



# **HIES**

## **HOUSEHOLD INTEGRATED ECONOMIC SURVEY (2018-19)**

### **MANUAL OF INSTRUCTIONS**

**JULY 2018**

**Pakistan Bureau of Statistics  
Statistics Division  
Government of Pakistan  
Islamabad**

---

## Contents

<b>INTRODUCTION</b> .....	<b>2</b>
i. Objectives of the Manual .....	2
ii. Household Integrated Economic Survey (HIES).....	2
iii. HIES Survey Questionnaire Framework .....	2
iv. Interviewer’s Role.....	3
v. Supervision of Interviewers.....	3
vi. Conducting an Interview .....	3
vii. Framework Procedures .....	7
viii. General Procedures for Completing the Questionnaire .....	9
<b>SECTION A: SURVEY INFORMATION</b> .....	<b>11</b>
<b>SECTION 1A: HOUSEHOLD INFORMATION</b> .....	<b>12</b>
<b>SECTION 1B: EMPLOYMENT AND INCOME</b> .....	<b>18</b>
<b>SECTION 2AB: EDUCATION</b> .....	<b>24</b>
Part A: Literacy and Vocational Training .....	24
Part B: Formal Education .....	24
<b>SECTION 3: HEALTH</b> .....	<b>35</b>
PART A: Diarrhoea .....	35
PART B: Immunizatio.....	39
PART C: Malaria, Hepatitis and Tuberculosis.....	42
<b>SECTION 4: MARRIAGE AND MATERNITY HISTORY</b> .....	<b>51</b>
<b>SECTION 5A: HOUSING CHARACTERISTICS</b> .....	<b>65</b>
PART B: Food Insecurity Experience Scale.....	73
<b>SECTION 6: HOUSEHOLD CONSUMPTION EXPENDITURE</b> .....	<b>78</b>
<b>SECTION 7: SELECTED DURABLE CONSUMPTION ITEMS OWNED/SOLD BY THE HOUSEHOLD</b> .....	<b>111</b>
<b>SECTION 8-M: TRANSFERS RECEIVED AND PAID OUT</b> .....	<b>112</b>
<b>SECTION 9</b> .....	<b>115</b>
PART- A: BUILDINGS AND LAND OWNED BY MEMBERS OF THIS HOUSEHOLD .....	115
PART- B: FINANCIAL ASSETS AND LIABILITIES, LOANS AND CREDIT.....	116
<b>SECTION 10</b> .....	<b>119</b>
AGRICULTURAL SHEET .....	119
Part A: Land Utilization and Crop Harvesting.....	119
Part B: Livestock, Poultry, Fish, Forestry, Honeybee Etc. ....	122
<b>SECTION 11</b> .....	<b>125</b>
<b>BALANCE SHEET FOR INCOME AND EXPENDITURE</b> .....	<b>132</b>
<b>ANNEX-I</b> .....	<b>134</b>

# 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 Economic Survey (HIES). 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 HIES 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. Household Integrated Economic Survey (HIES)

Household Integrated Economic Survey (HIES) 2018-19, is designed, implemented by the Pakistan Bureau of Statistics (PBS) and data is collected on various socio-economic aspects, typical to Pakistani households. These aspects include demographic characteristics, employment, income, education, health, water and sanitation, housing, consumption patterns, etc.

The HIES survey is characterized by integrated, pre-coded questionnaires, extensive training and supervision of field staff and a computer-based data management system designed to improve data quality and reduce the time lag between the data collection and publishing the ultimate results. Field work i.e., data collection and verification, is carried out by a number of survey teams based in various PBS regional offices throughout the country.

## iii. HIES Survey Questionnaire Framework

The questionnaire is very comprehensive, consisting of 25 pages for female and 28 for male questionnaire. The survey is easily administrated and average interview time will be around 60 minutes. Most of the questions have multiple choices 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.

The data collected will be used for developing a series of socio-economic indicators e.g., literacy rates; primary enrolment rates; proportion of children immunized; proportion of households with access to water and sanitation; household consumption, expenditure and income pattern from various sources.

There are eighteen sections in total, which are list of Household Members, Employment, Education, ICT, Health, Out of Pocket Expenditure, Maternity History, Family Planning, Pre and Post Natal care, Women in Decision Making, 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 has central role in the HIES because he/she interviews the respondent (s) and collects information . Therefore, the quality of HIES data 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 questionnaires 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 HIES data. They will:

- Spot-check some of the households selected for interview to make sure that enumerators interviewed the correct households and the correct respondents.
- 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 HIES. 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 enumerator first impression to the respondents will influence willingness and cooperation .. 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 or Imam Masjid, who may in return inform selected households in the area that you will be coming to interview them. You will also be given 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 for interview or asks question, what the data will be used for, explain that the information collected will remain confidential and no individual names will be disclosed or . All information will be used in consolidated form for planning and policy making. For their satisfaction, 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 he/she asks, tell him/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 the 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 may be 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 may 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 skip 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 he/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, he/she may agree with your interpretation, even when that is not what he/she meant. Rather, you should probe in such a manner that the respondent comes up with the relevant answer. You should never read out the list of coded answers to the respondent, even if he/she has problem in answering.

#### **3. Do not change the wording to the respondent.**

The wording of the questions 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. explain precisely to get an appropriate response.

#### **4. Handle hesitant respondents tactfully.**

There will be situation where the respondent() simply say, "I don't know," gave an irrelevant answer, act very bored , detached, or contradict something he/she has already said. In these cases, you must try to involve them in the conversation. For example, if you sense that they are shy or scared, try to ease them 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 elaborated answers, do not stop them abruptly or rudely, rather listen to them what theywnat 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 observes the interviewer as a friendly, sympathetic, and responsive person who does not intimidate him/her 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 ones privacy. This problem can be prevented if you are able to obtain a private area 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 that women and men from rural areas are less educated or illiterate.

## **6. Do not hurry the interview.**

Ask the questions slowly to ensure the respondents understand 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 his/her own opinion, 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". If your respondent is in a hurry to go somewhere or to perform some work, it is better you take an appointment from him/her for your next visit. However, your first preference should be to complete interview once you visit a respondent for the first time or have started the interview.

## **C. Language of the Interview**

For convenience, HIES questionnaires has 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 for 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 rare chances in which respondents do not speak or understand your language. In such cases you might be able to find another language that both of you speak and 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 any member of your team or the team supervisor who speaks the same language which respondent speaks. . If so, inform your supervisor so that he/she could arrange for that person to conduct the interview.

If possible, try to avoid using interpreters since this not only jeopardizes the quality of the interview but will also take more time to complete the interview. However, if the respondent does not speak a language which any of your team members speak, you will definately rely on

a third person to translate for you. In this situation, since the interview involves some sensitive topics, it is best if you can find another woman to act as an interpreter if you are interviewing female respondent You should not use the respondent's husband as an interpreter under any circumstances and children are also unsuitable interpreters.

## **vii. Framework Procedures**

Fieldwork for the HIES will complete successfully and timely if each member of the interviewing team understands and follows correct field procedures.

The following sections describe the proper procedures for receiving work assignments and keeping safe records of selected households information

### **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 different times of the day or days when trying to get an individual 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 have made any appointments and if yes, make sure call-back 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 to make a call back in the morning or late afternoon. Scheduling call-backs at different times is significant 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 sheets and non-Agriculture sheets
- d. Your personnel identification
- e. Hardboard to put a questionnaire on it to write
- f. Pencils, erasers, sharpeners, blue pen and calculator

### **B. Contacting Households and Eligible Respondents**

#### **1. Locating sample households**

Recently, household listing teams have 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 describe their location (for areas lacking street names or numbers 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, a house, or thatched hut, 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 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 HIES.

## **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(s) when you fill in the Household Schedule.

## **3. Problems in obtaining interviews**

You may experience the following types of problems interviewing an eligible woman/man for some specific section(s):

- Eligible respondent not available. If the eligible respondent is not at home when you visit, enter Code '2' (NOT AT 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, it is 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 at large on the initial impression you have made in first meeting. Introduce yourself and explain the purpose of the visit. You may emphasize the confidentiality of the information he/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 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 should 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 helpful to the Supervisors and Editors, 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 should be made to a household to complete the 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 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 HIES, 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 HIES 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 that respondent has understands it. 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, so that meaning of the original question have not altered.

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 HIES interviewer.

## **B. Recording Responses**

In the HIES 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 row, 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 answers 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 he/she changes reply, be sure that you cross out the incorrect response and enter the right answer.

## **D. Following Instructions**

Throughout the HIES questionnaire, instructions for the interviewer are printed; enumerators should pay attention to the skip 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 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 Household 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 are 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. A new question status of interview is added in which enumerator will report any of one status i.e. interview of the said household is completed, partially completed, Refused or non-contacted status.

# SECTION 1A: 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 12 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 relative or non relative. 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 Grandchild =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 =12 Real  
Uncle/Aunt=12 Servants/ their relatives = 13 others (Specify) =14

Always ask who the head of HH from the HH members is. Fill in the relationship with the household head for each person listed in Q.1 as per codes. As mentioned above, if there are more than 13 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 number the individual ID codes in continuity e.g., 14 onwards.

**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,  
, Main Decision Maker =04 Is oldest male in the house =05 others (Specify.....) =06  
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 in 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 system 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 be the head of household or they only consider older male to be the head of household. In such situations record it against code 4.

**Is Main decision Maker?**

In some families a younger male or female be considered as household's head because he/she is good in decision making, his/her decisions are fruitful for the family, he/she might be more educated or more intelligent than others. In such situations record it against code 5.

**Others (Specify.....)**

If the reason is others than above mentioned codes then report it 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 complete 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 complete 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 tally 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, Separated=05, Nikkah has been solemnised but the "rukhsati" has not taken place code=6

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..

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.

Separated (Code-5) persons married but not living together due to some disputes/issues etc.

If the "Nikkah" has been solemnised but the "rukhsati" has not taken place, the person will be coded as " code = 6".

**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 wives , 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.

## **SECTION 1B: 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 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 two-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. Pakistan Standard Industrial Classification Codes sheet is placed at 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 two-digit code.

**Note:** All uneconomic or illegal activities will be listed under '00' industry code. Such income will be reported in Q8 or Q10. Later the headquarter will decide the usage/analysis of data reported in these questions.

## 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 here 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. Includes 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 sometimes 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 operated 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 2AB: EDUCATION**

### **All Males and Females 3 Years of Age and Older**

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

**Part A: Literacy and Vocational Training: Question 1 to 3 for all persons, 10 years of age and older and Question 4 for all persons 15 year of age and older.**

**Part B: Formal Education: For all persons, 3 years of age and older.**

#### **Part A: Literacy and Vocational Training**

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

Question 4 will be asked from all persons, 15 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 simple statement in any language with full understanding? Yes = 1 No = 2 (→Q.3)**

Ask whether the person can read Simple Statement (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 simple Statement, he cannot write simple statement.

#### **2. Can.. Write simple statement in any language with full understanding? Yes = 1 No = 2**

Ask whether the person can write simple statement (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 a person can perform simple sums. "Perform simple sums" means to do simple arithmetical operations such as addition and subtraction, e.g.  $20 + 39 = ?$

#### **4. Did ---- attended/enrolled any vocational or technical training/Short course in last 12 months?**

This question will be asked from those people whose age is greater than or equal to fifteen. Question is about vocational or technical training / short courses during last 12 months.

#### **Vocational Training:-**

Vocational/Technical Training generally means any form of training by means of which technical or trade knowledge can be acquired or developed. This training is given at a technical training center or at the place of work to provide skill in all branches of economic activity. Technical/Vocational training lay great stress on practical work. Electricians, medical records technicians, emergency medical technicians, truck drivers, hair stylists are some examples of Technical/ vocational trainings. A list of various trades/skills has been **attached as** Annex-III

**"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 madrasa 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 3 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, 3 years of age and older.

### 1. Interviewer: Ask each person about his or her educational background and code as follows.

Never attended school = 1 (If age is > 20 → Next Person)  
Attended school in the Past = 2 (→3 to 10)  
Currently attending School = 3 (→11 to 19)

Response to this question will help in identifying the educational status of the person and the relevant portion to be asked from the person. Educational status can be categorised as follows:

Never Attended School (Code = 1): If age of the person, having code 1 and is more than 20 years, no further question will be asked for or from this person. Interview the next person. If age of the person is 20 years or less, ask question 2.

Attended School in the Past (Code = 2): Relevant questions are 3 - 10

[Include those persons who have passed examinations "privately" in the past. All persons who have attended the school in the past and had left the school, will be included here]

Currently Attending School (Code = 3): Relevant questions are 11 - 19

[Include all those persons who are currently enrolled to take examinations "regular or private" and also those students who are not currently enrolled but are awaiting examination results]

***Note: If a person is currently doing Hifz, and never attended any educational institute before than he will not capture under formal education, but if he attended any educational institute in past and completed any level than it will capture under past enrolment.***

***If a person is enroll in Deeni Madrasa (Recognised Institute) than he will consider as formally enrolled in educational institute. 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).***

### ASK IF PERSON IS 20 YEARS OR YOUNGER

Ask Q.2 for "Never attended" record responses only and only from those individuals who are 20 years of age or below.

### 2. Why didn't ... ever attend school/institution?

Possible responses are coded below. Code the response accordingly. No other question from this section needs to be asked for this person. Ask from or for the next person.

Too expensive =01 Too far away =02 Poor teaching/behaviour =03 Had to help at home =04 Had to help with work =05 Parents/elders did not allow =06 No female staff =07 No male staff = 08 Child sick/handicapped = 09 Child too young =10 Child not willing = 11 Lack of documents =12 Education not useful = 13 Education completed = 14 Marriage = 15 Service (job) = 16 Other (specify) =17

Codes 14, 15 and 16 will be used for responses of Q.10. Whereas, codes 10 and 12 will not be used for Q.10 Record the responses carefully.

## PAST ENROLLMENT

Q.3-6 are for "Attended School in the Past (Q 1, code = 2)" responses only.

### 3. What type of school did ... last attend? If code = 6 → Q.5.

Enter the code (discussed below) for the type of educational institution the person has last attended. In case of privately (code=6), do not ask Q.4 and go to Q.5.

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

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

Deeni Madaris (code = 3): i.e., religious institutions e.g., Darul-Uloom; Quirat Academy; etc.

NGO/Foundation/Trust (code = 4): e.g., educational units operated by Fauji Foundation, OPF, Shaheen Foundation; Hamdard Trust, Bahria Foundation, Agha Khan Foundation, etc.

Non-formal basic education (NFBE) school (code = 5): opened by the government, giving more flexibility of operation.

Privately (code = 6): The person may have not attended any institution and all education may be private. Give it code 6.

Other (Specify) (code = 7): includes those educational institutions, which cannot be categorised under any of the above codes.

If the person had attended any institution in the past, information about that institution will be recorded.

### 4. Why did enroll in this school?

Record the code, given below, for the enrolment reason in the type of school mentioned in Q 4.

Good teaching = 1 Cheaper=2 Near to home=3 Female teaching staff = 4 Male teaching staff = 5 Teachers behave well = 6 Good environment of School (Building, Facilities, Sports etc.) = 7 No other school available = 8 other (specify) = 9

### 5. What was the highest grade... completed? If code = 25 to 27 →Next Person.

Enter the code of the highest class completed i.e., passed, by the person.

Play Group=25, Nursery=26, Prep=27, Class 1=1, Class 2=2, Class 3=3, Class 4=4, Class 5=5, Class 6=6, Class 7=7, Class 8=8, Class 9=9, Class 10=10, Polytechnic Diploma =11, FA/F.Sc/I.Com/ICS/A-Level = 12, BA/BSc/B.Com etc (all two year programs)=13, B.Ed/M.Ed =14 BA/BSc/BBS/BE etc (all four year programs) =15,MA, M. S.C(2 year program) = 16, Degree in Medicine(MBBS/BDS/Pham-D etc) = 17, Degree in Agriculture = 18, Degree in Law = 19, Degree in Engineering = 20, Degree in Accountancy=21, M.Phil=22, PhD =23, MS = 24 ,Others=28.

**Note:** Please note that codes for various classes have been changed in this round. The classes entered would be according to the new codes. Furthermore completed class means the level completed. If a person left school when he was in class 11 then the class completed would be 10.12 would be given for a person who has cleared the FA/FSc level i.e. he has passed class 12.The same rule applies for BA/BSc and MA/MSc.

### 6. How many years did it take? To complete primary class (i.e. class 1-5)?

If primary school not completed, write number of years school attended. Do not include time spent in play group, Nursery and prep class.

Enter the years it took the person to complete primary school i.e., Class 1-5. Do not include the years spent in classes before class 1(play group, nursery and prep classes). If the person has not completed primary school, enter the number of completed years he/she attended school. Usually a person should complete primary school (class 1 to 5) in five years. Suppose the person has completed primary school (class 1 to 5) but he/she had failed in class 3 and spent one more year in this class. How many years did it take him to complete primary school (class 1 to 5)? The answer is 6 years. Similarly, if a student was dropped or left primary school from class 4, after 2 years he again got admission in primary school in class 4 and completed primary school. How many years did it take him to pass primary school (class 1 to 5)? The answer is 7 years. If the individual has passed 3 classes without repeating any and

dropped out from primary school (class 1 to 5), then the answer is 3 years.

### **ASK IF PERSON IS 20 YEARS OR YOUNGER**

Q.7 to Q.10 will be asked from persons, 20 years of age or younger only.

#### **7. Did enroll in school last year? Yes = 1 No =2 (→ Q.10)**

Response from the question will help to determine the drop out rates. Ask the persons that whether they were enrolled in any institution during the last academic year. If answer is No, go to Q.10.

#### **8. In which grade did ... enrol last year? If code = 25 →Next Person**

Education codes are same as those of Q. 5. Responses may be coded accordingly.

#### **9. Did ... complete this grade? Yes = 1 No = 2**

The person that enrolled in any grade in last year did complete this grade or not. Record the response code.

#### **10. Why did ... leave this school/Institution?**

Ask this question for only those individuals who are 20 years of age or younger. Ask why the person had left school and enter the most appropriate code. No other question from this section needs to be asked for this person. Codes are given in Q.2. Codes 14, 15 and 16 may be used for responses of this question (i.e., Q.10). Codes 10 and 12 will not be used for this question (i.e., Q.10). Record the responses carefully (→ Next Person).

### **PRESENT ENROLLMENT**

Q.11 – 19 are for "Currently Attending School (code = 3 in Q. 1)" responses only. Include those persons who are currently enrolled and individual who are not currently enrolled but are awaiting examination results as well those persons who are going to appear for private examinations.

#### **11. What type of school/institution are ... currently attending? If code = 6, →Q.13.**

Codes for Q. 11 are same as those of Q.3. Enter the code of the type of school the person is attending. If privately, skip to Q.13.

***NOTE: Please note that Hafiz Quran will not be treated as enrolled in Q.11.***

#### **12. Why... enrolled in this school/institution?**

Reasons for enrolment in this school may be given. Codes for Q. 12 are same as those of Q.4. Do not ask for privately.

#### **13. At what age did ... start school?**

Enter the age (in completed years) at what the person first enrolled in school in any grade; it may be play group or nursery level as well.

#### **14. What grade are ... currently attending? If code =25 → Q=18.**

Enter the education code of the grade in which the person is currently studying. Codes for this question are same as those of Q.5 or Q.8. Current enrolment in grade eleven would be entered under code 12 and if a person is in third year or class 13 then code 13 will be given for that person.

**NOTE: If Code=28 in Q.14 then please specify that which kind of education person taking and clarify whether he has attended any educational institute in past for regular education, if yes than proceed to next question otherwise skip to Q.18.**

**15. Did ... enroll school last year? Yes = 1 No = 2 (→ Q.17)**

Ask the persons whether they were enrolled in any School/Institution during the last academic year. If answer is No, go to question 17. In case of individual appeared privately last year, put code NO.

**16. In which grade did ... enroll last year?**

Codes for this question are same as those of Q.5 or Q.8.or Q.14. Record the response codes accordingly.

**17. How many years did it take to complete primary school (i.e. class 1-5)?**

If primary level not completed, write number of years spent in school, do not include time spent in katchi class.

Enter the years it took the person to complete primary level i.e., Class 1- 5. Do not include the years spent in classes before class 1(play group nursery and preps). If the person has not completed primary level, enter the number of completed years he/she attended the school, excluding the number of years spent in classes, before class 1. Record Only complete number of years spent but not the no of months spent.

