PSLM

Pakistan Social & Living Standards Measurement Survey, District Level (2019-20)

MANUAL OF INSTRUCTIONS

JULY 2019

Pakistan Bureau of Statistics
Ministry of PD&R
Government of Pakistan
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Contents

INTRODUCTION

i.   OBJECTIVES OF THE MANUAL

This manual serves as a basic reference guide for the interviewers of the household questionnaire of the Pakistan Social & Living Standards Measurement (PSLM) district level survey 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.

Concepts and definitions are made a part of the explanation of the questions where apply instead of giving separately. It is experienced that enumerators, generally, see the explanation of the question and ignore reading the logic or concept behind it.

The questionnaire consists of short set of core questions to be administered to randomly selected households. The conceptual framework within which the core list of indicators has been developed is that, to cover poor communities and households to improve their living standards. The PSLM survey at district level therefore focuses the collection of data that measure access, utilization and satisfaction for a selected number of key social and economic indicators

ii.   PAKISTAN SOCIAL & LIVING STANDARDS MEASUREMENT SURVEY (PSLM)

The Pakistan Social & Living Standards Measurement Survey (PSLM) 2019-20, 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, Migration & Disability, Education, ICT, Health, Employment & Income, Housing, Water Sanitation and Hygiene, Solid Waste Management, Assets in possession, Durable Items Owned by Household, Immunization & Diarrhoea, Pre & Post-natal care, Food Insecurity Experience Scale (FIES) and Benefits from Services and Facilities.

The PSLM 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 enumerators/supervisors based in various regional/field offices of PBS across the country.

iii.   PSLM SURVEY QUESTIONNAIRE FRAMEWORK

The questionnaire is very short, consisting of 20 pages. The survey is easily administrated and average interview time will be around 45 minutes. Most of the questions are multiple choice questions that require only a single coded answer. The interview is based on a single visit to the household. In certain parts of the questionnaire information is collected from individual household members, other relates to the household as whole. A single household member can answer most of the questions.

An important feature of the questionnaire is that, number of indicators that can be produced is limited, , but all could be computed at relatively disaggregated level so

that comparison could 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; ICT indicators; proportion of children immunized; proportion of households with access to water and sanitation; Use and satisfaction of facilities & services, migration and disability etc.

There are fifteen sections in total, which are list of Household Members, Migration and Disability, Education, ICT, Health, Employment & Income, Housing, Water Sanitation and Hygiene, Solid Waste Management, Assets in possession, Durable Items Owned by Household, Immunization & Diarrhoea, Pre & Post-natal care, Food Insecurity Experience Scale (FIES) and Benefits from Services and Facilities.

On the face sheet write the 7 digit processing code of the sample area whose last two digits are the household number. After household code mention the number of questionnaires used for the household. Write the name and address of the head of the household. You may need it to verify or correct the contents from the household at a later stage.

iv.   INTERVIEWER'S ROLE

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

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

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

These points will be described in detail throughout the manual.

v.   SUPERVISION OF INTERVIEWERS

Observation and supervision throughout the fieldwork are part and parcel of data collection process. Supervisors will play very important roles in ensuring the quality of the PSLM data. They will:

- Spot-check some of the addresses selected for interviewing to be sure that enumerators interviewed the correct households and the correct person.
- Review each questionnaire to be sure it is complete and consisted.
- 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.   BULDING RAPPORT WITH THE RESPONDENT

The supervisor will assign an interviewer to make the first contact with each of the households selected for the PSLM. Any capable <u>adult member of the household</u> 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 first impression of enumerator will influence the respondents and their willingness to cooperate with them. 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, Councilor and Imam Masjid, who may inform selected households in the area that you will be coming to interview them. You may also be given a letter and identification badge that states that you are working in PBS.

1.   Make a good first impression.

When you reach at the household, do your best to make a respondent feel easy. 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 approach, and do not use words such as "Are you too busy?" such questions invite refusal before you start. Rather, tell the respondent, "I would like to ask you a few questions" or "I would like to talk with you for a few moments.

4.   Confidentiality of responses when necessary.

If the respondent is hesitant about responding to the interview or asks what the data will be used for, explain that the information you collect will remain confidential, no individual names will be used for <u>any</u> purpose, and all information will be grouped together to write a report. Also, you should never mention other interviews or show

completed questionnaires to the supervisor or field editor in front of a respondent or any other person.

5.   Answer any questions from the respondent frankly.

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

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

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

6.   Interview the respondent alone.

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

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

If it is impossible to get privacy, you may have to carry out the interview with the other people present. However, in such circumstances, it is important that you remember that, you must omit certain questions which you are instructed in the questionnaire to ask <u>only</u> 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 him/her by saying something like "I suppose you mean that . . . Is that right? In many cases, he/she will agree with your interpretation of her answer, even when that is not what he/she meant. Rather, you should probe in such a manner that the respondent herself comes up with the relevant answer. You should never read out the list of coded answers to the respondent, even if he/she has trouble answering.

3. Do not change the wording to the respondent.

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

4. Handle hesitant respondents tactfully.

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

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

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

5. Do not form opinion about your respondent.

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

6. Do not hurry the interview.

Ask the questions slowly to ensure the respondent understands what they are being asked. After you have asked a question, pause and give them time to think. If the respondent feels hurried or is not allowed to formulate their own opinion, they may respond with "I don't know" or give an inaccurate answer. If you feel the respondent is answering without thinking just to speed up the interview, say to the respondent, "There is no hurry. Your respondent is in a hurry to go somewhere or to perform some work, better would be to take an appointment from him/her for your next visit. However, your

first preference should be to complete interview once you visit a household for the first time or have started the interview.

C.   LANGUAGE OF THE INTERVIEW

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

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

If all possible, try to avoid using interpreters since this not only jeopardizes the quality of the interview but also will mean that the interview will take more time to conduct. However, if the respondent does not speak a language which any of your team members speak, you will need to rely on a third person to translate for you. <u>Since the interview involves some sensitive topics related to women, it is best if you can find another woman to act as an interpreter if you are conducting the female interview. You should not use the respondent's husband as an interpreter under any circumstances. Children are also unsuitable interpreters.</u>

vii.   FRAMEWORK PROCEDURES

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

A.   PREPARING ACTIVITIES

1.   Making Callbacks

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

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

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. Your personnel identification
   d. Hard board for holding questionnaire and for writing
   e. Pencils, erasers, sharpeners, blue pen and calculator

B. CONTACTING HOUSEHOLDS AND ELIGIBLE RESPONDENTS

1. Locating sample households

In recent months, household listing teams visited each of the selected sample clusters to:
Prepare up-to-date maps to indicate the location of structures.
- Record addresses information for each structure or described their location (for areas lacking street names or numbers on structures).
- Write numbers on structures; and
- Make a list of the names of the heads of households in all of the structures.

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

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

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

2. Identifying eligible respondents for interview

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

3. Problems in interviewing

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

- Eligible respondent is not available. If the eligible respondent is not at home when you visit, enter Code '2' (NOT A HOME) as the result for the visit on the cover sheet and ask a neighbour or family member when the respondent will return. You should contact the household at least three times, trying to make each visit at a different time of day. Under no circumstances is it acceptable to conduct all three visits on the same day and then stop attempting to contact respondent.

- Respondent refuses to be interviewed. The respondent's availability and willingness to be interviewed will depend in large part on the initial impression you make when you meet them. Introduce yourself and explain the purpose of the visit. You may emphasize the confidentiality of the information 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 a information about the status of interview.

C.   CHECKING COMPLETED QUESTIONNAIRES

It is the responsibility of the interviewer to review each questionnaire when the interview is finished. This review should be done before you leave the household so that you can be sure every appropriate question was asked, that all answers are clear and reasonable, and that your handwriting is legible. Also check that you have followed the skip instructions correctly. You may be able to make minor corrections yourself, but any in many cases 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 ASSGINMENTS

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

interview with an eligible respondent. For difficult cases, at least three visits will be a made to a household during the PSLM in an effort to obtain a completed interview.

E.   DATA QUALITY

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

vii.   GENERAL PROCEDURES FOR COMPLETING THE QUESTIONNAIRE

To collect the information needed by the PSLM, you must understand how to ask each question, what information is being attempted to collect through this question, 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 PSLM 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 hearing or understanding the question. At time you may need to repeat the question to be sure the respondent understands it. In those cases, do not change the wording of the question but repeat it exactly as it is written.

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

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

B.   RECORDING RESPONSES

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

1.   Questions with pre-coded 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, pre-coded responses will include an 'OTHER' category. The 'other' code should be written when the respondent's answer is different from any of the pre-coded 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 room, use the margins or the comments section at the

end. If you use the comments section, write, "see note in comments section" next to that question.

C.   CORRECTING MISTAKES

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

D.   FOLLOWING INSTRUCTIONS

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

Skip instructions

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

E.   CHECKING COMPLETED QUESTIONNAIRES

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

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

F.   COMPLETING THE HOSEHOLD QUESIONNAIRE

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 enumerator will record status of interview whether it is Completed, Partially refusal, Refusal or Non-Contacted. Then record your observation about the behavior of the respondent whether it is Co-operative, Normal, Reluctant/Hesitant or Non-serious/Talkative. Then Enumerator will then record code of language, in which he/she is interviewing then the distance of the sample area (PSU) from the office in kilometers. Supervisor will write his name, code and date of supervision. Editor will record his/her name, code and date of editing this questionnaire. Chief SO/Supervisor/Enumerator will record remarks, if there are any, to explain situation. If there is refusal case, supervisor will give remarks after contacting the person/ household.

SECTION B-1: HOUSEHOLD INFORMATION

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 10 in roster. If an extra sheet is needed, the number will be in continuation of the previous number i.e., 11, 12, 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. While using extra questionnaire write the number of questionnaires you have used for particular family.

1- Name of household members who "<u>usually live and eat here together</u>". 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 **<u>single person household</u>** or **<u>a multi-person household</u>**

<u>Single person household</u> 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.

<u>Multi-person household</u> 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 **<u>live and eat together and have no usual place of residence elsewhere.</u>**

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 exclude as household members

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 that 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 Households members of one Household.

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

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

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

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

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

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

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

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

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

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

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

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

Always ask who the head of HH from the HH members is. Fill in the relationship to the household head for each person listed in Q.1 as per codes. As mentioned above, if there are more than 12 names to be written on the roster, ask your supervisor to provide an additional sheet or questionnaire. In the second sheet or questionnaire, remember to re-number the individual ID codes e.g., 13 onwards in questionnaire.

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

Ask from respondent that why he/she is considering him/her as the head of household. The codes for the question are as follows:-
    Main economic provider=01,   Main provider away for work=02,
    Family Elder=03,   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.

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

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

For individuals over 10 years of age:

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

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

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

For children under 10 years of age:

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

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

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

Unmarried/Never Married=1, currently Married=2, Widow/Widower=3, Divorced=4, Separated=5, Nikkah has been solemnized 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 solemnized 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, 6) skip to Q.8.

8. Copy ID Code of his spouse. Q.8 will be filled for those persons who are currently married. If there are 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. Only those members who have reported 1 in Q.11 will be interviewed in next all sections

SECTION B-2: MIGRATION & DISABILITY
Ask to all household members

MIGRATION

All questions are asked to each household member.

1. Did you born in this District?

Yes =1 If answer is "yes" go to Q-6

No=2

These questions are asked to all usual household members If the respondent says that he/she has been living there since birth or always, record '1' and then skip to Q-6. If "NO" continue asking following question in next column.

2. In which District did you born?

(Enter three digit District code given in manual)
Rural =1
Urban =2

Question-2 ascertains for the birth district of household members if not born in the same district currently residing in. Write the three digit code of the district in the space provided along with specifying urban/rural status of that area in respective columns.

3. In which year did you move last time to this district?

The purpose of Question-3 is to record the most recent year of movement. Ask in which year he/she first moved to this city/district, and record the year.

4. From where did you move to this district last time?

(Enter three digit District code given in manual)
Rural =1
Urban =2

Question-4 ascertains the place of origin where from respondent moved to the current location. Write the three digit code of the district in the space provided along with specifying urban/rural status of that area in respective columns.

5. What was the primary reason of migration?

This question is to record primary reason for migration, enter the main and the most appropriate reason given by household. Reasons are as under.

Better Economic Opportunities=1, Marriage=2, Accompany Family=3, Education=4, Job/Transfer in job=5, Law & order situation=6, Natural Disaster=7, Other=8, Don't know=9.

