.2.4); recreational training courses such as sport or bridge lessons given by independent teachers (09.4.1).

07.3.5 TRANSPORT SERVICES 073502

School transport services are included.

09.5 NEWSPAPERS, BOOKS AND STATIONERY

09.5.1 Books (SD) 095101-095107

– Books, including atlases, dictionaries, encyclopaedias, textbooks, guidebooks and musical scores.

Includes : scrapbooks and albums for children; bookbinding.

Excludes : pre-recorded tapes and compact discs of novels, plays, poetry, etc. (09.1.4); pre-recorded diskettes and CD-ROMs containing books, dictionaries, encyclopaedias, foreign language trainers, etc. in the form of software (09.1.4); stamp albums (09.3.1).

09.5.4 Stationery and drawing materials (ND) 095404 - 095409

– Writing pads, envelopes, account books, notebooks, diaries, etc.;

– pens, pencils, fountain pens, ballpoint pens, felt-tip pens, inks, erasers, pencil sharpeners, etc.;

– stencils, carbon paper, typewriter ribbons, inking pads, correcting fluids, etc.;

– paper punches, paper cutters, paper scissors, office glues and adhesives, staplers and staples, paper clips, drawing pins, etc.;

– drawing and painting materials such as canvas, paper, card, paints, crayons, pastels and brushes.

Includes : toner and ink cartridges; educational materials such as exercise books, slide rules, geometry instruments, slates, chalks and pencil boxes.

Excludes : pocket calculators (09.1.3).

11.2 ACCOMMODATION SERVICES

11.2.0 Accommodation services (S) 112001-112003

– Accommodation services of:

- hotels, boarding houses, motels, inns and establishments offering “bed and breakfast”;
- holiday villages and holiday centres, camping and caravan sites, youth hostels and mountain chalets;
- boarding schools, universities and other educational establishments; - public transport (trains, boats, etc.) when priced separately; - hostels for young workers or immigrants.

Includes : tips, porters.

Excludes : payments of households occupying a room in a hotel or boarding house as their main residence (04.1.1); rentals paid by households for a secondary residence for the duration of a holiday (04.1.2); telephone calls (08.3.0); catering services in such establishments except for breakfast or other meals included in the price of the accommodation (11.1.1); housing in orphanages, homes for disabled or maladjusted persons (12.4.0).

12.3 PERSONAL EFFECTS N.E.C.

12.3.1 Jewellery, clocks and watches (D) 123107

– costume jewellery, cuff links and tiepins;

12.3.2 Other personal effects (SD) 123204-1230206

- Travel goods and other carriers of personal effects: suitcases, trunks, travel bags, attaché cases, satchels, hand-bags, wallets, purses, etc.;
- articles for babies: baby carriages, pushchairs, carrycots, recliners, car beds and seats, back-carriers, front carriers, reins and harnesses, etc.;
- articles for smokers: pipes, lighters, cigarette cases, cigar cutters, ashtrays, etc.;
- miscellaneous personal articles: sunglasses, walking sticks and canes, umbrellas and parasols, fans, keyrings, etc.;
- funerary articles: coffins, gravestones, urns, etc.; – repair of such articles.

Includes : lighter fuel; wall thermometers and barometers.

Excludes : baby furniture (05.1.1); shopping bags (05.2.0); feeding bottles (05.4.0).

12.5 INSURANCE

Service charges for insurance are classified by type of insurance, namely: life insurance and non-life insurance (that is, insurance in connection with the dwelling, health, transport, etc.). Service charges for multi-risk insurance covering several risks should be classified on the basis of the cost of the principal risk if it is not possible to allocate the service charges to the various risks covered.

Service charge is defined as the difference between claims due and premiums earned and premium supplement.

12.7 OTHER SERVICES N.E.C.

12.7.0 Other services n.e.c. (S) 127001-127008

- Fees for legal services, employment agencies, etc.;
- charges for undertaking and other funeral services;
- payment for the services of estate agents, housing agents, auctioneers, salesroom operators and other intermediaries;
- payment for photocopies and other reproductions of documents;
- fees for the issue of birth, marriage and death certificates and other administrative documents;
- payment for newspaper notices and advertisements;
- payment for the services of graphologists, astrologers, private detectives, bodyguards, matrimonial agencies and marriage guidance counsellors, public writers, miscellaneous concessions (seats, toilets, cloakrooms), etc.

Section 6 part E

05 FURNISHINGS, HOUSEHOLD EQUIPMENT AND ROUTINE HOUSEHOLD MAINTENANCE

05.1 FURNITURE AND FURNISHINGS, CARPETS AND OTHER FLOOR COVERINGS

05.1.1 Furniture and furnishings (D) 051101-051111

- Beds, sofas, couches, tables, chairs, cupboards, chests of drawers and bookshelves;
- lighting equipment such as ceiling lights, standard lamps, globe lights and bedside lamps;
- pictures, sculptures, engravings, tapestries and other art objects including reproductions of works of art and other ornaments;
- screens, folding partitions and other furniture and fixtures.

Includes : delivery and installation when applicable; base mattresses, mattresses, tatamis; bathroom cabinets; baby furniture such as cradles, high chairs and playpens; blinds; camping and garden furniture; mirrors, candleholders and candlesticks.

Excludes : bedding and sunshades (05.2.0); safes (05.3.1); ornamental glass and ceramic articles (05.4.0); clocks (12.3.1); wall thermometers and barometers (12.3.2); carrycots and pushchairs (12.3.2); works of art and antique furniture acquired primarily as stores of value (capital formation).

05.2 HOUSEHOLD TEXTILES

05.2.0 Household textiles (SD) 052201-052208

- Furnishing fabrics, curtain material, curtains, double curtains, awnings, door curtains and fabric blinds;
- bedding such as futons, pillows, bolsters and hammocks;
- bedlinen such as sheets, pillowcases, blankets, travelling rugs, plaids, eiderdowns, counterpanes and mosquito nets;
- table linen and bathroom linen such as tablecloths, table napkins, towels and face cloths;
- other household textiles such as shopping bags, laundry bags, shoe bags, covers for clothes and furniture, flags, sunshades, etc.; – repair of such articles.

Includes : cloth bought by the piece; oilcloth; bathroom mats, rush mats and doormats.

Excludes : fabric wall coverings (04.3.1); tapestries (05.1.1); floor coverings such as carpets and fitted carpets (05.1.2); electric blankets (05.3.2); covers for motor cars, motorcycles, etc. (07.2.1); air mattresses and sleeping bags (09.3.2).

05.3 HOUSEHOLD APPLIANCES

05.3.1 Major household appliances whether electric or not (D) 053101-053115

- Refrigerators, freezers and fridge-freezers;
- washing machines, dryers, drying cabinets, dishwashers, ironing and pressing machines;
- cookers, spit roasters, hobs, ranges, ovens and microwave ovens;
- air-conditioners, humidifiers, space heaters, water heaters, ventilators and extractor hoods;
- vacuum cleaners, steam-cleaning machines, carpet shampooing machines and machines for scrubbing, waxing and polishing floors;
- other major household appliances such as safes, sewing machines, knitting machines, water softeners, etc.

Includes : delivery and installation of the appliances when applicable.

Excludes : such appliances that are built into the structure of the building (capital formation).

05.3.2 Small electric household appliances (SD) 053201-053206

- Coffee mills, coffee-makers, juice extractors, can-openers, food mixers, deep fryers, meat grills, knives, toasters, ice cream makers, sorbet makers, yoghurt makers, hotplates, irons, kettles, fans, electric blankets, etc.

Excludes : small non-electric household articles and kitchen utensils (05.4.0); household scales (05.4.0); personal weighing machines and baby scales (12.1.3).

05.4 GLASSWARE, TABLEWARE AND HOUSEHOLD UTENSILS

05.4.0 Glassware, tableware and household utensils (SD) 054101-054119

- Glassware, crystal ware, ceramic ware and china ware of the kind used for table, kitchen, bathroom, toilet, office and indoor decoration;
- cutlery, flatware and silverware;
- non-electric kitchen utensils of all materials such as saucepans, stewpots, pressure cookers, frying pans, coffee mills, purée makers, mincers, hotplates, household scales and other such mechanical devices;
- non-electric household articles of all materials such as containers for bread, coffee, spices, etc., waste bins, waste-paper baskets, laundry baskets, portable money boxes and strongboxes, towel rails, bottle racks, irons and ironing boards, letter boxes, feeding bottles, thermos flasks and iceboxes;
- repair of such articles.

Excludes : lighting equipment (05.1.1); electric household appliances (05.3.1) or (05.3.2); cardboard tableware (05.6.1); personal weighing machines and baby scales (12.1.3); ashtrays (12.3.2).

05.5 TOOLS AND EQUIPMENT FOR HOUSE AND GARDEN

05.5.1 Major tools and equipment (D)

- Motorized tools and equipment such as electric drills, saws, sanders and hedge cutters, garden tractors, lawnmowers, cultivators, chainsaws and water pumps; – repair of such articles.

Includes : charges for the leasing or rental of do-it-yourself machinery and equipment.

05.5.2 Small tools and miscellaneous accessories (SD)

- Hand tools such as saws, hammers, screwdrivers, wrenches, spanners, pliers, trimming knives, rasps and files;
- garden tools such as wheelbarrows, watering cans, hoses, spades, shovels, rakes, forks, scythes, sickles and secateurs;
- ladders and steps;
- door fittings (hinges, handles and locks), fittings for radiators and fireplaces, other metal articles for the house (curtain rails, carpet rods, hooks, etc.) or for the garden (chains, grids, stakes and hoop segments for fencing and bordering);
- small electric accessories such as power sockets, switches, wiring flex, electric bulbs, fluorescent lighting tubes, torches, flashlights, hand lamps, electric batteries for general use, bells and alarms;
- repair of such articles.

07.1 PURCHASE OF VEHICLES

Purchases of recreational vehicles such as camper vans, caravans, trailers, aeroplanes and boats are covered by (09.2.1).

07.1.1 Motor cars (D) 071101

- Motor cars, passenger vans, station wagons, estate cars and the like with either two-wheel drive or four-wheel drive.

Excludes: invalid carriages (06.1.3); camper vans (09.2.1); golf carts (09.2.1).

07.1.2 Motor cycles (D) 071201

- Motor cycles of all types, scooters and powered bicycles.

Includes: sidecars; snowmobiles.

Excludes: invalid carriages (06.1.3); golf carts (09.2.1).

07.1.3 Bicycles (D) 071301

- Bicycles and tricycles of all types.

Includes: rickshaws.

Excludes: toy bicycles and tricycles (09.3.1).

07.1.4 Animal drawn vehicles (D) 071401

- Animal drawn vehicles.

Includes: animals required to draw the vehicles and related equipment (yokes, collars, harnesses, bridles, reins, etc.).

Excludes: horses and ponies, horse or pony-drawn vehicles and related equipment purchased for recreational purposes (09.2.1).

08.2 TELEPHONE AND TELEFAX EQUIPMENT

08.2.0 Telephone and telefax equipment (D) 082305-082306

- Purchases of telephones, radio-telephones, telefax machines, telephone-answering machines and telephone loudspeakers; – repair of such equipment.

Excludes : telefax and telephone-answering facilities provided by personal computers (09.1.3).

09 RECREATION AND CULTURE

09.1 AUDIO-VISUAL, PHOTOGRAPHIC AND INFORMATION PROCESSING EQUIPMENT

09.1.1 Equipment for the reception, recording and reproduction of sound and pictures (D) 091101-091104

- Television sets, video cassette players and recorders, television aerials of all types;
- radio sets, car radios, radio clocks, two-way radios, amateur radio receivers and transmitters;
- gramophones, tape players and recorders, cassette players and recorders, CD-players, personal stereos, stereo systems and their constituent units (turntables, tuners, amplifiers, speakers, etc.), microphones and earphones.

Excludes: video cameras, camcorders and sound-recording cameras (09.1.2).

09.1.2 Photographic and cinematographic equipment and optical instruments (D) 091201

- Still cameras, movie cameras and sound-recording cameras, video cameras and camcorders, film and slide projectors, enlargers and film processing equipment, accessories (screens, viewers, lenses, flash attachments, filters, exposure meters, etc.); -binoculars, microscopes, telescopes and compasses.