**18. How far (round trip) is the institution from ... home?**

Enter the code of the "round-trip distance" of the school from home. It may be noted that the category 0 - 2 km. means up to 2 Kms. 2+ mean more than 2 Kms. If the distance is more than 2 Kms but up to 5 Kms, give code 2 and so on for all the remaining distance codes. If someone is living in hostel, give code 7.

Codes for Q.18 are as under.

0 - 2km = 1, 2+ - 5km = 2, 5+ - 10km = 3, 10+ - 20 km = 4, 20+ km = 5, don't know = 6, Hostel = 7

**19. 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.

**PART-C: ICT**  
**All Males and Females 10 Years of Age and Older**  
**MEASURING ICT ACCESS AND USE BY HOUSEHOLDS AND INDIVIDUALS**

- These questions are asked of all in -scope individuals.
- Computer and internet in this section are not with reference to the owner ship.
- Mobile phone in this section is with reference to ownership Q-5.
- Reference period from Q1-Q10 is last three Months and Reference period from Q11-Q14 is last twelve months.
  
- -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/Note Pad**: (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/I-pad**: a tablet/I-pad 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-1 Have you used a computer (desktop, laptop, tablet or similar) from any location in the last three months?** 1. Desktop 2. Laptop/note pad 3. Tablet/I pad 4. Other 5.No.

**If No i.e. code = 5, go to Q4**

**Q-2 Have \_\_\_\_\_ used a computer (desktop, laptop, from any location)?**

Ask from which location computer has been used.

1. Yes at home, 2. Yes at work place, 3. Yes at education place, 4. Others specify

**Q-3 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. Connecting and installing new devices e.g. a modem, camera, printer)
6. Finding, downloading, installing and configuring software
7. Creating electronic presentations with presentation software (Including text, images, sound, video or charts)

8. Transferring files between a computer and other devices
9. Writing a computer program using a specialized programming language
10. Social Media
11. Entertainment
12. All of the above

Maximum six options can be reported. If a person performs all the mention activities report code 12 and left the other column empty.

Additional question notes

-This question is only asked of individuals who used a computer, laptop, tablet etc. in the last three months.

**Q-4 Why you are not using computer (desktop, laptop, tablet or similar)?**

*Q4 will be asked if response will be "No" in Question 1.*

1. Don't know how to use it.
2. Do not use it because (not useful, not interested, cultural reasons.
3. Affordability
4. Privacy/Security Concerns
5. Use substitutes instead like mobile phone/smartphone etc.
6. Other Specify
7. All of the above.

**Q-5. Do you have your Personal?**

1. Mobile phone, 2. Smart phone, 3. None of above

-This question is with reference to mobile ownership having personnel Mobile or smart phone

**For Code 1 & 2 Go to Q-8**

**Q-6 Have you used a mobile telephone in the last three months?**

1. Mobile phone 2. Smart phone 3. None of above

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.

**For Code 1 & 2 Go to Q-8**

**Q-7 Why you are not using mobile phone?**

1. Using Land line.
2. Don't know how to use mobile.
3. Do not need the mobile (not useful)
4. Cost of Mobile is too high
5. Privacy or security concerns
6. Service is not available in the area
7. Not allowed to use mobile
8. Other reason, specify.

**Q-8 Have you used the Internet from any location in the last three months?**

1. Yes and 2. No

If code=2 then Go to Q-11

**Q-9 where did you use the Internet in the last three months?**



Maximum three options can be reported. If a person performs all the mention activities report code 9 and left the other column empty.

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

**Q-10 How often did you typically use the Internet during the last three months (from any location)?**

1. At least once a day

-Once a working day for respondents who only (or most frequently) use the Internet from work or school etc.

2. At least once a week but not every day

3. At least once a month

4. When Required

**Q-11 Have you used the Internet from any location in the last twelve months?**

1. Yes and 2. No

If code=2 then Go to Q-14

**Q-12 where did you use the Internet in the last 12 months? (Maximum 3 options)**

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-13 For which purpose you use the internet from the following activities in the last 12 months (from any location)?**

1. Email, Chatting, Facebook etc
  - i. Sending or receiving e-mail
  - ii. Participating in social networks, 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.

**Q-14 Why you are not using in the last 12 months (from any location)? (Maximum 3 Options)**

1. Do not need the Internet (not useful, not interesting)
2. Do not know how to use it
3. Cost of Internet use is too high (service charges, etc.)
4. Privacy or security concerns
5. Internet service is not available in the area
6. Cultural reasons (e.g. exposure to harmful content)
7. Don't know what Internet is
8. Not allowed to use the Internet
9. Other, specify
10. All of the above

-If a person is doing all the above mention activities just report code 10 and left the other columns empty.

## SECTION 3: HEALTH

### PART A: Diarrhoea (Children under 5 years)

Record information only for Children aged less than 5 years. Information for all children up to 59 months i.e., 4 years and 11 months will be recorded in this section.

#### ID Code (from HH roster)

Enter the ID code of the child from HH roster.

**Q.1: Has this child had diarrhoea during the last 15 days? (Explain Diarrhoea, see Foot Note for codes)** Yes = 1 No = 2 (skip to Part-B Immunization)

DIARRHOEA: It is when the stool is like a liquid and the number of stools is more than the usual (generally 3 or more). Do not report dysentery or any other disease in this section, although loose, frequent stools may occur. If stools are bloody and contain mucous, assume that the child has dysentery rather than diarrhoea.

In the light of this definition, record the response. The reference period for the occurrence of Diarrhoea is last 15 days from the date of the interview. If the code is 1(Yes), proceed to next questions. If the code is 2(No), then skip to part B (Immunization).

**Q.2: How many days did child have Diarrhoea?**

Record the number of days the child had diarrhoea during the last 15 days. If the child had more than one episode of diarrhoea during the last 15 days, sum up the total number of days of all episodes. For example the child may have been sick with diarrhoea first for 3 days and another 4 days after a gap of five days. Record the total number of days i.e., 7 days of diarrhoea during the last fifteen days.

**Q.3: On the average how many loose motions did the child pass per day during this time?**

Ask for the average number of loose motions per day the child had during the sick period in the last 15 days and record accordingly.

**Q.4: Is the child still sick?** Yes = 1 No = 2

Ask whether the child is still sick due to diarrhoea and record the relevant code.

**Q.5: Was anyone consulted for the diarrhoea (for example a doctor, nurse or Other kind of healer)?** Yes = 1 No = 2 (→ Q.12)

To consult implies being examined by a doctor, nurse, pharmacist, LHW, faith healer/other health practitioner (Hakeem, homeopath, etc.) to diagnose the illness (diarrhoea) of the person who is suffering and to prescribe treatment. Record code 1 if anyone was consulted for diarrhoea. If the response is code 2, skip to Q.12.

#### Consultation for treatment of Diarrhoea

Q-6 to Q-11 are for the details of services and availability for treatment of diarrhoea.

**Q.6: Whom did you consult first? (Relevant code 1 to 11)**

Govt. dispensary/ hospital/doctor = 01, Basic Health Unit = 02, R. Health Centre = 03, MCHC = 04, Lady Health Worker = 05, Hakeem / herbalist = 06, Homeopathic = 07, Compounder/ chemist = 08, Priv. Dispensary/ hospital/doctor = 09, Siani / Siana = 10, Other = 11. Note: If codes 1 - 5, → Q.9

Enter the appropriate code of the health facility/practitioner consulted first from the codes mentioned against this question. It is possible that more than one health

facility/practitioner was consulted; but only record the code for the first consultation made during the last 15 days. If the response is between code 1 to 5, skip to Q.9.

Respondents are likely to confuse a number of different types of health units particularly in rural areas since there is no reason for them to know their formal title in the health system. This is particularly a problem with mixing up hospitals BHU's and RHC's. Before you interview households you should check in the village which health facilities are available in the village and nearby. Then if a respondent replies hospital, say, in a village, you should probe to check if he really means a hospital or he is referring a lower level unit in the village itself. The supervisor should check that the enumerators are entering correct answers from the respondents or not.

Following are descriptions of the type of health facility/ practitioner commonly consulted in Pakistan:

### **Government-sponsored Practitioners/Facilities:**

#### **Government dispensary /hospital/doctor (Code = 1):**

**Hospital:** A health institution having 10 or more beds. This definition will, however, not be applicable where an institution has been specially named by the government otherwise e.g., Rural Health Centre, Mustafabad, Tehsil and District Kasur Punjab having 18 beds.

**Dispensary.** A dispensary is an institution having less than ten beds.

**Basic Health Unit (Code = 2):** Four (4) Basic Health Units are attached to a Rural Health Centre. A Basic Health Unit (BHU) is provided to serve about 10,000 population. A Basic Health Unit is responsible for basic primary health care which, among other things includes midwifery, children immunisation, diarrhoea diseases, malaria control, child spacing and school health services within its areas.

**Rural Health Centre (Code = 3):** A Rural Health Centre (RHC) provides medical cover to population 10,000 to 50,000. A Rural Health Centre may have up to 25 beds, laboratory, x-ray and minor surgery. Rural Health Centres are linked with Tehsil hospitals / District hospitals, which provide more extensive medical facilities.

**Mother and Child Health Centre (Code = 4):** Mother & Child Health Centre is a government-operated health facility for women and children.

**Lady Health Worker (Code = 5):** Lady Health Worker visits door-to-door and offers advice and treatment to women in primary health care and family planning.

### **Private Practitioners/Facilities**

**Herbalist/Hakeem (Code = 6):** Herbalist/Hakeem are health practitioners who prescribe herbs as medicine.

**Homeopath (Code =7):** Homeopath is the practitioner who prescribes homeopathic medicines.

**Compounder/Chemist (Code = 8):** Compounder/Chemist dispenses medicine for the treatment of various illnesses and also sells medicines.

**Private Dispensary /Hospital/Doctor (Code = 9):** Private Dispensary is a small clinic run privately on commercial basis by one/more private practitioners. Private Hospital is a hospital run privately on commercial basis. Include non-profit but non-government clinics and hospitals in this category.

**Siani/Siana (Code = 10):** Siani/Siana is an elderly person in the locality with traditional experience in treating illnesses and is recognised by the people in the village.

### **Q.7. Why did you go to private facility first? (Relevant code 1 to 8)**

No Govt. facility = 1 Doctor available full time = 2 Treat complications = 3 Staff helpful = 4 Near = 5 Female staff = 6 Timing suitable = 7 Other = 8

This question will be asked only from those individuals who have answered codes between 6 to 11 against question 6. If respondent has consulted private facility, ask the reason for going to a private facility. If the respondent gives more than 1 reason, then ask him to identify the most important reason and record it in the relevant column.

### **Q.8: Why you did not go to a government facility first? (Relevant code 1 to 11)**

No Govt. facility = 1 Doctors never available = 2 Doctors not available = 3 cannot treat complications = 4 Staff not helpful = 5 Too far away = 6 No female staff = 7 Timing not suitable = 8 Medicines ineffective = 9 Not enough medicines = 10 Other = 11

This question will be asked only from those individuals who have answered codes 6 to 11 against question 6. If respondent has not consulted Govt. facility, ask the reason for not going to a government facility. If the respondent gives more than 1 reason, then ask him to identify the most important reason and record it in the relevant column. Doctors never available (code=2) is the opinion of the respondent based on previous experience and Doctor not available (code=3) means that the respondent tried first to avail govt. facility but due to non-availability of doctor he went to private facility.

### **Q.9: How far did you have to travel (both ways) for this consultation?**

0 - 2 KM = 1 2+ - 5 KM = 2 5+ - 10 KM = 3 10+ - 20 KM = 4  
20+ KM = 5 Don't Know = 6

Both way means the distance covered from home to facility and back from facility to home. Enter the most appropriate distance code to reflect the one-time round-trip distance to the practitioner consulted first. If there were more than one visit to the first practitioner, enter the distance for the first round-trip only. 2+ means more than 2 and so on. If the respondent says, "do not know", try to get an approximate distance. Only enter code 6 as a last resort.

### **Q.10: Have you consulted someone else? Yes=1, No=2 → Q.12.**

To consult implies being examined by a doctor, nurse, pharmacist, LHW, faith healer/other health practitioner (Hakeem, homeopath, etc.) to diagnose the illness (diarrhoea) of the person who is suffering and to prescribe treatment. Record code 1 if anyone was consulted for diarrhoea. If the response is code 2, skip to Q.12.

### **Q.11: To Whom did you have consulted? (Relevant code 1 to 11)**

Same as for Q.6.

Govt. dispensary/ hospital/doctor = 01, Basic Health Unit = 02, R. Health Centre = 03, MCHC = 04, Lady Health Worker = 05, Hakeem / herbalist = 06, Homeopath = 07, Compounder / chemist = 08, Priv. Dispensary/ hospital/doctor = 09, Siani / Siana = 10, other = 11

Enter the appropriate code of the health facility/practitioner consulted from the codes mentioned against this question. It is possible that more than one health facility/practitioner was consulted; but only record the code for the consultation made during the last 15 days.

## **Use of ORS**

ORAL RE-HYDRATION SALT/SOLUTION (ORS) is a mixture of different kinds of salts, minerals and sugar, which covers the deficiency of these salts and minerals in a child due to diarrhoea and so helps prevent severe dehydration. The common name for ORS is NIMKOL.

**Q.12: Did you give the child ORS? Yes =1 No = 2 (→Q.16)**

Record the applicable code. If the code is 2, skip to question 16.

**Q.13: Where did you obtain the ORS for the first time?**

Made it myself =01 (**move to Q.15**) Medical store =02 NGO, Health Worker= 03  
Compounder/Chemist = 04 Govt. Hospital/dispensary =05 Private hospital/ dispensary =06  
General store = 07 Basic Health Unit = 08 Rural health center = 09 Mother Child Health  
Center = 10 Family Welfare Center = 11 Lady Health Visitor = 12 Disposable/Prepared = 13  
(**move to Q. 16**), other = 14

Enter the code of the source from which the ORS was FIRST obtained. Made it myself means that the respondent prepared at home mixture of water, salt and sugar as a substitute for commercially prepared ORS. Disposable means the already prepared ORS available at medical stores e.g. pedialite etc. Record the appropriate code and skip to Q-15. If ORS was obtained from multiple sources, record the details of the first administration.

**Q.14: How many glass of water did you use to prepare one packet of ORS?**

The objective of this question is to know whether the respondent used the appropriate amount of water to prepare one packet of ORS. So record carefully the number of glasses used to prepare one packet of ORS.

**Q.15: What type of water did you use to prepare ORS? Boiled=1, Un-boiled=2**

Record the code of the type of water used to prepare ORS.

**Note:** Please note that questions 12-13 are very important for the preparation of ORS. Administration of ORS will be only effective if the proper amount of water and well-boiled water has been used for the preparation of ORS. Otherwise it will not produce positive results and even it may have negative effects on the child.

**Q.16: Did you breast feed your child during diarrhoea? Yes =1 No =2**

**Not applicable = 3**

Record the Relevant code. Not applicable means child is too old for breast-feeding.

**Q.17: Do you feed the following during diarrhoea? L= Liquid S= Solid and Semi-Solid food W= Water (Yes = 1 No = 2)**

Record the code in relevant box. Liquid mean lassi, qahwa, and fresh fruit juice and packed juice, Squashes, Carbonated drinks, fresh/powder milk. Solid and semi-solid food means such as Khichri/soup and meal. Water represents plain water.

**PART B: Immunization**  
(Children under 5 years)

Record information only for Children aged less than 5 years. Information for all children up to 59 months i.e., 4 years and 11 months will be recorded in this section.

IMMUNISATION is a method of making a person immune to disease by injecting certain substances into the body, which stimulate the production of disease-fighting antibodies. From 2010 to onwards, immunisation for children is given as BCG (anti-TB); PENTA (Diphtheria, Pertussis, Tetanus, Hemophilus Influenza B and Hepatitis B); anti-polio (drops); IPV (inactive polio vaccine); Measles and Measles 2. Measles 2 is added vaccination given at the age of 12 to 15 months. These all are administered at specific intervals given below:

**IMMUNIZATION SCHEDULE**

<b>Age of Child</b>	<b>Previous Schedule</b>	<b>New Schedule</b>
At birth	BCG (anti-TB) + Polio 0	BCG (anti-TB) + Polio 0
6-weeks	Pentavalent 1 + Polio 1	Pentavalent 1 + Polio 1+ Pneumococcal 1
10 weeks	Pentavalent 2+ Polio 2	Pentavalent 2 + Polio 2+ Pneumococcal 2
14 weeks	Pentavalent 3+ Polio 3	Pentavalent 3+Polio3+Pneumococcal 3 +IPV
9 months	Measles-1	Measles-1
12-15 months	Measles-2	Measles-2

**Write ID Code of the child from HH roster**

Enter the ID code of the child from roster.

**Q.1: What is the age of the child (if age one month or less, record age in days, else in completed months)?**

For children more than one month old record the age of child in completed months. For example if the age of the child is one month and three days, write one in the month box and zero in the days box. If age of the child is less than one month, then record it in days in the days box and zero in the month box.

**Q.2: Has the child ever been immunized?**

**Yes = 1 No = 2 (→ Q.10) DK = 3 (Next Child)**

Record the appropriate response code. If Response code is 2, skip to Q.10. If response code is 3, skip to next child. And if the child is given only polio drops through the polio campaign, then report code 1 in Q-2, code 3 in Q-3 and in Q-4 write code 4 in columns under polio 0, 1, 2 and 3 and the codes for remaining columns will be 3.

**Q.3: Do you have an immunization card for the child? (Ask to see cards for all children for whom cards are available) Yes =1 Yes seen =2 No =3**

Enter the appropriate code. If the respondent claims possession of card, request to see it. If it is made available to the enumerator enter code 2. If the card is not made available to the enumerator and respondent claims possession of it record code 1. If the respondent says that she does not have a card for the child, enter code 3. In this case responses to next question i.e., Q.4 will be based on mother's recall.

**Q.4: Record the immunisation events from the health card or the respondent.**

**Yes, according to card = 1, Yes on recall = 2, No = 3, Yes, Polio campaign = 4 (Note: If code = 3 for BCG, do not ask Q.6)**



If you are handed over an immunization card for the child, record the immunization events from the card. The card will not provide any information on polio drops given in the polio campaign. So, unless the child has all four polio drops on the card, ask the mother/respondent whether the child received any polio drops in the campaign. If yes, note that with a code 4 as the doze of polio. For example, if a child has 2 dozes (P0 and P1) recorded on the card and received two dozes from the campaign, record code 1 in the first two columns and code 4 in third and fourth (polio) columns.

If you are not handed over an immunisation card for the child, all of the information will be based on recall of the respondent. Write code 2 for all the immunisations reported. Where there are a number of dozes given, then record the dozes in order e.g., if received only one doze of PENTA, record 2 under this column 1 and if the child received 2 dozes of PENTA, then record 2 under both columns 1 and 2. When the child does not have a card, you should be able to explain to the respondent different vaccinations. Use the following descriptions:

**BCG:** It is usually given at birth in the left shoulder and it often leaves a scar. It provides protection against tuberculosis. If no BCG is given, do not ask Q-6.

**PENTA:** This vaccine is introduced from 2010 to onwards; PENTA is combination of Diphtheria, Pertussis (whooping cough), Tetanus, Haemophilus Influenza B and Hepatitis B. it is given in 3 monthly dozes usually 1 month apart to children. It provides protection against Diphtheria, Pertussis, Tetanus, Haemophilus Influenza B and Hepatitis B.

**PNEUMOCOCCAL:** Pneumonia is a form of acute respiratory infection that affects the lungs. No disease kills more children aged less than five years than pneumonia, Infection by this germ are preventable by vaccine, which is given as a shot to infants and toddlers. It helps prevent pneumococcal disease, and also stops the disease from spreading from person to person. Three doses of this vaccine are given in the first year, preferably at 6 weeks, 10 weeks and 14 weeks of age, and the fourth dose is given at 15 months of age. If the vaccine is not given at above ages, it can be given later as well. Most serious pneumococcal infections happen during the first 2 years of life, the vaccine protects children when they are at greatest risk.

Government of Pakistan with support from international donors like World Health Organization, Global Alliance for Vaccines Initiative and Gates Foundation has now introduced this vaccine in the free immunization program for children in Pakistan. This means that children who are now starting their vaccination series at around 6 weeks of age will be getting this vaccine free of cost at 6, 10 and 14 weeks of age.