DISABILITY

Disability is an umbrella term for impairments, activity limitations and participation restrictions. It is impossible to describe in one or two sentences, partly because it covers a huge range of things and also touches a large number of people. It is likely to affect everyone at some stage in their lives. Generally, a disability is inability or great difficulty in performing one or more major life activities in the person's current social environment, either because of a physical, mental, or psychological illness, or impairment with any part of the body, such as a missing, or damaged part of the body.

Major life activities include the following:

1. Having a full range of movement while standing, lifting, walking and so forth,
2. Having intact senses (vision, hearing, touch, smell, taste, balance),
3. Communicating with others (speaking and writing),
4. Learning and working,
5. Caring for oneself in hygiene and homemaking,
6. Using mental processes such as thinking, concentrating, and problem solving,
7. Interacting with others and developing and maintaining relationships.

All questions are asked for each household member. The questions ask about **difficulty with vision, hearing, communicating/understanding, memory or concentration, walking, and the capacity to undertake basic activities such as washing or dressing.** If a person is experiencing difficulty in any of the areas, information is sought about the degree of difficulty that he/she has.

Having difficulty with an activity means:

- Being unable to perform the function
- Increased effort to perform the function
- Discomfort or pain when performing the function
- Slowness in performing the function

The answer categories are set up so that the respondent can indicate the level of difficulty.

1. No difficulty.
2. Yes, some difficulty.
3. Yes, a lot of difficulty.
4. Cannot do at all.

There are eight main questions and each question starts with an introduction asking about specific functions.

1. SEEING:

Seeing refers to an individual's capacity to perceive or observe what is happening around them.

6. Do you have difficulty seeing, even if wearing glasses?

The purpose of this question is to identify persons who have vision difficulties or problems of any kind even when wearing glasses or contact lenses (if they wear glasses/contacts). They can have a problem seeing things close up or far away. They

may not be able to see out of one eye or they may be only able to see directly in front of them, but not to the sides. Any difficulty with vision that they consider a problem should be captured.

People with difficulty seeing may be born with this difficulty or acquire one later in life. It is important to note that most people who are registered blind may retain partial sight; only a very small percentage are totally blind. People who have difficulty seeing may have different degrees of sight and their difficulty may differ. Some people may have blurred vision, or may not be able to judge distances and speed, or to distinguish between objects that have a similar color or shape. Others who have difficulty seeing may only see things that are very close, or have a restricted range of vision, such as tunnel vision and no peripheral vision.

If a respondent is hesitant about the degree of difficulty a household member/visitor experiences, ask them for their best judgment.

2. **HEARING:**

Hearing refers to an individual's capacity to know what is being said to them or the sounds of activity, including danger that is happening around them.

7. Do you have difficulty hearing, even if using a hearing aid?

The purpose of this question is to identify persons who have some hearing limitation or problems of any kind with their hearing even when using a hearing aid (if they wear a hearing aid). They can have a problem hearing only when they are in a noisy environment, or they may have problems distinguishing sounds from different sources. They may not be able to hear in one ear or both. Any difficulty with hearing that they consider a problem should be captured.

3. **WALKING, CLIMBING STEPS:**

Walking refers to an individual using his/her legs in such a way as to propel themselves over the ground to get from point A to point B. The capacity to walk should be without assistance of any device or human. If such assistance is needed, the person has difficulty walking.

8. Do you have difficulty walking or climbing steps?

The purpose of this question is to identify persons who have some limitation or problems of any kind getting around on foot. It may or may not contribute to difficulty in doing their daily activities. They can have a problem walking more than a block, or short or long distances, or the problem can be that they can't walk up or down steps without difficulty. They may not be able to walk any distance without stopping to rest or they may not be able to walk without using some type of device such as a cane, a walker, or crutches. In some instances, they may be totally unable to stand for more than a minute or two and need a wheelchair to get from place to place.

The causes of difficulty walking or climbing steps might have started at birth or might be acquired later in life. The causes can vary widely, and can affect the person's bones, muscles, joints, nerves, tendons, spinal cord, sensory organs, and/or the brain. The condition leading to the difficulty can be stable or degenerative (as in the case of multiple sclerosis) and may render individuals unable to perform the same range of physical activities that those without these difficulties do and, consequently, they may face barriers of access.

4. <u>REMEMBERING AND CONCENTRATING:</u>

Remembering refers to an individual using his/her memory capacity in order to recall what has happened around them. It means the individual can bring to mind or think again about something that has taken place in the past (either the recent past or further back). In connection with younger people, remembering is often associated with storing facts learned in school and being able to retrieve them when needed.

Concentrating refers to an individual using his mental ability to accomplish some task such as reading, calculating numbers, learning something. It is associated with focusing on the task at hand in order to complete the task. It is the act of directing ones full attention to one subject or to focus without distraction on one thing.

9. Do you have difficulty remembering or concentrating?

The purpose of this question is to identify those who have some problems with remembering or concentrating. They can have a problem finding their way around, or the problem can be that they can't concentrate on what they are doing, or they may forget where they are or what month it is. They may not remember what someone just said to them or they may seem confused or frightened about most things. Any difficulty with remembering, concentrating or understanding what is going on around them should be captured. We do not intend to capture difficulties remembering or concentrating because of common everyday situations such as high workload or stress, or as a result of substance abuse.

5. <u>WASHING and DRESSING:</u>

Washing all over refers to the process of cleaning one's entire body (usually with soap and water) in the usual manner for the culture.

Dressing refers to all aspects of putting clothing or garments on the upper and lower body including the feet if culturally appropriate.

10. Do you have difficulty (with self-care) such as washing all over or dressing?

The purpose of this question emphasize to identify persons who have difficulty with taking care of themselves independently. Washing and dressing represent tasks that occur on a daily basis and are basic activities. Note if the person is using an assistive device or has a person to help them with this function, it is highly likely they have difficulty with self-care. Washing all over refers to the process of cleaning one's entire body (usually with soap and water) in the usual manner for the culture. Dressing refers to all aspects of putting clothing or garments on the upper and lower body including the feet if culturally appropriate. Gathering clothing from storage areas (i.e. closet, dressers) , securing buttons, tying knots, opening and closing zippers, etc., are example of aspects of dressing that could be considered by the respondent. The aspects of dressing should be age and culturally appropriate.

6. <u>COMMUNICATING: UNDERSTANDING AND BEING UNDERSTOOD:</u>

Communicating refers to person exchanging information or ideas with other people through the use of language. They may use their voices for their exchange or make signs or write the information they want to exchange.

11. Using your usual (customary) language, do you have difficulty communicating, for example understanding or being understood?

The purpose of this question is to identify persons who have some problems with talking, listening or understanding speech. They can have a problem making themselves understood, or the problem may be that they can't understand people who talk to them or try to communicate with them in other ways. Sometimes they can be understood by members of the household who are familiar with them, but have difficulty to be understood outside the household.

Some people with speech and language disabilities may have difficulties in articulating sounds or understanding and formulating thoughts in spoken words. These difficulties may be immediately perceptible, or they may not emerge until discussion focuses on more abstract matters. Difficulties in speech and language may be associated with particular conditions, e.g. when the facial muscles are affected, as in stroke and cerebral palsy.

SECTION C-1 (PART A & B): EDUCATION
All Males and Females 3 Years of Age and Older

This Section is based on two parts:

- **Part A: Literacy and Vocational Training**
- **Part B: Formal Education**

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. It is logical that if a person cannot read simple Statement, then 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 that person 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

PART B: FORMAL EDUCATION

Formal education implies academic training in an institution e.g., Government School/Institute; Private School/Institute; Deeni madrassa or religious school; Schools/Institution sponsored by NGOs, Welfare Foundations or other organizations; Non Formal Basic Education School or any other institute of formal learning, if identified.
NOTE: 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/institution = 1 (If age is > 20 ➜ Next Person)
> Attended school/institution in the Past = 2 (➜3 to 10)
> Currently attending School/institution = 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 categorized 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 and interview of particular person will be completed for part B
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 and he will be treated as never been to school. 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 (Recognized Institute) than he will consider as formally enrolled in educational institute. "**In Recognized 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" i.e code 1 in Q.1 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.

Too expensive =01   Too far away =02   Poor teaching/behavior =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 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/institution in the Past (Q 1, code = 2)" responses only.

3. What type of school/institution 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 categorized 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=01, Class 2=02, Class 3=03, Class 4=04,   Class 5=05, Class 6=06, Class 7=07, Class 8=08, Class 9/O-Level=09, Class 10/O-Level =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.Class 12 completed 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 year's 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/institution last year?   Yes = 1   No =2 ($\rightarrow$ Q.10)
Response from the question will help to determine the dropout 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 … enroll 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/institution (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 and Q.18 must be blank.

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 schooling?

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. Which 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/institution 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, write 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 Play group, Nursery and prep 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 prep). 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 number of months spent. This question will not be asked for person currently enrolled in 25, 26, and 27 (play group nursery and prep).

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 Km. If the distance is more than 2 Km but up to 5 Km, give code 2 and so on for all the remaining distance codes. If someone is living in hostel, give code 7. **If a person's report code =6 (privately) in Q.13 then Q.18 must be blank.**

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 2019, the school expenses for the period March 2018 to February 2019 will be included which will cover parts of two school years.

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

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

The categories of school expenses are as follows:

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

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

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

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

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

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

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

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

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

SECTION C-2: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Ask from all Household Members

MEASURING ICT ACCESS AND USE BY HOUSEHOLDS AND INDIVIDUALS

- These questions to be asked to all household members.
- Computer and internet in this section are not with reference to the ownership.
- 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.

1. Have you used a computer (desktop, laptop, tablet or similar) in the last three months? 1. Desktop 2. Laptop/note pad   3.Tablet/I pad   4.Other   5.No.

- -**Desktop**: a computer that usually remains fixed in one place; normally the user sets in front of it, behind the keyboard.
- -**Laptop/Note Pad:** (portable) computer: a computer that is small enough to carry and usually enables to perform the same tasks as a desktop computer; it includes notebooks and notepad but does not include tablets and similar handheld gadgets.
- -**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.

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

2. Where did you use a computer (desktop, laptop, tablet or similar)?

Ask from which location computer has been used if codes are 1 to 4 in Q.1.
Yes at

1. Home   2. Work place   3. Education place   4. Others specify

    Probe about location and record the code if codes are 1 to 4 in Q.1

3. Which of the following computer-related activities have you carried out in the last three months?

-This question is only asked to individuals who used a computer, laptop, tablet etc. 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 and report code 12, then left the all other columns blank. Skip Q.4 and ask Q.5

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

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
-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.
-**Smartphones** are a class of mobile phones and of multi-purpose mobile computing devices. They are distinguished from feature phones by their stronger hardware capabilities and extensive mobile operating systems, which facilitate wider software, internet (including web browsing[1] over mobile broadband), and multimedia functionality (including music, video, cameras, and gaming), alongside core phone functions such as voice calls and text messaging. Smartphones typically include various sensors that can be leveraged by their software, such as a magnetometer, proximity sensors, barometer, gyroscope and accelerometer, and support wireless communications protocols such as Bluetooth, Wi-Fi, and satellite navigation.

6. Have you used a _____ in 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 and for Code 3 in Q-6 ask Q-7

7.   Why you are not using mobile phone?

   If code is 3 in Q.6 ask about reason for not using Mobile/Smart Phone ask about reason for not using Mobile or Smart 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.

8. Did you use the Internet in the last three 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.

    1. Yes   2. No
    Record the code after probing, **If code=2 then Go to Q-11**

9. Where did you use the Internet during 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 columns blank.

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 tele centers, 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 location (please specify)**
9. **All of the above**

10. How many times did you typically use the Internet during the last three months?

    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

If Code=1 in Q. 8 then after asking Q.10 Go to Q.13

11. Did--- use the Internet from any location in the last twelve months?
   1. Yes   2. No
  If code=2 then Go to Q-14

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 tele centers, 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 and left the other columns empty.

13. For which purpose did you use the internet in the last 12 months? (Maximum 6 options)

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 research**
   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
    iii. On injury, disease, nutrition etc
    iv. Getting information about goods or services
    v. Getting information from general government organizations
    vi. 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.

14. Why you are not using internet in the last 12 months? (Maximum 3 Options)

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

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

SECTION D: HEALTH

Purpose of Section

A key aspect of household welfare is ability to seek access to medical care when required. The questionnaire will collect data on reasons for requiring medical attention, frequency of use of health services, satisfaction with services provided, and in a later section, access to health services.