09.1.3 Information processing equipment (D) 091301-091303

- Personal computers, visual display units, printers and miscellaneous accessories accompanying them; computer software packages such as operating systems, applications, languages, etc.;
- calculators, including pocket calculators;
- typewriters and word processors.

Includes: telefax and telephone-answering facilities provided by personal computers.

Excludes: pre-recorded diskettes and CD-ROMs containing books, dictionaries, encyclopaedias, foreign language trainers, multimedia presentations, etc. in the form of software (09.1.4); video game software (09.3.1); video game computers that plug into a television set (09.3.1); typewriter ribbons (09.5.4); toner and ink cartridges (09.5.4); slide rules (09.5.4).

09.1.4 Recording media (SD) 091401

- Records and compact discs;
- pre-recorded tapes, cassettes, video cassettes, diskettes and CD-ROMs for tape recorders, cassette recorders, video recorders and personal computers;
- unrecorded tapes, cassettes, video cassettes, diskettes and CD-ROMs for tape recorders, cassette recorders, video recorders and personal computers;
- unexposed films, cartridges and disks for photographic and cinematographic use.

Includes: pre-recorded tapes and compact discs of novels, plays, poetry, etc.; pre-recorded diskettes and CD-ROMs containing books, dictionaries, encyclopaedias, foreign language trainers, multimedia presentations, etc. in the form of software;

photographic supplies such as paper and flashbulbs; unexposed film the price of which includes the cost of processing without separately identifying it.

Excludes: batteries (05.5.2); computer software packages such as operating systems, applications, languages, etc. (09.1.3); video game software, video game cassettes and video game CD-ROMs (09.3.1); development of films and printing of photographs (09.4.2).

09.2.2 Musical instruments and major durables for indoor recreation (D) 092201

- Musical instruments of all sizes, including electronic musical instruments, such as pianos, organs, violins, guitars, drums, trumpets, clarinets, flutes, recorders, harmonicas, etc.;
- billiard tables, ping-pong tables, pinball machines, gaming machines, etc.

Excludes : toys (09.3.1).

12.3 PERSONAL EFFECTS N.E.C.

12.3.1 Jewellery, clocks and watches (D)123101-123106

- Precious stones and metals and jewellery fashioned out of such stones and metals;
- clocks, watches, stopwatches, alarm clocks, travel clocks; – repair of such articles.

Excludes : ornaments (05.1.1) or (05.4.0); radio clocks (09.1.1); precious stones and metals and jewellery fashioned out of such stones and metals acquired primarily as stores of value (capital formation).

12.3.2 Other personal effects (SD) 123201-123204

- Travel goods and other carriers of personal effects: suitcases, trunks, travel bags, attaché cases, satchels, hand-bags, wallets, purses, etc.;
- articles for babies: baby carriages, pushchairs, carrycots, recliners, car beds and seats, back-carriers, front carriers, reins and harnesses, etc.;
- articles for smokers: pipes, lighters, cigarette cases, cigar cutters, ashtrays, etc.;
- miscellaneous personal articles: sunglasses, walking sticks and canes, umbrellas and parasols, fans, keyrings, etc.;
- funerary articles: coffins, gravestones, urns, etc.; – repair of such articles.

Includes : lighter fuel; wall thermometers and barometers.

Excludes : baby furniture (05.1.1); shopping bags (05.2.0); feeding bottles (05.4.0).

SECTION 5-M: TRANSFERS RECEIVED AND PAID OUT

(During the Last 1 Year)

(MALE)

Part A: Income Received From Zakat, Usher, Remittances and Other Sources by HH Members

In this part only cash receipts will be recorded.

Q-1: During the last 1 Year, did any member of the HH receive income from any of the following sources?

If yes, give amount (Rs) in Q-2 otherwise tick None box

Q-2: Total Amount Received during the Last 1 Year(Rs): If any amount was received during the last 1 year against any source under Q-1, as discussed below. Record the amount against the respective source under this question.

Following are the sources, (S/No. 1 to 13) along with their brief description;

1- Receipts from committees? (Code = 801): Committee system is a general practice of pooling money and then distributing it turn by turn among committee members. All members are sure to get money on their respective turn. Duration of the committee may differ. Record the amount received from committees during the last 1 year under Q-2.

2- Remittance received (in cash) from within Pakistan? (Money received which will not be repaid) (Code = 802): Record the remittances received from within Pakistan. Some family members may be working in another city and sending money to the family. Such amounts should be recorded against this category under Q-2.

3- Remittance received (in cash) from outside Pakistan? (Money received which will not be repaid) (Code = 803): Record the remittances received from outside Pakistan. Some family members may be working abroad and sending money to the family back in Pakistan. Such amounts should be recorded against this category under Q-2. If the household has received money from outside the country then give code 1 in the box against code 803.

4- Through which channel the remittances were received (Code 804 to 806) Ask about the sources or channel through which remittances were received at S/No. 4 for codes 804 to 806. There are four choices here code 804=through bank, code 805=through Hundi, code 806 a) Mobile Banking 806 b) Other sources. One or more of these channels can be used for receiving remittances.

Note: code 806 has been divided into category 'a' and 'b' where 806- a= mobile banking and 806- b other sources. Code 806-a Mobile banking has been introduced here. An example of mobile banking will be the relatively new 'easy paisa' facility given by mobile companies.

5- Name and code of the country from which major part of the money is received. (Code 807) Ask about the name of the country from which major part of the remittances was received and write under Q.2 along with the country code against code 807.(See the names of country and their respective codes in Annex-3).

6- Relation with the head of household of the person from whom major part of the remittance is received. (Code 808) Ask about the relation with the head of the household

of the person from whom major part of the remittance is received and give the code against the item code 808 under Q.2. (See footnote at end of the Section 8-M).

7- Did any member receive any money from Zakat or Usher. (Code 809 to 811) If any member of the household received money from Zakat or Usher during the last one year then give code 1 in the box against item code 809 and ask about the source through which money was received i.e. from Public sector (District/Provincial/Federal/Semi Govt. (Code- 810). From Private sector (Friends/relatives/NGOs/Trusts/all other private sources (Code 811). If code 2 is given for code 809 then skip to S/No.8).

8- Receipts from life insurance claims. (Code = 812): Receipts from life insurance claims by members of the household during the last one year should be reported against code 812 under Q.2.

9- Received from general insurance claims. (Code = 813): Receipts from other insurance policies like loss of property insurance, business insurance etc. should be recorded against code 813 under Q-2.

10- Gifts/assistance/benefits such as educational grants, alimony, trust funds Sadqa, lottery winnings (in cash) etc. (Code = 814): If any amount is received in cash from any of the mentioned resources, record that amount against this category under Q-2.

11- Income in cash received from boarders or lodgers (code 815) If any income in cash is received from boarder or lodger during the last one year it should be reported against code 815.

12- Receipts from Inheritance and dowry (in cash). (code 816) Total value of all the amount received in cash from inheritance or dowry by members of the household should be reported against code 816.

13- Gifts, assistance etc. received in kind but sold? (Code = 817): Any gift, assistance etc. might be received in kind but sold and converted into cash. That converted amount should be recorded against this category under Q-2. Do not include the amount that was received by sale of items and already reported in Section-7 M.

14- Assistance from Benazir Income Support Programme. (Code= 818) Benazir Income support programme is initiated for the assistance of those females who have no formal source of income. The assistance is received at the rate of 1000 rupees per month that is paid by government each after three months.

If a female or more female are receiving such assistance, we have to probe well and record the assistance during last one from date of enumeration.

TOTAL (part a) (Code = 820): Sum of the amount against codes 801 to 817 should be reported against code 820.

Part B: Amount paid Out in Transfers by HH Members

In this part, both in cash and in kind payments will be recorded. If something was paid out or given in kind, impute its value at the local market rate and record against the respective item code.

Q-1: During the last 1 Year, did any member of the HH paid out to others, in cash or in kind, from any of the following sources?

If yes, give amount(Rs) in Q-2 otherwise tick none box

Q-2: Total Amount paid out during the Last 1 Year (Rs): If any amount was paid out during the last 1 year against any source under Q-1, (given below), record that amount against respective source (code 821 to 835) under this question.

1- Amount paid for committees? (Code = 821): Committee system is a general practice of pooling money and then distributing it turn by turn among committee members. All members contribute/ pay some money regularly to the committee. Duration of the committee may differ and its one round may be complete during the reference period or not. Record the amount paid out for committees during the last 1 year only under Q-2.

2- Remittances paid out within Pakistan (in cash or in kinds) (Money paid out which will not be paid back) (Code = 822): Record the remittances, which were paid out within Pakistan to any member or non-member of the household who may be residing in other parts of the country. Such amounts should be recorded against this category under Q-2.

3 & 4- Remittances paid (in cash or in kind) outside Pakistan (Money paid out which will not be paid back) (Code = 823): Record the remittances paid out outside Pakistan. Some family member, e.g., student may be residing in another country and this HH might have to send money to that person outside Pakistan. If an amount is paid outside the country then give code 1 in the box and give amount for the channel i.e. through bank, through hundi, mobile banking or other sources against codes 824, 825 or 826 under Q.2.

5- Name & code of the country where major part of remittance were paid out
Give name of country and its code against code 827 (see Annex-3)

6- Relation to the head of household from whom major part of the remittance was sent. (Code 828) Give the relationship code to whom major part of the remittance was sent. (See foot note for the code 808 and 828)

7- Zakat / Usher (in cash or in kind) (Code = 829): If Zakat or Usher was paid out in cash or in kind, give code 1 in the box and also give amount against the respective code 830 or 831 or both.

8- Amount paid for life insurance policies? (Code = 832): Payments made for life insurance policies only by members of the household during last one year should be reported against code 832.

9- Losses of cashes or other personal/household items. (833) Record the values of household losses in cash or other household items during the last one year against code 833.

10- Other remittances, assistance or gifts, alimony, sadqa etc.(Code= 834): If any amount was paid out in cash or in kind was paid out as assistance, gift, alimony, or sadqa during the last one year then record that amount against this category against code 834 under Q-2.

11- Inheritances, marriage(dowry) etc. given out (in cash / kind) (Code = 835): Generally inheritance, dowry etc. are given in kind. Their lump sum imputed value should be recorded against code 835 under Q-2.

TOTAL (part b) (Code = 840): Record the sum of the above all values under Q-2. against code 840.

SECTION 6-M

PART- A: BUILDINGS AND LAND OWNED BY MEMBERS OF THIS HOUSEHOLD

It is important to note that building and land used in business activities should not be reported here. The land and building owned by the household and already reported in the worksheet should not be reported here. Only if land and buildings are not used in agricultural/ business activities by the household itself (for example, the landlord leases out his land or buildings) then the property should be reported here.

Q-1. Did any of the HH members owns or had owned during the last 1 year any of the following property? Yes = 1, No = 2 (If No for all,→ Next Part)

1- Agricultural Land (Code = 901)

2- Non-Agricultural Land (Code = 902)

3- Residential Building (Completed/under construction) (Code = 903)

4- Commercial Building (Completed/under construction) (Code = 904)

5- TOTAL (Code = 910)

Ask whether any household member presently owns (all or part) or had owned any agriculture or non-agriculture (plots etc.) land, residential or commercial building (completed / under construction) during the last 1 year. Information regarding these four categories (i.e., codes 901 – 904) is separately asked and should be recorded under questions 2 to Q.6 of this part. Total (code 910) is sum of codes from 901 to 904.

Q-2. Is all or part of this property owned now? Yes =1, No =2, Code, Acres

Ask whether any household member presently owns the above mentioned properties (all or part). Only code =1 or code = 2 is required in first column. In case of agricultural property, record number of acres in whole number.

Q-3. What was the value of the property during the last 1 year, which was? Sold, Received, Purchased, Given

Any of the above mentioned properties might be sold, received as a gift, dowry, inheritance etc., purchased, given away, lost or destroyed. Agricultural land may be eaten up by a river or stream, which will be denoted under the heading "Given". Government may acquire land (e.g., to make a road) and pay for it. Such situations will be covered under the heading "Sold".

Q-4. If rented out, what was the total net rent received, in cash / kind, during the last 1 year?

If any of the above mentioned property was rented out, give net amount of the rent, received during the last 1 year against respective property. If the rent was in kind, impute the value of the kind at the local market rate.

Q-5. What was the value of major improvements, renovation and new construction made during the last 1 year?