**POLIO:** Polio is given as drops in the mouth and provides protection against poliomyelitis. Like PENTA, it is given in 3 monthly dozes and almost at the same time as PENTA (except in polio campaign).

**IPV:** IPV stands for inactive Polio Vaccine which is given at or after 14 weeks of age in addition to the 3-4 doses of OPV. It is important to note that IPV does not replace OPV, IPV is recommended in addition to OPV. WHO recommends 1 dose of IPV with PENTA3 and OPV3 which is typically recommended at 14 weeks or at 4 months, based on country EPI schedule.

**MEASLES 1:** It is a vaccine usually given at 9-month age and it provides protection against measles.

**MEASLES 2:** This vaccine is also introduced from 2010 to onwards; it is an additional dose of Measles given at 12 to 15 months of age and it provides protection against measles.

**Q.5: Where the most recent immunization was given and on what date?**

Govt. Hospital/dispensary doctor = 01, Basic Health Unit = 02, Rural Health Center = 03  
MCHC = 04, NGO, Health worker = 05, Lady Health Worker = 06, Vaccination team/campaign  
visited the community = 07,  
Private or NGO hospital/clinic/health facility = 08, other (specify) = 09, Don't Know = 10

Enter the response code from the options provided and appropriate date in complete i.e. if date of last immunization is 9 June 2017, write 9 against day, 6 for month and 2017 for the

year. Record the date from the card if it is given. In case respondent doesn't know record "00" in the appropriate column. If Polio drops are given at later stage note that date in Q.5.

**Q.6: How many days after birth, did the child get first injection of BCG?**

Record after how many days of child's birth, the child gets the BCG injection. If do not know, write "99" in those columns.

**Q.7: Did the child suffer from any of the following diseases inspite of immunization?**

Polio =1 Pertusis = 2 Measles =3 Tetanus =4 Tuberculosis (TB) = 5 Diphtheria = 6  
No = 7 (Enter codes for respective diseases)

Enter appropriate code. If the child did not suffer any of the coded diseases, enter code 7. If the child suffers from more than one disease, enter appropriate codes in rest of the columns.

**Q.8: How far did you travel (round trip) to get immunization?**

0 - 2 KM = 1 2+ - 5 KM = 2 5+ - 10 KM = 3 10+ - 20 KM = 4  
20+ KM = 5 Don't Know = 6

Enter the most appropriate distance code to reflect the one-time round-trip distance to get immunization. If vaccinations were from more than one place, record the distance from the last because the first is BCG and it may simply is the place where the woman went to give birth. 2+ mean more than 2 and so on.

**Q.9: How much did you pay for it (including transport)? If nothing write zero and skip to next child.**

Enter the amount in rupees paid for the immunization. This should also include the round-trip transport costs. If nothing, enter "0" and skip to the next child.

**Q.10: Why was the child not immunized?**

Cannot afford it = 1 No vaccination team has visited = 2 Facility too far away = 3  
Don't know about vaccination at all = 4 Don't know the place where vaccination is available = 5,  
Don't know about date of vaccination = 6, Don't have faith in vaccination = 7 Child was/will get sick = 8  
No female staff = 9 Fear of injection/side effect = 10 Very long queue = 11  
Vaccinator was not available at centre = 12 Vaccine was not available at centre = 13  
Unnecessary = 14 Other (Specify) = 15

Ask why the child has not been immunized and enter the most appropriate response from the options listed.

**Q.11: Write the ID-CODE of the respondent.**

Write the appropriate ID-Code of the respondent of this section from roster.

## **PART C: Malaria, Hepatitis and Tuberculosis (For all household members)**

In this section, record information for all household members as reported in roster.

### **Part A Malaria (Q1 to Q5):**

#### **Definition**

A parasitic disease characterised by fever, chills, and anaemia.

#### **Causes of Malaria**

Malaria is a life-threatening disease caused by parasites that are transmitted to people through the bites of infected female *Anopheles* mosquitoes. Infected mosquitoes carry the *Plasmodium* parasite. When this mosquito bites you, the parasite is released into your bloodstream.

Malaria symptoms usually appear 10–15 days after the infective mosquito bite. The first symptoms – fever, headache, and chills– may be mild and difficult to recognize as malaria. If not treated **within 24 hours**, malaria can progress to severe illness, often leading to death.

Once the parasites are inside your body, they travel to the liver, where they mature. After several days, the mature parasites enter the bloodstream and begin to infect red blood cells. **Within 48 to 72 hours**, the parasites inside the red blood cells multiply, causing the infected cells to burst open. The parasites continue to infect red blood cells, resulting in symptoms that occur in cycles that last two to three days at a time. The symptoms of malaria typically develop within 10 days to four weeks following the infection. In some cases, symptoms may not develop for several months. Some malarial parasites can enter the body but will be dormant for long periods of time. Common symptoms of malaria include:

- shaking chills that can range from moderate to severe
- high fever
- profuse sweating
- headache
- nausea
- vomiting
- abdominal pain
- diarrhoea
- anaemia
- muscle pain
- convulsions
- coma
- bloody stools

Malaria can also be transmitted congenitally (from a mother to her unborn baby) and by blood transfusions. Malaria can be carried by mosquitoes in temperate climates, but the parasite disappears over the winter.

**ID Code (from HH roster)**

Enter the ID code of the child from HH roster.

**Q.1: Did ..... suffered from malaria during the last year? (Explain malaria)**

**Yes = 1 No = 2 Part B → Q-6**

In the light of above definition, record the response. The reference period for the occurrence of malaria is last year from the date of the interview. If the code is 1(Yes), proceed to next questions. If the code is 2(No), then skip to part B (Hepatitis B or C).

**Q.2: How many days did ..... had malaria?**

Record the number of days the person had malaria during the last year. If the child had more than one episode of malaria during the last year, sum up the total number of days of all episodes. For example the child may have been sick with malaria first for 5 days and another 10 days after a gap of ten days. Record the total number of day's i.e., 15 days of malaria during the last year.

**Q.3: Did ..... seek treatment for malaria? (for example a doctor, nurse or other kind of healer)? Yes = 1 No = 2 (→ Q.5)**

To consult implies being examined by a doctor, nurse, pharmacist, LHW, faith healer/other health practitioner (hakeem, homeopath, etc.) to diagnose the illness (malaria) of the person who is suffering and to prescribe treatment. Record code 1 if anyone was consulted for malaria. If the response is code 2, skip to Q.5.

**Q.4. When ..... treated for malaria? (Relevant code 1 to 3)**

Within 24 hours = 1 within 48 hours = 2 Within 72 hours = 3

This question will be asked only from those individuals who have answered codes 1 against question 3.

**Q.5: Did ..... know what are the most common symptoms of malaria? (Relevant code 1 to 7)**

Fever = 1 Headache = 2 Nausea = 3 Vomiting = 4 Diarrhoea = 5  
Shivering = 6 Fever on alternate = 7

Enter most appropriate code from respondent from 1 to 7.

**PART B Hepatitis B or C (Q6 to Q9):****Hepatitis B**

Hepatitis B is a liver disease caused by a virus. There are 2 types of hepatitis B:

- Acute (short-term) hepatitis B
- Chronic (long-term) hepatitis B

Many children who get **acute hepatitis B** don't have any symptoms, but most adults do. Symptoms may include:

- Fever
- Feeling tired
- Upset stomach and throwing up
- Not feeling hungry

- Dark pee or clay-colored poop
- Pain in the muscles, joints, and stomach
- Jaundice (yellow skin or eyes)

Acute hepatitis B symptoms usually last a few weeks — but they can last as long as 6 months.

If the acute hepatitis B infection does not go away after 6 months, it's considered a **chronic hepatitis B** infection. Most people who have chronic hepatitis B don't have symptoms at first. But chronic hepatitis B is a lifelong illness that can lead to serious — and possibly deadly — liver problems, like:

- Cirrhosis (scarring of the liver)
- Liver cancer
- Liver failure

### **Causes of Hepatitis B**

Hepatitis B spreads through blood, semen, or other body fluids. Hepatitis B can spread from mother to child during birth — and when someone:

- Has sex with a person who has hepatitis B
- Shares drug needles with a person who has hepatitis B
- Shares a razor or toothbrush with a person who has hepatitis B
- Touches the blood or open sores of a person who has hepatitis B

### **Hepatitis C**

Hepatitis C is a liver disease caused by the hepatitis C virus (also referred to as HCV). It is difficult for the human immune system to eliminate hepatitis C from the body, the virus can cause both acute and chronic hepatitis, ranging in severity from a mild illness lasting a few weeks to a serious, lifelong illness. Infection with hepatitis C usually becomes chronic. Over decades, chronic infection with hepatitis C damages the liver and can cause liver failure:

Antiviral medicines can cure more than 95% of persons with hepatitis C infection, thereby reducing the risk of death from liver cancer and cirrhosis, but access to diagnosis and treatment is low. There is currently no vaccine for hepatitis C; however research in this area is on-going.

The incubation period for hepatitis C is 2 weeks to 6 months. Following initial infection, approximately 80% of people do not exhibit any symptoms. Those who are acutely symptomatic may exhibit fever, fatigue, decreased appetite, nausea, vomiting, abdominal pain, dark urine, grey-colored faces, joint pain and jaundice (yellowing of skin and the whites of the eyes).

### **Causes of Hepatitis C**

The hepatitis C virus (HCV) is a blood borne virus and the most common modes of infection are through exposure to small quantities of blood- and by:

- Unsafe injection practices, unsafe health care, and the transfusion of untested blood and blood products.

- injecting drug use through the sharing of injection equipment;
- the reuse or inadequate sterilization of medical equipment, especially syringes and needles in healthcare settings; and
- The transfusion of unscreened blood and blood products.

HCV can also be transmitted sexually and can be passed from an infected mother to her baby; however these modes of transmission are much less common. Hepatitis C is not spread through breast milk, food, water or by casual contact such as sharing food or drinks with an infected person.

**Q.6: Did ..... tested for having hepatitis in the past year? Yes = 1 No = 2(→ Q-8)**

In the light of above definition, record the response. If the code is 1(Yes), proceed to next questions. If the code is 2(No), then skip to Part C, Q-10.

**Q.7: Did ..... Diagnosed as having hepatitis B or C in the past year? Hepatitis B = 1 Hepatitis C = 2 No = 3**

The persons who had tested for hepatitis will respond is this question whether they were diagnosed as having hepatitis B or C in the past year or not.

**Q.8: Had ..... did any precautionary measures to avoid getting hepatitis B or C? Yes = 1 No = 2 DK = 3**

**Q.9: what precautionary measures ..... did? (Relevant code 1 to 10)**

Safe Sex = 1 Safe blood transfer = 2 Disposable syringe = 3 Avoid contaminated food = 4 Avoid contact with infected person = 5 Avoid shaving at barbers = 6 Use screened/ Tested blood = 7 Clean medical/Dental instruments = 8 Don't know = 9 other = 10

Enter most appropriate code from respondent from 1 to 10.

**PART C Tuberculosis (Q10 to Q13):**

Tuberculosis (TB) is caused by bacteria (*Mycobacterium tuberculosis*) that most often affect the lungs. Common symptoms of active lung TB are cough with sputum and blood at times, chest pains, weakness, weight loss, fever and night sweats.

TB is spread from person to person through the air. When people with lung TB cough, sneeze or spit, they propel the TB germs into the air. A person needs to inhale only a few of these germs to become infected.

About one-quarter of the world's population has latent TB, which means people have been infected by TB bacteria but are not (yet) ill with the disease and cannot transmit the disease. People infected with TB bacteria have a 5–15% lifetime risk of falling ill with TB. However, persons with compromised immune systems, such as people living with HIV, malnutrition or diabetes, or people who use tobacco, have a much higher risk of falling ill.

When a person develops active TB disease, the symptoms (such as cough, fever, night sweats, or weight loss) may be mild for many months. This can lead to delays in seeking care, and results in transmission of the bacteria to others. People with active TB can infect 10–15 other people through close contact over the course of a year. Without proper treatment, 45% of HIV-negative people with TB on average and nearly all HIV-positive people with TB will die.

TB is a treatable and curable disease. Active, drug-susceptible TB disease is treated with a standard 6 month course of 4 antimicrobial drugs that are provided with information, supervision and support to the patient by a health worker or trained volunteer. Without such

support, treatment adherence can be difficult and the disease can spread. The vast majority of TB cases can be cured when medicines are provided and taken properly.

**Q.10: Did ..... ever diagnosed as having Tuberculosis in the past years? Yes = 1 No = 2(→ Q-12)**

In the light of above definition, record the response. If the code is 1(Yes), proceed to next questions. If the code is 2(No), then skip to next person.

**Q.11: Did ..... Suffered from Tuberculosis again in the last year? Yes = 1 No = 2**

In this question information is asked from the persons who were diagnosed as having TB in the past years and then if they caught TB again in the last year as well. Record code 1 if anyone caught tuberculosis again in the last year, otherwise record code 2.

**Q.12: Did ..... Know how does tuberculosis spread from one person to another? (Relevant code 1 to 8)**

Through the air when coughing or sneezing = 01, By sharing utensils = 02, By touching a person with TB = 03, Through sharing food = 04, Through sexual contact = 05, Through mosquito bites = 06, Other = 07, Don't know = 08

**Q.13: Did ..... Know that tuberculosis can be cured? Yes = 1 No = 2 DK = 3**

Self-explanatory.

# Manual of Instructions for Field Enumerators/Supervisors on Household Out of Pocket Health Expenditure Questionnaire

## INTRODUCTION

**Household out of pocket health expenditures or payments are defined as payments made directly by a member of a household as a patient for the purchase of a medical service and goods.**

The purpose of the Household out of pocket health expenditure questionnaire is to provide information on selected areas of interest concerning the national health accounts. These are expenditures which are incurred as Outpatient, inpatient, unrelated to illness and self medication.

This section provides:

- i) The key definitions of various concepts and terms used in this section
- ii) General instruction for filling different items in the questionnaire

The data on reasons for requiring medical attention, kind of illness, types of provider who are providing health services will be gathered in the questionnaire:

## Important Points to remember

- **Recall period** for Function codes HE04 which includes “Inpatient Outpatient, Unrelated to illness, Self-medication” is **“Last Three Months”**
- In the questionnaire one row per person per disease per provider should be used. For example
  - i) If the same person gets ill twice (disease is different), expenditure should be entered in separate rows
  - ii) If the same person gets ill twice with same disease and go to same provider entered in one row, then sum up the expenditure in Question HE08 to HE19
  - iii) If the same person gets ill twice with same disease but go to different provider should be entered in separate row for first and second provider.
- Additional Questionnaire will be attached if ill household members are more than rows
- In the codes for HE06, HE07, the category “other specify” should add the coding number if there is more than one entry. e.g. In HE06, if there are two responses which come under “other specify” then after code 29 “other specify” we may add code 30 as well.

**HE01.** Was any member of the household got ill during the recall period?

Ask this question to every member of the household. If **YES** go to Question HE03. If **No** go to Question HE02.

**HE02.** If yes, go to Question HE03 and fill the remaining questionnaire. Do not ask HE06. If No, Stop the Questionnaire.

**HE03. Personal ID**



This question is meant to have the ID of those persons who are ill during the recall period the code is exactly the same as in PSLM survey.

If the response in HE01 (or HE02) is yes, then go to HE03 and start filling the questionnaire from HE03 to HE20 (In case HE02 is yes, do not ask for HE06).

#### **HE04: Type of healthcare accessed**

This question is intended to have the type of health care service accessed.

HE04 includes Inpatient= 1, Outpatient = 2, Unrelated to illness =3, & Self-medication=4.

**Recall period** for the aforesaid function codes of HE04 is **“Last Three Months”**.

#### **Definition of the Types of healthcare:**

**In-patient care** refers to care for a patient who is formally admitted (or ‘hospitalized’) to a hospital for treatment and stays for a minimum of one night in the hospital or other health care facility providing in-patient care.

**Outpatient care** refers to numerous types of medical care offered to patients who are **Not** staying at overnight (**≥24 Hours**) in hospital or a health care facility.

**For example** if a person having disease with prolong treatment like diabetes or high blood pressure and visit a doctor once a year or so and taking same medicines once prescribed by the doctor. Then such cases must be reported as outpatient and its provider would be the same as visited last time.

**Note: Health care accessed by Patients in the above example would not be reported as self medication.**

**Unrelated to illness** Visit to a doctor or other health care provider for reasons other than illness e.g. ante-natal check up (Check up during pregnancy), routine checkup, any lab test, medicines for family planning, immunization etc.

**Self Medication:** For example, If a person gets ill and gets medicines at home without consulting the health care provider.

#### **HE05. Type of Provider**

This question is for those persons who sought advice or treatment from a health care provider. The interviewer will need to determine from the respondent that which type of health care provider service was accessed. For example, if the person visited a doctor in a hospital, the interviewer will need to determine whether it was a public or private hospital. The interviewer will also determine the type of provider within the broad categories of public and private sector providers. The category from where the health service was accessed should be mentioned. e.g. If a person access health care from a hospital and buy medicines from a pharmacy/shop, then hospital should be mentioned here rather than pharmacy/shop, as the service was accessed from hospital. Please select the kinds of health care providers from the code provided. In some codes abbreviations are used which are given below

LHV- Lady Health Visitor

LHW-Lady Health Worker

BHU-Basic Health Unit

RHC-Rural Health Centre

THQ-Thesil Headquarter Hospital

DHQ-District Headquarter Hospital

**HE06. Kind of illness**

This question is to know the kind of illness the person had.

Please select the kinds of illness from the codes provided below.

1 Road Accidents	
2 Fractures	Injury at home or at work place etc.
3 Diarrheal disorder (including dysentery)	
4 Pneumonia	
5 Flue/Fever	
6 Malaria	
7 Typhoid	
8 Chest infection	
9 Asthma	
10 Liver, Kidney Diseases	
11 Measles, Polio (Immunizable diseases)	Diseases which can be prevented by vaccination such as Measles, Polio etc.
12 Stroke/ Paralysis	Disease in which paralysis of one/both sides of the body occurs
13 Muscular Pain (Knee, Arm, Backbone etc)	
14 Depression / Psychological disorders	
15 Eye infection/disorder (ENT)	All eye, nose and throat diseases
16 Ulcer diseases	
17 Hepatitis infections	
18 Tuberculosis (TB)	
19 Diabetes	
20 Heart disease	
21 High blood pressure	
22 Gynae issues	Diseases related to women
23 Dog Bite / Snake bites	
24 Dental Care	
25 Burns	
26 Brain hemorrhage	
27 AIDS	
28 Cancer	
29 Don't Know	
30 Other, Specify _____	

**HE07. Reason of visits un-related to illness**

This question means that if there is any health related expenditure which is unrelated to illness, for example if the person only visits the doctor for routine medical check-up, etc.

1 Delivery	The act of delivering a child.
2 Looking for advice on health	Visit a nutrition etc.
3 Looking advice on family planning issues	
4 Routine medical check-up	
5 To buy medicine or contraceptives	Contraceptives= Substance or device capable of preventing pregnancy.
6 Anti-natal checkup	Check up during pregnancy
7 Vaccination	
8 Rehabilitative care	Rehabilitation is a treatment or treatments designed to facilitate the process of recovery from injury, illness, or disease to as normal a condition as possible.
9 Other, Specify _____	

## HE08 to HE20

From questions 08 to 20, the interviewer will ask about the detail of expenditure (in Rs.) which the person had during his/her visit for any hospital or doctor etc. Following are the disaggregation of the expenditures which the interviewer will ask in detail:

HE08	<b>Transportation costs</b>	Transportation to and from the healthcare facility
HE09	<b>Parchi and Admission Fees</b>	Parchi fee is the fee to see the doctor & the Admission fee is the fee to get admitted to the hospital.
HE10	<b>Doctor's fee</b>	This includes fee paid to the Doctor. In case of homeopathic or traditional health care providers include the respective type of health care personal.
HE11	<b>Medicines/Vaccine</b>	Medicines whether homeopathic or Allopathic purchased.
HE12	<b>Medical Supplies</b>	Medical supplies include syringes, needles, first aid supplies such as bandages, cotton, cleansing agents, Gowns, hair caps, gloves and face masks etc.
HE13	<b>Diagnostic tests</b>	Tests to diagnose the disease including Laboratory & Imaging tests such X-ray, CT-scan, MRI etc.
HE14	<b>Cost of surgery</b>	Cost of surgery
HE15	<b>Medical durables</b>	Medical durables includes, but is not limited to, wheelchairs (manual and electric), traction equipment, canes, crutches, walkers, kidney machines, ventilators, oxygen, monitors, pressure mattresses, lifts, nebulizers etc.
HE16	<b>Food</b>	Patient food expenditure.
HE17	<b>Tips</b>	Any amount of money to get the services done quickly or to get more attention & care.
HE18	<b>Accompanying Person Cost</b>	Transportation, Boarding/Lodging, food etc. expenses of the accompanying person, mostly the person who stay with the patient
HE19	<b>Others</b>	If any
HE20	<b>Total expenditure</b>	The sum of HE 08 to HE19 is termed as total health expenditure. If the respondent is unable to disaggregate the total in HE20 (From HE08-HE19), the lump sum figure should be entered in HE20

## SECTION 4: MARRIAGE AND MATERNITY HISTORY

### Part A: Pregnancy History (All women aged 15-49 Years)

For Section 4, Parts A, B, C, D and E, the respondent must be the woman herself. No one else should answer on her behalf. If she is not available for the first time, try to contact her for the second time when she is supposed to be available. If you are unable to get information from her, then mark woman not interviewed on the questionnaire next to her ID code.