1. Had (Name) been sick or injured during last 2 weeks? Yes=1, No=2
(if No -→ next person)

This question is meant to capture those persons who were (or were recently) sick or injured, and therefore unable to engage in their normal activities. The interviewer will first determine whether or not the person is sick or injured at some time in the two weeks prior to the interview. Next, **the interviewer should determine what the person's main activity normally is (i.e. work, school, or caring for the family), and finally, whether the illness or injury prevented the person from performing that activity.** If the illness was minor enough not to prevent the person from working (or going to school, or caring for the family, etc. then the answer would be NO, and the interviewer would skip to next person.

This question applies to all the household members. Except those who have a minor ailment just like common cold etc. Here, identify all the sick and injured people, whether or not they receive care. If the response is "NO" then skip to next person else continue.

2. Did (Name) consult anyone for this illness? Yes=1, No=2 (if No →Q6)

An affirmative response (yes=1) is recorded for anyone who saw a health provider for any medical reason within the two weeks prior to the interview. For person who did not consult a health provider, the interview will skip to question-6. A health provider includes a doctor, nurse, pharmacist, health professional, dentist or traditional healer. If a mother took her sick child to doctor, the affirmative response will be recorded for the child, not the mother.

Answer 1(yes) for that person who were sick /injured in Q-1 and have has sought medical treatment. "2(NO)" for those who were sick but were unable to get medical treatment. Skip to Q-6 if the response is "2(NO)".

3. What kind of healthcare provider did he/she visit?

This question is for those persons who sought advice or treatment from a health provider. The interview will need to determine from the respondent in what type of place the provider was located. For example, if the person saw a doctor in a hospital, the interview will need to determine whether it was a government or a private hospital. The interview will record only one response. Codes for Q-3 are as follows

Private Dispensary/ Hospital =1
Private Dispensary /Hospital/Doctor: 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.

Government Dispensary/Hospital =2

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, Mustafa bad, Tehsil and District Kasur Punjab having 18 beds.
Dispensary: A dispensary is an institution having less than ten beds.

RHC/BHU (Rural Health Center /Basic health Unit) = 3
Basic Health Unit: 4 Basic Health Units are attached to a Rural Health Centre. A Basic Health Unit (BHU) is provided to serve about 10,000 populations. A Basic Health Unit is responsible for basic primary health care which, among other things includes midwifery, children immunization, diarrhoea diseases, malaria control, child spacing and school health services within its areas.
Rural health center: Rural Health Centre: 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 Centers are linked with Tehsil hospitals / District hospitals, which provide more extensive medical facilities.

LHV/LHW (Lady Health visitor /Lady Health Worker) =4
Lady Health Worker: Lady Health Worker visits door-to-door and offers advice and treatment to women in primary health care and family planning.
Lady Health Visitor: LHVs as a specific cadre of health care provider have existed in Pakistan since 1951. They provide a variety of services to urban and rural communities, including basic nursing care, maternal child health services, and training of community workers.

Hakeem/ Herbalist (Herbalist/Hakeem are health practitioners who prescribe herbs as medicine) =5
Homeopath (Homeopath is the practitioner who prescribes homeopathic medicines) =6

Chemist /pharmacy (Supplies only medication and has no medical personnel) =7
Faith Healer (Faith Healer is an elderly person in the locality with traditional experience in treating experience in treating illness and is recognized by the people in the area) =8
Other=9

Different kinds of health care services are listed above. Choose the one used LAST and select only one response.

4. How many times did he/she visit healthcare provider during the last 2 weeks?

This question refers to the health provider mentioned in question-3. The interviewer will determine how many times the household member went to the health provider within the two week prior to the interview, and mark the appropriate code/ category. If the mother took her sick child to doctor twice, the two visits will be recorded for the child, not the mother.

Record the response in two digits that how many times use the above service.

5. Did he/she face any problem(s) at the time of visit? Give maximum two answers (Go to next person)

This question refers to the health provider mentioned in question-3. The interviewer is to listen carefully to the respondent, and determine which category applies. If more than one category applies, the interviewer is to record all that apply. If the person had no problems with the services, the interviewer will record "1(NO problem/satisfied)" and if no listed category applies the interviewer will record "11 (other)". **This questions will be asked for household members with a 1(yes)**

response to question Q.2 (they did consult a health provider within the two week prior to the interview).

If a mother took her sick child to doctor and was dissatisfied with the services because she had to wait too long before being able to see the doctor, it may be the mother who was dissatisfied, but the problem will be record for the child, the one for who medical care was sought. Codes for Q-5 are as follows.

Satisfied=1, Doctor not present=2, Staff non-cooperative =3, Lady staff not present=4, Lack of Cleanliness=5, Long wait=6, Costly treatment=7, Staff untrained=8, Medicines not available=9, Unsuccessful treatment =10, Other=11.

Based on the last visit, what is the level of satisfaction with the health service used, probe carefully, and select not more than 2 answers from the list. If Code 1 is reported in 1st column, 2nd column will be left blank.

6. Why he/she did not seek medicines/medical facilities during last two weeks? (Give maximum two answers)

Not required=1, Costly treatment =2, Far away=3, Unsatisfactory=4, Doctor not present =5, Staff non-cooperative =6, Lady Staff not present =7, No cleanliness=8, Long wait=9, Staff untrained=10, Medicines not available=11, others=12.

This question is only asked of persons who did not consult a health provider at time within the two weeks prior to the interview i.e. from those individuals who have answered "2" (NO) against question-2. If they had no need to consult a health provider, the interviewer will simply write 1(No need) in 1st column and 2nd column will be left blank. If the person did not seek advice or treatment for some other reason, the interviewer should mark the appropriate code or codes.

Once the interviewer has asked question-6 (for member who have not recently sought a health provider) or (for members who did not seek a health provider), the interviewer is ready to proceed with the health question for the next household member.

Note: - The following two questions i.e. Q7 and Q8 should be asked from any knowledgeable person of the selected household.

7. Did any LHW visit this household during the last thirty days? (Yes=1, No=2)

Ask from a knowledgeable person (try to ask from female) that weather any LHW visited this household during the last thirty days, if visited then record the code with 1 (yes), otherwise 2 (No).

8. Did any member of the household visit the health unit during the last thirty days? (Yes or No).

If any member of the household has visited the health house during the last thirty days record the appropriate code.

SECTION E PART A: EMPLOYMENT AND INCOME

ALL MALES AND FEMALES 10 YEARS OF AGE AND OLDER

MAIN OCCUPATION

ID Code. (Copy from HH Roster). ID codes for all members are printed in the column. 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 more than one occupation or job during the last month. The main occupation will be defined as the one he/she has worked for the most hours during the last month.

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

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

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

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

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

3. Even if did not work last month, did …. have a job or enterprise such as shop, business, farm or service establishment (fixed/mobile) during the last month?
        Codes for Q.3 are: Yes = 1   No, but seeking Work = 2 → **Q.16**
No, not seeking Work = 3 → **Q.16**

A Person may not have worked during the month, due to illness or leave of absence or any other reason, but he/she has a regular job as during the summer

Vacation teachers do not work but they have regular jobs. So if in Q-1, the person replies, he/she has not worked during the last month, confirm whether he/she holds a job. If reply is yes, ask next question otherwise skip to Q-16.

4. What was the nature of work (Occupation) that … did?
Four digit codes are required. For code's details, see the sheet of occupational codes. (Code   Description)

Occupation means the kind of work or job or type of business and profession in which a person is engaged. Describe the main occupation of the household member, for

whom code 1 (yes) has been assigned in question 1 or 3. "Pakistan Standard Classification of Occupations (PSCO)", is provided up to Four-digit level in the manual (Annex-A). Describe the nature of work and give Four-digit code. Report code as well as description of occupation in respective columns.

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

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

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

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

Codes are given at the bottom of the page.
Employer, employing less than 10 persons = 1,
Employer, employing 10 or more persons   = 2
Self employed = 3
Paid employee = 4
Contributing family worker = 5 (→ **Q.11)**
Own 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 enterprise by himself 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.

Contributing 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 contributing 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.

Own cultivator: Own 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 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   Annually = 2 → Q.10, Received only in kind=3 (in case of 3 report income in Q19, if Q.18=1then skip to Q11).

With the exception of "Unpaid family workers", the time period of payment of Wages and salaries (income) should be reported as, Monthly =1 and annually = 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 <u>last month</u>? (RS)

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

9. How many months, did... work during the <u>last year?</u> → 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 <u>last year? (RS)</u>

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

SECTION E PART B: SECOND OCCUPATION

Question 11 to 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

Question 16 & 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.

INCOME IN KIND

Question 18 & 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 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.

20. Did …. receive any pension or other benefits during the <u>Last year</u>?
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 refers 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.

21. How much money in cash, did … receive from pension and other benefits during the <u>Last year</u>? (RS)

Against each household member, 10 years and above, write the amount, in cash earned, if the answer is yes in 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 P Part B.

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 member 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

Income Received by household without performing any economic activity

This year four new questionnaires are added to observe the household income received from activities in which members of household and their efforts are not directly involved e.g. rent of residential and commercial building, domestic and foreign remittances, zakat, sadakat etc. Reason for doing this is as in district level survey questionnaire being smaller in size as compare to National/Provincial level survey (which have detailed consumption and income module).

23. Remittances received (in cash) from within Pakistan? (Money received which will not be repaid) Record the remittances received from within Pakistan. Some family member may be working in another city and sending money to the family. Such amounts should be recorded against this category under Q-23.

24. Remittances received (in cash) from outside Pakistan? (Money received which will not be repaid): Record the remittances received from outside Pakistan.

Some family member may be working in another country and sending money to the family back in Pakistan. Such amounts should be recorded against this category under Q-24.

25. If any of the household 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.

26.   Any other kind of income received by the household during last 1 year imputes the value in the given cell. For example money receives by selling a household product, from zakat, from any welfare program, or as a gift etc.

SECTION F-1: HOUSEHOLD CHARACTERISTICS

HOUSING

Purpose of Section

This section deals with key infrastructure and community services. While change in infrastructure may be slow, repeated 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.

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, if house is owned by resident and if it is not hired by Government it will be recorded as 1
Owner occupied (self-hired) code 2, If residence is owned by resident and he is getting its rent reimbursed from Government (self-hired) it will be recorded as 2
On rent code 3, if a person is paying rent for residence he/she is living in, it will be recorded as Code 3
On subsidized rent code 4, If the Government or any non-government agency has provided the accommodation on subsidized rent the occupancy status will be recorded as code 4
Rent-free code 5, if there is no rent for residence where respondent/household is residing in then it will be recorded as code 5.
It may be ensured that one of the five occupancy statuses must be recorded.

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

2. What is the gender of the Owner of Household?
1**.** Male,   2. Female**,**   3. Jointly (Male and Female)   4.Don't know

-Record the gender of Owner of Household, Ask about either, male or female has 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.
- If property is shared among both male and female record code 4.
- If property is shared between two males or two females record code 1 or code 2 accordingly.

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 are side-by-side housing units 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.

4. How many rooms are there in this residential building?

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.**

5. Which main material is used for 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).

6. What is the main material used for roof?

1. RCC/RBC (Reinforcement with concrete & Cement, Reinforcement with Bricks & Cement), 2. Wood/Bamboo 3. Sheet/cement/iron 4. Metal/Girder/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.

7. Which main material is used for walls?

1. Burnt Bricks/Blocks 2.Mud/Raw 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.

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 (Specify…….)

Write the appropriate code in the box for the fuel predominantly used for cooking in household. If there is something other than the above codes then write code 9 and

specify. Gas refers to the natural gas provided by pipeline to the household that should be recorded as Code 2. If household use LPG cylinders then record 3.

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 by 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.

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
Record the appropriate code and ask about main source.

11. Does this household have following facilities? Record Yes=1 and No=2 & in case of yes ask about quantity/Number how many this household have?
        a. Internet   b. Mobile phone   c. Land Line/Wireless phone

        d. Computer (desktop)   e.   Laptop/notebook   f. Tablet/I pad

If a household have above mentioned facilities record code 1 otherwise code 2. For code 1 in first column for each facility, ask about quantity but if code 2 in first column don't ask for quantity.

It there is code 2 against **Internet doesn't ask Q.12 even if for other facilities there is yes i.e. skip Q.12.**

- 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.

12. 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,4G e.g. UMTS) via a handset**
  Mobile broadband network (at least 3G, e.g. UMTS) via a card

SECTION F-2: HOUSEHOLD CHARACTERISTICS

WATER SANITATION AND HYGIENE (WASH)

1. What is the main source of drinking water for the household?

Inside Household
 1. Piped water, 2.Hand pump, 3.Bore hole/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. Motorized Pumping /Tube Well, 11.closed/Protected well   12.Open/ UnProtected well, 13.protected Spring,   14. Unprotected spring 15. Pond/Canal / River/stream   16. Bottled Water   17. Tanker /Truck/water bearer
    18. Filtration Plant,   19.Others (specify----)
   For codes 14, 15, 16, 17 or 19 → to Q-3)

  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". If the water source exists within the premises note coded 1 to 7 and if source exists outside the premises note the codes from 8 to 19.