Major improvements or renovations made on buildings include construction of new rooms or major changes in the existing building. Similarly for land, it includes expenditures made on installation of a tube well, digging of water channels, constructing pacca water channels etc.

Q-6. If you wanted to sell... how much do you expect to receive (Rs)?

Report the market value of the properties mentioned against code 901 to 904 under Q. 6.

PART- B: FINANCIAL ASSETS AND LIABILITIES, LOANS AND CREDIT

Include assets of all household members, all loans and credits, whether personal or associated with the household business or agriculture etc.

It is experienced that respondents are reluctant to provide information on most of the questions. Therefore probing efforts have to be made to convince the respondent to provide the necessary information. Furthermore, it is advisable that these questions are posed without the presence of curious neighbours. Their presence might lead to under-reporting and even non-response.

Note: Ask questions one by one and record the amount otherwise cross the None box if amount (Rs) is "0".

Code 951. What are the total net savings of your HH at present?

Savings may be deposited in Banks, National savings centers, Post offices, in any type of account, kept at home or with any relative or friend. It may be in local or foreign currency and may be deposited abroad. Accounts held in the post offices and the national savings centers should not include certificates. Those certificates are included in question 958. Record the total net savings against this question.

Code 952. What were the net savings of your HH during the last 1 year?

Record the savings of the last 1 year against this question.

Code 953. How much profit did you receive from all your savings/deposits during the last 1 year?

The profit/interest received during the last 1 year on all the savings should be asked and entered.

Code 954. How much did you withdraw from savings for consumption expenditure during the last 1 year?

The amount withdrawn from the savings during the last 1 year, for household consumption should be inquired and recorded.

Code 955. What is the total value of gold, silver, and precious metals including jewellery, stones etc.?

Total value of the items, made of these metals should be asked and recorded.

Code 956. What was the value of gold, silver etc. including jewellery, stones sold during the last 1 year?

Record the value of the items, sold during the last 1 year.

Code 957. What was the value of gold, silver etc. including jewellery, stones purchased during the last 1 Year?

Give the amount spent on purchases of these items during the last 1 year.

Code 958. What is the present value of stocks/shares/bonds or other securities held by the HH?

The value of securities in the form of shares, bonds and other securities held by the household members should be entered. There are many types of securities. The certificates issued under the national savings schemes are the most well known, e.g., national deposit certificates, defence savings certificates etc., and prize bonds while other types of securities are national investment trust units (NITU), federal (bearer) bonds including income tax bonds, provincial bonds, WAPDA bonds, Shares and other securities (K.M.C. bonds, modarba certificates, etc.).

Code 959. How much was received by selling securities etc. in the last 1 Year?

Against the above-mentioned securities, If any amount was received by selling the securities, that will be recorded here.

Code 960. How much dividends/profits were received from securities in the last 1 Year?

Against the above-mentioned securities, interest/profit is paid at regular intervals, which should be reported against this question.

Code 961. What was the value of stocks etc. or other securities purchased in the last 1 Year?

If any stock/security was purchased during the last 1 year that amount should be recorded here.

Code 962. How much money was received from provident fund by any member of this HH during the last 1 year?

Ask if any member of the household has received any amount from provident fund during the last 1-year and report the amount received here.

Code 963 to 970.

Note: cover the financial transactions between the borrowers and lenders, both for purposes of household consumption and business activities. Loans given or obtained can be determined by a cash flow as well as by an (intended) flow of goods and services, or a combination of cash and kind. Only if the flows of cash or kind have to be *repaid* will it be considered a loan. Cash loan may be given or obtained without a counterpart flow of goods and services. It is immaterial whether the loans are secured or unsecured. Cash loan may be obtained (including bank overdrafts) from financial credit institutions such as scheduled and co-operative banks, co-operative societies, insurance companies, etc. or from professional moneylenders, relatives, and family members. Cash loan may be given to relatives, friends or family for financing particular festivities or religious occasions. It should be recalled however, that the respondent should be explicitly asked whether a loan was obtained or given from relatives, friends or family that is to be repaid in the future. Due to socio-cultural circumstances, such a loan is not perceived as a loan. In general, a careful probing is needed to obtain appropriate response.

Code 963. How much loans are currently owed by the HH?

All loans, whether personal or business/agriculture related, should be reported.

Code 964. How much loan was borrowed in the last 1 year?

Ask about the loan, borrowed during the last 1 year, for all purposes.

Code 965. How much loan was repaid during the last 1 year?

Determine the repayment of the loans during the last 1 year.

Code 966. How much profit was paid on loan during the last 1 year?

Determine the payment of interest/profit on the loan borrowed.

Code 967. What was the purpose of the loan?

For HH expenditure = 1 Other = 2

Ask about the purpose of the loan. The loan may be to meet the household expenditures or business needs. Record the response accordingly.

Code 968. How much was loaned out in the last 1 year?

The amount of loan (in cash or kind) given to others during the last 1 year will be asked and recorded.

Code 969. How much loan was received back during the last 1 year?

If some loan was received back during the last 1 year that should be recorded here.

Code 970. How much profit was received on loan (given to others) during the last 1 year?

If some profit/interest was received on loan given to others during the last 1 year that should be recorded here.

Code 971. How much money was received from a group insurance benevolent fund by any member of this HH during the last 1 year?

Ask if any member of the household has received any amount from group insurance benevolent fund during the last 1 year and report the amount received here.

SECTION 7-M

AGRICULTURAL SHEET

An agricultural worksheet shall be completed for those households whose one or more members are engaged in or supervising agricultural crop production and/or keeping livestock. They have been identified by responding with a "Yes" against question number 23 or 24 in section 1, Part B.

Those questions are repeated here in full.

Question 23, reads: During the last 12 months, did any of the household members, alone or with the members of other household, actively irrigate land for crop production (irrespective of the size, location or ownership of the land)? Yes = 1(Agri. Sheet)→Q.25, No = 2

The question pertains to all holdings irrespective of the size, location or ownership title of the land in operation. Therefore farm tenants (i.e. leasees or sharecroppers) who rent in land from a landlord and produce crops are considered to be actively operating land for crop production. Subsequently, a worksheet has to be filled. On the other hand, for landlords who rent out all their land to others, the worksheet is not to be filled because they do not actively operate their land.

Note: If a "Yes" answer is received for Q.23, do not ask Q.24 but skip to Q.25 since it has already been established that an agricultural worksheet must be filled.

Question 24 reads: During the last 12 months did the household keep 1 or more herd of buffalo/camels, 2 or more cattle, 5 or more sheep/goats or 20 or more poultry birds or fish farm? Yes = 1 (home use), Yes = 2 (business purpose), Yes = 3(both for home use and commercial) then Agri. Sheet →Q.25, No = 4

In case a household maintains less animals than the number of animals stated in the question, and answer in Q.23 is "No" the expenses incurred on these animals should be reported against code 4405 in Section 6-F, Part C, Monthly Consumption Expenditures on Food and Non-Durable Goods and Services.

Processing code The processing code of the household should be used for the identification of the worksheet.

Part A: Land Utilization and Crop Harvesting

This part deals with the land utilization and crop harvesting during the last Rabi and Kharif seasons.

101. DO you own any agriculture land now? Yes = 1, No =2 (Skip to 106). Ask if any member of this household owns any agriculture land at the time of enumeration. If yes give code 1 in the box and if the answer is No then assign code 2 in the box and skip to code 106.

102. How much land do you own? Ask about the ownership of land by this household and report total land in acres.

103. Had you rented out some of the owned land during last Rabbi & Kharif Seasons?

Yes=1, No=2 (→ 106): Ask if the household had rented out some of the owned land during the last Rabi and Kharif seasons. If answer is Yes, ask the next question otherwise ask question 106.

104. How many acres did you rent out? If answer is yes in Q.103 then ask how much acres of land is rented out by this household and report in acres in the box.

105. What was the total net value of rent/ share (in cash or in kind) received? Ask about the total rent that is received during the last year by renting out the agriculture land by this household.

106. Had you rented-in any agriculture land on cash rent basis in the last Rabbi and Kharif season? Yes = 1, No=2(→ 108): Ask whether any agricultural land was rented in on cash rent basis (not on share crop basis) during the last Rabi and Kharif seasons. If answer is Yes, ask the next question otherwise ask question 108.

107. How much money did you pay (Rs) to your landlord in cash rent for that land during the last Rabbi and Kharif season? If the answer to Q.106 is yes then inquire about the rent (in cash) paid to the landlord, for the land that was rented in during the last Rabi and Kharif seasons and record the amount paid in rupees.

108. What was the value (Rs) of the agricultural land (include farm buildings and tube wells) during the last 1 year that was (Cross the box if no amount mentioned)?
a-Sold, b-Received gift, inheritance etc., c-Purchased, d-Given away, lost etc.: Four situations that might have happened during the last one year, are discussed below regarding the agricultural land, including farm buildings and tube wells. If agricultural land was sold (acquired by the Govt. for road etc.), give the amount received. If it was received as a gift, inheritance, etc., report its market value. If it was purchased, give the amount spent. If it was given away (inheritance), lost (eaten up by river, stream, occupied by someone illegally etc.) etc., give the market value.

109. Of this total under operation land (Acres), how much was?
a- Owned, b- Rented in, c- On share crop basis, d- Any other not previously reported: The total land under operation is classified according to ownership status. Of the total under operation land, record the owned land against category-a, rented in land against category-b, land taken on share crop basis against category-c and any other land, not categorized as a, b or c, against category-d.

110. Total acres of land in this farm? Acres = (Q.109 a + b + c + d). Sum up all the acres of land that are under operation by this household i.e. (Q.109 a + b + c + d) and report the total area of land (in acres) in the box.

111. Of this total under operation land (Acres), how much was?
a- Irrigated cultivated land, b- Barani (non-irrigated) cultivated land
c- Uncultivated land such as forest/ wasteland/homestead etc.: Total land under operation is classified in to three categories. Ask irrigated cultivable land (by river, stream, or tube well water etc.) and record the number of acres against category -a. Ask about barani cultivable land (rain fed land) and record the number of acres against category -b. Ask about uncultivable land such as under forest, wasteland or under homestead etc. and record the number of acres against category -c. Note that these three categories are a breakup of the total under operation land, mentioned in Q.110.

112. How much land was under cultivation during the last Rabi and Kharif seasons?
Report total acres of land being used for cultivation by this household by adding Q. 111 (a) and 111 (b).

113. What was the value of reclamations or improvements of the owned land during the last 1 year?: Major reclamation or improvements made on owned land includes expenditures made on digging of water channels, making the channels pacca etc.

114. What was the value of new construction/ improvements made on farm buildings/ tubewells etc. during the last 1 year?: Major construction/ improvements made on farm buildings include construction of new rooms or major changes in the existing building, installation of a tube well, etc. If any amount was spent on the mentioned owned property, record the amount in rupees otherwise cross the box.

Crops Harvested during the Last Rabi and Kharif Season

The information is required about the last Rabi and Kharif seasons and not the current one. This question pertains to those households, which have harvested crops during the last rabbi and kharif season. It therefore excludes standing crops. If any crop was harvested from the agriculture land during the last rabbi and Kharif seasons, complete the table, otherwise cross the none boxes.

The information against harvested crops during the last rabbi and kharif season is to be recorded collectively for all members of the household. In case of a joint operation (with other households), the information pertaining to harvested crop should be reported collectively for all the participating households.

NOTE: If any crop was harvested from the agricultural land during the last Rabi and Kharif seasons, complete the table given below, otherwise cross the none box. Code : 121 - 131, Columns A-E.

Code = 121: Wheat, Code = 122: Cotton, Code = 123: Sugarcane, Code = 124: Rice, Code = 125: Maize, Code = 126: pulses, Code = 127: Fruits, Code = 128: Vegetables, Code = 129: Fodder, Code = 130: All other, , Code = 131: By Products, Code = 135: Total

Different crops are given codes from 121 to 131 and information regarding individual codes is required from column A through E. The unit of measurement (column A) is Kg.= 1, (1 seer) & 40 Kg = 2, (1 maund). The quantity (col. B) against each code should be reported in whole numbers (i.e. without decimals). Under column C the value of the total production of each crop (if harvested) should be reported and under column D, value of the crop given to landlord should be reported. Under col. E, the value of the crop kept by the household should be reported. Note that value should be calculated after deduction of value of share given to the land lord from the crop production, i.e. value in col. C – D = E. Total is given against code 135 and it is required from col. C to E. Cross the none box against the code if no value was obtained from the crop against that code. The value of the fodder consumed by owned animals is also included in all columns.