ID Code

Write against ID Code of all women, aged 15-49 years, comparing with the HH roster.

**Q.00: Is the women present at home? Yes = 1 No =2(→ Next woman)**

Record the response whether she is present at home or not. If she is not present, move to the next woman.

**Q.1: Are you currently married? Yes = 1 (→ Q-3) No = 2**

Record the response whether she is currently married or not. If she is currently married, move to Q-3. If she is not currently marries ask Q-2.

**Q.2: Have you ever been married? Yes = 1 No =2(→ Next woman)**

Record the response whether she has ever been married or not. If she has never been married, move to the next woman. If the response is yes ask Q-3.

EVER-MARRIED WOMEN are Females who have been married at any stage in their life. They may be widowed, or divorced.

**Q.3: Are you pregnant now? Yes = 1 No = 2 DK = 3**

Enter the code whether she is presently pregnant or not. Enter code 3 if she does not know.

**Q.4: At what age did you first marry? (Years)**

Record the age (in completed years) at the time of first marriage. If the woman is aged 40 years today but was married at the age of 11 years, enter "11" as response. The response here is not constrained by the age limits 15-49 years. Generally women start living with their husbands but in rare cases there becomes long time between Nikah and Rukhsati. In this question we are interested in the age at which the woman started living with her husband as a wife after "Rukhsati". Put the age at the time of "Rukhsati".

**Q.5: Have you ever given birth to a live child? Yes =1 No =2(→ Q.10)**

A birth is counted as a live birth if the baby breathed or showed any sign of life at birth, even if he/she lived only a few minutes. Enter the code whether she has ever given birth to a "live" child (irrespective whether the child is now alive or dead). If the person has never given birth to a child, skip to Q.10.

**Q.6: How many children have you given birth to, including any that later died? Include live births. Write zero if none. (B, G, T)**

Record the number of all the children including any that, later died. Enter number of boys, girls and total. If she has no children of one sex (either no boys or no girls) then put zero in that column. Do not leave it blank or use "-". Note that if the woman has said yes in Q.5, then total number of children in Q.6 cannot be zero, since she has had at least one live birth.

**Q.7: Of these how many are presently living, (write 0 if none) with you and elsewhere?**

Record the number of biological sons and daughters who live with the mother. Do not include step or adopted children, nor the children of sister's etc. living with her. Record the number of biological sons and daughters who do not live with the mother and live elsewhere. This will include married daughters; children who are away/abroad or adopted by someone else.

**Q.8: Have you given birth to any children who were born alive but later died, even if they lived for a few minutes or hours? Yes=1 No=2(→Q.10)**

Enter the code as to whether the woman has given birth to children who were born alive but died later, even if they lived only for a few minutes or hours. A birth is counted as a live birth if the baby breathed or showed any sign of life at birth, even if he/she lived only a few minutes. If the response is no than skip to Q.10.

**Q.9: How many died? (B, G)**

Write separately number of boys and girls who died. If a woman had one or more boys, say, who have died, but no girls who died, write the number of boys who died in the boys column and write zero in the girls column. Do not leave the girls column blank or use "-". The same if a woman has girls who died but no boys who died, write zero in the boys column. Do not leave it blank or use "-".

**Note:** Total of Q.7 & Q.9 should equal to total of Q.6.

**Q.10: Have you had any mis-carriages/abortions? How many in total? Write Zero If none.**

Record the total number of miscarriages/abortions that she has had. If none then put zero, do not leave it blank.

A miscarriage is a spontaneous abortion meaning the abortion happened naturally without any cause or interference by anyone between the first and sixth month of pregnancy. It is the natural death of a fetus before it is able to survive independently. Whereas an abortion (as the term is used now) is basically the same except it is **actively** caused by some outside influence or agent, such as by physically removing the developing fetus. An Abortion is usually mindful. It is the deliberate act of removing or forcing the fetus out of the womb before it has had a chance to grow to term.

**Q.11: Have you had any Still-births? How many in total? Write Zero If none.**

Record the total number of stillbirths that she has had. If none then put zero, do not leave it blank.

Stillbirth is a birth of a child, which was dead at birth i.e., showed no sign of life. It is called a stillbirth if it occurs after the sixth month.

**Part B: Maternity History**  
**(All ever-married women aged 15-49 years)**

To be asked from ever-married women aged 15-49 years, this includes currently married women, widowed and divorced women, who have ever had a live birth. List all the children she has ever born.

**MOTHER ID CODE:**

In the first column, enter the ID code of the woman being interviewed first. Enter the women in the order they appear on the roster. Leave a blank line between women. Note the age limit of women is up to 49 years.

**Q.00: Is the women present at home? Yes = 1 No =2(→ Next woman)**

Record the response whether she is present at home or not. If she is not present, move to the next woman.

**Q.1: Order of the birth.**

For the first woman, list all of the children with order they were born. Her first birth should be 01, her second 02 and so on. When you have finished collecting information on the births of first woman, leave a blank line and then collect information on the second woman.

**Q.2: What is the child's name? Write Nil for any child who died without being named.**

For all women who have ever had a live birth, list all the children she has ever given birth. The children listed should be the biological children of the woman (and not step or adopted children). List both dead (even if not named) and living children to whom the woman has given birth. Remember to include all live births, even those who lived for only a few minutes after. Do not include stillbirths, children who were dead at the time of birth.

**Q.3: What is the sex of child? Male =1 Female=2**

Ask about the sex of the child and enter the response code.

**Q.4: When was the child born? If not known, estimate using supplementary calendar or local events. (Month Year)**

Record the date of birth (Month and Year) of the child. If she does not know, estimate it with help of the supplementary calendar or from the local events. Enter the month of birth in 2 digits with codes 1-12 for January to December. Enter the year of birth as four digits e.g., 1987. Year of birth and month of birth must be written, the numbers 9999 and 99 are not allowed as they are useless and due to them we lose information about children in analysis. For the children who are alive and living with family their month and year must match with month and year given in roster.

**Q.5: Is the child alive? Yes = 1(→Q.7) No = 2**

Enter code 1 for a child who is still alive and 2 for a child who has died.

**Q.6: For children who died: How long did the child live? Write zero in unused columns. (Years Months Days) Skip to Q-8**

Ask only if any child died. For a child who lived for less than 30 days, write the number of days, the child lived, in day's column and enter "0" in months and years column. If the child lived for more than 30 days but less than 12 months, write the number of completed months the child lived in the months column and write "0" in both the years and days column. For example, if a child lived for 1 month and 10 days, we only want the number of completed months, which is 1 in the month column and "0" in the days column. If the child lived more than 12 months, write the number of years and months, which the child lived, and write 0 in the day's columns. For a child who lived, say, 4 years or more but you cannot find the number of months, just write 4 in the years column and 0 in the months and days column. After completing this information move to Q-8.

**7. Does the child currently live with you? Yes=1 No=2**

Determine whether the child currently lives with her or not. Enter the appropriate code for yes or no.

**8. Copy ID code of child from household roster.**

Copy the ID codes of the children from household roster. If child died report "98" and if child is not member of household then report "99".

## **Part C: Family Planning (All Currently Married Women Aged 15 - 49 years).**

Use extra sheets of this module if more than four (4) women are eligible for the section in the household.

Complete one full interview at a time, moving to the second woman only after all 15 questions have been asked from the first respondent; and so on.

This is a sensitive topic and extra care needs to be taken to administer the questions in complete privacy and the respondent should be assured that the information provided by her will be considered confidential. Family planning is practiced with the use of a variety of traditional and modern methods adopted by a couple to delay or avoid a pregnancy.

### **Description of Birth Control Methods:**

**1. PILL:** A woman can take a pill every day. **2. IUD:** A woman can have a loop or coil placed inside her by a doctor or nurse. **3. INJECTABLE:** A woman can have an injection by a doctor or nurse, which stops her from becoming pregnant for several months. **4. IMPLANT:** A doctor can place into a woman's arm small rods, which stop her becoming pregnant for several years. This method is also known as **NORPLANT**. **5. CONDOM:** A man can use a rubber covering during sexual intercourse. **6. FEMALE STERILIZATION:** A woman can have an operation to avoid having any more children. **7. MALE STERILIZATION:** A man can have an operation to avoid having any more children. **8. RHYTHM:** A couple can avoid having sexual intercourse on certain days of the month when the woman is more likely to become pregnant. **9. WITHDRAWAL:** A man can be careful and pull out before ejaculation. **10. OTHERS:** Have you heard of any other ways or methods that a woman can use to avoid pregnancy.

Please make sure that the respondent is not stating Hysterectomy as a birth control method that is, removal of the uterus (womb) due to other illness like tumour, heavy bleeding.

### **I-D CODE OF WOMAN**

Enter the ID code of the woman in the first column.

### **Q.00: Is the woman present at home? Yes = 1 No = 2(→ Next woman)**

Record the response whether she is present at home or not. If she is not present, move to the next woman.

### **Q-1. Have you ever heard of ..... method?**

**Yes, spontaneously = 1 Yes, probed = 2 No = 3**

**If code 3 is reported for all columns of Q-1, then → Q-8**

Read the lead sentence given at the top of the questionnaire, "Now I would like to ask you about family planning, various ways or methods that a couple can use to delay or avoid pregnancy, and which ways or methods have you heard about. Put code 1 (mentioned spontaneously) in Q.1 for each method that the woman mentions in response to this question. Then read the name and description of each method not mentioned spontaneously (i.e. without a code 1). Enter code 2 if the woman recognizes the method, code 3 if she does not recognize it even after the name and description have been read to her.

Then, for every method, which the woman has heard of (code 1 or 2), ask her in Q-2 if she has ever used the method. If a woman has never heard of any method (i.e. all methods/columns in Q.1 have code 3), then → Q-8.

### **Q-2. Have you ever used ..... method? Yes = 1 No = 2**

For each method that the woman has heard of, ask her if she has ever used the method and enter the code for her answer. For each method that a woman has ever used ask Q.3.

**Note:** If code 1 is reported in any column of Q.2, then for this column then → Q.3. If code 2 is reported in all methods/columns of Q.2, then → Q.4.



**Q-3. Are you currently using ... method? Yes =1 No = 2**

Ask the woman about each method having code 1 in Q-2, if she is currently using the method. If the response to this question is code 1 (Yes) then move to Q.5. Unless it is yes for Rhythm or Withdrawal methods then skip to Q.6. If she is not currently using any method (i.e. if code 2 is reported in all columns of Q.3, then → Q.4).

**Note:** If code 1 is reported in any method/column of Q.3, then for this column → Q.5. If code 1 is reported for method/column 8 or 9 of Q-3 only, then → Q.6. Sterilization code 6 & 7 is irreversible method so if anyone has responded yes in Q-2 then response should be also 1 in Q-3 for method 6 and 8 only. For example if question 2 has code 1 against Male or female sterilization than response in Q-3 must be 1 for only these methods, rest of all methods may have code 2 or blank.

**4. Why are you not using any method? →Q.8.**

Possible responses are given below.

**Fertility related reasons**

Wants more children =1      Infertility =2      Menopausal =3  
Hysterectomy =4  
Can't get pregnant not menstruated since last Birth =5      Breastfeeding/Lactating =6  
Pregnant =7

**Opposition to use**

Self-opposed =8      Husband opposed =9      Other relatives opposed =10  
Husband Away = 11      Religious prohibition =12

**Lack of knowledge**

Knows no source =13

**Method-related reasons**

Side effects/health concerns =14      Cost too much =15      Preferred method not available =16  
No method available =17      irregular supply=18      Interferes with body's normal processes =19  
Not Effective =20      Other (specify) \_\_\_\_ = 21      Don't know =22

**Note:-**

**Hysterectomy:-** Removal of the uterus (womb) due to other illness like tumour ,heavy bleeding .

**Menopausal:-** The permanent ending of menstruation, occurring usually between the age of 45 & 55.

To be asked if the respondent has never used any family planning method or has used a method in the past but is not currently using any method. Do not read out the options. Allow the respondent to give a reason and then fill in the most appropriate response code.

**Q-5. From where do you normally obtain contraceptives, you are using now?**

Spouse = 01, Friend /relative = 02, Govt. Family Planning Centre = 03,  
NGO Family Planning Centre = 04, Private hospital / Practitioner = 05,  
Govt. Hospital /Dispensary /Practitioner = 06, BHU/RHC = 07, Village F. Planning worker/Lady Health Worker = 08, Hakim = 09,  
Homeopath = 10, Chemist = 11, Store = 12, Dai =13, other =14.

Ask the respondent from where she normally obtains the method, which she is currently using. Enter the code of the source from where this method is obtained.

**Note:** - If only the spouse knows from where the method has been obtained, enter code 01; but if she is given the method by her husband but knows the source from which he obtains it, enter the code for the source as given in codes 2 to 14.

**Q-6. Are you satisfied with this method? Yes = 1 → Q-8 No = 2**

Ask whether the respondent is satisfied with this method. If the response is yes (code 1), then skip to Q.8, but if the response is No, code 2, then ask Q-7.

**Q-7. Why are you not satisfied with this method?**

Costs too much = 1, Irregular supply = 2, Adverse side effects = 3, Not effective = 4, Husband does not like = 5, other = 6, don't Know = 7

Ask the respondent about the reasons for her dissatisfaction with this method and enter the appropriate code for it. Do not read the categories to the respondent and record, which best suits her response.

**UNMET NEED (All currently married women aged 15-49 years)**

**Note:** All those females who reported code 6 or 7 (female sterilization or male sterilization) in Q-3 or code 2, 3 or 4 in Q-4 will not be asked the remaining questions (Q-5 to Q-15).

**Unmet Need:** In unmet need module, all those women are covered who are fecund and sexually active but are not using any method of contraception, and report not wanting any more children or wanting to delay the next child. The concept of unmet need points to the gap between women's reproductive intentions and their contraceptive behaviour. Questions used in this module are used to assess whether women have an unmet need for family planning.

**Q-8. Are you currently pregnant?**

Yes = 1 → Q-9 to Q-13      No/unsure/DK = 2 → Q-14

This is a filter that you will use to make sure that you ask Q-9 to women who are pregnant at the time of the interview. Check her response in Q-4: If the woman is currently pregnant, then continue with Q-9. If she is currently not pregnant, unsure or does not know then →Q-14.

**Q-9. Now I would like to talk to you about your current pregnancy. When you got pregnant, did you want to get pregnant at that time?** Yes = 1 → Q-13      No = 2

Record the code corresponding to the answer given. Skip to Q-13 if 'Yes'. Otherwise, continue to the next question.

**Q-10. Did she have any births before?**

No births = 1 → Q-11      One or more births = 2 → Q-12

If she did not give any birth before this pregnancy and reports code 1, then you will ask Q-11, and if she has any births before and report code 2, then you will ask Q-12.

**Q-11. Did you want to have a baby later on or did you not want any children?**

Later = 1      No more = 2      **for any code → Q-13**

**Q-12. Did you want to have a baby later on or did you not want any (more) children?**

LATER = 1      NO MORE = 2

Depending on if this was the respondent's first pregnancy, you will ask the question differently. Record the code corresponding to the answer given.

**Q-13. Now I would like to ask some questions about the future. After the child you are now expecting, would you like to have another child, or would you prefer not to have any more children?**

Note that we want to make sure that pregnant women do not think that we are asking them if they want the child they are pregnant with now.

Record the code corresponding to the response given.

- If the woman wants to have another child, you should record '1' and →Q-15.
- If she wants no more children, record '2'.
- If she is undecided or does not know, record '3'. **FOR CODE 2 OR 3 → NEXT WOMEN**

**Q-14. Now I would like to ask you some questions about the future. Would you like to have (a/another) child, or would you prefer not to have any (more) children?**

If the woman already has children, say "... **another child**" and "... **any more children**", however, if she has no children, say "... **a child**" and "... **any children**".

Record the code corresponding to the response given.

- If the woman wants to have a/another child, you should record '1' and continue to the next question.
- If she wants no more children or does not want to have children at all, you should record '2'.
- If she is undecided or does not know, record '3'. **FOR CODE 2 OR 3 → NEXT WOMEN**

**Q-15. How long would you like to wait before the birth of (a/another) child?**

This question should be asked of all women (pregnant or not pregnant) who say that they want to have another child. You will also need to choose the appropriate phrasing for this question, based on what you already know about the respondent. If she is currently pregnant and/or already has a child, say "... **another child**"; otherwise, say "... **a child**".

Note that the answer can be given in months or years.

- Record '1' if the response is in months or '2' if in years, and record the answer in the appropriate column.
- If she says she does not want to wait and would like to have a baby right away, record 3 for 'Soon/Now'.
- If the woman says she cannot get pregnant, record '4'.
- If she gives a different answer, record '5' for 'Other'.
- If she says she does not know, record '6'.

## **Part- D: Pre and Post Natal Care (All ever-married women aged 15–49)**

This part has two sub-parts, Pre-natal Care: Q.1-Q.8 and Post-natal Care: Q.9-Q14. To be asked from ever-married women aged 15-49 years, this includes currently married women, widowed and divorced women.

### **Pre-natal Care (Last Child)**

This involves the pregnant woman's check-up, medical care, nutritional advice, etc. during the pregnancy period.

#### **ID Code of woman.**

Write against the ID Code of women that are ever married and between 15 and 49.

#### **Q.00: Is the women present at home? Yes = 1 No =2(→ Next woman)**

Record the response whether she is present at home or not. If she is not present, move to the next woman.

#### **Q.1. Have you given birth to a child during the past 3 years?**

**Yes, live birth = 1, Yes, still birth = 1, No = 3(→ Next woman)**

The response to this question will determine whether the interview of the respondent on this part needs to continue or not. If the respondent has not given birth to a child during the past 3 years, enter response code 3 and interview the next woman. If the response code is 1 or 2 i.e., the woman has given live or still birth to a child during the past 3 years, ask the remaining questions to her. Note that if a woman is currently pregnant do not ask the following questions in this section about her current pregnancy but about the last completed pregnancy (which resulted in the birth referred to in this part)

#### **Q.2. While you were pregnant with your last child, did you have any prenatal consultations? Yes = 1, if yes write number of visits No =2(→ Q-5)**

Ask whether the woman had any pre natal consultation during pregnancy when she was pregnant with her last child. Pre natal consultations are consultations with health workers to check the progress of the pregnancy. If the response code is 1 i.e., the woman had consultation ask the total number of visits she has made during the pregnancy. If not, skip to Q.5.

#### **Q.3. where did you usually receive this care?**

Home TBA = 1, Home LHW = 2, Home LHV = 3, Home Doctor = 4,  
Govt. Hosp / Clinic = 5, Private Hosp / Clinic = 6, Other = 7.

If she did receive this care, ask where she first received this care. Possibilities are coded above. TBA stands for Traditional Birth Attendant. Notice that this question includes information on both where the consultation took place (at home or in a health centre/hospital) and for home consultation, who gave the consultation. Explain that Govt. clinic includes BHU, RHC, etc. and private hospital/clinic includes private doctors, nurses and other health workers working alone or in a small practice/group.

#### **Q.4. At what month of pregnancy did you go for your first consultation?**

Record the month (first, second... ninth) of pregnancy in which she first visited a health facility for pre-natal care.

#### **Q.5. During this pregnancy, were you given tetanus toxoid (TT) injections?**

**Yes = 1 No = 2(→ Q-7)**

Ask whether she received tetanus toxoid injections during her pregnancy and enter the response code. Describe tetanus toxoid injections to the woman as injections given during pregnancy (usually in the shoulder) to prevent tetanus (convulsions) in her new born baby.