  In some areas, generally in rural areas, the ground water is not good for drinking. Household use the hand pump or motorized pumped water for uses other than drinking but special arrangement is made for drinking water that may be from the nearby canal etc. Such situations may be probed and coded accordingly.

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

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

Bore Hole (Motorized pumping)/Tube well (code = 3 or 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 or 11): A dug well with a covering.

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

Protected spring (code=6 or 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 or 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/Stream (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 $\rightarrow$ to Q-3).

2. 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.

IF codes are 1 to 7 in Q1 then after asking Q2 Go to Q5

3. How far (round trip) is the source of drinking water from your house?
        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.. It may be noted that the category 0 -0.5 km means less than or equal to .5 km, 5+ means greater than 5.

4. On average how much time is spent 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.

5. Do you do something to make water 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-7.

6. 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 judgment, just record the response.

Record '7' if the respondent 'Don'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.

- **Don't Know** (Code=7) **and other (specify...)** (Code=8)

7. Is sufficient water available for drinking when needed?

1. Yes   2. No   3. Don't know

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

8. Do you normally pay for water used by your dwelling?

1.   Yes,   2. No **(→ Q.10)**

        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. 10 this is the question about the water, household uses for all purposes.. ***The water (drinking as well as domestic purposes) being used in dwelling include all costs/payment made to Government Departments/Municipalities/ NGOs/ Private Operators like tankers, carts, etc. and bottled water.*** It may be same as drinking water or may be different from it.

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

        If household pay the water & conservancy charges, request to see the most recent water bill and estimate the average monthly charges. For payment to Tanker, truck, water bearer and bottle water separately then add in the charges and report total

monthly payment for water by the household. If the water charges are paid on an annual basis, divide the annual charges by 12.

10. 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".

11. What type of toilet is used by your household?
   1. No toilet in Household   2. Flush connected to open drain   3. Flush connected to public sewerage,   4. Flush connected to septic tank,   5. Flush Connected to pit, 6. Dry raised latrine,   7. Dry pit latrine,   8. Compositing Toilet, 9. Others (specify)
   (For codes 4–8 → Q.13) & (For codes 2,3 & 9 →15)

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. **Ask question 12**

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 open drain (code = 2): The flushed waste is channeled through a drain, which is uncovered.

Flush connected to public sewerage (code = 3): Water is used to flush away the waste, which drains into the public sewerage system. **For codes 2, 3 and 9 skip to Q. 15**

Flush connected to septic tank (code = 4): 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 =5): 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.

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 (code = 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 or cleaned 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.

If any **other** type of toilet used by household that is not fall under above categories note code 9. **For codes 4-8 Go to Q.13**
For codes 2,3 and 9 Go to Q 15

12. 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.11, ask from the household members where do they go for their necessities?

GO to Q-16

13. Have your Septic Tank or Pit Latrine ever been emptied?
1. Yes, emptied within the last 5 years   2. Yes, emptied more than 5 years
3. Yes, emptied don't Remember when   4. Replaced when full
5. Never required emptying   6. Don't Know

For Code 4 to 6 Go to Q15

This question tries to explore if the sanitation facility (Septic Tank or Pit Latrine) of the household is emptied, and if yes, when it was emptied. It may need an additional probe question regarding when it was emptied: whether it was emptied within the last 5 years or more than 5 years ago?
Record the corresponding code based upon the answer given by the respondent.

13. The last time it was emptied, where were the contents emptied to?

1. To a treatment plant by service provider   2. Buried in a covered pit by service provider
3. Don't know where; by Service provider 4. Buried in a covered pit by household itself
5. To uncovered pit, open ground by household itself   6. Water body or elsewhere by household itself   7. Others (specify)

This question is a continuation for those who answered that their sanitation facilities has ever been emptied. Firstly, it explores whether the sanitation facility was emptied by a service provider or by this household. Secondly, it examines the final destination Of wastes emptied from the sanitation facility. There is no need to read out the items, Just ask where they moved the contents to and record the corresponding code based Upon the respondent's answer.
Service Provider means a person/ company who provides the services on payment basis Either he/she belongs to Government or Private sector.
Note: If the contents removed by the service provider but these contents have been Thrown in the open field or in uncovered pit or in neighbour plot or any other unknown Place instead of any proper place then this will be captured under the code 3 i-e. "TO DON'T KNOW WHERE".

15. Do you share this toilet 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.

16. Is your house connected with drainage/sewerage system?
1. Yes, underground drains,   2. Yes, to covered drains, 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.

17. 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/stream   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.

HYGIENE

The set of questions given below are to collect information on hand washing facilities and the cleansing agents used if any. Presence of soap/Liquid Soap etc, along with water at that place is a good predictor of hand washing behavior. The presence of soap and water at the location for hand washing indicates that, at a minimum, the arrangements 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.

18. 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.

19. **Do you have specific place for Hand Washing in your household?**

1. Yes   2. No

-Specific Place for hand washing: The place where members of the household most often wash their hands. Research has found the likelihood that people wash their hands before and after meals and after using toilets are associated with reduced risk of diseases.

20. Do you use soap or detergent for hand washing before and after taking meal or after using toilet at your household?

1. Yes
2. No

The presence of soap/liquid Soap, hand washes etc at the place for hand washing will confirm that household has arrangements and using them for hand washing before and after meal and after using toilet.

Hand washing at specific place with 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.

SECTION F-3: HOUSEHOLD CHARACTERISTICS

SOLID WASTE MANAGEMENT

1. How your household waste been collected or disposed of?

Record the response code in box for how garbage is collected from the household
1. Collected by Municipality van from door step   If solid waste is been collected from your door step by municipality note code 1

2. Collected by Private van/cart from door step   If solid waste is been collected from your door step by municipality note code 2

3. Public Bin/Collection Point If solid waste is thrown in nearby Public bin/collection point note code 3.
-**Public bins**: are the bins usually placed by municipality or any other waste treatment agency where the community put their household waste and the bins are emptied or cleared by Municipality every day, once or twice a week or weekly.
-**Collection Point:** is a point where community throws their waste and afterwards cleared by Municipality or waste treatment agencies.

4. Road/ street   Street/ Road is the path used for any kind of traveler or walking by people. If is thrown on road/street then record code 4

5. Lake/River/Nullah   If solid waste is thrown in Lake, river and Nullah note code 5

6. In open space Open Space is a plot or field designated or assumed by the local communities for Solid Waste. The waste is not collected from this place within two weeks record code 6 . If solid waste is thrown in openly on roads or streets anywhere note code 4

7. Other Specify………… If code is not included in above codes record Code-7

2. On average how much time spent on a round trip to the nearest public bin/ collection point?

   1. 1 – 5 mints   2. 6 – 10 mints   3. 11-15 mints   4. 16– 20 mints
   5. 21- 25 mints   6. 26+ mints   7. Bin is not available/accessible
For Code 7 i.e. Bin is not available/accessible Skip Q.3

3. If there are public bins or collection point how often are the nearest public bin emptied/cleared?
If garbage is thrown in nearby public bin Record how often the pubic bin or collection point being emptied.
1. Everyday   2. Once a week   3. Twice a week
4. Thrice a week   5. Don't Know   6. Other…………….
For code 3-7 in Q.1 skip Q4

4. How Much Do you Pay for waste collection and disposal Services?
 If nothing note 00

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 00.

SECTION G: ASSETS IN POSSESSION

Purpose of section

The quality of housing and availability of productive assets, land and livestock are important components of household welfare and a significant indicator of changing economic conditions. Under economic adjustment, a household's ability to afford housing may be affected due to income changes. If incomes have declined relative to the costs of the basic needs, households may have to sell or not replace assets to maintain minimum living standards. Alternatively improved conditions are likely to be reflected in the acquisition of additional assets.

1. Does the household/family possess ……………during the last twelve months?

G-1 Does this household/family possess Personnel agriculture land. (If no=2 skip to G3)

G-2. Is all or part of land been given on rent (on fixed rent or share cropping basis?**)**

G-3. Does this household/family possess has any land been taken on rent (on fixed rent or share cropping basis**)**

G-4 Livestock in personal possession (Number)

G-5. Sheep, goats in personal possession (Number)

G-6.Animals in personal possession for transportation

G-7.Chickens and poultry birds in personal possession

G-8.Does this family has non-agriculture land property or plot in personal possession?

G-9.Does this household/family possesses residential building(s) in personal possession?

G-10.Does this household/family possesses shop / commercial building(s) in personal possession?

Col-1 Inquire whether during the last 12 months head of the household or any member of this household, owned agricultural land?

If head or any member of household own agriculture land or rented out agriculture land or taken any land on rent (G1-G3) record code 1 or 2 as responded by the household

Asking about cattle, sheep/goats, laden animals and poultry birds. (G4-G7) it should be inquired whether cattle, sheep & goats, laden animals and poultry birds (whether domestic or commercial purposes) were kept during the last 12 months i.e. during reference period. If the response for any of the above items is yes, write code 1 otherwise No, code=2

"Own non-agriculture land/plot" Own Residential building(s) and **own shop/ commercial building(s),(G8-G10)** if head or any member of the household owned non-agriculture land/plot during the last 12 months, record 1 otherwise record 2

Col-2 Gender of owner i.e. Male=1, Female=2 and jointly (Male and Female) =3

If head or any member of household owned agriculture land record gender of owner. In case of more than one female record female=2 and for more than one male record male=2 . If property is joint and both male and female have ownership rights than record code= 3.

For (G2-G3) rented in or rented out agriculture land and For cattle, sheep/goats (G4-G7). Laden animals skip Col2

If head or any member of the household owned non-agriculture land/plot, Residential Building, Shop/commercial building (G8-G10) during the last 12 months ask about gender of owner.

Col-3 Ask the total area of the land that this household owns and records the area in acres into the boxes.

For own agriculture land, rented in agriculture land and rented out agriculture land record land in acres

Record the number of animals/ poultry birds into the respective boxes if value in col 1 is yes i.e. 1.

If head or any member of household owned non-agriculture land/plot, Residential Building, Shop/commercial building then record its area in square yards.

Col-4. How do these values compare with one year? (Question G1 to G10)
Less than before=1, Same as before= 2, Better than before=3, Don't Know= 4

For all items i.e. reported in question 1, to 10 which the household own during the reference period, this is to ascertain if the value in term of quantity held **now** has change i.e. less now, same or more now, as the case may be, compared with the position **one year ago**. Record appropriate codes for all items if owned.

Col-5. Is most of the (land owned, rented out or rented in) irrigated? (For G1, G2 and G3)

Ask that the land owned, rented out and rented in by the household or any member of the household is predominantly irrigated or not. If the land is partly irrigated then inquire whether the land is mainly irrigated if so then record '1' for yes otherwise '2' for No.

For Question (G8,G9,G10) Is the (Non-agriculture land/plot/residential Building/shop/commercial building) urban, semi urban or rural?

Report about the said item that whether it is situated in urban area code= 1, semi urban area code= 2 or in rural area code=3, record the answer in respective box.

Col-6. If you want to sell what is your expected price? (Question 1 & 4-10)

Report the expected price, which the household wants to have if he/she sells assets in question 1 & 4-10.

G-11. How do you compare the overall economic situation of the HOUSEHOLD with one year ago?

<u>Code</u>	<u>Economic situation</u>
1.	Much worse
2.	Slightly worse
3.	Like Before
4.	A little better than before
5.	Far better than before
6.	Don't know

Ask the respondent or any elder member (particularly head of the household) of the household that weather the economic situation of this household as compared to the period one year ago. Record the respective code from 1 to 5 and if, the answer is 'don't know' then record code 6.

G-12. How do you compare the overall economic situation of the COMMUNITY with one year ago?

Code	Economic situation
1.	Much worse
2.	Slightly worse
3.	Like Before
4.	A little better than before
5.	Far better than before
6.	Don't know

Ask the question to the respondent about the current economic situation of that community as a whole, compare to the period one-year ago, and record the appropriate code. If the answer is 'don't know' then code will be 6.