NOTE: Report value of the following inputs used in crop production during the last Rabi & Kharif seasons? (Report only your costs. Cross the None box if no amount mentioned) Code: 136 – 145, Column A.

Code = 136 : Seeds / plants etc. (include delivery charges),
Code = 137: Chemical fertilizers, farm yard etc. (include delivery charges), Code = 138: Pesticides etc, Code = 139: Water, electricity, fuel charges, Code = 140: All types of taxes, Code = 141: Freight, transportation, commission, insurance, storage etc. charges, Code = 142: Payments to permanent labour, Code: 143: Payments to casual and other labour, Code = 144: Rent of equipment, animals (tractor, thresher, bullock etc.) including other costs, Code = 145: Other such as repair/maintenance, etc., Code = 150: Total

Different inputs used for agricultural operations are coded from 136 to 145 and amount (value) spent on these inputs is required in column A. The cost of the inputs should be valued at delivery prices which include net indirect taxes, transport and trade margins. Those expenses should be reported collectively if these were joint operations with other household(s). Cost of inputs used by a landlord who is not a partner in the crop production operation should be excluded.

Against codes 142 and 143, expenditures of labour engaged in the agricultural operation, whether in crop production or in livestock, should be reported. Note that if crop production and live stock are joint operations, the combined labour charges will be reported here and none box will be crossed against code 189. However, if the operations are separate or only live stock is the activity then the labour charges will be given against the code 189 accordingly. The remuneration might consist of paid out wages and salaries, other cash payments such as bonuses and payments "in kind".

The following categories of labour are defined:

Self-employed farm operator: is a proprietor, lessee or sharecropper who is ultimately responsible for the operation of the farm. He/she may employ family and/or non-family labour.

Unpaid family labour: are those family members who provide labour for the farm and do not receive periodical cash payments and/or non-cash benefits in return for their services.

Permanent labour: are those persons who are employed permanently in the establishment and are paid periodically cash and non-cash benefits in return for their services.

Casual labour: are those persons who are employed temporarily for seasonal activities such as ploughing and planking, sowing, harvesting, cleaning of irrigation canals, etc., and are paid cash and non-cash benefits in lieu of services rendered.

The payments made to such type of labour should be recorded against codes 142, 143 and 189 as the case may be.

Part B: Livestock, Poultry, Fish, Forestry, Honeybee Etc.

NOTE: If the HH had animals (Cattle, Buffalo, Camel, sheep, Goats, Poultry, Fish etc) as specified in Q.24 (Section 1) during the last 1 year, complete the table given below. (Cross the none box if no amount mentioned)

Code : 151 - 160, Columns A-F.

Code = 151: Cattle, Code = 152: Buffalo, Code = 153: Camel, Code = 154: Sheep, Code = 155: Goat, Code = 156: Horses, Code = 157: Asses, Code = 158: Mules, Code = 159: Poultry, Code = 160: Others, Code = 165: Total

In column A, keeping in view the number of presently owned animals by a household, report the expected value of the animals against respective codes. Cattle mean Bulls and cows and buffaloes refer to male and female buffalo. In column B the value of all those animals listed against codes 151 to 160, which were owned by the household one year ago from the date of enumeration. The transaction/disposal of such animals during the last one year from the date of enumeration should be asked and recorded in columns C, D, E & F Report the value of animals that were sold, slaughtered for home consumption etc. during the last 1 year in column C. Report the value of the animals that were received as a gift, inheritance etc. during the last 1 year in column D. Report the value of the animals that were purchased during the last 1 year in column E. Report the value of the animals that were given away, lost, stolen etc. during the last 1 year in column F.

It is possible that the household presently do not have any type of animals, but during the last 1 year at any time household may have some animals. Record the income earned from those animals, which the household do not own presently but in reference period it may be owned.

NOTE: If any of the following items produced for home use/sale in the given time period (M=1, Y=2), fill in Col. A, B & C.

Code : 166 – 175.

Code = 166: Eggs, Code = 167: Milk, Code = 168: Milk Products, Code = 169: Honey, Code = 170: Forest Products, Code = 171: Fish catch, Code = 172: Dung cakes, Code = 173: Wool, Code = 174: , Code = 175: All other, Code = 180: Total

Time period is given code as "Month=1 and Year=2". Report the value of the item against the code in column A, if the time period is monthly and report the number of months, the product was obtained, in column B and column C will be the product of column A & column B. In case of a time period as year, report total value in column C.

NOTE: If any money was spent on the following items for live stock etc. during the last 1 year, fill in Col. A & B. (Code: 181 – 190)

Code = 181: Fodder green, Code = 182: Fodder dry, Code = 183: Grazing, Code = 184: Oil cakes/seeds, Code = 185: Poultry feeds, Code = 186: Fishing etc., Code = 187: Medicines, Code = 188: Veterinary charges, Code = 189: Labour, Code = 190: All other, Code = 195: Total

If money was spent on any item, during the last 1 year, give the value in column A against that code. In case of consuming any own produced item, report its market value in column B. In case of no purchase and consumption, cross the none box. Details of code 142 & 143 may also be seen along with code 189.

196. Did the household rent out any agricultural equipment (Tube well, Tractor, Plough, Thresher, Harvester, Truck, etc.) during the last one year? If the household has rent out any equipment then give code 1 in the box. If the answer is No then give code 2 in the box and ask about Q.198.

197. What had you received if any agricultural equipment (Tube well, Tractor, Plough, Thresher, Harvester, Truck, etc.) was rented out during the last 1 year? If any of the above mentioned agricultural equipment was rented out during the last 1 year, record the amount in rupees in the box. If a person actively involved in agriculture uses his tractor for ploughing and gives it out on rent as well, then the rent received from such a tractor will also be entered against this code but for a person who owns a tractor but is not himself actively involved in agriculture then the rent received will not be entered. For such an individual the non agriculture sheet will be filled.

198. What was the value of agricultural equipment (Tube well, Tractor, Plough, Thresher, Reaper, Sprayer, Harvester, Truck, etc.) during the last 1 year that was? (Write zero in the box if no amount is reported) Rs.

a- Sold, b- Received (gift, inheritance etc.), c- Purchased, d- Given away, lost etc.:

The changes in agricultural equipment during the last 1 year should be recorded here. If any equipment was sold record that amount against category-a. If any equipment was received (gift, inheritance etc.) record the value against category-b. If any equipment was purchased record that amount against category-c. If any equipment was given away, lost etc. record the value against category-d. Give zero in the boxes for which no amount is reported.

SECTION 8-M

Non-agricultural Establishment

Data should be collected from households having a member who is an owner/proprietor of a non-financial and non-agricultural establishment, which employs less than 10 persons, including the working proprietor. The number of persons should be the sum of self employed, unpaid family workers, permanent hired workers and casual hired workers (Casual hired worker are persons who are not permanent employees but are hired on a day-to-day or seasonal basis.) Only establishments that "employed no more than 9 persons on any day during the last 1 year" should be covered. In applying this rule, special attention should be directed towards contractor establishments. It is quite common for building contractors to hire a large number of casual workers for a short time when such things as a roof or concrete work is undertaken even though at all other times they may employ less than 10 workers. As the rule states, in order to qualify for inclusion in this survey, the establishment must not have employed more than 9 persons on any one day during the last 1 year. Such contractors or any other establishment that exceeds this limit on any one day should be excluded from filling this worksheet.

The concept of establishment can be defined as a unit producing goods or services which are sold, in whole or in part, in the market irrespective of whether the unit is fixed in a certain location or mobile. Moreover, it includes similar activities undertaken by female proprietors. An establishment is considered fixed if it operates from an identifiable permanent location either with a roof, walls or both. Therefore, taxi, rickshaw and Tonga operators, hawkers, peddlers and street vendors are operating a mobile establishment

This farm must be filled for each individual establishment separately. That is, if the household members own more than one establishment, a separate worksheet has to be filled for each such establishment.

The only exception to the rule of "one worksheet for each non-agricultural establishment" will be a combination of manufacturing activity associated with a retail or wholesale trade activity. For example, a person who makes jewellery often sells the jewellery to retail customers in the same shop where he manufactures his jewellery, or a shoemaker manufactures shoes and then sells them to retail customers is basically one continuous operation, or a sweets maker making sweets and also selling them to retail customers. For such "combination" type case do not complete a separate sheet for the manufacturing activity and another worksheet for the retail trade activity but complete only one worksheet and classify the establishment as a manufacturing establishment.

For the purpose of this survey, this worksheet relates to the following sectors

Manufacturing: includes mechanical and chemical transformation of inorganic and organic substances into new products whether the work is done by power-driven or by hand, whether it is performed in a factory or at home. Repair services of household goods are excluded here but included in service related business.

Mining and Quarrying: includes the extraction and preparation for further processing of solids such as coal, ores and other minerals. Underground and surface mines, quarries and wells and all supplemental activities are included.

Service related business: includes real estate and business services such as real estate agents engaged in renting, buying, selling of residential and non-residential buildings on a contract or fee basis. Business services include legal, accounting, auditing, bookkeeping, computer programming, engineering, architectural, advertising and machinery and equipment leasing services. Also included here are private educational and health services (e.g. doctors, dentist), recreational

services (e.g. cinemas, museums, theatres), repair services of household goods (e.g. repair of footwear, electrical repair shops, repair of motor vehicles and motor cycles, watch and jewellery repair) and laundry and cleaning services, and barber and beauty shops.

Transport including mechanized and non-mechanized: includes freight and passenger transport by road and water with mechanized transport equipment such as boats, ferries, bus, mini-bus, truck, mini-truck, taxi, and non-mechanized transport equipment such as rehar/handcart, tonga/Victoria, hackney carriage/horse cart, donkey cart, bullock cart, camel cart and cycle rickshaw. Also services allied to transport activities are included such as freight forwarding, travel agents and storage.

Wholesale and retail trade services: includes units that buy and sell new and used goods and resell them without transformation. The difference between a wholesaler and retailer is based on whether the majority of sales are to households (i.e. retailer) or to other users (i.e. wholesaler).

Hotels and restaurants: Restaurants include eating and drinking places for selling prepared food and drinks for consumption either on the premises or for take away. Also hawker stalls are included. Hotels include rooming houses and other lodging places having provision of lodging for payment, whether in the open space or not.

Construction: includes construction work undertaken on a) new residential, commercial or residential-cum-commercial or other structures such as buildings, dams, ports, roads, etc., b) additions and alterations of existing structures c) minor repairs and maintenance and d) land development and reclamation.

Note: Before filling the sheet please note that along with the processing code at the top of the sheet, two new blocks have been added. One for mentioning the serial number of the sheet attached and secondly the ID of the member for whom the sheet was filled. For example two members i.e ID 1 and ID 3 report having a non agriculture establishment. Then for ID one write serial number 1 in the 'serial number of non agri sheet' block and write 1 in the ID of the member. Similarly for member three write 2 in serial number block and 3 in the ID block.

The sheet contains general and special operating expenses and revenue parts. These parts have to be filled for each establishment.

Part A: Operating Expenses

Details for filling the non-agricultural sheet

Processing code of the household is for the identification of the sheet.

Note: This sheet should be filled only by the HH who are proprietor of or partner in a non agricultural, non-financial establishment, business or shop (fixed or mobile) which employed no more than 9 persons on any day during the last 1 year.

DESCRIPTION OF ECONOMIC ACTIVITY (INDUSTRY) CODE

The description of the major activity of the business depends on the major goods or services, which are produced by the establishment. Reference should be made to Appendix I for the standard description of the economic activity and related 4 digit codes.

General Operating Expenses

Q-1 During the last 1 year was any money or "payment in kind" spent on any of the following items? If yes, give the average amount spent during a month, in Col. A and number of months in column B, otherwise cross the None box.