Neonatal tetanus is a disease that kills many babies. Another name for tetanus is lockjaw (tashannuj). If a woman receives at least two tetanus vaccinations during any pregnancy, she is considered to be adequately immunized to protect her baby against neonatal tetanus. A child also is considered to be adequately protected if the mother received at least five injections with tetanus vaccine during her lifetime and the last booster was received within a ten-year period prior to the pregnancy.

**Q.6. How many Injections were given?**

How many injections of TT she received during the pregnancy. If she says more than two, check she has understood what TT injections are.

**Q.7. At any time before this pregnancy, did you receive any tetanus injections? Yes = 1**

**No = 2 DK = 3 (For code 2 or 3, → Q-9)**

Ask whether she received any tetanus toxoid injections prior to the pregnancy (e.g., during an earlier pregnancy or during childhood) and enter the response code. If code is 2 or 3, skip to Q-9.

**Q.8. How many Injections she received?**

How many injections of TT did she receive in total during all her previous life. If she says more than 5 or 6, check she has understood what TT injections are.

**Post-natal Care (Last child)**

This involves the woman's check-up, medical care, nutritional advice for her and her baby. Within a period of six weeks after delivery. Q.9 to Q-14 are to be asked in the context of the most recent child birth.

**Q.9. Where did you give birth?**

**Home = 1 Govt. Hospital/Clinic = 2 Private Hospital/Clinic = 3 Other = 4**

Enter the code for the place at which the birth took place.

**Q.10. Who assisted you with this delivery?**

**Family member Or relative/Neighbours = 1, Mid wife = 2, TBA = 3, Trained Dai = 4, Doctor = 5, LHV = 6, LHW = 7, Nurse = 8, Other = 9.**

Record the response code from the above categories. If more than one category assisted with the birth, give the one with the highest level of medical knowledge, e.g., among the family and trained dai, give trained dai. The order may be like Doctor > Nurse > Trained Dai > LHV > LHW > TBA > Family > Neighbour.

**Q.11. After the birth, did you receive a post-natal check-up within six weeks of delivery from a health care facility or at home?**

**Yes = 1, if yes write number of visits No = 2(→ Q-13)**

Determine whether the woman visited a health care facility within six weeks after delivery for a post-natal check-up or whether a consultation was given at home. If the response code is 1 i.e., the woman had consultation ask the total number of visits she has made after the delivery If code is = 2 move to Q.13.

**Q.12. Where did you receive this check-up?**

Determine the type of health facility visited by the woman for post-natal check-up or the person who gave the check-up at home. The health facilities categories are same as those of Q-3.

**Q.13. Did you breast feed your last child during first four months?**

**Yes, BF only = 1, Yes, BF with milk = 2, Yes, BF with liquid = 3, No = 4**

Enter the response code regarding whether the woman breast-feed her child or not. Breast feed only means exclusive BF, no other liquid or solid, not even water. If the woman initially BF only but gave milk, other liquids or semisolids before the child reached its fifth month of age, use the appropriate code for BF with milk or BF with liquids. BF with milk includes all types of non-breast milk, tinned, packet, powdered, can etc. BF with liquid means other than milk liquids including water, juices, tea and semisolid foods etc. It included milk use and BF with milk

**Q.14. At what age did you start feeding your child semi-solid foods? (Ask if children are 3-12 months old)**

**Not Yet = 0, DK = 99, Age (months)**

Record the age (in months) of the child at which he/she was feed with semisolid foods. Note: This is to be asked only if the child has reached the age of, or survived for, more than 3 months and is currently 12 months old or less. If the woman does not remember, write "99". If the child has not yet been given semisolid foods write "0".

## Part E: Women in decision-making

Questions in this part must be asked directly from women aged 15 to 49 years only. If any of these women are not available, the field teams must ensure that they visit the same household again and ask questions directly from the woman concerned. It is possible that despite best efforts from the field team, one or more female members cannot be enumerated directly for this part. In that instance, DO NOT ask these questions from any other member of the household, and leave the row for the missing women blank.

### **Q.00: Is the women present at home? Yes = 1 No =2(→ Next woman)**

Record the response whether she is present at home or not. If she is not present, move to the next woman.

### **Q.1 Who in your household decides whether you can start or continue to get education?**

This question inquires from both kinds of women who are either out of school or presently attending school. The main purpose is to see whether the responding woman plays any role in the important decision of her own education. The responses of each woman aged 15-49 are coded as:

Woman herself = 1, Head of the household decides alone = 2,

Head in consultation with his/her spouse = 3,

Head in consultation with the woman concerned = 4,

Head and spouse in consultation with the woman concerned = 5,

Head and other male members decide = 6,

Other combination of persons decide = 7, Too old to study or work = 8,

Woman concerned has no interest in study/work = 9

Code 1 should be recorded when only the responding woman makes the decision herself. This code should also include all those women who consult other members of the household for this purpose but the final decision power rests with them.

Code 2 should be recorded when only the head of the household makes the decision. In this instance, the head makes no consultation with the women concerned or with any other member of the household.

Code 3 should be recorded when the head consulted only his or her spouse.

Code 4 should be recorded when the head consulted with the woman concerned.

Code 5 should be recorded when the head consulted with both his/her spouse and the woman concerned.

Code 6 should be recorded when the head consulted only other male members of the household.

Code 7 should be recorded when other combinations (such as head consulted with his parents only) of persons decide whether the woman should get or continue to get education.

Code 8 should be recorded when the woman says that she is too old to study and therefore has no desire to obtain education.

Code 9 should be recorded when the woman has no interest in study.

When this question is asked from the wife of the head, the codes 3,4 and 5 become the same. In that instance, record code 3.

### **Q.2 Who in your household decides whether you can seek or continue to remain in paid employment?**

The codes used for Q.1 will also be used for Q.2. This question seeks to obtain information whether women contribute in decision-making concerning their own employment. It should be noted that emphasis is placed on paid employment, and therefore it excludes any work for which woman is not paid (neither cash nor in-kind). If response is recorded under code 8 or 9 (i.e., the woman in question is too old to work or she is not interested in doing paid work), enumerators should skip to Q.4.

### **Q.3 Why are you not actively seeking paid work?**

This question should be asked from those women only who are not in paid employment and are not actively seeking paid work. The response can be coded in either of the following codes:

Not permitted by husband or father to work outside home = 1,  
Don't want to work outside home = 2,  
Not enough job opportunities in the region = 3,  
Pay too low = 4, Too busy doing domestic work = 5,  
Too Old / Retired/ Sick / Handicapped = 6,  
Don't know whether there exists an opportunity = 7, Student = 8, other = 9.

Codes are self-explanatory, except perhaps for codes 4 and 5. Code 4 should be recorded when women refuse to accept an employment offer because they think that the pay offered is too low. Code 5 should be recorded when the woman is so busy in the day-to-day work at home (like cooking, washing, child rearing, etc.) that they do not have time to do any paid employment.

### **Q.4 Who in your household decided/decides to whom and when you should be married?**

The decision when and to whom the woman should get married would determine the pattern of the rest of her life. The codes used are the same as used in Q.1 and Q.2 (except codes 8 and 9).

**NOTE: - Q.5 and Q.6 should be asked to women who are currently married.**

### **Q.5 Who in your family decides whether you can use birth control methods?**

This question obtains information on who decides whether the woman in question can use birth control methods. The codes are:

Husband alone = 1, Women herself = 2, Husband and woman jointly = 3,  
Mother of woman or mother of husband = 4, Nobody = 5, Menopausal/Infertile = 6, other = 7.

All codes are self-explanatory.

### **Q.6 Who in your family decides whether you should have more children?**

This question obtains information on whether the woman in question plays role in planning additional child. The codes used are the same as for Q.5, except that for this question an additional category (code=7) is included. Code 7 should include women who think nobody in the household has control over occurrence of pregnancies and it is entirely in the hands of God.

### **Q.7 Who in your household usually makes decisions about purchase of following consumption items?**

Food, Clothing and footwear, Medical treatment, Recreation and travel

The codes for this question are the same as for Q.1 and Q.2, except that categories 8 and 9 are not required for this question. The codes are to be provided for each of these consumption items separately.



## Part-F: Household Miscellaneous Information

The following questions will be asked from the knowledgeable person of the household.

**Q-1. In the last twelve months, has anybody talked to you, or have you heard any messages about hygiene (boiling your drinking water, washing hands before eating and after using toilet etc.) or about diseases you can catch from unclean water? Yes = 1, No = 2(→ Q.3)**

Ask the respondent whether anybody talked to him/her(HH) or he/she (HH) has heard any message about hygiene "i.e. boiling water before drinking, washing hands with soap before eating and after using the toilet or about diseases which can be caught from unclean water and record the response code. If the answer is no then go to Q.3.

**Q-2. From whom did you hear about it?**

**Lady health visitor = 1, Any other Govt. health worker = 2,**

**Any other NGO / private health worker = 3, Media = 4, School children =5,**

**Other family members = 6, other = 7**

Record the response that indicates where the respondent hears about hygiene. If more than one source is stated, put the more recent.

**Q-3. During the last 30 days has this household been visited by (Yes=1, No=2)**

A lady health worker? A village based family planning worker?

Ask about all the household members whether lady health worker or a village based family planning worker has visited the household in the last 30 days and record the response for each category accordingly.

**Q.4: Do you use iodized salt? Yes =1→Q.7 No =2 Don't Know =3(NP)**

If the household uses iodized salt, then skip to Q.7. If the household does not use iodized salt, then ask next question. If the respondent does not know, go to next part.

**Q.5: Why do you not use iodized salt?**

Not available in the area = 1 More costly than normal salt = 2 Don't like to use = 3 Other = 4

Reasons of not using the iodized salt are coded to record the response

**Q.6: Do you know from where iodized salt is available? Yes =1 No =2(NP)**

Self explanatory

**Q.7: How much time it takes to reach the place (both way) from where the iodized salt is available?**

1 - 10 Min.= 1, 10+ - 20 Min.= 2, 20+ - 60 Min.= 3, 60+ Min.= 4, DK= 5

Time required to reach at the place from where the iodized salt is available and come back at home (i.e., both way) may be asked and coded accordingly.

## **SECTION 5A: HOUSING CHARACTERISTICS (MALE)**

### **Purpose of Section**

This section deals with key infrastructure and community services. While change in infrastructure may be slow, repeat surveys will eventually show variation in household access to necessary facilities such as water, sanitation, fuel, facilities. The status of basic infrastructure is believed to be particularly sensitive to economic conditions. Changing conditions may also be quite regionally specific. The questionnaire cannot probe in detail the quality, but it does obtain a broad measure of the degree of access.

**Q-1. What is your present occupancy status?** 1. Owner occupied (Not self-Hired), 2. Owner occupied (self-Hired), 3. On rent, 4. Subsidized rent, 5. Rent free.

Determine and record the occupancy status and write the respective code. There are five possible response codes. The residence may be owner occupied (not self-hired) code 1, may be owner occupied (self-hired) code 2, on rent code 3, on subsidized rent code 4, or rent-free code 5. If the government or any non-government agency has provided the accommodation on subsidized rent the occupancy status will be on subsidized rent (code 3). It may be ensured that one of the five occupancy status must be recorded.

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

**Q-2 what is the gender of the Owner of Household?** 1. Male, 2. Female, 3. Don't know

-Record the gender of Owner of Household, Ask about either, male or female have the ownership rights. Don't ask name of the owner of household. Record the gender as provided by respondent.

- If there are two owners than record the gender provided by respondent, if he leave up to the enumerator record the gender of elder one.

**Q-3. What is the dwelling type?**

1. Independent house/compound, 2. Apartment/flat, 3. Part of the large unit, 4. Part of a compound, 5. other (specify)

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.

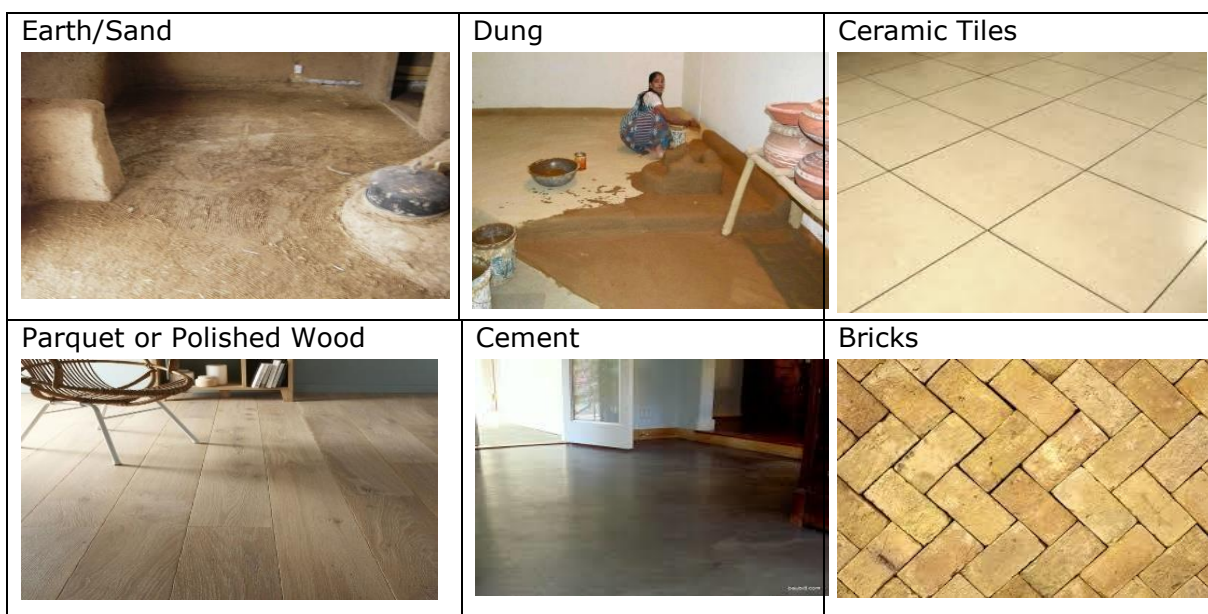
**Q-4. How many rooms does your household occupy, include bedrooms and living rooms? (Do not count storage rooms, bathrooms, toilets, kitchen or rooms for business)**

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.

**Q-5 Main material of the dwelling floor?**

1. Earth/Sand, 2. Dung, 3. Ceramic tiles/Marbles, 4. Parquets/Polished Wood
5. Cement/ Cement Tiles, 6. Bricks, 7. Others (Specify.....)

Determine and record the main material covering the floor, not what is underneath. Record the correct code for the main material of the dwelling floor. You will be able to observe the correct answer in most cases, but if in doubt, ask. If there is more than one kind of material making up the floor at different parts of the household, record the main flooring material (the material that covers the largest amount of floor space).



**Q-6. What is the material of the roof of the house?**

1. RCC/RBC (Reinforcement with concrete & Cement, Reinforcement with Bricks & Cement), 2. Wood/Bamboo, 3. Sheet/cement/iron, 4. Grader/T iron, 5.others (specify).

Write the appropriate code in the box for the material predominately used for the construction of the roof of the household. If there is another material, which is not covered under, these codes write code 5 and also write that material in the questionnaire.

**Q-7. What is the material of the walls of the house?** 1. Burnt Bricks/Blocks, 2.Mud Bricks/Mud, 3.Wood/Bamboo, 4. Ply wood or Card Board, 5 .Stones, 6.Others(Specify.....) .

Write the appropriate code in the box for the material predominately used for the construction of the wall of the household. If there is another material, which is not covered under, these codes write code 6 and also write that material in the questionnaire.

**Q- 8 What is the main fuel used for cooking?** 1. Firewood, 2.Gas, 3. LPG/ Cylinder 4.Kerosene oil, 5.Electricity, 6.Dung Cake, 7.Crop residue, 8. Charcoal/Coal, 9.Others (Spedify.....)

**Q-9. What is the main source used for heating?** ? 1. Solar Energy, 2. Electricity, 3. LPG, 4. Gas, 5. Bio gas, 6. Crop residue, 7.Kerosene oil, 8. Charcoal\Coal 9. Dung cake, 10. No Facility, 11.Others (Specify...)

- **Solar energy (code=1)** Solar energy produced from sun by using solar panel or equipments.

E.g.-**Solar air Heater** is a **solar** thermal technology in which the energy from the sun, insolation, is captured by an absorbing medium and used to heat **air**. **Solar air heating** is a renewable energy **heating** technology used to heat or condition **air** for buildings.

Record the appropriate code and ask about main source.

### Q- 10 What is the main fuel used for lighting?

1. Electricity, 2. Solar Energy, 3. Gas
4. Kerosene oil\petrol\diesel, 5. Firewood
6. Candles, 7. Others, Self-explanatory

### Q-11. What is the main source of drinking water for the household?

#### Inside Household

- 1- Piped water, 2.Hand pump, 3.Motor Pump /Tube Well, 4. Closed well, 5. Open well,
6. Protected Spring, 7. Open/ UN Protected Spring

#### Outside Household

8. Piped water, 9.Hand pump, 10. Motor Pump /Tube Well, 11.closed/Protected well
- 12.Open/ Un Protected well, 13.protected Spring, 14. Unprotected spring, 15. Pond/Canal / River, 16. Bottled Water, 17. Tanker /Truck/water bearer, 18. Filtration Plant, 19.Others (specify----

For codes 14, 15, 16, 17 or 19 → to Q-13)

For Drinking Water there are two categories defined **Inside Household** with 7 Source of drinking water and **Outside Household** with 12 Sources. Determine "what is the major source of drinking water of the household". 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 = 1/8):** 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 and not the piped water (code=1).

**Hand pump (code = 2/9):** 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)

**Bore Hole (Motorized pumping)/Tube well (code = 3/10):** 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.

**Closed/protected well (code = 4/11):** A dug well with a covering.

**Open/ UN protected well (code = 5/12):** A dug well without covering.

**Protected spring (code=6/13).** A spring is typically protected by a 'spring box' that is constructed of brick, masonry or concrete and is built around the spring so that water flows directly out of the box into a pipe without exposing the source to surface water run-off and/or contamination by humans or animals.

**Unprotected spring (code=7/14)** A spring where the source is exposed to surface water run-off and/or contamination by humans and animals. Unprotected springs typically do not have a 'spring box' as described above.

**Pond/Canal / River (code=15)** Water located above ground and includes pond, canals and irrigation channels, rivers, streams, from which water is taken directly.

**Bottled Water (code= 16)** Water purchased and sold in small or large bottles. Note that the code refers only to bottled water that is commercially available. Sometimes household members may store water from other sources in used bottles – this should not be coded as bottled water.

**Tanker/Truck or water bearer (code=17):** Any source including tanker/truck or water bearer carrying water in canes and paid for the service.

**Filtration Plant (code=18):** Filtration plant installed by any govt agency NGO or by Community itself.

**Others specify ..... (Code=19):** Any other water source will be recorded against this code with description

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=15)

Remaining categories are self-explanatory.

If it is a non-formal source of drinking water e.g. pond, canal, River, stream, spring or other (codes = 14, 15, 16, 17 & 19 → to Q-15).

#### **Q-12. Who installed the water delivery system?**

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

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/village/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-13. How far (round trip) is the source of drinking water from your house?**

0. Inside the house → Q.15,
1. 0 – 0.5 Km,
2. 0.5 - 1 Km,
3. 1 – 2 Km,
4. 2 - 5 Km,
5. 5 + Km

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 "0" 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.14.

#### **Q-14. How much time is consumed on a round trip to fetch the drinking water?**

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

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-15. Do you do anything to the water to make it safer to drink?**

Record '1' if 'Yes', and continue to the next question. If 'No' record '2' and for 'DK', record '3' or respectively, and for Code 2 or 3 skip to Q-17.

#### **Q-16. What do you usually do to make the water safer to drink?**

Record the code corresponding to the response. The household may be using a method that you know does not make water safer to drink. Do not use your own judgement, just record the response.

Probe: **"Anything else?"** Record all items mentioned (for example, the household may be filtering the water and adding chlorine at the same time).

Record '7' if the respondent 'Doesn't know'. If '7' is recorded, no other codes cannot be recorded. If the respondent mentions a method that is not included in the pre-coded responses, record '8' for 'Others' and specify on the line provided what the household does to the water to make it safer to drink.