SECTION H: SELECTED DURABLE ITEMS OWNED BY HOUSEHOLD

1.   Does the household currently own any of the following? (Include items only if they are in working conditions)

1- RADIO, 2- TELEVSION, 3-LCD/ LED, 4- REFRIGERATOR, 5- FREEZER, 6- WASHING MACHINE, 7- DRYER, 8- AIR CONDITONER, 9- AIR COOLER, 10- FAN, 11- STOVE, 12- COOKING RANGE,   13-MICROWAVE, 14- SEWING MACHINE, 15- KNITTING MACHINE,   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 WITH A MOTOR 33-TRACTOR/TROLLEY 34-WATCH   35- ANIMAL DRAWN CART

Record 1 if any item as listed above is currently owned by the household which is also in working conditions (any items gone for repair and for commercial use should be excluded). Otherwise, record 2 for 'No'.

2.   Write the no of item owned by the household currently.

SECTION I: VACCINATION AND DIARRHOEA

(FOR CHILDREN UNDER 5)

Part-1 collects information specifically concerning the younger children living in the same household. Separate information is sought concerning birth vaccination. All children in the household aged (0 to 59 months) should be carefully re-identified and entered. Up to 4 children can be entered at this form, if there are more than 4 children in this particular household, a supplementary sheet may be used.

IMMUNIZATION

IMMUNIZATION 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. The Pentavalent vaccine was introduced in 2009 in Pakistan to protect against diphtheria, whooping cough, and tetanus, hepatitis B (HepB), and Haemophilus influenza type-b (Hib). In 2012, Pakistan introduced pneumococcal conjugate vaccine (PCV), which protects against Streptococcus pneumonia. In 2015, Pakistan also introduced one dose of inactivated poliomyelitis vaccine (IPV) as part of a national routine immunization schedule.

ALL BASIC VACCINATIONS COVERAGE:

To have received all basic vaccinations, a child must receive at least:

- One dose of BCG vaccine
- Three doses of PENTA
- Three doses of oral polio vaccine (OPV)
- One dose of measles vaccine

According to WHO immunization guidelines, children are considered fully immunized when they have received one dose of the vaccine against tuberculosis (BCG), three doses of the PENTA vaccine against Diphtheria, Pertussis, Tetanus, Haemophilus Influenza B and Hepatitis-B, three doses of polio vaccine (excluding polio vaccine given at birth), and one dose of measles vaccine. All children should receive the suggested number of doses of BCG, PENTA, OPV, and measles vaccines during their first year of life.

ALL AGE-APPROPRIATE VACCINATIONS COVERAGE:

A child age 12-23 months is considered to have received all age-appropriate vaccinations if the child has received all basic vaccinations, plus a dose of polio vaccine at birth, one dose of inactivated polio vaccine, and three doses of pneumococcal vaccine (also given at age 6, 10, and 14 weeks).

From 2010 to onwards, immunization for children is given as BCG (anti-TB); PENTA (Diphtheria, Pertussis, Tetanus, Haemophilus Influenza B and Hepatitis B); Pneumococcal conjugate vaccine (PCV), anti-polio (drops); IPV (inactive polio vaccine); Measles-1 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

Age of Child	New Schedule
At birth	BCG (anti-TB) + Polio 0
6-weeks	Pentavalent1+Polio1+Pneumococcal 1
10 weeks	Pentavalent2+Polio2+Pneumococcal 2
14 weeks	Pentavalent3+Polio3+Pneumococcal 3 +IPV
9 months	Measles-1
12-15 months	Measles-2

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.

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.

1. Write serial numbers of the child and his/her mother from the list of family members. If his/her mother is not alive or is not a member of the family, then write code 99.

For each children <5 years, enter I.D.Code of child and mother from the list of household member (section-B1). Enter 99 if the child's mother is dead or is not a member of the household.

2. Write the month and year of child's birth. (Month and year)

This information should carefully be recorded, using the information given by the respondent about month & year of birth {in section-B1 question 63(month) and 64(year)}, and cross-checked if necessary with event calendar or by looking at the child's birth, or vaccination card. Remember that month and year of the birth is necessary.

3. Has the child ever been immunized? Yes=1,   No=2 ⟶ Q-6
Record the appropriate response code. If response code is 2, skip to Q-6.

4. Do you have an immunization card of the children with you?

   Yes=1,   Yes and card seen=2,   No=3

Enter the appropriate code. If the respondent claims possession of card, request to see it. If the card is not made available to the enumerator and respondent claims possession of it record **code 1**, and if the enumerator has seen the card, enter **code 2**, if the respondent says that she does not have a card for the child, enter **code 3**.

5. Did the child receive the following vaccinations?

Yes on card = 1,   Yes according to memory =2,   No = 3, Polio Campaign = 4

If you are handed over an immunization card for the child, record the events from card. The card will not provide any information on Polio drops given in the Polio campaign. So, unless the child has three polio drops on card, ask mother /respondent whether the child received any polio drops in campaign. If yes, note that with code 4 as the dose of polio.

If you are not handed over an immunization card for the child, all of the information will be based on recall of the respondent. Write code 2 for all the immunization reported. Where there are a number of doses given, then record the doses in order e.g., if received only one dose of Penta record 2 in the box corresponding to Penta -1 and if the child received 2 doses of Penta, then record 2 in both boxes corresponding to Penta-1 and Penta-2. When the child does not have a card, you should be able to explain to the respondent different vaccinations.

Vaccines	If child received all vaccinations-on card	If child received all vaccinations-on recall	If child is of age 3 Months (on card vaccination)	Only Polio Drops
B.C.G	1	2	1	3
Polio-0	1	2	1	4
Polio-1	1	2	1	4
Polio-2	1	2	1	4
Polio-3	1	2	3	4
Penta-1	1	2	1	3
Penta-2	1	2	1	3
Penta-3	1	2	3	3
Pneum-1	1	2	1	3
Pneum-2	1	2	1	3
Pneum-3	1	2	3	3
IPV	1	2	3	3
Measles-1	1	2	3	3
Measles-2	1	2	3	3

If the child is not administered particular vaccination or not reached the age required for particular vaccination, enter code 3 in the relevant box.

DIARRHOEA

6. Did the child suffered from diarrhoea during the last 15 days? Yes = 1, No= 2 (If no skip to Q-10)

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 Q-10.**

7. Did you consult anyone for treatment of diarrhoea? Yes = 1, No =2 (if No skip to Q-9)

To consult implies being examined by a doctor, nurse, pharmacist, LHW, faith healer/other health practitioner (Hakim, homeopath etc.) to diagnose the illness (diarrhoea) of the person who is suffering and to prescribe treatment. Record **code 1,** if any one was consulted for diarrhoea. If the response is **code 2, skip to Q.9**.

8. Whom did you consult first?

Private Dispensary/hospital =01, Govt. Hospital = 02, Rural health center/Basic Health Unit = 03, lady Health Worker = 04, LHV/Nurse/MCHC=05, Chemist/Pharmacy = 06, Hakim/Herbalist/Homeopath = 07, other =8.

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.

9. Did you give Nimkol (ORS) to him/her?

Yes – purchased, provided = 1, Yes prepared at home = 2, No = 3

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**. Record the appropriate code.

10. **At the end of this section must report the id code of that person from the roster that provides all the above information.**

SECTION J: PRE AND POST NATAL CARE
All Ever Married Women (Aged 15 to 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, widowed, divorced and separated 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.

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.

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

Yes, live birth = 1,   Yes, still birth = 2 (Ask Q2 to Q12),   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 i.e., the woman has given live birth to a child during the past 3 years, ask the remaining questions to her (Q2 to Q14). If the respondent has given birth to a dead child i.e. still birth during the past 3 years, enter response code 2 the ask Q2 to Q12.

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).

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.

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 center/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.

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.

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 given in the arm or 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.

Two criteria are used to calculate the TT coverage in children. The first is to determine whether the mother of a less than one-year child had two doses of TT (TT2) when pregnant with the present child. The second is to determine whether the mother had two doses of TT during a pregnancy (within the last three years) earlier than most recent pregnancy but had one booster dose during the most recent pregnancy (TT2 +).

PROTECTION AGAINST NEONATAL TETANUS

The number of tetanus toxoid injections needed to protect a baby from neonatal tetanus depends on the mother's vaccinations. A birth is protected against neonatal tetanus if the mother has received any of the following:

- Two tetanus toxoid injections during the pregnancy
- Two or more injections, the last one within 3 years of the birth
- Three or more injections, the last one within 5 years of the birth
- Four or more injections, the last one within 10 years of the birth
- Five or more injections at any time prior to the birth

Schedule of TT Injection for Pregnant women according to EPI Program

1	During Pregnancy	TT-1
2	After one month of TT-1	TT-2
3	After six month of TT-2	TT-3
4	After one year of TT-3	TT-4
5	After one year of TT-4	TT-5

6. How many Injections were you 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.

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, if so, write the total number of tetanus injections she was given before the pregnancy. If code is 2 or 3, skip to Q-9.

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.

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.

10. Who assisted you with this delivery?

Family member or relative/Neighbour = 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 > Midwife> Nurse > LHV > Trained Dai > LHW > TBA > Family > Neighbour.**

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.11 to Q-14 are to be asked in the context of the most recent child birth.

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.

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.

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

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. <u>Note</u>: 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".

SECTION K: FOOD INSECURITY EXPERIENCE SCALE

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 or others in your household were worried about not having 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 or others in your household 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 or others in your household 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 or others in your household had skipped 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 or others in your household 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 or others in your household 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 or others in your household went without eating for a whole day because of a lack of money or other resources?

This question asks about a specific behavior - 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 L: BENEFITS FROM SERVICES AND FACILITIES

In this section some facilities are listed, ask about the satisfaction with each facility for the household use only, answering all questions for Government and Non-Government both as appropriate and then move to next service.

1. Basic Health Unit
2. Family Planning unit
3. Health Clinic/Hospital
4. Road
5. Bus/Public Transport
6. Primary School
7. Middle School
8. High School
9. Veterinary Clinic
10. Agricultural extension service
11. Police
12. Bank
13. Railway
14. Post office/Courier etc.
15. General Store

-**BHU** Basic Health Units (BHUs) are located at Union Council level and serves catchment population of up to 25,000. Preventive curative and referral services are provided. Maternal and child health (MCH) services are also part of services packages provided at Basic Health Units. BHUs also provide clinical, logistical and managerial support to Lady Health Workers (LHWs).

-**Health Clinic/Hospital** All Clinics/ Hospitals including Rural Health Centers (RHCs), Tehsil Head Quarters (THQs), Tehsil Head Quarters (THQs) will cover under this category.

a. Clinic is a healthcare facility that is primarily focused on the care of outpatients. Clinics can be privately operated or publicly managed and funded. They typically cover the primary healthcare needs of populations in local communities, whereas

b. Rural Health Centers (RHCs) serve catchment population of up to 100,000 people. Here provided promotive, preventive, curative, diagnostics and referrals along with inpatient services. Also provide clinical, logistical and managerial support to BHUs, LHWs and MCH Centers

c. Tehsil Head Quarters (THQs) serve a population of 0.5 to 1 Million peoples. Most of THQs have 40-60 beds. THQs are supposed to provide basic and comprehensive Emergency, Obstetrics and newborn care. Provide referral care to those referred by RHCs, BHU and Lady Health Workers (7). District Head Quarters (DHQs) are located at district level and serves 1-3 million population. DHQs provide promotive, preventive, curative, diagnostics, inpatient and referral services. All DHQs provide referral care to patients referred by BHUs, RHCs and Tehsil Head Quarters.

d. Hospital/Tertiary Healthcare hospitals are for more specialized inpatient care. Specialized Healthcare services usually for inpatients (admit inpatients for overnight stay) and on referrals from primary or secondary health professionals

-**Road** is all-season road with in 2 km (equivalent to a walk of 20-25 minutes).

-Agricultural extension is the application of scientific research and new knowledge to agricultural practices through farmer education. The field of 'extension' now encompasses a wider range of communication and learning activities organized for rural people by educators from different disciplines, including agriculture, agricultural marketing, health, and business studies.

1. How (many times) often do you use this service usually?

Not at all = 1,   once in a while = 2,   often = 3,   Always = 4

Ask about the services that, how often do you use this service, ask about all the services and record the response accordingly. If household is not using any service at all or occasionally (code in Q1 = 1 or 2) then ask Q2 and don't ask Q2 if codes are 3 or 4 in Q1.
For code 1 in Q.1 ask Q.2 and skip to Q5.

2. Any particular reason for not using at all or using once in a while? Ask if codes are 1 or 2 in Q1.

Far Away =1   Very Costly =2   Does not Suit =3
Lack of tools/Staff   =4   No enough Facilities =5   other   =6   N/A = 7

Ask about all the services if it is not being or occasionally used, that was the main reason for occasional or non-use, write the appropriate code, **no need to ask this question if the service is often Code=3 or all the time being used code=4.**

3. To which extent you are satisfied of this service (Ask if in Q1 is 2, 3 or 4)
Satisfied = 1, Not Satisfied = 2

If any household is occasionally, often or all the time using any service then record weather it is satisfied or dissatisfied with the service.