1. Electricity/Gas/Water charges for business (code = 201)

2. Fuel (Petrol/Diesel/Firewood, Coal etc.) & lubricants charges (code = 202)
 3. Freight/Transport/Postage/Telegraph/Telephone/Fax/e-mail Charges (Code = 203)
 4. Wages/Salaries, in cash paid to employees/ hired worker (code = 204)
 5. Other cash & non cash benefits paid to employees/hired worker (code =205)
 6. Rent paid out for lease of building/ Land or equipment (exclude rent for residence) (code = 206)
 7. Spare parts and repair/maintenance charges (code = 207)
 8. Packing/ Printing and advertisement charges (code = 208)
 9. Storage, commission and insurance charges (code = 209)
 10. Excise duty/ sales/ income/ property tax, license/registration & other fees and taxes (code = 210)
 11. Other general operating expenses not elsewhere classified (code = 211)
- Codes (201 - 211):
12. Total (Code = 220)

Column A: Average amount spent in a month:

Column B: No. Of Months:

Column C: Total Value:

This question comprises business expenditures, which are commonly related to all establishments. All expenditures should be reported whether paid in cash or in kind. For expenditures "in kind", the appropriate market value in rupees should be reported. Moreover, expenditures should be valued in purchasers' or delivery prices, which include indirect taxes (i.e. sales taxes, excise and import duties and surcharges) and transport and trade margins. If concessions, rebates or discounts on the prices were obtained, the same should be deducted.

Amount spent in a month may differ from month to month. Amount spent, on the average during a month should be asked and reported in column A, against respective codes. Number of months of such spending, during the last 1 year, should be reported in column B, against respective codes. Column C, total value, is the product of columns A & B.

An example will be given for guidance. Consider the following expenditure undertaken by an establishment:

1. Electricity bill is paid at Rs 2500 per month for 10 months
2. Fuel charges are paid at Rs 500 per week, for 10 months
3. Packing charges are paid at Rs 500 on fortnightly basis for 8 months
4. Commission charges are paid at Rs 1000 each 15 days for a year

Item	Average amount (RS) Spent in a month	No. of Months	Total Value (RS)
	A	B	C
Electricity (201)	2500	10	25000
Fuel (202)	2000	10	20000
Packing (208)	1000	8	8000
Commission (209)	2000	12	24000
Total (220)			77000

SPECIAL OPERATING EXPENSES

Q.2 During the last 1 year what raw or processed input materials were used? If used, complete col. A, B & C, otherwise cross the none box

Material # 1 – 8 (Codes 221 – 228), All Other material (Code = 229),

Total (Code = 230): In case of mining and quarrying, materials may be support timbers, explosives, chemicals, cement etc. In case of service related business, entertainment of clients may be treated against code 244, Q.6. In case of transport (non-mechanized), fodder, charges for veterinary etc. will be covered against materials by writing their names. In case of hotels and restaurants, materials may be rice, wheat, pulses, vegetables, fruit, meat, milk and milk products, edible oils and fats, tea and coffee, non-alcoholic beverages, bread and biscuits, sugar and sugar preparations, tobacco, cleaning supplies, etc.

For, "Manufacturing" and "Mining and Quarrying", the items entering into the production process relate to the value of raw materials actually consumed during the "time period" rather than expenditure actually made. For all other items for "manufacturing" and "Mining and Quarrying" and for all other types of establishments, reporting should be in terms of expenditures actually made during each "time period".

The pattern of inquiry for special operating expenses for the various sectors is similar. The valuation of expenditures should be reported at delivery prices.

Column A: Average amount spent in a month:

Column B: No. Of Months:

Column C: Total Value:

For details, see Q.1.

Note (for Q.3 – Q.7): Amount spent on the average during a month should be asked and entered in Col. A. Enter No. Of months for such expenditure during the last 1-year in Column B otherwise tick the None box.

Q.3 How much did you pay to others for work done on raw material/ services rendered, on average during a month? (Code = 241): Ask about the amount paid to others for the work done on raw material or services rendered, on average during a month.

Q.4 What was the cost of goods purchased expressly for resale in the same condition as purchased, on the average during a month? (Code = 242): Some goods may be purchased for resale in the same condition. Report average amount spent on such things during a month.

Q.5 What was paid for royalties and other kinds of fees, on the average during a month? (Code = 243): Report amount paid as royalties and other kinds of fees, on average during a month.

Q.6 What was paid for entertainment of the clients, on the average, during a month? (Code = 244): Entertainment of clients is a general expenditure, specially regarding service establishments. Record such expenditures on average during a month.

Q.7 What were the other special operating costs, on the average, during a month? (Do not include any interest/payments or purchase of land, buildings, equipment or animals etc.) (Code = 245): Special operating expenses, not covered in the above categories, should be reported here.

Total (Code = 250): Total of codes 241 to 245 of column C is required against this code.

Column A: Average amount spent in a month:

Column B: No. of Months:

Column C: Total amount:

See the details given in Q.1.

Part B: Revenues

Q-1 Which were the major sale items/ products/ by products, which were produced/ prepared/ manufactured by any member of your HH? Give the average amount received during a month in Col. A and No. of months for such receipts during the last 1 year, in Col. B.

Product # 1 – 6 (Codes 251 – 256), By product # 1 – 2 (Codes 257 – 258)

9. All other Products/By products/Items (Code = 259):

Write the names of major sale items, products against codes 251 – 256 and the names of by-products against codes 257 – 258. If there are more products and by-products, adjust those against code 259 without naming.

Total (Code = 265): Total of column C, against codes 251 – 259, is required against this code.

Column A: Average amount received in a month:

Column B: No. of Months:

Column C: Total Value:

Concepts of Q.1, part A applies here as well. Here it is the revenue instead of expenditure.

For, "Manufacturing" and "Mining and Quarrying", the items produced are the goods actually produced during the "time period" rather than all production and the value of the items actually produced during the time period rather than the revenue received. For all other items for "Manufacturing" and "Mining and Quarrying" and for all other types of establishments, reporting should be in terms of revenues actually received during each "time period".

The valuation of the revenues should be reported at producers' prices or ex-factory prices. Therefore indirect taxes and subsidies, if any, should be included but transport margins excluded.

Q-2. Average Income received during a month from the following items during the last 1 Year

- 1- Work done on raw material (Code = 266)
- 2- Sales of goods bought and resold in the same condition as purchased? (Code = 267):
- 3- Repair and maintenance work (Code = 268):
- 4- Waste and scrap products (Code = 269)
- 5- Commission/fees/storage income (Code = 270)
- 6- Passengers/goods transported (Code = 271)
- 7- Work done on a contract basis (Code = 272)
- 8- Sale of prepared food, beverages and tobacco (Code = 273)
- 9- Room/Bed rent (Code = 274)
- 10- Services rendered (Code = 275)
- 11- Construction work (Profits and salaries if received) (Code = 276)

- 12- Subsidies/Export rebate (Code = 277)
13- All other receipts (Code = 278)

Total (code = 285)

Column A: Average amount received in a month:

Column B: No. of Months:

Column C: Total Value:

See Q.1 of this part.

Q-3 (286) What was the value of the Establishment property during the last 1 year that was?

a- Sold, b- Received as a gift etc., c- Purchased, d- Given away

Establishment property contains **Land and buildings** (includes non-residential buildings such as factories, warehouses, office buildings, stores, restaurants, hotels, garages and sheds).

Buildings and land associated with the household are to be reported only once. Therefore it is extremely important that buildings and land reported here as part of the business are not reported in Section 6, part A of the questionnaire. In Section 6, inquiries are made about buildings and land owned by household members that are not associated with any business of the household members.

Q-4 (287) what was the value of the Establishment equipment, during the last 1 year that was?

a- Sold, b- Received as a gift etc., c- Purchased, d- Given away

Establishment equipment contains **Plants, machinery and other equipment** (includes all machines, mechanical tools and other mechanical equipment such as power generating equipment and metal working equipment), **Hand tools** (includes all non-mechanical tools such as hammers, screwdrivers, and saws, etc.), **Transport equipment** (includes cars, trucks, wagons, vans, bus and carts, tongas, etc.), **Furniture and fixtures** (includes tables, chairs, air conditioners, electric fans, electric heaters, refrigerators, etc.), **Office equipment** (includes typewriters, computers, calculators, staplers, etc.), **Other durable goods** (includes all other mechanical, electronic, electric equipment, etc., not reported elsewhere), **Goods not yet sold** (includes finished products and work in progress not yet sold), **Raw material in stock** (includes all materials in stock to be used in production process held by, under control of the reporting establishment (at the establishment itself or in an ancillary location such as a warehouse). Also includes material owned by the establishment but held by others for processing. Excludes material owned by others but held by the establishment for processing).

Note: If anything from the establishment equipment was sold during the last 1 year, enter its value (Rs) in the box against category-a. If anything of the establishment property or equipment was received as a gift, inheritance, etc. during the last 1 year, enter its value (Rs) in the box against category-b. If anything of the establishment property or equipment was purchased during the last 1 year, enter its value (Rs) in the box against category-c. If anything from the establishment property or equipment was lost, destroyed, given away, etc. during the last 1 year, enter its value (Rs) in the box against category-d.

Only productive assets used entirely or primarily in business activities should be reported whether owned individually or collectively with other households. Moreover only the

assets owned by the establishment should be reported. Therefore, the value of assets owned by others and rented in by the establishment should be excluded.

In case of renting out or leasing any establishment property or equipment, report the amount received during the last 1 year.

Q.5- (288) How much money did you receive from rent of property during the last one year?

In case the property of the establishment is rented out on lease the money so received during the last one year should be reported against code 288.

Q.6- (289) How much money did you receive from rent of the equipment of the establishment during the last one year?

In case the equipment of the establishment as mentioned against the code 287 above is rented out on lease the money so received during the last one year should be reported against code 289.

Q.7- (290) what is the expected value of the Establishment property, if you sell? (Rs)

Estimated value of the establishment property is required. The valuation of the property should be at present, local market value or replacement value. In principle, the valuation of improvement of property should be based on the cost of input material and labour.

Q.8- (291) what is the expected value of the equipment of Establishment, if you sell? (Rs)

Estimated value of the establishment equipment is required. The valuation of the assets should be at present, local market value or replacement value. Assets, which are own-produced, should also be included as well as any major improvements undertaken. In principle, the valuation of own-produced assets or improvement of assets should be based on the cost of input material and labour.

NOTE: Establishment property/equipment contains land and building, plants, machinery and other equipment, hand tools, transport equipment (cars, buses, trucks, vans, tongas, etc.) furniture and fixtures, office equipment and other durable goods owned by the business

Q.9 (292) Was the revenue in the last 1 year shared with other HH? Yes=1, No=2(End of interview)

Determine the status of revenue sharing with other households. Revenues in this regard are defined as the difference between operational revenues and expenditures. For small business activities, this revenue can be approximated by profit. Determine whether all revenues were kept by the household or were shared with one or more other households.

Q.10 (293) What %age of total revenue was kept by your household?

Determine the share of revenue of this household and report in per cent age.

BALANCE SHEET FOR INCOME AND EXPENDITURE

There should be some balance between household's income and expenditure. If income and expenditure do not balance then this is an indication that some error due to exclusion of information or due to under or over reporting/arithmetic errors is present. As a total analysis of all reported items would be time-consuming, an attempt is made, through this sheet, to carry out an abbreviated balancing to identify cases where there appears to be significant error.

For this abbreviated balancing an interview will be judged to have been carried out correctly if total household income is 85% or more of total expenditure. This will be calculated in the following manner.

Step # 1: Calculate annual Household Income

All household members who had income from any source are to be included here. In "Annual Household Income" part, first copy the "ID Code" of the earner member of the household. Record the annual income in col. 3, directly from section. 1 or by multiplying the figures in col. 1 & 2, as the case may be. Follow the directions as indicated in the table, to complete the columns 4, 5, 6, 7 & 8 which will account for annual income received by the household as reported in Section 1, part B. The " Total Income (denoted X)" of household is calculated by summing up figures in column totals (in col. 4+5+6+7) of all sources are equal to the figure in col. 8.

Step # 2: Calculated total Annual household Expenditures of "PAID AND CONSUMED" (Do not include "Unpaid and Consumed".)

This requires that you calculate all page totals of section 6 for the column "PAID AND CONSUMED". After that, the page totals are to be further summed up to calculate parts (A, B, C & D) totals. Note that since part A, "Fortnightly (Two week) consumption expenditures on Non-Durable items" is reported on a two-week (14 days) basis, the part A total (against code 1000) will have to be multiplied by 26 to convert it to an annual basis. Similarly, part B and part C, "Monthly consumption expenditures on Non-Durable items" is reported on monthly basis, its total (against code 2000 & code 4000) will be multiplied by 12 to convert it to annual basis. Part D is on annual basis. Add up these four totals together to obtain the Total Expenditures for "PAID AND CONSUMED" i.e. $(A+B+C+D)=Z$

Step # 3: Calculate the ratio of income to expenditures, i.e., X/Z , (first level check) for the household.