Definitions of various methods of water treatment are as follows:

- Boil (Code=1) refers to boiling or heating water with fuel.
- Add bleach/chlorine (Code=2) refers to using liquid chlorine bleach or bleaching powder to treat drinking water.
- Strain it through a cloth (Code=3) refers to pouring water through a cloth that acts as a filter for removing particles from the water.
- Use water filter (Code=4) involves water flowing through a filter made of ceramic, sand or a combination of materials designed to remove particles and at least some microbes from the water.
- Solar disinfection (Code=5) consists of exposing water, stored in buckets, containers or clear vessels, to sunlight.
- Let it stand and settle (Code=6) refers to storing water undisturbed and without mixing long enough for larger particles to settle to the bottom by gravity. The settled water is carefully removed by decanting, ladling or other gentle methods that do not disturb the settled particles.

**Q-17. Is sufficient water available for drinking when needed?**

1. Yes      2. No

This question probes res that a household has or not sufficient drinking water when it is needed.

**Q-18. Do you normally pay for water used by your household?**

1. Yes,                      2. No (→ Q.20)

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. 20 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-19. 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-20. Are you willing to pay for an improved water supply system?**

1. Yes,    2. No,    3. don't know

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-21. What type of toilet is used by your household?**

1. No toilet in Household    2. Flush connected to public sewerage,    3. Flush connected to septic tank, 4. Flush Connected to pit 5. Flush connected to open drain,    6. Dry raised latrine,    7. Dry pit latrine,    8. Compositing Toilet, 9. Others (specify) (For codes 2-8 → Q.23)

No toilet in the household (code = 1): 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.

Record the response code regarding the type of toilet used by the household. There are 8 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 = 2): Water is used to flush away the waste, which drains into the public sewerage system.

Flush connected to septic tank (code = 3): Water is used to flush away the waste, which is disposed of and accumulated in a septic tank. A septic tank is a concrete structure, which can be cleaned and used permanently.

Flush connected to pit (code =4): Water is used to flush away the waste, which is disposed of and accumulated in a soak pit located under or near the toilet. 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 = 5): The flushed waste is channelled through a drain, which is uncovered.

Dry raised latrine (code = 6): No flush; instead a "khuddi" is used, and the waste matter is taken away by a sweeper/jamadar.

Dry pit latrine (= 7): 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.

A composting toilet ( Code=8) is a toilet into which excreta and carbon-rich material are added (vegetable wastes, straw, grass, sawdust, ash) and special conditions maintained to produce compost that is safe to handle and reuse.

**Q-22. 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.21, ask from the household members where do they go for their necessities?

**Q-23 Do you share this facility with others who are not members of your household?**

1. Yes, 2. No

Record the code corresponding to the response given. If 'No', go to the next module.

**Q-24. Is your house connected with drainage/sewerage system?**

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

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-25 What is the main source of water used by your household for other purposes**

**such as COOKING?** 1. Piped water 2.Hand pump 3 Bore Hole (Motor Pump) / Tube Well  
4.Closed well 5. Open well 6.Spring (protected) 7.Spring (Un Protected) 8.  
Pond/Canal / River 9. Bottled Water 10.Tanker /Truck/water bearer 11. Filtration  
Plant 12.Others (specify-----)

This question should only be asked to households. Record the code for the most usual source.

**Q-26 What is the main source of water used by your household for other purposes**

**such as HAND WASHING?** 1. Piped water 2.Hand pump 3. Bore Hole (Motor Pump)/ Tube  
Well 4 Closed well 5. Open well 6.Spring (protected), 7.Spring (UN Protected)  
8. Pond/Canal / River 9.Tanker /Truck/water bearer 10.Others (specify-----)

This question should only be asked to households. Record the code for the most usual source.

**Q.27.Do you have following facilities in your Dwelling?**

1. Yes 2. No

a )Specific Place for Hand Washing

b) Soap/ liquid Soap etc.

Hand washing with water and soap (soap, detergent or other cleansing agent) is the most cost effective health intervention to reduce both the incidence of diarrhoea and pneumonia in children under five. This module is intended to collect information on hand washing facilities and the presence of cleansing agents. Presence of soap/Liquid Soap etc, along with water at that place is a good predictor of hand washing behaviour. The presence of soap and water at the location or device for hand washing indicates that, at a minimum, the tools necessary for washing hands are present in the same place. Moreover, there is some evidence to suggest that having soap at the location for hand washing is associated with reduced disease risk.

Place for hand washing The place where members of the household most often wash their hands. Research has found that the likelihood that people wash their hands at critical times is highest in households which have a place for hand washing where water and soap are present.

The presence of soap/liquid Soap at the place for hand washing: For correct hand washing to happen at this place, the presence of water – standing or running water – and the presence of any type of soap (bar, liquid, or powder) is a prerequisite.

**Q-28. How is the garbage collected from your household and neighbourhood?**

1. Municipality, 2. Privately, 3. No formal system,  
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, and otherwise code 3.

**Q-29. 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-30. Does this household have? Yes=1 and No=2 & in case of yes ask about quantity how many this household have?**

1. Internet 2. Mobile 3. Land Line/Wireless 4. Computer (desktop)  
5. Laptop/notebook 6. Tablet/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/Note Pad**: (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/I-pad**: a tablet/I-pad 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-31 What type/s of Internet services are used for Internet access at home? Please tick all that apply and in case of availability of facility ask about No (quantity) of connections.**

1. Cable/Fixed (wired) narrowband network, at advertised download speeds below 256 kbit/s
  - i. Analogue modem (dial-up via standard telephone line) -ISDN (Integrated Services Digital Network)
  - ii. DSL (Digital Subscriber Line) at advertised download speeds below 256 kbit/s
  - iii. Other fixed (wired) narrowband with an advertised download speed of less than 256 kbit/s
  - iv. Fixed (wired) broadband network, at advertised download speeds of at least 256 kbit/s
  - v. DSL (Digital Subscriber Line) at advertised download speeds of at least 256 kbit/s -Cable modem
  - vi. High speed leased lines -Fiber-to-the-home/building -Power line.
  - vii. Other fixed (wired) broadband
2. Terrestrial fixed (wireless) broadband network, at advertised download speeds of at least 256 kbit/s
  - i. WiMAX
  - ii. Fixed CDMA
  - iii. Satellite broadband network (via a satellite connection), at advertised download speeds of at least 256 kbit/s
3. Mobile broadband network (at least 3G, e.g. UMTS) via a handset  
Mobile broadband network (at least 3G, e.g. UMTS) via a card

## **PART B: Food Insecurity Experience Scale (MALE)**

The language should contain words and phrases that are easily understood by both the enumerators and the respondents. The most appropriate terms may not be a literal translation. Translation of FIES should be guided by considering the intended meaning of the eight questions.

### **SDG Indicator 2.1.2 – Using the Food Insecurity Experience Scale (FIES)**

#### **QUESTION 1**

During the last 12 months, was there a time when you were worried you would not have enough food to eat because of a lack of money or other resources?

The question refers to a state of being worried, anxious, apprehensive, and afraid or concerned that there might not be enough food, or that the respondent will run out of food (because there is not enough money or other resources). It is not necessary for the respondent to have actually experienced not having enough food or running out of food to answer yes to this question.

This question refers to the emotional state of the respondent.

Alternative phrases:

- ... you were preoccupied about not having enough food to eat.
- ... you were worried that you might not have enough food to eat.
- ... you were anxious that you might not have enough food to eat.
- ... you were worried that food would run out.
- ... you were anxious about not having enough food to eat.

The worry or anxiety is due to circumstances affecting their ability to procure food, such as:

- environmental or political crises;
- disrupted social relationships;
- insufficient food production for own consumption;
- poor health/sickness/disability;
- loss of employment or other sources of income;
- loss of customary benefits or food assistance;
- insufficient food available for hunting and gathering;

These circumstances may also be the underlying causes of more severe forms of food insecurity.

#### **QUESTION 2**

During the last 12 months, was there a time when you were unable to eat healthy and nutritious food because of a lack of money or other resources?

This question asks respondents whether, because of a lack of money or other resources, they were unable to get foods they considered healthy or good for them, foods that make them healthy, or those that make a nutritious or balanced diet. The answer depends on the respondents' own opinion of what they consider to be healthy and nutritious foods.

Are respondents really able to determine whether their diet is healthy or not?

It is quite common for people to question respondents' ability to give an accurate reply to the question in the FIES survey module about whether or not they were able to eat "healthy and nutritious" foods. This particular question is intended to capture respondents' own perspective regarding how healthy and nutritious their diet is, rather than that of nutritionists or economists. The question is not intended to measure nutritional adequacy of the diet. Accumulated experience with food insecurity scales, including focus group research, has shown that people are in fact relatively good judges of what constitutes a healthy and nutritious, or balanced diet.

This question refers to the quality of the diet, not the quantity of foods eaten.

Alternative phrases:

- ... you were unable to eat foods that are healthy or good for you.
- ... you were unable to eat foods that make you healthy.
- ... you were unable to eat foods that are good for your health.
- ... you were unable to eat a healthy diet.
- ... you were unable to eat a nutritious or balanced diet.

Experiences of linguistic adaptation

In Angola, some people interpreted "healthy food" as meaning food that is hygienic and safe, while "nutritious food" was associated with having a varied diet.

In Malawi, there seemed to be a thin line between "different kinds of foods" and "healthy and nutritious foods". The phrase "healthy and nutritious foods" was interpreted as meaning "food that gives energy", and even after probing, the respondents indicated that if food is healthy and nutritious it will "give you energy to do your farming activities". Most respondents indicated that healthy and nutritious diets are composed of different kinds of foods.

In Niger, healthy and nutritious food was associated with "food that is not harmful to the health of the person (healthy) and builds the body (nutritious)". Such food contains everything the body needs and helps to have strong, healthy and shiny skin. Healthy and nutritious diets are composed of different kinds of foods.

### **QUESTION 3**

During the last 12 months, was there a time when you ate only a few kinds of foods because of a lack of money or other resources?

The question asks if the respondent was forced to eat a limited variety of foods, the same foods, or just a few kinds of foods every day because there was not enough money or other resources to get food. The implication is that:

1. the diversity of foods consumed would probably increase if the household had better access to food;
2. the reason for limiting the variety of food is lack of money or resources, rather than customary habits, or health or religious factors.

This question refers to the quality of the diet, not the quantity of foods eaten.

Alternative phrases:

- ... you had to eat a limited variety of foods.
- ... you had to eat just a few kinds of foods.
- ... you had to eat the same foods every day.

... you ate the same foods, or just a few kinds of foods, every day.

#### **QUESTION 4**

During the last 12 months, was there a time when you had to skip a meal because there was not enough money or other resources to get food?

This question enquires about the experience of having to miss or skip a major meal, because there was not enough money or other resources to get food. It refers to not eating a meal that would normally be eaten, such as breakfast, lunch or dinner. However, the norm for the number and times of meals varies from culture to culture.

This question refers to an insufficient quantity of food, not quality.

Alternative phrases:

- ... you missed a meal.
- ... you failed to eat a meal.
- ... you omitted a meal.
- ... you missed a meal that you would normally have eaten.
- ... you did not eat in the morning, at mid-day or in the evening because...

Experiences of linguistic adaptation

In some languages, such as Djerma in Niger and Chichewa in Malawi, there is no single term for meal, or way to express skipping a meal. In both languages, the question was modified to ask if food was skipped in the morning, afternoon or evening.

In Niger, focus group participants indicated that:

- during "normal" periods, when there is good food availability, following the harvest season, people eat three meals a day.
- during the lean season, the frequency declines and varies between 1 and 2 meals per day.
- when crops fail, the number of meals can be reduced to one.

Thus, focus group participants indicated that the number of meals that people eat during a day really does reflect their ability to access food.

#### **QUESTION 5**

During the last 12 months, was there a time when you ate less than you thought you should because of a lack of money or other resources?

This question enquires about eating less than what the respondents considered they should have consumed, even if they did not skip a meal (because the household did not have money or other resources to get food). The answer depends on the respondents' own opinion of how much they think they should be eating. This question does not refer to special diets to lose weight, or to follow for health or religious reasons.

This question refers to an insufficient quantity of food, not quality.

#### **QUESTION 6**

During the last 12 months, was there a time when your household ran out of food because of a lack of money or other resources?

This question refers to any experiences when there was actually no food in the household (not just staple foods, such as maize, rice or cassava), because respondents did not have money, other resources, or any other means to get food.

This question refers to an insufficient quantity of food, not quality.

Alternative phrases:

... your household ran out of food because of a lack of money or other resources?

... the food ended in your household.

... you stayed without food in your household.

... your household was without food.

... the food ran out in your household.

## **QUESTION 7**

During the last 12 months, was there a time when you were hungry but did not eat, because there was not enough money or other resources for food?

This question asks about the physical experience of feeling hungry (Hunger is usually understood as an uncomfortable or painful sensation caused by insufficient food energy consumption), and specifically, feeling hungry and not being able to eat enough (because of a lack of money or resources to get enough food). It does not refer to special diets followed for health purposes, such as to lose weight, or fasting for health or religious reasons.

This question refers to an insufficient quantity of food, not quality.

## **QUESTION 8**

During the last 12 months, was there a time when you went without eating for a whole day because of a lack of money or other resources?

This question asks about a specific behaviour - not eating anything all day (because of a lack of money and other resources to get food). It does not refer to special diets followed for health purposes, such as to lose weight, or fasting for health or religious reasons.

This question refers to an insufficient quantity of food, not quality.

Alternative phrases:

... you went without eating for a whole day because of a lack of money or other resources?

... you ate no food during a whole day.

... you stayed without eating anything all day.

... you ate nothing at all during a whole day.

... you did not eat from sunrise to sunset (i.e. the entire day).

In some African and Asian countries, "eating" refers only to the staple food. This means that if they did not eat their staple food (e.g. rice, maize, manioc) people may say they did not eat, even if they did in fact eat another food (e.g. rice). It is important to explain that we mean it to be not eating any foods.

Translating other key phrases

It is important to take particular care with key phrases that are part of each FIES question:

## **PAST 12 MONTHS**

There are different ways to refer to the 12-month period preceding the interview, including "the past year". Care should be taken to find the best phrase to avoid confusion with other common

conceptualizations of a 12-month period, such as an agricultural season or religious calendar year.

#### Example

In Malawi, many people understood "the past 12 months" to mean the calendar year 2012, so the phrase was modified to reflect the period between 12 months ago and the present. For example, in an interview in August, the period would be described as "from last September until the present..."

## **LACK OF MONEY OR OTHER RESOURCES**

Aside from money to buy food, "other resources" refers to the lack of other usual means for getting food, such as:

own production;

barter trade;

small livestock for sale or own consumption;

fishing, hunting or gathering;

the transfer of food from; family, community members, government or donors.

## **SECTION 6: 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. The information collected through this survey will provide a proper database to discern the living conditions prevailing in urban and rural areas of Pakistan.

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 actually 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 5<sup>th</sup> February 2019 then the period of reference shall be 5<sup>th</sup> January 2019 to 4<sup>th</sup> February 2019. 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**<sup>1</sup> 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.

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 (09.3.1).

#### **01.1.4 Milk, cheese and eggs (ND) 011401 - 011410**

- Raw milk; pasteurized or sterilized milk;
- Condensed, evaporated or powdered milk;

---

<sup>1</sup> CLASSIFICATION OF INDIVIDUAL CONSUMPTION according to PURPOSE. In HIES manual the description of different classes is taken from COICOP manual of instruction.

- 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).

#### **01.1.2 Meat (ND) 011201 - 011204**

- 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 **127004** 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 011202.

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

#### **01.1.3 Fish and seafood (ND) code 011301-011302**

- 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).

#### **01.1.6 Fruit (ND) 011601 - 011613**

- 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 - 011713**

- 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).

#### **01.1.9 Condiments and spices (whole and Powder) (ND) 011901 - 011908**

- 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).

#### **01.1.8 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
- jams, marmalades, jellies, preparations; – edible ice, ice cream and sorbet.

Includes : artificial sugar substitutes.

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

### **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 111101-111127**

- 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 011101-011120**

- 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 011108.

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).

#### **01.2.1 Coffee, tea and cocoa (ND) 012101-012103**

- 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. All types of Coffee 012102 and other preparation such as Ovaltine, Harlics, Milo, Complain etc., consumed by the household should be reported against code 012103.

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).

#### **01.1.9 Condiments and spices code 011909-011912**

- 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.

## **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 056101-056113**

- 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.); products specifically for the cleaning and maintenance of transport equipment such as paints, chrome cleaners, sealing compounds and bodywork polishes (07.2.); 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 - 121309**

- 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.).

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

### **02 ALCOHOLIC BEVERAGES, TOBACCO AND NARCOTICS**

#### **02. ALCOHOLIC BEVERAGES Codes 022001-022008**

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).

### **04 HOUSING, WATER, ELECTRICITY, GAS AND OTHER FUELS**

#### **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.

## **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)031101-031103**

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

**Excludes:** furnishing fabrics (05.2).

##### **03.1.2 Garments (SD) 031201-031205**

- 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, brassieres, 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); babies' Napkins (12.1.3).

##### **03.1.4 Cleaning, repair and hire of clothing (S) 031401-031402**

- 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.) or (03.1.); repair of household

linen and other household textiles (05.2.); dry-cleaning, laundering, dyeing and hiring of household linen and other household textiles (05.6.).

## **03.2 FOOTWEAR**

### **03.2.1 Shoes and other footwear (SD) 032101-032102**

– 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.); shoe-trees, shoehorns and polishes, creams and other shoe-cleaning articles (05.6.); orthopaedic footwear (06.1.); game-specific footwear (ski boots, football boots, golfing shoes and other such footwear fitted with ice-skates, rollers, spikes, studs, etc.) (09.3.); shin-guards, cricket pads and other such protective apparel for sport (09.3.).

### **03.2.2 Repair and hire of footwear (S) 032201**

– 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.); polishes, creams and other shoe-cleaning articles (05.6.); repair (09.3.) or hire (09.4.) 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.). Nor do they include charges for water supply (04.4.), refuse collection (04.4.) and sewage collection (04.4.); 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.); charges for electricity (04.5.) and gas (04.5.); charges for heating and hot water supplied by district heating plants (04.5.).

### **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. 2". 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 plastering 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) 043101-043103**

– 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.); hand tools, door fittings, power sockets, wiring flex and lamp bulbs (05.5.); brooms, scrubbing brushes, dusting brushes and cleaning products (05.6.); 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) 043201-043203**

– 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).

#### **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.); sewerage collection (04.4.); 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.); security services (04.4.); snow removal and chimney sweeping (04.4.); removal and storage services (07.3.); services of wet-nurses, crèches, day-care centres and other child-minding facilities (12.4.); bodyguards (12.7.).

### **05.4 GLASSWARE, TABLEWARE AND HOUSEHOLD UTENSILS**

#### **05.4.1 Glassware, tableware and household utensils (SD)054101-054103**

– 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.); electric household appliances (05.3.) or (05.3.); cardboard tableware (05.6.); personal weighing machines and baby scales (12.1.); ashtrays (12.3.).

## **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.) or (07.2.). 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.).

#### **07.2.2 Fuels and lubricants for personal transport equipment (ND) 072201-072202**

- 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.) and recreational vehicles covered under (09.2.).

Excludes : charges for oil changes and greasing (07.2.).

#### **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.); roadworthiness tests (07.2.).

#### **07.2.3 Spare parts and accessories for personal transport equipment (SD) 072301-072303**

- 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.); non-specific products for cleaning and maintenance such as distilled water, household sponges, chamois leathers, detergents, etc. (05.6.); radio-telephones (08.2.0); car radios (09.1.); baby seats for cars (12.3.).

#### **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.); service charges for insurance in respect of personal transport equipment (12.5.).

#### **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.).

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.).

##### **07.3.1 Passenger transport by railway (S) 073101**

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

Includes : transport of private vehicles.

Excludes : funicular transport (07.3.).

##### **07.3.2 Passenger transport by road (S) 073201-073202**

- 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.

##### **07.3.3.0 Passenger transport by sea and inland waterway (S) 073301**

- 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**

School transport services are included.

##### **07.3.5 TRANSPORT SERVICES 073502**

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**

– 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.); financial services of post offices (12.6.).

### **08.3 TELEPHONE AND TELEFAX EQUIPMENT 083001-083003**

#### **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.).

### **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 radio telex services.

## **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) 061101-061102**

– 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.); articles for personal hygiene such as medicinal soaps (12.1.).

hire of therapeutic equipment (06.2.); protective goggles, belts and supports for sport (09.3.); sunglasses not fitted with corrective lenses (12.3.).