4. What type of change you found in the service during the last 12 months? (Ask if Q1 is 2, 3 or 4)
Worse =1, like before=2 Better than before=3, Don't know=4
Ask about the quality of all the services that are being used by the household that it has been improved or not as compared to the last 12 months and record.

5: Distance in KM, for how far is the facility from household to reach the nearest………?
Record distance in Km
0-0.5 (km) =1   0.5-1 (km**)** =2   1-2 (Km**)** =3   2-5 (Km) =4
 5+ (Km) =5

6: Mode of Transport. Which mode of transport is used to reach the facility………?

In the mean/mode of transport, if the respondent normally goes on foot then **code '1'** and if a mechanized transport is being used then report **code 2**, and **code 3** if the response is non-mechanized transport.

Usual mean of transport: **On Foot= 1, Mechanical = 2, Non-Mechanical = 3**

7: Time to reach. How far is it from here to reach the nearest………?

In this question the respondent should estimate the time required (in minutes) to reach the nearest facility according to the mode of transport mentioned in Q6 (facilities indicated), recode the appropriate code.

Time (in minutes): **0-14=1, 15-29=2, 30-44=3, 45-59=4, 60 + =5**

ANNEX-I

PAKISTAN STANDARD CLASSIFICATION OF OCCUPATIONS

Part 1   Detailed Structure

Major Group 1   Managers

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

Sub-major Group	Minor Group	Unit Group	Description
	134		Professional services managers
		1341	Child care services managers
		1342	Health services managers
		1343	Aged care services managers
		1344	Social welfare managers
		1345	Education managers
		1346	Financial and insurance services branch managers
		1349	Professional services managers not elsewhere classified
14			**Hospitality, retail and other services managers**
	141		Hotel and restaurant managers
		1411	Hotel managers
		1412	Restaurant managers
	142		Retail and wholesale trade managers
		1420	Retail and wholesale trade managers
	143		Other services managers
		1431	Sports, recreation and cultural centre managers
		1439	Services managers not elsewhere classified

Major Group 2   Professionals

Sub-major Group	Minor Group	Unit Group	Description
21			**Science and engineering professionals**
	211		Physical and earth science professionals
		2111	Physicists and astronomers
		2112	Meteorologists
		2113	Chemists
		2114	Geologists and geophysicists
	212		Mathematicians, actuaries and statisticians
		2120	Mathematicians, actuaries and statisticians
	213		Life science professionals
		2131	Biologists, botanists, zoologists and related professionals
		2132	Farming, forestry and fisheries advisers
		2133	Environmental protection professionals
	214		Engineering professionals (excluding electro technology)
		2141	Industrial and production engineers
		2142	Civil engineers
		2143	Environmental engineers
		2144	Mechanical engineers

Sub-major Group	Minor Group	Unit Group	Description
		2145	Chemical engineers
		2146	Mining engineers, metallurgists and related professionals
		2149	Engineering professionals not elsewhere classified
	215		Electro technology engineers
		2151	Electrical engineers
		2152	Electronics engineers
		2153	Telecommunications engineers
	216		Architects, planners, surveyors and designers
		2161	Building architects
		2162	Landscape architects
		2163	Product and garment designers
		2164	Town and traffic planners
		2165	Cartographers and surveyors
		2166	Graphic and multimedia designers
22			**Health professionals**
	221		Medical doctors
		2211	Generalist medical practitioners
		2212	Specialist medical practitioners
	222		Nursing and midwifery professionals
		2221	Nursing professionals
		2222	Midwifery professionals
	223		Traditional and complementary medicine professionals
		2230	Traditional and complementary medicine professionals
	224		Paramedical practitioners
		2240	Paramedical practitioners
	225		Veterinarians
		2250	Veterinarians
	226		Other health professionals
		2261	Dentists
		2262	Pharmacists
		2263	Environmental and occupational health and hygiene professionals
		2264	Physiotherapists
		2265	Dieticians and nutritionists
		2266	Audiologists and speech therapists
		2267	Optometrists and ophthalmic opticians
		2269	Health professionals not elsewhere classified

Sub-major Group	Minor Group	Unit Group	Description
23			**Teaching professionals**
	231		University and higher education teachers
		2310	University and higher education teachers
	232		Vocational education teachers
		2320	Vocational education teachers
	233		Secondary education teachers
		2330	Secondary education teachers
	234		Primary school and early childhood teachers
		2341	Primary school teachers
		2342	Early childhood educators
	235		Other teaching professionals
		2351	Education methods specialists
		2352	Special needs teachers
		2353	Other language teachers
		2354	Other music teachers
		2355	Other arts teachers
		2356	Information technology trainers
		2359	Teaching professionals not elsewhere classified
24			**Business and administration professionals**
	241		Finance professionals
		2411	Accountants
		2412	Financial and investment advisers
		2413	Financial analysts
	242		Administration professionals
		2421	Management and organization analysts
		2422	Policy administration professionals
		2423	Personnel and careers professionals
		2424	Training and staff development professionals
	243		Sales, marketing and public relations professionals
		2431	Advertising and marketing professionals
		2432	Public relations professionals
		2433	Technical and medical sales professionals (excluding ICT)
		2434	Information and communications technology sales professionals
25			**Information and communications technology professionals**
	251		Software and applications developers and analysts
		2511	Systems analysts

Sub-major Group	Minor Group	Unit Group	Description
		2512	Software developers
		2513	Web and multimedia developers
		2514	Applications programmers
		2519	Software and applications developers and analysts not elsewhere classified
	252		Database and network professionals
		2521	Database designers and administrators
		2522	Systems administrators
		2523	Computer network professionals
		2529	Database and network professionals not elsewhere classified
26			**Legal, social and cultural professionals**
	261		Legal professionals
		2611	Lawyers
		2612	Judges
		2619	Legal professionals not elsewhere classified
	262		Librarians, archivists and curators
		2621	Archivists and curators
		2622	Librarians and related information professionals
	263		Social and religious professionals
		2631	Economists
		2632	Sociologists, anthropologists and related professionals
		2633	Philosophers, historians and political scientists
		2634	Psychologists
		2635	Social work and counselling professionals
		2636	Religious professionals
	264		Authors, journalists and linguists
		2641	Authors and related writers
		2642	Journalists
		2643	Translators, interpreters and other linguists
	265		Creative and performing artists
		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

Sub-major Group	Minor Group	Unit Group	Description
Major Group 3			**Technicians and associate**
professionals			
31			**Science and engineering associate professionals**
	311		Physical and engineering science technicians
		3111	Chemical and physical science technicians
		3112	Civil engineering technicians
		3113	Electrical engineering technicians
		3114	Electronics engineering technicians
		3115	Mechanical engineering technicians
		3116	Chemical engineering technicians
		3117	Mining and metallurgical technicians
		3118	Draughtspersons
		3119	Physical and engineering science technicians not elsewhere classified
	312		Mining, manufacturing and construction supervisors
		3121	Mining supervisors
		3122	Manufacturing supervisors
		3123	Construction supervisors
	313		Process control technicians
		3131	Power production plant operators
		3132	Incinerator and water treatment plant operators
		3133	Chemical processing plant controllers
		3134	Petroleum and natural gas refining plant operators
		3135	Metal production process controllers
		3139	Process control technicians not elsewhere classified
	314		Life science technicians and related associate professionals
		3141	Life science technicians (excluding medical)
		3142	Agricultural technicians
		3143	Forestry technicians
	315		Ship and aircraft controllers and technicians
		3151	Ships' engineers
		3152	Ships' deck officers and pilots
		3153	Aircraft pilots and related associate professionals
		3154	Air traffic controllers
		3155	Air traffic safety electronics technicians
32			**Health associate professionals**
	321		Medical and pharmaceutical technicians

Sub-major Group	Minor Group	Unit Group	Description
		3211	Medical imaging and therapeutic equipment technicians
		3212	Medical and pathology laboratory technicians
		3213	Pharmaceutical technicians and assistants
		3214	Medical and dental prosthetic technicians
	322		Nursing and midwifery associate professionals
		3221	Nursing associate professionals
		3222	Midwifery associate professionals
	323		Traditional and complementary medicine associate professionals
		3230	Traditional and complementary medicine associate professionals
	324		Veterinary technicians and assistants
		3240	Veterinary technicians and assistants
	325		Other health associate professionals
		3251	Dental assistants and therapists
		3252	Medical records and health information technicians
		3253	Community health workers
		3254	Dispensing opticians
		3255	Physiotherapy technicians and assistants
		3256	Medical assistants
		3257	Environmental and occupational health inspectors and associates
		3258	Ambulance workers
		3259	Health associate professionals not elsewhere classified
33			**Business and administration associate professionals**
	331		Financial and mathematical associate professionals
		3311	Securities and finance dealers and brokers
		3312	Credit and loans officers
		3313	Accounting associate professionals
		3314	Statistical, mathematical and related associate professionals
		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

Sub-major Group	Minor Group	Unit Group	Description
		3333	Employment agents and contractors
		3334	Real estate agents and property managers
		3339	Business services agents not elsewhere classified
	334		Administrative and specialised secretaries
		3341	Office supervisors
		3342	Legal secretaries
		3343	Administrative and executive secretaries
		3344	Medical secretaries
	335		Regulatory government associate professionals
		3351	Customs and border inspectors
		3352	Government tax and excise officials
		3353	Government social benefits officials
		3354	Government licensing officials
		3355	Police inspectors and detectives
		3359	Regulatory government associate professionals not elsewhere classified
34			**Legal, social, cultural and related associate professionals**
	341		Legal, social and religious associate professionals
		3411	Police inspectors and detectives
		3412	Social work associate professionals
		3413	Religious associate professionals
	342		Sports and fitness workers
		3421	Athletes and sports players
		3422	Sports coaches, instructors and officials
		3423	Fitness and recreation instructors and program leaders
	343		Artistic, cultural and culinary associate professionals
		3431	Photographers
		3432	Interior designers and decorators
		3433	Gallery, museum and library technicians
		3434	Chefs
		3435	Other artistic and cultural associate professionals
35			**Information and communications technicians**
	351		Information and communications technology operations and user support technicians
		3511	Information and communications technology operations technicians
		3512	Information and communications technology user support technicians

Sub-major Group	Minor Group	Unit Group	Description
		3513	Computer network and systems technicians
		3514	Web technicians
	352		Telecommunications and broadcasting technicians
		3521	Broadcasting and audio-visual technicians
		3522	Telecommunications engineering technicians

Major Group 4   Clerical support workers

41			**General and keyboard clerks**
	411		General office clerks
		4110	General office clerks
	412		Secretaries (general)
		4120	Secretaries (general)
	413		Keyboard operators
		4131	Typists and word processing operators
		4132	Data entry clerks
42			**Customer services clerks**
	421		Tellers, money collectors and related clerks
		4211	Bank tellers and related clerks
		4212	Bookmakers, croupiers and related gaming workers
		4213	Pawnbrokers and money-lenders
		4214	Debt-collectors and related workers
	422		Client information workers
		4221	Travel consultants and clerks
		4222	Contact centre information clerks
		4223	Telephone switchboard operators
		4224	Hotel receptionists
		4225	Enquiry clerks
		4226	Receptionists (general)
		4227	Survey and market research interviewers
		4229	Client information workers not elsewhere classified
43			**Numerical and material recording clerks**
	431		Numerical clerks
		4311	Accounting and bookkeeping clerks
		4312	Statistical, finance and insurance clerks
		4313	Payroll clerks
	432		Material-recording and transport clerks

Sub-major Group	Minor Group	Unit Group	Description
		4321	Stock clerks
		4322	Production clerks
		4323	Transport clerks
44			**Other clerical support workers**
	441		Other clerical support workers
		4411	Library clerks
		4412	Mail carriers and sorting clerks
		4413	Coding, proof-reading and related clerks
		4414	Scribes and related workers
		4415	Filing and copying clerks
		4416	Personnel clerks
		4419	Clerical support workers not elsewhere classified

Major Group 5   Service and sales workers

Sub-major Group	Minor Group	Unit Group	Description
51			**Personal service workers**
	511		Travel attendants, conductors and guides
		5111	Travel attendants and travel stewards
		5112	Transport conductors
		5113	Travel guides
	512		Cooks
		5120	Cooks
	513		Waiters and bartenders
		5131	Waiters
		5132	Bartenders
	514		Hairdressers, beauticians and related workers
		5141	Hairdressers
		5142	Beauticians and related workers
	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