Step # 4: Is the "ratio of income to expenditure" larger than 0.85?

If the answer is YES, then the collected information is considered to be within tolerance limits and judged to be relatively error free since the rule that "total household income should be 85% or more of total expenditures" has been fulfilled. No further follow-up action is required. If the answer is NO, then some further checking will be required to determine if, in addition to income, the household also received supplemental receipts in the form of loans, remittances, sale of assets, etc. which were used for household expenses and may partially explain why total income is not 85% or more of total expenditures.

Step # 5 (to be done only if "NO" answer in Q.4 of first level check)

The purpose of references against serial No.1 to 23 of "Further Balancing" part is to determine if the household received other funds in addition to income already calculated. The

references are given with the codes. Enter the amount from the referred codes, against the respective serial numbers. Write "0" if no amount is recorded in the questionnaire

Note that references 15 to 23 are to be answered only if an "Agricultural Worksheet" was completed and 20 to 23 only if a "Non-agricultural Worksheet" was completed.

Step # 6: Sum the total additional rupees reported against serial No.1 to 23 to get Total (Y) for further balancing. Determine the "Total income (X+Y)" for the "Second Level Check".

Step # 7: Also sum the value total of column "Paid & Consumed" of Section 4 Part E i.e. code 6000 (expenditure on durable goods) will be denote as "E", and added in total expenditure (2) for second level check.

Step # 8: Recalculate the "ratio of income to expenditures".

Step # 9: Again determine whether the new ratio is larger than 0.85. If YES, then no further action is necessary. If NO, you must go back to the household and explain to the respondent the problem by citing the differences you obtained between total household receipts and total household expenditures. Ask if some item was inadvertently left out or misreported. Do your best to resolve the problem and report the actions taken for correction as a footnote. When correcting do not erase the original incorrect entries but cross a line through them and enter the corrected entry as close as possible to the original entry.

MEASURING ICT ACCESS AND USE BY HOUSEHOLDS AND INDIVIDUALS

- These questions are asked of all in -scope individuals.
- If Q1, Q3 and Q6 all are 2 then remaining questions may not be filled.
- Computer, mobile and internet in this section are not with reference to the owner ship.

Q-1 Have you used a computer (desktop, laptop, tablet or similar) from any location in the last three months?

Yes=1 and No=2

Computer already explained in housing section Q21.

If No i.e. code =2 then go to Q3

Q-2 Which of the following computer-related activities have you carried out in the last three months?

1. Copying or moving a file or folder
2. Using copy and paste tools to duplicate or move information within a document
3. Sending e-mails with attached files (For example, a document, picture, video)
4. Using basic arithmetic formulas in a spreadsheet
5. Finding, downloading, installing and configuring software
6. Creating electronic presentations with presentation software (Including text, images, sound, video or charts)
7. Transferring files between a computer and other devices
8. Writing a computer program using a specialized programming language
9. All of the above

Maximum six options can be reported. If a person performs all the mention activities report code 9 and left the other column empty.

Additional question notes

-This question is only asked of individuals who used a computer in the last three months. -Record all activities (that is, allow multiple responses).

Q-3 Have you used a mobile telephone in the last three months?

-Mobile already explained in housing section Q21.

-Use of a mobile telephone does not necessarily mean that the telephone is owned or paid for by the individual but should be reasonably available through work, a friend or family member, etc. It excludes occasional use, for instance, borrowing a mobile telephone to make a call.

Q-4 Have you used the Internet from any location in the last three months?

Yes=1 and No=2

- Internet already explained in housing section Q21.

If No i.e. code =2 then go to Q6

Q-5 How often did you typically use the Internet during the last three months (from any location)?

- a. At least once a day
-Once a working day for respondents who only (or most frequently) use the Internet from work or school etc.
- b. At least once a week but not every day
- c. At least once a month

Q-6 Have you used the Internet from any location in the last twelve months?

Yes=1 and No=2

If code=2 then skip the next two questions

Q-7 Where did you use the Internet in the last 12 months?

1. Home
2. Work
-Where a person's workplace is located at his/her home, then he/she would answer yes to the home category only.
3. Place of education
-applies only to students – teachers and others who work at a place of education would report 'work' as the place of Internet use; where a place of education is also made available as a location for general community Internet use, such use should be reported in the Community Internet access facility category.
4. Another person's home
-The home of a friend, relative or neighbour
5. Community Internet access facility
-Typically free of charge; includes Internet use at community facilities such as public libraries, publicly provided Internet kiosks, non-commercial telecenters, digital community centers, post offices, other government agencies; access is typically free and available to the general public.
6. Commercial Internet access facility
-Typically not free of charge; includes Internet use at publicly available commercial facilities such as Internet or cybercafés, hotels, airports etc, where access is typically paid.
7. In mobility – use of the Internet while mobile
-Via a mobile cellular telephone, including devices with mobile telephone functionality.
-Via other mobile access devices, e.g. a laptop computer, tablet or other handheld device connected to a mobile phone network.
8. Other locations (please specify)
9. All of the above
If a person is using internet from all the above mention activities report code 9.

Q-8 For which of the following activities did you use the Internet for private purposes in the last 12 months (from any location)?

1. Email, Chatting, Facebook etc
 - i. Sending or receiving e-mail
 - ii. Participating in social networks
 1. Creating user profile, posting messages or other contributions to Facebook, Twitter etc.

- iii. Accessing chat sites, blogs, newsgroups or online discussions
 - iv. Sending e-mails with attached files (For example, a document, picture, video)
- 2. Education and reserach
 - i. Doing a formal online course (in any subject)
 - ii. Consulting wikis (Wikipedia etc.), online encyclopedias or other websites for formal learning purposes
- 3. Information seeking
 - i. On injury, disease, nutrition etc
 - ii. Getting information about goods or services
 - iii. Getting information from general government organizations
 - iv. Making an appointment with a health practitioner via a website
- 4. Business Purpose
 - i. Interacting with general government organizations
 - ii. Downloading/requesting forms, completing/lodging forms online, making online payments and purchasing from government organizations etc.
 - a. *General government organizations should be consistent with the SNA93 (2008 revision) concept of general government. According to the SNA "... the principal functions of government are to assume responsibility for the provision of goods and services to the community or to individual households and to finance their provision out of taxation or other incomes; to redistribute income and wealth by means of transfers; and to engage in non-market production." (General) government organizations include central, state and local government units.*
- 5. Voice & Video calls on skype, whatsapp etc.
 - i. Telephoning over the Internet/VoIP (Using Skype, iTalk, etc.; includes video calls via webcam.)
- 6. Downloading/Watching movies, dramas etc.
 - i. Listening to web radio (Either paid or free of charge)
 - ii. Watching web television (Either paid or free of charge)
- 7. Downloading software's, programs.
 - i. Ms. Office, coral, in page, media player etc
- 8. Online shopping /banking
 - i. Purchase orders placed via the Internet whether or not payment was made online; excludes orders that were cancelled or not completed; includes purchasing of products such as music, travel and accommodation via the Internet.
 - ii. Selling goods or services (Via eBay, Mercado libre, Facebook etc.)
 - iii. Includes electronic transactions with a bank for payment, transfers, etc. or for looking up account information; excludes electronic transactions via the Internet for other types of financial services such as share purchases, financial services and insurance
 - iv. Using services related to travel or travel-related accommodation
- 9. All of the above

If a person is doing all the above mention activities just report code 9 and left the other columns empty.

PAKISTAN STANDARD CLASSIFICATION OF OCCUPATIONS

Part 1 Detailed Structure

Major Group 1 Managers

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

Sub-major Group	Minor Group	Unit Group	Description
	133		Information and communications technology service managers
		1330	Information and communications technology service managers
	134		Professional services managers
		1341	Child care services managers
		1342	Health services managers
		1343	Aged care services managers
		1344	Social welfare managers
		1345	Education managers
		1346	Financial and insurance services branch managers
		1349	Professional services managers not elsewhere classified
14			Hospitality, retail and other services managers
	141		Hotel and restaurant managers
		1411	Hotel managers
		1412	Restaurant managers
	142		Retail and wholesale trade managers
		1420	Retail and wholesale trade managers
	143		Other services managers
		1431	Sports, recreation and cultural centre managers
		1439	Services managers not elsewhere classified

Major Group 2 Professionals

21			Science and engineering professionals
	211		Physical and earth science professionals
		2111	Physicists and astronomers
		2112	Meteorologists
		2113	Chemists
		2114	Geologists and geophysicists
	212		Mathematicians, actuaries and statisticians
		2120	Mathematicians, actuaries and statisticians
	213		Life science professionals
		2131	Biologists, botanists, zoologists and related professionals
		2132	Farming, forestry and fisheries advisers
		2133	Environmental protection professionals
	214		Engineering professionals (excluding electrotechnology)

Sub-major Group	Minor Group	Unit Group	Description
		2141	Industrial and production engineers
		2142	Civil engineers
		2143	Environmental engineers
		2144	Mechanical engineers
		2145	Chemical engineers
		2146	Mining engineers, metallurgists and related professionals
		2149	Engineering professionals not elsewhere classified
	215		Electrotechnology engineers
		2151	Electrical engineers
		2152	Electronics engineers
		2153	Telecommunications engineers
	216		Architects, planners, surveyors and designers
		2161	Building architects
		2162	Landscape architects
		2163	Product and garment designers
		2164	Town and traffic planners
		2165	Cartographers and surveyors
		2166	Graphic and multimedia designers
22			Health professionals
	221		Medical doctors
		2211	Generalist medical practitioners
		2212	Specialist medical practitioners
	222		Nursing and midwifery professionals
		2221	Nursing professionals
		2222	Midwifery professionals
	223		Traditional and complementary medicine professionals
		2230	Traditional and complementary medicine professionals
	224		Paramedical practitioners
		2240	Paramedical practitioners
	225		Veterinarians
		2250	Veterinarians
	226		Other health professionals
		2261	Dentists
		2262	Pharmacists
		2263	Environmental and occupational health and hygiene professionals

Sub-major Group	Minor Group	Unit Group	Description
		2264	Physiotherapists
		2265	Dieticians and nutritionists
		2266	Audiologists and speech therapists
		2267	Optometrists and ophthalmic opticians
		2269	Health professionals not elsewhere classified
23			Teaching professionals
	231		University and higher education teachers
		2310	University and higher education teachers
	232		Vocational education teachers
		2320	Vocational education teachers
	233		Secondary education teachers
		2330	Secondary education teachers
	234		Primary school and early childhood teachers
		2341	Primary school teachers
		2342	Early childhood educators
	235		Other teaching professionals
		2351	Education methods specialists
		2352	Special needs teachers
		2353	Other language teachers
		2354	Other music teachers
		2355	Other arts teachers
		2356	Information technology trainers
		2359	Teaching professionals not elsewhere classified
24			Business and administration professionals
	241		Finance professionals
		2411	Accountants
		2412	Financial and investment advisers
		2413	Financial analysts
	242		Administration professionals
		2421	Management and organization analysts
		2422	Policy administration professionals
		2423	Personnel and careers professionals
		2424	Training and staff development professionals
	243		Sales, marketing and public relations professionals
		2431	Advertising and marketing professionals

Sub-major Group	Minor Group	Unit Group	Description
		2432	Public relations professionals
		2433	Technical and medical sales professionals (excluding ICT)
		2434	Information and communications technology sales professionals
25			Information and communications technology professionals
	251		Software and applications developers and analysts
		2511	Systems analysts
		2512	Software developers
		2513	Web and multimedia developers
		2514	Applications programmers
		2519	Software and applications developers and analysts not elsewhere classified
	252		Database and network professionals
		2521	Database designers and administrators
		2522	Systems administrators
		2523	Computer network professionals
		2529	Database and network professionals not elsewhere classified
26			Legal, social and cultural professionals
	261		Legal professionals
		2611	Lawyers
		2612	Judges
		2619	Legal professionals not elsewhere classified
	262		Librarians, archivists and curators
		2621	Archivists and curators
		2622	Librarians and related information professionals
	263		Social and religious professionals
		2631	Economists
		2632	Sociologists, anthropologists and related professionals
		2633	Philosophers, historians and political scientists
		2634	Psychologists
		2635	Social work and counselling professionals
		2636	Religious professionals
	264		Authors, journalists and linguists
		2641	Authors and related writers
		2642	Journalists
		2643	Translators, interpreters and other linguists
	265		Creative and performing artists