## **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); services of practitioners of traditional medicine (06.2.).

### **06.2.1 Dental services (S) 062102**

- 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).

### **06.2.1 Hospital services(Tests etc) (S) 062103**

- 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.

#### **06.2.1 Paramedical services (S)062104**

- 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.

#### **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).

#### **09.3 OTHER RECREATIONAL ITEMS AND EQUIPMENT, GARDENS AND PETS**

##### **09.3. Games, toys and hobbies (SD) 093101-093103**

- 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.); unused postage stamps (08.1.); Christmas trees (09.3.); children's scrapbooks (09.5.).

### **09.3. Equipment for sport, camping and open-air recreation (SD)**

- 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.); camping and garden furniture (05.1.).

### **09.3. Gardens, plants and flowers (ND)**

- 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.); gardening services (04.4.) or (05.6.); gardening equipment (05.5.); gardening tools (05.5.); insecticides and pesticides for household use (05.6.).

### **09.3. Pets and related products (ND)**

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

Excludes : horses and ponies (07.1.) or (09.2.); veterinary services (09.3.).

## **09.4 RECREATIONAL AND CULTURAL SERVICES**

### **09.4. Recreational and sporting services (S)**

- Services provided by:
  - sports stadiums, horse-racing courses, motor-racing circuits, velodromes, etc.;
  - skating rinks, swimming pools, golf courses, gymnasia, fitness centres, tennis courts, squash courts and bowling alleys;
  - fairgrounds and amusement parks;
  - roundabouts, see-saws and other playground facilities for children;
  - pin-ball machines and other games for adults other than games of chance;
  - ski slopes, ski lifts and the like;

– hire of equipment and accessories for sport and recreation, such as aeroplanes, boats, horses, skiing and camping equipment;

– out-of-school individual or group lessons in bridge, chess, aerobics, dancing, music, skating, skiing, swimming or other pastimes; – services of mountain guides, tour guides, etc.; – navigational aid services for boating.

Includes : hire of game-specific footwear (ski boots, football boots, golfing shoes and other such footwear fitted with ice-skates, rollers, spikes, studs, etc.).

Excludes : cable-car and chairlift transport not at ski resorts or holiday centres (07.3.6).

#### **09.4. Cultural services (S)**

– 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 (Other than Education Purpose)**

##### **09.5. Books (SD) 095201**

– 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.); pre-recorded diskettes and CD-ROMs containing books, dictionaries, encyclopaedias, foreign language trainers, etc. in the form of software (09.1.); stamp albums (09.3.).

##### **09.5. Newspapers and periodicals (ND) 095201**

– Newspapers, magazines and other periodicals.

##### **09.5. Miscellaneous printed matter (ND) 095202**

– 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.); stamp albums (09.3.).

##### **09.5. Stationery and drawing materials (ND) 095203**

– 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.).

## **10 EDUCATION 101001-101003**

This division covers educational services only. It does not include expenditures on educational materials, such as books (09.5.) and stationery (09.5.), or education support services, such as healthcare services (06), transport services (07.3), catering services (11.1.) 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. EDUCATION NOT DEFINABLE BY LEVEL**

### **10. Education not definable by level (S)**

- 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).

## **09.5 NEWSPAPERS, BOOKS AND STATIONERY (Education Purpose)**

### **09.5.1 Books (SD) STATIONERY 095101**

- 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 Stationery and drawing materials (ND) STATIONERY 095102**

- 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).

## **05.3 HOUSEHOLD APPLIANCES**

### **05.3. Major household appliances whether electric or not (D) 053101**

– only UPS, Generator, Solar Panel, and UPS battery

### **05.3. Repair of household appliances (S) 053102**

– 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).

## **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**

- 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. 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) 127001-127009**

- 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) 051101-051106**

- 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) 052201-052203**

- 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.); air mattresses and sleeping bags (09.3.2).

#### **05.3 HOUSEHOLD APPLIANCES**

##### **05.3. Major household appliances whether electric or not (D) 053103-053106**

- 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. Small electric household appliances (SD) 053103-053106**

- 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).

**05.5 TOOLS AND EQUIPMENT FOR HOUSE AND GARDEN**

**05.5.1 Major tools and equipment (D) 055101**

- 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) 055201**

- 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. 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. Motor cycles (D) 071101**

- 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. Bicycles (D) 071101**

- Bicycles and tricycles of all types.

Includes: rickshaws.

Excludes: toy bicycles and tricycles (09.3.1).

**07.1. Animal drawn vehicles (D) 071101**

- 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. Telephone and telefax equipment (D) 082101-082102**

– 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 091101-091103**

#### **09.1. Equipment for the reception, recording and reproduction of sound and pictures (D)**

–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. Photographic and cinematographic equipment and optical instruments (D)**

–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. Information processing equipment (D)**

–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. Recording media (SD)**

–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).

### **09.1. Musical instruments and major durables for indoor recreation (D)**

– 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**

– 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. Other personal effects (SD) 123102**

– Travel goods and other carriers of personal effects: suitcases, trunks, travel bags, attaché cases,

## **SECTION 7: Selected Durable Consumption Items Owned/Sold by the Household (MALE)**

Selected durable items have been listed. Ask about the items one by one and cross the none box or fill in the columns A to C, according to the response.

NOTE: 1. Enter number of the following items if owned by the household during the last 1 year in column A and give the number of items presently owned by the household in column B.  
2. Write the amount received (in cash), in column C, by selling the item during the last 1 year.

**Were any of the following items in ownership of the household during the last 1 year?  
If yes, → Col. A to C otherwise cross none box.**

**Col. A. No. of items owned during the year**

**Col. B. No. of items owned presently**

**Col. C. If sold (Give Amount in Rs)**

First ask if the item was owned by the household during the last 1 year or is presently in possession of the household. Item may be owned during the last year from the date of enumeration but not now. Household might have sold the item or thrown it away. In column A, give the number of items owned during the year. Give the maximum number of items owned at any time during the year. In column B, give the number of items owned presently. For example, there may be 10 fans at maximum during the year but presently the number may be 8. One fan may be thrown away but the other may be sold. Give the amount received by selling the fan in column C. If both were thrown away and no amount was received then write "0" in column C. Note that in case of not crossing none box there must be some entry in columns A to C. Write "0" in column C if no amount was received. Even if the item was given away as gift or assistance then also code '0' be entered in column C. Following are the selected items. First is the serial No., next is the item name and in bracket is the item code for processing.

### **Codes for the items:-**

1- RADIO, 2- TELEVISION, 3-LCD/ LED, 4- REFRIGERATOR, 5- FREEZER, 6- WASHING, 7- DRYER, 8- AIR CONDITONER, 9- AIR COOLER, 10- FAN, 11- STOVE, 12- COOKING RANGE, 13-MICROWAVE, 14- SEWING MACHINE, 15- KNITTING, 16- IRON, 17- WATETR FILTER, 18- DONKEY PUMP, 19- TURBINE, 20- CHAIR, 21- TABLE, 22- UPS, 23- GENERATOR, 24- SOLAR PANEL, 25-HEATER, 26-GEASER, 27- BI-CYCLE 28- MOTOR CYCLE /SCOTTER 29- RICHSHAW/CHINGCHI 30- CAR 31- VAN/TRUCK/BUS 32- BOAT 33-TRACTOR/TRALLOY 34- CLOCK 35- ANIMAL DRAWN CART  
TOTAL (700)



## **SECTION 8-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 807. There are four choices here code 804=through bank, code 805=through Hundi, code 806 = Mobile Banking 807 = Other sources. One or more of these channels can be used for receiving remittances.

**Note: 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 808) 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 808.( 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 809) 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 809 under Q.2. (See footnote at end of the Section 8-M).

**7- Did any member receive any money from Zakat or Usher?** (Code 810 to 812) 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- 811). From

Private sector (Friends/relatives/NGOs/Trusts/all other private sources (Code 812). If code 2 is given for code 810 then skip to S/No.8).

**8- Receipts from life insurance claims.** (Code = 813): Receipts from life insurance claims by members of the household during the last one year should be reported against code 813 under Q.2.

**9- Received from general insurance claims.** (Code = 814): Receipts from other insurance policies like loss of property insurance, business insurance etc. should be recorded against code 814 under Q-2.

**10- Gifts/assistance/benefits such as educational grants, alimony, trust funds Sadqa, lottery winnings (in cash) etc.** (Code = 815): 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 816) If any income in cash is received from boarder or lodger during the last one year it should be reported against code 816.

**12- Receipts from Inheritance and dowry (in cash).** (code 817) Total value of all the amount received in cash from inheritance or dowry by members of the household should be reported against code 817.

**13- Gifts, assistance etc. received in kind but sold?** (Code = 818): 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= 819) 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.

**15- Assistance from Government or other Support Programmes.** (Code= 820) If household is getting Assistance from Government or other support programs other than BISP those would be reported under Q-2 of code 820.

**TOTAL (part a)** (Code = 800): Sum of the amount against codes 801 to 820 should be reported against code 800.

### **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 836) 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, 826 or 827 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 828 (see Annex-3)

**6- Relation to the head of household from whom major part of the remittance was sent.** (Code 829) 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 = 830): 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 831 or 832 or both.

**8- Amount paid for life insurance policies?** (Code = 833): Payments made for life insurance policies only by members of the household during last one year should be reported against code 833.

**9- Losses of cashes or other personal/household items.** (834) Record the values of household losses in cash or other household items during the last one year against code 834.

**10- Other remittances, assistance or gifts, alimony, sadqa etc.**(Code= 835): 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 835 under Q-2.

**11- Inheritances, marriage(dowry) etc. given out (in cash / kind)** (Code = 836): Generally inheritance, dowry etc. are given in kind. Their lump sum imputed value should be recorded against code 836 under Q-2.

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

## SECTION 9

(MALE)

### 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 pucca 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 10 AGRICULTURAL SHEET (MALE)**

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 Rabi 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 Rabi 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 rabi and kharif season. It therefore excludes standing crops. If any crop was harvested from the agriculture land during the last rabi and Kharif seasons, complete the table, otherwise cross the none boxes.

The information against harvested crops during the last rabi 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.

### **Part C: Only Filled with agriculture sheet.**

**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.

In agriculture Sheet and livestock sheet few questions are added to link these sheets with employment section 1-b. There are four possibilities in case of section 10 Agriculture sheet after these changes.

1. One member of household is involved in farming no member is involved in livestock or there is no live stock in the household.
2. One member of household is doing both farming and livestock both.
3. One member of household is doing farming and other person of household is doing livestock.
4. One member of household is involved in livestock only and no member is doing farming or there is no cultivation activity

**Example:**

Possibilities	No of cases	Agriculture Sheet	Live Stock Sheet
1	Case-1	Id code = 1 Occupation status= 1	Livestock sheet not filled
	Case-2	Id code = 1 Occupation status= 2	Livestock sheet not filled
2	Case-1	Id code = 1 Occupation status= 1	Id code =1 occupation status =1 livestock only = 2
	Case-2	Id code = 1 Occupation status= 2	Id code =1 occupation status =2 livestock only = 2
3	Case-1	Id code = 1 Occupation status= 1	Id code =2 occupation status =1 livestock only = 1
	Case-2	Id code = 1 Occupation status= 1	Id code =2 occupation status =2 livestock only = 1
	Case-3	Id code = 1 Occupation status= 2	Id code =2 occupation status =1 livestock only = 1
	Case-4	Id code = 1 Occupation status= 2	Id code =2 occupation status =2 livestock only = 1
4	Case-1	Agriculture sheet no filled	Id code =1 occupation status =1 livestock only = 1
	Case-2	Agriculture sheet no filled	Id code =1 occupation status =2 livestock only = 1

## **SECTION 11**

**(MALE)**

### **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 form 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 2 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 9, part A of the questionnaire. In Section 9, 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/arithmetical 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 6 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.

## PAKISTAN STANDARD CLASSIFICATION OF OCCUPATIONS

## Part 1 Detailed Structure

## Major Group 1 Managers

Sub-major Group	Minor Group	Unit Group	Description
<b>11</b>			<b>Chief executives, senior officials and legislators</b>
	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
<b>12</b>			<b>Administrative and commercial managers</b>
	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
<b>13</b>			<b>Production and specialised services managers</b>
	131		Production managers in agriculture, forestry and fisheries
		1311	Agricultural and forestry production managers
		1312	Aquaculture and fisheries production managers
	132		Manufacturing, mining, construction, and distribution managers
		1321	Manufacturing managers
		1322	Mining managers
		1323	Construction managers
		1324	Supply, distribution and related managers
	133		Information and communications technology service managers
		1330	Information and communications technology service managers
	134		Professional services managers
		1341	Child care services managers

<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
		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
<b>14</b>			<b>Hospitality, retail and other services managers</b>
	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**

<b>21</b>			<b>Science and engineering professionals</b>
	211		Physical and earth science professionals
		2111	Physicists and astronomers
		2112	Meteorologists
		2113	Chemists
		2114	Geologists and geophysicists
	212		Mathematicians, actuaries and statisticians
		2120	Mathematicians, actuaries and statisticians
	213		Life science professionals
		2131	Biologists, botanists, zoologists and related professionals
		2132	Farming, forestry and fisheries advisers
		2133	Environmental protection professionals
	214		Engineering professionals (excluding electrotechnology)
		2141	Industrial and production engineers
		2142	Civil engineers
		2143	Environmental engineers
		2144	Mechanical engineers
		2145	Chemical engineers
		2146	Mining engineers, metallurgists and related professionals



<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
		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
<b>22</b>			<b>Health professionals</b>
	221		Medical doctors
		2211	Generalist medical practitioners
		2212	Specialist medical practitioners
	222		Nursing and midwifery professionals
		2221	Nursing professionals
		2222	Midwifery professionals
	223		Traditional and complementary medicine professionals
		2230	Traditional and complementary medicine professionals
	224		Paramedical practitioners
		2240	Paramedical practitioners
	225		Veterinarians
		2250	Veterinarians
	226		Other health professionals
		2261	Dentists
		2262	Pharmacists
		2263	Environmental and occupational health and hygiene professionals
		2264	Physiotherapists
		2265	Dieticians and nutritionists
		2266	Audiologists and speech therapists
		2267	Optometrists and ophthalmic opticians
		2269	Health professionals not elsewhere classified
<b>23</b>			<b>Teaching professionals</b>
	231		University and higher education teachers
		2310	University and higher education teachers

<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
	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
<b>24</b>			<b>Business and administration professionals</b>
	241		Finance professionals
		2411	Accountants
		2412	Financial and investment advisers
		2413	Financial analysts
	242		Administration professionals
		2421	Management and organization analysts
		2422	Policy administration professionals
		2423	Personnel and careers professionals
		2424	Training and staff development professionals
	243		Sales, marketing and public relations professionals
		2431	Advertising and marketing professionals
		2432	Public relations professionals
		2433	Technical and medical sales professionals (excluding ICT)
		2434	Information and communications technology sales professionals
<b>25</b>			<b>Information and communications technology professionals</b>
	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

<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
	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
<b>26</b>			<b>Legal, social and cultural professionals</b>
	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
		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**

<b>31</b>			<b>Science and engineering associate professionals</b>
	311		Physical and engineering science technicians

Sub-major Group	Minor Group	Unit Group	Description
		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
	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
<b>32</b>			<b>Health associate professionals</b>
	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

<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
		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
<b>33</b>			<b>Business and administration associate professionals</b>
	331		Financial and mathematical associate professionals
		3311	Securities and finance dealers and brokers
		3312	Credit and loans officers
		3313	Accounting associate professionals
		3314	Statistical, mathematical and related associate professionals
		3315	Valuers and loss assessors
	332		Sales and purchasing agents and brokers
		3321	Insurance representatives
		3322	Commercial sales representatives
		3323	Buyers
		3324	Trade brokers
	333		Business services agents
		3331	Clearing and forwarding agents
		3332	Conference and event planners
		3333	Employment agents and contractors
		3334	Real estate agents and property managers
		3339	Business services agents not elsewhere classified
	334		Administrative and specialised secretaries
		3341	Office supervisors
		3342	Legal secretaries

<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
		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
<b>34</b>			<b>Legal, social, cultural and related associate professionals</b>
	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
		3432	Interior designers and decorators
		3433	Gallery, museum and library technicians
		3434	Chefs
		3435	Other artistic and cultural associate professionals
<b>35</b>			<b>Information and communications technicians</b>
	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**

Sub-major Group	Minor Group	Unit Group	Description
<b>41</b>			<b>General and keyboard clerks</b>
	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
<b>42</b>			<b>Customer services clerks</b>
	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
		4224	Hotel receptionists
		4225	Enquiry clerks
		4226	Receptionists (general)
		4227	Survey and market research interviewers
		4229	Client information workers not elsewhere classified
<b>43</b>			<b>Numerical and material recording clerks</b>
	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
<b>44</b>			<b>Other clerical support workers</b>
	441		Other clerical support workers
		4411	Library clerks

<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
		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**

<b>51</b>			<b>Personal service workers</b>
	511		Travel attendants, conductors and guides
		5111	Travel attendants and travel stewards
		5112	Transport conductors
		5113	Travel guides
	512		Cooks
		5120	Cooks
	513		Waiters and bartenders
		5131	Waiters
		5132	Bartenders
	514		Hairdressers, beauticians and related workers
		5141	Hairdressers
		5142	Beauticians and related workers
	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
<b>52</b>			<b>Sales workers</b>
	521		Street and market salespersons
		5211	Stall and market salespersons
		5212	Street food salespersons



<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
	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
<b>53</b>			<b>Personal care workers</b>
	531		Child care workers and teachers' aides
		5311	Child care workers
		5312	Teachers' aides
	532		Personal care workers in health services
		5321	Health care assistants
		5322	Home-based personal care workers
		5329	Personal care workers in health services not elsewhere classified
<b>54</b>			<b>Protective services workers</b>
	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**

<b>61</b>			<b>Market-oriented skilled agricultural workers</b>
	611		Market gardeners and crop growers
		6111	Field crop and vegetable growers
		6112	Tree and shrub crop growers
		6113	Gardeners, horticultural and nursery growers

Sub-major Group	Minor Group	Unit Group	Description
		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
<b>62</b>			<b>Market-oriented skilled forestry, fishery and hunting workers</b>
	621		Forestry and related workers
		6210	Forestry and related workers
	622		Fishery workers, hunters and trappers
		6221	Aquaculture workers
		6222	Inland and coastal waters fishery workers
		6223	Deep-sea fishery workers
		6224	Hunters and trappers
<b>63</b>			<b>Subsistence farmers, fishers, hunters and gatherers</b>
	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**

<b>71</b>			<b>Building and related trades workers, excluding electricians</b>
	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

Sub-major Group	Minor Group	Unit Group	Description
		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
<b>72</b>			<b>Metal, machinery and related trades workers</b>
	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
<b>73</b>			<b>Handicraft and printing workers</b>
	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

<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
		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
<b>74</b>			<b>Electrical and electronic trades workers</b>
	741		Electrical equipment installers and repairers
		7411	Building and related electricians
		7412	Electrical mechanics and fitters
		7413	Electrical line installers and repairers
	742		Electronics and telecommunications installers and repairers
		7421	Electronics mechanics and servicers
		7422	Information and communications technology installers and servicers
<b>75</b>			<b>Food processing, wood working, garment and other craft and related trades workers</b>
	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

<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
		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**

<b>81</b>			<b>Stationary plant and machine operators</b>
	811		Mining and mineral processing plant operators
		8111	Miners and quarriers
		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

<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
		8182	Steam engine and boiler operators
		8183	Packing, bottling and labelling machine operators
		8189	Stationary plant and machine operators not elsewhere classified
<b>82</b>			<b>Assemblers</b>
	821		Assemblers
		8211	Mechanical machinery assemblers
		8212	Electrical and electronic equipment assemblers
		8219	Assemblers not elsewhere classified
<b>83</b>			<b>Drivers and mobile plant operators</b>
	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**

<b>91</b>			<b>Cleaners and helpers</b>
	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