Sub-major Group	Minor Group	Unit Group	Description
		5165	Driving instructors
		5169	Personal services workers not elsewhere classified
52			**Sales workers**
	521		Street and market salespersons
		5211	Stall and market salespersons
		5212	Street food salespersons
	522		Shop salespersons
		5221	Shop keepers
		5222	Shop supervisors
		5223	Shop sales assistants
	523		Cashiers and ticket clerks
		5230	Cashiers and ticket clerks
	524		Other sales workers
		5241	Fashion and other models
		5242	Sales demonstrators
		5243	Door to door salespersons
		5244	Contact centre salespersons
		5245	Service station attendants
		5246	Food service counter attendants
		5249	Sales workers not elsewhere classified
53			**Personal care workers**
	531		Child care workers and teachers' aides
		5311	Child care workers
		5312	Teachers' aides
	532		Personal care workers in health services
		5321	Health care assistants
		5322	Home-based personal care workers
		5329	Personal care workers in health services not elsewhere classified
54			**Protective services workers**
	541		Protective services workers
		5411	Fire-fighters
		5412	Police officers
		5413	Prison guards
		5414	Security guards
		5419	Protective services workers not elsewhere classified

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

Sub-major Group	Minor Group	Unit Group	Description

Major Group 7 — Craft and related trades workers

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

Sub-major Group	Minor Group	Unit Group	Description
		7231	Motor vehicle mechanics and repairers
		7232	Aircraft engine mechanics and repairers
		7233	Agricultural and industrial machinery mechanics and repairers
		7234	Bicycle and related repairers
73			**Handicraft and printing workers**
	731		Handicraft workers
		7311	Precision-instrument makers and repairers
		7312	Musical instrument makers and tuners
		7313	Jewellery and precious-metal workers
		7314	Potters and related workers
		7315	Glass makers, cutters, grinders and finishers
		7316	Sign writers, decorative painters, engravers and etchers
		7317	Handicraft workers in wood, basketry and related materials
		7318	Handicraft workers in textile, leather and related materials
		7319	Handicraft workers not elsewhere classified
	732		Printing trades workers
		7321	Pre-press technicians
		7322	Printers
		7323	Print finishing and binding workers
74			**Electrical and electronic trades workers**
	741		Electrical equipment installers and repairers
		7411	Building and related electricians
		7412	Electrical mechanics and fitters
		7413	Electrical line installers and repairers
	742		Electronics and telecommunications installers and repairers
		7421	Electronics mechanics and servicers
		7422	Information and communications technology installers and servicers
75			**Food processing, wood working, garment and other craft and related trades workers**
	751		Food processing and related trades workers
		7511	Butchers, fishmongers and related food preparers
		7512	Bakers, pastry-cooks and confectionery makers
		7513	Dairy-products makers
		7514	Fruit, vegetable and related preservers
		7515	Food and beverage tasters and graders
		7516	Tobacco preparers and tobacco products makers

Sub-major Group	Minor Group	Unit Group	Description
	752		Wood treaters, cabinet-makers and related trades workers
		7521	Wood treaters
		7522	Cabinet-makers and related workers
		7523	Woodworking-machine tool setters and operators
	753		Garment and related trades workers
		7531	Tailors, dressmakers, furriers and hatters
		7532	Garment and related pattern-makers and cutters
		7533	Sewing, embroidery and related workers
		7534	Upholsterers and related workers
		7535	Pelt dressers, tanners and fellmongers
		7536	Shoemakers and related workers
	754		Other craft and related workers
		7541	Underwater divers
		7542	Shotfirers and blasters
		7543	Product graders and testers (excluding foods and beverages)
		7544	Fumigators and other pest and weed controllers
		7549	Craft and related workers not elsewhere classified

Major Group 8   Plant and machine operators, and assemblers

Sub-major Group	Minor Group	Unit Group	Description
81			**Stationary plant and machine operators**
	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

Sub-major Group	Minor Group	Unit Group	Description
		8152	Weaving and knitting machine operators
		8153	Sewing machine operators
		8154	Bleaching, dyeing and fabric cleaning machine operators
		8155	Fur and leather preparing machine operators
		8156	Shoemaking and related machine operators
		8157	Laundry machine operators
		8159	Textile, fur and leather products machine operators not elsewhere classified
	816		Food and related products machine operators
		8160	Food and related products machine operators
	817		Wood processing and papermaking plant operators
		8171	Pulp and papermaking plant operators
		8172	Wood processing plant operators
	818		Other stationary plant and machine operators
		8181	Glass and ceramics plant operators
		8182	Steam engine and boiler operators
		8183	Packing, bottling and labelling machine operators
		8189	Stationary plant and machine operators not elsewhere classified
82			**Assemblers**
	821		Assemblers
		8211	Mechanical machinery assemblers
		8212	Electrical and electronic equipment assemblers
		8219	Assemblers not elsewhere classified
83			**Drivers and mobile plant operators**
	831		Locomotive engine drivers and related workers
		8311	Locomotive engine drivers
		8312	Railway brake, signal and switch operators
	832		Car, van and motorcycle drivers
		8321	Motorcycle drivers
		8322	Car, taxi and van drivers
	833		Heavy truck and bus drivers
		8331	Bus and tram drivers
		8332	Heavy truck and lorry drivers
	834		Mobile plant operators
		8341	Mobile farm and forestry plant operators
		8342	Earthmoving and related plant operators
		8343	Crane, hoist and related plant operators

Sub-major Group	Minor Group	Unit Group	Description
		8344	Lifting truck operators
	835		Ships' deck crews and related workers
		8350	Ships' deck crews and related workers

Major Group 9   Elementary occupations

Sub-major Group	Minor Group	Unit Group	Description
91			**Cleaners and helpers**
	911		Domestic, hotel and office cleaners and helpers
		9111	Domestic cleaners and helpers
		9112	Cleaners and helpers in offices, hotels and other establishments
	912		Vehicle, window, laundry and other hand cleaning workers
		9121	Hand launderers and pressers
		9122	Vehicle cleaners
		9123	Window cleaners
		9129	Other cleaning workers
92			**Agricultural, forestry and fishery labourers**
	921		Agricultural, forestry and fishery labourers
		9211	Crop farm labourers
		9212	Livestock farm labourers
		9213	Mixed crop and livestock farm labourers
		9214	Garden and horticultural labourers
		9215	Forestry labourers
		9216	Fishery and aquaculture labourers
93			**Labourers in mining, construction, manufacturing and transport**
	931		Mining and construction labourers
		9311	Mining and quarrying labourers
		9312	Civil engineering labourers
		9313	Building construction labourers
	932		Manufacturing labourers
		9321	Hand packers
		9329	Manufacturing labourers not elsewhere classified
	933		Transport and storage labourers
		9331	Hand and pedal vehicle drivers
		9332	Drivers of animal-drawn vehicles and machinery
		9333	Freight handlers
		9334	Shelf fillers

Sub-major Group	Minor Group	Unit Group	Description
94			**Food preparation assistants**
	941		Food preparation assistants
		9411	Fast food preparers
		9412	Kitchen helpers
95			**Street and related sales and service workers**
	951		Street and related service workers
		9510	Street and related service workers
	952		Street vendors (excluding food)
		9520	Street vendors (excluding food)
96			**Refuse workers and other elementary workers**
	961		Refuse workers
		9611	Garbage and recycling collectors
		9612	Refuse sorters
		9613	Sweepers and related labourers
	962		Other elementary workers
		9621	Messengers, package deliverers and luggage porters
		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

Sub-major Group	Minor Group	Unit Group	Description
01			**Commissioned armed forces officers**
	011		Commissioned armed forces officers
		0110	Commissioned armed forces officers
02			**Non-commissioned armed forces officers**
	021		Non-commissioned armed forces officers
		0210	Non-commissioned armed forces officers
03			**Armed forces occupations, other ranks**
	031		Armed forces occupations, other ranks
		0310	Armed forces occupations, other ranks

PAKISTAN STANDARD INDUSTRIAL CLASSIFICATION OF ALL ECONOMIC ACTIVITIES

Classification of Economic Activities

Detailed structure

Section A Agriculture, forestry and fishing

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

Division	Group	Class	Description
		0210	Silviculture and other forestry activities
	022		**Logging**
		0220	Logging
	023		**Gathering of non-wood forest products**
		0230	Gathering of non-wood forest products
	024		**Support services to forestry**
		0240	Support services to forestry
0			**Fishing and aquaculture**
	031		**Fishing**
		0311	Marine fishing
		0312	Freshwater fishing
	032		**Aquaculture**
		0321	Marine aquaculture
		0322	Freshwater aquaculture

Section B Mining and quarrying

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

Section C Manufacturing

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

Division	Group	Class	Description
		1410	Manufacture of wearing apparel, except fur apparel
	142		**Manufacture of articles of fur**
		1420	Manufacture of articles of fur
	143		**Manufacture of knitted and crocheted apparel**
		1430	Manufacture of knitted and crocheted apparel
1			**Manufacture of leather and related products**
	151		**Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness**
		1511	Tanning and dressing of leather; dressing and dyeing of fur
		1512	Manufacture of luggage, handbags and the like, saddlery and harness
	152		**Manufacture of footwear**
		1520	Manufacture of footwear
1 6			**Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials**
	161		**Sawmilling and planning of wood**
		1610	Sawmilling and planning of wood
	162		**Manufacture of products of wood, cork, straw and plaiting**
		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
1			**Manufacture of paper and paper products**
	170		**Manufacture of paper and paper products**
		1701	Manufacture of pulp, paper and paperboard
		1702	Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
		1709	Manufacture of other articles of paper and paperboard
1			**Printing and reproduction of recorded media**
	181		**Printing and service activities related to printing**
		1811	Printing
		1812	Service activities related to printing
	182		**Reproduction of recorded media**
		1820	Reproduction of recorded media
1			**Manufacture of coke and refined petroleum products**
	191		**Manufacture of coke oven products**
		1910	Manufacture of coke oven products
	192		**Manufacture of refined petroleum products**
		1920	Manufacture of refined petroleum products
2			**Manufacture of chemicals and chemical products**
	201		**Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic**
		2011	Manufacture of basic chemicals
		2012	Manufacture of fertilizers and nitrogen compounds
		2013	Manufacture of plastics and synthetic rubber in primary forms
	202		**Manufacture of other chemical products**
		2021	Manufacture of pesticides and other agrochemical products

\Divisio	Group	Class	Description
		2022	Manufacture of paints, varnishes and similar coatings, printing ink and
		2023	Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
		2029	Manufacture of other chemical products n.e.c.
	203		**Manufacture of man-made fibres**
		2030	Manufacture of man-made fibres
2 1			**Manufacture of basic pharmaceutical products and pharmaceutical preparations**
	210		**Manufacture of pharmaceuticals, medicinal chemical and botanical products**
		2100	Manufacture of pharmaceuticals, medicinal chemical and botanical
2			**Manufacture of rubber and plastics products**
	221		**Manufacture of rubber products**
		2211	Manufacture of rubber tyres and tubes; retreating and rebuilding of rubber tyres
		2219	Manufacture of other rubber products
	222		**Manufacture of plastics products**
		2220	Manufacture of plastics products
2			**Manufacture of other non-metallic mineral products**
	231		**Manufacture of glass and glass products**
		2310	Manufacture of glass and glass products
	239		**Manufacture of non-metallic mineral products n.e.c.**
		2391	Manufacture of refractory products
		2392	Manufacture of clay building materials
		2393	Manufacture of other porcelain and ceramic products
		2394	Manufacture of cement, lime and plaster
		2395	Manufacture of articles of concrete, cement and plaster
		2396	Cutting, shaping and finishing of stone
		2399	Manufacture of other non-metallic mineral products n.e.c.
2			**Manufacture of basic metals**
	241		**Manufacture of basic iron and steel**
		2410	Manufacture of basic iron and steel
	242		**Manufacture of basic precious and other non-ferrous metals**
		2420	Manufacture of basic precious and other non-ferrous metals
	243		**Casting of metals**
		2431	Casting of iron and steel
		2432	Casting of non-ferrous metals
2 5			**Manufacture of fabricated metal products, except machinery and equipment**
	251		**Manufacture of structural metal products, tanks, reservoirs and steam generators**
		2511	Manufacture of structural metal products
		2512	Manufacture of tanks, reservoirs and containers of metal
		2513	Manufacture of steam generators, except central heating hot water
	252		**Manufacture of weapons and ammunition**
		2520	Manufacture of weapons and ammunition
	259		**Manufacture of other fabricated metal products; metalworking**