Sub-major Group	Minor Group	Unit Group	Description
		2651	Visual artists
		2652	Musicians, singers and composers
		2653	Dancers and choreographers
		2654	Film, stage and related directors and producers
		2655	Actors
		2656	Announcers on radio, television and other media
		2659	Creative and performing artists not elsewhere classified

Major Group 3 Technicians and associate professionals

31			Science and engineering associate professionals
	311		Physical and engineering science technicians
		3111	Chemical and physical science technicians
		3112	Civil engineering technicians
		3113	Electrical engineering technicians
		3114	Electronics engineering technicians
		3115	Mechanical engineering technicians
		3116	Chemical engineering technicians
		3117	Mining and metallurgical technicians
		3118	Draughtspersons
		3119	Physical and engineering science technicians not elsewhere classified
	312		Mining, manufacturing and construction supervisors
		3121	Mining supervisors
		3122	Manufacturing supervisors
		3123	Construction supervisors
	313		Process control technicians
		3131	Power production plant operators
		3132	Incinerator and water treatment plant operators
		3133	Chemical processing plant controllers
		3134	Petroleum and natural gas refining plant operators
		3135	Metal production process controllers
		3139	Process control technicians not elsewhere classified
	314		Life science technicians and related associate professionals
		3141	Life science technicians (excluding medical)
		3142	Agricultural technicians
		3143	Forestry technicians

Sub-major Group	Minor Group	Unit Group	Description
	315		Ship and aircraft controllers and technicians
		3151	Ships' engineers
		3152	Ships' deck officers and pilots
		3153	Aircraft pilots and related associate professionals
		3154	Air traffic controllers
		3155	Air traffic safety electronics technicians
32			Health associate professionals
	321		Medical and pharmaceutical technicians
		3211	Medical imaging and therapeutic equipment technicians
		3212	Medical and pathology laboratory technicians
		3213	Pharmaceutical technicians and assistants
		3214	Medical and dental prosthetic technicians
	322		Nursing and midwifery associate professionals
		3221	Nursing associate professionals
		3222	Midwifery associate professionals
	323		Traditional and complementary medicine associate professionals
		3230	Traditional and complementary medicine associate professionals
	324		Veterinary technicians and assistants
		3240	Veterinary technicians and assistants
	325		Other health associate professionals
		3251	Dental assistants and therapists
		3252	Medical records and health information technicians
		3253	Community health workers
		3254	Dispensing opticians
		3255	Physiotherapy technicians and assistants
		3256	Medical assistants
		3257	Environmental and occupational health inspectors and associates
		3258	Ambulance workers
		3259	Health associate professionals not elsewhere classified
33			Business and administration associate professionals
	331		Financial and mathematical associate professionals
		3311	Securities and finance dealers and brokers
		3312	Credit and loans officers
		3313	Accounting associate professionals
		3314	Statistical, mathematical and related associate professionals

Sub-major Group	Minor Group	Unit Group	Description
		3315	Valuers and loss assessors
	332		Sales and purchasing agents and brokers
		3321	Insurance representatives
		3322	Commercial sales representatives
		3323	Buyers
		3324	Trade brokers
	333		Business services agents
		3331	Clearing and forwarding agents
		3332	Conference and event planners
		3333	Employment agents and contractors
		3334	Real estate agents and property managers
		3339	Business services agents not elsewhere classified
	334		Administrative and specialised secretaries
		3341	Office supervisors
		3342	Legal secretaries
		3343	Administrative and executive secretaries
		3344	Medical secretaries
	335		Regulatory government associate professionals
		3351	Customs and border inspectors
		3352	Government tax and excise officials
		3353	Government social benefits officials
		3354	Government licensing officials
		3355	Police inspectors and detectives
		3359	Regulatory government associate professionals not elsewhere classified
34			Legal, social, cultural and related associate professionals
	341		Legal, social and religious associate professionals
		3411	Police inspectors and detectives
		3412	Social work associate professionals
		3413	Religious associate professionals
	342		Sports and fitness workers
		3421	Athletes and sports players
		3422	Sports coaches, instructors and officials
		3423	Fitness and recreation instructors and program leaders
		343	Artistic, cultural and culinary associate professionals
		3431	Photographers

Sub-major Group	Minor Group	Unit Group	Description
35		3432	Interior designers and decorators
		3433	Gallery, museum and library technicians
		3434	Chefs
		3435	Other artistic and cultural associate professionals
			Information and communications technicians
	351		Information and communications technology operations and user support technicians
		3511	Information and communications technology operations technicians
		3512	Information and communications technology user support technicians
		3513	Computer network and systems technicians
		3514	Web technicians
	352		Telecommunications and broadcasting technicians
		3521	Broadcasting and audio-visual technicians
		3522	Telecommunications engineering technicians

Major Group 4 Clerical support workers

41			General and keyboard clerks
	411		General office clerks
		4110	General office clerks
	412		Secretaries (general)
		4120	Secretaries (general)
	413		Keyboard operators
		4131	Typists and word processing operators
		4132	Data entry clerks
42			Customer services clerks
	421		Tellers, money collectors and related clerks
		4211	Bank tellers and related clerks
		4212	Bookmakers, croupiers and related gaming workers
		4213	Pawnbrokers and money-lenders
		4214	Debt-collectors and related workers
	422		Client information workers
		4221	Travel consultants and clerks
		4222	Contact centre information clerks
		4223	Telephone switchboard operators

Sub-major Group	Minor Group	Unit Group	Description
		4224	Hotel receptionists
		4225	Enquiry clerks
		4226	Receptionists (general)
		4227	Survey and market research interviewers
		4229	Client information workers not elsewhere classified
43			Numerical and material recording clerks
	431		Numerical clerks
		4311	Accounting and bookkeeping clerks
		4312	Statistical, finance and insurance clerks
		4313	Payroll clerks
	432		Material-recording and transport clerks
		4321	Stock clerks
		4322	Production clerks
		4323	Transport clerks
44			Other clerical support workers
	441		Other clerical support workers
		4411	Library clerks
		4412	Mail carriers and sorting clerks
		4413	Coding, proof-reading and related clerks
		4414	Scribes and related workers
		4415	Filing and copying clerks
		4416	Personnel clerks
		4419	Clerical support workers not elsewhere classified

Major Group 5 Service and sales workers

51			Personal service workers
	511		Travel attendants, conductors and guides
		5111	Travel attendants and travel stewards
		5112	Transport conductors
		5113	Travel guides
	512		Cooks
		5120	Cooks
	513		Waiters and bartenders
		5131	Waiters

Sub-major Group	Minor Group	Unit Group	Description
		5132	Bartenders
	514		Hairdressers, beauticians and related workers
		5141	Hairdressers
		5142	Beauticians and related workers
	515		Building and housekeeping supervisors
		5151	Cleaning and housekeeping supervisors in offices, hotels and other establishments
		5152	Domestic housekeepers
		5153	Building caretakers
	516		Other personal services workers
		5161	Astrologers, fortune-tellers and related workers
		5162	Companions and valets
		5163	Undertakers and embalmers
		5164	Pet groomers and animal care workers
		5165	Driving instructors
		5169	Personal services workers not elsewhere classified
52			Sales workers
	521		Street and market salespersons
		5211	Stall and market salespersons
		5212	Street food salespersons
	522		Shop salespersons
		5221	Shop keepers
		5222	Shop supervisors
		5223	Shop sales assistants
	523		Cashiers and ticket clerks
		5230	Cashiers and ticket clerks
	524		Other sales workers
		5241	Fashion and other models
		5242	Sales demonstrators
		5243	Door to door salespersons
		5244	Contact centre salespersons
		5245	Service station attendants
		5246	Food service counter attendants
		5249	Sales workers not elsewhere classified
53			Personal care workers
	531		Child care workers and teachers' aides

Sub-major Group	Minor Group	Unit Group	Description
		5311	Child care workers
		5312	Teachers' aides
	532		Personal care workers in health services
		5321	Health care assistants
		5322	Home-based personal care workers
		5329	Personal care workers in health services not elsewhere classified
54			Protective services workers
	541		Protective services workers
		5411	Fire-fighters
		5412	Police officers
		5413	Prison guards
		5414	Security guards
		5419	Protective services workers not elsewhere classified

Major Group 6 Skilled agricultural, forestry and fishery workers

61			Market-oriented skilled agricultural workers
	611		Market gardeners and crop growers
		6111	Field crop and vegetable growers
		6112	Tree and shrub crop growers
		6113	Gardeners, horticultural and nursery growers
		6114	Mixed crop growers
	612		Animal producers
		6121	Livestock and dairy producers
		6122	Poultry producers
		6123	Apiarists and sericulturists
		6129	Animal producers not elsewhere classified
	613		Mixed crop and animal producers
		6130	Mixed crop and animal producers
62			Market-oriented skilled forestry, fishery and hunting workers
	621		Forestry and related workers
		6210	Forestry and related workers
	622		Fishery workers, hunters and trappers
		6221	Aquaculture workers
		6222	Inland and coastal waters fishery workers

Sub-major Group	Minor Group	Unit Group	Description
63		6223	Deep-sea fishery workers
		6224	Hunters and trappers
			Subsistence farmers, fishers, hunters and gatherers
		631	Subsistence crop farmers
		6310	Subsistence crop farmers
		632	Subsistence livestock farmers
		6320	Subsistence livestock farmers
		633	Subsistence mixed crop and livestock farmers
		6330	Subsistence mixed crop and livestock farmers
		634	Subsistence fishers, hunters, trappers and gatherers
	6340	Subsistence fishers, hunters, trappers and gatherers	

Major Group 7 Craft and related trades workers

71			Building and related trades workers, excluding electricians
	711		Building frame and related trades workers
		7111	House builders
		7112	Bricklayers and related workers
		7113	Stonemasons, stone cutters, splitters and carvers
		7114	Concrete placers, concrete finishers and related workers
		7115	Carpenters and joiners
		7119	Building frame and related trades workers not elsewhere classified
	712		Building finishers and related trades workers
		7121	Roofers
		7122	Floor layers and tile setters
		7123	Plasterers
		7124	Insulation workers
		7125	Glaziers
		7126	Plumbers and pipe fitters
		7127	Air conditioning and refrigeration mechanics
	713		Painters, building structure cleaners and related trades workers
		7131	Painters and related workers
		7132	Spray painters and varnishers
		7133	Building structure cleaners
72			Metal, machinery and related trades workers

Sub-major Group	Minor Group	Unit Group	Description
	721		Sheet and structural metal workers, moulders and welders, and related workers
		7211	Metal moulders and coremakers
		7212	Welders and flamecutters
		7213	Sheet-metal workers
		7214	Structural-metal preparers and erectors
		7215	Riggers and cable splicers
	722		Blacksmiths, toolmakers and related trades workers
		7221	Blacksmiths, hammersmiths and forging press workers
		7222	Toolmakers and related workers
		7223	Metal working machine tool setters and operators
		7224	Metal polishers, wheel grinders and tool sharpeners
	723		Machinery mechanics and repairers
		7231	Motor vehicle mechanics and repairers
		7232	Aircraft engine mechanics and repairers
		7233	Agricultural and industrial machinery mechanics and repairers
		7234	Bicycle and related repairers
73			Handicraft and printing workers
	731		Handicraft workers
		7311	Precision-instrument makers and repairers
		7312	Musical instrument makers and tuners
		7313	Jewellery and precious-metal workers
		7314	Potters and related workers
		7315	Glass makers, cutters, grinders and finishers
		7316	Sign writers, decorative painters, engravers and etchers
		7317	Handicraft workers in wood, basketry and related materials
		7318	Handicraft workers in textile, leather and related materials
		7319	Handicraft workers not elsewhere classified
	732		Printing trades workers
		7321	Pre-press technicians
		7322	Printers
		7323	Print finishing and binding workers
74			Electrical and electronic trades workers
	741		Electrical equipment installers and repairers
		7411	Building and related electricians
		7412	Electrical mechanics and fitters