<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
<b>92</b>			<b>Agricultural, forestry and fishery labourers</b>
	921		Agricultural, forestry and fishery labourers
		9211	Crop farm labourers
		9212	Livestock farm labourers
		9213	Mixed crop and livestock farm labourers
		9214	Garden and horticultural labourers
		9215	Forestry labourers
		9216	Fishery and aquaculture labourers
<b>93</b>			<b>Labourers in mining, construction, manufacturing and transport</b>
	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
<b>94</b>			<b>Food preparation assistants</b>
	941		Food preparation assistants
		9411	Fast food preparers
		9412	Kitchen helpers
<b>95</b>			<b>Street and related sales and service workers</b>
	951		Street and related service workers
		9510	Street and related service workers
	952		Street vendors (excluding food)
		9520	Street vendors (excluding food)
<b>96</b>			<b>Refuse workers and other elementary workers</b>
	961		Refuse workers
		9611	Garbage and recycling collectors
		9612	Refuse sorters
		9613	Sweepers and related labourers

<b>Sub-major Group</b>	<b>Minor Group</b>	<b>Unit Group</b>	<b>Description</b>
	962		Other elementary workers
		9621	Messengers, package deliverers and luggage porters
		9622	Odd job persons
		9623	Meter readers and vending-machine collectors
		9624	Water and firewood collectors
		9629	Elementary workers not elsewhere classified

## **Major Group 0      Armed forces occupations**

<b>01</b>			<b>Commissioned armed forces officers</b>
	011		Commissioned armed forces officers
		0110	Commissioned armed forces officers
<b>02</b>			<b>Non-commissioned armed forces officers</b>
	021		Non-commissioned armed forces officers
		0210	Non-commissioned armed forces officers
<b>03</b>			<b>Armed forces occupations, other ranks</b>
	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
<b>01</b>			<b>Crop and animal production, hunting and related service activities</b>
	<b>011</b>		<b>Growing of non-perennial crops</b>
		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
	<b>012</b>		<b>Growing of perennial crops</b>
		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
	<b>013</b>		<b>Plant propagation</b>
		0130	Plant propagation
	<b>014</b>		<b>Animal production</b>
		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
	<b>015</b>		<b>Mixed farming</b>
		0150	Mixed farming
	<b>016</b>		<b>Support activities to agriculture and post-harvest crop activities</b>
		0161	Support activities for crop production
		0162	Support activities for animal production
		0163	Post-harvest crop activities
		0164	Seed processing for propagation
	<b>017</b>		<b>Hunting, trapping and related service activities</b>
		0170	Hunting, trapping and related service activities
<b>02</b>			<b>Forestry and logging</b>

	<b>021</b>		<b>Silviculture and other forestry activities</b>
<b>Division</b>	<b>Group</b>	<b>Class</b>	<b>Description</b>
		0210	Silviculture and other forestry activities
	<b>022</b>		<b>Logging</b>
		0220	Logging
	<b>023</b>		<b>Gathering of non-wood forest products</b>
		0230	Gathering of non-wood forest products
	<b>024</b>		<b>Support services to forestry</b>
		0240	Support services to forestry
<b>03</b>			<b>Fishing and aquaculture</b>
	<b>031</b>		<b>Fishing</b>
		0311	Marine fishing
		0312	Freshwater fishing
	<b>032</b>		<b>Aquaculture</b>
		0321	Marine aquaculture
		0322	Freshwater aquaculture

## Section B Mining and quarrying

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

## Section C Manufacturing

Division	Group	Class	Description
<b>10</b>			<b>Manufacture of food products</b>
	<b>101</b>		<b>Processing and preserving of meat</b>
		1010	Processing and preserving of meat
	<b>102</b>		<b>Processing and preserving of fish, crustaceans and molluscs</b>
		1020	Processing and preserving of fish, crustaceans and molluscs
	<b>103</b>		<b>Processing and preserving of fruit and vegetables</b>
		1030	Processing and preserving of fruit and vegetables
	<b>104</b>		<b>Manufacture of vegetable and animal oils and fats</b>
		1040	Manufacture of vegetable and animal oils and fats
	<b>105</b>		<b>Manufacture of dairy products</b>
		1050	Manufacture of dairy products
	<b>106</b>		<b>Manufacture of grain mill products, starches and starch products</b>
		1061	Manufacture of grain mill products
		1062	Manufacture of starches and starch products
	<b>107</b>		<b>Manufacture of other food products</b>
		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.
	<b>108</b>		<b>Manufacture of prepared animal feeds</b>
		1080	Manufacture of prepared animal feeds
<b>11</b>			<b>Manufacture of beverages</b>
	<b>110</b>		<b>Manufacture of beverages</b>
		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
<b>12</b>			<b>Manufacture of tobacco products</b>
	<b>120</b>		<b>Manufacture of tobacco products</b>
		1200	Manufacture of tobacco products
<b>13</b>			<b>Manufacture of textiles</b>
	<b>131</b>		<b>Spinning, weaving and finishing of textiles</b>
		1311	Preparation and spinning of textile fibers
		1312	Weaving of textiles
		1313	Finishing of textiles
	<b>139</b>		<b>Manufacture of other textiles</b>
		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.
<b>14</b>			<b>Manufacture of wearing apparel</b>
	<b>141</b>		<b>Manufacture of wearing apparel, except fur apparel</b>

Division	Group	Class	Description
		1410	Manufacture of wearing apparel, except fur apparel
	<b>142</b>		<b>Manufacture of articles of fur</b>
		1420	Manufacture of articles of fur
	<b>143</b>		<b>Manufacture of knitted and crocheted apparel</b>
		1430	Manufacture of knitted and crocheted apparel
<b>15</b>			<b>Manufacture of leather and related products</b>
	<b>151</b>		<b>Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness</b>
		1511	Tanning and dressing of leather; dressing and dyeing of fur
		1512	Manufacture of luggage, handbags and the like, saddlery and harness
	<b>152</b>		<b>Manufacture of footwear</b>
		1520	Manufacture of footwear
<b>16</b>			<b>Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials</b>
	<b>161</b>		<b>Sawmilling and planning of wood</b>
		1610	Sawmilling and planning of wood
	<b>162</b>		<b>Manufacture of products of wood, cork, straw and plaiting materials</b>
		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
<b>17</b>			<b>Manufacture of paper and paper products</b>
	<b>170</b>		<b>Manufacture of paper and paper products</b>
		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
<b>18</b>			<b>Printing and reproduction of recorded media</b>
	<b>181</b>		<b>Printing and service activities related to printing</b>
		1811	Printing
		1812	Service activities related to printing
	<b>182</b>		<b>Reproduction of recorded media</b>
		1820	Reproduction of recorded media
<b>19</b>			<b>Manufacture of coke and refined petroleum products</b>
	<b>191</b>		<b>Manufacture of coke oven products</b>
		1910	Manufacture of coke oven products
	<b>192</b>		<b>Manufacture of refined petroleum products</b>
		1920	Manufacture of refined petroleum products
<b>20</b>			<b>Manufacture of chemicals and chemical products</b>
	<b>201</b>		<b>Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic</b>
		2011	Manufacture of basic chemicals
		2012	Manufacture of fertilizers and nitrogen compounds
		2013	Manufacture of plastics and synthetic rubber in primary forms
	<b>202</b>		<b>Manufacture of other chemical products</b>
		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.
	<b>203</b>		<b>Manufacture of man-made fibres</b>
		2030	Manufacture of man-made fibres
<b>21</b>			<b>Manufacture of basic pharmaceutical products and pharmaceutical preparations</b>
	<b>210</b>		<b>Manufacture of pharmaceuticals, medicinal chemical and botanical products</b>
		2100	Manufacture of pharmaceuticals, medicinal chemical and botanical products
<b>22</b>			<b>Manufacture of rubber and plastics products</b>
	<b>221</b>		<b>Manufacture of rubber products</b>
		2211	Manufacture of rubber tyres and tubes; retreating and rebuilding of rubber tyres
		2219	Manufacture of other rubber products
	<b>222</b>		<b>Manufacture of plastics products</b>
		2220	Manufacture of plastics products
<b>23</b>			<b>Manufacture of other non-metallic mineral products</b>
	<b>231</b>		<b>Manufacture of glass and glass products</b>
		2310	Manufacture of glass and glass products
	<b>239</b>		<b>Manufacture of non-metallic mineral products n.e.c.</b>
		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.
<b>24</b>			<b>Manufacture of basic metals</b>
	<b>241</b>		<b>Manufacture of basic iron and steel</b>
		2410	Manufacture of basic iron and steel
	<b>242</b>		<b>Manufacture of basic precious and other non-ferrous metals</b>
		2420	Manufacture of basic precious and other non-ferrous metals
	<b>243</b>		<b>Casting of metals</b>
		2431	Casting of iron and steel
		2432	Casting of non-ferrous metals
<b>25</b>			<b>Manufacture of fabricated metal products, except machinery and equipment</b>
	<b>251</b>		<b>Manufacture of structural metal products, tanks, reservoirs and steam generators</b>
		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
	<b>252</b>		<b>Manufacture of weapons and ammunition</b>
		2520	Manufacture of weapons and ammunition
	<b>259</b>		<b>Manufacture of other fabricated metal products; metalworking service</b>

Division	Group	Class	Description
			<b>activities</b>
		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.
<b>26</b>			<b>Manufacture of computer, electronic and optical products</b>
	<b>261</b>		<b>Manufacture of electronic components and boards</b>
		2610	Manufacture of electronic components and boards
	<b>262</b>		<b>Manufacture of computers and peripheral equipment</b>
		2620	Manufacture of computers and peripheral equipment
	<b>263</b>		<b>Manufacture of communication equipment</b>
		2630	Manufacture of communication equipment
	<b>264</b>		<b>Manufacture of consumer electronics</b>
		2640	Manufacture of consumer electronics
	<b>265</b>		<b>Manufacture of measuring, testing, navigating and control equipment; watches and clocks</b>
		2651	Manufacture of measuring, testing, navigating and control equipment
		2652	Manufacture of watches and clocks
	<b>266</b>		<b>Manufacture of irradiation, electro-medical and electrotherapeutic equipment</b>
		2660	Manufacture of irradiation, electro-medical and electrotherapeutic equipment
	<b>267</b>		<b>Manufacture of optical instruments and photographic equipment</b>
		2670	Manufacture of optical instruments and photographic equipment
	<b>268</b>		<b>Manufacture of magnetic and optical media</b>
		2680	Manufacture of magnetic and optical media
<b>27</b>			<b>Manufacture of electrical equipment</b>
	<b>271</b>		<b>Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus</b>
		2710	Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
	<b>272</b>		<b>Manufacture of batteries and accumulators</b>
		2720	Manufacture of batteries and accumulators
	<b>273</b>		<b>Manufacture of wiring and wiring devices</b>
		2731	Manufacture of fibre optic cables
		2732	Manufacture of other electronic and electric wires and cables
		2733	Manufacture of wiring devices
	<b>274</b>		<b>Manufacture of electric lighting equipment</b>
		2740	Manufacture of electric lighting equipment
	<b>275</b>		<b>Manufacture of domestic appliances</b>
		2750	Manufacture of domestic appliances
	<b>279</b>		<b>Manufacture of other electrical equipment</b>
		2790	Manufacture of other electrical equipment
<b>28</b>			<b>Manufacture of machinery and equipment n.e.c.</b>
	<b>281</b>		<b>Manufacture of general-purpose machinery</b>
		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
	<b>282</b>		<b>Manufacture of special-purpose machinery</b>
		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
<b>29</b>			<b>Manufacture of motor vehicles, trailers and semi-trailers</b>
	<b>291</b>		<b>Manufacture of motor vehicles</b>
		2910	Manufacture of motor vehicles
	<b>292</b>		<b>Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers</b>
		2920	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
	<b>293</b>		<b>Manufacture of parts and accessories for motor vehicles</b>
		2930	Manufacture of parts and accessories for motor vehicles
<b>30</b>			<b>Manufacture of other transport equipment</b>
	<b>301</b>		<b>Building of ships and boats</b>
		3011	Building of ships and floating structures
		3012	Building of pleasure and sporting boats
	<b>302</b>		<b>Manufacture of railway locomotives and rolling stock</b>
		3020	Manufacture of railway locomotives and rolling stock
	<b>303</b>		<b>Manufacture of air and spacecraft and related machinery</b>
		3030	Manufacture of air and spacecraft and related machinery
	<b>304</b>		<b>Manufacture of military fighting vehicles</b>
		3040	Manufacture of military fighting vehicles
	<b>309</b>		<b>Manufacture of transport equipment n.e.c.</b>
		3091	Manufacture of motorcycles
		3092	Manufacture of bicycles and invalid carriages
		3099	Manufacture of other transport equipment n.e.c.
<b>31</b>			<b>Manufacture of furniture</b>
	<b>310</b>		<b>Manufacture of furniture</b>
		3100	Manufacture of furniture
<b>32</b>			<b>Other manufacturing</b>
	<b>321</b>		<b>Manufacture of jewelry, bijouterie and related articles</b>
		3211	Manufacture of jewelry and related articles
		3212	Manufacture of imitation jewelry and related articles
	<b>322</b>		<b>Manufacture of musical instruments</b>
		3220	Manufacture of musical instruments

Division	Group	Class	Description
	<b>323</b>		<b>Manufacture of sports goods</b>
		3230	Manufacture of sports goods
	<b>324</b>		<b>Manufacture of games and toys</b>
		3240	Manufacture of games and toys
	<b>325</b>		<b>Manufacture of medical and dental instruments and supplies</b>
		3250	Manufacture of medical and dental instruments and supplies
	<b>329</b>		<b>Other manufacturing n.e.c.</b>
		3290	Other manufacturing n.e.c.
<b>33</b>			<b>Repair and installation of machinery and equipment</b>
	<b>331</b>		<b>Repair of fabricated metal products, machinery and equipment</b>
		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
	<b>332</b>		<b>Installation of industrial machinery and equipment</b>
		3320	Installation of industrial machinery and equipment

## Section D Electricity, gas, steam and air conditioning supply

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

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

<b>36</b>			<b>Water collection, treatment and supply</b>
	<b>360</b>		<b>Water collection, treatment and supply</b>
		3600	Water collection, treatment and supply
<b>37</b>			<b>Sewerage</b>
	<b>370</b>		<b>Sewerage</b>
		3700	Sewerage
<b>38</b>			<b>Waste collection, treatment and disposal activities; materials recovery</b>
	<b>381</b>		<b>Waste collection</b>
		3811	Collection of non-hazardous waste
		3812	Collection of hazardous waste
	<b>382</b>		<b>Waste treatment and disposal</b>
		3821	Treatment and disposal of non-hazardous waste
		3822	Treatment and disposal of hazardous waste
	<b>383</b>		<b>Materials recovery</b>
		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
	<b>464</b>		<b>Wholesale of household goods</b>
		4641	Wholesale of textiles, clothing and footwear
		4649	Wholesale of other household goods
	<b>465</b>		<b>Wholesale of machinery, equipment and supplies</b>
		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
	<b>466</b>		<b>Other specialized wholesale</b>
		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.
	<b>469</b>		<b>Non-specialized wholesale trade</b>
		4690	Non-specialized wholesale trade
<b>47</b>			<b>Retail trade, except of motor vehicles and motorcycles</b>
	<b>471</b>		<b>Retail sale in non-specialized stores</b>
		4711	Retail sale in non-specialized stores with food, beverages or tobacco predominating
		4719	Other retail sale in non-specialized stores
	<b>472</b>		<b>Retail sale of food, beverages and tobacco in specialized stores</b>
		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
	<b>473</b>		<b>Retail sale of automotive fuel in specialized stores</b>
		4730	Retail sale of automotive fuel in specialized stores
	<b>474</b>		<b>Retail sale of information and communications equipment in specialized stores</b>
		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
	<b>475</b>		<b>Retail sale of other household equipment in specialized stores</b>
		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
	<b>476</b>		<b>Retail sale of cultural and recreation goods in specialized stores</b>
		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
	<b>477</b>		<b>Retail sale of other goods in specialized stores</b>
		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
	<b>478</b>		<b>Retail sale via stalls and markets</b>
		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
	<b>479</b>		<b>Retail trade not in stores, stalls or markets</b>
		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

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

Division	Group	Class	Description
	<b>532</b>		<b>Courier activities</b>
		5320	Courier activities

## Section I Accommodation and food service activities

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

## Section J Information and communication

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

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

## Section K Financial and insurance activities

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

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

## Section L Real estate activities

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

## Section M Professional, scientific and technical activities

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

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

## Section N Administrative and support service activities

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

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

<b>84</b>			<b>Public administration and defence; compulsory social security</b>
	<b>841</b>		<b>Administration of the State and the economic and social policy of the community</b>
		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
	<b>842</b>		<b>Provision of services to the community as a whole</b>
		8421	Foreign affairs
		8422	Defense activities
		8423	Public order and safety activities
	<b>843</b>		<b>Compulsory social security activities</b>
		8430	Compulsory social security activities

## Section P Education

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



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

## Section Q Human health and social work activities

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

## Section R Arts, entertainment and recreation

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

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

## Section S Other service activities

<b>94</b>			<b>Activities of membership organizations</b>
	<b>941</b>		<b>Activities of business, employers and professional membership organizations</b>
		9411	Activities of business and employers membership organizations
		9412	Activities of professional membership organizations
	<b>942</b>		<b>Activities of trade unions</b>
		9420	Activities of trade unions
	<b>949</b>		<b>Activities of other membership organizations</b>
		9491	Activities of religious organizations
		9492	Activities of political organizations
		9499	Activities of other membership organizations n.e.c.
<b>95</b>			<b>Repair of computers and personal and household goods</b>
	<b>951</b>		<b>Repair of computers and communication equipment</b>
		9511	Repair of computers and peripheral equipment
		9512	Repair of communication equipment
	<b>952</b>		<b>Repair of personal and household goods</b>
		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
<b>96</b>			<b>Other personal service activities</b>
	<b>960</b>		<b>Other personal service activities</b>
		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

<b>97</b>			<b>Activities of households as employers of domestic personnel</b>
	<b>970</b>		<b>Activities of households as employers of domestic personnel</b>
		9700	Activities of households as employers of domestic personnel
<b>98</b>			<b>Undifferentiated goods- and services-producing activities of private households for own use</b>
	<b>981</b>		<b>Undifferentiated goods-producing activities of pvt. households for own use</b>
		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

---

**ANNEX –III**

**LIST OF SOME IMPORTANT TECHNICAL/VOCATIONAL COURSES**

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

**LIST OF COUNTRY'S NAME AND CODE**

01	<b>AGHANISTAN</b>	024	<b>IRAQ</b>	047	<b>SINGAPORE</b>
02	<b>ALGERIA</b>	025	<b>IRELAND</b>	048	<b>SOUTH AFRICA</b>
03	<b>ARGENTINA</b>	026	<b>ITALY</b>	049	<b>SPAIN</b>
04	<b>AUSTRALIA</b>	027	<b>JAPAN</b>	050	<b>SRI LANKA</b>
05	<b>AZERBAIJAN</b>	028	<b>JORDAN</b>	051	<b>SUDAN</b>
06	<b>BAHRAIN</b>	029	<b>KAZAKISTAN</b>	052	<b>SWEDEN</b>
07	<b>BANGLADESH</b>	030	<b>KENYA</b>	053	<b>SWITZERLAND</b>
08	<b>BELGIUM</b>	031	<b>KOREA</b>	054	<b>SYRIA</b>
09	<b>BURMA</b>	032	<b>KUWAIT</b>	055	<b>TAIWAN</b>
10	<b>BRAZIL</b>	033	<b>LEBANON</b>	056	<b>THAILAND</b>
011	<b>CANADA</b>	034	<b>LIBYA</b>	057	<b>TURKEY</b>
012	<b>CHINA</b>	035	<b>MALAYSIA</b>	058	<b>TURKMENISTAN</b>
013	<b>COLOMBIA</b>	036	<b>MAYANMAR</b>	059	<b>UNITED KINGDOM</b>
014	<b>DENMARK</b>	037	<b>MEXICO</b>	060	<b>U.A.E</b>
015	<b>DUBAI</b>	038	<b>MUSKAT (OMAN)</b>	061	<b>UNITED STATES</b>
016	<b>EGYPT</b>	039	<b>NEPAL</b>	062	<b>YEMEN</b>
017	<b>FRANCE</b>	040	<b>NETHERLAND</b>	063	<b>ZIMBABWE</b>
018	<b>GERMANY</b>	041	<b>NEW ZEALAND</b>	064	<b>OTHERS</b>
019	<b>GREECE</b>	042	<b>NORWAY</b>		
020	<b>HONG KONG</b>	043	<b>PHILIPPES</b>		
021	<b>INDIA</b>	044	<b>QATAR</b>		
022	<b>INDONESIA</b>	045	<b>RUSSIA</b>		
023	<b>IRAN</b>	046	<b>SAUDI ARABIA</b>		