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

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

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

Section D Electricity, gas, steam and air conditioning supply

Division	Group	Class	Description
3			**Electricity, gas, steam and air conditioning supply**
	351		**Electric power generation, transmission and distribution**
		3510	Electric power generation, transmission and distribution
	352		**Manufacture of gas; distribution of gaseous fuels through mains**
		3520	Manufacture of gas; distribution of gaseous fuels through mains
	353		**Steam and air conditioning supply**
		3530	Steam and air conditioning supply

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

Division	Group	Class	Description
3			**Water collection, treatment and supply**
	360		**Water collection, treatment and supply**
		3600	Water collection, treatment and supply
3			**Sewerage**
	370		**Sewerage**
		3700	Sewerage
3			**Waste collection, treatment and disposal activities; materials**
	381		**Waste collection**
		3811	Collection of non-hazardous waste
		3812	Collection of hazardous waste
	382		**Waste treatment and disposal**
		3821	Treatment and disposal of non-hazardous waste
		3822	Treatment and disposal of hazardous waste
	383		**Materials recovery**
		3830	Materials recovery

Division	Group	Class	Description
3			**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

Division	Group	Class	Description
4			**Construction of buildings**
	410		**Construction of buildings**
		4100	Construction of buildings
4			**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
4			**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

Division	Group	Class	Description
4			**Wholesale and retail trade and repair of motor vehicles and**
	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
4			**Wholesale trade, except of motor vehicles and motorcycles**
	461		**Wholesale on a fee or contract basis**
		4610	Wholesale on a fee or contract basis
	462		**Wholesale of agricultural raw materials and live animals**
		4620	Wholesale of agricultural raw materials and live animals
	463		**Wholesale of food, beverages and tobacco**

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

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

Section H Transportation and storage

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

Division	Group	Class	Description
	532		**Courier activities**
		5320	Courier activities

Section I   Accommodation and food service activities

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

Section J   Information and communication

Division	Group	Class	Description
5			**Publishing activities**
	581		**Publishing of books, periodicals and other publishing activities**
		5811	Book publishing
		5812	Publishing of directories and mailing lists
		5813	Publishing of newspapers, journals and periodicals
		5819	Other publishing activities
	582		**Software publishing**
		5820	Software publishing
5 9			**Motion picture, video and television programme production, sound recording and music publishing activities**
	591		**Motion picture, video and television programme activities**
		5911	Motion picture, video and television programme production activities
		5912	Motion picture, video and television programme post-production
		5913	Motion picture, video and television programme distribution activities
		5914	Motion picture projection activities
	592		**Sound recording and music publishing activities**
		5920	Sound recording and music publishing activities
6			**Programming and broadcasting activities**
	601		**Radio broadcasting**
		6010	Radio broadcasting
	602		**Television programming and broadcasting activities**
		6020	Television programming and broadcasting activities
6			**Telecommunications**
	611		**Wired telecommunications activities**

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

Section K Financial and insurance activities

Division	Group	Class	Description
6			**Financial service activities, except insurance and pension**
	641		**Monetary intermediation**
		6411	Central banking
		6419	Other monetary intermediation
	642		**Activities of holding companies**
		6420	Activities of holding companies
	643		**Trusts, funds and similar financial entities**
		6430	Trusts, funds and similar financial entities
	649		**Other financial service activities, except insurance and pension funding activities**
		6491	Financial leasing
		6492	Other credit granting
		6499	Other financial service activities, except insurance and pension funding activities, n.e.c.
6 5			**Insurance, reinsurance and pension funding, except compulsory social security**
	651		**Insurance**
		6511	Life insurance
		6512	Non-life insurance
	652		**Reinsurance**
		6520	Reinsurance
	653		**Pension funding**
		6530	Pension funding
6			**Activities auxiliary to financial service and insurance activities**
	661		**Activities auxiliary to financial service activities, except**

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

Section L Real estate activities

Division	Group	Class	Description
6			**Real estate activities**
	681		**Real estate activities with own or leased property**
		6810	Real estate activities with own or leased property
	682		**Real estate activities on a fee or contract basis**
		6820	Real estate activities on a fee or contract basis

Section M Professional, scientific and technical activities

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

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

Section N Administrative and support service activities

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

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

Section O Public administration and defence; compulsory social security

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

Section P   Education

Division	Group	Class	Description
8			**Education**
	851		**Pre-primary and primary education**
		8510	Pre-primary and primary education
	852		**Secondary education**
		8521	General secondary education
		8522	Technical and vocational secondary education
	853		**Higher education**
		8530	Higher education

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

Section Q Human health and social work activities

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

Section R Arts, entertainment and recreation

Division	Group	Class	Description
9			**Creative, arts and entertainment activities**
	900		**Creative, arts and entertainment activities**
		9000	Creative, arts and entertainment activities
9			**Libraries, archives, museums and other cultural activities**
	910		**Libraries, archives, museums and other cultural activities**
		9101	Library and archives activities
		9102	Museums activities and operation of historical sites and buildings
		9103	Botanical and zoological gardens and nature reserves activities
9			**Gambling and betting activities**
	920		**Gambling and betting activities**
		9200	Gambling and betting activities
9			**Sports activities and amusement and recreation activities**

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

Section S Other service activities

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

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

Division	Group	Class	Description
9			**Activities of households as employers of domestic personnel**
	970		**Activities of households as employers of domestic personnel**
		9700	Activities of households as employers of domestic personnel
9 8			**Undifferentiated goods- and services-producing activities of private house- holds for own use**
	981		**Undifferentiated goods-producing activities of pvt. households**
		9810	Undifferentiated goods-producing activities of private households for

Division	Group	Class	Description
	982		**Undifferentiated service-producing activities of private households for own use**
		9820	Undifferentiated service-producing activities of private households for

Section U Activities of extraterritorial organizations and bodies

Division	Group	Class	Description
9			**Activities of extraterritorial organizations and bodies**
	990		**Activities of extraterritorial organizations and bodies**
		9900	Activities of extraterritorial organizations and bodies

LIST OF SOME IMPORTANT TECHNICAL/VOCATIONAL COURSES

Code	Name of the Course	Code	Name of the Course	Code	Name of the Course
01	Agriculture Tools Repair	32	Draftsman	63	Mining Technology
02	Air Ticketing Course	33	Drilling & Blasting	64	Mobile Phone Repairing
03	Architect Technology	34	Driving Course	65	Motor cycle Mechanic
04	Arms Repair	35	E.C.G. Technician	66	Motor Winding
05	Auto Mechanical Course	36	Electric Wiring	67	Movie Making
06	Automobile Denting & Painting	37	Electrical Engineering Technology	68	Paper product makers
07	Bangles Manufacturing Course	38	Electrician	69	Pattern Making Course
08	Barbers/Hairdresser, Beauticians & related works	39	Electronics Technician	70	Pet Care
09	Bee Keeping	40	Embroidery & Knitting Course	71	Plumbing & Pipe Fitting
10	Blacksmiths/toolmakers/operators	41	Farm Machinery	72	Polishing & Soldering
11	Book binder	42	Fitters/Assemblers/ Mechanics	73	Portrait & Landscape Painting
12	Building Painter	43	Flower Making Course	74	Printing related works
13	Cabinet makers/related trades	44	Foundry Technology	75	Refrigeration & Air Conditioning Repair
14	Calligraphy Art	45	Furniture Spray Painting	76	Rubber/plastic product makers
15	Candle Making	46	Garment Making	77	Shoe/Leather goods making
16	Carpentry/Wood Works	47	Gas Cutter	78	Shuttering & related works
17	Carpet Making	48	General Nursing Course	79	Silma Sitara Tilla Work (Bride Dress Making)
18	Ceramics Technology	49	Generators Repair	80	Soil Testing
19	Chemical Engineering Technology	50	Glass/Pottery formers & related works	81	Stone cutters/carvers
20	Civil Engineering Technology	51	Hotel Management Course	82	Tailors/sewers/related works
21	Computer Course	52	Interior Decoration	83	Textile Technology
22	Computer Repairs / Maintenance	53	Jewellery and precious metal works	84	Tractor Mechanic
23	Construction works	54	Laboratory Attendant	85	Turner Course
24	Cooking & Backing 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 & Tel evision	61	Metallurgy Technology		
31	Dispenser Course	62	Midwifery Course		

District codes

KHYBER PAKHTUNKHAWA		
S.NO	District Name	District Code
1	Abbottabad	101
2	Bajur	102
3	Bannu	103
4	Batagram	104
5	Bunair	105
6	Charsada	106
7	Chitral	107
8	D. I. Khan	108
9	Hangu	109
10	Haripur	110
11	Karak	111
12	Khyber	112
13	Kohat	113
14	Kohistan	114
15	Kurram	115
16	Lakki Marwat	116
17	Lower Dir	117
18	Malakand	118
19	Mansehra	119
20	Mardan	120
21	Mohmand	121
22	North Waziristan	122
23	Nowshera	123
24	Orakzai	124
25	Peshawar	125
26	Shangla	126
27	South Waziristan	127
28	Swabi	128
29	Swat	129
30	Tank	130
31	Tor Garh	131
32	Upper Dir	132

PUNJAB		
S.NO	District Name	District Code
1	Attock	201
2	Bahawalnagar	202
3	Bahawalpur	203
4	Bhakhar	204
5	Chakwal	205
6	Chiniot	206
7	D. G. Khan	207
8	Faisalabad	208
9	Gujranwala	209
10	Gujrat	210
11	Hafizabad	211
12	Islamabad	212
13	Jehlum	213
14	Jhang	214
15	Kasur	215
16	Khanewal	216
17	Khushab	217
18	Lahore	218
19	Layyah	219
20	Lodhran	220
21	Mandi Bahauddin	221
22	Mianwali	222
23	Multan	223
24	Muzaffar Garh	224
25	Nankana Sahib	225
26	Narowal	226
27	Okara	227
28	Pakpattan	228
29	Rahim Yar Khan	229
30	Rajanpur	230
31	Rawalpindi	231
32	Sahiwal	232
33	Sargodha	233
34	Sheikhupura	234
35	Sialkot	235
36	T.T. Singh	236
37	Vehari	237

SINDH		
S.NO	District Name	District Code
1	Badin	301
2	Dadu	302
3	Ghotki	303
4	Hyderabad	304
5	Jacobabad	305
6	Jamshoro	306
7	Karachi Central	307
8	Karachi East	308
9	Karachi Malir	309
10	Karachi South	310
11	Karachi West	311
12	Kashmore	312
13	Khairpur	313
14	Korangi	314
15	Larkana	315
16	Matiari	316
17	Mir Pur Khas	317
18	Nowshero Feroze	318
19	Sanghar	319
20	Shahdadkot	320
21	Shaheed Banazir Abad	321
22	Shikarpur	322
23	Sujawal	323
24	Sukkur	324
25	Tando Allah Yar	325
26	Tando Muhammad Khan	326
27	Tharparkar	327
28	Thatta	328
29	Umer Kot	329

BALOCHISTAN		
S.NO	District Name	District Code
1	Awaran	401
2	Barkhan	402
3	Chagai	403
4	Dera Bugti	404
5	Duki	405
6	Gwadar	406
7	Harnai	407
8	Jaffarabad	408
9	Jhal Magsi	409
10	Kachhi/ Bolan	410
11	Kalat	411
12	Kech/Turbat	412
13	Kharan	413
14	Khuzdar	414
15	Kohlu	415
16	Lasbela	416
17	Loralai	417
18	Mastung	418
19	Musa Khel	419
20	Nasirabad/ Tamboo	420
21	Nushki	421
22	Panjgoor	422
23	Pishin	423
24	Qilla Abdullah	424
25	Qilla Saifullah	425
26	Quetta	426
27	Shaheed Sikandar Abad	427
28	Sherani	428
29	Sibbi	429
30	Sohbatpur	430
31	Washuk	431
32	Zhob	432
33	Ziarat	433

AJ & KASHMIR		
S.NO	District Name	District Code
1	Bagh	501
2	Bhimber	502
3	Hattian Bala	503
4	Haveli	504
5	Kotli	505
6	Mirpur	506
7	Muzaffarabad	507
8	Neelum	508
9	Rawalakot/ponch	509
10	Sudhnoti	510

GILGIT/BALTISTAN		
S.NO	District Name	District Code
1	Astore	601
2	Biltistan	602
3	Diamir	603
4	Ghanchi	604
5	Ghizer	605
6	Gilgit	606
7	Hunza	607
8	Kharmang	608
9	Nagar	609
10	Shigar	610