Sub-major Group	Minor Group	Unit Group	Description
75		7413	Electrical line installers and repairers
	742		Electronics and telecommunications installers and repairers
		7421	Electronics mechanics and servicers
		7422	Information and communications technology installers and servicers
			Food processing, wood working, garment and other craft and related trades workers
	751		Food processing and related trades workers
		7511	Butchers, fishmongers and related food preparers
		7512	Bakers, pastry-cooks and confectionery makers
		7513	Dairy-products makers
		7514	Fruit, vegetable and related preservers
		7515	Food and beverage tasters and graders
		7516	Tobacco preparers and tobacco products makers
	752		Wood treaters, cabinet-makers and related trades workers
		7521	Wood treaters
		7522	Cabinet-makers and related workers
		7523	Woodworking-machine tool setters and operators
	753		Garment and related trades workers
		7531	Tailors, dressmakers, furriers and hatters
		7532	Garment and related pattern-makers and cutters
		7533	Sewing, embroidery and related workers
		7534	Upholsterers and related workers
		7535	Pelt dressers, tanners and fellmongers
		7536	Shoemakers and related workers
	754		Other craft and related workers
		7541	Underwater divers
		7542	Shotfirers and blasters
		7543	Product graders and testers (excluding foods and beverages)
		7544	Fumigators and other pest and weed controllers
	7549	Craft and related workers not elsewhere classified	

Major Group 8 Plant and machine operators, and assemblers

81		Stationary plant and machine operators
	811	Mining and mineral processing plant operators
	8111	Miners and quarriers

Sub-major Group	Minor Group	Unit Group	Description
		8112	Mineral and stone processing plant operators
		8113	Well drillers and borers and related workers
		8114	Cement, stone and other mineral products machine operators
	812		Metal processing and finishing plant operators
		8121	Metal processing plant operators
		8122	Metal finishing, plating and coating machine operators
	813		Chemical and photographic products plant and machine operators
		8131	Chemical products plant and machine operators
		8132	Photographic products machine operators
	814		Rubber, plastic and paper products machine operators
		8141	Rubber products machine operators
		8142	Plastic products machine operators
		8143	Paper products machine operators
	815		Textile, fur and leather products machine operators
		8151	Fibre preparing, spinning and winding machine operators
		8152	Weaving and knitting machine operators
		8153	Sewing machine operators
		8154	Bleaching, dyeing and fabric cleaning machine operators
		8155	Fur and leather preparing machine operators
		8156	Shoemaking and related machine operators
		8157	Laundry machine operators
		8159	Textile, fur and leather products machine operators not elsewhere classified
	816		Food and related products machine operators
		8160	Food and related products machine operators
	817		Wood processing and papermaking plant operators
		8171	Pulp and papermaking plant operators
		8172	Wood processing plant operators
	818		Other stationary plant and machine operators
		8181	Glass and ceramics plant operators
		8182	Steam engine and boiler operators
		8183	Packing, bottling and labelling machine operators
		8189	Stationary plant and machine operators not elsewhere classified
82			Assemblers
	821		Assemblers
		8211	Mechanical machinery assemblers

Sub-major Group	Minor Group	Unit Group	Description
83		8212	Electrical and electronic equipment assemblers
		8219	Assemblers not elsewhere classified
			Drivers and mobile plant operators
		831	Locomotive engine drivers and related workers
		8311	Locomotive engine drivers
		8312	Railway brake, signal and switch operators
		832	Car, van and motorcycle drivers
		8321	Motorcycle drivers
		8322	Car, taxi and van drivers
		833	Heavy truck and bus drivers
		8331	Bus and tram drivers
		8332	Heavy truck and lorry drivers
		834	Mobile plant operators
		8341	Mobile farm and forestry plant operators
		8342	Earthmoving and related plant operators
		8343	Crane, hoist and related plant operators
		8344	Lifting truck operators
		835	Ships' deck crews and related workers
		8350	Ships' deck crews and related workers

Major Group 9 Elementary occupations

91			Cleaners and helpers
	911		Domestic, hotel and office cleaners and helpers
		9111	Domestic cleaners and helpers
		9112	Cleaners and helpers in offices, hotels and other establishments
	912		Vehicle, window, laundry and other hand cleaning workers
		9121	Hand launderers and pressers
		9122	Vehicle cleaners
		9123	Window cleaners
		9129	Other cleaning workers
92			Agricultural, forestry and fishery labourers
	921		Agricultural, forestry and fishery labourers
		9211	Crop farm labourers
		9212	Livestock farm labourers

Sub-major Group	Minor Group	Unit Group	Description
		9213	Mixed crop and livestock farm labourers
		9214	Garden and horticultural labourers
		9215	Forestry labourers
		9216	Fishery and aquaculture labourers
93			Labourers in mining, construction, manufacturing and transport
	931		Mining and construction labourers
		9311	Mining and quarrying labourers
		9312	Civil engineering labourers
		9313	Building construction labourers
	932		Manufacturing labourers
		9321	Hand packers
		9329	Manufacturing labourers not elsewhere classified
	933		Transport and storage labourers
		9331	Hand and pedal vehicle drivers
		9332	Drivers of animal-drawn vehicles and machinery
		9333	Freight handlers
		9334	Shelf fillers
94			Food preparation assistants
	941		Food preparation assistants
		9411	Fast food preparers
		9412	Kitchen helpers
95			Street and related sales and service workers
	951		Street and related service workers
		9510	Street and related service workers
	952		Street vendors (excluding food)
		9520	Street vendors (excluding food)
96			Refuse workers and other elementary workers
	961		Refuse workers
		9611	Garbage and recycling collectors
		9612	Refuse sorters
		9613	Sweepers and related labourers
	962		Other elementary workers
		9621	Messengers, package deliverers and luggage porters

Sub-major Group	Minor Group	Unit Group	Description
		9622	Odd job persons
		9623	Meter readers and vending-machine collectors
		9624	Water and firewood collectors
		9629	Elementary workers not elsewhere classified

Major Group 0 Armed forces occupations

01			Commissioned armed forces officers
	011		Commissioned armed forces officers
		0110	Commissioned armed forces officers
02			Non-commissioned armed forces officers
	021		Non-commissioned armed forces officers
		0210	Non-commissioned armed forces officers
03			Armed forces occupations, other ranks
	031		Armed forces occupations, other ranks
		0310	Armed forces occupations, other ranks

PAKISTAN STANDARD INDUSTRIAL CLASSIFICATION OF ALL ECONOMIC ACTIVITIES
Classification of Economic Activities

Detailed structure

Section A Agriculture, forestry and fishing

Division	Group	Class	Description
01			Crop and animal production, hunting and related service activities
	011		Growing of non-perennial crops
		0111	Growing of cereals (except rice), leguminous crops and oil seeds
		0112	Growing of rice
		0113	Growing of vegetables and melons, roots and tubers
		0114	Growing of sugar cane
		0115	Growing of tobacco
		0116	Growing of fibre crops
		0119	Growing of other non-perennial crops
	012		Growing of perennial crops
		0121	Growing of grapes
		0122	Growing of tropical and subtropical fruits
		0123	Growing of citrus fruits
		0124	Growing of pome fruits and stone fruits
		0125	Growing of other tree and bush fruits and nuts
		0126	Growing of oleaginous fruits
		0127	Growing of beverage crops
		0128	Growing of spices, aromatic, drug and pharmaceutical crops
		0129	Growing of other perennial crops
	013		Plant propagation
		0130	Plant propagation
	014		Animal production
		0141	Raising of cattle and buffaloes
		0142	Raising of horses and other equines
		0143	Raising of camels and camelids
		0144	Raising of sheep and goats
		0145	Raising of swine/pigs

		0146	Raising of poultry
		0149	Raising of other animals
	015		Mixed farming
		0150	Mixed farming
	016		Support activities to agriculture and post-harvest crop activities
		0161	Support activities for crop production
		0162	Support activities for animal production
		0163	Post-harvest crop activities
		0164	Seed processing for propagation
	017		Hunting, trapping and related service activities
		0170	Hunting, trapping and related service activities
02			Forestry and logging
	021		Silviculture and other forestry activities

Division	Group	Class	Description
		0210	Silviculture and other forestry activities
	022		Logging
		0220	Logging
	023		Gathering of non-wood forest products
		0230	Gathering of non-wood forest products
	024		Support services to forestry
		0240	Support services to forestry
03			Fishing and aquaculture
	031		Fishing
		0311	Marine fishing
		0312	Freshwater fishing
	032		Aquaculture
		0321	Marine aquaculture
		0322	Freshwater aquaculture

Section B Mining and quarrying

05			Mining of coal and lignite
	051		Mining of hard coal
		0510	Mining of hard coal
	052		Mining of lignite
		0520	Mining of lignite
06			Extraction of crude petroleum and natural gas
	061		Extraction of crude petroleum
		0610	Extraction of crude petroleum
	062		Extraction of natural gas
		0620	Extraction of natural gas
07			Mining of metal ores
	071		Mining of iron ores
		0710	Mining of iron ores
	072		Mining of non-ferrous metal ores
		0721	Mining of uranium and thorium ores
		0729	Mining of other non-ferrous metal ores
08			Other mining and quarrying

	081		Quarrying of stone, sand and clay
		0810	Quarrying of stone, sand and clay
	089		Mining and quarrying n.e.c.
		0891	Mining of chemical and fertilizer minerals
		0892	Extraction of peat
		0893	Extraction of salt
		0899	Other mining and quarrying n.e.c.
09			Mining support service activities
	091		Support activities for petroleum and natural gas extraction
		0910	Support activities for petroleum and natural gas extraction
	099		Support activities for other mining and quarrying
		0990	Support activities for other mining and quarrying

Section C Manufacturing

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

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

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

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

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

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

Section D Electricity, gas, steam and air conditioning supply

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

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

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

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

Section F Construction

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

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

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

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

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

Section H Transportation and storage

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

Division	Group	Class	Description
	532		Courier activities
		5320	Courier activities

Section I Accommodation and food service activities

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

Section J Information and communication

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

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

Section K Financial and insurance activities

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

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

Section L Real estate activities

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

Section M Professional, scientific and technical activities

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

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

Section N Administrative and support service activities

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

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

Section O Public administration and defence; compulsory social security

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

Section P Education

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

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

Section Q Human health and social work activities

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

Section R Arts, entertainment and recreation

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

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

Section S Other service activities

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

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

97			Activities of households as employers of domestic personnel
	970		Activities of households as employers of domestic personnel
		9700	Activities of households as employers of domestic personnel
98			Undifferentiated goods- and services-producing activities of private households for own use
	981		Undifferentiated goods-producing activities of pvt. households for own use
		9810	Undifferentiated goods-producing activities of private households for own use

Division	Group	Class	Description
	982		Undifferentiated service-producing activities of private households for own use
		9820	Undifferentiated service-producing activities of private households for own use

Section U Activities of extraterritorial organizations and bodies

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

LIST OF COUNTRY'S NAME AND CODE

01	AGHANISTAN	024	IRAQ	047	SINGAPORE
02	ALGERIA	025	IRELAND	048	SOUTH AFRICA
03	ARGENTINA	026	ITALY	049	SPAIN
04	AUSTRALIA	027	JAPAN	050	SRI LANKA
05	AZERBAIJAN	028	JORDAN	051	SUDAN
06	BAHRAIN	029	KAZAKISTAN	052	SWEDEN
07	BANGLADESH	030	KENYA	053	SWITZERLAND
08	BELGIUM	031	KOREA	054	SYRIA
09	BURMA	032	KUWAIT	055	TAIWAN
10	BRAZIL	033	LEBANON	056	THAILAND
011	CANADA	034	LIBYA	057	TURKEY
012	CHINA	035	MALAYSIA	058	TURKMENISTAN
013	COLOMBIA	036	MAYANMAR	059	UNITED KINGDOM
014	DENMARK	037	MEXICO	060	U.A.E
015	DUBAI	038	MUSKAT (OMAN)	061	UNITED STATES
016	EGYPT	039	NEPAL	062	YEMEN
017	FRANCE	040	NETHERLAND	063	ZIMBABWE
018	GERMANY	041	NEW ZEALAND	064	OTHERS
019	GREECE	042	NORWAY		
020	HONG KONG	043	PHILIPPES		
021	INDIA	044	QATAR		
022	INDONESIA	045	RUSSIA		
023	IRAN	046	SAUDI ARABIA		